



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

Customer Service Notification

Issued 1/21/10

I. Customer Service Notification

Defense Travel Management Office (DTMO) Notification
21 January 2011
1200 ET

Subject: DTS Group Authorizations

Issues: On 20 January 2011, a CSN was distributed that advised users not to use Group Authorizations until further notice. At this time, users can resume utilizing Group Authorizations.

Suggested Action: It is advised that traveler information in vouchers created from Group Authorizations in January 2011 be reviewed prior to signature. For vouchers that contain incorrect payments, please refer to Appendix K of the DTS Financial Field Procedures Guide (http://www.defensetravel.dod.mil/Docs/Training/Financial_Field_Procedures_Guide.pdf) for corrective steps.

Thank you for your continued support of DTS.

Defense Travel Management Office

*** Please do not reply to this e-mail notification. If you need additional information or would like to submit a question, please go to the DTMO Passport Portal at <https://www.defensetravel.dod.mil/passport> ***