Typically, the Commercial Travel Office (CTO) fee is included in the ticket cost. In DTS, you can see it on the Trip Preview Screen. If the fee has NOT been included in the ticket cost, you must manually enter it.

When manually entering a CTO fee in DTS, enter the expense on the Other Transportation screen in the Travel module.

**DO NOT** put the expense on the Non-Mileage screen located in the Expenses module.

Select the Type drop-down arrow and choose either **CTO Fee (Indiv Bill)** or **CTO Fee (Central Bill)** (Figure 1). Enter the ticket number in the Ticket No text field.

Enter the fee in the Cost text field.

![Figure 1: Other Transportation screen – Travel module](image)