



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

DTS OCONUS Travel Workarounds

If you have further questions, please contact the Travel Assistance Center by submitting a help desk ticket through the Tickets section of Travel Explorer (TraX) (www.defensetravel.dod.mil/passport) or by calling 1-888-Help-1-Go (888-435-7146). If calling from overseas, use DSN to dial directly.

I. Issues and Suggested Actions

1. Issue: When “OCONUS Incidental Amount” AND “Special Rate” or “Available Meals” are selected on the *Per Diem Entitlement Detail* screen (Figure 1), it creates a negative amount for meals and incidental expenses (M&IE) amount on the *Per Diem Entitlements* screen. **This issue is related to DTSP-4996.**

Suggested Action: Select “No Other Per Diem Entitlements” (instead of “OCONUS Incidental Amount”) AND “Special Rate” on the *Per Diem Entitlement Detail* screen (Figure 2). This will display the M&IE amount correctly.

The screenshot shows the 'Per Diem Entitlements' screen. On the left, under 'Meals', the 'Special Rate' radio button is selected. Under 'Other Per Diem Entitlements', the 'OCONUS Incidental Amount' checkbox is checked. A text box indicates 'Cost: \$3.50'. A blue callout box states: 'When “Special Rate” and “OCONUS Incidental Amount” are selected on Per Diem Entitlement Detail screen, it causes a negative amount for the M&IE on the Per Diem Entitlements screen.' A red box highlights the row for 05/07/11 in the table, where the M&IE Allowed is -\$21.00. The table below is a summary of the entitlements shown.

Date	Location	Per Diem Rate	M&IE Allowed	Code	B	L
05/03/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/04/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/05/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/06/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/07/11	BARCELONA,ESP	\$278.00	-\$21.00	SPEC		
05/08/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/09/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/10/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		
05/11/11	BARCELONA,ESP	\$278.00	\$142.00	NONE		

Figure 1: Per Diem Entitlement Screen with OCONUS Incidental Amount and Special Rate Selected

Meals

If you would like to make changes to meals, select the appropriate meal code:

Full Rate
 Elected
 Available
 Provided
 Occasional
 Special Rate

Breakfast
 Lunch
 Dinner

Cost: \$3.50

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate In Place, you may check the appropriate box. In-place and OCONUS each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave
 Sick Leave - No Per Diem
 Sick Leave - Per Diem
 Duty Day(s)(No Per Diem)
 Non-Duty Day(s)
 Authorized Delay
 Actual Lodging
 OCONUS Incidental Amount - (Used to reduce the daily incidental rate of the applicable locality rate included in the daily amount for Meals and
 In Place - (Used to increase the M&IE amount to 100% on first or last day of travel. Check here if you are beginning or ending your travel at a TDY location other than your permanent duty station.

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

Date	Location	Rate	Category	Personal	Qtrs
05/02/11	BARCELONA,ESP	\$278.00	GOVCC-Individual		
05/03/11	BARCELONA,ESP	\$278.00	GOVCC-Individual		
05/04/11	BARCELONA,ESP	\$278.00	GOVCC-Individual		
05/05/11	BARCELONA,ESP	\$278.00	GOVCC-Individual		
05/06/11	BARCELONA,ESP	\$278.00	GOVCC-Individual		
05/07/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$3.50 Personal	SPEC
05/08/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$142.00 Personal	
05/09/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$142.00 Personal	
05/10/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$142.00 Personal	
05/11/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$142.00 Personal	
05/12/11	BARCELONA,ESP	\$278.00	GOVCC-Individual	\$142.00 Personal	

Buttons: Cancel These Entitlement Changes and Return, Save These Entitlements

Figure 2: Per Diem Entitlement Screen with “No Other Per Diem Entitlements and Special Rate Selected

- Issue:** The International Date Line (IDL) designation does not update when changing the Overall Starting and Ending Point Location from an “OCONUS” location to a “CONUS” location after creating authorization (Figures 3-6). The time zone designation on the *Preview Trip* screen does not change with the Overall Starting or Ending Point location (Figure 7), causing the per diem entitlements to display the incorrect amount (Figure 8). **This issue is related to DTSP-5923.**

Suggested Action: To ensure proper payment of M&IE, add the additional amount as a “non-mileage expense.” To prevent this occurrence, users should select the beginning and/or ending location during document creation for authorizations which begin and/or end at a location other than the residence or duty station.

Logged In As: [NATHAN TIDWELL](#) IDIANAPOLI040311_A01 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: [NATHAN TIDWELL](#) Authorization [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) [Trip Overview](#) [Per Diem Locations](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.
 * Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.
 * Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Trip Summary

Overall Starting Point

Leave From: **Tokyo, JPN** [Edit](#)
 Leave: 03-Apr-11

Location 1: INDIANAPOLIS,IN

Leave From: **Tokyo, JPN** [Edit](#)
 TDY/TAD Loc: **INDIANAPOLIS,IN**
 Arrive: 03-Apr-11
 Leave: 07-Apr-11

Overall Ending Point

Leave From: **INDIANAPOLIS,IN** [Edit](#)
 Return Loc: **Tokyo, JPN**
 Arrive: 07-Apr-11

Authorization created from Tokyo, JPN to Indianapolis, IN.

Figure 3: Trip Overview Screen Showing OCONUS Starting and Ending Point

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: SITE VISIT
 Trip Description:

Overall Starting Point Time Zone: OST (16)

Itinerary: [Edit](#) Leave From: Tokyo,JPN
 Leave: 03-Apr-11

Location 1 - INDIANAPOLIS,IN Time Zone: EST (06)

Itinerary: [Edit](#) Leave From: INDIANAPOLIS,IN
 TDY/TAD Location: INDIANAPOLIS,IN
 Arrive: 03-Apr-11
 Leave: 07-Apr-11

Overall End Point Time Zone: OST (16)

Itinerary: [Edit](#) Leave From: INDIANAPOLIS, IN
 Return Location: Tokyo,JPN
 Arrive: 07-Apr-11

Expenses

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	04/03/11	04/07/11	\$273.00	\$274.50

Preview Trip screen shows correct time zone that is based on Overall Starting and Ending Point locations and dictates whether IDL applies.

Figure 4: Preview Trip Screen

Logged In As: [NATHAN TIDWELL](#) Document Name: NTINDIANAPOLI040311_A01 Screen ID: 1022.1 [Close Window](#)
 Traveler Name: [NATHAN TIDWELL](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#) Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/03/11	INDIANAPOLIS,IN-IDL E	Edit	Reset	\$91.00	\$91.00 GOVCC-Individual	\$106.75 Personal	91 / 61	NONE				
04/04/11	INDIANAPOLIS,IN	Edit	Reset	\$91.00	\$91.00 GOVCC-Individual	\$61.00 Personal	91 / 61	NONE				
04/05/11	INDIANAPOLIS,IN	Edit	Reset	\$91.00	\$91.00 GOVCC-Individual	\$61.00 Personal	91 / 61	NONE				
04/06/11	INDIANAPOLIS,IN-IDL W	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$0.00 Personal	91 / 61	NONE				
04/07/11	INDIANAPOLIS,IN	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$45.75 Personal	91 / 61	NONE				

[Reset All](#) [Edit All](#)

Proceed to the following page: [Continue](#)

IDL-E and IDL-W display correctly on Per Diem Entitlements screen.

Figure 5: Per Diem Entitlements Screen

Logged In As: [NATHAN TIDWELL](#) Document Name: NTINDIANAPOLI040311_A01 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: [NATHAN TIDWELL](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) **Trip Overview** Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.
 *Select a Location: **-OR-** * Enter a Starting Point:

[Search](#)

*Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.
 *Select a Location: **-OR-** * Enter an Ending Point:

[Search](#)

*End Date(mm/dd/yyyy):

Trip Summary

Overall Starting Point

Leave From: **Charlotte, NC** [Edit](#)
 Leave: 03-Apr-11

Location 1: INDIANAPOLIS,IN

Leave From: **Charlotte, NC** [Edit](#)
 TDY/TAD Loc: **INDIANAPOLIS,IN**
 Arrive: 03-Apr-11
 Leave: 07-Apr-11

Overall Ending Point

Leave From: **INDIANAPOLIS,IN** [Edit](#)
 Return Loc: **Charlotte, NC**
 Arrive: 07-Apr-11

Overall Starting and Ending Point location changed to Charlotte, NC.

Figure 6: Trip Overview Screen with New CONUS Starting and Ending Point

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: SITE VISIT
 Trip Description:

Overall Starting Point Time Zone: OST (16)

Itinerary: Leave From: Charlotte, NC
 Edit Leave: 03-Apr-11

Location 1 - INDIANAPOLIS,IN Time Zone: EST (06)

Itinerary: Leave From: INDIANAPOLIS,IN
 Edit TDY/TAD Location: INDIANAPOLIS,IN
 Arrive: 03-Apr-11
 Leave: 07-Apr-11

Overall End Point Time Zone: OST (16)

Itinerary: Leave From: INDIANAPOLIS, IN
 Edit Return Location: Charlotte, NC
 Arrive: 07-Apr-11

Expenses

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	04/03/11	04/07/11	\$273.00	\$274.50

Preview Trip Page shows incorrect time zone.

Figure 7: Preview Trip Page

Logged In As: NATHAN TIDWELL Document Name: NTINDIANAPOLI040311_A01 Screen ID: 1022.1 Close Window
 Traveler Name: NATHAN TIDWELL Document Type: Authorization Help for this screen

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RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
04/03/11	INDIANAPOLIS,IN-IDLE	> Edit	> Reset	\$91.00	\$91.00 GOVCC-Individual	\$106.75 Personal	91 / 61	NONE				
04/04/11	INDIANAPOLIS,IN	> Edit	> Reset	\$91.00	\$91.00 GOVCC-Individual	\$61.00 Personal	91 / 61	NONE				
04/05/11	INDIANAPOLIS,IN	> Edit	> Reset	\$91.00	\$91.00 GOVCC-Individual	\$61.00 Personal	91 / 61	NONE				
04/06/11	INDIANAPOLIS,IN-IDLW	> Edit	> Reset	\$0.00	\$0.00 GOVCC-Individual	\$0.00 Personal	91 / 61	NONE				
04/07/11	INDIANAPOLIS,IN	> Edit	> Reset	\$0.00	\$0.00 GOVCC-Individual	\$45.75 Personal	91 / 61	NONE				

Reset All Edit All

Proceed to the following page: Accounting Codes Continue

IDL-E and IDL-W remain under Per Diem Entitlements, resulting in incorrect amounts.

Figure 8: Per Diem Entitlements Screen