Defense Travel Management Office

Defense Travel System

Defense Travel Administrator's Manual

April 7, 2016

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Refer to the DTA Manual Appendices for more information on:

- Appendix A: Self-Registration Requests
- Appendix B: Acronyms
- Appendix C: Definitions
- Appendix E: Emails In DTS
- Appendix F: Import / Export Tool
- Appendix G: DTS and GEX Error Codes
- Appendix J: Help Process
- Appendix K: Administrative Setup Information
- Appendix L: Reorganizing DTS Organizations

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- Appendix M: Military Rank/Civilian Pay Grade Abbreviations and Service Agency Names
- Appendix N: Country Codes
- Appendix Q: DTS Organization Naming Convention
- Appendix R: Lines of Accounting (LOAs) Formats by Service/Agency and LOA Data Elements For Customer Identification Codes (CICs)

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
4.7.6	6/9/15	Defense Travel Management Office (DTMO)	Inserted pre-audit flags and advisory notices for Integrated Lodging Program (ILP). Identified new DoD Lodging reports.	Chapter 10 Appendix K
4.7.7	8/7/15	Defense Travel Management Office (DTMO)	Inserted new definitions and acronyms for the Integrated Lodging Program.	Appendix B Appendix C
4.7.8	8/25/15	Defense Travel Management Office (DTMO)	Updated information about Dual Profiles.	Appendix A Chapter 2 Chapter 7
4.7.9	10/16/15	Defense Travel Management Office (DTMO)	Updated information regarding reports	Chapter 10
4.7.10	10/17/15	Defense Travel Management Office (DTMO)	Updated country codes from the updated ISO 3166-1	Appendix N
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4.7.13	12/16/15	Defense Travel Management Office (DTMO)	Updated information regarding Permission Level 8	Chapter 3
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4.8.2	1/27/16	Defense Travel Management Office (DTMO)	Updated permission levels for Service Requested Reports	Chapter 10
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4.8.4	2/29/16	Defense Travel Management Office (DTMO)	Updated the Air Force LOA format map to include DEAMS. Reformatted many tables.	Appendix R
4.8.5	4/7/16	Defense Travel Management Office (DTMO)	Updated Chapter 4 definition for Main Organizaiton . Updated Budget chapter with new screenshots,corrected grammar. Reviewed content in Appendix Q, updated format.	Chapter 4 Chapter 9 Appendix Q

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