

## CHAPTER 6: ROUTE & REVIEW FOR TEMPORARY DUTY

Routing Officials (ROs) use the Route & Review module of DTS to examine the details and approve TDY authorizations, group authorizations, vouchers from TDY authorizations (vouchers), and local vouchers. Digital signatures are applied when the routing official completes the review. The digital signature is a stamp that enables DTS to route the document to the next RO. An Authorizing Official (AO), who approves temporary duty (TDY) travel, is an example of a RO. A Certifying Officer (CO) is a RO who certifies that the estimated cost of the TDY is documented and within the travel budget. ROs should review all documents carefully before approving and obligating funds.

This chapter covers the following topics:

6.1 The Route & Review Process.....	6-1
6.2 Document List .....	6-2
6.3 Setup .....	6-3
6.3.1 Routing Lists.....	6-4
6.3.2 Reports .....	6-6
6.3.3 Delegate Authority.....	6-6
6.3.4 User Preferences.....	6-8
6.3.5 Form Defaults.....	6-9
6.3.6 Rate Lookup.....	6-11
6.4 Adjustments .....	6-13
6.5 Route / Sign .....	6-14
6.5.1 Preview Trip.....	6-14
6.5.1.1 Preview Amendment Details.....	6-16
6.5.2 Other Auths.....	6-17
6.5.3 Pre-Audit Trip.....	6-18
6.5.4 Digital Signature .....	6-20
6.5.5 Self-Approving Official .....	6-24
6.5.6 Approve a Voucher That Has a Balance Due U.S.....	6-26
6.5.7 Approve a Permissive Travel Document .....	6-28
6.6 Route & Review of a Group Authorization (GAUTH) .....	6-30
6.6.1 Release a Traveler from a GAUTH .....	6-31
6.6.2 Cancelling a GAUTH .....	6-34
6.7 Foreign Military Sales .....	6-35

### 6.1 The Route & Review Process

Travelers create authorizations and group authorizations prior to travel and create vouchers for reimbursement after completing the trip. When a traveler stamps the document SIGNED, the routing process is initiated. An authorization with reservation information triggers DTS to route the reservation request to the Commercial Travel Office (CTO) for initial processing. If the authorization has no reservation requests, DTS sends an e-mail to the RO on the traveler's routing list. The e-mail notifies the RO that a document is in the queue. Other ROs in the routing process review and stamp documents after the CTO. The final step is AO approval.

There are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. These are described in Chapter 7, Section 7.6.

## 6.2 Document List

The document list allows the routing official to view any documents that are waiting to be reviewed and stamped. Beginning on the User Welcome screen (Figure 6-1), use the below steps to view and stamp a document:

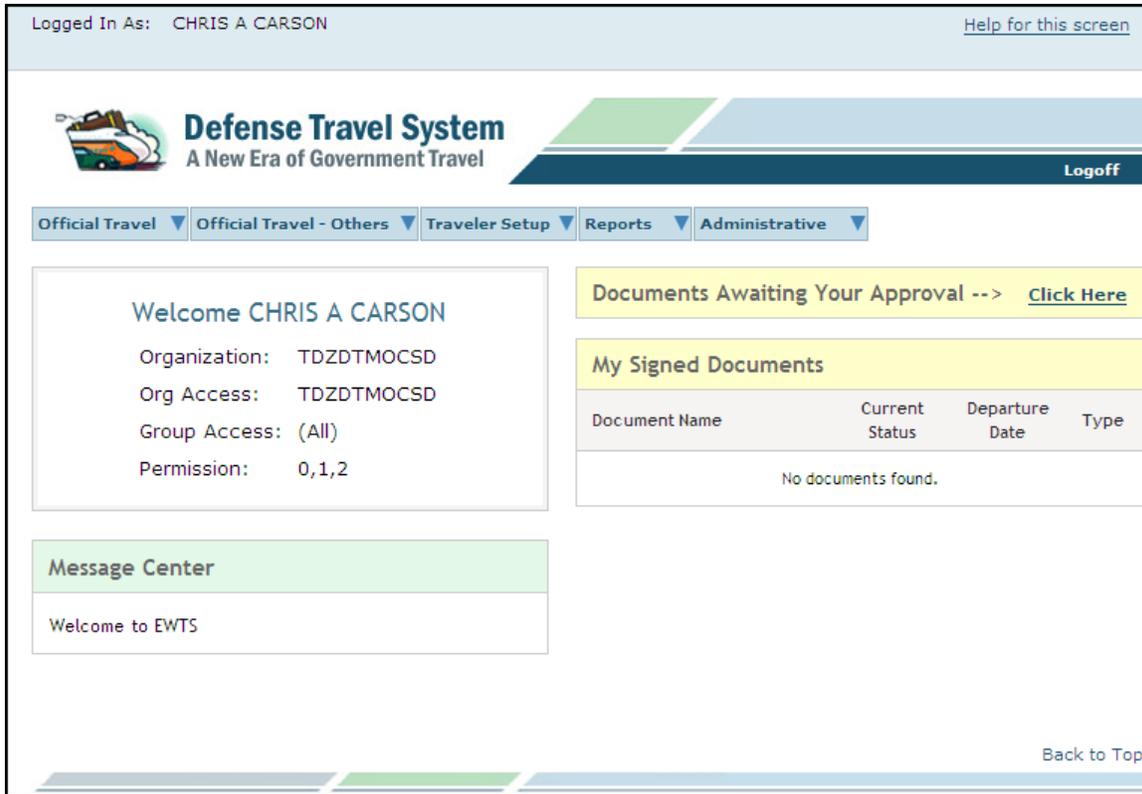


Figure 6-1: DTS User Welcome Screen

1. Select the **Click Here** link to the right of **Documents Awaiting Your Approval**.

The Documents In Routing screen opens (Figure 6-2).

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	ECDENVERCOUNT051109_A01	APPROVED			05/11/09	CARSON, ERIC	\$816.50	\$816.50	\$0.00	\$0.00
review	AUTH	ECCOLORADOSPR051809_A01	APPROVED			05/18/09	CARSON, ERIC	\$1,367.81	\$1,367.81	\$0.00	\$0.00
review	AUTH	ECBALTIMOREBA052509_A01	APPROVED			05/25/09	CARSON, ERIC	\$893.50	\$893.50	\$0.00	\$0.00
review	VCH	ECCHICAGOCHAR050609_V01	APPROVED	ONZW5H		05/06/09	Carson, Eric	\$499.55	\$499.55	\$0.00	\$396.44

Figure 6-2: Documents in Routing Screen

2. Select **review** to the left of the document name.

The Preview Trip screen opens. The sections that follow will guide the routing official through the steps of the Route & Review process that lead up to the approval of a document.

### 6.3 Setup

The Setup section of the Route & Review module has four tabs that provide access to a set of tools that aid in processing travel documents:

- Routing Lists
- Reports
- Additional Setup
- Rates Lookup

Although each area is listed, this section provides references to chapters where more details can be found about each subject.

To access the Setup feature, select **Setup** on the navigation bar. The Setup screen opens (Figure 6-3).

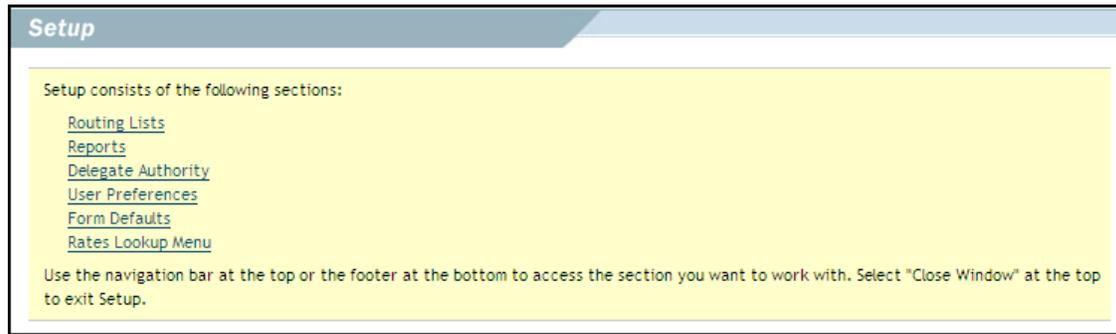


Figure 6-3: Setup Screen

In addition to the main tools shown in the navigation bar tabs, this screen displays shortcuts to the below Additional Setup functions:

- Delegate Authority (Section 6.3.3.1)
- User Preferences (Section 6.3.3.2)
- Form Defaults (Section 6.3.3.3)

### 6.3.1 Routing Lists

The Routing Lists screen allows routing officials to view all routing lists for their organizations. Routing lists are displayed with a link that allows the routing official to view the steps each travel document is to follow.

Use the below steps to view Routing Lists and their details:

1. Select **Setup**.

The Setup screen opens (Figure 6-3).

2. Select **Routing Lists**.

The Routing Lists screen opens (Figure 6-4).

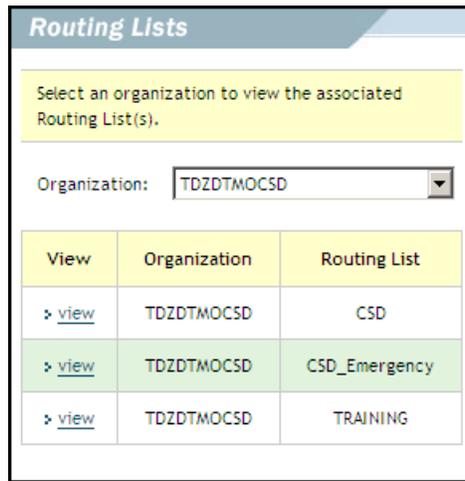


Figure 6-4: Routing Lists Screen

3. Select **view** next to a routing list to see the routing levels.

The screen refreshes and displays the signatures for the document (Figure 6-5).

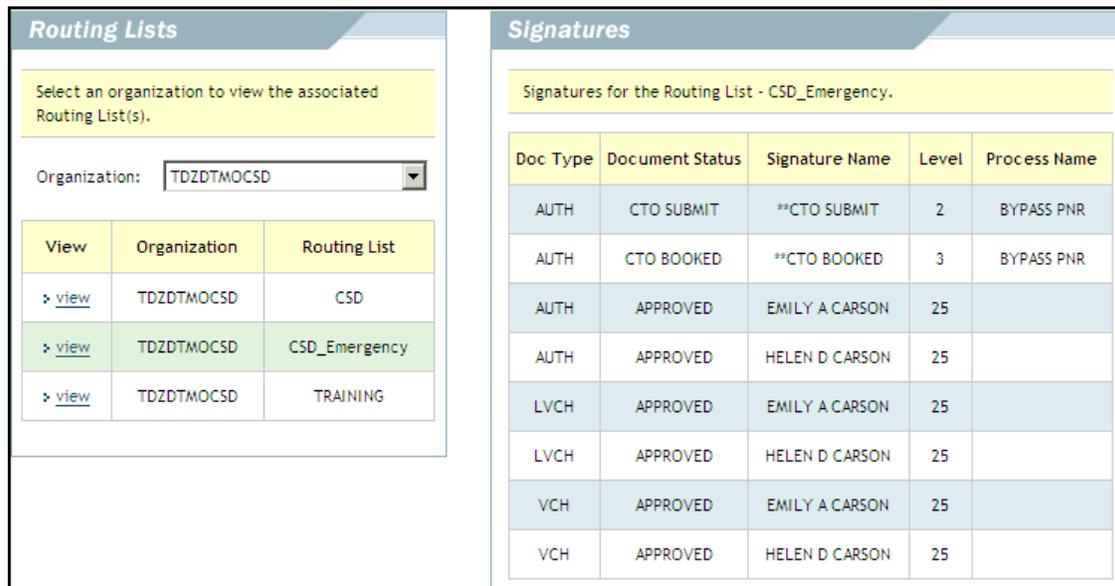


Figure 6-5: Routing Lists Screen - Signatures

### 6.3.2 Reports

The Reports function in Route & Review is not yet available. This is a future enhancement.

### 6.3.3 Delegate Authority

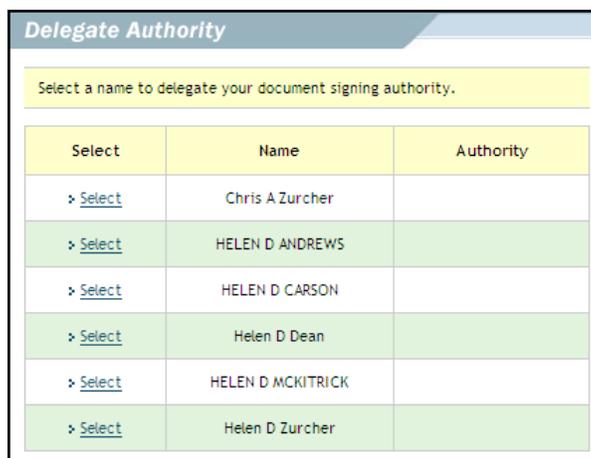
DTS allows ROs to delegate signature authority to another person in accordance with service or local policy. When Delegate Authority is selected, the screen will display a list of officials who have the proper permissions to perform the role in DTS. Signature authority can be delegated to only one person at a time.

**Note:** Before delegating signature authority, the user should be aware that there are requirements outside of DTS that must be met before an individual can be authorized as a delegate official.

Use the below steps to Delegate Authority:

1. Select **Delegate Authority** on the navigation bar.

The Delegate Authority screen opens (Figure 6-6). This screen displays a list of officials who are eligible to receive signature authority and serve as a delegate official.



The screenshot shows a web interface titled "Delegate Authority". Below the title is a yellow instruction box: "Select a name to delegate your document signing authority." Below this is a table with three columns: "Select", "Name", and "Authority". The table contains six rows, each with a blue "Select" button in the first column, a name in the second column, and an empty "Authority" column. The names listed are Chris A Zurcher, HELEN D ANDREWS, HELEN D CARSON, Helen D Dean, HELEN D MCKITRICK, and Helen D Zurcher.

Select	Name	Authority
> <a href="#">Select</a>	Chris A Zurcher	
> <a href="#">Select</a>	HELEN D ANDREWS	
> <a href="#">Select</a>	HELEN D CARSON	
> <a href="#">Select</a>	Helen D Dean	
> <a href="#">Select</a>	HELEN D MCKITRICK	
> <a href="#">Select</a>	Helen D Zurcher	

Figure 6-6: Delegate Authority Screen

2. Review the list of officials.
3. Choose **Select** to the left of the name of the official to receive the delegated authority.

The Assign Authority screen opens (Figure 6-7).

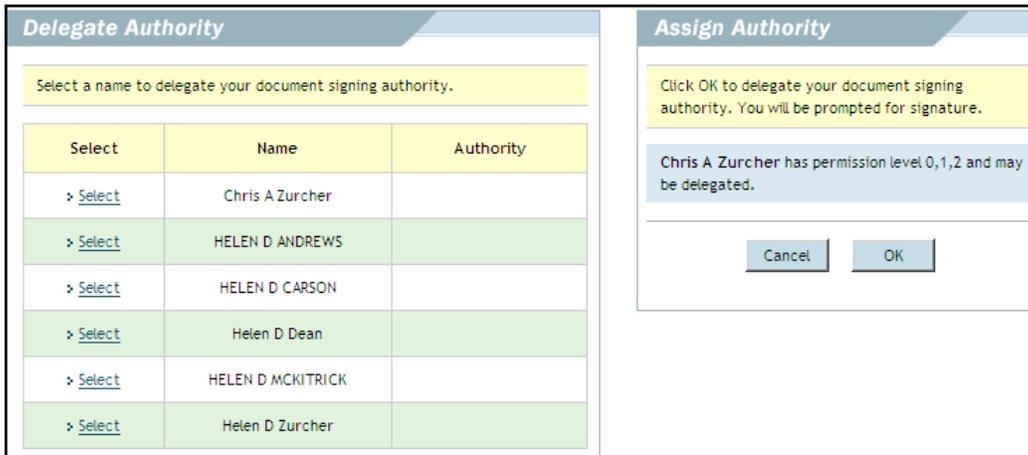


Figure 6-7: Delegate Authority Screen - Assign Authority

4. Select **OK**. This confirms that the correct person has been selected.

The Digital Signature screen opens.

5. Complete the **PIN** field.
6. Select **OK**.

When authority has been delegated, the below events occur:

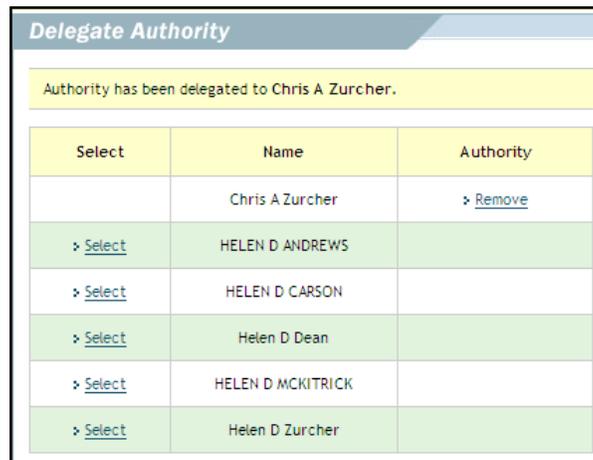
- The delegated official's name displays in the travel documents Pending Routing Actions list.
- Documents that route to the RO will now route to both individuals.
- E-mails sent to the RO will now be sent to both individuals.
- Travel documents are removed from both individual's Route & Review screen after the documents are stamped.

Use the below steps to remove signature authority:

1. Select **Delegate Authority** on the navigation bar.

## Chapter 6: Route & Review for Temporary Duty

The Delegate Authority screen opens (Figure 6-8). This shows authority assigned.



The screenshot shows a web application window titled "Delegate Authority". At the top, a yellow message box states "Authority has been delegated to Chris A Zurcher." Below this is a table with three columns: "Select", "Name", and "Authority". The first row shows "Chris A Zurcher" with a "Remove" link. The following five rows are highlighted in light green and each has a "Select" link in the "Select" column.

Select	Name	Authority
	Chris A Zurcher	<a href="#">Remove</a>
<a href="#">Select</a>	HELEN D ANDREWS	
<a href="#">Select</a>	HELEN D CARSON	
<a href="#">Select</a>	Helen D Dean	
<a href="#">Select</a>	HELEN D MCKITRICK	
<a href="#">Select</a>	Helen D Zurcher	

Figure 6-8: Delegate Authority Screen - Authority Assigned

2. Identify the delegate on the list of names.
3. Select **Remove** to the right of the name of the official whose authority is to be removed.

A window opens for the user to confirm revocation of the delegated signature authority (Figure 6-9).

4. Select **OK**.

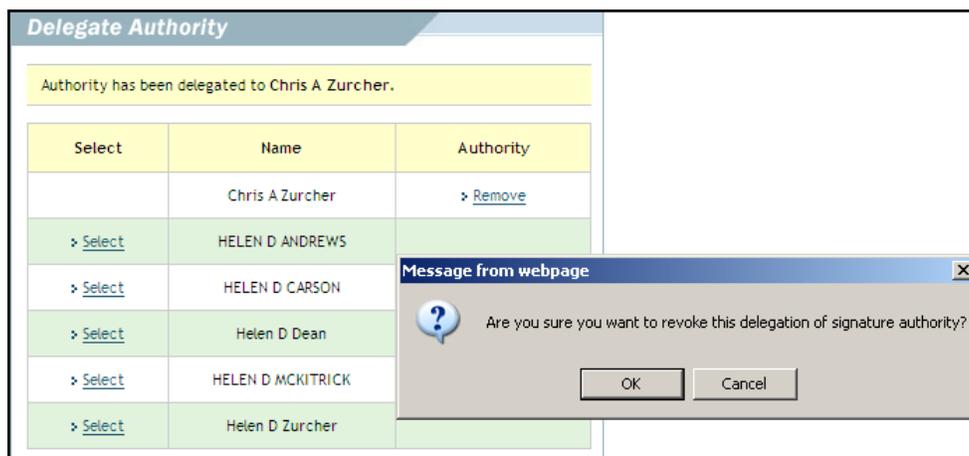


Figure 6-9: Removal of Delegated Signature Authority Confirmation Window

### 6.3.4 User Preferences

The User Preferences screen allows the user to set the time format displayed in DTS (Figure 6-10). Each instance a document is touched, the time is recorded. Examples include travel arrangements screens, Document History, and the DTA Maintenance Tool. The two options are AM / PM or 24 Hour.

The E-mail Routing Notification box is an option that will be available for future enhancements. Currently, DTS sends routing notifications to all officials in the routing lists. It also sends them to officials to whom authority has been delegated.

Use the below steps to set a preference for the way time is displayed in DTS.

1. Select **User Preferences** on the subnavigation bar.

The User Preferences screen opens (Figure 6-10).

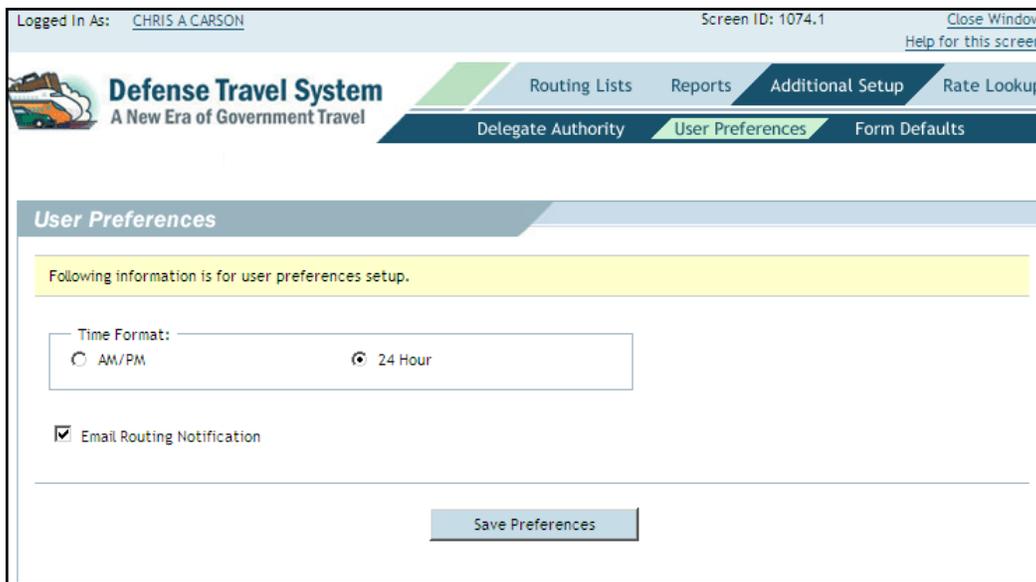


Figure 6-10: User Preferences Screen

2. Select the desired **time format** radio button.
3. Select **Save Preferences**.

### 6.3.5 Form Defaults

DTS allows travelers to set the format that documents will be displayed and printed.

Use the below steps to set a format:

1. Select **Form Defaults** on the subnavigation bar.

The Form Defaults screen opens (Figure 6-11).

## Chapter 6: Route & Review for Temporary Duty

Logged In As: CHRIS A. CARSON Screen ID: 1073.1 [Close Window](#) [Help for this screen](#)

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Routing Lists Reports Additional Setup Rate Lookup  
Delegate Authority User Preferences Form Defaults

### Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

#### Authorizations / Orders

Select all forms that apply. When printing a document, see footnote (\*) below for explanation.

Authorizations:  
 Default  Govt + Form  Govt

Cash Advance:  
 Default  Govt + Form  Govt  None

Group Auth:  
 Summary  Summary & Individual

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

#### Voucher

Select all forms that apply. When printing a document, see footnote (\*) below for explanation.

Voucher:  
 Default  Govt + Form  Govt

Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

#### Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)

Accounting Detail (Prints the subtotals of a document's expenses by accounting code and expense category.)

Privacy Act (Prints the Privacy Act Statement.)

#### Print Document Name

Following represent "attachment" or additional pages that will print with the document.

Block 3 of SF1012 (Prints the document name on block 3 of form SF1012.)

Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)

Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)

Block 1 of GS487 (Prints the document name on block 1 of form GS487.)

Default—Prints all the travel data in a comprehensive, easy-to-read format.  
Govt+Form—Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency.  
Govt—Prints the document on a pre-printed government form. Insert a government form into your printer and DTS "fills out" the form blocks.  
None—Cash Advance settings only. Turns off the printing of a cash advance.  
Summary—Prints the group authorization and one cash advance summary.  
Summary & Individual—Prints the group authorization, one cash advance summary, and a separate authorization and cash advance for each traveler in the group authorization.  
Note: You must choose a form type in the Cash Advance field for a cash advance to print for each traveler.

Figure 6-11: Form Defaults Screen

The screen shows the options from which the display and print formats may be selected. These options are available for authorizations, vouchers, and GAUTHs; attachments, or additional pages to print with the document. The below options are used to display and print authorizations and vouchers:

- *Default.* This form displays trip information in a plain text format. The default form provides more details than the Govt forms provide.
- *Govt + Form.* This form displays trip information in form DD1610 format. All appropriate fields are populated with information from the travel document.
- *Govt.* This form displays trip information in DD1610 format. Printing with this option requires a blank form DD1610 to be inserted into the printer.

The Attachments section of the screen provides options to select the format(s) to display and print. These are for the document history, accounting details, and the Privacy Act Statement. The Print Document Name section allows certain government forms to be printed with the document.

2. Scroll through the list of options and make all desired selections.
3. Select **Save Form Defaults**.

### 6.3.6 Rate Lookup

The Rate Lookup Menu provides rate information on per diem locations, mileage, M&IE distributions and country abbreviations. Mileage rates are listed for privately owned vehicle, airplane, and motorcycle.

Use the below steps to find per diem rates for TDY locations:

1. Select **Setup**.
2. Select **Rate Lookup**.

The Rate Lookup Menu screen opens (Figure 6-12).

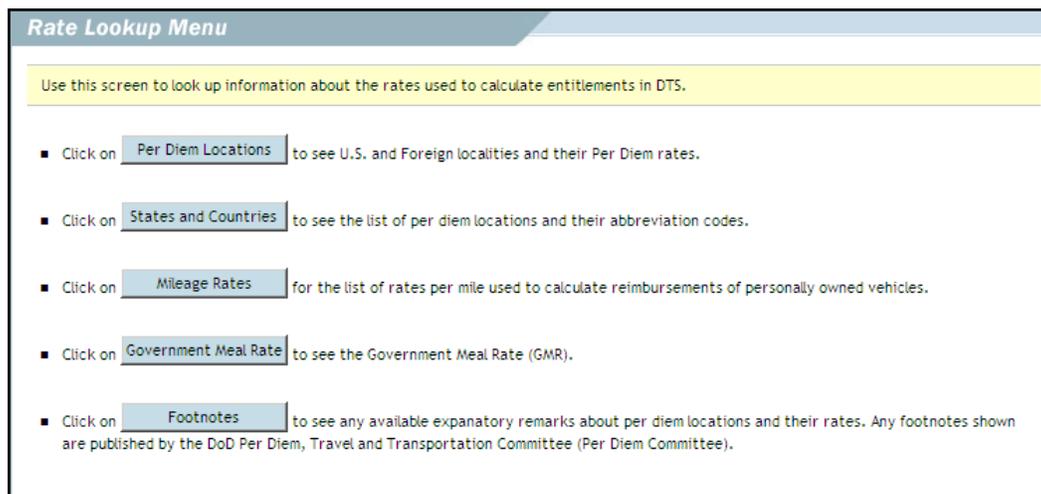


Figure 6-12: Rate Lookup Menu Screen

## Chapter 6: Route & Review for Temporary Duty

### 3. Select **Per Diem Locations**.

The Per Diem Rates screen opens (Figure 6-13).

The screenshot shows the 'Per Diem Rates' screen with the following sections:

- Per Diem Rates** (Title)
- Select one of the rate time period buttons to display only the current rates, all history of rates, or for a specific period of time for the selected location.** (Instruction)
- Search Criteria** (Section Header)
- Show:**  All Time Periods  Effective Now  Specific Period From: [ ] To: [ ] (mm/dd/yyyy) [ ] [ ]
- Either select United States (including US Territories), Foreign, or All radio button to filter the desired Select State/Country drop down list values. Then, after selecting the desired State/Country from the drop down list, select the Search button.** (Instruction)
- Show:**  United States (including US Territories)  Foreign  All State/Country: ALABAMA [ ] Search
- Or, enter a 5 digit Zip Code to return all Per Diem Localities within the county that the Zip Code is in. Then Select the Search button.** (Instruction)
- Show:** 5 Digit Zip Code: [ ] Search
- Or, Select a State from the dropdown list, then a County within that State to return all Per Diem Localities within that County. Then Select the Search button.** (Instruction)
- Show:** State: ALABAMA [ ] County: AUTAUGA [ ] Search

Figure 6-13: Per Diem Rates Screen

4. Select the **radio button** to specify All Time Periods, Effective Now, or Specific Period and the From and To fields.
  5. Select the **radio button** to specify United States, Foreign, or All.
  6. Select the **state or country** from the State/Country drop-down list.
  7. Select **Search**.
  8. Choose **Show Rates** for the appropriate location.
- OR
9. Enter the desired **zip code** in the 5 Digit Zip Code field.
  10. Select **Search**.
  11. Choose **Show Rates** for the appropriate location.

OR

12. Choose the **state** from the State drop-down list.
13. Choose the **county** from the County drop-down list.
14. Select **Search**.
15. Select **Show Rates** for the appropriate location.

The per diem rates for the location display.

## 6.4 Adjustments

The Adjustments screen can be used to view or edit documents that have not yet been approved. The document has been signed, and the next stamp in the routing sequence should be applied.

Use the below steps to view or edit the current document.

1. Select **Adjustments**.

A view-only pop-up window opens.

2. Select **OK** to view the document only.  
-OR-  
Clear the **Open Document VIEW-ONLY** box to adjust the document.
3. Select **OK**.

The Digital Signature Login window opens if the view-only box is not checked.

4. Complete the **PIN** field.
5. Select **OK**.

This places the ADJUSTED stamp on the document. The Preview screen of the traveler's document opens.

6. Modify the document as necessary, if the box was cleared.
7. Close or apply the digital signature to the document.

**Note:** If modifications have been made to the reservations module (air, lodging, rental car, or rail), the status stamp must be changed to SIGNED to route the document back to the CTO.

The User Welcome screen displays (Figure 6-1).

## 6.5 Route / Sign

The final step for the AO is approving the document. The Route / Sign module has four functions that should be used prior to stamping a travel document APPROVED. The areas are: Preview, Other Auths, Pre-Audits, and Digital Signature.

### 6.5.1 Preview Trip

The Preview Trip screen allows ROs and AOs to preview the below:

- Trip dates
- Locations
- Travel arrangements
- Expenses
- LOAs
- Advances and scheduled partial payments (SPPs).

The traveler may have entered local data in the Reference field to allow the tracking of trips by audit case number, Budget Category Codes, legal case number, war fighting missions, and other similar data. The information entered is captured in the Budget Transaction Report and Scheduler Status Reports to provide the information to DTAs.

Use the below steps to preview a document for a trip:

1. Select **Route/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 6-14). The Print Document button opens a text-only version of the document in a separate window.

Logged In As: CHRIS A CARSON	Document Name: ECCHICAGO0HAR050609_V01	Screen ID: 1064.1	<a href="#">Close Window</a>
Traveler Name: Eric T Carson	Document Type: Voucher	<a href="#">Help for this screen</a>	

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Document List   **Route/Sign**   Adjustments   Setup

RETURN TO LIST   Preview   Other Auths.   Pre-Audit   Digital Signature

[Print Document](#)

---

**Preview Trip**

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Substantiating Records](#)   [Document History](#)

---

**Reference Information**

Reference:

---

**Document Comments**

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

---

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD  
 Trip Purpose: INFORMATION MEETING  
 Trip Description:

---

**Overall Starting Point Time Zone: EST (06)**

Itinerary: Leave From: ARLINGTON, VA  
 Leave: 06-May-09

---

**Location 1 - CHICAGO-O'HARE IAP ARS,IL Time Zone: CST (07)**

Itinerary: Leave From: ARLINGTON, VA  
 TDY/TAD Location: CHICAGO-O'HARE IAP ARS,IL  
 Arrive: 06-May-09  
 Leave: 07-May-09

---

**Air Travel:**

Carrier:	United Airlines Inc. (UA)	Comments to the Travel Agent:	
Flight:	617	SEAT PREFERENCE:	17F
Fare:	\$115.60		
Airport Passenger facility charge included in ticket price.			
Depart:	DCA-Washington, DC (USA) (National Apt)		
	06-May-09 1230		
Arrive:	ORD-Chicago, IL (USA) (O'Hare Apt)		
	06-May-09 1336		
Method of Reimbursement:	GOVCC-Individual		
Confirmation:	123456		
Seat Preference:	17F		

---

<b>Air Travel:</b>	Carrier:	United Airlines Inc. (UA)	Comments to the Travel Agent:	
	Flight:	624	SEAT PREFERENCE:	17F
	Fare:	\$115.60		
Airport Passenger facility charge included in ticket price.				
	Depart:	ORD-Chicago, IL (USA) (O'Hare Apt)		
		06-May-09 1805		
	Arrive:	DCA-Washington, DC (USA) (National Apt)		
		06-May-09 2056		
	Method of Reimbursement:	GOVCC-Individual		
	Confirmation:	123456		
	Seat Preference:	17F		

---

**Rental Car:**

Company:	ALAMO	Comments to the Travel Agent:	
En Route:	No		
Cost:	\$47.35		

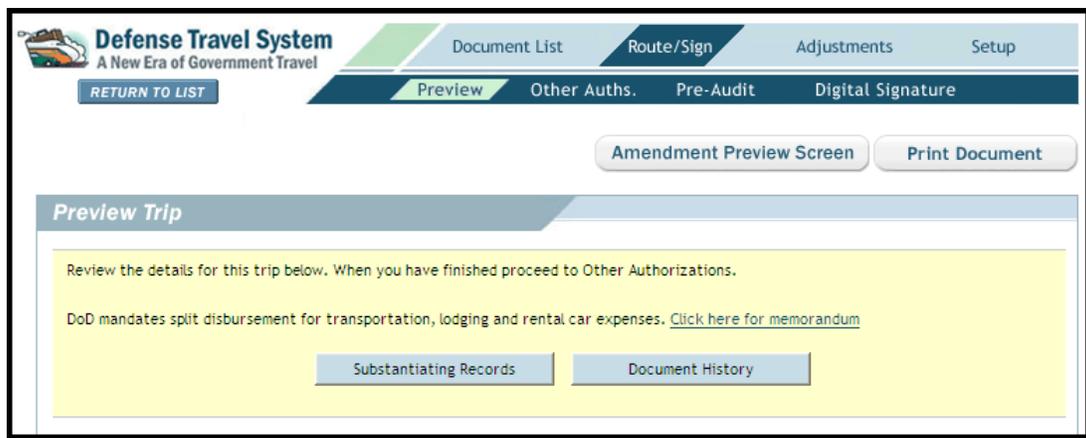
Figure 6-14: Preview Trip Screen

## Chapter 6: Route & Review for Temporary Duty

2. (Optional) Select **Substantiating Records** to view any receipts or other documents the traveler has attached to the document.
3. (Optional) Select **Document History** to see the history of the document, dates any changes were made, the name associated with each signature, and the status (stamp) that the document is currently awaiting.
4. (Optional) Select **View** next to the Accounting Code to see the details of the complete LOA.
5. Select **Proceed To Other Auths.**  
-OR-  
Select **Other Auths.** from the subnavigation bar.

### 6.5.1.1 Preview Amendment Details

In a case when the routing official is reviewing an amended document, DTS allows the RO to quickly identify the changes that were made to the last version of the document and the name of the person who made the changes. To use this feature, the Preview Trip screen for a document with an amendment displays an Amendment Preview Screen button near the top (Figure 6-15).



*Figure 6-15: Preview Trip Screen – Amendment Preview Screen Button*

Beginning on the Preview Trip screen, use the below steps to view the details of an amendment:

1. Select **Amendment Preview Screen.**

The Amendment Preview screen opens (Figure 6-16). Details of the changes that were made since the last approval of the document are displayed along with the name who made the changes.

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**Amendment Preview**

[Return to Preview Trip](#)

**Other Trip Information**

Level	Name	Trip Type	Trip Purpose
Approved	HELEN D CARSON	AA-ROUTINE TDY/TAD	CONFERENCE ATTENDANCE
Current	Eric T Carson	AA-ROUTINE TDY/TAD	CONFERENCE ATTENDANCE

**Overall Starting Point** Time Zone: EST (06)

**Itinerary:**

Level	Name	Leave From	Leave
Approved	HELEN D CARSON	RES: STAFFORD,VA	13-Oct-08
Current	Eric T Carson	RES: STAFFORD,VA	13-Oct-08

**Location 1 - SAN DIEGO,CA** Time Zone: PST (09)

**Itinerary:**

Level	Name	Leave From	TDY/TAD Location	Arrive	Leave
Approved	HELEN D CARSON	RES: STAFFORD,VA	SAN DIEGO,CA	13-Oct-08	17-Oct-08
Current	Eric T Carson	RES: STAFFORD,VA	SAN DIEGO,CA	13-Oct-08	17-Oct-08

Figure 6-16: Amendment Preview Screen

- View the modified trip details.

**Important:** Make sure that there was no change to the trip type on the amendment. The document will fail the audit process if the trip type was changed.

- Select **Return to Preview Trip**.

The Preview Trip screen opens.

### 6.5.2 Other Auths.

Other authorizations are additional authorizations that are selected by the traveler or triggered by DTS based on the trip details. These other authorizations display and print remarks on travel documents. A traveler might select a duty condition, expense item, or anything needing additional approval. If so, DTS will automatically flag it as an Other Authorization.

**Note:** Only text typed in the **Remarks** field is printed on the travel document.

Use the below steps to review other authorizations (Figure 6-17):

## Chapter 6: Route & Review for Temporary Duty

To review the other authorizations, select **Other Auths.** on the subnavigation bar (Figure 6-17).

	Other Authorization	Remarks
1	MANUALLY ENTERED EXPENSE (\$)	Reimbursement claimed for manually entered expense(s): Internet fee. Authorizing Official has specifically

Figure 6-17: Other Authorizations Screen

1. Review the **Remarks**.
2. Select **Save And Proceed to Pre-Audits**.  
-OR-  
Select **Pre-Audit** from the subnavigation bar.

### 6.5.3 Pre-Audit Trip

The Pre-Audit Trip screen displays all items that were flagged and justified in the document (Figure 6-18). The displayed items have been flagged because items have exceeded threshold standards or duty conditions that exist in the travel document.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. **Pre-Audit** Digital Signature

**Pre-Audit Trip**

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

**2 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">&lt;Help&gt;</a>
	→ FISCAL YEAR ALLOCATION	→ This travel document covers Fiscal year 09, but there is a Line Of Accounting specified for a different Fiscal Year 08.	APPROVAL GRANTED DUE TO SOURCE OF FUNDS

**The following are provided for advisory purposes only**

2.	Advisory	Advisory Description <a href="#">&lt;Help&gt;</a>
	→ PERSONAL INFO HAS CHANGED	→ PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- CHARGE CARD

Save And Proceed To Digital Signature

Figure 6-18: Pre-Audit Trip Screen

**Note:** The Help link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-11, for a description of all flagged items.

Use the below steps to pre-audit a document:

1. Review the flagged items.
2. Review all information prior to approval and obligation of funds.
3. Select **Save and Proceed to Digital Signature**.  
-OR-  
Select **Digital Signature** from the subnavigation bar.

**Note:** A traveler may have selected a non-GSA city pair flight. If so, the traveler must select Reason Codes on the Pre-Audit screen to justify the selection. The AO may see the reason codes entered by

## Chapter 6: Route & Review for Temporary Duty

selecting **Adjustments** (edit mode) on the navigation bar. Then, select **Pre-Audit** in the subnavigation bar.

**Note:** The Help for this screen link on the Pre-Audit Trip screen opens a table of pre-audit codes used in the Reason Flagged column. It includes a description of why this item was flagged.

See the *DTS Document Processing Manual*, Chapter 2 for information on the **Click here for memorandum** link.

### 6.5.4 Digital Signature

The Digital Signature screen is one of the last screens that the RO sees during the review process (Figure 6-19). When a document follows a routing list, it displays in the Route & Review screen of designated ROs with a default status stamp. Review all document information prior to approval and obligation of funds. The routing list for this document may be viewed on the Digital Signature screen, but it can only be changed when the SIGNED or T-ENTERED stamp is selected.

The screenshot shows the 'Digital Signature' screen in the Defense Travel System. The header includes the system name and navigation tabs: Document List, Route/Sign, Adjustments, and Setup. A sub-navigation bar contains Preview, Other Auths., Pre-Audit, and Digital Signature. The main content area has a yellow instruction bar: 'Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.' Below this is the 'Document Action' section with a dropdown menu set to 'APPROVED'. The 'Routing List' dropdown is set to 'TRAINING - MM'. There is an 'Additional Remarks' text area and a 'Submit Completed Document' button. A warning message on the right states: 'The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AD.' At the bottom, there is a 'Proceed to the following page:' dropdown set to 'Preview' and a 'Continue' button.

Figure 6-19: Digital Signature Screen

Use the below steps to stamp the document.

1. Confirm that the appropriate stamp is available in the **\*Submit this document as** drop-down list.

Routing lists provide direction for all documents. Only individuals in the routing list can apply stamps. (The exception is with delegation of signature authority.) The Digital Signature screen provides a drop-

down list of the stamps that can be applied to a document at the current routing list level for the document.

DTS prevents the document from routing to the next level in the routing list until the designated individual has applied the stamp corresponding to the current routing level.

If the stamp assigned to the RO is AUTHORIZED, CERTIFIED, or REVIEWED, then the below stamps display in the Digital Signature screen drop-down list:

- AUTHORIZED
- CERTIFIED
- REVIEWED
- 3<sup>RD</sup> PARTY REVIEWED (if RO is inserted into the routing list for Import/Export [I/E])
- TO REVIEWED FORN TVL (for travel document with outside the continental United States [OCONUS] destination only)
- TO REVIEWED GP AUTH (for group authorization [GAUTH] only)
- REVIEWED GROUP AUTH (for GAUTH only)
- CANCELLED (authorization only)
- RETURNED.

If the stamp assigned to the RO is APPROVED, then the below stamps display in the Digital Signature screen drop-down list:

- APPROVED
- AUTHORIZED
- CERTIFIED
- REVIEWED
- 3<sup>RD</sup> PARTY REVIEWED (if reviewer is inserted into document routing list for I/E)
- TO REVIEWED FORN TVL (for travel document with OCONUS destination only)
- TO REVIEWED GP AUTH (for GAUTH only)
- REVIEWED GROUP AUTH (for GAUTH only)
- CANCELLED (authorization only)
- RETURNED.

**Adjustment or an Amendment to Reservations:** Anytime new reservations are selected or requested after the CTO BOOKED stamp is applied to the document, permission level 2 users will only have the following stamps available: SIGNED, RETURN, CANCEL. The APPROVED stamp only becomes available once the traveler stamps SIGNED and CTO BOOKED has been applied to the changed reservations. This is to ensure that new or changed reservations are processed before the AO stamps the document APPROVED.

If the document contains a CTO fee or a submitted advance or SPP, the CANCELLED stamp will not be available in the drop-down list on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the traveler must amend the authorization to remove all expenses *except* for the below:

- CTO fee
- Submitted advances or SPPs
- Other unavoidable expenses.

## Chapter 6: Route & Review for Temporary Duty

If an authorized individual selects a stamp (other than SIGNED, RETURNED, T-ENTERED, or CANCELLED) that is different from the default stamp defined by the routing list and indicated by the Awaiting Status level. DTS will display the below message that routing cannot continue:

“You are attempting to apply a status stamp that is out-of-sequence from the status stamp expected for the current routing list level. The document will not continue to route until the status stamp indicated by the Awaiting Status indicator has been applied by a routing official corresponding with the routing list level or an authorized user with approval override permission. Would you like to proceed with this document stamping action?”

The routing official may elect to continue with the selection of the out-of-sequence stamp. If this occurs, DTS applies the selected stamp to the document’s history. This allows a routing official to add remarks corresponding with the stamp.

If a non-ATM advance is requested, the payment can be expedited by placing a check in the **Allow advances to be paid to the traveler immediately** box. Funds will be disbursed within 72 hours of approval.

**Note:** The **View Results of Approval Action** link can be selected to view audit results for the document, to include hard audit checks (e.g., on screen messages to the AO), funding validation, Tickets are Waiting (TAW) date application, and electronic payment (EP) process audits. For approval scenarios that do not have EP or hard audit failures, DTS will capture other events within the approval process. When the APPROVED stamp is not available, this link is named View Reasons for Audit Failures.

### 2. Select **Submit Completed Document**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

**Note:** When the AO approves a document that is funded by a Foreign Military Sales (FMS) LOA, a notification displays. It indicates a possible delay in reimbursement to the traveler.

The Stamp Process screen opens (Figure 6-20).

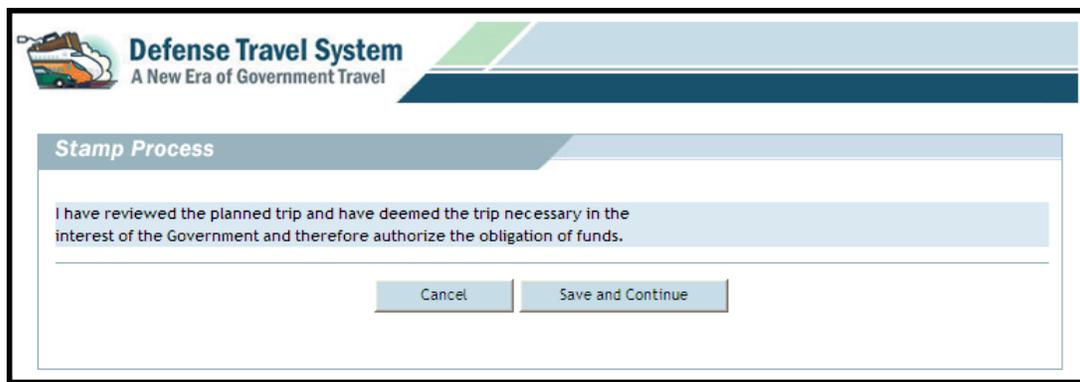


Figure 6-20: Stamp Process Screen

3. Read the Stamp Process screen.
4. Choose **Save and Continue**.  
-OR-  
Choose **Cancel** to further review the document.

The Fund Authorization screen opens (Figure 6-21). This screen displays the document name and budget item from which funds are obligated in DTS. It also displays the amount of the obligation and balance of the budget item after the obligation.

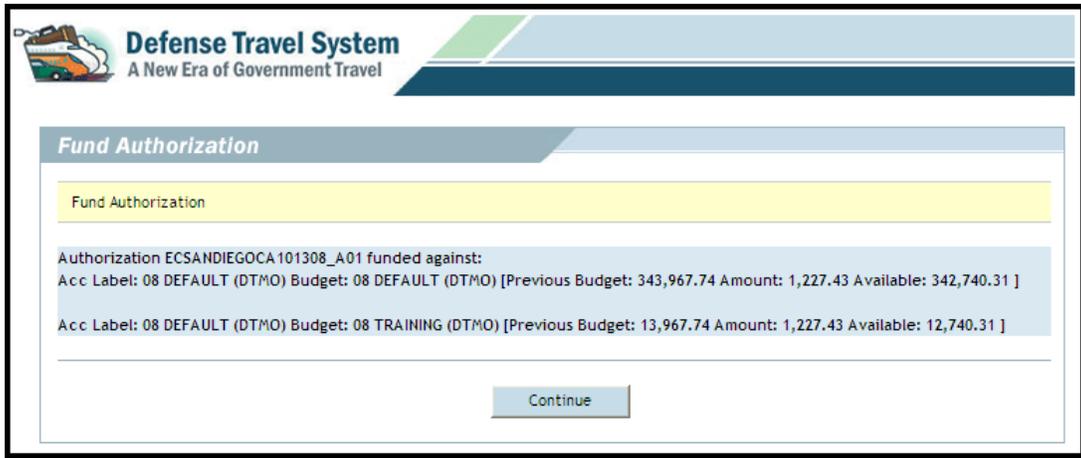


Figure 6-21: Fund Authorization Screen

5. Review funding information for the selected trip.
6. Select **Continue**.

The Stamping Result screen opens (Figure 6-22).

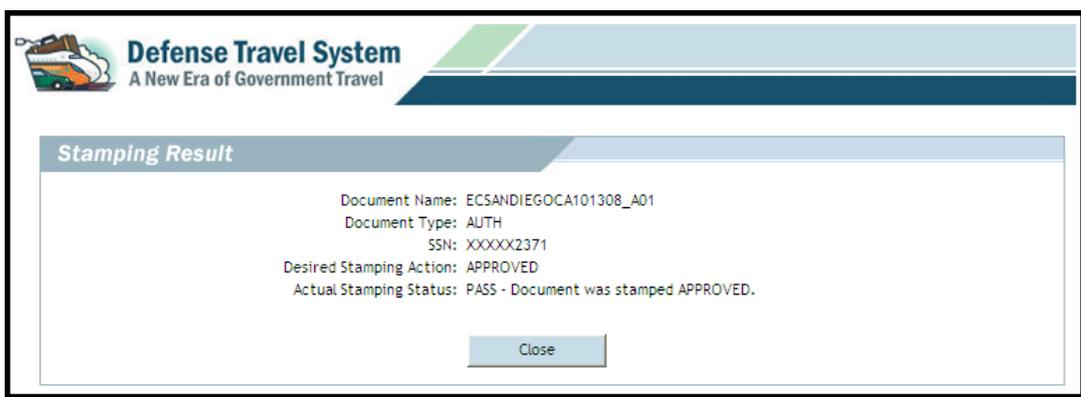


Figure 6-22: Stamping Result Screen

7. Review the stamping result information.

8. Select **Close**.

Once a document has been stamped, it no longer displays on the Documents in Routing screen. After the AO has applied the APPROVED stamp, the traveler receives an e-mail notification of the approval.

There could be insufficient funds in the budget for the specified LOA or there could be a mismatch between the elements in the LOA and the budget item. If so, the approval process will stop. An Unbudgeted message will display when an attempt is made to stamp the document APPROVED. The FDTA must be contacted to have funds added to the budget, or have the LOA elements corrected. After the budget is funded or the LOA is corrected, the document may be approved.

In the event of an unbudgeted item, DTS will display the current amount available in the budget item. It will also display the current total expenses for the document, and the amount needed to fund the trip (Figure 6-23).

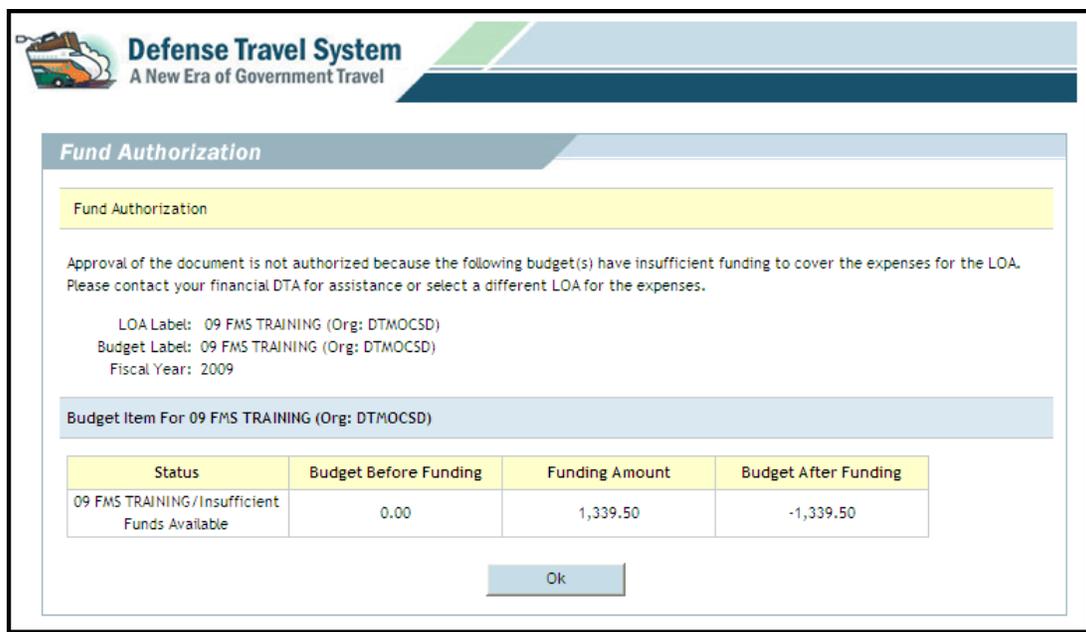


Figure 6-23: Fund Authorization Screen

9. Select **OK** to acknowledge the over-budget and unbudgeted items.

Make sure that funds are added to the selected budget item. If this does not happen, use an alternate source of funding to approve the travel.

### 6.5.5 Self-Approving Official

After a traveler stamps an authorization SIGNED, DTS routes it to the CTO (if the traveler is connected). The CTO makes the appropriate reservations then DTS routes the authorization to the next individual on the routing list. Finally, it is routed to the traveler for approval.

Travelers who have been designated as a Self-Approving Official (Self-AO) can approve their own authorizations. The exception is if an authorization has a non-ATM advance or a SPP. Self-AOs cannot approve their own vouchers. See *DTA Manual*, Chapter 5 for details how an individual is designated a Self-AO.

Beginning on the DTS User Welcome screen, Self-AOs use the below steps to approve their own authorizations:

1. Select the **Click Here** link in the Documents Awaiting Your Approval box.
2. Select **review** to the left of the name of the authorization to be approved.

The Preview Trip screen opens.

3. Review the trip information.
4. Select **Save and Proceed to Pre-Audit**.

The Pre-audit Trip screen opens.

5. Select **Proceed to Digital Signature**.

The Digital Signature screen opens.

6. Select the **Submit this document as** drop-down list arrow and select **APPROVED**.
7. Select **Submit Completed Document**.

The **Choose Signing Certificate** screen will open if more than one certificate is available. Choose the correct certificate and select **OK**.

The Stamp Process screen opens.

8. Select **Save and Continue**.

The Fund Authorization screen opens.

9. Review funding information for the selected trip.
10. Select **Continue**.

The Stamping Result screen opens.

11. Review the stamping result information.
12. Select **Close**.

Once a document has been stamped APPROVED, it no longer displays on the Documents in Routing screen. The traveler receives an e-mail notification of the approval.

### 6.5.6 Approve a Voucher That Has a Balance Due U.S.

A voucher may indicate that the traveler owes a balance to the government. If an attempt is made to stamp the voucher APPROVED, an on-screen notification will be received stating that approving the voucher will officially incur the debt for the traveler (Figure 6-24). When such a voucher is approved, it establishes the due U.S. amount as an official debt.

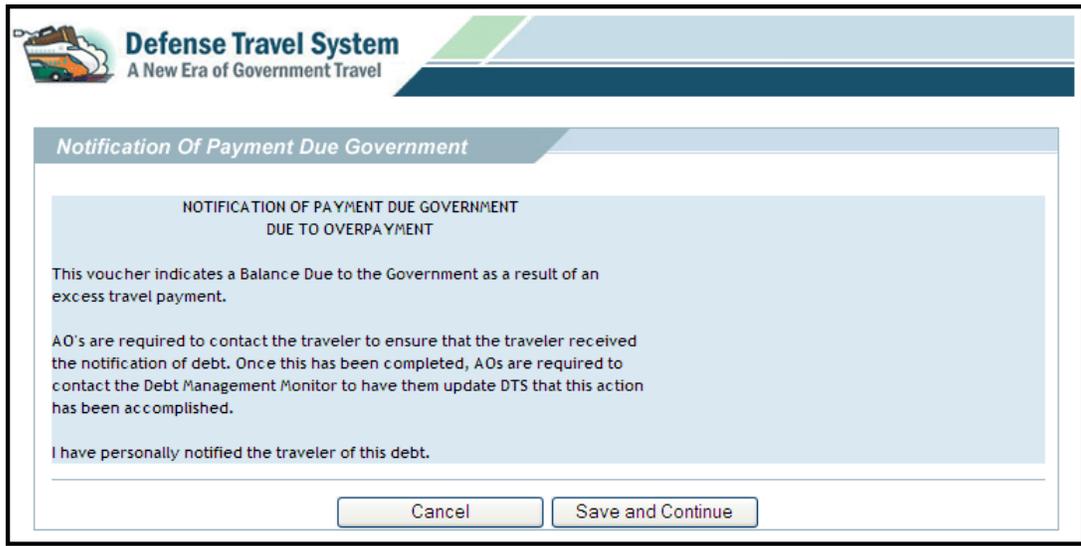


Figure 6-24: Notification of Payment Due Government Screen

Beginning on the Notification of Payment Due Government screen, the AO must select **Save and Continue** to proceed with approving a voucher with a balance due U.S. The AO now assumes responsibility to ensure that the traveler has been informed of the debt. Upon approval of a voucher that contains a due U.S. condition, DTS will submit the appropriate XML transactions to adjust obligations (if necessary) and transmit a settlement voucher with no pay due to the traveler to the disbursing system. After a time delay of 96 hours, DTS then generates an e-mail to the traveler, AO, and DMM to advise them of the debt (Figure 6-25).

TO: [Traveler@organization.org.mil](mailto:Traveler@organization.org.mil)  
Cc: [AO@organization.org.mil](mailto:AO@organization.org.mil); [DMMS@organization.org.mil](mailto:DMMS@organization.org.mil); [DLT-DTS@dfas.mil](mailto:DLT-DTS@dfas.mil); [dtsdebtltr@dfas.mil](mailto:dtsdebtltr@dfas.mil)  
FROM: [DefenseTravelSystem@dtslabext01.defensetravel.cod.mil](mailto:DefenseTravelSystem@dtslabext01.defensetravel.cod.mil)  
DATE: MM/DD/YYYY  
SUBJECT: DTS Due U.S. Notification

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: ~TravelerName  
SSN(of Traveler): ~SSN  
Name of Travel Document: ~DocumentName  
Travel Authorization Number: ~TANUM  
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID:  
~LOA / \$~Amount / ~TransactionID  
Organization: ~Organization  
Voucher Approval Date: ~ApprovalDate  
Total Amount Due Government: \$~Amount

You have 30 days from the date of this notification to make payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll collection.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSN 3801, and send your payment, along with a copy of this email, to:

Disbursing Operations Directorate  
3801 DTS Remittance  
P.O.Box 26670  
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored \_\_\_\_\_. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact DFAS via email, [checkremittanceinquiry@dfas.mil](mailto:checkremittanceinquiry@dfas.mil).

For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link:  
<http://www.defensetravel.oed.mil>.

Please do not respond to this email.

Figure 6-25: E-mail Notice to Traveler of Official Debt to the Government

Refer to the *DTS Document Processing Manual*, Chapter 8 for information on Debt Management.

### 6.5.7 Approve a Permissive Travel Document

AOs may follow the steps described in Section 6.5.1 through 6.5.4 to approve documents with a C-Permissive trip type. AOs should be aware of the below variations that are specific to permissive travel documents:

- Per diem or other reimbursement is not authorized for permissive travel. The Accounting Summary and Document Totals section on the Preview Trip screen should display zero dollar amounts (Figure 6-26).

Accounting Summary			
<b>Actual/Estimate</b>		<b>Allowed</b>	
<b>Accounting Code:</b>	00 PERMTRAVEL <a href="#">Edit</a>	<b>Accounting Code:</b>	00 PERMTRAVEL <a href="#">Edit</a>
LODGING:	\$0.00	LODGING:	\$0.00
M&IE:	\$0.00	M&IE:	\$0.00
<b>00 PERMTRAVEL Sub Total:</b>	\$0.00	<b>00 PERMTRAVEL Sub Total:</b>	\$0.00
<b>Calculated Trip Cost:</b>	\$0.00	<b>Calculated Trip Cost:</b>	\$0.00
Document Totals			
<b>Actual/Estimate</b>		<b>Baseline Trip</b>	
LODGING:	\$0.00	LODGING:	\$0.00
M&IE:	\$0.00	M&IE:	\$0.00
<b>Calculated Trip Cost:</b>	\$0.00	<b>Calculated Trip Cost:</b>	\$0.00

Figure 6-26: Preview Trip Screen - Accounting Summary and Document Totals

- An Other Authorization for Non-Govt Funded Permissive TDY will display on the Other Auths. screen (Figure 6-27).

Figure 6-27: Permissive Travel Other Authorizations Screen

- LOAs are not allowed for permissive travel. The Fund Authorization screen will display a Funding Bypassed message (Figure 6-28).

Figure 6-28: Permissive Travel Fund Authorization Screen

## 6.6 Route & Review of a Group Authorization (GAUTH)

The Route & Review process for a group authorization (GAUTH) is similar to a standard authorization. The approval process for a GAUTH of fewer than 10 travelers differs slightly from a GAUTH for 10 or more travelers.

The below steps explain the approval process for a GAUTH with fewer than 10 travelers.

1. The AO applies the APPROVED stamp.
2. The AO may try to assign the APPROVED stamp to a GAUTH that does not have all travelers identified, or expenses not distributed, or LOA not assigned. If so, the AO will receive a message stating that the document is not complete.
3. The GAUTH is routed back to the primary traveler or clerk.
4. The primary traveler or clerk corrects the document.
5. The primary traveler or clerk signs the document to restart routing.
6. The AO applies APPROVED stamp.

The GAUTH is now view-only. The view-only function divides the GAUTH into authorizations for each traveler in the group. Each traveler can access their individual authorization.

The below steps explain the approval process for a GAUTH with 10 or more travelers.

1. The Transportation Officer (TO) applies the REVIEWED GROUP AUTHORIZATION stamp.
2. The AO may try to assign the APPROVED stamp to a GAUTH that does not have all travelers identified, or expenses not distributed, or LOA not assigned. If so, the AO will receive a message stating that the document is not complete.
3. The GAUTH is routed back to the primary traveler or clerk.
4. The primary traveler or clerk corrects the document.
5. The primary traveler or clerk signs the document to restart routing.
6. The AO applies APPROVED stamp.

The GAUTH is now view-only. The view-only function divides the GAUTH into individual authorizations for each traveler in the group. Each traveler can access the respective individual authorization.

### 6.6.1 Release a Traveler from a GAUTH

Before approval by the AO, the primary traveler or AO may remove a traveler from a GAUTH. This is accomplished by going to the Group Travel Selection screen and selecting the **remove** link to the right of the traveler (Figure 6-29).

The screenshot shows the 'Group Travel Selection' interface. On the left, under 'Group Travel Selection', there is a text box explaining that the list shows available travelers with columns for GOVCC (Y/N) and EFT (C/S). Below this is a search section with a 'View all available travelers' link, a search by 'Last Name' option, a text input for 'Last Name', and a 'Search' button. There is also a 'Travel Team: No Travel Teams Defined' message. Below the search is the 'Available Travelers List' table.

Select	Name	SSN	GOVCC	EFT
<input type="checkbox"/>	Carson, Eric T	XXXXX2361	Y	C
<input type="checkbox"/>	Carson, Joe	XXXXX4105	Y	S
<input type="checkbox"/>	Carson, Paul	XXXXX4107	Y	C
<input type="checkbox"/>	Carson, Terry	XXXXX4108	N	C
<input type="checkbox"/>	GAFS, BETTY	XXXXX6421	Y	C
<input type="checkbox"/>	GAFS, CRIS	XXXXX6421	N	C

Navigation links: << First < Prev Next > Last >>

Buttons: Save Selected Travelers to Group

On the right, under 'Selected Travelers', there is a text box explaining the routing list and total traveler count. Below this are fields for 'Routing List' (set to TRAINING), 'Total Traveler(s)' (3), 'Undefined Traveler(s)' (0), and 'Travel Team'. Below these is a table of selected travelers.

Name	SSN	GOVCC	EFT	Primary	
Carson, Grace	XXXXX4104	Y	C	*****	
Carson, Chris A	XXXXX2346	N	C	<input type="radio"/>	<a href="#">Remove</a>
Carson, Kim	XXXXX4106	N	S	<input type="radio"/>	<a href="#">Remove</a>

Buttons: Save Travel Team, Proceed to Trip Overview

Figure 6-29: Group Travel Selection Screen

After approval by the AO, a traveler must be released from the GAUTH. Once the traveler’s IAUTH is released, DTS disassociates the traveler from the GAUTH and the IAUTH is automatically unlocked. The IAUTH is no longer updated by amendments made to the GAUTH and obligations are no longer submitted. The traveler has the ability to amend, voucher, or cancel the IAUTH as needed.

Beginning on the Group Authorizations/Orders screen, the AO may use the below steps to release a traveler from the GAUTH.

1. From the AO welcome screen select **Official Travel – Others**.

## Chapter 6: Route & Review for Temporary Duty

The AO must be able to access the primary traveler's Group Authorizations/ Travel Orders screen via Official Travel – Others.

### 2. Select **Group Authorizations / Orders**.

The Traveler Lookup screen opens (Figure 6-30).

Name	SSN	Select
CARSON, CHRIS	XXXXX2346	<a href="#">select</a>
CARSON, ERIC	XXXXX2363	<a href="#">select</a>
Carson, Eric	XXXXX2371	<a href="#">select</a>
CARSON, HARVEY	XXXXX0225	<a href="#">select</a>
Carson, Kim	XXXXX2370	<a href="#">select</a>
CARSON-A, CHRIS	XXXXX6543	<a href="#">select</a>

Figure 6-30: Traveler Lookup Screen

3. Enter the **SSN** or **Last name** of the Primary Traveler or TANUM of the GAUTH.
4. Choose **select** next to the name of the traveler.

The primary traveler's Group Authorization/Travel Orders screen opens (Figure 6-31).

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

View Authorizations / Orders   View Vouchers   View Local Vouchers

**Group Authorizations / Travel Orders**

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

> [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
GCDULUTHMN092908_G01	09/29/08	SIGNED		> <a href="#">view/edit</a>	> <a href="#">print</a>		
<u>GCCHICAGOIL091108_G01</u>	09/11/08	PAY PROCESS IGNORE	ONWOKM	> <a href="#">view</a>	> <a href="#">print</a>		

Figure 6-31: Group Authorizations / Travel Orders Screen

5. Select the **GAUTH name** link from which the traveler needs to be released.

The Group Authorizations / Group Traveler List screen opens (Figure 6-32).

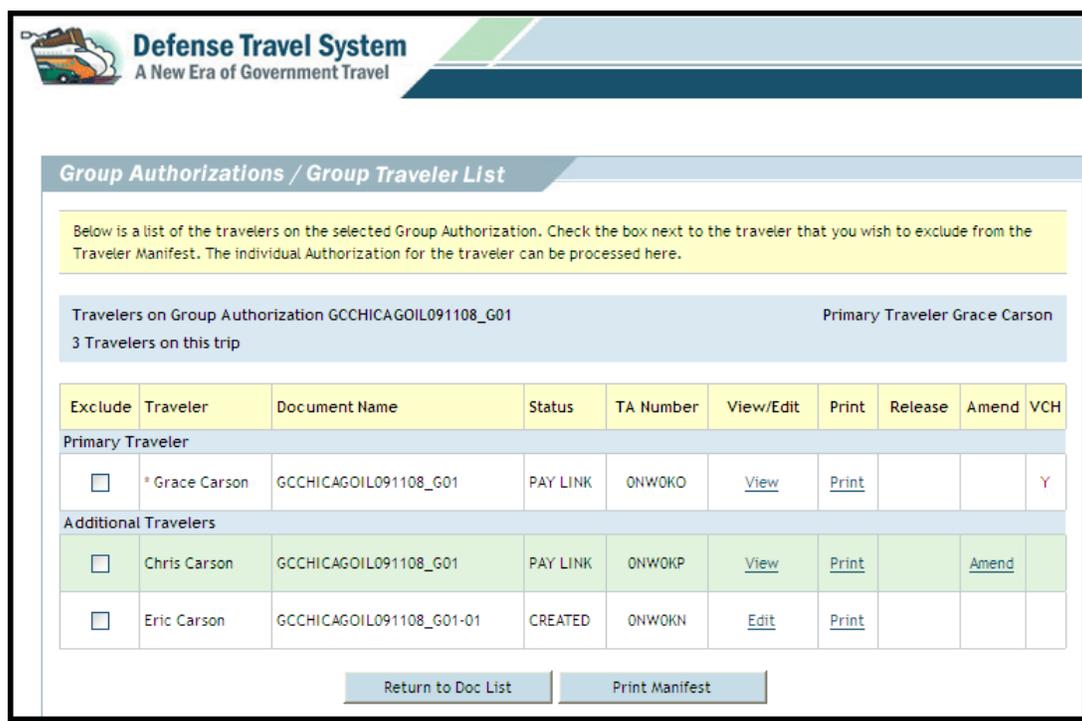


Figure 6-32: Group Authorizations / Group Traveler List

6. Select **Release** in the Release column to the right of the traveler’s name.

Once the IAUTH is released, the Release link in the Release column displays as the word Released with no link.

The traveler will be notified via e-mail that their authorization has been released from the GAUTH. They will also be notified that an IAUTH associated with their name is in the system. The e-mail states that if changes must be made, the traveler will need to amend the IAUTH.

### 6.6.2 Cancelling a GAUTH

The AO may cancel a GAUTH while it is still unlocked (i.e., each IAUTH is still view-only). The CANCELLED stamp that is applied to the unlocked GAUTH updates each of the IAUTHs. DTS informs each traveler via e-mail that the authorization has been cancelled. **Note:** If expenses have been incurred for any of the IAUTHs, the IAUTH will have to be approved for the traveler to claim reimbursement. This can be accomplished by releasing the traveler.

If the GAUTH must be cancelled after it has been locked (no longer amendable), each of the traveler’s IAUTHs will have to be cancelled by the traveler.

The procedures to cancel a GAUTH or IAUTH are the same as the process for canceling an authorization. Instructions for the AO can be found in the *DTS Document Processing Manual*, Chapter 10.

If the document contains a CTO fee, the CANCELLED stamp will not display in the drop-down list on the Digital Signature screen. Instructions will display at the bottom of the screen stating that the user must amend the authorization to remove all expenses *except* for the below:

- CTO fee
- Submitted advances or SPPs
- Other unavoidable expenses.

## 6.7 Foreign Military Sales

The government uses the term *Foreign Military Sales (FMS)* as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix *FMS* in the LOA label.

An authorization that uses an FMS LOA(s) will be handled in the same way in DTS as any other authorization, with the below exceptions:

- A DTS pop-up screen alerts the traveler about payment delay due to processing associated with the use of FMS funds.
- The traveler will receive an e-mail notification about payment delay due to processing associated with the use of FMS funds.
- A DTS pop-up screen alerts the AO about payment delay due to processing associated with the use of FMS funds.
- The Defense Financial Accounting Service (DFAS) will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

During the approval process, pop-up screen messages may display. These messages inform the AO of a possible delay in reimbursement for a document containing an FMS LOA.

Use the below steps to approve a document:

1. Select **Route/Sign** from the navigation bar.
2. Select **Digital Signature** from the subnavigation bar.

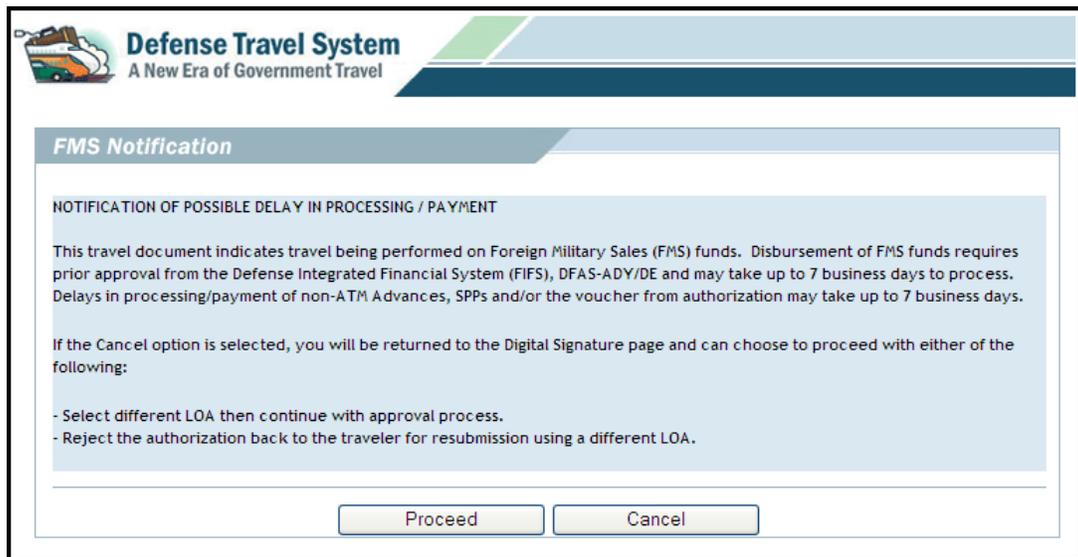
The Digital Signature screen opens (Figure 6-19).

The routing list may be viewed for this document on the Digital Signature screen, but it can only be changed when the SIGNED or T-ENTERED stamp is selected.

3. Select the **Submit this document as** drop-down list arrow and choose **APPROVED**.

## Chapter 6: Route & Review for Temporary Duty

The FMS Notification screen opens (Figure 6-33). This screen displays a message informing the AO that the disbursement may be delayed. This is due to processes involved in the approval and use of FMS funds.



The screenshot shows the Defense Travel System interface. At the top left is the logo with the text "Defense Travel System" and "A New Era of Government Travel". Below this is a header "FMS Notification". The main content area contains the following text:

**NOTIFICATION OF POSSIBLE DELAY IN PROCESSING / PAYMENT**

This travel document indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and may take up to 7 business days to process. Delays in processing/payment of non-ATM Advances, SPPs and/or the voucher from authorization may take up to 7 business days.

If the Cancel option is selected, you will be returned to the Digital Signature page and can choose to proceed with either of the following:

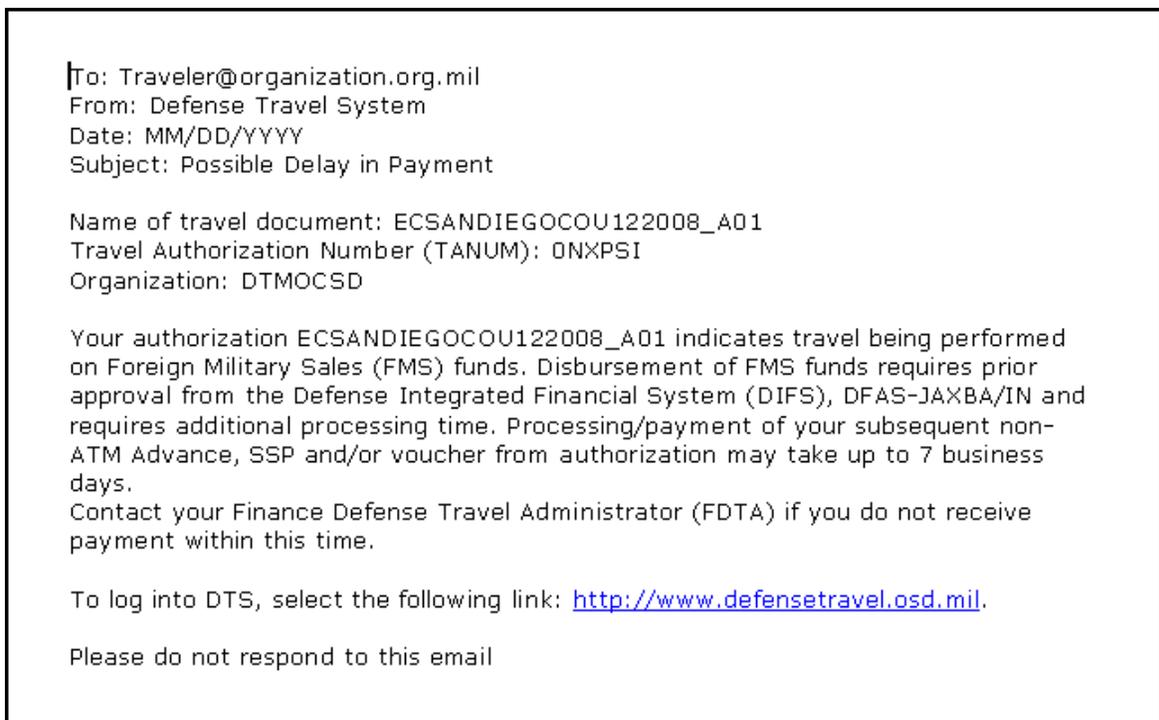
- Select different LOA then continue with approval process.
- Reject the authorization back to the traveler for resubmission using a different LOA.

At the bottom of the notification box are two buttons: "Proceed" and "Cancel".

Figure 6-33: FMS Notification

### 4. Select **Proceed**.

DTS will send an e-mail to the traveler. This notifies the traveler that reimbursement may be delayed. This is due to processes involved in the approval and use of FMS funds (Figure 6-34).



The screenshot shows an email notification with the following content:

To: Traveler@organization.org.mil  
From: Defense Travel System  
Date: MM/DD/YYYY  
Subject: Possible Delay in Payment

Name of travel document: ECSANDIEGOCOU122008\_A01  
Travel Authorization Number (TANUM): ONXPSI  
Organization: DTMOCS

Your authorization ECSANDIEGOCOU122008\_A01 indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-JAXB/IN and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SSP and/or voucher from authorization may take up to 7 business days.

Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

To log into DTS, select the following link: <http://www.defensetravel.osd.mil>.

Please do not respond to this email

Figure 6-34: Possible Delay in Payment E-mail (Approved Authorization)

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