

APPENDIX C: Definitions

Access	An interaction between a subject, i.e., a person, and an object, i.e., an automated information system (AIS) resource, that results in the flow of information from one to the other.
Accession Travel	Travel from the home of record or Military Entrance Processing Station (MEPS) to a basic training organization.
Accountable Official	A military member or civilian employee to whom public funds are entrusted. This includes the Disbursing Officer as well as the deputies, agents, cashiers, and imprest fund cashiers to whom the Disbursing Officer advances public funds for the purpose of making disbursements.
Actual Lodging	An amount requested for actual and necessary lodging expenses when the per diem lodging allowance for a temporary duty (TDY) location is inadequate.
Actual Travel Time	The total number of hours and minutes of travel, calculated from departure to arrival.
Advance	A non-ATM payment that a traveler receives before trip departure. Advances are typically limited to travelers who do not have Government Travel Charge Cards (GTCCs). The two categories of advances are Advance Auth (up to 80% of estimated costs) and Full Advance (up to 100% of estimated costs).
Agency Program Coordinator (APC)	The agency person who acts as the liaison between the travel card contractor and agency cardholder. APCs are responsible to the respective DoD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.
Allowable Travel Time	The number of days allowed for official travel.
ALTGSA	Type of fare that displays on the Air Travel screen. 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.
Amendment	A change made to an authorization or voucher after the AO has stamped the document APPROVED.
Americans with Disabilities Act (ADA)	Legislation passed in 1990 that prohibits discrimination against people with disabilities. Under this Act, discrimination against a disabled person is illegal in employment, transportation, public accommodations, communications and government activities.
Annual Leave	Refers to the option on the DTS Per Diem Entitlement Detail screen. When annual leave is taken during TDY, no lodging or meals and incidental expenses (M&IE) allowance is paid for those days.
APPROVED	The stamp that the AO in the routing list applies to a travel document.
Approving Official (AO)	Official at the final level of the routing list who has been designated in writing to approve TDY/TAD travel documents. This role is more often referred to as an Authorizing Official.

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Archive	The storage facility that receives all trip records after they have been paid. The records are stored for six years and three months. The facility is located in Monterey, California at the Defense Manpower Data Center (DMDC).
Attendant	A member, employee or other person who accompanies a member or employee on authorized travel to/from a medical facility for required medical attention that is not available locally. The attendant is appointed by competent medical authority to take care of and wait upon the member or employee patient in response to the patient's needs. The attendant may travel with the patient and attend to the patient's needs at the destination medical facility.
Auditor	An individual who conducts audits and statistical sampling associated with DTS.
Authenticate	To verify the identity of a user, device, or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.
Authorization	The travel request and the form used for TDY/TAD travel of DoD personnel. An authorization is commonly known within DoD as a DD Form 1610.
Authorization Number	The travel authorization number (TANUM) that is assigned once the authorization is approved.
Authorize	The giving of permission to perform a specific act.
Authorized Travel Time	The maximum travel time allowed. It is determined before travel begins and is based on the mode of travel authorized in the orders.
Authorizing Official (AO)	Officials in the final level of the routing list who have been designated in writing to approve TDY/TAD travel documents. Sometimes referred to as an Approving Official.
Booking	The act of placing a hold on travel reservations when reservation requests are submitted to the Commercial Travel Office (CTO). The hold is in place until the authorization is approved and the arrangements are reserved.
Budget	The amount of money allocated as funds for travel for a specified time period. An AO cannot approve travel without available funds in the budget.
Budget Administration Tool	The tracking tool in DTS that is used to control the use of travel funds. Once a budget is set up, DTS decrements obligated expenses from the available funds and allows users to run reports on budget activities.
Business Intelligence Reporting Tool (BIRT)	A DTS module that allows designated people to run prepared reports and create customized reports using data elements pulled from DTS documents and profiles.
Business Travel	Travel for the purpose of conducting business at a location other than the permanent duty station (PDS).
Category B (Patriot Express)	The military contracted/controlled flight operated by Air Mobility Command (AMC).

Centrally Billed Accounts (CBA)	Account issued to a Government agency for the purpose of securing certain types of travel arrangements, and for which the Government guarantees payment. CBAs have no spending ceiling and payments are subject to the Prompt Payment Act of 1982, as amended.
CBA Administrator	A permission level 8 user, currently a DTMO staff member, who can add or remove CBA Specialists, generate a Compliance Report, or restage charge card vendor (CCV) invoices.
CBA-DTA	A permission level 7 user (DoD component level) who can add, edit, deactivate, or delete CBA accounts. The CBA-DTA can assign CBA Specialists to centrally billed accounts (CBAs), revoke such assignments, and assign a default account to an organization.
CBA Specialist	The person responsible for certifying the invoice for payment made against the CBA. The CBA Specialist is currently referred to as the Transportation Officer (TO) in the DTS CBA module, although TOs do not always perform CBA reconciliation.
Certificate of Non-Availability (CNA) Number	Verifies that required DoD lodging is not available. When a traveler requests DoD lodging reservations, but no rooms are available, the lodging facility issues a non-availability confirmation number. DTS adds elements to that number to create a Non-Availability Number.
Certificate Revocation List (CRL)	The CRL identifies certificates that have been revoked due to suspected compromise of a private key or the subscriber leaves DoD employment, or other reasons.
Certification Authority (CA)	The entity within the DoD public key infrastructure (PKI) that is trusted to issue and sign digital certificates. The CA management functions include user registration and certificate registration, revocation, renewal, and archiving.
Certifying Official (CO)	An individual in an organization who has been authorized in writing to certify claims for payment.
Citi®	The DoD charge card vendor. Also referred to as Citibank.
City Pair Airfare	Contracted airfares between two cities.
City Pair Program (CPP)	Program DoD employees are required to use on official travel (with few exceptions). The CPP provides benefits not available in any commercial plan, such as no restrictions, last seat availability, no change or cancellation fee, no blackout periods, and savings to travelers of up to 83 percent off unrestricted commercial fares. The CPP includes 13 carriers in over 5,700 markets.
Civilian Employee (Employee)	A person whose salary is paid by the DoD. Sometimes referred to as an employee.
Clerk/Travel Specialist	A DTS user who creates unit travel and group travel documents. May create documents for travelers who do not have access to DTS.
Commercial Lodging	Lodging facilities that offer lodging to travelers and sometimes to long term residents. They are available to the general public, are corporately owned, and are always located off installation grounds.

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Commercial Travel Office (CTO)	A commercial entity in the business of arranging travel and that is owned, staffed, and operated by a private contractor. It may be located on or off a government installation.
Common Carrier Segment	A contracted airline that provides reduced ticket costs.
Constructed Travel	Travel that is characterized by the use of a travel mode other than the standard or usual mode. In such a case, DTS may require the traveler to complete and submit a cost-comparison worksheet so that the AO may determine the amount of reimbursement. Some DTS screens and messages use the term Constructive Travel.
Constructive Travel	See <i>Constructed Travel</i> .
Debt Management Monitor (DMM)	Role usually performed by a Finance DTA (FDTA). The DMM oversees the reporting, notification, and collection of debts to the Government incurred by DTS travelers.
Default Accounting Code	A line of accounting (LOA) that can be set as the default for each member or each organization. Each time a travel document is created for the traveler, this LOA will automatically be selected for expenses.
Defense Accounting and Disbursing System (DADS)	The finance component of DTS. DADS makes payments to the travelers and maintains accounting data.
Defense Manpower Data Center (DMDC)	The storage facility that receives all trip records after they have been paid. The documents are stored for six years and three months to meet Internal Revenue Service requirements, provide data to DoD managers, and support post-payment random reviews. See <i>Archive</i> .
DoD Lodging	A tab found in the Lodging module in DTS. This tab shows lodging facilities that 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.
Defense Table of Official Distances (DTOD)	The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes).
Defense Travel Administrator (DTA)	A DTS user who is responsible for the overall management of DTS at the organization level. A DTA may serve as a Systems Administrator, a Resource Manager, or an Administrator responsible for loading, updating, and maintaining all organization elements such as: organizations, groups, people information, routing lists, lines of accounting, budgets, and production of reports. The DTA may serve as the local help desk for users, travelers, and routing officials.
Defense Travel Management Office (DTMO)	The DTMO provides central oversight for commercial travel management, travel policy and implementation, customer support and training, functional oversight of DTS, and allowance and entitlement program management.

Delegate Authority	The temporary assignment of a routing official's signature authority to another routing official. When a routing official delegates signature authority to another routing official, DTS routes travel documents to both the routing official and the delegated routing official. Once the document is signed (by either the routing official or the delegated routing official), it is removed from both routing official's queues.
Dependent	Given the right conditions, a spouse, child, sibling, or parent of a military member or civilian employee. In some instances, this may include a person with a similar relationship.
Deployment Tool	The DTS environment in which a user enters, validates, and submits all of a site's data for upload into the system. The Deployment Tool supports the creation of the site or organization administrative setup data (organization structure, routing lists, groups, and lines of accounting). The Deployment Tool also supports the self-registration of personal data for new travelers.
Digital Certificate	A computer-generated record that ties a user's information with the user's public key in a trusted bond. The trust is based on a registration and identification policy enforced by a third party known as the certificate authority (CA). The certificate contains the identification of the CA issuing the certification and the user's public key, and is digitally signed by the issuing CA.
Digital Signature	An electronic signature that can be used to prove to a recipient that the message or data attested to by the signature was truly signed by the originator (i.e., nonrepudiation), and that no changes were made to the message or data in transit (i.e., data integrity). The signer uses their private key to generate the digital signature. The receiving party uses the signer's public key to verify the signature.
Digital Signature Diskette	A computer diskette that stores the key file and password-protected private key for some DTS users. For such users, DTS requires the insertion of the digital signature diskette to log in to the system and to sign travel documents.
Directive	An order or instruction issued by the Government or a military unit.
Directory Server	A database that stores certificate information and public key data for each
Disbursing Office	An activity, or that organizational unit of an activity, whose principal function is the disbursement and collection of official funds for the Government.
Document Processing Manual	The DTS handbook that provides instructions for travelers and AOs. It explains how to create, sign, and review authorizations, vouchers, local vouchers, and amendments to documents. It includes an overview of the purpose and features of DTS, such as logging in, Self-Registration, and the DTS menus.
DTA Maintenance Tool	Permits authorized DTAs to create and modify organizations, routing lists, groups, people, and lines of accounting. Permission levels 0,1, and 5 are the minimum needed to access the tool.

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DTMO Passport	A DTMO tool which provides access to the Travel Explorer (TraX), as well as other tools. TraX provides access to Training Resources, Trip Tools, and a Knowledge Center. It also allows a person to request assistance via a trouble ticket.
DTS System Administrator	A permission level 8 user who assigns partner system permissions and functions. System administrators also maintain data and allow partner systems to interface with DTS.
Encryption	The mathematical process that changes a data record using a number (key), such that the data record becomes meaningless until it is returned to its original state, through use of the original key and a reciprocal mathematical process, called decryption.
Enterprise Web Training System (EWTS)	A web based training environment that simulates the live DTS environment without creating actual reservations or expending funds. EWTS is used to conduct classroom and desk side training for various DTS roles.
Escort	A member, employee, or other person who accompanies a member or employee between authorized locations when member or employee travel is authorized by a competent authority and the member is incapable of traveling alone. May be appointed by the member's commanding officer or AO or the escort's AO.
Expense Categories	The classifications to which expenses are assigned to assist in the calculation of the amount spent on each type of travel expense. DTS subtotals all expenses itemized on a document into expense categories. These categories are identified in Appendix K, Table K-8.
Expense List	The selections that display in the drop-down list on the Expenses screen. Expense items that are not identified in the list can be entered in the -OR- field. See Appendix K, Tables K-4A through K-4C for a list of expenses used in DTS documents.
Global Exchange Service (GEX)	The system that performs bank transfer functions, translates lines of accounting (LOAs) from DTS, and maps the LOAs to the correct formats for more than 40 accounting and disbursing systems in DoD.
Government Bill of Lading (GBL)	A document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at Government expense.
Government Charge Card (GOVCC) Account Information	Information that a user can enter on the Update Person screen in the DTA Maintenance Tool. If this field is populated, some types of expenses default to the traveler's GOVCC, e.g. air, lodging, and rental car. A GOVCC is also referred to as a Government Travel Charge Card (GTCC).
Government Dining Facility	A government-owned facility with the primary mission of providing meals to military enlisted members. The Joint Travel Regulation (JTR) refers to this as a government mess.
Government Employee	A non-DoD Federal Government employee whose travel expenses are being paid by DoD.

Government Travel Charge Card (GTCC)	A charge card issued to personnel under the guidelines of the Government Travel Card program.
Government Safety Compliant Lodging	A tab found in the Lodging module in DTS. This tab shows facilities that are not a part of the Integrated Lodging Program 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.
Gov't Advance Outstanding	The total cash advance amount requested on an authorization. This field displays on the Payment Totals screen when a voucher is created from an authorization.
Gov't Advance Paid	The total amount of disbursements from Government non-ATM advances, paid or submitted for payment. If available, this amount can be found on the Payment Totals screen when a voucher is created. A link is provided to view supplementary information on each separate paid advance.
Gov't + Form	The government forms used to complete authorizations and vouchers.
Group	The feature of DTS that captures a list of travelers' names into a group and allows users with group access to access each member's profile and travel documents at any time. DTAs use this feature to maintain traveler data and manage travel documents.
Group Access	User access to the DTS information pertaining to all members of a group. Group access determines whose documents and information the user can view and edit. Group access is granted in the People section of the Maintenance Tool.
Group Authorization	A single authorization with one itinerary on which more than one traveler is listed. One traveler is assigned to be the primary traveler. When the AO applies the APPROVED stamp, the group authorization spawns into individual authorizations for each traveler to create their own amendments and vouchers.
Group ID	Text field in the Modify Search are of the DTS Lodging screen. Used to reserve a room that is blocked for event attendees. The event organizer provides the traveler the Group ID number.
GSA Contract Airfare	Type of fare that displays on the Air Travel screen. These flights have a government-contracted price and there is no limit to the number of seats that the government can purchase this price. These rates are higher than Government Contract w/ Limited Availability.
GSA Contract w/ Limited Availability	Type of fare that displays on the Air Travel screen. These flights are offered at a Government-contracted price, but there is a limited number of seats available at the lower government price.
Help Desk	Typically local-level support provided by the site Lead DTA (LDTA).

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Hierarchical Organizations	An organization structure that includes a main organization and lower-level suborganizations. It serves as a path to process document routing, accounting, and reporting.
Identification	The process that enables a system to recognize a person or entity, generally by the use of unique, machine-readable user names.
Import/Export (I/E) Tool	The functionality that enables DTS to import travel order data from other DoD travel systems (partner systems) and partially create DTS authorizations. The traveler or NDEA then completes the imported authorization and routes it for approval.
Inactive Duty Training (IDT)	A training status used by service members in the Guard or Reserves.
Incidental Expenses	Allowance for miscellaneous expenses such as laundry costs incurred while traveling.
Individual Mobilization Augmentee	A member of the Selected Reserve. While on active duty in a TDY status, travel and per diem are paid to personnel in accordance with the Joint Federal Travel Regulation (JFTR), Chapter 7.
Infrequent Traveler	A person who travels on rare occasions.
Integrated Lodging Program (ILP)	A DoD program that mandates the use of DoD lodging or Preferred Lodging for all DoD travelers going TDY to certain locations. Provides reduced-rate commercial lodging at selected properties that feature greater security and better services.
Integrated Lodging Program Pilot (ILPP)	The limited “proof of concept” test being conducted in participating high-traffic TDY metro areas and installations.
Integrated Lodging Program Pilot (ILPP) Locations	The metro area and installations selected to participate in the ILPP.
Itinerary Link	The Itinerary link on the navigation bar opens the Trip Overview screen. This screen contains information about the starting and ending dates of travel, TDY locations, type of trip, purpose of the trip, authorization number, and the date on which the authorization was created.
Joint Travel Regulation (JTR)	Regulations governing official travel. The JTR pertains to Uniformed Service Members and DoD Civilian Employees.
Line of Accounting (LOA)	A data entity representing a DoD account that may be used to finance travel.
Linked Per Diem Location	An indicator that exists if the location is linked to another location in the rate table.
Linked State/Country	Display of the state or country to which the location is linked.
Local Registration Authority (LRA)	The entity responsible for certifying user identification and access authority and registering public keys in a public key repository.

Local Voucher	A document used to claim reimbursement for miscellaneous expenses incurred for travel completed within a 12-hour period. Additional local business rules may apply.
Lodging and M&IE	The amount that a traveler will be reimbursed for lodging, meals, and incidental expenses (M&IE). In DTS, this amount can be viewed on the Per Diem Entitlements screen. Rates for any location can be viewed using the TDY/TAD Location Look Up Tool on the Trip Overview screen or the Rates Lookup link on the Traveler Setup menu on the User Welcome screen.
Meals and Incidental Expenses (M&IE)	A fixed allowance, by locality, for the meals and incidental portion of the per diem rate.
Mileage Rate	The amount paid to a traveler based on the mileage driven by the traveler and the type of conveyance or vehicle.
Military Member)	A person commissioned or enlisted in the U.S. Army, Navy, Air Force or Marine Corps.
Military Surface Deployment and Distribution Command (SDDC) Negotiated Agreements	A negotiated agreement between the SDDC and rental car companies.
Military Technician	Full-time reserve component personnel, not on active duty. Also called Air Reserve Technician in the Air Force Reserve.
Miscellaneous Expenses	The term used to represent any expense that is entered into an authorization or voucher that has not been assigned to a category. A traveler can enter a miscellaneous expense in the -OR- field of the Non-Mileage Expenses screen.
Net To Traveler	The amount displayed on the Payment Totals screen of a voucher that indicates the cumulative amounts of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero.
Non-Availability Number	Verifies that required DoD lodging is not available. When a traveler requests DoD lodging reservations, but no rooms are available, the lodging facility issues a Certificate of Non-Availability number. DTS adds elements to that number to create a Non-Availability Number.
Non-DTS Entry Agent (NDEA)	A non-accountable official who may be a military member, DoD employee, or contractor, and is designated in writing by the local command authority, using locally established procedures. NDEAs are responsible for entering claims for reimbursement in DTS for travelers that don't have reasonable access to DTS.
Nonrepudiation	Certainty that a transferred message has been sent and received by the parties claiming to have sent and received the message. A digitally signed document is considered valid and cannot be disavowed by the person who has digitally signed it.

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O-6 Representative	See <i>Service / Agency Representative</i> .
Organization	The name of the organization to which the traveler belongs. An organization is created and edited within the Organization section of the DTA Maintenance Tool. It determines the items that are available in the drop-down lists during document preparation.
Organization Access	Determines which data elements of an organization a user may access or edit. The valid values are (All), (None), or a specific, user-defined organization.
Organizational DTA (ODTA)	The DTA who manages the administration of DTS for an organization and its suborganizations.
Organizational Security Policy	The set of laws, rules, and practices that regulate how an organization manages, protects, and distributes sensitive information.
Other Authorizations	DTS screen located under the Additional Options tab that is to record special authorizations and certain circumstances. This screen is also used to display or print additional justifications in the trip order form.
Other Published Rates	A tab found in the Lodging module in DTS. This tab shows commercial lodging rates that do not qualify to display on any other tab. The tab is only available if no lodging is available under the other 3 tabs or if the traveler has declined to use them.
Other Than Economy/Coach-Class Transportation	Class of travel accommodation (i.e., Premium Class Travel) generally not allowed for DoD travelers. DoD policy requires economy-/coach-class accommodations be used when performing official government travel. Other Than Economy-/Coach-Class Transportation (any travel other than economy-/coach-class) at government expense is permitted on an exception basis only.
Partner System	A DoD computer system that creates travel authorization shells that are imported into DTS via an XML file. The traveler completes the authorization in DTS. Partner system users may refer to Appendix F for more details.
Partner System/Subsystem Administrator	An individual or group of individuals who maintain data and allow partner systems to interface with DTS.
Password	Alphanumeric sequence used to log in to DTS. Each user sets up their own password.
Patriot Express (Formerly "Category B" flights)	Military contracted and controlled flight, run by Air Mobility Command (AMC).
Pecuniary	Relating to money; requiring the payment of money.
Pecuniary Liability	Liability of Accountable Officials for any erroneous payments that result from information that they negligently provide to a Certifying Officer (CO). This is in accordance with Chapter 37 of the United States Code.

Per Diem Location	A TDY city or county for which the Government allows a traveler a set amount of dollars per day for lodging, meals, and incidental expenses (M&IE).
Per Diem Rate	The maximum amount of dollars allowed for lodging and M&IE for one day.
Permanent Change of Station (PCS)	The permanent movement of a military member or civilian employee from one duty station to another within or outside the continental United States.
Permissive/ Administrative Travel Time	An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.
Personal Profile	The DTS record of information about the traveler. Examples of information stored in the personal profile include: name, address, Social Security Number, and emergency contacts.
Preferred Lodging	A tab found in the Lodging module in DTS. This shows lodging facilities that have signed agreements with the DoD to meet strict safety, security, and service standards, and offer room rates below DoD per diem limits.
Premium Class	See Other Than Economy-/Coach-Class Transportation.
Printed Organization	The name of the organization to be printed on an agency's form.
Private Key	An encrypted code stored on a diskette or smart card held by a user.
Privatized Army Lodging (PAL)	See PPV. These facilities are located at most CONUS and non-foreign OCONUS Army facilities.
Privately Owned Conveyance (POC)	Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. Note: A common carrier, or a conveyance owned by the Government is never a POC.
Process Name	A routing test used to determine the next routing element (e.g., routing official or CTO) to which the document will route. This feature is referred to as conditional routing, because the presence of a given condition (process name) on a document (such as foreign travel) determines the next routing step.
Program Management Office-Defense Travel System (PMO-DTS)	The office responsible for DTS program management. As of October 2015, the PMO-DTS is aligned under the Defense Human Resource Agency/ Defense Manpower Data Center. Also referred to as the DTS-PMO.
Proportional Meal Rate	The average of the locality meal rate and the Government mess meal rate, to which the appropriate incidental expense is added.
Public Key	The key that is signed by a certificate authority (CA) with a digital signature and registered in a public key repository. The key is used to validate an access attempt by matching it with a private key. The key is also used to decrypt messages that were encrypted by its corresponding private key, and may be used to encrypt messages that may only be decrypted with the corresponding private key.

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Public Key Infrastructure (PKI)	A portion of a security management infrastructure dedicated to the management of keys and certificates used by public key-based security services. The DoD PKI is managed by the Defense Information Systems Agency and consists of two primary components: a certificate authority server and a directory server.
Public-Private Venture (PPV)	This is a type of privatized commercial lodging that is located on or near installations. These facilities are always corporately branded; e.g., IHG Army Hotels, Holiday In Express, Candlewood Suites, etc.
Purged Document	DTS document that has been migrated to a secondary storage location after a 15 month period of inactivity and other qualifying conditions. Purged documents can be restored using the Restored Purged Documents feature located in the Official Travel drop-down list.\
Read-Only Access (ROA)	Allows authorized users to see information, but does not allow any changes to be made. The ROA Administration feature in DTS is used to assign roles and access to DTS ROA.
Reimbursable Expenses	Expenses authorized for travel at the TDY/TAD location, e.g., transportation from terminal to lodging.
Renewal Agreement Travel (RAT)	Return travel to the United States, usually to the location from where the employee was hired, for the employee and their eligible dependents.
Report Scheduler	Reports feature that allows users with organization access to generate reports that compile data in a variety of categories. DTS creates the report off-line and sends an e-mail notification to the requestor when the report is available. Types of reports include Status Reports, Routing Reports, Individual Reports (e.g., Unsubmitted Voucher Report, Debt Management Report, etc.), CTO/ Travel-Related Reports, Management Information System (MIS) Reports, Partner System Reports, and Person Reports. Some reports require certain permission level or other access.
Reservations	The automatic booking of flight, hotel, and rental car and the ticketing of a flight. Reservations are requested electronically through the Travel link in the DTS navigation bar. DTS exchanges the reservation request and the booking and ticketing information with external reservation systems.
Rest Stop	A rest period, not to exceed 24 hours, allowed for a traveler who is not authorized premium or business class travel, and whose flight time, including stopovers, exceeds 24 hours.
Route & Review	The DTS feature that allows Routing Officials to review, adjust, approve, cancel, or return documents.
Routing Element	An official or entity assigned to a level (or step) and a stamp in a routing list. See <i>Routing List</i> .
Routing List	The electronic path of officials and their signatures that a document requires in order to be approved. DTAs enable electronic routing by setting up levels, stamps, and associating a Routing Official with each stamp. See <i>DTA Manual</i> , Chapter 5.

Scheduled Partial Payment (SPP)	Partial reimbursement that a traveler may receive before the trip is complete if the trip exceeds 45 days. This option is set up to pay the traveler every 30 days for the expenses estimated on the authorization.
Secondary Trip Type	A trip type that further refines Special Circumstances Travel (SCT) and triggers the appropriate set of changes within the authorization. When the SCT trip type is selected from the drop-down list on the Trip Overview screen, a secondary trip type must be selected.
Sensitive But Unclassified	Information, which if disclosed, lost, misused, altered, or destroyed, could result in an adverse affect on national security or other Federal Government interests. National security interests are those unclassified matters that relate to the national defense or the foreign relations of the U.S. Government. Other government interests are those related to the wide range of government or government-derived economic, human, financial, industrial, agricultural, technological, and law enforcement information, as well as privacy or confidentiality of personal or commercial proprietary information provided to the U.S. Government by its citizens.
Service / Agency (S/A) Representative	The DTS user who manages information and site data relevant to each branch of the military and the civilian agencies. Also referred to as an O-6 Representative.
Signature Certification	The act of witnessing and certifying, by a Certifying Officer, that occurs when a user establishes or changes their electronic signature in DTS.
Signature Key File	The name of the user expected to sign the document.
Signature Verify	The DTS process that checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. This process verifies that the document has not been adjusted since it was signed.
Simplified Entitlements	Refers to the streamlining of procedures used to approve travel and reimburse travelers for expenses. This has been enabled by the use of DTS. The entitlements and statutory requirements associated with normal TDY/ TAD travel have been simplified. See the JFTR/JTR for details.
Special Circumstances Travel (SCT)	A category of trip types that are used for certain types of travel identified in the JFTR/JTR as "Travel Under Special Circumstances or Categories" or "Special Circumstances Travel." Entitlements for SCT trip types vary. This trip type is available for selection on the drop-down list on the Trip Overview screen.
Split Disbursement	A situation in which a traveler elects to have part of their reimbursement paid directly to their Government Travel Charge Card (GTCC) account, and the remainder deposited to their personal bank account.
Sponsor	A military member or civilian employee with at least one dependent.
Standard Rate	The total per diem amount to allow if both meals and quarters are available to the traveler.

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System Security Policy	The combination of the Organizational Security Policy governing the operation of an automated information system (AIS) and the related AIS Security Policy.
TDY Travel	Travel necessary to complete a temporary duty mission.
Temporary Additional Duty (TAD)	A temporary assignment to complete a mission.
Temporary Duty (TDY)	The DoD temporary assignment or temporary additional duty (TAD) to complete a mission.
T-ENTERED	The DTS signature stamp that accomplishes the same action as SIGNED. It may only be used by a Non-DTS Entry Agent (NDEA) when signing a voucher or local voucher on behalf of a traveler. It is not used to sign authorizations.
TDY Travel	Travel necessary to complete the mission.
Threshold Amount	A parameter value used to trigger a preaudit flag on the Pre-Audit Trip screen for expenses that exceed this value. The tables in Section K-4 of Appendix K, list the selections that display on the Expenses screens during document preparation. A single threshold exists for each expense in the tables.
Ticketed Transportation	The screen on which a user may edit or add ticket information for common carrier modes of travel.
Time Zone	The time zone of the traveler's permanent duty location. This value is used to determine whether the traveler has crossed the International Date Line (IDL).
Transportation Classes	The quality and service levels available for transportation modes, e.g., coach class, premium or business class, and first class.
Transportation Officer (TO)	A person appointed or designated by the commander of a military activity to perform traffic management functions. This person may be designated as an installation Transportation Officer, Traffic Manager, or Passenger Transportation Officer.
Transportation Security Administration (TSA)	An agency established in 2001 to safeguard United States transportation systems and ensure safe air travel.
Travel Advances	Money that the traveler is authorized to receive prior to travel, as a percentage of the estimated expenses.
Travel Assistance Center (TAC)	Entity that provides support on a range of travel-related topics to all DoD travelers 24 hours a day, seven days a week including Federal holidays. The TAC also provides after hours recruit assistance. Dial: 1-888-Help1Go; overseas callers dial: DSN 312-564-3950, then 1-888-Help1Go.
Travel Authorization	The trip request that provides the data for the obligation of funds.
Travel Certificate Program (TCP)	A knowledge, skill, and assessment-based professional development program to validate the capability of personnel who manage travel for DoD organizations. The program is managed by the DTMO.

Travel Explorer (TraX)	One of the tools accessed through the DTMO Passport portal. TraX provides access to Training Resources, Trip Tools, and a Knowledge Center. It also allows a person to request via a trouble ticket.
Travel Modes	The selections in the drop-down list on the Other Trans screen that are used to claim transportation expenses incurred during TDY travel. Appendix K, Table K-3 associates each travel mode with its description, expense category, and single threshold.
Travel Order	An authorization for travel to be performed for official DoD business.
Travel Preferences	A category of personal profile information that can be updated under Additional Options on the navigation bar. The My Preferences link allows users to enter preferences for air travel, lodging, and rental car. Travelers may also enter the number of miles to airport, passport information, and other miscellaneous information.
Travel Status	Status that identifies an individual as away from a permanent duty station on official business on orders. Delays for the purpose of qualifying for reduced travel fares and other necessary or unavoidable delays are included.
Travel Training Resources	DTMO provides a comprehensive set of resources to the DoD Components to amplify their training strategy. These resources are continually reviewed, evaluated, and updated. They include eLearning (web-based training, distance learning and a Travel Certificate Program), Instructor Resources, and Reference Materials.
Travel Voucher	The Expense Report (currently DD Form 1351-2) that a traveler completes at the conclusion of TDY/TAD. The traveler records actual costs and itemizes other reimbursable expenses incurred during travel. This becomes the source document for payment.
Traveler	Anyone who travels on official business for DoD.
Trip Purpose	The selections on the drop-down list on the Trip Overview screen that identify a general reason for the travel. Appendix K, Table K-2 displays the Trip Purposes. These represent the standard Government trip purposes and are used for post-trip data analysis.
Trip Record	The electronic or paper document on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO (only for unconnected travelers), it is the single trip document that includes the travel authorization and fund cite, the should cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.
Trip Type	The selections on the drop-down list on the Trip Overview screen that identify the DoD type of travel. Appendix K, Table K-1 displays the Trip Types. This table further defines each trip type with a code that indicates how DTS calculates allowances for M&IE and lodging for each trip type and document type.

Appendix C: Definitions

Update Person	The Update Person screen allows the user to enter address information, default accounting code, electronic funds transfer data, GTCC account number, and other data for a traveler.
User	The term is used broadly to refer to a person who interacts directly with DTS, e.g., traveler, AO, or System Administrator.
U.S. Government Rental Car Program	This program provides special rental benefits and reduced rate to all Federal Government employees traveling on official business. The program is designed to meet the needs of the Federal traveler; and provide quality rental cars through companies at over 10,000 rental locations. DTMO administers the programs through rental car agreements with participating vehicle rental companies.
U.S. Government Rental Truck Program	This program provides quality vehicles at reason prices for Federal travelers on official travel. Allows military members and employees of the Federal Government to rent pickups, cargo vans, utility trucks and commercial trucks while traveling in an official status.
U.S. Installation	A base, post, yard, camp or station under the local command of a uniformed service, with permanent or semi-permanent-type troop shelters and a government mess, and where there are U.S. Government operations.
Voucher	A document that is used to claim reimbursement for travel expenses; officially referred to as a <i>voucher from authorization</i> . The traveler completes the voucher when travel has concluded.
Voucher from Authorization	Often referred to as a <i>voucher</i> , this is a voucher created from the information in an existing travel authorization. DTS reduces redundant data entry by allowing the generation of a voucher from an authorization.
Wild Card	The use of an asterisk (*) at the beginning and/or the end of a search term that broadens the search to include results with unspecified characters in the position held by the asterisk.