



Defense Travel System

DoD Defense Travel System (DTS)
Best Practices

January 12, 2016

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Revision History

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7.1	10/1/12	Defense Travel Management Office (DTMO)	Added information about 72 hour auto cancellation related to ticketing; miscellaneous formatting corrections	Chapter 9
7.2	10/16/14	Defense Travel Management Office (DTMO)	Took out references to the Joint Federal Travel Regulations (JFTR) and updated reference to First Class travel.	All Chapters
7.3	12/16/15	Defense Travel Management Office (DTMO)	Added reference to new DoD Instruction 5154.31 Volume 3. Replaced reference to DoDFMR , Volume 5, Chapter 33 to DoDFMR Volume 5, Chapter 5.	Chapter 1 Chapter 3

Chapter 1: Introduction

This purpose of this guide is to provide direction for organizations as they develop local business rules and processes for using the Defense Travel System (DTS). The regulations and publications listed below should be used as references for creating all travel and financial policies and for resolving concerns with DTS functionality.

- *DoD Instruction 5154.31 Volume 3: Defense Travel*
http://www.dtic.mil/whs/directives/corres/pdf/515431_vol03.pdf
- *Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part1)*
<http://www.transcom.mil/dtr/part-i/>
- *DoD Financial Management Regulation (DoDFMR) (DoD 700.14-R)*
<http://comptroller.defense.gov/fmr>
- *DTS Financial Field Procedures Guide*
http://www.defensetravel.dod.mil/Docs/Training/Financial_Field_Procedures_Guide.pdf
- *DTS Document Processing Manual*
http://www.defensetravel.dod.mil/Docs/Training/Document_Processing_Manual.zip
- *Defense Travel Administrator's (DTA) Manual*
http://www.defensetravel.dod.mil/Docs/Training/DTA_Manual.zip

In this guide, all instances of the term “traveler” refer to a traveler, travel clerk, Non-DTS Entry Agent (NDEA), or anyone who creates or signs documents on behalf of a traveler.

- *The arrows and italicized text indicate areas where local business processes should be inserted.*

Chapter 2: DoD Center for Travel Excellence Website

The Defense Travel Management Office (DTMO) website, <http://www.defensetravel.dod.mil>, is a useful source for travel programs and services, training, references, news, and events. Additional training and references are available through Travel Explorer (TraX), www.defensetravel.dod.mil/Passport.

Chapter 3: DTS Permission Levels, Access, and User Roles

3.1 Permission Levels

DTS safeguards data through controlled access called permission levels, which contribute to internal management controls and prevent unauthorized access.

To review the permission levels, roles, and access provided to users within your organization, run the “View Person Lists” (Basic Traveler Info List) report from the DTA Maintenance Tool on a routine basis; coordinate with your Service or Agency DTS Program Office or consult with your DTS Business Rules to determine how “routine basis” is defined. Ensure that personnel are only provided the minimum permission and access levels needed to perform their DTS-related duties. When assigning personnel the role of Authorizing Official (AO) (permission level 2 and assigned to a DTS routing list), ensure those personnel have completed the required Certifying Officers Legislation (COL) training and that their appointment is documented on a DD Form 577.

To better control the ability to assign an AO, organizations should consider identifying an ‘Accountable Official Control’ DTA. This individual would be assigned a permission level 2, but be assigned a permission level 5 on a temporary limited basis for the specific purpose of adding (or deleting) newly assigned AOs to the necessary routing lists. This could be done once per month (or other limited basis) as needed depending on the AO turn-over in the organization. In this matter, organizations can ensure that DTAs are not routinely provided the capability to also perform the role of an Authorizing Official.

- *Each organization must establish procedures to ensure that all required certifications and appointments are complete and on file, and that users are provided with only the access and permission levels that are necessary to perform their official duties; and that these are reviewed on a recurring basis.*

3.2 In and Out Processing for DTS

Users and travelers must be received into the DTS hierarchy upon arrival at a new organization, and they must be detached from DTS when departing from the organization.

- *Local procedures should be established.*

3.3 Authority to Appoint

DoD FMR Volume 5, Chapter 5, paragraph 050201, delegates the authority to appoint AOs to DoD Component Heads, who may further re-delegate that authority. The appointee may not serve as both an Authorizing Official and certifying officer for the same types of payment.

Based on the separation of duties principles, Disbursing Officers (DOs), their deputies, and agents may neither be appointed as, nor appoint certifying officers (including AOs who work in DTS) for payments they will eventually make.

- *Local procedures must address the following:*
 - *Acceptable training (AOs must complete an approved Certifying Officer Legislation (COL) training course applicable to their mission area within two weeks of their appointment and refresher training annually and provide proof of completion to their supervisor).*
 - *Retention of COL training certificates*
 - *Retention of DD Form 577 Appointment/Termination Records*

Resource or other key fund personnel maintaining a system of funds control are responsible for certifying fund availability, and assignment of proper funding citations on commitment and obligating documents. A certification of fund availability is not a certification for payment.

DoD personnel who may be appointed to certify vouchers for payment include, but are not limited to commanders, deputy commanders, resource managers and other key fund control personnel, travel authorizing officials, purchased card and centrally billed account (CBA) approving officials, and other personnel inequivalent position.

- *Local processes must be established to ensure internal management controls and separation of duties.*
- *Local organizations should provide an information letter to contractors who serve as DTAs. The letter should outline their duties, responsibilities, and limitations in DTS.*

3.4 Accountable Official

Accountable Officials are Government employees who serve as control points within an organization to minimize erroneous travel-related payments. They can be pecuniarily liable for erroneous payments resulting from their actions. All Accountable Officials must be appointed in writing using DD Form 577. DoD FMR, Volume 5, Chapter 5, paragraph 050401 provides detailed information on the appointment requirements.

3.5 Authorizing Officials (AOs)

AOs use DTS to apply the **APPROVED** stamp to documents; **APPROVED** is the final status in DTS prior to being sent to the disbursing system. When the AO approves a travel authorization or a voucher, DTS verifies the AO's identity and signature through a DoD public key infrastructure (PKI) certificate that is embedded in the AO's common access card (CAC).

The AO is responsible for approving travel requirements and authorizations, which certifies and adjusts obligations and disbursements of Government funds. An AO who applies the APPROVED stamp that results in a payment to the traveler is acting as a CO. Such payments result from vouchers and local vouchers, but could also result from authorizations that contain non-ATM cash advances or scheduled partial payments (SPPs).

An AO in DTS is pecuniarily liable for erroneous payments due to negligence. This means that if an AO approves or certifies for payment a DTS authorization or voucher that includes expenses that are not legal, proper, or correct, the AO may have to pay all or part of the disputed expenses. Pecuniary liability is enforced whether the erroneous payment was made accidentally or intentionally. For more information on pecuniary liability, see the *Desktop Guide for Authorizing Officials and Certifying Officers* at http://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf.

All AOs must complete COL training and be appointed in writing on DD Form 577 by the head of the DoD component (or delegated official). *DoDFMR*, Volume 5, Chapter 5 also requires all AOs to complete annual refresher COL training. The DTMO offers COL training online at www.defensetravel.dod.mil/Passport. Services and Agencies may have approved training programs for completing the COL certification.

When the AO's appointment is terminated, access to the **APPROVED** signature stamp on all DTS routing lists must also be terminated.

For a complete list of AO responsibilities, see the *DoD FMR*, Volume 9, Chapter 2.

3.6 Finance Defense Travel Administrator

The Finance Defense Travel Administrator (FDTA) can be one or more persons in the budget, resource management, accounting, or finance functions that are responsible for assisting in the management and support of DTS at the organizational level as designated by the responsible commander.

For a complete list of FDTA responsibilities, see the *DoDFMR*, Volume 9, Chapter 2.

3.7 Debt Management Monitor

The Debt Management Monitor (DMM) tracks overpayments and collection action within DTS. DTS automatically sends the accounts receivable (A/R) to the accounting system when a debt is incurred. After the accounting system acknowledges the A/R, the traveler can make the remittance directly to the Defense Finance and Accounting Services (DFAS), make a payment on the Pay.gov website, or request payroll collection to be initiated in DTS. When the debt is satisfied, and DTS receives the advice of collection from DFAS, DTS will automatically update the traveler's document. For additional information, see the *Guide to Managing Travel-Incurred Debt* that is posted on the DTMO website at http://www.defensetravel.dod.mil/Docs/Guide_to_Managing_Travel_Incurred_Debt.pdf.

- *The Defense Intelligence Agency (DIA) has established unique debt management processes for DIA personnel.*

3.8 Non-DTS Entry Agent

A Non-DTS Entry Agent (NDEA) is a military member, DoD civilian employee, or a contractor authorized to complete a DTS voucher on behalf of other travelers. The NDEA must be designated in writing by local command authority. After receiving all required documents from the traveler, the NDEA uses the information to create the voucher and then attaches an electronic copy of all provided documents. The NDEA's electronic signature only attests that all documentation in the DTS voucher is the same as the information provided by the traveler as contained in the attached documents. Required documents include, but are not limited to:

- Receipts (or locally approved missing receipt forms) for:
 - All lodging expenses (unless a flat rate per diem is in effect)
 - Receipts for all reimbursable expenses of \$75.00 or more
- Approvals for other than economy class coach fares

- The DD Form 1351-2 or SF 1164 that the traveler completed and signed. Paper or electronically produced official documents (e-forms) are acceptable, but must contain the traveler's written or digital signature. This requirement only applies if the NDEA creates and signs the DTS voucher.
- Other items as mandated by component or local policy

3.9 Self-Authorizing Official

Blanket travel orders are not authorized under DTS. Instead, individuals can be designated as Self-AOs in their user profiles. Under most circumstances, Self-AOs may approve their own travel authorizations and verify funds availability from the DTS Budget module. They cannot approve their own travel vouchers, local vouchers, or authorizations that include non-ATM cash advances or SPPs.

- *Self-AOs must be designated in writing in accordance with DoDFMR Volume 9, Chapter 2 and local procedures.*

Chapter 4: Use of DTS by Non-Government Employees

4.1 Foreign Nationals and DTS

Depending on the status of forces agreements (SOFAs), regulations, and local policy, foreign nationals may perform certain DTS roles.

Some of the duties a foreign national employee may perform are shown below.

- Defense Travel Administrator (DTA)
- Non-DTS Entry Agent (NDEA)
- Authorizing Official (AO)

These users must have a public key infrastructure (PKI) certificate for DTS access and a unique identification number when building their user profile. If a foreign national does not have a Social Security number or Taxpayer Identification Number (TIN), then it is necessary to use the Foreign Identification Number (FIN) that is issued by the Defense Manpower Data Center (DMDC) and is found on the employee's identification card or common access card (CAC).

- *Each organization should consult applicable regulations, policy, and SOFA to establish local procedures for use of the DTS by foreign nationals.*

4.2 Government Contractors and DTS

Government contractors are not authorized to use DTS for official travel. They may not approve DTS travel authorizations or vouchers or certify centrally billed account (CBA) invoices for payment.

Government contractors can be authorized to perform certain functions in DTS in a manner consistent with the provisions of their contract and as directed by the Government.

- *Organizations should consult applicable policies, regulations, and contractor agreements to establish local processes outlining the DTS functions that contractors are permitted to perform.*

Chapter 5: DTS Finance

5.1 Line of Accounting Format Maps and Labels

Each service and agency uses a specific line of accounting (LOA) format map. The Finance Defense Travel Administrator (FDTA) should use easy-to-understand, plain English language when assigning LOA labels.

5.2 DTS Budget Module

The DTS Budget module records and tracks funding associated with each DTS LOA. As part of the approval process, DTS displays the amount of requested funds and available funds, and prevents approval if there are not sufficient funds in the DTS budget.

- *Local processes should be established to conduct periodic reconciliation with the official accounting records in accordance with service or agency procedures.*

5.3 Future Fiscal Year and Fiscal Year Crossover

Special procedures are required for travel that crosses fiscal years or for travel in a future fiscal year. This is due to the year-end electronic processing procedures of the Defense Finance and Accounting Services (DFAS) and agency financial systems. Instructions are updated annually and posted on the DTMO website.

- *FDTAs must roll over DTS LOAs for the next fiscal year and load the new fiscal year funding targets into DTS budgets based on local procedures.*

5.4 Funding Travel for Other Organizations

When an organization other than the traveler's organization provides funds for a trip, the traveler's organization typically receives an approval notice from the funding organization. The approval document (e.g., memorandum, email, or message) is provided outside of DTS, and should be electronically attached to the DTS authorization as substantiating documentation. The Cross Organization Funding (X-Org Funding) functionality in DTS allows an organization to access another organization's LOA. The *DTS Financial Field Procedures Guide* provides details on funding travel for other organizations and for travel that is funded by other organizations.

- *Organizations should create local procedures for sharing and receiving funding with other organizations, to ensure that only authorized expenses are charged and that limits are not exceeded.*

5.5 Multiple Accountable Station Numbers

DTS supports trips that are funded by multiple accountable station numbers (MASNs), i.e., travel funded by more than one service or agency. Once approved, the multiple LOAs are routed to the applicable accounting system, based on the accountable station numbers. For example, an Army organization might fund an Air Force traveler, but not agree to fund the entire trip (e.g., rental car costs). The DTS local voucher does not support MASN funding.

5.6 Receipts and Other Substantiating Documents

The DoDFMR requires the traveler to scan and upload or fax receipts and other substantiating records to be a part of the electronic trip record. Receipts are required for all individual expenses of \$75 or more and all lodging expenses of any amount. If a DTS voucher is signed and submitted by an NDEA, refer to section 3.8.

The AO/CO must ensure that all required receipts and other substantiating records are attached and verified before applying the **APPROVED** stamp to the document.

Authorized users have access to these records for a period of six years and three months via the Defense Manpower Data Center (DMDC) electronic archive.

5.7 Accounting Error Codes (Rejected Documents)

When a financial system rejects a document, DTS sends a reason code to the reject email account established by the organization. The information displays in the Document History section of the **Digital Signature** screen. Explanations of individual error codes are available in Appendix G of the *DTA Manual*.

- *The local FDTA is responsible for establishing processes for correcting rejected documents and correcting the errors in the LOA module of DTS.*

5.8 DTS-Tailored for Finance Organizations

If there is not a financial interface (i.e., the finance system has not been certified for use with DTS), DTS may be used as an order writer and to make travel reservations and approve travel orders. The FDTA will enter "DTST" in the first field of the LOAs to block documents to ensure that no financial transaction is processed. Organizations that are DTS-tailored for finance cannot use the non-ATM cash advance or SPP functionality; travelers requiring an advance or SPPs must process authorizations outside of DTS.

- *Local procedures must be established for manually processing travel vouchers.*

5.9 Non-Appropriated Fund Travel

Travel funded by non-appropriated funds must be obligated and disbursed outside of DTS, but travel reservations can be booked using the Arrangements Only trip type in DTS.

Chapter 6: Payment Methods and Reports

6.1 Government Travel Charge Card

Government Travel Charge Card (GTCC) programs facilitate and standardize payment for official travel-related expenses, including local travel. DTS supports the use of individually billed accounts (IBAs) and/or centrally billed accounts (CBAs). As prescribed in the *DoDFMR*, Volume 9, Chapter 3, “The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel”. Refer to *DoDFMR*, Volume 9, Chapter 3 or DoD Instruction 5154.31, Volume 4: Government Travel Charge Card for additional guidance on the GTCC program.

- *Local processes should be established for monitoring the appropriate use of GTCCs.*

6.2 Non-ATM Cash Advances

A traveler who does not have a GTCC (or is traveling to locations where use of the card is impractical) may request an advance through DTS. This is a DTS non-ATM cash advance. The traveler’s profile must be set to “Advance Authorized” in order to request the non-ATM cash advance. The non-ATM cash advance will be deposited in the traveler’s financial institution account as an electronic funds transfer (EFT) approximately 7 to 10 days before the scheduled departure date. If the non-ATM cash advance is requested within 10 days of the traveler’s scheduled departure date, the non-ATM cash advance will be processed for payment immediately upon AO approval and positive acknowledgement of the obligation transaction. If a non-ATM cash advance of 80 percent is insufficient for the traveler and would cause a financial burden, the AO may approve a non-ATM cash advance of 100 percent.

- *This determination must be made on a case-by-case basis in accordance with local policy. In these cases, the DTA must select “Full Advance” in the traveler’s profile.*

DTS will deduct the amount of the non-ATM advance from the total reimbursable entitlements and identify them as a previous payment on the voucher.

Currently, DTS and the *DoDFMR* permit users to request both a non-ATM cash advance and SPPs for the same authorization. DTS will allow the non-ATM cash advance amount authorized to be paid, and will pay SPPs until disbursements equal obligations.

6.3 Scheduled Partial Payments

Travelers who are scheduled to be TDY for more than 45 consecutive days can request SPPs through DTS. Payments are computed and scheduled for payment in 30-day increments. DTS splits the SPP disbursement between the traveler’s financial institution and the GTCC vendor, thus paying both entities by EFT. Organizations must ensure that travelers who received SPPs submit their vouchers after returning from TDY. When a traveler submits a voucher, DTS deducts the SPP amount from the total reimbursable entitlement. Depending on the amount of approved expenses, the result is either a net payment to the traveler, or, if overpayment is a debt that the traveler must pay back to the Government.

6.4 Centrally Billed Accounts

DTS supports the use of CBAs for air and rail transportation for travelers who do not have GTCCs. Separate CBA accounts must be established for the DTS CBA Reconciliation module and for the traditional CBA reconciliation process (outside of DTS), because both forms of reconciliation cannot accommodate the same CBA number.

6.4.1 DTS CBA Reconciliation

The DTS CBA Reconciliation module provides an automated CBA reconciliation and payment process, including certification of the invoice. An electronic invoice is transmitted to DTS from the charge card vendor (CCV). Upon certification, the invoice routes electronically to the applicable DFAS vendor payment location for payment. Once paid, an advice of payment is returned to DTS and the invoice is archived at the Defense Manpower Data Center (DMDC). The process is paperless, except for the formal dispute notification to the CCV as applicable.

- *Service or agency business rules determine who will have the authority and responsibility to certify CBA invoices in the DTS CBA Reconciliation module. The assigned person(s) must meet the following eligibility requirements:*
 - *Be a Government employee or service member*
 - *Be trained and appointed as a Certifying Officer (CO)*
 - *Be trained on the CBA reconciliation and DTS document process*

6.4.2 Traditional CBA Reconciliation

Organizations that do not use the DTS CBA Reconciliation module must use existing traditional CBA reconciliation procedures. In most cases, this requires the supporting commercial Travel Office (CTO) to perform an initial reconciliation prior to Government approval and certification. Travelers using the CBA may need to provide a copy of their approved DTS authorization or a Marine Corps Request for Transportation Services to the CTO prior to ticketing, or as required by the CTO contract.

- *Service or agency business rules must include procedures to distinguish the DTS LOA from the traditional LOA, verifying that information is entered correctly into the reconciliation tool.*

Failure to ensure the CBA invoice disbursements match the corresponding DTS obligations may result in delayed payment of CBA invoices due to mismatched disbursing and accounting data.

6.5 Government Transportation Request

Travelers who are required to use a Government Transportation Request (GTR) (SF1169) as a method of payment must make transportation arrangements directly with the CTO outside of DTS in accordance with local business rules.

- *Organizations must establish local procedures for interaction with the CTO.*

The user must enter this information on the DTS **Other Transportation** screen as a prepaid ticket; the cost defaults to \$0.00 and the user must enter the estimated costs in the **Comments to the Approving Official** box on the **Preview Trip** screen. Obligations and payments for GTRs are processed outside of DTS.

6.6 Payment for Patriot Express Flights

Transportation Officers may make travel arrangements for Patriot Express travel outside of DTS. Commercial air segments with connecting service to the Patriot Express or Air Mobility Command (AMC) service can be booked through DTS. The customer identification code (CIC) is automatically generated in DTS upon AO approval. The traveler must provide a copy of the approved authorization with the CIC number at the AMC counter as required. AMC will directly bill the appropriate service or agency paying office on a monthly basis. The flight can be entered in the DTS **Other Transportation** screen as a Government Plane; the cost defaults to \$0.00. Obligations and payment for Patriot Express travel is accomplished outside of DTS.

- *Organizations must establish local procedures for printing and distributing authorizations, adjusting budget modules, and obligating funds outside of DTS.*

6.7 Military Pay Reports

There are five military pay reports that assist organizations with processing travel-related pay transactions. These reports are accessible from DTS and are identified below:

- Enlisted Basic Allowance for Subsistence (BAS)
- Outside the Continental United States (OCONUS) Travel
- Family Separation Allowance (FSA)
- Military Leave
- Special Duty Conditions

See the *DTA Manual*, Chapter 10 for information about these reports.

- *Local procedures will establish access and distribution of these reports to the Military Pay Office.*

Chapter 7: Trip Types and Travel Orders/Authorizations

7.1 Authorized Trip Types in DTS

The tables in this section list the trip types that are authorized in DTS. More details about each of these trip types is provided in the *DTA Manual*, Appendix K, Tables K.1.A and K.1.B, http://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf. The main trip types are shown below:

- Routine TDY
- Open Allotment
- Arrangements Only
- Permissive (at no expense to the Government)
- House Hunting
- Invitational
- Invitational Travel – Family Member (transportation only)
- Invitational Travel – Family Member (full reimbursement)
- Special Circumstances

Table 7-1 lists the Special Circumstance Travel (SCT) secondary trip types with normal entitlements. Availability depends on civilian or military status and permanent duty station location.

Table 7-1: Secondary Trip Types with Normal Entitlements

SECONDARY TRIP TYPES WITH NORMAL ENTITLEMENTS	
TRIP TYPE	JTR DESCRIPTION
AMATEUR SPORTS COMPETITIONS	Members authorized to train for, attend, and participate in the Armed Forces, National, and International Amateur Sports Competition
CADET-MIDSHIPMEN	Cadets and Midshipmen on TDY
CONGRESSIONAL TRAVEL	Travel and transportation allowances when accompanying members of Congress and Congressional staff
ESCORT-ATTEND FULL TDY	Escort and Attendant Travel
FAM MEM CIV ILL MIL SPON	Civilian family member of seriously ill or injured uniformed service member
LABOR ORG REPRESENTATIVE	Travel of an employee serving as a labor organization representative
MEDIC CIV EMP OCONUS	Employee medical travel outside the contiguous United States (OCONUS)
MEDIC MIL MEMBER TDY	Transfer of patient to/from medical facility or home under TDY
NON-FEDERAL HONOR AWARD	Travel to receive a non-federally sponsored honor award
PRE-EMPLOYMENT FULL TDY	Pre-employment interview travel (full TDY, transportation only, per diem only allowances)
RECALL FROM LEAVE	Recall from leave
SHIP RELOCATED WHEN AWAY	Ship relocated during authorized absence
STUDENT SPEC DODEA EVAL	Travel of handicapped DoDEA student for diagnostic and evaluation purposes
TDRL DISABLED PHYS EXAM	A member of the Temporary Disability Retired List (TDRL) required to submit to physical exam
UN PEACEKEEPING TDY	Member assigned TDY as observer to UN Peacekeeping organizations

Table 7-2 lists the SCT secondary trip types with per diem and transportation restrictions.

Table 7-2: Secondary Trip Types with Restrictions

SECONDARY TRIP TYPES WITH RESTRICTIONS	
TRIP TYPE	JTR DESCRIPTION
DISCIPLINARY ACTION	Member travel and transportation incident to disciplinary action
EMERGENCY LEAVE	Transportation in personal emergencies
EMERGENCY VIST TRVL EVT	Emergency Visitation Travel (EVT)
ESCORT ATTEND EMP RETURN	Attendant or escort for civilian employee on TDY who becomes ill or injured
FEML-FUND ENVIRO & MORALE	Funded Environmental and Morale Leave (FEML) transportation
FVT-FAM VISIT TRAVEL	Family Visitation Travel (FVT)
MEDIC CONVALESCENT LEAVE	Convalescent Leave Transportation
MEDIC FAM ATTEND>100M	Attendant's travel for specialty care over 100 miles
PRE EMPLOY PER DIEM ONLY	Pre-Employment Interview Travel-per diem only
PRE EMPLOY TRANS ONLY	Pre-Employment Interview Travel –transportation only
R R AND SPECIAL R R	Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave transportation
STUDENT DODEA ACADEM C&C	Travel of DoDEA dependent students for academic competitions and co-curricular activities
STUDENT OF CIV US SCHOOL	Employee's dependent student travel to attend school in the United States
STUDENT OF MIL US SCHOOL	Member's dependent transportation to a school in the United States

Table 7-3 lists the SCT secondary trip types that are Information Only trip types.

Table 7-3: Information Only Trip Types

INFORMATION ONLY TRIP TYPES	
TRIP TYPE	JTR DESCRIPTION
EMERGENCY WHILE TDY	Personal emergencies for a member on TDY or away from home port
FAM MEM ILL CIV SPONSOR	Civilian family member of a seriously ill or injured member
FAM MEM ILL MIL SPONSOR	Transportation and per diem for family members of ill/injured military member
MEDIC EXP FOR SPEC NEEDS	Additional expenses incurred by an employee with a disability or special needs
MEDIC FAM MEM CIV OCONUS	Dependent medical travel and transportation allowances when an employee is assigned to a foreign OCONUS PDS
MEDIC FAM MEM MIL CONUS	Travel to specialty care over 100 miles
MEDIC FAM MEM MIL OCONUS	Dependent travel and transportation OCONUS for medical care
TRAVEL AT NO EXPENSE	Travel at no expense to the Government
WITNESS TRAVEL	Travel of witnesses/Witness Travel

Special Circumstances Travel routing lists can be established in DTS for entitlements review for many trip types.

- *Local business process should be established for processing specific trip types.*

7.2 Confirmatory Authorizations

Confirmatory authorizations are used when an authorization cannot be completed prior to the traveler's departure. The authorization should be completed as soon as possible after verbal approval has been granted. Reservations are made directly with the CTO. Airfare is entered on the **Other Transportation** screen and the lodging or rental car costs are updated on the appropriate screens. Use of the DTS Travel module may result in duplicate commercial reservations

- *The CTO may issue the ticket upon verbal authorization, based on contractual guidelines and local processes.*

7.3 Reserve Component Travel

- *Reserve component members should consult their service-level DTS office for procedures.*

7.4 Group Authorizations

Group authorization may be created and approved in DTS. When the group authorization is stamped **APPROVED**, individual authorizations are automatically created for each traveler, each with a unique travel authorization number (TANUM). Upon completion of group travel, each traveler creates an individual voucher.

7.5 Verbal Orders of the Commanding Officer

Refer to Section 7.2.

7.6 Permanent Duty Travel

Permanent Duty Travel (PDT) is not currently available in DTS.

7.7 Extended TDY (180 or More Consecutive Days)

Prior to approving an authorization for extended TDY (180 or more consecutive days at the same location), the AO must ensure that there is written approval by the appropriate command level. The approval documentation shall be maintained on file within the AO's organization, or can be attached to the authorization as substantiating documents.

- *Local procedures should be established for travel of 180 days or more.*

7.8 Personal Leave with Official Travel

Personal Leave with Official Travel (PLOT) is leave taken while at an official TDY location; all travel is restricted to locations contained in the official itinerary. The following applies to PLOT:

- Travel dates may vary due to leave.
- DTS is used for reservations and General Services Administration (GSA) Airline City Pair fares are authorized because all travel locations are official.
- The authorization must include all dates of travel (official and personal) away from the permanent duty station (PDS).
- Personal travel dates must be annotated as leave in DTS on the **Per Diem Entitlements** screen to ensure that per diem allowances are not paid for the non-official dates.
- DTS adjusts per diem entitlements when a traveler enters leave dates in the authorization.

- Any personal/non-official expenses cannot be charged to the GTCC.

DFAS certification of DTS for PLOT includes all PLOT except for travel by privately owned conveyance in excess of 400 miles.

- *Official leave documentation must be processed outside of DTS. Local procedures determine when official leave is chargeable.*

Refer to Section 7.9 for travel arrangements to leisure locations in conjunction with official travel.

7.9 Leisure in Conjunction With Official Travel

Leisure in Conjunction With Official Travel (LICWO) is a type of PLOT, but includes personal travel to non-official locations. The below items apply to LICWO:

- The LICWO request must be initiated through CTO assistance in DTS or by contacting the CTO directly.
- GSA City Pair fares are not authorized to locations that are not part of the official itinerary.
- The CTO may make official TDY and LICWO travel arrangements and compares the costs of the combined LICWO trip with the Government's cost for official TDY travel only. Any additional unofficial expenses are the traveler's responsibility and are not entered into DTS.
- Any personal/non-official expenses cannot be charged to the GTCC.
- *Local business rules should be established detailing the LICWO process to include organization-specific forms or approvals.*

7.10 Constructed Travel

This functionality enables the traveler to include in the authorization a comparison of the cost of travel by a preferred transportation mode (e.g., a privately owned car) and the cost of commercial air travel (the standard mode of TDY travel). The AO reviews the cost-comparison and approves the document in one of the following ways:

- Approves the traveler's preferred transportation mode with full reimbursement
- Limits the reimbursement to what it would have cost to travel by the standard or directed mode
- *Local business rules should be established for the constructed travel process.*

7.11 NATO Orders and Foreign Clearance Guide Requirements

Authorizations for travel requiring a foreign clearance and/or North Atlantic Treaty Organization (NATO) orders can be processed in DTS; however, DTS neither provides automated foreign clearances nor produces NATO-formatted travel orders.

- *Organizations must comply with foreign clearance requirements and/or NATO travel order procedures in accordance with [DoD Foreign Clearance Guide](#), and any additional local business rules or regulations.*

7.12 Conditional Routing

DTS provides several types of conditional routing where the travel document can be automatically routed to an additional or alternate individual, based on the conditions of the travel. This conditional routing may be useful for country and/or theatre clearances, use of CBA for payments, medical travel, antiterrorism training, and other local processes.

- *Organization requirements pertaining to OCONUS travel should be included in local procedures, in coordination with higher headquarters.*

7.13 Blanket Travel Orders

Blanket travel orders are not available in DTS. Refer to Chapter 3, Section 3.9.

7.14 Local Travel In and Around the PDS

DTS has a local voucher process for reimbursement of local travel expenses. The service or agency must determine a local area, or when several DoD components are present, the senior commander establishes the local area for all DoD personnel. When setting up the local commuting area, an arbitrary distance radius must not be established. See *JTR*, Chapter 2, Part L, 2800 for additional information.

- *Local business rules should be established detailing the local voucher limits.*

Chapter 8: DTS Import/Export Feature

The DTS Import/Export feature allows partner systems to transmit authorizations for official travel and traveler data into DTS so that certain automated DTS functions may be used in the document process.

- *DTS notifies the traveler via email, and the traveler completes the authorization and makes travel arrangements in accordance with service-specific procedures.*

Chapter 9: Travel Reservations

9.1 Commercial Travel Office

A Commercial Travel Office (CTO) is a commercial entity that provides a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

- *Insert local CTO information.*

9.2 Bus Travel

The DTS Travel module does not currently include bus travel. The below options are available to claim a bus transportation expense.

- Bus travel that is paid via a GTCC can be entered into DTS on the **Other Transportation** screen.
- Bus travel paid by a personal charge card or cash must be entered on the **Non-Mileage Expenses** screen and **Tickets-Personally Procure** must be selected.
- Bus travel charged to a CBA must be charged to a manually reconciled account (traditional CBA).

- *Travelers should follow the local procedures for reserving and paying for bus travel.*

9.3 Rail Travel

Amtrak schedules are not live. The schedules display in a static format in the DTS Travel module. The below booking options are available:

- A traveler using a GTCC may select the desired train or include a comment to the CTO on the **Rail** screen of the DTS Travel module to communicate the request to the CTO. The CTO will make rail reservations and include the confirmation and cost in the trip request.
- A traveler using a GTCC (either IBA or CBA), but purchasing a ticket directly from the rail carrier should enter the ticket information on the **Other Transportation** screen.
- A traveler using a personal credit card or other form of payment must enter the information on the **Non-Mileage Expenses** screen and select **Tickets-Personally Procure**.

- *Contact the CTO for local ticketing procedures.*

9.4 Car Rental

DTS displays available vehicles from car rental companies that participate in the DTMO-negotiated Government agreements. When completing the voucher, DTS users must ensure that the actual car rental cost is updated on the **Preview Trip** screen. Rental cars may be entered on the **Non-Mileage Expenses** screen by selecting **Commercial Auto**, only if the reservation was made outside of DTS.

9.5 Foreign Flag Carriers

Available U.S.– certified air carriers shall be used for all commercial air transportation of persons and property when air travel is funded by the U.S. Government. See 49 U.S.C. §40118, commonly referred to as the “Fly America Act”. Approval can be attached in DTS as substantiating documentation.

9.6 Use of Low-Cost Non-GDS Airlines

Some airlines do not fully participate in the travel industry Global Distribution System (GDS) used by the supporting CTO. For those carriers, static flight data instead of live availability may be shown in DTS.

- *Local business rules must be consulted to determine travel processing.*

9.7 Lodging

All travelers TDY to a designated DoD Integrated Lodging Program location are required to use certain lodging types. Travelers who do not use the lodging types the JTR requires must select a Reason Code.

If a traveler is going on a long term TDY, a flat rate per diem applies to the lodging portion of the authorization. The applicable flat rate is a percentage of the usual TDY locality rate. In these TDY occurrences, travelers do not need to provide lodging receipts.

- *Arrangements for military lodging must be coordinated outside of DTS in accordance with local business rules and CTO contract requirements.*

If required DoD lodging is not available in DTS, travelers must make their lodging reservations directly with the lodging facility instead of the CTO. In all other cases, the traveler must use DTS or the CTO to make their lodging reservations. In all cases, the traveler must update their lodging cost on the **Per Diem Entitlements** screen.

9.8 Other Than Economy/Coach-Class Travel Accommodations (First and Business Class)

Approval of business or first class travel is managed outside of DTS. A copy of the approval must be attached to the DTS document before the AO approves it. See the *JTR*, Appendix H when requesting approval of Premium Class accommodations.

- *AOs must be familiar with service/agency procedures for approving other than economy-/coach-class travel, and must obtain approval before authorizing the accommodations.*

The approving entities for other than economy/coach-class travel are listed in Table 9-1 (See DoD 4500,9-R, Part 1).

Table 9-1: Approving Entities for Other than Economy/Coach Travel

APPROVING ENTITIES FOR OTHER THAN ECONOMY/COACH CLASS TRAVEL		
Entity	First Class	Business Class
Office of the Secretary of Defense and Defense Agencies	Director, Administration and Management with no further delegation	Same, except may be delegated to no lower than three star or civilian equivalent level.
Joint Staff and Combatant Commands	Director, Joint Staff or as delegated. Re-delegation may be no lower than a three-star major commander	Same, except may be delegated to no lower than a two star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice/Deputy Chiefs, and four star Major Commanders or three star Vice/Deputy Commanders	Same, except may be delegated to two star or civilian equivalent level, no further delegation.

9.9 Ticketing

Ticketing is normally completed three business days before scheduled departure. When the CTO issues the ticket, an email is sent to the traveler with reservation and cost information. If an electronic ticket is available, but the traveler requests a paper ticket, the additional cost is not reimbursable.

- *Local business rules regulate exceptions to the three-business day ticketing rule.*
- *When the traveler requires or requests a paper ticket, local business rules apply, including delivery procedures and contracts.*
- *See Section 9.11 for Auto Cancellation procedures*

Airport security procedures require airline tickets to be issued in the same name that appears on the traveler's photo identification issued by a local, state or Federal Government agency (e.g., driver's license, passport, or military ID).

Before departure, travelers should ensure that the name on the identification they intend to use at the airport matches the name on the reservation/ticket. Misspelled names may result in the carrier reissuing the airline ticket at the check-in counter prior to flight boarding, causing delays or denied boarding. For an international flight, the traveler must present a valid passport, visa, and all required documentation. Incomplete or unacceptable documentation may result in denied boarding.

9.10 Ticketing at the Beginning of a New Fiscal Year

The AO may approve a DTS authorization for travel in the next fiscal year when the next fiscal year's LOAs and budget targets have been loaded into DTS. When a document is stamped **APPROVED**, DTS releases the tickets are waiting (TAW) date, and notifies the CTO of the approval. DTS holds the next fiscal year financial until the accounting system release date.

- *Local business rules must be established for ticketing of travel at the beginning of a new fiscal year.*

- *The use of the “Fiscal Year Funds” Other Authorization should be considered.*

9.11 Auto Cancellation

Any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This policy was instituted by the airlines under the GSA City Pair Program contract. This policy applies to all City Pair and non-contract government flights that are either booked through DTS or through a CTO.

Under this policy, if an AO does not approve an authorization within 72 hours of departure, the airline reservation will be cancelled and the traveler will arrive at the airport without a ticket or a reservation in the airline’s system.

Those travelers making travel plans within 72 hours of departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time to avoid cancellation. If airline reservations are cancelled, a traveler will be notified via email or phone by their CTO.

Arriving at the airport without a ticket can impact mission, travel funds, and put unnecessary stress on the traveler. If this occurs, travelers are not advised to rebook at the airline counter. Often, counter agents are not familiar with GSA’s City Pair Program and may book the traveler on a full priced fare at a much higher cost. To rebook a flight, travelers should follow their normal ticketing process. Travelers should take their travel itinerary with them to the airport. If the reservation has been cancelled, the itinerary will provide contact information for the CTO, as well as, reservation details to help the traveler rebook.

In the current fiscal environment where it is necessary to be conservative with travel budgets, monitoring the status of travel documents and ensuring travel authorizations are approved, is the best way to avoid unnecessary costs and stress associated with rebooking travel.

Tips for Travelers:

- Monitor the status of your travel authorization. If your trip is approaching and your authorization has not been approved, contact your AO immediately. If your AO is unavailable, contact your Defense Travel Administrator (DTA).
- Ensure your DTS profile is current. Often, travelers forget to update their profile with the Government Travel Charge Card expiration date if they receive a new card. Without a current card in your profile, a reservation cannot be purchased.
- Take your travel itinerary with you to the airport. If your reservation has been cancelled, the itinerary will provide contact information for your CTO as well as reservation details to help you rebook.

Tips for Authorizing Officials (AO):

- Monitor documents awaiting your approval.
- Ensure a back-up AO is designated if you will be on leave or deployed.

Tips for Defense Travel Administrators (DTA):

- Run the Pending Airline Cancellation report to identify those authorizations at risk for cancellation.
- Run Traveler Status Reports to notify Agency Program Coordinators which travelers are scheduled for travel to ensure their Government Travel Charge Cards are activated.

Tips for Agency Program Coordinators (APC):

- Review the Accounts Information reports and advise DTAs regarding invalid and expired GTCCs.
- Review the Approved Status reports and assist with activating GTCCs for travelers with upcoming trips.

9.12 Reservations for Travelers Without an Individual Billed GTCC

A traveler without an IBA may charge air or rail tickets to the organization's CBA, or may enter personal credit card information in the DTS authorization to guarantee the rental car and lodging arrangements based on local policies. A traveler without a personal credit card should contact lodging and car rental vendors directly to make arrangements.

9.13 CTO Transaction Fees

CTO transaction fees are billed in accordance with the supporting contract task order as either a point of sale (POS) fee or a management fee. The transaction fee applies when the CTO fulfills the request, and is typically billed at the time of ticketing or when lodging or car rental charges are confirmed by the CTO without air reservations.

When making travel reservations in the DTS Travel module, users should not include the CTO fee as a separate expense. If the POS CTO transaction fee is applicable, it is automatically included as a separate transaction when the CTO returns the ticketing information to DTS. If the arrangements are made outside of DTS and a CTO fee is charged, the traveler must enter the fee on the **Other Transportation** screen.

- *When CTO transaction fee is a management fee funded at the service, agency, or Major Command level, the CTO fee is not returned to DTS. It is billed directly to the service, agency, or Major Command in accordance with established rules or CTO contracts.*

9.14 Cancellation Fees and Penalties

Before applying the **CANCELLED** stamp, the AO must verify with the traveler that no expenses are associated with the trip. See the *DTS Document Processing Manual*, Chapter 10.

9.15 Unused or Partially Used Tickets

The traveler must report unused or partially used tickets to the CTO to request a refund. Unused paper tickets from a local CTO must be returned to that CTO for refund. Since unused tickets are refunded outside of DTS, the traveler must update the voucher to remove the costs of the associated tickets.

The CTO shall immediately process refunds for paper tickets upon receipt. E-ticket refunds shall be processed upon notification of non-use. The CTO shall assist the Government in research of unused tickets. Additionally, the request for refunds shall be provided to the Government Transportation Office via paper or electronic means.

- *In accordance with local procedures for paper tickets, the TO or CTO, must prepare DD Form 730 and provide a copy to the traveler as receipt for the unused returned ticket.*

9.16 CTO Procedures During National Emergencies

At all times during national emergencies, the CTO shall ensure that high quality customer service is maintained. Operating hours may be modified as agreed to by the Contracting Officer Representative in support of the national emergency.

9.17 En Route Traveler Assistance

Travelers requiring invoice changes while en route should contact the CTO via the telephone number listed on the CTO-provided invoice. Upon return, travelers must update the voucher to reflect changes.

- *Local CTO information should be listed here.*

9.18 DTS-Tailored Organizations (CTO)

If the CTO interface is not used, travelers will not be able to request travel reservations through the DTS Travel module. Travelers must make arrangements offline with the CTO and enter the information into DTS. Organizations that are tailored for CTO cannot use the DTS CBA module to reconcile the CBA(s).

9.19 Changing CTO Organization Information in the DTA Maintenance Tool

The pseudo city code (PCC), Global Distribution System (GDS), and company profile information are commercial tools and are the property of the CTO servicing each site. The PCC and company profile attached to each organization direct how DTS communicates with the CTO. If a change is necessary to the PCC and/or company profile, it must first be approved by DTMO, Commercial Travel Division.

Chapter 10: Miscellaneous

10.1 Frequent Traveler Benefits

DTS allows travelers to include frequent traveler numbers for airlines and rental cars in their profile to accrue the loyalty program benefits resulting from their official Government travel.

Travelers can register for the U.S. Government frequent renter program. By registering and using a U.S. Government frequent renter number, Government travelers will be assured of receiving the benefits of the U.S. Government Rental Car program, and may be able to by-pass the check-in counter, saving time and frustration.

10.2 Labor Relations Representatives

Labor decisions must be coordinated with the local labor relations representatives.

- *Coordinate with the service or agency employment relations specialist to determine the appropriate steps to satisfy local bargaining agreements.*

10.3 Baggage Fees

Additional fees are often charged by air or rail carriers for checked baggage. Such fees should be included on the voucher as reimbursable non-mileage expense. The traveler must pay baggage fees directly to the carrier at the time of check-in. Travelers with a individually billed GTCC must use their GTCC as form of payment for fees. Travelers without a GTCC are authorized to use alternate forms of payment. i.e., a personal credit or debit card.

- *Travelers should refer to local business rules for additional guidance.*

Chapter 11: DTS Support and Assistance

The DTS assistance program is designed to resolve problems at the lowest level, as outlined below.

11.1 User Community

DTS users and travelers can access online training, manuals, and information from the DTMO Passport portal. Users and travelers may register at:

<https://www.defensetravel.DoD.mil/passport>.

11.2 Local Assistance

The site Lead Defense Travel Administrator (LDTA) is typically responsible for local-level support and establishing a local DTS Help Desk.

- *The local site should establish a DTS training and communication plan.*

11.3 Travel Assistance Center

The DTMO Travel Assistance Center (TAC) provides assistance by phone or online 24 hours a day, 7 days a week including Federal holidays. Any DoD Service member or employee may contact the TAC for assistance with DTS or any DoD travel-related question.

TAC contact information is listed below:

- Phone: 1-888-Help1Go (888-435-7146)
- DSN line (if calling from overseas): 1-888-Help1Go
- TraX (to submit a Help Desk ticket): <http://www.defensetravel.dod.mil/Passport>.