

*Defense Travel System*

Invitational Travel Procedures Guide

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## Table of Contents

1	Introduction .....	4
2	Invitational Travel Authorization (ITA).....	5
2.1	Create the Itinerary.....	5
2.2	Select Reservations .....	8
2.3	Complete the ITA .....	9
3	Vouchers from ITAs.....	11
3.1	Create a Voucher from an ITA.....	11
4	Additional Cautions.....	13
4.1	For the Authorizing Official .....	13
4.2	For the Defense Travel Administrator .....	13

## Revision History

Revision Number	Date	Authorization	Revision/Change Description	Chapter
1.0	9/12/05	Program Management Office – Defense Travel System (PMO-DTS)	Procedures for processing Invitational Travel Authorizations in DTS	All Chapters
1.1	12/5/05	PMO-DTS	Modified personal charge card entry information.	All Chapters
2.0	6/27/08	Defense Travel Management Office (DTMO)	Updated guide to comply with current regulations	All Chapters
3.0	11/5/09	DTMO	Updated to reflect new DTS functionality	All Chapters
4.0	12/21/10	DTMO	Updated to reflect new DTS functionality	All Chapters
5.0	1/19/11	DTMO	Updated to reflect new web links	All Chapters
6.0	6/29/12	DTMO	Inserted JTR (Vol. 2) compliance changes per PDTATAC staff D12001 review memo IAW DoDI 5143.19.	All Chapters
6.1	11/14/12	DTMO	Added additional guidance regarding requirement that individuals that have ITAs created in DTS must have a DTS profile.	All Chapters
6.2	10/24/14	DTMO	Updated JTR references and hyperlinks. Inserted current screenshots.	All Chapters
6.3	9/13/17	DTMO	Updated with new screenshots & procedures.	All Chapters
7.0	2/16/18	DTMO	Updated screenshots	Chapters 2-3

# 1 Introduction

In certain circumstances, DoD organizations may authorize official travel for people who are not civilian or uniformed federal employees. Such travel is referred to as *invitational travel*. You\* may use the Defense Travel System (DTS) to create invitational travel authorizations (ITAs) and vouchers for eligible individuals.



This guide addresses how to create ITAs in DTS, but it does not contain comprehensive instructions about DTS document processing. This mark – † – appears when you must follow standard DTS authorization or voucher processes. Those processes are explained in full in [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#).

The [Joint Travel Regulations](#) (JTR), particularly par. 0305, explains how to determine a person's eligibility for invitational travel and allowances eligible individuals may receive.

\*In this guide, "you" are a Non-DTS Entry Agent (NDEA) or travel clerk; however, please remember that a travel clerk cannot sign vouchers for other travelers. Only a NDEA can do that.

You can find the references highlighted in this Guide at:

- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **DTS Guide 2: Authorizations:**  
[http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_2\\_Authorization.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf)
- **DTS Guide 3: Vouchers:**  
[http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_3\\_Voucher.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf)

## 2 Invitational Travel Authorization (ITA)

This section explains how to create an ITA, with a focus on how an ITA differs from a standard TDY authorization. It does not cover the steps you use to create standard TDY authorizations in DTS<sup>†</sup>.

The ITA process begins when your organization identifies a need for an ITA-eligible person to travel at DoD's expense. Invitational travel is done by mutual consent, meaning the organization must invite the person to travel, and the traveler must accept the invitation.

To be eligible for invitational travel, a prospective traveler must meet all the requirements stated in JTR, par. 030501, and none of the exceptions highlighted in JTR, par. 030501-C.

Before you can create an ITA, the traveler must have a DTS profile and be a member of a group that you can access. That means a Defense Travel Administrator (DTA) must:

- Create or receive the traveler's DTS profile in the organization that controls the funding and the routing list that will be used on the ITA.
  - For foreign nationals who don't have a Social Security number (SSN), the DTA can use the traveler's Taxpayer Identification Number (TIN) instead. If the traveler has neither a SSN nor a TIN, consult your Component business rules.
- Put the traveler into a group and give you access to that group.

### 2.1 Create the Itinerary

Follow the steps listed below to create an ITA:

1. From the DTS Welcome screen, select **Official Travel – Others** then **Traveler Lookup** (Figure 2-1) to open the Traveler Lookup Screen (Figure 2-2).

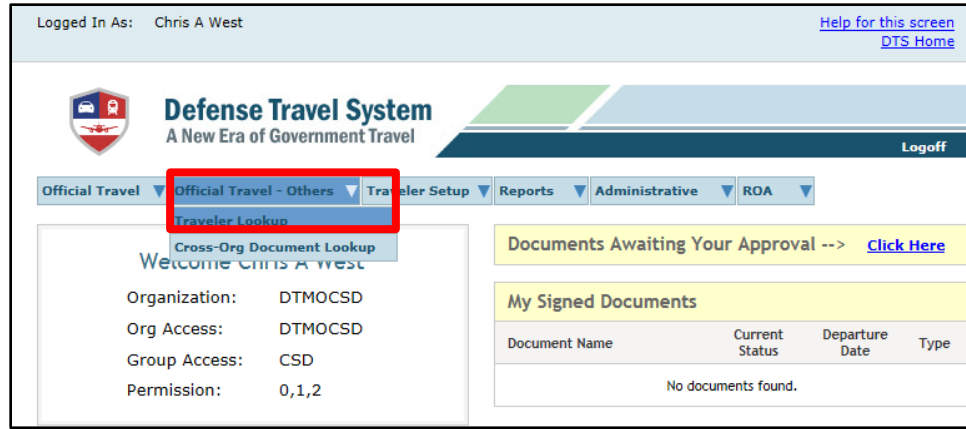


Figure 2-1: DTS Welcome Screen, Official Travel - Others Menu

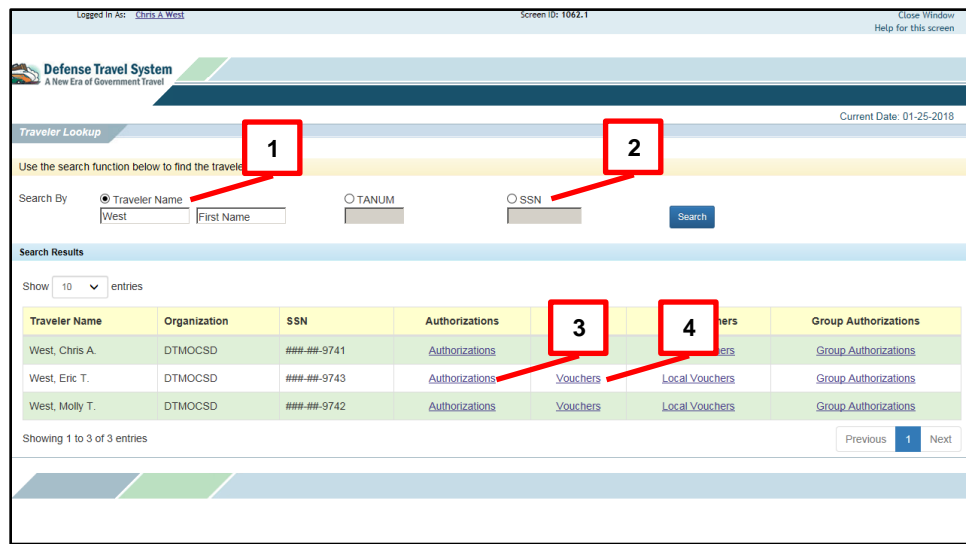


Figure 2-2: Traveler Lookup Screen

2. Search for the traveler. Results appear at the bottom of the screen. Search options include:
  - By **Traveler Name** (Figure 2-2, indicator #1): Last name (full or partial) is mandatory. First name (full or partial is optional).
  - By **SSN** (Figure 2-2, indicator #2): For foreign nationals, you can enter the traveler’s TIN or a number approved by your Component instead.
3. In the **Search Results** area, select **Authorizations** (Figure 2-2, indicator #3) by the traveler’s name. The Authorizations screen opens.

**Note:** If the traveler’s name does not display, contact your DTA to verify that the traveler has a DTS profile and that you have group access to the group the

traveler belongs to.

4. Follow the process described in *DTS Guide 2: Authorizations* to complete the itinerary<sup>†</sup>. The only difference is the selection of **E-INVITATIONAL** as the trip type.
  - If you chose to use the legacy process, you select the **Trip Type** in **Section A** of the first Trip Overview screen (Figure 2-3).

Figure 2-3: Trip Overview – First Screen (Top)

- If you chose to use the new itinerary creation method, you do it in the **My Trip Details** section of the My Itinerary screen (Figure 2-4).

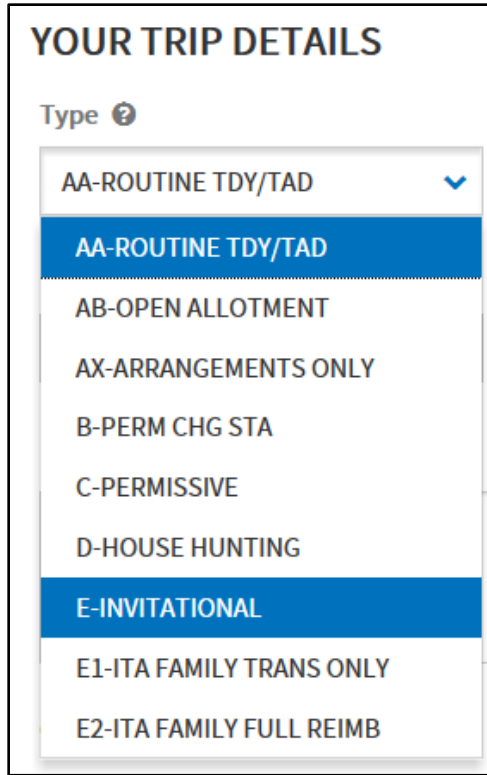


Figure 2-4: My Itinerary Screen (Detail)

5. Whichever method you chose, after selecting **E-INVITATIONAL** as the trip type, finish creating the itinerary using the standard process<sup>†</sup>.

## 2.2 Select Reservations

In general, you follow the usual steps<sup>†</sup> to make travel and lodging reservations.

When making reservations, the Payment Summary (Figure 2-5) asks you to select the method of payment. In most cases, you'll use **Centrally Billed Account (CBA)** for air or train reservations and **Personal** for rental car and lodging reservations.

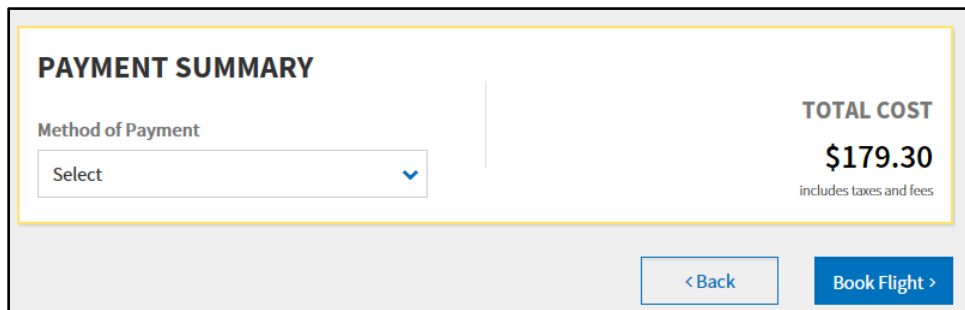


Figure 2-5: Review Reservation Selections Screen – Method of Payment Entry



Also, when making lodging reservations, if the traveler’s DTS profile does not contain any credit card information, DTS provides fields in the Payment Summary area (Figure 2-6) to enter the traveler’s personal credit card information. If you don’t have that information, the traveler must book the hotel outside DTS.

The screenshot shows a web form titled "PAYMENT SUMMARY". On the left side, there are three input fields: "Name on Card \*", "Card Number\*", and "Expiration Date\*", each with a red asterisk indicating a required field. Above these fields are six small square icons. On the right side, the "Daily Cost" is listed as "\$89.00" and the "EST. TOTAL COST" is "\$534.00". Below the total cost, it says "excludes taxes and fees". At the bottom of the form, there is a note: "(NOTE: This card will not be saved to your permanent profile.)". At the very bottom of the page, there are two buttons: a light blue button labeled "< Back" and a dark blue button labeled "Book Lodging >".

Figure 2-6: Credit Card Information Entry Area

Continue making reservations following the usual processes<sup>†</sup>.

## 2.3 Complete the ITA

After you get beyond the **Travel** module, you mostly follow the usual steps<sup>†</sup> to complete the ITA. Follow the standard processes in the **Expenses**, **Accounting**, and **Additional Options** modules.



The most important thing to remember is to only include in the authorization items that JTR, par. 030501 specifically allows. For example, if you are creating an ITA for the spouse of a service member or civilian employee who is authorized to travel for a “representational” (i.e., non-mission essential) purpose, you may only include the traveler’s transportation expenses.

In the **Review/Sign** module, most screens behave in the usual way<sup>†</sup>. The exception is the Other Authorizations screen (**Review/Sign > Other Auths.**), which always displays an **E-INVITATIONAL** entry (Figure 2-7). You can provide additional **Remarks** if your local business rules require you to do so.

Logged In As: [Chris A West](#) Document Name: EWDALLASTX021818\_A01 Screen ID: 1040.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

[RETURN TO LIST](#)
[Itinerary](#)
[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/Sign](#)

[Preview](#)
[Other Auths.](#)
[Pre-Audit](#)
[Digital Signature](#)

### Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> [Add Additional Authorizations For This Trip](#)

Other Authorizations			
	Other Authorization	Remarks	Remove
1	E-INVITATIONAL	E-INVITATIONAL <input type="text"/>	

[Save and Proceed to Pre-Audits](#)

Proceed to the following page:  [Continue](#)

Figure 2-7: Other Authorizations Screen: E-INVITATIONAL Other Authorization

## 3 Vouchers from ITAs

This section explains how to create a voucher from an ITA. Like the previous section, it focuses on the process to create a voucher from an ITA is differs from the process to create a voucher from a standard authorization. It does not cover the steps to create a voucher from a standard TDY authorization†.

To request reimbursement for expenses incurred or allowances earned on invitational travel, the traveler must complete and sign a paper or electronic DD Form 1351-2. You must receive the signed 1351-2, all required receipts, and any other supporting documentation before you can begin the process of creating a voucher in DTS.

**Note:** DTS can only make payments in U.S. dollars and to U.S. financial institutions. If the traveler does not have an account at a U.S. financial institution, the Defense Finance and Accounting Service (DFAS) sends a paper check, in U.S. dollars, to the mailing address in the traveler's profile.

### 3.1 Create a Voucher from an ITA

After you receive the required paperwork (see Section 3.0) from the traveler, create the traveler's voucher using a process similar to the one you used to create the authorization.

1. From the DTS Welcome screen (see Figure 2-1), select **Official Travel - Others**, then **Traveler Lookup** to open the Traveler Lookup screen.
2. Use the same processes described in Section 2.1 to find the traveler, then select **Vouchers** (see Figure 2-2, indicator #4) from the **Search Results** to open the Vouchers screen (Figure 3-1).

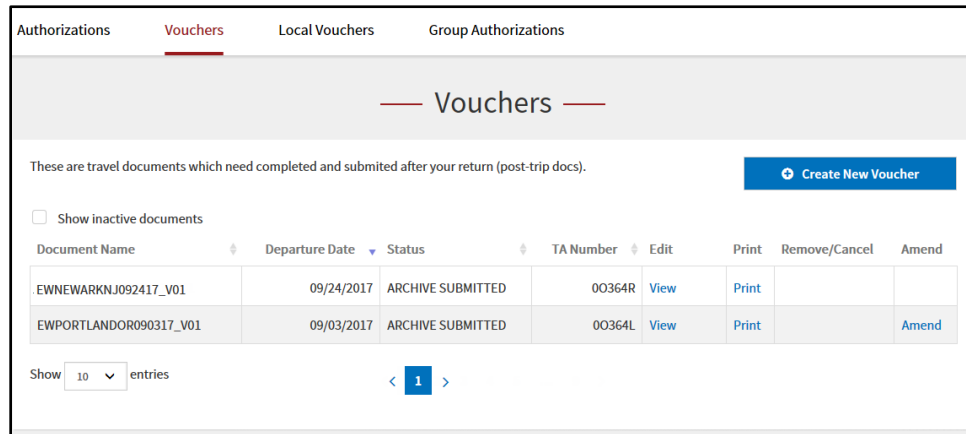


Figure 3-1: Vouchers Screen

3. Follow the standard process to create and complete the voucher<sup>†</sup>. However, you must ensure that everything you enter matches the content of the DD Form 1351-2 the traveler provided to you.
4. You must electronically attach the DD Form 1351-2 before you digitally sign the voucher. Follow the usual steps<sup>†</sup> to do so.
5. To digitally sign the voucher, select **T-ENTERED** in the **Submit this document as** field on the Digital Signature screen (Figure 3-2), then follow the usual steps<sup>†</sup>.

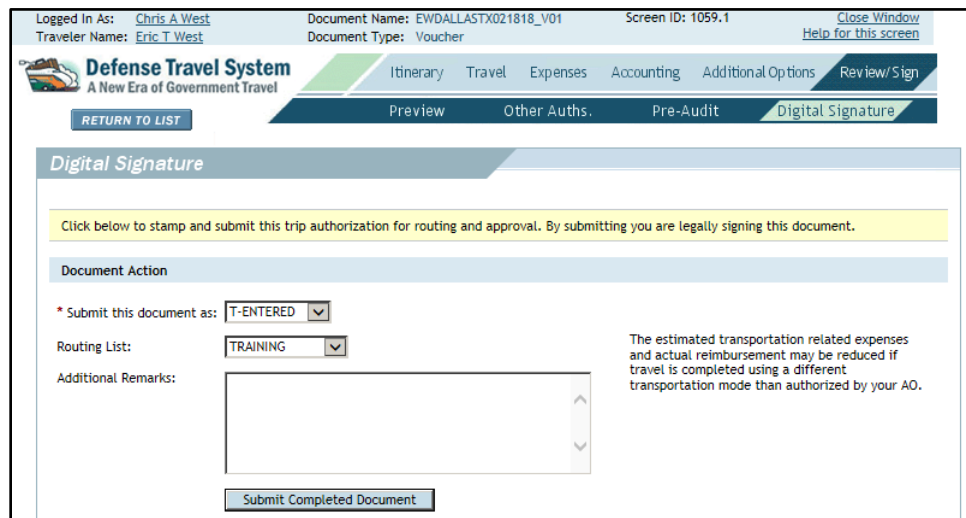


Figure 3-2: Digital Signature Screen (Top)

## 4 Additional Cautions

### 4.1 For the Authorizing Official

Before a NDEA may sign a voucher for a traveler, the traveler must give the NDEA a signed paper or electronic DD Form 1351-2. If the traveler is not familiar with the JTR's directives on invitational travel (particularly par. 0305), they may request payments in the DD Form 1351-2 that the JTR does not allow.



The NDEA must accurately transfer the information the traveler provided from the 1351-2 into DTS. When invitational travel is in play, the Authorizing Official (AO) must be doubly careful to make sure they do not approve any payments the JTR does not allow. If an invalid payment request appears on the voucher, the AO can either make the necessary changes themselves, or return it to the NDEA, who must request an updated 1351-2 from the traveler before they can change the voucher.

### 4.2 For the Defense Travel Administrator

After the trip has ended and the traveler has received their voucher payment, the DTA should detach the traveler from the organization.

Detaching the traveler ensures the next time the traveler performs TDY for DoD, they will be able to be received into the funding organization.