Defense Travel System

Invitational Travel Procedures Guide

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Chapter 1: Introduction

The Department of Defense (DoD) may authorize official travel for eligible persons who are not federal civilian employees. This is referred to as invitational travel. The Defense Travel System (DTS) may be used to create invitational travel authorizations (ITAs) for individuals that 5 United States Code (USC) § 5703, and 10 USC § 1588 identifies as eligible for invitational travel.

Travel and transportation allowances authorized for these individuals are usually the same as those for civilian employees traveling on temporary duty (TDY) authorizations. This guide addresses how these allowances affect travel orders and reimbursements in DTS, but is not comprehensive.

The full regulations governing ITAs are covered in the Joint Travel Regulations (JTR). The JTR can be found at http://www.defensetravel.dod.mil/site/travelreg.cfm.

For information on using DTS, access the DTMO Training Home page at http://www.defensetravel.dod.mil/site/training.cfm.
Chapter 2: Invitational Travel Authorization (ITAs)

This section discusses how to create an ITA. It does not cover the steps used to create standard TDY authorizations in DTS. See Chapter 2 of the DTS Document Processing Manual for detailed guidance on creating standard DTS authorizations.

A Non-DTS Entry Agent (NDEA) may create an ITA in DTS if

- A DoD organization identifies a need for travel to be performed by an eligible individual.
- The individual is not a federal civilian employee, active duty uniformed service member, contractor, or foreign military personnel.
- The organization invites the eligible individual to travel on behalf of DoD.
- The traveler accepts the invitation and provides the information necessary to administer the trip in DTS.
- The traveler has a Social Security number (SSN) or in the case of foreign nationals, a nine-digit Taxpayer Identification Number (TIN) or similar unique identification number.
- A Defense Travel Administrator (DTA) creates a DTS profile for the traveler, or if the traveler has previously used DTS to travel for DoD, receives the traveler into a DTS organization.

Note 1: The DTA should receive the traveler into the organization that controls the funds and the routing list that will be used.

Note 2: Contractors and foreign military personnel are not covered in the JTR and are not authorized to use DTS.

2.1 Create an ITA

Each traveler who has an ITA created in DTS must have a profile. If the traveler does not have a profile, the travel clerk or Non-DTS Entry Agent (NDEA) must contact the DTA to have a profile created prior to creating the ITA.

If the traveler has previously used DTS to travel for DoD, the DTA must receive the traveler into their organization. Travel clerks and NDEAs should contact their DTA for assistance if the traveler has not been received into their organization.

Travel clerks and NDEAs must have appropriate group access to create an ITA for a traveler.
Follow the below steps to create an ITA:

1. Log into DTS.

The User Welcome screen opens.

2. Select the Official Travel – Others drop-down arrow and choose Authorizations/Orders (Figure 2-1).

![Figure 2-1: Official Travel-Others Authorizations/Orders]

The Traveler Lookup screen opens.

3. Enter the traveler’s SSN. If the traveler is a foreign national, enter the TIN or similar unique identification number.
   -OR-
   Enter the Last Name (Figure 2-2). The first name is optional.
Chapter 2: Invitational Travel Authorizations (ITA)

4. Select **Search**.

5. Select the traveler from the **Search Results** box on the right side of the screen.

   **Note:** If the traveler’s name does not display, contact your DTA to verify that the traveler’s DTS profile information is correct.

   The **Authorizations/Orders** screen opens.

6. Select **Create New Authorization/Order**.

   If this is the first time that a document has been created for the traveler in DTS, the **Profile Validation** screen opens (Figure 2-3). A pop-up message appears notifying the user that profile information must be confirmed and all required fields completed.
7. Review the information and update if necessary, then select **Update Personal Information**.
The **Trip Overview** screen opens (Figure 2-4).

![Figure 2-4: Trip Overview Screen](image)

8. After entering the Starting Point and Departing On date, select **E-INVITATIONAL** as the Trip Type (Figure 2-5).

![Figure 2-5: Trip Type: E-INVITATIONAL](image)
9. Complete the remaining sections on the **Trip Overview** screen.  

The **Travel** module opens. See Section 2.6 of the DTS Document Processing Manual for detailed guidance.

10. Make reservations for the traveler.  

After the first segment of flight reservations have been made, the **TSA Secure Flight Information** screen opens (Figure 2-6).

![TSA Secure Flight Information Screen](image.png)

**Figure 2-6: TSA Secure Flight Information Screen**

11. Complete the fields with information that matches the Government or State issued identification card the traveler will use at airport security.

12. Book the remaining reservations for the traveler.
If making lodging reservations, a pop-up message will appear after you choose **Select Room** (Figure 2-7). It informs you that the traveler must provide a personal credit card number to book the hotel reservation in DTS.

![Figure 2-7: Credit Card Number Required Pop-up Message](image)

13. Select **OK**, and the **Credit Card** screen appears (Figure 2-8). Enter the traveler’s credit card information. If you select **Cancel**, the traveler must book their reservations outside of DTS. Travelers should be notified of the TDY location per diem rates before they make their lodging reservations.

![Figure 2-8: Credit Card Information Screen](image)

14. Select **Save** on the **Credit Card** screen. If you select **Cancel**, you will be returned to the reservations screen. Select **Skip this** to proceed without making reservations.

15. When you are done making reservations, the **Trip Summary** screen opens (Figure 2-9). The **Method of Reimbursement** for rental car and lodging reservations should be set to **Personal**. The **Method of Reimbursement** for air travel should be set to **Central Bill**.
Figure 2-9: Trip Summary Screen – Payment Information

16. Select **Save and Continue** to proceed to the **Final Trip Itinerary** screen (Figure 2-10).
17. Select Expenses from the navigation bar.

18. Acknowledge the pop-up message that notifies you that the reservations will be cancelled in 24 hours if the authorization remains unsigned.

19. Enter the traveler’s anticipated travel expenses on the Non-Mileage, Mileage, and Per Diem Entitlements screens. See the DTS Document Processing Manual, Chapter 2, Section 2.7 for detailed guidance.

Figure 2-10: Final Trip Itinerary Screen
20. Select **Accounting** from the navigation bar and choose the **Accounting Label** that will be used for the trip. Refer to the DTS Document Processing Manual, Chapter 2, Section 2.8 for detailed guidance.

21. If the traveler requires an advance:

22. Select **Additional Options** from the navigation bar.

   a. Select **Advances** from the subnavigation bar.

   b. The **Advances** screen opens (Figure 2-11).

   ![Advances Screen](image)

   c. Select the drop-down arrow to display the Accounting Label that is available for the advance.

   The maximum amount of the advance authorized displays in the **Advances Summary** box displayed on the right side of the screen (Figure 2-12). The maximum amount shown will be paid to the traveler. If a lower amount is preferred, select **edit** to update the **Amount** field.
23. Select **Review/Sign** from the navigation bar. The **Preview Trip** screen opens.

24. Scroll to the bottom of the screen and select **Save and Proceed to Other Auths.** to continue.

25. Since Invitational Travel requires special authorization, DTS automatically adds the **Other Authorization** for E-Invitational (Figure 2-13). Enter appropriate comments in the **Remarks** field.

26. Select **Save and Proceed to Pre-Audits.**
27. Provide appropriate comments for any pre-audit flags that appear on the Pre-Audit Trip screen.

28. Select Save And Proceed To Digital Signature.

The Digital Signature screen opens (Figure 2-14).

![Digital Signature Screen](image)

Figure 2-14: Digital Signature Screen

29. If the Submit this document as: box is not populated, use the drop-down arrow to choose the SIGNED stamp.

30. Select Submit Completed Document to initiate routing.
Chapter 3: Vouchers

This section covers how to create a voucher from an ITA. It does not cover steps used when creating standard vouchers in DTS. See the DTS Document Processing Manual, Chapter 4 for guidance on creating standard DTS vouchers.

When requesting reimbursement for expenses while on invitational travel, the traveler must complete and sign a paper or electronic (e-form) voucher (DD Form 1351-2), gather required receipts, and provide them to the NDEA.

**Note:** DTS can only make payments in U.S. dollars and can only disburse payments 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) will issue a paper check to the traveler in U.S. dollars. The check will be sent to the mailing address listed in the traveler’s profile.

### 3.1 Create a Voucher from an ITA

After receiving the signed 1351-2 and receipts from the traveler, the NDEA can create the voucher in DTS using the below steps:

1. Log into DTS.
   
   The User Welcome screen opens.

2. Select the **Official Travel – Others** drop-down arrow and choose **Vouchers** (Figure 3-1).

*Figure 3-1: Official Travel-Others/Vouchers*
The Traveler Lookup screen opens.

3. Enter the traveler’s **SSN**. If the traveler is a foreign national, enter the TIN or similar unique identification number.
-OR-
   Enter the **Last Name** (Figure 2-2). The first name is optional.

4. Select **Search**.

5. Select the traveler from the **Search Results** box on the right side of the screen.

   The **Vouchers** screen opens (Figure 3-2).

   ![Figure 3-2: Vouchers Screen](image)

6. Select **Create New Voucher From Authorization/Order**.

   The **Voucher from Authorization/Order** screen opens (Figure 3-3).

   ![Figure 3-3: Voucher from Authorization/Order](image)
7. Select **Create** next to the authorization that you will create the voucher from. The **Trip Overview** screen opens (Figure 3-4).

![Figure 3-4: Trip Overview Screen](image)

The remainder of this chapter explains how to update expenses and sign the voucher. If the voucher requires any other changes, such as changing dates, locations, or profile information, see the DTS Document Processing Manual, Chapter 4.

8. Select **Expenses** from the navigation bar, and update all estimated expenses on the **Non-Mileage**, **Mileage**, and **Per Diem Entitlements** screens (Figure 3-5) to reflect the actual expenses the traveler provided.
9. You must electronically attach to the DTS voucher all documents the traveler provided: the signed 1351-2, all required receipts, and any other substantiating documentation (Figure 3-6).

![Figure 3-5: Non-Mileage, Mileage and Per Diem Entitlements Screens](image)

Figure 3-5: Non-Mileage, Mileage and Per Diem Entitlements Screens

10. Select **Review/Sign** from the navigation bar, and review the **Preview, Other Auths.**, and...
Pre-Audit screens. Enter any necessary comments or remarks in the appropriate fields.

The Digital Signature screen opens (Figure 3-7).

![Figure 3-7: Digital Signature Screen](image)

11. Verify that the T-ENTERED stamp appears in the Submit this document as field. If not, use the drop-down arrow to select it from the list.

Chapter 4: Administrative

The Defense Travel Administrator (DTA) should detach the traveler from the organization after

- the traveler has returned from the trip,
- the voucher has been filed, and
- the traveler has been reimbursed.

Detaching the traveler ensures the next time the traveler performs TDY for DoD, they will be able to be received into the funding organization. For further guidance see Chapter 7, Section 7.3.3 of the DTA Manual.