

## APPENDIX K: Administrative Setup Information

This information refers to data maintained on databases within the Defense Travel System (DTS). Users see this data as selections in the DTS drop-down lists. By making a selection, a user is specifying parameters for enforcing business rules (such as a trip type) or standard values (such as expenses).

K.1 Trip Types.....	K-2
K.1.A Trip Type Codes .....	K-3
K.1.B Secondary Trip Types.....	K-3
K.2 Trip Purposes .....	K-19
K.3 Travel Modes and Other Transportation Types .....	K-20
K.4 Expense List Tables (expense) .....	K-22
K.4.A Authorization and Voucher Expense List.....	K-22
K.4.B Local Voucher Expenses.....	K-25
K.4.C Mileage .....	K-26
K.5 Reason Codes for Non-Government Airfares .....	K-27
K.6 Reason Codes for Lodging Not Used .....	K-27
K.7 Other Authorizations.....	K-28
K.8 Stamp Tables (Status Codes).....	K-44
K.8.A Stamps Applied to Travel Documents .....	K-44
K.8.B Stamps Used in the DTS CBA Module .....	K-52
K.8.C Standard Stamping Sequence in a Document History.....	K-56
K.9 Methods of Reimbursement .....	K-59
K.10 Expense Categories .....	K-60
K.11 Advance Types .....	K-61
K.12 Conditional Routing, Pre-audits, and Electronic Processing Audits (chklist) .....	K-62
K.13 Pre-Audit Messages and Advisory Notices .....	K-77

## K.1 Trip Types

Table K-1 contains the options shown in the Trip Type drop-down list that is displayed on the Trip Overview screen. The table shows codes that indicate how DTS calculates per diem expenses for each trip type and document type.

If the document type is restricted to AUTH, DTS restricts the availability of that type to authorizations. In this case, NO VOUCHER can be accomplished from the restriction.

Table K-1: Trip Types

TRIP TYPES			
DESCRIPTION	CODE	DOC TYPE	COMMENTS
AA-ROUTINE TDY/TAD	TRIP	AUTH VCH	Refers to a United States Government employee travel assignment to a location other than the employee's permanent duty station. This type of assignment is usually of short duration typically from two days to longer in length.
AB-OPEN ALLOTMENT	TRIP	AUTH VCH	Initial and adjusting obligations normally generated from authorizations and vouchers are blocked from the accounting system. Payment transactions for advances, SPPs and final types of invoices are processed. Obligations are bulk obligated at HQ. Note: The voucher 821 obligation adjustment is blocked, but not the 810 for payment. Advances and SPPs can be requested.
ACCESSION TRAVEL – ENT	TRIP	AUTH	Travel from the traveler's home of record or a Military Entrance Processing Station (MEPS) to a basic training organization. Generally one-way and completed within 12 hours or less.
ACCESSION TRAVEL – NO ENT	TRIP	AUTH	Travel from the traveler's home of record or MEPS to a basic training organization. Generally one-way and completed within 12 hours or less. Traveler is not eligible for reimbursement or expenses.
AX-ARRANGEMENTS ONLY	TRIP	AUTH	Used to make reservations. Not intended to be processed for electronic approval. Should be printed and processed in accordance with local business rules. TA will show cost of trip. No voucher. No payment.
B-PERM CHG STA	NCST		Other than business travel. Permanent Change of Station. Will process TA and erroneously entered TV as no cost (No obligation, no reimbursement). ODTA TV routing list should be null.
C-PERMISSIVE	NCST	AUTH VCH	No cost to government. Selection of an LOA is not allowed for this trip type. Permissive authorizations will continue through the normal DTS process to include creating and archiving a voucher.
D-HOUSE HUNTING	NCST	AUTH	Other than business travel, authorization is used for arranging travel reservations only. Specific type of permissive TDY.

Table K-1: Trip Types(continued)

TRIP TYPES			
DESCRIPTION	CODE	DOC TYPE	COMMENTS
E-INVITATIONAL	TRIP	AUTH VCH	Individuals traveling under Invitational Travel are eligible to use DTS under certain conditions.
E1- ITA FAMILY TRANS ONLY	TRIP	AUTH VCH	The sponsor will be reimbursed only for the dependent's transportation expenses for this authorization.
E-2 ITA FAMILY FULL REIMB	TRAN	AUTH VCH	The sponsor will be reimbursed for the dependent's transportation and travel expenses for this authorization.
F-6 RENEWAL AGREE LV	TRIP	AUTH VCH	Authorizes transportation expenses for a civilian employee and an employee's dependent(s) for Renewal Agreement Travel. DTS includes payment of the meals and incidental expenses portion of per diem for the employee only during authorized travel days when the departure and return locations of the trip itinerary are the same.
SPECIAL CIRCUMSTANCES	TRIP	AUTH VCH	Types of travel and applicable entitlements identified as Special Circumstances (SCT). Selection of this trip type requires a secondary trip type to be chosen. See Table K.1.B Secondary Trip Types and the Document Processing Manual, Chapter 11.

### K.1.A Trip Type Codes

Table K-1A: Trip Type Codes

CODE	DESCRIPTION
Trip	Lodging and M&IE costs are automatically calculated based on the number of days at each location, as entered in the itinerary.
TRAN	Allows reimbursement of transportation and travel expenses only.
NCST	Allows no expenses for the trip. The total estimated expenses (or total amount claimed) for a No Cost trip always calculate to \$0.

### K.1.B Secondary Trip Types

Table K-1B contains the options shown in the Secondary Trip Type drop-down list when the Special Circumstances Trip Type is selected. The table shows the Joint Travel Regulations (JTR) descriptions and allowances for each secondary trip type.

Table K-1B: Secondary Trip Types

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
AMATEUR SPORTS COMP	Armed Forces member may be permitted to train for, attend, and participate in the Pan American Games, Olympic Games, and other international competitions in amateur sports when authorized.	A member of the Armed Forces who has been authorized to attend, train for, and/or participate in the Pan American Games, Olympic Games, Armed Forces and other national or international competitions in amateur sports (in accordance with 10 USC §717, 37 USC §420, and DoD Directive 1330.4) is authorized the same travel and transportation allowances as being on temporary duty. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances) par. 7630.
CADET-MIDSHIPMEN	Cadets and Midshipmen on Temporary Duty Travel	A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exception: 1. No per diem is payable for TDY at the Service Academy when both Government quarters and a Government dining facility/mess are available, beginning the day after the arrival day and ending on the day before the departure day. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7650.
CONGRESSIONAL TRAVEL	Travel and Transportation Allowances when Accompanying Members of Congress and Congressional Staff	A member of the armed forces or a DoD civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. For more information see JTR, Chapter 7, Part E (Traveling With A Member of Congress or Congressional Staff), par. 7235.
ESCORT-ATTEND FULL TDY	Travel of an Escort or Attendant	Certain members, employees, or dependents incapable of traveling alone require an attendant or escort. An attendant/escort may be a member, U.S. Government civilian employee, or any other person. A member as an attendant/escort is authorized TDY travel and transportation allowances. Any other person designated to travel as an attendant/escort is authorized the same travel and transportation allowances as a civilian employee. Non-concurrent attendant travel may be authorized when the need for an attendant arises during treatment or there is a need for an attendant only during a portion of the patient's travel. For more information see JTR, Chapter 7, Part D, (Travel of an Escort or Attendant), Section 2 (Non-Medical Attendant for Very Seriously and Seriously Wounded, Ill, or Injured Member - Uniformed Members Only) or Section 3 (Civilian Escorts or Attendants - Civilian Employees Only).

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
FAM MEM CIV ILL MIL SPON	Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member	Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JTR, Chapter 7, Part H (Travel ICW A Wounded/III Member- Civilian Employees Only).
LABOR ORG RESENTATIVE	Travel of an Employee serving as a Labor Organization representative	DoD employees serving as labor organization representatives are authorized normal TDY travel and transportation Allowances when traveling to attend labor-management meetings that are certified to be in the Government's primary interest. A labor organization representative is a DoD employee specifically designated by a labor organization to represent the organization in dealing with management. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7835.
MEDIC CIV EMP OCONUS	Employee Medical Travel	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part B (Medical Travel), Section 4 (Employee and Dependent Medical Travel).

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
MEDIC CIV EMP OCONUS	Employee Medical Travel	When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part B (Medical Travel), Section 4 (Employee and Dependent Medical Travel).
MEDIC MIL MEMBER TDY	Transfer of patient to/from medical facility or home under TDY	An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JTR, Chapter 7, Part B (Medical Travel), Section 1 (Physical Examination or Illness - Uniformed Members Only), par.7085.
NON-FEDERAL HONOR AWARD	Travel to Receive a Non-Federally Sponsored Honor Award	A member or employee may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the traveler's official duties and the functions and activities of the traveler's Service/Agency. Travel and transportation allowances are the same as those prescribed for TDY. When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award. For more information see JTR, Chapter 7, Part I (Travel to Receive a Non Federally Sponsored Honor Award).

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
PRE EMPLOYMENT FULL TDY	Pre-Employment Interview Travel	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Unless otherwise stated in the JTR, Chapter 7, Part D, allowances for an interviewee are the same as those available to a DoD employee traveling on official Government business. However, a DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount authorized for a DoD employee, except that the interviewee may not be paid for communications services for purposes other than communication directly related to travel arrangements for the Government interview and hire of a room used for official business. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7800.
RECALL FROM LEAVE	Recall from Leave	A member en route to or at a leave location who is ordered to return to a duty station for duty must bear the cost of returning unless the recall is for operational reasons. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel: 1. Beginning the day of departure from the leave location or place the member receives an order cancelling leave, and ending on the arrival day at the duty station; and 2. If authorized to resume leave, beginning the day the member departs from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place the member received the order canceling leave. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 7 (Recall From Leave - Uniformed Members Only).

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
SHIP RELOCATED WHEN AWAY	Ship Relocated during Authorized Absence	<p>If a member's assigned ship relocates during an absence on authorized leave or liberty (pass), the member is authorized travel and transportation allowances for the additional cost, if any, to return to the ship's new location over that required to return to its old location. If the member is not notified of the relocation before departure on leave or liberty, the member is authorized these allowances. A member who departed the ship on emergency leave while the ship was in its home port is authorized these allowances even if the member knew of the ship's relocation before departing on emergency leave. Travel and transportation allowances are the same as if traveling on TDY. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/ Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 6 (Ship Relocated During Authorized Absence).</p>
STUDENT SPEC DODEA EVAL	Travel of a Handicapped DoDEA Student for Diagnostic and Evaluation Purposes	<p>Travel and transportation allowances as prescribed for travel by a TDY employee are authorized for a tuition-free DoDEA student who has a disability when travel is necessary because competent medical/educational authorities request a student diagnosis/evaluation under DoDI 1342.12, and travel is necessary to obtain the diagnosis/evaluation. If the medical/educational authority requests that one or both of the student's parents/ guardians be present, either to participate in the diagnosis/evaluation or to escort the student, travel and transportation allowances are authorized for the parent(s)/guardian(s). If the parent or guardian is a military member, reimbursement is in accordance with TDY travel in the JTR. If the parent or guardian is a civilian employee or is not employed by the Government, reimbursement is in accordance with TDY travel in the JTR. For more information see JTR, Chapter 7, Part C (Dependent Student Travel), Section 1 (Uniformed Members Only), or Section 2 (Civilian Employees Only).</p>

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
REGULAR ENTITLEMENTS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
TDRL DISABLED PHYS EXAM	A Member on the Temporary Disability Retired List (TDRL) required to submit to periodic physical exam	A member being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for a physical disability, is authorized TDY travel and transportation allowances to, from, and during a hearing, when ordered to appear before a PEB outside the corporate limits of the member's home. A TDRL member is authorized TDY travel and transportation allowances to and from a medical facility outside the corporate limits of the member's home for required periodic physical examinations. The day after arrival at the medical facility through the day before departure, the member is authorized per diem equal to the actual daily charges paid for meals if admitted as an inpatient or for TDY if an outpatient (See Section 11.8, TDRL Actual Meals). When the member's home and the medical facility or PEB are within the same corporate city limits, a member on the TDRL undergoing a required periodic physical examination or being reevaluated by a PEB is authorized local travel transportation expense reimbursement. For more information see JTR, Chapter 7, Part B (Medical Travel), Section 1 (Physical Examination or Illness), par. 7080.
UN PEACEKEEPING TDY	Members assigned TDY as observers to UN Peacekeeping Organizations	A member assigned TDY as an observer to a UN peacekeeping organization, which receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event does JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7640 authorize a reduction in the UN per diem allowance.

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
DISCIPLINARY ACTION	Member Travel and Transportation Incident to Disciplinary Action	<p>When a member is ordered to travel for disciplinary action: A Government conveyance should be used, if available; or</p> <ol style="list-style-type: none"> <li>1. If a Government conveyance is not available, the member must be directed to use Government-procured transportation;</li> <li>2. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or</li> <li>3. If a personally owned conveyance is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. Payment of mileage is not authorized. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the maximum rate per meal listed in JTR, par. Chapter 2, par. 2030. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7620.</li> </ol>
EMERGENCY LEAVE	Transportation in Personal Emergencies	<p>An eligible member on emergency leave (as determined under DoD Instruction 1327.6 (Leave and Liberty Procedures) and eligible dependents with personal emergencies are authorized transportation between authorized locations. Eligible members/dependents are those on permanent duty OCONUS. A member stationed in the CONUS must have a domicile OCONUS to authorized emergency leave for self/dependents. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel incident to the burial of a deceased member if not authorized burial travel under JTR, Chapter 7, par. U7260-A. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations. Reimbursement is only authorized for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination and the airport is not authorized. Travel across CONUS is at Government expense if the traveler must transit the CONUS to reach the OCONUS emergency leave point. For eligibility requirements, transportation requirements, and authorized locations, refer to JTR, Chapter 7, par. 7010.</p>

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
EMERGENCY VISIT TRVL EVT	Emergency Visitation Travel (EVT)	Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see, JTR, Chapter 7, Part A (Travel ICW Leave), Section 3 (Emergency Leave), par. 7020.
ESCORT ATTEND EMP RETURN	Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured	Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or injured. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 3 (Emergency Leave), par 7025 E3b.
FEML-FUND ENVIRO&MORALE	Funded Environmental and Moral Leave (FEML) Transportation	A member or employee is eligible for FEML if stationed at an authorized FEML PDS (see JTR, Chapter 7, Part A (Travel ICW Leave), Section 1 (Funded Environmental and Morale Leave (FMEL), par.7000) for 24 consecutive months or more. The dependent of a uniformed member serving an accompanied tour is eligible for FEML if command sponsored and resides with the member at the FEML PDS. The dependent of an employee is eligible for FEML if the employee is authorized to have dependents at the PDS and the dependent resides with the employee at the FEML PDS. Per diem, meal tickets, and reimbursement for meals or lodging are not authorized. For more information see JTR, Chapter 7, Part A (Leave ICW Leave), Section 1 (Funded Environmental and Morale Leave); and DoD Instruction 1327.6 (Leave and Liberty Procedures).

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
FVT-FAM VISIT TRAVEL	Family Visitation Travel (FVT)	<p>Family Visitation Travel (FVT) enables an eligible employee to travel at Government expense to the CONUS, non-foreign OCONUS or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance. FVT is not authorized for travel within the foreign area/country of assignment. A DoD component may pay, or an eligible employee may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and airport taxes and transportation between airports. Reimbursement for ground transportation between the PDS or home (or destination) and airport is not authorized. Per diem and excess accompanied or unaccompanied baggage charges are not payable or reimbursable. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 11 (Family Visitation Travel (FVT) - Civilian Employees).</p>
MEDIC CONVALESCENT LEAVE	Convalescent Leave Transportation	<p>A member is authorized transportation allowances (per diem, meal tickets, meals or lodging are not authorized) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the CONUS medical treatment location to a location selected by the member and authorized/approved by the Secretarial process, and the member-selected place to any medical treatment place. A member may select transportation-in-kind, commercial transportation cost reimbursement when traveling at personal expense, or the TDY automobile mileage rate for the official distance. Government/Government-procured transportation must be furnished and used to the maximum extent practicable. It is mandatory policy that a member uses an available Commercial Travel Office to arrange official travel. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 5 (Convalescent Leave - Uniformed Members Only).</p>

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
MEDIC FAM ATTEND OVR 100 MI	Attendant's Travel for Specialty Care over 100 Miles	If a patient meets the JTR, Chapter 7, Part B (Medical Travel), Section 2 (Specialty Care Travel Over 100 Miles - Uniformed Members Only) par. 7095-A travel requirements, round-trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family. A member (who is a family member) as an attendant is authorized TDY travel and transportation allowances. A civilian employee/ member (who is a family member) as an attendant is authorized the travel and transportation allowances in the JTR. Another person who is at least 21 years old and a family member designated to travel as an attendant is authorized reimbursement of reasonable travel expenses listed in JTR, Chapter 7, Part B (Medical Travel), Section 2 (Specialty Care Over 100 Miles - Uniformed Members Only) pars. 7095-C and 7095-D. For more information see JTR, Chapter 7, Part B (Medical Travel), Section 2 (Specialty Care Travel Over 100 Miles- Uniformed Members Only).
PRE EMPLOY PER DIEM ONLY	Pre-Employment Interview Travel - Per Diem Only	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7800.
PRE EMPLOY TRANS ONLY	Pre-Employment Interview Travel (Transportation Only)	A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only common carrier transportation costs must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. For more information see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7800.

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
R R AND SPECIAL R R	Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation	A member or employee assigned at a location listed in JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 2 (Funded Rest and Recuperation (R&R) Leave).
STUDENT DODEA ACADEM C&C	Travel of DoDEA Dependent Students for Academic competitions and Co-Curricular Activities	A member or employee assigned at a location listed in JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JTR, Chapter 7, Part A (Travel ICW Leave), Section 2 (Funded Rest and Recuperation (R&R) Leave).
STUDENT OF CIV US SCHOOL	Employee's Dependent Student Travel to Attend School	A dependent student of a DoD civilian employee assigned in an OCONUS/ foreign area is authorized educational travel to and from a school offering a full-time course of secondary education (in lieu of an education allowance) or post-secondary education. The dependent student is authorized per diem while to and from school when actual travel time in each direction exceeds 12 hours. Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel. For more information see JTR, Chapter 7, Part C (Dependent Student Travel), Section 2 (Civilian Employees Only) par. 7165, Department of State Standardized Regulations, section 280, and DoD 1400.25-M, Sub-chapter 1250.

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
PER DIEM AND TRANSPORTATION RESTRICTIONS		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
STUDENT OF MIL US SCHOOL	Member's Dependent Student Transportation to a School in the U.S.	A member permanently assigned OCONUS and accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent student is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location. For additional information see JTR, Chapter 7, Part C (Dependent Student Travel), Section 1 (Uniformed Members Only), par. 7155.
INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
EMERGENCY WHILE TDY	Personal Emergencies for a Member on TDY or Away from Home Port	A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip travel and transportation allowances and per diem (while in a travel status) between the TDY/ unit location or ship and the PDS, Home port, or other location if authorized emergency leave. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport. For additional information on allowable transportation expenses, cost construction and city-pair airfare use, see JTR, Chapter 7, Part A (Travel ICW Leave), Section 3 (Emergency Leave).  Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
FAM MEM ILL CIV SPONSOR	Civilian Family Member of a Seriously Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three designated individuals in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JTR, Chapter 7, Part H (Travel ICW A Wounded/III Member), Section 1 (Uniformed Members Only) and Section 2 (Civilian Employees Only).</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
FAM MEM ILL MIL SPONSOR	Transportation and Per Diem of Family Members of an Ill or Injured Member	<p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem as determined by appropriate authority. The Secretarial Process may authorize transportation and per diem for more than three designated individuals in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JTR, Chapter 7, Part H (Travel ICW A Wounded/III Member), Section 1 (Uniformed Members Only) and Section 2 (Civilian Employees Only).</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
MEDIC EXP FORSPEC NEEDS	Additional Expenses Incurred by an Employee with a Disability or Special Need	<p>Payment is authorized for additional travel expenses that are incurred by an employee with a disability/special need in the performance of official travel. Note: An employee with a special need is treated the same as an employee with a disability. For additional information regarding definitions and allowance expenses, as well as employment of personal assistants see JTR, Chapter 7, Part X (Miscellaneous Special Circumstances), par. 7815 (Travel for an Employee with a Disability/Special Need (Civilian Employees Only)).</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
MEDIC FAM MEM CIV OCONUS	Dependant Medical Travel and Transportation Allowances When an Employee is Assigned to a Foreign OCONUS PDS	<p>When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, are not able to accommodate a civilian employee's dependent's needs, transportation to another location may be authorized for medical and dental care. If possible, medical travel should be scheduled with other non-medical travel however; required medical treatment that cannot be postponed should be authorized. For additional information on eligibility, administration, transportation and per diem allowances, see JTR, Chapter 7, Part B (Medical Travel), Section 4 (Employee and Dependent Medical Travel -Civilian Employees Only), par. 7110</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>
MEDIC FAM MEM MIL CONUS	Travel to Specialty Care Over 100 Miles	<p>When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Provider. The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM determines if the specialty care is more than 100 miles from the PCM. For applicability, transportation and meal and lodging reimbursement see JTR, Chapter 7, Part B (Medical Travel), Section 2 (Specialty Care Travel Over 100 Miles- Uniformed Members), par. 7095.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p>
MEDIC FAM MEM MIL OCONUS	Dependant Travel and Transportation OCONUS for Medical Care	<p>When the Secretarial Process determines the local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's dependent's needs, transportation to another location may be authorized for appropriate medical/dental care. This provision is allowed when the member has been on active duty for more than 30 days and when care is not available in the member's OCONUS PDS area. For exceptions, transportation/ meal and lodging reimbursement and authorization see JTR, Chapter 7, Part B (Medical Travel), Section 4 (Employee and Dependent Medical Travel - Civilian Employees Only), par. 7110.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p>

Table K-1B: Secondary Trip Types (continued)

SECONDARY TRIP TYPES		
INFORMATION ONLY TRIP TYPES		
TRIP TYPE	JTR DESCRIPTION	ALLOWANCES
TRAVEL AT NO EXPENSE	Travel at no expense to the government	<p>There are no allowances for members or employees who incur travel expenses under these categories. For more information see JTR, Chapter 1, Part A (Administration and General Procedures), par. 1000D.</p> <p>Trip Type C-PERMISSIVE should be used for this type of travel.</p>
WITNESS TRAVEL	Travel of Witnesses/Witness Travel	<p>An active duty member who serves as a witness on behalf of the United States in any cases involving a Service receives TDY travel and transportation allowances, payable from the requesting Service's funds. In cases involving the United States but not the Services, the member receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice. In cases of local, State, the District of Columbia, or U.S. Territory or possession Government in a criminal or civil case and the trial is directly related to a Service or to a member and the Service has a particularly strong compelling and genuine interest the active duty member may receive TDY travel and transportation allowances if competent authority determines that travel is required. A member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel subsistence expense payments with the individual or agency desiring testimony. For more information see JTR, Chapter 7, Part L (Witness Travel), Section 1 (Uniformed Member), par. 7415 or Section 2 (Civilian Employees Only).</p> <p>Trip Type AA-Routine should be used for this type of travel.</p>

## K.2 Trip Purposes

Table K-2 contains the options shown in the Trip Purpose drop-down list that is displayed on the Trip Overview screen. The codes are used for trip data analysis.

Table K-2: Trip Purposes

TRIP PURPOSES	
PURPOSE	DESCRIPTION
BETWEEN TOURS TRAVEL	Travel authorizations for which an employee, uniformed member, and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel. This travel is usually performed in conjunction with travel resulting from a PCS or renewal of a tour of duty at OCONUS duty stations.
CONFERENCE ATTENDANCE	DoD is currently operating under very restrictive policy for attending conferences. A conference is a meeting, retreat, seminar, symposium, or event that involves travel for the attendee. Events within the area of the local duty station that do not require travel may also qualify as a conference if you must pay a registration/conference fee and/or if the event takes place in a hotel or conference center.
EMERGENCY TRAVEL	To return a traveler from a TDY assignment location at government expense to the designated post of duty or home, or other location, where the traveler would ordinarily be present to take care of the emergency situation if the government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JTR, par. U7010 or U7015, and for civilian employees JTR, par. 7025, would apply.
INFORMATION MEETING	These meetings allow you to meet professionals, gather career information, seek advice on career development, and obtain referrals to other individuals for similar purposes.
OTHER TRAVEL	All travel performed for purposes not shown in one of the other categories listed above. Even though stated as other travel, the travel authorization must also detail the specific purpose.
RELOCATION	Transfer from one PDS to another (same as a PCS move.) This includes new appointees and persons ordered to active duty when authorized relocation allowances for reporting to the first duty station.
SITE VISIT	Personally perform operational managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance) at a particular location.
SPECIAL MISSION TRAVEL	To carry out a special mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by federal beneficiaries and other non-employees.
SPEECH OR PRESENTATION	Make a speech or a presentation, deliver a paper, or take part in a formal program other than a training course.
TRAINING ATTENDANCE	To receive training.

### K.3 Travel Modes and Other Transportation Types

Users select travel modes to claim transportation expenses incurred during travel. The commercial carrier travel modes in Table K-3 are in the Type drop-down list that displays on the Other Trans. screen.

The Travel Modes and Other Transportation Types table is related to the Expense Categories table (Table K-8). The travel modes chosen in a document will be rolled into a common expense category. This allocates expenses across lines of accounting (LOAs). It enables the DTS Payment module to submit financial transactions through the Global Exchange (GEX) to the DoD Accounting and Disbursing System (DADS). The Single Threshold value will trigger pre-audits stored in the Routing and Audit Tests table (Table K-10).

Table K-3: Travel Modes and Other Transportation Types

TRAVEL MODES AND OTHER TRANSPORTATION TYPES				
OTHER TRANSPORTATION TYPE	MODE Legacy	DESCRIPTION Legacy	EXPENSE CATEGORY See Table K-8	SINGLE THRESHOLD
Comm Bus	CB	Bus Fare	COM. CARR.-I	500
CTO Fee (Central Bill)	CF-C	CTO FEE (GOVCC-C)	COM. CARR.-C	150
CTO Fee (Indiv Bill)	CF	CTO FEE (GOVCC-I)	COM. CARR.-I	150
Comm Air (Indiv Bill)	CP	Air Fare (GOVCC-I)	COM. CARR.-I	1500
Comm Air (Central Bill)	CP-C	Air Fare (GOVCC-C)	COM. CARR.-C	1500
Comm Rail (Indiv Bill)	CR	Train Fare (GOVCC-I)	COM. CARR.-I	300

Table K-3: Travel Modes and Other Transportation Types (continued)

TRAVEL MODES AND OTHER TRANSPORTATION TYPES				
OTHER TRANSPORTATION TYPE	MODE Legacy	DESCRIPTION Legacy	EXPENSE CATEGORY See Table K-8	SINGLE THRESHOLD
Comm Rail (Central Bill)	CR-C	Train Fare (GOVCC-C)	COM. CARR.-C	300
	CV	Ship Fare	COM. CARR.-C	300
	DGV	POC Use-Gov Vehicle Available	MILEAGE	0
	GA	Government Auto	TRANSPORT	0
	GB	Government Bus	TRANSPORT	0
	GP	Government Plane	COM. CARR.-G	0
	GV	Government Vessel	TRANSPORT	0
	GVA	POC Use-Dedicated Gov Vehicle	MILEAGE	0
	PA	Pvt Auto-TDY/TAD	MILEAGE	500
	PAL	Pvt Auto-Local	MILEAGE	200
	PAS	Passenger (No Claim)	TRANSPORT	0
	PAT	Pvt Auto-Terminal	MILEAGE	50
	PM	Private Motorcycle	MILEAGE	500
	PP	Private Plane	MILEAGE	500
	PV	Private Vessel	TRANSPORT	500
	TB	Prepaid Bus	COM. CARR.-T	0
	TP	Prepaid Plane	COM. CARR.-T	0
	TR	Prepaid Rail	COM. CARR.-T	0
	TV	Prepaid Vessel	COM. CARR.-T	0
	CA	Commercial Auto	RENTAL CAR	500

## K.4 Expense List Tables

### K.4.A Authorization and Voucher Expense List

The items in this table are options in the Expense Type drop-down list. The list displays on the Non-Mileage screen during document processing. Expense items, such as travel modes, are linked to an expense category for classification and roll-up. The Single Threshold value will trigger pre-audits stored in the Routing and Audit Tests table (Table K-10).

Table K-4A: Authorization and Voucher Expense List

AUTHORIZATION AND VOUCHER EXPENSE LIST			
DESCRIPTION	DEFAULT METHOD OF REIMBURSEMENT	EXPENSE CATEGORY	SINGLE THRESHOLD
Airport Tax	GOVCC	OTHER	25
Cancel Fee—Air Travel	GOVCC	COM. CARR.-I	0
Cancel Fee—Hotel	GOVCC	LODGING	0
Cancel Fee—Rental Car	GOVCC	RENTAL CAR	0
Commercial Auto—In/Around	GOVCC	RENTAL CAR	500
Commercial Auto—TDY/TAD	GOVCC	RENTAL CAR	500
Commercial Auto—Terminal	GOVCC	RENTAL CAR	500
Computer Internet/Wifi Fee	GOVCC	OTHER	0
Currency Conversion Fees	GOVCC	OTHER	0
DEBT UNDER 10 DOLLARS	PERSONAL	DEBT	0
DEBT WAIVED	PERSONAL	DEBT	9,999.99
Dual Lodging Cost	GOVCC	LODGING	0
Excess Baggage	GOVCC	OTHER	75
Gasoline—POV	GOVCC	TRANSPORT	0
Gasoline—Rental/Govt. Car	GOVCC	TRANSPORT	75
Government Auto	PERSONAL/GOVCC	TRANSPORT	N/A
Hotel Room Tax	GOVCC	OTHER	1,000
Hotel Sales Tax	GOVCC	OTHER	1,000
Lodging Late Checkout Fee	GOVCC	LODGING	25
Paper Ticket Fee	GOVCC	COM. CARR.-I	0
Parking—Recruit/Train	GOVCC	OTHER	25
Parking—TDY/TAD	GOVCC	OTHER	25

Table K-4A: Authorization and Voucher Expense List (continued)

<b>AUTHORIZATION AND VOUCHER EXPENSE LIST</b>			
<b>DESCRIPTION</b>	<b>DEFAULT METHOD OF REIMBURSEMENT</b>	<b>EXPENSE CATEGORY</b>	<b>SINGLE THRESHOLD</b>
Parking - Terminal	GOVCC	OTHER	80
Passenger (No Claim)	PERSONAL	TRANSPORT	N/A
Private Plane Airport Tax	GOVCC	OTHER	0
Private Plane Hangar Fee	GOVCC	OTHER	0
Private Plane Landing Fee	GOVCC	OTHER	0
Private Plane Tie Down Fee	GOVCC	OTHER	0
Private Vessel	PERSONAL	TRANSPORT	500
Public Transit	GOVCC	OTHER	25
Registration Fee	GOVCC	OTHER	300
Shipment of HHG	GOV FUND	SHIP-HHG	0
Taxi—TDY/TAD	GOVCC	OTHER	0
Taxi - Terminal	GOVCC	OTHER	50
Tickets - Personally Procure	GOVCC	COM. CARR.-I	0
Tolls (highway bridge etc)	PERSONAL/GOVCC	OTHER	25

### K.4.B Local Voucher Expenses

Travelers claim local travel expenses on a local voucher. Table K-4B contains all non-mileage, local-travel expenses per the regulations. This table can be used to track each expense by category. A summary of expenses by category is on the front of the local travel default form.

Table K-4B: Local Travel Expenses

DESCRIPTION	EXPENSE CATEGORY	THRESHOLD AMOUNT
Rental Car	RENTAL CAR	0
Currency Conversion Fees	OTHER	0
Computer Internet/Wifi Fee	OTHER	0
Cancel Fee - Rental Car	RENTAL CAR	0
Gasoline - Rental/Gov Car	RENTAL CAR	50
Gasoline/Oil - Private Vehicle	TRANSPORT	0
Parking - Local	OTHER	25
Meal	OTHER	0
Registration Fee	REG. FEES	300
Parking - Recruit/Train	OTHER	0
Returned Payment	OTHER	0
Snack - Recruiter	OTHER	0
Travel Agent Fee	TRANSPORT	0
Taxi - Local	TRANSPORT	50
Tolls (highway, bridge, etc.)	TRANSPORT	50
Public Transit	OTHER	25

### K.4.C Mileage

The Mileage Rates table stores the rates used in reimbursing a traveler for the use of a privately owned or government-owned vehicle.

Beginning on the DTS User Welcome screen, use the below steps to access the Mileage Reimbursement screen:

1. Mouse over **Traveler Setup**.
2. Select **Rates Lookup**.

The Rates Lookup Menu screen opens.

3. Select **Mileage Rates**.

The Mileage Reimbursement screen opens.

Mileage rates are referenced by Expense Type(s) selected on the Mileage Expenses screen.

Table K-4C: Mileage Rates

CODE	DESCRIPTION	EXPENSE CATEGORY	THRESHOLD AMOUNT
1POC	Private Auto Mileage - Owner / Operator	MILEAGE	50
2POC	POC Use-Gov Vehicle Available	MILEAGE	0
4POC	POC Use-Dedicated Gov Vehicle	MILEAGE	0
5POC	Private Motorcycle Mileage	MILEAGE	50
6POC	In-and Around Mileage - Private Auto	MILEAGE	0
7POC	In-and Around Mileage - Private Motorcycle	MILEAGE	0

## K.5 Reason Codes for Non-Government Airfares

DoD policy states that “Contract city pair airfares provide savings to the government. 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”.

If you choose a non-government airfare, you will need to select a reason code on the **Pre-Audit** screen.

Table K-5 lists the reason codes associated when a non-government airfare is selected.

Table K-5: Reason Codes for Non-Government Airfares

Reason Codes for Non-Government Airfare	
Reason Code	Description
C1	Does not meet mission requirements Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip. Space on scheduled flights is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the cost of the trip.
C2	Outside normal working hours. The contractor’s flight schedule is inconsistent with explicit policies of individual Federal department and agencies where applicable to schedule travel during normal working hours.
C3	Lower non-contract fare available to the general public
C4	Seat not available on contract air carrier
C5	Used contract fare for portion of trip, but not entire trip
C6	Lower non-contract fare used on contract carrier
C7	Traveler refused contract fare because: (a) Airport Specified (b) Carrier Specified (c) Routing Specified (d) Time Specified (e) Personal Reasons
C8	No cost ticket (e.g. Frequent Flyer)
C9	Foreign Military Service (FMS)
C10	Rail service available and cost effective. Rail service is available and that service is cost effective and consistent with mission requirements.

## K.6 Reason Codes for Lodging Not Used

If you decline to use available lodging that is required by the JTR, DTS will trigger a pre-audit flag. You must select a reason code and provide a written justification for not using the required lodging.

The pre-audit flags that require you to select a reason code are:

- AVAIL DOD LDG NOT USED
- AVAIL PREFERRED LDG NOT USED
- LODGING NOT USED

Table K-6 lists the reasons codes that apply when the above flags appear on the **Pre-Audit** screen..

Table K-6: Reason Codes for Lodging Not Used

REASON CODES FOR LODGING NOT USED	
L1 - Too far away	Available properties are too far from TDY work location. Details must be provided in the comments field.
L2 - Mission requirements	Available properties do not meet mission requirements. Details must be provided in the comments field.
L3 - Lower rate available	A lower hotel rate was available at another property. Property name and address must be provided in the comments field.
L4 - Personal choice/limited reimbursement	In accordance with the JTR, the reimbursement for a traveler that chooses to not use available government preferred lodging is limited to the negotiated rate that the government would have paid. Property name and address must be provided in the comments field.
L5 - Military Lodging	Staying in military lodging that includes barracks, medical treatment facilities (DoD, VA, or Fisher House). You must adjust the cost on the Per Diem Entitlements screen to reflect the amount you actually paid for the room.
L6 - Lodging with family or friends	In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host.
L7 - Conference or Event	Attending a conference or event with prearranged lodging. Event name must be provided in the comments field if "Other" or "N/A" was selected when your authorization was created.
L8 - Contract Lodging	Lodging has been contracted by a government organization and costs will be billed to that office. Property name and address must be provided in the comments field.
L9 - Rental Housing	Rental housing not available although the Reservation Module was used. You must adjust the cost paid on the Per Diem Entitlements screen to the amount you actually paid for your rental housing. Monthly lease payments must be prorated per day. DO NOT enter rental housing costs as a non-mileage expense. Property name and address must be provided in the comments field.
L10 - Exempt IAW JTR	Details must be provided in the comments field
L11 - CTO lodging assistance requested	You used the CTO Request button when requesting lodging.

## K.7 Other Authorizations

Other Authorizations alert the AO to unusual conditions included in a document (Table K-5). The Pre-Audit Trip screen will display *Other Auths* used in the field adjacent to the audit test before the AO signs the document.

Other authorizations are triggered by selections in the document (e.g., Vessel Travel) or by the user. Use the below steps to see Other Authorizations that are available:

1. Select **Review/Sign**.
2. Select **Additional Options**.
3. Select **Other Auths**.

The Other Authorizations screen opens. It displays any Other Authorizations in the document.

4. Select **Add Additional Authorizations for This Trip**.

The Other Authorizations Available list displays. Local rules govern the manual selection of Other Authorizations.

Table K-7: Other Authorizations

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
ABOARD U.S. VESSEL	
ADVERSE EFFECTS / COMMERCIAL QUARTERS	
ALTERNATE/DESIGNATED LOCATION	
AMATEUR SPORTS COMP AUTO	This document outlines the basic guidelines for the Special Circumstance selection of military Members authorized to train for, attend, and participate in Armed Forces, National, and International amateur sports competitions. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
ANNUAL LEAVE OR NON-DUTY DAYS	
ANNUAL TRAINING	
ATM ADVANCED AUTHORIZED	

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
CONGRESSIONAL TRAVEL AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Travel/Transportation when Accompanying Members of Congress or Congressional Staff. Secretarial approval of this travel is required. The travel is under normal travel and transportation rules and regulations as modified by the Congress. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules.
CTO FULL ASSISTANCE REQUEST	
DEPENDENT TRAVEL	Name: <Name>, Date of Birth: <DOB>, Passport number: <#>, Dependent of: <Name>, <Rank or Pay Grade>, XXX-XX<last 4 of SSN>, is permitted travel on or about: <date> by military aircraft on a space available basis, from: <LOCATION> to <LOCATION> and return to <LOCATION> on: <date>. Transportation is authorized only on travel days. No per diem authorized for <name>.
E-INVITATIONAL	
EMERGENCY LEAVE AUTO DEP	This document outlines the basic guidelines for the Special Circumstance selection Transportation in Personal Emergencies for a military family member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only, however, ground transportation between the PDS/home and the airport is not reimbursed. Any Privately-Owned Conveyance (POC) travel requires actual reimbursement; mileage allowance must not be used. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
EMERGENCY LEAVE AUTO MIL	<p>This document outlines the basic guidelines for the Special Circumstance selection of Transportation in Personal Emergencies for a military member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only, however, ground transportation between the PDS/home and the airport is not reimbursed. Any Privately-Owned Conveyance (POC) travel requires actual reimbursement; mileage allowance must not be used. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p>
EMERGENCY VISIT TRVL EVT AUTO CIV	<p>This document outlines the basic guidelines for the Special Circumstance selection of Emergency Visitation Travel (EVT) for a civilian employee from a foreign permanent duty station in certain family emergencies. The employee travels under special transportation rules. The employee is entitled to transportation reimbursement only. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p>

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
EMERGENCY VISIT TRVL EVT AUTO DEP	This document outlines the basic guidelines for the Special Circumstance selection of Emergency Visitation Travel (EVT) for a civilian employee's family member from a foreign permanent duty station in certain family emergencies. This travel is under special transportation rules. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.
ESCORT-ATTEND EMP RETURN AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Escort/Attendant Travel for a civilian employee. Civilian employees traveling as escorts must be appointed by a commander or authorizing official. Civilian employees traveling as attendants must be appointed by a competent medical authority. The employee travels under normal travel and transportation rules and regulations. The extensive eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that the employee is duly appointed and must list the specific JTR paragraph supporting eligibility in the justification. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
ESCORT ATTEND FULL TDY AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Escort/Attendant Travel for a military member. Military members traveling as escorts must be appointed by a commander or authorizing official. Military members traveling as attendants must be appointed by a competent medical authority. The military member escort/attendant travels under normal travel and transportation rules and regulations. The extensive eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that the military member is duly appointed and must list the specific JTR paragraph supporting eligibility in the justification. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization.
ESSENTIAL UNIT MESSING	
EXCESS BAGGAGE	
EXTRA AIR OR RAIL FARE	
F-6 REEWAL AGREE LV SUPPORTING DOCUMENTS	Renewal Agreement travel may require supporting documentation for proper processing. Please ensure all documentation has been properly submitted.
FAM MEM CIV ILL MIL SPON AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Civilian Employee Family Member of a Seriously Ill or Injured member. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document as appropriate, and in accordance with local business rules for the traveler's organization.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
FAM VISIT TRAVEL (FVT) AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Family Visitation Travel (FVT) when a civilian employees immediate family members have been evacuated from the foreign permanent duty station. The employee travels under special transportation rules. The employee is entitled to transportation reimbursement only, however, ground transportation between the Permanent Duty Station (PDS)/home and the airport is not reimbursed. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate time and attendance reporting must be made. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p>
FEML-FUND ENVIRO MORALE AUTO CIV	<p>This document outlines the basic guidelines for the Special Circumstance selection of Funded Environmental and Morale Leave (FEML) to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave, time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p>

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
FEML-FUND ENVIRO MORALE AUTO DEP	This document outlines the basic guidelines for the Special Circumstance selection of Funded Environmental and Morale Leave (FEML) by a family member to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.
FIELD CONDITIONS	
FISCAL YEAR FUNDS	These funds are issued in anticipation of and contingent upon the enactment of a Continuing Resolution or Defense Appropriation Act, whichever comes first.
GOVT-OWNED VEHICLE AVAILABLE	
GROUP AUTHORIZATION	
GROUP TRAVEL	
HOSPITAL STAY	
IN PLACE	
INACTIVE DUTY TRAINING	
INCORRECT USE OF CBA	This trip currently uses a Centrally Billed Account (CBA) as the form of payment for Air or Rail tickets. The traveler is a Non-Exempt cardholder and must use their Individually Billed Account (IBA) - GTCC. The AO must personally ensure that any use of a CBA by this traveler is authorized by local business rules and / or Service / Agency policy. The AO approval of this non standard use of a department CBA account will be recorded in the archive. The Other Auth can only be removed if the CBA form of payment is changed.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
LABOR ORG REPRESENTATIVE AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Travel of an Employee serving as a Labor Organization representative for a DOD employee specifically designated by a labor organization to represent the organization in dealing with management. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that the voucher includes the required certification and an explanation of the basis of certification as specified in the regulation and explained in the information page. Substantiating documentation should be electronically attached to the voucher as required, and in accordance with local business rules for the traveler's organization.
MANUALLY ENTERED EXPENSE(S)	Reimbursement claimed for manually entered expense(s): <expense>. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).
MEALS PROVIDED	
MEDIC CIV EMP OCONUS AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Employee Medical Travel for a civilian employee while assigned to a foreign OCONUS PDS. The civilian employee travels under normal travel and transportation rules and regulations. The extensive eligibility and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that the employees travel authorization and claim adhere to the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization. In the event the employee elects to travel to a location other than the designated medical location, an Excess Cost Agreement must be completed and signed before the AO authorizes travel.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
MEDIC CONVALESCENT LEAVE AUTO	This document outlines the basic guidelines for the Special Circumstance selection Convalescent Leave Transportation for a military member. This travel is under special transportation rules. Government / Government procured transportation must be used to the maximum extent practical. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.
MEDIC MIL MEMBER TDY AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Transfer of patient to/from medical facility or home under TDY for a military member. The member travels as ordered under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
NON-ATM ADVANCE AUTHORIZED	
NON COMPACT CAR AUTHORIZED	
NON-CONTRACT AIR FARE	
NON-GOV'T FUNDED PERMISSIVE TDY	a) Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized, b) Travel is at the employee's request and no accounting information is placed on the travel authorization, and c) The employee may choose not to perform the travel without penalty.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
NON-FEDERAL HONOR AWARD AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Travel to receive a Non-Federally sponsored honor award. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO website <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. Eligibility and information concerning an individual to accompany the awardee is also included. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
OCCASIONAL MEALS	
OFFICIAL CTO NOT USED	
OTHER (See remarks below)	
OTHER PRIVATELY-OWNED VEHICLE	
PER DIEM LOCATION FOOTNOTES	
PERMISSIVE TDY	
PERSONAL DEVIATION - ITINERARY/ TRANS MODE	
PERSTEMPO CODE A (Operation)	PERSTEMPO CODE A (Operation)
PERSTEMPO CODE B (Exercise)	PERSTEMPO CODE B (Exercise)
PERSTEMPO CODE C (Unit Trng)	PERSTEMPO CODE C (Unit Trng)
PERSTEMPO CODE D (Mission Support TDY)	PERSTEMPO CODE D (Mission Support TDY)
PERSTEMPO CODE E (Individual Trng)	PERSTEMPO CODE E (Individual Trng)
PERSTEMPO CODE F (Home Station Trng)	PERSTEMPO CODE F (Home Station Trng)
PERSTEMPO CODE G (Duty in Garrison)	PERSTEMPO CODE G (Duty in Garrison)
PERSTEMPO CODE H (Hosp in area of PDS)	PERSTEMPO CODE H (Hosp in area of PDS)
PERSTEMPO CODE I (Disciplinary Event)	PERSTEMPO CODE I (Disciplinary Event)
PERSTEMPO CODE J (Inactive Duty Trng)	PERSTEMPO CODE J (Inactive Duty Trng)
PERSTEMPO CODE K (Muster Duty)	PERSTEMPO CODE K (Muster Duty)
PERSTEMPO CODE L (Funeral Honors Duty)	PERSTEMPO CODE L (Funeral Honors Duty)

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
PERSTEMPO CODE Z (Unknown)	PERSTEMPO CODE Z (Unknown)
POV USE NOT ADVANTAGEOUS TO GOVERNMENT	
PRE EMPLOY PERDIEM ONLY AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with per diem only reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations but is only entitled to per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p>
PRE EMPLOY TRANS ONLY AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with transportation only reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations, but is only entitled to transportation reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p>

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
PRE EMPLOYMENT FULL TDY AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with full reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and Civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p>
R R AND SPECIAL R R AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Rest and Recuperation Leave and Special Rest and Recuperation leave to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave, time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p>
RAT TRAVEL IS FOR A DEPENDENT	<p>Transportation only is authorized only on travel days. No per diem authorized.</p>

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
RECALL FROM LEAVE AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Recall from Leave. Generally, the member must bear the cost of returning to the PDS unless the recall meets the situation under the eligibility requirements. The very strict eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The military member travels under normal travel and transportation rules and regulations when returning to the PDS or directly to a TDY away from the PDS. The AO must ensure that the eligibility requirements are adhered to before reimbursement is authorized and appropriate leave reporting is accomplished. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate and in accordance with local business rules for the traveler's organization.
RENEWAL AGREEMENT TRAVEL	Traveler is authorized the use of Government or Government-Procured transportation. Personally-Procured transoceanic transportation will not be reimbursed.
SHIP RELOCATED WHEN AWAY AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Ship Relocated during Authorized Absence. The military member travels under normal travel and transportation rules and regulations. However, the AO must ensure that the member is only reimbursed for the additional cost, if any, to return to the ship's new location over that required to return to the previous location. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher to explain the expenses claimed for reimbursement, and in accordance with local business rules for the traveler's organization.
SICK LEAVE (NO PER DIEM)	Sick Leave is indicated on the travel document. The AO must ensure proper time reporting has been accomplished. Substantiating documentation should be electronically attached to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
SICK LEAVE (PER DIEM)	Sick Leave with per diem reimbursement is indicated on the travel document. This is only allowed in accordance with the JTR 'Emergency Travel and Transportation of Employee Due to Illness or Injury or a Personal Emergency while TDY' for periods up to 14 days duration unless approved by the DOD component. The AO must ensure compliance with the JTR, provide adequate justification on the travel document and ensure proper time reporting has been accomplished. Substantiating documentation should be electronically attached to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization.
STUDENT DODEA ACADEM CC AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Travel of DODEA Dependent Students for Academic Competitions and Co-Curricular Activities. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the DODEA organization.
STUDENT OF CIV US SCHOOL AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Employee Dependent Student Travel to attend a School in the U.S. for a dependent student of a civilian employee. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the traveler's organization.

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
STUDENT OF MIL US SCHOOL AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Members Dependent Student Transportation to a School in the U.S. for a military member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation or Privately-Owned Conveyance (POC). The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized (except lodging if due to an extraordinary interruption to travel) and must be separately justified for audit purposes. The extensive eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the traveler's organization.</p>
STUDENT SPEC DODEA EVAL AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes for a student, parent or guardian involved in a diagnosis and/or evaluation of a handicapped DODEA student. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that medical/ educational authorities have requested the diagnosis/evaluation and the request includes that one or both parents attend. Substantiating documentation should be electronically attached to this document as appropriate, and in accordance with local business rules.</p>
TDRL DISABLED PHYS EXAM AUTO	<p>This document outlines the basic guidelines for the Special Circumstance selection of A Member on the TDRL required to submit to periodic physical examinations. The member travels under normal travel and transportation rules and regulations when traveling to the medical facility. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>, select DTS, then Special Circumstance Travel. The AO must ensure that the claim for an in-patient stay is only for actual meal expenses; out patient stays are reimbursed as normal TDY. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate and in accordance with local business rules for the traveler's organization. This travel cannot be used if the medical facility is in the same corporate limits as the member's home; this is local travel.</p>

Table K-7: Other Authorizations (continued)

OTHER AUTHORIZATIONS	
OTHER AUTHORIZATIONS	DEFAULT REMARKS
TERMINAL TRANS EXPENSE NOT ALLOWED	Reimbursement claimed for Commercial Auto-Terminal on <Date> for transportation to or from the terminal for FAM VISIT TRAVEL (FVT). This is only allowed when en-route for transportation between one terminal to the next (airport, rail station or pier.) This expense is not allowed to the starting or from the ending terminal. The Authorizing Official must specifically approve reimbursement for this terminal transportation expense.
TRAVEL IS FOR FAMILY MEMBER	Transportation, per diem, and other reimbursable expenses are authorized because the individual (dependent name)'s travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.
TRAVEL IS FOR FAMILY MEMBER (TRANS)	This travel authorization authorizes the dependent <name> to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowance for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization should be cancelled. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.
UN PEACEKEEPING TDY AUTO	This document outlines the basic guidelines for the Special Circumstance selection of Military Members assigned TDY as Observers to UN Peacekeeping Organization. The military member travels under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site <a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a> , select DTS, then Special Circumstance Travel. The AO must review the per diem entitlements and ensure that the total of the separately paid UN subsistence allowance and the claimed meal rate do not exceed the per diem allowance for the TDY location. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization.
VARIATIONS AUTHORIZED	

## **K.8 Stamp Tables (Status Codes)**

DTS uses stamps (called *status codes*) for electronic processing functions such as the following:

- To identify the steps of document routing
- To select documents to be processed (Signed documents are processed for reservations when stamped CTO SUBMIT)
- To use as selection criteria for travel reports

After preparing a document, a user stamps it with an electronic signature. This status code shows the document status. DTS stamps a document at each step in the process. This tracks the document history.

### **K.8.A Stamps Applied to Travel Documents**

Table K-6A lists the stamps that are applied to DTS travel documents.

Table K-6A: Stamps Applied to DTS Travel Documents

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
3rd PARTY REVIEWED		MANUAL	Used only by Import/Export partner systems. Indicates that a partner system's dynamic routing officials (ROs) have been inserted into the document routing list.
ADJUSTED		SYS	Applied when a document has been edited in the view/edit mode.
ADJUSTED OBLIGATION		SYS	Applied when the DTS funding action has adjusted budget item(s) after an APPROVED stamp has been applied to an amended authorization, amended voucher, or amended local voucher.
ADVANCE EFT RETURN		SYS	DTS Payment Module (PM) receives an Advice of Collection (AOC) transaction indicating an EFT return from the financial institution has occurred on an authorization advance.
ADVANCE PAID		SYS	DTS PM receives the Advice of Payment (AOP) for an Advance Submitted.
ADVANCE REJECT		SYS	DTS PM receives the Disbursing Reject for an Advance Submitted.
ADVANCE SUBMITTED		SYS	DTS PM has prepared and sent the advance XML file to GEX-Disbursing for an advance payment requested in the authorization.
APPEAL DISAPPROVED		SYS	The Debt Management Monitor (DMM) enters a disapproval result for a waiver appeal request on a DUE US travel document. Stamp is used to record rejection of a waiver appeal request.
APPEAL REQ APPROVED		SYS	The DMM enters a waiver appeal request on a DUE US document. Stamp is used to record approval of an appeal request.
APPEAL REQ SUBMIT		SYS	The DMM enters a waiver appeal request on a DUE US document. Stamp is used to record the submission of an appeal. APPEAL REQ SUBMIT stamp activates (or resets) the waiver/appeal flag on the travel record and sends an email to the traveler and AO.
APPROVED	TANUM, LTANUM, FUND, VFUND, LFUND, COMPLETE, ASIG	MANUAL	Assigned to AO. Can be used in routing lists to signify that an AO has approved the travel expense. The following text displays on authorizations: I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds. The following text displays on vouchers and local vouchers: I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements. By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
A/R SUBMITTED		SYS	DTS PM has received a PAID POS ACK on an approved DUE US voucher and has prepared and sent the accounts receivable to the GEX-DADS.
ARCHIVE ACCEPTED		SYS	The Defense Manpower Data Center (DMDC) MIS/ARCHIVE has received the document and has accepted it for archiving.
ARCHIVE REJECTED		SYS	The DMDC MIS/ARCHIVE has rejected the trip file sent by DTS, based on the PAID stamp or CANCELLED stamp on an approved authorization. No action is required by the traveler or DTA.
ARCHIVE SUBMITTED		SYS	DTS Full - ARCHIVE SUBMITTED is stamped when the document has been sent to DMDC MIS/ARCHIVE to be archived after a voucher is PAID or each supplemental is PAID. DTS Tailored (less DADS) - Applied 7 days after approved.
APPROVAL FAILED		SYS	The document has failed one of the audit tests.
APPROVED		SYS	The document has passed all of the audit tests.
AUTH 24 HOUR PASSED		SYS	DTS Full - Financial Transactions blocked for trip type (see Appendix K-1). DTS Tailored (less DADS) - Applied to all authorizations at APPROVED; allows creation of a voucher.
AUTHORIZED		MANUAL	Can be used in routing lists to signify that the Routing Official has authorized the expense. No action taken by DTS, other than to continue routing.
AUTO APPROVED	TANUM, LTANUM, FUND, VFUND, LFUND, COMPLETE, ASIG, PNRTICKET	MANUAL	Indicates that a partner system has used autoapproval functionality.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
CANCELLED	CANCEL, UNFUND, CHKBOAOF, F, EMAILTRAV	MANUAL	Only AOs and Routing Officials may apply the CANCELLED stamp; it is only used for authorizations. A signed voucher cannot be cancelled. AOs and Routing Officials must follow the cancellation procedures posted on the DTS Web site. CANCELLED triggers the following actions: <ul style="list-style-type: none"> <li>- Credits the appropriate budget item (i.e., BUDGET ADJUSTED) if the authorization was previously stamped BUDGET ADJUSTED at approval</li> <li>- Sends an email to the traveler indicating that the authorization is cancelled</li> <li>-Deletes the reservations (only in cases where the trip cancel feature was not used) and notifies the CTO</li> <li>- Makes the document "read only" so the data cannot be modified. This is non-reversible and final</li> </ul>
CBA ADJUSTMENT		SYS	Applied by the DTS CBA module to an authorization prior to approval. Occurs when the TO initiates an adjustment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list.
CBA AMENDMENT		SYS	Applied by the DTS CBA module to an approved authorization. Occurs when the TO initiates an amendment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list.
CBA REFUND AMENDMENT		SYS	Applied by the DTS CBA module when an amendment has been created to refund all or part of the flight cost.
CERTIFIED	CFUND, CVFUND, CLFUND	MANUAL	Can be used in the routing list to indicate that a Routing Official has performed an off-line certification of funds.
COMB OBLIG SUBMITTED		SYS	DTS PM receives a POS ACK response for a pending OBLIG SUBMITTED, and more than one amendment is queued in the PM for transmission to GEX. The PM combines the obligation transactions into one transaction. One POS ACK is received for each LOA and only one POS ACK stamp is applied to the history of the current version of the document.
CONSTRUCTIVE TRAVEL		SYS	System-applied stamp that designates a limit on reimbursement. Triggered when AO checks the Approve as Limited check box.
CREATED		SYS	CREATED is stamped on all documents when the document is created.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
CTO AMENDMENT		SYS	System stamp that is applied when the CTO sends a PNR for a ticketed response to DTS after the authorization has been approved. This causes an automatic amendment to the authorization. Also used when the CTO sends a PNR and there is no document in process.
CTO BOOKED	EMAILTRAV	SYS	CTO BOOKED is stamped on documents after the CTO has booked the ticket.
CTO CANCELLED		SYS	System stamp that is applied when one of the following occurs: -The AO has stamped the document CANCELLED, and the CTO is returning confirmation of cancellation. -The CTO has voided the ticket only; the reservations are still intact. The AO did not stamp the document CANCELLED.
CTO SUBMIT		SYS	CTO SUBMIT is stamped on documents that are being submitted to the CTO for booking.
CTO TICKETED		SYS	CTO TICKETED is stamped on the document after the CTO has ticketed. The PNR contains the ticket number; DTS does not.
DEBT LESS THAN \$10		SYS	System stamp that is added to the document history when the AO accepts the debt less than \$10. The expense is added to the document.
DEBT SATISFIED		MANUAL	DTS PM receives an AOC transaction from GEX Disbursing that fully satisfies the debt. DTS PM receives an approved document from which an adjusting Accounts Receivable (A/R) transaction will be produced, which fully satisfies the debt. This can occur when additional expenses or an approval waiver is added to the document. The Debt Management Monitor (DMM) performs the manual entry of a collection that fully satisfies the debt. The Remarks section displays the collection amount, collection interest amount, and the CCV number.
DEBT TRANSFER REQ APPROVED		MANUAL	If the debt transfer is accepted, the DMM will have the ability to record the event.
DEBT TRANSFER REQ REJECTED		MANUAL	If the debt transfer is rejected, the DMM will have the ability to record the event.
DE-OBLIGATED		SYS	Applied to the document when the following conditions occur: -DTS funding action has adjusted the budget item(s) after a CANCELLED stamp has been applied -The document has previously been approved

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
DUE US		SYS	DTS PM receives an approved document that is DUE US. It indicates the date the traveler was notified and activates the 30-day clock during which time the traveler may repay the debt before action is taken to have the appropriate pay system automatically deduct the debt from future paycheck(s). XML produced for the purpose of creating an 821 for adjusting obligations, if any, the settlement voucher (810), and an 821-R0 transaction to establish A/R at DADS.
EFT RETURN		SYS	DTS PM receives an AOC transaction indicating an EFT return from the financial institution has occurred on a settlement voucher or supplemental voucher.
MANUAL ABANDON		MANUAL	Applied by the System Administrator to documents identified as stuck and inaccessible. The document is locked permanently to prevent further action. The Remarks section displays the TAC ticket number for reference.
OBLIGATED		SYS	DTS will apply the OBLIGATED stamp when DTS funding action has adjusted the budget item(s) after an initial authorization, group authorization, or local voucher is stamped APPROVED.
OBLIG SUBMITTED		SYS	DTS PM receives an approved authorization and submits an obligation transaction to DADS - Accounting. DTS is awaiting a response.
PAID		SYS	The accounting system (e.g., DADS-DFAS) has accepted the voucher and has paid the amount. The Remarks section displays the total payment amount, amount paid to traveler, amount paid to GOVCC, interest paid to the traveler, and interest paid to the GOVCC.
PARTIAL COLLECTION		SYS	DTS PM receives an AOC for a debt from Disbursing, but the amount is less than the balance due the government. DTS will generate a PARTIAL COLLECTION stamp for each collection transaction received, if a balance due remains after the collection is applied to the document. The DMM performs the manual entry of a collection but the amount is less than the balance due the government. The Remarks section displays the collection amount, collection interest amount, and the CCV number.
PAY COLLECT APPROVED		MANUAL	Payroll collection has been reported and approved. The DMM uses this step to record the approval.
PAY COLLECT REJECTED		MANUAL	Typically applied to a debt if the traveler has left DoD employment.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
PAY COLLECT REQUESTED		MANUAL	DMM uses this stamp to submit a debt to be approved for payroll collection.
PAY LINK		SYS	The document has been processed through the Electronic Processing (EP) module and has been sent to the PM, which has accepted it.
PAY PROCESS IGNORE		SYS	For an approved authorization: No DADS transactions are required. For a voucher: All processing has stopped and there is a problem.
PENDING		SYS	Applied when an SPP is pending payment.
POS ACK RECEIVED		SYS	DTS PM receives a POS ACK for each of the obligations associated with a document. The document history is stamped POS ACK RECEIVED one time.
PROCESS		SYS	Applied to a user-created amendment to indicate that it will bypass routing to the AO if all of the following are true: <ul style="list-style-type: none"> <li>• Amendment contains reservation change(s)</li> <li>• Amendment is stamped CTO BOOKED</li> <li>• No increase in reimbursable air, rail, rental car, or lodging costs</li> <li>• No nonreimbursable CBA cost changes</li> <li>• No non-ATM advance request or SPPs in the authorization</li> <li>• No change to the TDY location(s) or dates</li> <li>• No new additional Other Authorization items</li> <li>• No amount increase to any LOA allocation</li> <li>• Not a group authorization</li> <li>• Not created from an original an Import-Export partner document</li> <li>• Not for a MEPS trip type</li> <li>• No increase in mileage and non-mileage costs</li> <li>• No change to the ticket fare basis</li> <li>• No change to travel dates (no TAW date change)</li> <li>• No change to ticketed transportation</li> </ul>
RECONCILED		SYS	Applied to the authorization when a voucher is approved and budget is reconciled with the previously funded amount.
REJECT	RETURN	SYS	Applied when reject notice from GEX-DADS system has been received for an Obligation Submitted or a Voucher Submitted.
RETURNED	RETURN, EMAILTRAV	MANUAL	An email is sent to the traveler, the document history is stamped RETURNED, and routing is halted.
REVIEWED		MANUAL	For use in routing lists.
REVIEWED1		MANUAL	For use in conditional routing. Check local business rules for usage.
REVIEWED2		MANUAL	For use in conditional routing. Check local business rules for usage.
REVIEWED3		MANUAL	For use in conditional routing. Check local business rules for usage.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
REVIEWED GROUP AUTH		MANUAL	Same purpose as REVIEWED, but for group authorizations (GAUTHs).
SHIP-HHG		SYS	Available for routing lists; companion conditional routing test not used in DTS.
SIGNED	SIGN	MANUAL	First digital signature action for all documents that initiates routing. PNR Build sends the reservation request to the CTO. The following text appears on all documents: This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)
SIGNED MANIFEST		MANUAL	Applied by the Transportation Officer (TO) for group travel. Applied after distributing all expenses (if necessary) or identifying a previously unidentified traveler.
SPP EFT RETURN		SYS	DTS PM receives an AOC transaction indicating an EFT return from a financial institution has occurred on an authorized SPP.
SPP PAID		SYS	DTS PM receives the AOP for an SPP.
SPP REJECT		SYS	DTS PM receives the Disbursing Reject for an SPP.
SPP SUBMITTED		SYS	DTS PM prepares and sends the SPP transaction to GEX-Disbursing.
T-ENTERED	SIGN,PNRB UILD	MANUAL	Used by Non-DTS Entry Agent (NDEA) to digitally sign a claim for the traveler. Used for vouchers and local vouchers only.
TO REVIEWED FORN TVL		MANUAL	TO has reviewed an authorization that contains foreign travel. Determination was made for the use or non-use of CAT B flights.
TO REVIEWED GP AUTH		MANUAL	TO has reviewed and processed GAUTH.
VOUCHER SUBMITTED		SYS	DTS Full - POS ACK received for all Obligations Submitted and the payment has been released to disbursing. DTS-Tailored (less DADS) - Applied 7 days after APPROVED along with ARCHIVE SUBMITTED. Allows supplemental voucher creation.
WAIVER DIS-APPROVED		SYS	The DMM enters a disapproval result for a waiver request on a DUE US document. Stamp will be used to record the disapproval of a waiver request.

Table K-6A: Stamps Applied to DTS Travel Documents (continued)

STAMPS APPLIED TO DTS TRAVEL DOCUMENTS			
STATUS CODE	ACTION(S)	SYSTEM OR MANUAL	DESCRIPTION
WAIVER REQ APPROVED		SYS	The DMM enters an approval for a waiver request on a DUE US document. Stamp will be used to record the full or partial approval of a waiver request.
WAIVER REQ SUBMIT		SYS	The DMM enters a waiver request on a DUE US document. WAIVER REQ SUBMIT records the submission of a request for waiver remission, activates (or resets) the waiver-appeal flag on the travel record, and sends an email to the traveler and AO.

### K.8.B Stamps Used in the DTS CBA Module

The DTS CBA Module uses manually applied and system-applied stamps. The stamps show the status of an invoice or a transaction. Table K-6B lists the CBA Module stamps.

Table K-6B: Stamps Used in the DTS CBA Module

STAMPS USED IN THE DTS CBA MODULE			
STATUS CODE	TRANSACTION OR INVOICE STATUS	SYSTEM OR MANUAL	DESCRIPTION
ADVANCED CREDIT	TRANSACTION	SYS	Debit transaction received from a CCV for a ticket that was cancelled.
AMENDMENT PENDING	TRANSACTION	SYS	CBA Specialist has initiated a CBA amendment that has yet to be approved, or the CBA Specialist has initiated a CBA amendment that has yet to be approved, or adjust.
AMENDMENT RETURNED	TRANSACTION	SYS	RO has returned a CBA Amendment.
ARCHIVE ACCEPTED	INVOICE	SYS	Positive response received from DMDC indicating the invoice has been archived.
ARCHIVE REJECTED	INVOICE	SYS	Negative response received from DMDC indicating the invoice has been rejected for archiving.
ARCHIVE REJECTION FAILURE	INVOICE	SYS	Failure response received from DMDC indicating a translation failure.
ARCHIVE SUBMITTED	INVOICE	SYS	The invoice has been sent to DMDC for archiving.
AUTO RECONCILED	INVOICE	SYS	The CBA automatic reconciliation process has reconciled all the transactions on the CCV invoice.
CARRIED OVER	INVOICE	SYS	The invoice has a negative balance has been carried over to an invoice with positive balance.

Table K-6B: Stamps Used in the DTS CBA Module (continued)

STAMPS USED IN THE DTS CBA MODULE			
STATUS CODE	TRANSACTION OR INVOICE STATUS	SYSTEM OR MANUAL	DESCRIPTION
DADS PAID	INVOICE	SYS	Positive response received from DADS indicating the CBA invoice has been paid.
DADS REJECTED	INVOICE	SYS	Negative response received from DADS indicating DADS rejected the CBA invoice for payment
GEX POSITIVE ACKNOWLEDGEMENT	INVOICE	SYS	CBA received a positive acknowledgment of the invoice from GEX.
GEX TRANSLATION FAILURE	INVOICE	SYS	Response received from GEX indicating a translation failure.
DISPUTED CREDIT	TRANSACTION	MANUAL	Credit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA.
DISPUTED DEBIT	TRANSACTION	MANUAL	Debit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA.
DMDC REGENERATE UDF	INVOICE	MANUAL	UDF is manually generated. DTS CBA does not support this stamp.
DUPLICATE DISPUTE	TRANSACTION	SYS	Applied by the CBA Specialist to mark a duplicate transaction as not valid for the DTS CBA charged.
DUPLICATE TRANSACTION	TRANSACTION	SYS	A transaction is a duplicate of another transaction if the values are the same for the following fields: ticket number, TANUM, ticket cost, and transaction type.
FEE CREDIT	TRANSACTION	SYS	A refund issued for a CTO fee.
INVOICE CERTIFIED	INVOICE	SYS	Status of a CBA invoice once the CBA Specialist certifies it for payment.
LOCKED	INVOICE	SYS	Status of an invoice when its net billing amount has a negative balance after all transactions on the invoice have been matched, suspended, or disputed.
MANUAL ADVANCE CREDIT	TRANSACTION	MANUAL	A CBA debit transaction, but only for that part of the amount reflected in the DTS trip record. The trip was approved and ticketed, and matching DTS trip records exist.
MANUAL PREVIOUSLY APPLIED CREDIT	TRANSACTION	MANUAL	Associated credit transaction was not received on the same invoice with the debit. A CBA credit transaction exists, but only for that part of the amount reflected in the DTS trip record. The ticket has an associated Manual Advanced Credit in CBA, and matching DTS trip records exist.
MATCHED CREDIT	TRANSACTION	SYS	Status of a credit transaction when its corresponding charge was paid and then the ticket was cancelled.

Table K-6B: Stamps Used in the DTS CBA Module (continued)

STAMPS USED IN THE DTS CBA MODULE			
STATUS CODE	TRANSACTION OR INVOICE STATUS	SYSTEM OR MANUAL	DESCRIPTION
MATCHED DEBIT	TRANSACTION	SYS	Status of a debit transaction when it is matched with an authorized DTS trip document based on one of the following conditions: ticket number, account number, billing date, and cost; traveler name, billing date, and cost; or TANUM and cost.
MATCHED FEE	TRANSACTION	SYS	Transaction when DTS reconciles a CTO fee transaction with a ticket record.
MATCHED REFUND	TRANSACTION	SYS	The value of the ticket on the current adjustment level of the DTS trip records equals the net value of the consolidated transaction group and the CBA transaction.
NETTED DEBIT	TRANSACTION	SYS	There is a net balance due for matched debit and a credit transaction received on the same invoice.
PAID CREDIT	TRANSACTION	SYS	Credit that received Advice of Payment (AOP).
PAID DEBIT	TRANSACTION	SYS	Debit that received AOP.
PAID FEE	TRANSACTION	SYS	CTO fee that received AOP.
PAID FEE CREDIT	TRANSACTION	SYS	CTO fee credit that received AOP.
PAID MANUAL ADVANCE CREDIT	TRANSACTION	SYS	Manual Advance Credit that received AOP.
PAID NETTED DEBIT	TRANSACTION	SYS	Netted Debit that received AOP.
PAID REFUND	TRANSACTION	SYS	Refund that received AOP.
PENDING CREDIT	TRANSACTION	SYS	Credit transaction that is awaiting the debit associated with the DTS cancellation.
PENDING FEE CREDIT	TRANSACTION	SYS	CTO fee credit is received on a CCV invoice prior to a corresponding CTO fee debit having been reconciled and paid.
PENDING REFUND	TRANSACTION	SYS	Status of a credit transaction when its corresponding charge has not been paid.
PPA INTEREST	TRANSACTION	SYS	Interest that begins to accrue after the due date on the unpaid balance of a CCV invoice. This is in accordance with the Prompt Payment Act (PPA) of 1982 that requires federal agencies to make payments in a timely manner.
PREVIOUSLY APPLIED CREDIT	TRANSACTION	SYS	Credit transaction received from the CCV for a cancelled ticket. The credit was already taken as an advance credit.

Table K-6B: Stamps Used in the DTS CBA Module (continued)

STAMPS USED IN THE DTS CBA MODULE			
STATUS CODE	TRANSACTION OR INVOICE STATUS	SYSTEM OR MANUAL	DESCRIPTION
READY FOR ACKNOWLEDGEMENT	INVOICE	SYS	All items are resolved (matched, suspended, held, or disputed). The invoice is ready for acknowledgment.
READY FOR CERTIFICATION	INVOICE	SYS	The invoice is ready for certification.
RECEIPT FROM CCV	INVOICE	SYS	Initial status before automatic reconciliation process runs.
RECEIPT FROM CCV	TRANSACTION	SYS	Initial status before automatic reconciliation process runs.
RECONCILIATION COMPLETE	INVOICE	SYS	Invoice status when all transactions on the CBA invoice are resolved in a matched, suspended, held, or disputed status.
SENT TO GEX	INVOICE	SYS	Invoice status when the CBA invoice has been sent to GEX - DADS for payment.
TO ACKNOWLEDGEMENT COMPLETED	INVOICE	SYS	No certification is needed for the invoice. The invoice will be sent to DMDC directly because the invoice contains no certifiable transactions. CBA Specialist applies this stamp when a disputed transaction has been closed.
TRANSACTION CLOSED	TRANSACTION	MANUAL	Applied by the CBA Specialist to mark a transaction for temporary removal from CBA invoice processing.
TRANSACTION HELD	TRANSACTION	MANUAL	Status of a credit transaction when it does not match any authorized DTS trip document.
UNMATCHED CREDIT	TRANSACTION	SYS	Status of a credit transaction that cannot be matched to a DTS ticket record that was approved and paid and then cancelled.
UNMATCHED DEBIT	TRANSACTION	SYS	Status of a debit transaction when it does not match any DTS document based on one of the following conditions: ticket number and cost; traveler name, billing date, and cost; TANUM and cost. The CBA Specialist must research the cause of the mismatch and update the invoice or the DTS record (or both) to bring them into conformity with each other.
UNMATCHED FEE	TRANSACTION	SYS	DTS is unable to reconcile a CTO Fee transaction with a ticket record. For reason codes, see the DTS CBA Reconciliation Manual.
UNMATCHED REFUND	TRANSACTION	SYS	Net value of the consolidated transaction group does not equal the ticket amount on the current adjustment level of the DTS document and the transaction is a credit. For reason codes, see the DTS CBA Reconciliation Manual.

Table K-6B: Stamps Used in the DTS CBA Module (continued)

STAMPS USED IN THE DTS CBA MODULE			
STATUS CODE	TRANSACTION OR INVOICE STATUS	SYSTEM OR MANUAL	DESCRIPTION
WASH CREDIT	TRANSACTION	SYS	A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been cancelled or removed after ticketing, and the debit and credit result in a zero balance.
WASH DEBIT	TRANSACTION	SYS	A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been cancelled or removed after ticketing, and the debit and credit result in a zero balance.

### K.8.C Standard Stamping Sequence in a Document History

Table K-6C lists the standard stamping sequence for the following documents:

- Authorizations and group authorizations
- Vouchers and local vouchers

Table K-6C: Standard Stamping Sequence in a Document History

STANDARD STAMPING SEQUENCE IN A DOCUMENT HISTORY		
DOCUMENT TYPE	STANDARD STAMPING SEQUENCE	OTHER COMMON STAMPS <i>(in sequence)</i>
Authorization and Group Authorization	CREATED	
	SIGNED	
	CTO SUBMIT	
	CTO BOOKED	
		ADJUSTED

Table K-6C: Standard Stamping Sequence in a Document History

STANDARD STAMPING SEQUENCE IN A DOCUMENT HISTORY		
DOCUMENT TYPE	STANDARD STAMPING SEQUENCE	OTHER COMMON STAMPS <i>(in sequence)</i>
Authorization and Group Authorization		CTO CANCELLED <i>(may also occur later in sequence)</i>
		REVIEWED
		CERTIFIED
	APPROVAL FAILED <i>(this stamp terminates the approval process)</i>	
	APPROVED	
	BUDGET ADJUSTED	
	PAY LINK	
	OBLIG SUBMITTED <i>(No financial transaction required)</i>	
	POS ACK RECEIVED or REJECTED <i>(REJECTED stamp stops the document. An amendment must be approved for further action by the payment module)</i>	
		AUTH 24 HOUR PASSED <i>(used for Permissive Travel authorizations in place of the POSACK stamp)</i>
		ADVANCE SUBMITTED
		ADVANCE PAID
		ADVANCE REJECT
		ADVANCE EFT RETURN
		SPP SUBMITTED
		SPP PAID
		SPP REJECT
		SPP EFT RETURN
		CANCELLED
		DE-OBLIGATED
CTO AMENDMENT/CTO TICKETED		
RECONCIILED <i>(applied after voucher approval)</i>		
ARCHIVVE SUBMIT		
ARCHIVE ACCEPTTED OR ARCHIVED REJECTED		
ARCHIVE READY		

Table K-6C: Standard Stamping Sequence in a Document History

STANDARD STAMPING SEQUENCE IN A DOCUMENT HISTORY		
DOCUMENT TYPE	STANDARD STAMPING SEQUENCE	OTHER COMMON STAMPS <i>(in sequence)</i>
Voucher and Local Voucher	CREATED	
	SIGNED <i>or</i> T-ENTERED <i>(NDEA use T-ENTERED stamp)</i>	
		ADJUSTED
		REVIEWED <i>(use if there is a Reviewer)</i>
		CERTIFIED <i>(use if routing list contains a Certifying Officer)</i>
		AUTHORIZED <i>(use if routing list contains an Authorizing Official)</i>
	APPROVAL FAILED <i>(terminates the approval process)</i>	
	APPROVED	
	BUDGET ADJUSTED	
	PAY LINK	
	OBLIG SUBMITTED	
	POS ACK RECEIVED <i>or</i> REJECTED <i>(REJECTED stops the document. An amendment must be approved for further action by the payment module)</i>	
	VOUCHER SUBMITTED	
	PAID <i>or</i> REJECTED	
	ARCHIVE SUBMIT	
	ARCHIVE ACCEPTED <i>or</i> ARCHIVE REJECTED	
	ARCHIVE READY	
EFT RETURNED		

## K.9 Methods of Reimbursement

Each travel mode and expense item has a method of reimbursement (MOR). MOR can be referred to as a *payment method*. For air or rail, the term *form of payment* is used.

The MOR determines the following:

- Advance allowed
- Split disbursement on the voucher

The MOR shows if the traveler (INCL) or the government (EXCL) paid the expense. This will determine whether to reimburse the traveler or to record the expense as part of the total trip cost.

DTS assumes that an expense is paid by the MOR associated with the expense category for that type of expense. A user can change the default MOR.

Based on the expense item and government charge card (GOVCC) in the profile, some MORs are not allowed. For instance, if a traveler has no GOVCC, DTS does not allow use of the GOVCC MOR (Table K-7).

Table K-7: Methods of Reimbursement

METHODS OF REIMBURSEMENT	
PAYMENT METHOD	REIMBURSEMENT RULE
Central Bill	EXCL
GTR	EXCL
GOVCC-Individual	INCL
AMC BILL	EXCL
Personal	INCL
Govt Funded/Contract	EXCL

## K.10 Expense Categories

DTS uses expense categories to identify the amount spent on each type of travel expense. DTS subtotals all expenses on a document into expense categories. These are listed in Table K-8.

The Accounting Detail form subtotals expense categories for printed documents. The Accounting Summary Report subtotals expense categories for selected documents.

Table K-8: Expense Categories

EXPENSE CATEGORIES				
ORGANIZATION CATEGORY	CODE	PAYMENT METHOD	RECEIPTS	THRESHOLD
COM. CARR.-C	CBA	CENTRAL BILL	0	0
COM. CARR.-G	AMC	AMC BILL	0	0
COM. CARR.-I	PD	GOVCC	0	0
COM. CARR.-T	GTR	GTR	0	0
DEBT	PD	PERSONAL	0	0
GOVT FUNDING	AMC	GOV FUND	0	0
LODGING	PD	GOVCC	75	2000
MI&E	PD	PERSONAL	75	2000
MILEAGE	PD	PERSONAL	0	500
MISC EXPENSE	PD	PERSONAL	75	50
OTHER	PD	PERSONAL	75	25
PHONE CALLS	PD	PERSONAL	75	50
REG. FEES	PD	GOVCC	75	500
REIM EXP	PD	GOVCC	75	30
RENTAL CAR	PD	GOVCC	75	750
SHIP-HHG	GBL	GOV FUND	0	0
TRANSPORT	PD	PERSONAL	75	0

## K.11 Advance Types

Table K-9 shows the items listed in the Advance Authorization drop-down list on the Update Person screen.

Charge card code rules work with reimbursement rules to calculate the advance for estimated expenses.

The advance is limited to an amount sufficient for the trip duration as follows:

- The first 45 days - if the trip is fewer than 46 days
- The first 30 days - if the trip exceeds 45 days (SPPs apply for time in excess of 30 days.)

The authorized amount displays in the Totals screen. Estimated expenses subtotal under their LOA expense categories. An advance calculates for each category. (Select Detail to view this.) The following factors determine the advance for each LOA and expense category:

- GOVCC Rule setting
- Amount of reimbursable expenses allocated to each LOA and expense category

The amount requested displays in the Advance Requested field on the Advances screen.

Table K-9: Advance Types

ADVANCE TYPES		
DESCRIPTION	RULE	PERCENT REIMBURSABLE
ADVANCE AUTH	DISCOUNT	80
CARD HOLDER	DISALLOW	0
FULL ADVANCE	FULL	100
NO ADVANCE	DISALLOW	0

## **K.12 Conditional Routing, Pre-audits, and Electronic Processing Audits**

DTS checks for specific conditions in a document. These checks are used for the following:

- Conditionally routing documents
- Pre-audits
- Electronic processing (EP) audits

Some have additional settings (Table K-10).

Table K-10: Routing and Audit Tests

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
ABOVE MTMC RATE (chk/nmtmc.p)	AUTH VCH	AUTH VCH			
ACCT CODES AUTHRZED (chkacct.p)	VCH	VCH			Verifies that the voucher was submitted with the same accounting code(s) that were used for the authorization.
ACCT CODES EXIST (chkacct.p)		AUTH VCH LVCH			Verifies that accounting codes exist in the document and the accounting codes entered are valid codes in the master list of accounting codes in the Budget module. The audit fails if a valid accounting code is not in the Accounting screen.
ACCT CODES INVALID (chkacct.p)	AUTH LVCH VCH	AUTH LVCH VCH			
ACCTG SYSTEM (chk/ckactsys.p)		AUTH LVCH VCH	AUTH LVCH VCH		
ACTUAL MULTIPLIER (actmult.p)		VCH			If actual expenses were claimed on the voucher, checks that the amount claimed did not exceed the limit set in Calculation Defaults-Actual Lodging Multiplier and Actual M&E Multiplier.
ACTUALS AUTHORIZED (actauth.p)		VCH			If actual expenses were claimed, verifies that they were on the authorization.
ACTUALS EXIST (actuals.p)		AUTH VCH			Verifies if actual expenses were selected in advance for lodging and M&E in a high-cost area. The audit check fails if Actual Lodging was not selected in the Other per Diem Entitlements section of the Per Diem Entitlements screen.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
ACTUALS EXPENSE (actuals.p)	AUTH VCH	AUTH VCH			
ADVANCE AUTHORIZED (advpay.p)		AUTH			Verifies the amount of the advance requested. The audit will fail if the amount entered exceeds the automatically computed advance for the trip. If the traveler's profile states the traveler holds a GOVCC, the audit will fail.
ADVANCE EXCEEDED (advpay.p)	AUTH	AUTH			
ADVANCE UNMATCHED (advapl.p)	VCH	VCH			
AFTER CTO (aftercto.p)					
ALLOCATE EXPENSES (chkasn.p)		AUTH VCH LVCH	AUTH VCH LVCH		
Amount Paid GOVCC by Traveler (govcc-trav.p)	VCH	VCH			
APPLIED ADVANCE (advapl.p)		VCH			Looks for voucher documents where the total advance(s) for this authorization has been applied to the voucher.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
APPROVAL BY TRAVELER (selfaprv.p)	AUTH	AUTH VCH LVCH	AUTH VCH LVCH	APPROVED	Checks to see if the traveler stamped the document with the parameter document status code. If so, the document fails the audit. For example, if the parameter is set to APPROVED, when the audit is run, the routing history is checked for the existence of a stamp of APPROVED by the traveler.
APPROVER (approver.p)					
AUTHORIZATION EXIST (authxst.p)		VCH			Looks for the existence of an authorization that has the corresponding authorization number on the voucher.
AUTOROUTE (autorte.p)	AUTH VCH LVCH	AUTH VCH LVCH			Checks the document status code history for the stamp SYSTEM ADVANCED. The document will fail the audit if it has been stamped SYSTEM ADVANCED.
AWAITING CTO (awaitcto.p)	AUTH	AUTH			Checks to see if the document's reservation status code matches the parameter.
BACK TO BACK (b2border.p)	VCH	VCH			
BYPASS PNR (bypnr.p)	AUTH				Determines if document routing through the PNRG to the GDS is necessary.
CAR RENTAL (rentalcar.p)	AUTH VCH	AUTH VCH			
CHANGED FORM OF PMT AIR/RAIL (transfopflip.p)					

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
COMMENTS (comment.p)		AUTH VCH LVCH			Checks for any comments in the comments area. This flags documents that may contain special circumstances.
COST COMPARISON (costcomp.p)		VCH		15	Compares voucher trip total (sum of all reimbursable and non-reimbursable costs) against the total estimated cost on the corresponding authorization using a percentage parameter (i.e., determines if the voucher cost is greater than the specified parameter percentage of the authorization estimate).
COST LESS COM. CARR (costnocc.p)	AUTH VCH	AUTH VCH			Sums all expense categories except those that begin "COM" and compares them to the parameter dollar amount. If this audit fails it sends an e-mail to the traveler (Receipt.ltr).
CUR STAT (curstat.p)					
CUSTOM LOCATION USED (custloc.p)	AUTH VCH	AUTH VCH			Checks the document per diem locations for a custom location.
DAILY EXPENSE THRESH (dailyexp.p)	AUTH VCH	AUTH VCH			Compares transportation expense amounts against the Daily Threshold value in the Travel Modes table and non-transportation expenses against the Daily Threshold value in the Expense List table.
DFLT PMT METHOD USED (dfpymth.p)	AUTH VCH	AUTH VCH			Checks the document to see if a form of payment other than the default payment method is used.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
DUAL LODGING COSTS (dualldg.p)	AUTH VCH	AUTH VCH			Refers to trips that have nested TDY locations. For example, if you are in Dallas, for the first 4 days of the trip, then in Chicago for 2 days, and then back to Dallas for 3 more days while maintaining lodging in Dallas. Ensures that the dual lodging expense does not exceed the lodging allowed at the TDY location where the dual lodging exists. The document passes the audit if the dual lodging expense is less than or equal to lodging allowed for the previous TDY location in the itinerary. It fails the audit if the dual lodging expense exceeds lodging allowed at the previous location in the itinerary.
DUTY CONDITION	AUTH VCH	AUTH VCH			
EMPTY GOVCC ACCOUNT (nogovcc.p)	AUTH LVCH	AUTH LVCH	AUTH VCH		
EXP CAT \$ VARIANCE (excvardl.p)		VCH			Compares the voucher trip expense categories (using the Maximum Variance value in the Expense Categories table) against the expense categories on the authorization. Verifies that the voucher expense category amounts are within a specified dollar amount of the authorization expense category amounts).

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
EXP CAT % VARIANCE (excvarpt.p)		VCH			Compares the voucher trip expense categories (using the Percent Variance value in the Expense Categories table) against the expense categories on the corresponding authorization (i.e., determines if the voucher expense category amounts are within a specified percent of the authorization expense category amounts).
EXP CATEGORY USED (ckexpcat.p)	AUTH VCH LVCH	AUTH VCH LVCH			Checks the document for the existence of the Expense Category parameter specified. For example, if the parameter is Tax, the document fails the audit if any expenses that are associated with the expense category Tax exist.
EXPENSE \$ VARIANCE (expvardl.p)		VCH			Verifies only those expenses, which require authorization (if the Authorization Required field is enabled in the Travel Modes table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the corresponding authorization (using the Maximum Variance value from the corresponding table); (i.e., determines if the voucher expenses are within a specified dollar amount of the authorization expenses).

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
EXPENSE % VARIANCE (expvarpt.p)		VCH			Verifies only expenses that require authorization (using the Authorization Required value in the Travel Modes table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the authorization (using the Percent Variance from the corresponding table); (i.e., determines if the voucher expenses are within a specified percent of the authorization expenses).
EXPENSE CATEGORIES (expcat.p)	AUTH VCH LVCH	AUTH VCH LVCH		EXCESS BAGGAGE	Verifies that the total expenses for any expense category do not exceed the threshold value in the Expense Categories table. Also verifies that the expense category exists. This audit is scoped by the traveler's organization; therefore, the audit fails if traveler does not have access to an expense category on the document.
FOREIGN TRAVEL (foreign.p)	AUTH VCH	AUTH VCH			Checks for any travel outside the U.S.
GOVT ADVANCE PAID (govadv_paid.p)	AUTH	AUTH			
GOVT QTRS/ MEALS NOT USED (qtrmlvr.p)	AUTH VCH	AUTH VCH			
GROUP AUTHORIZATION (group.p)	AUTH	AUTH			Checks to see if the document is a Group Authorization.
GRP TRV OVERLAP (grpovrlp.p)		AUTH			

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
LEAVE AUTHORIZED (lvauth.p)		VCH			Determines if leave days were taken as part of the voucher and verifies that the leave was requested on the authorization.
LEAVE EXISTS (leave.p)	AUTH VCH	AUTH VCH			Checks the document for the existence of annual or non-duty leave.
LEAVE UNAPPROVED (lvauth.p)	VCH	VCH			
LOCAL TRAVEL EXPENSE (travemode.p)		LVCH			Verifies that all expenses entered on the document match a valid entry in the Local Travel Expenses table.
LODGE OVER PERDIEM (perdiemldg.p)	AUTH VCH	AUTH VCH			
LODGING CBA/ GTR (payldg.p)	AUTH VCH	AUTH VCH			
MEAL EXPENSE (meal.p)		LVCH			
MEALS AVAILABLE (mealsavl.p)	AUTH VCH	AUTH VCH			Checks the per diem locations on the document to see if meals are available.
MISSING FROM/ TO LOCATION (pov.p)		LVCH			
MISSING MEAL LOCATION (mealoc.p)		LVCH			

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
MULTIPLE RESIDENCE ON DATE (multres.p)		LVCH			
NDEA (ndea.p)					
NO EXPENSE EXISTS (noexp.p)		LVCH	LVCH		
NO TRIP TYPE (cktrty.p)		AUTH VCH	AUTH VCH		Checks to see if a trip type is used and that it matches one found in the trip type table.
NO VCH (novch.p)					
NON COMPL VEHICLE (ncomplcar.p)	AUTH VCH	AUTH VCH			
NON CONTRACT FARE (nconfare.p)	AUTH VCH	AUTH VCH			Checks to see if a non-contract fare was used.
NON FEMA APPROVED (nfema.p)	AUTH VCH	AUTH VCH			
NON- GOVERNMENT FARE (ngovfare.p)	AUTH VCH	AUTH VCH			
OCONUS/CONUS (ocon-con.p)	AUTH				
OTHER AUTH USED (othaxst.p)	AUTH	AUTH VCH			Checks the document for the Other Authorization parameter specified. For example, if the parameter is Annual Leave or Non-Duty Days, the document fails the audit if the Other Authorization Annual Leave or Non-Duty day exists.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
OTHER AUTHORIZA- TIONS (othauth.p)		AUTH			Verifies that any Other Authorization Codes on the document are listed in the Other Authorizations table.
OTHER EXPENSES (othexp.p)		AUTH VCH			Verifies that each expense does not exceed the Single Threshold value set for the expense in the Expense List table.
OTHER/INVALID AUTHORIZA- TIONS (othauth.p)	AUTH	AUTH			
OVERRIDE (override.p)		AUTH VCH			Checks the document to see if overrides exist for M&IE.
PAPER TICKET EXPENSE (papertkt.p)	AUTH VCH	AUTH VCH			
PER DIEM DFLT RATES (pdmrate.p)	AUTH VCH	AUTH VCH			
PER DIEM LOC AUTH (pdmauth.p)		VCH			Checks corresponding authorization for per diem locations.
PER DIEM LOC MISMATCH (pdmauth.p)	VCH	VCH			
PERDIEM RATES (pdmrate.p)		AUTH VCH			Verifies that the per diem rate used to calculate the document is the most current rate for the TDY location in the per diem table.
PERSONAL INFO – ALL (perall.p)		AUTH VCH LVCH			Verifies that all of the traveler information entered in the document is the same as in the Traveler Information table.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
PERSONAL INFO - KEY MISMATCH (percomp.p)	AUTH VCH LVCH	AUTH VCH LVCH			Verifies that the First Name, Last Name, Middle Initial, Charge Card, Work Hours, and Routing List in the traveler information entered in the document is the same as in the Traveler Information table.
PERSONAL INFO - MISMATCH (perall.p)		AUTH VCH LVCH			
PMT METH AUTHORIZED (paymeth.p)		VCH			
PMT METH MISMATCH (paymeth.p)	VCH	VCH			
POV AND GASOLINE EXPENSE (povgas.p)		LVCH	LVCH		
PREMIUM CLASS FARE (premiumcls.p)	AUTH	AUTH			
QTRS/MEALS OVERRIDE (qtrmlovr.p)		AUTH VCH			Checks the per diem locations on the document to see if meals and/or quarters are available. If they are, then the audit checks for any differences between what is available and what is used for lodging and meals.
RECRUITER EXPENSE EXIST (recruit.p)		LVCH			
REVIEWER (reviewer.p)					
SELF AO (selfao.p)					

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
SIGNATURE VERIFY (chksig.p)	AUTH VCH LVCH	AUTH VCH LVCH	AUTH VCH LVCH		Checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Verifies that the document has not been adjusted since it was signed.
SIGNED (signed.p)					
SIGNER (signer.p)					
SPECIAL CIRCUM- STANCES	AUTH VCH				Checks to see if a special circumstances trip type was used.
SPECIAL MEAL RATE (specrate.p)	AUTH VCH	AUTH VCH			
SPLIT DISB REDUCED (splitdisb.p)		VCH			
SPP PAID (spppaid.p)	AUTH	AUTH			
TRAVEL DATE OVERLAP (tmovrlp.p)		VCH			Checks all of the travel documents for a given traveler to see if more than one voucher has been submitted for the same time period.
TRAVEL EXPENSES (travmode.p)	LVCH	LVCH			
TRAVEL MODE MISMATCH (tvmduauth.p)	VCH	VCH			
TRAVEL MODE ROUTE (nu-travmode.p)	AUTH LVCH VCH		AUTH LVCH VCH		

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
TRAVEL MODES (travmode.p)	AUTH VCH	AUTH VCH			Verifies that all travel modes entered on the document match a valid entry in the Travel Modes table and verifies that each travel mode does not exceed the Single Threshold value set for the travel mode in the Travel Modes table.
TRAVEL MODES AUTHRZD (tvmdauth.p)		VCH			Verifies that the travel modes used on the voucher are the same that were used on the authorization.
TRAVELER NUMBER (numgrp.p)	AUTH				
TRIP DATES & LOCS (chkdate.p)	VCH	VCH			Determines whether the traveler went to locations that were not authorized as part of the authorization. This audit also checks to make sure the dates are valid within the number of days specified as the parameter. For example, if the parameter is 5 then the audit makes sure the voucher departure and return dates are within 5 days of the authorization's departure and return dates.
TRIP DURATION (duration.p)	AUTH VCH	VCH		180	
TRIP DURATION 45 (duration.p)		AUTH VCH		45	Verifies the trip duration. If the trip duration is greater than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail.

Table K-10: Routing and Audit Tests (continued)

ROUTING AND AUDIT TESTS					
PROCEDURE (filename.p)	ROUTING TEST FOR DOC TYPE	PRE- AUDIT FOR DOC TYPE	EP AUDIT FOR DOC TYPE Set to FAIL	PARAMETER	DESCRIPTION
TRIP DURATION 180 (duration.p)		AUTH VCH		180	Verifies the trip duration. If the trip duration is greater than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail.
TRIP PURPOSE USED (purpused.p)	AUTH VCH	AUTH VCH			
TRIP PURPOSES (trippurp.p)	AUTH VCH	AUTH VCH			
TRIP TYPES (authtype.p) (triptype.p)	AUTH VCH	AUTH VCH			Verifies that the trip type information entered in the document matches a valid entry in the Trip Type table (by the traveler's organization).
VARIATIONS AUTH (varauth.p)		AUTH			
VESSEL TRAVEL (vessel.p)		AUTH VCH			If Aboard US Vessel is selected in the Update Lodging and M&IE screen and the itinerary indicates only one TDY location, the audit fails. When vessel travel is selected, two TDY locations are required for the itinerary (for embarkation and debarkation locations).

### **K.13 Pre-Audit Messages and Advisory Notices**

DTS triggers a pre-audit message when certain conditions exist in a document. Most of these pre-audits require justification. Certain pre-audits are considered as advisory and do not require justification. The following table provides information about the pre-audit messages. The messages are under the Reason Flagged heading, listed in the first column of the table. The Additional Information column identifies whether or not the message is an advisory notice only.

Table K-11: Pre-Audit Messages and Advisory Notices

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
ACCT CODES AUTHORIZED	Accounting code not authorized – Trip.	Triggers if the line of accounting (LOA) used on the voucher is not the same LOA used on the authorization. User should explain the reason for using an LOA for the voucher that is different from that which was approved.
ACCT CODES INVALID	Account code(s) entered not valid in master list.	Triggers if the LOA used on the document is not valid in accordance with the master list in DTA Maintenance.
ACCT NUMBER CHANGED BY CTO	Account number submitted by CTO document differs from account number on PNR.	Triggers if the CTO returns a charge account number as the form of payment for air or rail ticketed transportation that is different from the account number in the PNR. The charge account number at CTO SUBMIT is different from the number provided at CTO BOOKED or CTO TICKETED.
ACTUAL MULTIPLIER	System preference multiplier value for Lodging and M&IE was changed between the previous and the current adjustment level of the document.	Triggers if the DTS defined Multiplier for Lodging (currently set at 300%) or M&IE (currently set at 100%) has changed between the previous and the current adjustment levels on the document. A change in the multiplier may or may not cause other pre-audits to trigger, depending on the change.
ACTUALS AUTHORIZED	Actuals not authorized.	Triggers if the actual lodging claimed on the voucher differs from the actual lodging authorized for each day in the approved authorization. User should explain the reasons for the difference.
ACTUALS EXPENSE	Actual expense allowance requested.	Triggers on the authorization or voucher when the traveler requests per diem entitlements for one or more days of actual lodging expense. The AO can approve up to 300% of the per diem rate for the location. The user should explain the need for the lodging cost in excess of the locality rate.
ADD GOVCC-INDIVIDUAL AMOUNT	Amount paid GOVCC by traveler.	Triggers in a voucher if a user has modified the split disbursement (in the Payment Totals screen) in order to specify an amount of the disbursement to be paid directly to the GOVCC. The user has entered an amount in the Add'l GOVCC Amt field. This will increase the payment to the GOVCC and reduce the payment to the traveler's personal bank account.
ADVANCE EXCEEDED	Requested or paid advance amount exceeds reimbursable expenses claimed on the authorization.	Triggers if the travel document with a previously paid or requested non-ATM advance is amended and the amendment reduces reimbursable expenses below the requested or paid advance amount.
ADVANCE UNMATCHED	Blank authorization number on Trip 1 (unable to find authorization) ---- no authorization found: <TANUM> --- adv applied less/ greater than adv requested.	Triggers if an advance is requested and one of the following conditions exist: <ul style="list-style-type: none"> <li>• Trip exists, but no TANUM is assigned.</li> <li>• No matching authorization trip record found.</li> <li>• Advance amount applied does not equal amount requested on authorization.</li> </ul>
ALLOCATE EXPENSES TO ASN	All expenses claimed on a travel document must be allocated to an LOA before the travel document can be approved.	Triggers if an expense claimed on a travel document has not been allocated to an LOA.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
AMOUNT PAID GOVCC BY TRAVELER	Amount paid GOVCC by traveler.	Triggers if an amount is entered in the Less Previous Payments to GOVCC field of the Payment Totals screen. This action reduces the disbursement to GOVCC. DTS compares amount due the GOVCC with the amount on Payment Totals screen, based on methods of reimbursement. This flag also triggers a Split Disbursement Reduction audit message.
ATM ADVANCE WITH NO FEE	Voucher shows an ATM advance. Traveler has not claimed a fee for the advance.	Triggers if the voucher indicates that an ATM advance was taken on the GOVCC, but no ATM advance is claimed. This does not apply to the separate ATM service fee. Advisory notice only; justification not required. <b>Note:</b> ATM advance fees and service fees are not authorized as of October 1, 2014 per the JTR.
AUTHORIZED DELAY REQUESTED	Constructed Travel (CT) - Allowable travel time exceeded and per diem entitlement "Authorized Delay" selected on the per diem entitlement screen.	Triggers if the per diem entitlement condition Authorized Delay is selected for any of the itinerary days of the DTS trip document for a voucher from authorization or voucher amendment.
AVAIL DOD LODGING NOT USED	Displays when DoD lodging is available but was not used	Triggers if a traveler declines to use available, required DoD lodging.  DoD travelers are required to book DoD lodging if TDY to a U.s. Installation unless a JTR exemption applies.  The user must perform the following: 1. Select the link above the justification box 2. Select a preformatted reason code Enter additional justification manually.
AVAIL PREFERRED LDG NOT USED	Preferred lodging was available but was not used.	Triggers if a traveler declines to use available required Preferred commercial lodging.  DoD travelers are required to book Preferred commercial lodging if TDY to a DoD Integrated Lodging Program pilot location unless a JTR exemption applies.  The user must perform the following: 1. Select the link above the justification box 2. Select a pre-formatted reason code Enter additional justification manually
BACK TO BACK	Back-to-Back order encountered on imported document.	Triggers if traveler selected Back-to-Back Order check box on an imported authorization.
CANNOT VOUCHER TRIP TYPE	The Trip Type you have selected cannot be vouchered from in DTS. If this was not your intent, please return to the itinerary screen and review your trip type.	Triggers if DTS is not able to create a voucher for the trip type selected. If this is not intended, access the Trip Overview screen in the itinerary to review the trip type. Advisory notice only; justification not required.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
CAR RENTAL	Import-export (IE) - Rental car not authorized on imported document.	Triggers if the authorization is imported and contains a request for a rental car reservation.
CAR RENTAL CBA/GTR	Centrally Billed Account (CBA) or Government Transportation Request (GTR) is invalid payment method for car rental in DTS.	Triggers if CBA or GTR method of reimbursement is selected for rental or commercial auto expense.
CHANGED FORM OF PMT AIR/RAIL	Notification of form of payment change.	Triggers if DTS detects change in form of payment for air or rail transportation. Advisory notice only; justification not required.
CONSTRUCTIVE TRAVEL WORKSHEET	A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost-comparison worksheet to be completed and included with the document.	Triggers if a transportation mode other than Commercial Air or Government Transportation is selected. Traveler enters comment in justification text box. May require traveler to complete a Constructed Travel cost-comparison worksheet and submit it with the document using the Substantiating Records screen. If the traveler uses more than one transportation mode to complete the trip, a comparison should be made against the cost of using commercial air for the entire trip. The AO will determine the best way for travel to be performed and whether to approve as limited. The Justification text box is prepopulated if CBA or Prepaid Transportation is entered.
COST COMPARISON	Vch cost auth est cost. -or- vch cost is not within 15% of est cost.	Triggers if the voucher cost exceeds the approved estimate on the authorization by 15%. DTS checks the sum of the account totals in the voucher against the estimated cost in the authorization. The user should briefly explain the increase in costs from the approved authorization.
CTO FEE ACCOUNT MISMATCH	Form of payment of the ticketed transportation differs from CTO Fee document.	Triggers when the CTO Fee on the document has a form of payment different from the corresponding air or rail ticketed transportation. The ticketed entries on the Other Trans screen should be verified and the CTO Fee accessed from Trip Preview screen. The charges and accounts used should be confirmed; the CTO may need to be contacted for verification.
CTO FEE DATA UPDATED	Any change to the CTO Fee data.	Triggers when system-generated ticket or fee information has been edited. Requires justification to the AO.
DFLT PMT METHOD NOT SELECTED	<Expense> ON <Date> HAS PAYMENT METHOD OF <Payment Method> - NOT USING DEFAULT PAYMENT METHOD - <Payment Method>.	Triggers if the user manually changed the default payment method or method of reimbursement if default is other than Personal for any expenses on the document. The user should explain the change. The exception to the rule is when a non-exempt cardholder selects CBA as payment method (overriding default of IBA) for flight / rail on the Travel Summary screen. In this case an Other Auth is triggered.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
DOD LODGING NOT AVAILABLE	If DoD lodging is not available	Triggers when DoD lodging is not available.  A non availability confirmation number is issued through DTS. DTS converts it into a CNA.  This is an advisory notice and does not require justification. A CNA is attached to the advisory notice.
DOD LODGING CONNECTION ERROR	A transmission error prevented DTS from communicating with the lodging facility	Triggered by a DLS transmission error that prevented DTS from communicating with the DoD lodging facility.
DUAL LODGING COSTS	Dual lodging costs <amount> on <date> are greater than lodging allowed <amount> on trip <trip number>.	Triggers when the dual Lodging has been selected, but the amount entered exceeds lodging allowed for the location in the itinerary. User should justify the reimbursement for dual lodging as entered in per diem entitlements as a separate lodging expense. Dual lodging is sometimes allowed when the traveler is making a "trip within a trip." For example, a traveler is on a lengthy TDY to one location, and it is more advantageous to the government for the traveler to retain the original lodging arrangements while making a trip to another location.
DUTY CONDITIONS (LEAVE) CHANGED	IE - Imported orders days do not match imported ALVE or NLVE.	Triggers when DTS has detected a change in the per diem entitlements for the following day(s) authorized as leave by the imported authorization (order-issuing authority).
EMPTY GOVCC ACCOUNT	GOVCC information must be populated in the traveler's personal profile if GOVCC is selected on the travel document for the method of reimbursement (MOR).	Triggers if the selected MOR on the travel document is GOVCC, and the GOVCC field is not populated on the traveler's profile.
EMPTY GOVCC ACCOUNT - Individual Account	Personal Charge Card information must be populated on the traveler's personal record if IBA is selected on the travel document for the MOR.	Triggers if the selected method of reimbursement is IBA (personal charge card) on the travel document and the IBA information is not populated on the traveler's profile.
EXPENSE TYPE EXPIRED	An expired expense, <expense type>, exists on the document. The expense is not authorized as of <date> in the JTR.	Triggers when an expired expense was added to a document prior to implementation of release 1.7.3.24. If the document has already been signed, the AO must determine if the expense should be removed prior to approval. Advisory notice only, justification not required.
FLY AMERICA	<Carrier name> is a non-US flag carrier for flight <flight number, airport, date, and time>	Triggers when a non-US carrier is selected for the trip. Use of a non-US carrier may be a violation of the Fly America Act. The traveler must justify the reason for selecting a non-US carrier.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
FOREIGN TRAVEL	Foreign travel doc. See Defense Travel Administrator (DTA) personnel for special processing requirements.	Triggers if the document includes a TDY location on the OCONUS list. Reminds user to accomplish any local requirements that exist for foreign travel, e.g., passport, country clearance, security briefings, and other items. Note: Alaska, Hawaii, and US territories are listed in DTS as OCONUS locations. Advisory notice only, justification not required.
GOVT ADVANCE PAID	Notification that amendment created that could possibly adjust the allowable advance amount after a non-ATM advance has been paid.	Triggers if the travel document is amended (Add or Modify Government Advance Paid) after advance paid.
GOVT MEALS NOT USED	Govt meals <meal> for <MILITARY LOCATION> not used.	Triggers for military personnel when the per diem entitlements for a military location that has dining facilities are adjusted to reflect change in meal entitlement to something other than the military dining facility. The traveler must justify why the military dining facilities were not used.
GOVT SAFETY REG NON-COMPLIANT	Chose lodging that is not FEMA/DoD-Approved	Triggers if the traveler selected lodging from the Other Published Rates tab.  Advisory notice only, justification not required.
GRP TRV OVERLAP	Traveler with <last name>, last 4 of SSN <xxx> has an overlapping trip on a document name <doc name> with document type of <doctype>.	Triggers if the current group authorization has dates that overlap with dates on another travel document. The user should explain the nature of the overlapping trips. Typically, a traveler should not be allowed to have travel orders to more than one location for the same dates.
IDL IN PER DIEM	Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel.	Triggers when the itinerary indicates travel across the International Date Line (IDL), and this is reflected in the dates recorded for per diem entitlements. If the starting point is in the western hemisphere, and the destination in the eastern hemisphere, and no stopover point is entered, DTS will assume the travel direction is westward across the Pacific Ocean and thus cross the IDL. DTS will calculate per diem accordingly. Consequently, <i>eastward travel from western to eastern hemisphere (such as from North America to Asia across the Atlantic Ocean and Europe) will incorrectly trigger IDL reimbursement.</i> Note: If IDL is indicated in per diem, and travel did not cross the IDL, please add an En Route stopover location in the itinerary.
INCORRECT FISCAL YEAR ALLOCATION	This travel document covers fiscal year(s) <FY> and <FYY> but no line of accounting was specified for fiscal year(s) <FY>.	Triggers when travel occurs over different fiscal years and an LOA was not applied for each fiscal year.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
INVALID TRANS EXPENSE	Invalid travel expense for invitational travel.	Triggers when a transportation expense exists on the document for a day other than the designated travel days (i.e., the first and last day of the trip or departure and arrival day for multiple location trips), and the trip type on an authorization or a voucher is Invitational (Family - Transportation Only) or F6-Renewal Agreement LV.
LAUNDRY/DRY CLEANING	Invalid expense - laundry/dry cleaning > 0 td.	For civilians: Triggers if the traveler selects Laundry/Dry Cleaning expense for a CONUS trip that is fewer than 4 nights. For military personnel: Triggers if the traveler has a Laundry/Dry Cleaning expense and the CONUS trip dates are fewer than 7 nights. This expense does not display in the drop-down list if either of the following are true: <ul style="list-style-type: none"> <li>The trip is fewer than the specified number of nights.</li> <li>An OCONUS TDY location is listed in the itinerary.</li> </ul> <b>Note:</b> This expense will be removed for documents with a departure date on or after October 1, 2014.
LEAVE REQUESTED	The traveler has selected leave time during the trip dates.	Triggers to remind the traveler and the AO that the trip includes leave and local procedures should be followed. Advisory notice only, justification not required.
LEAVE UNAPPROVED	Leave not authorized on <mm/dd/yy>.	Triggers if the leave indicated in the voucher is not the same as the leave approved in the authorization. The user should provide an explanation in accordance with local business practices.
LOCAL TRAVEL EXPENSE	"Expense Type" Exceeds Threshold "Dollar Amount."	Triggers if any of the following are true: <ul style="list-style-type: none"> <li>A user manually entered an expense.</li> <li>The amount entered for an expense selected from the drop-down list exceeds the threshold.</li> <li>The total amount for multiple uses of the same expense exceeds the threshold.</li> </ul> The expense thresholds are found Table K-4B.
LODGING CBA/ GTR	CBA or GTR is invalid payment method for lodging in DTS.	Triggers if a user selects a CBA or GTR MOR for lodging.
LODGING NOT USED	No available lodging was selected.	Triggers if lodging was available but not selected.  The user must perform the following: <ol style="list-style-type: none"> <li>Select the link above the justification box</li> <li>Select a pre-formatted reason code</li> </ol> Enter additional justification manually
LODGING OVER PER DIEM	Hotel rate exceeded per diem allowed. Actual Lodging must be selected on the per diem entitlements screen in order for the traveler to be reimbursed the full amount.	Triggers if the lodging cost for 1 or more days of the trip exceeds the per diem rate allowed. Actual lodging must be selected on the Per Diem Entitlements screen in order for the traveler to receive full reimbursement. <b>Note:</b> This only triggers once in a document, regardless of the number of days that the lodging costs exceed per diem. Advisory notice only; justification not required.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
LODGING WITH NO HOTEL TAX	Lodging is claimed on the voucher but hotel tax is not.	Triggers if the voucher has lodging expenses, does not include a Hotel Tax expense, and the per diem location does not indicate Quarters Available. Advisory notice only; justification not required.
MEAL EXPENSE	Meal expense claimed.	Triggers on a local voucher when a military member selects the Meal expense. Reimbursement for a meal on a local voucher is limited, and the AO should consult local business rules before approving the voucher. <b>Note:</b> The Meal expense is not authorized for civilian employees.
MIL QTRS NOT USED	<MILITARY LOCATION> has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Triggers when a traveler removes the check mark for Quarters Available at a military location with military quarters available. Traveler must justify why the military quarters were not used.
MSSING EFT INFORMATION	This document which includes a request for payment does not contain any Electronic Funds Transfer (EFT) account information. Payment by EFT is mandatory per the DoD Financial Management Regulation. The only exception is when the traveler does not have access to an account at a financial institution that can receive EFT transmissions. If you do not qualify for this exception, you must enter the EFT information in the profile section prior to signing.	Triggers if traveler does not have EFT account information in the travel profile. If Mandatory EFT Payment radio button is Yes with no EFT account data, the document cannot be signed, and the user will be returned to this screen. The No radio button is only an option if the traveler does not have access to an account or financial institution that can receive EFT transmissions. Traveler must enter a justification.
MISSING FROM / TO LOCATION	Local voucher requires that mileage expenses claimed on a local voucher include a From and a To location.	Triggers if mileage expense is claimed on a local voucher and the From or To location has not been identified.
MISSING MEAL LOCATION	Local voucher requires that meal expenses be correlated with a location.	Triggers if a meal expense is included on a local voucher, but the location has not been entered.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
MULTIPLE RESIDENCE ON DATE	Must justify multiple local travel to and from residence on same day.	Triggers on a local voucher if a traveler selects Mileage expense for a private auto and has indicated two or more trips on the same day with the origin or destination as residence. The user must complete the From and To fields for each trip. Typically, the traveler will be reimbursed for only 1 round trip per day from and to traveler's residence. The traveler is not normally allowed reimbursement for multiple trips from and to home on the same day. The AO should consult local business rules before approving the voucher.
NO ACCT CODE ASSIGNED	No line of accounting (LOA) has been selected on this document. This document cannot be approved until at least one LOA has been selected and all expenses have been allocated to an LOA.	Triggers if an LOA has not been applied to a document before initial approval. An LOA must be applied or an audit failure will result. Advisory notice only; justification not required.
NO EXPENSE EXIST	Must indicate at least one expense item with cost.	Triggers if a local voucher does not have at least one expense with a cost that is greater than \$0.
NO GAS FOR RENTAL CAR	Reminder to claim expense for gasoline if a rental car was used.	Triggers on a voucher to alert that a Rental Car expense has been entered, but no corresponding Gasoline expense has been entered. Advisory notice only; justification not required.
NO TRIP TYPE	Selection of the trip type is mandatory before the travel document can be approved.	Triggers if a trip type has not been selected for the travel document.
NON CONTRACT FARE	Non Contract Fare used "Flight Details."	Triggers if a user selects a flight that is not a GSA City-Pair flight and a GSA City-Pair flight <i>is available</i> for selection.  DoD travelers are required to use the GSA City-Pair flight unless otherwise justified.  The user must perform the following: 1. Select the link above the justification box 2. Select a preformatted reason code Enter additional justification manually, if necessary.
NON GOVERNMENT FARE	Non Government Fare used "Flight Details."	Triggers for each selected flight in the Trip Summary that is neither a GSA City- Pair flight nor a "Me Too" fare. These flights match the GSA City-Pair conditions for government employee use, and are indicated by a fare ending in xDG. DoD travelers are required to use the GSA City-Pair flight, if available. If a GSA City-Pair flight is not available, travelers should use a Me Too fare, which is designated as "government fare" in DTS.
OTHER / INVALID AUTHORIZATIONS	Invalid other authorizations exist.	Triggers if an Other Authorization that is not included in the Other Authorization selection list exists on the authorization.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
PAPER TICKET EXPENSE	Reimbursement for a paper ticket fee is not authorized for personal convenience and therefore must be justified.	Triggers if a paper ticket is requested. The travel industry primarily uses e-tickets. CTOs typically issue the paper tickets only upon request. Although there are certain situations that require paper ticket, DTS users must justify each claim of a CTO Fee for issuing a paper ticket. The fee is usually listed on the itinerary or CTO invoice that shows the charges in support of the specific trip.
PER DIEM LOC MISMATCH	"Per Diem Location" not authorized.	Triggers if the TDY location on the voucher differs from the TDY location on the authorization for the trip. The user should explain the changes for the routing officials and the AO.
PERSONAL INFO HAS CHANGED	Personal Profile Information has changed from what is in the permanent profile. Please ensure all information is correct. <CHANGED INFORMATION>	Triggers to inform the user to verify that key personal information in the document does not match the information entered in the traveler's personal profile in DTA Maintenance Tool > People. The user should explain any changes to key information. Advisory notice only; justification not required.
PMT METH MISMATCH	<EXPENSE TYPE> on <DATE> has pmt method if (method) - Does not match auth payment method, <method>.	Triggers to signal that a method of payment of reimbursement (MOR) for an expense on a voucher is different from that on the approved authorization. The pre-audit flags any changes to the MORs for air fares (for example, from CBA to GOVCC or vice versa). The pre-audit also triggers if the traveler changes the MOR from GOVCC to personal on the voucher to adjust a split disbursement. e.g., to increase the electronic funds transfer payment. The user should provide the routing officials and the AO with an explanation of the changes in accordance with local business rules.
POSSIBLE DUPLICATE EXPENSE	POSSIBLE DUPLICATE <EXPENSE> <AMOUNT>	Triggers on voucher on occurrence of at least one Non-Mileage expense which matches by dollar amount an existing expense under Travel. Traveler must enter a justification.
POSSIBLE EXCESSIVE EXPENSE	The traveler has selected an expense from the drop-down list and has entered an amount that exceeds the threshold for that expense.	Triggers if the amount entered for an expense exceeds the threshold amount. Traveler must enter a justification.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
POV AND GASOLINE EXPENSE	AO must determine actual cost or mileage reimbursement, not both.	Triggers on a local voucher when reimbursement is claimed for both the Mileage expense <i>and</i> the Gasoline Private Vehicle expense. Reimbursement can only be approved for one of these expenses; the other must be removed before submitting. <b>Note:</b> Selection of Gasoline Private Vehicle will also trigger the Local Voucher Expense pre-audit for exceeding the threshold, which is set at \$0. The expense thresholds are found in Table K-4B.
PREFERRED LODGING NOT AVAIL	When there is no availability in a Preferred commercial lodging property.	Triggers when there is no Preferred commercial lodging availability that supports the TDY location. . You must be in an ILP pilot location.
PREMIUM CLASS FARE	Air travel reservation(s) contains the following premium class fare basis code: (fare class).	Triggers if the airline reservation(s) contains premium class fare. DTS does not normally enable travelers to select premium air fares. Infrequent situations may occur that contribute to an authorization having a premium air fare, such as the following: <ul style="list-style-type: none"> <li>• Coach fare may be such that the airline provides an automatic upgrade (a YUP fare).</li> <li>• GSA City-Pair fares may be available for business class on some overseas routes.</li> <li>• Airline fare structure change may confuse the DTS booking engine and cause a premium fare to be allowed. To ensure that routing officials and AOs are aware of potential premium fares, this pre-audit will trigger. The user should enter an explanation.</li> </ul> <b>Note:</b> Typically this pre-audit triggers after the CTO has booked; the traveler may not be aware of the premium fare.
RECRUITER EXPENSE EXISTS	Recruiter expense can only be claimed by military recruiter.	Triggers if reimbursement is claimed for Parking - Recruiter/Trainer. This expense is only valid for recruiters and trainers. <b>Note:</b> Use of this expense will also trigger the Local Voucher Expense pre-audit for exceeding the threshold, which is set at \$0. The expense thresholds are found in Table K-4B.
RENEWAL AGREEMENT TRAVEL	Renewal Agreement Travel Leave taken in conjunction with Permanent Duty Travel must be claimed on the PDT voucher outside of DTS. No per diem will be paid on a voucher created from this authorization. Please provide justification for continuing with this authorization.	Triggers when the trip type F6 - Renewal Agreement LV is selected for OCONUS travel or trip type F6 - Renewal Agreement LV is selected in conjunction with Permanent Duty Travel. User must acknowledge that per diem will not be paid on a voucher created from this authorization.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
RENEWAL AGREEMENT TRAVEL	GSA City – Pair unavailable for the designated location <LOCATION>, traveler must use the lowest available unrestricted coach fare to the designated location as the travel limit. Please provide justification for continuing with authorization.	Triggers if DTS could not find a GSA City-Pair flight and traveler selected a non-GSA City Pair flight. Traveler must enter a justification.
RENEWAL AGREEMENT TRAVEL	Renewal Agreement Travel to a foreign OCONUS location is only authorized if the employee’s permanent residence is in that country. I hereby certify that this travel is to the country of permanent residence.	Triggers if travel is to an OCONUS location. The user must confirm that their permanent residence is OCONUS.
RENTAL CAR OUTSIDE TRIP DATES	Rental car drop-off or pickup has to occur inside the trip start and end dates	Triggers if a rental car reservation contains a pick-up date before the trip start date or the drop-off date is after the trip end date.
RESERVATION ERROR 001	This pre-audit is a notification identifying an issue with the government travel charge card data in the commercial reservation system. The charge card number to be charged by the commercial reservation system does not match the traveler’s profile. Please contact Travel Assistance Center (TAC) at (888) 435-7146, IMMEDIATELY, for instructions on how to proceed with correcting the government travel charge card data. Do not approve the document or justify the pre-audit until the TAC has been contacted for assistance. Approving the document could result in an erroneous charge.	Triggers when a Form of Payment (FOP) check performed during the approval point of an authorization detects that the GTCC data used to book air reservations does not match the GTCC data in the traveler’s permanent profile. The TAC should be contacted for guidance on how to proceed prior to approval. An email notification is sent to the traveler, cardholder, and their respective DTAs if the authorization is approved with the pre-audit present.

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

PRE-AUDIT MESSAGES AND ADVISORY NOTICES		
Reason Flagged	Item Description	Additional Information
SIGNATURE VERIFY	Digital signature verification.	Triggers if any of the following conditions are found during digital signing: <ul style="list-style-type: none"> <li>• Document modified (signature OK).</li> <li>• DTS cannot find trip document.</li> <li>• DTS cannot find a person record.</li> <li>• Document not signed upon review or approval.</li> <li>• Status code could not be found in vch_stat.</li> <li>• No distinguished name found in password table.</li> <li>• Non-traveler signature (NDEA-signed).</li> </ul> It also triggers if, upon approval, the signer's cert has changed since initial stamp.
SPLIT DISB REDUCED	Precalculated split disbursement amount to GOVCC was reduced.	Triggers on a voucher to compare the amount due GOVCC to the amount on the Payment Totals screen, based on method of reimbursement. If an amount is entered in the Less Previous Payments to GOVCC section of the Payment Totals screen, the split disbursement to GOVCC is reduced.
TRANSPORTATION MODE CHANGE	A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost-comparison worksheet to be completed and included with the document.	Triggers if the voucher indicates a transportation mode that was not approved on the authorization. Traveler must enter justification and may have to complete and include a Constructed Travel cost-comparison worksheet with the document using the Substantiating Records screen.
TRAVEL MODE MISMATCH	Mode not authorized "Mode of Travel."	Triggers if the travel mode identified on the voucher differs from the travel mode identified on the authorization. This is a major change to the itinerary. The travel arrangements for a trip are displayed in the Trip Preview. The user should explain the deviation from the authorization.
TRIP DATES & LOCS MISMATCH	"Per Diem Location" Not Authorized. Second Pre-Audit Trip "Start/End" date Not Authorized.	Triggers if the voucher shows any changes to the trip dates and the TDY locations from those approved on the authorization. This identifies any major changes to the itinerary for the trip. The user should explain the deviation from the approved authorization.
TRIP DURATION EXCEEDS 45 DAYS	The trip length exceeds 45 days. Partial payments should be scheduled.	Triggers to remind the traveler, ROs, and AOs that trips exceeding 45 days are eligible for the use of Scheduled Partial Payments (SPPs). Local business rules may dictate other explanations. This notice will trigger only if SPPs have NOT been requested. Advisory notice only; justification not required.
TRIP DURATION EXCEEDS 180 DAYS	TDY exceeds 180 DAYS and may require higher-level approval.	Triggers to alert the user that the trip exceeds 180 days and may require higher-level approval in accordance with service or agency regulations. Advisory notice only; justification not required.

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