



Steps 1-3 change **all** duty conditions (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If duty conditions differ from day to day, change the dates individually.

- Repeat steps 1-3 until all allowances are correct.



If your TDY exceeds 30 days in one location, your per diem rate is usually 75% of the locality rate. If your TDY exceeds 180 days in one location, your per diem rate is usually 55% of the locality rate.

7 Lines of Accounting (LOAs)



Note: Your organization may not allow you to select LOAs. Follow your local business rules.

Select **Accounting** on the navigation bar, then:

- Select an **Accounting Label** for each LOA you need to use.
- If you added multiple LOAs, select a **How to Allocate** option, then select **Allocate Expenses**.
- Allocate the expenses among the LOAs, then select **Save Allocations**.

8 Additional Options



Select **Additional Options** on the navigation bar, then:

- Select **Profile** to view or edit personal profile data.
- Select **Partial Payments** to request monthly reimbursements. This option is available if your trip exceeds 45 days. Scheduling partial payments may help your Government Travel Charge Card (GTCC) account from becoming delinquent on long trips.
- If you don't have a GTCC or are exempt from using it, select **Advances** to request a travel advance that will be paid directly into your bank account.

9

Review/Sign



Select **Review/Sign** on the navigation bar, then:

- Enter comments (*optional*) and review all document contents. Use **Edit** links to make changes as needed.
- Select **Other Auths.** to see official comments that have been added to the authorization, add remarks as required, and add new official comments as necessary.

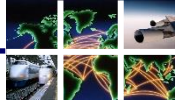
Note: You can use this screen to add the mandatory statement, "Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives."

- Select **Save and Proceed to Pre-Audit**.
- Enter a comment in each text field to provide a justification for all items DTS flagged as questionable. Also, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
- Select **Save and Proceed to Digital Signature**.
- Enter comments (*optional*), ensure the correct **Routing List** is selected, then select **Submit Completed Document**.
- Read and acknowledge all pop-ups.
- If prompted, enter your CAC **PIN**, then select **OK**.

You must sign the authorization within 24 hours of booking or all reservations will be cancelled.

Note: Refer to the [Adjusting/Amending an Itinerary and Reservations in an Authorization](#) trifold for help with date, per diem location, or reservation changes.

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.



Create an Authorization: Traveler Instructions

February 16, 2018

A DTS authorization is a travel document used to generate a cost estimate for official travel outside your local area and obtain approval for the trip. This trifold will help you, the traveler, create a typical, basic DTS authorization. If you need more detail, see [DTS Guide 2: Authorizations](#).

Log On to DTS

- Insert your CAC into the reader.
- Open the DTS Home page:
<http://www.defensetravel.osd.mil>.
- Select **Log In**.
- Read and **Accept** the DoD Privacy & Ethics Policy.
- Enter your CAC **PIN**, then select **OK**.
 - If the full DTS Welcome screen opens, proceed to **Create an Authorization**.
 - If the User Activation screen opens, enter your SSN in both fields, then select **Submit** and proceed to **Create an Authorization**.
 - If the DTS Welcome screen opens, but only displays an **Administrative** menu:
 - Select **Administrative**, then **Self Registration**.
 - Complete the **Basic** and **Additional Information** screens, then select **SAVE AND PROCEED**.
 - Select **Submit**. When you receive an email saying your self-registration was accepted, restart from Step 1.

Create an Authorization



- On the DTS Welcome screen, select **Official Travel**, then **Authorizations/Orders**.
- Select **Create New Authorization/Order**.
- Choose how you will create your itinerary: **Routine TDY** or **Special Circumstances Travel**. The My Itinerary or Trip Overview screen opens.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete. Please check revision currency prior to use.


Note: If this is the first time you've used DTS, it's been over 30 days since you last validated your profile, or your GTCC is nearing or past expiration, the Profile Validation screen opens first. Confirm or update all information, then select **Update Personal Information**.

1 Create Itinerary

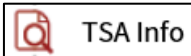
My Itinerary

Trip Overview

- Complete the fields to enter your:
 - Departure and arrival locations and dates.
 - Trip type, purpose, and description.
 - Transportation modes and departure times.
 - Conference information (if applicable).
- Save your itinerary.

 You must enter the correct TDY location to receive accurate per diem allowances. For example, if you are TDY to an installation (e.g., Ft. Lee, VA), do not enter a nearby city (e.g., Richmond, VA).

2 Enter TSA Information



If you need air reservations, before you start booking them, the TSA Information screen opens.

- Verify or correct your TSA Secure Flight Information, then select **Continue to Booking**.

3 Book Air Travel

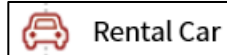


If your itinerary reflects a need for air reservations, the Flight screens display. If not, select **Add to Trip > Add new flight** on the Review Reservation Selections screen (see Section 2 **Enter TSA Information**).

- Available flights display in a list, but you can search for different flights. Select an available flight.
- Select a seat or seat type.
- Confirm the flight. Repeat steps 1-2 for all connecting flights.
- Repeat steps 1-3 for all remaining flights.

4

Book Rental Car

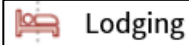


If your itinerary reflects a need for a rental car, the Rental Car screens display. If not, select **Add to Trip > Add new Rental car** on the Review Reservation Selections screen.

- Available cars display in a list, but you can search for different cars. Select an available car.
- Confirm your selection.

5

Book Lodging



The Lodging screens always display next. You can also select **Add to Trip > Add new lodging** on Review Reservation Selections screen.

- DTS displays the most appropriate lodging type for your trip, but you can display or search for different hotels. Select an available hotel.
- Select an available room.
- Confirm your selection.



If available, select **Get More Options** to see more hotel types. Selecting a lodging type that is not the recommended type *may* cause you to receive a reduced lodging reimbursement.



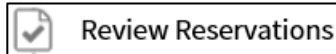
Choosing **Select Room** multiple times *may* result in multiple bookings that are not reflected on your itinerary. Carefully check the itineraries DTS and the TMC email to you.



If you cancel a lodging reservation, always check with the lodging provider to ensure they received the cancellation.

6

Review Your Reservations

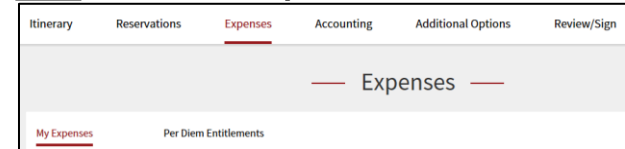


After you make all your reservations, the Review Reservation Selections screen displays. You can also get here by selecting the **Trip Summary** link on any **Reservations** module screen.


- Review and update all reservation information, then select **Continue to Expenses**.
- A pop-up message warns you that DTS will cancel your reservations in 24 hours if you haven't signed the authorization. Acknowledge the information.

7

Expenses



Select **Expenses** on the navigation bar to open the **My Expenses** screen, which displays all your projected expenses and mileage allowances.

- The **Transportation Expenses** section shows the estimated costs of the reservations you booked in DTS. You can't change them from here.
- The **Other Expenses** section displays the rest of your expenses and mileage allowances. To enter an expense or mileage allowance:
 - In the section header, select the  icon.
 - In the pop-up window, select an expense type, complete all fields, and select **Save**.
 - Repeat until you have entered all expenses and mileage allowances.



If you select **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD**, you must use the tools on the Select Location pop-up screen to calculate your official mileage; otherwise, use your vehicle's odometer.

- The **Substantiating Documents** section contains documents (e.g., special approvals or permissions) you electronically attached to the authorization. Add new documents by uploading them or dragging them from another location.
- The **Trip Workbook** contains images that contain multiple documents (e.g., receipts) and tools to crop and save each document in a separate image. Add images to the Workbook by uploading them, faxing them, or dragging them from another location. Drag an image onto an expense in the **Transportation Expenses** or **Other Expenses** sections to associate it with that expense.

Select **Per Diem Entitlements** at the top of the screen to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

- Select **Edit** next to the first date to change.
- Enter the last date to change in **Values Apply Through**.
- Make all necessary changes, then select **Save These Entitlements**.