Agenda

• User Roles
• Functional Areas
• Permission Levels and Access
• Enterprise Web Training System
Traveler

- Uses DTS and Travels
- Creates Travel Documents
- Makes Travel Arrangements
- Submits/Signs Travel Documents
  - Authorization
  - Voucher
  - Local Voucher
Travel Clerk/Travel Preparer

- Uses DTS for administrative purposes only
- Creates travel authorization for traveler
- Signs travel authorization for traveler
- Creates voucher from authorization for traveler
- Contractors and some foreign nationals cannot travel using DTS
- Cannot sign vouchers for traveler
Non-DTS Entry Agents (NDEA)

- Creates and stamps authorization SIGNED for traveler
- Creates vouchers for traveler
- Applies T-ENTERED stamp rather than SIGNED
- Must be appointed in writing (DD 577)
- Electronically attaches signed DD 1351-2 to voucher
Authorizing Official (AO)

- Also known as “Approving Official”
- Directs/authorizes travel
- Obligates travel funds
- Certifies travel claims
- Approves trip arrangements/travel expenses
- Appointed in writing (DD 577)
- Only mandatory stamp, APPROVED
Other Routing Officials (RO)

- Reviews document for accuracy or local policy
- May be in routing list to apply line of accounting
- Services may use different stamps
  - Reviewed
  - Certified
  - Authorized
Lead Defense Travel Administrator (LDTA)

- Overall point of contact for setting up DTS
- Maintains
  - Organizations
  - Groups
  - Routing Lists
  - Personal Profiles
  - Lines of Accounting
  - Budgets
- Setting up/operating local Help Desk
- Must be appointed in writing (DD 577)
Organization DTA (ODTA)

- Works closely with the actual users and LDTA
- Works with local help desk
- Must be appointed in writing (DD 577)
Finance DTA (FDTA)

- Works closely with LDTA
- Creates, updates, deletes, and rolls over LOA(s)
- Facilitates X-Org funding and direct cite funding
- Maintains reject emails
- Must be appointed in writing (DD 577)
Budget DTA (BDTA)

- Responsible for maintaining DTS Budget
- Periodically reconciles DTS Budget Module with official accounting records
- Loads quarterly and annual budget targets
- Must be appointed in writing (DD 577)
Functional Areas
Functional Areas

Document Processing

• Authorizations
• Vouchers from Authorization
• Local Vouchers
• Group Authorizations
• Adjustments – changes to document before approval
• Amendments – changes to document after approval

Who would use this function?

Traveler / Travel Preparer / NDEA
Functional Areas

**Route and Review**

- Review
- Certify
- Authorize
- Approve
- Return

**Who would use this function?**

*Routing Officials*
Functional Areas

**Budget Module**
- View or Edit Budget
- Run Reports

Who would use this function?

*BDTA / AO*
Functional Areas

DTA Maintenance Tool

• Maintains organizations’ resources:
  – Organizations
  – Routing Lists
  – Groups
  – People Profiles
  – Lines of Accounting

Who would use this function?

LDTA / ODTA / FDTA
Functional Areas

Self Registration Admin Tool

- Allows DTA to accept or reject people profiles into Org

Who would use this function?

LDTA / ODTA
Functional Areas

Report Scheduler

- Status
- Routing
- Individual
- CTO/Travel Related
- MIS Reports

Who would use this function?

BDTA / LDTA / ODTA / FDTA / AO
Permission Levels and Accesses

Permission Levels

Access

Organization

Group

Read-Only

0-9
Permission Levels

- Defines who can perform specific tasks within DTS
- Controls accessibility of DTS modules and functions
- DTA assigns to each user
- Must have permission level to grant to another person
- Range from 0 to 9
- Are not inclusive
# Functions and Permission Levels

<table>
<thead>
<tr>
<th>Functions</th>
<th>Permission Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Sign Documents</td>
<td>0</td>
</tr>
<tr>
<td>Access DTA Maintenance Tool/View Budget</td>
<td>1</td>
</tr>
<tr>
<td>Access Route &amp; Review</td>
<td>2</td>
</tr>
<tr>
<td>Delegate Authority</td>
<td>2</td>
</tr>
<tr>
<td>Edit Budget and Traveler’s EFT data</td>
<td>3</td>
</tr>
<tr>
<td>Enter Manual Transactions in Budget</td>
<td>3</td>
</tr>
<tr>
<td>Reconcile Centrally Billed Account(s)*</td>
<td>4</td>
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</tbody>
</table>

*account activation required by CBA DTA
## Functions & Permission Levels (continued)

<table>
<thead>
<tr>
<th>Functions</th>
<th>Permission Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Organizations &amp; Routing Lists</td>
<td>5</td>
</tr>
<tr>
<td>Edit Groups &amp; People</td>
<td>5</td>
</tr>
<tr>
<td>Edit Lines of Accounting</td>
<td>6</td>
</tr>
<tr>
<td>Track Due US Vouchers</td>
<td>6</td>
</tr>
<tr>
<td>Reserved for PMO, DTMO, TAC and Service/Agency DTAs</td>
<td>7, 8, 9</td>
</tr>
</tbody>
</table>
Types of Access

• Organization Access
  – Maintain resources for organizations

• Group Access
  – View, create, and edit travel documents for others

• Read-Only Access
  – View but not edit documents
  – Used by auditors and Transportation Officers
Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

Notices

› What To Do If An Emergency Occurs While on TDY
› Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
› DTS Status Update - Software Update Scheduled for 2/24

Recent Updates

› OCONUS Travel Workarounds
› EWTS Status Update - Downtime scheduled for 2/25
› GSA Announces 2011 Privately Owned Vehicle Mileage Rates
Resources

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

www.defensetravel.dod.mil

Travel Explorer (TraX)
- DTA Manual: Chapter 7 – People
- Distance Learning Course: DTA Maintenance Tool – People

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)
- 1-888-Help1-Go (1-888-435-7146)
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX