CHAPTER 2: TEMPORARY DUTY (TDY) AUTHORIZATIONS

A Defense Travel System (DTS) temporary duty (TDY) authorization is partially built by using information stored in the system. Such information includes a traveler's personal profile, an organization's budget, and Department of Defense (DoD) travel regulations. An authorization also captures information regarding the traveler, TDY locations, should-cost estimates, and other financial aspects of the trip on one document. This includes any travel-related expenses that are incurred prior to the first day of travel. This streamlines the travel, approval, and reimbursement processes.

*Travelers in this chapter are referenced as "you".

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2.1 Log In to DTS

The first step in creating an authorization in DTS is to access the DTS Home page at www.defensetravel.osd.mil.

1. Select the green Login to DTS button located near the center of the DTS home page. The DoD Privacy and Ethics Policy statement displays.
2. Read the policy and select Accept.

The Digital Signature Login window appears.
3. Enter your CAC PIN in the PIN field.
4. Select OK.

The User Welcome screen opens (Figure 2-1).

![Figure 2-1: User Welcome Screen](image-url)
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2.2 Using the DTS Menu Bar

The blue menu bar on the User Welcome screen displays only the features that you have permissions to access. Table 2-1 describes the features that may display on the User Welcome screen, depending upon permission level(s) and access.

Table 2-1: User Welcome Screen Menu Bar

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<td>Vouchers</td>
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<td>Local Vouchers</td>
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<td>Group Authorization/Orders</td>
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<tr>
<td>Official Travel-Others</td>
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<td>Authorizations/Orders</td>
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<td>Group Authorizations/Orders</td>
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<td>Form Preferences</td>
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## Table 2-1: User Welcome Screen Menu Bar (continued)

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<th>MENU BAR ITEM</th>
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<th>DESCRIPTION</th>
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<tr>
<td></td>
<td>Available Routing Lists</td>
<td>Displays the routing lists that belong to your organization, and show the Routing Officials assigned to them.</td>
</tr>
<tr>
<td></td>
<td>Delegate Authority</td>
<td>Allows Routing Officials to give their signature authority to another Routing Official in their organization. In order to access this option, you must have permission level 2.</td>
</tr>
<tr>
<td></td>
<td>User Preferences</td>
<td>Allows the you to change the way the time stamps display in the document (e.g., 24-hour clock or 12-hour clock) and turn on or off receive email notifications.</td>
</tr>
<tr>
<td></td>
<td>Rate Lookup</td>
<td>Displays information about the rates used to calculate allowances in DTS.</td>
</tr>
<tr>
<td></td>
<td>Update Personal Profile</td>
<td>View and edit your personal profile. Changes do not apply to existing documents.</td>
</tr>
<tr>
<td></td>
<td>Reports</td>
<td>This drop down list will appear</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td>Shows the functional areas that are available based on your permission levels.</td>
</tr>
<tr>
<td></td>
<td>Partner System Setup</td>
<td>Maintains a partner system's data and interface with DTS. You must be a Partner System Administrator (PSA) to access this functionality. See DTA Manual, Appendix F for details about partner-system setup and roles.</td>
</tr>
<tr>
<td></td>
<td>Site Setup Admin</td>
<td>Accesses a portion of the Deployment Tool to create a site name, root organization, and Lead DTA (LDTA). You must have permission level 7 to access this functionality.</td>
</tr>
<tr>
<td></td>
<td>Site Setup Interview</td>
<td>Accesses a portion of the Deployment Tool to create Organizational DTAs (ODTAs), sub organizations, and the organization setup (i.e., routing lists, groups, and lines of accounting [LOAs]). You must have permission level 6 to access this functionality. Your organization’s LDTA typically uses this function.</td>
</tr>
<tr>
<td></td>
<td>Self Registration Admin</td>
<td>Allows any DTA to accept new personnel who have self-registered in their organizations, and assigns them permission levels, organization access, group access, and a default routing list.</td>
</tr>
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<td></td>
<td>DTA Maintenance Tool</td>
<td>Allows a DTA to manage the your organization’s resources.</td>
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### Table 2-1: User Welcome Screen Menu Bar (continued)

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<td>Budget</td>
<td>Creates and manages the organization’s budgets. You must have permission level 1 to view data and level 3 to edit budget data.</td>
</tr>
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<td></td>
<td>Route and Review</td>
<td>Routing Officials use this module to adjust, review, and approve travel documents.</td>
</tr>
<tr>
<td></td>
<td>Calculate Distance</td>
<td>The DoD Table of Official Distances (DTOD) is available to calculate mileage distances between official TDY locations.</td>
</tr>
<tr>
<td>ROA</td>
<td></td>
<td>Non-DTS Entry Agents (NDEAs), clerks, auditors and Centrally Billed Account (CBA) Specialists use the Read Only Access (ROA) to review documents in view-only mode.</td>
</tr>
<tr>
<td>CBA</td>
<td></td>
<td>CBA Specialists use the CBA module to manage/reconcile CBA invoices against charges to the organization's CBA.</td>
</tr>
<tr>
<td>DMM</td>
<td></td>
<td>Debt Management Monitors (DMMs), use the DMM module to monitor collections from travelers with DUE U.S. balances.</td>
</tr>
<tr>
<td></td>
<td>DUE US Vouchers</td>
<td>Tracks the status of travel-related debts traveler owe to the Government.</td>
</tr>
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</table>
2.3 Create an Authorization

You can only view and edit your own documents and personal information, unless you have group access. If you have group access, you may view and edit other people's documents and information as well.

Follow the below steps to create a new authorization:

1. On the User Welcome screen, mouse over Official Travel on the menu bar.
2. Select Authorizations/Orders from the drop-down list.
3. Select Create a New Authorization/Order.

Figure 2-2: Authorizations/Orders Screen

You may view any document type by selecting the View Vouchers, View LOcal Vouchers, or View Group Authorizations buttons.

The first four columns on the Authorizations/Orders screen allow you to select the criteria for sorting documents:

- Document Name
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- Document Date
- Status
- TA Number

You are able to perform certain actions for a document, using the below links:

**View/Edit.** You can change information in an authorization, voucher or local voucher. This link displays as **view/edit** after you sign the document. You must enter your PIN to edit the document. This link will display as **view** once the document has been **APPROVED**.

**Print.** If you desire a hard copy of your itinerary, including per diem rates and allowances, you will select this link. You will also see the should-cost estimates for your trip.

**Remove/Trip Cancel.** You will only see the **remove** link when a document is in a **CREATED** status. If you wish to remove a document before signing the document, select **remove** and you will follow the prompts. You will see the **trip cancel** link, after signing the document.

**Amend.** This link is available for making changes to your document after it has been stamped **APPROVED**.

The Trip Overview screen opens (Figure 2-3). This screen is the starting point for creating an authorization. See Section 2.5 for instructions on completing the Trip Overview screen.
Figure 2-3: Trip Overview Screen
2.3.1 Validate a Profile

If this is the first time that you are creating a document, the Profile Validation screen opens (Figure 2-4). A pop-up window appears notifying you that you must review and confirm your profile information before you can create the document.

Figure 2-4: Profile Validation Screen

Follow the below steps to validate your profile:

1. Select OK.
2. Confirm or update the profile information and complete the required fields (marked with asterisks).
3. Select Update Personal Information.

A pop-up window displays the following message: Profile Information is being updated. Contact your DTA to update read-only information.

4. Select OK.

The Trip Overview screen opens (Figure 2-3). See Section 2.5 for instructions on completing the Trip Overview screen.

2.3.2 Create an Authorization From a Trip Template

DTS allows you to use the data from an existing authorization as a template to create a new authorization. This is helpful if you frequently travel to the same destination.

Beginning on the Authorizations/Orders screen (Figure 2-2), follow the below steps to create a new authorization from an existing one.

1. Select Create Trip Template.
The Trip Template List screen opens and lists authorizations that you may select to copy as a template (Figure 2-5).

![Trip Template List Screen](image)

Figure 2-5: Trip Template List Screen

2. Complete the **New Trip Start Date** field with the beginning date for the new authorization.  
   -OR-  
   Select the **calendar** icon and choose the desired date.

3. Select **Copy Template** next to the authorization that needs to be copied.

The Preview Trip screen opens (Figure 2-6). This screen is the first screen in the Review/Sign process, the final steps in creating an authorization. DTS copied all data from the template authorization into the new authorization. The dates of the expenses are based on the new trip start date.
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Figure 2-6: Preview Trip Screen
Note: After creating the authorization from the trip template, DTS locks the document to prevent others from making changes to it simultaneously. The authorization will remain locked until you logout, leave/exit the document, allow the session to time out, or are inactive for 30 minutes. Scroll down the screen and review the data.

4. (Optional) Select Edit to the left of any information that needs to be changed.

If there is an expense on the template that does not apply to the new trip, you will select Edit to open the Edit Expenses screen, and change the expense.

See Section 2.6 to book transportation or other reservations if necessary.

See Section 2.10 for complete instructions on the Review/Sign process.

2.4 Create an Authorization for Another Traveler

If you have group access, you can create authorizations for other travelers in DTS and, with the appropriate approval, for dependents.

2.4.1 Create an Authorization for a Military Member or a DoD Employee

Follow the below steps to create an authorization for a military member or a DoD civilian employee:

1. Mouse over Official Travel - Others on the menu bar (Figure 2-1).

2. Select Authorizations/Orders from the drop-down list.
The Traveler Lookup screen opens (Figure 2-7).

![Traveler Lookup Screen](image)

**Figure 2-7: Traveler Lookup Screen**

3. Enter the traveler’s **Social Security Number** (SSN).
   - **OR**-
     Enter the **Last Name**. (The first name is optional.)
     The Traveler Lookup screen refreshes and displays a list of travelers by name and the last four digits of their SSNs.

4. Select the name of the traveler for whom you are creating the authorization for.
The Authorizations/Orders screen opens (Figure 2-8). This screen displays a list of the traveler’s existing authorizations and orders.

![Figure 2-8: Authorizations/Orders Screen](image)

For information on creating an authorization, refer to Section 2.3.

### 2.4.2 Create an Authorization for a Dependent

To create an authorization for a dependent, you must have group access and proper approval. A military member or DoD civilian who has one or more dependents is referred to as the *sponsor* for them. There are two standard trip types that you may select for a dependent’s authorization, with different rules for reimbursement. Selecting either trip type triggers an Other Authorization during the Review/Sign process. DTS automatically completes the remarks field. The two standard trip types are:

- **E1 - ITA FAMILY TRANS ONLY.** The sponsor will receive reimbursement only for the transportation expenses for this authorization.
- **E2 - ITA FAMILY FULL REIMB.** The sponsor will receive reimbursement for transportation and eligible travel expenses for this authorization.

Certain Special Circumstances Travel (SCT) trip types allow dependent travel. See Chapter 11 for guidance on SCT trip types that allow dependent travel.
Note: You must create a separate authorization for each dependent. To create an authorization for a dependent of a military member or DoD civilian, first perform Steps 1 through 4 in Section 2.4.1. Then, follow the process shown below.

1. Select Create New Authorization/Order.

The Trip Overview screen opens (Figure 2-3). For a complete description of the Trip Overview screen, see Section 2.5.

2. Complete the Starting Point field by selecting RESIDENCE or DUTY STATION from the list in the Starting Locations in Profile box.

3. Complete the Departing On field. Use the pop-up calendar if necessary.

4. Select the Trip Type drop-down list arrow, to choose the appropriate trip type. (Figure 2-9).

Figure 2-9: Trip Overview Screen Section A Drop-Down List
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A Special Approval Requirement Message displays (Figure 2-10).

![Special Approval Requirement Message](image)

**Figure 2-10: Special Approval Requirement Message**

5. Follow the instructions regarding obtaining appropriate approval.

6. Select OK.

The Trip Overview screen refreshes, then the Dependent Search screen opens (Figure 2-11), and shows your dependents as they are listed in your profile.

![Dependent Search Screen](image)

**Figure 2-11: Dependent Search Screen**
7. Select the radio button for the dependent that will be listed on the authorization.

8. Choose Select and Close to populate the dependent’s name on the Trip Overview screen.

The Trip Overview screen refreshes. The Dependent Information fields are populated (Figure 2-12).

![Trip Overview Screen With Dependent Information](image)

9. Complete Sections B and C of the Trip Overview screen.

10. Complete the Travel section of the authorization. See Section 2.6.

11. Select the following tabs and complete the associated sections:

   - Expenses. See Section 2.7. (Enter transportation expenses only, if the trip type is E1 – ITA FAMILY TRANS ONLY. Enter all expenses for E2 – ITA FAMILY FULL REIMB.) Use Substantiating Records to attach the approval document for this trip type.
   - Accounting Codes. See Section 2.8.
   - Additional Options. See Section 2.9. **Note:** Scheduled partial payments (SPPs) are not authorized for these trip types.
   - Review/Sign. See Section 2.10.
   **Note:** The traveler may receive an advance on an authorization that has an E2 – ITA FAMILY FULL REIMB trip type.
2.5 Prepare an Itinerary

DTS requires the starting and ending points and all TDY locations for the trip, in order to display the correct per diem rates. After you enter the required information, DTS displays the per diem rates and allows you to submit requests for transportation and lodging.

The process begins on the Trip Overview screen (Figure 2-13).

![Figure 2-13: Trip Overview – Initial Screen](image)

The screen is separated into the following five sections:
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A. I am leaving from. The fields in this section require the trip starting point and date, the trip type, and trip purpose. Optionally, you may enter a brief description of the trip.

B. I will be traveling to my TDY location by. Identify the mode of transportation for the outbound trip and the preferred departure time.

C. My TDY location is. Identify the correct location you will be TDY to (e.g., if the TDY is to a military installation, you should choose the military installation and not the city near the installation). You will also enter the date of arrival at the location and the date of departure.

D. At this location I will need. Identify whether or not you need to reserve lodging or a rental car at the TDY location.

E. Will You Be Traveling to Another TDY Location? Selecting Yes, will show tools that allows you to add other TDY locations to the itinerary. Selecting No, open the final itinerary creation screen. You can add additional locations at a later time.

2.5.1 Trip Overview Initial Screen - Sections A through C

Beginning in Section A, I am leaving from, the below steps will help you to complete the fields on the Trip Overview screen:

1. Complete the Starting Point field by selecting RESIDENCE or DUTY STATION.

   This selection populates the Starting Point field with the information stored in your personal profile. If the starting point is not your residence or duty station, type the city name into the Starting Point field and select Search. A pop-up window opens to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the Departing On field. Use the calendar icon or type in the date.

3. Select the Trip Type drop-down list arrow and select the trip type.

   The most common is AA-Routine TDY/TAD. Many of the other trip types do not allow you to create a voucher. If you select the Special Circumstances trip type, see Chapter 11 for further guidance. See DTA Manual, Appendix K for trip type descriptions.

4. Select the Trip Purpose drop-down list arrow and select the value that best describes the purpose of this trip.

   The Trip Purpose selection is used for post-trip data analysis.

5. (Optional) Complete the Trip Description field with details about the trip.

   In Section B, I will be traveling to my TDY location by, select the mode of transportation for this trip. The options are commercial air, rail, rental car, and other transportation. Examples of other transportation include a privately owned vehicle or a bus.

   If you want to travel to the TDY location, keep the same car for the entire trip, and drive it back to the ending point location, Rental Car each time it is presented on the Trip Overview screen. Make the selection in Sections B and D, (Figure 2-13), under Trip Overview (Figure 2-28). If you need a different rental car at multiple locations, you must select Rental Car for each location.
6. Select the **radio button** for the **transportation mode** that you will travel from the starting location to the TDY location.

7. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

In **Section C, My TDY location is**, identify one or more locations for this trip.

8. Identify **Location 1** by typing either the TDY location, zip code, or name of the county in the text field. A drop down list of cities or counties will display after you have typed two or more letters. If you type a zip code is type into the field, the name of the city will display.

   You may still use the Location Tools box instead of typing in the location. The Location Tools are found on the right side of the screen. See Sections 2.5.1.2 through 2.5.1.5.

   - Location
   - State/Country – Location
   - ZIP Code
   - County Lookup

9. Complete the **Arriving On** field by using the calendar icon. Normally, this is the date that you arrive at the TDY location.

10. Complete the **Departing On** field by using the calendar icon. Normally, this is the date that you will leave the TDY location.

**2.5.1.1 Location**

   You will type a location name to complete the **Location 1** text field (Figure 2-14):.

![Figure 2-14: Search Location Screen](image-url)
Chapter 2: Temporary Duty (TDY) Authorizations

1. Enter all or part of the name in the Location 1 text field. As you type a list will appear below the text box.

2. Select the correct TDY location. If you are TDY to a military installation, choose the military installation not the city near it.

If you cannot locate your TDY location by typing the name, zip code or county in the Location 1 text field, you may use the Location Tools to find it.

2.5.1.2 Location Button

You may search for a location name to complete the Location 1 field. Follow the below steps to select a location:

1. Select Location.

The Search Location screen opens (Figure 2-15).

![Search Location Screen](image)

Figure 2-15: Search Location Screen

2. Enter all or part of the location name in the Search Term text field.

A wildcard character (*) may be added instead of the beginning of the location name to help find locations that may have variant spellings (e.g., Ft. and Fort). For example, *Eustis will find Ft. Eustis. The wildcard character may also be used in the middle of the name; San*tonio will find San Antonio.
3. Select **Search Location**.

   The Search Location Results screen opens (Figure 2-16). The screen refreshes and displays an alphabetized list of the locations that match the entry in the Search Term text field.

   ![Search Location Results Screen](image)

   Figure 2-16: Search Location Results Screen

4. Select the **radio button** next to the name of the correct location.

   **Note:** If the location is not in this list, search again by revising the entry in the **Search Term** field, or by using one of the other **Search by** criteria located at the bottom of the screen.

   (Optional) You may complete the **Specific Place (Optional)** text field with the identifier for a specific place.

   If you want to identify the place at the TDY location (e.g. Seal Beach), that information will display in the Location 1 field on the Trip Overview screen.
5. Choose **Select and Close** at the bottom of the screen.
   - OR -
   Select **Cancel** to return to the Trip Overview screen with no selection.

   The Trip Overview screen refreshes. Location 1 is identified (Figure 2-17).

   ![Figure 2-17: Trip Overview Screen – Location Selected](image)

### 2.5.1.3 Location Tools: State/Country - Location Button

Follow the below steps to complete the Location 1 field by using the State/Country Location button:

1. Select **State/Country – Location**.

   The Find a TDY/TAD Location screen opens (Figure 2-18). The radio button to show United States locations is selected by default. This means that the State/Country drop-down list will only
include U.S. locations. If searching for a foreign location, or to see a list of all U.S. and foreign locations, select the appropriate radio button.

2. Select the **State / Country** drop-down list arrow and select a **state** or **country**. Enter the first letter of the state or country and the list will scroll to the first entry that begins with that letter.

The screen refreshes. It displays an alphabetized list of the locations in the selected state or country in Section B (Figure 2-19).
Figure 2-19: Find a TDY/TAD Location Screen - State/Country Location Search Results

3. Select the **radio button** next to the name of the TDY location.
2.5.1.4 Location Tools: ZIP Code Button

Follow the below steps to complete the Location 1 field by using the ZIP Code button:

1. Select ZIP Code.

The Find a TDY Location screen opens (Figure 2-20).

![Find a TDY/TAD Location Screen - ZIP Code]

Figure 2-20: Find a TDY/TAD Location Screen - ZIP Code

2. Complete the 5-Digit ZIP Code field.

3. Select Search.

The screen refreshes and displays an alphabetized list of the locations associated with the ZIP code (Figure 2-21).
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Figure 2-21: Find a TDY/TAD Location Screen - ZIP Code Search Results Screen

4. Select the radio button next to the name of the correct location.

Note: If the location is not in this list, search again by selecting one of the other Search by buttons located at the bottom of the screen.

5. Choose Select and Close at the bottom of the screen.
   -OR-
   Select Cancel to return to the Trip Overview screen with no selection.
2.5.1.5 Location Tools: County Lookup Button
Follow the below steps to complete the Location 1 field by using the County Lookup button:

1. Select **County Lookup**.

The Find a TDY/TAD Location screen opens (Figure 2-22).

![Figure 2-22: Find a TDY/TAD Location Screen - County](image)

2. Select the **State** drop-down list arrow and select the **state** of the location.

3. Select the **County** drop-down list arrow and select the **county** of the location.

The screen refreshes with a list of locations. The first selection is the county name. The locations within the county display alphabetically (Figure 2-23).
4. Select the **radio button** next to the name of the correct location.

5. Choose **Select and Close** at the bottom of the screen.
   - OR-
     Select **Cancel** to return to the Trip Overview screen with no selection.
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2.5.1.6 Details for a DoD Base or Installation

DTS can provide the meals and quarters information for an installation during this process. When the search results include a military installation, a details link will display in the DoD Base/Installation column (Figure 2-24).

![Figure 2-24: Find a TDY/TAD Location Search Results Screen – Details Link](image)

Follow the below steps to view details about the meals and quarters for a military installation:

1. Select **Details** in the DoD Base / Installation column.

The details for meals and quarters display (Figure 2-25).
2. Select **Close**.

You will be returned to the previous screen.
2.5.2 Trip Overview Initial Screen - Sections D and E

Section D of the Trip Overview initial screen allows you to specify the need for a rental car and lodging at the TDY location (Figure 2-13). Follow the below steps:

1. Check the Rental Car box if a rental car is needed at the TDY location.
2. Check the Lodging box if lodging is needed at the TDY location.

Section E of the Trip Overview screen (Figure 2-13) displays the question, Will you be traveling to another TDY location?

3. Select Yes to add another location to this trip.

The screen refreshes each time Yes is selected and allows you to identify another location, arrival date, and departure date in Section C. Insert, Edit and Delete links now display in Section C (Figure 2-26).

4. Complete the fields for Location 2 in the same way as Location 1 was done, if adding a destination after Location 1 (Figure 2-27).
   -OR-
   Select Insert to add another TDY location before Location 1. You will be prompted for the location and dates.
   -OR-
   Select Edit or Delete to edit or remove the TDY location.
   -OR-
   Select No if there are no more locations to add to this trip.
2.5.3 Trip Overview Screen Refreshed

After you select **No** in Section E, the Trip Overview screen refreshes with new Sections C and D (Figure 2-28). These sections now display fields where return travel information can be added. You may continue to add TDY locations by selecting the **Add New Per Diem Location** link in Section B.
Section C, I am returning to is where the return destination and date is entered.

1. Complete the Ending Point field by selecting RESIDENCE or DUTY STATION.

If the ending point is a location other than the residence or duty station, type the name of the city in the Ending Point field and select Search. A pop-up window opens so that the state or country code can be searched and selected. The code will populate in the text box next to the city name.

2. Complete the Arriving On field. Use the calendar icon to populate the field.

**Note:** If crossing the International Date Line (IDL) from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the Departing On date for the last leg of the flight will be *later* than the Arriving On date of the Ending Point. DTS will flag this as an error. Change the Arriving On date to equal the Departing On date, and make a note in the Trip Comments box of the Trip Preview screen to indicate the actual Arriving On date.

3. Select the Trip Duration radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. You may choose another radio button if necessary.

Section D, I will be returning from my TDY by is where you identify the transportation mode for the return trip.

4. Select the radio button for the type of transportation that will be used to travel from the TDY location to the return location.

5. Select the Time drop-down list arrow and choose the preferred time of departure.

Section E, Check this box if you have other ticketed transportation not listed above identifies if you purchased another type of tickets outside of DTS, such as a bus or boat ticket. If checked, DTS includes the Other Transportation screen in the flow controller of reservations when creating the authorization.

6. Check the box if there will be another type of ticket purchased for this trip.

Section F, Conference/Event Name indicates the conference, if any, that you will attend.

7. Select Not Applicable if the TDY is not for a conference.

-OR-

Select Search Conference/Event if the TDY is for a conference.

If the Search/Conference/Event button was selected, the Select Conference /Event Name pop-up window opens and displays a sortable list of conferences with dates (Figure 2-29).
8. Locate the name of the conference and select the event ID or select Other if the conference is not on the list.

9. Select CTO Full Assistance Request to receive assistance in booking reservations instead of using the DTS Travel section to procure reservations. An additional fee is charged for this option.
   -OR-
   Select Save and Proceed.

If traveling to a foreign location (excluding Non-Foreign Territories), a message containing links displays after selecting Save and Proceed (Figure 2-30). It informs the user to consult the Foreign Clearance Guide for country and theatre-specific travel requirements to ensure compliance with the DoD Foreign Clearance Program. Selecting either of the links will open a new window independent from the DTS user session.

10. Select OK to continue.

If your profile does not have a valid Government Travel Charge Card (GOVCC) number or if the card has expired, a pop-up message will display.
If your profile contains a GOVCC that will expire within 30 days, a pop-up message will display and an Email is sent to you and DTA.

11. Select Yes to update the GOVCC account information.

12. Make the necessary update(s).

13. Check the Save changes to permanent traveler information box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only.

14. Select Update Personal Information.

Note: A clerk or NDEA cannot manually enter updated account information in the document and will only have the Continue button available.

After completing the Trip Overview screens, DTS saves the information and creates a document name for the trip (Figure 2-31). When the document name is created, the authorization is locked to prevent other users from making changes to the document simultaneously. The document lock is removed when the user who locked it exits the document using the RETURN TO LIST button or Close Window link, or other qualifying conditions are met.

![Figure 2-31: Document Name](image)

After exiting the authorization, you may return to the document from the Authorizations/Orders document list screen (Figure 2-2).

Important Note: You should always use DTS’s blue RETURN TO LIST button or Close Window link to exit a document when editing it or creating a new document. Using the browser’s x button to close it causes DTS to lock the document for 30 minutes or until a Defense Travel Administrator (DTA) manually unlocks it.

2.5.4 Trip Overview Screen for Renewal Agreement Travel

DTS allows civilian employees to receive reimbursement for travel expenses while on Renewal Agreement Travel (RAT) between outside continental United States (OCONUS) tours of duty. The employee may receive reimbursement for transportation expenses when accompanying dependents or, with certain restrictions, for unaccompanied dependent travel.

Beginning in Section A of the Trip Overview screen (Figure 2-13), follow the below steps to complete an authorization for RAT:

1. Complete the Starting Point field by selecting RESIDENCE or DUTY STATION.

2. Complete the Departing On field. Use the calendar icon to select the date.

3. Select the Trip Type drop-down list arrow and select F-6 RENEWAL AGREE LV.
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The Trip Overview screen refreshes. The section names, fields, and functionality differ from those on a standard DTS authorization (Figure 2-32). In Section A, DTS has completed the Trip Purpose and Trip Description fields with uneditable text. The screen identifies the airport(s) associated with the starting point location if this information is available. A box is displayed that may be used to indicate that the authorization is for the civilian employee’s dependent. The employee is referred to as the sponsor in cases of dependent travel.

Note: The following two conditions must be in your profile for F-6 RENEWAL AGREE LV to appear for selection under the trip type. You must be a civilian and the duty station must reflect an overseas location.
Figure 2-32: Trip Overview Initial Screen – RAT
4. Select the **Airport** drop-down list arrow to select a different airport.

5. Skip to Step 9 if the authorization is for the civilian employee.
   - **OR**-
   Check the **Dependent Travel** box if the authorization is for the employee’s dependent.

A message displays with information about reimbursements and the restriction on round-trip travel for
the dependent (Figure 2-33). A dependent may only travel round-trip if the sponsor is traveling on or
has already completed the authorized RAT.

![Dependent Information Message](image)

**Figure 2-33: Dependent Information Message**

6. Select **OK** to continue creating the authorization for a dependent.
   - **OR**-
   Select **Cancel** to return to the Trip Overview screen. If this occurs, DTS will clear the Dependent
   Travel box.

The Dependent Search screen opens (Figure 2-34). This screen lists the dependents as they are
named in your profile.
Figure 2-34: Dependent Search Screen

7. Select the **radio button** for the dependent to be named on the authorization.

If the dependent’s name is not listed, complete the fields in the *Create Dependent* section. To add the dependent to the sponsor’s profile, check the *Save to Permanent Profile* box, then select **Create**. The screen refreshes. The dependent you created will appear at the top of the screen. Select the **dependent** using the appropriate radio button.

8. **Choose Select and Close**.
   - **OR**-
     Select **Cancel** to return to the Trip Overview screen with no dependent selected.

**Note**: If the RAT authorization is for a dependent that is over the age of 18, a message will display to inform the user that RAT may not be warranted for dependents over the age of 18. Select **OK**.

The Trip Overview screen refreshes. The Dependent Information displays on the screen.

9. Select the **mode of transportation** and the preferred departure **time** in Section B.

   Section C is labeled *My Designated Location* is for RAT authorizations.
10. Complete the **Location** field by using the search tools in the box.

After the location has been selected, DTS completes the airport field with the code of the closest airport (Figure 2-35).

![Trip Overview Screen – Airport Field Completed](image)

11. Select the **Airport** drop-down list arrow to select a different airport if appropriate.

12. Complete the **Arriving On** field with the date of arrival at the designated location. Use the calendar icon.

13. Complete the **Departing On** field with the date of departure from the designated location. Use the calendar icon.

14. (Optional) Complete the **location** field under the My Alternate Location is (Optional) heading by entering the city name and selecting **Search** to select the state or country.

Travel to an alternate location is allowed; however, the reimbursement is limited to the cost of travel to the designated location.

Section D is labeled **I am returning to**.

15. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

**Note:** You may type a different **Ending Point** city and type or select **Search** to choose the state or country. If the Ending Point is different from the Starting Point, DTS will trigger a preaudit flag during the Review/Sign process. This flag informs you that travel for Renewal Agreement Leave taken in conjunction with a Permanent Change of Station (PCS) must be claimed on the PCS voucher, and per diem will not be paid on a voucher created from this authorization.

16. Select the **Airport** drop-down list arrow to select a different airport if appropriate.

17. Complete the **Arriving On** field with the date when you will arrive at the designated location. Use the calendar icon.
18. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. A different radio button may be selected if necessary.

19. Select the **I will be returning from my TDY by** radio button in Section E that identifies the mode of transportation to be used for the return leg of the trip.

20. Select the **Time** drop-down list arrow and choose the preferred time of departure.

21. Check the **box(es)** in Section F to indicate the need for a rental car, lodging, as appropriate.

22. Check the **box** in Section G if there will be another type of ticket purchased for this trip. This will cause DTS to include the Other Transportation screen when creating the authorization.

23. Select **Not Applicable** to indicate that the trip is not for a conference.

24. Select **CTO Full Assistance** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option.

-OR-
Select **Save and Proceed**.

If **CTO Full Assistance Request** was selected then proceed to Step #26.

If **Save and Proceed** was selected, DTS may display a confirmation message that provides the GSA contract fare (City Pair) information for the flight and informs you that travel reimbursement is limited to that amount (Figure 2-36).

![Figure 2-36: RAT GSA Contract Fare (City Pair) Confirmation Message](image)

25. Select **OK** to continue

-OR-
Select **Cancel** to return to the Trip Overview screen.

**Note:** If DTS cannot find a GSA contract fare flight, a message will display that information.

You must select the lowest unrestricted coach fare, and states that the AO will limit the reimbursement for all other travel modes to the amount of the lowest unrestricted coach fare.

26. Select **OK** to continue.

-OR-
Select **Cancel** to return to the Trip Overview screen.

If OK was selected, the TSA Secure Flight Information screen opens (Figure 2-37).
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27. Enter or update data.

28. (Optional) Place a check in the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

29. Select **Save TSA Information**.

While DTS processes the information that was submitted, system messages display briefly. DTS accesses the component of the Travel feature that matches the selection in Section B on the Trip Overview screen.

### 2.6 Travel

Travelers may use the Travel feature or the CTO Full Assistance Request button to make travel reservations.

The Travel feature in DTS allows travelers to select their own reservations for commercial transportation, rental car, or lodging. DTS accesses this module automatically after the user selects Save and Proceed on the Trip Overview screen (Figure 2-28). While DTS processes the information that was submitted, DTS accesses the component of the Travel feature that matches the selection in Section B of the Trip Overview.

All travelers must complete the Transportation Security Administration (TSA) Secure Flight Information screen once per document when reservations are requested (Figure 2-37). This information is used for your Secure Flight Personal Data (SFPD) and will be transmitted by TSA for watch-list screening.

![Figure 2-37: TSA Secure Flight Information Screen](image)
Chapter 2: Temporary Duty (TDY) Authorizations

The TSA Secure Flight Information screen displays after initial reservations have been selected or after comments have been sent to the CTO when using the CTO assistance feature. The fields are populated with information from your profile. See Section 2.9.1.

When creating an authorization for a dependent, you enter the TSA information for the dependent traveler.

**Note:** TSA PreCheck is a program that offers expedited security screening to military members and DoD civilians at participating airports. TSA Pre-Check allows participants to keep their shoes, belt, and light jackets on, leave laptops and 3-1-1 compliant liquids in their carry-on bags. In order to use dedicated TSA PreCheck security lanes, you must enter your DoD ID number as the Known Traveler Number when making official travel or leisure airline reservations. Use the TSA Secure Flight Information screen to complete the **Known Traveler Number** field with the 10-digit DoD ID number.

See Table 2-2 for definitions of the fields used on the TSA Secure Flight Information screen.

**Table 2-2: TSA Secure Flight Information Field Definitions**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Your last name as it appears on the state- or Government-issued identification used for airport security. Do not include suffixes (e.g., Jr.).</td>
</tr>
<tr>
<td>First Name</td>
<td>Your first name as it appears on the state- or Government-issued identification used for airport security.</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Your middle name as it appears on state- or Government-issued identification used for airport security.</td>
</tr>
<tr>
<td>No Middle Name</td>
<td>Box that must be checked if there is no middle name on the state- or Government-issued identification used for airport security.</td>
</tr>
<tr>
<td>DOB (MM/DD/YYYY)</td>
<td>Your date of birth.</td>
</tr>
<tr>
<td>Gender</td>
<td>Your gender.</td>
</tr>
<tr>
<td>Redress Number</td>
<td>Unique number that the Department of Homeland Security (DHS) assigns to individuals to prevent watch list name misidentification for those who have experienced previous travel screening difficulties. This field is optional.</td>
</tr>
<tr>
<td>Known Traveler Number</td>
<td>This is the 10-digit DoD ID number located on the back of the Common Access Card (CAC). If you participate in the TSA PreCheck program this field is mandatory.</td>
</tr>
</tbody>
</table>
Note: If a CTO fee is not included with the airfare, you must include the CTO fee by using the Other Transportation screen in the Travel module. Select CTO Fee from the Type drop-down list. Enter the ticket number in the Ticket No field and complete the remaining required fields (Figure 2-38).

Figure 2-38: Other Transportation Screen

Warning: The authorization MUST BE SIGNED within 24 hours of booking reservations in DTS. If the authorization is not signed within 24 hours, all reservations will be cancelled automatically. A pop-up reminder is displayed when exiting the DTS Travel feature (Figure 2-39).

Figure 2-39: 24 Hour Reservation Cancellation Warning Message
2.6.1 Add Air Travel

If you indicate on the Trip Overview screen that you will travel by commercial air, DTS will display the Air Travel screen in the Travel module. This happens after Save and Proceed is selected on the Trip Overview screen. This feature can also be accessed by selecting Travel on the navigation bar and then selecting Air. The Modify Search feature may be used to specify and change certain reservation details; however, travel may only be booked within the authorized dates. If an attempt is made to search for a reservation on a date outside the authorized range, DTS will display a message that the date must be within the authorized range.

*Note*: See Section 2.9.1 to select a preferred airport to be used for the Travel module.

2.6.1.1 Modify Search for Air Travel

The Modify Search section on the left side of the screen allows you to modify your search criteria (Figure 2-40). The below options explain how to change the search criteria. After entering all criteria, select Search to display the new results.

*An asterisk indicates a required field.*
To change the departure airport:

Complete the *Departure Airport* field with an airport code or city that is different from the departure airport currently identified.

To change the arrival airport:

Complete the *Arrival Airport* field with an airport code or city that is different from the arrival airport currently identified.

To change the date of arrival or departure:

Select the *Arrival or Departure* drop-down list arrow and select the value by which to set the itinerary, that is, flights that *arrive* at a certain date and time or flights that *depart at a certain date and time*.

Complete the Date field with the desired arrival or departure date. Use the pop-up calendar if necessary.

Select the Time drop-down list arrow and select the preferred time of arrival or departure.

To broaden the search to include flights from and to other airports associated with the TDY location:

Check the Show Alternate Airports box.

### 2.6.1.2 Select Air Travel

Flights are organized according to the type of fares under the fare tabs, as follows (Figure 2-40):

- **GSA Contract w/ Limited Availability.** These flights are offered at a Government-contracted price, but there is a limited number of seats available at the lower Government price.
- **GSA Contract Airfare.** These flights also have a Government-contracted price, but there is not a limit to the number of seats that the Government can purchase at this price. These rates are higher than Government Contract w/ Limited Availability flights.
- **Other Gov’t Airfare.** This tab displays non-contract Government fares or discounted Government fares. In markets that do not have Government-contracted prices, DTS will also try to combine two separate Government fares flights. Adding a connecting flight in an airport that has a Government fare at the starting location airport and with the TDY location airport may be less expensive. For example, a flight from Washington, DC to Santa Fe, New Mexico may have no Government priced fares available; however, if seats are available, adding a connection in Chicago will result in a lower fare than a non-contract flight.
- **Other Airfare.** These fares are available to the general public and may have advance purchase requirements and cancellation fees. Selection of this type of fare will require you to justify the selection during pre-audit.
- **AltGSA.** In cases where there are no Government-contract flights, DTS will search for an alternate airport within an 80-mile radius of the TDY destination to locate Government-contract flights. Results will display under this tab.

To see a more detailed description of each type of fare, mouse over the tab headings. If a flight is not needed for this portion of the trip, select Skip This Flight, located above the fare tabs.
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DoD policy requires the use of GSA Contract Fares whenever they are available, unless an exception applies (See JTR, par. C3500-A1). If a flight is selected that is not a GSA Contract Fare, and GSA Contract Fare flights are available, the Government Contract Fare Not Selected message displays. This message informs you that the selection must be justified during preaudit. Select **OK** to keep the flight selection or select **Cancel** to return to the Air Travel screen.

You may select how to view available flights by selecting one of the **Sort By** radio buttons as listed below:

- Departure Time
- Arrival Time
- Elapsed Time (Total of travel time and layover time)
- Price
- Default (Lists non-stop flights first, in order of least to greatest elapsed time offset from requested departure time. All other flights are then sorted by elapsed time, offset from requested departure time.)

**Note:** If you wish to use a restricted airfare, you should be aware that DoD policy states that "Contract city pair airfare (and other airfares limited to official Government business) provide savings to the Government. However, there are circumstances when restricted airfare available to the general public should be authorized when the cost savings outweighs any risk of trip cancellation or itinerary changes". The AO must use the Restricted Airfare Checklist at [http://www.defensetravel.dod.mil/Docs/Restricted-Airfares-Checklist.pdf](http://www.defensetravel.dod.mil/Docs/Restricted-Airfares-Checklist.pdf) to assist in determining if a restricted airfare may be advantageous to the Government. After the AO has approved the restricted airfare, use the **Request Assistance in Booking Flight** button.

Follow the below steps to reserve a flight:

1. (Optional) Select **Fare Rules**.

A pop-up window displays rules and exceptions associated with the fare (Figure 2-41).
2. Close the window.

3. (Optional) Select **View Available Seats** to see the seats that are available.
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The view-only Aircraft Seating window will open if the selected airline provides a seat map (Figure 2-42).

![Aircraft Seating Window](image)

**Figure 2-42: Aircraft Seating Window**

This screen illustrates the seating for the type of aircraft and displays seat availability. This is a view-only window, you cannot choose a seat from this window.

4. Select **Cancel**. The window closes and the Air Travel screen displays.

5. Select the **Select Flight** button for the preferred flight.

**Note:** If your profile contains invalid GTCC data, a pop-up message will display when the **Select Flight** or **Request Assistance in Booking Flight** button is selected. DTS will not allow selection of flights or show seat maps. The **Skip** function may be used to proceed.

The Seat Selector window will open if there is a seat map available for this flight. The flight information displays near the top of the window.

6. (Optional) Select the blue **seat** icon that represents the preferred available seat.

   - **OR-**

   Select the **Seat Selection** drop-down list arrow and select a seat location.

   **Note:** If the selected airline flight has more than one leg, the Seat Selector will display again so a seat can be selected on the subsequent flight segments.

7. Select **Done**.
If air reservations are the first reservation to be requested, the TSA Secure Flight Information screen displays (Figure 2-37).

8. Enter or update data.

9. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

10. Select **Save TSA Information**.

The screen displays a series of messages while DTS processes the information.

The Air Travel screen refreshes Your departure flight is booked and a search for a return flight may now be entered. If no flight is necessary for this portion of the trip, select **Skip this Flight**. DTS will continue to the next reservation selected in the Trip Overview.

**Note:** If you cannot find a flight that meets the mission requirements, the **Request Assistance in Booking Flight** button is available to assist in obtaining a flight that will meet mission needs. Information may be added to the system-generated comment, but the system-generated text should not be removed. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees may be added whether requesting through DTS or calling the CTO.

The screen now displays the following:

- A green box that contains the Reservations Summary flight information;
- **Cancel Flight.** Link that can be used to remove the flight reservation;
- **Change.** Link that can be selected to return to the Air Travel screen and search for a different flight;
- Fare and flight options for the return trip.

11. Select a return flight and seat using the same steps as above.

DTS now displays the screen for the next type of reservation to be made.

No matter which screen displays at this point, DTS has booked the flight reservation and displays it in the Reservation Summary box.

### 2.6.2 Add Rail Travel

If rail was requested on the Trip Overview screen, DTS will display the Rail Travel screen. The screen displays trains for the stations associated with the location selected (Figure 2-43). If any of the trains displayed meet travel needs, see Section 2.6.2.2 for instructions on booking a reservation. If different
train options are needed or if DTS did not return any trains, see Section 2.6.1.1 to see how to modify the search to return different results.

Figure 2-43: Rail Travel Screen – Select Departure Train

You will normally make your arrangements for rail travel through the CTO. Unlike air, lodging, and car reservations, DTS will not book rail travel. When requesting rail, you should be aware that live rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of train schedules. You should make sure that all applicable remarks for rail travel are filled in the comments field prior to submitting the request.

2.6.2.1 Modify Search for Rail Travel

The Modify Search section on the left side of the screen allows you to modify the search (Figure 2-43). The following options explain how to change the search criteria. After entering all the requirements, select Search to display the new results.

*An asterisk indicates a required field.

To change the departure station:

Complete the *Departure Station field with a city that is different from the departure city currently identified.
To change the arrival station:

Complete the *Arrival Station field with a city that is different from the arrival city currently identified.

To change the date of arrival or departure:

Select the *Arrival or Departure drop-down list arrow and select the leg of the trip for which the travel date will change.

Complete the Date field with the new arrival or departure date. Use the pop-up calendar if necessary.

2.6.2.2 Select Rail Travel

You may select the order in which the trains display by selecting one of the Sort By radio buttons as shown below:

- Arrival Time
- Departure Time

Beginning on the Rail Travel screen (Figure 2-43), follow the below steps to book rail travel:

1. Modify the search, if necessary.
2. Choose Select Train for the preferred train.

Note: If your profile contains invalid GTCC data, a pop-up message will display when the Select Train or Request Assistance in Booking Train button is selected. DTS will not allow selection of trains. The Skip function may be used to proceed.

The Rail Travel Detail screen opens (Figure 2-44). The following details displays about the selected train:

- Departing From and Traveling To. The origin and destination for this travel.
- Train Selected. Information about the train. The trains are listed by company, train number, and departure and arrival date and time.
- Seat Preference. Drop-down list from which to select an aisle or window seat.
- **Comments field.** Text box in which information or questions for the CTO may be entered. By default, the text indicates the selected train departure and arrival times and stations.

![Figure 2-44: Rail Travel Detail Screen](image)

3. Select the **Seat Preference** drop-down list arrow and select **Aisle** or **Window**.
   - OR-
   Select **Find a Different Train** to return to the Rail Travel screen and make another selection or modify the search.

4. (Optional) Add to the existing comments to the CTO, but do not delete any of the existing text.

5. Select **Save Selected Train**.

If rail reservations are the first reservation to be requested, the TSA Screen displays (Figure 2-37).

6. Enter or update data.
7. Select **Save TSA Information.**

The Rail Travel screen refreshes (Figure 2-45). The screen now displays the following:
- A green box that contains all Reservation Summary information
- **Cancel Train.** Select this link to remove the train reservation request
- **Change.** Select this link to remove the reservation request and return to the Rail Travel screen to select a different departure train (Figure 2-45)
- Return train options

![Figure 2-45: Rail Travel Screen – Select Return Train](image)

8. Select the return trip using the same steps used to select the original reservations.

If a train cannot be found, select **Request Assistance in Booking Train** button at the bottom of the screen.

DTS now displays the screen for the next type of reservation to be made. The Reservations Summary has updated with the return rail information.
2.6.3 Add Rental Car

If you indicate on the Trip Overview screen that a rental car is needed, DTS will display the Rental Car screen. You can also access this feature by selecting Travel on the navigation bar and then choosing Rental Car. The screen displays rental car companies located at the arrival airport (Figure 2-46). The results are listed from least to greatest total estimated cost for a compact car.

![Figure 2-46: Rental Car Screen](image)

If any of the displayed cars meet your needs, follow the instructions in Section 2.6.3.2 for booking a reservation. If different rental car options are needed, or if DTS did not return any rental cars, follow the instructions in the below section for modifying the search to return different results.
2.6.3.1 Modify Search for a Rental Car

The Modify Search section on the left side of the screen will allow you to modify the search (Figure 2-46). The following options explain how to change the search criteria. After entering all the requirements, select Search to display the new results.

*An asterisk indicates a required field.

To change the pick-up date:

Complete the *Pick-Up Date field with a date that is different from the pick-up date currently identified.

To change the pick-up time:

Select the *Pick-Up Time drop-down list arrow and select a time to pick up the car.

To change the drop-off date:

Complete the *Drop-Off Date field with a date that is different from the drop-off date currently identified.

To change the drop-off time:

Select the *Drop-Off Time drop-down list arrow and select a time to drop off the car.

To specify a drop-off location that is different from the pick-up location:

1. Select One Way Rental.

The screen refreshes; the Drop-Off (Airport) field now displays.

2. Enter the drop-off location.

To pick up the rental car at an airport other than the arrival airport:

Complete the Pick-up (Airport) field with the airport code or city name.

To select a vehicle other than a compact car:

Select the Select a Class of Car drop-down list arrow and choose the vehicle type.

If it is not necessary to rent a car for this portion of the trip, select Skip This Car located near the top right side of the screen. DTS will then display the screen for the next type of reservation needed, based on the selections in the Trip Overview.
2.6.3.2 Select a Rental Car

The rental car rates are organized under the rate tabs, as follows:

- **Government Rates**
- **Non-Government Rates**

Different types of rates may be viewed by selecting the rate tabs. If using the rental car as transportation to and from a TDY location, place a check in the **(ER) En Route** box.

Beginning on the Rental Car screen (Figure 2-46), follow the below steps to book a rental car:

1. Modify the search, if necessary. Results display based on the destination.

2. Choose **Select Car** next to the preferred rental car.

If rental car reservations are the first to be requested, the TSA Secure Flight Information screen will display (Figure 2-37).

3. Enter or update data.

4. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

5. Select **Save TSA Information**.

**Note:** If a rental car cannot be found, select **Request Assistance in Booking Rental Car** at the bottom of the screen (Figure 2-46). The CTO Comments window opens (Figure 2-47). Do not delete any of the text in the comments box. Additional comments may be added if necessary. Select **Send Comments to CTO**, or select **Cancel CTO Assistance** to return to the Rental Car screen. To expedite the reservation process, use this button rather than call the CTO. Additional handling fees may be added whether requesting through DTS or by calling the CTO.
Figure 2-47: CTO Comments Window
DTS now displays the screen for the next type of reservation to be made. The rental car information displays in the Reservation Summary box at the top of the screen (Figure 2-48).

![Reservation Summary - Rental Car Booked](image)

Figure 2-48: Reservations Summary - Rental Car Booked
2.6.4 Add Lodging

The JTR specifies that all DoD travelers who are TDY to Integrated Lodging Program (ILP) pilot locations must follow the regulations as set forth in JTR, par. 1265.

- If you are TDY to an installation at an ILP pilot location, you must use DoD lodging, if it is available. If it is not available, you must used Preferred commercial lodging, if that is available.
- If you are TDY to a metro area at an ILP pilot location, you must use Preferred commercial lodging, if it is available.
- If you decline to use available, directed lodging, your lodging reimbursement will be limited as shown in Table 2-3. DTS will limit your reimbursement automatically.
  - If mission requirements demand the use of non-directed lodging, the AO may authorize full lodging reimbursement instead.
  - Typical exemptions:
    DoD lodging: Flag officers, SES travelers, and travelers on one-night stays.
    Preferred lodging: Any traveler who meets the reason codes criteria located in the Pre-Audit section. See the DTA Manual, Appendix K for reason code definitions.

Table 2-3: ILP Pilot Lodging Reimbursement Limits

<table>
<thead>
<tr>
<th>When on a qualifying TDY to an ILP pilot location...</th>
<th>...If you aren’t exempted and decline to use...</th>
<th>...DTS automatically limits your lodging reimbursement to...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>Available DoD lodging</td>
<td>The cost of the DoD lodging*</td>
</tr>
<tr>
<td>Metro area</td>
<td>Available Preferred commercial lodging</td>
<td>The highest negotiated Preferred commercial lodging property rate in the metro area*</td>
</tr>
</tbody>
</table>

*Or the per diem limit - whichever is lower
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If you requested lodging and are TDY to a DoD installation (military only) or to a pilot lodging location, DTS will display selections for either DoD Lodging or Preferred Lodging. The screen displays four lodging tabs, based on the search criteria (Figure 2-49).

![Figure 2-49: Lodging Screen](image)

The ILP is a DoD program, meaning that travelers from the non-DoD uniformed services - the U.S. Coast Guard (USCG), National Oceanographic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS) are not impacted by it. JTR, par.1265, addresses the ILP pilot which only applies to military members and DoD civilian employees.

**Note:** When crossing the International Date Line (IDL) eastward, a traveler may have two per diem locations, and thus two hotel reservations, for the same calendar date.

2.6.4.1 Modify Search for Lodging

The Modify Search section on the left side of the screen enables the search criteria to be modified to return different lodging results. The following options and table explain how to change the search criteria. After entering all the criteria, select **Search** to display the new results.

*An asterisk indicates a required field.*
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To change the check-in date:

Complete the *Check-In Date field with a date that is different from the check-in date currently identified. Use the calendar icon if necessary.

To change the check-out date:

Complete the *Check-Out Date field with a date that is different from the check-out date currently identified. Use the calendar icon if necessary.

To select the location, airport, city, or ZIP code for a hotel, or limit the results by the hotel name:

Choose the Select By drop-down list arrow and select the preferred value. The selection in this field determines the fields that will display below it. Table 2-4 describes the screen fields that may display, depending what was selected.
### Table 2-4: Fields to Modify Lodging Search

<table>
<thead>
<tr>
<th>SELECT THIS OPTION</th>
<th>COMPLETE THIS FIELD</th>
<th>ENTER THIS INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY Location</td>
<td>*City / TDY Location</td>
<td>Preferred name of the city or TDY location to book a hotel room.</td>
</tr>
<tr>
<td>Hotel Name</td>
<td>*Hotel Name</td>
<td>Name of a hotel or chain for DTS to return.</td>
</tr>
<tr>
<td>Airport Location</td>
<td>*Airport Code</td>
<td>Code for the preferred airport at the location to book a hotel room.</td>
</tr>
<tr>
<td>City Location</td>
<td>*State</td>
<td>Postal abbreviation of the preferred state to book a hotel room.</td>
</tr>
<tr>
<td></td>
<td>*Country</td>
<td>Name of the preferred country to book a hotel room.</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>*ZIP Code</td>
<td>ZIP code of the preferred location to book a hotel room.</td>
</tr>
<tr>
<td>Any Option</td>
<td>*Distance</td>
<td>Maximum number of miles from the location, airport, city, or ZIP code to book a hotel room.</td>
</tr>
<tr>
<td>TDY Location, Hotel Name, or City Location</td>
<td>* City</td>
<td>Name of the preferred city to book a hotel room.</td>
</tr>
</tbody>
</table>

- **DoD Lodging Only**
  - *Number of Adults*
    - Search for rooms that can accommodate up to 13 family member (4 adults and 9 children) on official travel. The facility will issue a CNA number if it cannot accommodate all travelers.
  - *Number of Children*
  - *Group ID*
    - Reserve a room blocked for attendees at an event (class, exercise, etc.). The event organizer provides the Group ID number. The facility issues a CNA number if it cannot accommodate you in one of the blocked rooms.

### 2.6.4.2 Select Lodging

The hotels are organized under type of lodging, as follows (Figure 2-49):

- **DoD Lodging.** These facilities are owned or leased by the DoD, are usually located on an installation, and are usually run by DoD personnel. Some may be located off installation grounds and operated by a non-DOD entity. Lodging types include:
  - DoD Lodging Facilities: This lodging is for travelers and their families on official duty. These facilities include but are not limited to Army Lodging, Navy Gateway Inns & Suites, Navy Lodge, Air Force Inn, Marine Corps Transient Housing, Inns of the Corps, and various Guard, and Reserve lodging facilities.
  - Preferred Lodging. These facilities have signed agreements with DoD to meet strict safety and security standards, provide a host of guest amenities and service, and offer rates below DoD per diem limits.
  - Govt Safety Compliant Lodging. These facilities are not a part of the ILP pilot, but meet all Federal Emergency Management Agency (FEMA) and DoD safety and security requirements. These facilities do not have a signed agreement with the Government, though they may offer similar services and amenities offered by Preferred Lodging facilities.
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- Other Published Rates. These facilities do not meet the criteria for any of the above options.

You may view the hotels by selecting the **Sort By** radio buttons as shown below:

- Distance
- Rate Range
- Hotel Name

* DoD Lodging and Preferred commercial lodging facilities will default to being sorted by distance

The Lodging screen displays the amount allowed for lodging for the selected location. The below items for the hotel display:

- Address
- Telephone and fax numbers
- Participation in the FedRooms program
- Distance from location
- Additional Hotel Information link

Before selecting lodging, you may wish to read more information about the hotel. Select **Additional Hotel Information** to open a window that displays links to hotel policies, amenities, and other information (Figure 2-50). Select any link to view details. Close the window when finished.
Figure 2-50: Additional Hotel Information Window

Once a hotel is selected, search results display by room/rate in the below order:

- FedRooms
- Government rates
- Remaining rates (alphabetically)

* DoD Lodging and Preferred Lodging will only display the Government rates.

If you are TDY to an installation, and DoD lodging is available, DTS functionality and lodging reimbursement limits depend on whether (a) the installation is a pilot location or a non-pilot location, (b) whether or not the lodging facility is connected to DTS, and (c) whether you are a military member or civilian employee.
2.6.5 Cancel or Change a Reservation in the Reservation Summary Box

Reservations may be cancelled or changed at any time during the process. Beginning in the green Reservations Summary box (Figure 2-51), follow the below steps to cancel a reservation:

![Reservations Summary Box](image)

Figure 2-51: Reservations Summary

1. Select **Cancel** for the reservation that needs to be changed.

A pop-up window asks: *Are you sure you want to cancel?*

2. Choose **OK** to proceed with the cancellation. The cancelled reservation no longer displays in the Reservation Summary box.

   -OR-

   Choose **Cancel** to return to the same screen without cancelling the reservation.

To change a reservation, begin in the Reservations Summary box, and follow the below steps:

1. Select **Change** for the reservation that needs to be changed.

DTS displays a Reservation Change Confirmation prompt (Figure 2-52).

![Reservation Change Confirmation](image)

Figure 2-52: Rental Car Change Confirmation - First
2. Select **OK** to proceed with the change.

   - OR -
   Select **Cancel** to return to the Trip Summary without changing the reservation.

Depending on the reservation being changed, the screen displays the corresponding screen. Use the Modify Search area to find alternate reservations (Figure 2-53).

![Figure 2-53: Rental Car Screen – Modify Search](image)

If the modified search does not return acceptable results, select **Keep Original Reservation** to prevent the cancellation or change. See the Modify Search subsection of the appropriate reservation section in this chapter for instructions on how to use the Modify Search area.

If selecting a reservation that is different than the original reservation, a message will display to confirm that the reservation is about to be changed (Figure 2-54).
3. Select **OK** to delete the original reservation and add the new reservation.
   -OR-
   Select **Cancel** to keep the original reservation.

### 2.6.6 Other Trans. (Other Ticketed Transportation)

You may enter details and cost information about other ticketed transportation that you may have on this trip by using the Other Transportation screen (Figure 2-55). This is for arrangements that you made outside of DTS, which need to be recorded on the authorization and on the voucher. For example, ticket information can be added if the trip has been completed and an additional ticket was purchased as a result of a change in itinerary. If Section E was checked on the Trip Overview screen, DTS will include this screen during the reservations process. This screen may also be accessed by selecting Other Transportation on the subnavigation bar.

If the box in Section E was checked on the Trip Overview screen, DTS will include the Other Trans. screen during the reservations process. This screen may also be accessed by selecting **Other Transportation** on the subnavigation bar.
Figure 2-55: Other Transportation Screen
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**Note:** The [Click here for memorandum](#) link opens a memo addressed to DoD members. The memo implements mandatory split disbursement for military members, and encourages split disbursement for DoD civilian employees. **Note:** A Customer Identification Code (CIC) will be issued once the authorization has been approved.

Follow the below steps to add ticketed transportation information to an authorization:

1. Select **Travel** from the navigation bar.

2. Select **Other Transportation** from the subnavigation bar.

The Other Trans. screen opens (Figure 2-55).

3. Select the **Type** drop-down list and select the **type of travel** with appropriate billing category.

The Description field completes automatically.

4. Complete the **Ticket No.** field if the ticket number is known.

5. Complete the **Ticket Value** field.

6. Complete the **Cost** field if the actual cost differs from the ticket value.

7. Complete the **CBA Label** field and the **CBA Account** field by selecting the **CBA Accounts** link, if the travel will be centrally billed.

A pop-up window displays the CBAs available for selection.

8. Select a **CBA number**.

   - **OR**
     
   Select **Cancel**.

If a **CBA number** is selected, it will display in the CBA Account field. This action also populates the CBA Label field. The Other Trans. screen opens whether a CBA number or Cancel was selected.

9. Complete the **Departure Date** field. Use the calendar icon, if necessary.

10. Complete the **Issue Date**, if known.

11. Complete the **Ticket Date** field, if not already complete.

12. Complete the **text field** to provide comments to the CTO if necessary.

13. Select **view expense details** to view the reimbursement method or calculate the U.S. dollar amount for expenses paid in foreign currency.

If Comm Air (Central Bill), Comm Rail (Central Bill) or CTO Fee (Central Bill) on the Other Transportation screen was selected, the Method of Reimbursement cannot be changed on this screen.
The Expense Detail screen opens (Figure 2-56).

![Expense Details Screen](image)

**Figure 2-56: Expense Details Screen**

14. Make the appropriate changes.

15. Perform the following to calculate the dollar amount of any expenses that will be paid in foreign currency:
   
   a. Complete the **Foreign Currency** field with the amount of foreign currency.
   
   b. Complete the **Exchange Rate** field with the amount of foreign units per U.S. dollar.

16. Select **Return** to close the window.

The Other Trans. screen opens.
The screen refreshes (Figure 2-57). The Expense Cost field displays the cost in U.S. dollars.

![Expense Details Screen – Foreign Currency Calculated](image)

17. Update the **Ticket Cost** field with the U.S. dollar amount.

18. Select **Save**.

The screen refreshes and shows the saved ticket information.

19. Select **Create a New Ticketed Transportation Entry** if there is additional ticketed transportation to add to this authorization.
   - **OR-**
   - Select **Summary** in the navigation bar to advance to the Trip Summary.

### 2.6.7 Trip Summary

After completing the reservation process, the Trip Summary screen opens (Figure 2-58). This screen organizes the summary information under two tabs, as listed below:

- **Payment Information.** This screen provides the costs for each of the reservations on this itinerary. It includes editable fields in which certain changes can be made and other information added. In addition, the TDY location can be changed by selecting **Change TDY Location** at the bottom left corner of the screen.
• **Final Trip Itinerary.** This screen has no editable fields, but provides the final itinerary for review.

At ticketing, the Trip Summary screen will be updated with details such as ticket number, fare breakdown, and class of service.

![Trip Summary Screen – Payment Information](image)

**Figure 2-58: Trip Summary Screen – Payment Information**

**Note:** A traveler can use the tabs on the subnavigation bar to add a reservation that was not indicated on the Trip Overview screen. This can be done at any time during the process.
2.6.7.1 Payment Information

The text and objects that display on this screen depend upon the reservations in the authorization. The italicized items in the following lists identify links, drop-down lists, and other items on which a traveler may perform an action.

The Air Travel Payment Summary displays:

- **Add New Flight.** Link is used to access the Air Travel screen and add another flight to the trip
- **Total airfare cost**
- **View Flight Details.** Link opens a window that shows details about the flights on this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section e.g., seat selection changes and access to the Special Requests screen
- **Cancel.** Link is used to initiate cancellation of the flight reservation
- **Change.** Link is used to begin a search for a different flight
- **Airline name and flight number**
- **Departure and arrival times**
- **Field where loyalty program number for the airline may be entered**
- **Special Requests.** Link opens a window in which special meal requests and certain accessibility and baggage requests can be entered
- **Departure and return dates**
- **Seat number (if selected)**
- **Type.** Drop-down list select the method of reimbursement for the flights
- **CBA Label**
- **CBA Account (last four digits)**

The Rental Car Payment Summary displays:

- **Add New Rental Car.** Link is used to access the Rental Car screen and add another rental car for the trip
- **Estimated rental car cost**
- **Daily rate**
- **View Rental Car Details.** Link opens a window that shows details about the rental car for this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section and access to the Special Requests screen
- **Rental car company name**
- **Field where loyalty program numbers may be entered for the rental car company**
- **Special Requests.** Link opens a window in which special equipment requests and smoking preferences, as well as other information can be entered.
- **Pick-up date and time**
- **Drop-off date and time**
- **Cancel.** Link is used to initiate cancellation of the rental car reservation
- **Change.** Link is used to begin a search for a different rental car
- **Type.** Drop-down list to select the method of reimbursement for the rental car

The Lodging Payment Summary displays:

- **Add New Lodging.** Link opens the Lodging screen so you may add another hotel for the TDY trip
- **Estimated lodging cost**
- **Rate per night**
• **View Lodging Details.** Link that opens a window that provides information about the hotel. Allows changes to some of the same details that can be changed in the Payment Information section, e.g., room selection changes, view additional hotel information, and access the Special Requests screen
  • Hotel name
  • Field where loyalty program numbers may be entered for the hotel brand
  • **Special Requests.** Link is used to open a window in which special accommodation requests and smoking preferences, as well as other information can be entered
  • Check-in date
  • Check-out date
  • **Cancel.** Link is used to initiate cancellation of the lodging reservation
  • **Change.** Link is used to begin a search for different lodging
  • **Type.** Drop-down list from which to select the method of reimbursement for the lodging

To see details for a reservation, select **View <reservation type> Details** on the right side of the screen in the corresponding row that contains the reservation cost information (Figure 2-58). A screen opens and details for the selected reservation display (Figure 2-59). The links and objects on this screen may be used to make certain changes such as Frequent Flyer number and payment type. The Special Requests screens may be accessed through the link on each type of **View <Reservation Type> Details** screen.

Figure 2-59: View Rental Car Details Screen

If changes were made on this screen, select **Save <Reservation Name> Details**. If there are no changes, select **Return to Payment Information**. The Payment Information section of the Trip Summary Screen opens (Figure 2-58).

The screen displays headings for other reservations (e.g., Rail Payment Summary and Other Transportation), even if they are not included in the authorization. Each heading includes a link
that may be used to add the reservation. DTS opens the Rail or Other Trans. screen to initiate the reservation process as described in the corresponding section of this manual.

After reviewing each summary, scroll to the bottom of the screen and select **Save and Continue**.
2.6.7.2 Final Trip Itinerary

The Final Trip Itinerary opens after **Save and Continue** is selected (Figure 2-60). The Final Trip Itinerary tab may also be selected to view this screen.

![Figure 2-60: Trip Summary Screen - Final Trip Itinerary](image)

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**DTS Release 1.7.3.28, Document Processing Manual, Version 1.5.11 Updated 6/9/15**

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete. Please check revision currency on the web prior to use.
Chapter 2: Temporary Duty (TDY) Authorizations

Review the information on this screen carefully. The DTS document name and the DTS / CTO Confirmation Number are found on this page in the upper right corner.

2.6.7.3 Email and Print the Trip Itinerary

In the top right corner of the Trip Summary screens there are two links that may be used to email the itinerary and print the itinerary. To print the itinerary, select **Print this Itinerary**, then follow the instructions in the browser pop-up window.

Follow the below steps to email the itinerary:

1. Select **Email this Itinerary**.

The Email Itinerary Details window opens (Figure 2-61).

![Email Itinerary Details Window](Image)

**Figure 2-61: Email Itinerary Details Window**

The **To**: field defaults to the email address in your personal profile.

2. (Optional) Update the information in the **To**: field.

One or more email addresses may be added below the default or the default may be replaced with a different email address.

3. (Optional) Enter an additional email address for DTS to send the itinerary in the **CC**: field.

4. (Optional) Complete the Comments field with any comments for the email recipients.

5. Select **Send Email**.

DTS sends the itinerary and comments to all valid email addresses entered.
2.6.8 Full CTO Assistance Request

Travelers may use the Full CTO Assistance Request button to request assistance with the entire itinerary instead of selecting reservations by using the Travel module.

After selecting the Full CTO Assistance Request from the Trip Overview screen (Figure 2-28), a pop-up message informs you that this option requires manual intervention from the CTO and an additional fee will be charged (Figure 2-62).

![Manual Intervention Message](image)

Figure 2-62: Manual Intervention Message

1. Select OK.
2. Add or modify text in the **Comments** fields, if necessary (Figure 2-63).

3. Select **Send Comments to CTO**. Selecting **Cancel CTO Assistance** will return you to the **Itinerary>Trip Overview** screen.

Figure 2-63: Full CTO Assistance Request Comment Windows
If Send Comments to CTO was selected, the TSA Secure Flight Information screen will display.

4. Enter or update data.

5. (Optional) Check the Save changes to permanent traveler information box to save information to the document and the user/traveler profile. If not selected, this information will save in the document only.

6. Select Save TSA Information.

2.7 Expenses

The Expenses module in DTS allows travelers to record mileage and non-mileage expenses, and edit per diem entitlements. Before travel, expenses are estimated and entered by date to get an accurate “should cost” estimate for the trip. Non-Mileage Expenses
Non-mileage expenses may be selected from a list or entered manually on the screen. To access the Non-Mileage Expenses screen in DTS, select **Expenses** on the navigation bar. The Non-Mileage Expense screen opens (Figure 2-64).

Follow the below steps to enter non-mileage expenses:

1. Select the **Select Expense Type** drop-down list arrow and select the **type** of expense. If the expense type is not listed, enter the type in the **-OR-** field below the drop-down list.

2. (Optional) The **Method of Reimbursement** field populates automatically. If other options are available in the drop-down list, change it if necessary.
3. Complete the **Cost** field with the amount of the expense.

4. Complete the **Date** field with the date on which the expense was or will be incurred. Use the calendar icon if necessary.

5. (Optional) Select **view expense details/currency calculator** (Figure 2-65) to view cost options or to convert a foreign currency into a U.S. dollar amount.

![Expense Details and Currency Calculator Screen](image)

Figure 2-65: Expense Details and Currency Calculator Screen

a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units.

b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent.

c. Select **Save** to enter the calculated amount into the Non-Mileage Expenses screen Cost field.

-OR-

Select **Return** to return to the Non-Mileage Expenses screen.

6. Repeat Steps 2 through 4 until all expenses are entered.

**Note:** Up to five expenses may be entered on the initial expenses screen before saving. Additional expenses can be entered and saved one at a time.
7. Select **Save Expenses**. Changes will not be saved unless this button is selected.

8. Enter additional expenses one at a time.

9. Select **Save Expense**.

### 2.7.1 Mileage Expenses

The Mileage Expenses screen allows travelers to enter expenses incurred for the use of different modes of transportation and the mileage used for the trip. DTS uses the mileage that is entered and the current rate of reimbursement to calculate mileage expenses. Use the steps listed below to enter mileage expenses in DTS:

1. Select **Expenses** from the navigation bar.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 2-66). The Mileage Expense types are described in Table 2-5.

![Figure 2-66: Mileage Expenses Screen](image-url)
Table 2-5: Mileage Expense Types

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC Use – Dedicated Gov Veh</td>
<td>A privately owned conveyance (POC) is used for your convenience instead of an available Government vehicle dedicated for your use, such as a commander’s car.*</td>
</tr>
<tr>
<td>POC Use – Gov Vehicle Avail</td>
<td>A POC is used for your convenience instead of an available Government vehicle. Example: A fleet of vehicles has been procured for your use and one of the vehicles is available, but you use a POC.*</td>
</tr>
<tr>
<td>Private Plane</td>
<td>A private plane is used for TDY travel.</td>
</tr>
<tr>
<td>Pvt Auto-In/Around</td>
<td>A privately owned vehicle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>Pvt Auto-TDY/TAD</td>
<td>A POC is used for travel from your duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the Defense Table of Official Distances (DTOD) is mandatory.</td>
</tr>
<tr>
<td>Pvt Auto-Terminal</td>
<td>A POC is used for travel from your duty station or residence to and from the airport.</td>
</tr>
<tr>
<td>Pvt Motorcycle-In/Around</td>
<td>A privately owned motorcycle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>Pvt Motorcycle-TDY/TAD</td>
<td>A privately owned motorcycle is used for travel from your duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.</td>
</tr>
<tr>
<td>Pvt Motorcycle-Terminal</td>
<td>A privately owned motorcycle is used for travel from your duty station or residence to and from the airport.</td>
</tr>
</tbody>
</table>

*No POC reimbursement is allowed if a Government vehicle was used by other travelers to complete the TDY mission and space was available for you, but you chose to use a POC for personal convenience.

3. Select the Expense Type drop-down list and select the type of expense.

4. Enter the Date of the expense. Use the calendar icon if necessary.

5. The Method of Reimbursement field populates automatically, based on the selected Expense Type. The only Method of Reimbursement available in Mileage Expenses is Personal.

6. Enter the number of miles in the Miles field.

   a. If Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD was selected in the Expense Type drop-down list, mileage cannot be entered. Select DoD Table of Distances to calculate mileage and receive an estimated cost for the expense.

   b. Check the Create a separate expense for return trip mileage box, if appropriate (Figure 2-67).
7. Select **Save Expenses**.

8. Select **OK** to the message stating that a Constructive Travel Cost-Comparison Worksheet may need to be completed (Figure 2-68).

Repeat Steps 2 through 6 for the next mileage expense if necessary.

9. Enter additional expenses one at a time.

10. Select **Save Expense**.
2.7.1.1 Defense Table of Official Distances

The DTOD must be used when driving to a TDY location outside the local travel limits. It is not used for local travel or for any form of personal travel. Follow the below steps to calculate mileage by using the DTOD:

1. Select the DoD Table of Distances link below the Method of Reimbursement field (Figure 2-67).

The DoD Table of Official Distances (DTOD) screen opens (Figure 2-69).

![Diagram of DoD Table of Official Distances (DTOD) Screen]

Figure 2-69: DoD Table of Official Distances (DTOD) Screen
2. Check the **OCONUS** box if the city that will be entered in the Traveling From section is in a location that is not a U.S. state or territory. (DTOD will only find a foreign location if this box is checked.)

3. Complete the **City** field with the name of the city that is the starting point from which the mileage will be calculated.

4. Complete the **State/Country** field and **County** field (optional). Select the **Lookup State and Country Codes** link if help is needed.

5. Select **Search** to view a list of locations associated with the city entered in the Traveling From section.

6. Choose **Select** next to the correct location.

7. Use the above steps to complete the **Traveling To** section.

8. Select **Calculate Mileage**.

9. Select **Save Total and Continue**.

The Mileage Expenses screen opens (Figure 2-66). The cost is calculated in the box on the right side of the screen.

10. Select **Save Expenses** to save the mileage expense.

### 2.7.2 Per Diem Entitlements

The Per Diem Entitlements screen permits a traveler to edit a document by changing per diem entitlements for lodging, duty conditions, meals, and leave.

To access the Per Diem Entitlements feature, select **Expenses** from the navigation bar. Select **Per Diem Entitlements** from the subnavigation bar. The Per Diem Entitlements screen opens (Figure 2-70). This screen shows the amount to be reimbursed for each date and location of travel. The information on the screen results from the TDY location selected on the Trip Overview screen and accommodations selected in the Lodging screen. See Table 2-6 for Per Diem Entitlements definitions.
**Note:** The GSA State Tax Exemption Listing link allows a traveler to access and print a tax-exempt form for the location where travel will occur.

---

**Figure 2-70: Per Diem Entitlements Screen**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Edit</th>
<th>Reset</th>
<th>LG Cost</th>
<th>LG Allowed</th>
<th>MRE Allowed</th>
<th>Per Diem Rate</th>
<th>Code</th>
<th>B</th>
<th>L</th>
<th>D</th>
<th>Qtrs</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/22/15</td>
<td>SHEPPARD AFB, TX</td>
<td>Edit</td>
<td></td>
<td>$67.00</td>
<td>$60.00 G0CC-Individual</td>
<td>$34.50 Personal</td>
<td>83 / 46</td>
<td>QTRS</td>
<td>AVAIL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/23/15</td>
<td>SHEPPARD AFB, TX</td>
<td>Edit</td>
<td></td>
<td>$67.00</td>
<td>$60.00 G0CC-Individual</td>
<td>$33.00 Personal</td>
<td>83 / 46</td>
<td>MESS</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/24/15</td>
<td>SHEPPARD AFB, TX</td>
<td>Edit</td>
<td></td>
<td>$67.00</td>
<td>$60.00 G0CC-Individual</td>
<td>$33.00 Personal</td>
<td>83 / 46</td>
<td>MESS</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/25/15</td>
<td>SHEPPARD AFB, TX</td>
<td>Edit</td>
<td></td>
<td>$67.00</td>
<td>$60.00 G0CC-Individual</td>
<td>$33.00 Personal</td>
<td>83 / 46</td>
<td>MESS</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06/26/15</td>
<td>SHEPPARD AFB, TX</td>
<td>Edit</td>
<td></td>
<td>$0.00</td>
<td>$50.00 G0CC-Individual</td>
<td>$34.50 Personal</td>
<td>83 / 46</td>
<td>MESS</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 2-6: Per Diem Entitlements Definitions

<table>
<thead>
<tr>
<th>Per Diem Entitlement</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging Cost</td>
<td>Amount charged by the selected hotel for nightly lodging. This amount can be changed if you use Government quarters or claim actual lodging costs. *If you chose DoD Lodging, the cost is shown here automatically, if you made reservations outside DTS you will need to manually change the lodging costs.</td>
</tr>
<tr>
<td>Lodging Allowed</td>
<td>Maximum per diem allowed for the selected TDY location for nightly lodging.</td>
</tr>
<tr>
<td>M&amp;IE</td>
<td>Amount allowed for meals and incidental expenses for the TDY location selected. Travelers receive 75% of the M&amp;IE per diem for the first and last days of TDY travel.</td>
</tr>
<tr>
<td>Code</td>
<td>Code that displays if duty conditions or if meals provided have been selected for you. Other causes include you taking leave or receiving an OCONUS incidental expense rate.</td>
</tr>
<tr>
<td>B, L, D</td>
<td>Display if breakfast, lunch, or dinner is to be eaten at the military dining facility or will otherwise be provided to you.</td>
</tr>
<tr>
<td>Qtrs</td>
<td>Abbreviation that displays if quarters exist at the military destination selected. Lodging cost for military installations defaults to the location per diem allowed per night.</td>
</tr>
</tbody>
</table>

#### 2.7.2.1 Update Per Diem Entitlements – Lodging

Follow the below steps to update per diem entitlements for lodging:

1. Select **Expenses** from the navigation bar.
   
The Non-Mileage Expenses screen opens by default.

2. Select **Per Diem Entitlements** from the subnavigation bar.
   
The Per Diem Entitlements screen opens (Figure 2-70).

3. Select **Edit** next to the date to be changed.
   
The Per Diem Entitlement Detail screen opens (Figure 2-71). Fields displayed here may be used to update the per diem entitlements for the trip.
2.7.2.2 Update Per Diem Entitlements – Duty Conditions

Follow the below steps to update per diem entitlements for duty conditions:

1. Select Per Diem Entitlements from the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select Edit next to the date to be changed.

The Per Diem Entitlement Detail screen opens. It displays fields that may be edited to update per diem entitlements for duty conditions.

3. Complete the Values Apply Through field if changes are for multiple days in a row.

4. Complete the Values Apply Through field if changes are for multiple days in a row.

5. Update the Lodging field if the cost differs from the amount shown.

6. (Optional) Select view expense details/ currency calculator to view expense options or to convert a foreign currency into a U.S. dollar amount and select Save.

7. Select Save These Entitlements.
4. Select the **Duty Conditions** that apply to the TDY (Figure 2-72).

Figure 2-72: Per Diem Entitlement Detail Screen - Duty Conditions Section

5. Select **Save These Entitlements**.

If Annual Training, Active Duty Training, or Inactive Training duty conditions is selected, you must still select the lodging and meals conditions that apply. The screen does not refresh and populate the values. See Table 2-7 for definitions of the duty conditions.
## Table 2-7: Per Diem Entitlements for Duty Conditions

<table>
<thead>
<tr>
<th>DUTY CONDITION</th>
<th>DESCRIPTION</th>
<th>DTS FUNCTIONALITY</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Conditions</td>
<td>You are serving with troops on maneuvers, field exercises, or similar operations; receives field rations; and are quartered in accommodations associated with field exercises.</td>
<td>Sets the lodging and M&amp;IE to $0.</td>
<td>FDLC</td>
</tr>
<tr>
<td>Adverse Effects/Commercial Quarters</td>
<td>You are authorized or ordered to evacuate the PDS.</td>
<td>Sets the lodging and M&amp;IE to full per diem.</td>
<td>ADEF</td>
</tr>
<tr>
<td>Inactive Duty Training (Local Commuting Area)</td>
<td>No per diem is payable to a member commuting daily to Annual Training (AT).</td>
<td>Sets lodging and M&amp;IE to $0.</td>
<td>INDT</td>
</tr>
<tr>
<td>Permissive TDY</td>
<td>Travel is authorized in the DoD’s interest but voluntary in nature. You are financially responsible for all travel and transportation expenses.</td>
<td>Sets lodging and M&amp;IE to $0.</td>
<td>PTDY</td>
</tr>
<tr>
<td>Hospital Stay</td>
<td>Per diem is not allowed while an employee is confined to a hospital or medical facility.</td>
<td>Sets lodging and M&amp;IE to $0.</td>
<td>HOSP</td>
</tr>
<tr>
<td>Quarters Available</td>
<td>Government lodging is available at the military installation</td>
<td>Sets lodging to the locality rate and M&amp;IE to full per diem. You should set meal rate based on dining facility availability which is typically set at Government Meal Rate (GMR).</td>
<td>QRTS</td>
</tr>
<tr>
<td>Group Travel</td>
<td>Several individuals traveling together; typically all lodging and transportation expense items are provided.</td>
<td>Sets lodging to $0 and M&amp;IE is set to the full per diem.</td>
<td>GRPT</td>
</tr>
<tr>
<td>Annual Training (Quarters and Meals Available)</td>
<td>Per diem is payable for AT.</td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>TRN</td>
</tr>
<tr>
<td>Essential Unit Messing</td>
<td>Government lodging and use of Government meals is essential for training and readiness. The traveler is paid the incidental portion of the daily M&amp;IE rate.</td>
<td>Sets lodging field to full per diem and sets M&amp;IE to $3 per day except on travel days (continental United States [CONUS] travel only).</td>
<td>EUM</td>
</tr>
<tr>
<td>Aboard U.S. Vessel</td>
<td>You are not paid per diem while aboard a U.S. vessel.</td>
<td>Checked box displays screen alert. Select OK. Lodging and M&amp;IE sets to $0.</td>
<td>VSSL</td>
</tr>
<tr>
<td>Authorized Trip Home</td>
<td>The authorization allows the DoD civilian employee a trip home every 3 weeks.</td>
<td>Sets lodging to $0 except for the return travel day. Sets M&amp;IE to $0 except for 75% for the first and last travel days to and from home.</td>
<td>HOME</td>
</tr>
</tbody>
</table>
2.7.2.3 Update Per Diem Entitlements – Meals

Follow the below steps to update per diem entitlements for meals:

1. Select Per Diem Entitlements on the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select Edit next to the date to be changed.

The Per Diem Entitlement Detail screen opens.

3. Complete the Values Apply Through field if changes are for multiple days in a row (Figure 2-71).

---

### Table 2-7: Per Diem Entitlements for Duty Conditions (continued)

<table>
<thead>
<tr>
<th>DUTY CONDITION</th>
<th>DESCRIPTION</th>
<th>DTS FUNCTIONALITY</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Training (Quarters Available-Meals Not Available)</td>
<td>These duty conditions are provided for import/export (I/E) partner systems. Other users can select the duty condition and select the lodging cost and meals manually. Automatic adjustment of lodging and M&amp;IE is only made for I/E partner system documents. For all manual selections, lodging and M&amp;IE are set to full per diem and must be adjusted by the user accordingly. <strong>Note:</strong> See Appendix F of the DTA Manual for details pertaining to M&amp;IE for I/E Partner Systems.</td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>ATQP</td>
</tr>
<tr>
<td>Annual Training (Commercial Quarters)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>ATCQ</td>
</tr>
<tr>
<td>Active Duty Training (Quarters and Meals Available)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>ADTQ</td>
</tr>
<tr>
<td>Active Duty Training (Quarters Available-Meals Not Available)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>ATQP</td>
</tr>
<tr>
<td>Active Duty Training (Commercial Quarters)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>ADT</td>
</tr>
<tr>
<td>Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>IDQM</td>
</tr>
<tr>
<td>Inactive Duty Training Non-Local Commuting Area (Quarters Available-Meals Not Available)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>IDTQ</td>
</tr>
<tr>
<td>Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)</td>
<td></td>
<td>Sets lodging and M&amp;IE to full per diem.</td>
<td>IDTN</td>
</tr>
</tbody>
</table>
4. Select the appropriate **meal code** radio button from the list on the left side of the screen (Figure 2-73).

![Figure 2-73: Per Diem Entitlement Detail Screen - Meals Section](image)

The Available and Provided meal codes reduce per diem entitlements. The Available meal code will only compute when the TDY location is a military installation. See Table 2-8 for definitions of the Per Diem Entitlement Selections for Meals.

5. Check the **meal** box(es) in the list on the right side of the screen, if applicable.

6. Select **Save These Entitlements**.
Table 2-8: Per Diem Entitlements Selections for Meals

<table>
<thead>
<tr>
<th>MEAL PER DIEM ENTITLEMENTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Rate</td>
<td>You are authorized commercial meal rate.</td>
</tr>
<tr>
<td>Elected</td>
<td>You will voluntarily use Government dining facilities (mess hall). This does not affect M&amp;IE computations. (Use when completing a voucher from authorization.)</td>
</tr>
<tr>
<td>Available</td>
<td>DTS automatically checks the meals and quarters availability information associated with the selected TDY location to determine if meals are available. Your M&amp;IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify which meals are available.</td>
</tr>
<tr>
<td>Provided</td>
<td>Your M&amp;IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify the provided meals.</td>
</tr>
<tr>
<td>Occasional</td>
<td>Authorized at the discretion of the AO, occasional meals can be approved for trips that last less than 12 hours. Enter the total amount in the Cost field.</td>
</tr>
<tr>
<td>Special Rate</td>
<td>The Special Rate is selected for unique travel situations. The two most common situations are when the Service Secretary authorizes:</td>
</tr>
<tr>
<td></td>
<td>A flat per diem rate for travelers assigned to a Contingency Operation for more than 180 days. You receive 55% of the applicable locality per diem rate.</td>
</tr>
<tr>
<td></td>
<td>A lower per diem rate under Joint Federal Travel Regulations, par. U4177. The document authorizing the lower per diem rate must be attached to the DTS authorization.</td>
</tr>
<tr>
<td>Note:</td>
<td>If applying the OCONUS incidental rate of $3.50, select the OCONUS Incidental Amount box under “Other Per Diem Entitlements” and select all meals provided. Do not use the Special Rate option to indicate an OCONUS incidental rate.</td>
</tr>
<tr>
<td>Cost</td>
<td>The Cost field is used to set a per diem rate when Occasional or Special Rate meal code is selected.</td>
</tr>
</tbody>
</table>

2.7.2.4 Update Per Diem Entitlements - Other Per Diem Entitlements

Follow the below steps to update Other Per Diem Entitlements:

1. Select Per Diem Entitlements on the subnavigation bar.

   The Per Diem Entitlements screen opens (Figure 2-70).

2. Select Edit next to the date to be changed.

   The Per Diem Entitlement Detail screen opens (Figure 2-71) and displays fields that may be used to update the per diem entitlements for the trip. The Other Per Diem Entitlements section is in the lower part of the screen (Figure 2-74). This screen allows a traveler to change the per diem reimbursement by selecting a radio button.
Figure 2-74: Per Diem Entitlement Detail Screen -Other Per Diem Entitlements Section

**Note:** The Per Diem Entitlement Detail screen shown in Figure 2-74 is for a civilian employee. Military members will not be able to choose Sick Leave in the Other Per Diem Entitlements.

3. Complete the **Values Apply Through** field if changes are for multiple days in a row.

4. In the Other Per Diem Requirements section select the appropriate **radio button** for the per diem date(s) as it applies.

5. Select **Save These Entitlements**.
See Table 2-9 for descriptions of the radio buttons.

Table 2-9: Per Diem Entitlement Selections for Other Per Diem Entitlements

<table>
<thead>
<tr>
<th>OTHER PER DIEM ENTITLEMENTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Other Per Diem Entitlements</td>
<td>This radio button is selected by default. If you are not claiming any of the other per diem entitlements, then this radio button remains selected and no entitlements are affected.</td>
</tr>
<tr>
<td>Leave</td>
<td>Select if leave will be taken while on TDY. Military personnel use <strong>Annual</strong> leave. Government employees choose either <strong>Annual</strong> or <strong>Other</strong>. Government employees may enter the number of hours they wish to take. <strong>Note:</strong> The per diem entitlements will be zeroed out for the selected date range unless a DoD civilian employee is taking fewer than 8 hours leave.</td>
</tr>
<tr>
<td>Sick Leave - No Per Diem</td>
<td>This option only displays for DoD civilian employees. Select if the employee is sick and not authorized per diem.</td>
</tr>
<tr>
<td>Sick Leave - Per Diem</td>
<td>This option only displays for DoD civilian employees. Select if the employee is sick and is authorized full per diem.</td>
</tr>
<tr>
<td>Duty Day(s) (No Per Diem)</td>
<td>This option only used only for military personnel. Select if the AO does not approve the excess travel time as official (trip is extended beyond official travel date) but leave should not be charged because you returned on a duty day. No per diem reimbursement is allowed and the day is not charged as leave.</td>
</tr>
<tr>
<td>Non-Duty Day(s)</td>
<td>This option is only used for DoD civilian employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because you returned on a non-duty day. No per diem reimbursement is allowed and the day is not charged as leave. Example: You complete mission requirements on Friday and are supposed to return on Saturday, but instead stay until Sunday. 75% reimbursement for travel applies to Saturday and no per diem is paid on Sunday and no leave is taken.</td>
</tr>
<tr>
<td>Authorized Delay</td>
<td>Select for a particular date if the AO approves additional travel time as official because you are unavoidably delayed. Full reimbursement is allowed for per diem entitlements.</td>
</tr>
<tr>
<td>Actual Lodging</td>
<td>Select if the lodging cost exceeds per diem lodging allowed. This selection requests that the actual lodging costs be reimbursed instead of the per diem lodging rate. After selecting Actual Lodging, you will enter the amount of the actual lodging costs in the Lodging field in the Per Diem Rates section on this screen for each affected date and must justify the Actual Lodging flag on the Pre-Audit screen.</td>
</tr>
<tr>
<td>OCONUS Incidental Amount</td>
<td>Select if the AO determines that the minimum incidental amount ($3.50 rate) is allowed rather than the Local Incidental Rate for the destination. This OCONUS Incidental Amount should only be used when travel is outside the continental United States. This selection can be used in combination with the In Place per diem entitlement.</td>
</tr>
</tbody>
</table>
2.7.2.5 Using Leave While on TDY

You may be authorized to take leave while on TDY, DTS does not support reservations for leisure travel. Personal charge cards are not authorized as forms of payment for travel reservations. Any travel reservations made in DTS should be for the official portion of the travel only, as all costs entered into DTS will be reimbursable or non-reimbursable (CBA or Government-provided) based on the expense and method of reimbursement.

The site should establish local procedures with the CTO to allow off-line booking and payment for leisure travel, especially when official travel is charged to a CBA. The local procedures should focus on determining the reimbursable amount, manually entering the appropriate expenses in DTS, and attaching documentation.

If you take leave at the beginning, end, or in the middle of the TDY, no expenses or per diem for lodging or M&IE will be paid for the leave day(s). You are responsible for your own expenses on those days. An advisory notice will display on the Pre-Audit Trip screen when signing the authorization.

Use local business rules to accomplish off-line booking and payment for leisure travel. The local rules should explain calculating the reimbursable amount, entering appropriate expenses in DTS, and attaching documentation.

---

Table 2-9: Per Diem Entitlement Selections for Other Per Diem Entitlements (continued)

<table>
<thead>
<tr>
<th>OTHER PER DIEM ENTITLEMENTS</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Place</td>
<td>Select to allow you to start or end an authorization or voucher in conjunction with another authorization or voucher that has an adjacent date. If used for the first or last day of the authorization with no other duty conditions, it computes and pays full per diem and lodging for the per diem location. This selection triggers an Other Authorization during the Review/Sign process. When this Other Authorization triggers, the user must enter comments, such as a TANUM, to associate the document with the other document. This selection can be used in combination with the OCONUS Incidental Amount per diem entitlement.</td>
</tr>
</tbody>
</table>

---

In Place

Select to allow you to start or end an authorization or voucher in conjunction with another authorization or voucher that has an adjacent date. If used for the first or last day of the authorization with no other duty conditions, it computes and pays full per diem and lodging for the per diem location. This selection triggers an Other Authorization during the Review/Sign process. When this Other Authorization triggers, the user must enter comments, such as a TANUM, to associate the document with the other document. This selection can be used in combination with the OCONUS Incidental Amount per diem entitlement.
### 2.7.2.6 Per Diem Entitlements - International Date Line (IDL) Travel

The International Date Line (IDL) is an imaginary line roughly along the 180th meridian. It is the place where each calendar day begins. If travel involves crossing the IDL, make sure that the correct time zone for the duty station is selected in your profile. Crossing the date line is noted in the Location column of the Per Diem Entitlements screen (Figure 2-75). Table 2-10 explains how DTS treats per diem entitlements for IDL travel.

#### Table 2-10: Per Diem Entitlements for IDL Travel

<table>
<thead>
<tr>
<th>Traveling</th>
<th>Example</th>
<th>Itinerary</th>
<th>DTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westward (IDL-W)</td>
<td>Seattle to Tokyo</td>
<td>Adds one day.</td>
<td>Calculates 75% for M&amp;IE on the first calendar day and full M&amp;IE for the second calendar day. Labels the location for the added itinerary day as In Transit*.</td>
</tr>
<tr>
<td></td>
<td>Leave Seattle at 9 am.</td>
<td>Shows travel for first and second consecutive calendar days.</td>
<td>idores the location for the added itinerary day as In Transit*.</td>
</tr>
<tr>
<td></td>
<td>Arrive Tokyo 2 pm on next calendar day.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastward (IDL-E)</td>
<td>Tokyo to Seattle</td>
<td>Subtracts one day.</td>
<td>Calculates 75% for M&amp;IE on the travel day.</td>
</tr>
<tr>
<td></td>
<td>Leave Tokyo at 3 pm.</td>
<td>Shows arrival time before departure time.</td>
<td>Pays per diem for both hotels.</td>
</tr>
<tr>
<td></td>
<td>Arrive Seattle at 7 am on same calendar day.</td>
<td>May show two hotel reservations for the same day.</td>
<td></td>
</tr>
</tbody>
</table>

* In Transit displays on the Per Diem Entitlements screen as the location for the dates that fall between the overall start date and the TDY arrival date.
### Figure 2-75: Per Diem Entitlements Screen (IDL Travel)

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>Lod Cost</th>
<th>Lod Allowed</th>
<th>Mile Allowed</th>
<th>Per Diem Rate</th>
<th>Code</th>
<th>D</th>
<th>L</th>
<th>Qtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/13/15</td>
<td>MISAWA AB, JPN-IDL W</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$86.00</td>
<td>$55.00 GO/CC-Individual</td>
<td>$72.00 Personal</td>
<td>92 / 96</td>
<td>OTRS</td>
<td></td>
<td></td>
<td>AVAIL</td>
</tr>
<tr>
<td>07/14/15</td>
<td>MISAWA AB, JPN</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$86.00</td>
<td>$55.00 GO/CC-Individual</td>
<td>$33.65 Personal</td>
<td>92 / 96</td>
<td>MEES</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
</tr>
<tr>
<td>07/15/15</td>
<td>MISAWA AB, JPN</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$55.00</td>
<td>$55.00 GO/CC-Individual</td>
<td>$33.65 Personal</td>
<td>92 / 96</td>
<td>MEES</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
</tr>
<tr>
<td>07/16/15</td>
<td>MISAWA AB, JPN</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$55.00</td>
<td>$55.00 GO/CC-Individual</td>
<td>$33.65 Personal</td>
<td>92 / 96</td>
<td>MEES</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
</tr>
<tr>
<td>07/17/15</td>
<td>MISAWA AB, JPN-IDL E</td>
<td>&gt; Edit</td>
<td>&gt; Reset</td>
<td>$0.00</td>
<td>$0.00 GO/CC-Individual</td>
<td>$72.00 Personal</td>
<td>92 / 96</td>
<td>MEES</td>
<td>M</td>
<td>M</td>
<td>AVAIL</td>
</tr>
</tbody>
</table>

Next, proceed to the following page.
2.7.3 Substantiating Records Imaging

Receipts and documentation of approval for first class travel are examples of substantiating records that support reimbursement requests for certain expenses. You are required to attach images of these records to the travel document so that you can receive proper approval and reimbursement.

You can attach documents to the trip record by using either the fax method or the scan and upload method. Although the Substantiating Records Imaging function is available for authorizations, receipts will not be available until after the travel is complete.

The below fax and scan procedures are used in authorizations and vouchers for storing images of substantiating records.

2.7.3.1 Submit Substantiating Records by Fax

To fax substantiating records into DTS, follow the below steps:

1. Gather all supporting documents (as required by local policy).

2. Prepare small-paper receipts for faxing by taping them to an 8 1/2- by 11-inch sheet of paper and making a photocopy.

Do not place small-paper receipts in a fax machine. Fax the photocopy, not the original small-paper receipts.

3. Select Expenses from the navigation bar.

4. Select Substantiating Records from the subnavigation bar.

The Substantiating Records screen opens (Figure 2-76).
Figure 2-76: Substantiating Records Screen

5. Select **Print Fax Cover Sheet**.

The DTS Receipts Cover Page opens (Figure 2-77). The fax cover sheet displays a bar code that is unique to the document. It identifies the document in the DTS database to which the substantiating records are associated.
The Print dialog box opens over the DTS Receipts Cover page.

6. Select **Print**.

7. (Optional) Write or type comments in the **Notes** box of the printed DTS Receipts Cover Page to identify the documents that are attached and will be loaded via the current fax.

8. Use a fax machine to send a facsimile of the cover sheet and the substantiating records.

The DTS Receipts fax number is shown on the cover page. **This is a live fax number and is NOT to be used for training purposes.**

**Note:** There is a processing time of about five minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code.
9. Select **Refresh**.

Records display in the Notes field in the lower part of the Substantiating Records screen, and show the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered, as shown in Figure 2-78.

![Figure 2-78: Substantiating Records Screen - Refreshed](image)

10. Revise the information in the **Notes** field to rename the faxed receipts.

11. Select **Save Notes**.

12. Select **View** to see an image of the records contained in the fax.

13. Select **Remove** to remove the desired image from the current document.
2.7.3.2 Submit Substantiating Records by Scan and Upload

DTS accepts and stores uploaded images of scanned documents. Acceptable file types include .bmp, .gif, .jpg, .pdf, .png, and .tif. The maximum file size is 2MB per file. Multiple files can be uploaded, but each file must be uploaded individually.

**Note:** Certain Microsoft products are not compatible with DTS because the images that they produce are compressed. DTS security requirements do not allow compressed images.

To use the scan and upload method to load records into DTS, follow the below steps:

1. Gather all supporting documents (as required by local policy).
2. Scan the documents individually and save to your computer. Label each document with a descriptive name.
3. Select **Expenses** from the navigation bar.
4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens.

5. Select **Browse**.

The Choose File Window opens (Figure 2-79).

6. Select the **file** to be uploaded.
7. Select **Open**.

![Choose File Window](image)

Figure 2-79: Choose File Window
The screen refreshes, displaying the path to the selected file (Figure 2-80).

![Receipts Screen](image)

**Figure 2-80: Receipts Screen**

8. Select **Upload**.

The screen refreshes (Figure 2-81). The Notes field in the lower part of the screen displays the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the records be entered.
Figure 2-81: Receipts Screen

9. Revise the information in the **Notes** field to rename the uploaded file with a description of the receipts it contains.

10. Select **Save Notes**.

11. Select **View** to review receipts.

12. Select **Remove** to remove a receipt from the current document.
2.8 Accounting Codes

If you are traveling on official DoD business you must have an accounting code that identifies the source of funds for travel. You may be required to provide the correct accounting label when creating an authorization.

Note: If you are creating a C-Permissive authorization, you will not be able to select a Line of Accounting (LOA).

The Accounting Codes screen allows trip expenses to be charged to one or more LOAs. If the LOA is set up in DTS, it will be available for selection in one of the following three drop-down lists:

- Accounting Label: These accounting codes or LOAs belong to your organization. If a Default accounting code has been set up for the organization, it will auto-populate in the field
- Shared LOA: These accounting codes are shared from a higher organization in your own hierarchy
- Cross Org LOA: These accounting codes are shared from a DTS organization outside your hierarchy

No Other Accounts Available. This will display when no LOAs have been set up in DTS for the organization.

Follow the below steps to select an accounting label for an authorization:

1. Select **Accounting** from the navigation bar.
The Accounting Codes screen opens by default (Figure 2-82).

Figure 2-82: Accounting Codes Screen

2. Choose the Accounting Label, Shared LOA, or Cross Org LOA drop-down list arrow and select the LOA. The LOA will load in the bottom left hand corner of the screen.

   -OR-

   Choose Find Accounting Label to open a screen to enter the name of the LOA and search for it.

Note: A FMS prefix on the LOA label indicates that the LOA is used for Foreign Military Sales (FMS) travel.

3. Select the Change Organization link if it is necessary to use the LOA from another suborganization under the current organization.

   If Find Accounting Label was selected, the Find Accounting Label screen opens and displays a list of LOAs.

4. Choose select next to the correct LOA to add to the document.
2.8.1 Select Multiple Accounting Codes

Follow the below steps to apply multiple accounting codes to an authorization:

1. Use the **Select Accounting Label** drop-down list arrow and select all LOAs that apply.
2. Select the **How To Allocate** drop-down list arrow and select a method.
3. Select **Allocate Expenses**.

The Allocate Expenses screen opens.

4. Allocate the expenses.
5. Select **Save Allocations**.

2.8.2 Using FMS LOAs in an Authorization

The Government uses the term *Foreign Military Sales (FMS)* as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix *FMS* in the LOA label.

DTS processes an authorization with an FMS LOA similar to the way that it processes other authorizations. However, the accounting and disbursing functions for FMS LOAs cause the following changes:

- You and the AO receive pop-up messages reminding them that FMS LOAs are processed differently and require extra processing time for payments.
- You receive an email reminder about the delay when the document is approved.

A document may use FMS LOAs along with other LOAs. A delay in payment to you may result when using an FMS LOA because their use requires approval from an additional Defense Finance Accounting Services (DFAS) system.

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 2-83).
When an AO approves an authorization that includes an FMS LOA, DTS sends you an email explaining that payment may be delayed for a document that includes disbursements.

2.9 Additional Options

The Additional Options feature of DTS allows travelers to update personal profiles and request SPPs and advances.

2.9.1 Profile

The Profile section of Additional Options allows you to update your profile data using the links displayed near the top of each of the Profile screens. NDEAs are also able to update profile data for travelers in the groups that they have group access.

Note: Travelers may view and edit their personal profile from their User Welcome screen by selecting Traveler Setup > Update Personal Profile. Changes made using the Traveler Setup option will not update existing documents.

Different elements of the profile data are displayed on five different screens that can be reviewed and updated. Use the links on each screen to open the next Profile screen.

My Profile Screen. This allows you to view and edit name, address, and other general information. The PCS Info button is not currently used (Figure 2-84).

Note: The Zip Code Directory will verify the accuracy of associated State and Zip Code fields.
Figure 2-84: My Profile Screen
You may review and update the information in the following text fields:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

**Note**: The Dependents and PCS Info buttons are not currently in use.

*My Preferences Screen*. This section is divided into six areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Rental Car Preferences, Passport Information, and Miscellaneous (Figure 2-85). The Miscellaneous section contains a button to access rewards programs.

**Note**: If you enter a preferred terminal, DTS will use this as the default airport when creating reservations. If there is no preferred terminal, DTS will use the closest airport to the starting location on the Trip Overview screen.
Chapter 2: Temporary Duty (TDY) Authorizations

Figure 2-85: My Preferences Screen

<table>
<thead>
<tr>
<th>My Preferences</th>
<th>My Additional Information</th>
<th>My Account Information</th>
<th>My TSA Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name: Eric</td>
<td>First Name: West</td>
<td>SSN: 999-99-7345</td>
<td></td>
</tr>
<tr>
<td>Air Travel Preferences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Terminal:</td>
<td>Preferred Seats:</td>
<td>Look-up</td>
<td></td>
</tr>
<tr>
<td>Special Needs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miles to Airport</td>
<td>From Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging Preferences</td>
<td>Preferred Lodging:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessibility:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Needs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Car Preferences</td>
<td>Preferred Rental Car:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Needs:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport Information</td>
<td>Official Passport (Bio Data):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Middle Name:</td>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>State / Country:</td>
<td>Exp Date:</td>
<td>Passport Number:</td>
<td></td>
</tr>
<tr>
<td>Birth Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Passport (Front):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Middle Name:</td>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>State / Country:</td>
<td>Exp Date:</td>
<td>Passport Number:</td>
<td></td>
</tr>
<tr>
<td>Birth Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Smoking:</td>
<td>Personal Remarks:</td>
<td>Other Remarks:</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Agency Remarks:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save changes to permanent traveler information</td>
<td>Update Personal Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Chapter 2: Temporary Duty (TDY) Authorizations

You may review and update the information in the below sections:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Rewards Programs (frequent flyer, rental car, and hotel accounts)

**My Additional Information Screen.** This section is divided into three areas that deal with service or agency information and duty station information. There are fields where the names of AOs on the routing list can be updated (Figure 2-86).
Figure 2-86: My Additional Information Screen

You can review and update the below items:

- *Title/Rank, Service/Agency, Unit
- *Organization, *Routing List, Duty Station Address

*Contact the DTA to update these fields.

**Note:** DTAs cannot update Self AO Approval, Advance Authorized, and Mandatory use of GTCC (GOVCC) in their own profiles.
**My TSA Information Screen.** This link opens the TSA Secure Flight Information screen. It is used to provide your SFPD to the TSA for watch-list screening. DTS uses the information provided in the permanent profile to pre-populate fields in the document when reservations are requested (Figure 2-87). See Table 2-2 for descriptions of the fields.

![TSA Secure Flight Information Screen](image-url)

**Figure 2-87: TSA Secure Flight Information Screen**
You may review and update the information in the following text fields:

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB
- Gender
- Redress Number
- Known Traveler Number

**My Account Information Screen.** This section is for updating financial information, such as setting a default LOA, and editing GTCC (or GOVCC) and electronic funds transfer (EFT) information (Figure 2-88).
Figure 2-88: My Account Information Screen
You may review and update the below information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data

**Note:** The CSA/TTR feature is currently not in use.

If reservations are made and the document is signed without supplying credit card data, a prompt will display stating that hotel and or special rental car arrangements cannot be guaranteed. If you do not have a GTCC, a personal credit card may be used.

**Note:** EFT data on the My Account Information screen is mandatory. If the radio button is Yes with no EFT account data, the document cannot be signed, you will be returned to this screen. The No radio button is only an option if you do not have access to an account at a financial institution that can receive EFTs.

To save any edited information that was made in this module, place a check in the **Save changes to permanent traveler information** box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only.

Select **Update Personal Information**.

**2.9.2 Scheduled Partial Payments (SPPs)**

When a trip exceeds 45 days, DTS allows you to receive partial reimbursement before the trip is complete. When SPPs are set up on an authorization, you will receive payment every 30 days for estimated expenses.

Follow the below steps to set up SPPs:

1. Select Additional Options from the navigation bar.

The My Profile screen opens (Figure 2-84).

2. Select Partial Payments from the subnavigation bar.

The Scheduled Partial Payments screen opens (Figure 2-89). The Schedule Partial Payments button will only be available if the length of the trip exceeds 45 days.
3. Select **Schedule Partial Payments**.

![Figure 2-89: Schedule Partial Payments Screen](image)

DTS automatically calculates the payment amount(s), based on the estimated trip expenses and trip itinerary dates. Payment dates are automatically scheduled beginning 30 days from the trip start date, and every 30 days thereafter. You cannot change SPP amounts or payment dates.

If your expenses change during the trip and you record expense adjustments, DTS will automatically recalculate the amounts for the SPPs that have not been submitted for payment.

If you submit an amendment that shortens the of the trip, DTS will delete any SPPs that have been scheduled but not paid. If your trip is extended on the authorization, DTS will recalculate your payment amounts and the schedule based on the date changes.

Follow the below steps to view the details of an SPP:

1. Select **View Details**.
The View Scheduled Partial Payments Details screen opens (Figure 2-90). Expenses are shown by category, date ranges, LOA used, amount paid, and amount to be paid.

2. Select the Scheduled Partial Payment drop-down list arrow and select the SPP to be viewed.

The screen refreshes to display the details of the selected SPP.

3. Select the Proceed to the following page drop-down list arrow (at the bottom of the screen) and select Partial Payments.

4. Select Continue.

The Scheduled Partial Payments screen opens.

To cancel SPPs that are scheduled but have not been paid or submitted for payment, select Cancel Scheduled Partial Payments. A SPP cannot be cancelled if it has already been paid or submitted.

When acknowledgement of the payment is received from the Global Exchange (GEX) Disbursing, DTS displays an updated status on the SPP screen as PAID.
Chapter 2: Temporary Duty (TDY) Authorizations

**Note:** When DTS calculates SPPs, it deducts any advances that you may have taken from the total amount allowed to you. The total amount of the SPPs and advances may not exceed the total cost of the trip. This helps to prevent you from incurring a debt to the Government.

### 2.9.3 Non-ATM Advances

A non-ATM advance is a payment that you receive before trip departure. Non-ATM advances are typically only given to you if you do not have a GTCC. The two categories of advances are as follows:

- ADVANCE AUTH - Up to 80 percent of should-cost
- FULL ADVANCE - Up to 100 percent of should-cost

The AO must approve the request in the authorization before advance disbursement. For expenses that will be incurred prior to the departure date, the AO may authorize the non-ATM advance to be paid immediately.

Follow the below steps to request a non-ATM advance:

1. Select Additional Options from the navigation bar.

   The My Profile screen opens.

2. Select Advances from the subnavigation bar.

   The Advances screen opens.

3. Select from the Accounting Label, the Shared LOA, or the Cross Org LOA drop-down list the LOA that is associated with the non-ATM advance. Only the LOA(s) selected on the Accounting Codes screen is available for selection.

   The maximum amount of the advance authorized displays in the Advances Summary box on the right side of the screen.

   **Note:** A delay in payment to you may result when using FMS LOAs as additional approval is required outside of DTS for their use.

4. If the Advance Requested amount is acceptable, proceed to Step 6.

   -OR-

   Select edit in the View/Edit column if a lower amount is preferred.

   The Edit Advance screen opens.

   Update the Amount field with the amount requested. **Request must not exceed maximum allowed.**

5. Select Save.

   The Advances Summary refreshes. The requested amount is displayed.
2.9.3.1 Change an Advance Amount

After the authorization has been created, a situation may arise in which the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved. If the authorization has not been approved, you may change the advance amount in DTS. If the authorization has been approved, the advance amount cannot be changed in DTS. The process for each case follows.

If the authorization has not been approved, follow the below steps:

1. Log in to DTS and make the changes. For example, change itinerary to return a week later.
2. Select the remove link to the right of the selected Advance LOA.
3. Select the Accounting Label drop-down list arrow and select the same LOA that was removed.

The screen refreshes. It displays the new advance amount.

If the authorization has been approved, follow the below steps:

1. Log in to DTS and create an amendment.
2. Make the changes to expenses. For example, change itinerary to return a week later.
3. Request the increased advance amount outside of DTS, according to local business rules.

If the expense amount decreases after the advance amount has been approved, DTS will create a DUE U.S. condition for the overpaid amount. This will occur if the amount of the advance paid to you exceeds the amount claimed on your voucher.

2.10 Review/Sign

The Review/Sign feature initiates the routing process for a document. Users can take certain actions such as previewing and editing trip information and justifying any items that DTS flags before signing and routing the document. You will receive an email notification when the AO approves the authorization.
2.10.1 Preview Trip

The Preview Trip screen allows you to confirm and edit the data on an authorization (Figure 2-91). This screen may be used to provide comments to an AO.

Figure 2-91: Preview Trip Screen
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Note: The Click here for memorandum link opens a message that implements mandatory split disbursement for military members, and encourages split disbursement for DoD civilian employees. Follow the below steps to complete this screen and continue the process:

1. Select Review/Sign from the navigation bar.

   The Preview Trip screen opens (Figure 2-91).

2. Complete the Reference field, if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar information.

3. Complete the Comments to the Approving Official text box, if needed.

   The Comments from the Travel Agent field displays comments that the CTO has entered for you.

4. Confirm all data.

5. Select Save And Proceed To Other Auths.

2.10.2 Other Authorizations

The DTS Other Authorizations feature is used to display and print remarks on travel documents (Figure 2-92). When you select an item that may need further explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, meals provided) DTS will automatically flag it as an Other Authorization. DTS also allows you to add Other Authorizations manually.

Entries in the Remarks field of any Other Authorizations will be printed on all forms.
Follow the below steps to add other authorizations to a document:

1. Complete the **Remarks** field for the Other Authorizations listed.

2. Select **Add Additional Authorizations For This Trip**.

![Figure 2-92: Other Authorizations Screen](image)
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The Other Authorizations Available list opens (Figure 2-93).

![Other Authorizations Available Screen](image)

3. Check the appropriate boxes to select the other authorizations.

4. Select Add.

The Other Authorizations screen refreshes displaying the selected items.

5. Complete the Remarks field for the other authorizations listed.

6. Select Remove to remove any of the other authorizations.
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Note: Some other authorizations cannot be removed manually. The other authorization can only be removed when the triggering condition is no longer present.

7. Select Save and Proceed to Pre-Audits.
-OR-
Select Pre-Audit from the subnavigation bar.

2.10.3 Pre-Audit Trip

The Pre-Audit Trip screen displays any item that DTS has flagged in the document (Figure 2-94). DTS requires you to justify certain items. Examples of such items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement changed. A flagged item does not stop one from traveling, requesting a certain expense, or obtaining lodging that is not within the per diem rate. Appropriate comments must be entered for the item(s) that have a Justification to Approving Official text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in your profile differs from that which is entered on the document.

DTS automatically preaudits a document when you sign it. The preaudit of a document can also be done at any time during creation. Comments for each item requiring justification must be entered before the authorization will route for approval.

![Figure 2-94: Pre-Audit Trip Screen](image)

Note: The Help link above each flagged item opens an explanation of the selected flag.
Follow the below steps to complete this screen and continue the process:

1. Complete the **Justification to Approving Official** text boxes. If the Reason Codes link does not display above the text box, skip Steps 2 through 4. Resume at Step 5.

   **Note:** Select **Help for this screen** to see a table of preaudit codes used in the Reason Flagged column. This table explains why an item was flagged.

2. Select **Reason Codes** if the link is available.

   **Note:** The following actions will cause the Reason Codes link to appear above the Justification to Approving Official text box:

   - “C” reason codes will appear if a non-GSA contract fare flight is chosen on the Air Travel screen
   - “R” reason codes will appear if a military member does not use government quarters when TDY to a military installation.
   - “L” reason codes will appear if a member does not participate in the Integrated Lodging Program.

   Check the **Select** box for the appropriate choice(s).

3. Select **Save**.

   The Pre-Audit Trip screen refreshes with the reason displaying above the Justification to Approving Official text box.

4. Complete the **Justification to the Approving Official** text boxes.

5. Select **Save And Proceed To Digital Signature**.

   **Note:** Pre-Audit Justifications will not print if Govt + Form is selected in Form Preferences. To ensure Pre-Audit Justifications are printed, beginning on the User Welcome screen, follow the below steps to change form preferences to the default forms.

   1. Select the **Traveler Setup** drop-down list and select **Form Preferences**.

   2. Select the **Default** radio button for the type of travel document desired before printing. Additionally, check the boxes next to the other item/attachments desired to be printed on the authorization or voucher.

   3. Select **Save Form Defaults** at bottom of the page to retain this setting.

### 2.10.4 Digital Signature

The final step in creating an authorization is to digitally sign the document. This begins the routing process. Follow the below steps to apply a digital signature to an authorization:

1. Select **Digital Signature** from the subnavigation bar.
Chapter 2: Temporary Duty (TDY) Authorizations

The Digital Signature screen opens (Figure 2-95).

2. (Optional) Select the Routing List drop-down list arrow and select a routing list, if the document requires a routing list that is different from the one selected.

A message displays to inform you the document must be stamped SIGNED to initiate the new routing list.

3. Select OK.

4. Select the Submit this document as drop-down list arrow and select SIGNED.

5. Complete the Additional Remarks field (optional).

The remarks entered will be maintained in the Document History section of the screen. They serve as a record for the creation or change made to the document.

Note: If at any point in the document history the authorization failed a DTS audit, the reason for failure may be viewed by selecting the View Reasons for Audit Failures link.
6. Select **Submit Completed Document**.

If you made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens (Figure 2-96). The warning notifies you that if the document is not APPROVED or tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

![Figure 2-96: Cancellation Warning Screen](image)

7. Select **OK**.

If you made a hotel or rental car reservation, and your profile contains no valid GTCC (or you have not previously entered personal credit card information), DTS will display a warning message (Figure 2-97).

![Figure 2-97: Initial Prompt for Personal Charge Card Data](image)
If **Sign Without Charge Card** is selected, the below message displays stating that hotel and special rental car arrangements may not be guaranteed. You may enter charge card data or continue signing the document without credit card information (Figure 2-98).

![Figure 2-98: Sign Without Personal Charge Card Data](image)

If **Enter Charge Card Data** is selected, the window refreshes. It displays text boxes in which to enter the personal credit card number and expiration date (Figure 2-99).

![Figure 2-99: Enter Personal Charge Card Data](image)

8. Complete the **Number** field with the personal credit card number.

9. Complete the **Expires** field with the credit card expiration date (MM/DD/YY) or use the calendar icon.

10. Select **Save Charge Card Data**.

If **Discard Charge Card Data** is selected, any credit card data entered will be deleted from the document.

Once saved, the following message will display:

*If this travel is cancelled, you must cancel the travel arrangements with the CTO in sufficient time to ensure no cancellation fee is charged to your personal credit card.*
The following changes will occur once **Save Charge Card Data** is selected:

- The personal credit card information will be included in the Passenger Name Record (PNR) to the CTO to indicate this as a form of payment and guarantee of arrangements
- The method of reimbursement for hotel and rental car will indicate **Personal**
- The last four digits of the personal credit card will be display in the Lodging and Car Rental screens of the authorization and voucher. These credit card data fields are viewable only for you. You may update the credit card data at any time.

11. Complete the **PIN** field.

12. Select **OK**.

### 2.10.5 Make an Adjustment to an Authorization

The authorization may need to be changed when something in the trip is added, deleted, or changed. This change will be in the form of an **adjustment** or an **amendment**, depending upon the document status when the change was made.

Any change made to the document before the SIGNED stamp has been applied is simply an edit to the document, and no routing occurs. Until the document is stamped SIGNED, the CTO cannot validate reservations, nor will a Routing Official be alerted to review or approve it.

An **adjustment** refers to a change made **before** the AO applies the APPROVED stamp to the document. An **amendment** refers to a change made **after** the AO applies the APPROVED stamp to the document.

Beginning on the User Welcome screen, follow the below steps to make an adjustment to an authorization:

1. Mouse over **Official Travel** (or **Official Travel Others** if the adjustment is for another traveler).

2. Select **Authorizations/Orders** from the drop-down list.
The Authorizations/Orders screen opens. It displays a list of existing authorizations (Figure 2-100).

The **edit** link displays if the document is not yet SIGNED.

The **view/edit** link displays if the document is SIGNED and/or previous adjustments have been made.

3. Select **view/edit** for the document that needs to be adjusted.
The Adjustments screen opens (Figure 2-101).

![Figure 2-101: Adjustments Screen]

The **view/edit** link opens the most recent document.

The **view** link(s) opens a previously adjusted version of the document.

The buttons above the list of adjustments create a printable, text-only formatted document in a new browser window. The buttons are described below.

**Print All.** Lists all of the adjusted documents (starting with the most recent).

**Print Current and Approved Versions.** Lists the most recent version of the document and any other versions approved by the AO. If the current document is the same as the approved version, then only the approved version displays. If the document has not been approved, the most recent version of the document displays.

**Print Document History.** Lists the Document History table that displays on the authorization's Digital Signature screen, for each version of the document.

4. Select **view/edit**.
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The **View-Only** window opens (Figure 2-102).

![View-Only Window](image)

**Figure 2-102: View-Only Window**

5. Clear the check from the **Open Document VIEW-ONLY** box.

6. Select **OK**.

7. Complete the **PIN** field.

8. Select **OK**.

The Preview Trip screen opens with a message informing you that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 2-103).

![Warning Message](image)

**Figure 2-103: Preview Trip Screen with Warning Message**

The Print Document button near the top of the screen opens a text-only version of the document in a separate window.

9. Select **OK** to acknowledge the reminder.

10. Select any of the **edit** links to edit details about the associated expenses and reservations.

11. Select the **appropriate tab(s)** on the navigation bar and the subnavigation bar to open the screens and make changes.

12. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit Trip screen opens. Enter justification for any items flagged by the changes.
Select **Save And Proceed to Digital Signature**.

The Digital Signature screen opens.

13. Select the **Submit this document as** drop-down list and select **SIGNED**.

14. Complete the **Additional Remarks** field, if necessary.

15. Select **Submit Completed Document**.

If you have made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens (**Figure 2-103**). The warning notifies you that if the document is not APPROVED or tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

16. Select **OK**.

17. Complete the **PIN** field.

18. Select **OK**.

The Authorizations/Orders screen opens. Make sure the status of the document is SIGNED.

### 2.10.6 Self-Approving Official

Travelers who have been designated as Self-Approving Officials (Self-AOs) can approve their own authorizations, unless the authorizations have non-ATM advances or SPPs. Like other AOs, Self-AOs apply the APPROVED stamp when the authorization reaches the final step in the routing list. Self-AOs cannot approve their own vouchers.

Beginning on the User Welcome screen, Self-AOs follow the below steps to approve their authorizations:

1. Select the **Click Here** link in the Documents Awaiting Your Approval box.

2. Select **review** to the left of the name of the authorization to be approved.

The Preview Trip screen opens.

3. Review the trip information.

4. Select **Proceed to Other Auths**.

5. Review any **Other Authorizations** information.

6. Select the **Continue** button at the bottom of the screen. Normally you will be going to the **Pre-Audit** screen.

The Pre-Audit Trip screen opens.

7. Select **Save and Proceed to Digital Signature**.

The Digital Signature screen opens.
8. Select the **Submit this document as** drop-down list arrow and select **APPROVED**.

9. Select **Submit Completed Document**.

10. Complete the **PIN** field.

11. Select **OK**.

The Stamp Process screen opens (Figure 2-104). See Chapter 6 of this manual for details regarding the Route and Review process.

![Stamp Process Screen](image)

**Figure 2-104: Stamp Process Screen**

12. Select **Save and Continue**.

The Fund Authorization screen opens (Figure 2-105).

![Fund Authorization Screen](image)

**Figure 2-105: Fund Authorization Screen**

13. Select **OK**.
The Stamping Result screen opens (Figure 2-106).

![Figure 2-106: Stamping Results Screen](image)

14. Select **Close**.

### 2.10.7 Confirm Ticketed Reservations

Travelers should always confirm their airline tickets prior to departing for the airport. The below options are available to confirm ticketing of air reservations:

- **PNR Locator.** The PNR Locator is a six-digit alpha-numeric designator that can be used to access the PNR from a Web site provided by the reservation system or CTO. The PNR Locator can be obtained from the CTO itinerary, CTO invoice (if available), or the DTS document. (See the Trip Description Comments box on the Itinerary screen.)

- **Review the ticketed invoice provided by the CTO.** This is not a standard process. If available, the ticketed invoice provides the actual cost of the tickets and the account to which the tickets were charged. The invoice also includes seat assignments. The CTO may email the invoice at time of ticketing, e.g., 72 hours prior to departure.

The itinerary, seat assignments and e-ticket receipt can be obtained by entering the PNR Locator in any of the Web sites listed below:

- Sabre - http://www.virtuallythere.com
- Worldspan - http://www.mytripandmore.com
- Apollo - http://www.viewtrip.com

Contact the CTO if help is needed to determine which reservation system is used.

**Note:** Travelers should print the information and bring it with them to the airport.

### 2.11 Partner System-Generated Documents

A **partner system** is a non-DTS system that creates travel authorizations; but may not have electronic reservations, accounting, voucher creation, or payment capabilities. The system does not use DTS, but has partnered with DTS to electronically exchange data files. DTS accepts the partner system's data and then builds a complete document that includes reservations, accounting, and voucher creation and payment.

A **third-party system** is a partner system that supplies the authority to travel and the funding to reimburse the costs incurred while performing travel that is not normally within your organization.
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The partner system exports the travel information and your information to DTS. DTS imports the information and uses it to create an authorization shell. DTS sends an email to you and DTA notifying you of the authority to travel and of the upcoming travel dates. You will log in to DTS, complete or edit the authorization, and then submit it for approval.

If the partner system makes modifications to the travel information provided to DTS, another email is sent to notify you that modifications have been made or need to be made to the imported travel authorization. Those modifications will display when the authorization is edited.

Section 2.11.2 provides you with the steps to complete or edit the imported authorization. Partner Setting to Allow Traveler Edits

2.11.1 Partner Setting to Allow Traveler Edits

The editing (or adjusting) of an imported authorization depends on the preset value of the Allow Data Modification setting in the Partner System setup information (See Partner Settings).

Note: This is different from the Allow Systematic LOA Modification setting, which is for updates to LOAs, Standard Document Numbers (SDNs), and the allocation method.

If the partner setting for Allow Data Modification is set to No, then the partner system's changes to the authorization do not overwrite the current travel authorization.

You will receive an email stating the recommended changes that should be made to the document. You will open the document to make the changes manually.

Note: If you have not yet accessed the imported travel authorization and changes are sent, then the data will overwrite the current travel document.

If the partner setting for Allow Data Modification is set to Yes, then the partner system's changes to the authorization overwrite the current travel authorization. You will receive an email stating that changes were made to the document. If you have already signed the authorization, you will receive an email that identifies the changes that should be made to the authorization. You will open the document to make the changes manually.

2.11.2 Complete or Edit an Imported Authorization

Beginning on the User Welcome screen, follow the below steps to complete (edit or adjust) an imported travel authorization:

1. Mouse over Official Travel from the menu bar.
2. Select Authorizations/Orders from the drop-down list.

The Authorizations/Orders screen opens. A list of your existing authorizations displays.

3. Select edit to the right of the document name to be edited (refer to the document name indicated in the email if received).
If the partner system has included a comment to you, the General Comments Acknowledgement screen opens (Figure 2-107). If no comment was added, the Preview Trip screen opens.

![General Comments Acknowledgement Screen](image)

Figure 2-107: General Comments Acknowledgement Screen

4. You will select **Agree** to indicate that the comments added by the partner system have been read and understood. Selecting **Disagree** returns to the document list.

**Note:** Once you have concurred with the comment, the screen will not appear again.

The Preview Trip screen opens.

If the partner system has sent a modification file for the authorization, the following message displays at the top of the Preview Trip screen (Figure 2-108).
A modification transaction from <name of Partner System> has been received and needs your attention. Click Here to view.

![Figure 2-108: Partner System Modification Message](image)

**Note:** If the partner setting for *Allow Data Modification* or *Allow Systematic LOA Modification* is set to *Yes* and you have not signed the document, the partner system's changes to data or LOA(s) in the document will update automatically when DTS imports the data file.

5. Select the **Click Here** link to view the requested modifications.
The Modification Comparison screen opens (Figure 2-109).

<table>
<thead>
<tr>
<th>Level</th>
<th>Field Label</th>
<th>Action</th>
<th>Current Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>PARTNER_SYSTEM_CODE</td>
<td>MODIFIED</td>
<td>NROWS</td>
<td>NROWS</td>
</tr>
<tr>
<td></td>
<td>TRACKING_NUMBER</td>
<td>MODIFIED</td>
<td>Joni NTGO4110</td>
<td>Joni NTGO4110</td>
</tr>
<tr>
<td></td>
<td>TRANSACTION_SEQUENCE</td>
<td>MODIFIED</td>
<td>120</td>
<td>120</td>
</tr>
<tr>
<td></td>
<td>TRIP_END_DATE</td>
<td>MODIFIED</td>
<td>06/25/05</td>
<td>06/30/05</td>
</tr>
<tr>
<td>Document-Funding</td>
<td>ACCOUNT_LABEL</td>
<td>MODIFIED</td>
<td>05 TTSLOA</td>
<td>05 TTSLOA</td>
</tr>
<tr>
<td></td>
<td>END_DATE</td>
<td>MODIFIED</td>
<td>06/25/05</td>
<td>06/30/05</td>
</tr>
<tr>
<td>Itinerary</td>
<td>TDY_START_DATE</td>
<td>MODIFIED</td>
<td>05/25/05</td>
<td>05/29/05</td>
</tr>
<tr>
<td></td>
<td>TDY_END_DATE</td>
<td>MODIFIED</td>
<td>06/25/05</td>
<td>06/30/05</td>
</tr>
<tr>
<td></td>
<td>TDY_LOCATION_CITY</td>
<td>MODIFIED</td>
<td>PHILADELPHIA</td>
<td>PHILADELPHIA</td>
</tr>
</tbody>
</table>

Figure 2-109: Modification Comparison Screen

6. Review the modifications recommended by the partner system and select **Accept**.

Choosing **Reject** returns user to the Preview Trip screen. (You can print the screen if necessary to make the changes.)

**Note:** DTS will apply LOA modifications will be applied to the amended document and reallocate expenses on the document accordingly, whether **Accept** or **Reject** is chosen. You will receive an email if any itinerary changes must be made manually. If no itinerary changes are needed, you will sign the authorization after accepting the LOA modification.

For data modifications, the Adjustments screen opens.

7. Select **view/edit** on the Adjustments screen.

Make the requested changes. See Section 2.11.2.1.
2.11.2.1 Edits Unique to Imported Authorizations

Only a basic itinerary and a should-cost estimate display on a partner system-generated travel document. You must use DTS to search and select air, hotel, and rental car. See Figure 2.6.1 for instructions how to do this.

You may only search for a rental car if authorized to do so. If you are not authorized a rental car, a pop-up window will inform you of this if you attempt to use the Search Rental Car Availability button (Figure 2-110).

The partner system can disable the registration fee expense item for some or all travel orders. In this case, the Non-Mileage Expenses screen displays the following statement: Registration Fees are disabled for this order writing authority (Figure 2-111). The Registration Fees expense does not display on the Expense Type drop-down list.

The partner system can activate the Disable LOA Edits feature which will prevent you or the NDEA from making any edits to the LOA displayed on the Accounting Codes screen in the document. This setting also disables edits to allocation methods.
If the *Allow Systematic LOA Modification* feature is set to *Yes*, the partner system can modify the LOA(s) and allocation methods, even if the *Disable LOA Edits* feature is activated.

Beginning on the Accounting Codes screen, follow the below steps to view the details of the LOA on a travel document:

1. Select **view** in the View/Edit Accounting Code column.
2. Review the details that display.
3. Select **Close**.

### 2.11.2.2 Partner System Document Links

The appearance of screens within an imported travel document differ from a document created in DTS. Imported travel documents display three links under the navigation bar in every screen of the document:

- Imported Document
- Partner Settings
- Comments

These links are discussed in this section.

Beginning on any screen in the document, follow the below steps to view the links.

**Imported Document**

The Imported Document link is used to display the trip information from the original file that was used to generate the imported travel authorization.

1. Select **Imported Document**.

The Imported Document Information screen opens for review.

2. Select **CLOSE**.

**Partner Settings**

The Partner Settings link is used to open a screen that displays the partner system settings as they were at the time the travel document was created. These settings are preset and are determined by the service or agency. They remain static throughout the document’s life cycle; they remain in place for the document even if the partner system settings are changed. Options available to you for each travel document depend on the preset values in the Partner Setup.

Beginning on any screen in the document, follow the below steps to view its partner settings:

1. Select **Partner Settings**.

The Partner Settings screen opens for review.

2. Select **CLOSE**.

**Comments**
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The Comments link is used to open a screen that displays general comments and instructions for you. This is the same information presented before the Preview Trip screen opens when a travel edits the document. The Comments link will not display if there were no comments from the partner system.

Beginning on any screen in the document, follow the below steps to view travel document comments:

1. Select Comments.

The General Comments screen opens with any comments for you or the NDEA.

2. Select CLOSE.

2.11.3 AUTO APPROVED Stamp

The AUTO APPROVED stamp is a DTS system-generated stamp used to automatically approve an imported authorization once it is signed. The partner system must set the Auto-Approval setting to Yes for this functionality to be enabled.

- DTS will NOT assign the AUTO APPROVED stamp if any of the below conditions exist:
  - Audit flags for travel arrangements or expenses
  - Traveler or NDEA selects a non-GSA contract fare flight
  - Imported record is identified with a period of Inactive Duty Training or Inactive Duty Training Travel in the per diem duty conditions
  - Document is not generated from an imported file
  - Action is an amendment and the AUTO APPROVED status stamp has not been applied to any earlier version of the authorization
  - Amendment was systemically created immediately after DTS applied the APPROVED stamp in support of the Obligation Upon Receipt

When the AUTO APPROVED stamp cannot be applied because it was not enabled or because certain conditions exist, DTS sends the document through the assigned routing list for review and it is stamped with the manual APPROVAL stamp.

The same actions occur when DTS applies the AUTO APPROVED stamp as when an AO applies the APPROVED stamp. They are as follows:

- A TANUM is applied to the authorization
- The GEX accounting system is notified of the need to obligate funds
- The CTO receives a follow-on communication that authorizes the purchase of the commercial airline tickets.
- If Bypass Budget Edits is set to Yes in the partner system settings, DTS ignores whether sufficient funds exist in the budget and stamps the document with the AUTO APPROVED stamp.

2.11.4 Amendments to Imported Authorizations

If you need to modify an approved imported authorization, they must create an amendment. An amendment is created after a document is approved. An adjustment refers to a document that is modified before approval.

The steps to create an amendment for an imported authorization are the same the steps as for a regular authorization in DTS.
2.11.5 Cancellation of Imported Authorizations

When DTS receives and accepts a cancellation import file from the partner system, DTS determines if the authorization meets the criteria for an automatic or manual cancellation. DTS notifies the partner system of that determination in an export file.

Below are the criteria and procedures for automatic and manual cancellations.

2.11.5.1 Automatic Cancellation of Authorizations

When a cancellation notice is received from a partner system, DTS automatically cancels the imported authorization when the below conditions apply:

- The cancellation is received before the trip start date
- No non-ATM advances have been paid or submitted for payment.
- Commercial reservations have not been ticketed (before the TAW date)

The below actions occur when DTS automatically cancels an imported authorization:

- The CANCELLED stamp is applied to the document
- All reservations are cancelled
- Required financial transactions are transmitted
- DTS sends an email to you or the NDEA with notification that the authorization has been cancelled and that no action is required

Note: If an expense has been incurred on the cancelled authorization, you must file a local voucher.

Note: If the document has not been accessed by you or the NDEA and no financial transactions have been transmitted (i.e., Obligation Upon Receipt), DTS will also delete the travel authorization. If your profile was created during the processing of the initial import data file, DTS will retain the data and allow you to complete self-registration.

2.11.5.2 Manual Cancellation of Authorizations

The imported authorization must be cancelled manually when DTS receives a cancellation notice from a partner system after any of the below conditions have occurred:

- Trip start date
- TAW date
- Payment or submission for payment of any non-ATM advances

The following actions occur in DTS when any of the above conditions are met:

- DTS sends an email notification to you or the NDEA that the trip is cancelled and that additional actions are required.
- You or the NDEA will follow the appropriate DTS cancellation procedures. See Chapter 10 of this manual.
- The trip cancel link will appear in the Remove/Trip Cancel column on your Authorizations/Orders screen.

2.11.5.3 Cancellations Initiated from Within DTS

Occasionally it is necessary for a traveler to initiate the cancellation of an authorization imported from a partner system.
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If the User Can Cancel Authorizations partner setting is set to Yes the trip cancel link displays in the Remove/Trip Cancel column on your Authorizations/Orders screen. The CANCELLED stamp displays in your Submit this Document as: drop-down list. This option allows you to select the stamp and cancel the document.

**Note:** Yes is the default setting. If set to No, DTS will not allow a traveler to cancel a document generated by the import process. In this case, the partner system must transmit the cancellation to DTS via an import file.

When a cancellation is generated within DTS for an authorization that was created by an import file from a partner system, DTS includes a data element within the export file format that identifies the record as being generated as a cancellation.

**Note:** If the document contains a CTO fee or a submitted advance or SPP, the CANCELLED stamp will be unavailable on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the user must amend the authorization to remove all expenses except for the following:

- CTO fee
- Submitted advances or SPPs
- Other unavoidable expenses

2.11.6 DTS Import/Export (Partner System) Emails

DTS generates several different emails when certain transactions occur between DTS and its partner systems. You will receive emails when new travel orders have been prepared or modified. The DTA receives an email when a new traveler’s profile requires review and update in order to travel. The DTS generated emails can be found in DTA Manual, Appendix E.

2.12 Create Authorizations for Permissive Travel

DTS provides the ability to arrange travel for Permissive TDY. Users who select the trip type C-Permissive are not authorized reimbursement for their travel.

2.12.1 Trip Overview Initial Screen

Beginning in Section A, I am leaving from, follow the below steps to complete the fields on the Trip Overview screen:

1. Complete the Starting Point field by selecting RESIDENCE or DUTY STATION.

Selecting either one populates the Starting Point field with the information stored in your profile. If the starting point is other than your residence or duty station type the city name into the Starting Point field and select Search. A pop-up window opens to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the Departing On field. Use the calendar icon or type in the date.

3. Select the Trip Type drop-down list arrow and select trip type C-Permissive.
A pop-up message informs you that if in a duty status, a TDY travel authorization must be issued. If in a leave or other non-duty status, a travel authorization is not required (Figure 2-112).

In Section B, I will be traveling to my TDY location by, will default to Other. This selection cannot be changed to indicate another mode of transportation (Figure 2-113).

7. Select the Time drop-down list arrow and choose the estimated time of departure.

In Section C, My TDY location is, you will need to identify one or more locations for this trip.

8. Identify Location 1.

The Location Tools box on the right side of the screen displays search criteria that you can use to search for the location. See Sections 2.5.1.1 through 2.5.1.5 for guidance on using these tools. Before identifying Location 1, select one of the following buttons to search for the location in DTS:

- Location
- State/Country - Location
- ZIP Code
- County Lookup

9. Complete the Arriving On field using the calendar icon. This is usually the date that you will arrive at your TDY location.

10. Complete the Departing On using the calendar icon. This is usually the date that you will leave your TDY location.
Section D, At this location I will need, is not active for C-Permissive travel and is grayed out.

11. Select Yes to add another location to this trip. (See Section 2.5.2 for guidance)
   -OR-
   Select No if there are no more locations to add to this trip.

2.12.2 Trip Overview Screen Refreshed

After selecting No, the Trip Overview screen refreshes with new Sections C and D. These sections now display fields in which to enter the return travel information. You may continue to add TDY locations by selecting the Add New Per Diem Location in Section B.

Section C, I am returning to is where the return destination and date are entered.

1. Complete the Ending Point field by selecting RESIDENCE or DUTY STATION.

   If the ending point is a location other than the residence or duty station, type the name of the city in the Ending Point field and select Search. A pop-up window opens from which to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the Arriving On field. Use the calendar icon to populate the field.

3. Select the Trip Duration radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. You may select another radio button if necessary.

Section D, I will be returning from my TDY by, defaults to Other. This selection cannot be changed to indicate another method mode of transportation.

4. Select the Time drop-down list arrow and choose the estimated time of departure

Section E, Check this box if you have other ticketed transportation not listed above, is not active for C-Permissive travel and is grayed out.

Section F indicates whether you will be attending a conference.

5. Select Not Applicable.

6. Select Save and Proceed.

2.12.3 Preview Trip Screen

After selecting Save and Proceed on the Trip Overview screen, the Preview Trip screen will open. This is where you will complete the authorization. Comments will display in the Comments to the Approving Official field.
Note: Selection of an LOA is not allowed for documents with a C-Permissive trip type (Figure 2-114).

Figure 2-114: Notification that Lines of Accounting is not allowed for Permissive trips

1. Select Save And Proceed To Other Auths.

An Other Authorization will appear informing you that attendance is in the DoD's best interest, but reimbursement is not authorized and that you may choose not to perform the travel (Figure 2-115).

Figure 2-115: Non-Govt Funded Permissive TDY Other Authorization

2. Add any remarks if necessary.

3. Select Save and Proceed to Pre-Audits.

4. Review any Pre-Audits that may exist and select Save and Proceed to Digital Signature.

5. Complete the authorization by digitally signing it. See Section 2.10.4.
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**Note:** DTS provides the ability to process a voucher for this trip type. The voucher may be used to report your duty status and/or serve as an indicator for any leave that should be charged when the number of authorized days was exceeded.

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