Information Paper:

Cross-Organization Funding

**Background**

In some travel situations, an outside organization may provide funding for a traveler or an organization. In the Defense Travel System (DTS), the Cross-Organization (X-Org) Funding feature allows any organization in DTS to share a Line of Accounting (LOA) with an outside organization or a specific traveler.

**Share a Cross-Organization LOA**

To share an LOA with an organization or traveler outside of your organization hierarchy, use the following steps:

1. Select **Lines of Accounting** from the DTA Maintenance Tool drop-down list.

   The Search Lines of Accounting screen opens. The **Organization Name** field is pre-populated with your main organization’s name (Figure 1).

   ![Figure 1: Search Lines of Accounting Screen](image)

2. (Optional) To expand the search to include all suborganizations, check the **Include Sub-Organizations** box.

3. Select **Search**.

   The Lines of Accounting (Search Results) screen opens.

4. Select **X-Org Funding** next to the LOA label to be used by the cross-organization or traveler (Figure 2).

   ![Figure 2: Lines of Accounting – X-Org Funding Button](image)
The **Search Cross Org** screen opens (Figure 3).

![Image of Search Cross Org Screen](image)

**Figure 3: Search Cross Org Screen**

5. Search for the organization or traveler that will use the LOA by completing one of the two text fields:

- **Cross Org For Funding:** Enter the complete DTS organization name that will use the LOA.

- **OR-**

- **Search Cross Org By Traveler SSN:** Enter the Social Security number (SSN) of the person that will use the LOA.

**Note:** The **Search Cross Org By Traveler SSN** option limits use of this LOA to a *specific* traveler. The Cross Org For Funding option associates this LOA to *all* travelers in the selected organization.

6. Select **Search**.

The Cross Org screen displays (Figure 4 and 5).

![Image of Cross Org Screen](image)

**Figure 4: Cross Org Screen (Cross Organization for Funding)**
Figure 5: Cross Org Screen (Cross Organization Search by Traveler SSN)

7. Select **Save Org** if the organization name is correct.

-OR-

Select **Save Selected SSN** if the traveler is correct.

The Search Cross Org screen displays (Figure 6). Saved organization and traveler names display in the **Organization/Traveler** box.

Figure 6: Search Cross Org – Organization/Traveler Box

The organization funding the travel may designate a routing list to the organization or the individual who will be using the LOA. The designated routing list will appear as the traveler's default routing list on any document using the LOA. The traveler cannot select another routing list for the document.
If a routing list is not designated, standard routing list rules apply. The default routing list from the traveler's permanent profile will display on the Digital Signature screen. The traveler may select an alternate routing list if multiple options exist in the Routing List drop-down list.

Follow the below steps to designate a routing list that a document using a cross-organization LOA must follow:

1. Select the **Document Type** from the drop-down list (Figure 7).

2. Select the **Routing List** name from the drop-down list name (Figure 8).

3. Select **Save Routing List**.

   The document type and routing list name appear in the **Selected Routing List** box (Figure 9).
Figure 9: Search Cross Org - Selected Routing List Box

For more information on Cross-Organization Funding, see Chapter 8 of the Defense Travel Administrator's (DTA) Manual.