Defense Travel Management Office

DTA Maintenance Tool – Routing Lists

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only
Agenda

• Routing List Overview
• Routing List Requirements
• Routing Stamps
• Conditional Routing
• Hands On Exercise
Routing Lists Overview

- Specifies order for electronic processing of documents
- Each organization must have at least one routing list
  - Can have multiple routing lists
- Labels cannot include ampersands “&” or commas “,”
- Permissions 1, 5 required to create or update routing list
- Empty when created
Minimum Routing List Requirements

• All *authorizations* must include the minimum stamps:
  
  – **CTO SUBMIT (Level 2)**- Routes document to Commercial Travel Office (CTO) when traveler has used Reservation Module
  
  – **CTO BOOKED (Level 3)**- CTO has performed quality checks
  
  – **APPROVED (Level 25)**- Final stamp which indicates obligation has been initiated and traveler is approved to travel

• All *vouchers* and *local vouchers* must include:
  
  – **APPROVED (Level 25)**- AO has accepted claim for reimbursement
Stamps to Initiate Routing

- **SIGNED**
  - Used by Traveler or Travel Clerk
  - Document stays in DTS Database for 15 months
  - Initiates electronic routing of document

- **T-ENTERED**
  - Used by Non-DTS Entry Agent (NDEA) on behalf of traveler
  - Only used for vouchers and local vouchers
Manual Routing Stamps

- **REVIEWED/AUTHORIZED**
  - Document has been examined for accuracy
  - Causes no action except for continued electronic routing

- **CERTIFIED**
  - Indicates availability of funds has been verified

- **APPROVED**
  - Used by AO
    - Required on all routing lists for all document types
    - Indicates document has been approved for final processing
    - TA Number assigned
    - Funds allocated in DTS Budget
    - Financial transactions sent DADS
    - Approval sent to ticketing queue of CTO
Manual Stamps not included in Routing List

• RETURNED*
  – Used by various ROs
  – Returns document to Traveler
  – Used when document needs travelers attention
  – Traveler must re-sign document to reinitiate routing process

• CANCELLED*
  – Used by various ROs
  – Terminates routing of document
  – De-obligates funds
  – Cancels reservations
  – Cancelled documents can only be viewed
  – Vouchers and local vouchers can not be cancelled

*Stamps should not be included in the routing list
System Generated Routing Stamps

- **CTO SUBMIT/CTO BOOKED**
  - Required for all authorizations with reservations
  - Mandatory for authorizations utilizing reservation module
  - Routing list levels must be consecutive (2 and 3)
  - Confirms held reservations
  - Quality check
  - Provides most accurate “should-cost” estimate
System Generated Stamps Not in Routing List

• CREATED*
  – Generated when document is first created
  – Indicates document has not yet been stamped SIGNED
  – Causes no action within DTS
  – Does not involve any processing of document

• POS ACK RECEIVED*
  – Acknowledgement of fund obligation from DADS

*Stamps should not be included in the routing list
System Generated Status Codes

- **AUDIT PASS/AUDIT FAIL***
  - Document has passed or failed Payment Module audit
  - If document fails audit, email sent to traveler

- **PAY LINK***
  - Document copied from DTS to Payment Module database

- **VOUCHER SUBMITTED***
  - Awaiting PAID stamp applied upon Payment of Voucher

*Stamps should not be included in the routing list*
System Generated Status Codes

• PAID*
  – Generates when payment remittance generated
  – Email sent to traveler

• REJECT*
  – Indicates obligation or payment has not been made
  – Sends Reject email to the DTA ID and traveler

*Stamps should not be included in the routing list
Routing List Components

• Document status
  – Stamp RO applies to document
  – Reviewed, approved, certified

• Signature name
  – Name of RO who applies stamp
  – DTS links RO by SSN and not DTS organization

• Level
  – Indicates sequence of routing
  – Do not need to be consecutive
### Sample Routing List

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Doc Status</th>
<th>Signature Name</th>
<th>Level</th>
<th>Process Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTH</td>
<td>CTO SUBMIT</td>
<td>CTO SUBMIT</td>
<td>2</td>
<td>BYPASS PNR</td>
</tr>
<tr>
<td>AUTH</td>
<td>CTO BOOKED</td>
<td>CTO BOOKED</td>
<td>3</td>
<td>BYPASS PNR</td>
</tr>
<tr>
<td>AUTH</td>
<td>REVIEWED</td>
<td>LEAH SMITH</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>AUTH</td>
<td>REVIEWED</td>
<td>BILL TREMPER</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>AUTH</td>
<td>APPROVED</td>
<td>ED CULLEN</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>AUTH</td>
<td>APPROVED</td>
<td>JANET JOSEPH</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>LVCH</td>
<td>REVIEWED</td>
<td>LEAH SMITH</td>
<td>10</td>
<td></td>
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</tbody>
</table>
Conditional Routing (Optional)

- Routing element skipped if condition does not exist
- Condition is defined using a Process Name
- Examples:
  - Foreign Travel
  - Travel Mode Route
  - Traveler Number
  - Bypass PNR
Conditional Routing — Foreign Travel

- Routes document to designated individual based on TDY location (OCONUS only)

**Foreign Travel Example:**

Katherine Young (RO) → YES → Crystal Burnley (AO) → NO

IF FOREIGN TRAVEL OCCURS
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<td>BYPASS PNR</td>
</tr>
<tr>
<td>AUTH</td>
<td>REVIEWED</td>
<td>KATHERINE YOUNG</td>
<td>10</td>
<td>FOREIGN TRAVEL</td>
</tr>
<tr>
<td>AUTH</td>
<td>REVIEWED</td>
<td>CHRIS SAMPSON</td>
<td>10</td>
<td>FOREIGN TRAVEL</td>
</tr>
<tr>
<td>AUTH</td>
<td>APPROVED</td>
<td>CRYSTAL BURNLEY</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>AUTH</td>
<td>APPROVED</td>
<td>MICHAEL HALL</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>LVCH</td>
<td>REVIEWED</td>
<td>MARTHA CLIFT</td>
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<td>LVCH</td>
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<td>JOANNA ALLEN</td>
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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)
• DTA Manual, Chapter 5: Routing Lists
• Training: DTA Maintenance Tool - Routing Lists

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