



Information Paper: UPDATED COUNTRY CODES

On December 1, 2011, country codes in DTS will be updated to comply with industry and government data standards. This update will result in code changes for some OCONUS locations. For documents impacted by the country codes changes, an edit of the location within the document is required to update the per diem entitlements screen.

If a DTS document was created before December 1, 2011, and modified (**amended** or **adjusted**) after December 1, **OR** a **voucher is created** from an authorization approved prior to December 1, the per diem display will be affected. This document includes instructions for editing the location and updating the per diem entitlements screen for each of those situations.

A complete list of countries that will be updated is located at the end of this document.

****NOTE:** This country code update does not affect the information found in the traveler's profile; this change is for per diem calculations only.

Instructions for Updating a Country Code

A) For documents (authorization or voucher) created PRIOR to December 1, 2011 that requires an amendment or adjustment:

Open the document, the **Itinerary/Trip Overview** screen appears by default. The **Trip Overview** and **Trip Summary** will appear (see Figure 1). Select **Edit** beside the location that requires the updated country code.

Overall Starting Point Information	
Leave From:	Quantico, VA
Leave:	28-Nov-11

Location 1: FRANKFURT AM MAIN,FRG	
Leave From:	Quantico, VA
TDY/TAD Loc:	FRANKFURT AM MAIN,FRG
Arrive:	28-Nov-11
Leave:	16-Dec-11

Overall Ending Point Information	
Leave From:	Quantico, VA
Leave:	12/16/2011

Other Trip Information	
Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	

Trip Summary	
Overall Starting Point	
Leave From:	Quantico, VA
Leave:	28-Nov-11
Location 1: FRANKFURT AM MAIN,FRG	
Leave From:	Quantico, VA
TDY/TAD Loc:	FRANKFURT AM MAIN,FRG
Arrive:	28-Nov-11
Leave:	16-Dec-11
Carrier/Flight:	United Airlines (UA) 4890
Conf/PNR:	123456
Depart:	28-Nov-11 02:59PM
	DCA-Washington Ronald Reagan National Ap
Arrive:	28-Nov-11 04:22PM
	EWR-Newark Liberty International Apt
Carrier/Flight:	United Airlines (UA) 8838
Conf/PNR:	123456
Depart:	28-Nov-11 06:10PM
	EWR-Newark Liberty International Apt
Arrive:	29-Nov-11 07:40AM
	FRA-Frankfurt International Apt
Lodging:	HOTEL ROSSIJA
Confirmation:	12345678-
Check-In:	29-Nov-11 11:59PM

Figure 1: Itinerary-Trip Overview screen

The Per Diem Locations will appear in the left column (see Figure 2). Select either the **Location** or **State/Country-Location** button in the **Edit a TDY/TAD Location** block.



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

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about 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 steps are completed.

Overall Starting Point: Quantico,VA
Overall Start Date: 28-Nov-11
[Click Here](#) to Add a Destination in Between

Edit a TDY/TAD Location

Click on a button below to select your TDY/TAD Location.

Please Note: A Red Star (*) indicates a required field.

Search by:

<input type="button" value="Location"/>	<input type="button" value="State/Country - Location"/>
<input type="button" value="Zip Code"/>	<input type="button" value="County Lookup"/>

*Location: FRANKFURT AM MAIN FRG
*Arriving On: 11/28/2011

Trip Summary

Overall Starting Point

Leave From:	Quantico,VA	<input type="button" value="Edit"/>
Leave:	28-Nov-11	

Location 1: FRANKFURT AM MAIN, FRG

Leave From:	Quantico,VA	<input type="button" value="Edit"/>
TDY/TAD Loc:	FRANKFURT AM MAIN, FRG	
Arrive:	28-Nov-11	
Leave:	16-Dec-11	

Carrier/Flight: United Airlines (UA) 4890

Conf/PNR: 123456

Depart: 28-Nov-11 02:59PM
DCA-Washington Ronald Reagan National Ap

Arrive: 28-Nov-11 04:22PM
EWR-Newark Liberty International Apt

Carrier/Flight: United Airlines (UA) 8838

Conf/PNR: 123456

Depart: 28-Nov-11 06:10PM
EWR-Newark Liberty International Apt

Arrive: 29-Nov-11 07:40AM
FRA-Frankfurt

Figure 2: Per Diem Locations screen

If **Location** button was selected, the **Search Location** screen will open (see Figure 3). Type in the OCONUS location and select the **Search Location** button. The results will show below. Select the radio button beside the correct location, and then choose **Select and Close**.

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.
Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)
FRANKFURT

Search Results:

"FRANKFURT AM MAIN,DEU" produced 1 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State/Country	Conus/Oconus	DOD Base/Installation	Seasonal Dates	Lodge Rate	M&IE Rate
<input checked="" type="radio"/>	FRANKFURT AM MAIN		DEU	0		01/01-12/31	268.00	149.00

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)

Figure 3: Search Location screen

After choosing **Select and Close**, select **Save Changes** at the bottom of the Per Diem Locations screen, not visible in Figure 2.



A pop-up will appear with the message “**The Per Diem entitlements for this document have been updated.**” Select **OK** to close the pop up box.

Then navigate to the **Expenses** module and select **Per Diem Entitlements** to verify that the location has been updated and the new country code displays.

****CAUTION: It is important to follow these instructions. Do not remove and replace the location to update the country code as this action, may cause a system error. A system error may cause the traveler to abandon the document which could cause a DUE US debt to occur.**

B) For a document (authorization) completed PRIOR to December 1, 2011, where the TDY is cancelled after December 1, 2011:

Use the “trip cancel with expenses” button as expenses were incurred. Check to see if the per diem location code was updated when the voucher was created. If the per diem location code has been updated, zero out the per diem entitlements since the traveler is not entitled to per diem (because the trip did not occur).

C) For vouchers being created after December 1, 2011:

If the document is not edited prior to the **SIGNED** stamp being applied, the user/traveler will receive a pre-audit flag (see Figure 4).

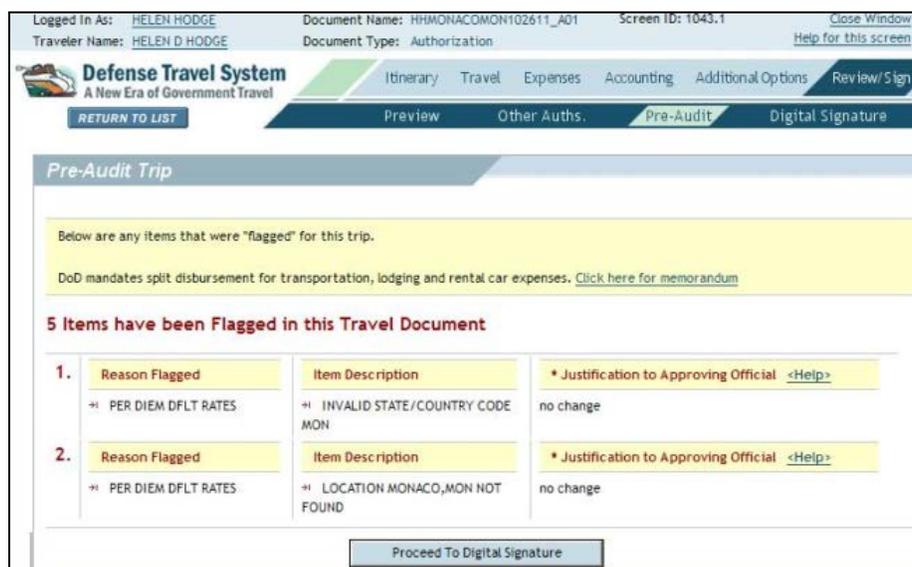


Figure 4: Pre-Audit Trip flags for invalid country code

To prevent the pre-audit flags or to resolve the issue, go to the **Itinerary** screen (see Figure 1) and select **Per Diem Locations** (see Figure 5).



Figure 5: Per Diem Locations screen

Select either **Location** or **State/Country-Location** in the **Edit a TDY/TAD Location** block.

If **Location** was selected, the **Search Location** screen will open (see Figure 3). Type in the name of the OCONUS location and select the **Search Location** button. The results will show below. Select the radio button beside the correct location, and choose **Select and Close**. Then select **Save Changes** at the bottom of the Per Diem Locations screen (not visible in Figure 2).

A pop-up will appear **“The Per Diem entitlements for this document have been updated”**. Select **OK** to close the pop-up box.

Navigate to the **Expenses** module and select **Per Diem Entitlements** to verify that the location has been updated and the new country code displays.

Continue through the rest of the voucher. The Pre-Audit screen should not show flags for an invalid country code. If reservations were in the authorization, the reservations will not be affected. Any modifications to the reservations will need to be completed manually.



Updated Per Diem Country Codes List

The following country codes will be updated on December 1, 2011.

Per Diem Country Codes		
Country Name	Existing	New
Algeria	ALG	DZA
Angola	ANG	AGO
Antarctica	ANR	ATA
Antigua and Barbuda	ANT	ATG
Ascension Island	ASI	ASC
Azerbaijan	AZB	AZE
Bahamas	BAH	BHS
Bahrain	BRN	BHR
Bangladesh	BAN	BGD
Barbados	BAR	BRB
Belize	BIZ	BLZ
Bermuda	BER	BMU
Bhutan	BHU	BTN
Bosnia-Herzegovina	BOS	BIH
Botswana	BOT	BWA
Brunei	BRU	BRN
Bulgaria	BUL	BGR
Burkina Faso	BUR	BFA
Burma	MYA	MMR
Burundi	BRD	BDI
Cambodia	KAM	KHM
Chad	CHA	TCD



Per Diem Country Codes <i>(continued)</i>		
Country Name	Existing	New
Chagos Archipelago	CGA	IOT
Chile	CHI	CHL
Cocos (Keeling) Islands	COI	CCK
Costa Rica	CRC	CRI
Croatia	CRO	HRV
Czech Republic	TCH	CZE
Dem. People's Republic of Korea	KRN	PRK
Democratic Republic of the Congo	ZAI	COD
Denmark	DEN	DNK
Dominica	DMC	DMA
El Salvador	ESA	SLV
Equatorial Guinea	GEQ	GNQ
Falkland Islands	FKI	FLK
Faroe Islands	FRI	FRO
Fiji	FIJ	FJI
French Guiana	FGI	GUF
French Polynesia	FRP	PYF
The Gambia	GAM	GMB
Georgia	GRO	GEO
Germany	FRB	DEU
Gibraltar	GBT	GIB
Greece	GRE	GRC
Grenada	GRN	GRD
Guadeloupe	GDL	GLP



Per Diem Country Codes <i>(continued)</i>		
Country Name	Existing	New
Guatemala	GUA	GTM
Guinea	GUI	GIN
Guinea-Bissau	GIB	GNB
Haiti	HAI	HTI
Holy See	HLS	VAT
Honduras	HON	HND
Indonesia	INA	IDN
Kosovo	KOS	UNK
Kuwait	KUW	KWT
Kyrgyzstan	KYR	KGZ
Latvia	LAT	LVA
Lebanon	LIB	LBN
Lesotho	LES	LSO
Libya	LBA	LBY
Lithuania	LIT	LTU
Macedonia	FYM	MKD
Madagascar	MAD	MDG
Malawi	MAW	MWI
Marshall Islands	MSI	MHL
Martinique	MRT	MTQ
Mauritania	MTN	MRT
Mauritius	MRI	MUS
Micronesia	MIC	FSM
Moldova	MOL	MDA



Per Diem Country Codes <i>(continued)</i>		
Country Name	Existing	New
Monaco	MON	MCO
Mongolia	MGL	MNG
Montenegro	MNG	MNE
Nauru	NAU	NRU
Nepal	NEP	NPL
Netherlands	HOL	NLD
Netherlands Antilles	AHO	ANT
New Caledonia	NCD	NCL
Nicaragua	NCA	NIC
Niger	NIG	NER
Nigeria	NGR	NGA
Oman	OMA	OMN
Palau	PAL	PLW
Paraguay	PAR	PRY
Philippines	PHI	PHL
Portugal	POR	PRT
Republic of the Congo	CGO	COG
Romania	ROM	ROU
Saint Helena	STH	SHN
Saint Kitts and Nevis	SCN	KNA
Saint Vincent and the Grenadines	VIN	VCT
Samoa Islands	SAM	WSM
Saudi Arabia	KSA	SAU
Seychelles	SEY	SYC



Per Diem Country Codes (continued)		
Country Name	Existing	New
Singapore	SIN	SGP
Slovak Republic	SLV	SVK
Slovenia	SLO	SVN
Solomon Islands	SOL	SLB
South Africa	SAF	ZAF
Sri Lanka	SRI	LKA
St Lucia	STL	LCA
Sudan	SUD	SDN
Switzerland	SUI	CHE
Taiwan	TPE	TWN
Tajikistan	TAJ	TJK
Tanzania	TAN	TZA
Timor-Leste	ETM	TLS
Togo	TOG	TGO
Tokelau Islands	TKI	TKL
Tonga	TGA	TON
Trinidad and Tobago	TRI	TTO
Turkmenistan	TRK	TKM
Turks and Caicos Islands	TCI	TCA
United Arab Emirates	UAE	ARE
Uruguay	URU	URY
Vanuatu	VAN	VUT
Vietnam	VIE	VNM



Per Diem Country Codes (continued)		
Country Name	Existing	New
Wallis and Futuna	WAL	WLF
Yemen	YMD	YEM
Zambia	ZAM	ZMB
Zimbabwe	ZIM	ZWE