CHAPTER 6: ROUTE & REVIEW IN DTS

Routing Officials use the Defense Travel System (DTS) Route & Review module to examine the details on documents before applying their digital signature. This chapter covers the following topics:

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Note: The JTR, Appendix I - Travel Orders (Civilian Employees Only), and Appendix E - Invitational Travel Authorizations (Civilian Employees Only), now requires all DD1610 or other travel authorization formats to include a statement that alternate means (Secure Video Teleconference or other web-based communication) are not sufficient to accomplish the travel objectives.

At this time, DTS is not configured to automatically note that an alternate method was considered. Travelers should manually add this justification to travel authorizations based on service or agency specific instructions.

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6.1 Route & Review: Process Overview

Travelers create authorizations and group authorizations prior to travel and create vouchers for reimbursement after completing the trip. When a traveler stamps the document SIGNED, DTS initiates the routing process. An authorization with reservation information triggers DTS to route the reservation request to the Commercial Travel Office (CTO) for initial processing. If the authorization has no reservation requests, DTS sends an e-mail to the Routing Official on the traveler's routing list. The e-mail notifies the Routing Official that a document is in their queue. In both cases, the final routing step is approval.

When a traveler amends a document, it routes to the Authorizing Official (AO) for approval. However, there are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. These conditions are described in Chapter 7, Section 7.6 of this manual.

Note: AOs are personally accountable and responsible for verifying that all payments that they approve are legal, proper, and correct. Reviews on travel pay per the Improper Payments Elimination and Recovery Act (2012) identified a few key concepts which AOs must pay particular attention. In this chapter a few of these key concepts are highlighted; however for a full list, refer to the checklist to the Desktop Guide for Authorizing Officials and Certifying Officers or the Authorizing Official Responsibilities and Checklist tri-fold for additional key concepts.

6.2 Document List

The document list allows Routing Officials to access documents in their queue that are waiting to be reviewed and stamped. Beginning on the User Welcome screen (Figure 6-1), follow the below steps to review and approve a document:

![User Welcome Screen](Figure 6-1: User Welcome Screen)
1. Select the **Click Here** link to the right of **Documents Awaiting Your Approval**.

The Documents in Routing screen opens (Figure 6-2).

![Figure 6-2: Documents in Routing Screen](image)

2. Select **review** to the left of the document name.

The Preview Trip screen opens.

**Note:** When a user selects **review**, DTS locks the document to prevent other users from making modifications to the same document simultaneously. If a Routing Official selects **review** when another user has locked the document, an error message displays preventing the Routing Official from reviewing the document at this time. 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. See Chapter 1, Section 1.11 of this manual for more information on locked documents.

### 6.3 Route / Sign

Route / Sign has four screens that need to be reviewed prior to signing a travel document. These screens are Preview Trip, Other Auths., Pre-Audit Trip, and Digital Signature.

#### 6.3.1 Preview Trip

The Preview Trip screen allows Routing Officials and Authorizing Officials to verify the below items:

- Trip dates
- Locations
- Travel reservations
- Expenses
- Lines of accounting (LOAs)
- Advances and scheduled partial payments (SPPs)

The traveler may enter local data in the Reference field to allow the tracking of trips by audit case number, budget category codes, legal case number, war fighting missions, or other similar data.

**Note:** Travelers that wish to use a restricted airfare should be aware that DoD policy states “Contract city pair airfares (and other airfares limited to official Government business) provide savings to the
Government. However, there are circumstances when a restricted airfare available to the general public should be authorized when any risk of trip cancellation or itinerary changes are outweighed by the cost savings. The AO must use the Restricted Airfare Checklist at http://www.defensetravel.dod.mil/Docs/Limited-Airfares-Checklist.pdf to assist in determining if a restricted airfare may be advantageous to the Government. Also consider that “underutilization” of city pair airfares may cause airlines not to rebid the city pair airfares the following year (e.g., the airlines may no longer offer city pair fares for underutilized routes) resulting in significant long term transportation cost increases to the Government.

Follow the below steps to review and sign a document:

1. Follow the steps in Section 6.2.

The Preview Trip screen opens (Figure 6-3). The Print Document button opens a text-only version of the document in a separate window.
Figure 6-3: Preview Trip Screen
Note: If the selected document has a Special Circumstances Travel (SCT) trip type, an Eligibility Requirements screen with information on eligibility, authority, and entitlements displays (Figure 6-4). Verify that the traveler is eligible for the trip and the trip type is appropriate. Select OK to proceed or PRINT to print a copy of the eligibility requirements.

Figure 6-4: SCT Eligibility Requirements Screen

2. Select Substantiating Records to view any receipts or other documents the traveler has attached to the document.

Note: Receipts are required for all lodging and individual expenses of $75 or more.

3. (Optional) Select Document History to see the history of the document, the dates when any changes were made, the name associated with each signature, and the status (stamp) that the document is currently awaiting.

4. (Optional) Select View next to the Accounting Code to see the details of the complete LOA.

5. Select Proceed To Other Auths.
   -OR-
   Select Other Auths. from the subnavigation bar.
6.3.1.1 Preview Amendment Details

When a Routing Official reviews an amended document, DTS displays a list of the changes made to the last version of the document and the name of the person who made the changes. The Amendment Preview Screen button near the top of the Preview Trip screen allows use of this feature (Figure 6-5).

Figure 6-5: Preview Trip Screen – Amendment Preview Screen Button

Beginning on the Preview Trip screen, follow the below steps to view the details of an amendment:

1. Select Amendment Preview Screen.
The Amendment Preview screen opens (Figure 6-6). Details of changes made since the last approval of the document are displayed along with the name of the person who made the changes.

![Figure 6-6: Amendment Preview Screen - Top](image)

2. View the modified trip details.

3. Select **Return to Preview Trip**.

The Preview Trip screen opens.

### 6.3.2 Other Auths.

Other authorizations are additional authorizations that the traveler selected or DTS triggered, based on the trip details. These other authorizations display and print remarks on travel documents. If a traveler selected a duty condition, expense item, or anything needing additional approval, DTS will automatically flag it as an Other Authorization.

**Note**: Only text typed in the **Remarks** field will print on the travel document.

Follow the below steps to review other authorizations:
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1. Select Other Auths. on the subnavigation bar (Figure 6-7).

   ![Figure 6-7: Other Authorizations Screen](image)

2. Review the Remarks.

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

6.3.3 Pre-Audit Trip

The Pre-Audit Trip screen displays all items flagged and justified in the document (Figure 6-8). The displayed items have been flagged because items have exceeded threshold standards or duty conditions that exist in the travel document.

Note: The Help link above each flagged item opens a fuller explanation of the selected flag. See the DTA Manual, Appendix K, Table K-11 for a description of all flagged items.
Other flagged items are advisory and require no action. An example of an advisory notice is an alert that the information in the traveler's profile differs from that which is entered on the document.

Follow the below steps to preaudit a document:

1. Review the traveler's justification for all flagged items.

2. Review all information prior to approval and obligation of funds.

3. Select **Save And Proceed To Digital Signature**.
   - OR-
   Select **Digital Signature** from the subnavigation bar.
Note: A traveler may have selected a non-GSA city pair flight. If so, the traveler must select Reason Codes on the Pre-Audit screen to justify the selection. The AO may see the reason codes entered by selecting Adjustments (edit mode) on the navigation bar and then selecting Pre-Audit on the subnavigation bar.

See the DTS Document Processing Manual, Chapter 2 for information about the Click here for memorandum link.

6.3.4 Digital Signature

The Digital Signature screen is one of the last screens that the Routing Official sees during the review process (Figure 6-9). It is the screen on which the status stamp is applied and the digital signature submitted.

![Digital Signature Screen](image)

Figure 6-9: Digital Signature Screen

If the traveler requested a non-ATM advance, the Allow advances to be paid to the traveler immediately check box will display. The payment can be expedited by marking the box. Advances will be disbursed within 72 hours of approval.
The final link on this screen allows the viewing of the audit results and displays as one of the below examples:

- View Results of Approval Action. When the APPROVED stamp is available, DTS shows audit results for the document, including hard audit checks (e.g., on-screen messages to the AO), funding validation, tickets are waiting (TAW) date application, and electronic payment (EP) process audits. For approval scenarios that do not have EP or hard audits failures, DTS will capture other events within the approval process.

- View Reasons for Audit Failures. This displays when the APPROVED stamp is not available. If at any point in the document history the document failed a DTS audit, the reason for failure may be viewed by selecting this link.

6.3.4.1 Status Stamp Availability

The Digital Signature screen provides a drop-down list of stamps that can be applied to a document at the current routing level for the document. When a Routing Official is assigned a stamp and a level in a routing list, DTS allows the application of other stamps associated with that stamp and level. Table 6-1 shows the stamps that are available to a Routing Official, based on the assigned stamp in the routing list.

**Table 6-1: Status Stamp Availability**

<table>
<thead>
<tr>
<th>If the stamp assigned to the Routing Official is...</th>
<th>Then the drop-down list displays these stamps...</th>
<th>If this is true...</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED</td>
<td>APPROVED</td>
<td>n/a</td>
</tr>
<tr>
<td>AUTHORIZED</td>
<td>AUTHORIZED</td>
<td></td>
</tr>
<tr>
<td>APPROVED AUTHORIZED</td>
<td>CERTIFIED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REVIEWED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RETURNED</td>
<td></td>
</tr>
<tr>
<td>3RD PARTY REVIEWED</td>
<td>Routing Official is inserted into the routing list for Import/Export (I/E).</td>
<td></td>
</tr>
<tr>
<td>TO REVIEWED FORN TVL</td>
<td>TDY location is outside the continental United States (OCONUS).</td>
<td></td>
</tr>
<tr>
<td>TO REVIEWED GP AUTH</td>
<td>Document is a group authorization.</td>
<td></td>
</tr>
<tr>
<td>REVIEWED GROUP AUTH</td>
<td>Document is an authorization.</td>
<td></td>
</tr>
<tr>
<td>CANCELLED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Certain situations or changes to a document may affect the availability of the stamps that display. Table 6-2 shows some of these factors and the associated stamp availability or non-availability.

Table 6-2: Factors That Affect Stamp Availability

<table>
<thead>
<tr>
<th>FACTORS THAT AFFECT STAMP AVAILABILITY</th>
<th>If...</th>
<th>Then...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New reservations are selected after the CTO BOOKED stamp is applied to the document</td>
<td>Only the following stamps display:</td>
<td>The APPROVED stamp becomes available once the traveler applies the SIGNED stamp and CTO BOOKED has been applied to the document. This is to ensure that new or changed reservations are processed before the AO stamps the document APPROVED.</td>
<td></td>
</tr>
</tbody>
</table>
| The document contains a CTO fee or a submitted advance or SPP | The CANCELLED stamp will not be available | Instructions will display at the bottom of the screen stating that the traveler must amend the authorization to remove all expenses except for the below: | • CTO fee  
• Submitted advances or SPPs  
• Other unavoidable expenses |

### 6.3.4.2 Stamping and Signing a Document

The Routing Official must select the stamp that is defined by the routing list and indicated by the Awaiting Status level. If appropriate, they may select SIGNED, APPROVED, RETURNED, T-ENTERED, or CANCELLED. It is important for the Routing Official to select the correct stamp so that the document routes correctly. If the Routing Official selects a different stamp, DTS will display the below message:

“You are attempting to apply a status stamp that is out-of-sequence from the status stamp expected for the current routing list level. The document will not continue to route until the status stamp indicated by the Awaiting Status indicator has been applied by a Routing Official corresponding with the routing list level or an authorized user with approval override permission. Would you like to proceed with this document stamping action?”

The Routing Official may elect to continue with the selection of the out-of-sequence stamp. If this occurs, DTS applies the selected stamp to the document's history. This allows a Routing Official to add remarks corresponding with the stamp. In this case, the document will not route to the next level.

**Note:** The routing list for the document may be viewed on the Digital Signature screen, but it can only be changed when the SIGNED or T-ENTERED stamp is selected.

Follow the below steps to stamp the document.

1. Select the appropriate **stamp** from the *Submit this document as* drop-down list.

2. Select **Submit Completed Document**.

The Digital Signature Login Window opens.
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3. Complete the **PIN** field.

4. Select **OK**.

The Stamp Process screen opens (Figure 6-10).

![Stamp Process Screen - Voucher](image)

Figure 6-10: Stamp Process Screen - Voucher

5. Read the Stamp Process screen.

6. Choose **Save and Continue**.
   - OR -
   Choose **Cancel** to further review the document.

**Note:** If the document is a voucher and has **Conference Attendance** selected as the Trip Purpose but the Conference/Event Name is **Not Applicable** or **Other**, an additional Stamp Process message opens. Select **Cancel** to update and indicate the actual Conference/Event Name on the Itinerary >Trip Overview screen (See Section 6.4). Select **Save and Continue** to complete the digital signature process.
The Fund Authorization or Fund Voucher screen opens (Figure 6-11). This screen displays the document name and budget item from which funds are obligated in DTS. It also displays the amount of the obligation and balance of the budget item after the obligation.

7. Review funding information for the selected trip.

8. Select OK.

The Stamping Result screen opens (Figure 6-12).

9. Review the stamping result information.

10. Select Close.
Once a document has been stamped, it no longer displays on the Documents in Routing screen. After the AO has applied the APPROVED stamp, the traveler receives an e-mail notification of the approval.

There could be insufficient funds in the budget for the specified LOA or there could be a mismatch between the elements in the LOA and the budget item. If so, the approval process will stop. An unbudgeted message will display when an attempt is made to stamp the document APPROVED. The Finance Defense Travel Administrator (FDTA) must be contacted to have funds added to the budget, or have the LOA elements corrected. After the budget is funded or the LOA is corrected, the document may be approved.

If the budget's funds are insufficient, DTS will display the amount of funds available. It will also display the total expenses for the document, and the amount needed to fund the trip (Figure 6-13).

![Figure 6-13: Fund Authorization Screen](image)

11. Select **Cancel** to acknowledge the over-budget and unbudgeted items.

   Additional funds must be added to the budget prior to approval. If this does not happen, use an alternate source of funding to approve the travel.

### 6.4 Adjustments

The Adjustments screen can be used to view or edit documents that have been signed, but not yet approved. The next stamp in the routing sequence should be applied.

Follow the below steps to view or edit a document.
1. Follow the steps in Section 6.2.

2. Select **Adjustments** from the navigation bar.

The View-Only screen opens (Figure 6-14).

![View-Only Screen](image)

Figure 6-14: View-Only Screen

3. Clear the **Open Document VIEW-ONLY** box to adjust the document.
   -OR-
   Leave the box checked to view the document without making changes.

4. Select **OK**.

   If the view-only box was cleared, the Digital Signature Login window will open.

5. Complete the **PIN** field.

6. Select **OK**.

   This places the ADJUSTED stamp on the document and opens the Preview Trip screen.

   The Preview Trip screen opens with a message informing the user that if any changes are made to reservations or method of reimbursement, the SIGNED stamp must be applied for those changes to transmit to the CTO.

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

8. Modify the document as necessary.

   -OR-
   Continue the Route / Sign process as described in Section 6.3.
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**Note:** When adjustments are made to a document, the Digital Signature screen will display a **Stamp Doc without adjustment** box. Routing Officials can check this box to erase any edits made and return the document to its original state when stamping the document.

### 6.5 Setup

The Setup screen provides access to tools that aid in document processing (Figure 6-15). To view the Setup screen, select **Setup** on the Route & Review navigation bar. The navigation bar on the Setup screen of the Route & Review module has five tabs:

- **Routing Lists**
- **Reports**
- **Additional Setup**
- **Rates Lookup**
- **Update Personal Profile**

![Figure 6-15: Setup Screen](image)

There are six links in the center of the Setup screen. The links provide access to other features used in document processing. See Appendix A of this manual for information about the tools that are accessible via this screen.

The Reports links on the Setup screen are not functional at this time; however, Routing Officials with appropriate group access may generate Routing reports via the drop-down menu on the User Welcome screen. Chapter 10 of the *Defense Travel Administrator’s (DTA) Manual* provides information about Adjustment reports and Routing Status reports.

### 6.6 Self-Approving Official

Travelers who have been designated as Self-Approving Officials (Self-AOs) can approve their own authorizations. Self-AOs cannot approve their own vouchers, nor can they approve their authorizations if a non-ATM advance or an SPP is requested. Self-AOs should follow the steps described in Section 6.3. to approve their own authorizations. See the *DTA Manual*, Chapter 5 for details on how to designate an individual as a Self-AO.
6.7 Approve a Voucher That Has a Balance Due U.S.

A voucher may indicate that the traveler owes a balance to the government. If an AO attempts to stamp the voucher APPROVED, DTS will display a screen that notifies the AO that approving the voucher will officially incur the debt for the traveler (Figure 6-16). If the AO continues the approval process, the due U.S. amount is established as an official debt.

![Figure 6-16: Notification of Payment Due Government Screen](image)

Beginning on the Notification of Payment Due Government screen, the AO selects **Save and Continue** to proceed with approving a voucher with a balance due U.S. The AO assumes responsibility to ensure that the traveler has been informed of the debt.

Upon approval of a voucher that contains a due U.S. condition, DTS submits the appropriate transactions to adjust obligations (if necessary) and transmits a no-pay due voucher to the disbursing system. After 96 hours, DTS generates an e-mail to the traveler, AO, and the Debt Management Monitor (DMM) to advise them all of the debt. The DTS e-mails are shown in Appendix E of the **DTA Manual**.

Refer to the **Guide to Managing Travel-Incurred Debt** for information on the AO's role in DTS Debt Management.

6.8 Approve a Cancelled Trip Document

When a trip is cancelled, the traveler performs the appropriate cancellation actions and applies the SIGNED stamp to the authorization. The document routes to the AO. The action taken by the AO will depend on if the cancelled trip has incurred expenses.

6.8.1 AO Cancels an Authorization - No Expenses Incurred

Beginning on the Preview Trip screen, follow the below steps to cancel an authorization when no expenses have been incurred:

1. Select **Other Auths.** from the subnavigation bar.

   The Other Authorizations screen opens.

2. Select **Continue**.
The Pre-Audit Trip screen opens.

3. Select **Proceed To Digital Signature**.

4. Confirm that the **CANCELLED** stamp displays in the **Submit this document as** field (Figure 6-17).

**Note:** Selecting **No Expenses were incurred** on the **Trip Cancellation** screen limits the stamps available to the AO. Although all other Routing Officials have access to all stamps, the AO can only choose between the **CANCELLED** and **RETURNED** stamps.

![Digital Signature Screen - CANCELLED Stamp](image)

Figure 6-17: Digital Signature Screen - CANCELLED Stamp

5. Select **Submit Completed Document**.

The Digital Signature Login window opens.

6. Complete the **PIN** field and select **OK**.

DTS informs the traveler via e-mail that the authorization has been cancelled.
6.8.2 AO Approves a Cancelled Authorization - Expenses Incurred

There may be cases when a trip will be cancelled after the traveler has incurred expenses or has received an advance or a SPP. The appropriate cancellation procedure depends on the document status.

If the authorization had not been approved before the trip cancel feature was initiated, it will route to the AO as an authorization. After approval from the AO, the traveler must log in to DTS and create a voucher to receive reimbursement for any incurred expenses.

If the authorization had already been approved before the trip cancel feature was initiated, it will route to the AO as a voucher. The AO should review the Expenses section of the Preview Trip screen to verify that no expenses have been claimed that have not been incurred.

The AO uses the steps described in Section 6.3 to review these documents and applies the APPROVED stamp.

Note: The trip cancel feature is not available for group authorizations that have not been locked. The document will always route to the AO as an authorization; DTS does not automatically create a voucher from a group authorization. See Section 6.12.4 of this manual for information on cancelling group authorizations.

6.9 Approve a Constructed Travel Document

When approving a document on which a traveler has requested full reimbursement for using a nonstandard mode of en route transportation, the AO may manually enter the limited baseline costs. The limited baseline costs consist of the cost for using the standard transportation mode. This is the amount the AO should limit reimbursement for the trip. In addition to limiting the transportation cost, it may be necessary to adjust the en route per diem entitlements as part of the constructed travel process. General document approval steps are provided in Section 6.3. The following subsections provide information on additional steps that are specific to approving constructed travel documents. See Chapter 9 of this manual for more information on constructed travel.

Note 1: Refer to Service or Agency Business Rules for guidance on when to approve full reimbursement for nonstandard modes of en route transportation that exceeds the limited baseline costs.

Note 2: For single-destination TDYs, using a private auto or private motorcycle for travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS) is considered advantageous to the Government. As a result, cost comparisons are not required in such cases.

For multi-location TDYs, a cost comparison is not required for each travel segment that is 400 miles or less one-way.

6.9.1 Reviewing the CTW

The AO uses the constructed travel worksheet (CTW) to compare the traveler’s preferred (nonstandard) mode of transportation travel costs with the standard travel costs.

Beginning on the Preview Trip screen, follow the below steps to review the CTW:

1. Select Substantiating Records.
The Receipts screen opens (Figure 6-18).

![Receipts Screen - CTW Attached](image)

**Figure 6-18: Receipts Screen - CTW Attached**

2. Select **View** next to the CTW.

The CTW opens.

3. Review the CTW. Compare the total cost for the standard mode of transportation entered on the CTW to the total cost for the nonstandard mode of transportation entered on the authorization.

4. Select the x in the top right corner to close the CTW screen.
   -OR-
   Leave the window open and continue reviewing the document.

**Note:** Travelers should attach supporting documentation to the authorization that shows the cost of standard transportation, such as the DTS Travel module cost display or cost provided by the CTO. For airfare, this would be the GSA Contract Fare.
6.9.2 Updating En Route Per Diem Entitlements

The AO must ensure that the en route per diem entitlements are adjusted when limiting the reimbursement. If the trip is approved as limited, en route travel is typically limited to one day for each travel segment (Figure 6-19). Any additional days must reflect a non-per diem status. If chargeable as leave, the duty condition “Leave” must be selected. If the excess travel days are not chargeable as leave, the duty condition of “Duty Day” (military) or “Non-Duty Day” (civilians) should be selected.

Follow the below steps to update en route per diem:

1. Follow Steps 1 through 7 in Section 6.4

2. Select Expenses from the navigation bar.

The Non-Mileage Expenses screen opens by default.

3. Select Per Diem Entitlements from the subnavigation bar.

The Per Diem Entitlements screen opens.

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

The Per Diem Entitlement Detail screen opens.

5. Scroll down to the Other Per Diem Entitlements section and select the appropriate radio button.

6. Select Save These Entitlements.

![Per Diem Entitlements Screen - Duty Day (Military)](image-url)
6.9.3 Reviewing the Cost Comparison Screen

After the AO selects Submit Completed Document, the Cost Comparison screen opens (Figure 6-20). This screen is used to limit the traveler's reimbursement when using a nonstandard transportation mode.

Note: It is considered advantageous to the Government if the traveler is using a private auto or private motorcycle for travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS). As a result, cost comparisons (e.g., CTWs) are not required in such cases. If additional information is needed, refer to the worksheet instructions.

Follow the below steps to complete the Cost Comparison screen:

1. Complete the Transportation Expenses field with the amount entered in line A of the worksheet.
2. Complete the Expense Cost Factors field with the amount entered in line B of the worksheet.
3. If the document is a voucher and the traveler used an en route rental car that the AO did not approve, complete the Allowed Rental Car Mileage field with the amount entered in Line C of the worksheet.

Note: If the document is an authorization and the traveler requested to use a rental vehicle to travel to and from the TDY location, do not authorize the request as limited. If rental vehicle use is not the best way to perform travel, return the authorization to the traveler with instructions to select a different transportation mode.

4. Compare the Preferred Trip Total to the Total Allowed Cost.
5. If the nonstandard transportation mode is the best way to travel, proceed to Step 6.

-OR-
If the nonstandard transportation mode is not the best way to travel, check the **Approve as Limited** box.

6. Select **Approve and Continue**.

**Additional Rental Car Information:** If the traveler used an en route rental car that the AO did not approve on the authorization, the rental car is treated as a private auto, unless the AO approves the change from the authorized transportation mode. If the AO did not approve of the change, the AO must enter the official round-trip mileage in the **Allowed Rental Car Mileage** field (Figure 6-21).

![Figure 6-21: Cost Comparison Screen for Travel by Rental Car](image)

The cost of fuel for the rental car is not reimbursed, since the cost of fuel is factored into the mileage rates.

**Note:** When Approved as Limited is selected, reimbursement is based on the official mileage (using the DTOD) and the mileage rate, not the actual costs of the rental car. If the AO wants to allow full reimbursement for the actual costs of the rental car, the Approve as Limited box should not be checked. Refer to the worksheet instructions for additional information.

**6.9.4 Other Constructed Travel Approval Information**

The following subsections describe additional DTS and AO actions associated with constructed travel situations.
6.9.4.1 Reset Cost Comparison Screen Values
The limited values will reset to zero on the Cost Comparison screen if the AO marked the Approved as Limited box on an authorization. The values also reset if the traveler creates an amendment to the authorization. If this occurs, the AO will have to reset the Total Allowed Costs in the Cost Comparison screen before approving the amended authorization.

An amendment to a voucher does not affect the limited values. The total allowed costs in the Cost Comparison screen are unchanged on an amended voucher.

6.9.4.2 Deselect the Approve as Limited Option
After limiting a traveler’s reimbursement, the AO can later return to the authorization and deselect the Approve as Limited option. If the AO does this, the allowable costs for the document revert back to the actual/estimate costs for the trip.

6.9.4.3 Review CBA Charges and Prepaid Expenses
When the nonstandard travel mode includes a prepaid expense or a charge to a centrally billed account, the document cannot be approved as limited. This is because the travel is charged to a CBA, and the Government is obligated to pay the full cost. Only the preferred values display on the Cost Comparison screen. However, a traveler should still complete a CTW. For example, if a traveler wants to travel by commercial rail, a cost comparison for commercial rail versus commercial air must be provided. If the AO determines that the travel should be conducted by commercial air, the authorization should be returned to the traveler and direct travel by commercial air.

6.9.4.4 Approve Mixed-Mode Constructed Travel
Mixed-mode constructed travel occurs when travel by more than one en route transportation mode is indicated. One example is a trip that uses both private auto and commercial air. A comparison should be made between the cost of the mixed-mode and the cost of using the standard mode for the entire trip. If mixed-mode travel is approved with full reimbursement, then reimbursement is based on the actual cost of the mixed-mode. If the trip is approved as limited, then reimbursement will not exceed the cost of travel by the standard mode.

6.9.4.5 Generate a Constructed Travel Report
The Constructed Travel Report displays the cost savings of approved trip requests. It also provides users with the following:

• Information associated with the constructed cost comparisons
• Limited reimbursement baseline costs

See Chapter 10 of the DTA Manual for more information on the Constructed Travel Report.

6.9.5 Approving a Constructed Travel Voucher
Typically, the approval procedure for constructed travel vouchers is the same procedure as used for regular vouchers. The AO may occasionally approve a voucher when constructed travel was not requested in the authorization or override the decision to limit the traveler’s reimbursement.

6.9.5.1 Approve Full Reimbursement When Not Requested on the Authorization
A traveler can request full reimbursement for nonstandard transportation on the voucher, even if it was not requested on the authorization. The traveler must complete the worksheet and
attach it to the voucher. The AO can either approve the cost of the nonstandard mode on the voucher or limit the traveler's reimbursement to the cost of the standard mode. As with authorizations, this is not necessary if local business rules allow use of a POC, or a POC was used for travel within 800 miles round-trip of the PDS, or 400 miles per travel segment for multi-location TDYs.

6.9.5.2 Override Limited Reimbursement
On rare occasions, the AO may override a decision to limit the traveler's reimbursement. One example when the AO may use the override option is if a nonstandard mode was approved as limited, but, due to reasons beyond the traveler's control (e.g., national emergency, airport closure) commercial air could not be used. In these cases, the AO can use the override option to remove the limited reimbursement and allow the traveler to receive full reimbursement.

To override the decision to limit the traveler's reimbursement, follow the below steps:

1. Open the document in an editable form.

2. Select Review/Sign from the navigation bar.
   
The Preview Trip screen opens.

3. Select Proceed To Other Auths.
   -OR-
   Select Other Auths. from the subnavigation bar.

   The Other Authorizations screen opens.

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

   The Pre-Audit Trip screen opens.

5. Select Save And Proceed To Digital Signature.
   -OR-
   Select Digital Signature from the subnavigation bar.
6. Check the **Override Limited Reimbursement** box.

7. Confirm that the **APPROVED** stamp displays in the **Submit this document as** field.

8. Select **Submit Completed Document**.

9. Follow the steps to apply the digital signature.

### 6.10 Approve a Permissive Travel Document

AOs may use the steps described in Section 6.3 to approve documents with a C-Permissive trip type. AOs should be aware of variations specific to documents with this trip type. The variations and associated screen shots are provided in the following paragraphs.
Per diem or other reimbursement is not authorized for Permissive Travel. The Accounting Summary and Document Totals section on the Preview Trip screen display zero dollar amounts (Figure 6-23).

```
<table>
<thead>
<tr>
<th>Actual/Estimate</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Code: 00 PERMTRAVEL</td>
<td>View</td>
</tr>
<tr>
<td>LODGING:</td>
<td>$0.00</td>
</tr>
<tr>
<td>MBE:</td>
<td>$0.00</td>
</tr>
<tr>
<td>00 PERMTRAVEL Sub Total:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Calculated Trip Cost:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Actual/Estimate</th>
<th>Baseline Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>LODGING:</td>
<td>$0.00</td>
</tr>
<tr>
<td>MBE:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Calculated Trip Cost:</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
```

Figure 6-23: Preview Trip Screen - Accounting Summary and Document Totals
Non-Govt Funded Permissive TDY will display on the Other Auths. screen (Figure 6-24).

LOAs are not applied to documents for Permissive Travel. The Fund Authorization screen will display a Funding bypassed message (Figure 6-25).
6.11 Approve a Foreign Military Sales Document

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 this purpose, DTS uses the prefix FMS in the LOA.

DTS processes documents that use an FMS LOA(s) the same way as it processes other documents, with the below exceptions:

- A DTS pop-up screen alerts the traveler about payment delay due to processing associated with the use of FMS funds.
- The traveler will receive an e-mail notification about payment delay due to processing associated with the use of FMS funds.
- During the approval process, a DTS pop-up screen alerts the AO about payment delay due to processing associated with the use of FMS funds (Figure 6-26).
- The Defense Financial Accounting Service (DFAS) will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

![FMS Notification](image)

Figure 6-26: FMS Notification

6.12 Route & Review of a Group Authorization

The Route & Review process for a group authorization is similar to a standard authorization. There are slight procedural variations that depend on the number of travelers included on the group authorization.

6.12.1 Approve an Authorization for Up to Nine Travelers

The below steps explain the approval process for a group authorization that includes up to nine travelers.

1. The AO applies the APPROVED stamp.
If the group authorization does not have all travelers identified, or all expenses distributed, or an LOA is not assigned, DTS will display a message stating that the document is not complete.

2. The AO applies the RETURNED stamp.

DTS routes the group authorization back to the primary traveler or clerk for correction and resubmits it for approval.

3. The AO reviews the group authorization corrections.

4. The AO applies the APPROVED stamp.

The group authorization is view-only. The view-only function divides the group authorization into individual authorizations for each traveler in the group. Each traveler can access their own individual authorization.

**6.12.2 Approve an Authorization for 10 or More Travelers**

The below steps explain the approval process for a group authorization with 10 or more travelers.

1. The Transportation Officer (TO) applies the REVIEWED GROUP AUTHORIZATION stamp.

2. The AO applies the APPROVED stamp.

**Note:** If the group authorization does not have all travelers identified, or all expenses distributed, or an LOA is not assigned, DTS will display a message stating that the document is not complete. In this case, the AO will apply the RETURNED stamp to route the authorization back to the primary traveler or clerk for correction.

The group authorization is view-only. The view-only function divides the group authorization into individual authorizations for each traveler in the group. Each traveler can access their own individual authorization.

**6.12.3 Release a Traveler from a Group Authorization**

It is possible that circumstances may change, and a traveler who is included on a group authorization will not be part of the group travel. They may need a separate authorization for the TDY trip, or they may end up not going on TDY at all. The required action depends on the document status:

- If the document has not yet been stamped APPROVED, the traveler can be removed from the group authorization.
- If the document has been stamped APPROVED, the traveler can be released from the group authorization.

**Note:** To remove or release a traveler from a group authorization, the AO must be able to access the primary traveler's Group Authorizations / Travel Orders screen.
Before document approval, the primary traveler or AO may remove a traveler from a group authorization by accessing the Group Travel Selection screen and selecting the Remove link to the right of the traveler (Figure 6-27).

![Figure 6-27: Group Travel Selection Screen](image)

After document approval, a traveler may be released from the group authorization. Once the traveler’s individual authorization is released, DTS disassociates the traveler from the group authorization and the individual authorization is automatically unlocked.

The individual authorization is no longer updated by amendments made to the group authorization and obligations are no longer submitted. The traveler can amend, voucher, or cancel the individual authorization as needed.

Beginning on the User Welcome screen, follow the below steps to release a traveler from the group authorization.

1. Mouse over **Official Travel - Others** and select **Group Authorizations/Orders**.
The Traveler Lookup screen opens (Figure 6-28).

![Traveler Lookup Screen](image)

Figure 6-28: Traveler Lookup Screen

2. Enter the traveler’s Social Security Number (SSN).
   - OR -
   Enter the traveler’s last name. (The first name is optional.)
   - OR -
   Enter the Travel Authorization Number (TANUM).

3. Select Search.

A list of travelers’ names that match the search criteria displays.

4. Choose select next to the name of the traveler.
The primary traveler’s Group Authorizations/Travel Orders screen opens (Figure 6-29).

![Group Authorizations/Travel Orders Screen](image)

**Figure 6-29: Group Authorizations/Travel Orders Screen**

5. Select the **document name** link for the document from which the traveler needs to be released. The Group Authorizations/Group Traveler List screen opens (Figure 6-30).
6. Select select `release` in the Release column to the right of the traveler’s name.

Once the individual authorization is released, the `release` link in the Release column changes to the word `released` and is not a link.

The traveler will be notified via e-mail that their authorization has been released from the group authorization.

They will also be notified that DTS has an individual authorization associated with their name. The e-mail states that if changes must be made to the trip information, the traveler will need to amend the individual authorization.