

Certify Fund Availability

Organizations must enter their quarterly targets into the DTS Budget module before travel begins. This module is a local tool used to track funds; it does not replace the DoD accounting system. At the time of approval, DTS checks the fund availability in the Budget module for the line(s) of accounting (LOA) on a document. If the funds are not available, a DTA who has permission level 3 may add funds to the DTS Budget module.

Note: All personnel using the **APPROVED** stamp must be appointed as Certifying Officials in accordance with local procedures.

The below Auth and Voucher checklist is derived from the most common errors found in the DFAS audit.

AO Checklist for Auth

Per Diem (M&IE and Lodging)

- Is the TDY location correct?
- Is the correct meal rate selected?
- Is military lodging available? If not, is a non-availability number provided? (Applies to military members only.)
- Is leave being taken?

Transportation

- Were correct procedures followed for premium-class air travel requests with flag officer (or civilian equivalent) approval?
- Did the traveler choose a city-pair flight? If not, was DoD travel policy followed?
- Is the mode of travel advantageous to the government or is reimbursement limited?
- Rental Car: Is a rental car necessary? Did the traveler justify a non-compact vehicle? Will travelers at the same site share the rental car?

Miscellaneous Items

- Foreign travel: Have clearances been obtained?
- Is the trip necessary?
- Is the LOA correct?

AO Checklist for Voucher

Documentation

- Were receipts for lodging and expenses greater than \$75 (to include airfare) attached?
- Are receipts valid and legible?
- If signed by an NDEA, is there a signed DD 1351-2 or SF 1164 attached?

Per Diem (M&IE and Lodging)

- Does the daily lodging rate match the receipt?
- If leave was taken, were Per Diem Entitlements updated?
- Did traveler receive unauthorized per diem for excessive travel days?

Other Reimbursable Expenses

- Are the following expenses claimed (if necessary) and paid correctly: travel agent fee, ATM/charge card fees, laundry/dry cleaning, tips, taxi/shuttle/train/bus/ferry, excess baggage, exit tax, tolls, parking fees, phone/internet/fax, and lodging tax?
- Were CONUS lodging taxes claimed on the Expenses, Non-Mileage screen?
- Were all expenses related to the trip?
- Rental Car: Was fuel paid correctly? Were unauthorized travel days paid? Does rate claimed match receipt?
- Was there a registration fee? Did traveler account for meals provided?
- Was mileage AND fuel (gasoline) claimed for POV use?
- Was mileage paid correctly per the DTOD?
- Did traveler follow local procedures for returning unused or partially used tickets?
- Was constructed travel paid correctly?
- Foreign travel: Was the currency conversion rate provided and done correctly?

Actions That Occur When a Document Is Stamped APPROVED

- LOA is matched to a budget item from the funding organization.
- Funds are decremented from the Budget module.
- Travel Authorization Number (TANUM) is permanently assigned.
- Key data is encrypted for auditing and legal use.
- Ticket Awaiting Date is assigned by CTO.
- Customer Identification Code (CIC) is created.
- Document is stamped with name of Approving Official and date.
- DTS sends an e-mail to the traveler.
- Transactions are initiated to financial systems.

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Review, Certify, and Approve DTS Documents: Instructions for AOs and COs

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This guide will assist Authorizing Officials (AOs), Certifying Officers (COs), and Reviewing Officials (ROs) in using the DTS Route & Review process. This guide uses the term *AO* to refer to situations where the AO and the CO are the same person.

Route & Review begins when a user applies the **SIGNED** stamp to an authorization, a voucher from authorization, or a local voucher. Signing the document prompts DTS to route the document through the routing list. Authorizations that require reservations will route to the Commercial Travel Office (CTO), if there is CTO connectivity. Next, a document typically routes to the AO for approval. If needed, any other steps in the routing process, e.g., **REVIEWED** or **CERTIFIED** must occur *after* the document routes to the CTO and *before* it routes to the AO.

The Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR) describe the rules for TDY travel in DTS. These regulations can be accessed through the DTMO website at:

<http://www.defensetravel.dod.mil/Sections/PolicyRegs.cfm>

Log In to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page:
<http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. The digital signature window opens. Complete the **PIN** field then select **OK**.

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Review Documents

Documents Awaiting Your Approval --> [Click Here](#)

1. Select **Click Here** next to Documents Awaiting Your Approval on the DTS Welcome Screen. The Documents in Routing screen opens. Documents are sorted by Awaiting Status. This is the default sort method.
2. (Optional) Select the column header to sort the documents by type, traveler, or departure date.
3. Select **review** next to the document to be approved. The Preview Trip screen opens.



4. Check the information in the traveler's itinerary.
5. Select **Substantiating Records** to view any attached documents.
6. Select **Document History** to see the history of the document.
7. Select **View** next to the Accounting Code(s) in the Accounting Summary to see LOA details.
8. If the document has been amended, an **Amendment Preview Screen** button appears. Select to view the details of the amendment.



9. Select **Other Auths.** from the subnavigation bar to view Other Authorizations added to this document.
10. Select **Pre-Audit** from the subnavigation bar to view justifications.
11. Review the justifications and determine if any changes are necessary.



12. Select **Digital Signature** from the subnavigation bar. The Digital Signature screen opens.
13. Select **Submit this document as:** drop-down arrow and select **APPROVED**.
- OR -
If changes are required, select **RETURNED**. In the **Additional Remarks** text box, enter changes that need to be made before signing the document.
14. Select **Submit Completed Document**.
15. The Stamp Process screen opens. Select **Save and Continue**.

16. The Fund Authorization screen opens. Select **OK**.
17. Complete the **PIN** field then select **OK**.
18. The Stamping Result screen opens. Select **Close**.

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Adjust (or Change) Documents Before Approval

The AO can edit a travel document before approving it. This is called creating an adjustment.

1. Select **Adjustments** from the navigation bar.
2. Clear the check from the **Open Document VIEW-ONLY** check box then select **OK**.
3. Complete the **PIN** field then select **OK**.



4. The Preview Trip screen opens. To make changes to trip dates, select **Itinerary** from the navigation bar.
5. Select **Edit** for the **Overall Starting Point** or **Overall Ending Point**.
6. Complete the **Start Date** field or the **End Date** field with the correct date(s) or use the calendar icon.
7. Select **Proceed to Per Diem Locations**.



8. Select **OK** to the pop-up window.
9. Select **Edit** for the Location in the Trip Summary box.
10. Complete the **Arriving On** or **Departing On** field(s) in the Per Diem Locations box or use the calendar icon.
11. Select **Save Changes** then select **OK**.



12. To make changes to reservations, select **Travel** from the navigation bar.
13. Select **Change** next to the reservation that needs to be changed.
14. On the left side of the screen, edit search criteria within the **Modify Search** fields as necessary.
15. Select **Search** then select **OK**.
16. Choose **Select** to choose the new reservation then select **OK**.
17. Select **Other Trans.** from the subnavigation bar to change ticket data for reservations made outside DTS.

18. Select **Expenses** from the navigation bar to update expenses and per diem entitlements. (Further instructions can be found in Chapter 2.7 of the Document Processing Manual.)
19. Proceed to the **Digital Signature** screen.
20. If the adjustment included changes to reservations, select the **Submit this document as:** drop-down list arrow and select **SIGNED**. The document will re-route to the CTO.
-OR-
If the adjustment did not include changes to the reservations, select the Submit this document as drop-down list arrow and select **APPROVED**.
21. Complete the **Additional Remarks** box to alert the traveler of adjustments made to the document.

Print Documents

1. Open the Preview screen.
2. Select **Print**.

Delegate Signature Authority

In accordance with service or local policy, the AO can delegate signature authority to another RO while unable to perform normal routing duties. When signature authority is delegated, DTS will route documents to the AO on the routing list as well as to the delegated authority. Once the document is stamped by either party, it is removed from both users' Route & Review lists.

1. Mouse over **Traveler Setup** on the menu bar.
2. Select **Delegate Authority**.
3. Choose **Select** to the left of the name of the official to receive the delegated authority.
4. Select **OK** in the Assign Authority box.
5. Complete the **PIN** field then select **OK**.

Note: In order for the AO to delegate authority, the individual selected to review documents for the AO must have the appropriate permissions to perform the required tasks.

Revoke Signature Authority

1. Mouse over **Traveler Setup** on the menu bar.
2. Select **Delegate Authority**.
3. Select **Remove** to the right of the name of the official whose authority is to be removed.
4. Select **OK** to the question confirming revocation.