APPENDIX F: IMPORT / EXPORT TOOL

Appendix F is intended for use only by partner system travelers, non-DTS Entry Agents (NDEAs), and administrators.

Some agencies and organizations (orgs) within the Department of Defense (DoD) use systems other than DTS to create travel orders. These systems are called partner systems. They are not compatible with DTS. DTS features a tool that partner systems users can access to enable the two systems to read each other's documents. This tool is called the Import/Export Tool. It acts as an adapter between the two incompatible systems. A traveler who has orders created in a partner system, but wants to use DTS, will use the Import/ Export tool.

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F.1 DTS and Partner System Roles

The following Import/Export Tool user roles are described in this section:

- Partner System Traveler
- Partner System / Subsystem System Administrator (Partner System SA)
- DTS System Administrator (DTS SA)

F.1.1 Partner System Travelers

These are travelers whose orders are created by the partner system. The partner system provides the traveler with an incomplete authorization or "shell." The traveler uses DTS to perform the following, as described in the *DTS Document Processing Manual*:

- Self-register (Required for all first-time DTS users)
- Complete the authorization
- Create and complete the voucher from authorization (voucher)

Travelers should check with the partner system SA to confirm any additional responsibilities.

F.1.2 Partner System / Subsystem Administrator

The partner system / subsystem SA is an assigned role. This individual or group of individuals maintain data and allow partner systems to interface with DTS. The partner system / subsystem SA performs the following:

- Edits partner systems and adds subsystems (lower-level organizations of the partner system)
- Creates and maintains respective organizational routing lists (imported routing lists)
- Adds and edits routing officials (ROs) (dynamic routing lists)
- Sends (exports) trip files to DTS to create authorization shells and modifications
- Views file statuses (import and export files)
- Views Summaries

Note: The partner system / subsystem SA may be assigned as the administrator to a single partner system code.

F.1.3 DTS System Administrator

The DTS System Administrator is a permission level based role (permission level 8). This individual or group of individuals maintain data and allow partner systems to interface with DTS. The DTS SA performs the following:

- Assigns partner system permissions and functions
- Creates, edits, and deletes existing partner systems
- Adds subsystems to existing partner systems
- Adds and manages user profiles in existing partner systems

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F.2 Partner System Process Overview

Table F-1 describes the Partner System Process.

Table F-1: Partner System Process Overview

PARTNER SYSTEM PROCESS OVERVIEW			
STEP	SYSTEM OR USER	ACTION	PRODUCT
1	Partner System SAs and DTS SAs	Activate account in DTS. The DTS SA enables some of the preferences and the partner system SA enables others. When activated, the account can exchange data with DTS.	Activated Partner System Account
2	Partner System	Sends incomplete travel information to DTS.	Authorization Shell. Generally has only the departure location, destination, and travel dates.
3	Partner System	Inserts dynamic routing list elements into routing list or uses imported routing list, if needed. (Section F.3.3)	Routing list
4	Traveler* (new user with no DTS profile)	Logs in to DTS and self-registers. **Skip to Step 6 if the traveler has a profile in DTS*.	Traveler Personal Profile. Note: If Bypass DTA Approval is selected, the designated org automatically receives the traveler.
5	DTS	Notifies ODTA that a traveler has been assigned to the organization.	E-mail notice of New Traveler Assign-ment.
		Instructs traveler to access DTS and complete the authorization	E-mail notice of Authority to Travel.
6	Traveler (has a DTS profile)	Logs on to DTS. Accesses authorization shell, completes missing information, and applies the SIGNED stamp to the authorization.	Signed authorization.

The authorization then advances along the designated routing list.

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F.3 Partner System / Subsystem SA Setup

The following subsections describe how to set up a partner system in DTS.

F.3.1 Edit Partner Preferences

Partner system SAs submit their preferences for Import/Export Tool functionality to the DTS SA. The DTS administrator then creates the partner system's account and selects the initial settings (Figure F-4). This account information is essential for the travelers' authorization shells. The partner system and sub-system SAs can edit the account information and settings.

Beginning on the DTS User Welcome screen (Figure F-1), the partner system SA can edit account preferences using the following steps:

1. Mouse over **Administrative** from the navigation bar.
2. Select **Partner System Setup** from the drop-down list.

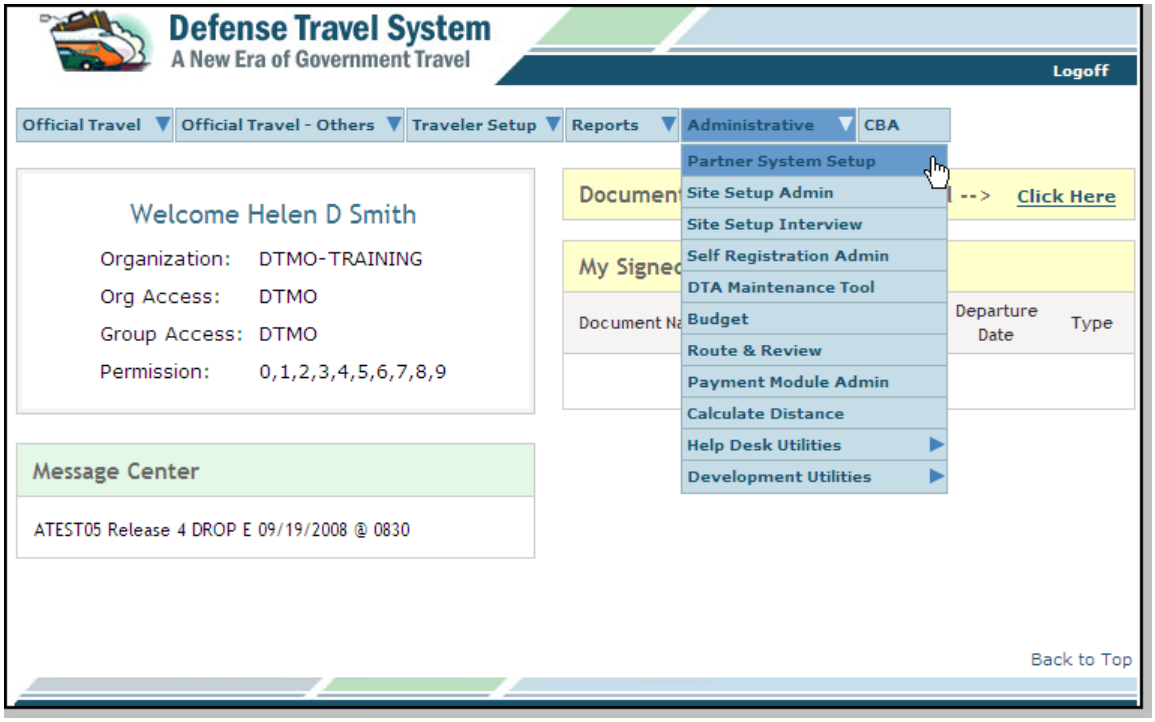

Figure F-1: DTS User Welcome Screen

The Welcome to the DTS Import/Export Tool screen opens. It describes the partner system SA's responsibilities (Figure F-2).

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3. Click **Partner Setup** on the navigation bar.

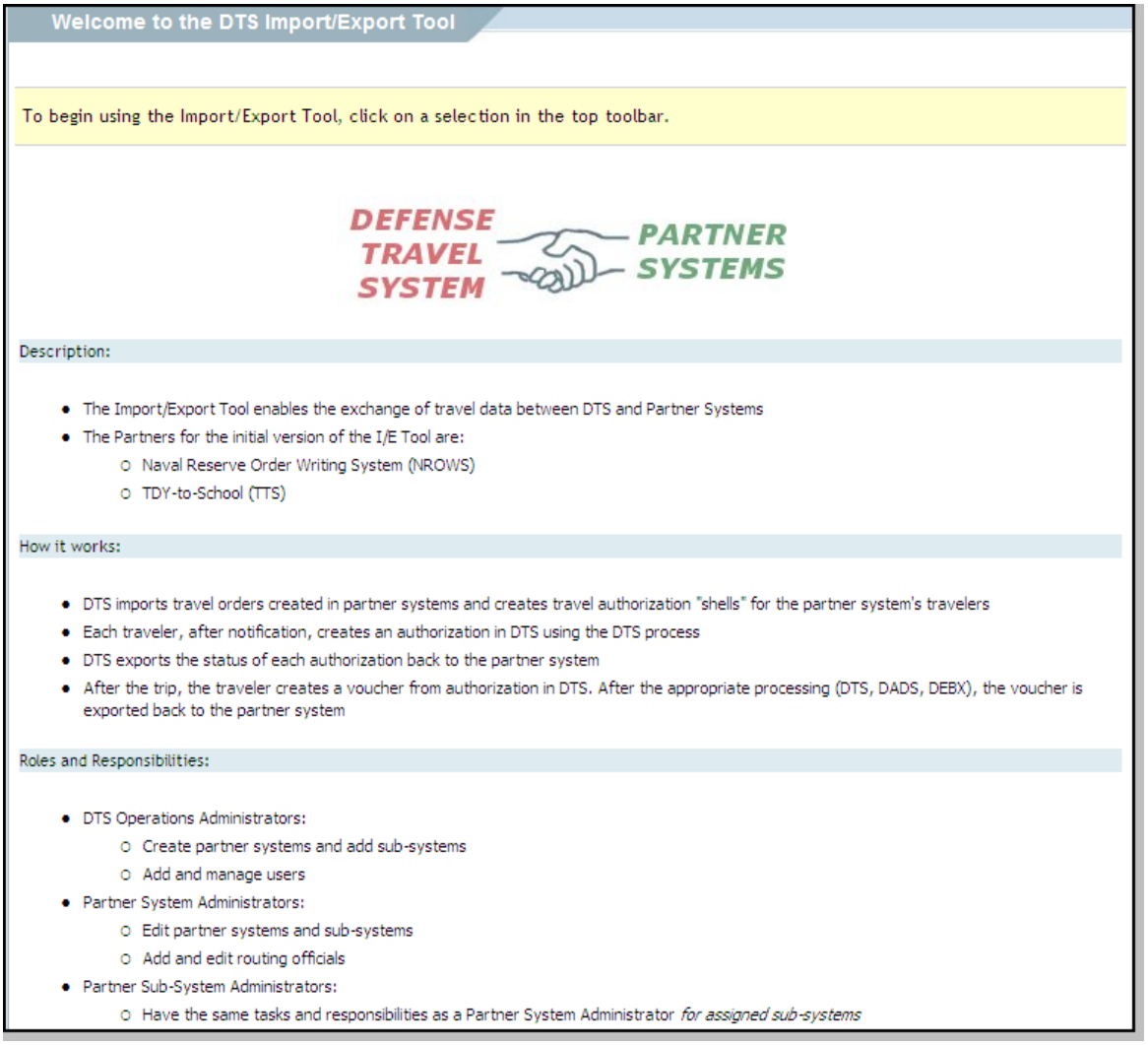

Figure F-2: DTS Import/Export Tool Welcome Screen

The Welcome to the Partner Setup Function screen opens (Figure F-3). It lists the items within the partner system's scope of management.

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4. Click **Edit Partner** on the subnavigation bar.

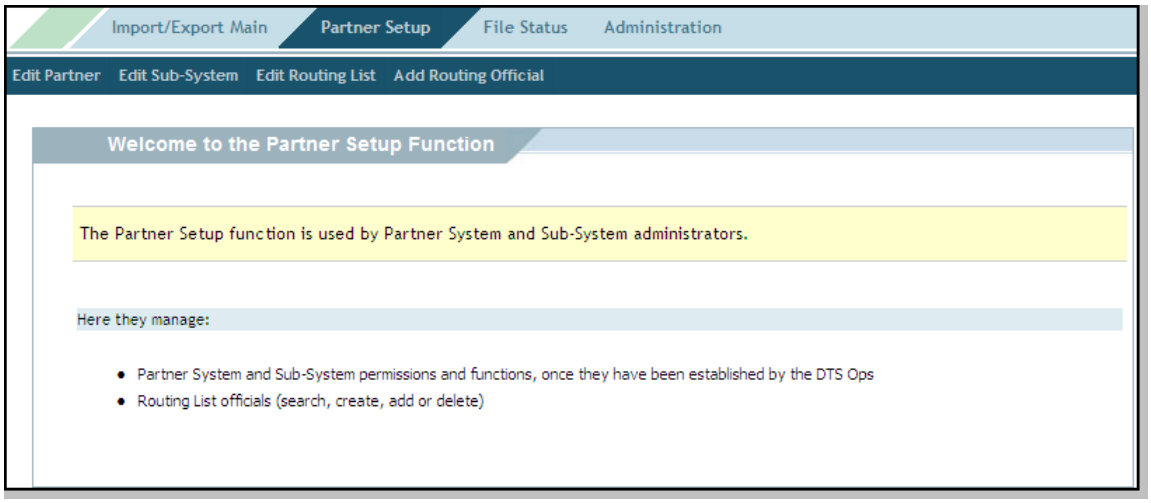

Figure F-3: DTS Partner System Screen

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The Edit Partner Screen opens (Figure F-4).

Figure F-4: Edit Partner Screen

5. Select the **Yes** or **No** radio buttons to specify the partner system preferences.

See Table F-2 for a description of the selections on this screen.

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6. Click **SAVE**.

Table F-2: Edit Partner Screen Descriptions

EDIT PARTNER SCREEN DESCRIPTIONS		
SCREEN OBJECT	PURPOSE OR USE	CONTROLLING AUTHORITY
Partner System Code	Identifies the partner system and its import and export functional features. These features can be enabled or disabled. They are included in all export files to the partner systems as well as accounting and disbursing systems. This code is attached to each travel document generated from imported data.	DTS SA
Auto Approval	Authorizations for recurring travel can be created in an approved status. This is known as auto approval. When auto approval is enabled, DTS will assign the AUTO APPROVED stamp if no audit flags exist in the document. Each partner system must request this functionality from the DTS SA. Default setting is “No.” (Auto approval only applies to authorizations.)	DTS SA
Obligation Upon Receipt	Indicates that an obligation will be sent to the accounting system at the time that the authorization is placed in DTS. Adjusting obligations, if any, will be released when the document is approved. Default setting is “No.”	DTS SA
Bypass Budget Edits	Indicates whether the DTS Budget module should be bypassed or used. The default setting is *No*. In DTS, the Budget module performs a funds availability validation and budget decrement for every obligation or expenditure transaction within an approved document. If *Yes* is selected, DTS will bypass existing Budget module logic when performing the actions caused by the APPROVED or AUTO APPROVED status stamp. The PMO-DTS will require certification or approval from the partner system budgeting and accounting authority before this is enabled for the partner system.	DTS SA
DTS Organization Name	Indicates the organization from which the budget should be applied for third-party systems.	Partner System
Third Party System	The Third Party System supplies the authority for travel and reimbursement for travel costs. Enabling this function indicates that the organization supplying the document is different from the traveler's default organization. Default setting is *Yes*.	Partner System
Create Traveler	Indicates that a traveler profile shell should be created in Self-Registration if the traveler does not exist in production when the document is received. If this preference is set to *No* and the imported traveler information does not exist in DTS, the document is rejected on import. When this feature is enabled, DTS will be able to create a traveler profile shell from the data provided by the partner system. When the traveler profile shell is created, DTS will send an e-mail to traveler with instructions on how to complete the Self-Registration process and the travel authorization. The default setting is *No*.	Partner System
Bypass DTA Approval	Indicates whether to bypass the DTA approval within Self-Registration. When *Yes* is selected, DTS will automatically assign the traveler to a predetermined org and will not require the DTA to manually receive the traveler into the DTS organization. The business rules for this feature require the partner system to provide personal data and a DTS organization name. DTS will attempt to match the supplied DTS organization name with existing DTS organization names. If a match is found, DTS will automatically assign the traveler to the matching organization. If no match is found, DTS will reject the record with an appropriate error message. Default setting is *No*.	Partner System

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Table F-2: Edit Partner Screen Descriptions (Continued)

EDIT PARTNER SCREEN DESCRIPTION		
SCREEN OBJECT	PURPOSE OR USE	CONTROLLING AUTHORITY
Overwrite Traveler	Indicates that the traveler information in the imported file was retrieved from the partner system's personnel file. DTS compares the data in the imported record with the data in the traveler's personal profile in DTS. When the information is not matched, DTS overwrites this profile data with the data in the imported file. DTS will notify the traveler that the information has been changed but will not change the data in the traveler profile of existing travel documents. Default setting is *No*.	Partner System
Allow Data Modification	Indicates that the partner system may edit travel data in the document until the document has been signed. If set to *Yes* and the document has not been signed all data will be replaced when document is modified by the Partner System. The traveler will receive e-mail stating the changes. If set to *No* or if signed, the traveler will receive an e-mail stating that changes are recommended. Upon opening the document the traveler will be presented with an option to view the data being changed. The traveler can Accept or Reject the changes. If accepted, the traveler can then make the changes manually. This is separate from the Allow Systematic LOA Modification setting. Default setting is *No*.	Partner System
Notice of User Acknowledgement	Indicates that an Acknowledgement XML file may be sent to the partner system. If set to *Yes* an acknowledgement XML file is sent to the Partner System when a traveler accesses the file for the first time (an acknowledgement receipt), when the traveler selects Agree or Disagree on the General Comments Acknowledgement screen upon entering the document, or when the traveler accepts or rejects the modification comparison message. (Systematic LOA modifications will be accepted regardless of if traveler clicks the reject button.) If set to *No*, the partner system will not receive an acknowledgement XML file unless general comments are provided and the traveler selects *Disagree* on the General Comments screen. Default setting is *No*.	Partner System
Allow Changes to Non-Duty Days	Indicates that the traveler can adjust the start date or end date provided by the partner system if the additional days are identified as non-duty (non-per diem) days. Default setting is *Yes*.	Partner System
Bypass Rejection Processing	Determines whether to bypass the accounting system reject process. DTS rejects the document back to the partner system with a reject XML file if a positive acknowledgement (POS ACK stamp) is not received from the accounting system for obligations or adjusting obligations. When this and the Obligation Upon Receipt preferences are enabled, DTS will bypass the obligation or adjustment up to five times determined by the Accounting System Maximum Reject. During this process, DTS will hold the adjustment until the obligation transaction is positively acknowledged. Default setting is *No*.	Partner System
Accounting System Max Reject	Determines the number of times (maximum of five) an obligation will be resubmitted before rejecting document back to the partner system. Default value is *0*.	Partner System
Disable LOA Edits	Determines whether or not users can edit LOA data (to include LOA(s) for NON-ATM advances) within a document. When this preference is enabled, DTS will not allow the traveler, NDEA, or RO to add, delete, or edit LOAs provided by the partner system. The LOA will be view-only. If this preference is enabled, DTS will also not allow the user to allocate funds to multiple LOAs. Changes to LOA must be provided by the partner system in an amendment. Default setting is *No*.	Partner System

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Table F-2: Edit Partner Screen Descriptions (Continued)

EDIT PARTNER SCREEN DESCRIPTION		
SCREEN OBJECT	PURPOSE OR USE	CONTROLLING AUTHORITY
Back-To-Back Orders	Used when a traveler has more than one authorization with consecutive travel dates and the traveler remains in place at the same per diem location. If the setting is *Yes*, DTS will allow a traveler to apply "In Place" to change the value of M&IE to receive %100 of the per diem on the start or end date. When the setting is *No* normal travel rules apply. Default setting is *No*.	Partner System
Disallow Changes to Reimbursement Method	Prevents a user from changing the method of reimbursement from a Centrally Billed Account (CBA) to a Government Travel Charge Card (GTCC). This feature is used by organizations that charge all commercial travel arrangements to a CBA. Default setting is *No*.	Partner System
Disallow Registration Fees	Allows travelers to select Registration Fees as a reimbursable expense on an authorization or voucher. When the setting is *Yes*, DTS will not allow a traveler to select Registration Fees as a reimbursable expense for any document generated from a partner system import file. Default setting is *No*.	Partner System
Hard Stop Rental Car	Indicates that the partner system controls the ability to authorize the traveler to rent a car. When this feature is enabled, DTS will not permit the traveler to request a rental car unless the Imported XML file specifically authorizes a rental car for the trip. DTS will ignore a modified XML file after the trip start date that removes the approval of the rental car from the authorization. Default setting is *No.*	Partner System
Disallow Edit to Imported LOA (Except by the 3rd-Party Reviewer)	When this feature is enabled, DTS will prevent users (except for 3rd party ROs) from editing or removing an LOA provided by the partner system. This feature does not prevent the user from adding, editing, or deleting an LOA that was provided by the traveler's organization. Default setting is *No*. Note: When this preference is enabled the Disable LOA Edits feature must be set to *No*.	Partner System
Disallow Changes to Expense Allocation Method (Except by the 3rd-Party Reviewer)	When this preference is enabled, the expense allocation methods provided by the Imported XML are only available to the 3rd Party Reviewing Officials and include permission for 3rd Party AOs to change the expense allocation method when documents are imported with a routing list name from the designated DTS organization. Other users cannot change the expense allocation method. Default setting is *No*. Note: When this preference is enabled, the Disable LOA Edits feature must be set to *No*.	Partner System
User Can Cancel Authorizations	Indicates that travelers have the ability to unilaterally cancel authorizations initiated through the import process. When this setting is *No*, DTS will not allow a traveler to cancel a document generated by the import process unless the partner system has transmitted a cancellation notice to DTS via an import XML file. Default setting is *Yes*.	Partner System
Insert Dynamic Routing List	Indicates that DTS should insert specific RO(s) into the routing list. Default setting is *No*. (Section F.3.3).	Partner System
Allow Systematic LOA Modification	Indicates that LOA Modification is allowed. When this feature is enabled, the partner system can send changes to the LOAs, Standard Document Number (SDN), and allocation method in a modification Imported XML file. The traveler is only allowed to "accept" the LOA modification. (The functionality retains an accept button and a reject button, but the reject button only applies to other, non-LOA systemic modifications). Default setting is *No*.	Partner System

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Table F-2: Edit Partner Screen Descriptions (Continued)

EDIT PARTNER SCREEN DESCRIPTION		
SCREEN OBJECT	PURPOSE OR USE	CONTROLLING AUTHORITY
Routing Officials	This text box populates with the ROs who have been added to the routing list. This field is read-only.	Partner System

F.3.2 Edit Subsystem

The DTS SA can create a subsystem(s) for the partner system. Partner subsystem SAs may use the Edit Sub-System link to edit the subsystem functions. This link will not display on the submenu of the navigation bar if no subsystems have been set up for the partner system.

1. Select **Partner Setup** on the navigation bar (Figure F-3).
2. Select **Edit Sub-System** on the subnavigation bar (Figure F-5).

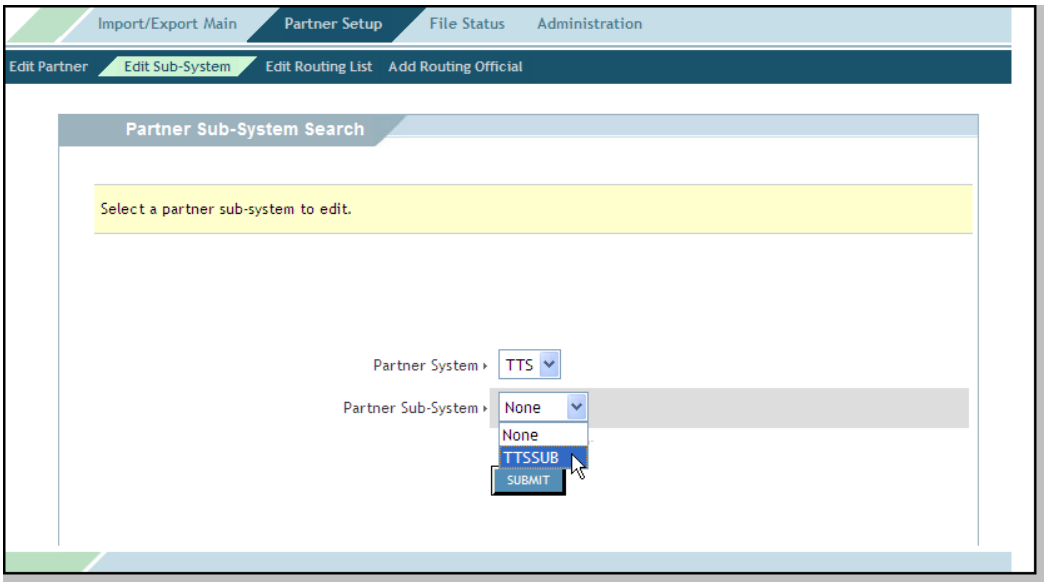

Figure F-5: Partner Sub-System Search Screen

3. Select the drop-down arrow to select the appropriate **Partner Sub-System**.
4. Click **Submit**.

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5. Select the preferences for the partner subsystem (Figure F-6).

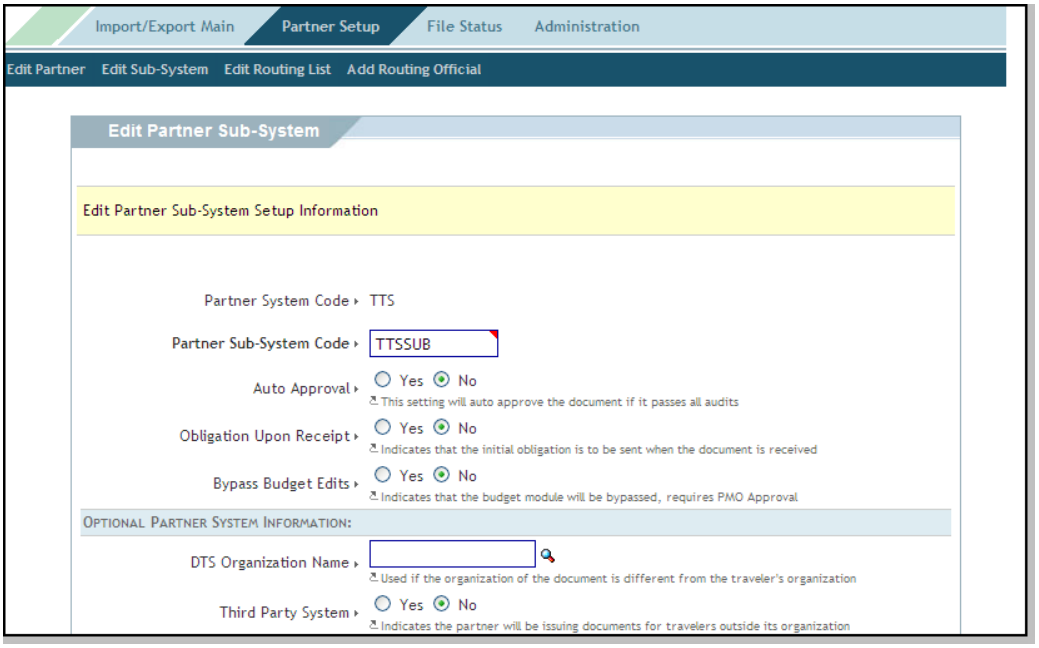

Figure F-6: Edit Partner Sub-System Code DTS1

F.3.3 Routing Lists

The traveler's default routing list will be used for Import/Export documents except in cases where a dynamic routing list is inserted or when an imported routing list is provided.

F.3.3.1 Imported Routing Lists

DTS provides partner systems the ability to import routing lists for travel documents. To use the imported routing list feature, the partner system / subsystem SA must include a routing list name in the optional element "Routinglistname" of the XML file. This will result in an "override" to the traveler's default routing list. Additionally, the partner system using this capability must create and maintain their respective organization and routing lists using the DTA Maintenance Tool as described in the *Defense Travel Administrator's Manual*, Chapter 5. The partner system may create more than one routing list within the organization however only one routing list name may be applied to the document.

In cases where the imported routing list name is unmatched to the set of names belonging to the partner system organization or suborganization structure, the imported document will be rejected and identified with a reject code and reason.

F.3.3.2 Dynamic Routing Lists

If a third party is funding a trip for which its approval is required, a dynamic routing list must be inserted. In some cases, the Insert Dynamic Routing List radio button is enabled on the Edit Partner screen. If so, DTS will allow the partner system to insert third-party officials as document reviewers.

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Note: The term **"**dynamic**"** means the traveler's document will only route to the third-party official(s) in the routing list when the travel document is generated through the Import/Export Tool. (Vouchers are not imported into Import/Export Tool unless the traveler creates a voucher from an imported authorization that has dynamic routing enabled.)

Note: The Edit Routing List link and Add Routing Official link will only display on the sub-navigation bar if Insert Dynamic Routing List has been enabled for the partner system or any of its subsystems.

F.3.3.2.1 Edit Routing Lists

The Edit Routing List link on the subnavigation bar allows the partner system SA to view a list of ROs for a dynamic routing list. Use the following steps to delete an RO from a routing list:

1. Click **Partner Setup** on the navigation bar.

2. Click **Edit Routing List** on the subnavigation bar.

The Partner Search screen opens (Figure F-7).

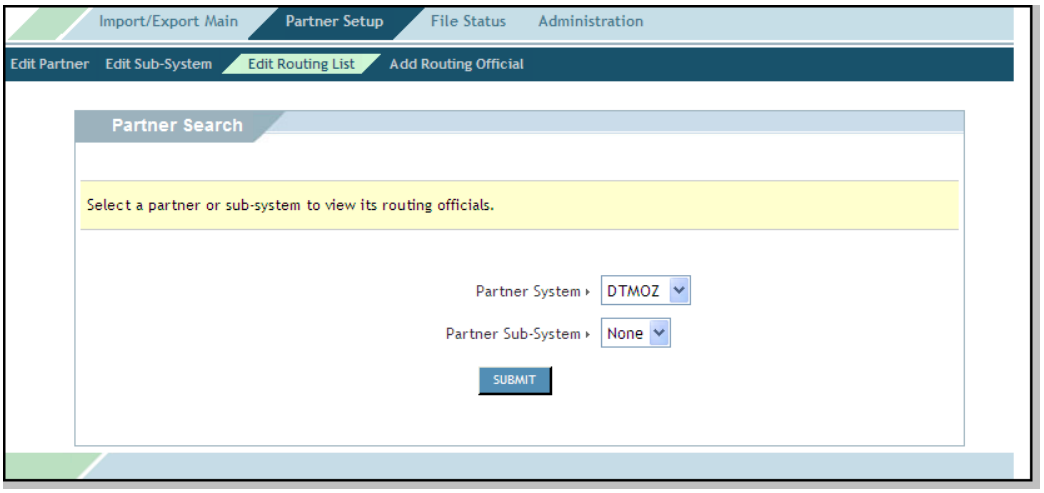

Figure F-7: Edit Routing List Screen

3. Click the **Partner Sub-System** drop-down list arrow, and select the **organization** that owns the routing list to be edited.

4. Click **SUBMIT**.

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The Routing Officials List screen opens (Figure F-8).

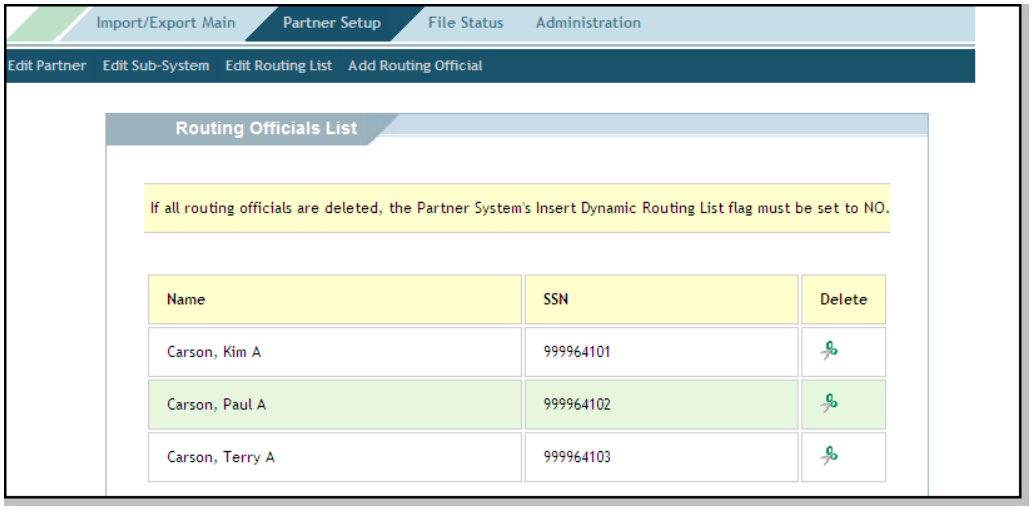

Figure F-8: Routing Officials List Screen

5. Click the **scissors** icon next to the name of the RO to be deleted.

The Delete a Routing Official screen opens (Figure F-9).

6. Click **DELETE** to confirm deletion of the RO.
-OR-
Click **CANCEL** to return to the Routing Officials List screen without deleting the RO.

Figure F-9: Delete a Routing Official Screen

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F.3.3.2.2 Add Routing Official

The Add Routing Official link allows the partner system SA to add a name to the dynamic routing list. The name (and SSN) will be inserted at one level before APPROVED. It will be labeled Third-Party Reviewer.

1. Click **Partner Setup** on the navigation bar.

The Welcome to the Partner Setup Function screen opens (Figure F-10).

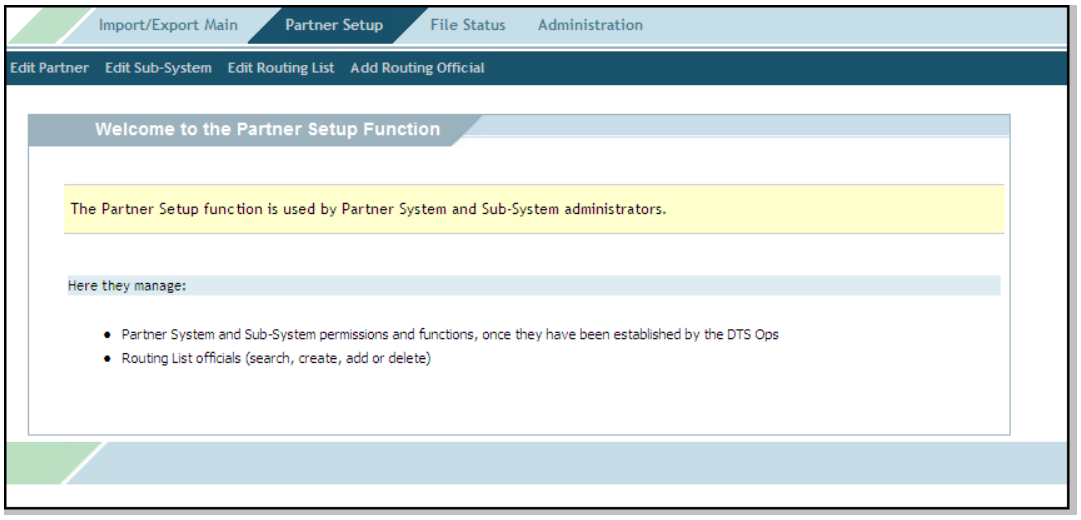

Figure F-10: Welcome to the Partner Setup Function Screen

2. Click **Add Routing Official** on the subnavigation bar.

The Create Routing List User screen opens (Figure F-11).

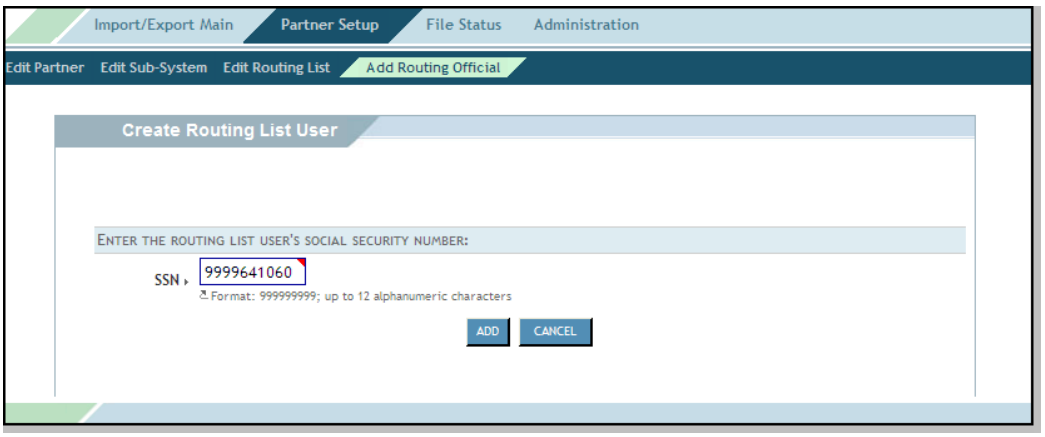

Figure F-11: Create Routing List User Screen

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3. Enter the **SSN** of user on the Create Routing List User screen.

4. Click **ADD**.
-OR-
Click **CANCEL** to return to the Welcome to the Partner Setup Function screen (Figure F-10).

5. Review the RO's information.

6. Click the **Partner Sub-System** drop-down list arrow and select the Partner Sub-System (Figure F-12).

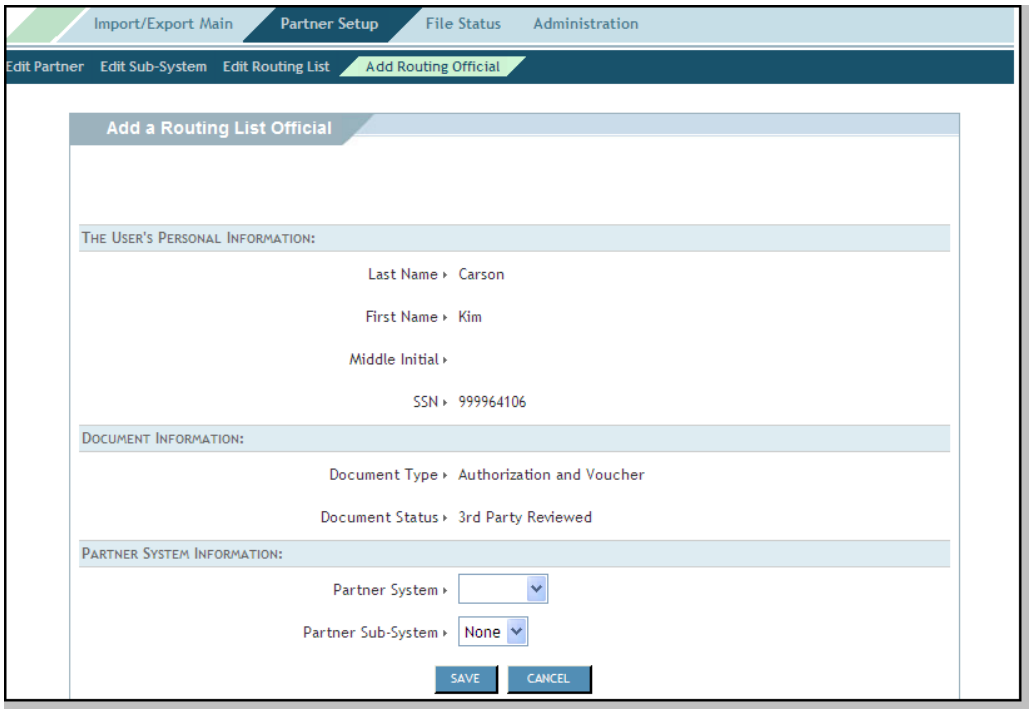

Figure F-12: Add a Routing List Official Screen

7. Click **SAVE**.

F.3.4 File Status

In the File Status section, the user may access information on all files processed in the DTS Import/Export Tool. There are three links in the toolbar. They are Imported Files, Exported Files, and Summary.

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F.3.4.1 Imported Files

The Imported Files section allows the user to view details on all of the XML files imported into DTS from the partner system. A trip import file is the standard XML file imported into DTS from the partner system. This is the file that DTS uses to create an authorization. In some cases, the minimum data elements are not provided. If so, DTS will not be able to create an authorization. It will reject the imported file back to the partner system.

Use the following steps to view imported files:

1. Click **File Status** on the navigation bar.

The Search Imported Trip Files screen opens (Figure F-13).

2. Complete the **fields** to filter the search results.

See Table F-3 for a description of the field names.

Note: The data entered in the fields are the criteria used to filter the list of trip import files. If no search criteria are entered, all files from the partner systems and subsystems will display.

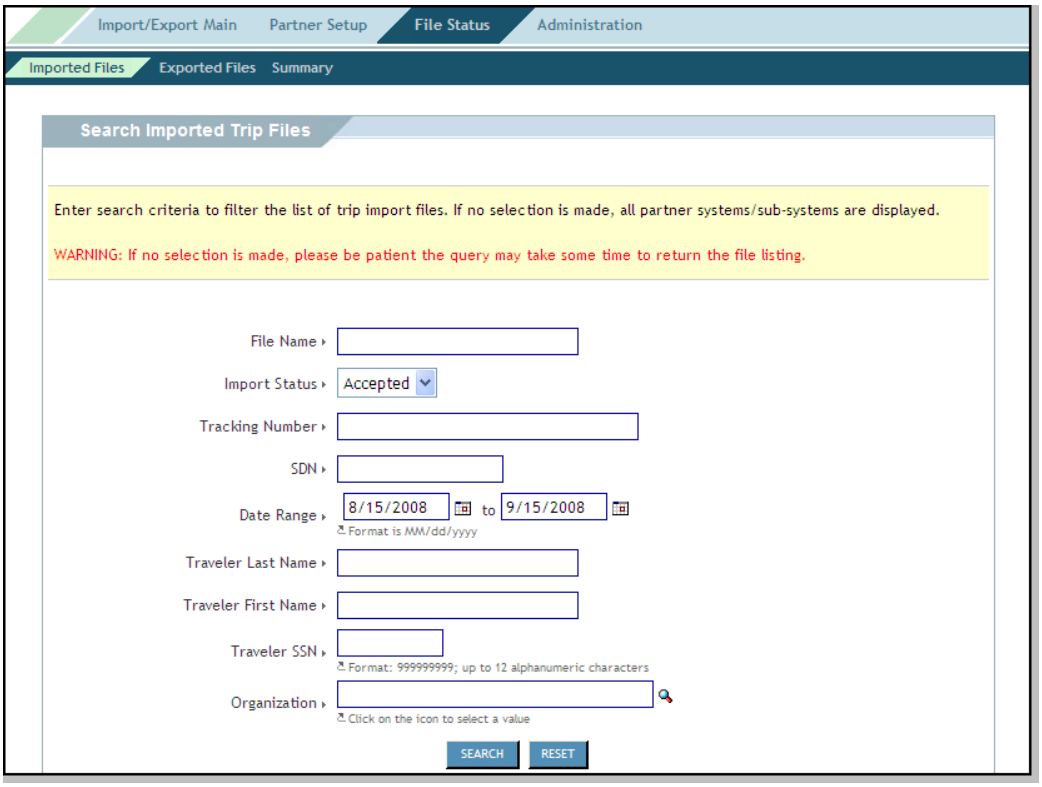

Figure F-13: Search Imported Trip Files Screen

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Table F-3: Search Imported Trip Files Screen Description

SEARCH IMPORTED TRIP FILES SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
File Name	Field in which to enter the name of the imported trip file.
Import Status	Drop-down list from which to select the status of the file imported into DTS.
Tracking Number	Field in which to enter the tracking number for the trip. Provided by the partner system.
SDN	Field in which to enter the Standard Document Number (SDN) for the trip. Provided by the partner system.
Date Range	Field in which to enter the travel start date and end date to return files within a date range. Use the following format: MM/DD/YYYY or click the magnifying glass icon to select dates from a pop-up calendar.
Magnifying Glass	Icon that, when clicked, displays a pop-up calendar from which the user can select dates to populate the Date Range fields.
Traveler Last Name	Field in which to enter the traveler's last name.
Traveler First Name	Field in which to enter the traveler's first name.
Traveler SSN	Field in which to enter the traveler's Social Security Number (SSN).
Organization	Field in which to enter the DTS organization name. Click the magnifying glass to select the DTS organization name.
Magnifying Glass	Icon that, when clicked, displays a list of organizations from which the user can select to populate the Organization field.
SEARCH	Button used to initiate the search for imported files that meet the submitted criteria.
RESET	Button used to clear the data entered on this screen.

3. Click **SEARCH**.

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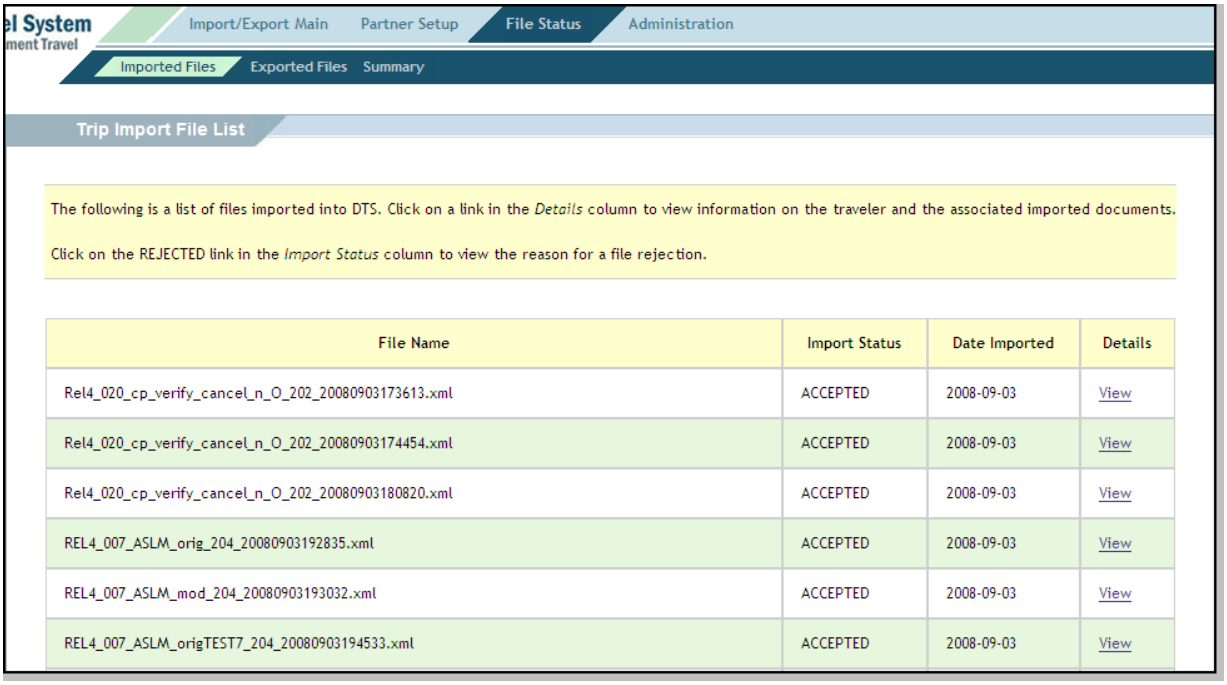
The Trip Import File List screen opens (Figure F-14).



File Name	Import Status	Date Imported	Details
Rel4_020_cp_verify_cancel_n_O_202_20080903173613.xml	ACCEPTED	2008-09-03	View
Rel4_020_cp_verify_cancel_n_O_202_20080903174454.xml	ACCEPTED	2008-09-03	View
Rel4_020_cp_verify_cancel_n_O_202_20080903180820.xml	ACCEPTED	2008-09-03	View
REL4_007_ASLM_orig_204_20080903192835.xml	ACCEPTED	2008-09-03	View
REL4_007_ASLM_mod_204_20080903193032.xml	ACCEPTED	2008-09-03	View
REL4_007_ASLM_origTEST7_204_20080903194533.xml	ACCEPTED	2008-09-03	View

Figure F-14: Trip Imported File List Screen

4. Click the **View** link for details on the desired trip file.

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The Imported Trip Status screen opens (Figure F-15). This allows the partner system SA to view trip details of the imported file.

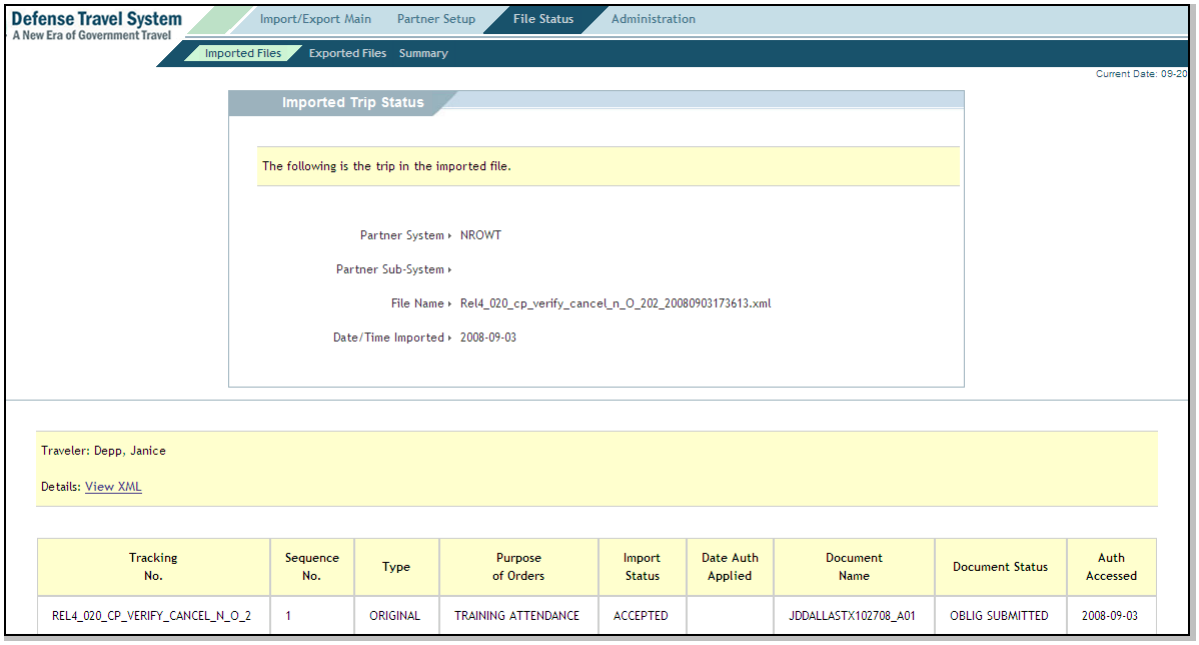

Figure F-15: Imported Trip Status Screen

5. Click **View XML** on the left side of the screen to view the XML code used to import the file.

The View Imported XML screen opens (Figure F-16).

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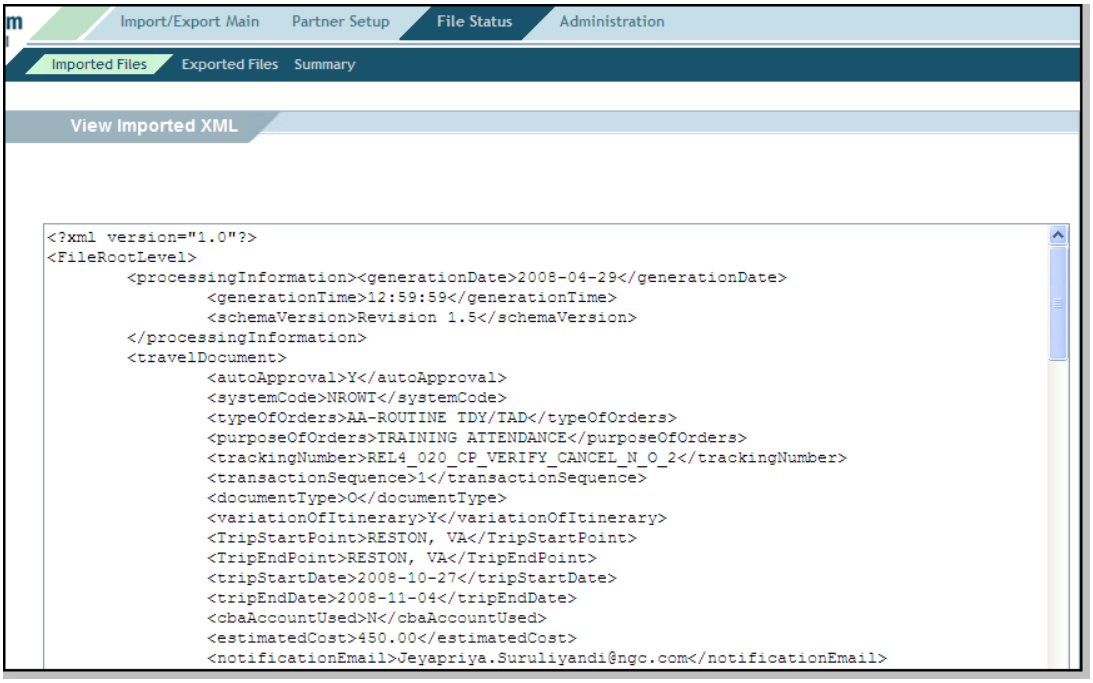

Figure F-16: View Imported XML Screen

F.3.4.2 Exported Files

The Exported Files section lists the exported files. It allows the user to view the exported XML.

Use the following steps to see a list of exported files:

1. Click **Exported Files** on the subnavigation bar.

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The Search Exported Trip Files screen opens (Figure F-17).

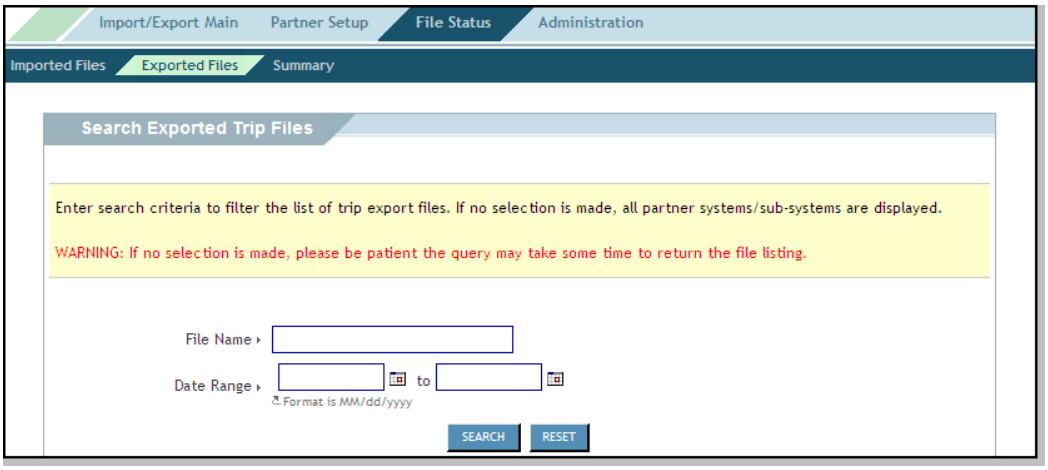

Figure F-17: Search Exported Trip Files Screen

2. Complete the **fields** to filter the search results.

Table F-4 describes the fields on this screen.

Table F-4: Search exported Trip Files Screen Description

SEARCH EXPORTED TRIP FILES SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
File Name	Field in which to enter the name of the exported trip file.
Date Range	Field in which to enter the travel start date and end date to return files within a date range. Use the following format: MM/DD/YYYY or click the magnifying glass icon to select dates from a pop-up calendar.
Magnifying Glass	Icon that, when clicked, displays a pop-up calendar from which the user can select dates to populate the Date Range fields.
SEARCH	Button used to initiate the search for imported files that meet the submitted criteria.
RESET	Button used to clear the data entered on this screen.

Note: The data entered in the fields are the criteria used to filter the list of trip export files. If there is no selection, all files of the partner systems/subsystems display.

3. Click **SEARCH.**

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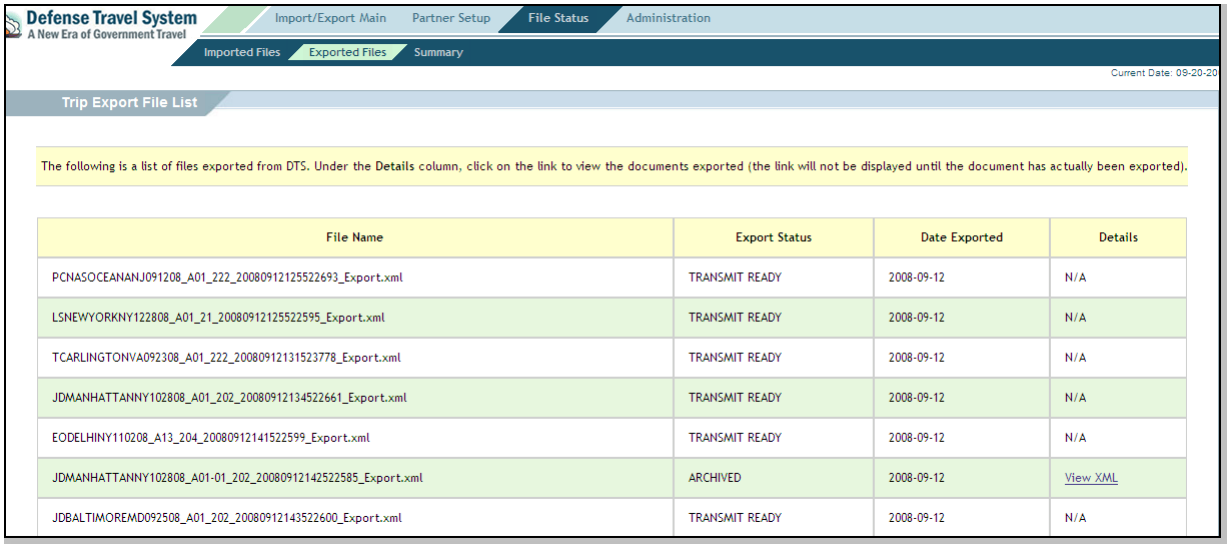
The Trip Export File List screen opens (Figure F-18).

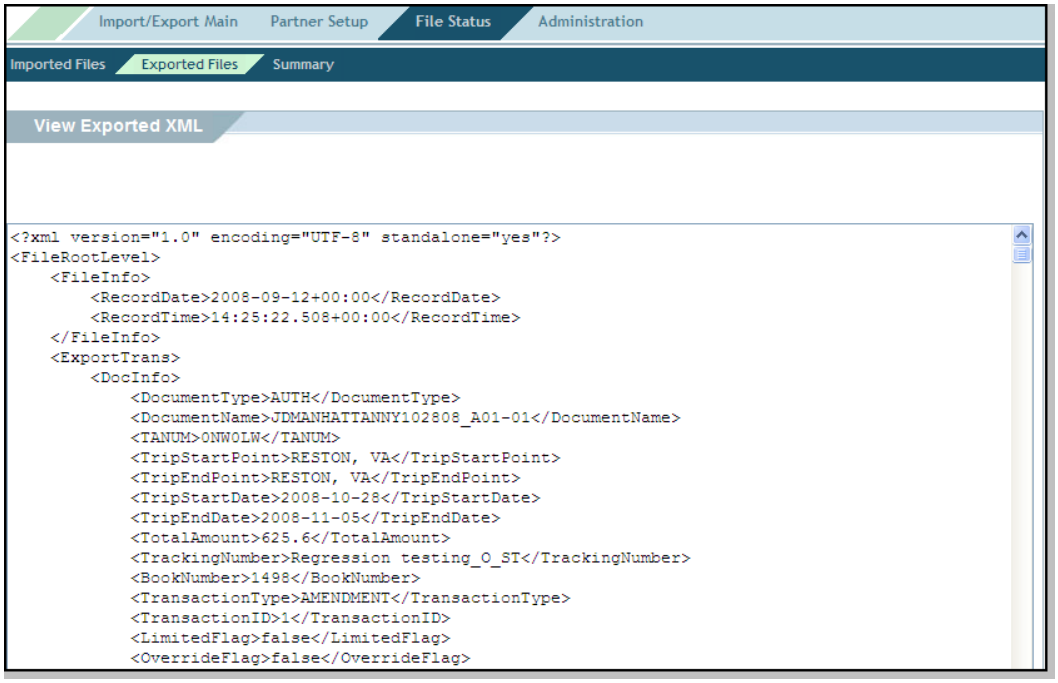


File Name	Export Status	Date Exported	Details
PCNASOCEANANJ091208_A01_222_20080912125522693_Export.xml	TRANSMIT READY	2008-09-12	N/A
LSNEWYORKNY122808_A01_21_20080912125522595_Export.xml	TRANSMIT READY	2008-09-12	N/A
TCARLINGTONVA092308_A01_222_20080912131523778_Export.xml	TRANSMIT READY	2008-09-12	N/A
JDMANHATTANNY102808_A01_202_20080912134522661_Export.xml	TRANSMIT READY	2008-09-12	N/A
EODELHINY110208_A13_204_20080912141522599_Export.xml	TRANSMIT READY	2008-09-12	N/A
JDMANHATTANNY102808_A01-01_202_20080912142522585_Export.xml	ARCHIVED	2008-09-12	View XML
JDBALTIMOREMD092508_A01_202_20080912143522600_Export.xml	TRANSMIT READY	2008-09-12	N/A

Figure F-18: Trip Exported File List Screen

4. Click **View XML File** to view the XML code used to export the file.

The View Exported XML screen opens (Figure F-19).




```xml
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<FileRootLevel>
    <FileInfo>
        <RecordDate>2008-09-12+00:00</RecordDate>
        <RecordTime>14:25:22.508+00:00</RecordTime>
    </FileInfo>
    <ExportTrans>
        <DocInfo>
            <DocumentType>AUTH</DocumentType>
            <DocumentName>JDMANHATTANNY102808_A01-01</DocumentName>
            <TANUM>0NW0LW</TANUM>
            <TripStartPoint>RESTON, VA</TripStartPoint>
            <TripEndPoint>RESTON, VA</TripEndPoint>
            <TripStartDate>2008-10-28</TripStartDate>
            <TripEndDate>2008-11-05</TripEndDate>
            <TotalAmount>625.6</TotalAmount>
            <TrackingNumber>Regression testing_O_ST</TrackingNumber>
            <BookNumber>1498</BookNumber>
            <TransactionType>AMENDMENT</TransactionType>
            <TransactionID>1</TransactionID>
            <LimitedFlag>false</LimitedFlag>
            <OverrideFlag>false</OverrideFlag>
```


Figure F-19: View Exported XML Screen

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F.3.4.3 Summary

The Summary section shows the number and type of files that the Import/Export Tool processed for each partner system (and subsystem). Details are available by clicking on the links within the listing.

1. Click **Summary** on the subnavigation bar.

The Partner Systems Import/Export Status screen opens (Figure F-20).

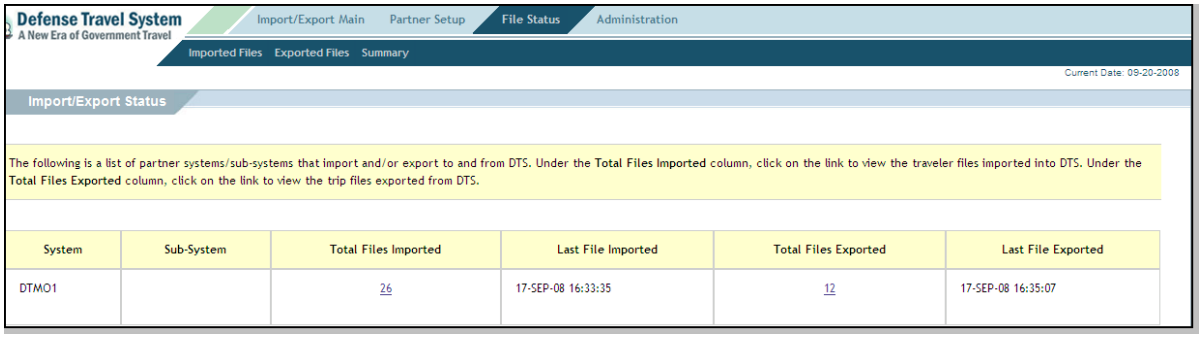

Figure F-20: Partner Systems Import/Export Status Screen

2. Click the **number** link in the Total Files Imported or Total Files Exported column.

These links display either the Trip Imported Files (Figure F-14) or the Trip Exported Files screen (Figure F-18).

F.4 Determining Per Diem Entitlements Based on Duty Conditions

The following tables are for use by partner system SAs (reserve and active duty partner systems). They are used when assigning duty conditions and determining per diem entitlements for military travelers on import files (travel orders).

F.4.1 Duty Conditions Used by Reserve (and Future Reserve) Partner Systems

In some cases, the file from the partner system contains XML code for duty conditions. If so, the conditions (per diem entitlements) will override the default quarters and meals that populate the Per Diem Entitlements screens for the military installation for a given date (Table F-5).

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Table F-5: Duty Conditions for Lodging and M&IE

DUTY CONDITIONS FOR LODGING AND M&IE					
XML IN IMPORT FILE	DUTY CONDITION REPRESENTED BY XML CODE	DTS PER DIEM MESSING AVAILABLE	PER DIEM ENTITLEMENT – UI	LODGING RATE	M&IE RATE
ADQM	Active Duty Training (Quarters and Meals Available)	All meals DTS has meals available	Duty Condition ADQM – selected Qtrs Available – Selected Meals Avail – Selected B, L, D – all Selected	Military Lodging Rate	All meals available (GMR + IE)
		Some meals DTS has meals available and proportional meals	Duty Condition ADQM – selected Qtrs Available – Selected Meals Avail – Selected Based on the DTS Mess Available; the corresponding B, L, D will be selected (but not all of them)	Military Lodging Rate	Proportional Meals (PMR + IE)
		No meals available Use XML override for all meals available.	Duty Condition ADQM – selected Qtrs Available – Selected Meals Avail – Selected B, L, D – all Selected	Military Lodging Rate	All meals available (GMR + IE)
ADTQ	Active Duty Training (Quarters Available / Meals Not Available)	N/A	Duty Condition ADTQ – selected Qtrs Available – Selected Full Rate (Meals Section) – Selected	Military Lodging Rate	Up to 100% based on location and dates.
ADT	Active Duty Training (Commercial Quarters)	N/A	Duty Condition ADT – selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.

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Table F-5: Duty Conditions for Lodging and M&IE (Continued)

IDQM	Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)	All meals DTS has meals available	Duty Condition IDQM – selected Qtrs Available – Selected Meals Avail – Selected B, L, D – all Selected	Military Lodging Rate	All meals available (GMR + IE)
		Some meals DTS has meals available and proportional meals	Duty Condition IDQM – selected Qtrs Available – Selected Meals Avail – Selected Based on the DTS Mess Available; the corresponding B, L, D will be selected (but not all of them)	Military Lodging Rate	Proportional Meals (PMR + IE)
		No meals available Use XML override for all meals available.	Duty Condition IDQM – selected Qtrs Available – Selected Meals Avail – Selected B, L, D – all Selected	Military Lodging Rate	All meals available (GMR + IE)
IDTQ	Inactive Duty Training Non-Local Commuting Area (Quarters Available / Meals Not Available)	N/A	Duty Condition IDTQ – selected Qtrs Available – Selected Full Rate (Meals Section) – Selected	Military Lodging Rate	Up to 100% based on location and dates.
IDTN	Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)	N/A	Duty Condition IDTN – selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.
INDT	Inactive Duty Training (Local Commuting Area)	N/A	Duty Condition INDT – selected	NONE	NONE
AT	Annual Training (Quarters and Meals Available)	N/A	Duty Condition AT – selected Qtrs Available – Selected Meals Avail – Selected B, L, D – all Selected	Military Lodging Rate, if location is military installation. Lodging Rate associated to location, if location is not military.	NONE
ATQP	Annual Training (Quarters Available / Meals Not Available)	N/A	Duty Condition ATQP – selected Qtrs Available – Selected Full Rate (Meals Section) – Selected	Military Lodging Rate	Up to 100% based on location and dates.
ATCQ	Annual Training (Commercial Quarters)	N/A	Duty Condition ATCQ – selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.
FLDC	Field Conditions	N/A	Duty Condition FLDC – selected	NONE	NONE

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Table F-5: Duty Conditions for Lodging and M&IE (Continued)

ADEF	Adverse Effects / Commercial Quarters	N/A	Duty Condition ADEF – selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.
VSSL	Aboard a U.S. Vessel	N/A	Duty Condition VSSL – selected	NONE	NONE
HOME	Authorized Trip Home	N/A	Duty Condition HOME – selected	NONE	NONE
EUM	Essential Unit Messing	N/A	Duty Condition EUM – selected	NONE	NONE

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F.4.2 Per Diem Entitlements for Quarters and Meals

The following tables summarize the per diem entitlements and calculations and values assigned to the M&IE and Lodging in a document. The calculations are based on the duty conditions listed in the imported XML file. They are for the Government Quarters Available tag and the Government Meals Available tag.

Table F-6 represents the values that are applicable for the Quarters Available and Meals Available flags for the XML Import file.

Table F-6: XML Tags for Quarters and Meals

XML TAGS FOR QUARTERS AND MEALS		
XML TAG	DUTY CONDITION	BUSINESS RULES FOR MEALS
A	All Meals	If QTRS tag is *Y* in the XML document, DTS will determine if this is "Meals Available – ALL" or "Meals Provided – ALL." GMR + IE or IE, if provided.
P	Proportional	If QTRS tag is *Y* in the XML document, DTS will determine if this is "Meals Available – B, L" or "Meals Provided – B, L." This is to handle the proportional meals for both meals available and provided. PMR + IE.
F	Full	If QTRS tag is *Y* or *N*, it will default to FULL RATE.
Y	Quarters Available	Partner system uses *Y* to direct Quarters Available, if location is military installation. Used in conjunction with the Meals flag will imply "meals available".
N	Quarters Not Available	Partner system uses *N* to direct no Quarters Available. Implies "Adverse Effects/Commercial Quarters. In conjunction with the Meals flag will imply "meals provided".
NULL	Use DTS	If tag on XML document reads "NULL," the Qtrs/Meals availability and meal selections in DTS will be based on location.

Note: DTS will reject the Import file if the following are true:

- QTRS tag value, received on import file, does not have a value of *Y, N*, or empty/null
- MEALS tag value, received on import file, does not have a value of *A, P, F* or empty/null**.**

F.4.2.1 Meals Available Calculation

Table F-7 represents the per diem entitlements when the Quarters Available flag is *Y* (Yes) or empty/null. It also shows the corresponding values for the Government Meals Available flag in the import XML file.

If QTRS is *Yes* and there is no corresponding military installation, then DTS will use the calculation or business rules as follows:

QTRS tag – N; Meals tag – Null.

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The DTS per diem entitlements would show “Adverse Effects / Commercial Quarters” and the Meals would show “Full Rate.”

Table F-7: Quarters Available and Meals Available

QUARTERS AVAILABLE AND MEALS AVAILABLE					
XML FOR QTRS TAG	XML FOR MEALS TAG	AVAILABILITY FOR LODGING AND MEALS IN DTS	ITEMS PRESELECTED ON DTS PER DIEM ENTITLEMENT DETAILS SCREEN	LODGING RATE ALLOWED	M&IE RATE ALLOWED
Y	A	N/A – Use partner system setting from Import file, if valid military location.	Quarters Available Meals Avail Breakfast Lunch Dinner	Military Lodging Rate	All meals available (GMR + IE)
Y	P	N/A – Use partner system setting from Import file, if valid military location.	Quarters Available Meals Avail Breakfast Lunch	Military Lodging Rate	Proportional meals (PMR + IE)
Y	F	N/A – Use partner system setting from Import file, if valid military location.	Quarters Available Full Rate (Meals Section)	Military Lodging Rate	Up to 100% based on location and dates.
Y	Null	Partner System Override for quarters, if valid military location. Use DTS per diem for meals available (location and traveler status – O/E). DTS has meals available for all meals.	Quarters Available Meals Avail Breakfast Lunch Dinner	Military Lodging Rate	All meals available (GMR + IE)
		Partner System Override for quarters, if valid military location. Use DTS per diem for meals available (location and traveler status – O/E). DTS has meals available and at least one, but not all meals available - proportional meals.	Quarters Available Meals Avail Based on the DTS meals available; the corresponding B, L, D will be selected (but not all of them.)	Military Lodging Rate	Proportional meals (PMR + IE)
		Partner System Override for quarters, if valid military location. Use DTS per diem for meals available (location and traveler status – O/E). DTS - no meals available or not found, default to full rate.	Quarters Available Full Rate (Meals Section)	Military Lodging Rate	Up to 100% based on location and dates.

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Table F-7: Quarters Available and Meals Available (Continued)

QUARTERS AVAILABLE AND MEALS AVAILABLE					
XML FOR QTRS FLAG	XML FOR MEALS FLAG	AVAILABILITY FOR LODGING AND MEALS IN DTS	ITEMS PRESELECTED ON DTS PER DIEM ENTITLEMENT DETAILS SCREEN	LODGING RATE ALLOWED	M&IE RATE ALLOWED
Null	Null	Based on location, use DTS per diem for Quarters Available and Meals Available (location and traveler status – O/E).	Based on values returned from DTS per diem for Quarters Available or Meals Available.	Either the Military Lodging Rate – *or* Up to 100% based on location and dates.	One of the following: All meals available (GMR + IE) Proportional meals (PMR + IE) Up to 100% based on location and dates.
Null	One of the following: A, P, F	Process the "meals available" as a null value. Use DTS per diem for both Quarters Available and Meals Available, based on location and meals available (location and traveler status – O/E).	Based on values returned from DTS per diem for Quarters Available or Meals Available.	Either the Military Lodging Rate – *or* Up to 100% based on location and dates.	One of the following: All meals available (GMR + IE) Proportional Meals (PMR + IE) Up to 100% based on location and dates.

F.4.2.2 Meals Provided Calculation

Table F-8 shows the allowances for meals as displayed on the DTS Per Diem Entitlements screen when there are no quarters (QTRS flag is *N*) in the import XML file. When the QTRS flag is *N*, the corresponding meals flag in DTS is "Meals Provided."

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Table F-8: Quarters Available and Meals Available (Meals Provided) Lodging and M&IE

QUARTERS AVAILABLE AND MEALS AVAILABLE (MEALS PROVIDED) LODGING AND M&IE					
XML FOR QTRS FLAG	XML FOR MEALS FLAG	AVAILABILITY FOR LODGING AND MEALS IN DTS	ITEMS PRESELECTED ON DTS PER DIEM ENTITLEMENT DETAILS SCREEN	LODGING RATE ALLOWED	M&IE RATE ALLOWED
N	A	N/A – Use Partner System setting.	Adverse Effects/Commercial Quarters – Selected Meals Provided – Selected B, L, D – all Selected	Up to 100% based on location and dates.	All meals provided (IE) 100%
N	P	N/A – Use Partner System setting.	Adverse Effects/Commercial Quarters – Selected Meals Avail – Selected B, L – Selected	Up to 100% based on location and dates.	Meals Provided Proportional Meals (PMR + IE)
N	F	N/A – Use Partner System setting.	Adverse Effects/Commercial Quarters – Selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.
N	Null	N/A – Partner System Override for Quarters. Use Full Rate.	Adverse Effects/Commercial Quarters – Selected Full Rate (Meals Section) – Selected	Up to 100% based on location and dates.	Up to 100% based on location and dates.

F.4.3 Using Leave and Non-Duty Days During Official Travel

Import/Export partner systems can add a duty condition that will allow a user to take leave or non-duty days during travel.

Note: The DTS Import/Export tool only permits overlapping duty conditions for defined date ranges. This is when Government Quarters Available and Government Messing Available are the only duty conditions. In some cases, an imported XML file contains other overlapping duty conditions. If so, DTS accepts the last duty condition provided in the file as the duty condition for the defined date range.

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Table F-9 outlines the per diem entitlements for Annual Leave (ALVE) and Non-Duty days (NLVE) during travel.

Table F-9: Using Leave and Non-Duty Days During Official Travel

USING LEAVE AND NON-DUTY DAYS DURING OFFICIAL TRAVEL				
XML IN IMPORT FILE	DUTY CONDITION REPRESENTED BY XML CODE	ITEMS PRESELECTED ON DTS PER DIEM ENTITLEMENT DETAILS SCREEN	LODGING ALLOWED ON LEAVE DATES	M&IE ALLOWED ON LEAVE DATES
ALVE	Annual leave	Selects the Annual Leave radio button for the Leave date, less the trip start and/or trip end dates. Defaults the Number of Hours to 8. Sets the per diem entitlement code to ALVE for Leave dates	$0	$0
NLVE	Other Leave	Selects the Other Leave radio button for Leave dates less the trip start and/or trip end dates. Defaults the Number of Hours for Other Leave to 8. Sets the per diem entitlement code to NLVE for the Leave dates.	$0	$0

Note: Imported duty conditions involving leave will have no effect on per diem entitlements for the first or last day of the trip. This is in accordance with the Joint Federal Travel Regulations (JFTR).

- **Traveler May Change the Imported Leave Values**
  In some cases, an imported travel document contains a duty condition of ALVE or NLVE for a defined date range. If so, the traveler may change the values for leave on the DTS Per Diem Entitlements screen.

- **Pre-Audit When Leave is Changed**
  In some cases, a travel document is generated through the I/E Tool and the Leave values are changed. If so, a justification must be entered on the DTS Pre-Audit Trip screen. The pre-audit flag consists of the following information:

  - **Reason Flagged**: DUTY CONDITION (LEAVE) CHANGED
  - **Item Description:** DTS has detected a change in the per diem entitlements for the following day(s) authorized as leave by the imported travel authorization (order-issuing authority): <Imported Date(s)>.

  *** The order-issuing authority may not authorize changing a day authorized as leave to a day that may generate an entitlement to per diem.

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F.5 AUTO APPROVED Stamp

The AUTO APPROVED stamp is a DTS system-generated stamp used to automatically approve an imported authorization. The partner system must set the Auto-Approval setting to *Yes* for this functionality to be enabled.

- DTS will assign the AUTO APPROVED stamp to the imported authorization once it is signed by the traveler/NDEA and the following are true:
  - Commercial air arrangements use GSA city pair fares.
  - There are no commercial lodging reservations.
  - Expected expenses are entered within the government-defined threshold.
- DTS will NOT assign the AUTO APPROVED stamp when the traveler violates any of the automatic approval conditions. Other reasons for DTS not assigning AUTO APPROVED include the following:
  - The traveler/ NDEA selects a non-GSA city pair fare.
  - The imported record is identified with a period of Inactive Duty Training or Inactive Duty Training Travel in the per diem duty conditions.
  - The document is not generated from an XML import file.
  - The action is an amendment and the AUTO APPROVED status stamp has not been applied to any earlier version of the authorization.
  - The amendment was systemically created immediately after DTS applied the APPROVED stamp. This is in support of the Obligation Upon Receipt functionality (*DTA Users Manual*, Appendix F.4).

In some cases, the AUTO APPROVED stamp can not be applied because it was not enabled or because certain conditions exist. If so, DTS sends the document through the assigned routing list for review. After review, it is stamped with the manual APPROVAL stamp.

The same actions occur when DTS applies the AUTO APPROVED stamp as when an RO applies the APPROVED stamp. They are as follows:

- A Travel Authorization Number (TANUM) is applied to the authorization.
- The GEX Accounting System is notified of the need to obligate funds.
- The CTO will receive a follow-on communication that authorizes the purchase of the commercial airline tickets.
- In some cases, the Bypass Budget Edits is set to *Yes* in the partner settings. If so, DTS ignores whether sufficient funds exist in the budget. It stamps the document with the applicable approved stamp.

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F.6 Cancellation of Imported Authorizations

There are occasions when an authority to travel is revoked. In some cases, DTS receives receipt and acceptance of the cancellation import file from the partner system. If so, DTS determines if the authorization meets the criteria for an automatic or manual cancellation. DTS notifies the partner system of that determination in an export file.

Below are the criteria and procedures carried out for an automatic vs. manual cancellation.

F.6.1 Automatic Cancellation of Authorizations

When a cancellation notice is received from a partner system, DTS automatically cancels the imported authorization when the following conditions apply:

- The cancellation is received before the trip start date.
- No non-ATM advances have been paid or submitted for payment.
- Commercial reservations have not been ticketed (before the TAW date).

The following actions occur when DTS automatically cancels an imported authorization:

- The CANCELLED stamp is applied to the document.
- All reservations are cancelled.
- Required financial transactions are transmitted.
- DTS sends an e-mail to the traveler/NDEA (with a copy to the AO and DTA) with notification that the authorization has been cancelled and that no action is required.

Note: If an expense has been incurred on the cancelled authorization, the traveler must file a local voucher.

Note: If the document has not been accessed by the traveler/NDEA and no financial transactions have been transmitted (i.e., Obligation Upon Receipt), DTS will also delete the travel authorization. In some cases, a traveler profile might be created during the processing of the initial import data file. If so, DTS will retain the data and allow the traveler to complete self-registration.

F.6.2 Manual Cancellation of Authorizations

In some cases the imported authorization must be manually cancelled. This is so when DTS receives a cancellation notice from a partner system *after* any of the following have occurred:

- Trip start date
- Ticketing date
- Payment or submission for payment of any non-ATM advances.

The following actions occur in DTS when any of the above conditions are met:

- DTS sends an e-mail to the traveler/NDEA (with a copy to the AO and DTA) of notification that the trip is cancelled and that additional actions are required.

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- The trip cancel link will appear in the Remove/Trip Cancel column on the traveler's Authorization/Orders screen.
- The traveler/NDEA must then follow DTS cancellation procedures (*Document Processing Manual*, Chapter 10).

F.6.3 Cancellations Initiated from within DTS

It is sometimes necessary for a traveler to initiate the cancellation of an authorization imported from a partner system.

If the **User Can Cancel Authorizations** partner setting is set to *Yes* (default setting is *Yes*), the trip cancel link will appear in the Remove/Trip column on the traveler's Authorizations/Orders screen after the authorization is in a signed status (Figure F-21). The CANCELLED stamp will display in the traveler's **Submit this Document as**: drop-down list. This option allows the traveler to select the stamp and cancel the document.

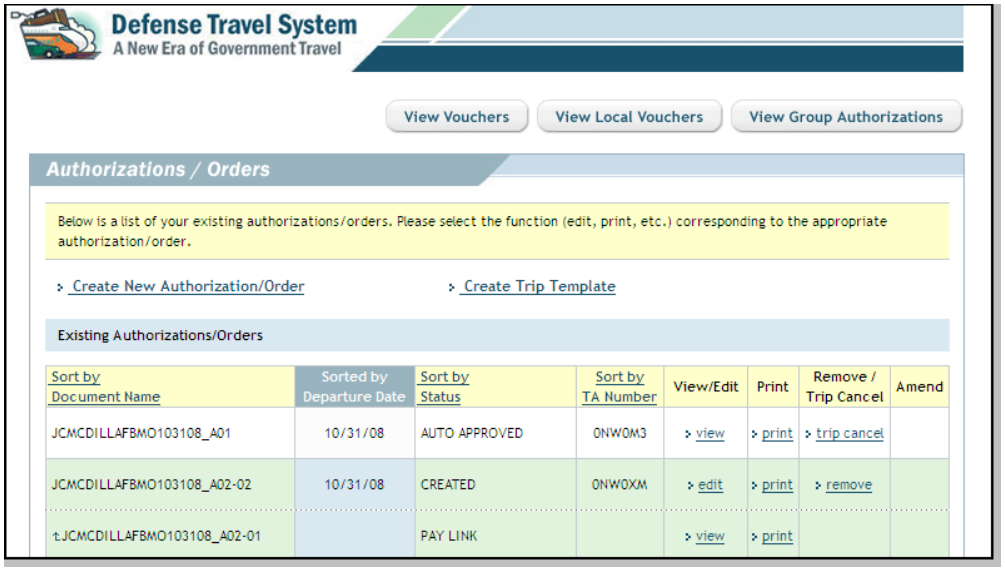

Figure F-21: Authorizations/Orders Screen

Note: If set to *No*, DTS will not allow a traveler to cancel a document generated by the import process. In this case, the partner system must transmit the cancellation to DTS via an import file.

In some cases, a cancellation is generated within DTS for an authorization that was created by an import file from a partner system. If so, DTS includes a data element within the export file format that identifies the record as being generated as a cancellation.

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F.7 DTS and Partner System E-mails

In some cases, certain transactions occur between DTS and its partner systems. If so, DTS generates one or more relevant e-mails. The traveler and the AO receive e-mails when new travel orders have been prepared or modified. The DTA receives an e-mail when a new traveler's information has to be reviewed and updated. The DTS-generated e-mails can be found in *Appendix E*.

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