



## R5/R6 Software Update Information

### I. GENERAL SOFTWARE UPDATE INFORMATION

*\* Note: Information and dates provided are as of the time/date stamp above and are subject to change without notice. Updated information will be released as necessary.*

- **Software Update Name and Version Number:** Progress to Java R5/R6 -1.7.2.7
- **EWTS Release Date:** May 24, 2010
- **EWTS Downtime:** No downtime required for this update.
- **Projected DTS Release Date:** Currently scheduled for June 25, 2010
- **DTS Downtime:** No downtime required for this update.
- **TAC Outreach Call (Associated with this Update) Scheduled Date:** TBD - For the latest schedule, check the TAC Outreach Call announcement posted in TraX announcements ([www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport))
- **Updated Documents Post Date:** June 28, 2010  
The following documents will be updated at that time:
  - Document Processing Manual
    - Chapters 2, 4, 5, 7, 9, 11
  - Distance Learning Classes
    - T101 - Document Processing - Authorization, Distance Learning (DL)
    - T102 - Document Processing - Voucher, DL
    - T200 - Constructed Travel, DL
    - T230 - Special Circumstances Travel, DL
  - Authorization Demonstration (*projected to be posted July 20, 2010*)
  - Voucher Demonstration (*projected to be posted July 20, 2010*)
  - Constructed Travel Web-based Training (*projected to be posted July 20, 2010*)
  - Special Circumstances Travel Web-based Training (*projected to be posted July 20, 2010*)

### II. SUMMARY OF FUNCTIONALITY (*As of June 24, 2010*)

The Progress to Java R5/R6 software update will convert sections of DTS code involving Per Diem, Expenses, Accounting, and Import-Export functionality from Progress to Java, a more commonly used language that is more efficient and facilitates quicker, simpler, changes to the system. Additionally, this update will introduce enhancements including allowing multiple selections of Other Per Diem entitlements and to change the recording of the location of the "From/To" used for DTOD mileage calculations. This release will also resolve several System Problem Reports (SPRs) (*see section III*) that may affect the functionality and/or elements of some pages (*see section V – Frequently Asked Questions*).

### III. SYSTEM PROBLEM REPORTS *RESOLVED* WITH SOFTWARE UPDATE

Key	Summary
DTSP-1960	Out-of-balance settlement invoice generated for simple trip with advance
DTSP-2067	EFT return for settlement led to out-of-balance supplemental invoice
DTSP-2392	DMM-The DMM Module does not show the correct link after the AR has POS ACK
DTSP-2431	Out-of-balance supplemental invoice generated for simple trip
DTSP-2515	CBA - Dangling Netted T2 On Certifiable Invoice Is Only Transaction Showing
DTSP-2713	Debt Management Payroll Collection Report Email sent to Defense Civilian Pay System (DCPS) instead of Defense Joint Military Pay System (DJMS)
DTSP-2722	Advance-invoice transaction left pending behind de-scheduled obligation transaction
DTSP-2742	Auth Remains in PAYLINK Status
DTSP-2953	PL 9 does not have a remove link for an unapproved DUE US voucher
DTSP-3682	Reviewers on particular routing list for document indicated they did not receive an email notification.
DTSP-3685	Transaction cannot be located in DTS for particular TANUM, however it shows up on the Budget Transaction report
DTSP-3941	DMM Gateway Caching issue
DTSP-4094	CP-C MOR is set to Reimbursable instead of Non Reimbursable
DTSP-4211	CBA - Emails not received for invoice out of balance.
DTSP-4381	The original authorization was approved, however the approve stamp does not appear in the history on digital signature page
DTSP-4389	Cancelled original Auth de-obligated budget before funding (Auth was never previously Approved)
DTSP-4424	Document which previously has a Paid Advance/SPP the current level does not display the Remove Link for PL 9
DTSP-4472	Import / Export - ISE when opening document - Unable to resolve expression 'hasPermissionToOverride() && !certifiedStamp'
DTSP-4477	Documents show document History stamps out of order
DTSP-4482	CBA - Accounting Information Not Available due to change from CBA to IBA ticket on voucher from authorization
DTSP-4504	Paid Local Voucher disappears during Amendment
DTSP-4553	Worldspan - Selection not Available when fares and flights are available
DTSP-4625	The logic that determines IDL does not always work for some locations when time zones different exactly 12 hours. Examples are PhuKet, THA; Ho Chi Minh City, VIE
DTSP-4660	CP100014 - FY held dates have been rolled forward to 1 Oct 2010 for "Next" FY
DTSP-4726	CP100012 CHANGE THE GS03 TABLE VALUE IN DTS AND GEX FOR FISCAL STATION NUMBER 028113 TO ROUTE TO SOMARDS

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#### IV. SYSTEM PROBLEM REPORTS *INJECTED* WITH SOFTWARE UPDATE

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Key	Summary
DTSP-5136	Hibernate exception being thrown when trying to modify an existing I/E document
DTSP-5135	Non Mileage Rental Car expenses are being filtered out of the Expense Type drop lists when a Rental Car reservation exists
DTSP-5131	Hibernate exception being thrown after successfully processing an imported document
DTSP-5124	Unable to process cancel because of DtsRuntimeException
DTSP-5118	Unable to create auth because of unique constraint violation
DTSP-5115	Problem rejecting imported file with invalid state/country codes in the java i/e document create auth
DTSP-5107	Event Purpose Does Not Pre-Populate for Mileage Expenses
DTSP-5072	R6 - Import-Export: Multiple duplicate emails sent to Traveler and Notification Email Address for Modification and Cancel type XMLs
DTSP-5062	Local Voucher Screen>Additional Options>Opens to Profile instead of Comments

A complete list of SPRs and associated workarounds are available in the SIM in Passport ([www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)). If you do not have access to the SIM and would like workaround information, please contact the Travel Assistance Center. The TAC can be reached by submitting a help ticket online through the "Tickets" section of TraX ([www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport)) or by calling 1-888-Help1Go. If calling from overseas, use DSN 312-564-3950 or dial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go (888-435-7146).

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#### V. FREQUENTLY ASKED QUESTIONS

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##### 1. Will there be any DTS screen changes incorporated with this update?

Yes. The specific screen changes will include:

- *Per Diem Entitlements screen* –
  - On the *Per Diem Entitlements* screen a dollar sign (\$) will display next to monetary amounts in the “Ldg Cost”, “Ldg Allowed”, and “M&IE Allowed” columns.
  - In the *Other Per Diem Entitlements* section of the *Per Diem Entitlement Detail* screen the user may select “OCONUS Incidental Amount” and “In Place” for the same trip.
- *Expense Detail screen* - the “Reimbursable” check box will be grayed out and not useable.
- *Per Diem* screens for ACCESSION TRAVEL NO ENTITLEMENTS trip type - non-functioning screens will no longer appear.
- *Payment Totals screen* (Local Vouchers only) - Trip Summary section will no longer be displayed.
  - Mileage Expenses screen, including the Mileage Expenses Summary
  - Preview Trip screen, including Route and Review
  - Default and Government printed forms for authorizations and vouchers (Figures 5 and 6)
- Certain fields on the *Accounting Trip Totals* page will be view-only and the calculate button will be disabled when in view-only mode

##### 2. What specifically will change on the Per Diem Entitlements screen?

The *Per Diem Entitlements* screen will now display a dollar sign (\$) next to the monetary amounts shown in the columns “Ldg Cost”, “Ldg Allowed”, and “M&IE Allowed” (*Figures 1 and 2*).

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RETURN TO LIST    Itinerary    Travel    Expenses    Accounting    Additional Options    Review/Sign

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
04/26/10	SOCORRO,NM	> Edit	> Reset	70.00	70.00 GOVCC- Individual	34.50 Personal	70 / 46	NONE				
04/27/10	SOCORRO,NM	> Edit	> Reset	70.00	70.00 GOVCC- Individual	46.00 Personal	70 / 46	NONE				
04/28/10	SOCORRO,NM	> Edit	> Reset	70.00	70.00 GOVCC- Individual	46.00 Personal	70 / 46	NONE				
04/29/10	SOCORRO,NM	> Edit	> Reset	70.00	70.00 GOVCC- Individual	46.00 Personal	70 / 46	NONE				
04/30/10	SOCORRO,NM	> Edit	> Reset	0.00	0.00 GOVCC- Individual	34.50 Personal	70 / 46	NONE				

Reset All    Edit All

Proceed to the following page: Accounting Codes    Continue

Figure 1: Per Diem Entitlements Screen Before Software Update

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RETURN TO LIST    Itinerary    Travel    Expenses    Accounting    Additional Options    Review/Sign

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
04/26/10	SOCORRO,NM	> Edit	> Reset	\$70.00	\$70.00 Personal	\$34.50 Personal	70 / 46	NONE				
04/27/10	SOCORRO,NM	> Edit	> Reset	\$70.00	\$70.00 Personal	\$46.00 Personal	70 / 46	NONE				
04/28/10	SOCORRO,NM	> Edit	> Reset	\$70.00	\$70.00 Personal	\$46.00 Personal	70 / 46	NONE				
04/29/10	SOCORRO,NM	> Edit	> Reset	\$70.00	\$70.00 Personal	\$46.00 Personal	70 / 46	NONE				
04/30/10	SOCORRO,NM	> Edit	> Reset	\$0.00	\$0.00 Personal	\$34.50 Personal	70 / 46	NONE				

Reset All    Edit All

Proceed to the following page: Accounting Codes    Continue

Figure 2: Per Diem Entitlements Screen After Software Update

**3. What is the benefit for having the dollar signs added to the *Per Diem Entitlements* screen?**

This change will correct the inconsistent display of dollar signs (\$) on the *Per Diem Entitlements Summary* screen.

**4. What has changed on the *Other Per Diem Entitlements* section of the *Per Diem Entitlements* screen?**

In the *Other Per Diem Entitlements* section, users may now select **OCONUS Incidental Amount** and **In Place** for the same trip IF these entitlements are being chosen for the first or last day of travel only (Figure 3). Choosing both entitlements under these conditions causes DTS to calculate the meals and incidental expenses (M&IE) as if the OCONUS Incidental Amount had been selected for an interim duty day.

**Other Per Diem Entitlements**

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements
- Leave  
Check here if you are taking leave for the above date or date range.
- Duty Day(s)(No Per Diem)  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)  
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay  
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging  
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- 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 vice your permanent duty station.

Cancel These Entitlement Changes and Return      Save These Entitlements

Figure 3: *Other Per Diem Entitlements* section – *Per Diem Entitlements* screen

## 5. What will specifically change on the *Expense Details* screens?

While the “Reimbursable” check box that appears on the *Expense Details* screens currently appears, it is a non-editable field. With this update, the box will be grayed out, making it evident that this box is non-editable (Figures 4 and 5).

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### Expense Details

Use this screen to edit the expense details.  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Cost Options**

Expense Type: Lodging  
Expense Cost: 70.00  
Reimbursable:   
Expense Category: LODGING  
Method of Reimbursement: GOVCC-Individual

**Foreign Currency Calculator**

Foreign Currency: 0.00  
Exchange Rate: 0.00 (Foreign Units/US \$)

Reverse Exchange Rate  
If the expense cost doesn't appear to be correct, then try using the following exchange rate:  
(US \$/Foreign Units)

Return Save

Figure 4: Expense Details Screen Before Software Update

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### Expense Details

Use this screen to edit the expense details.  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Cost Options**

Expense Type: Lodging  
Expense Cost: 70.00  
Reimbursable:   
Expense Category: LODGING  
Method of Reimbursement: Personal

**Foreign Currency Calculator**

Foreign Currency: 0.00  
Exchange Rate: 0.00 (Foreign Units/US \$)

Reverse Exchange Rate  
If the expense cost doesn't appear to be correct, then try using the following exchange rate:  
(US \$/Foreign Units)

Return Save

Figure 5: Expense Details Screen After Software Update

**6. Will all Expense Details screens have the Reimbursable check box grayed out?**

The Reimbursable check box will be grayed out on ALL Expense Details screens. Currently, the box is only grayed out on the Expense Details screen. This screen can be accessed via the Other Ticketed Transportation screen.

## 7. What changes will occur to the ACCESSION TRAVEL – NO ENTITLEMENTS trip type?

An error message will appear when selecting the *Non-Mileage*, *Mileage*, and *Per Diem Entitlements* tabs when the Accession Travel – No Entitlements trip type is chosen (Figures 6 and 7).

The screenshot shows the 'Defense Travel System' interface. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are tabs for 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. The main content area is titled 'Non-Mileage Expenses' and contains a form with the following fields:

- Leave: 17-May-10 Return: 17-May-10
- \* Expense Type: [Dropdown menu]
- OR - [Text input field]
- \* Cost: \$ [Text input field]
- \* Date: (mm/dd/yyyy) [05/17/2010]
- \* Method of Reimbursement: [-- Please Select --]

Below the form is a link: [view expense details / currency calculator](#). At the bottom, there is a 'Proceed to the following page:' dropdown menu set to 'Expense - Mileage' and a 'Continue' button. To the right, an 'Expenses Summary' table is displayed:

Expense Type	Date	Cost	E/R
Total Expenses:		\$0.00	

Figure 6: Accession Travel Authorization – Non-Mileage Expenses Before Software Update

The screenshot shows the 'Defense Travel System' interface with an 'Error Message' banner. The message text is: 'Non Mileage Expense is not allowed for trip type ACCESSION TRAVEL NO ENT.' Below the message is a 'Return' button.

Figure 7: Accession Travel Authorization/Order – Non-Mileage Expenses Error Message After Software Update

## 8. What are the benefits of removing entitlement screens from ACCESSION TRAVEL – NO ENTITLEMENTS authorizations?

Before the software update, these entitlement screens appear in authorizations when Accession Travel – No Entitlements trip type is selected. These entitlements cannot be edited (fields grayed out) because they serve no purpose in the document. With this change, users will be notified with a message, which explains access to these screens is not permitted for this particular trip type. The same approach is already in use for ITA-1 FAMILY TRANS ONLY and F-6 RENEWAL AGREEMENT LV trip types.

## 9. How will the *Local Voucher Payment Totals* screen change?

The Trip Summary section on the *Payment Totals* screen in local vouchers will be removed and will no longer appear.

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Expenses Accounting Additional Options Review / Sign

RETURN TO LIST Comments Payment Totals Profile

**Payment Totals**

Following is the calculated totals for the voucher - Local Voucher Payment Totals

**Expense Summary**

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

**Credit Summary**

Collections: \$0.00  
Waiver / Appeals: \$0.00  
Net To Traveler: \$0.00  
Balance Due US: \$0.00

**Entitlement Summary**

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$0.00	\$0.00	\$0.00
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
.....			
Net to Traveler:	\$0.00	\$0.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
<b>Final Distribution(Net to traveler)</b>			
Net Distribution:	\$0.00	\$0.00	\$0.00

**Trip Summary**

**Overall Starting Point**

Leave From: LOCAL LOCATION  
Leave: 19-Apr-10

**Overall Ending Point**

Leave From: LOCAL DESTINATION  
Return Loc: LOCAL LOCATION  
Arrive: 16-Apr-10

Proceed to the following page:

Figure 8: Local Voucher – Payment Totals Screen Before Software Update

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Expenses Accounting Additional Options Review / Sign

RETURN TO LIST Comments Payment Totals Profile

**Payment Totals**

Following is the calculated totals for the voucher - Voucher Payment Totals

**Expense Summary**

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

**Credit Summary**

Collections: \$0.00  
Waiver / Appeals: \$0.00  
Net To Traveler: \$0.00  
Balance Due US: \$0.00

**Entitlement Summary**

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$0.00	\$0.00	\$0.00
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
.....			
Net to Traveler:	\$0.00	\$0.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
<b>Final Distribution(Net to traveler)</b>			
Net Distribution:	\$0.00	\$0.00	\$0.00

Proceed to the following page:

Figure 9: Local Voucher – Payment Totals Screen After Software Update

### 10. Why is the *Trip Summary* screen being removed from the *Local Voucher Payment Totals* screen?

Currently, the *Payments Totals* screen found in the local voucher, displays the Trip Summary section for Overall Starting Location and Overall Ending Location. Since these locations are typically set to LOCAL LOCATION and LOCAL DESTINATION even when a Per Diem Location has been added (typically via a meal expense), they are not necessary.

### 11. Will the *Payment Totals* screen in vouchers from authorizations/orders be affected?

No. The Payment Totals changes do not affect vouchers from authorizations/orders.

### 12. How have the *Mileage Expenses* screen, the *Mileage Expenses Summary*, the *Preview Trip* screen, and the default and government printed forms changed?

The "From" and "To" locations, now display on the *Mileage Expenses* screen (Figure 10), in the Mileage Expenses Summary (Figure 3), and on the *Preview Trip* screen (Figure 4). This information also displays on the default and Government printed forms for authorizations and vouchers (Figures 13 and 14).

Logged In As: [Eric T Carson](#) Document Name: ECSEATTLEWA062110\_A01 Screen ID: 1034.1 [Close Window](#)  
 Traveler Name: [Eric T Carson](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

### Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 21-Jun-10 Return: 30-Jun-10

Mileage Expense #1

\* Expense Type:

\* Date:  (mm/dd/yyyy)

\* Method of Reimbursement:

Miles required to be obtained from Defense Table of Distances  
DoD Table of Distances

From: San Diego, CA  
To: Seattle, WA

\* Miles  x Rate 0.5 = Cost \$ 631.00

Create separate mileage expense for return trip mileage:

Figure 10: Mileage Expenses

Logged In As: [Eric T Carson](#) Document Name: ECSEATTLEWA062110\_A01 Screen ID: 1035.1 [Close Window](#)  
 Traveler Name: [Eric T Carson](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

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

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**Mileage Expenses**

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 21-Jun-10 Return: 30-Jun-10 **Add Expense**

\* Expense Type:

\* Date:

(mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

\* Miles  x Rate = Cost \$

[View This Expense Type's Defaults](#)

**Expenses Summary**

Expense Type	Date	From	To	Miles	Cost	E/R
Pvt Auto-TDY/TAD	06/21/10	San Diego, CA	Seattle, WA	1262.0	\$631.00	<a href="#">Edit</a> <a href="#">Remove</a>
Pvt Auto-TDY/TAD	06/21/10	Seattle, WA	San Diego, CA	1262.0	\$631.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:					\$1,262.00	

Proceed to the following page:

Figure 11: Mileage Expenses Screen with Expenses Summary shown

Expenses							
<b>Non-Mileage:</b>							
No.	Expense Type	Date	Cost	Method Of Reimbursement			
<a href="#">Edit</a> 1.	Hotel Sales Tax	06/21/10	\$45.00	GOVCC-Individual			
<a href="#">Edit</a> 2.	Parking - TDY/TAD	06/30/10	\$45.00	Personal			
<b>Total:</b>			\$90.00				
<b>Mileage:</b>							
No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
<a href="#">Edit</a> 1.	Pvt Auto-TDY/TAD	06/21/10	San Diego, CA	Seattle, WA	\$631.00	Personal	1262
<a href="#">Edit</a> 2.	Pvt Auto-TDY/TAD	06/21/10	Seattle, WA	San Diego, CA	\$631.00	Personal	1262
<b>Total:</b>					\$1,262.00		

Figure 12: Preview Trip Screen (Mileage section shown)

13) ITINERARY AND TRANSPORTATION EXPENSES - doc.trip NO					
1					
DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST DESCRIPTION
06/21/10	00:01AM	D- RES: SAN DIEGO,CA			\$0.00
06/21/10		D- San Diego, CA		PA	\$631.00 Pvt Auto-TDY/TAD
		A- Seattle, WA			Mileage:1262 Rate:\$0.50
06/21/10		A- SEATTLE,WA			\$0.00
06/21/10		D- Seattle, WA		PA	\$631.00 Pvt Auto-TDY/TAD
		A- San Diego, CA			Mileage:1262 Rate:\$0.50
06/30/10		D- SEATTLE,WA			\$0.00
06/30/10	00:01AM	A RES: SAN DIEGO, CA			\$0.00
TOTAL TRANSPORTATION EXPENSES					\$1262.00

Figure 13: Default Authorization Printed form

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)  
 REMARKS (Continued)

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

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BREAKDOWN OF MILEAGE EXPENSE WITH DTOD

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DATE: 06/21/2010 DEPARTURE: San Diego, CA ARRIVAL: Seattle, WA MODE: PA COST: \$631.00 MILEAGE/RATE: 1262.0/\$0.50 DESCRIPTION: Pvt Auto-TDY/TAD
DATE: 06/21/2010 DEPARTURE: Seattle, WA ARRIVAL: San Diego, CA MODE: PA COST: \$631.00 MILEAGE/RATE: 1262.0/\$0.50 DESCRIPTION: Pvt Auto-TDY/TAD

Figure 14: Govt + Form Authorization selection