Authorizations in DTS

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only
Agenda

• Authorization Process Flow
• Hands-on Activity: Building an Authorization in EWTS
DTS Authorization Process

1. Traveler/Clerk/NDEA inputs authorization in DTS
2. Interface with CTO for transportation, lodging and rental car
3. AO stamps doc APPROVED using digital signature
4. Traveler receives completed authorization; can print if necessary
5. ATM advance if required; ticketing
6. TDY
Resources

DTMO Website
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

Travel Explorer (TraX)
- Distance Learning Course T-101: Authorization
- Quick Reference Guide: Creating an Authorization

Travel Assistance Center (TAC)
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX
Backup screenshots

AUTHORIZATION

DEMONSTRATION
Welcome Screen

Welcome ERIC WASHINGTON1
Organization: TDILTAA
Org Access:
Group Access:
Permission:

My Signed Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Current Status</th>
<th>Departure Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

No documents found.

Message Center

Please check here for messages.
Official Travel
Authorizations/Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

- Create New Authorization/Order
- Create Trip Template

Existing Authorizations/Orders

<table>
<thead>
<tr>
<th>Sort by Document Name</th>
<th>Sorted by Departure Date</th>
<th>Sort by Status</th>
<th>Sort by TA Number</th>
<th>View/Edit</th>
<th>Print</th>
<th>Remove / Trip Cancel</th>
<th>Amend</th>
</tr>
</thead>
</table>
Profile Validation

Profile Information must be updated before creating documents for the first time. Please ensure your EFT information is accurate. Inaccurate EFT information may cause delays in payment of travel vouchers. Please contact your DTA for assistance or complete the information below.

Please Note: A Red Star (*) indicates a required field.

Last Name: WASHINGTON
First Name: ERIC
Middle Initial: 
SSN: XXXXX9882
Gender: M

Mailing

*Address Line 1: 123 ANY ST
Address Line 2: 
*City: ARLINGTON
*State / Country: VA
Zip Code: 22204

Message from webpage

Please review and confirm profile information before creating a document for the first time. Contact your DTA to update read-only information.

OK
Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

**A I am leaving from** - (Select from list or enter below):

*Starting Point:*

*Departing On:*

*Trip Purpose:*

**B I will be traveling to my TDY location by** - (Select from the list below)

Commercial

Air

Rail

Rental Car

Other

Time:

(Clam private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)
Trip Overview Section A

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star ( * ) indicates a field is required.

**I am leaving from** - (Select from list or enter below):

- *Starting Point: **RES: ARLINGTON**
- *Departing On: **02/14/2011**
- *Trip Type: **AA ROUTINE TDY/TAD**
- *Trip Purpose: **CONFERENCE ATTENDANCE**

**Trip Description:**
Attending National Travel Forum
Trip Overview Section B

- I will be traveling to my TDY location by - (Select from the list below)

  Commercial Air

  Rail

  Rental Car

  Other

  Time: 09:00 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)
Trip Overview Section C

My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On: 
(mm/dd/yyyy)

*Departing On: 
(mm/dd/yyyy)

Location Tools:
Search By:
- Location
- State/Country - Location
- Zip Code
- County Lookup
Location Search

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Search Location

If the desired location is not listed, please use one of the search tools below by selecting the link.

Location Tools:

Search by:

- State/Country - Location
- Zip Code
- County Lookup
Location Search

**Search Location**

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

**Search Terms (TDY/TAD Location)**

<table>
<thead>
<tr>
<th>Location</th>
<th>Search Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>las vegas</td>
<td></td>
</tr>
</tbody>
</table>

**Search Results:**

"las vegas" produced 2 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

**TDY Location(s):**

<table>
<thead>
<tr>
<th>Select</th>
<th>Location</th>
<th>County</th>
<th>State/ Country</th>
<th>Conus/ Oconus</th>
<th>DOD Base/ Installation</th>
<th>Seasonal Dates</th>
<th>Lodge Rate</th>
<th>Meal Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAS VEGAS</td>
<td>SAN MIGUEL COUNTY</td>
<td>NM</td>
<td>C</td>
<td></td>
<td>01/01-12/31</td>
<td>77.00</td>
<td>46.00</td>
</tr>
<tr>
<td></td>
<td>LAS VEGAS</td>
<td>CLARK COUNTY</td>
<td>NV</td>
<td>C</td>
<td></td>
<td>01/01-12/31</td>
<td>93.00</td>
<td>71.00</td>
</tr>
</tbody>
</table>

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)
Section C, D, E
Trip Overview A, B

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

**A** I am leaving from - (Select from list or enter below):

- **Starting Point:** RES: ARLINGTON
- **Departing On:** 02/14/2011
- **Trip Type:** AA-ROUTINE TDY/TAD
- **Trip Purpose:** CONFERENCE ATTENDANCE

**Trip Description:**
Attending National Travel Forum

**B** My TDY location is - (Where I will be working):

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<th>Edit</th>
<th>Delete</th>
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<tbody>
<tr>
<td>LAS VEGAS, NV</td>
<td>02/14/11</td>
<td>02/18/11</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>
Trip Overview C, D, E

C. I am returning to: (Select from list or enter below):
   - Ending Point: RES: ARLINGTON, VA
   - Arriving On: 02/18/2011

D. I will be returning from my TDY by - (Select from the list below):
   - Commercial Air
   - Rail
   - Rental Car
   - Other
   - Time: 08:30 AM

E. Check this box if you have other ticketed transportation not listed above: [ ]
Air Travel

Please select flights for LAS - Las Vegas McCarran International Apt to DCA - Washington Ronald Reagan National Apt departing on 02/18/2011

RESERVATIONS SUMMARY:
AIR: $260.40
DCA to LAS: 02/14/11 09:40 AM Arrives: 01:49 PM

Sort by: Departure Time, Arrival Time, Elapsed Time, Price, Default

$260.40 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: TCA DCA
Equipment 320
Fri 18-Feb-11 Flying Time: 4h 42min Lay-over Time: 53min

Equipment 319
Fri 18-Feb-11 Flying Time: 55min

US Airways 438
09:05 AM Depart LAS - Las Vegas McCarran International Apt
04:47 PM Arrive PHL - Philadelphia International Apt

US Airways 1775
05:40 PM Depart PHL - Philadelphia International Apt
06:35 PM Arrive DCA - Washington Ronald Reagan National Apt

Seat Selection

If a specific seat cannot be selected, please choose which type of seat you prefer:

Seat Selection: Window  Seat Number:  

Advance seat selections are not guaranteed and are subject to change by the airline(s).
Secure Flight Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. Section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Names: WASHINGTON

* First Name: ERIC

Middle Names: 

* DOB: (MM/DD/YYYY): 11/18/1980

* Gender: M F

Redress Number: 

Known Traveler Number: 

[Save changes to permanent traveler information]

[Save TSA Information]
Return Flight

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
  LAS - Las Vegas McCarran Int

* Arrival Airport (or city, state):
  DCA - Washington Ronald Reag

* Arrival or Departure:
  Departure

02/18/2011
08:30 AM

Show Alternate Airports: 

Search

Air Travel

Please select flights for LAS - Las Vegas McCarran International Apt to DCA - Washington Ronald Reagan National Apt departing on 02/18/2011

RESERVATIONS SUMMARY:

AIR: $260.40

DCA to LAS: 02/14/11 09:40 AM Arrives: 01:49 PM

Sort By: * Departure Time  ○ Arrival Time  ○ Elapsed Time  ○ Price  ○ Default

$260.40 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: TC/DCA

Fare Rules

View Available Seats

Select Flight

<table>
<thead>
<tr>
<th>Airline</th>
<th>Flight Details</th>
<th>Departure Time</th>
<th>Arrival Time</th>
<th>Elapsed Time</th>
<th>Flying Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Airways 438</td>
<td>09:05 AM Depart LAS - Las Vegas McCarran International Apt</td>
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<td>4h 42min Lay-over Time: 53min</td>
<td></td>
<td></td>
</tr>
<tr>
<td>US Airways 1775</td>
<td>03:40 PM Depart PHL - Philadelphia International Apt</td>
<td>Fri 18-Feb-11</td>
<td>53min</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Rental Car
Lodging

Select Lodging for LAS VEGAS
from 02/14/2011 through 02/18/2011

RESERVATIONS SUMMARY:

AIR: $520.80
DCA to LAS: 02/14/11 07:40 AM Arrival: 12:00 AM
LAS to DCA: 02/18/11 08:25 AM Arrival: 09:35 AM

RENTAL CAR: $145.62
FDX Bag LAS - Las Vegas McCarran International Airport, NV (United States) Pickup: 02/14/11
Drop-off: 02/18/11
LODGING: $0.00

Lodging Per Diem Rate Allowed is $53.00 in LAS VEGAS, NV

$24.00 - $37.00 Rate Range
Stratosphere Hotel & Casino
2000 South Las Vegas Blvd
Las Vegas, NV, 89104-2997
Phone: 702/380-7777
FEMA Approved
Approx. Distance: 5 Miles

$40.00 - $40.00 Rate Range
California Hotel & Casino
PO Box 630
Las Vegas, NV, 89125-0630
Phone: 702/385-1322
FEMA Approved
Approx. Distance: 6 Miles
Select Room
Final Trip Itinerary

Traveler Name: ERIC WASHINGTON

**Travel / TDY Information:**
- Trip Type: AA-Routine TDY/TAD
- Trip Purpose: CONFERENCE ATTENDANCE
- Trip Description: Attending travel seminar

**Location:**
- Leave From: LAS VEGAS, NV
- Arrive: 14-Feb-11
- Leave: 18-Feb-11

**14-Feb-11**

**Air:**

**US Airways - Flight: 2586**
- Arrive: Mon 14-Feb-11
- Elapsed Travel Time: 50 min
- Seat: 17F
- Air Confirmation: 123456

**US Airways - Flight: 1797**
- Depart: 11:20 AM PHL-Philadelphia International Ap
- Arrive: Mon 14-Feb-11
- Elapsed Travel Time: 5 hr 29 min
- Seat: 17F
- Air Confirmation: 123456
Must Sign in 24 Hours

DTS Document Name EWLASVEGASNV021411_A02
DTS / CTO Confirmation: 02 JTMP

Message from webpage

Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.
Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTD Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IGTCC).

Leave: 14 Feb 11  Return: 18 Feb 11

Non-Mileage Expense #1

* Select Expense Type: Gasoline-Rental/Govt. Car
- OR - Gasoline-Rental/Govt. Car

* Cost: $50.00
  view expense details/currency calculator

* Date: 02/18/2011 (mm/dd/yyyy)

* Method of Reimbursement: GOYCC-Individual

Non-Mileage Expense #2

* Select Expense Type: Hotel Room Tax
- OR - Hotel Room Tax

* Cost: $75.00
  view expense details/currency calculator

* Date: 02/18/2011 (mm/dd/yyyy)

* Method of Reimbursement: GOYCC-Individual
Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 14-Feb-11  Return: 18-Feb-11

Mileage Expense #1

* Expense Type: 
  - POC Use-Dedicated Gov Veh
  - POC Use-Gov Vehicle Avail
  - Private Plane
  - Pvt. Auto-In/Around
  - Pvt. Auto-TDY/TAD

  * Date: 02/18/2011
  * Method of Reimbursement: --Please Select--
  * Miles [ ] x Rate = Cost $

Mileage Expense #2

* Expense Type: 
  - Pvt. Auto-Terminal

  * Date: 02/18/2011
  * Method of Reimbursement: --Please Select--
  * Miles [ ] x Rate = Cost $
Per-Diem

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Edit</th>
<th>Reset</th>
<th>Ldg Cost</th>
<th>Ldg Allowed</th>
<th>M&amp;IE Allowed</th>
<th>Per Diem Rate</th>
<th>Code</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Qtrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/14/11</td>
<td>LAS VEGAS,NV</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$55.00</td>
<td>$55.00 GOVCC-Individual</td>
<td>$53.25 Personal</td>
<td>93 / 71</td>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
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</table>
Actual Lodging

Per Diem Entitlement Detail

Location: LAS VEGAS, NV
Values Apply From Date: 02/16/2011
Values Apply Through: 02/16/2011

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 93 / 71
Lodging: $130.00
M & IE: $71.00

GSA State Tax Exemption Listing

> view expense details / currency calculator

> view expense details / currency calculator
Actual Lodging

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS Incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- **No Other Per Diem Entitlements**
- **Leave**
  - Check here if you are taking leave for the above date or date range.
- **Sick Leave - No Per Diem**
  - Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- **Sick Leave - Per Diem**
  - Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- **Duty Day(s)(No Per Diem)**
  - Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- **Non-Duty Day(s)**
  - Check here if you need to use Non-Duty Day for the above date or date range.
- **Authorized Delay**
  - Check here if you need to use Authorized Delay for the above date or date range.
- **Actual Lodging**
  - Check here if you need to use Actual Lodging for the above date or date range.
  - Actual Lodging costs limited to: $421
- **OCONUS Incidental Amount**
  - (Used to reduce the daily incidental rate to the minimum.)
  - Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidents.
- **In Place**
  - (Used to increase the M&IE amount to 100% on first or last day of travel)
  - Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

[Cancel These Entitlement Changes and Return] [Save These Entitlements]
**Actual Lodging**

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

### GSA State Tax Exemption Listing

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Edit</th>
<th>Reset</th>
<th>Lodg Cost</th>
<th>Lodg Allowed</th>
<th>M&amp;IE Allowed</th>
<th>Per Diem Rate</th>
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[For Official Use Only]

Defense Travel Management Office
Leave

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave
Check here if you are taking leave for the above date or date range.

Leave Type:
- Annual
- Other

Number Of Hours: 8.0
Meal Provided

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- Full Rate
- Elected
- Available
- Provided
- Occasional
- Special Rate

Cost: $0.00

Select:
- Breakfast
- Lunch
- Dinner
Meal and Leave

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

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Accounting

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 14-Feb-11
End Date: 18-Feb-11
Accounting Label: Select
From TDILTAA
Shared LOA: Select to Add...
Cross Org LOA: No Other Accounts Available

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA’s assigned have costs allocated to it.
Profile

My Profile

- Last Name: WASHINGTON1
- First Name: ERIC
- MI: 
- Gender: ♂ M ○ F
- SSN: XXXXXXX9882

Mailing
- Address Line 1: 123 ANY ST
- Address Line 2: 
- City: ARLINGTON
- State: VA [Lookup]
- Zip Code: 22204
Scheduled Partial Payments

Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click "Schedule Partial Payments".

Scheduled partial payments are partial reimbursement payments that can be scheduled in advance for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.
Advances

Non-ATM Advances. Select the accounting Labels(s) that are associated to the Non-ATM Advance(s) for this trip.

Start Date: 14-Feb-11
End Date: 18-Feb-11

A non-ATM advance may not be requested on this travel document. The settings in the traveler's profile in this document contains settings indicating possession of a Government charge card and a non-exempt status. This, in combination with settings attached to the line(s) of accounting, prohibits the request of non-ATM advances. If you need assistance, contact your Authorizing Official or Defense Travel Administration.

Shared LOA: - No Other Accounts Available -
Cross Org LOA: - No Other Accounts Available -

Selected Non-ATM Accounting Label

Accounting Label | View Acctg Code | View/Edit | Remove
Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum.

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or
Other Auths

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> Add Additional Authorizations For This Trip

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<td>2 MEALS PROVIDED</td>
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Save and Proceed to Pre-Audits
Pre-Audit Trip

Help for this screen

Below are any items that were “flagged” for this trip. You must provide comments in the Justification to Approving Official text field for flagged items. When you are finished, or if there are no flagged items, click “Proceed To Digital Signature.”

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum.

Constructed Travel Worksheet

3 Items have been Flagged in this Travel Document

1. Reason Flagged
   • ACTUALS EXPENSE

   Item Description
   • ACTUAL EXPENSE ALLOWANCE REQUESTED.

   Justification to Approving Official

   Preview
   Justification to Approving Official

2. Reason Flagged
   • LEAVE UNAPPROVED DATE

   Item Description
   • LEAVE NOT AUTHORIZED ON 02/17/2011

   Justification to Approving Official

The following are provided for advisory purposes only

3.
Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

- Submit this document as: SIGNED
- Routing List: AA RL
- Additional Remarks:

```
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.
```

**Submit Completed Document**

**Pending Routing Actions**

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**Document History**

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