



GUIDE



Defense Travel System (DTS) Guide 2: Authorizations

April 03, 2024

V4.11



Table of Contents

Revision History	3
Chapter 1: Authorizations Introduction	4
1.1 Trip Processing Rules	5
Chapter 2: Create an Authorization	7
2.1 Standard Travel Itinerary	7
2.2 Non-Routine Travel	11
2.2.1 Invitational Travel Authorization	12
2.2.2 Government Funded Leave	15
Chapter 3: Authorization Layout & Navigation	16
3.1 The Progress Bar	17
Chapter 4: Reservations Module	20
4.1 Enter TSA Information	20
4.2 Flight Reservations	21
4.2.1 Book Flights	22
4.3 Rail Reservations	28
4.3.1 Book Train	28
4.4 Rental Car Reservations	32
4.4.1 Book Rental Car	32
4.5 Lodging Reservations	35
4.5.1 Lodging Screen Layout and Options	37
4.5.2 Book DoD Lodging	38
4.5.3 Decline Directed Lodging	40
4.5.4 Book Privatized Lodging	41
4.5.5 Decline Directed Lodging	45
4.5.6 Book DoD Preferred Commercial Lodging	45
4.5.7 Book Commercial Lodging	47
4.5.8 ADA Requests for Lodging	49
4.5.9 Request TMC Assistance	50
4.6 Review Reservation Selections	53
Chapter 5: Expenses Module	58
5.1 Reservation Expenses	59
5.2 Other Expenses	62
5.3 Attaching Files and Substantiating Documents	70

5.4 Expenses Screen Icons Explained	76
Chapter 6: Per Diem Module.....	79
6.1 Per Diem Page Overview	79
6.2 Adjust Per Diem Amounts Screen	83
Chapter 7: Accounting Module	91
7.1 Enter Accounting Codes.....	91
7.1.1 Add or Remove a LOA	92
7.1.2 Add Multiple LOAs	92
7.2 Request an Advance	94
7.3 Scheduled Partial Payments	97
7.4 Review Trip Costs and Payments	98
Chapter 8: Review Module.....	100
8.1 Review Profile Screen	100
8.2 Review Trip Authorization Screen	102
8.3 Other Auths and Pre-Audits Screen	105
8.4 Digital Signature Screen.....	109
8.5 Travel Readiness	112
8.6 Document Access and Retention	113
Chapter 9: Additional Resources.....	114
9.1 Component Representatives.....	114
9.2 Helpful References.....	114

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
4.9	12/07/23	DTMO	Added Logout Message Prompt information	Page 4
4.10	03/26/24	DTMO	Updated Travel Modes Updated Foreign Travel section Updated Progress Bar screen shot Updated Air section Updated Rail section Updated Lodging section Update Rental Car section Updated Reservation Selections Updated Expenses Updated CTW section. Removed 400 mile rule. Added new Travel Readiness Section 8.5 Added new Document Retention Section 8.6	Page 8 Page 11 Page 18 Pages 21-25 Pages 28-31 Pages 32-35 Page 36 Pages 53-56 Pages 59-62 Page 67 Page 112 Page 113
4.11	04/03/24	DTMO	Updated Chapter 1 Updated Constructed Travel link in Expenses Updated Constructed Travel link	Page 4 Page 70 Page 114

Chapter 1: Authorizations Introduction

A DTS authorization captures specific data regarding an upcoming Temporary Duty (TDY) travel (dates, locations, reservations, should-cost estimates and more). Essentially, the authorization is a means of informing everyone who needs to know when you* will be gone, where you will be working, and how much you expect your trip to cost.

To build an authorization in DTS, the system accesses database information from your DTS personal profile (e.g., residence and duty data, GTCC and EFT information), your organization (i.e., routing lists, LOAs, and budgets), and DoD travel regulations to help streamline the process.

**In this guide, “you” are the traveler, unless stated otherwise.*

When you have official TDY travel, remember:

- Gather your essential travel information before starting the authorization.
- Review the [JTR](#) if you have any questions on transportation (e.g., air, rail, bus, POV), rental car, lodging, per diem, and allowable travel expenses.
- Consult with your Authorizing Official (AO) about the transportation requirements for your trip.
 - Per the *JTR, par. 020203-2*. “When Government transportation is not directed, commercial travel by airplane, rail, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types the most preferable is travel by airplane if the distance is greater than 250 miles. If the distance is 250 miles or less, then travel by rail is preferred if available; if not available, then travel by rental vehicle is preferable.” Your AO will use several factors to determine which type of transportation is most advantageous to the Government for TDY travel.
 - Under the *JTR, par. 020206-O*. “Sustainable Travel Modes. To promote sustainable transportation, the traveler should consider using ZEVs over other automobiles; rail over air travel if the distance is less than 250 miles or long-distance automobile travel; and public transit over automobiles.”
 - Be aware you must provide a Constructed Travel Worksheet (CTW) anytime you use your POV as the preferred transportation mode to and from the TDY location. In the *JTR, par. 020203*, it states, “If the traveler selects an alternate mode than as specified in [par. 020203](#), then they must demonstrate to the AO’s satisfaction that the selected mode of travel was the most efficient or economical option reasonably available.”
- Review your DTS personal profile and update (GTCC, EFT, and email if needed) before creating the authorization.
- If you require reservations, ensure your Government Travel Charge Card (GTCC) IBA is active or if using the Organization’s Centrally Billed Account (CBA) contact the Agency Program Coordinator (APC) for assistance.
- Allow ample time for your authorization to process through reservations, approval, and ticketing.
 - For CONUS travel, recommend starting at least 2 to 3 weeks out, but refer to your local business rules on advance trip planning.

- For OCONUS travel, recommend starting at least 45 to 60 days out to allow time to complete security briefings, schedule medical appointments, or complete other local requirements. Refer to your local business rules on advance trip planning.
- Enter your projected travel expenses (e.g., **Rental Car – Fuel** or **1st Checked Bag** fee) as allowed by the [JTR](#).
- Verify your authorization is stamped **APPROVED** and reservations **CTO TICKETED** before beginning your TDY.
- Reach out to your Defense Travel Administrator (DTA) and AO for assistance.
- Follow your local business rules regarding your trip.



Note 1: If you're logging into DTS for the first time or after an extended period, DTS may provide you a pop-up message which can include:

- **Review and Update Profile** – This option triggers when it is at least 60 days since your last log on to DTS. Either choose **Open Profile** and make your changes or **Continue without Updating**. For more about profiles, see the [DTS Guide 1: Authorizations](#) and the [DTA Manual, Chapter 7: People](#).
- **What's New** – This feature alerts you when software changes occur. The first time you access an affected module, the **What's New** feature activates. A series of pop-up screens annotate any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again. For more on the **What's New** feature, review the [DTS Guide 1](#).



Note 2: DTS is programmed to conform with standard time-out rules throughout the system.

- If you are in DTS, you will be presented with a **Logout due to inactivity** warning after 9 minutes, with a 60 second countdown, letting you know they are about to be logged out due to inactivity.
- You are presented with two options: **Keep me logged in** or **Log me out**.
 - To stay in DTS and continue your actions, select **Keep me logged in**.
 - To exit, select **Log me out**.

You can view the screen shot in [DTS Guide 1](#).



Note 3: If you experience a problem accessing the [DTS Home](#) page, contact your local IT to verify your allowable browsers and enable pop-ups, install JavaScript and DBsign on your pc. See the bottom of the [DTS Home](#) page, **Need More Assistance?** for the requirements.

1.1 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Authorization specifications apply to reduce the possible invalid reservation selections (e.g., selections made in the next Fiscal Year (FY) before airlines post flights) and incorrect per diem calculations (e.g., documents crossing multiple FYs and per diem changes). Voucher specifications apply to reduce incorrect per diem calculations resulting in debt. These processing rules include:

- Authorizations may not be created greater than 6 months in advance of the trip.
- Imported 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.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start date.

When a document does not meet the policy requirements for trip creation date and/or trip duration on the Itinerary page, DTS will alert the user.

- 
 - If *creating* a document further out than six months from current date, the following error message displays under the *Create Itinerary* section:
 - "There are errors with this itinerary. Please correct the errors and try submitting again."
- 
 - If *creating* a document further out than six months from current date, the following error message displays under the *Trip Overview* section, **Leaving On** field:
 - "Your overall Leaving date must be less than 180 days in the future."
- 
 - If *creating* a document with a trip duration of greater than one year, the following error message displays under the *Create Itinerary* section:
 - "There are errors with this itinerary. Please correct the errors and try submitting again."
- 
 - If *creating* a document with a trip duration of greater than one year, the following error message displays under *Your TDY Locations(s)* section:
 - "Total trip duration cannot exceed one year."
- 
 - If *editing* an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under the *Edit Itinerary* section:
 - "There are errors with this itinerary. Please correct the errors and try submitting again."
- 
 - If *editing* an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under *Your TDY Location(s)* section:
 - "Total trip duration cannot exceed one year."
- 
 - If *editing* an existing trip to extend the total trip length and the duration is greater than one year, the following error message displays under the *Trip Overview* section, the **Returning On** field:
 - "Total trip duration cannot exceed one year."
- 
 - If *amending* an authorization with SPPs, DTS will automatically cancel scheduled SPPs to prevent improper payments. After adding or editing expenses, reschedule the SPPs on the amendment.

Once an error for trip duration occurs, the traveler, clerk, or NDEA must correct the dates before proceeding past the **Itinerary** page.

In circumstances where travel is greater than one year:

- Follow your local business rules on how to document and process the extended trip.
- For DTS purposes users can't exceed the trip duration limit. Instead, an additional authorization and voucher is necessary. For auditability, comments can be added to associate the two documents.

Chapter 2: Create an Authorization

To create an authorization log onto DTS. On the **DTS Dashboard** (Figure 2-1), select **Create New Document**, then choose **Routine TDY Trip**.

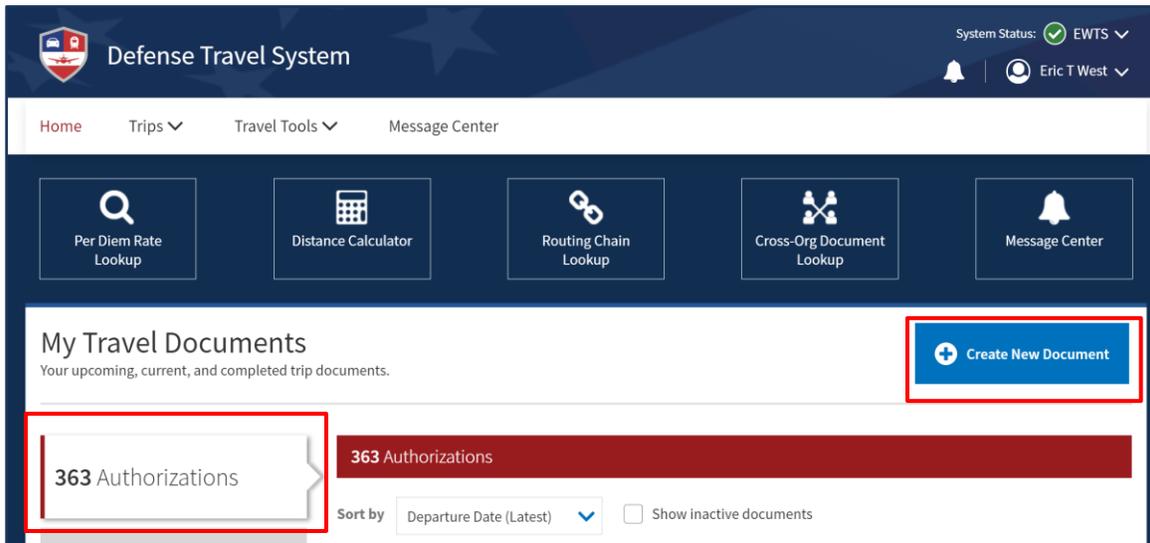


Figure 2-1: DTS Dashboard

2.1 Standard Travel Itinerary

After selecting **Routine TDY Trip**, the Create Itinerary screen (Figure 2-2a and Figure 2-2b) opens.

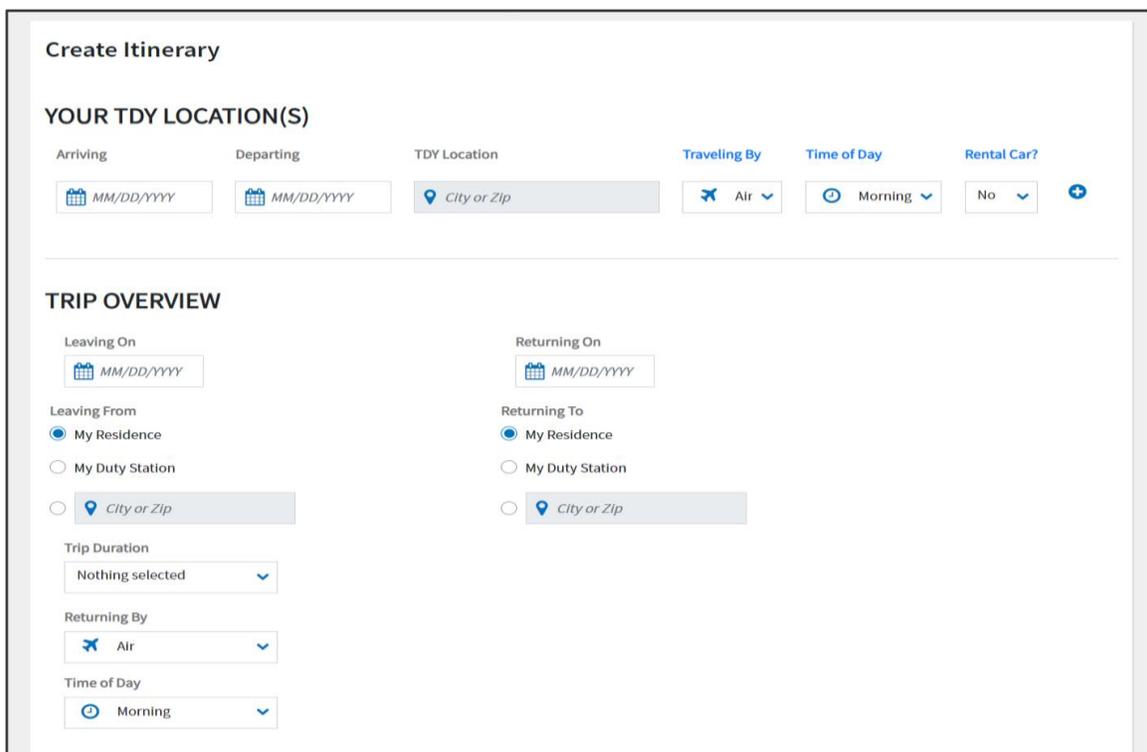


Figure 2-2a: Itinerary Screen (Top View)

YOUR TRIP DETAILS

Type ⓘ
Temporary Duty Travel (Routine) ▼

Purpose ⓘ
Nothing selected ▼

Description (optional)

Conference/Event Name
 Not attending a conference
 Nothing selected ▼

Cancel **Continue >**

Figure 2-2b: Itinerary Screen (Bottom View)

The **Create Itinerary** screen contains three sections:

1. YOUR TDY LOCATION(S)

- Enter the **Arriving** and **Departing** date for each TDY location. **Note:** The create date can't be further than six months from current date. The trip duration can't exceed one year from start date.
- Identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
- Identify how you will travel (i.e., **Rail**, **Air**, **Rental Car**, or **Other**), the time of day you want to travel, and whether you will need a rental car. The most common options show as a default, but you may change them. Remember to follow the [JTR](#) regarding use of most advantageous travel mode.
- If you are traveling to multiple locations, select the + sign icon to the right of **Rental Car** to add a row for your next TDY location.

2. TRIP OVERVIEW

- The **Leaving On** and **Returning On** dates auto-populate to match the dates in the **YOUR TDY LOCATION(S)** fields. If any date is not correct, enter the correct dates.
- Enter the place you will be **Leaving from** and **Returning To**. The **Trip Duration** auto-populates.

3. YOUR TRIP DETAILS

- Select the **Type** based upon your travel needs (Figure 2-3 **YOUR TRIP DETAILS**). *Table 2-1* outlines the selection of **DTS Trip Types** with descriptions. Once you select the type of travel and save the itinerary information, DTS locks the **Trip Type** allowances and the field is not editable. The most common type is **Temporary Duty Travel (Routine)**. All five **Trip Purposes** are available for section with the **Trip Types**.

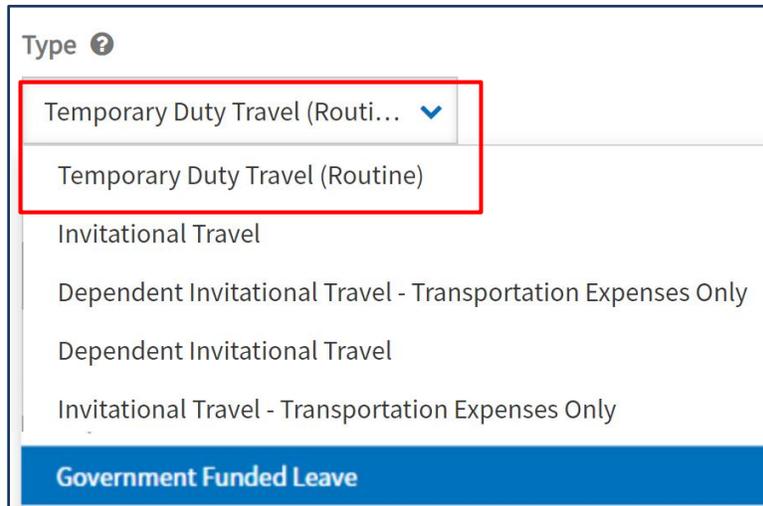


Figure 2-3: Your Trip Details Screen

Table 2-1

DTS Trip Type	Description	Reference
Temporary Duty Travel (Routine)	<p>This trip type supports a DoD employee (MIL/CIV) traveling to one or more places away from a PDS to perform duties for a period of time and upon completion of assignment, returns or proceeds to a PDS.</p> <p>This trip type supports some dependent/family member travel when certain conditions apply.</p>	<p>Travel reimbursement based upon JTR, Ch. 3. TDY Travel.</p> <p>See par. 0301 for policy, mission and AO approval required for travel and transportation allowances.</p> <p>See eligibility JTR, Ch. 5, par. 0550 for RAT.</p>
Invitational Travel	<p>An Invitational Travel Authorization (ITA) uses government funds to pay for a Non-DoD employee’s travel.</p> <p>Certain conditions and additional supporting documentation may apply.</p>	<p>Travel reimbursement based upon JTR, Ch. 3.</p> <p>See par. 030501 and par. 030502 for specific policy and AO approval required for travel and transportation allowances.</p>
Invitational Travel - Transportation Expenses Only	<p>For the ITA, certain conditions apply to fund travel for a Non-DoD employee.</p> <p>A DTA or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS.</p>	<p>Limited travel reimbursement based upon JTR, Ch.3.</p> <p>See par. 030501 and par. 030502 for specific policy and AO approval required for travel and transportation allowances.</p>
Dependent Invitational Travel	<p>For the Dependent ITA, certain conditions apply.</p>	<p>Travel reimbursement based upon JTR, Ch. 3.</p>

DTS Trip Type	Description	Reference
	Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for the dependent's transportation and approved travel expenses.	See par. 030501 traveler may be authorized the standard travel and transportation allowances.
Dependent Invitational Travel – Transportation Expenses Only	For the Dependent ITA, certain conditions apply. Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for only the dependent's transportation expenses.	Limited travel reimbursement based upon JTR, Ch. 3 See par. 030501 for specific policy and AO approval of transportation allowances.
Government Funded Leave	Specific conditions apply for a DoD Employee to qualify to receive reimbursement for travel expenses. Some leave categories apply to both Service Member and civilian employees and their dependents. Some apply to just Military or Civilian and may apply to dependents. Additional documentation may be required, and verified prior to AO approval.	See JTR Ch. 4 Government Funded Leave - Emergency Leave, EVT, FEML and R&R. See Travel transportation reimbursement JTR Ch. 2, par. 020101, JTR Ch. 4, par. 040101-A and 040101-B.

4. Select a **Purpose** for your TDY.

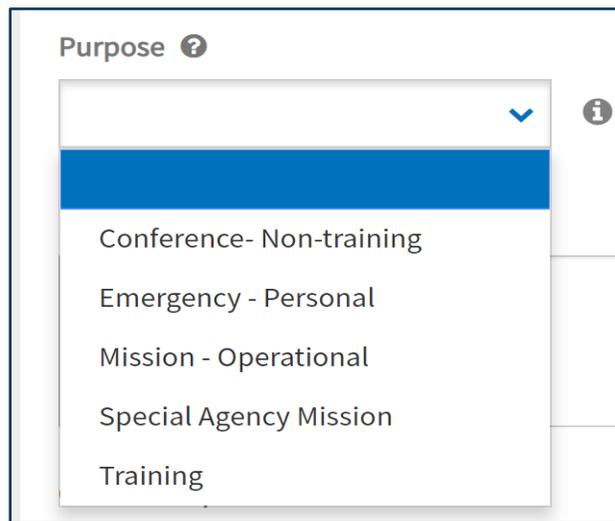


Figure 2-4: Purpose Screen

- (Optional) Enter information pertaining to travel in the **Description** text box or leave the field blank based upon your local business rules.
- Under **Conference/Event Name** select the radio button **Not attending a conference** or use the drop-down menu to make your selection. If the conference/event is not listed, select **Other**.

After you complete the entries on this screen, select **Continue** to proceed.

- For a CONUS location:
 - DTS directs you to the **Reservations** module to make your trip reservations.
 - If do not require reservations for your trip, select **Expenses** on the **Progress Bar**.
- For an OCONUS location:
 - DTS provides an information message (Figure 2-5). Read the information and then select **OK** to proceed.

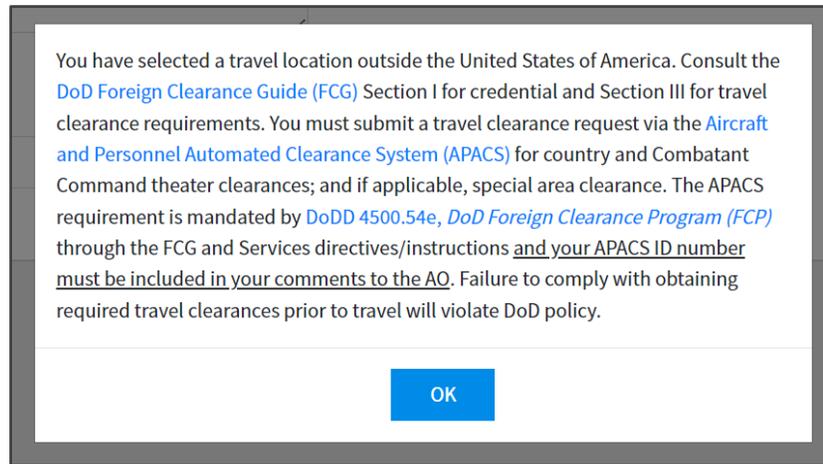


Figure 2-5: Foreign Travel Message Screen

- DTS directs you to the **Reservations** module to make your trip reservations.
 - Pay close attention dates and times when you book your reservations.
 - Double check rental car pick-up and drop-off times to your air arrival and departure reservations.
 - Double check lodging check-in and check-out times to your air arrival and departure reservations.
- If do not require reservations for your trip, select **Expenses** on the **Progress Bar**.

Note: If you have specialized travel, review the entries under *Section 2.2 Non-Routine Travel*, otherwise skip and move to **Chapter 3**.

2.2 Non-Routine Travel

Processing trips other than **Temporary Duty Travel (Routine)** is determined by travel policy and meeting certain criteria. These trip types include *Invitational Travel*, *Invitational Travel – Transportation Expenses Only*, *Dependent Invitational Travel*, *Dependent Invitational Travel – Transportation Expenses Only*, and *Government Funded Leave*. When you select one of these types, additional information may be required for the itinerary, travel reimbursement may be limited, the AO may request supporting documentation, and **Other Authorizations** and/or **Pre-Audit flags** will activate requiring comments to justify the travel.

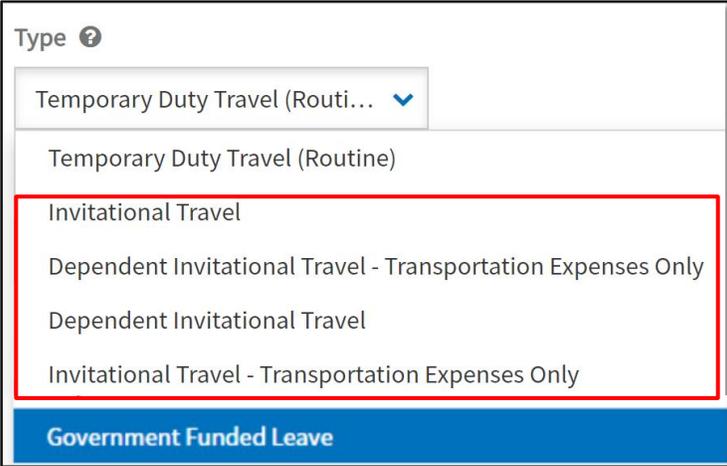
2.2.1 Invitational Travel Authorization

The **Invitational Travel Authorization (ITA)** process begins when the organization identifies a need for an ITA-eligible individual to travel at DoD's expense. Processing of invitational travel is with mutual consent, meaning the organization must invite the person to travel, and the person must accept the invitation.

To be eligible for invitational travel, a prospective traveler must meet **all** the requirements stated in [JTR, Ch. 3, par. 0305, par. 030501-A.](#) and [par. 030501-C,](#) as well as, not fall into any of restrictions highlighted in [JTR, par. 030501-D.](#)

Travelers requiring an ITA typically do not have access to DTS. If this is the case, then the DTA, Document Preparer/Travel Clerk or sponsor in the situation of a dependent traveling, follow the normal steps to create an authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the [JTR](#).

1. Select the **Type**. Then select the appropriate **Invitational Travel** label based upon travel need (Figure 2-3). The **Trip Type** selection drives your allowances and reimbursements.



The screenshot shows a web form titled "Type" with a help icon. A dropdown menu is open, showing the following options: "Temporary Duty Travel (Routine)", "Temporary Duty Travel (Routine)", "Invitational Travel", "Dependent Invitational Travel - Transportation Expenses Only", "Dependent Invitational Travel", and "Invitational Travel - Transportation Expenses Only". The "Invitational Travel" option is highlighted with a red rectangular box. Below the dropdown is a blue button labeled "Government Funded Leave".

Figure 2-3: Your Trip Details Screen

2. Select **Purpose** to see the options (Figure 2-4). Select the correct label to identify the reason for travel. If uncertain of which label to select, then contact the DTA for guidance.

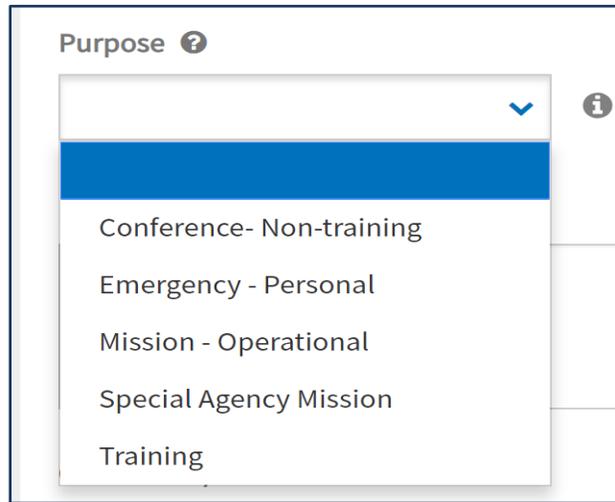


Figure 2-4: Purpose Screen

- 3. Determine if you need to create **Dependent** travel. To include a dependent, select **Add Dependents** to create the required entries. If you don't need to add dependent data, just skip to the **Description** field.

A screenshot of the 'Add Dependents' screen. The screen has a title bar with a close button. Below the title bar is a paragraph of text: 'All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.' There is a help icon to the right. The screen is divided into two main sections: 'Create New Dependent' and 'Select An Existing Dependent'. The 'Create New Dependent' section has several input fields: 'Name*' (with sub-fields for 'First name*', 'Middle Initial', and 'Last name*'), 'Relationship' (a dropdown menu with 'Spouse' selected), 'DOB*' (with a date format 'MM/DD/YYYY'), 'Passport ID' (with a placeholder 'Passport ID'), 'Passport Exp Date' (with a date format 'MM/DD/YYYY'), 'TSA KTN' (with a placeholder 'Known Traveler Number'), and 'TSA Redress Number' (with a placeholder 'TSA Redress Number'). A blue 'Create' button is highlighted with a red box. The 'Select An Existing Dependent' section has a table with columns: 'Select', 'Name', 'Relationship', 'DOB', 'Passport ID', 'KTN', 'Redress#', and 'Actions'. The table is currently empty, with the text 'No data available in table' displayed below it. At the bottom of the screen are 'Cancel' and 'Save' buttons.

Figure 2-6: Add Dependents Screen

- Create New Dependent by completing the required fields for **First, Middle Initial and Last Name, Relationship, and Date of Birth (DOB)**. TSA information is available to add as well as Passport data. To save the entry, select **Create** (Figure 2-6).
- If the individual's information already has a record, then **Select An Existing Dependent** to add the person to the trip (Figure 2-7).

- The available actions for the dependent’s record are **edit** and **delete**.

Figure 2-7: Select an Existing Dependent Screen

- To record the entry, select **Save**. The information displays under **Dependents** (Figure 2-8).

Note 1: The dependent’s information saves to the sponsor’s permanent traveler profile.

Note 2: The routing, accounting and reimbursement are all associated to the sponsor’s traveler profile. If you add the wrong person, before leaving the itinerary screen, select another trip type such as **Temporary Duty Travel (Routine)** to remove the information. Then to add a dependent to the travel document, reselect the correct trip type and add the person.

Figure 2-8: Dependent Added

4. Enter comments under **Description**, if required by your local business rules.
5. Under **Conference/Event Name** select the radio button **Not attending a conference** or use the drop-down menu to make your selection. If the conference/event is not listed, select **Other**.
6. To proceed with creating the document, select **Continue**.

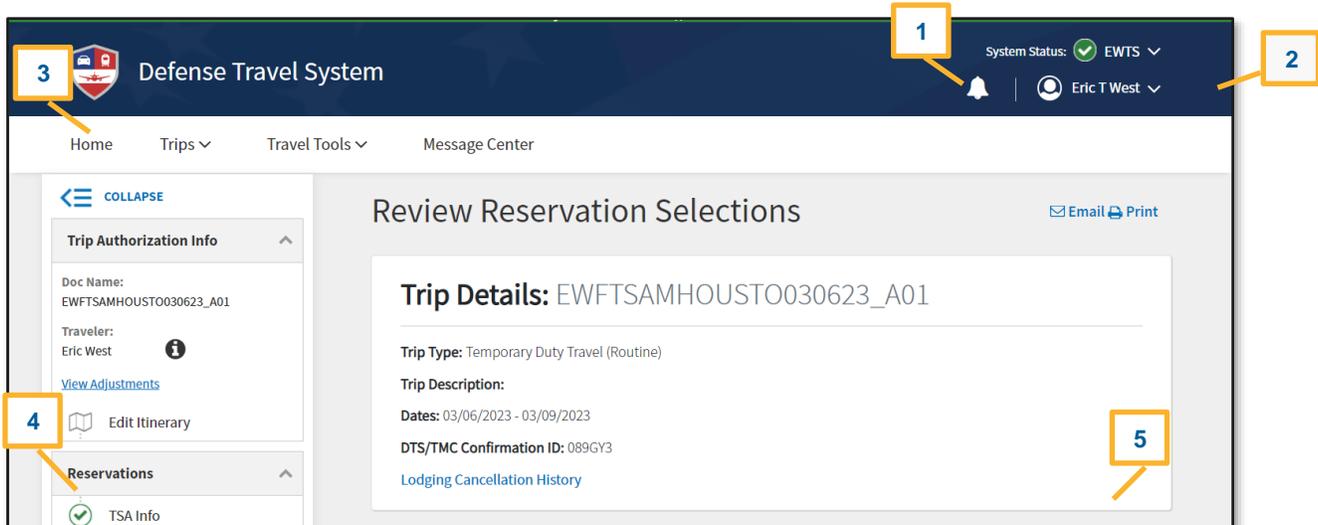
2.2.2 Government Funded Leave

The **Government Funded Leave** process begins when travel is required for a DoD military member and their dependents or civilian employee and their family members under certain conditions and when they meet the qualifications. There are limitations, additional documentation may be required, and not all forms of **Government Funded Leave** apply to both military and civilian employees. This travel includes *Funded Environmental and Morale Leave (FEML)*, *Emergency Leave*, *Emergency Visitation Travel (EVT)*, and *Rest & Recuperation (R & R)*.

1. To be eligible for **Government Funded Leave**, a prospective traveler must meet all the requirements stated in [JTR](#), *Ch. 4, par. 0401* and sub-sections specific to the travel need.
2. The traveler, DTA, or Document Preparer/Travel Clerk uses the standard process to create an authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the [JTR](#).
3. Select the **Trip Type**. Then select **Government Funded Leave** (Figure 2-3, above). The trip type selection drives your allowances and reimbursements.
4. Select the **Purpose**. See Figure 2-4 for the list of trip purposes.
5. Determine if you need to create dependent travel. Select **Add Dependents** to create or add a family member following the steps outlined in *Section 2.2.1*. If you don't need to add dependent data, then skip to the **Description** field.
6. (Optional) Enter comments under **Description** to identify the specific type of leave travel (e.g., EVT, FEML) based upon your local business rules.
7. Under **Conference/Event Name** select the radio button **Not attending a conference** or use the drop-down menu to make your selection. If the conference/event is not listed, select **Other**.
8. To proceed with creating the document, select **Continue**.

Chapter 3: Authorization Layout & Navigation

Completing the itinerary automatically creates your authorization and the page opens in the **Reservations** module. The DTS authorization screens all follow the same general layout, so it makes sense to introduce it before we move on to discuss specific screen contents. Figure 2-9 describes the basic screen layout.



Figure

2-9: DTS Screen Layout

At the top of the document is the header which contains information about your current session: system operation status indicators, alerts notices or bell icon (Figure 2-9, Indicator 1), and your login information (Figure 2-9, Indicator 2) on the far right.

If you select on the down arrow or chevron by your name the window expands (Figure 2-10). You see the following:

- Last sign on date/time
- Assigned Organization
- Organization Access (if any)
- Group Access (if any)
- Permissions (DTS auto-assigns Permission Level 0 to all users. Permission Level 0 only doesn't display on screen)
- My Profile
- Reset Profile
- Log Out

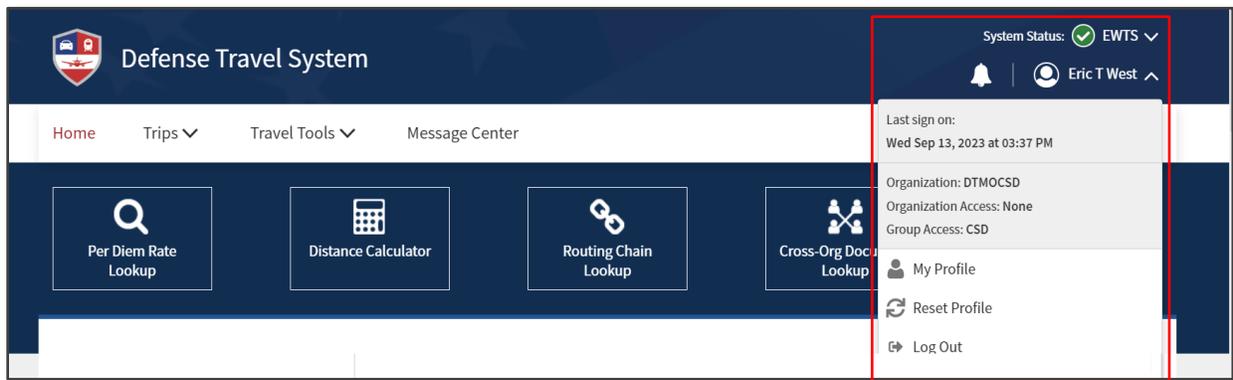


Figure 2-10: Logon Information Screen

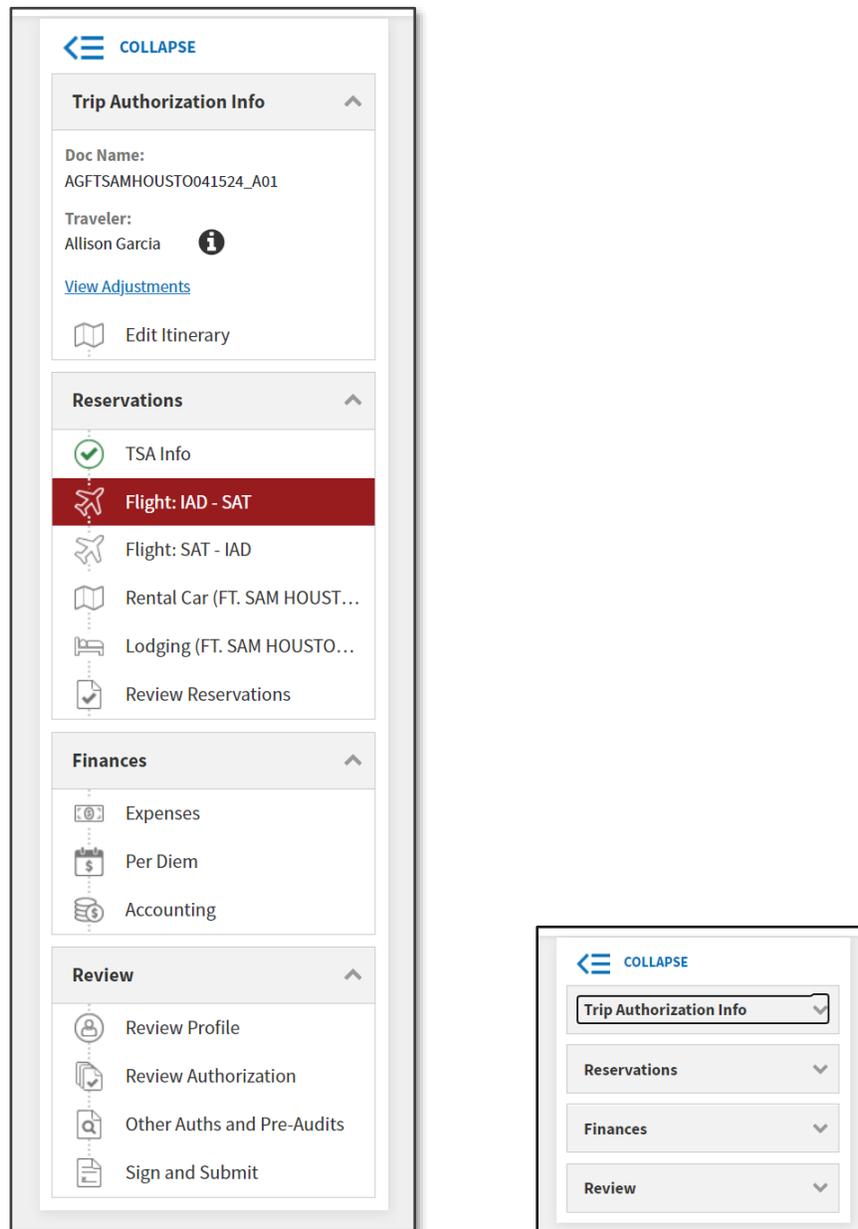
Beneath the header are the administrative function menus (Figure 2-9, Indicator 3). Within the document, beneath the administrative functions are two columns:

- On the left, the **Progress Bar** (Figure 2-9, Indicator 4) displays everything you need to complete before you sign the authorization and serves as a navigation bar. See *Section 3.1*.
- On the right, the working area (Figure 2-9, Indicator 5) contains the tools to complete your authorization.

3.1 The Progress Bar

The **Progress Bar** (Figures 2-11 and 2-12) presents the section you are currently working on (**red** highlight) and your selected reservations (green checkmark). Select any item on the **Progress Bar** to navigate to that screen.

You can collapse or expand each module individually by selecting the chevrons next to the module name. Figures 2-11 and 2-12 demonstrates the **Progress Bar** fully expanded and fully collapsed.



Figures 2-11 and 2-12: Progress Bar Fully Expanded and Fully Collapsed

Use the **Progress Bar** to navigate to the following module screens:

1. **Trip Authorization Info:**

- **Edit Itinerary:** See *Sections 2.1-2.2.*

2. **Reservations:**

- **TSA Info** appears if you require at least one flight. See *Section 4.1.*
- Various reservation types (e.g., **Flight**, **Lodging**, and **Rental Car**) appear based on your travel itinerary or later additions. See *Sections 4.2 - 4.5.*
- **Review Reservations:** See *Section 4.6.*

3. Finances:

- **Expenses:** See *Section 5*.
- **Per Diem:** See *Section 6*.
- **Accounting:** See *Section 7*.

4. Review:

- **Review Profile:** See *Section 8.1*.
- **Review Authorization:** See *Section 8.2*.
- **Other Auths and Pre-Audits:** See *Section 8.3*.
- **Sign and Submit:** See *Section 8.4*.

Chapter 4: Reservations Module

The **Reservations** module (Figure 2-13) lets you make commercial air, rail, rental car, and lodging reservations. After you save your itinerary, the **Reservations** module automatically opens. You can also re-visit the **Reservations** module at any time by selecting one of the **Reservations** options on the **Progress Bar**.

Figure 2-13: Review Reservation Selections Screen

4.1 Enter TSA Information



If you need air reservations, the **Enter Your TSA** (abbreviation for “Transportation Security Administration”) **Info for This Trip** screen (Figure 2-14) displays first. If you do not need air reservations, the screen does not appear.

Figure 2-14: TSA Information Screen

You must enter your **TSA Secure Flight Information** whenever you request air reservations. 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.

When creating an authorization for a dependent, you must enter the information for the dependent traveler.

Note: The *TSA PreCheck* program offers expedited security screening at participating airports. To use dedicated *TSA PreCheck* security lanes, enter your **DoD ID number** in the **Known Traveler Number** text box (Figure 2-14) when making air reservations for official travel.

You can open the TSA screen at any time by selecting **TSA Info** on the **Progress Bar**. *Table 2-2* explains **TSA Secure Flight** fields.

Table 2-2

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
Field	Definition
First Name, Last Name, Middle Initial	Enter your name as it appears on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.).
Gender	Select whether you are male or female.
Date of Birth	Choose the date you were born.
Known Traveler Number	(optional) Enter the 10-digit DoD ID number on the back of your Common Access Card (CAC) if enrolled in the <i>TSA PreCheck</i> program.
Redress Number	(optional) Enter the number the Department of Homeland Security assigned you to prevent watch list name misidentification if you have experienced previous travel screening difficulties.

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**.

4.2 Flight Reservations

If you indicated commercial air as a transportation mode when you built your itinerary, DTS automatically searches for appropriate flights and displays the results. At any time, you can add a new air reservation by selecting **Add to Trip > Add new flight** on the **Review Reservation Selections** screen (see *Section 2.13*). To open that screen, select the **Review Reservations** on the **Progress Bar**.

Note 1: Review the DTMO website for commercial air use at <https://www.travel.dod.mil/Programs/Commercial-Air/> and the *JTR* for fare class and rules.

Note 2: Review the City Pair Program and Search Tool on the GSA website at <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program>.

4.2.1 Book Flights

Booking a flight is a four-step process.

1. **Step 1:** On the **Select a Flight** screen, DTS initially lists available flights with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive. Use the **Select Flight** button (Figure 2-15, Indicator 1) to choose a flight. **Note:** If none of the displayed flights meet your mission, you can change the criteria such as time of day and **Search** again for new flights (Figure 2-15, Indicator 3).

Figure 2-15: Select a Flight Screen

Note: When DTS displays (or when you select) a restricted airfare, DTS provides warnings about the use of restricted airfares in general and details about the selected flight. Some of the information DTS provides includes:

- Showing the fare category as *Restrictions Apply* and highlighting it in yellow.
- Providing information about the restrictions under the **Fare Rules** link (Figure 2-15, Indicator 2).
- Displaying a pop-up to warn you about the possibility of incurring additional fees if your travel plans change.
- Providing similar warnings and information throughout the air reservation process.

For important information about how to handle restricted fares in DTS, see the information papers [Restricted Airfares in DTS](#) and [Travel Advances when Using Restricted Airfares](#).

- 2. **Step 2:** The **Select a Seat** screen opens. If the airline made a seating chart available, choose **Select a Seat Number** or **Select a General Seat Preference** (Figure 2-16, Indicator 1) marked in green or a seat type (Figure 2-16, Indicator 2) before selecting **Confirm** to advance to the next screen.

Note 1: DTS provides a banner alerting the traveler or document creator Advance seat selections are not guaranteed and are subject to change by the airline(s).

Note 2: If you chose a flight with more than one leg, you must make selections for all legs.

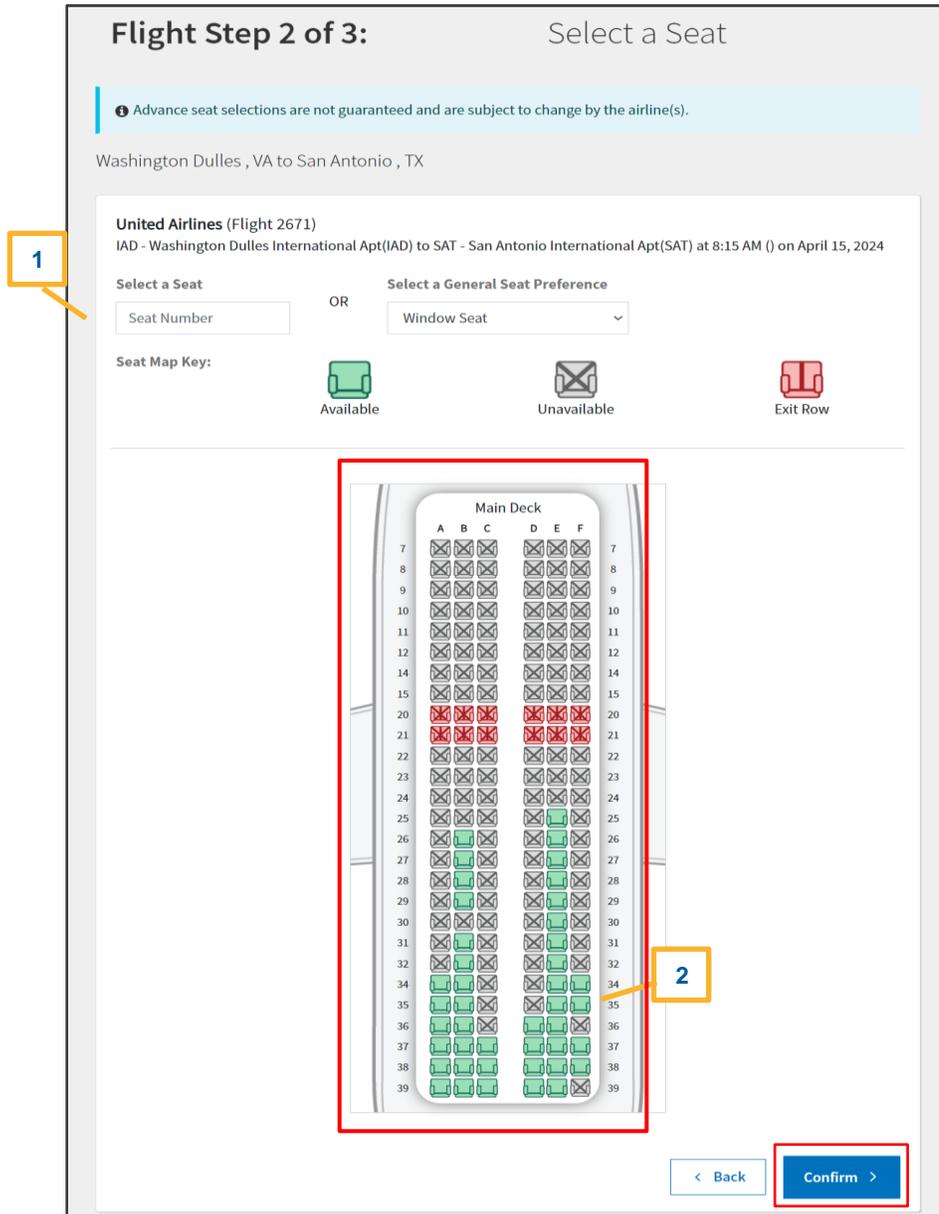


Figure 2-16: Select a Seat Screen

- 3. **Step 3:** On the **Confirm Your Flight** screen, you can make special accommodation requests (Figure 2-17a, Indicator 1), enter rewards program information (Figure 2-17a, Indicator 2), and change the payment type – say, to show you’re paying with a CBA – (Figure 2-17a, Indicator 3).

- If your TDY Location is CONUS you see the flight information at the top of the page with the **Payment Summary** below it (Figure 2-17a).
- If your TDY Location is OCONUS you see the flight information at the top of the page, followed by **Passport Information** with the **Payment Summary** below it (Figure 2-17c). The **Passport Information** provides data that transmits in the PNR, although none of fields are not marked as mandatory. It contains:
 - **Last Name, First Name, MI, Gender, and Date of Birth** which automatically populates from the **TSA Information**. Your data is used by **TSA** to verify passenger information.
 - **Passport Number, Issuing Country, and Expiration Date.**
 - **Contact Information**
 - **Emergency Contact Information** pulls from the profile.
 - (Optional) In country POC information.

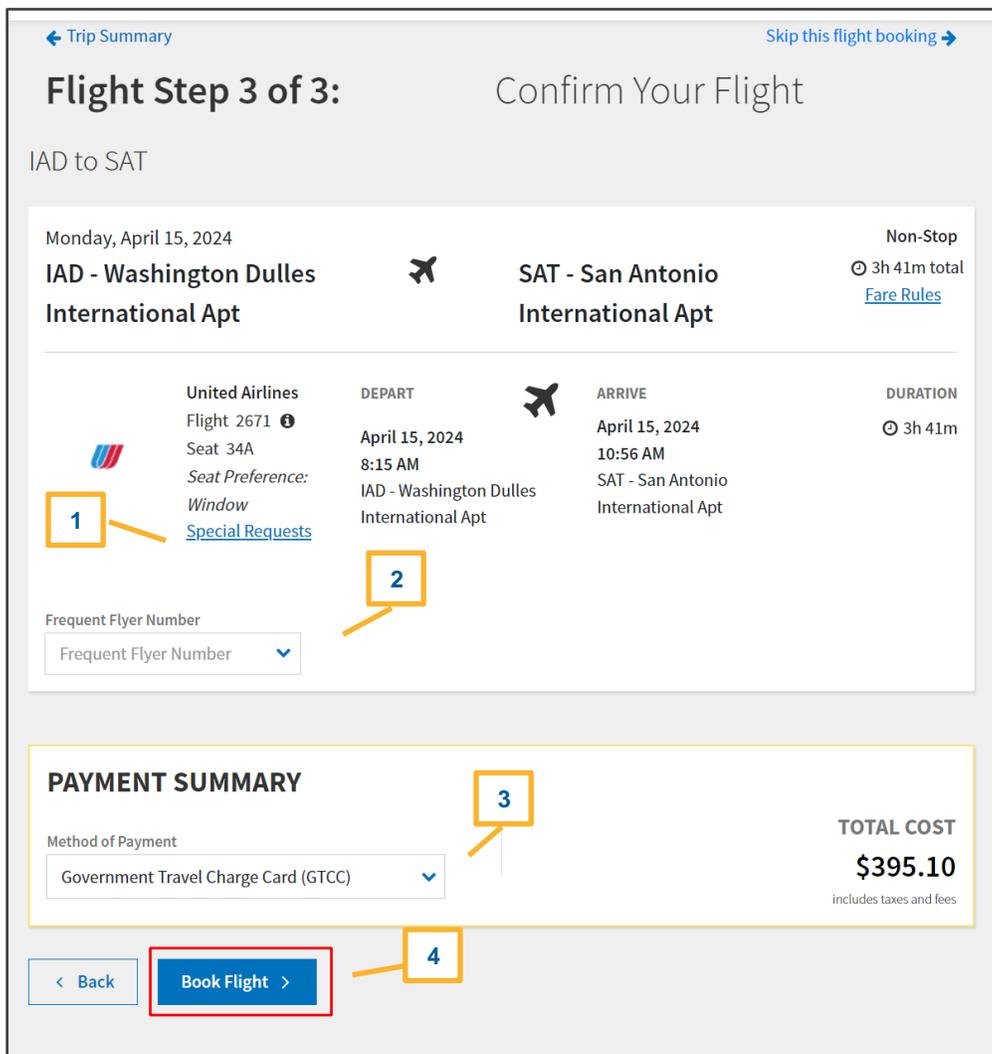


Figure 2-17a: Confirm Your Flight Screen (CONUS)

[← Trip Summary](#) [Skip this flight booking →](#)

Flight Step 3 of 3: Confirm Your Flight

HND to IAD

Friday, October 20, 2023 **1 Stop**
⌚ 18h 27m total
[Fare Rules](#)

HND - Tokyo Intl (Haneda) ✈️ **IAD - Washington Dulles International Apt**

 United Airlines Flight 7912 ⓘ <i>Seat Preference:</i> <i>Aisle</i> Special Requests	10:40 AM HND - Tokyo Intl (Haneda)	✈️	8:40 AM ORD - Chicago O'Hare International Apt	DURATION ⌚ 12h 0m
----- ⌚ 4h 30m layover -----				
 United Airlines Flight 1226 ⓘ <i>Seat Preference:</i> <i>Window</i> Special Requests	1:10 PM ORD - Chicago O'Hare International Apt	✈️	4:07 PM IAD - Washington Dulles International Apt	DURATION ⌚ 1h 57m

Frequent Flyer Number

Figure 2-17b: Confirm Your Flight Screen (OCONUS)

INTERNATIONAL FLIGHT INFORMATION

Passport Information

Please enter the information EXACTLY as it appears on your passport.

First Name	Last Name	Middle Initial
<input type="text" value="Eric"/>	<input type="text" value="West"/>	<input type="text" value="T"/>

Gender
 Male Female

Date of Birth

Passport Number	Issuing Country	Expiration Date
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="MM/DD/YYYY"/>

Contact Information

Emergency Contact:

Full Name	Country	Phone Number
<input type="text" value="Duty Clerk"/>	<input type="text" value="Select"/>	<input type="text" value="703-555-1212"/>

Point of Contact at Destination:

Full Name	Country	Phone Number
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

PAYMENT SUMMARY

Method of Payment	TOTAL COST
<input type="text" value="Government Travel Charge Card (GTCC)"/>	\$1204.45
	includes taxes and fees

Figure 2-17c: Confirm Your Flight Screen (OCONUS) - Continued

4. **Step 4:** Select **Book Flight** to retain your choice (Figure 2-17a, Indicator 4 or Figure 2-17c).

If you cannot find a flight that meets your mission requirements, you have two options.

On the **Select a Flight** screen (Figure 2-15):

1. At the top of the page (Figure 2-15, Indicator 2) **Search** for *different flights*.
2. Review the results and then **Select Flight** and **Confirm** the selection.
3. Choose **Book Flight** to retain flight option.

On the **Select a Flight** screen (Figure 2-15):

1. At the bottom of the screen, select the **Request TMC Assistance** link to request flight help. DTS provides system-generated comments to the TMC to help you find a flight (Figure 2-17d). **Note:** You may add information to the system-generated comments, but do not alter them.

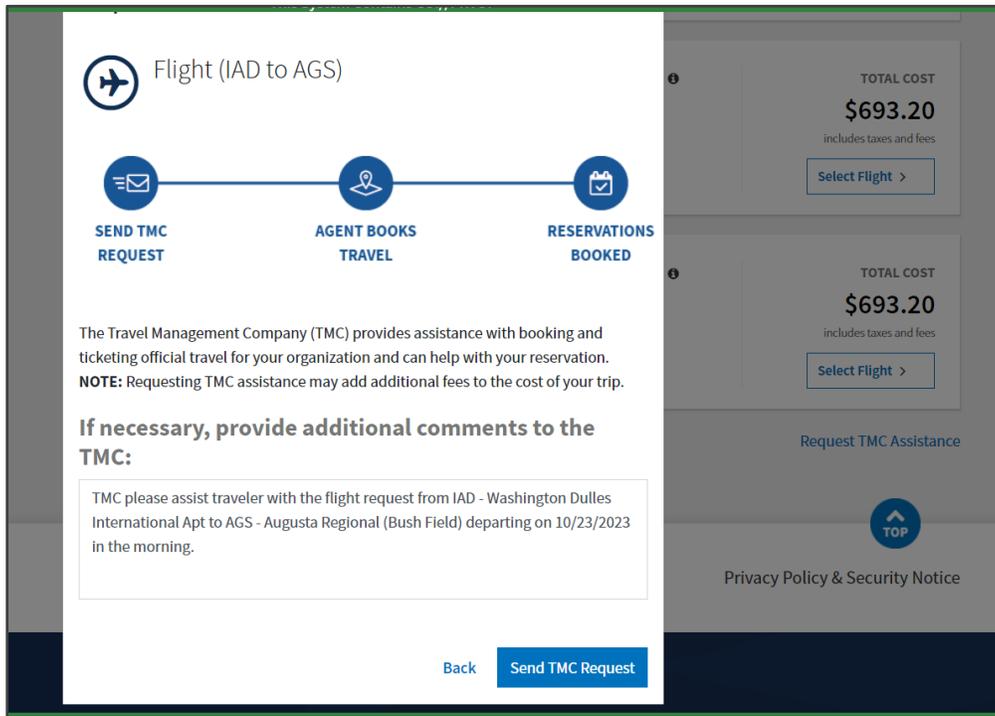


Figure 2-17d: Request TMC Assistance Screen

2. Select **Send TMC Request** and the information saves in **Review Reservation Selections** (Figure 2-17d) section.

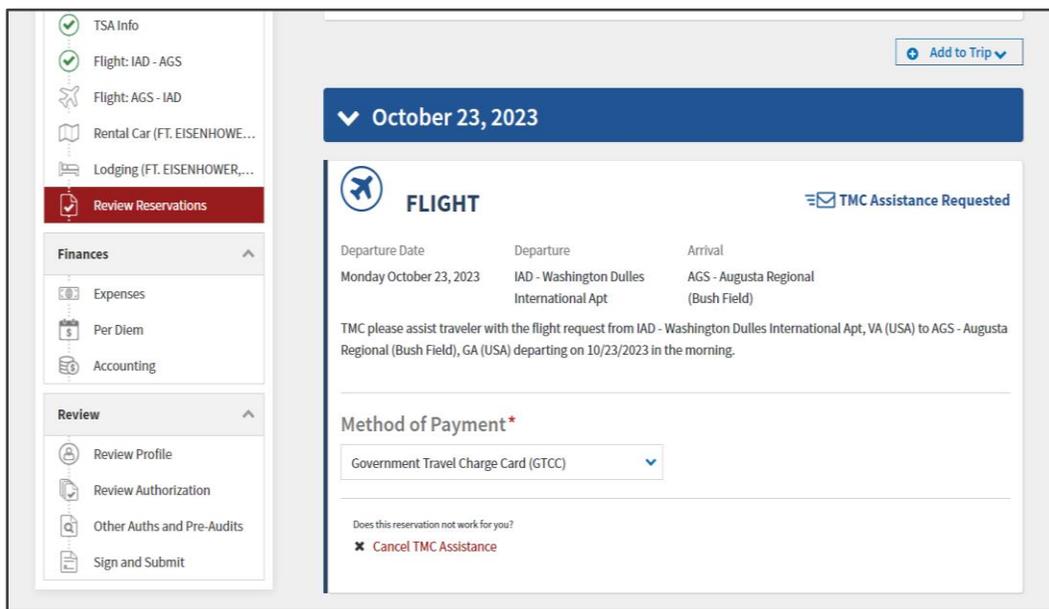


Figure 2-17e: TMC Assistance Requested - Review Reservation Selections Screen

3. The **TMC Assistance Requested** for air also appears under the **Review Trip Authorization** screen (Figure 2-17e).

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful which contains the PNR (passenger name record, sometimes referred to as reservation code). Continue making air reservations until you have booked all flights.

Note: Be aware that some carriers maintain a separate PNR for their information and don't allow their PNR to be combined with another carrier. For example, if you select *Southwest* for an outbound flight, but select *American* for the return leg, you will have two airfare PNRs. Make sure you have the invoices for both carriers in case you require flight changes and for vouchering purposes. After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.3 Rail Reservations

If you indicated that you would use commercial rail as a transportation mode when you built your itinerary, DTS automatically searches for trains and displays the search results. At any time, you can add a new rail reservation by selecting **Add to Trip > Add new rail** on the **Review Reservation Selections** screen (see *Section 3.7*). To open that screen, select **Review Reservations** on the **Progress Bar**. To view an existing rail reservation, just select the rail option on the **Progress Bar**.

Amtrak doesn't post live train availability to DTS, but travelers can search DTS to view a static list of scheduled rail departures. Then using the **Request TMC Assistance** option, send the information to the TMC for booking. After the TMC books the request, DTS updates with the rail reservation details.

Note 1: Review the DTMO website for rail information at <https://www.travel.dod.mil/Programs/Rail/> and the *JTR par. 020203 for Transportation Types Most Advantageous to the Government*.

Note 2: Review Amtrak website for Federal Government use at <https://www.amtrak.com/government-discount>.

Note 3: There is no pop-up window for TSA information for rail requests. You will need to provide the required identification information either using the **TMC Comments** box under **Special Requests** on the **Confirm You Train Request** page or by other means outlined in your local business rules. Confirm the TMC receives your information necessary to book rail travel reservations.

4.3.1 Book Train

Booking a train is a three-step process.

1. **Step 1:** If DTS finds a train, it lists scheduled trains, initially in departure time order.
2. Use a **Select Train** button (Figure 2-18a, Indicator 1) to choose a train.

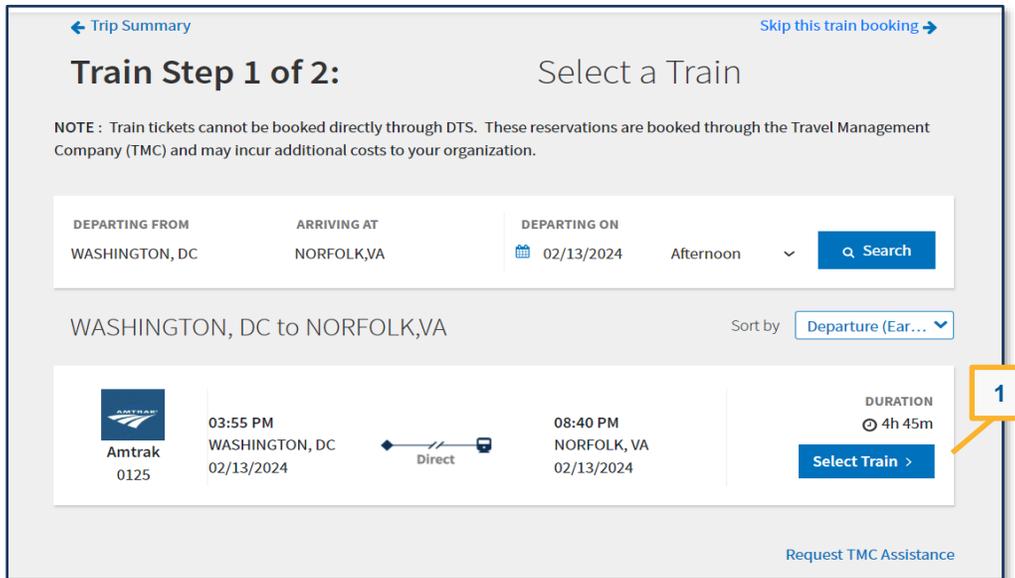


Figure 2-18a: Select a Train Screen

3. If DTS can't find a train based upon the entered search criteria, you will need to select a different station, date or time.
4. On the **Select a Train** page (Figure 2-18b), in the **Departing From** location your residence information from your traveler profile appears (Figure 3). Change the data to reflect the nearest Amtrak location. Enter a city (e.g., Washington, DC) in the **Departing From** location and not the 3-digit Amtrak code (e.g., WAS for Union Station, Washington, DC).

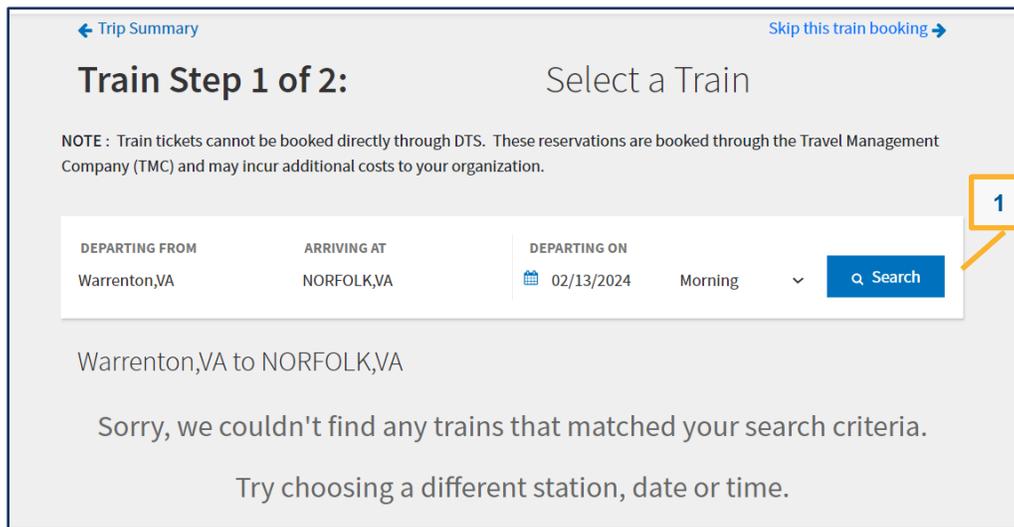


Figure 2-18b: Select a Train Screen

5. In the **Arriving At** location verify the arriving Amtrak location. Change the city, if needed.
6. The **Departing On** date is populated from the itinerary, so you don't need to enter the data.
7. Select either **Morning**, **Afternoon**, or **Evening** for departure time. **Note:** You may want to start with **Afternoon** first and then change to other times to search for trains.

8. Select **Search** (Figure 2-18b, Indicator 1). DTS searches for trains and returns the information (Figure 2-18c).

← Trip Summary Skip this train booking →

Train Step 1 of 2: Select a Train

NOTE : Train tickets cannot be booked directly through DTS. These reservations are booked through the Travel Management Company (TMC) and may incur additional costs to your organization.

DEPARTING FROM	ARRIVING AT	DEPARTING ON		
WASHINGTON, DC	NORFOLK,VA	02/13/2024	Afternoon	<input type="button" value="Search"/>

WASHINGTON, DC to NORFOLK,VA Sort by

	03:55 PM WASHINGTON, DC 02/13/2024	Direct	08:40 PM NORFOLK, VA 02/13/2024	DURATION 4h 45m	<input type="button" value="Select Train >"/>
--	--	--------	---------------------------------------	--------------------	--

[Request TMC Assistance](#)

Figure 2-18c: Select a Train Screen

9. Choose **Select Train**. The **Confirm Your Train Request** page displays (Figure 2-19).
10. **Step 2:** On the Confirm Your Train Request screen:
- You can view the Amtrak train number, departure and arrival locations, dates, and times. There is no cost associated with the rail request.
 - You can request a seat preference (Figure 2-19, Indicator 1).
 - Add comments to the TMC (Figure 2-19, Indicator 2).
 - You should not remove the system generated comments. You can add more information in the **TMC Comments** box.
 - Provide the TMC your TSA required information either using the **TMC Comments** option or by other means as outlined by your local business rules.

← Trip Summary Skip this train booking →

Train Step 2 of 2: Confirm Your Train Request

NOTE : Your reservation request will be confirmed and booked by the TMC and is subject to availability.

WASHINGTON, DC to NORFOLK,VA

Tuesday, February 13, 2024

WASHINGTON, DC NORFOLK, VA ⌚ 4h 45m total

	Amtrak 0125	03:55 PM (EST) WASHINGTON, DC		08:40 PM (EST) NORFOLK, VA	DURATION ⌚ 4h 45m ⌚ 4h 45m
--	----------------	----------------------------------	--	-------------------------------	----------------------------------

SPECIAL REQUESTS

Seat Preference
No Preference ▼

If necessary, provide additional comments to the TMC:

TMC, please assist traveler with the rail request from WASHINGTON, DC at 03:55 PM on 02/13/2024 to NORFOLK, VA at 08:40 PM on 02/13/2024.

< Back Send TMC Request >

Figure 2-19: Confirm Your Train Request Screen

11. **Step 3:** Select **Send TMC Request** (Figure 2-19, Indicator 3) to retain your selection.

Note: DTS emails a reservation request to the TMC. When the TMC makes your rail reservations, DTS will update to display all pertinent information.

If you cannot find a train that meets your mission requirements, you have three options:

1. At the top of the **Select a Train** screen (Figure 2-18c, Indicator 2) choose **Search** to look at *different trains* as discussed earlier. When you find the train you want, choose **Select Train**. Then select **Send TMC Request** to retain your selection.
2. On the **Confirm Your Train Request** screen, before you select **Send TMC Request** (Figure 2-19, Indicator 3), include comments to the TMC to help them find a train that better suits your mission needs. You may add information to the system-generated comments, but do not alter them.
3. At the bottom of the **Select a Train** screen, select the **Request TMC Assistance** link (Figure 2-18c, Indicator 2) to have the TMC help you find a train. You may add information to the system-generated comments, but do not alter them. **Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue until you have requested reservations for all trains. After you send your last train request, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.4 Rental Car Reservations

If you indicated a rental car as a transportation mode (either en route or in-and-around) when you built your itinerary, DTS automatically searches for vendors participating in the **U.S Government Rental Car Program** and only displays those search results. At any time, you can add a new rental car reservation by selecting **Add to Trip** > **Add new rental car** on the **Review Reservation Selections** screen (see *Section 3.7*). To open that screen, select **Review Reservations** on the **Progress Bar**.

Note 1: Review the DTMO website for rental car use at <https://www.travel.dod.mil/Programs/Rental-Car/> and the *JTR, par. 020206-O.2 Sustainable Travel Modes* for “Rental Vehicle.”

Note 2: Review the **U.S. Rental Car Agreement** for terms and conditions on rental car use for official travel at <https://www.travel.dod.mil/Programs/Rental-Car/>. The new **U.S. Rental Car Agreement** is effective as of 04/01/24.

Note 3: You can use the **Frequently Asked Questions (FAQs)** link to find answers at <https://www.travel.dod.mil/Support/ALL-FAQs/Article/2906478/rental-car/>.

Note 4: You can learn about *All-Electric Vehicles (EVs)*, *Plug-In Hybrids*, and *Hybrid Vehicles* on the U.S. Department of Energy’s website at <https://afdc.energy.gov/>. The website provides various information including:

- How to locate charging stations for different vehicles, see <https://afdc.energy.gov/stations/#/find/nearest>.
- A link to view a small group of Federal Fleet Training videos available on YouTube.

4.4.1 Book Rental Car

Booking a rental car is a three-step process.

1. **Step 1:** DTS initially lists available rental cars from least expensive to most expensive. If you require a one-way rental or an en route rental, select **Advanced Options** (Figure 2-20, Indicator 1), check the appropriate boxes, and select **Search** (Figure 2-20, Indicator 2) to generate a new list of available vehicles. On the **Select a Rental Car** screen, choose a **Select Car** button (Figure 2-20, Indicator 3) to select a vehicle.

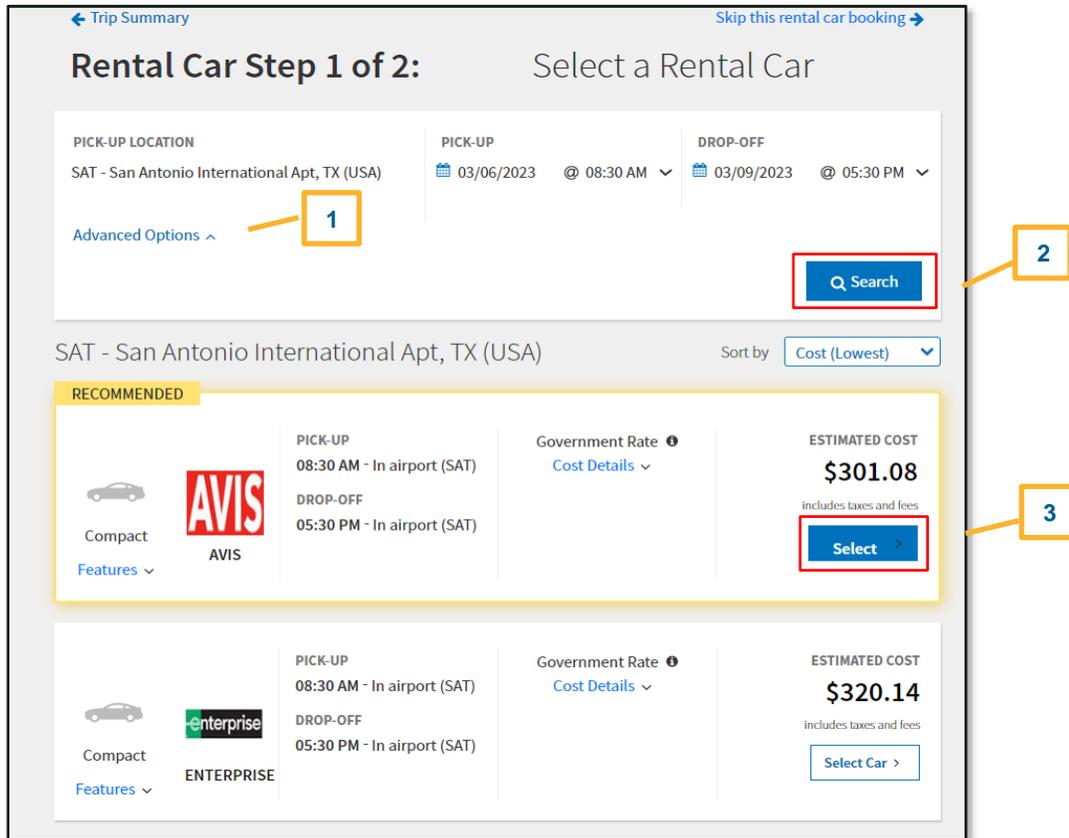


Figure 2-20: Select a Rental Car Screen

2. **Step 2:** On the **Confirm Your Rental Car** screen, you can enter rewards program information (Figure 2-21, Indicator 1), make special accommodation requests (Figure 2-21, Indicator 2), and change the payment type (Figure 2-21, Indicator 3).
3. **Step 3:** Select **Book Car** (Figure 2-21, Indicator 4) to retain your selection.

← Trip Summary Skip this rental car booking →

Rental Car Step 2 of 2: Confirm Your Rental Car

Monday, March 6, 2023 - Thursday, March 9, 2023 4 days total
SAT - San Antonio International Apt, TX (USA)

AVIS

PICK-UP
Monday, March 6, 2023 at 08:30 AM
In airport
SAT - San Antonio International Apt, TX (USA)

DROP-OFF
Thursday, March 9, 2023 at 05:30 PM
In airport
SAT - San Antonio International Apt, TX (USA)

Frequent Renter Number

Frequent Renter Number

Frequent Flyer Number

Frequent Flyer Number

Compact

- Unlimited Miles
- A/C
- Automatic

[Government Rate](#) ⓘ
DoD Rental Policy

^ **SPECIAL REQUESTS**

PAYMENT SUMMARY

Method of Payment *

Government Travel Charge Card (GTCC)

Cost details ▾

Est. Cost Per Day \$75.27

Est. Total Cost \$301.08

Includes taxes and fees

< Back Book Car >

Figure 2-21a: Confirm Your Rental Car Screen

If you cannot find a rental car that meets your mission requirements, you have two options.

On the **Select a Rental Car** screen (Figure 2-20):

1. You can select **Pick Up Location** to switch information on the screen (Figure 2-20, Indicator 2), and select **Search** to find rental cars. Once you locate the vehicle, choose **Select Car**.
2. Then choose **Book Car** to retain your selection.
3. The rental car appears under **Review Reservation Selections** page.

On the **Select a Rental Car** screen (Figure 2-20):

1. When there are *no government rate rentals* listed or you need help with a rental car booking such as an *All-Electric Vehicles (EVs)*, select **Request TMC Assistance** link at the bottom of the screen. A message

box appears with some details to provide the TMC to aid in the rental car booking. You may add information to the system-generated comments, but do not alter them.

2. Select **Send TMC Request** and the information saves in **Review Reservation Selections** (Figure 2-21b) section.

The screenshot displays the 'Review Reservation Selections' interface. On the left, a sidebar titled 'COLLAPSE' contains 'Trip Authorization Info' (Doc Name: EWFTEISENHOWE102323_A01, Traveler: Eric West) and 'Reservations' (TSA Info, Flight: IAD - AGS, Flight: AGS - IAD, Rental Car (FT. EISENHOWE...), Lodging (FT. EISENHOWER,...), and a red 'Review Reservations' button). The main area shows 'Trip Details: EWFTEISENHOWE102323_A01' with 'Trip Type: Temporary Duty Travel (Routine)', 'Trip Description: Testing Reservations - TMC comments for air, hotel and rental car', 'Dates: 10/23/2023 - 10/27/2023', and 'DTS/TMC Confirmation ID: 00P5B8'. Below this is a date selector for 'October 23, 2023' and a 'RENTAL CAR' section with 'TMC Assistance Requested' status. The rental car details include 'Pick-Up Date: Monday October 23, 2023', 'Drop-Off Date: Friday October 27, 2023', and locations 'AGS - Augusta Regional (Bush Field)'. A 'Method of Payment*' dropdown is set to 'Government Travel Charge Card (GTCC)'. At the bottom, there is a 'Does this reservation not work for you?' section with a 'Cancel TMC Assistance' link.

Figure 2-21b: TMC Assistance Requested - Review Reservation Selections Screen

12. The **TMC Assistance Requested** for rental car also appears under the **Review Trip Authorization** screen.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful with the PNR. Continue making rental car reservations until you have booked all cars. After you select your last vehicle, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.5 Lodging Reservations

If you selected either a **> 12 - 24 Hours – With Lodging** or a **Multi-Day** trip duration of when you built your itinerary, DTS automatically searches for *policy-compliant lodging options and displays the search results.

*DTS supports the [JTR](#) requirement for [Integrated Lodging Program \(ILP\)](#) facilities (i.e., quality Government and commercial lodging for Service members and civilian employees on official travel), and incorporates **Pre-Audit** Flags and **Reason Codes** when lodging is available, but not selected. DTS displays lodging types meeting the [JTR](#) directives (which depends on who you are and where you're going) in order of:

- **DoD Lodging:** Facilities that are owned/leased and operated by the U.S. Government.
- **Public-Private Venture (Privatized) Lodging:** Government-owned, commercially operated facilities available near or on Military installations.
- **Commercial Lodging:** Facilities owned and operated by commercial entities, typically located off military installations. Includes DoD Preferred lodging and other commercial lodging such as FedRooms, Long Term Lodging, and Emergency Lodging Services.

Note: If a *directed* lodging type has no availability, DTS informs you and offers other lodging options.

Travelers should review the [JTR](#), *par. 020303* before booking lodging for official travel. They can view Lodging FAQs at <https://www.travel.dod.mil/Support/ALL-FAQs/Article/2963047/lodging/>.

Here are some key rules for [ILP](#):

- The *JTR* requires you to put the correct TDY location on your travel document. For example, if you are TDY to a military installation, make sure your authorization reflects that installation, not the city it's located in.
- When you are TDY to an installation at an [ILP](#) location, you must use the directed, available lodging unless an approved exception applies, see the [JTR, Supplement DoD ILP](#).
- When you are TDY to a metro area at an [ILP](#) location, you must use **DoD Preferred Commercial Lodging**, if it is available. If it is not available, you may stay in any lodging you choose. **Note:** In this guide, a "metro area" is a geographical construct comprised of one or more municipal locations (cities, towns, etc.) that are not considered part of an installation. See the DTMO Website for information about the [ILP Sites](#).
- If you decline to use an available, directed lodging type and there is no approved exception, your lodging and meal reimbursements will be limited as directed by the [JTR, Table 2-15](#).

The DTMO website's [Lodging](#) page (Figure 2-22) explains the *ILP* in general, describes each lodging category, provides the [ILP Site Search Tool](#), and offers various *ILP* resources. You can view **Tips For Travelers** (video), the [DoD Lodging Adequacy Standards](#) guide, and the [ILP Guide](#).

The screenshot shows the Defense Travel Management Office website. At the top, there is a search bar with the text "Search travel.dod.mil" and a "Login to DTS" link. Below the search bar is a navigation menu with categories: ABOUT, PROGRAMS, POLICY & REGULATIONS, TRAVEL & TRANSPORTATION RATES, ALLOWANCES, TRAINING, and SUPPORT. The main content area is titled "Lodging" and includes a sub-section "Programs" with a dropdown menu. The dropdown menu is open, showing options: "Lodging", "Integrated Lodging Program Sites", "DoD Lodging", "Public-Private Venture Lodging", "DoD Preferred Commercial Lodging", and "Become a DoD Preferred Hotel". The main content area is titled "Lodging" and contains the following text: "Thousands of hotels provide accommodations to DoD travelers worldwide. Accommodations that meet DoD adequacy standards fall into one of three major components:" followed by a list of three categories: "DoD Lodging", "Public-Private Venture (Privatized) Lodging", and "Commercial Lodging".

Figure 2-22: DTMO Website - Lodging Program

4.5.1 Lodging Screen Layout and Options

In DTS, you can add a lodging reservation to your trip by selecting **Add to Trip > Add new lodging** on the **Review Reservation Selections** screen (see *Section 3.7*). To open that screen, select **Review Reservations** on the **Progress Bar**.

The **Select Lodging** screen opens and provides the following fields to help you reserve lodging.

- **Search By:** TDY Location, Location, and Airport.
- **TDY Location:** Displays location based upon your **Itinerary**.
- **Check in/Check out** dates (one field for both dates).
- **Search** button.
- **Lodging options** (based upon TDY Location), divided by category and listed from least expensive to most expensive.
- **View List** (returned results): DTS displays the hotels that meet your search criteria in daily room rate order, least expensive to most expensive.
 - Rates shown in green are at or lower than the per diem rate.
 - Rates shown in red are over per diem. **Note:** If you select a hotel room over per diem you must justify your choice.
 - Select the **“Details”** link under a hotel name to see a map and other hotel information.
- **View Map** (returned results): DTS displays the hotels that meet your search criteria on a map with flags indicating their daily rates.
 - Rates shown in green are at or lower than the per diem rate.
 - Rates shown in red are over per diem. **Note:** If you select a hotel room over per diem you must justify your choice.
 - Enter a street address to find a hotel.
- **Filters** feature allows you to refine the search for a lodging property.
 - Select the link and a **Filter** pop-up window appears with **Rate Category, Location, Distance** dropdown, and **Lodging Name**.
 - Enter your information and select **Filter Results**.
 - If a property is located, a detailed map appears on the right side of the screen.
 - If the search returns no results, DTS informs you to clear all filters and search for lodging again.
- **Lodging options** (based upon TDY Location), divided by category and listed from least expensive to most expensive.
- **Sort By** to change the order of the lodging listing.
- **Request TMC Assistance** (bottom of the screen).
 - If you select the link, the **Request TMC Assistance** box opens, the default **Rate Category** is **Commercial**, but other lodging types appear in the list. **Note:** Leave the **Commercial** default unless otherwise instructed.

- The *Additional Comments* section lets you add comments to the TMC message. Add information to support your request, but don't override the original wording to the TMC.
- Select **Send Request** to transmit comments to the TMC.

Note 1: Lodging rates reflected in this guide are for illustrative purposes only. For current [ILP](#) rates use the [Lookup ILP Rates](#) tool.

Note 2: For overall **Per Diem** rates, use the [Per Diem Rate Lookup](#) tool. The allowed rates under the **Per Diem** table in DTS reflect a different amount than those under the **Per Diem Rates Lookup** tool due to the *ILP* policy limitation.

Note 3: Some **DoD Lodging** facilities require booking through the provider's website. In such cases, see the [DTMO](#) website for those links. If you must book offline, DTS provides an option to decline to use lodging or skip lodging reservations. Be sure to clearly document the reason for offline booking.

4.5.2 Book DoD Lodging

Booking a room is a four-step process.

1. **Step 1:** If your TDY destination requires the use of **DoD Lodging** then that lodging type always appears first on the list of lodging results. DTS flags the property as **Recommended** (Figure 2-23, Indicator 1) and displays the available properties in the **View List** by policy. **Note:** You have the same the tools on the **Select Lodging** page as reflected in *Section 4.5.1*. Although the **Advanced Options** link appears on this **Lodging** screen is not recommended for use.

Figure 2-23: Select Lodging Screen - DoD Lodging

2. **Step 2:** Review the properties listed on the page. Choose **Select** on the property row. The **Select Room** screen (Figure 2-24) opens.

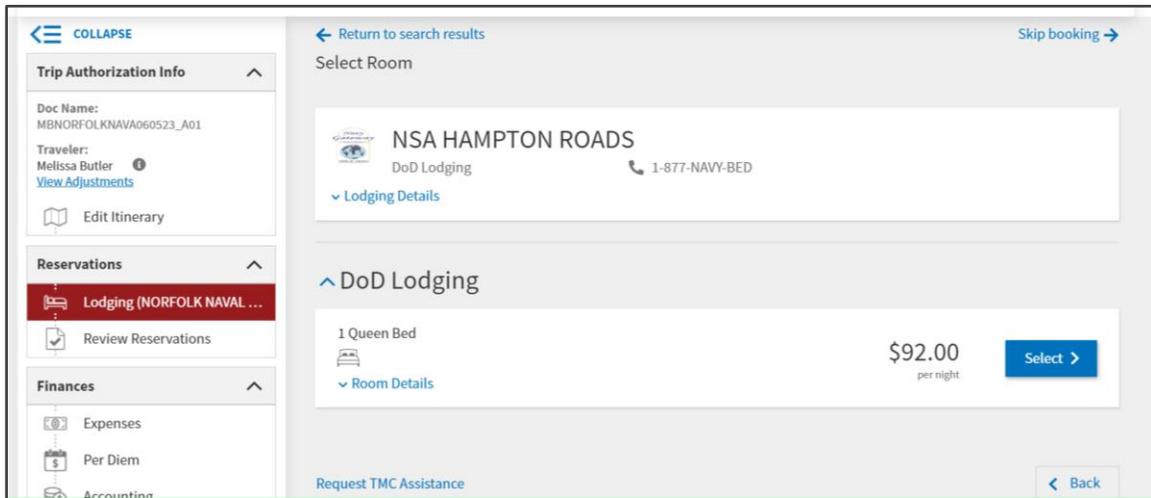


Figure 2-24: Select Lodging Screen - Select Room

3. **Step 3:** On the **Select Room** page, view the **Lodging Details**, **Room Details**, or **Request TMC Assistance** if need be. Choose **Select** for the **Room Rate** and **Room Type**. A **Confirm Lodging** window appears. View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
 - (Optional) Add **Rewards Programs**. **Note:** This option appears on the **Confirm Lodging** page for all lodging types.
 - **Frequent Guest Number**. **Note:** Most likely **DoD Lodging** will not have a reward program.
 - **Frequent Flyer Number**
 - (Optional) Add **Special Request**.
 - Check the **Amenities**, **Accessibility** and **Building Features** boxes as appropriate.
 - Manually type in additional requests in the **TMC Notes**.
 - View **Payment Summary**.
 - **Method of Payment**
 - **Estimated Total Cost**
4. **Step 4:** Select **Book** to make the lodging reservation.

The **Review Reservations Selections** page updates to reflect the booked lodging.

4.5.2.1 Certificate of Non-Availability

DoD Lodging facilities provide a **Certificate of Non-availability (CNA)** when there is no availability for lodging (Figure 2-25).

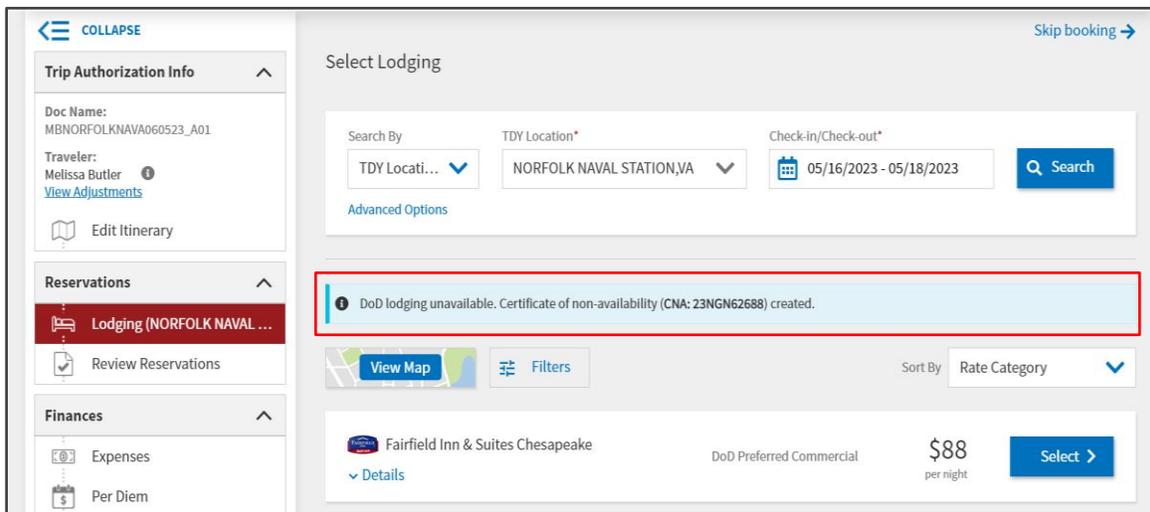


Figure 2-25: Select Lodging Screen - CNA Displayed

1. DTS displays the CNA in two places:
 - On the **Select Lodging** screen, a blue banner appears with the information icon, **DoD lodging unavailable** statement, and the **Certificate of non-availability (CNA)** number prefaced with a DTS 2-digit fiscal year.
 - On the **Review Trip Authorization** screen, under the *Itinerary* section the CNA appears.
2. DTS provides other lodging choices (e.g., **DoD Preferred Commercial Lodging**) if available for you to review and book.

Note 2: If you need to book **DoD Lodging** outside DTS by contacting the lodging facility directly, but there is no availability then follow your Component or local guidance on how to document the CNA.

4.5.3 Decline Directed Lodging

If you choose to decline directed, available lodging and select another lodging type (e.g., **Commercial lodging**), then DTS displays a pop-up message (Figure 2-26).

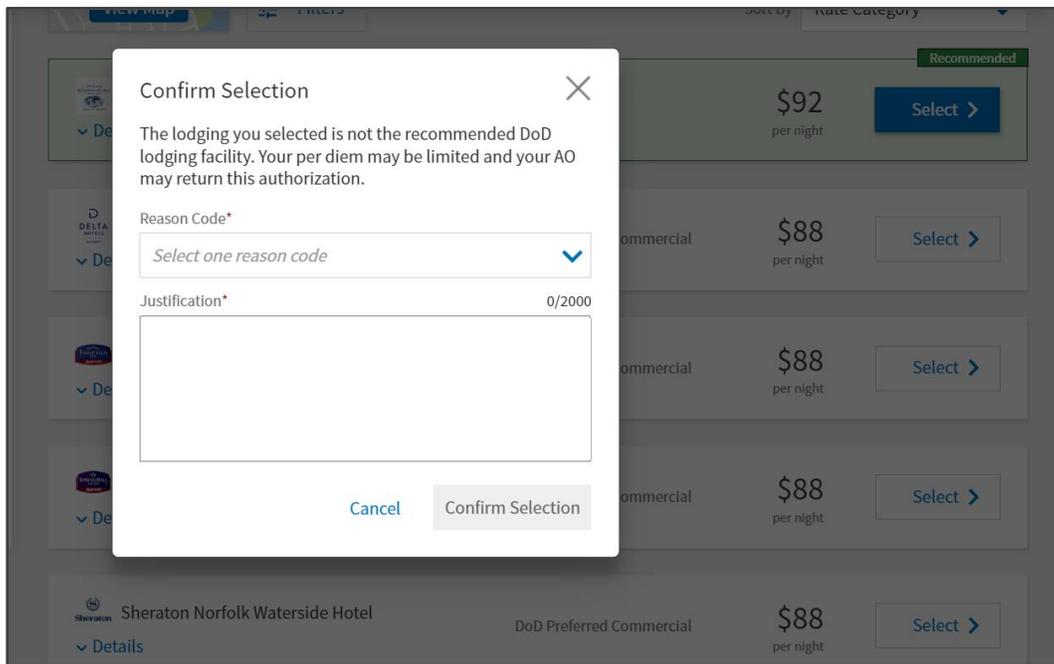


Figure 2-26: Directed Lodging - Confirm Selection Screen

On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the *DTA Manual, Appendix K* for full list).
- Provide a **Justification** for your selection.
- Select **Confirm Selection**.

Note: The **Reason Code** selection and manually entered **Justifications** appear under the **Other Auths** and **Pre-Audits** screen.

4.5.4 Book Privatized Lodging

Booking a room is a four-step process.

1. **Step 1:** If your TDY destination allows the use of **Privatized Lodging**, that lodging type appears on the list of lodging results, immediately after **DoD Lodging**, if that type is also present. DTS flags the property as **Recommended** (Figure 2-27, Indicator 1) and displays available properties in the **View List** by policy. **Note:** You have the same tools on the **Select Lodging** page as reflected in *Section 4.5.1*. If the **Advanced Options** link appears on this **Lodging** screen is not recommended for use.

Note: If there is no availability for **Privatized Lodging** the facility does not provide a CNA. DTS provides other lodging options.

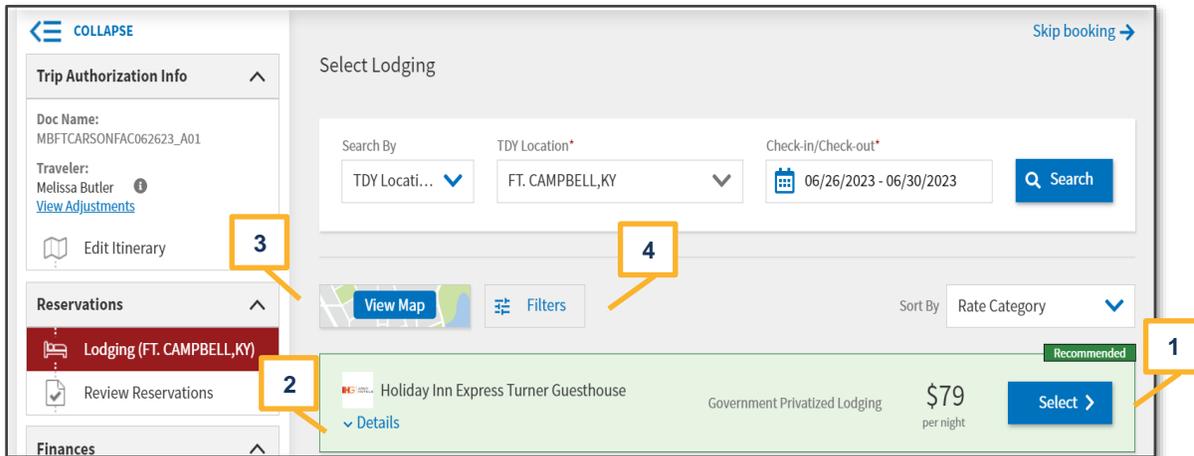


Figure 2-27a: Select Lodging Screen - Government Privatized Lodging

2. **Step 2:** Review the properties listed on the page. Choose any of the options below or proceed by choosing **Select** on the property row. The **Select Room** screen opens.
 - (Optional) Select the **Details** link for a listed property (Figure 2-27a, Indicator 2). The window opens (Figure 2-27b).

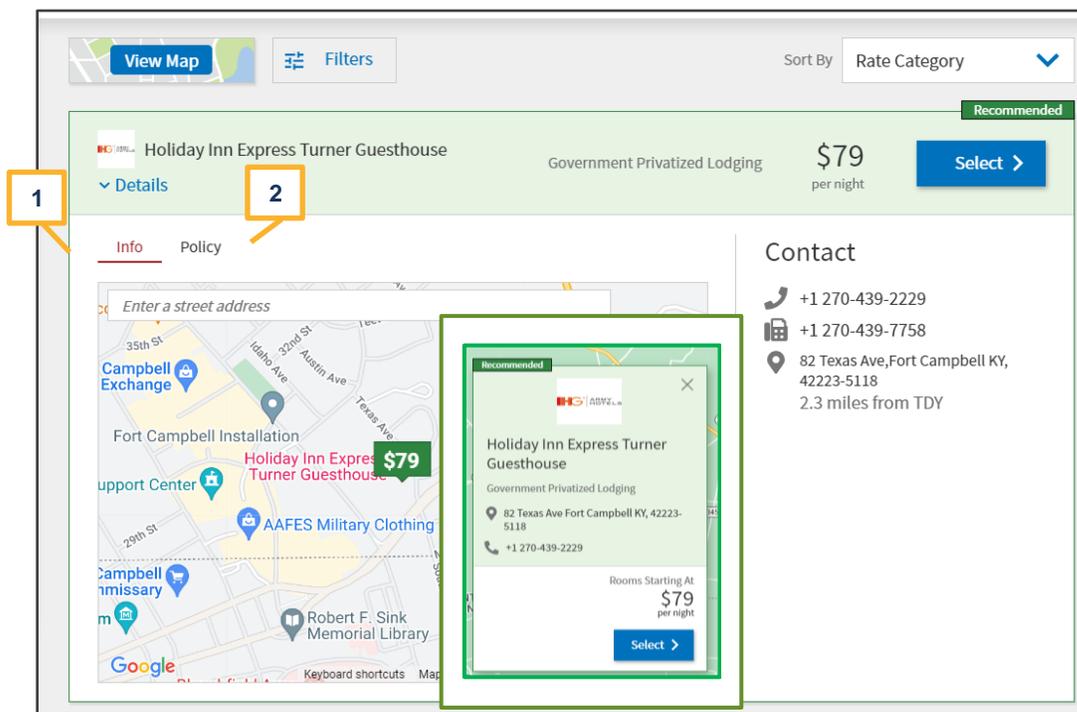


Figure 2-27b: Details Link - Info Screen

- Select **Info** to view the hotel’s name, location on Google Maps, address, phone and fax numbers, and website link (Figure 2-27b, Indicator 1).
- Select the **Policy** link to see the hotel’s cancellation rules, methods of payment, property description, and more (Figure 2-27b, Indicator 2). **Note:** If you select **Policy** tab it displays the *generic* cancellation hotel data. To see the *specific* cancellation rules pertaining to the selected

room, you should select the property and then select the room/rate type. The actual cancellation policy for the rate/room type appears under the room details.

- (Optional) View lodging locations in relation to the **TDY Location, Location, or Airport** by selecting the **View Map** features (Figure 2-27a, Indicator 3).
 - Policy compliant lodging displays in a green or blue rate box. **Note:** Green indicates Recommend lodging per policy. Blue indicates within per diem.
 - Non-compliant lodging (e.g., not policy directed or over per diem) displays in a white rate box with cost in red (Figure 2-27c).

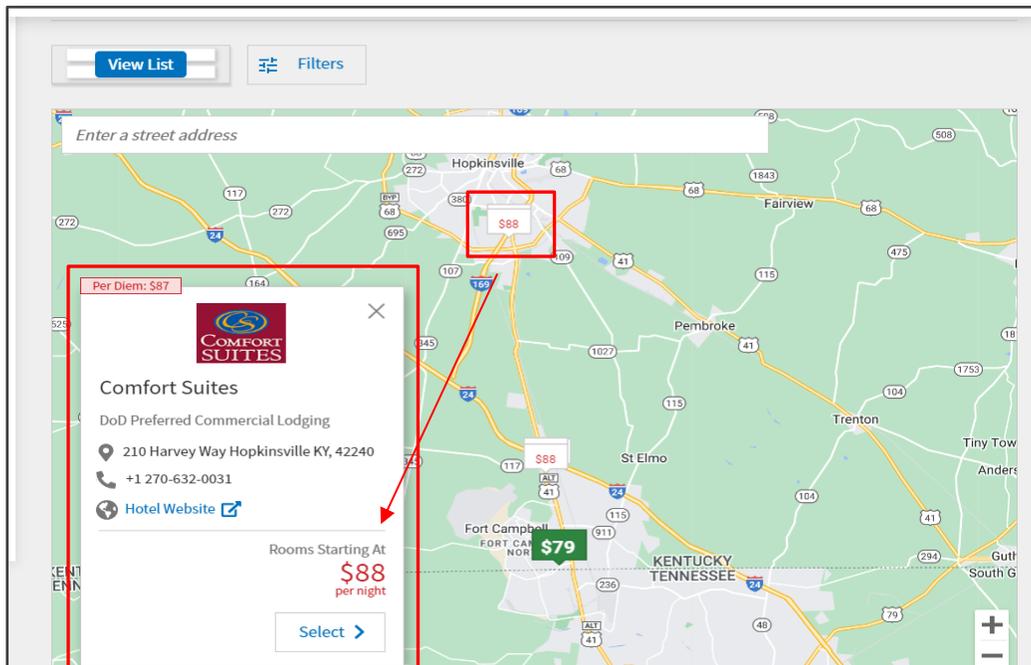


Figure 2-27c: Select Lodging Screen - View Map

- Use **Enter a street address** if you know the exact location and the lodging pop up appears on the map.
- (Optional) View lodging locations by selecting the **View Filters** feature (Figure 2-27a, Indicator 4). A **Filter** pop-up window opens (Figure 2-27d).

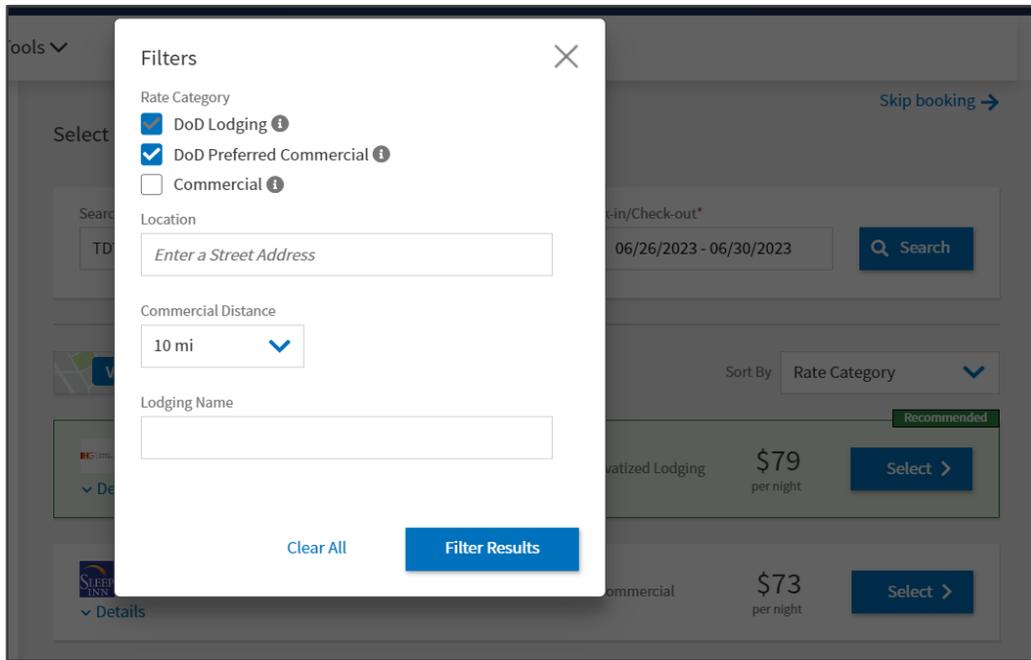


Figure 2-27d: Select Lodging Screen - Filter Options

- The following options appear: **Rate Category**, **Location**, **Distance dropdown**, and **Lodging Name**. Enter your information and select **Filter Results**. The screen refreshes.
 - If the property is located, a detailed map appears on the right side of the screen.
 - If the search returns no results, DTS informs you to clear all filters and search for lodging again.
 - If the room rate is over per diem, the cost displays in red. If you **Select** then a **Confirm Selection** message appears requiring action. You must select **Confirm Selection** to advance.
3. **Step 3:** On the **Select Room** page, you can view the **Lodging Details**, **Room Details**, or **Request TMC Assistance** if need be. Choose **Select** for the **Room Rate** and **Room Type**. The **Confirm Lodging** window appears.
- View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
 - (Optional) Add **Rewards Programs**.
 - (Optional) Add **Special Request**.
 - View **Payment Summary**.
4. **Step 4:** Select **Book** to make the lodging reservation.

The **Review Reservations Selections** page updates to reflect the booked lodging.

Note: Privatized Army Lodging (PAL) properties may appear in different lodging categories due to defined adequacy standards. That is, one PAL facility could appear as a **DoD Lodging** option because it *meets all* defined standards while another could appear under **Available Options** because it *does not meet certain* requirements.

4.5.5 Decline Directed Lodging

If you decline directed, available lodging and select another lodging type (e.g., **Commercial Lodging**) the DTS displays a pop-up message (Figure 2-28) which is like the screen as listed in *Section 4.5.3*.

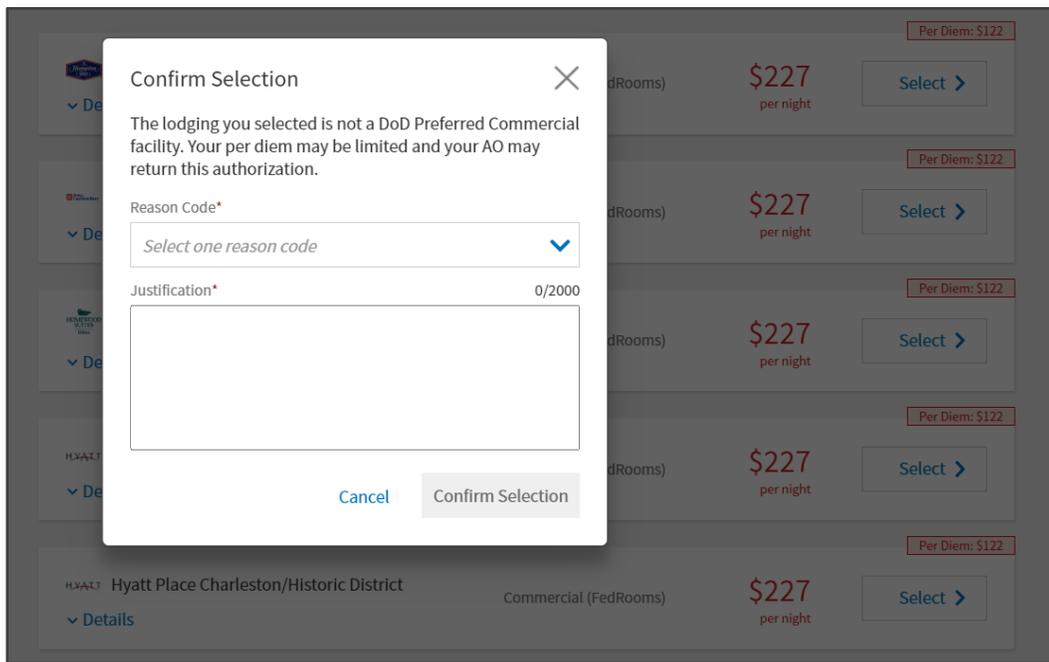


Figure 2-28: Directed Lodging - Confirm Selection Screen

On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the *DTA Manual, Appendix K* for full list).
- Provide a **Justification** for your selection.
- Select **Confirm Selection**.

Note: The **Reason Code** selection and manually entered **Justifications** appear under **Other Auths and Pre-Audits** screen.

4.5.6 Book DoD Preferred Commercial Lodging

Booking a room is a four-step process.

1. **Step 1:** If your TDY destination allows the use of **DoD Preferred Commercial Lodging** then that lodging type appears on the list of lodging results, immediately after **DoD Lodging** and **Privatized Lodging**, if those types are also present. DTS displays the available properties in the **View List** by policy (Figure 2-29). **Note:** You have the same tools on the **Select Lodging** page as reflected in *Section 4.5.1*.

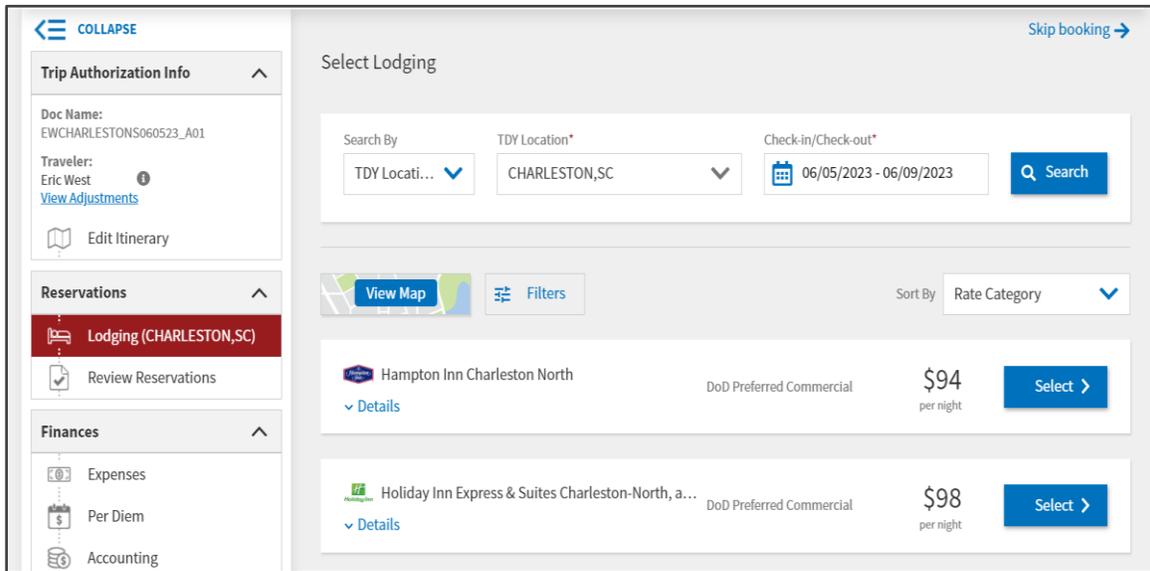


Figure 2-29: Select Lodging Screen - DoD Preferred Commercial Lodging

2. **Step 2:** Review the properties listed on the page. Choose any of the options below or proceed by choosing **Select** on the property row. The **Select Room** screen opens.
 - (Optional) View **Details**.
 - (Optional) **View Map**.
 - (Optional) **View Filters**.
3. **Step 3:** On the **Select Room** page, you can view the **Lodging Details**, **Room Details**, or **Request TMC Assistance** if need be. Choose **Select** for the **Room Rate** and **Room Type**. The **Confirm Lodging** window appears.
 - View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
 - (Optional) Add **Rewards Programs**.
 - (Optional) Add **Special Request**.
 - View **Payment Summary**.
4. **Step 4:** Select **Book** to make the lodging reservation.

The **Review Reservations Selections** page updates to reflect the booked lodging.

Note: If you choose to decline directed, available lodging and select another lodging type (e.g., **Commercial lodging**) then DTS displays a pop-up message which is like the one in *Section 4.5.5*.

On the **Confirm Selection** screen, you will need to do the following:

- Select the appropriate **Reason Code** (see the [DTA Manual, Appendix K](#) for full list).
- Provide a **Justification** for your selection.
- Select **Confirm Selection**.

Note: The **Reason Code** selection and manually entered **Justifications** appear under **Other Auths and Pre-Audits** screen.

4.5.7 Book Commercial Lodging

Booking a room is a four-step process.

- Step 1:** DTS displays **Commercial Lodging** for all TDYs, if any are available. DTS displays them in the **View List** by policy (Figure 2-30a and Figure 2-30b). Any **Commercial (FedRooms)** properties appear first followed by all other **Commercial** properties. **Note:** You have the same tools on the **Select Lodging** page as reflected in *Section 4.5.1*.

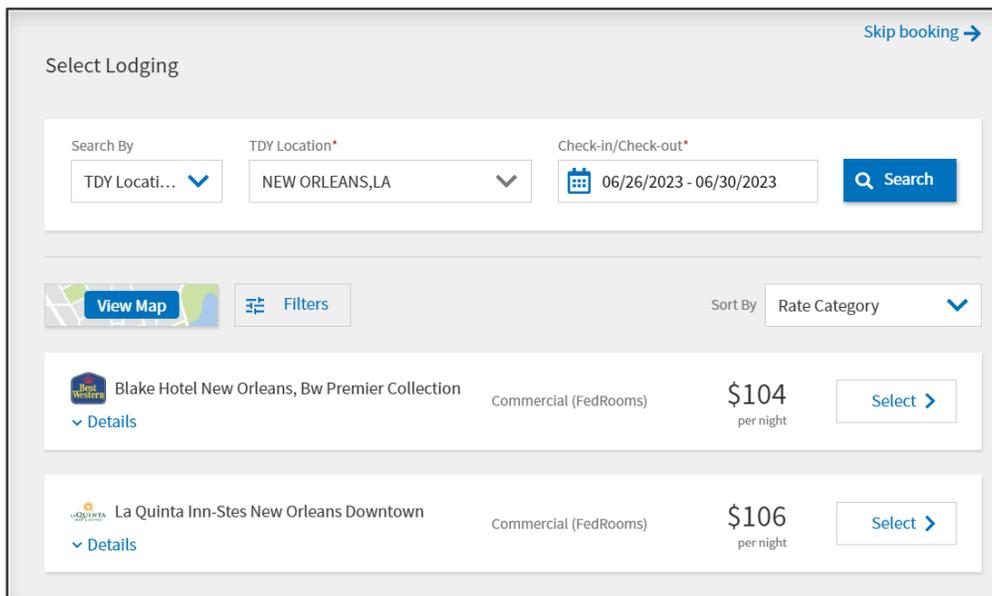


Figure 2-30a: Select Lodging Screen - Commercial Lodging

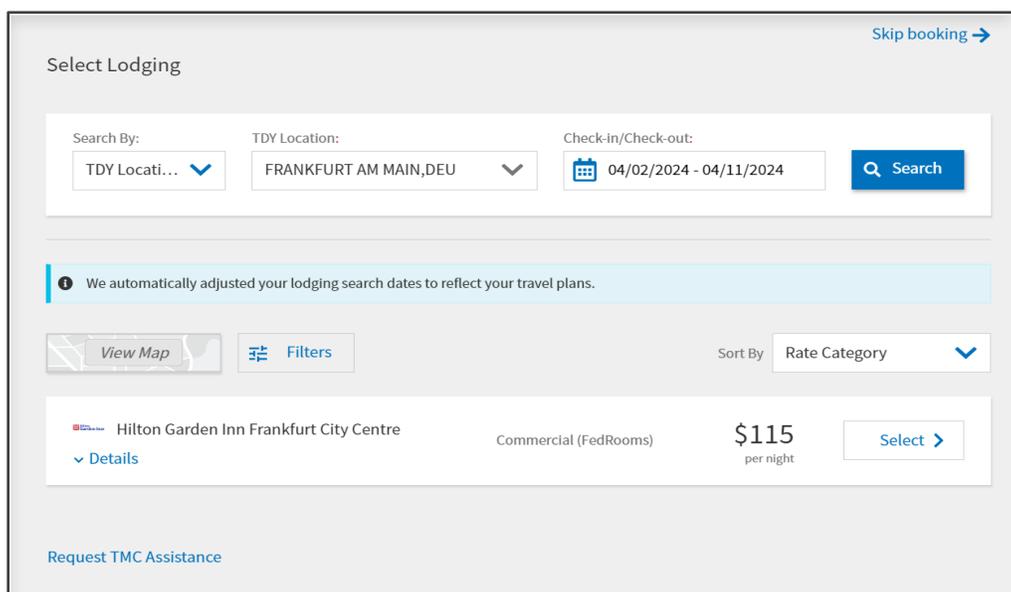


Figure 2-30b: Select Lodging Screen - Commercial Lodging (OCONUS)

2. **Step 2:** Review the properties listed on the page. **Note:** DTS provides a blue banner to alert you when the lodging search dates are updated (Figure 2-30b). For example, an OCONUS trip departure was 04/01/24, but arrival in country was not until 04/02/24. The lodging search option is set for 04/02/24 - 04/11/24 (Figure 2-30b).

Choose any of the options below or proceed by choosing **Select** on the property row. The **Select Room** screen opens.

- (Optional) View **Details**.
- (Optional) **View Map**.
- (Optional) **View Filters**.

3. **Step 3:** On the **Select Room** page, you can view the **Lodging Details**, **Room Details**, or **Request TMC Assistance** if need be. Choose **Select** for the **Room Rate** and **Room Type**. The **Confirm Lodging** window appears (Figure 2-31).

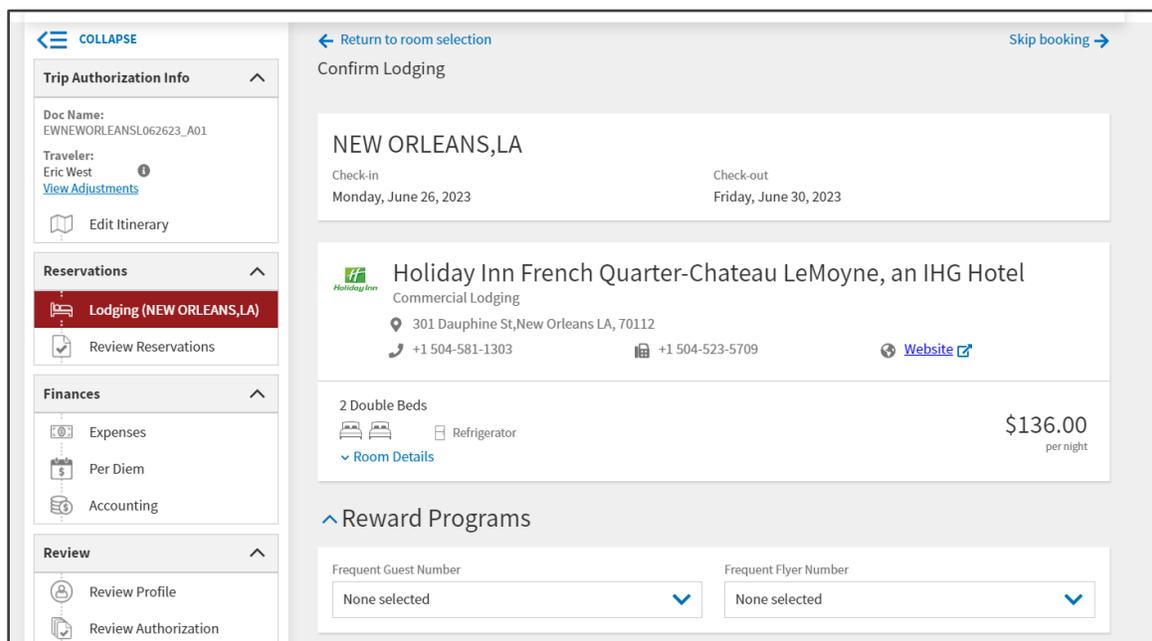


Figure 2-31: Confirm Lodging Screen

- View your property selection. **Note:** If available, a property **Website** link is available to find out more about the lodging.
- (Optional) Add **Rewards Programs**.
 - **Frequent Guest Number**
 - **Frequent Flyer Number**
- (Optional) Add **Special Request**.
 - Check the **Amenities**, **Accessibility** and **Building Features** boxes as appropriate.
 - Manually type in additional requests in the **TMC Notes**.
- View **Payment Summary**.
 - **Method of Payment**

- **Estimated Total Cost**

4. **Step 4:** Select **Book** to make the lodging reservation.

The **Review Reservations Selections** page updates to reflect the booked lodging.

4.5.8 ADA Requests for Lodging

If you require ADA-compliant lodging accommodations, DTS can communicate your needs to the lodging facility either from information within your profile or from the Special Requests section of the lodging screen.

4.5.8.1 DTS Profile

Update your profile (Figure 2-32) with your specific needs before you create a document or update your profile from within the document.

1. Select **My Profile > Travel Preferences > Lodging**.

The screenshot displays the 'User Profile' interface for Melissa A Butler. On the left is a sidebar menu with options: User Profile, Accounting, Travel Preferences (expanded), TSA Secure Flight Information Flight, Rental Car, **Lodging** (highlighted), Smoking Preference, Rewards Programs, and Remarks. The main content area is titled 'Lodging Preferences' and contains the following fields:

- Preferred Lodging:** A dropdown menu currently showing 'Abotel'.
- Accessibility & Disabilities:** Three unchecked checkboxes: 'Blind', 'Deaf/Hard of Hearing', and 'Handicap/Wheelchair Accessible'.
- Special Needs:** A text input field.

Figure 2-32: Lodging Preference in a Profile

2. Enter your selections: 1) Use the drop down menu to choose **Preferred Lodging**, 2) check the box(es) for **Accessibility & Disabilities**, and/or 3) enter **Special Needs**.
3. Check the box to **Update Permanent Profile** or leave unchecked to apply changes to only the current document.
4. Select **Save** to retain the changes.
5. Sign the document.
6. DTS sends your preferences to the lodging facility every time you make lodging reservations. See the DTMO information paper on how to [Update Your DTS Profile](#).

4.5.8.2 Special Requests

If you need make a special request, select your lodging property and advance to the **Confirm Lodging** screen.

1. Scroll down the page to the *Special Request* section. Use the toggle to open the window (Figure 2-33).

Figure 2-33: Confirm Lodging Screen - Special Requests

2. Check the options you need next to **Amenities**, **Accessibility**, and **Building Features** to request accommodations for the current trip.
3. Manually type in additional requests in the **TMC Notes**.
4. Sign the document.
5. DTS sends your preferences to the lodging facility.

After DTS sends your request, you must follow up with the lodging facility to see whether they can meet your needs. When there are no ADA-compliant rooms available:

1. For a **DoD Lodging** facility obtain a CNA number from the lodging provider. For other booked property types then obtain their confirmation of no available ADA-compliant rooms.
2. Cancel your booked room.
3. Book **ADA-compliant** lodging.
4. Enter the **DoD Lodging CNA** number or other confirmation number for no available ADA-compliant rooms in your authorization following your local procedures.

4.5.9 Request TMC Assistance

In most cases, you should be able to book your required lodging in DTS. If you do need TMC help, DTS provides a **Request TMC Assistance** link. On the **Select Lodging** screen at the bottom of the page, you can find the link.

Note: The **Request TMC Assistance** link is also available in the **Select Room** and **Confirm Lodging** screens.

1. Select the **Request TMC Assistance** link. A **Request TMC Assistance** box opens (Figure 2-34a). The default **Rate Category** is **Commercial**, but there other lodging rates in the list. **Note:** Under **Additional Comments**, you may add to, but do not overwrite, the system-generated comments.

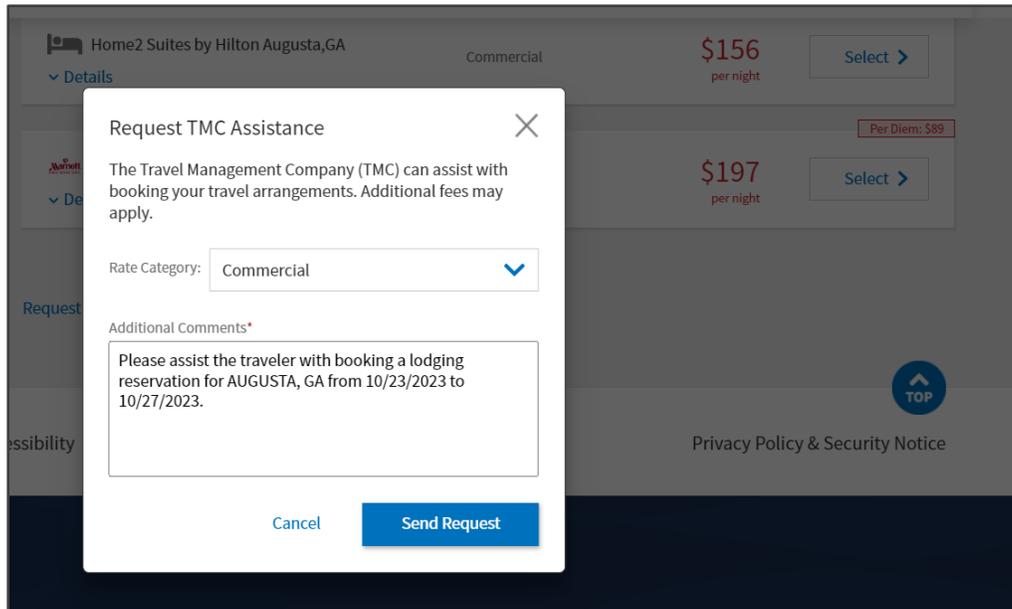


Figure 2-34a: Request TMC Assistance Screen

2. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to submit those lodging reservations. However, before switching the **Rate Category** field and selecting another lodging type, you should *verify* with your DTA, your organization's TMC support capabilities.
3. Choose **Send Request** to transmit comments to the TMC.
4. The **Request TMC Assistance** details appear in the **Review Reservation Selections** (Figure 2-34b).

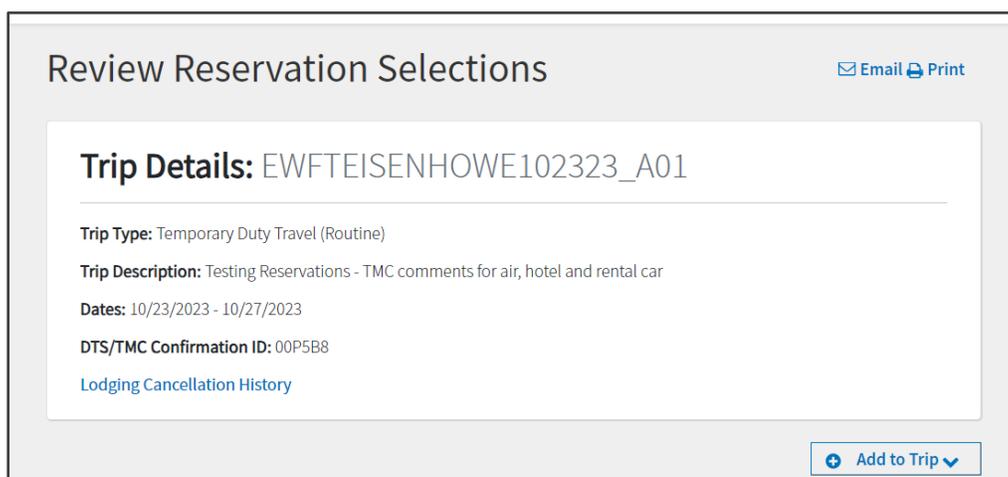


Figure 2-34b: Review Reservation Selections Screen (Top)

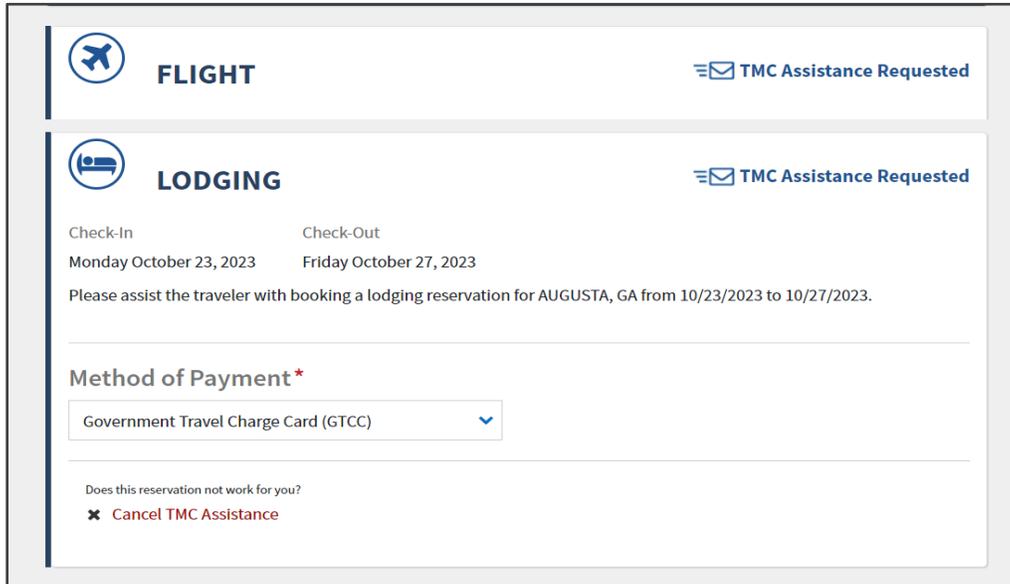


Figure 2-34b: Review Reservation Selections Screen (Middle)

- 5. The **TMC Assistance Requested** details also appears on the **Review Trip <document type>** section (Figure 2-34c).

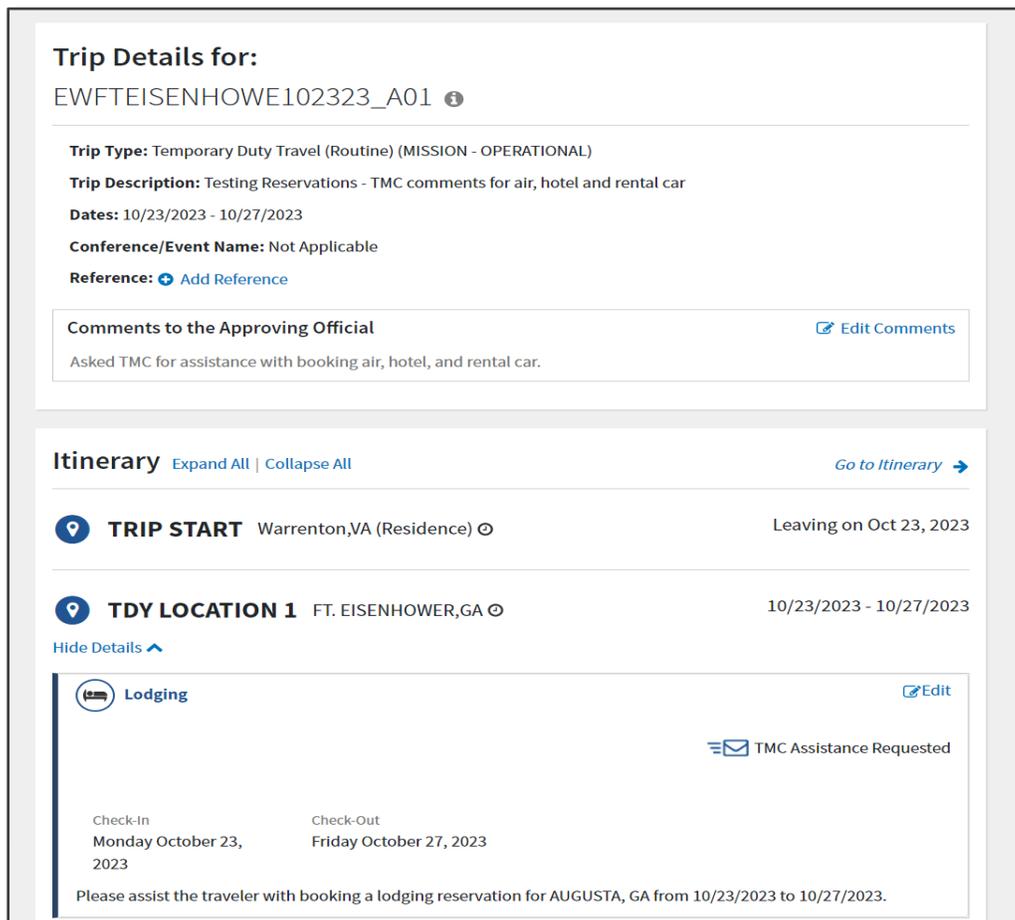


Figure 2-34c: TMC Assistance Requested - Review Authorization Screen

Note: When you contact the TMC for assistance outside DTS, you may incur an additional processing fee.

DTS provides a booking message when successful along with a confirmation number. Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the **Review Reservation Selections**.

4.6 Review Reservation Selections

The **Review Reservation Selections** screen organizes your reservation information in date order, making it easy to review all your reservations, check for missing reservations, make special requests, and more. The **Review Reservation Selections** screen opens:

- When you select **Trip Summary** in the upper left corner of on any screen in the **Reservations** module.
- Immediately after completing the reservation process.
- Whenever you re-open the **Reservations** module after finishing the reservation process.

The **Review Reservations Selection** screen (Figures 2-35a through Figures 2-35g) lets you:

- **Email** or **Print** your itinerary (Indicator 1)
- See key document details and your reservation cancellation history (Indicator 2)
- **Add to Trip:** flight, rental car, lodging, or rail reservations (Indicator 3)
- See key information (Indicator 4) for each reservation (see Note 1 in *Section 5.2*), and:
 - Add loyalty information or payment information you forgot to include earlier (Indicator 4)
 - **Cancel** the reservation (Indicator 5)
- For reservations that have not yet been made, you can:
 - Identify those you chose help using **Request TMC Assistance** (Indicator 6)
 - **Book** reservations (Indicator 7)
- Identify the daily and total cost of all reservations (Indicator 8)

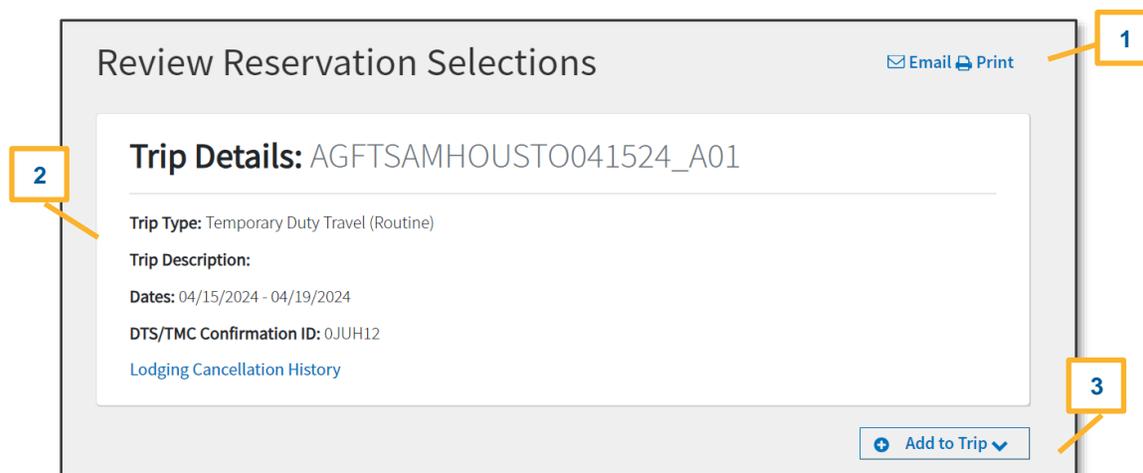


Figure 2-35a: Review Reservation Selections Screen

FLIGHT to San Antonio Booked!

Monday April 15, 2024

IAD - Washington Dulles International Apt → **SAT - San Antonio International Apt**

Confirmation: 12345678

Non Stop
⌚ 3h 41m
[Fare Rules](#)

United Airlines
Flight 2671 ⓘ
Seat 36B

DEPARTURE	ARRIVAL	DURATION
April 15, 2024 08:15 AM IAD - Washington Dulles International Apt	April 15, 2024 10:56 AM SAT - San Antonio International Apt	⌚ 3h 41m

Frequent Flyer Number
Frequent Flyer Number ▾

Method of Payment *
Government Travel Charge Card (GTCC) ▾

Total Cost
\$395.10
includes taxes and fees

Does this reservation not work for you?
✖ Cancel Flight

Figure 2-35b: Review Reservation Selections Screen - Continued

FLIGHT To Washington, DC **Book**

Figure 2-35c: Review Reservation Selections Screen - Continued

FLIGHT to Washington Dulles

Booked!

Confirmation:

12345678

Friday April 19, 2024 **1 Stop**

SAT - San Antonio
International Apt

➔

IAD - Washington Dulles
International Apt

⌚ 9h 25m

[Fare Rules](#)

United Airlines
Flight 732 ⓘ
Seat Window

DEPARTURE

April 19, 2024
10:40 AM
SAT - San Antonio
International Apt

➔

ARRIVAL

April 19, 2024
12:04 PM
DEN - Denver Intl Apt

DURATION

⌚ 2h 24m

Frequent Flyer Number

▼

⌚ 3h 45m

United Airlines
Flight 798 ⓘ
Seat Window

DEPARTURE

April 19, 2024
15:49 PM
DEN - Denver Intl Apt

➔

ARRIVAL

April 19, 2024
21:05 PM
IAD - Washington Dulles
International Apt

DURATION

⌚ 3h 16m

Frequent Flyer Number

▼

Method of Payment *

▼

Total Cost

\$404.60

includes taxes and fees

Does this reservation not work for you?

✖ [Cancel Flight](#)

Figure 2-35d: Review Reservation Selections Screen - Continued

RENTAL CAR

✉ **TMC Assistance Requested**

Pick-Up Date	Drop-Off Date	Pick-Up	Drop-Off
Monday April 15, 2024	Friday April 19, 2024	SAT - San Antonio International Apt	SAT - San Antonio International Apt

TMC please assist traveler with the rental car request for a compact car for pick-up at SAT - San Antonio International Apt, TX (USA) on 04/15/2024 and drop off at SAT - San Antonio International Apt, TX (USA) 04/19/2024.

Method of Payment *

▼

Does this reservation not work for you?

✖ [Cancel TMC Assistance](#)

6

Figure 2-35e: Review Reservation Selections Screen - Continued



LODGING in Fort Sam Houston

Monday April 15, 2024 - Friday April 19, 2024

**FORT SAM
HOUSTON, TX
78234**

<p>Holiday Inn Express Powl</p> <p><small>IHC ARMY HOPELE</small></p> <p>Standard Studio ▾</p> <p>Address & Contact ▾</p>	<p>Check-In Mon. 04/15/2024</p>	<p>Check-Out Fri. 04/19/2024</p>
--	--	---

Frequent Guest Number
 ▾

Frequent Flyer Number
 ▾

Method of Payment *

Government Travel Charge Card (GTCC) ▾

	Daily Cost	Estimated Total Cost
	\$108.68	\$434.72
		<small>excludes taxes and fees</small>

Confirmation:

80582EC026760-

4 nights total

[Additional Lodging Info](#)

FEMA Approved ⓘ

Does this reservation not work for you?

✕ [Cancel Lodging](#)

Figure 2-35f: Review Reservation Selections Screen - Continued

SUMMARY OF TRIP COSTS

April 15, 2024	\$829.82	
April 19, 2024	\$404.60	

Estimated Trip Cost

\$1234.42

includes taxes and fees

[Continue to Expenses >](#)

Figure 2-35g: Review Reservation Selections Screen- Continued

When you finish using the **Reservations** module, select **Continue to Expenses** (Figure 2-35g) to enter your estimated expense costs and transportation allowances.

Note 1: When you leave the **Reservations** module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations automatically cancel (Figure 2-36a) when your trip is further than 3 business days from departure. You must acknowledge this warning to proceed.

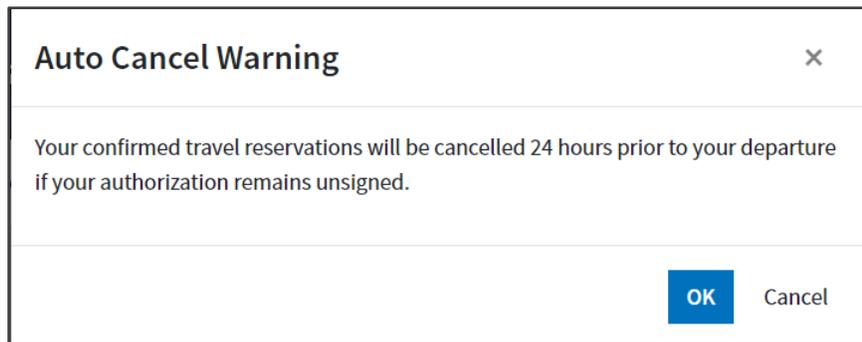


Figure 2-36a: Auto Cancel Warning Screen

Note 2: When you leave the **Reservations** module, DTS warns you that if you do not sign your authorization within 12 hours, your reservations automatically cancel (Figure 2-36b) when your trip within 1 business days of departure. You must acknowledge this warning to proceed.

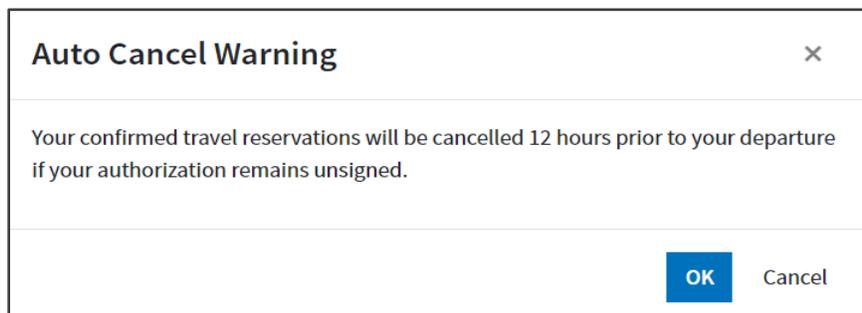


Figure 2-36b: Auto Cancel Warning Screen

Note 3: You should cancel hotel reservations timely when travel is no longer required, especially when within 24 to 48 hours of departure to avoid hotel cancellation or no-show fees. Even if the authorization is unsigned with *reserved* reservations, you can still incur fees. Be sure to follow the cancellation process in DTS and obtain cancellation confirmation numbers. Always, follow up with the vendor to ensure reservations fully cancel. For more document cancel information, see the [Trip Cancellation Procedures](#) paper.

Chapter 5: Expenses Module

In an authorization, the **Expenses** module allows you to estimate expected travel reimbursable expenses and calculate your anticipated mileage allowances. Accurately predicting your trip expenses and allowances provides an accurate “should-cost” estimate for your trip.

Access the **Expenses** module on the **Progress Bar**. Then the **Enter Expenses** screen opens. Information displays as a single running list by date with the most recent entry at the top of the page. You can select **Sort By** (Figure 2-37, Indicator 1) to re-order the listing or leave the default view. On the **Enter Expenses** screen (Figures 2-37), you can:

- Toggle between **Expand All** and **Collapse All** (Figure 2-37, Indicator 2) to open and close all the expense items data cards to see **Details**, **Notes**, and **Attachments**.
- Use the **Import PDF** feature to easily attach records to expenses (Figure 2-37, Indicator 3).
- **Download all attachments** (appears after attaching receipts - not shown).
- Select the single entry point to **Add** expenses (Figure 2-37, Indicator 4).
- View **Details** for booked reservations (Figure 2-37, Indicator 5).
- Select **Lodging** expense (Figure 2-37, Indicator 6) to display the lodging per diem for the TDY location. **Note:** The calendar displays daily per diem allowance. You can use **options** (3-dots icon) for quick access to **Edit Per Diem** for leave or record provided meals.
- See **Receipt Required** icon (Figure 2-37, Indicator 7).
- View the **Expense Summary** (Figure 2-37, Indicator 8).
- **Continue** to the next screen (Figure 2-37, Indicator 9).

Note: The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons and links. See *Section 4.5* for an explanation of the most used icons.

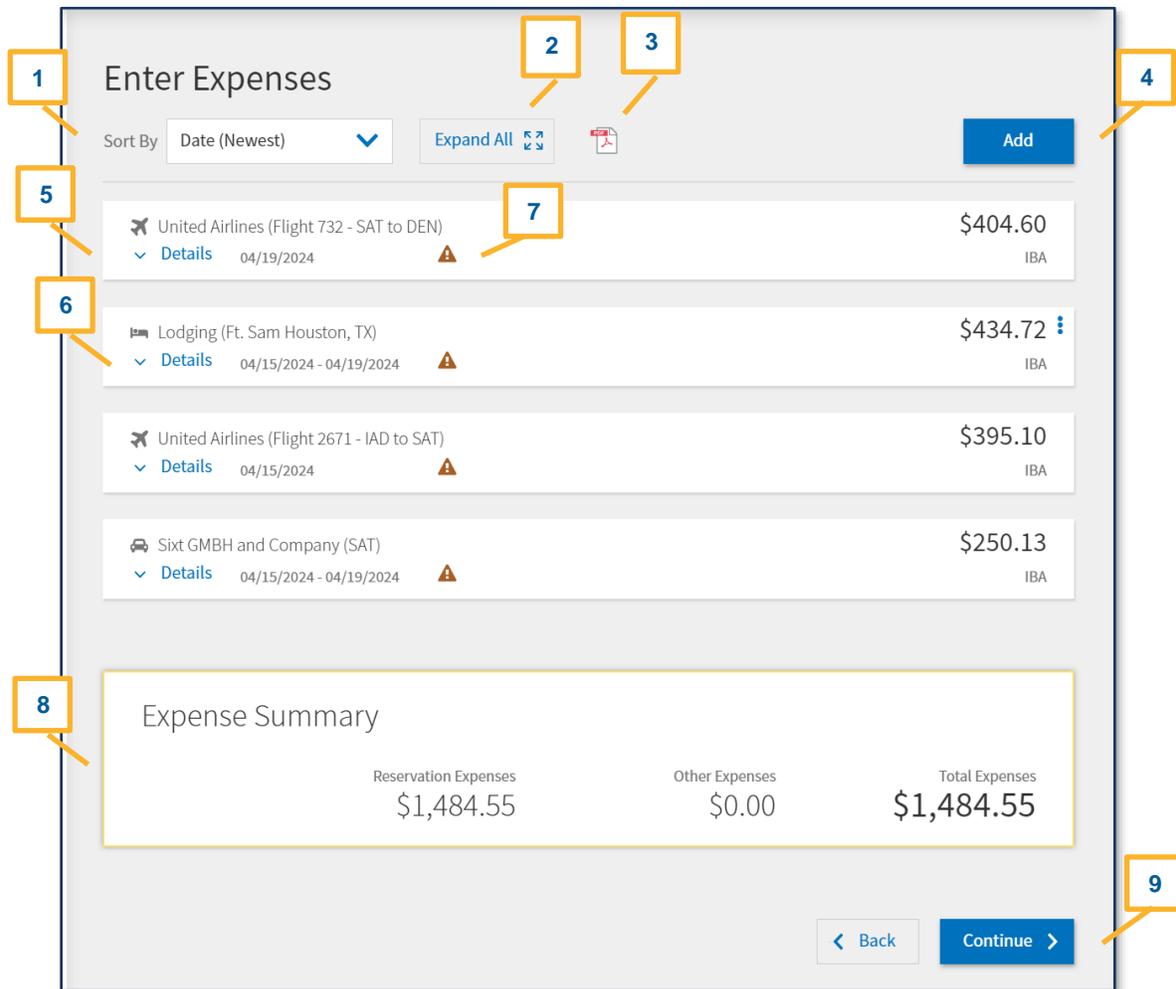


Figure 2-37: Enter Expenses Screen

5.1 Reservation Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen (Figure 2-38). A triangle icon flags all items meeting the receipt requirements. **Note:** You cannot manually add or remove reservations from the **Enter Expenses** screen. Return to the **Reservations** module to add additional reservations or cancel them.

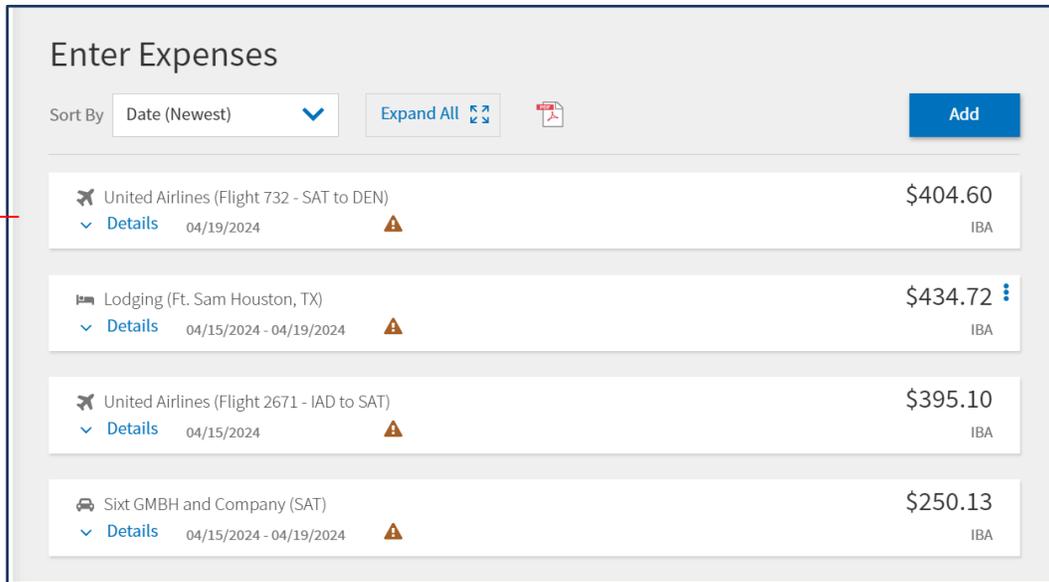


Figure 2-38a: Enter Expenses Screen

Each imported reservation expense listed on the **Enter Expenses** screen contains the vendor, expense type, and other key **Details** including the **Date**, **Cost**, and the method of reimbursement (MOR), which will be either **IBA** or **EFT** (Figure 2-38a).

View Flight Data:

1. Locate the expense item and select **Details** (Figure 2-38a). The screen opens to **Info** (Figure 2-38b).
2. You can *only* view the **Ticket Number**, **Ticket Cost**, and **Dates**.
3. (Optional) Select **Notes** to add comments.
4. Select **Update** to save the change.
5. Select **Details** again to close the window.

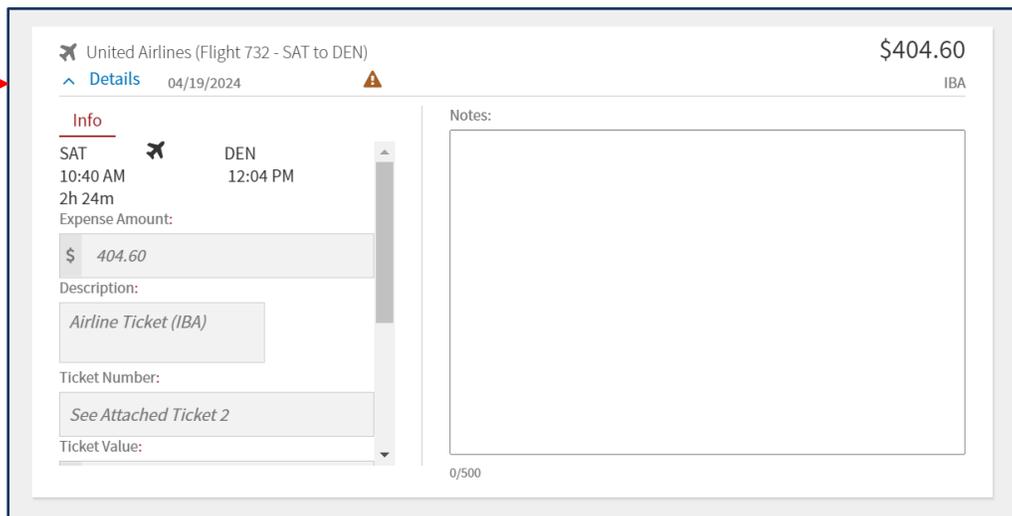


Figure 2-38b: Details – Departure Flight Reservation

Key Note 1: DTS initially lists all flights as one-way flights until the document comes back from the TMC (Figure 2-38a). Once the TMC books the outbound and return flights, the trip record updates, and the document status reflects **CTO BOOKED**. When that happens, DTS attaches the round-trip fare to the outbound flight and then shows the return flight with a \$0.00 cost or DTS only displays outbound flight and does not display the return flight at all. The TMC emails you a confirmation at booked and again at the time of ticketing, providing all the specific reservation details. Review the information thoroughly before starting travel.

Key Note 2: Domestic train reservations appear in this section, but displays a \$0.00 cost. Update the expense with the actual cost after confirming booking by the TMC.

View Rental Car Data:

1. Locate the expense item and select **Details** (Figure 2-37). The **Details** screen opens (Figure 2-39).
2. (Optional) Select **Notes** to add comments.
3. Select **Details** again to close the window.

Figure 2-39: Details – Rental Car Reservation

View Lodging Data:

1. Locate the item and select **Details** (Figure 2-37). The lodging **Details** screen (Figure 2-40) opens.
2. Review the calendar feature for the allowed daily lodging per diem.
3. (Optional) Select **Notes** to add comments.
4. To attach a record, select the + sign (Add), **browse** to attach or **Drag And Drop**.
5. Select **Details** again to close the window.

Key Note 1: Even if you don't make a lodging reservation, a lodging entry appears on the **Enter Expenses** screen. This entry provides a calendar feature for daily lodging per diem. This entry also allows quick access to the per diem table using **options** (3-dots icon).

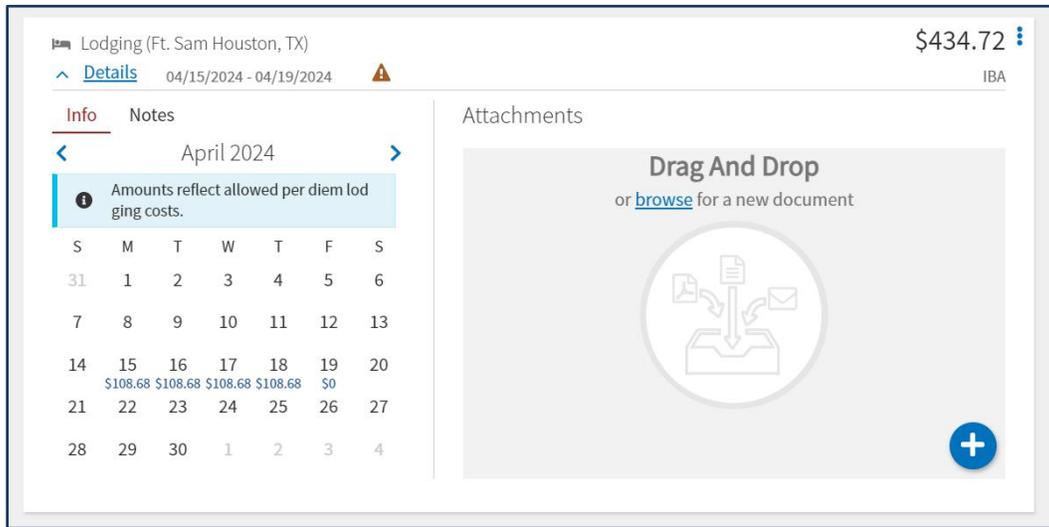


Figure 2-40: Details - Lodging Per Diem Amounts

5.2 Other Expenses

The **Expenses** module provides six primary expense categories (groupings), which are available under **Add** on the **Enter Expenses** screen for an authorization and the voucher. *Table 2-3* shows the expenses available in each category.

Key Note: The **Expense** categories (with the **Expense** types) contain typical expenses, which travelers might incur (based upon the mission). If the **Expense** table does not include an allowable incurred expense, the traveler should contact their DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Example: A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee*. In DTS, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost. The traveler could add notes to the expense for the AO to review.

Table 2-3

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees International Drivers Permit Fees International Entry/Exit Fees International GTCC Transaction Fee International Guide Services/Driver Passport/Visa Fees
Lodging Expenses	Dual Lodging Lodging Cancellation Fee Lodging Early Check-In Fee Lodging Late Check-Out Fee Lodging Resort Fees

EXPENSE CATEGORY	EXPENSE TYPE
	Lodging Retained on Leave Lodging Taxes (CONUS and Non-foreign)
Mileage Expenses	Private Auto – At TDY Area Private Auto – To/From TDY Private Auto – To/From Terminal Private Motorcycle – At TDY Area Private Motorcycle – To/From TDY Private Motorcycle – To/From Terminal Private Plane Private Vehicle – GOV Auth & Avail
Other Expenses	Baggage – 1 st Checked Bag Baggage – Excess Conference Registration Immunizations/Inoculations Internet – In Flight Internet at Lodging Facility Military Working Dog – Airfare Military Working Dog – Kennel Handle Fee Military Working Dog – Lodging Fee Other – Create Your Own TDY Household Goods - Military
Ticketed Expenses	Airline Ticket (CBA) Airline Ticket (IBA) Bus Ticket (CBA) Bus Ticket (IBA) TMC Fee (CBA) TMC Fee (IBA) Train Ticket (CBA) Train Ticket (IBA)

EXPENSE CATEGORY	EXPENSE TYPE
Transportation Expenses	Aero Club – Rental and Fees Airfare – Cancellation Fee Government Vehicle – Fuel/Oil Parking – At the Terminal Parking – TDY Area Private Plane – Fees Public Transit – Shuttle Public Transit – TDY Area Public Transit – Terminal Rental Car – Fuel Rental Car – Terminal Rental Car – To/From TDY Rental Car – at TDY Area TMC Fee – Not in Air Amount Taxi – TDY Area Taxi – To/From Terminal Tolls/Ferry Fees

If you have estimated expenses that aren't associated to per diem or reservations processed by the TMC then you will need to add them under the **Expenses** module.

Add new expense:

1. Select **Expenses** from the **Progress Bar** or after **Review Reservations Selections**.
2. The **Enter Expenses** screen opens (Figure 2-41).



Figure 2-41: Enter Expense Screen - Add

3. Select **Add**. The **Add New** window (Figure 2-42) appears.

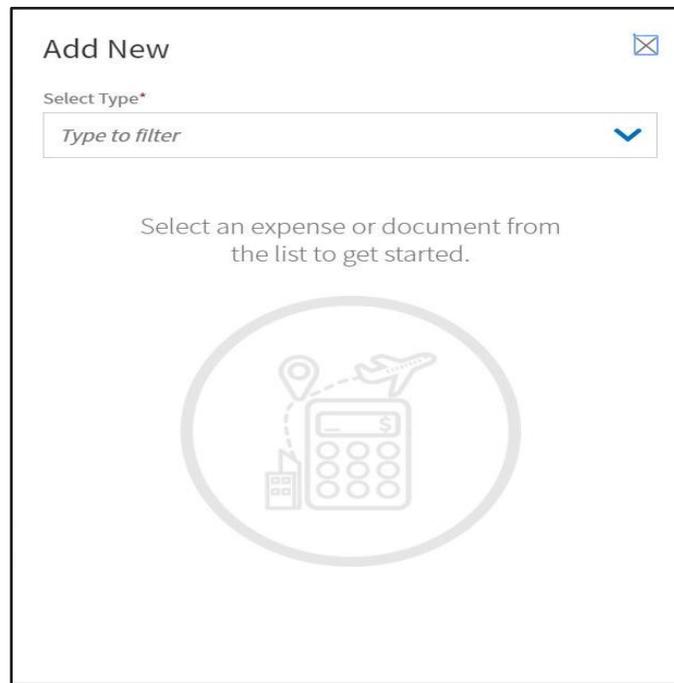


Figure 2-42: Add New Window

4. Under **Select Type**, use the dropdown menu, to choose the expense category and specific expense item (Figures 2-43a and b).
5. The **Add New** screen opens. Enter the required data. **Note:** Any field with an asterisk indicates a mandatory entry. Depending upon the expense, the required information varies, but may include:
 - **Expense Type** (Figure 2-43a, Indicator 1).
 - **Attach Receipt** (Figure 2-43a, Indicator 2).
 - **Expense Date** (Figure 2-43a, Indicator 3).
 - **Expense Amount** or \$ cost (Figure 2-43a, Indicator 4).
 - For a **Mileage Expense**: Select the proper mileage expense type. For **Private Auto – To/From Terminal**, enter mileage based upon odometer (not shown). For **Private Auto –To/From TDY**, enter **Purpose, Start and End Locations** (must be zip codes to let DTS get your mileage from the Defense Table of Official Distances [DTOD]) (Figure 2-43b, Indicator 5).
 - **Reimbursement Method** (usually GTCC or Personal).
 - **Notes** (not shown).
 - For a **Ticketed Expense** only: **Description, Ticket Number, Date, and Value**, plus **Departure Date** (not shown).

The image displays two side-by-side screenshots of the 'Add New' expense entry screen. The left screenshot (Figure 2-43a) shows the 'Lodging Taxes (CONUS and Non-foreign)' type selected. Callout 1 points to the 'Select Type' dropdown, callout 2 to the 'Attach Receipt' button, callout 3 to the warning message about state taxes, and callout 4 to the 'Expense Amount' field containing '\$ 65.00'. The right screenshot (Figure 2-43b) shows the 'Private Auto - To/From TDY' type selected. Callout 5 points to the 'Start Location' and 'End Location' fields, which contain '22193 Woodbridge, VA, Prince William' and '78234 Fort Sam Houston, TX, Bexar' respectively. Both screenshots feature a blue 'Add' button at the bottom right, highlighted with a red box.

Figure 2-43a and 2-43b: Add New Screen - Expense Details

6. Once you enter all the information, select **Add** (Figure 2-47a and 2-27b) to save the entry. The **Add New** window closes.
7. The expense you just recorded displays on the **Enter Expenses** screen (Figure 2-44). On that screen (Figure 2-44) you can view:
 - The **Expense Name** and key **Details** (Figure 2-44, Indicator 1).
 - The expense **Date** (Figure 2-44, Indicator 2).
 - The expense **Cost** (Figure 2-44, Indicator 3).
 - The **options** (3-dots icon) for **Duplicate Expense** and **Delete Expense** (Figure 2-44, Indicator 4).
 - Flagged expenses requiring a receipt.
 - Attached records or receipts.

The screenshot shows the 'Enter Expenses' screen with two expense items and an 'Expense Summary' table. Callout 1 points to the 'Details' link for the first expense. Callout 2 points to the 'Expense Amount' field. Callout 3 points to the 'Update' button. Callout 4 points to the '+' sign in the 'Attachments' section.

Expense Item	Amount	Method
Parking - At the Terminal	\$100.00	IBA
Private Auto - To/From Terminal	\$19.65	EFT

Category	Amount
Reservation Expenses	\$1,358.60
Other Expenses	\$139.30
Total Expenses	\$1,497.90

Figure 2-44: Enter Expenses Screen

Key Note 1: Certain selections such as **Mileage, Private Auto – To/From TDY** requires you to complete a **Constructed Travel Worksheet (CTW)**. A message appears if the expense warrants the CTW.

- You can access a CTW in a document by navigating to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link when an expense merits one.
- You can also access the Constructed Travel (worksheet and instructions) information from the DTMO website at <https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/>.
 - If you try to download the worksheet and open it using Chrome without saving it first, you may receive a “Please wait” message that does not resolve. This situation is specific to the Chrome browser and not a problem with the actual CTW file. **To resolve:** Save and open the file from the saved folder location.

Available on the DTMO website is the information paper, [Introduction to Constructed Travel](#) which provides some constructed travel examples.

Key Note 2: If you select **Mileage, Private Auto – To/From TDY** expense you must enter the *zip code* in the **Starting Location** and in the **Ending location** fields to calculate the distance properly.

Key Note 3: If you incur expenses in foreign currency, enter the dollar equivalent. Use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent.

View or **Update an** expense:

- Locate the expense item, select **Details** (Figure 2-45, Indicator 1). The **Details** window opens.
- To make a change such as cost, select the **Expense Amount** field (Figure 2-45, Indicator 2).
- Enter the data and select **Update** to save (Figure 2-45, Indicator 3). **Note:** Until you type in the **Expense Date** or **Expense Amount** fields, the **Update** and **Cancel** buttons do not appear.
- Under the **Details** is the **Attachments**, you can use the + sign to add documents, **browse** to attach or use **Drag And Drop** option (Figure 2-45, Indicator 4). More specifics on the attachment process are available under *Section 5.3*.

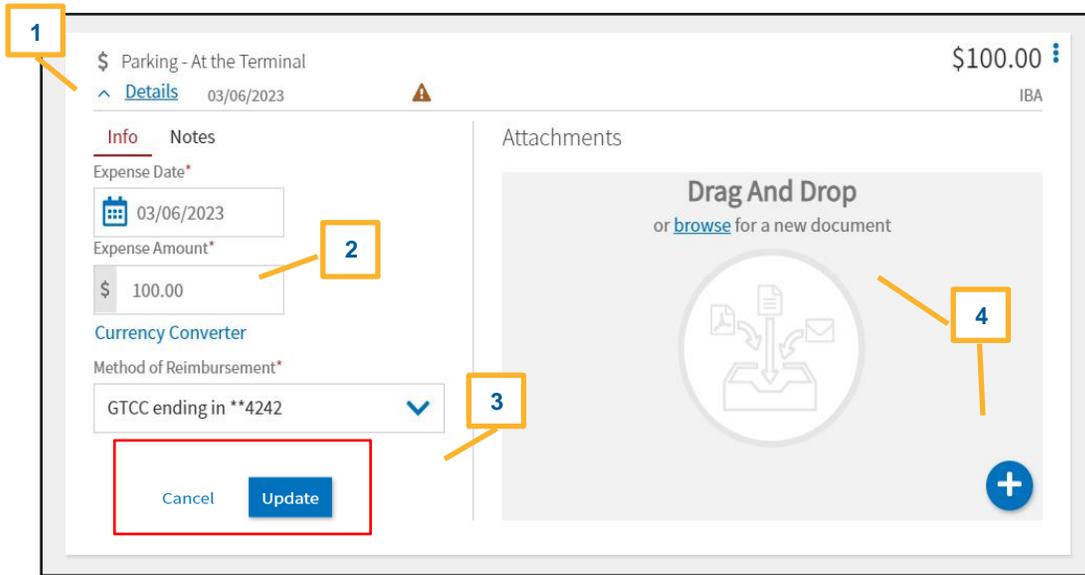


Figure 2-45: Expenses Screen Options

5. Select **Details** again to close the window. The **Enter Expenses** screen updates reflecting the change.

Duplicate an expense:

1. Locate the expense entry and select **options** (3-dots icon). The window expands.
2. Select **Duplicate Expense** (Figure 2-46, Indicator 1). The **Add Duplicate** window appears (Figure 2-47).



Figure 2-46: Duplicate Expense Option

Figure 2-47: Add Duplicate Window

3. Enter the date to replicate the expense.
4. (Optional) Add **Notes**.
5. Select **Add** to save the entry (Figure 2-47).
6. The recorded expense displays in the running list on the **Enter Expenses** screen.

Delete an expense:

1. Locate the expense entry and select **options** (3-dots icon). The window expands.
2. Select **Delete Expense** (Figure 2-48, Indicator 1). A **Delete Expense** window opens (Figure 2-49).



Figure 2-48: Delete Expense Option

3. Select **Delete** to remove the expense.

Figure 2-49: Delete Expense Screen

4. The **Enter Expenses** screen updates. The expense is no longer in DTS.

5.3 Attaching Files and Substantiating Documents

Depending upon your travel requirements, you may need to attach a file or record to support the authorization. Typical documents can include:

- Constructed Travel Worksheet (CTW)
- Approval for other than economy/coach class travel
- Leave form
- Memo

When you attach or upload a record, DTS automatically converts it to a .png file, which allows viewing without having to download first. However, for documents that must retain .pdf integrity, such as digitally signed records, you have the option to check the **“Attach as PDF”** box.

Attach a receipt:

1. From the **Enter Expenses** screen, locate the expense item. Select **Details** (Figure 2-50, Indicator 1) and the window expands.
2. Choose the option to attach on the right side of the entry (Figure 2-50). You can **browse, Drag and Drop** or select the **+** sign to add a file.

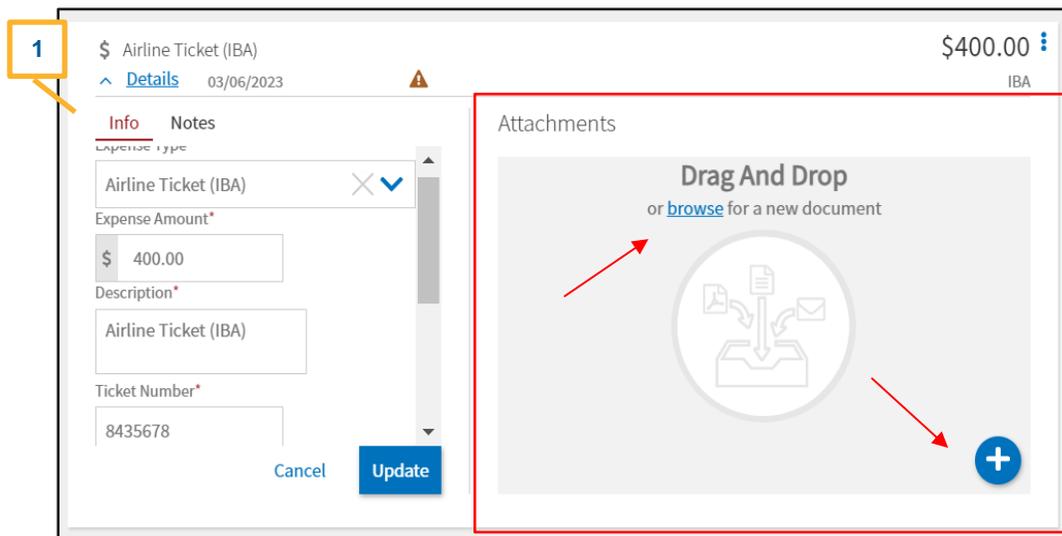


Figure 2-50: Details Attachments Screen

3. Once the attach option is selected, the **Attach Document** window (Figure 2-51) displays. Search for the document to attach, then the **File Name** field updates to your selection.

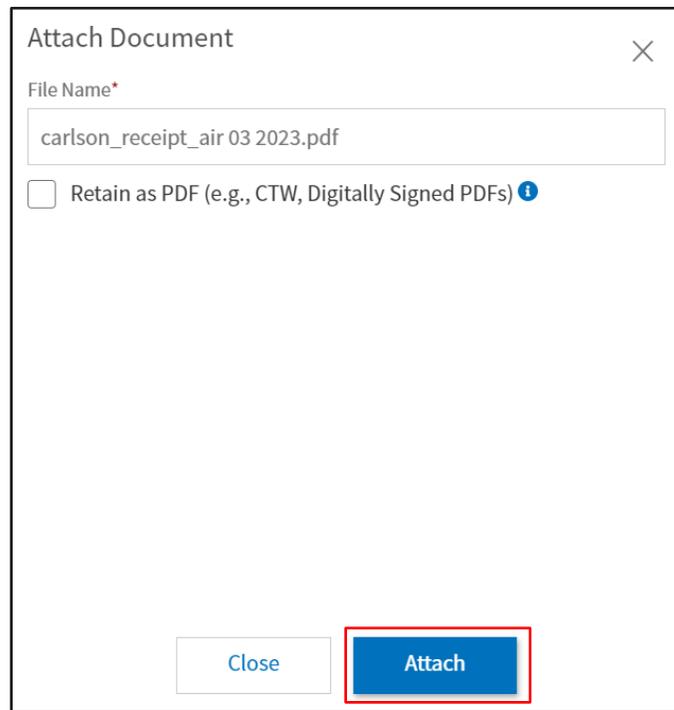


Figure 2-51: Attach Document Screen

4. Select **Attach** to confirm that this is the correct file. **Note:** the file will automatically convert to the .png image for viewing. You should only check the box **Retain as PDF** method when you need to keep the format for a digitally signed form. Once the file attaches (Figure 2-52), you should see the document and view number of attachments. Icons on the screen include:
 - **Trash can** to remove the record (Figure 2-52, Indicator 1).
 - **Rotate Left** (Figure 2-52, Indicator 2).
 - **Rotate Right** (Figure 2-52, Indicator 3).
 - **Zoom In** (Figure 2-52, Indicator 4).
 - **Zoom Out** (Figure 2-52, Indicator 5).
 - **+ sign (Add)** (Figure 2-52, Indicator 6).
 - **Download Attachments** (Figure 2-52, Indicator 7).

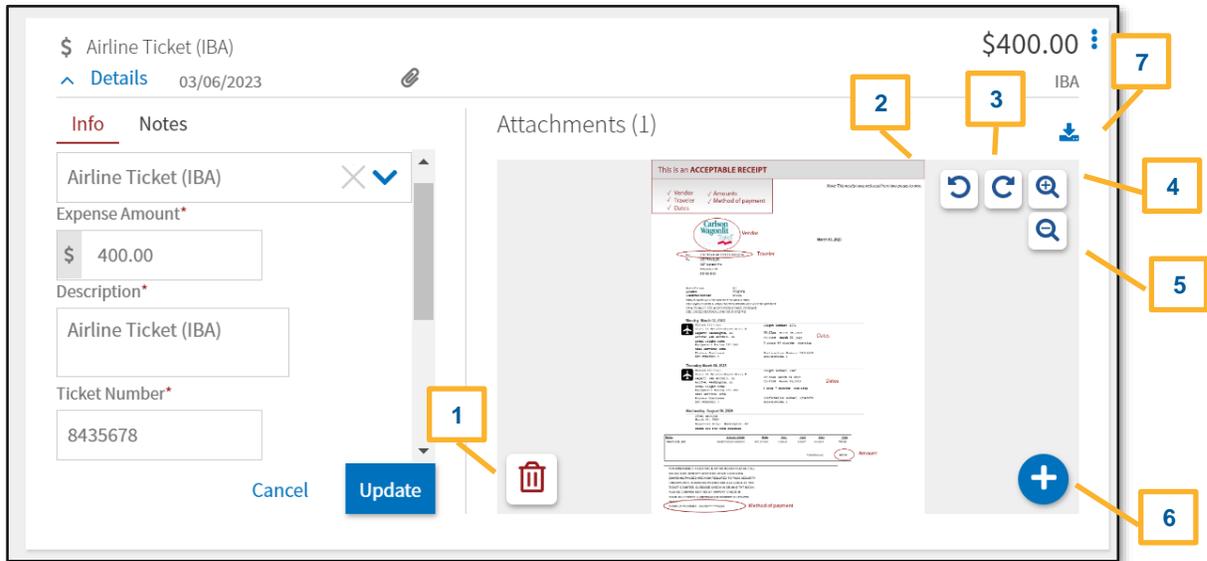


Figure 2-52: Attachment Screen - Air Receipt

- 5. Select **Details** again to close the expense item. The entry updates to show a paper clip icon indicating an attachment is present (Figure 2-53, Indicator 1).

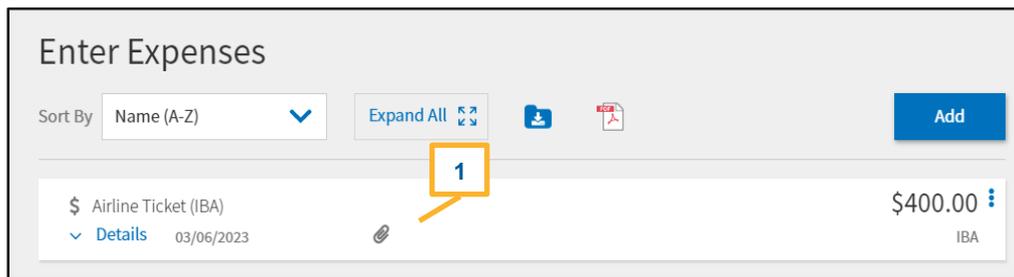


Figure 2-53: Attached Document Icon

Import a PDF. When you import files into the trip, (e.g., memos or Leave forms) you must attach each one to a specific expense or **Documents**. **Note:** DTS provides an information message if you uploaded files, but have not yet attached them (Figure 2-54, Indicator 1).

- 1. Begin on the **Enter Expenses** screen and select the **Import a PDF** icon (Figure 2-54, Indicator 2). The **Import PDF** window (Figure 2-55) opens.

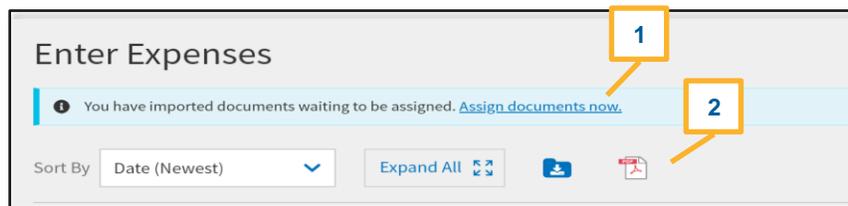


Figure 2-54: Enter Expenses Screen - Assign Documents Message

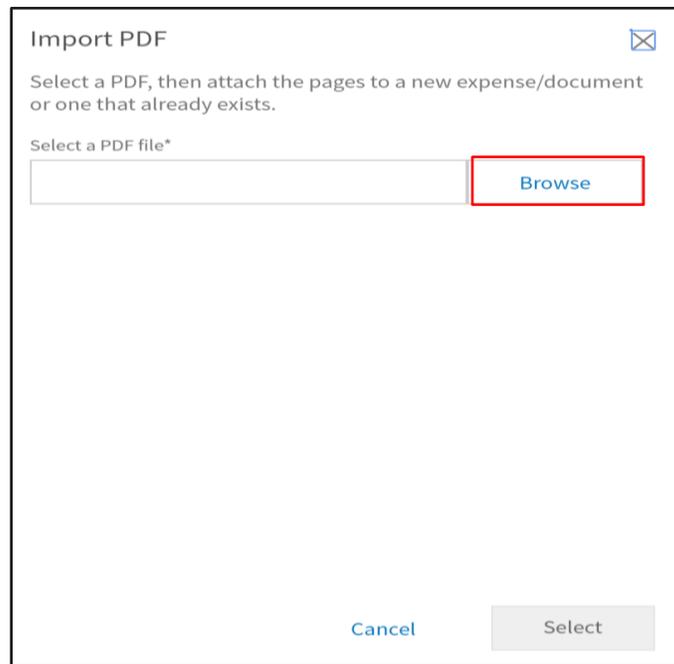


Figure 2-55: Import PDF Window

2. **Browse** for the file you need attach to the trip.
3. Attach the file and choose **Select** (Figure 2-56). The **Import PDF** screen updates to show the selected file.

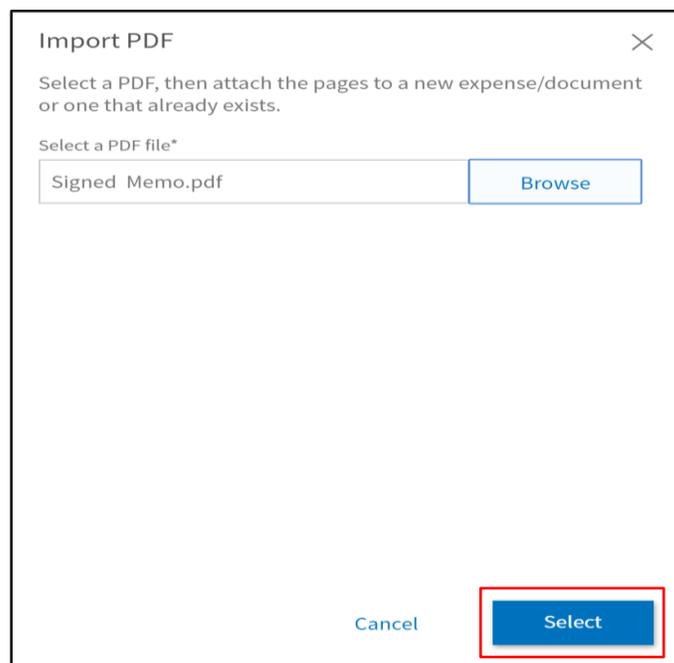


Figure 2-56: Import PDF Screen

4. On the **Import PDF** screen, you can see either the data in the **List View** (as shown below) or **Grid View**. You need to check the box, and then select **Next** (Figure 2-57) to proceed to the following screen.



Figure 2-57: Import PDF Screen - Attachment

- On the **Import PDF** screen, scroll down and locate the expense item or **Documents** in which to associate the file. For this example, select **Documents** (Figure 2-58, Indicator 1). Then the **Assign Documents** screen appears (Figure 2-59).

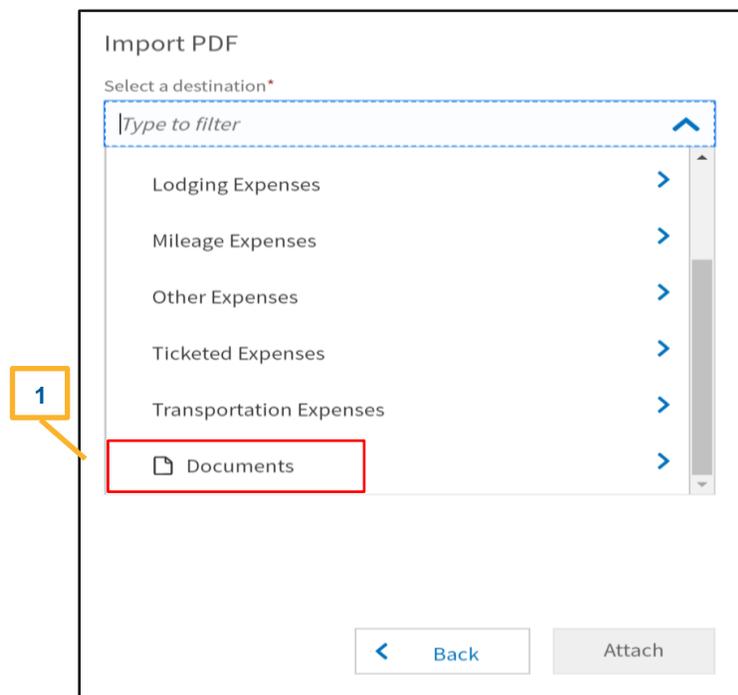


Figure 2-58: Import PDF – Expense Types Listing Screen

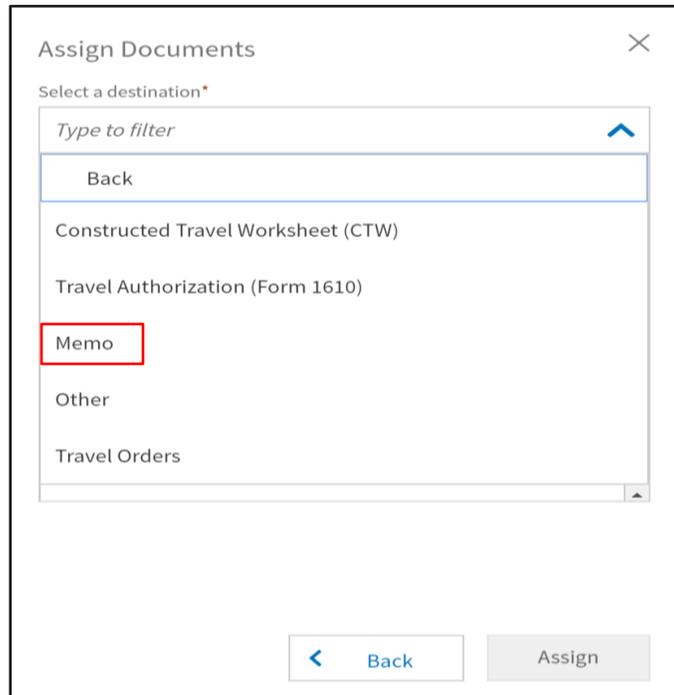


Figure 2-59: Assign Documents Screen

- Select the type of document you want to associate the file to (Figure 2-63) and then the **Import PDF** window opens (Figure 2-60) displaying the following:

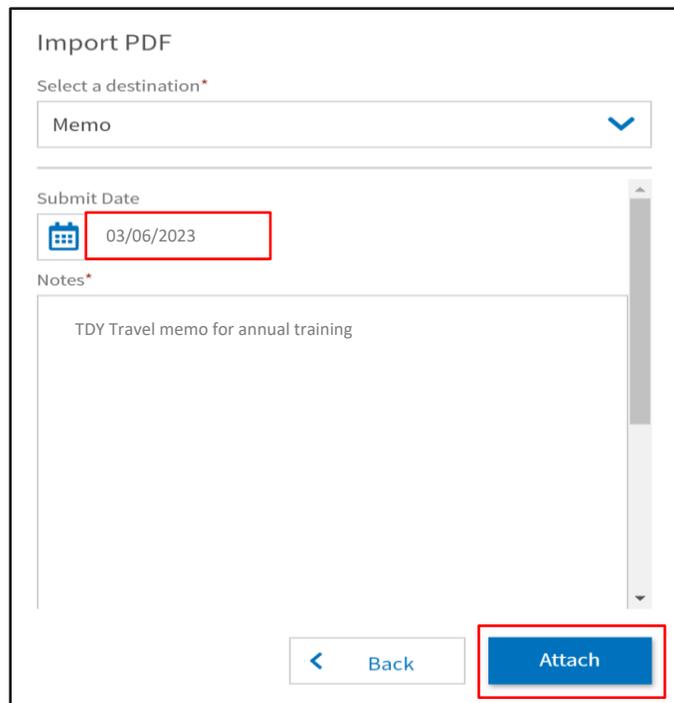


Figure 2-60: Import PDF Screen - Attachment

- Select a destination.
- Submit Date.

- **Notes** - this is not optional. You must enter a note to save the entry.
5. Select **Attach** to proceed to the next window. The **Import PDF** screen updates reflecting the **Attached** message (Figure 2-61).



Figure 2-61: Import PDF Screen - Attached Message

6. Select **Done** (Figure 2-61). The **Enter Expenses** screen updates with the new entry (Figure 2-62, Indicator 1) displaying a paper clip icon (Figure 2-62, Indicator 2) reflecting an attached file.

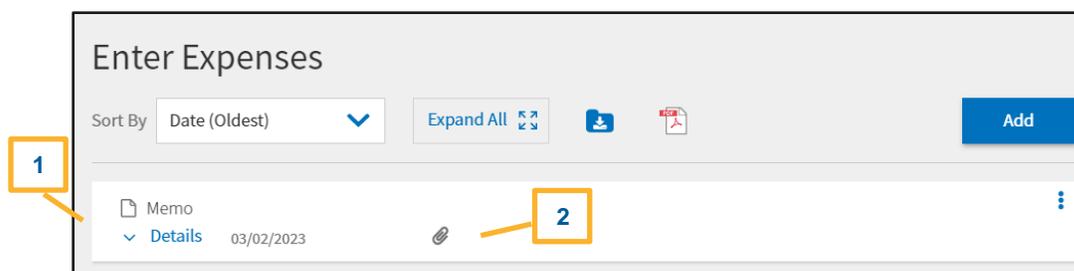


Figure 2-62: Enter Expenses Screen - Memo Attached

Key Note 1: On the **Enter Expenses** screen, DTS provides an information message (top of the screen in blue) if you import files and do not associate them to an **Expense** entry (see Figure 2-54, Indicator 1). If you receive the message, select the **Assign documents now** link, follow the prompts to assign or remove unwanted imported files.

Key Note 2: When your mode of travel is by **Private Auto - To/From TDY** you must attach a **Constructed Travel Worksheet (CTW)** to your trip.

- Either use a locally approved form or download the CTW available on the DTMO website.
- You attach the CTW by selecting **Add** from the **Enter Expenses** screen, and following the prompts, or by selecting **Import a PDF** and following the process as described on pages 60-65.
- Files attached as a memo or CTW appear as a paper clip icon on the **Enter Expenses** screen and reflect on the **Review Trip Authorization** page under the *Substantiating Documents* section as an attachment.

5.4 Expenses Screen Icons Explained

Table 2-4 explains the most common icons used on the **Enter Expenses** screen.

Table 2-4

Most Common Icons	
Icons Appearing in Area Headers	
	Select to show more information for an item
Icon Identifying Expense Types	
	Identifies an expense on the Progress Bar
	Identifies an expense that is not a reservation expense
	Identifies a flight expense
	Identifies a rental car expense
	Identifies a lodging expense
	Identifies a rail expense
Icons for Attaching, Editing and Removing Documents	
	Select to import a PDF and attach to an expense item; available on the Enter Expenses screen
	Use to add a receipt or file under Details (expense item)
	Select to remove an attached document under Details (expense item)
	Download attachments – under Details (expense item), select to download one record in an entry or download all records in a zip file
browse	Select to search for and attach a file under Details (expense item)
	Select to rotate an image right / left under Details (expense item)
	Select to zoom an image in / out under Details (expense item)
Icons Appearing in the Document Column	

Most Common Icons	
	Expenses - warning required receipt is missing
N/A	Expenses – receipt not applicable
	Expenses – number changes to show how many receipts are attached; select to choose one and view it
	Attached file to an expense item
	Receipt is required for this expense; displays on Review Trip screen
Icons Appearing in the Actions Column	
	Icon appears for every entered expense; select to duplicate or delete an expense item

Chapter 6: Per Diem Module

The Per Diem module identifies your per diem allowances – meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances. It initially populates that information from the trip itinerary and reservations in the **Reservations** module, but you can change it by updating the lodging cost or entering trip details such as duty conditions, provided meals, and leave. Access the **Review Per Diem Amounts** screen (Figure 2-63) by selecting **Per Diem** on the **Progress Bar**.

Note: When TDY at an *ILP* location, if you decline to use an available, directed lodging type and there is no approved exception, your lodging reimbursement will be limited as directed by the [JTR, Table 2-15](#).

6.1 Per Diem Page Overview

The **Review Per Diem Amounts** screen has 3 primary areas: top-green highlight (all adjustments and grouping), middle-orange highlight (daily breakout data and edit/reset option), and bottom-yellow highlight (**Per Diem Summary**). The key features on the **Per Diem** page include:

1. A **Group Similar Days** toggle (Figure 2-63a, Indicator 1) – initially toggled **ON** – that lets you see:
 - ON: Blocks of dates with identical allowances as a single entry (Figure 2-63a, Indicator 1).
 - OFF: Allowances for each individual date and location of travel (Figure 2-64, Indicator 1).

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days [Expand all](#) [Collapse all](#)

TDY: FT. SAM HOUSTON, TX (4 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2023 First Day	\$109.00	\$109.00	\$48.00
> 03/07/2023 - 03/08/2023	\$109.00	\$109.00	\$64.00
> 03/09/2023 Last Day	\$0.00	\$0.00	\$48.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$327.00	\$327.00	\$224.00

[Back](#) [Continue](#)

Figure 2-63: Review Per Diem Amounts Screen - Days Grouped

2. **Expand All** and **Collapse All** links (Figure 2-63a, Indicator 2). Select this to show additional per diem allowance details for all the individual days and block of days in your trip. Select the > icon (Figure 2-

63a, Indicator 3) to do the same thing, but for only the selected day or block of days. Figure 2-65 shows a single day expanded.

3. **GSA State Tax Exempt List** link. Use the link to see if your lodging costs are exempt from state sales tax when on official travel.
4. **TDY <Location> and <total> days.** This section displays the trip dates with the **Lodging Cost, Lodging Allowed, and M&IE.** Reflects default first and last day of 75 % for M&IE and full rate all other days. **Note:** Colored Bubbles appear on the lodging row to reflect circumstance.
5. **Adjust Per Diem Amounts** button (Figure 2-64, Indicator 2). Select this to open the **Adjust Per Diem Amounts** screen (Figure 2-64). See *Section 6.2* below for more details.
 - Define one or more dates to change on the **Adjust Per Diem Amounts** screen.
 - Select **Save Adjustments** to retain the update.
 - Changes appear on the **Review Per Diem Amounts** screen.
6. **Reset all adjustments** link (Figure 2-64, Indicator 3). Use this feature to return all modified allowances to their default settings.
7. **Options** (3-dots icon). Use this feature located on the far right of a lodging entry (Figure 2-63b, Indicator 1) to access the **Edit** and **Reset** links.
 - When you select **Edit**, you can make changes on the **Adjust Per Diem Amounts** screen. Select **Save Adjustments** to retain the update. The totals appear on the **Review Per Diem Amounts** screen. See *Section 6.2* below for more details.
 - When you choose **Reset** it opens the **Reset Adjustments** window. A message informs you of the reset action. Select **Reset** to retain the update. DTS returns adjusted allowances to their defaults and the totals appear on the **Review Per Diem Amounts** screen.

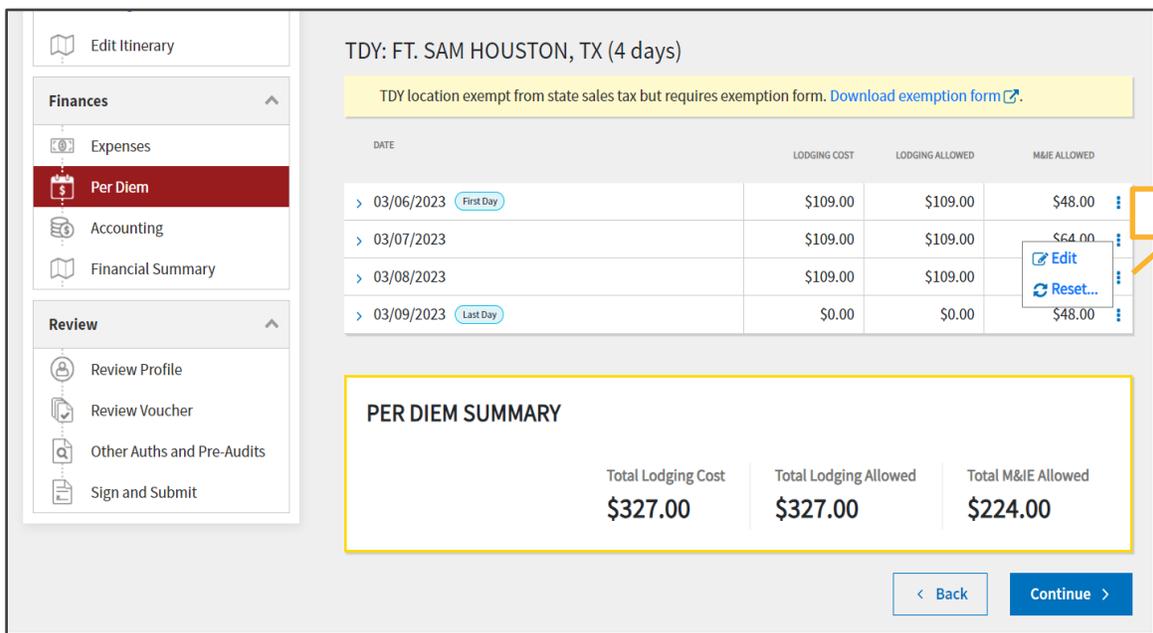


Figure 2-63b: Review Per Diem Amounts Screen - Options

- 8. A **Download exemption form** link. If your TDY location is exempt from state sales tax when you pay with a GTCC, a message (Figure 2-64, Indicator 5) informs you of that fact. If the state requires you to file a form to claim the tax exemption, select the link to open the form.
- 9. **PER DIEM SUMMARY**. This area displays the **Total Lodging Cost**, **Total Lodging Allowed**, and the **Total M&IE Allowed** for the trip.

The screenshot shows the 'Review Per Diem Amounts' interface. At the top, there are links for 'Reset all adjustments' and a blue button for 'Adjust Per Diem Amounts'. Below this is a text box with a link to the 'GSA State Tax Exempt List'. A toggle for 'Group similar days' is present, along with 'Expand all' and 'Collapse all' options. The trip details are 'TDY: FT. SAM HOUSTON, TX (4 days)'. A yellow banner indicates that the TDY location is exempt from state sales tax but requires an exemption form, with a 'Download exemption form' link. A table lists the dates from 03/06/2023 to 03/09/2023, showing lodging costs, allowed amounts, and M&IE allowed. A 'PER DIEM SUMMARY' box at the bottom shows a total lodging cost of \$327.00, total lodging allowed of \$327.00, and total M&IE allowed of \$224.00. Navigation buttons for 'Back' and 'Continue' are at the bottom right.

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2023 First Day	\$109.00	\$109.00	\$48.00
> 03/07/2023	\$109.00	\$109.00	\$64.00
> 03/08/2023	\$109.00	\$109.00	\$64.00
> 03/09/2023 Last Day	\$0.00	\$0.00	\$48.00

PER DIEM SUMMARY		
Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$327.00	\$327.00	\$224.00

Figure 2-64: Review Per Diem Amounts Screen - Days Ungrouped

TDY: FT. SAM HOUSTON, TX (4 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2023 First Day	\$109.00	\$109.00	\$48.00
> 03/07/2023	LODGING COST \$109.00 MEALS Full Rate DUTY CONDITIONS None OTHER ENTITLEMENTS None	LODGING ALLOWED \$109.00 Reimbursement: GOVCC-Individual Locality Rate: \$124.00	M&IE ALLOWED \$64.00 Reimbursement: Personal Locality Rate: \$64.00
> 03/08/2023	\$109.00	\$109.00	\$64.00
> 03/09/2023 Last Day	\$0.00	\$0.00	\$48.00

Figure 2-65: Review Per Diem Amounts Screen - One Day Expanded & Codes Visible

- Review *Table 2-5* for information about the *Per Diem* table fields. Then proceed to *Section 6.2* if you need to make **Per Diem Adjustments**.
- If no changes are necessary, select **Continue** and proceed to *Chapter 7*.

Table 2-5

REVIEW PER DIEM AMOUNTS SCREEN COLUMN HEADERS	
Header	Explanation
Date	Self-explanatory
Lodging Cost	Nightly room rate for your reserved lodging. If you didn't make a lodging reservation in DTS, it defaults to \$0.00. If you incurred lodging costs, you must update it to claim reimbursement for lodging.
Lodging Allowed	The lodging per diem rate the AO will approve. It may not match the Lodging Cost in certain cases (e.g., you are voluntarily staying in lodging with a nightly rate over maximum allowable rate).
M&IE Allowed	Amount you will receive for M&IE for each day.
Colored Bubbles	Identify special circumstances that affect your per diem (e.g., on field duty, leave taken, meals available). See <i>Table 2-6</i> for an explanation of all such items.
Additional Information Available in Expanded View	When viewing in expanded option mode (see Figure 2-65), you can see all the circumstances, both ordinary and special, that affect your per diem amount, as well as the associated reimbursement mode and maximum locality rates.

6.2 Adjust Per Diem Amounts Screen

Access **Per Diem** on **Progress Bar**. The **Review Per Diem Amounts** screen appears (Figure 2-64).

Adjust Per Diem Amounts:

1. Locate the lodging row you need to change (Figure 2-64). Select **Adjust Per Diem Amounts** at the top of the page or select **options** (3-dots icon) at the end of the lodging row. The **Adjust Per Diem Amounts** screen displays (Figure 2-66).

Figure 2-66: Adjust Per Diem Amounts Screen - Meals Section

On this screen, items at the top and bottom are always visible, while those in the middle are on a scrollable portion of the screen, so they are not all visible at once. View or edit the items on the screen.

2. **Adjustment Date Range.** Select or type the date or date range to apply these changes.
3. **Meals.** Based upon the TDY location, DTS reflects the appropriate meal rate radio button (Figure 2-66). You can check a different meal box to identify situations affecting your rates. See *Table 2-6* for available options.
 - If you select **Meals Available at TDY Location** or **Government Meals Provided at TDY Location**, a box appears on the right (Figure 2-66).
 - Select the box/boxes for **Available Meals** (Breakfast, Lunch, and/or Dinner).
 - Select **Save Adjustments**. The **Review Per Diem Amount** page updates. **Note:** Colored Bubbles appear on the lodging row to reflect circumstance.

- If you are TDY to an ILP location and meals are available or provided the **Review Per Diem Amount** page reflects the circumstance (Figure 2-67). **Note:** You may need to **Ungroup** the days to see all lodging entries.

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

[Group similar days](#) [Expand all](#) [Collapse all](#)

TDY: FT. RILEY, KS (5 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 08/14/2023 First Day	\$90.11	\$90.11	\$44.25
> 08/15/2023 Code: MESS B L D	\$90.11	\$90.11	\$22.10
> 08/16/2023 Code: MESS B L D	\$90.11	\$90.11	\$22.10
> 08/17/2023 Code: MESS B L D	\$90.11	\$90.11	\$22.10
> 08/18/2023 Last Day	\$0.00	\$0.00	\$44.25

Figure 2-67: Review Per Diem Amounts Screen - Meals Available

- If you don't book the directed lodging or any lodging, the per diem amounts maintain the *ILP* rate. DTS will flag the lodging choices under the **Other Auths and Pre-Audits** screen (Figure 2-68).
 - You must provide a **Reason Code** for each lodging **Pre-Audit** flag.
 - You must provide a **Justification to Approving Official** for each lodging **Pre-Audit** flag.

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.

ⓘ No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)

3 PRE AUDITS

AVAIL PRIVATIZED LDG NOT USED

FT. RILEY,KS: Available Government Privatized Lodging was not used for 08/14/2023 to 08/18/2023.

Reason Codes * + Add Reason Code

Justification to Approving Official * + Add Justification

FISCAL YEAR ALLOCATION

This travel document covers Fiscal Year 23 but there is a Line Of Accounting specified for a different Fiscal Year 24

Justification to Approving Official * + Add Justification

LODGING NOT USED

FT. RILEY,KS: No lodging reservations exist from 08/14/2023 to 08/18/2023.

Reason Codes * + Add Reason Code

Justification to Approving Official * + Add Justification

Figure 2-68: Other Auths and Pre-Audit Flags Screen

- If your TDY ILP location has available meals and you change the default meal selection as directed by the *JTR*, two actions occur:
 1. In the **Adjust Per Diem Amounts** screen, DTS provides a pop-up message (Figure 2-69) alerting you to the meal rate change.
 - You must check the box, **"I Certify that directed meals were not available."**
 - Select **Save Adjustments**.
 - The **Review Per Diem Amount** page updates.

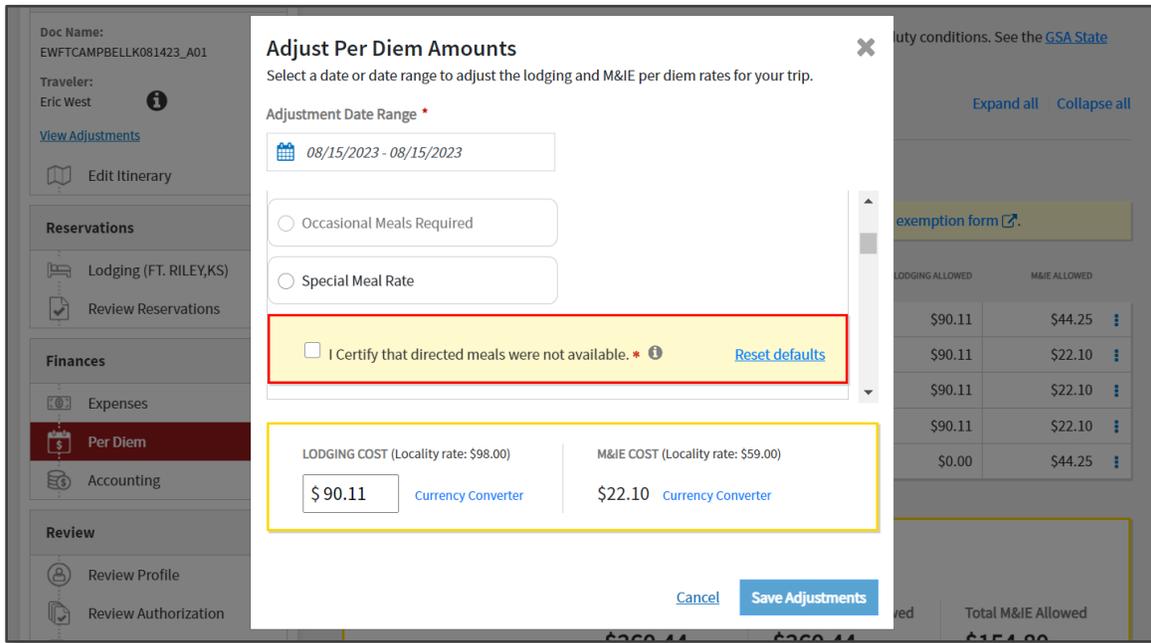


Figure 2-69: Adjust Per Diem Amounts Screen - Meal Rate Change Message

- Under the **Other Auths and Pre-Audits** screen, DTS posts an **Advisory** for **CERTIFICATION OF MEALS UPDATE** (Figure 2-70). **Note: ADVISORIES** do not require justifications, but your AO will see the message.

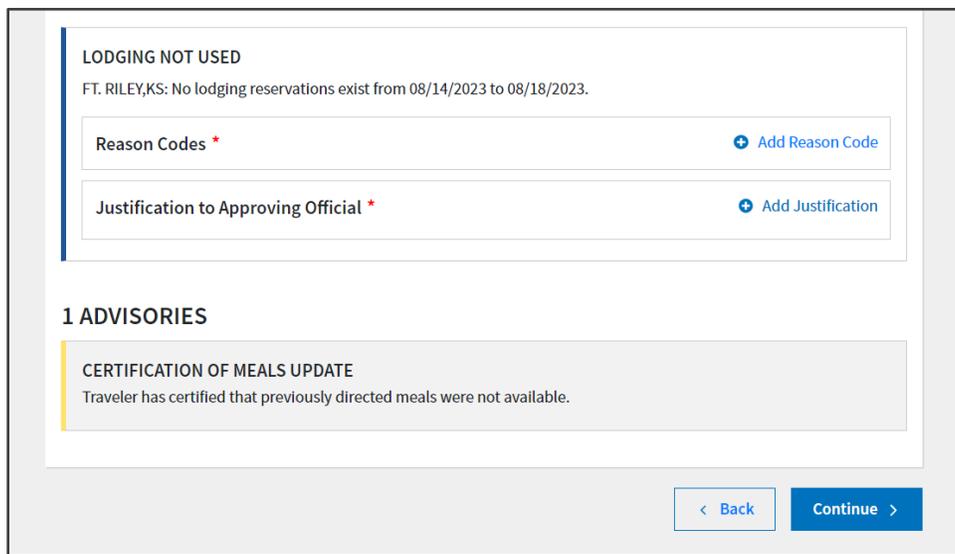


Figure 2-70: Other Auths and Pre-Audits Screen - Meal Advisory

- Duty conditions.** These affect your per diem rate, such as field duty, ship duty, hospital stays, Reserve training, and more. Check those that apply or leave the default setting, if none apply. **Note:** Colored Bubbles appear on the lodging row to reflect circumstance. See *Table 2-7* for available options.
- Other Entitlements.** These affect your per diem rate, such as leave or other days on which you are not eligible for a per diem allowance. Check those that apply or leave the default setting, if none apply.

Note: Colored Bubbles appear on the lodging row to reflect circumstance. See *Table 2-8* for available options.

Note: On these portions of the screen, DTS grays out selections you are not eligible to choose (e.g., see **Occasional Meals Provided** in Figure 2-66). The *JTR* determines your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

6. **LODGING COST.** This editable field gives you a place to enter your daily lodging rate. This area also identifies the maximum locality rate.
7. **M&IE COST.** This non-editable field identifies the maximum locality rate and the rate you will receive, based on your selections above.
8. Make the required changes, then select **Save Adjustments**.
9. **The Review Per Diem Amounts** screen updates to reflect the modifications to lodging and M&IE.
10. Select **Continue** to advance.

Caution: When you have different per diem changes on different days, always make changes that affect multiple days before you make changes that apply to individual days. Saving this screen overwrites any previous entered changes.

Table 2-6

PER DIEM ADJUSTMENTS FOR MEALS	
Radio Button	Description
Receive Full Meal Rate	You are authorized the full locality meal rate.
Meals Available at TDY Location	If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. Select which meals are available (B =breakfast, L =lunch, D =dinner). You can also manually select this option.
Government Meals Provided at TDY Location	Select if the Government purchased any meals for you (e.g., as part of a conference registration fee). DTS lowers your M&IE allowance based on how many provided meals to you (same options as above). You can also manually select this option.
Occasional Meals Required	Select if the AO authorizes occasional meals for a trip that will last less than 12 hours. Enter the Cost of the occasional meals.
Special Meal Rate	Select if you have a unique travel situation (e.g., your Service Secretary authorized you to support a Contingency Operation for over 180 days). Enter the Cost of the occasional meals. Note: If you are eligible for the \$3.50 OCONUS incidental rate, check the appropriate box under Other Entitlements . Do not use Special Meal Rate for this purpose.

Table 2-7

PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS			
Duty Condition	Description	Effect	Code(s)
Field Conditions	You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent).	No lodging or M&IE allowance	FDLC
Adverse Effects (Commercial Qtrs)	When TDY to a military installation but you are authorized to stay in commercial lodging	Full lodging and M&IE allowances	ADEF
Inactive Duty Training (Local)	Member must commute daily to annual training.	No lodging or M&IE allowance	INDT
Hospital Stay	Employee is confined to a hospital or medical facility.	No lodging or M&IE allowance	HOSP
Quarters Available	Government quarters are available at the military installation.	Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR).	QRTS
Group Travel	Multiple individuals are traveling together.	No lodging allowance, full M&IE allowances	GRPT
Essential Unit Messing	Use of Government lodging and meals is essential for training and readiness.	Full lodging allowance, \$3/day M&IE (except on CONUS travel days)	EUM
Aboard a U.S. Vessel	You will be serving on a U.S. vessel.	No lodging or M&IE allowance	VSSL
Authorized Trip Home	Civilian employee is authorized a trip home every 3 weeks on long TDYs.	No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home.	HOME
Annual Training, Active Duty Training, or Inactive Duty Training (Each has various per diem availability options)	Reservist is traveling for various purposes and with varying per diem lodging and meals availability. Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly.	TRN ATQP ATCQ ADQM ADTQ ADT IDQM IDTQ

PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS			
			IDTN

Table 2-8

PER DIEM ADJUSTMENTS FOR OTHER ENTITLEMENTS	
Selection	Description
Allowed Leave (no per diem)	Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of Annual leave. Government employees may select either Annual or Other , and may enter the number of hours they wish to take.
Sick Leave (No Per Diem)	DoD civilian employees select when they are on sick leave and not authorized per diem.
Sick Leave	DoD civilian employees select when they are on sick leave, but are authorized full per diem.
Duty Days (no per diem)	Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave
Non-Duty Days (no per diem)	DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave.
Authorized Delay	Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances.
Actual Lodging Cost (over per diem)	Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate.
OCONUS Incidental Amount (reduced rate)	Select if the AO determines that you should receive the OCONUS IE amount (\$3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation.
In Place Travel (receive full per diem)	Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations.

A final note to point out two special per diem situations:

- PLOT:** When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by *DoD Instruction (DoDI) 5154.31, Chapter 3*. Special considerations for PLOT situations are in the DTMO web-based training class, **PLOT**. To access *TraX*, users must register through [Passport](#), DTMO's web portal.

- **IDL:** Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem allowances, see the DTMO web-based training class, **OCONUS Travel** available in [TraX](#).

Chapter 7: Accounting Module

The **Accounting** module provides key finance information about your authorization, such as where the money is coming from to pay for it, whether you need any funds before your final voucher, and how much the whole trip should cost. Access the **Accounting** module on the **Progress Bar**.

The **Accounting** screen contains from two to four main areas:

- Accounting Codes Always appears
- Advances May not appear
- Scheduled Partial Payments (SPPs) May not appear
- Accounting Summary Always appears

Section 7.1 through Section 7.4 spell out these areas and define when the optional ones appear.

7.1 Enter Accounting Codes

The *Accounting Codes* portion of the **Accounting** module (Figure 2-71) always appears. It shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. You can sign your authorization without a LOA, and in fact, some organizations do not want you to assign LOAs. If that is the case, and you don't require an advance or SPP, then skip to Section 7.4.

The screenshot displays the 'ACCOUNTING CODES' section with a 'Lines of Accounting (LOA)' table containing one entry: '23 TRAINING' from 'DTMOCSD'. Below this is an 'Allocations' section showing 'This trip is 100% allocated to 23 TRAINING'. The 'ACCOUNTING SUMMARY' section includes an 'Expense Summary' table and a 'Disbursement Summary' table. A 'Calculated Trip Cost' table shows 'Allowed' and 'Actual' costs of \$2191.90.

ACCOUNTING CODES
 Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) + Add LOA

ACCOUNTING LABEL	ORGANIZATION
23 TRAINING	DTMOCSD

Allocations

This trip is 100% allocated to 23 TRAINING

[Show Details](#)

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$2191.90
Total Expenses	\$2191.90

Disbursement Summary

Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost

	Allowed	Actual
Calculated Trip Cost	\$2191.90	\$2191.90

Figure 2-71: Accounting Codes Screen - One LOA Added

7.1.1 Add or Remove a LOA

If your DTS profile lists a default LOA, that LOA appears automatically, on your document indicating the allocations are complete (Figure 2-71, Indicator 1), and displays the payment categories for this trip. If the default LOA is not correct for this trip:

1. Select **options** (3-dots icon) (Figure 2-72, Indicator 1).
2. Select **Remove** to delete the LOA (Figure 2-72, Indicator 2).
3. Select **Add LOA** (Figure 2-72) to see up to three sources of LOAs you can add to your travel document. Each source has a drop-down list of available LOAs you can select. LOA sources include:
 - **From <organization>**: LOAs that belong to your organization.
 - **Shared LOA**: LOAs shared from an organization above yours.
 - **Cross Org LOA**: LOAs shared from organizations outside your hierarchy.

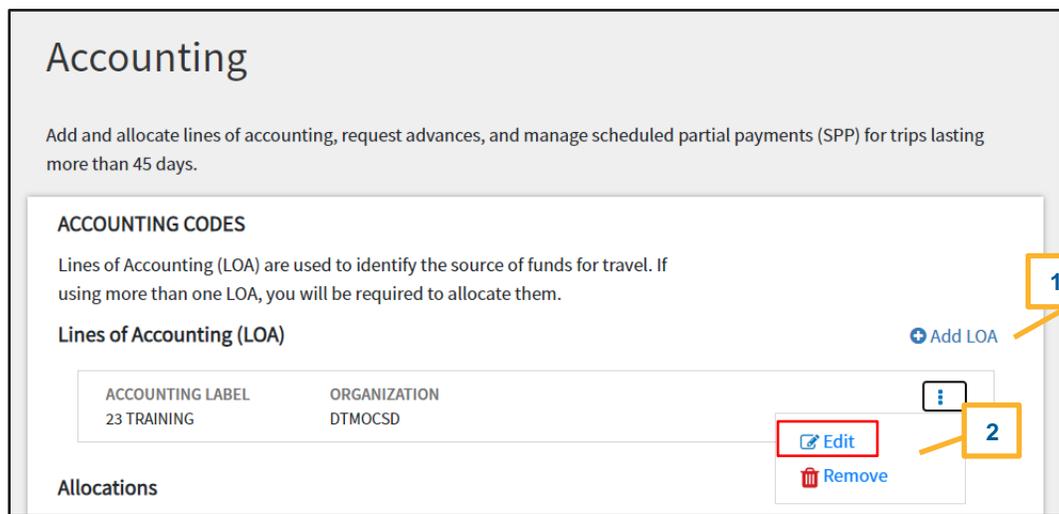


Figure 2-72: Add LOA Screen

7.1.2 Add Multiple LOAs

If you add multiple LOAs, DTS updates the **Accounting Codes** screen to display the LOAs (Figure 2-73, Indicator 1), and requires you to allocate the costs between them.

After you select **Edit LOA Allocations** (Figure 2-73, Indicator 2) and allocate the costs between LOAs, DTS displays the allocation method you used (Figure 2-73, Indicator 3), the payment categories, and costs (Figure 2-73, Indicator 4).

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) + Add LOA

ACCOUNTING LABEL	ORGANIZATION	
23 ROUTINE TVL	DTMOCS	⋮
23 TRAINING	DTMOCS	⋮

Allocations Edit LOA Allocations

1 **Ensure All LOA's are allocated**

2 **Allocated by Category**

3 **Hide Details**

4 **This LOA has no allocations**

23 ROUTINE TVL	23 TRAINING	ALLOWED	ACTUAL
This LOA has no allocations			
	CATEGORY		
	COM. CARR-I	\$1205.80	\$1205.80
	LODGING	\$327.00	\$327.00
	M&IE	\$224.00	\$224.00
	MILEAGE	\$39.30	\$39.30
	OTHER	\$100.00	\$100.00
	RENTAL CAR	\$225.80	\$225.80
	TRANSPORT	\$70.00	\$70.00
	Sub Total	\$2191.90	\$2191.90

Figure 2-73: Accounting Codes Screen - Second LOA Added

When you select **Edit LOA Allocations**, the screen updates. There are five cost distribution options, which include by:

- **Percentage:** Select a percent of the cost to apply to each LOA.
- **Category:** Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date:** Select the date range that each LOA applies. This is useful for trips that cross fiscal years.
- **Specific Expense:** Select an LOA for each expense.
- **Category and Date:** Select LOAs based on a combination of both **Expense Category** and **Date**.

On the **Allocate Lines of Accounting** screen, use the dropdown menu to select the **Allocation Method** and then select **Save**. The **Accounting** screen updates reflecting the cost distributions (Figure 2-74).

Lines of Accounting (LOA) [+ Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION	⋮
23 ROUTINE TVL	DTMOCS D	

ACCOUNTING LABEL	ORGANIZATION	⋮
23 TRAINING	DTMOCS D	

Allocations [Edit LOA Allocations](#)

Allocated by Category

[Hide Details](#) ▲

23 ROUTINE TVL			23 TRAINING		
CATEGORY	ALLOWED	ACTUAL	CATEGORY	ALLOWED	ACTUAL
RENTAL	\$225.80	\$225.80	COM.	\$1205.80	\$1205.80
CAR			CARR.-I		
Sub Total	\$225.80	\$225.80	LODGING	\$327.00	\$327.00
			M&IE	\$224.00	\$224.00
			MILEAGE	\$39.30	\$39.30
			OTHER	\$100.00	\$100.00
			TRANSPORT	\$70.00	\$70.00
			Sub Total	\$1966.10	\$1966.10

Figure 2-74: Accounting Codes Screen - Costs Allocated

7.2 Request an Advance

On the **Accounting** page, the *Advances* section only appears if you are eligible to receive a travel advance, which is a payment sent to your personal bank account before the trip to help you pay official travel expenses. You are seldom eligible to receive a travel advance if you have a GTCC.

Note: When the AO does authorize an advance, you may receive up to either 80 or 100 percent of your anticipated trip payment.

1. Ensure there is a LOA selected for the trip (Figures 2-75a and 2-75b)

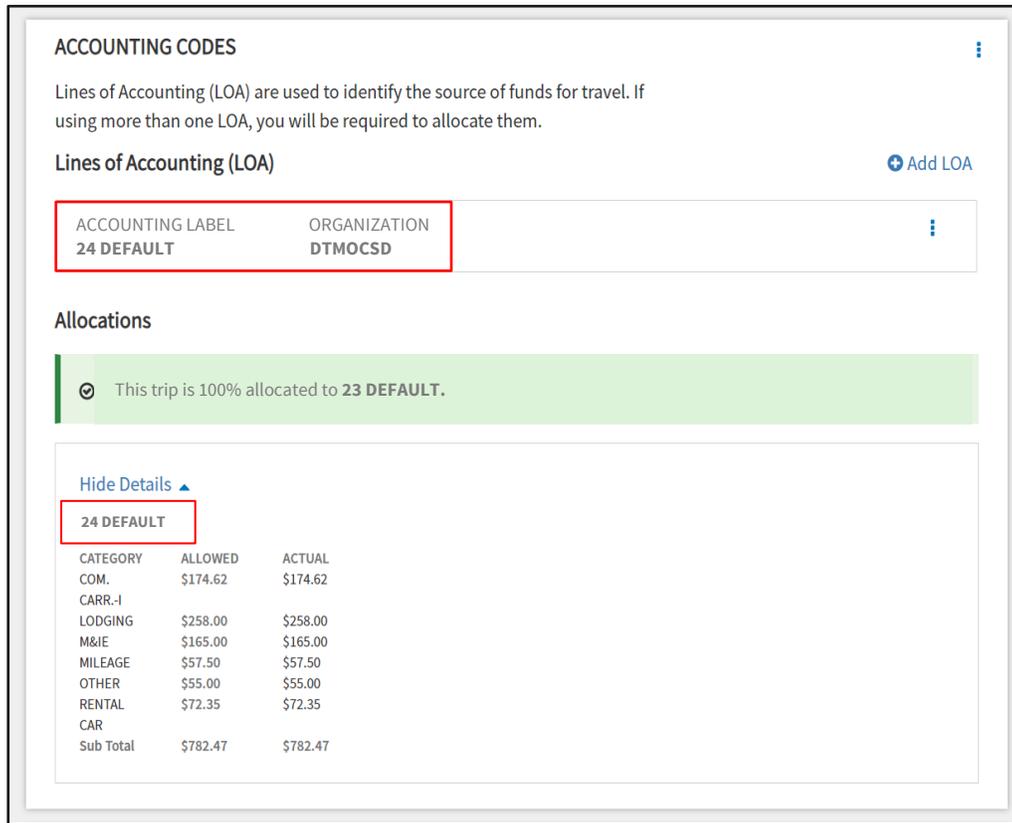


Figure 2-75a: Accounting Codes Section Screen - No Advances Section

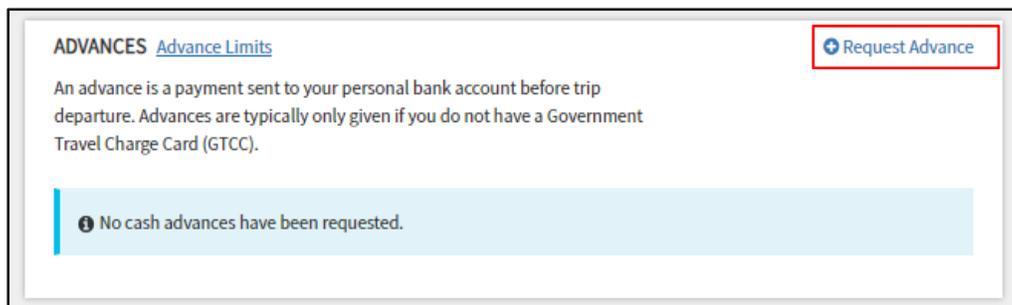


Figure 2-75b: Accounting Codes Section Screen - Advances Section

2. Select the **Request Advance** link (Figure 2-75). The *Advances* window opens (Figure 2-76).
3. Only LOAs that appear in the *Accounting Codes* section are available for selection. Once you **Choose an LOA** (Figure 2-76), the screen updates with the payment details.

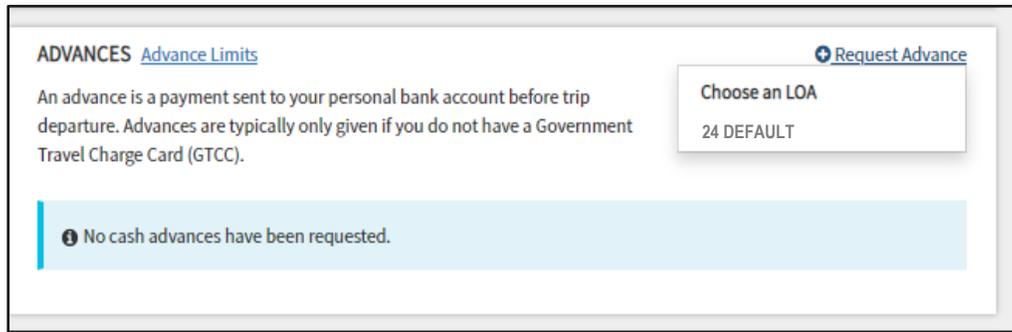


Figure 2-76: Advances Section Screen - Choose a LOA

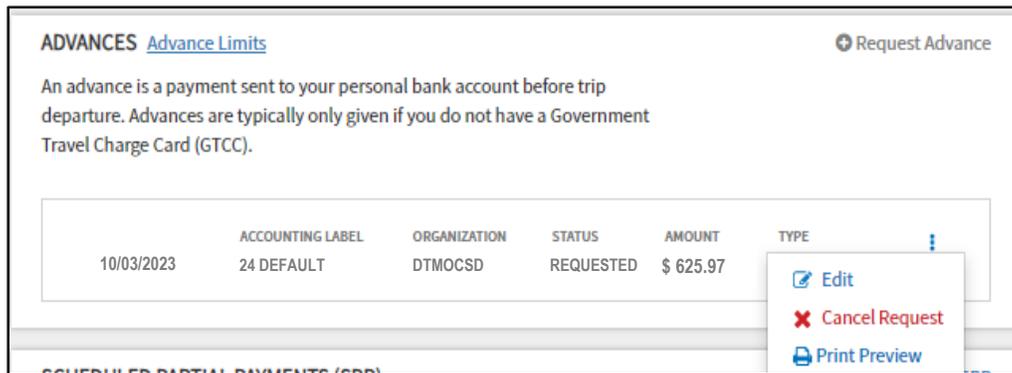


Figure 2-77: Scheduled Advances Screen - Options

4. Review the information then scroll down the page. Select **Continue** to advance.

Note: If you need to change your advance request (for example if you add or remove expenses or if the trip length changes), follow these steps:

- If the AO has not yet approved the authorization:
 - Adjust the authorization, make the necessary changes, and then navigate to **Accounting**.
 - Under *Advances*, select **options** (3-dots icon), **Cancel Request** to remove the advance request (Figure 2-77). The screen updates to no scheduled advances. Follow the steps listed above to request the advance again.
- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:
 - If your trip expenses will be higher (e.g., you extended your trip), you must request an increased advance outside DTS following your local business rules.
 - If your trip expenses will be lower (e.g., you shortened your trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.

Note: When you select a restricted flight, once the authorization is approved mostly likely the GTCC is charged right away. You must pay off your GTCC bill in full when you receive it. If your voucher won't be processed before the due date your GTCC payment then you must either pay it out of pocket, or request a travel advance for the air ticket amount. For detailed information on that process, see the information paper [Travel Advances for Restricted Airfares](#).

7.3 Scheduled Partial Payments

On the **Accounting** page, the *Scheduled Partial Payments (SPP)* section (Figures 2-78 and 2-79) only appears if your trip exceeds 45 days. When the section is available, use these steps to schedule payments to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel.

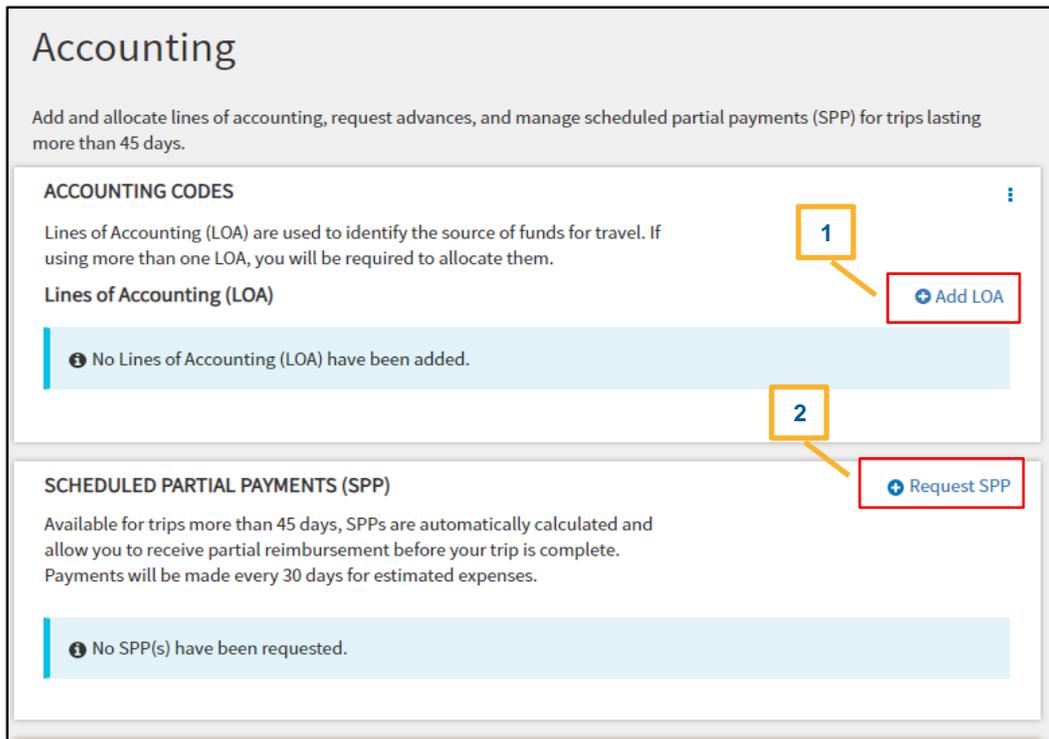


Figure 2-78: Accounting Screen - Scheduled Partial Payments

1. Ensure there is a LOA label on the document. Select **Add LOA** to choose an accounting label (Figure 2-78, Indicator 1).
2. Once the **Accounting** screen refreshes, select **Request SPP** (Figure 2-78, Indicator 2). The window opens with a breakdown of number of payments, payment date range and scheduled amount (Figure 2-79, Indicator 1).

The screenshot shows the Accounting screen with a sidebar on the left containing 'Per Diem', 'Accounting', and 'Review' sections. The 'Accounting' section is active. The main content area displays a table for '23 TRAINING' with columns for CATEGORY, ALLOWED, and ACTUAL. Below this is a section for 'SCHEDULED PARTIAL PAYMENTS (SPP)' with a 'Cancel SPP' link. A green bar indicates 'SPP's requested'. Two payment entries are shown: PAYMENT 1 (02/20/2023 - 03/21/2023, \$4216.17) and PAYMENT 2 (03/22/2023 - 04/20/2023, \$4170.00). A yellow box with the number 1 points to the 'SPP's requested' section.

CATEGORY	ALLOWED	ACTUAL
LODGING	\$7040.00	\$7040.00
M&IE	\$5221.50	\$5221.50
MILEAGE	\$119.22	\$119.22
Sub Total	\$12380.72	\$12380.72

PAYMENT	STATUS	AMOUNT
PAYMENT 1 02/20/2023 - 03/21/2023 Show Details	Scheduled	\$4216.17
PAYMENT 2 03/22/2023 - 04/20/2023 Show Details	Scheduled	\$4170.00

Figure 2-79: Accounting Screen - SPPs Requested

Note: DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates. Payment dates occur every 30 days after the trip start date.

3. Review the information then scroll down the page. Select **Continue** to advance.

Note: You cannot manually change SPP amounts or payment dates, but they can change – here’s how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.
- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.
- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary; however, DTS cannot change SPPs in a **SUBMITTED** or **PAID** status.

7.4 Review Trip Costs and Payments

The *Accounting Summary* section (Figure 2-80), which appears at the bottom of the **Accounting** page, is informative only. This area displays the **Calculated Trip Cost** along with any prior payment details (e.g., SPP). View the information and then select **Continue** to proceed.

ACCOUNTING SUMMARY			
Expense Summary			
Non-Reimbursable Expenses	\$0.00		
Reimbursable Expenses	\$12380.72		
Total Expenses	\$12380.72		
Disbursement Summary		Calculated Trip Cost	
Advances Paid	\$0.00	Allowed	Actual
SPP Paid	\$0.00	\$12380.72	\$12380.72
Total Prior Payments	\$0.00		

[< Back](#) [Continue >](#)

Figure 2-80: Accounting Summary Section Screen

Chapter 8: Review Module

There are four screens in the **Review** module:

- **Review Profile***: Look over and change your DTS personal profile.
- **Review Authorization***: Examine and update the document's contents.
- **Other Auths and Pre-Audits***: Review, add, and modify key statements on the authorization.
- **Sign and Submit***: Digitally sign the document and start the routing process.



***Note:** You can access all four of these screens at any time by selecting them on the **Progress Bar**; however, before DTS will let you sign the document, you must access these screens in the order listed.

8.1 Review Profile Screen

When you select **Review Profile** on the **Progress Bar**, the **Review Profile** screen (Figure 2-81) displays your personal contact information and account data, as listed in your DTS personal profile.

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

 <p>Eric T West 159 Riding Rode Warrenton, VA</p> <p>Permanent Duty Station 11 Marine Circle Quantico, VA</p> <p>Email Eric.west@email.mil</p>	<p>GTCC Card ending in 4242  Exp. Date 05/23</p> <p>Checking Account Account ending in 0101</p>
---	--

[Open Profile](#)

[< Back](#) [Continue >](#)

Figure 2-81: Review Profile Screen

Change your **Profile**:

1. If you need to change any information in your DTS personal profile, select **Open Profile** (Figure 2-81). The update profile tool (Figure 2-82) opens.
2. To update your information, select a category from the left column (e.g., EFT and Credit Card Accounts) and complete the fields in the right column.
3. Choose **Save**. If the change should apply to all future documents you create, check the box next to **Update Permanent Profile** before you select **Save** (Figure 2-82). If you don't check that box, your changes will apply to the current document only.

Contact your DTA to update any information you can't change from these screens.

The screenshot displays the 'Update Profile Tool Screen - Editable' for user Eric T West. The interface is divided into a left sidebar and a main content area. The sidebar includes sections for 'User Profile', 'Accounting', and 'Travel Preferences'. The 'Accounting' section is expanded to show 'EFT and Credit Card Accounts'. The main content area is titled 'ACCOUNTS' and features a 'Refresh Account Data' button. Below this is a table with the following data:

Account Type	Account Number	Routing Number	Expiration Date
<input type="radio"/> GOVCC	4242424242424242	N/A	05/25
<input type="radio"/> Checking	101010101	114000653	N/A

Below the table, there is a note: 'Enter only one account with a routing number.' The 'Mandatory EFT Payment' section has radio buttons for 'Yes' (selected) and 'No'. The 'GTCC Account Number' field contains '4242424242424242'. The 'GTCC Expiration Date' field contains '05/25' and is highlighted with a red box. At the bottom right, there is a checkbox for 'Update Permanent Profile' (unchecked), a 'Cancel' button, and a 'Save' button. The 'Save' button is also highlighted with a red box.

Figure 2-82: Update Profile Tool Screen - Editable

When everything is correct, select **Continue** to open the **Review Trip Authorization** screen (Figure 2-81).

Compare Profiles:

1. To check whether a DTS document contains current profile information, open the document in a view-only mode. Select **Open Profile**. The page opens. **Note:** In view-only modes, a **Compare Profiles** button replaces the **Save** button.
2. Select **Compare Profiles** to see a side-by-side comparison of the profile information in the document and the profile information in your DTS profile.
3. Figure 2-83 displays the **Document Profile** and **Permanent Profile EFT and Credit Card Accounts (GTCC)** information, reflecting a change to the checking account routing number. **Note:** If you need to make a change to the profile in the document, you will need to edit the trip, then select **Open Profile** to make the change.
4. Select **Cancel** or **X** at the top of the screen to close the window.

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive ETF transmissions.

ACCOUNTS

Document Profile	Permanent Profile
Account Type GOVCC	Account Type GOVCC
Checking	Checking
Account Number 4614220019283765	Account Number 4614220019283765
101010101	101010101
Routing Number N/A	Routing Number N/A
114000655	114000653
Expiration Date 06/26	Expiration Date 06/26
N/A	N/A

Changes to the permanent profile do not affect any existing travel documents. [Dismiss](#) [Cancel](#) [Compare Profile](#)

Figure 2-83: Update Profile Tool Screen - Non-Editable

8.2 Review Trip Authorization Screen



Note: You can access the screens in this module by selecting the options on the **Progress Bar**; however, before you can sign the document, DTS requires you to access the following screens in the order listed:

1. **Review Trip Authorization**
2. **Other Auths and Pre Audits**
3. **Digital Signature**

You can open the **Review Trip Authorization** screen (Figures 2-84a-g) by selecting **Review Authorization** on the **Progress Bar**. Use it to review important information in your authorization, and update it as necessary.

Review Trip Authorization Print

1 **Trip Details for:**
 EWFTSAMHOUSTO030623_A01 i

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

Trip Description: N/A

Dates: 03/06/2023 - 03/09/2023

Conference/Event Name: Not Applicable

Reference: [+ Add Reference](#)

Comments to the Approving Official [+ Add Comments](#)

Figure 2-84a: Review Trip Authorization Screen - Trip Details

2 **Itinerary** Expand All | Collapse All [Go to Itinerary](#) →

📍

TRIP START Warrenton,VA (Residence) ⊙

Leaving on Mar 06, 2023

📍

TDY LOCATION 1 FT. SAM HOUSTON,TX ⊙

03/06/2023 - 03/09/2023

✔ Flight Booked
✔ Rental Car Booked
✔ Lodging Booked

📍

TRIP END Warrenton,VA (Residence) ⊙

Returning on Mar 09, 2023

✔ Flight Booked

Figure 2-84b: Review Trip Authorization Screen - Itinerary

\$

RESERVATION EXPENSES 4 items

[Hide Details](#) ^

	DATE	METHOD OF REIM.	COST
<div style="margin-right: 10px;"></div> <div> <p style="font-size: 12px;">FLIGHT</p> <p>United Airlines (Flight 2671 - IAD to SAT)</p> </div> <div style="margin-left: 10px; font-size: 12px;"> <p>Receipt Required</p> </div>	03/06/2023	GTCC	\$273.90
<div style="margin-right: 10px;"></div> <div> <p style="font-size: 12px;">LODGING</p> <p>Candlewood Suites Buildi (FT. SAM HOUSTON,TX)</p> </div> <div style="margin-left: 10px; font-size: 12px;"> <p>Receipt Required</p> </div>	03/06/2023	GTCC	\$109.00
<div style="margin-right: 10px;"></div> <div> <p style="font-size: 12px;">RENTAL CAR</p> <p>Avis Rent-a-Car (SAT)</p> </div> <div style="margin-left: 10px; font-size: 12px;"> <p>Receipt Required</p> </div>	03/06/2023	GTCC	\$225.80
<div style="margin-right: 10px;"></div> <div> <p style="font-size: 12px;">FLIGHT</p> <p>United Airlines (Flight 1347 - SAT to IAD)</p> </div> <div style="margin-left: 10px; font-size: 12px;"> <p>Receipt Required</p> </div>	03/09/2023	GTCC	\$531.90

Figure 2-84c: Review Trip Authorization Screen - Reservation Expenses

Defense Travel Management Office

103

travel.dod.mil

4

\$ OTHER EXPENSES

Total: **\$609.30**

[Hide Details ^](#)

Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 03/06/2023	COST \$19.65 <small>30.00 miles</small>
Rental Car - Fuel	METHOD OF REIM. GTCC	DATE 03/06/2023	COST \$70.00
Parking - At the Terminal	Receipt Required METHOD OF REIM. GTCC	DATE 03/06/2023	COST \$100.00
Airline Ticket (IBA)	1 Receipt Attached View METHOD OF REIM. GTCC	DATE 03/06/2023	COST \$400.00
Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 03/10/2023	COST \$19.65 <small>30.00 miles</small>

5

📄 SUBSTANTIATING DOCUMENTS

1 Document

[Hide Details ^](#)

DOCUMENT NAME	Document	SUBMIT DATE	NOTES
Memo	Attached View	03/02/2023	Memo for travel.

Figure 2-84d: Review Trip Authorization Screen - Other Expenses

6

Per Diem

[Go to Per Diem](#) →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$327.00	\$327.00	\$224.00

Figure 2-84e: Review Trip Authorization Screen - Per Diem

7

Accounting

[Expand All](#) | [Collapse All](#)

[Go to Accounting](#) →

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
23 TRAINING	DTMOCSD	\$2191.90	\$2191.90

[Show Details](#) ▾

Figure 2-84f: Review Trip Authorization Screen - Accounting Codes

8

ESTIMATED TRIP COST		
CATEGORY	ALLOWED	ACTUAL
COM. CARR.-I	\$1205.80	\$1205.80
LODGING	\$327.00	\$327.00
M&IE	\$224.00	\$224.00
MILEAGE	\$39.30	\$39.30
OTHER	\$100.00	\$100.00
RENTAL CAR	\$225.80	\$225.80
TRANSPORT	\$70.00	\$70.00
TOTAL EST. ALLOWED		TOTAL EST. ACTUAL
\$2191.90		\$2191.90

< Back Continue >

Figure 2-84g: Review Trip Authorization Screen - Estimated Trip Cost

From top to bottom (Figures 2-84a-g), the **Review Trip Authorization** screen displays:

- **Trip Details** (Figure 2-84a, Indicator 1): The document name, trip type, trip purpose, trip description, trip dates, and conference name, if applicable. Provides a place to add a reference number and comments to the AO, if needed.
- **Itinerary** (Figure 2-84b, Indicator 2): Provides key travel dates and locations, along with reservation Indicators, and the option to show their details.
- **Expenses** (Figure 2-84c, Indicator 3): A list of all your reservation expenses, (Figure 2-84d, Indicator 4) reimbursable expenses, and mileage allowances and attached supporting documents (Figure 2-84d, Indicator 5). Again though, after **CTO BOOKED**, DTS may not display the return flight (see Note 1 in *Section 5.2*).
- **Per Diem** (Figure 2-84e, Indicator 6): A breakdown of total lodging cost, the amount authorized for lodging reimbursement, and M&IE.
- **Accounting Codes** (Figure 2-84f, Indicator 7): A summary of trip expenses by LOA.
- **Estimated Trip Cost** (Figure 2-84g, Indicator 8): Trip expenses by category, as well as requested advances and SPPs, if applicable Shows payments requested or received, total allowed trip cost, and total estimated trip cost.

Most sections include **Go to <DTS module>** links you can use to make corrections when necessary. Once you enter all trip expenses into the authorization, select **Continue** (Figure 2-84g) to open the **Other Authorizations and Pre Audits** screen (Figure 2-85a).

8.3 Other Auths and Pre-Audits Screen

You can open the **Other Auths and Pre Audits** screen by selecting **Other Auths and Pre-Audits** at any time on the **Progress Bar**. The page contains three areas: **Other Authorizations**, **Pre-Audit** and **Advisories**.

- If the document is within travel policy compliance, the screen may reflect **No Other Authorizations have been added, 0 Pre Audits, and 0 Advisories**. If that is the case then you have no action, instead, scroll to the bottom of the page, select **Continue** to advance to the **Digital Signature** page.
- If **Other Auths and Pre Audits** flags appear then review the information. Enter comments and/or justifications for your document selections. In some cases you may have to return to your document and take corrective action before returning the **Other Auths and Pre Audits** screen and prior to document signing.

Note: The [DTA Manual, Appendix K](#) provides a full explanation of the different DTS tables and systems checks which includes **Other Authorizations, Pre-Audit** flags, and **Advisory** notices for travel documents.

Below are the **Other Authorizations, Pre-Audit, and Advisories** explanations and some examples.

Other Authorizations: They flag certain travel items and provide comments when applicable (Figure 2-85a).

- You cannot remove these system indicators, except by changing the selection that caused the **Other Authorization** notice to appear (Figure 2-85a, Indicator 1). For example, if you are taking **Annual Leave** then you indicated as such in the **Per Diem** table. To remove the flag, you would have to remove the leave selection from the **Per Diem** table and then DTS would no longer flag for leave.

The screenshot shows the 'Other Auths and Pre Audits' interface. At the top, there is a header 'Other Auths and Pre Audits' and a blue banner with the text: 'DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. View memorandum ⓘ'. Below this is a section titled 'Other Authorizations' with a blue button 'Add Other Authorization'. A sub-header reads: 'The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.' A list item is shown: 'ANNUAL LEAVE OR NON-DUTY DAYS' with a sub-item 'ANNUAL LEAVE OR NON-DUTY DAYS' and the text 'Leave approved through supervisory chain.' Below the list item is a text input field labeled 'Comments' and a blue button 'Add Comments'. Two orange boxes with numbers '1' and '2' are overlaid on the image. Box '1' points to the 'ANNUAL LEAVE OR NON-DUTY DAYS' text, and box '2' points to the 'Add Comments' button.

Figure 2-85a: Other Authorizations and Pre Audits Screen - Annual Leave Flag

- Every **Other Authorization** flag requires a **Comment**. If DTS did not provide one for you, you must add it (Figure 2-85a, Indicator 2) by selecting **Add Comments**.
- (Optional) You can enter items manually such as **BAGGAGE - EXCESS** or **OTHER** to add specialized remarks using the **Add Other Authorizations** option (Figure 2-85b).

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.

OTHER (See remarks below) [Remove](#)
OTHER (See remarks below)
 [+ Add Comments](#)

BAGGAGE - EXCESS [Remove](#)
EXCESS BAGGAGE
 [+ Add Comments](#)

Figure 2-85b: Other Authorizations and Pre Audits Screen - Manually Added Expense Flag

Pre-Audits: They identify items flagged for exceeding cost thresholds or selections that break travel policy without specific AO approval.

- You must provide a **Justification** for each flagged item explaining why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation.
- If your transportation mode is not by commercial or government managed air (Figure 2-86a) and instead is by a Privately Owned Vehicle (POV), DTS flags for a **Constructed Travel Worksheet (CTW)**. You will need to provide a justification for your transportation choice and if applicable per the *JTR*, attach a CTW to the trip.

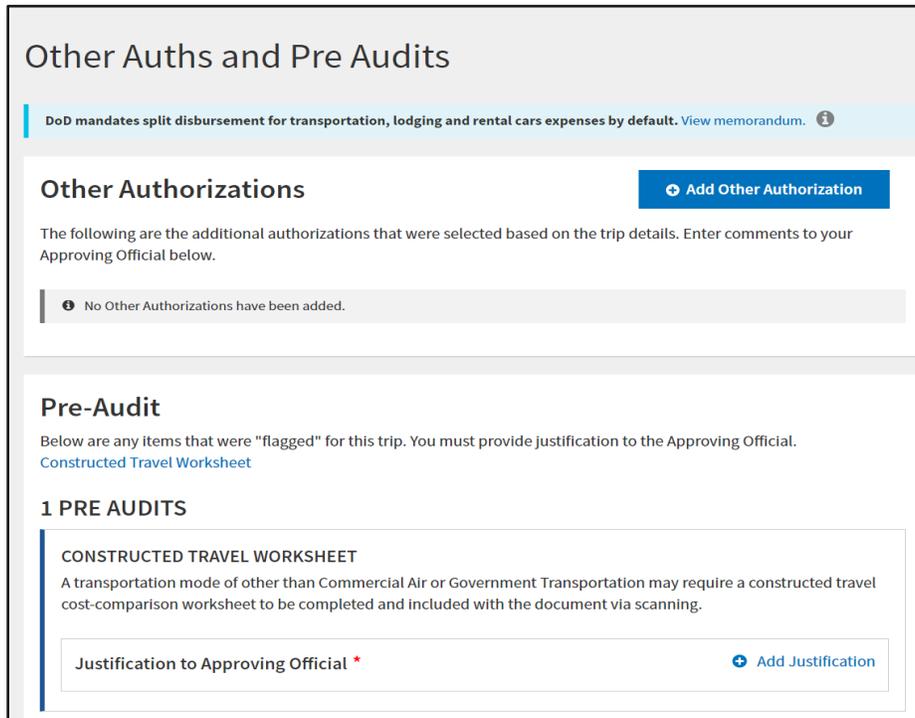


Figure 2-86a: Other Auths and Pre Audits Screen - Constructed Travel Worksheet Flag

- Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a **Reason Code** explaining further the deviation from policy.
- When making lodging reservations, any previously entered **Reason Code** and manually entered **Justification for Lodging Not Used**, automatically displays under **Pre-Audits** (Figure 2-86b, Indicator 1).

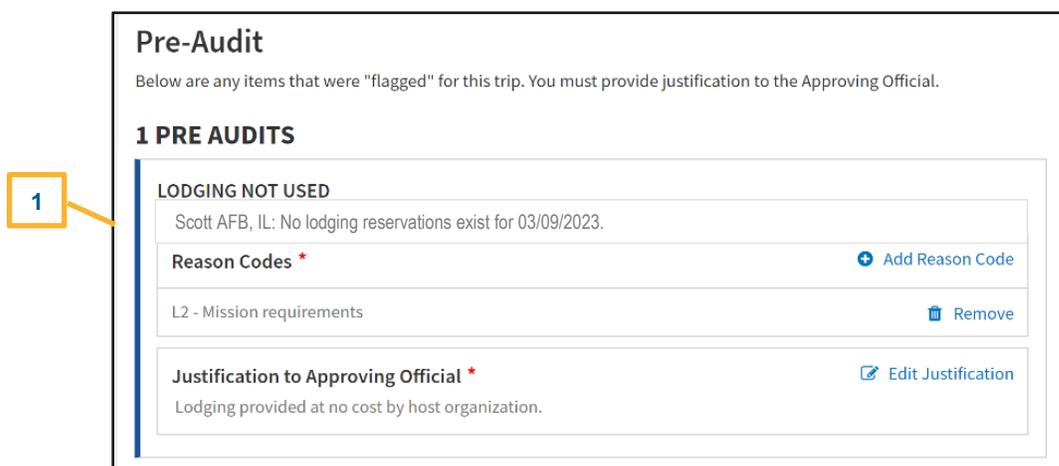


Figure 2-86b: Other Auths and Pre Audit Screen - Lodging Not Used Flag

Advisories: They alert you to items of potential concern or serve as a reminder. Unlike, **Other Authorizations**, **Pre-Audit** flags and **Reason Codes**, an **Advisory** doesn't require a justification.

- If you selected leave in the per diem table, you receive an **Advisory** (Figure 2-87a). You should review the information (e.g., leave requested) before proceeding to the **Digital Signature** page.



Figure 2-87a: Other Auths and Pre Audit Screen - Leave Requested Advisory

- If you booked your lodging reservations outside of the trip dates, you receive a an **Advisory** (Figure 2-87b). This **Advisory** requires you to return to the **Review Reservations** screen and take corrective action before proceeding to the **Digital Signature** page.

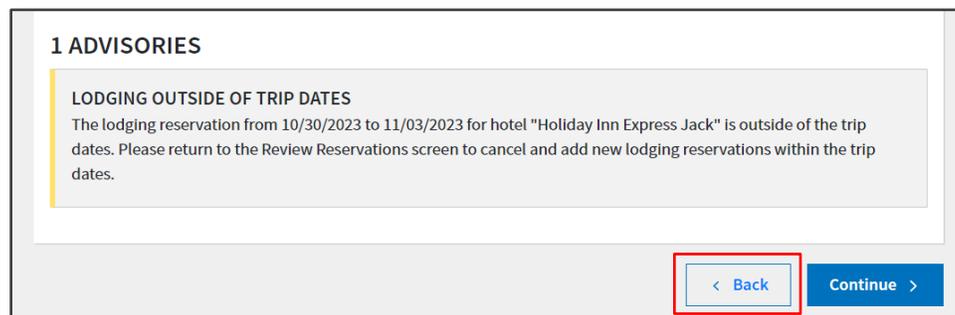


Figure 2-87b: Other Auths and Pre Audit Screen - Lodging Outside of Trip Dates Advisory

- If you are TDY to a military location, meals were not available, and you indicated as such in the **Per Diem** table, you receive an **Advisory** (Figure 2-87c). You should review the information before proceeding to the **Digital Signature** page.

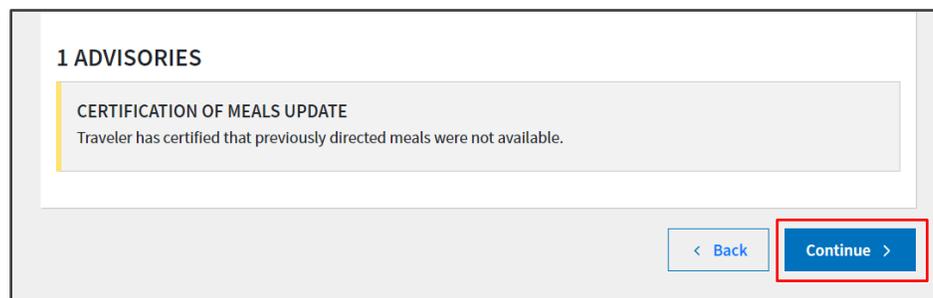


Figure 2-87c: Other Auths and Pre Audit Screen - Certification of Meals Update Advisory

After entering all required **Comments**, **Justifications**, and **Reason Codes**, select **Continue** (Figure 2-87a, b, or c) to proceed to the **Digital Signature** screen.

8.4 Digital Signature Screen

You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar** (Figure 2-88). However, if you skip **Other Auths and Pre-Audits** page, DTS will return you to that screen before allowing you to sign the trip.

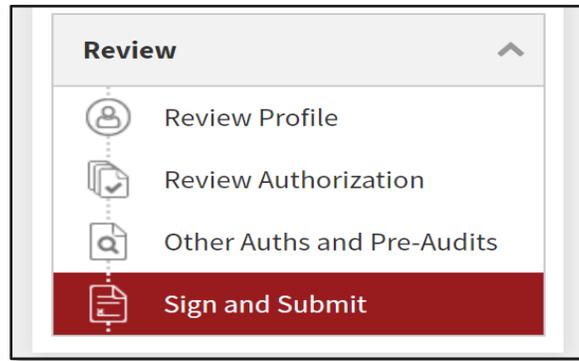


Figure 2-88: Sign and Submit Screen

On the **Digital Signature** page (Figure 2-89) you can change the routing list (if needed), provide additional comments to the AO (optional), and attach the **SIGNED** stamp to the authorization to start it routing toward AO approval.

Digital Signature

Trip Authorization Status
See where your trip authorization currently is in the approval process.

[Check document for errors...](#)

1 01/06/2023 11:58AM
CREATED
NAME
Eric T West

2 I agree to SIGN this document

3 **ROUTING LIST ***
CSD

4 **Additional Comments** [Add Comments](#)

NAME: Eric T West
TODAY'S DATE: 01/09/2023

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.

If your document is not approved or ticketed at least 72 hours prior to departure, your air reservations will be cancelled. Air reservations booked within 72 hours of trip departure must be approved and ticketed within 24 hours to avoid cancellation.

5 **Submit Completed Document**

Your next steps will be determined based on the Routing List you submit.

Figure 2-89: Digital Signature Screen

To sign the authorization:

1. View the status of the document (Figure 2-89, Indicator 1).
2. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document** (Figure 2-89, Indicator 2).
3. (Optional) Choose a different routing list (Figure 2-89, Indicator 3), if needed. Follow your local guidance to determine the correct routing list to use.
4. (Optional) **Add Comments** to the AO (Figure 2-89, Indicator 4).

5. Select **Submit Completed Document** (Figure 2-89, Indicator 5) to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message (Figure 2-90).

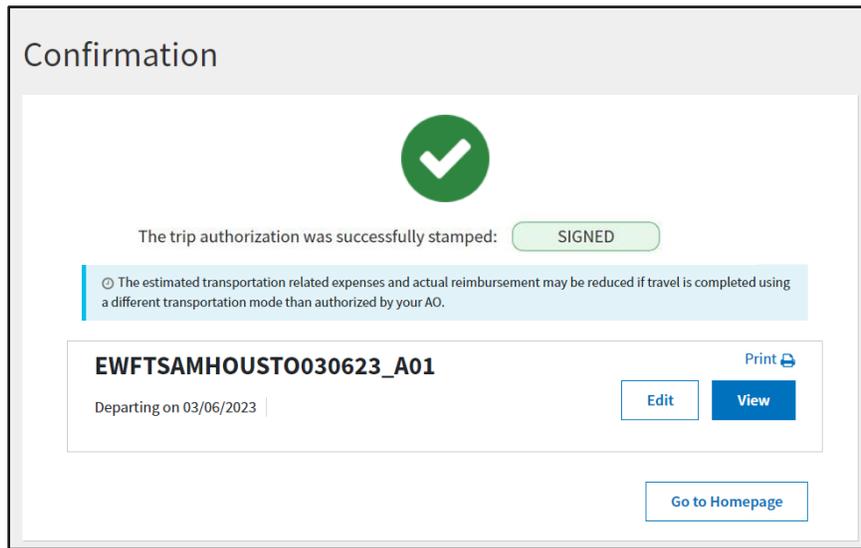


Figure 2-90: Confirmation Screen - Submit Successful



Note: If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns you that if the AO doesn't approve the document within 72 hours before departure (or less, for if you're already in the 72-hour window), your airline reservations will be cancelled.
2. Warns you your profile contains no valid GTCC information and gives you a chance to enter it.
3. Verifies your identity by requiring you to enter your CAC PIN.

Signing the authorization begins the routing process. If your routing list contains the **REVIEWED** step then this step occurs after TMC action, but eventually your authorization goes to the AO for approval, then to your supporting financial institution for monetary processing.

8.5 Travel Readiness



There are actions you can take to reduce travel delays and lesson frustration.

- Ensure your AO stamps the authorization **APPROVED** before starting your TDY.
 - Log into DTS and navigate to the **Digital Signature** screen. Verify current document status.
 - If you don't see the **APPROVED** stamp contact your DTA and supervisor for assistance.
- Confirm ticketing by the TMC for your air or train travel before you head start your trip. There are several options to confirm your ticketing status ensuring you are ready to travel:
 - Log into DTS and navigate to the **Digital Signature** screen. If the **CTO TICKETED** stamp appears in your document history, the TMC has ticketed your trip.

- Check your email. Most TMCs send you an email when they ticket your flights or rail reservation, which happens about three business days before your trip starts.
- Go online to your TMC's website. After you enter some identifying information about your trip, you'll see your ticketing status.
- Call the TMC. They'll be happy to confirm your ticketing status.
- In case of travel changes, bring your TMC information with you (e.g., contact number, after hours support, PNR Locator).
- Locate your GTCC, ensure the limits meet your mission, bring it with you TDY, and use it for official travel expenses including meals.
- If you are using the CBA for air or rail travel, ensure you have a POC to contact in case of ticketing changes.
- Bring Key Contact's information with you in case of travel delays.
- Sign up for TSA PreCheck to reduce security line delays. See the DTMO website at <https://www.travel.dod.mil/Programs/Commercial-Air/TSA-PreCheck/> for more on TSA PreCheck.
- Bring the proper form of ID that matches the name issued for you ticket to pass the TSA security check.
- Sign up for Reward Programs (e.g., air, hotel, rental car). See the vendor's website (e.g., United, Hertz, Marriott) on how to sign up. Add **Reward** numbers in your DTS profile.
- Sign up for DoD Dine Smart. See the DTMO website at <https://www.travel.dod.mil/Programs/DoD-Dine-Smart/>.
- If authorized use of a Rental Car, verify the vendor's operating hours and after hour's support in case travel delays.
- Retain all lodging receipts and receipts for expenses of \$75.00 or more for voucher purposes.

8.6 Document Access and Retention

You can access your recent trips before, during, and after travel under **My Travel Documents**. If you don't see the specific document on the list, select the box for **Show Inactive Documents** and the list refreshers for you to view older trips. However, documents do not stay in the system indefinitely. DTS must adhere to the Records Management requirements for document retention. DTS will retain documents for 10 years (i.e., after the last processing stamp occurs, any debt document is satisfied or waived) for audit readiness purposes. Once the retention period is achieved, documents will be removed from DTS. **Note:** Contact your Component Representation to further discuss audit readiness requirements and any exceptions for document retention.

Chapter 9: Additional Resources

9.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. You can search for DTS POCs from the DTMO [Local Level Travel Assistance](#) search tool. Also, available on the bottom left side of the [DTS Home](#) page.

9.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **web-based trainings (WBTs)** and some **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and trifold that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Search Tool](#).

GUIDES and MANUALS	
Title	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DoD Integrated Lodging Program (ILP) Guide	https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
Title	URL
Joint Travel Regulations (JTR)	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/

OTHER RESOURCES	
Title	URL
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Update GTCC in DTS Profile Information Paper	https://media.defense.gov/2022/May/13/2002996885/-1/-1/0/GTCC_PROFILE_UPDATE.PDF
Update GTCC in a DTS Authorization Information Paper	https://media.defense.gov/2022/May/13/2002996886/-1/-1/0/UPDATING_DTS_AUTH_WITH_GTCC_INFO.PDF
Restricted Airfares in DTS	https://media.defense.gov/2022/May/13/2002996901/-1/-1/0/LOOK_AHEAD_IP_2.PDF
Travel Advances When Using Restricted Airfare	https://media.defense.gov/2022/May/13/2002996896/-1/-1/0/ADVANCE_FOR_TICKETED_RESTRICTED_FARE.PDF
Import/Export Trifold Information Paper	Trifold: https://https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
Renewal Agreement Travel Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF

OTHER RESOURCES	
Title	URL
*Constructed Travel Home page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/
Information Paper	Pre-Travel and Post-Travel worksheet and instructions https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF
*Cancellation Procedures Trifold	Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Information Paper	Information paper: https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
* Web-based training module is also available in Travel Explorer (TraX)	