

*Defense Travel System*

DTS Guide 1: Getting Started

August 21, 2017

# Table of Contents

1	Introduction	5
2	New Profile Options	5
2.1	Self-Registration	5
2.2	Account Activation	8
3	Login	9
4	Traveler Setup Menu	9
4.1	Form Preferences	10
4.2	Available Routing Lists	11
4.3	Delegate Authority	11
4.4	User Preferences	12
4.5	Rates Lookup	12
4.6	Update Personal Profile	12
5	Navigation in DTS	13
6	Multiple Profiles	15
7	Troubleshooting	16
7.1	Login	16
7.2	Document Lock Scenario	16
8	Logoff	17
9	Service or Agency Representatives	17
10	Helpful References	18

## Revision History

<b>Revision No.</b>	<b>Date</b>	<b>Authorization</b>	<b>Revision/Change Description</b>	<b>Page, Section</b>
1.0	8/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	8/21/17	Defense Travel Management Office (DTMO)	Updated link	Section 10

*This page left blank intentionally*

# 1 Introduction

The Defense Travel System (DTS) is a fully integrated, electronic, end-to-end travel management system that automates temporary duty (TDY) travel for the Department of Defense (DoD). It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card (GTCC) vendor, via a single web portal. DTS is available 24 hours a day, 7 days a week.

The information paper titled, *Defense Travel System Overview\**, provides more information on:

- DTS features and benefits
- The trip planning process
- DTS roles
- Training resources, and
- Help support

\* This paper is available at: [http://www.defensetravel.dod.mil/Docs/DTS\\_Background\\_Information\\_Paper.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf)

This guide provides “getting started” instructions for a DTS user. This guide includes:

- New Profile Options
- Login
- Traveler Setup Menu
- Navigation in DTS
- Multiple Profiles
- Troubleshooting
- Logoff
- Helpful References

## 2 New Profile Options

There are two options for creating a new DTS profile:

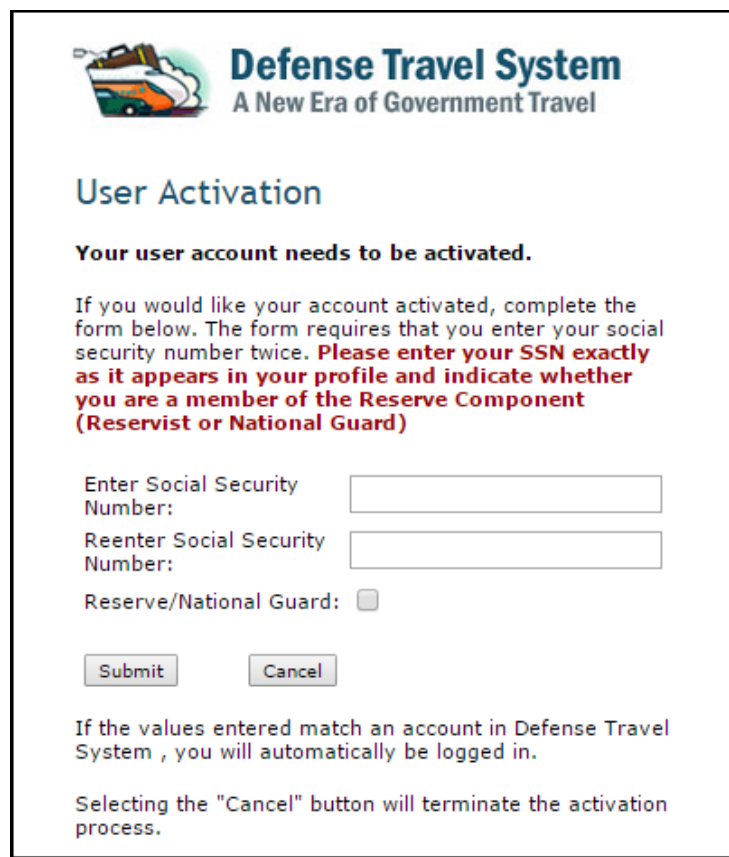
1. A user completing self-registration. (See Section 2.1)
2. A Defense Travel Administrator (DTA) creates your profile.
  - Contact your DTA or travel office for organizational guidance on this process. You can find contact information for the service and agency representatives at: [www.defensetravel.dod.mil/site/dtsContacts.cfm](http://www.defensetravel.dod.mil/site/dtsContacts.cfm).
  - Then, upon login to your DTS account, activation may be required. (See Section 2.2)

### 2.1 Self-Registration

Follow the below steps to self-register in DTS:

1. With your CAC into the CAC reader, select the green Login to DTS button that is located near the center of the DTS Welcome page at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).

2. After the DoD Privacy and Ethics Policy statement displays, read the policy and select **Accept**.
3. Enter the PIN in the PIN field, and select **OK**.
4. After the User Activation screen opens (Figure 1-1):
  - Enter your Social Security Number (SSN)
  - Re-enter your SSN
  - If you are in the Reserve or National Guard and want to register your Reserve Component profile, place a check in the Reserve/National Guard box
  - Select **Submit**.
5. After the User Activation screen refreshes (Figure 1-2), select Self Register.



**Defense Travel System**  
A New Era of Government Travel

### User Activation

**Your user account needs to be activated.**

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)**

Enter Social Security Number:

Reenter Social Security Number:

Reserve/National Guard:

If the values entered match an account in Defense Travel System, you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

Figure 1-1: User Activation Screen

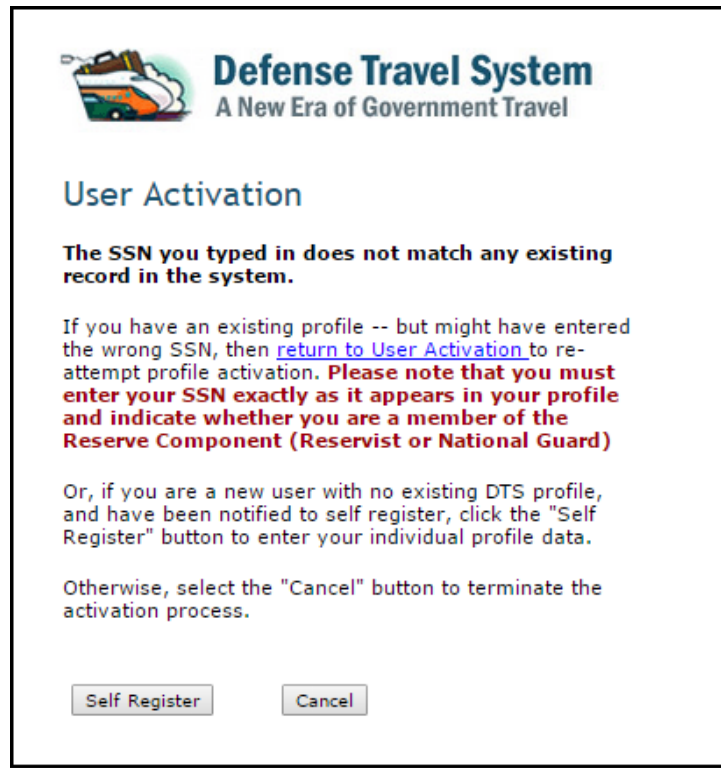


Figure 1-2: User Activation Screen – Self Register

6. After the DTS Welcome screen opens, mouse over the Administrative tab and select **Self Register**.
7. After the Self Registration Tool screen opens, select **Basic Information** on the navigation bar.
8. After the Basic Information screen opens, complete the fields on the screen. When completed, select **SAVE AND PROCEED**. (Note: The CSA/TTR feature is currently not in use.)



**Important:** Ensure you enter the correct organization in the Organization field. Failure to enter the correct organization will route the self-registration request to the wrong Defense Travel Administrator.

9. Once the Submit Self-Registration screen opens, select **SUBMIT**.

Next, DTS sends an email to the DTA for your organization to inform them of the self-registration request. After the DTA reviews the self-registration, you will receive an email to inform you if the DTA accepted or rejected your request. If a request is rejected, you must correct the information and resubmit the request.

## 2.2 Account Activation

When logging in to DTS, if you have been registered in DTS, but your account has not been activated, at the Activation Screen:

- Enter your Social Security Number (SSN)
- Re-enter your SSN
- If you are in the Reserve or National Guard and want to register your Reserve Component profile, place a check in the Reserve/National Guard box
- Select **Submit**.

DTS searches the database for your SSN. If DTS finds your SSN, it determines whether or not that SSN has already been activated. DTS verifies whether the last name that corresponds to the SSN in the database matches the last name stored on the digital certificate. If all these elements match, DTS will update your user ID information in the database.

After your user ID is updated, the DTS User Welcome screen opens (Figure 1-3). DTS displays information drawn from your personal profile. These are based on the permissions and access granted by the organization's DTA. If you need to update your organization access or permission levels, you must contact your local DTA.

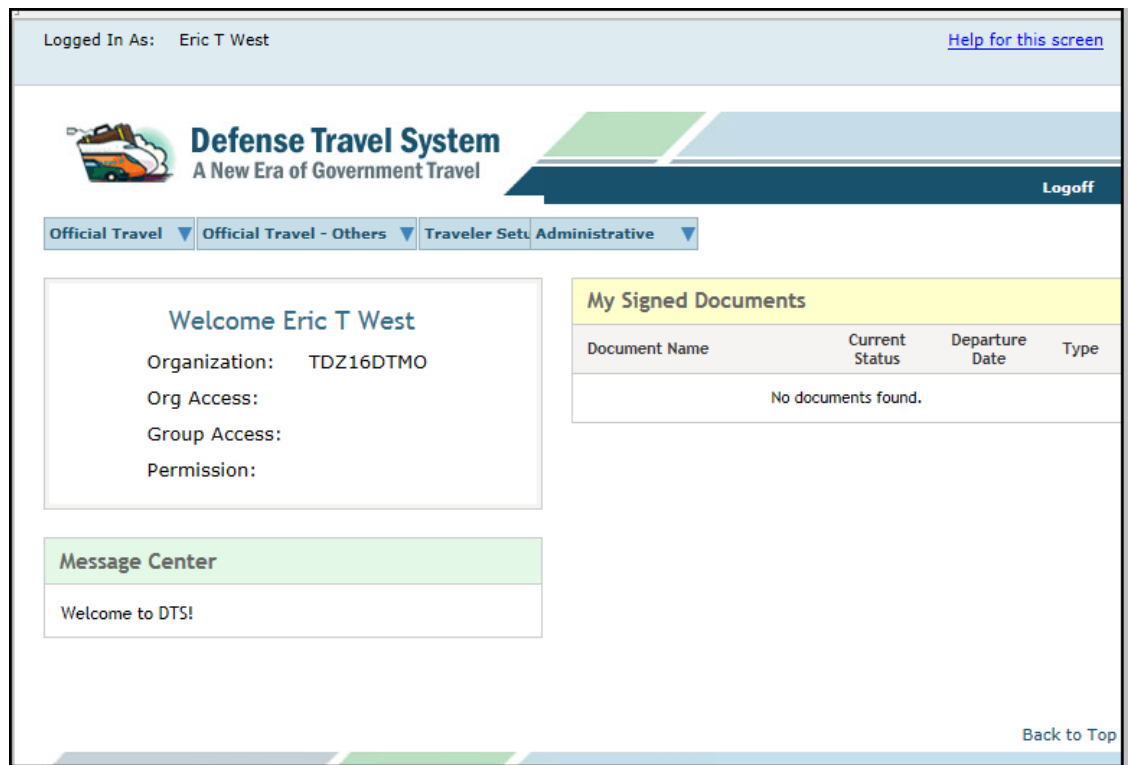


Figure 1-3: DTS Welcome Screen

If DTS finds your SSN in the database, but the last name does not match the digital certificate, or if the user ID field is already populated, an error message will display. Contact your DTA, local help desk or travel office for assistance.



### 3 Login

1. With your CAC into the CAC reader, select the green Login to DTS button that is located near the center of the DTS Welcome page at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).
2. After the DoD Privacy and Ethics Policy statement displays, read the policy and select **Accept**.
3. Enter the PIN in the PIN field, and select **OK**.

If you enter you CAC PIN incorrectly three times, DTS will lock you out. If this happens, you must contact your Local Registration Authority (LRA) or CAC Office to unlock your CAC.

### 4 Traveler Setup Menu

To access the Traveler Setup, from the DTS User Welcome screen, mouse over Traveler Setup from the main navigation bar (Figure 1-4).

The Traveler Setup menu provides access to the below functions:

- Form Preferences
- Available Routing Lists
- Delegate Authority
- User Preferences
- Rates Lookup
- Update Personal Profile

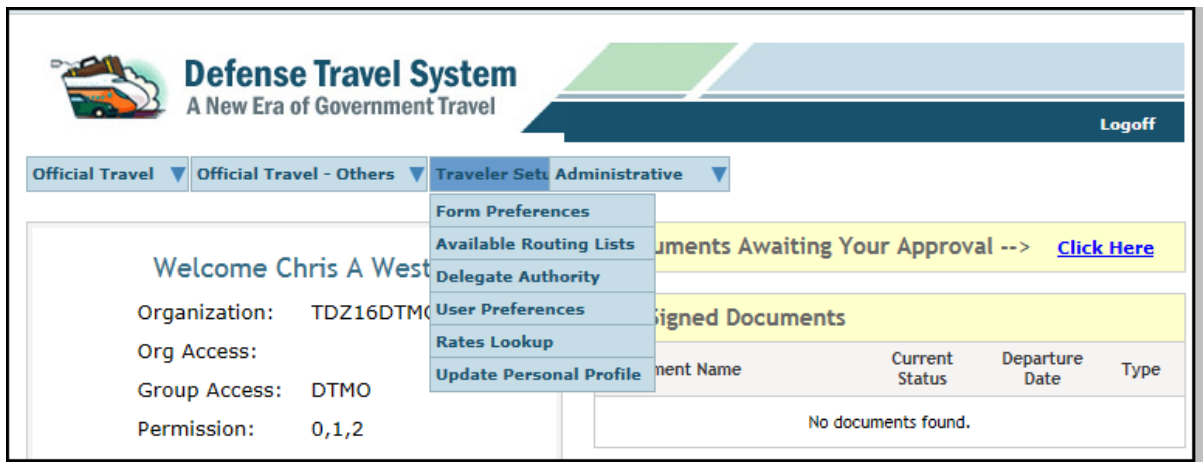


Figure 1-4: Traveler Setup Menu Screen

## 4.1 Form Preferences

The table below provides a description of each form default.

*Note: The Authorizations/Orders section and the Vouchers section display some of the same options; therefore, those items are listed only once under the collective row heading Authorizations/Orders and Vouchers section.*

FORM DEFAULT SCREEN OPTIONS	
OPTION	DESCRIPTION
<b>AUTHORIZATIONS/ORDERS AND VOUCHERS</b>	
Print Full SSN*	Select <b>No</b> to mask the first 5 digits of the SSN (XXX-XX-6789). Select <b>Yes</b> to display the full SSN (123-45-6789). Default setting is <i>No</i> .
Default	Provides more details than the Govt forms provide. Prints all travel data in plain text.
Govt + Form	Prints trip information using the DD1610 format. Populates all appropriate fields with information from the travel document.
Govt	Prints trip information using the DD1610 format. Printing with this option requires a blank DD1610 to be inserted into the printer.
<b>AUTHORIZATIONS/ORDERS</b>	
None	Turns off printing of a cash advance.
Summary	Prints the group authorization and a cash advance summary of the total advance amount for all travelers combined.
Summary + Individual	Prints the group authorization, a cash advance summary of the total advance amount for all travelers combined, and a separate authorization and cash advance for each traveler in the group authorization.
Itinerary Listing	Prints itinerary information for reservations.
<b>VOUCHERS</b>	
Receipt Checklist	Prints a list of receipts that are attached to the voucher.
<b>ATTACHMENTS</b>	
Document History	Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.
Accounting Detail	Prints the subtotals of a document's expenses by accounting code and expense category.
Privacy Act	Prints the Privacy Act Statement.
<b>PRINT DOCUMENT NAME</b>	
Block 2 of SF1164	Not used in DTS.
Block 22 of DD1610	Prints the document name on block 22 of form DD1610.
*When a user with permission level 5 prints a DTS document for a traveler, DTS will apply the permission level 5 user's form preference settings for the Print Full SSN option. If the user does not have permission level 5, they cannot print the traveler's full SSN. In this case, the SSN is always masked.	

## 4.2 Available Routing Lists

The Available Routing Lists screen displays all routing lists that belong to the user's organization. The screen also displays the routing elements for each routing list.

To view available routing lists:

1. Select the Organization drop-down list and choose the organization.
2. Select view next to the routing list to be viewed.

After the screen refreshes, the Signatures section displays the routing elements that are assigned to the routing list (Figure 1-5).

The screenshot shows the 'Defense Travel System' interface with a navigation bar containing 'Routing Lists', 'Reports', 'Additional Setup', 'Rate Lookup', and 'Update Personal Profile'. The main content is divided into two sections: 'Routing List' and 'Signatures'.

**Routing List Section:**

Select an organization to view the associated Routing List(s).

Organization:

View	Organization	Routing List
> view	TDZDDQPT	Foreign Travel
> view	TDZDDQPT	Training

**Signatures Section:**

Signatures for the Routing List - Foreign Travel.

Doc Type	Document Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
AUTH	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR
AUTH	REVIEWED	Helen D West	15	FOREIGN TRAVEL
AUTH	APPROVED	Chris A West	25	
VCH	REVIEWED	Helen D West	15	FOREIGN TRAVEL
VCH	APPROVED	Chris A West	25	

Figure 1-5: Routing List Screen - Signatures

## 4.3 Delegate Authority

The Delegate Authority screen allows Routing Officials to delegate their authority to other Routing Officials within their organization. When Delegate Authority is selected, the screen will display a list of officials who have permission level 2 and can perform the Routing Official role in DTS. Signature authority can be delegated to one person at a time.

**Important:** When delegating authority, you should always remove delegated signature authority as soon as possible after you return. Also, be certain to remove the delegation before changing organizations.



To delegate authority:

1. Select **Delegate Authority** from the Traveler Setup drop-down list.
2. Once the Delegate Authority screen opens, choose **Select** next to the name of the Routing Official to receive delegated authority.
3. After the screen refreshes and the Assign Authority section displays, select **OK**.

4. After the Digital Signature screen opens, enter your PIN and select OK.

When authority has been delegated:

- The delegated official's name displays in the travel documents Pending Routing Actions list.
- Documents that route to the Routing Official will now route to both individuals.
- Emails sent to the Routing Official will now be sent to both individuals.
- DTS removes documents from both individuals' Route & Review screens after the documents are stamped.

To remove signature authority:

1. Select **Delegate Authority** from the Traveler Setup drop-down list.
2. After the Delegate Authority screen opens, select **Remove** next to the name of the Routing Official whose authority is to be removed.
3. When the window opens for you to confirm revocation of the delegated signature authority, select **OK**.

For more information on delegating authority, see *DTA Manual, Chapter 5*.

## 4.4 User Preferences

Whenever a document is accessed, DTS records the time of the occurrence. DTS displays the time of access in places such as the travel arrangements screens, Document History, and the DTA Maintenance Tool. The User Preferences screen allows the user to set the time format displayed in DTS as either 12-hour or 24-hour.

## 4.5 Rates Lookup

The Rate Lookup Menu screen links you to information about per diem rates for locations, the states and countries that have per diem rates loaded in DTS, mileage reimbursement rates, and the Government meal rate.

## 4.6 Update Personal Profile

The Update Personal Profile feature displays the first page of 5 total screens. After viewing the first screen, select the links to view the screens for:

- Preferences
- Additional Information,
- Account Information and
- TSA Information.

In addition to the profile method discussed above, during login a profile validation may trigger. Next, you will acknowledge the messages and review / edit the profile form presented on the screen.



**Important:** Changes made using this feature will not update the profile information in existing documents. To update personal profile information in existing documents, refer to DTS Guide 2: Authorizations (link available in Section 10)

## 5 Navigation in DTS

The blue navigation bar on the User Welcome screen displays the modules you have permission to access. The table below describes the modules that may display on the User Welcome screen, depending on your permission levels, accesses, and assigned roles.

USER WELCOME SCREEN NAVIGATION BAR		
MENU BAR ITEM	DROP-DOWN LIST ITEM	DESCRIPTION
Official Travel	Drop-down menu of options that allow you to create, view, edit, print, remove, cancel, and amend your own travel documents.	
	Authorizations/Orders	Creates travel documents.
	Vouchers	Documents actual expenses and requests reimbursement of expenses and payment of travel allowance; created using information contained in an authorization.
	Local Vouchers	Requests reimbursement of expenses and payment of travel allowances while on local travel.
	Group Authorization/Orders	Creates authorizations for two or more people traveling on the same itinerary.
Official Travel- Others	Drop-down menu of options that allow you to edit, print, remove, cancel, and amend travel documents for other travelers. (Group access to the traveler is necessary.)	
	Authorizations/Orders	Creates travel documents
	Vouchers	Documents actual expenses and requests reimbursement of expenses and payment of travel allowance; created using information contained in an authorization.
	Local Vouchers	Requests reimbursement of expenses and payment of travel allowances while on local travel.
	Group Authorizations/Orders	Creates authorizations for two or more people traveling on the same itinerary.
Traveler Setup	Displays options to change document format, change print formats, view organization routing lists, view rates, update personal profile, and delegate signature authority.	
	Form Preferences	Changes travel documents' print format. (Default is a plain text format).
	Available Routing Lists	Displays the routing lists that belong to your organization, and show the Routing Officials assigned to them.
	Delegate Authority	Allows Routing Officials to give their signature authority to another Routing Official in their organization. In order to access this option, you must have permission level 2.
	User Preferences	Allows you to change the way the time stamps display in the document (e.g., 24-hour clock or 12-hour clock). You may turn email notifications on or off. If you elect to leave the notification off, you will not receive any email notifications from DTS.

Traveler Setup (continued)	Rate Lookup	Displays information about the rates used to calculate allowances in DTS.
	Update Personal Profile	View and edit your personal profile. Changes will not apply to existing documents.
Reports	Reports Scheduler	Analyzes data and prepares reports pertaining to travel documents that have been entered into the system.
	BI and Reporting Tool	This module houses advanced reports and report-building tools.
Administrative	Shows the functional areas that are available based on your permission levels.	
	Partner System Setup	Maintains partner system's data and interface with DTS. You must be a Partner System Administrator (PSA) to access this functionality. See <i>DTA Manual, Appendix F</i> for details about partner-system setup and roles.
	Site Setup Admin	Creates a site name, root organization, and Lead DTA (LDTA). You must have permission level 7.
	Site Setup Interview	Creates Organizational DTAs (ODTAs), sub organizations, and organization setup (i.e., routing lists, groups, and lines of accounting [LOAs]). You must have permission level 6. Your organization's LDTA typically uses this function.
	Self Registration Admin	Allows any DTA to accept new personnel who have self-registered in their organizations, and assigns them permission levels, organization access, group access, and a default routing list.
	DTA Maintenance Tool	Manages your organization's resources.
	Budget	Creates and manages the organization's budgets. You must have permission level 1 to view data and permission level 3 to edit budgets.
Administrative	Route and Review	Routing Officials use this module to adjust, review, and approve travel documents.
	Calculate Distance	The DoD Table of Official Distances (DTOD) is available to calculate mileage distances between official TDY locations.
ROA	Non-DTS Entry Agents (NDEAs), clerks, auditors and Centrally Billed Account (CBA) Specialists use the Read Only Access (ROA) to review documents in view-only mode.	
CBA	CBA Specialists use the CBA module to reconcile credit card vendor invoices against charges made to the organization's CBA.	
DMM	Debt Management Monitors (DMMs), use this module to monitor collections from travelers with DUE U.S. balances.	
	DUE US Vouchers	Tracks any travel-related debts to the Government.

## 6 Multiple Profiles

If you are employed with the DoD as a civilian and are also a member of the Reserves or National Guard, or if you are located at a service/agency DTS office, you may need multiple profiles in DTS. If you have multiple profiles, when you log into DTS, the DTS User Welcome screen will display a Reset Profile button that allows you to reset or change your profile .

To activate a different profile, select **Reset Profile**. A Reset Profile window opens (Figure 1-6). To proceed with resetting the profile, select **Continue**.

The screen refreshes and an Internet Explorer message will pop-up; select **Yes**.

You will be logged off DTS and will have to log in again. After the User Activation screen opens, enter your SSN (and place a check in the Reserve/National box if necessary) to activate your additional profile.

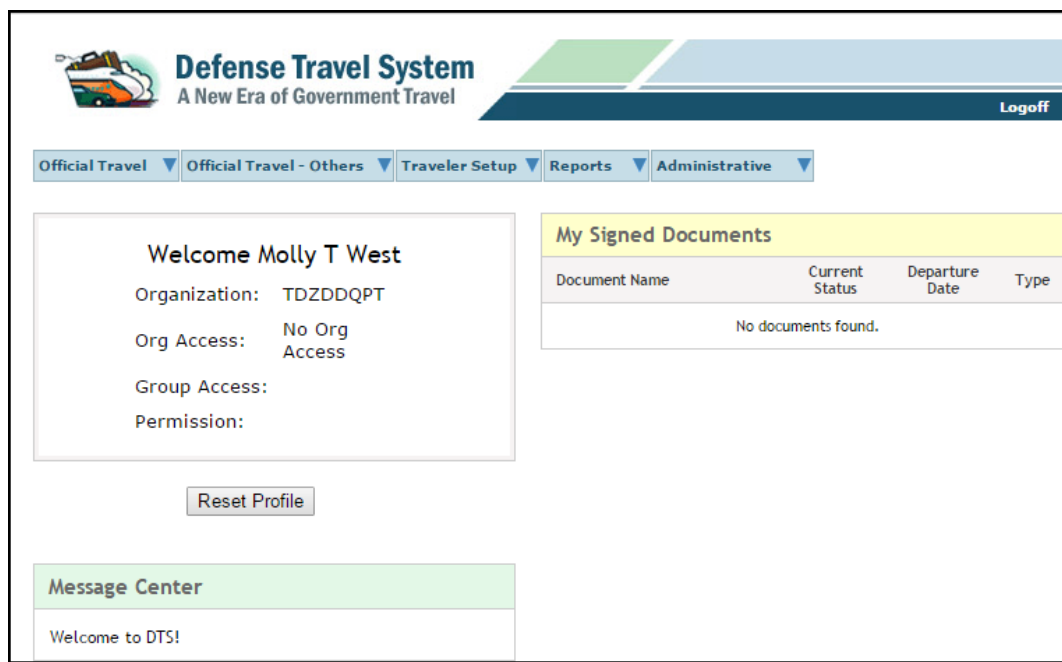


Figure 1-6: Reset Profile Button Screen

## 7 Troubleshooting

### 7.1 Login

If you encounter a problem during the login or authentication process, try to resolve the problem using the actions listed below.

- Insert the CAC before selecting the Login to DTS button
- Make sure that the CAC remains securely in place the entire time you are using DTS
- Enter the PIN when the Digital Signature Login screen opens

If an error occurs during the authentication process, an error message will display to alert you. Regardless of the type of error message, select **OK** or **Retry login** to start again. If the problem persists, contact your local help desk or CAC Office (for a certificate or expired message.)

### 7.2 Document Lock Scenario

When you perform any action that alters a document, that document will be locked to prevent others from creating modifications to the same document simultaneously. The document lock applies to all documents (i.e., authorizations, vouchers, local vouchers, and group authorizations).



**Important:** You should always use DTS' blue **RETURN TO LIST** button or **Close Window** link to exit a document opened in edit mode. Using the browser's "x button" to close causes DTS to lock the document for 30 minutes or until a DTA manually unlocks it.

Documents will be locked during one of the following:

- Document Edit
- Document Adjust (including adjustments made within the Centrally Billed Account [CBA] module and the Debt Management Monitor [DMM] Gateway)
- Document Amend (including amendments made within the CBA module and the DMM Gateway)
- Document Create
- Document Route and Review
- Passenger Name Record (PNR) Sweeping
- Document Remove
- Trip Cancel
- Auto Cancel

The document lock feature does not apply to actions relating to viewing or printing documents, Read Only Access (ROA), Import/Export (I/E), or the Payment Module.

Once a document is locked, one of the below actions must occur for the document lock to be removed:

- The user remains inactive for 30 minutes
- The user logs out
- The user leaves the document
- The session times out
- A DTA performs an administrative unlock via the Document Lock Admin module



There are three statuses provided by DTS:

1. A message to indicate that the document is locked by < name inserted here >.
2. A message to indicate that the document is locked by your Defense Travel Administrator.
3. An email to indicate the DTA has unlocked a document to allow another user access.  
Note: In this situation, any changes that were not saved prior to unlocking will not be saved. The individual is instructed to address any questions to the site DTA or the person that unlocked the document. The name of the person who unlocked the document is included in the e-mail.

## 8 Logoff

Remember to logoff DTS at the end of a session.

1. To exit from any DTS screen, select **Close** when available. Select the **x** in the top right corner of the browser screen if a **Close** button is not available.
2. To exit DTS completely, select **Logoff** on the banner at the top of the DTS User Welcome screen.

## 9 Service or Agency Representatives

Your Service or Agency representative is available for more information on DTS. You can find contact information for Service or Agency representatives at [www.defensetravel.dod.mil/site/dtsContacts.cfm](http://www.defensetravel.dod.mil/site/dtsContacts.cfm).

This information is also available by selecting the Contacts link on the left hand side of the DTS Home page.

## 10 Helpful References

Guides	
Guide Title	URL
<b>DTS Guide 1: Getting Started</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf</a>
<b>DTS Guide 2: Authorization</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<b>DTS Guide 3: Voucher</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
<b>DTS Guide 4: Local Voucher</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf</a>
<b>DTS Guide 5: Group Authorization</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf</a>
<b>Desktop Guide for Authorizing Officials</b>	<a href="https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf">https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf</a>
<b>Special Circumstances Travel Guide</b>	<a href="http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf">http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf</a>

Information Papers & Trifolds	
New Document Title	URL
<b>DTS Overview information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf</a>
<b>DTS Trip Template Information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf</a> *
<b>Import/Export Trifold or Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf">https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf</a> <a href="http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf</a> *
<b>Permissive travel Information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf</a> *
<b>Dependent travel Information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf</a> *
<b>Renewal Agreement Travel Information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf</a> *
<b>Adjustments &amp; Amendments Trifold &amp; Information Paper</b> **	<a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf</a> <a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf</a> <a href="http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf</a> *
<b>Self-Approving Official Information Paper</b>	<a href="http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf</a> *
<b>Foreign Military Sales Guide</b>	<a href="http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf</a> *
<b>Constructed Travel Worksheet (CTW) Instructions or Information Paper</b> **	Instructions for Authorization CTW: <a href="https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf">https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf</a>  Instructions for Voucher CTW: <a href="https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf">https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf</a>  <a href="http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf</a> *
<b>Cancellation Procedures Trifold, Information Paper</b> **	<a href="https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Trifold.pdf">https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Trifold.pdf</a> <a href="http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf">http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf</a> *
* Available upon publication. ** Web-based training module is also available in Travel Explorer (TraX) at <a href="http://www.defensetravel.dod.mil/passport">www.defensetravel.dod.mil/passport</a>	