Some travelers perform TDY travel that is funded by an organization they do not belong to. In the Defense Travel System (DTS), the Cross-Organization (X-Org) Funding feature allows an organization to share a Line of Accounting (LOA), to make funding available to another organization or to a specific traveler.

### Share a Cross-Organization LOA

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

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).

2. (Optional) To expand the search to include all suborganizations, check the **Include Sub-O rganizations** 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).
The Search Cross Org screen opens (Figure 3).

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 the LOA to a *specific* traveler. The **Cross Org For Funding** option allows *all* travelers who belong to the selected organization to use the LOA.

6. Select **Search**.

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

![Figure 4: Cross Org Screen (Cross Organization for Funding)](image)

![Figure 5: Cross Org Screen (Cross Organization Search by Traveler SSN)](image)

7. Select **Save Org** if the correct organization displays.

-OR-

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

The Search Cross Org screen displays (Figure 6), saved organizations and traveler names display in the **Organization/Traveler** box.
The organization responsible for funding the trip may designate a specific routing list to appear on any document using the cross organization LOA. The traveler cannot change this routing list.

If the funding organization does not designate a routing list to be used, standard routing list rules apply. The traveler's default routing list displays on the Digital Signature screen, but the traveler may select an alternate routing list if multiple options exist.

Follow the steps below 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).

![Figure 7: Search Cross Org – Document Type Drop-Down List](image_url)

![Figure 8: Search Cross Org – Routing List Drop-Down List](image_url)
3. Select **Save Routing List**.

The document type and routing list name appear in the **Selected Routing List** box (Figure 9).

![Search Cross Org](image)

**Figure 9: Search Cross Org - Selected Routing List Box**

In this example, authorizations that use the “16 Warfighting” LOA must use the “Training” routing list.

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