



DEFENSE TRAVEL SYSTEM

OVERVIEW

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations and reservations, receive approvals, generate travel vouchers, and receive a split disbursement between their bank account and the Government Travel Charge Card. The traveler can access DTS via a single web portal available 24 hours a day, seven days a week.

DTS BENEFITS THE DOD TRAVELER

- Available via a single web portal 24/7
- Reduced transaction costs
- Timely payment of travel claims
- Rapid creation of travel authorizations and vouchers
- Automated approval process
- Personalized online reservations and itinerary changes
- Detailed pre-travel entitlement
- Direct deposit and split disbursements

KEEPING YOUR DTS PROFILE UP TO DATE

It is very important that the information in your DTS profile is up-to-date. If it isn't, your travel itinerary may be sent to the wrong email address or your travel reimbursement could be affected. To review or update your profile, log in to DTS and go to Traveler Setup>Update Personal Profile. While it is recommended that you review all sections of your profile, pay particular attention to these fields:

- **Government Travel Charge Card expiration date and card number** – If you've recently received a new Government Travel Charge Card (GTCC), you must update the card number and/or expiration date in your profile (this is not done automatically)
- **Email address** – Without a current email address on file, you will not receive your trip details (confirmations) or updates on the status of your authorization/voucher
- **Banking information** – If you recently closed an account, your reimbursement will be delayed
- **Phone numbers** – In case there is a problem with your travel reservations, your CTO must have a good number to reach you
- **Billing address**
- **Emergency contact information**

DTS Resources

- **Training is available for all levels of DTS users. To view available training by Type, Role, Topic, or Series visit the Training section of the DTMO website at www.defensetravel.dod.mil/site/training.cfm**
- **DTS training courses, reference materials and frequently asked questions are available on Travel Explorer (TraX). To access TraX, you must register on through DTMO's web portal Passport, at www.defensetravel.dod.mil/passport**

*Information current as of 3/2016



DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

www.defensetravel.dod.mil