CHAPTER 2: TEMPORARY DUTY (TDY) AUTHORIZATIONS

A Defense Travel System (DTS) temporary duty (TDY) authorization is built by using information stored in the system. Such information includes a traveler's personal profile, an organization's budget, and Department of Defense (DoD) travel policies. An authorization captures all information regarding a traveler, TDY locations, should-cost estimates, and other financial aspects of the trip on one document. This includes any travel-related expenses that may be incurred prior to the first day of travel. This streamlines the travel, approval, and reimbursement processes. This chapter covers the following topics:

Note: A Secretary of Defense memorandum, **"**Track Four Initiative Decisions**"** dated March 14, 2011 mandates that "all DoD travel requests must include justification that alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives." In response, the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) have been updated to comply with this mandate.

JFTR, par. U4000-3b, JTR, par. C4405-b3 and Appendix I - Travel Orders, and the JTR/JFTR, Appendix E - Invitational Travel Orders, now require all DD 1610 forms and other formats to include a statement justifying that alternate means (SVTC or other web-based communication) are not sufficient to accomplish the travel objectives.

At this time, DTS will not be configured to automatically note that an alternate method was considered. However, travelers can manually add this justification to travel authorizations based on their Service/ Agency -specific instructions.

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2.1 Log In to DTS

The first step in creating an authorization in DTS is to access the DTS Home page by entering the following URL in the browser: www.defensetravel.osd.mil.

1. Select the green **LOGIN TO DTS** button located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

2. Read the policy and select **Accept**. Selecting **Decline** will return to the DTS Home page.

3. Complete the **PIN** field.

4. Select **OK**.

The User Welcome screen opens. This is the traveler's personal home page (Figure 2-1).

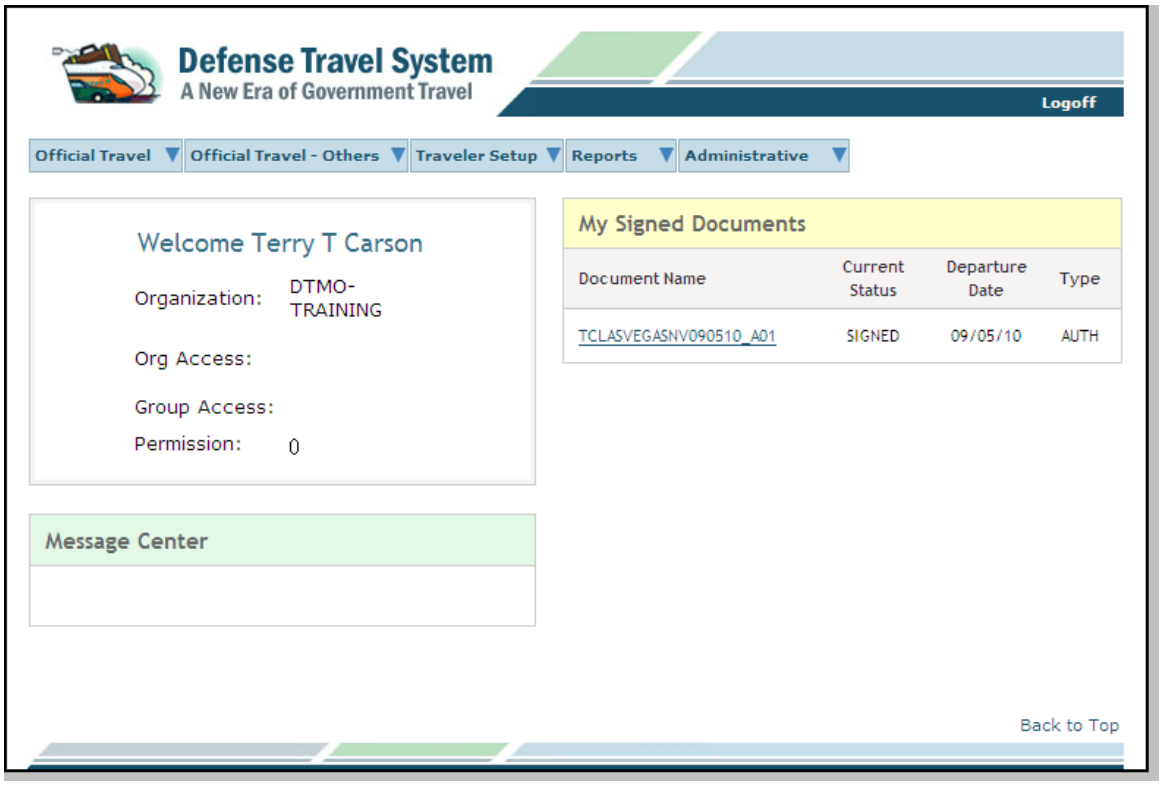

Figure 2-1: User Welcome Screen

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2.2 Using the DTS Menu Bar

The blue menu bar on the User Welcome screen displays only the features to which the DTS user has permission. Table 2-1 briefly describes the drop-down lists that may display on the User Welcome screen, depending upon permission level(s) and access.

Table 2-1: User Welcome Screen Menu Bar

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
Official Travel		Drop-down menu of options that allow travelers to create, edit, print, remove, cancel, and amend their own travel documents.
	Authorizations/Orders	Used to create a travel order in DTS.
	Vouchers	Used to document expenses and request reimbursement in DTS.
	Local Vouchers	Used to request reimbursement for expenses spent while on local travel within a 12-hour period.
	Group Authorization/ Orders	Used to create a travel order for two or more people traveling on the same itinerary.
	Restore Purged Documents	Used to instantly restore DTS documents that had previously been purged due to a 15 month period of inactivity and other qualifying factors.
Official Travel-Others		Drop-down menu of options that allow the user to edit, print, remove, cancel, and amend travel documents for another traveler; and view vouchers with a Due U.S. balance. (Group access to the traveler is necessary.)
	Authorizations/Orders	Used to document expenses and request reimbursement for another person.
	Vouchers	Used to request reimbursement for another person for their expenses spent while on local travel within a 12-hour period.
	Local Vouchers	Used to request reimbursement for expenses spent while on local travel within a 12 hour period for another person.
	Group Authorizations/ Orders	Used to create a travel order for two or more other people traveling on the same itinerary.
	Restore Purged Documents	Used to instantly restore DTS documents for another person that had previously been purged due to a 15 month period of inactivity and other qualifying factors.
Traveler Setup		Drop-down menu of options to change document format, print formats, view organization routing lists, view rates, update personal profile, and delegate signature authority.
	Form Preferences	Ability to change the format of how travel documents print. (Default is a plain text format).

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Table 2-1: User Welcome Screen Menu Bar (continued)

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
	Available Routing Lists	Displays the routing lists that belong to the user/traveler's organization. Routing lists show the Routing Officials assigned to the list.
	Delegate Authority	Used to allow Routing Officials to give their signature authority to another Routing Off ic al within their organization. In order to access this option, a user must have permission level 2.
	User Preferences	Allows the user/traveler to change the way the time stamps display in the document (e.g., 24 hour clock or 12 hour clock) and whether or not the traveler wants to receive e-mail notifications.
	Rate Lookup	Displays information about the rates used to calculate entitlements in DTS.
	Update Personal Profile	Allows user/travelers to view and edit their personal profile. Changes made automatically update the permanent profile. Changes will not apply to existing documents.
Reports		An overview of the various report options available are listed in Chapter 10 of the *Defense Travel Administrator (DTA) Manual*.
Administrative		Drop-down menu that lists the functional areas that are available based on the user's permission levels.
	Partner System Setup	Used by the Partner System Administrator (PSA) to maintain a partner system's data and interface with DTS. See Appendix F of the *DTA Manual* for details about partner-system setup and roles.
	Site Setup Admin	Used to access a portion of the Deployment Tool used by Service and Agency reps to create the site name, root organization, and the Lead DTA (LDTA). Permission level 7 is needed to access this functionality.
	Site Setup Interview	Used by the LDTA to access a portion of the Deployment Tool used to create Organizational DTAs (ODTAs), suborganizations, and the organization setup (i.e., routing lists, groups, lines of accounting [LOAs]). Permission level 6 is needed to access this functionality.
	Self Registration Admin	Used by the DTA to accept new personnel who have self-registered in their organizations. The DTA can assign permission levels, organization access, group access, as well as the routing list for the user/traveler.
	DTA Maintenance Tool	Used by the DTA to manage the resources of an organization. Modules available for maintenance include: Organization, Routing Lists, Groups, People, and LOAs. To access all of these modules, the DTA needs permission levels 0,1,5,6 as well as organization access.

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Table 2-1: User Welcome Screen Menu Bar (continued)

USER WELCOME SCREEN MENU BAR		
MENU BAR ITEM	**DROP-DOWN LIST ITEM**	**DESCRIPTION**
	Budget	Used to create and manage organization budgets. Permission level 1 is needed to view data and level 3 is needed to edit budget data for organizations in the budget module.
	Route and Review	Used by the Routing Official to adjust, review, and approve travel documents.
	Calculate Distance	Uses the DoD Table of Official Distances (DTOD) to calculate mileage distances to and from TDY locations.
ROA		Read Only Access (ROA) is used by Non-DTS Entry Agents (NDEAs), clerks, auditors or CBA Specialists to review documents in view-only mode. This access is granted by an ROA Administrator; it is not permission level driven.
CBA		Centrally Billed Accounts (CBA) is used by the CBA Specialists in an organization to manage/reconcile CBA invoices against charges to the organization's CBA. The CBA DTA gives the CBA Specialist access to this module and activates the account.
DMM		Used by the Debt Management Monitor (DMM) to monitor collections from travelers with DUE U.S. balances. Permission level 6 and DMM assignment in the user profile is necessary for access to this menu item.
	DUE US Vouchers	Used by the DMM to track the status of monies owed by travelers to the government. Permission level 6 is necessary to access this function.

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2.3 Create an Authorization

Once logged in to DTS, the User Welcome screen opens. User/travelers only see their own documents and personal information, unless they have group access. User/travelers who have group access may view and edit other people's documents and information. They may create authorizations for other travelers. See Section 2.4.

Follow the below steps to create a new authorization:

1. Mouse over **Official Travel** on the menu bar.

2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens (Figure 2-2). It displays a list of existing authorizations. The Authorizations/Orders screen is described in Section 2.4 in the paragraphs below Figure 2-8.

If no document has ever been created for this traveler in DTS, either by the traveler or by another user, the information in the personal profile must be confirmed before proceeding. See Section 2.3.1.

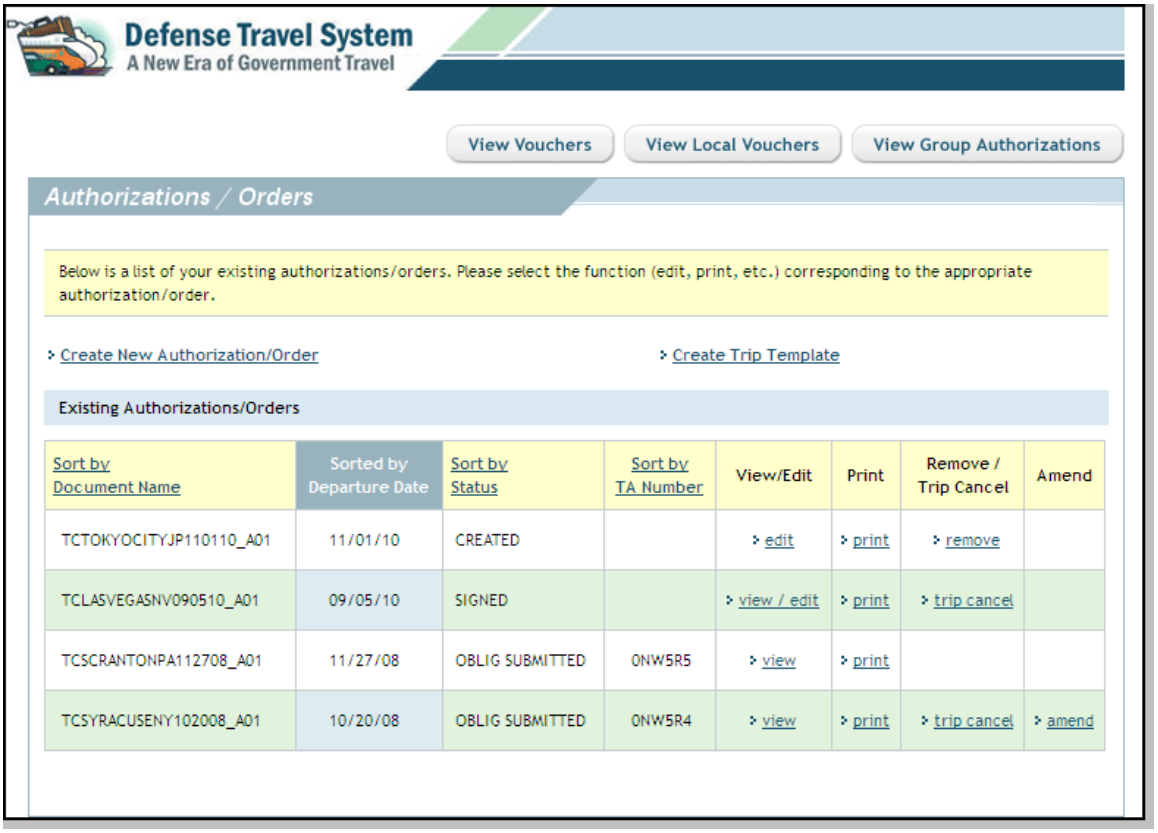

Figure 2-2: Authorizations/Orders Screen

3. Select **Create a New Authorization/Order**.

   The Trip Overview screen opens (Figure 2-3). This screen is the starting point for creating an authorization. See Section 2.5 for instructions on completing the Trip Overview screen.

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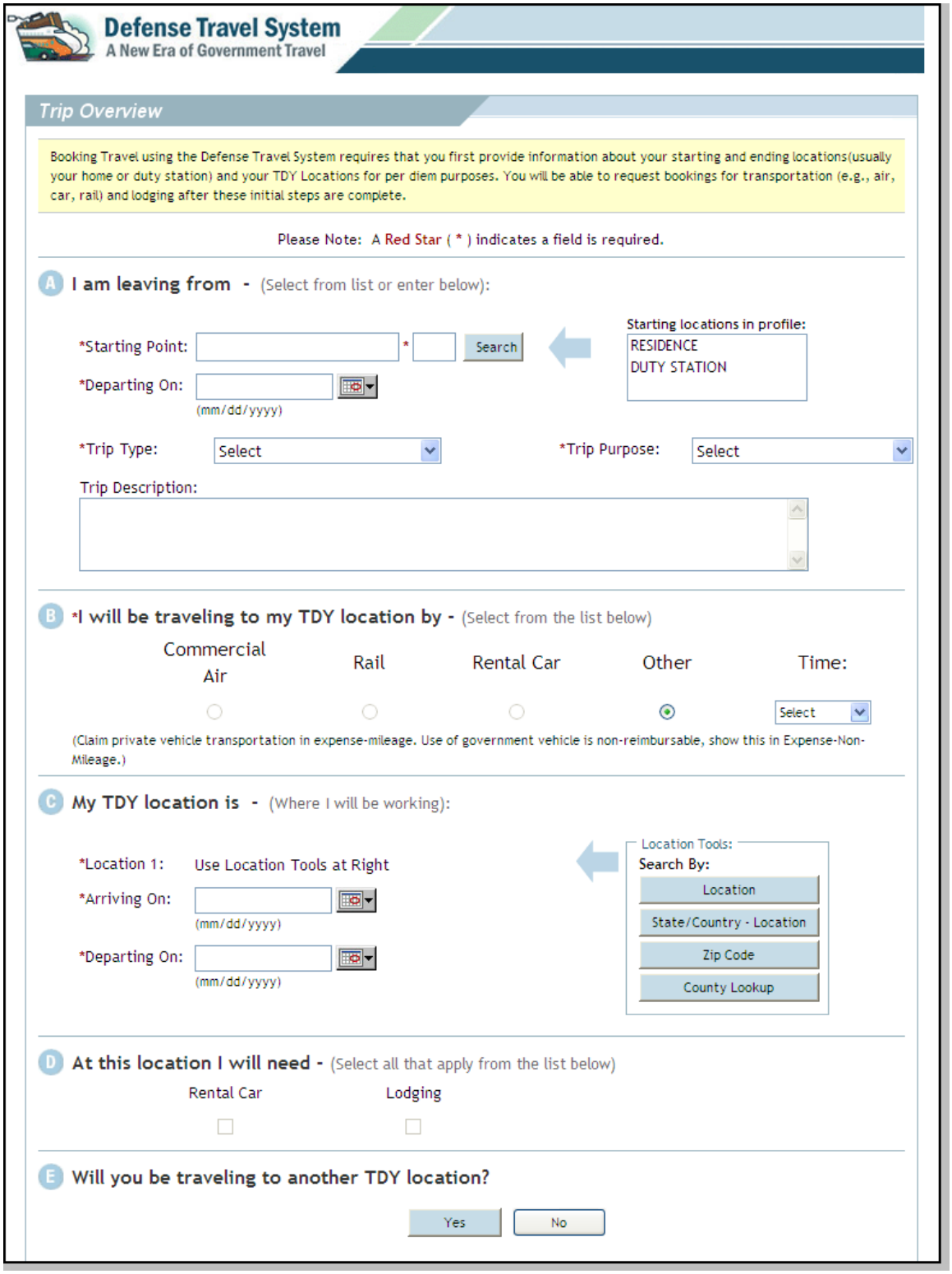

Figure 2-3: Trip Overview Screen

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2.3.1 Validate a Profile

If this is the first time that a document has been created for the traveler in DTS, either by the traveler or by an NDEA, the Profile Validation screen opens (Figure 2-4). A pop-up window appears notifying the user/traveler that profile information must be confirmed and all required fields completed.

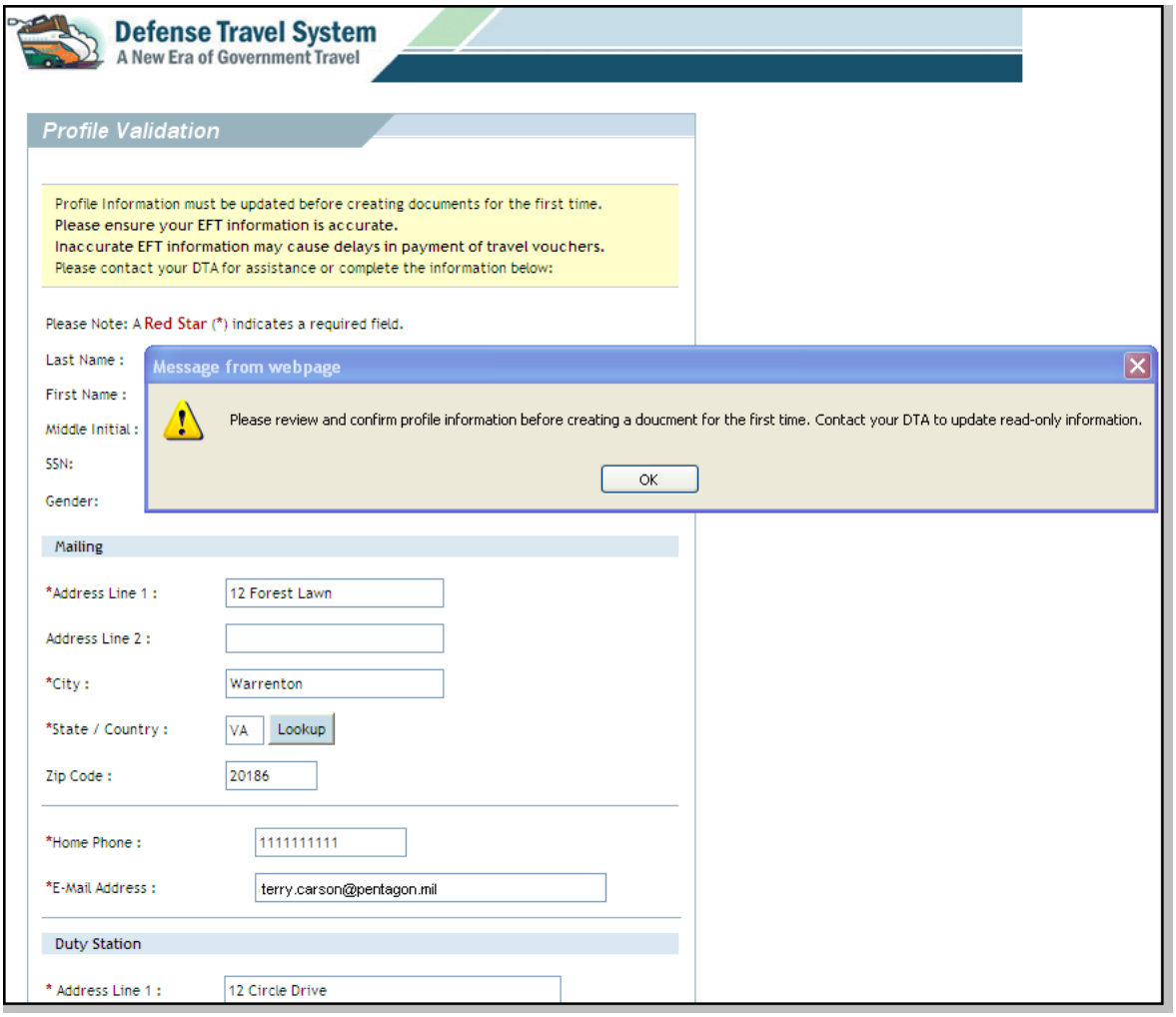

Figure 2-4: Profile Validation Screen

Follow the below steps to validate the profile:

1. Select **OK**.

2. Confirm or update the information in the profile and complete the required fields (marked with asterisks).

3. Select **Update Personal Information**.

A pop-up window displays the following message: *Profile Information is being updated. Contact your DTA to update read-only information.*

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4. Select **OK**.

The Trip Overview screen opens (Figure 2-3). See Section 2.5 for instructions on completing the Trip Overview screen.

2.3.2 Create an Authorization From a Trip Template

DTS allows travelers to use the data from an existing authorization as a template to create a new authorization. This is helpful for travelers who frequently travel to the same destination.

Beginning on the Authorizations/Orders screen (Figure 2-2), follow the below steps to create a new authorization from an existing one.

1. Select **Create Trip Template**.

The Trip Template List screen opens and authorizations that may be selected to copy as a template are listed (Figure 2-5).

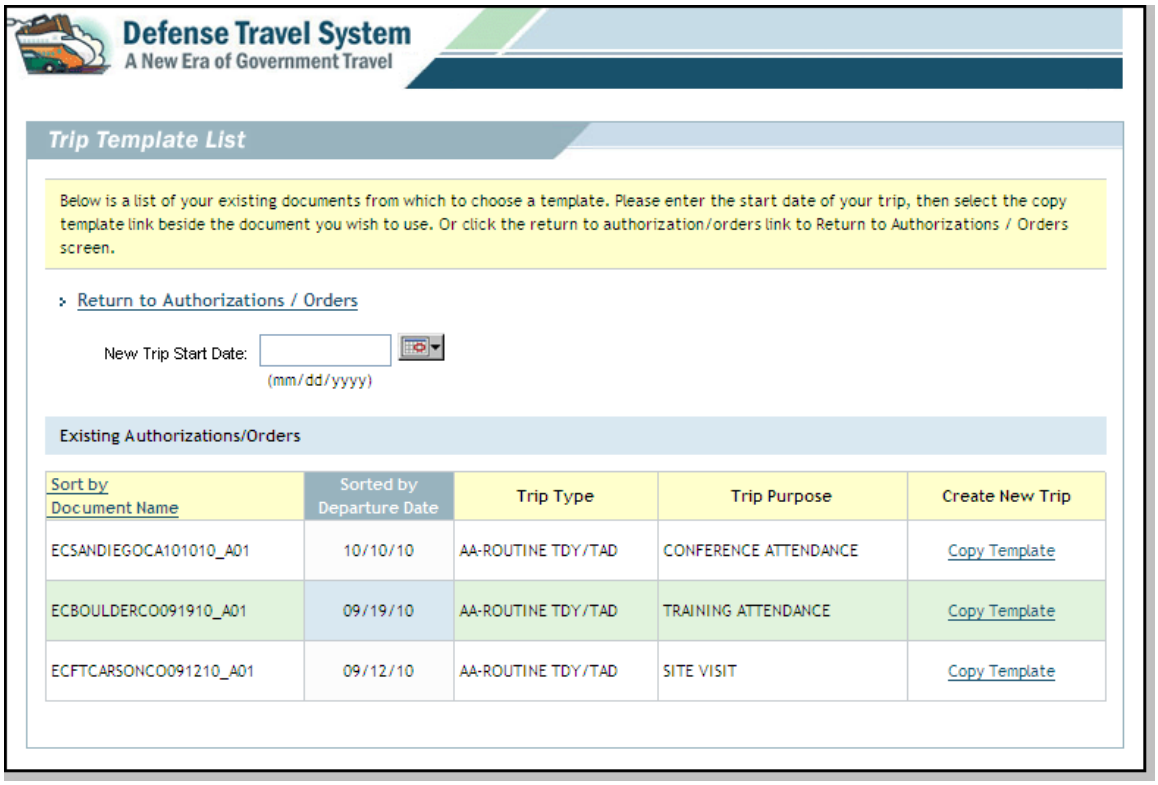

Figure 2-5: Trip Template List Screen

2. Complete the **New Trip Start Date** field with the beginning date for the new authorization.
   -OR-
   Select the **calendar** icon and choose the desired date.

3. Select **Copy Template** next to the authorization that needs to be copied.

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The Preview Trip screen opens (Figure 2-6). This screen is the first screen in the Review/Sign process, the final steps in creating an authorization. All data from the template authorization have been copied into the new authorization: the dates of the expenses are updated based on the new trip start date.

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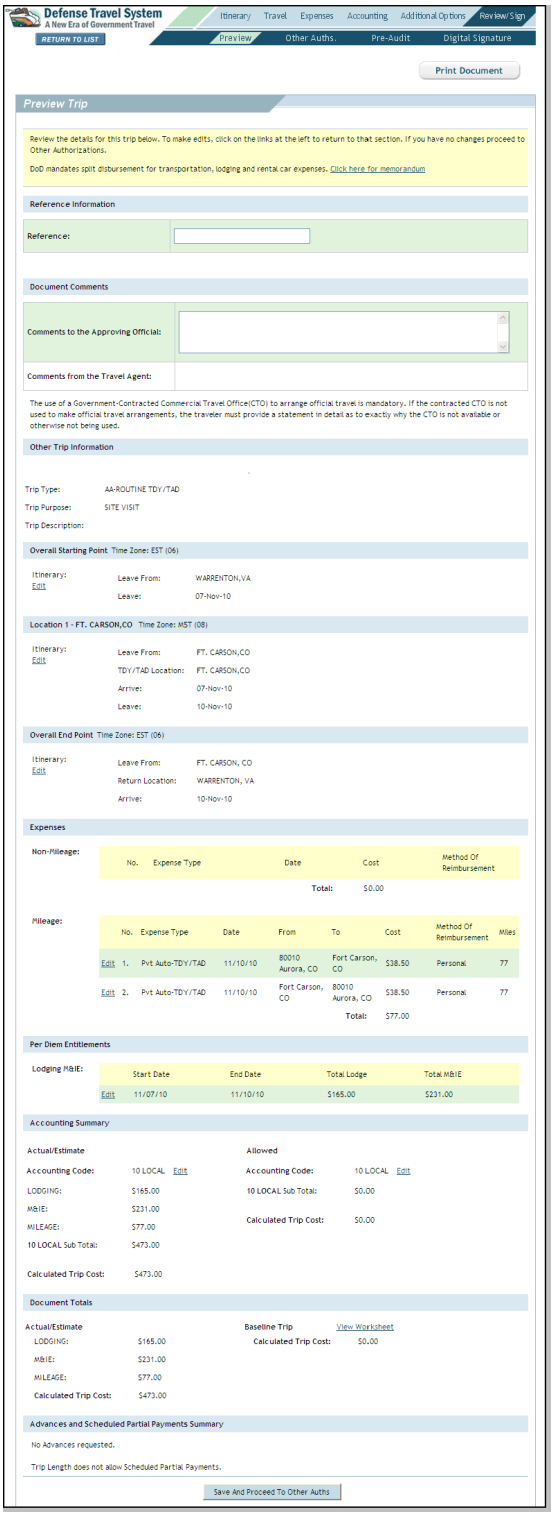

Figure 2-6: Preview Trip Screen

4. Scroll down the screen and review the data.

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5. (Optional) Select **Edit** to the left of any information that needs to be changed.

For example, if there is an expense on the template that does not apply to the new trip, this action will open the Edit Expenses screen. This screen allows the expense to be changed.

See Section 2.6 to book transportation or other reservations if necessary.

See Section 2.10 for complete instructions on the Review/Sign process.

2.4 Create an Authorization for Another Traveler

Authorized users can create authorizations for other travelers in DTS and, with the appropriate approval, for dependents.

2.4.1 Create an Authorization for a Military Member or a DoD Employee

Follow the below steps to create an authorization for a military member or a DoD civilian employee:

1. Mouse over **Official Travel - Others** on the menu bar (Figure 2-1).

2. Select **Authorizations/Orders** from the drop-down list.

The Traveler Lookup screen opens (Figure 2-7).

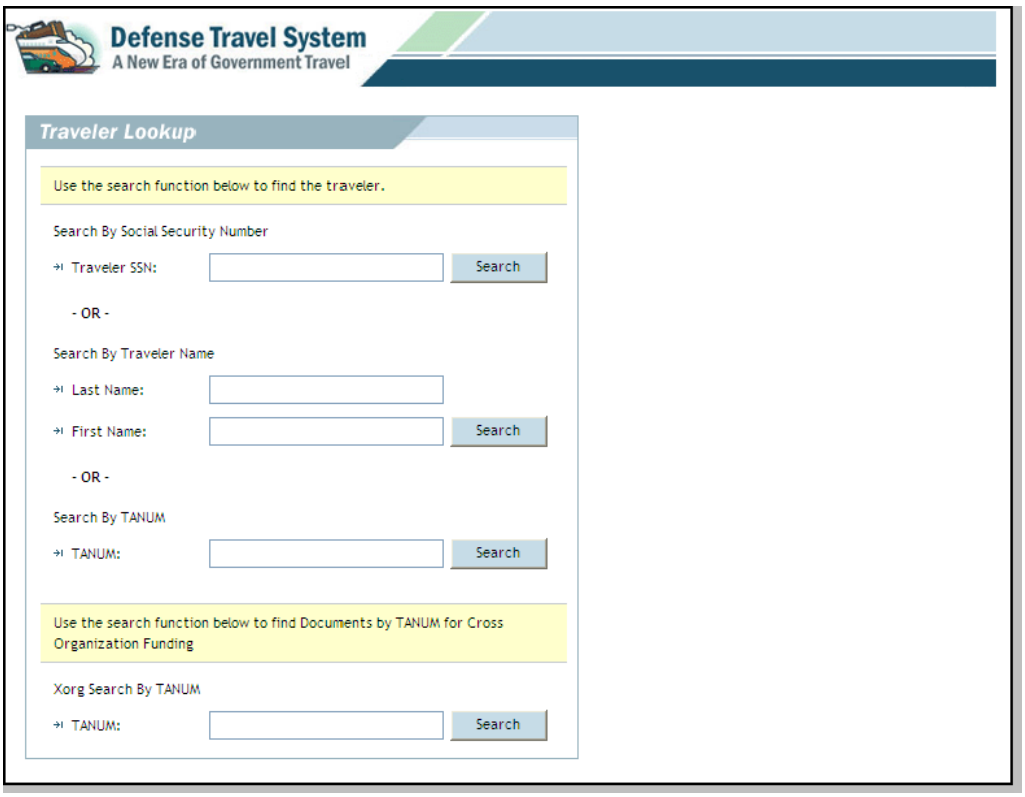

Figure 2-7: Traveler Lookup Screen

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3. Enter the traveler's **Social Security Number** (SSN).
   -OR-
   Enter the **Last Name.** (The first name is optional.)
   -OR-
   Enter the Travel Authorization Number (**TANUM)**. This is the six-digit number assigned by DTS when the Authorizing Official (AO) approves the document.

Note: Use the Xorg Search By TANUM field to search for Cross-Organization Funding documents.

The Traveler Lookup screen refreshes and displays a list of travelers by name and the last four digits of their SSNs.

4. Select the name of the traveler for whom the authorization is being created.

The Authorizations/Orders screen opens (Figure 2-8). This screen displays a list of the traveler's existing authorizations and orders.

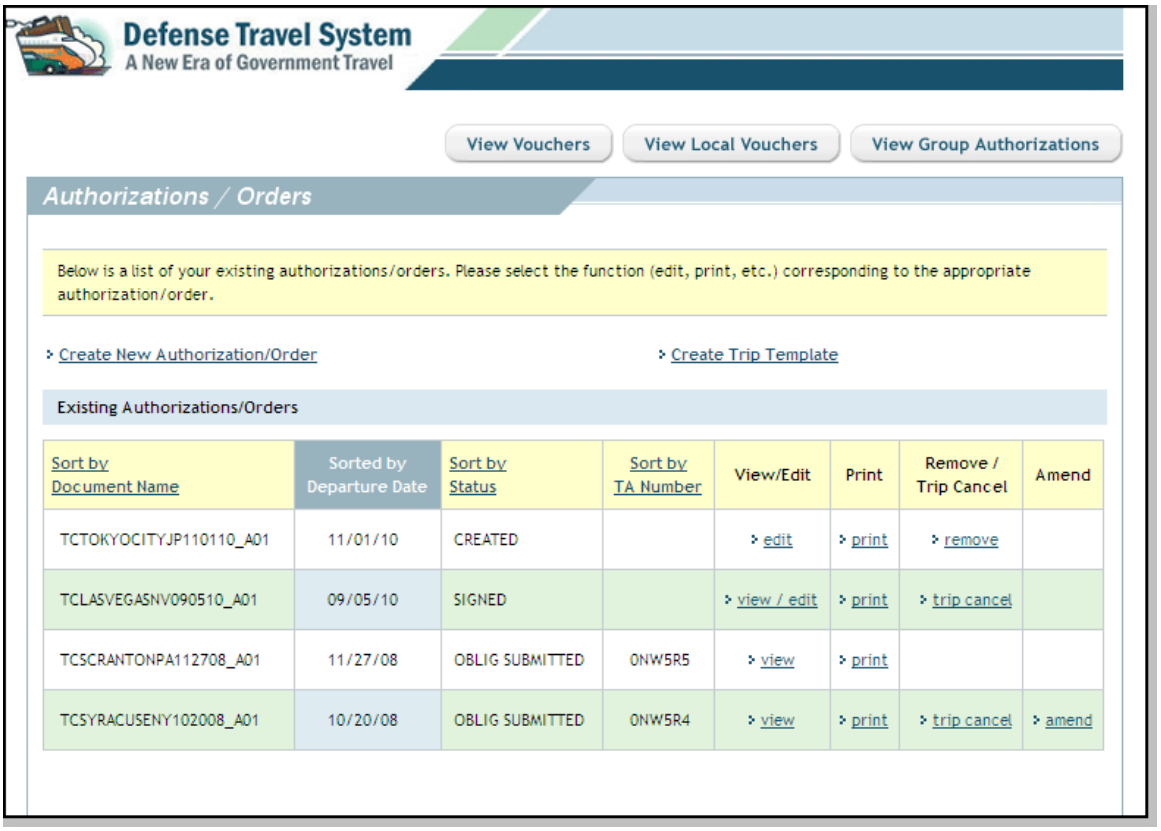

Figure 2-8: Authorizations/Orders Screen

Users may view any document type for this traveler by selecting the **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** buttons.

See Section 2.3.2 for instructions on using the Create Trip Template feature.

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The first four columns on the Authorizations/Orders screen allow the user to select the criteria by which to sort the documents: **Document Name**, **Departure Date**, **Status**, or **TA Number**. The fifth through the eighth contain links that allow the user to perform certain actions on a document: **View/Edit**, **Print**, **Remove/Trip Cancel**, and **Amend**.

View/Edit. This link is used to change information in an authorization. This link will display as **view/ edit** after the authorization has been signed. The user must re-enter the PIN to edit a document. This link will display as **view** once the document has been stamped APPROVED.

Print. This link opens a new, print-enabled screen that displays an overview of the itinerary, including per diem rates and entitlements, The document also provides the should-cost estimate for the trip.

Remove/Trip Cancel. The **remove** link displays when an authorization is in CREATED status. After selecting **remove**, the user will be prompted to confirm the removal of the document. The **trip cancel** link displays when an authorization has been stamped SIGNED. Selecting this link will prompt Trip Cancellation. See Chapter 10 of this manual.

Amend. This link is used to make changes after a document has been stamped APPROVED. A new document is created that must route through the same process as the original.

2.4.2 Create an Authorization for a Dependent

A user with group access may use DTS to create an authorization for a dependent, if they have received proper approval for this. A military or DoD civilian who has travel documents created in DTS

for one or more dependents is referred to as the *sponsor* for those dependents. There are two standard trip types that may be selected for an authorization, with different rules for reimbursement. Selection of either trip type triggers an Other Authorization during the Review/Sign process. DTS automatically completes the remarks field. The two standard trip types are listed below.

- *E1- ITA FAMILY TRANS ONLY*. The sponsor will be reimbursed only for the transportation expenses for this authorization.
- *E2 - ITA FAMILY FULL REIMB.* The sponsor will be reimbursed for transportation and eligible travel expenses for this authorization.

Other trip types that allow dependent travel are certain Special Circumstances Travel (SCT) trip types. See Chapter 11 of this manual for guidance on SCT trip types that allow dependent travel.

Note: A separate authorization must be created for each dependent. To create an authorization for a dependent of a military member or DoD civilian, first identify the individual to DTS by performing Steps 1 through 4 in Section 2.4.1. Then, resume the process from Step 3 in this section.

Beginning on the User Welcome screen (Figure 2-1), follow the below steps to create an authorization for a dependent:

1. Mouse over **Official Travel** on the Menu bar.

2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens (Figure 2-2).

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

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The Trip Overview screen opens (Figure 2-3). For a complete description of the Trip Overview screen, see Section 2.5.

4. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION** from the list in the Starting Locations in Profile box.

5. Complete the **Departing On** field. Use the pop-up calendar if necessary.

6. Select the **Trip Type** drop-down list arrow and select **E1-ITA FAMILY TRANS ONLY**.
   -OR-
   Select **E2-ITA FAMILY FULL REIMB** (Figure 2-9).

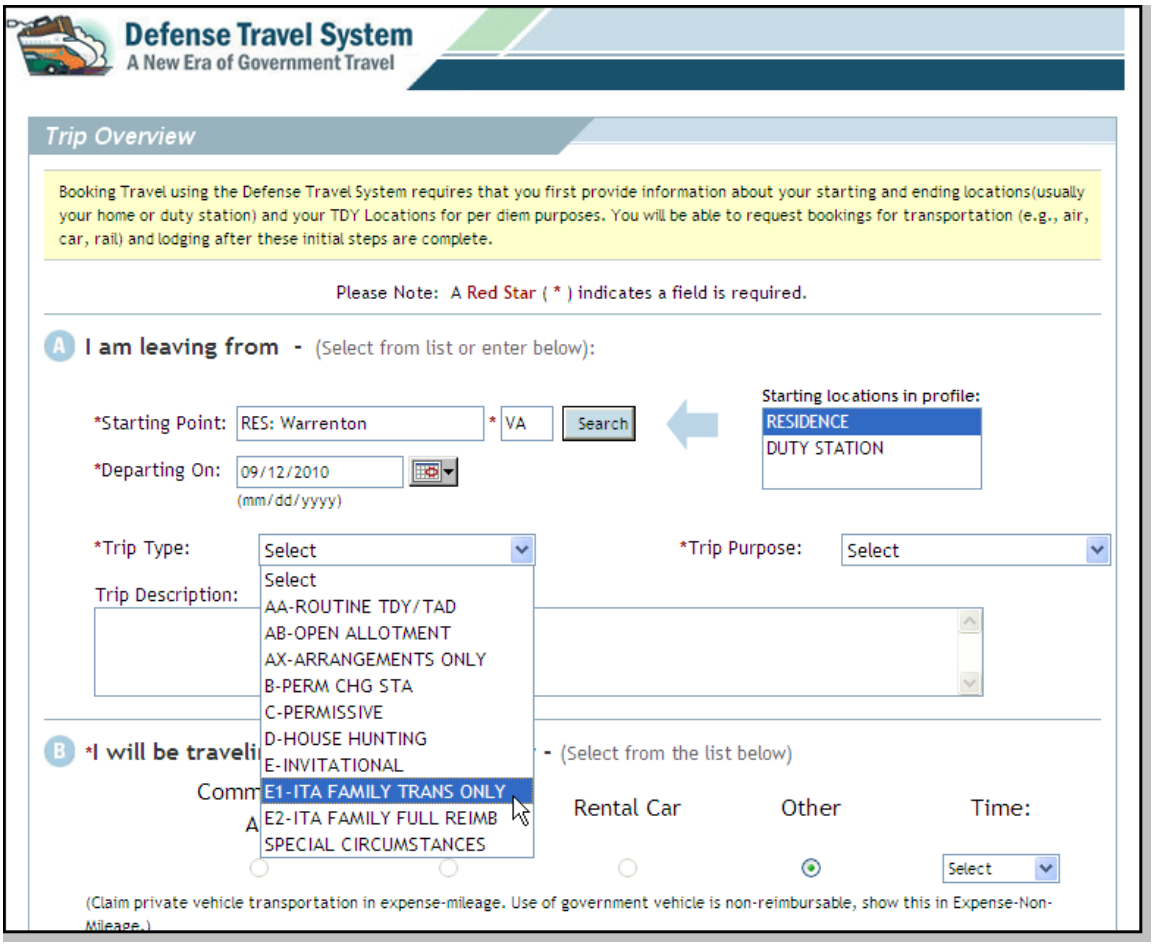

Figure 2-9: Trip Overview Screen Section A Drop-Down List

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A Special Approval Requirement Message displays (Figure 2-10).

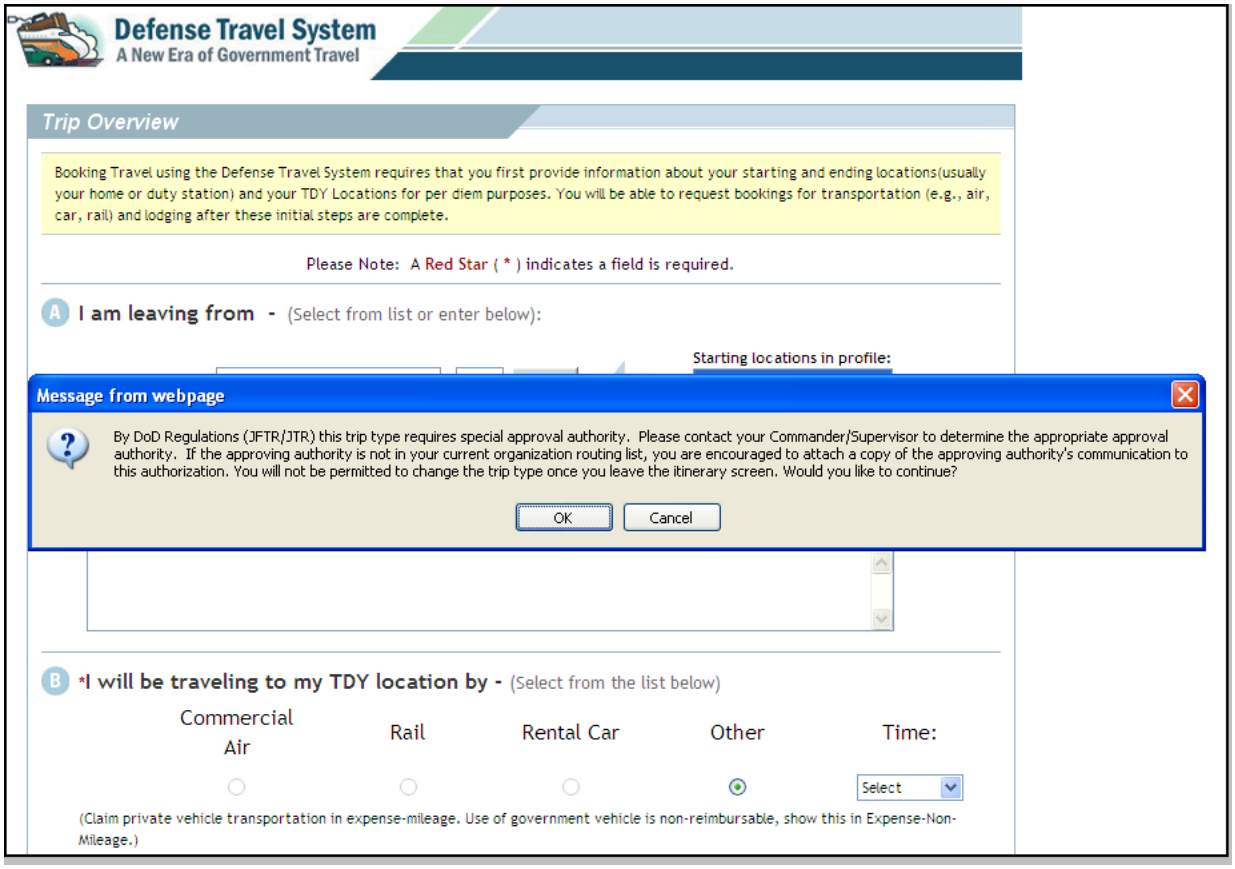

Figure 2-10: Special Approval Requirement Message

7. Read the message. Follow the instructions regarding obtaining appropriate approval.

8. Select **OK**.
   -OR-
   Select **Cancel** to return to the Trip Overview screen.

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Selecting **OK** refreshes the Trip Overview screen. The Dependent Search screen opens (Figure 2-11). It names the traveler's dependents as they are listed in the traveler's profile.

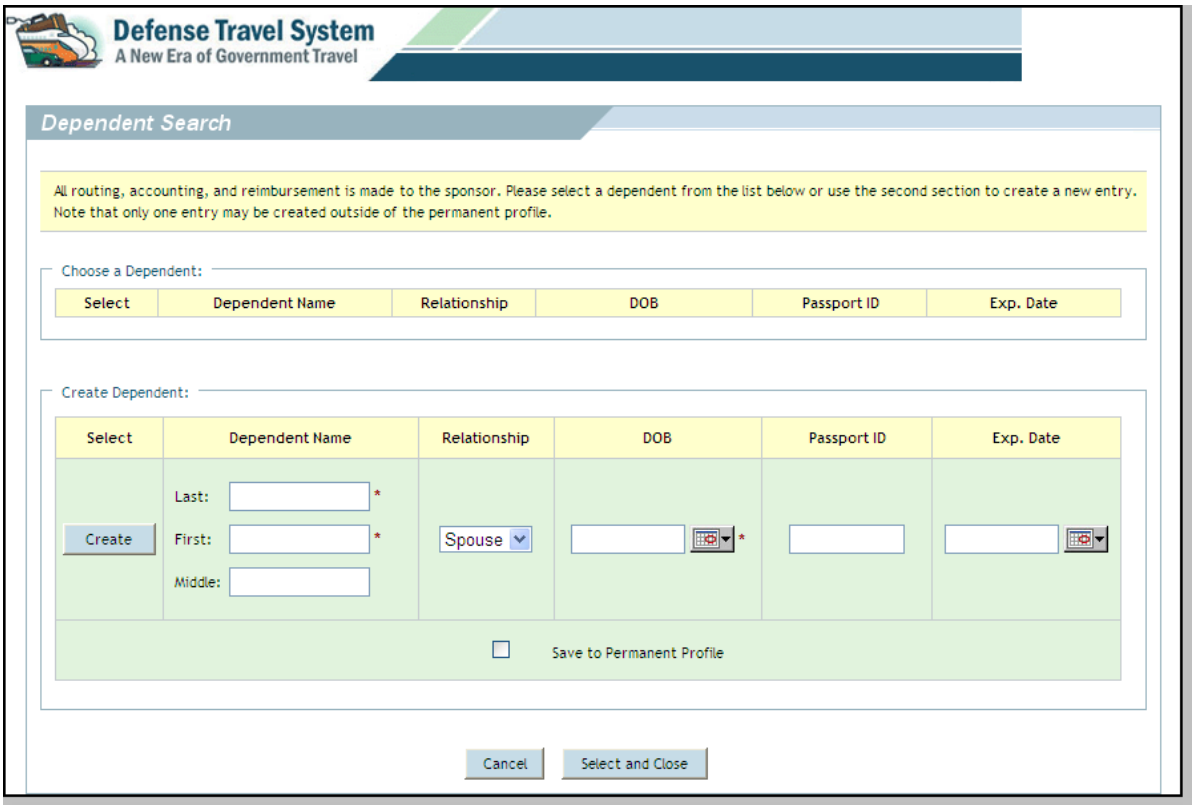

Figure 2-11: Dependent Search Screen

9. Select the **radio button** for the dependent that will be listed on the authorization.

10. Choose **Select and Close** to populate the dependent's name on the Trip Overview screen.
    -OR-
    Select **Cancel** to return to the Trip Overview screen with no dependent selected.

The Trip Overview screen refreshes. The Dependent Information fields are populated (Figure 2-12).

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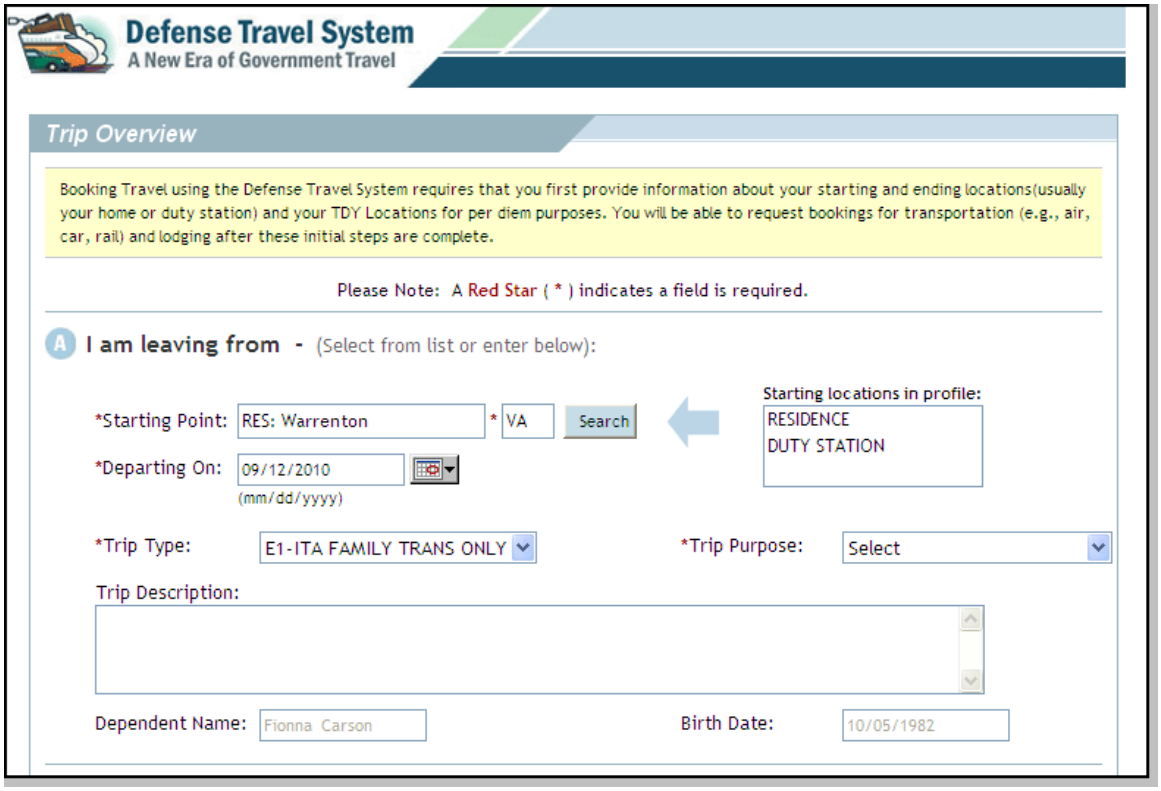

Figure 2-12: Trip Overview Screen With Dependent Information

11. Complete Sections B and C of the Trip Overview screen.

12. Complete the Travel section of the authorization. See Section 2.6.

13. Select the following tabs and complete the associated sections:

- *Expenses.* See Section 2.7. (Enter transportation expenses only, if the trip type is E1 – ITA FAMILY TRANS ONLY. Enter all expenses for E2 – ITA FAMILY FULL REIMB.) Use the Substantiating Records tab to submit the approval document for this trip type.
- *Accounting Codes*. See Section 2.8.
- *Additional Options.* See Section 2.9. **Note:** There are no scheduled partial payments (SPPs) for this authorization type.
- *Review/Sign.* See Section 2.10.

Note: Although a dependent traveler may receive an advance on an authorization that has an E2 – ITA FAMILY FULL REIMB trip type, SPPs are not allowed.

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2.5 Prepare an Itinerary

DTS requires the starting and ending points and all TDY locations for the trip, in order to display the correct per diem rates. After the user enters the required information, DTS displays the per diem rates. The user may now submit requests for transportation and lodging.

The process begins on the Trip Overview screen (Figure 2-13).

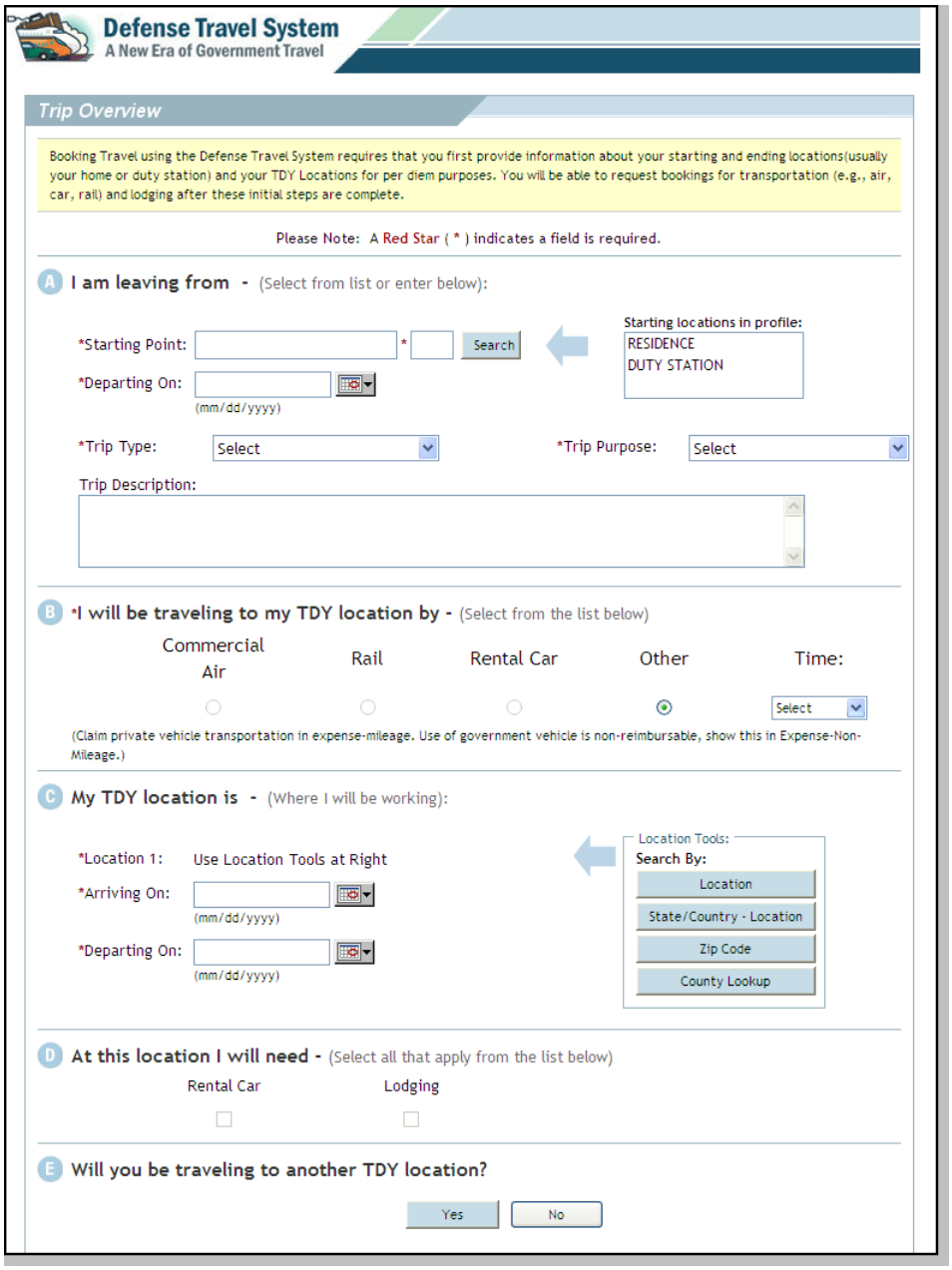

Figure 2-13: Trip Overview – Initial Screen

The screen is separated into the following five sections:

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A. ***I am leaving from.*** The fields in this section require the starting point and date of the travel, the trip type, and trip purpose. The traveler may enter a brief description of the trip.

B. ***I will be traveling to my TDY location by.*** The traveler identifies the mode of transportation for the trip and the preferred departure time.

C. ***My TDY location is.*** The traveler identifies the location where they will be working. The traveler will also enter the date of arrival at the location and the date of departure.

D. ***At this location I will need.*** The traveler will identify the types of reservations needed at the TDY location: rental car, lodging, or both.

E. ***Will You Be Traveling to Another TDY Location?*** If the traveler selects *Yes*, DTS will default to the tools that allow the addition of other TDY locations to the itinerary. If the traveler selects *No*, DTS will proceed to the next part of the authorization. However, the traveler can add additional locations at a later time.

2.5.1 Trip Overview Initial Screen - Sections A through C

Beginning in *Section A, I am leaving from*, the below steps will assist the traveler in completing the fields on the Trip Overview screen:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

This selection populates the **Starting Point** field with the information stored in the traveler's personal profile. If the starting point is not the traveler's residence or duty station type the city name into the **Starting Point** field and select **Search**. A pop-up window opens to select the **state** or **country code**. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type in the date.

3. Select the **Trip Type** drop-down list arrow and select the trip type.

Most travelers will select AA-Routine TDY/TAD. Many of the other trip types do not allow creation of a voucher. Users selecting the Special Circumstances trip type should see Chapter 11 of this manual for further guidance. See *DTA Manual*, Appendix K for a description of trip types.

4. Select the **Trip Purpose** drop-down list arrow and select the **value** that best describes the purpose of this trip.

The Trip Purpose selection is used for post-trip data analysis.

5. (Optional) Complete the **Trip Description** field with details about the trip.

Note: The traveler can edit the locations in the Starting Locations in Profile and the Return Locations in Profile box after advancing from the Trip Overview screen. After advancing beyond this screen, select **Additional Options** on the navigation bar. The Residence address can be changed in My Profile and Duty Station address can be changed in My Additional Information. This change will affect future documents. It will not change the current document.

In *Section B, I will be traveling to my TDY location by,* the traveler will select the mode of transportation for this trip. The options are commercial air, rail, rental car, and other transportation. Examples of other transportation include a privately owned vehicle or a bus.

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If the traveler wants to travel to the TDY location, keep the same car for the entire trip, and drive it back to the ending point location, **Rental Car** must be selected each time it is presented on the Trip Overview screen. Make the selection in Sections B and D, (Figure 2-13), under Trip Overview (Figure 2-29). If the traveler is traveling to multiple locations, **Rental Car** must be selected for each location.

6. Select the **radio button** for the **transportation mode** that will be used to travel from the starting location to the TDY location.

7. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

In *Section C, My TDY location is,* the traveler will identify one or more locations for this trip.

8. Identify Location 1.

The Location Tools box on the right side of the screen displays search criteria that the traveler can use to search for the location. See Sections 2.5.1.1 through 2.5.1.5.

Before identifying Location 1, select one of the following buttons to search for the location in DTS:

- Location
- State/Country – Location
- ZIP Code
- County Lookup

9. Complete the **Arriving On** field by using the calendar icon. Normally, this is the date that the traveler arrives at the TDY location.

10. Complete the **Departing On** field by using the calendar icon. Normally, this is the date that the traveler will leave the TDY location.

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2.5.1.1 Location Tools: Location Button

The traveler may search for a location name to complete the Location 1 field by following the below steps:

1. Select **Location**.

The Search Location screen opens (Figure 2-14).

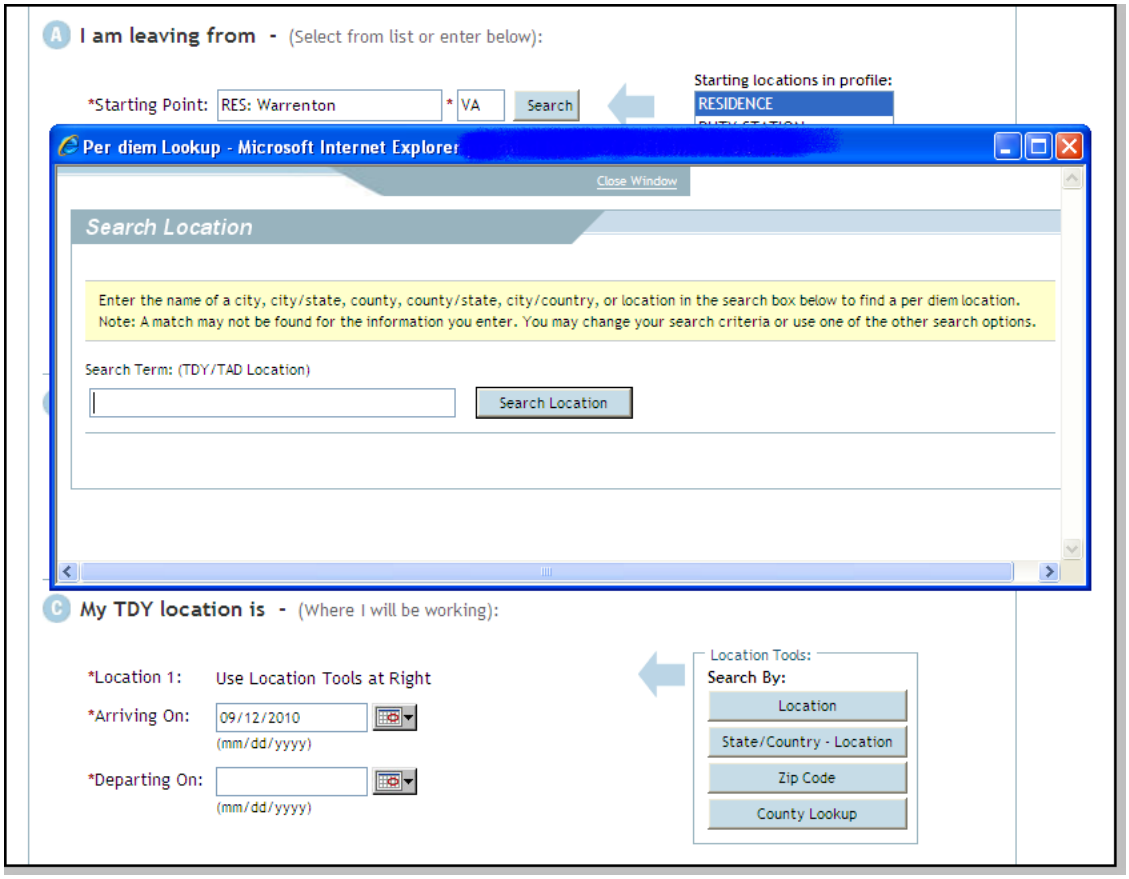

Figure 2-14: Search Location Screen

2. Enter all or part of the location name in the **Search Term** field.

A wildcard character (*) may be added instead of the beginning of the location name to help find locations that may have variant spellings (e.g., Ft. and Fort). For example, *Eustis will find Ft. Eustis. The wildcard character may also be used in the middle of the name; San*tonio will find San Antonio.

3. Select **Search Location**.

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The Search Location Results screen opens (Figure 2-15). The screen refreshes and displays an alphabetized list of the locations that match the entry in the Search Term field.

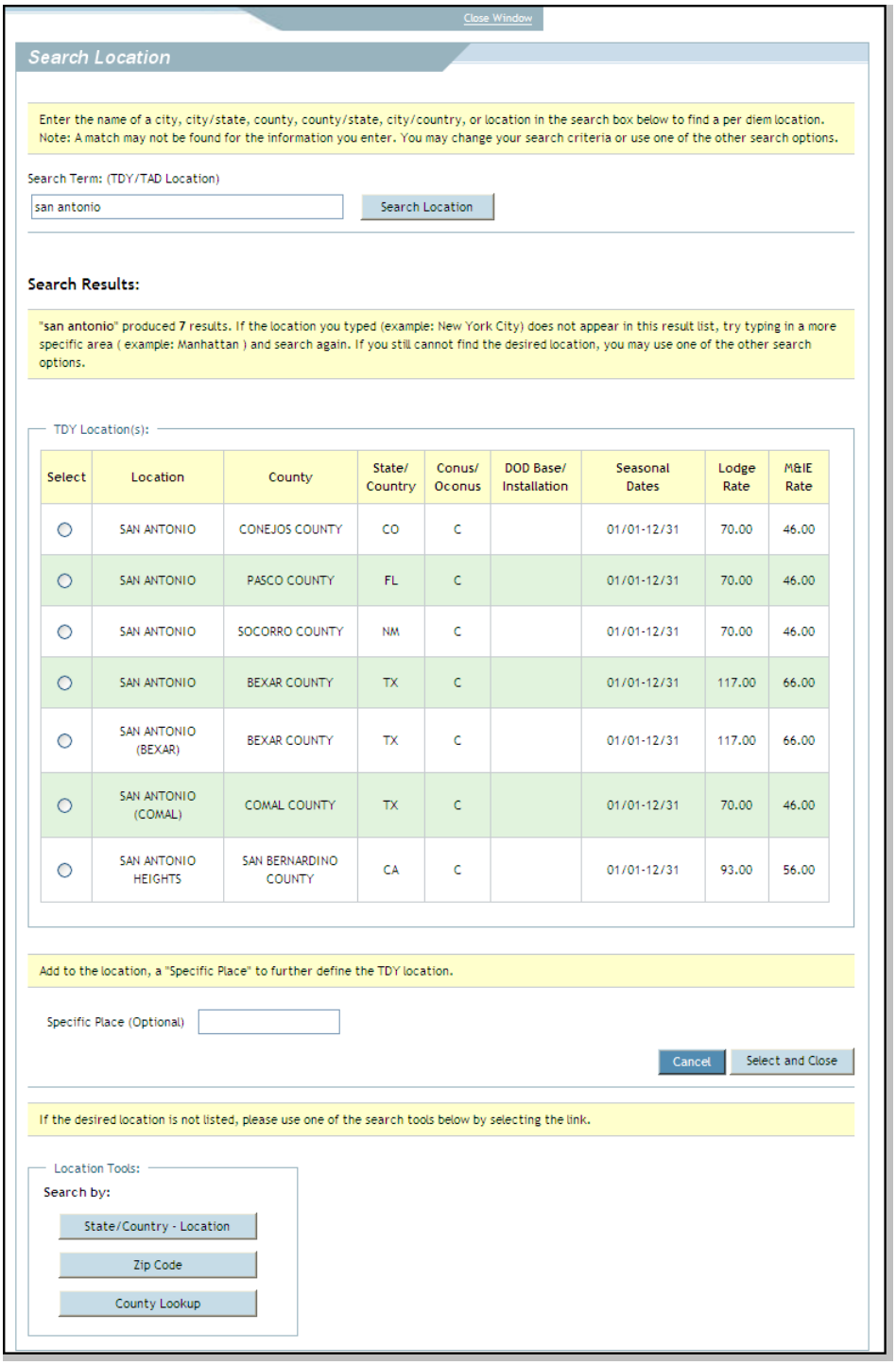

Figure 2-15: Search Location Results Screen

4. Select the **radio button** next to the name of the correct location.

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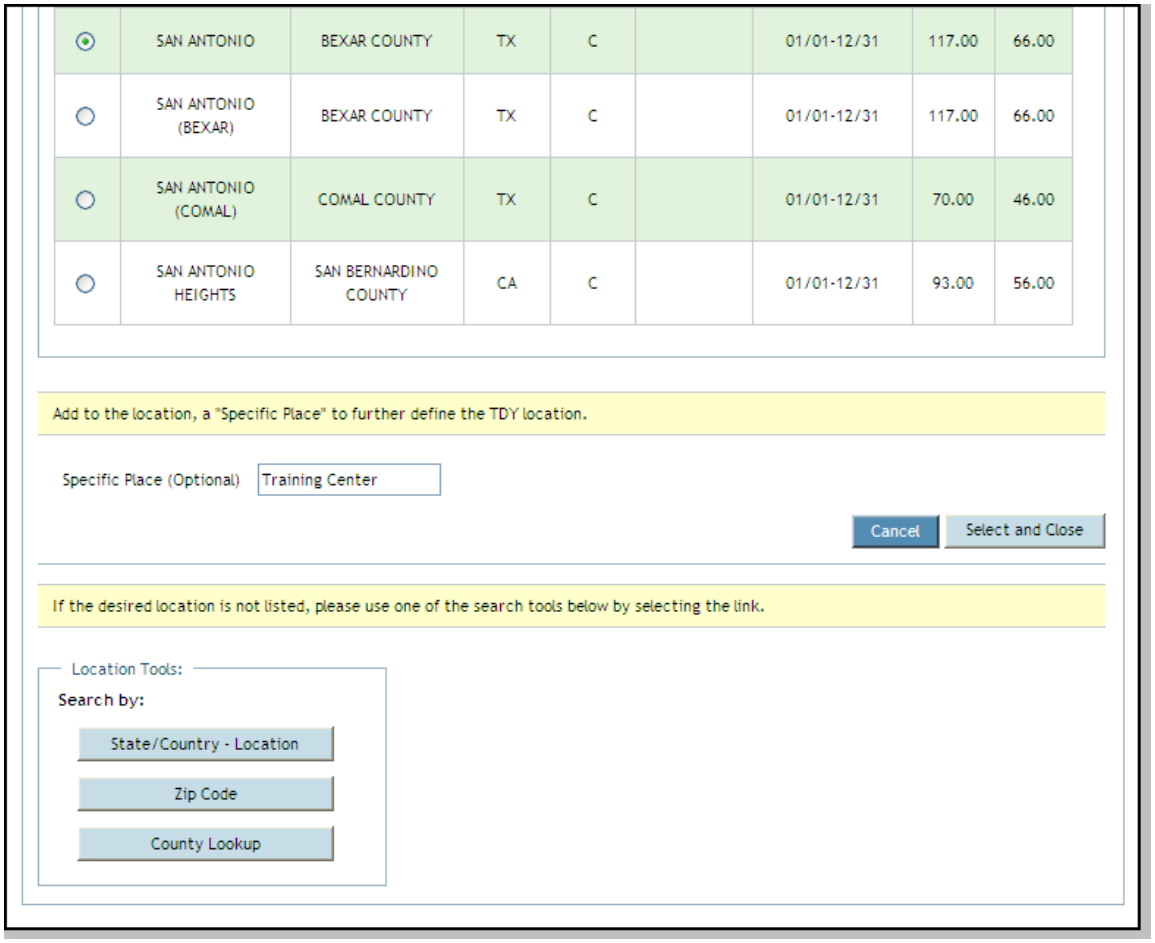
Note: If the location is not in this list, search again by revising the entry in the Search Term field, or by using one of the other **Search by** criteria located at the bottom of the screen.

(Optional) The traveler may complete the Specific Place (Optional) field with the identifier for the specific place (Figure 2-16).



◉	SAN ANTONIO	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	SAN ANTONIO (BEXAR)	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	SAN ANTONIO (COMAL)	COMAL COUNTY	TX	C		01/01-12/31	70.00	46.00
○	SAN ANTONIO HEIGHTS	SAN BERNARDINO COUNTY	CA	C		01/01-12/31	93.00	56.00

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional) Training Center

Cancel Select and Close

If the desired location is not listed, please use one of the search tools below by selecting the link.

Location Tools:

Search by:

State/Country - Location

Zip Code

County Lookup

Figure 2-16: Add a Specific Place Field

If the traveler chooses to identify the place within the TDY location (e.g., Data Center), that information will display in the Location 1 field on the Trip Overview screen (Figure 2-17).

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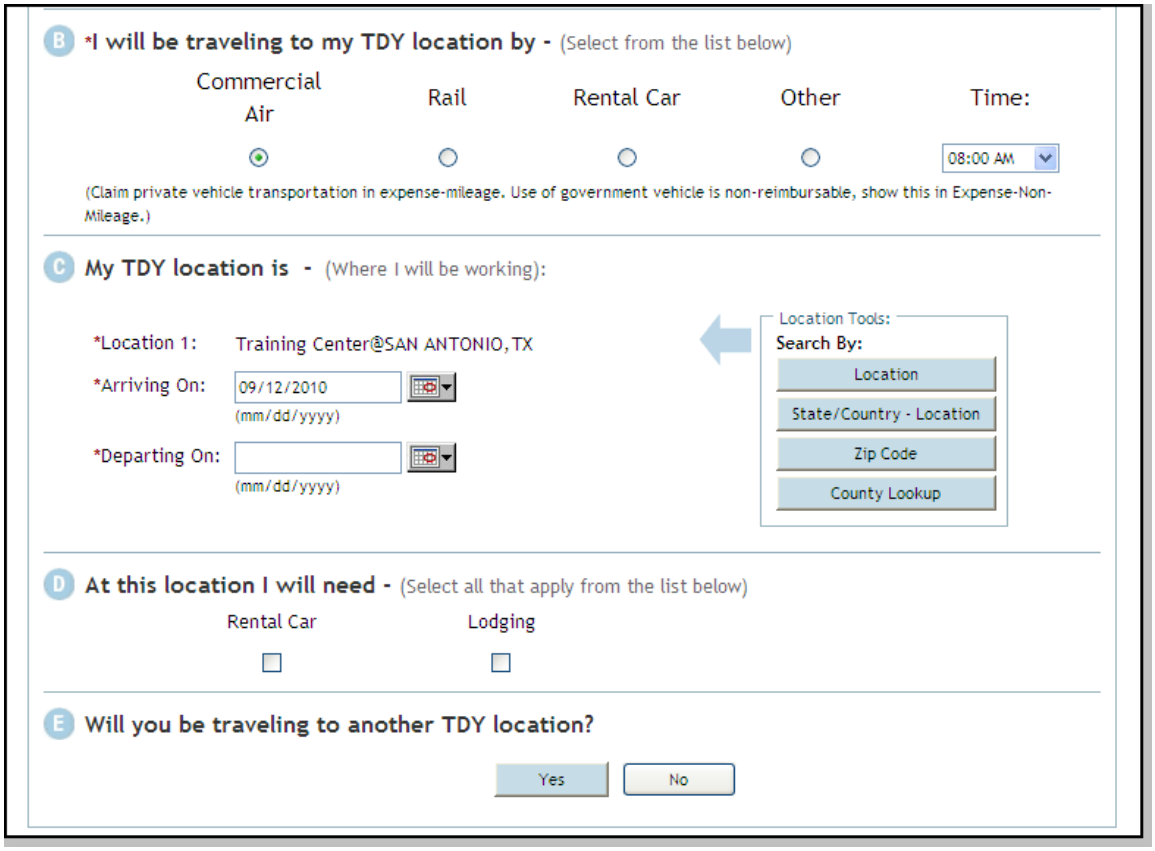

Figure 2-17: Trip Overview Screen - Location Selected, Specific Place Identified

5. Choose **Select and Close** at the bottom of the screen (Figure 2-16).
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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The Trip Overview screen refreshes. Location 1 is identified (Figure 2-17 or Figure 2-18).

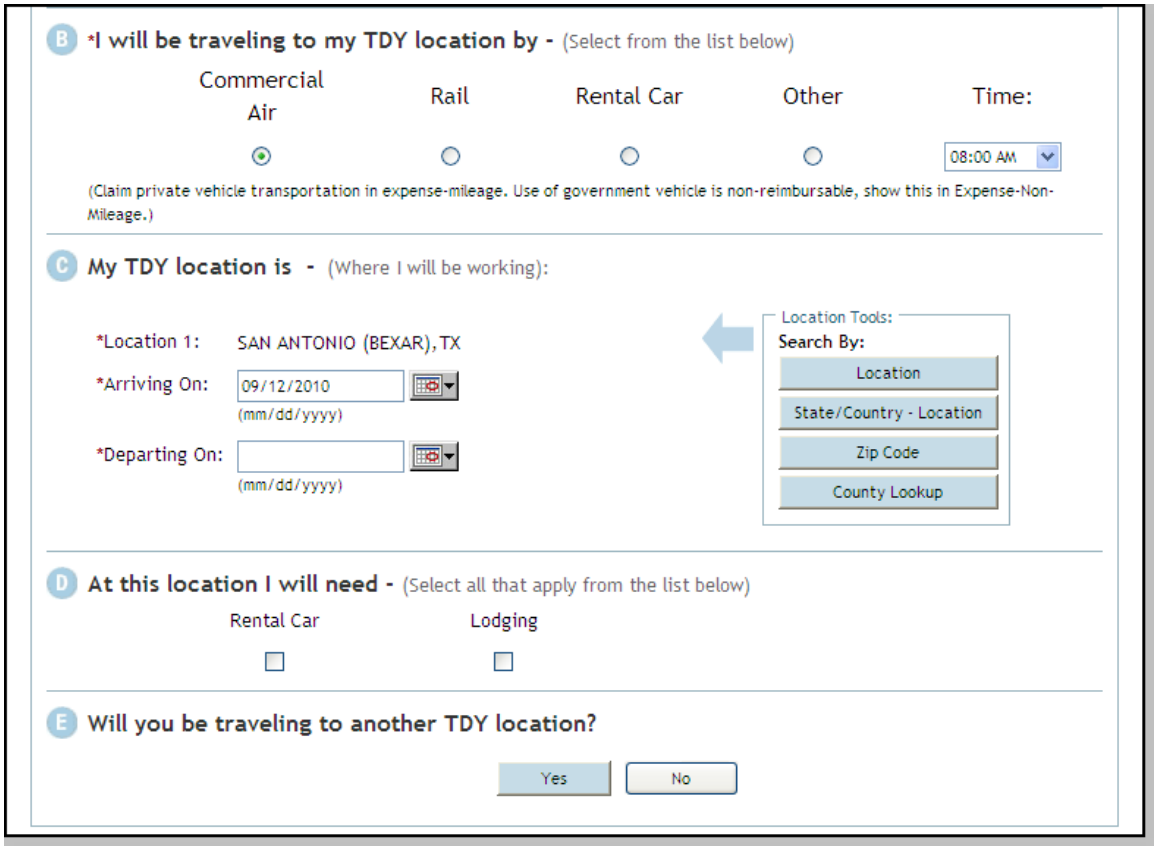

Figure 2-18: Trip Overview Screen – Location Selected, Specific Place Not Identified

2.5.1.2 Location Tools: State/Country - Location Button

Follow the below steps to complete the Location 1 field by using the State/Country Location button:

1. Select **State/Country – Location**.

The Find a TDY/TAD Location screen opens (Figure 2-19). The radio button to show United States locations is selected by default. This means that the State/Country drop-down list will only

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include U.S. locations. If searching for a foreign location, or to see a list of all U.S. and foreign locations, select the appropriate radio button.

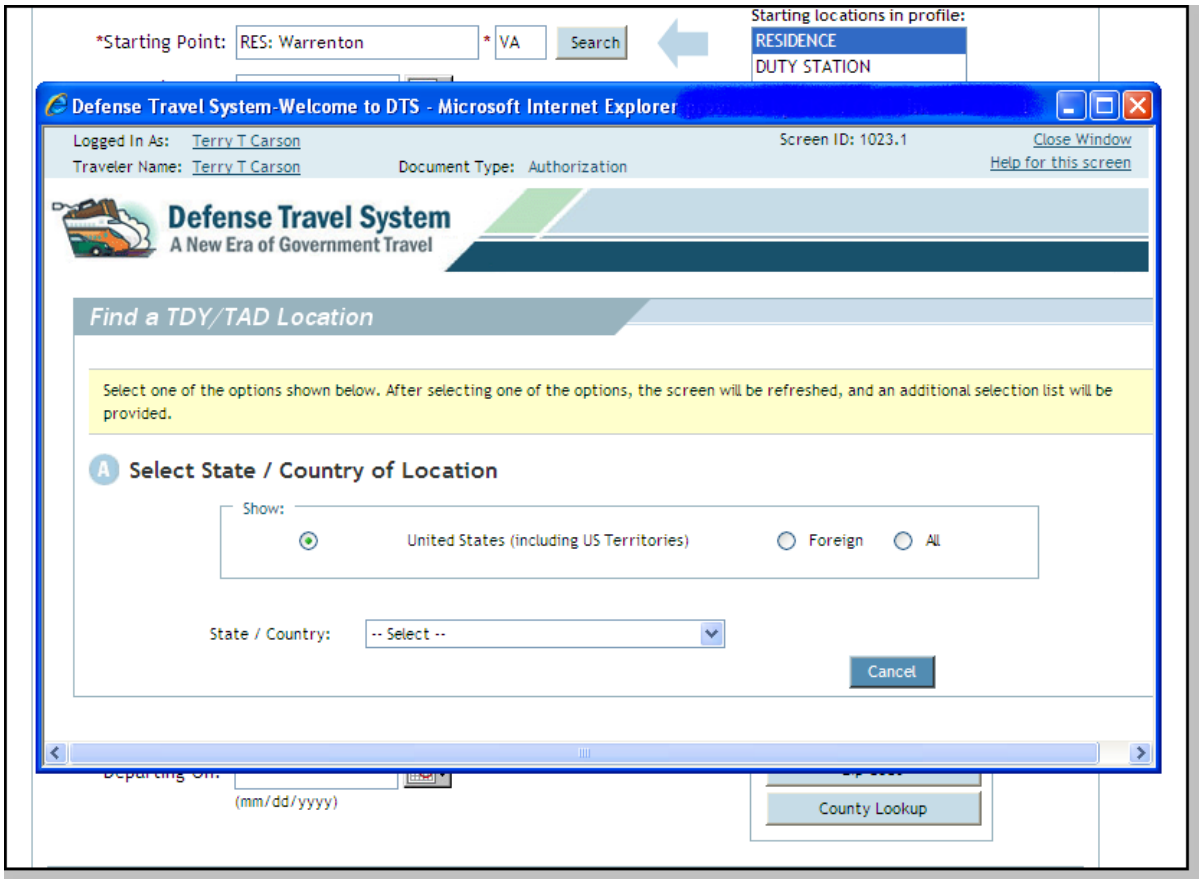

Figure 2-19: Find a TDY/TAD Location Screen - State/Country

2. Select the **State / Country** drop-down list arrow and select a **state** or **country**. Enter the first letter of the state or country and the list will scroll to the first entry that begins with that letter.

The screen refreshes. It displays an alphabetized list of the locations in the selected state or country in Section B (Figure 2-20).

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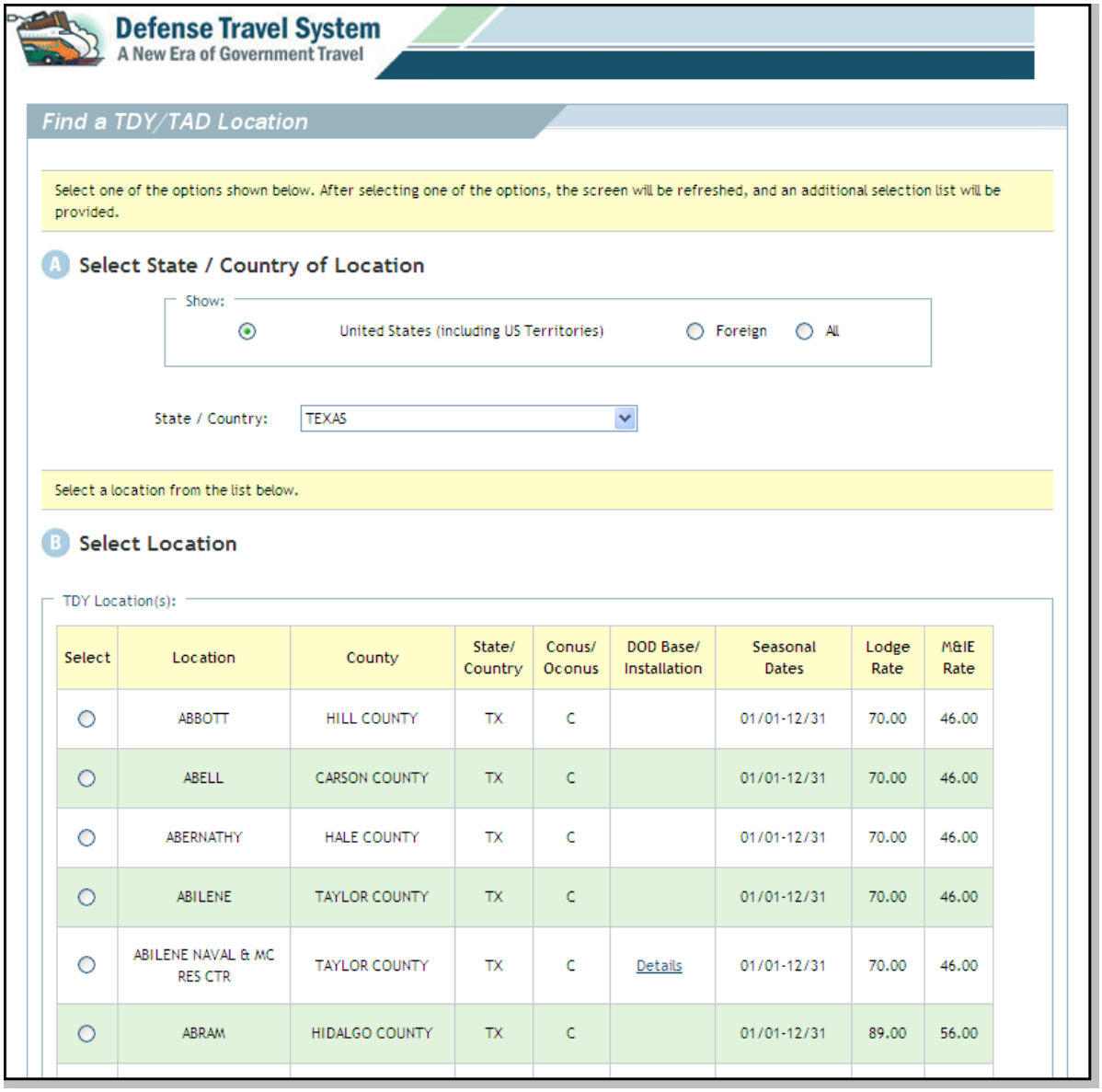

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates	Lodge Rate	M&IE Rate
○	ABBOTT	HILL COUNTY	TX	C		01/01-12/31	70.00	46.00
○	ABELL	CARSON COUNTY	TX	C		01/01-12/31	70.00	46.00
○	ABERNATHY	HALE COUNTY	TX	C		01/01-12/31	70.00	46.00
○	ABILENE	TAYLOR COUNTY	TX	C		01/01-12/31	70.00	46.00
○	ABILENE NAVAL & MC RES CTR	TAYLOR COUNTY	TX	C	Details	01/01-12/31	70.00	46.00
○	ABRAM	HIDALGO COUNTY	TX	C		01/01-12/31	89.00	56.00

Figure 2-20: Find a TDY/TAD Location Screen - State/Country Location Search Results

3. Select the **radio button** next to the name of the TDY location.

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2.5.1.3 Location Tools: ZIP Code Button

Follow the below steps to complete the Location 1 field by using the **ZIP Code** button:

1. Select **ZIP Code**.

The Find a TDY Location screen opens (Figure 2-21).

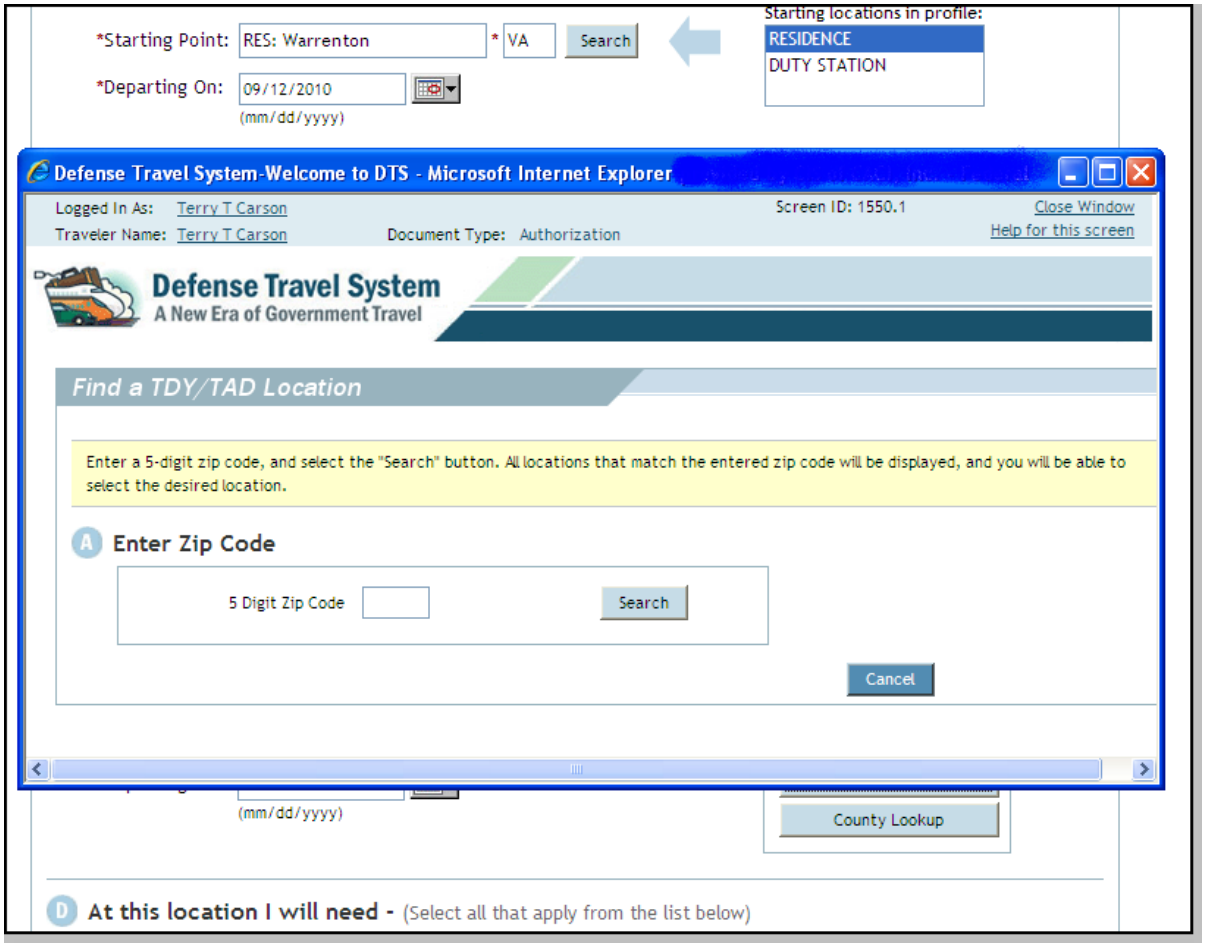

Figure 2-21: Find a TDY/TAD Location Screen - ZIP Code

2. Complete the **5-Digit ZIP Code** field.

3. Select **Search**.

The screen refreshes and displays an alphabetized list of the locations associated with the ZIP code (Figure 2-22).

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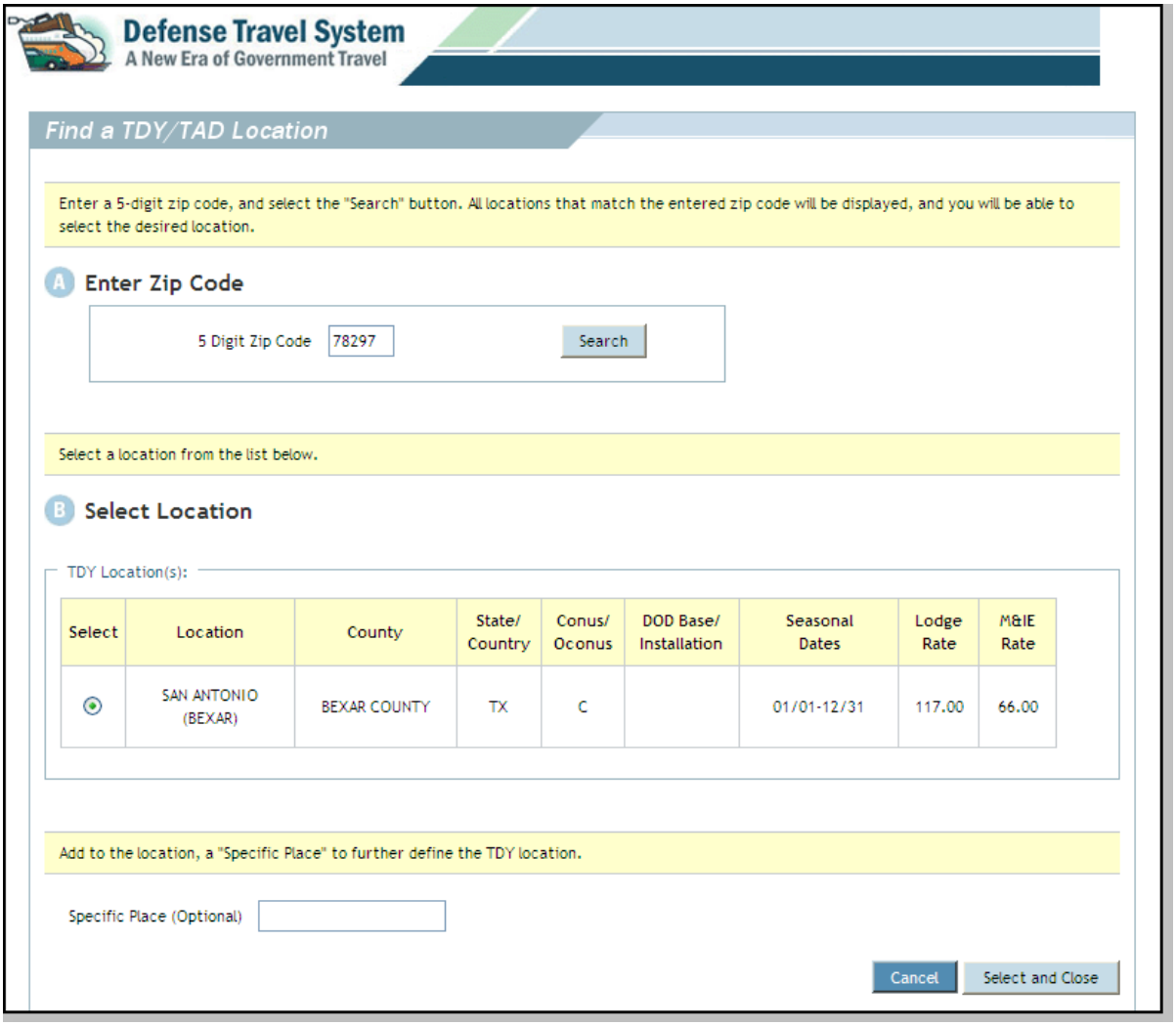

Figure 2-22: Find a TDY/TAD Location Screen - ZIP Code Search Results Screen

4. Select the **radio button** next to the name of the correct location.

Note: If the location is not in this list, search again by selecting one of the other **Search by** buttons located at the bottom of the screen.

5. Choose **Select and Close** at the bottom of the screen.
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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2.5.1.4 Location Tools: County Lookup Button

Follow the below steps to complete the Location 1 field by using the County Lookup button:

1. Select **County Lookup**.

The Find a TDY/TAD Location screen opens (Figure 2-23).

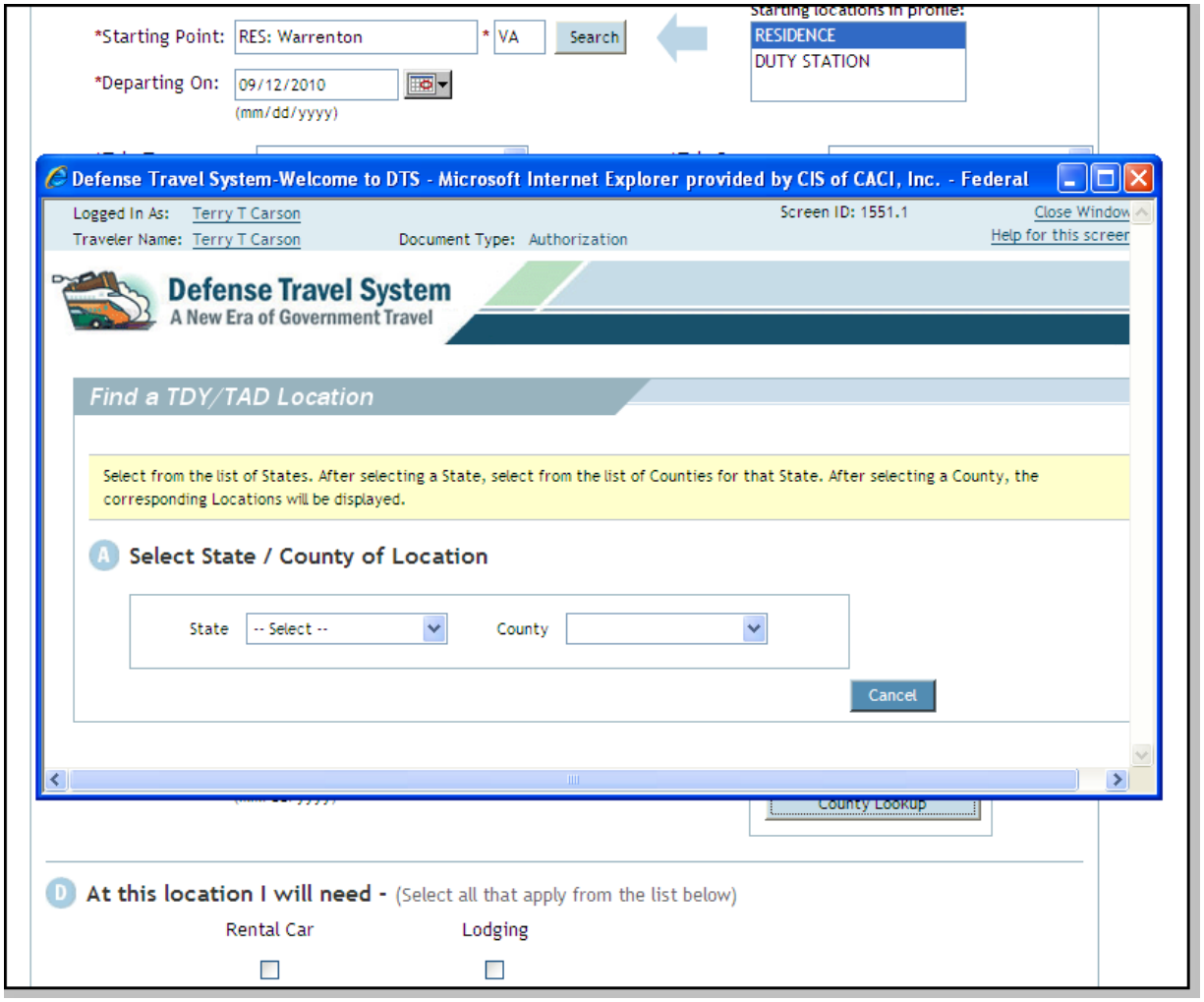

Figure 2-23: Find a TDY/TAD Location Screen - County

2. Select the **State** drop-down list arrow and select the **state** of the location.

3. Select the **County** drop-down list arrow and select the **county** of the location.

The screen refreshes with a list of locations. The first selection is the county name. The locations within the county display alphabetically (Figure 2-24).

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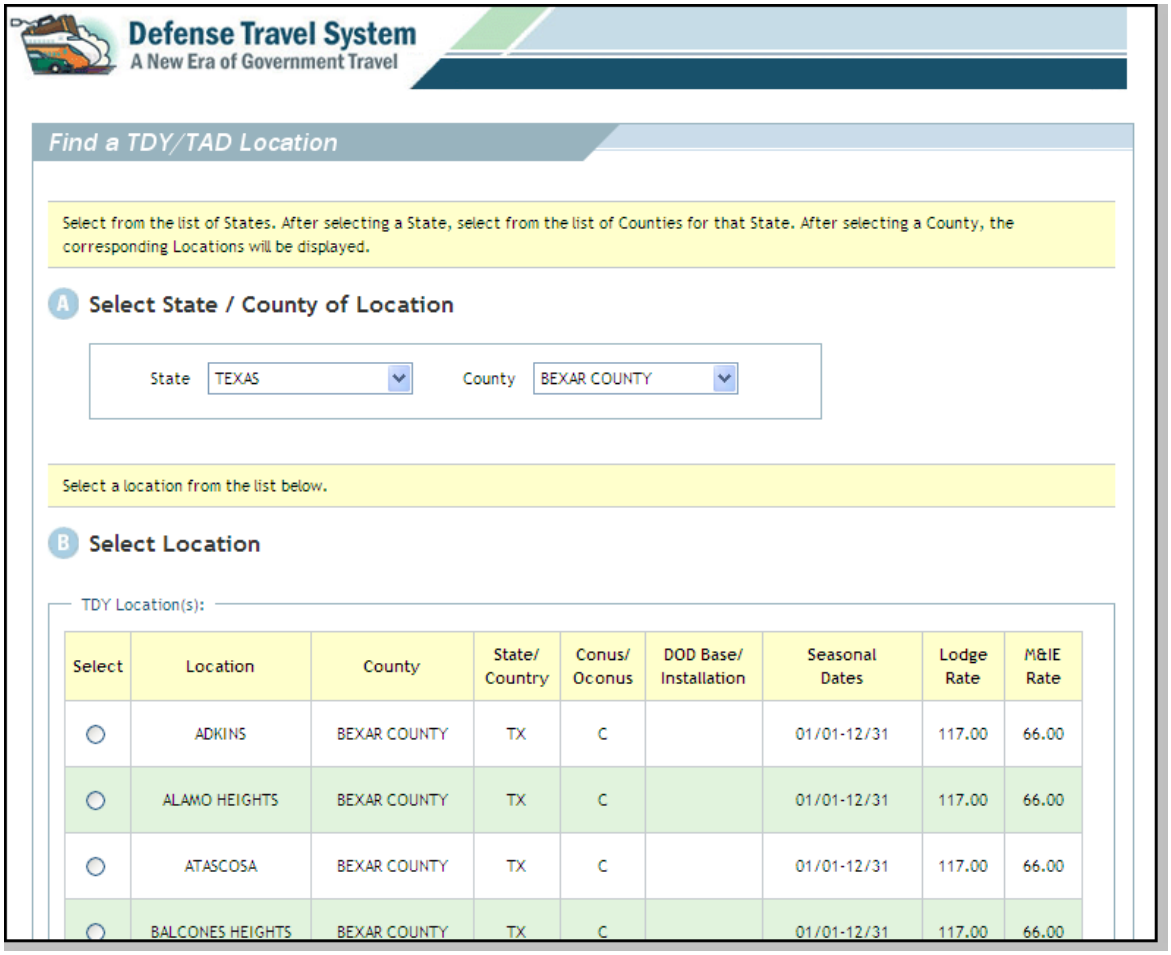

Figure 2-24: Find a TDY/TAD Location Screen - County Search Results Screen

4. Select the **radio button** next to the name of the correct location.

5. Choose **Select and Close** at the bottom of the screen.
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no selection.

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2.5.1.5 Details for a DoD Base or Installation

DTS can provide the meals and quarters information for an installation during this process. When the search results include a military installation, a Details link may display in the DoD Base / Installation column (Figure 2-25).

○	BROOKS AFB	BEXAR COUNTY	TX	C	Details	01/01-12/31	117.00	66.00
○	CASTLE HILLS	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	CHINA GROVE	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	CONVERSE	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	EARLE	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	ELMENDORF	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	FAIR OAKS (BEXAR)	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	FAIR OAKS RANCH (BEXAR)	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	FIRM CASES	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00
○	FT. SAM HOUSTON	BEXAR COUNTY	TX	C	Details	01/01-12/31	117.00	66.00
○	GREY FOREST	BEXAR COUNTY	TX	C		01/01-12/31	117.00	66.00

Figure 2-25: Find a TDY/TAD Location Search Results Screen – Details Link

Follow the below steps to view details about the meals and quarters for a military installation:

1. Select **Details** in the DoD Base / Installation column.

The details for meals and quarters display (Figure 2-26).

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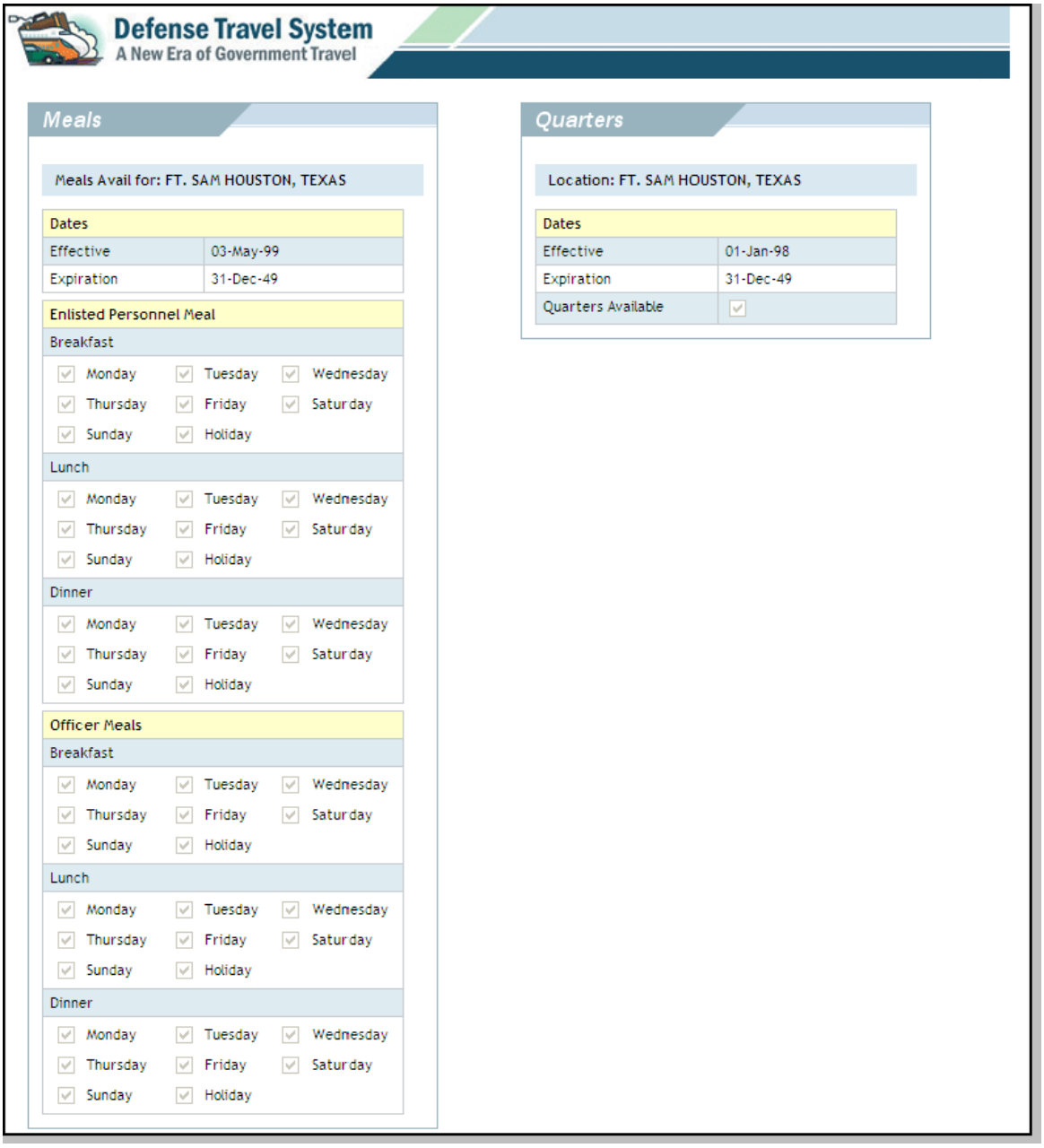

Figure 2-26: Meals and Quarters Details Screen

2. Select **Close**.

The Search Results screen displays (Figure 2-25).

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2.5.2 Trip Overview Initial Screen - Sections D and E

Section D of the Trip Overview initial screen allows the traveler to specify the need for a rental car and lodging at the TDY location (Figure 2-13). Follow the below steps:

1. Check the **Rental Car** box if a rental car is needed at the TDY location.

2. Check the **Lodging** box if commercial lodging is needed at the TDY location.

Section E of Trip Overview screen (Figure 2-13) displays the question, Will you be traveling to another TDY location?

3. Select **Yes** to add another location to this trip.

The screen refreshes each time **Yes** is selected and allows the traveler to identify another location, arrival date, and departure date in Section C. Insert, Edit and Delete links now display in Section C (Figure 2-27).

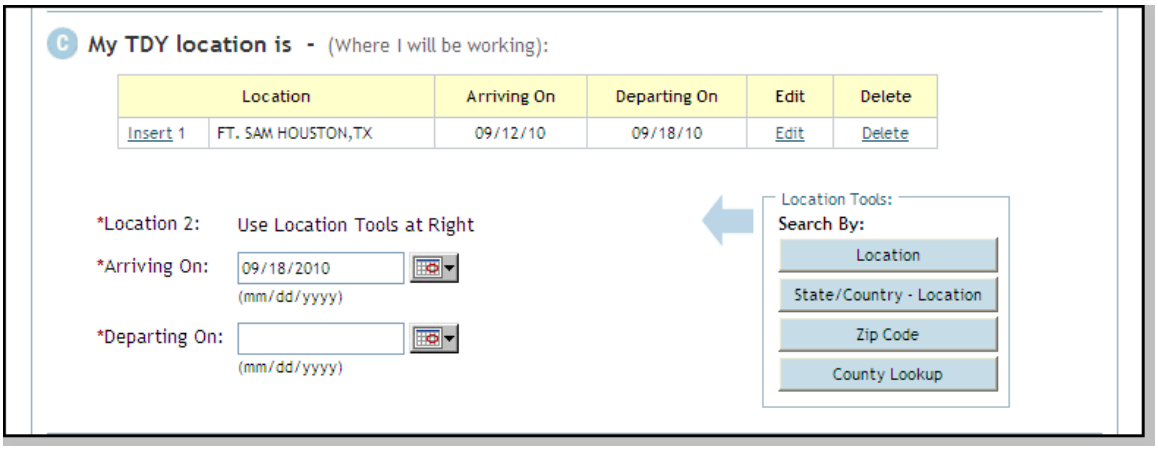

Figure 2-27: Trip Overview Screen - Add Another TDY Location

4. Complete the fields for Location 2 in the same way as Location 1 was done, if adding a destination *after* Location 1 (Figure 2-28).
   -OR-
   Choose **Insert** to add another TDY location *before* Location 1. The traveler will be prompted for the location and dates.
   -OR-
   Choose **Edit** or **Delete** to edit or remove the TDY location.
   -OR-
   Choose **No** if there are no more locations to add to this trip.

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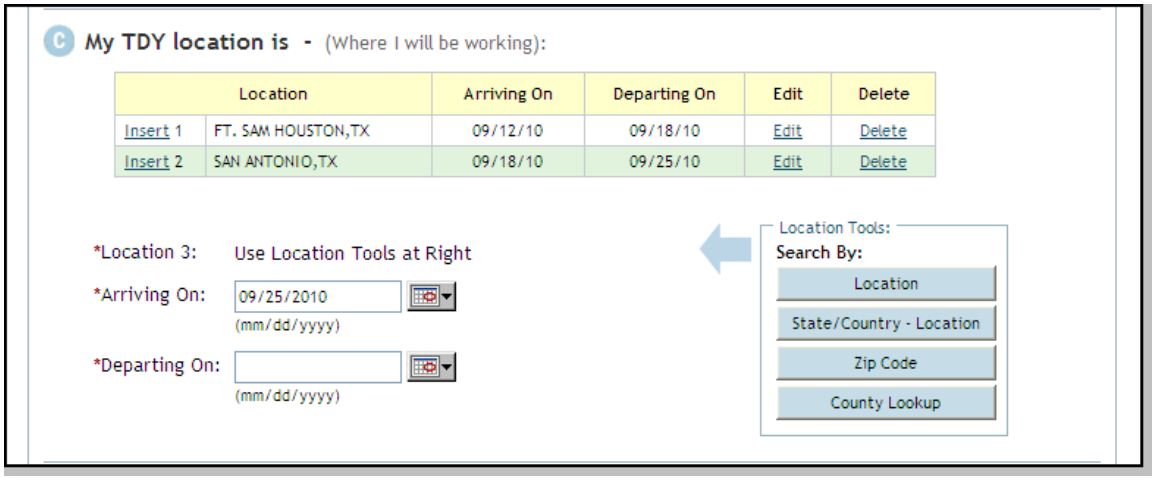

Figure 2-28: Trip Overview Screen - Add TDY Location 2

2.5.3 Trip Overview Screen Refreshed

After the traveler selects **No** in Section E, the Trip Overview screen refreshes with new Sections C and D (Figure 2-29). These sections now display fields where return travel information can be entered. The traveler may continue to add TDY locations by selecting the **Add New Per Diem Location** link in Section B.

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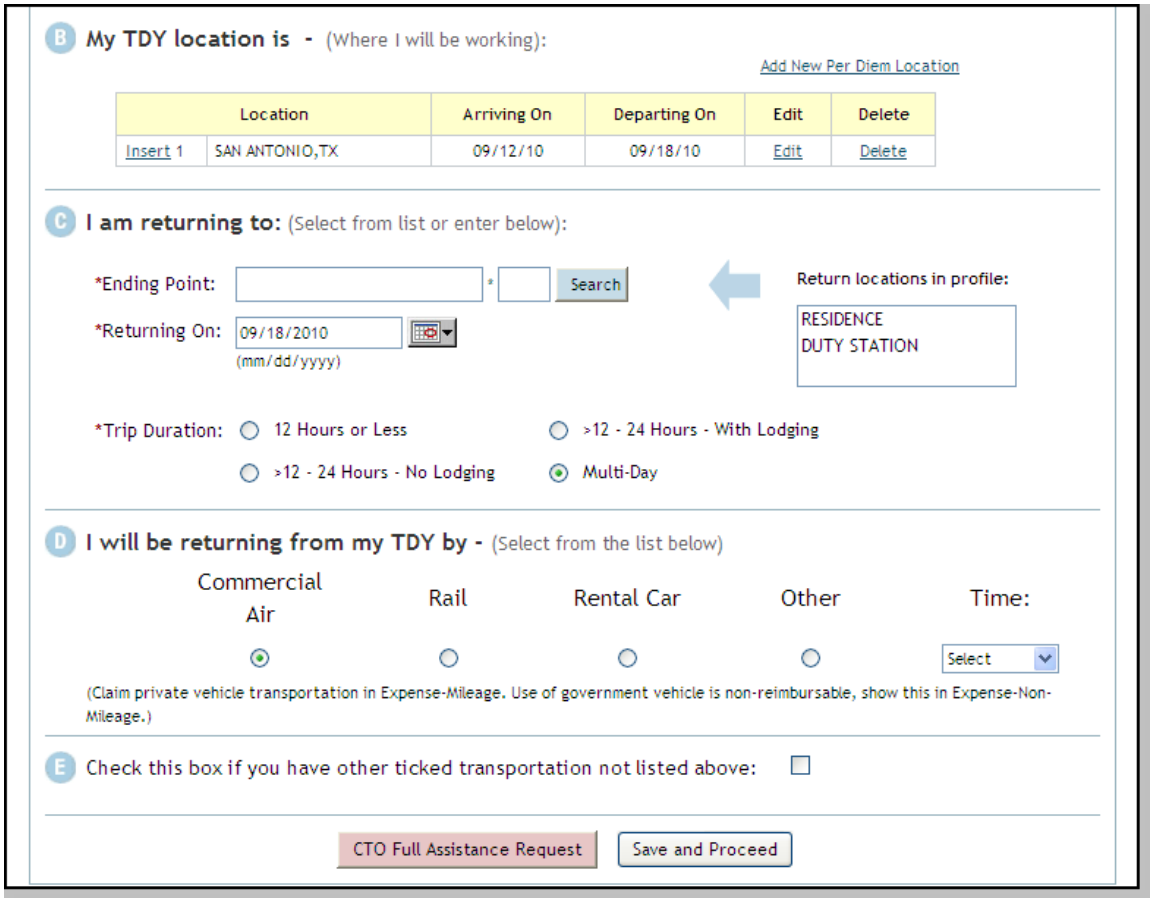

Figure 2-29: Trip Overview Screen – Refreshed With Return Information Fields

Section C, I am returning to is where the return destination and date is entered.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION.**

If the ending point is a location other than the residence or duty station, type the name of the city in the

Ending Point field and select **Search**. A pop-up window opens so that the **state** or **country code** can be searched and selected. The code will populate in the text box next to the city name.

2. Complete the **Arriving On** field. Use the calendar icon to populate the field.

Note: If crossing the International Date Line (IDL) from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the Departing On date for the last leg of the flight will be *earlier* than the Arriving On date of the Ending Point. DTS will flag this as an error. Change the Arriving On date to equal the Departing On date, and make a note in the Trip Comments box of the Trip Preview screen to indicate the actual Arriving On date.

3. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. The traveler may select another radio button if necessary.

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Section D, I will be returning from my TDY by is where the traveler identifies the transportation mode for the return trip.

4. Select the **radio button** for the type of transportation that will be used to travel from the TDY location to the return location.

5. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

Section E, Check this box if you have other ticketed transportation not listed above identifies if there is another type of ticket purchased for this trip, such as a bus or boat ticket. If checked, DTS includes the Other Transportation screen in the flow controller of reservations when creating the authorization.

6. Check the **box** if there will be another type of ticket purchased for this trip.

7. Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option.
   -OR-
   Select **Save and Proceed**.

If the traveler's profile does not contain a valid Government Travel Charge Card (GTCC) number or if the card has expired, a pop-up message will display.

If the traveler's profile contains a GTCC that will expire within 30 days, a pop-up message will display and an e-mail is sent to the traveler and DTA.

8. Select **Yes** to update the GTCC account information.

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The My Account Information Screen opens (Figure 2-30).

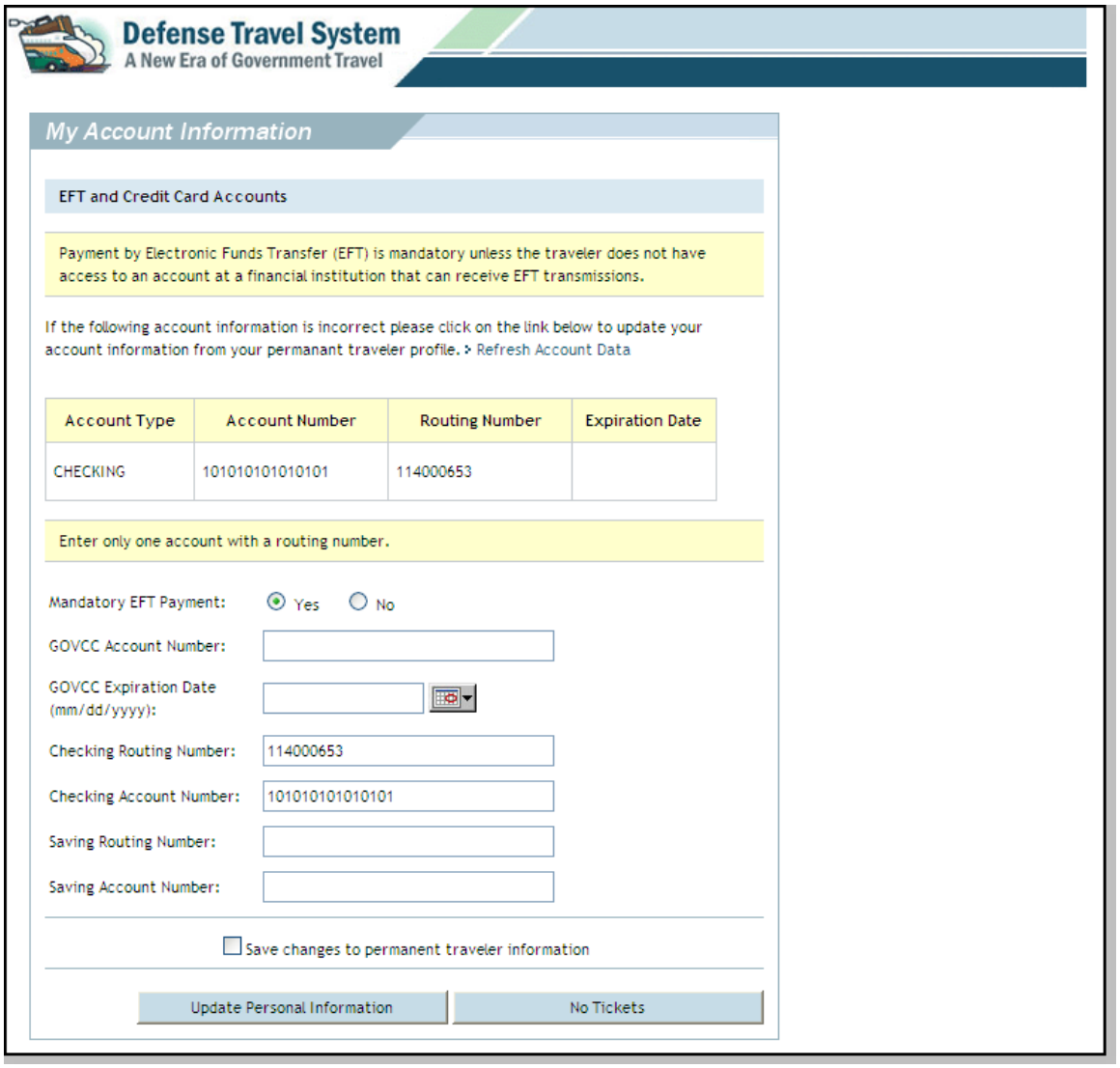

Figure 2-30: My Account Information Screen

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9. Make the necessary update(s).

10. Check the **Save changes to permanent traveler information** box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only.

11. Select **Update Personal Information**.

Note: A clerk or NDEA cannot manually enter updated account information in the document and will only have the **Continue** button available.

After completing the Trip Overview screens, DTS saves the information and creates a document name for the trip. The document name appears on the top of the screen (Figure 2-31). After exiting the authorization, the user may return to the document from the Authorizations/Orders document list screen (Figure 2-2).

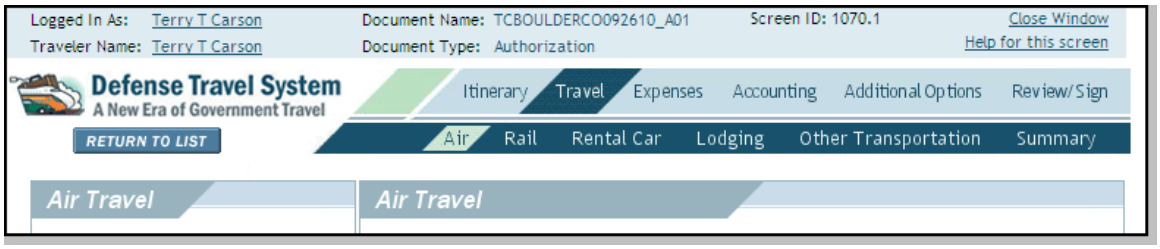

Figure 2-31: Document Name

For instructions on using the DTS Travel feature or the CTO Full Assistance Request button, see the following sections of this manual:

- *Air Travel* Section 2.6.1
- *Rail*. Section 2.6.2
- *Rental Car.* Section 2.6.3
- *Lodging.* Section 2.6.4
- *Other Trans.* (Other Ticketed Transportation). Section 2.6.6
- *CTO Full Assistance Request*. Section 2.6.8

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2.5.4 Trip Overview Screen for Renewal Agreement Travel

DTS allows civilian employees to receive reimbursement for travel expenses while on Renewal Agreement Travel (RAT) between outside continental United States (OCONUS) tours of duty. The employee may receive reimbursement for transportation expenses when accompanying dependents or, with certain restrictions, for unaccompanied dependent travel.

Beginning in Section A of the Trip Overview screen (Figure 2-13), follow the below steps to complete an authorization for RAT:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

2. Complete the **Departing On** field. Use the calendar icon to select the **date**.

3. Select the **Trip Type** drop-down list arrow and select **F-6 RENEWAL AGREE LV**.

The Trip Overview screen refreshes. The section names, fields, and functionality differ from those on a standard DTS authorization (Figure 2-32). In Section A, DTS has completed the Trip Purpose and Trip Description fields with uneditable text. The screen identifies the airport(s) associated with the starting point location if this information is available. A box is displayed that may be used to indicate that the authorization is for the civilian employee's dependent. The employee is referred to as the *sponsor* in cases of dependent travel.

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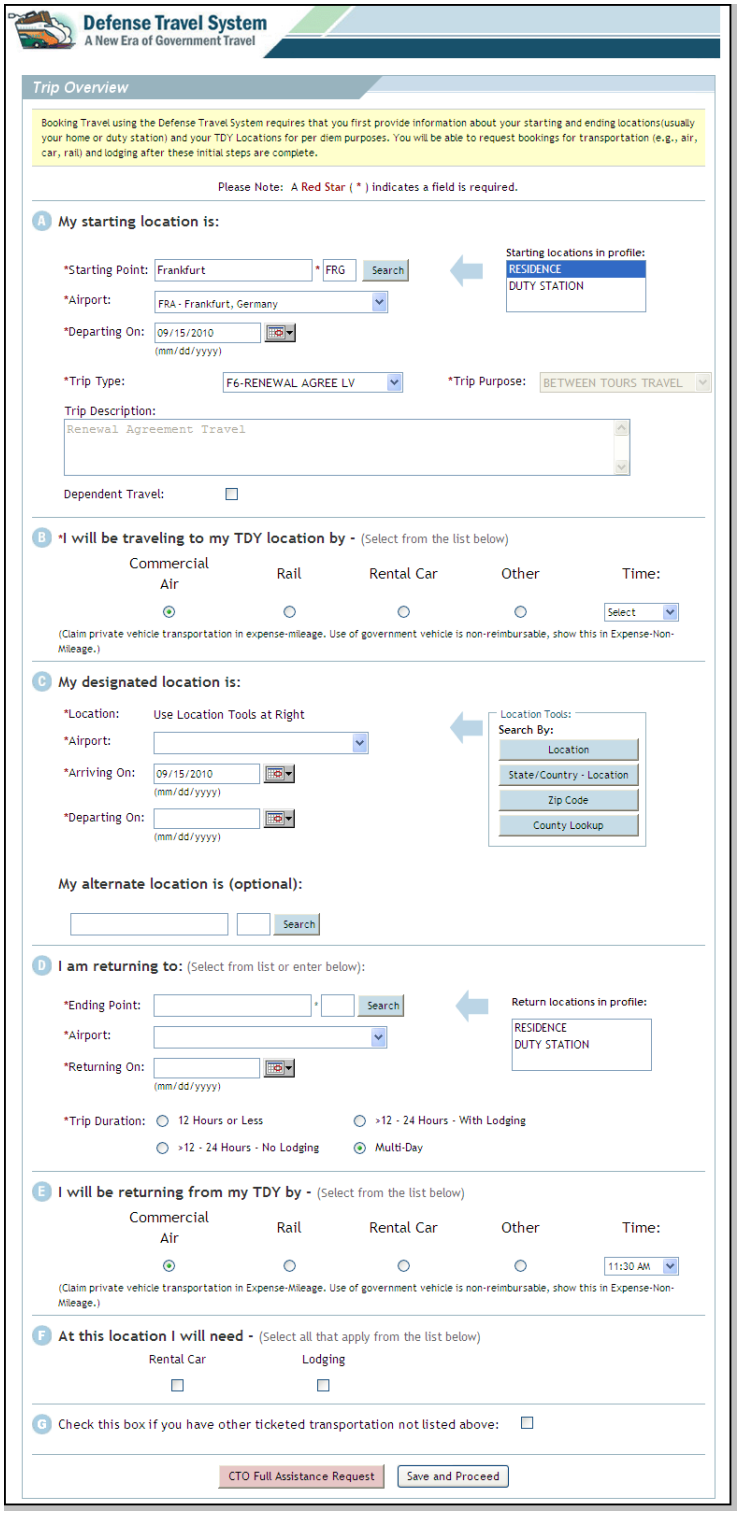

Figure 2-32: Trip Overview Initial Screen – RAT

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4. Select the **Airport** drop-down list arrow to select a different airport.

5. Skip to Step 9 if the authorization is for the civilian employee.
   -OR-
   Check the **Dependent Travel** box if the authorization is for the employee's dependent.

A message displays with information about reimbursements and the restriction on round-trip travel for the dependent (Figure 2-33). A dependent may only travel round-trip if the *sponsor* is traveling on or has already completed the authorized RAT.

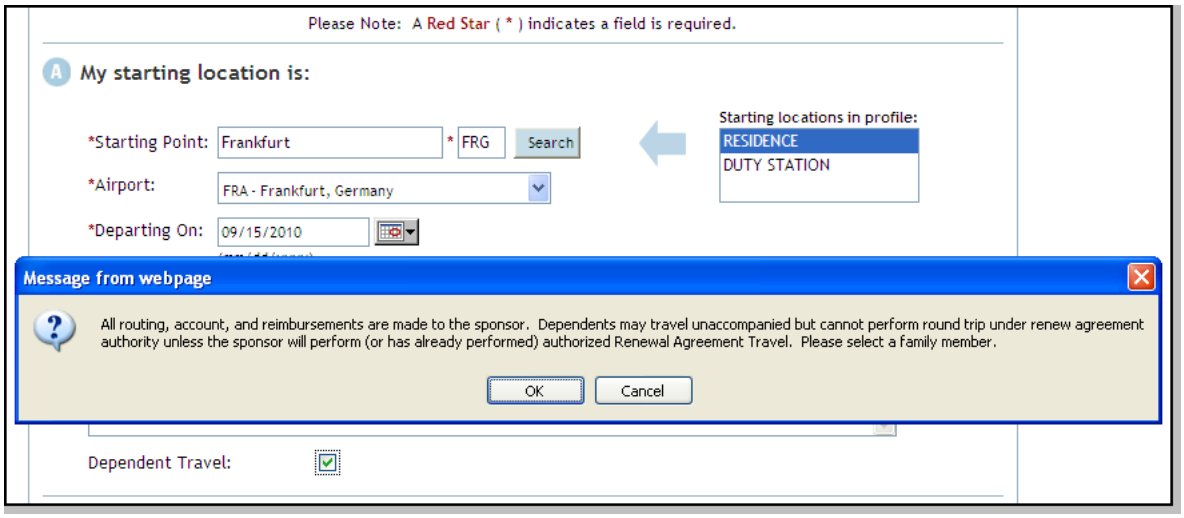

Figure 2-33: Dependent Information Message

6. Select **OK** to continue creating the authorization for a dependent.
   -OR-
   Select **Cancel** to return to the Trip Overview screen. If this occurs, DTS will clear the Dependent Travel box.

The Dependent Search screen opens (Figure 2-34). This screen lists the dependents as they are named in the traveler's profile.

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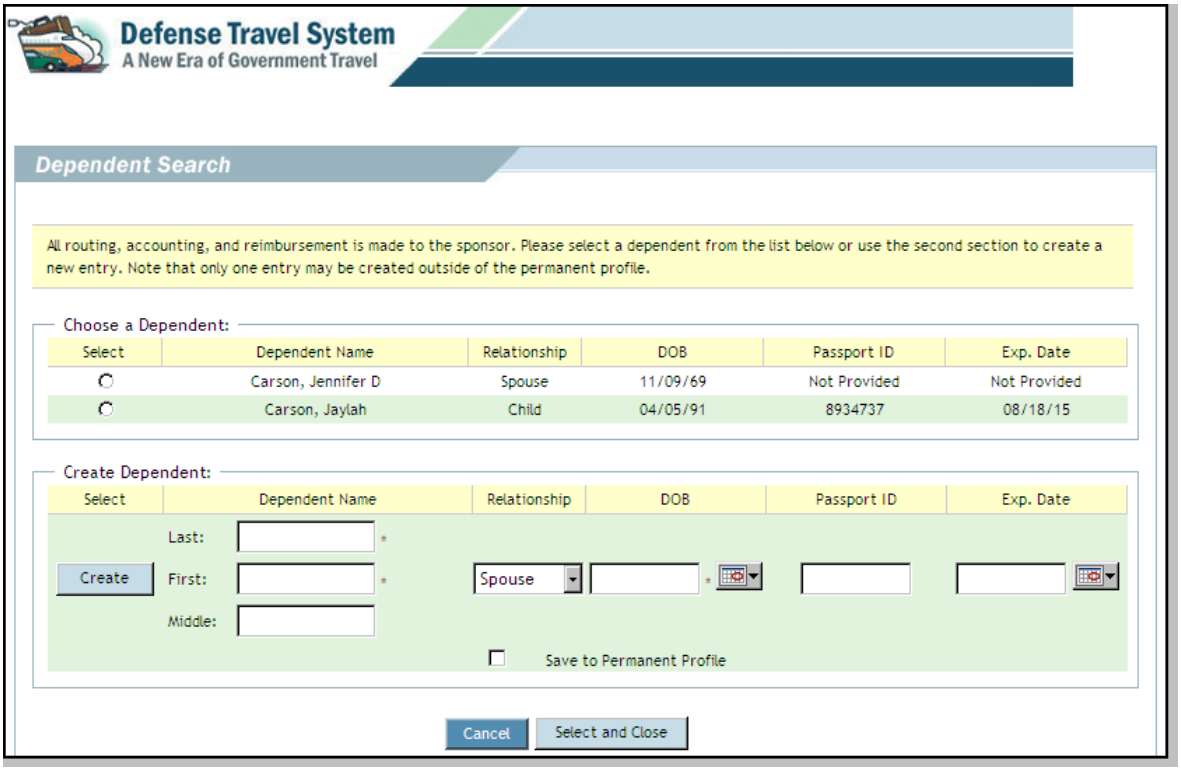

Figure 2-34: Dependent Search Screen

7. Select the **radio button** for the dependent to be named on the authorization.

If the dependent's name is not listed, complete the fields in the *Create Dependent* section. To add the dependent to the sponsor's profile, check the **Save to Permanent Profile** box. Select **Create**. The screen refreshes. Select the **dependent** using the appropriate radio button.

8. Choose **Select and Close.**
   -OR-
   Select **Cancel** to return to the Trip Overview screen with no dependent selected.

Note: If the RAT authorization is for a dependent that is over the age of 18, a message will display to inform the user that RAT may not be warranted for dependents over the age of 18. Select **OK**.

The Trip Overview screen refreshes. The Dependent Information displays on the screen.

9. Select the **mode of transportation** and the preferred departure **time** in Section B.

Section C is labeled *My Designated Location is* for RAT authorizations.

10. Complete the **Location** field by using the search tools in the box.

After the location has been selected, DTS completes the airport field with the code of the closest airport (Figure 2-35).

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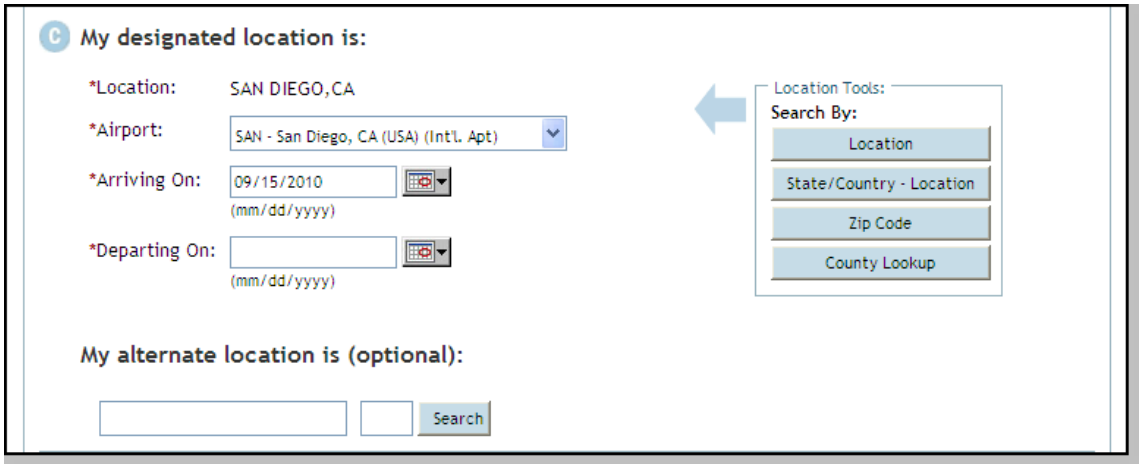

Figure 2-35: Trip Overview Screen – Airport Field Completed

11. Select the **Airport** drop-down list arrow to select a different **airport** if appropriate.

12. Complete the **Arriving On** field with the **date** of arrival at the designated location. Use the calendar icon.

13. Complete the **Departing On** field with the **date** of departure from the designated location. Use the calendar icon.

14. (Optional) Complete the **location** field under the My Alternate Location is (Optional) heading by entering the city name and selecting **Search** to select the state or country.

Travel to an alternate location is allowed; however, the reimbursement is limited to the cost of travel to the designated location.

Section D is labeled *I am returning to*.

15. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

Note: The traveler may enter a different **Ending Point** city and select **Search** to select the state or country. If the Ending Point is different from the Starting Point, DTS will trigger a preaudit flag during the Review/Sign process. This flag informs the traveler that travel for Renewal Agreement Leave taken in conjunction with a Permanent Change of Station (PCS) must be claimed on the PCS voucher, and per diem will not be paid on a voucher created from this authorization.

16. Select the **Airport** drop-down list arrow to select a different **airport** if appropriate.

17. Complete the **Arriving On** field with the **date** when the traveler will arrive at the designated location. Use the calendar icon.

18. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to Multi-Day if the trip exceeds one day. A different radio button may be selected if necessary.

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19. Select the **I will be returning from my TDY by** radio button in Section E that identifies the mode of transportation to be used for the return leg of the trip.

20. Select the **Time** drop-down list arrow and select the preferred **time** of departure.

21. Check the **box(es)** in Section F to indicate the need for a rental car, lodging, or both as appropriate.

22. Check the **box** in Section G if there will be another type of ticket purchased for this trip.This will cause DTS to include the Other Transportation screen when creating the authorization.

23. Select **CTO Full Assistance** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option.

    -OR-
    Select **Save and Proceed**.

If **CTO Full Assistance Request** was selected then proceed to Step #26.

If **Save and Proceed** was selected, DTS may display a confirmation message that provides the GSA contract fare (City Pair) information for the flight and informs the traveler that travel reimbursement is limited to that amount (Figure 2-36).

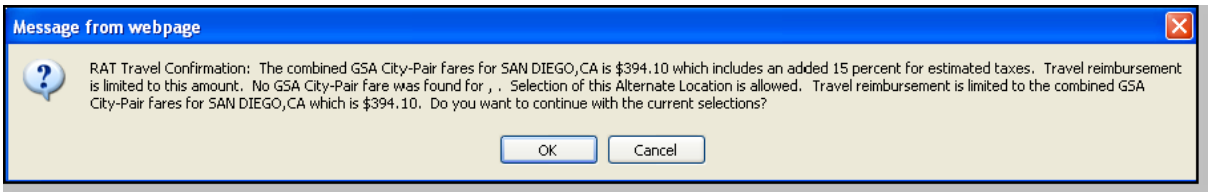

Figure 2-36: RAT GSA Contract Fare (City Pair) Confirmation Message

24. Select **OK** to continue
    -OR-
    Select **Cancel** to return to the Trip Overview screen.

Note: If DTS cannot find a GSA contract fare flight, a message displays that information.

It requires the traveler to select the lowest unrestricted coach fare, and states that the AO will limit the reimbursement for all other travel modes to the amount of the lowest unrestricted coach fare.

25. Select **OK** to continue.
    -OR-
    Select **Cancel** to return to the Trip Overview screen.

If OK was selected, the TSA Secure Flight Information screen opens (Figure 2-37).

26. Enter or update data.

27. (Optional) Place a check in the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

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28. Select **Save TSA Information**.

While DTS processes the information that was submitted, system messages displays briefly. DTS

accesses the component of the Travel feature that matches the selection in Section B on the Trip Overview screen.

29. Complete the Travel section of the authorization in accordance with the travel type. See Section 2.6 for instructions on using the Travel feature.

30. Select the tabs to complete the following sections of the authorization:

- **Expenses.** For employees only, during authorized travel days, and when the departure and return locations are the same. See Section 2.7.
- **Accounting Codes.** See Section 2.8.
- **Additional Options.** See Section 2.9. **Note:** SPPs are not allowed for RAT.
- **Review/Sign.** See Section 2.10.

2.6 Travel

Travelers may use the Travel feature or the CTO Full Assistance Request button to make travel reservations.

The Travel feature in DTS allows travelers to select their own reservations for commercial transportation, rental car, or lodging. DTS accesses this module automatically after the user selects Save and Proceed on the Trip Overview screen (Figure 2-29). While DTS processes the information that was submitted, DTS accesses the component of the Travel feature that matches the selection in Section B of the Trip Overview.

All travelers must complete the Transportation Security Administration (TSA) Secure Flight Information screen once per document when reservations are requested (Figure 2-37). This information is used for the traveler's Secure Flight Personal Data (SFPD) and will be transmitted by TSA for watch-list screening.

The TSA Secure Flight Information screen displays after initial reservations have been selected or after comments have been sent to the CTO when using the CTO assistance feature. The fields are populated with information from the traveler's profile when available. See Section 2.9.1.

When creating an authorization for a dependent, the user enters the TSA information for the dependent traveler. See Table 2-2 for definitions of the fields used on the TSA Secure Flight Information screen.

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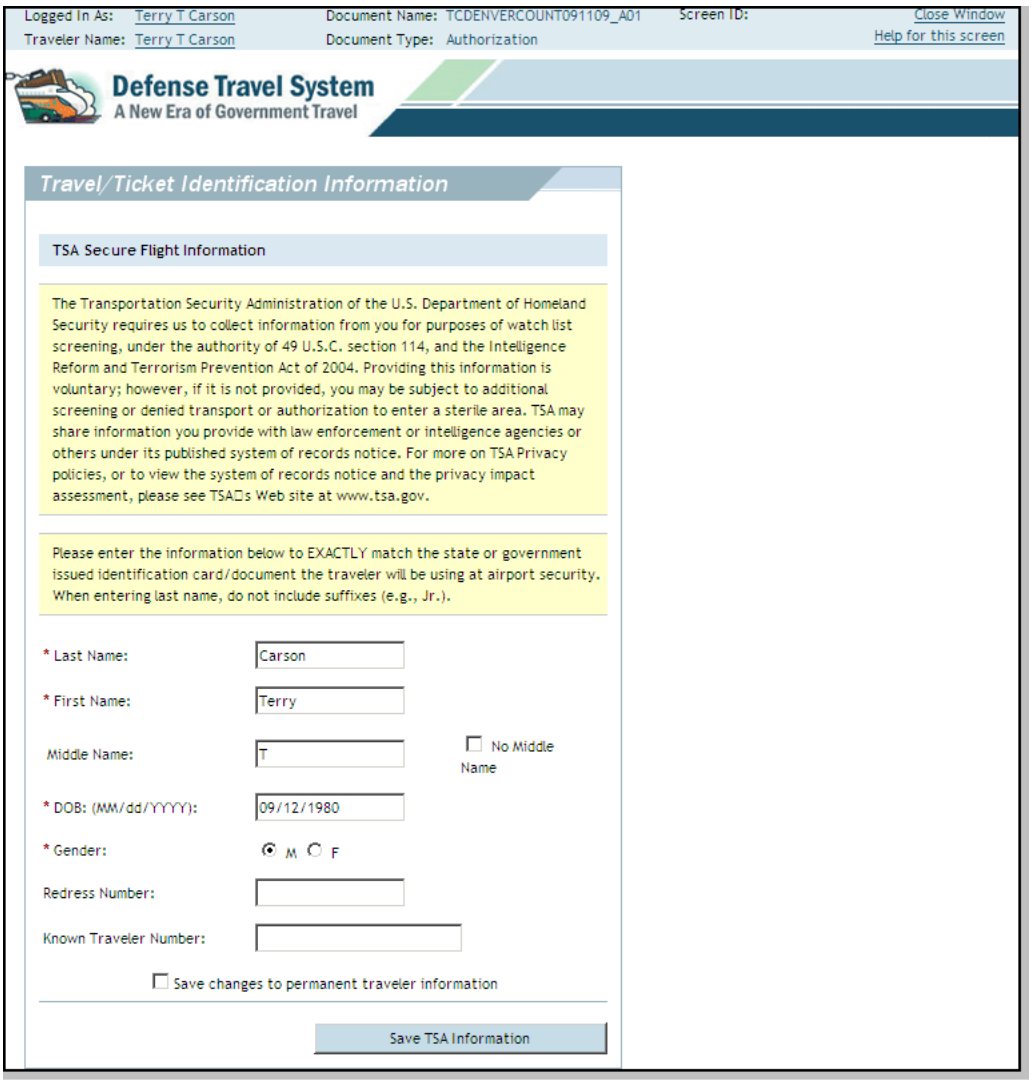

Figure 2-37: TSA Secure Flight Information Screen

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Table 2-2: TSA Secure Flight Information Field Definitions

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
FIELD	**DEFINITION**
Last Name	Traveler's last name exactly as it appears on the state- or Government-issued identification used for airport security. Do not include suffixes (e.g., Jr.).
First Name	Traveler's first name exactly as it appears on the state- or Government-issued identification used for airport security.
Middle Name	Traveler's middle name exactly as it appears on state- or Government-issued identification used for airport security.
No Middle Name	Box that must be checked if there is no middle name on the state- or Government-issued identification used for airport security.
DOB (MM/DD/YYYY)	Traveler's date of birth.
Gender	Traveler's gender.
Redress Number	Unique number that the Department of Homeland Security (DHS) assigns to a passenger to promote resolution with previous watch list. This field is optional.
Known Traveler Number	Assigned passenger number DHS uses to facilitate passenger clearance. This field is optional.

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Note: If a CTO fee is not included with the airfare, the traveler must include the CTO fee by using the Other Transportation screen in the Travel feature. Select CTO Fee from the drop- down list on the Other Transportation screen (Figure 2-38). Enter the ticket number, beginning with 890, in the ticket number field.

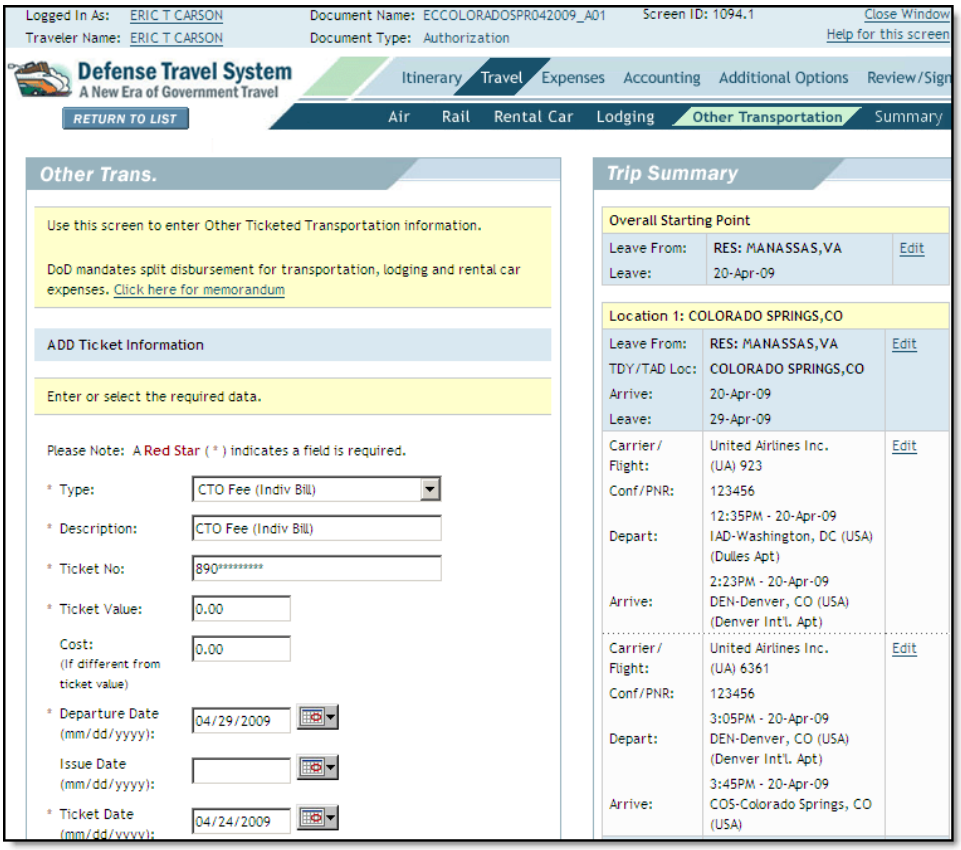

Figure 2-38: Other Transportation Screen

Warning: The authorization MUST BE SIGNED within 24 hours of booking reservations in DTS. If the authorization is not signed within 24 hours, all reservations will be cancelled automatically. A pop-up reminder is displayed when exiting the DTS Travel feature (Figure 2-39).

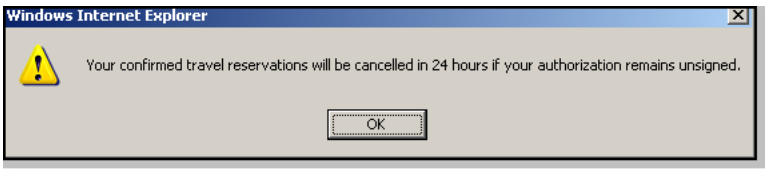

Figure 2-39: 24 Hour Reservation Cancellation Warning Message

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2.6.1 Add Air Travel

If the traveler indicated on the Trip Overview screen that they will travel by commercial air, DTS will display the Air Travel screen in the Travel module. This happens after **Save and Proceed** is selected on the Trip Overview screen. This feature can also be accessed by selecting **Travel** on the navigation bar and then selecting Air. The Modify Search feature may be used to specify and change certain reservation details; however, travel may only be booked within the authorized dates. If an attempt is made to search for a reservation on a date outside the authorized range, DTS will display a message that the date must be within the authorized range.

Note: See Section 2.9.1 to select a preferred airport to be used for the Travel module.

2.6.1.1 Modify Search for Air Travel

The Modify Search section on the left side of the screen allows the traveler to modify their search criteria (Figure 2-40). The below options explain how to change the search criteria. After entering all criteria, select **Search** to display the new results.

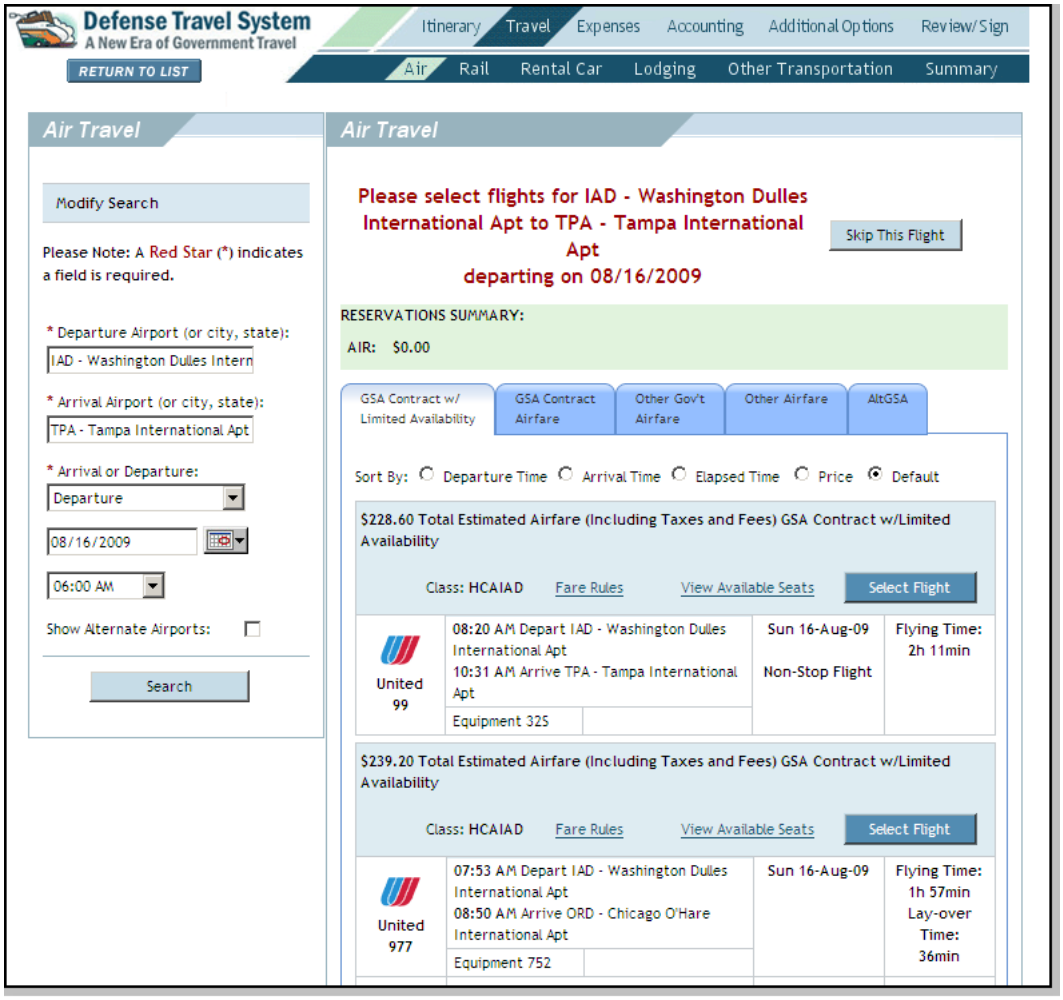

Figure 2-40: Air Travel Screen - Modify Search

*An asterisk indicates a required field.

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To change the departure airport:

Complete the ***Departure Airport** field with an airport code or city that is different from the departure airport currently identified.

To change the arrival airport:

Complete the ***Arrival Airport** field with an airport code or city that is different from the arrival airport currently identified.

To change the date of arrival or departure:

Select the ***Arrival or Departure** drop-down list arrow and select the value by which to set the itinerary, that is, flights that *arrive* at a certain date and time or flights that *depart at a certain date and time*.

Complete the **Date** field with the desired arrival or departure date. Use the pop-up calendar if necessary.

Select the **Time** drop-down list arrow and select the preferred time of arrival or departure.

To broaden the search to include flights from and to other airports associated with the TDY location:

Check the **Show Alternate Airports** box.

2.6.1.2 Select Air Travel

The flights are organized according to the type of fares under the fare tabs, as follows (Figure 2-40):

- ***GSA Contract w/ Limited Availability.*** These flights are offered at a Government-contracted price, but there is a limited number of seats available at the lower Government price.
- ***GSA Contract Airfare.*** These flights also have a Government-contracted price, but there is not a limit to the number of seats that the Government can purchase at this price. These rates are higher than Government Contract w/ Limited Availability flights.
- ***Other Gov't Airfare.*** This tab displays non-contract Government fares or discounted Government fares. In markets that do not have Government-contracted prices, DTS will also try to combine two separate Government fares flights. Adding a connecting flight in an airport that has a Government fare at the starting location airport and with the TDY location airport may be less expensive. For example, a flight from Washington, DC to Santa Fe, New Mexico may have no Government priced fares available; however, if seats are available, adding a connection in Chicago will result in a lower fare than a non-contract flight.
- ***Other Airfare.*** These fares are available to the general public and may have advance purchase requirements and cancellation fees. Selection of this type of fare will require the traveler to justify the selection during pre-audit.
- ***AltGSA.*** In cases where there are no Government-contract flights, DTS will search for an alternate airport within an 80-mile radius of the TDY destination to locate Government-contract flights. Results will display under this tab.

To see a more detailed description of each type of fare, mouse over the tab headings. If a flight is not needed for this portion of the trip, select **Skip This Flight,** located above the fare tabs.

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DoD policy requires the use of GSA Contract Fares whenever they are available. If a flight is selected that is not a GSA Contract Fare, and GSA Contract Fare flights are available, the Government Contract Fare Not Selected message displays. This message informs the traveler that the selection must be justified during preaudit. Select **OK** to keep the flight selection or select **Cancel** to return to the Air Travel screen.

The traveler may select how to view available flights by selecting one of the **Sort By** radio buttons as listed below:

- Departure Time
- Arrival Time
- Elapsed Time (Total of travel time and layover time)
- Price
- Default (Lists non-stop flights first, in order of least to greatest elapsed time offset from requested departure time. All other flights are then sorted by elapsed time, offset from requested departure time.)

Follow the below steps to reserve a flight:

1. (Optional) Select **Fare Rules**.

A pop-up window displays rules and exceptions associated with the fare (Figure 2-41).

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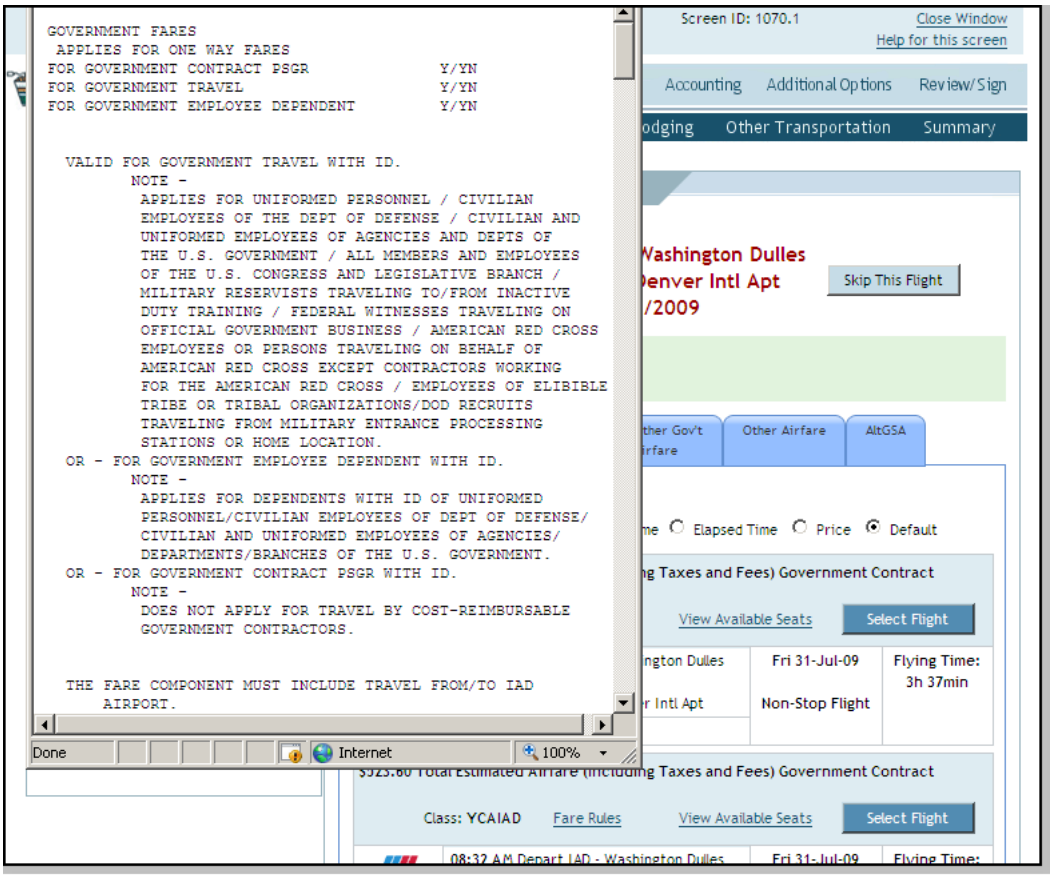

Figure 2-41: Fare Rules Window

2. Close the window.

3. (Optional) Select **View Available Seats** to see the seats that are available.

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The view-only Aircraft Seating window will open if the selected airline provides a seat map (Figure 2-42).

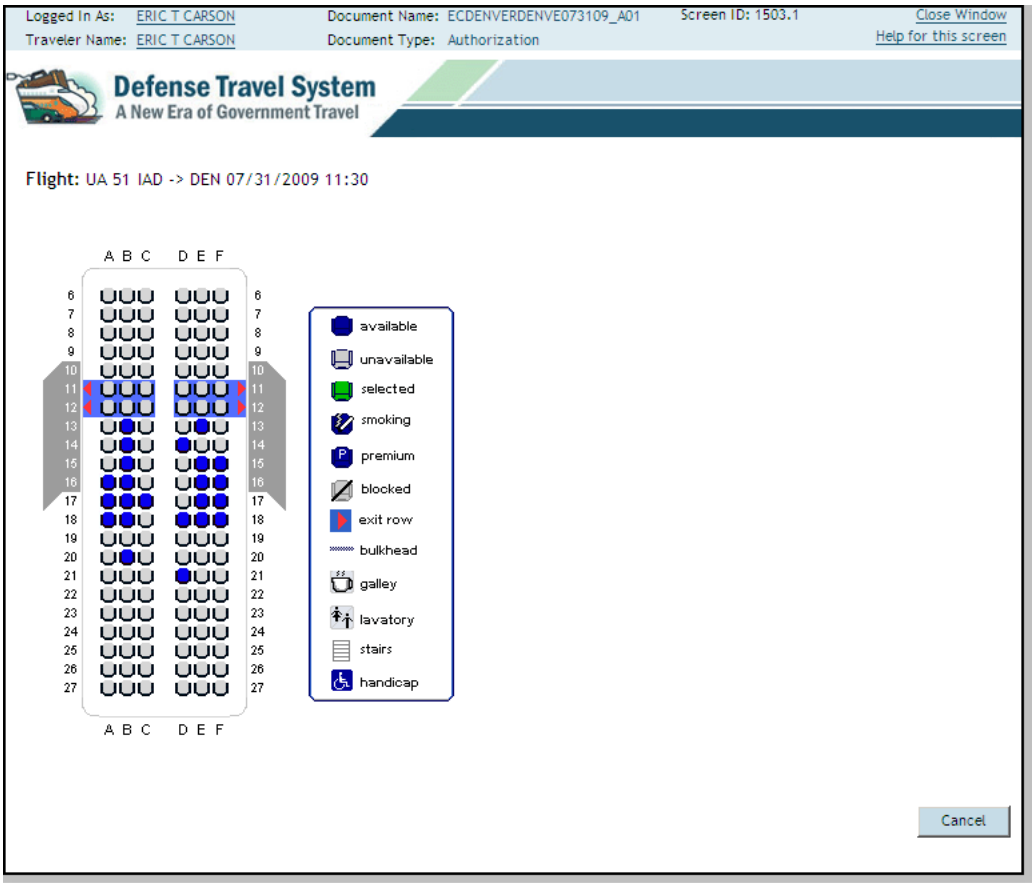

Figure 2-42: Aircraft Seating Window

This screen illustrates the seating for the type of aircraft and displays seat availability. This is a view-only window, the traveler cannot choose a seat from this window.

4. Select **Cancel**.

The window closes and the Air Travel screen displays.

5. Select the **Select Flight** button for the preferred flight.

Note: If the traveler's profile contains invalid GTCC data, a pop-up message will display when the **Select Flight** or **Request Assistance in Booking Flight** button is selected. DTS will not allow selection of flights or show seat maps. The **Skip** function may be used to proceed.

The Seat Selector window will open if there is a seat map available for this flight (Figure 2-43). The flight information displays near the top of the window.

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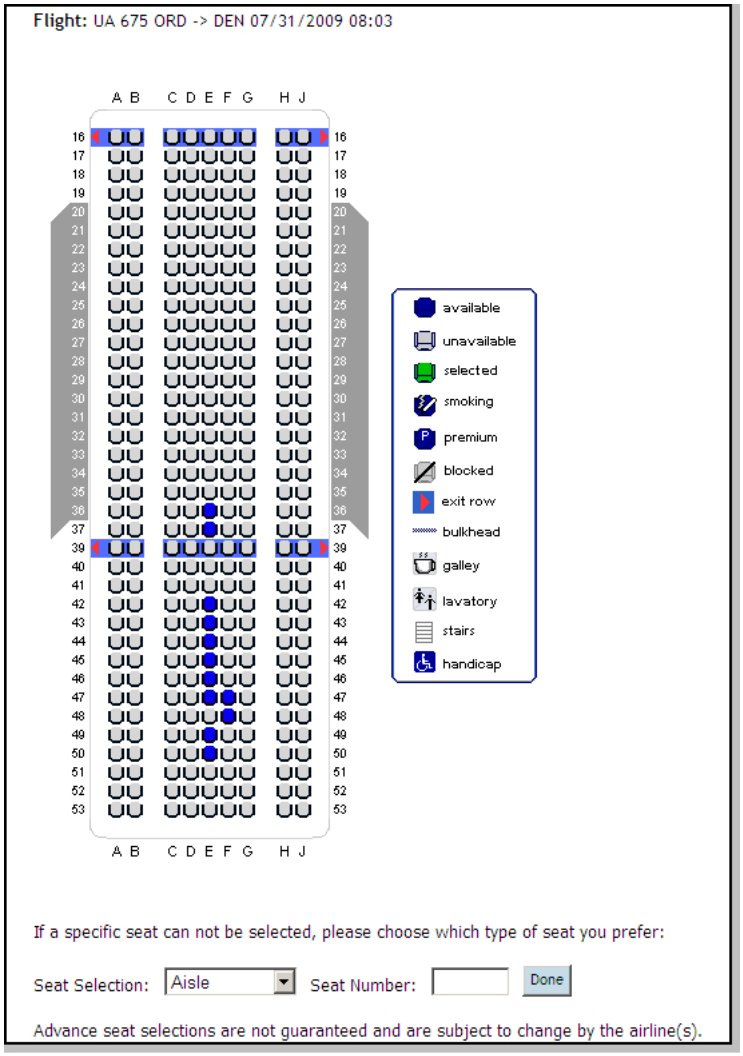

Figure 2-43: Seat Selector Window

6. (Optional) Select the blue **seat** icon that represents the preferred available seat.
   -OR-
   Select the **Seat Selection** drop-down list arrow and select a seat location.

Note: If the selected airline flight has more than one leg, the Seat Selector will display again so a seat can be selected on the subsequent flight segments.

7. Select **Done**.

If air reservations are the first reservation to be requested, the TSA Secure Flight Information screen displays (Figure 2-37).

8. Enter or update data.

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9. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

10. Select **Save TSA Information**.

The screen displays a series of messages while DTS processes the information.

The Air Travel screen refreshes (Figure 2-44). The traveler's departure flight is booked and a search for a return flight may now be entered. If no flight is necessary for this portion of the trip, select **Skip this Flight**. DTS will continue to the next reservation selected in the Trip Overview.

Note: If the traveler cannot find a flight that meets the mission requirements, the **Request Assistance in Booking Flight** button is available to assist in obtaining a flight that will meet mission needs. Information may be added to the system-generated comment, but the system-generated text should not be removed. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees may be added whether requesting through DTS or calling the CTO.

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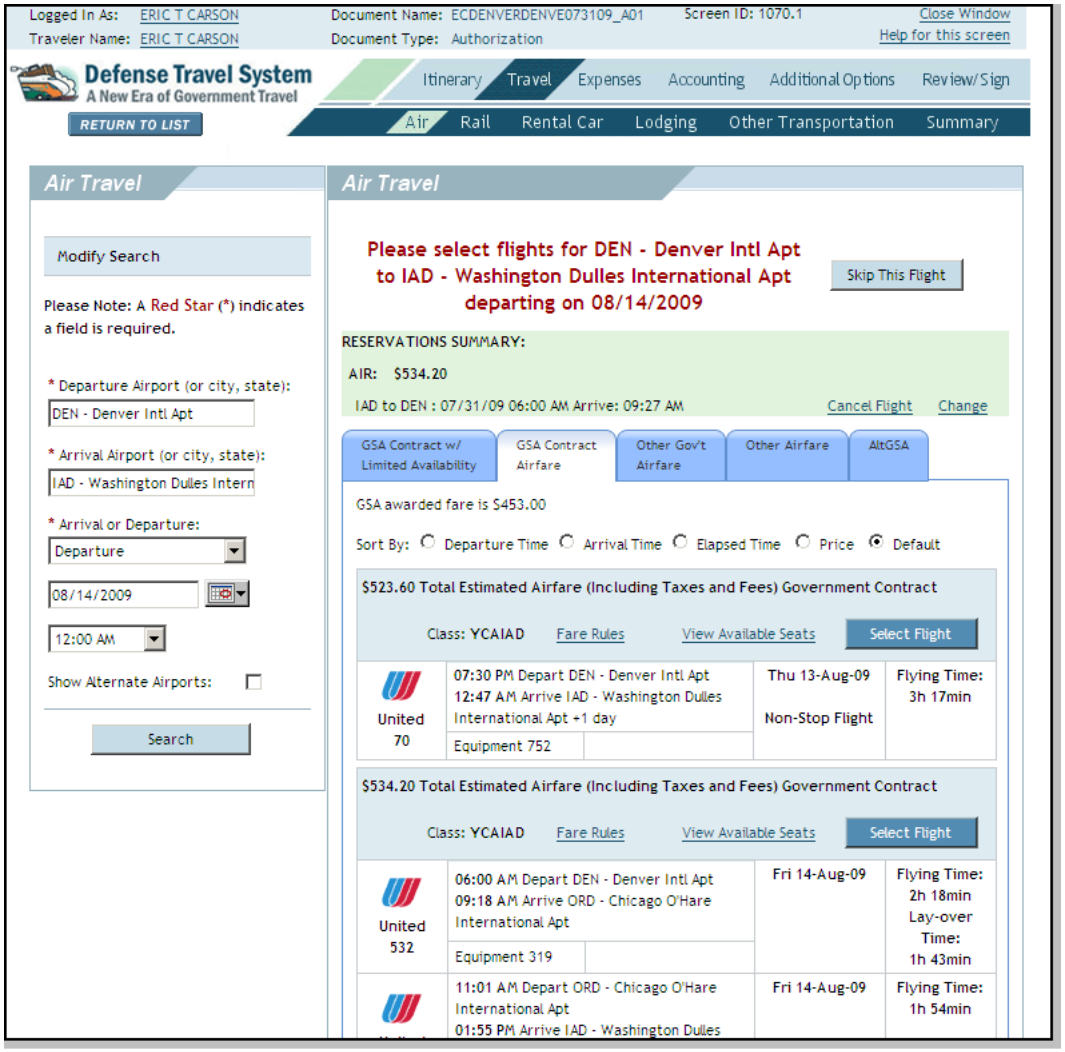

Figure 2-44: Air Travel Screen – Select Return Flight

The screen now displays the following:

- A green box that contains the Reservations Summary flight information.;
- *Cancel Flight.* Link that can be used to remove the flight reservation;
- *Change.* Link that can be selected to return to the Air Travel screen and search for a different flight;
- Fare and flight options for the return trip.

11. Select a return flight and seat using the same steps as above.

DTS now displays the screen for the next type of reservation to be made (Figure 2-45).

No matter which screen displays at this point, DTS has booked the flight reservation and displays it in the Reservation Summary box.

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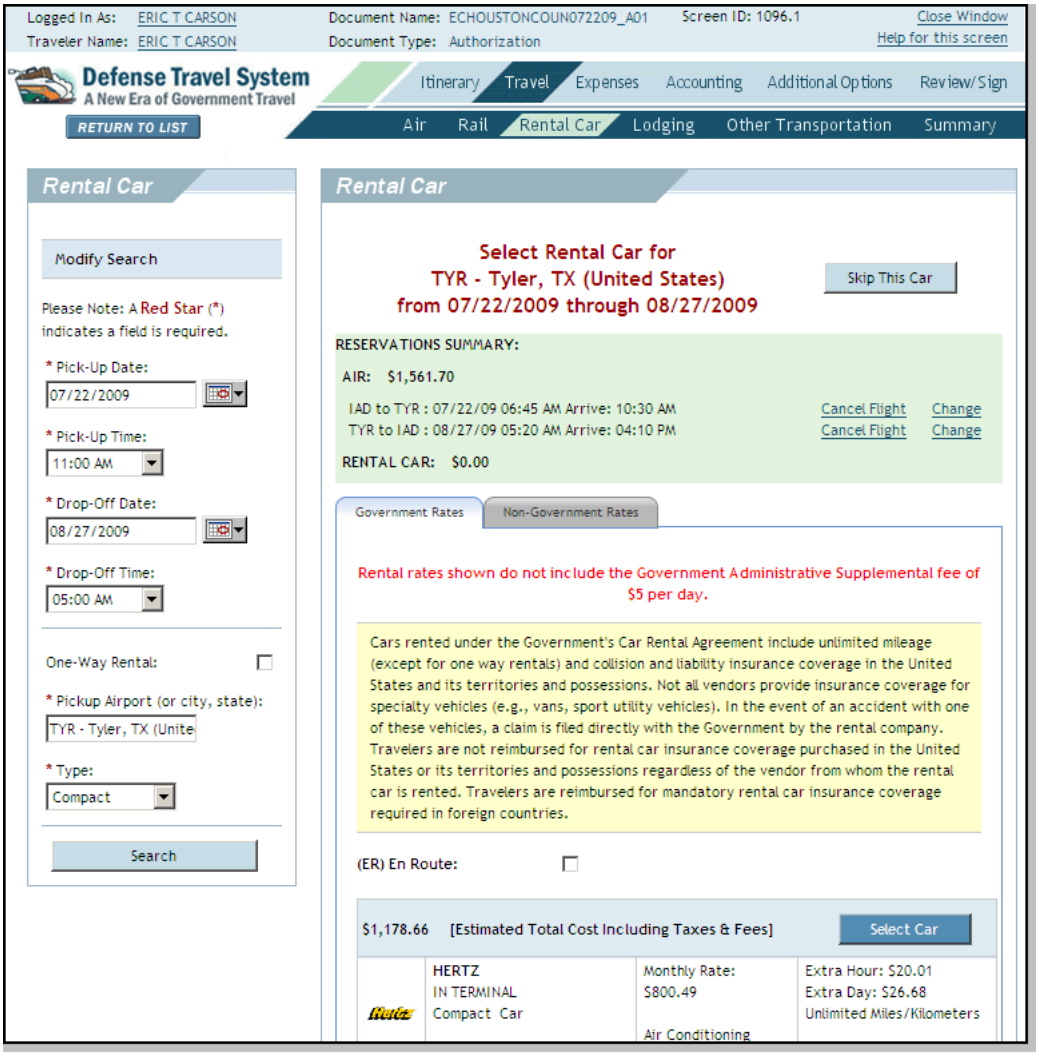

Figure 2-45: Reservations Summary – Return Flight Booked

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2.6.2 Add Rail Travel

If rail was requested on the Trip Overview screen, DTS will display the Rail Travel screen. The screen displays trains for the stations associated with the location selected (Figure 2-46). If any of the trains displayed meet travel needs, see Section 2.6.2.2 for instructions on booking a reservation. If different train options are needed or if DTS did not return any trains, see Section 2.6.2.1 for instructions on how to modify the search to return different results.

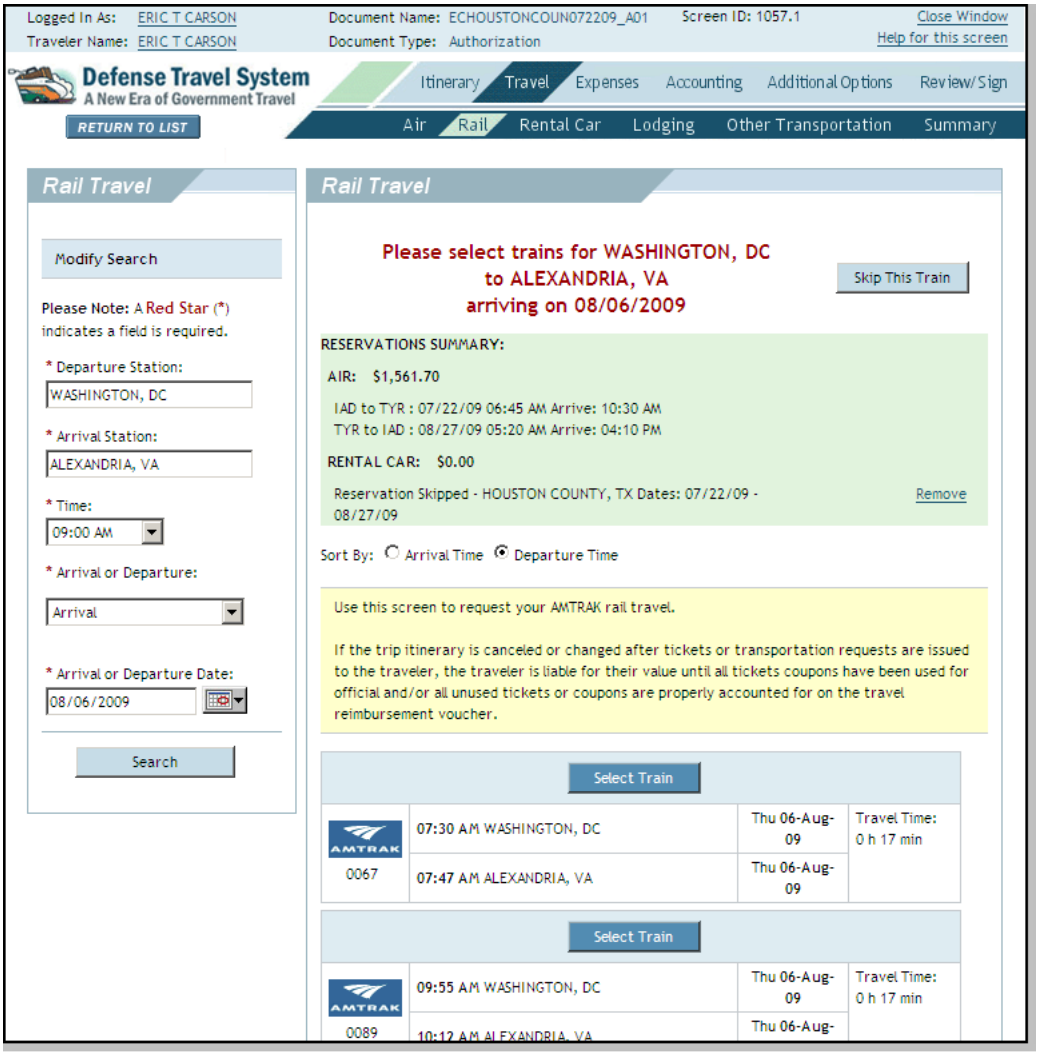

Figure 2-46: Rail Travel Screen – Select Departure Train

Many DTS travelers make their own arrangements for rail travel. Unlike air, lodging, and car reservations, rail travel WILL NOT book automatically. When requesting rail, travelers should be aware that live rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of train schedules. The traveler should make sure that all applicable remarks for rail travel are filled in the comments field prior to submitting the request.

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2.6.2.1 Modify Search for Rail Travel

The Modify Search section on the left side of the screen enables the traveler to modify the search (Figure 2-46). The following options explain how to change the search criteria. After entering all the requirements, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the departure station:

Complete the ***Departure Station** field with a city that is different from the departure city currently identified.

To change the arrival station:

Complete the ***Arrival Station** field with a city that is different from the arrival city currently identified.

To change the date of arrival or departure:

Select the ***Arrival or Departure** drop-down list arrow and select the leg of the trip for which the travel date will change.

Complete the **Date** field with the new arrival or departure date. Use the pop-up calendar if necessary.

If travel by train is not preferred for this leg of the trip, select **Skip this Train,** located near the top right side of the screen.

2.6.2.2 Select Rail Travel

The traveler may select the order in which the trains display by selecting one of the **Sort By** radio buttons as listed below:

- Arrival Time
- Departure Time

Beginning on the Rail Travel screen (Figure 2-46), follow the below steps to book rail travel:

1. Modify the search, if necessary.

2. Choose **Select Train** for the preferred train.

Note: If the traveler's profile contains invalid GTCC data, a pop-up message will display when the **Select Train** or **Request Assistance in Booking Train** button is selected. DTS will not allow selection of trains. The **Skip** function may be used to proceed.

The Rail Travel Detail screen opens (Figure 2-47). The following details displays about the selected train:

- *Departing From and Traveling To.* The origin and destination for this travel.
- *Train Selected.* Information about the train. The trains are listed by company, train number, and departure and arrival date and time.
- *Seat Preference.* Drop-down list from which to select an aisle or window seat.

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- *Comments field.* Text box in which information or questions for the CTO may be entered. By default, the text indicates the selected train departure and arrival times and stations.

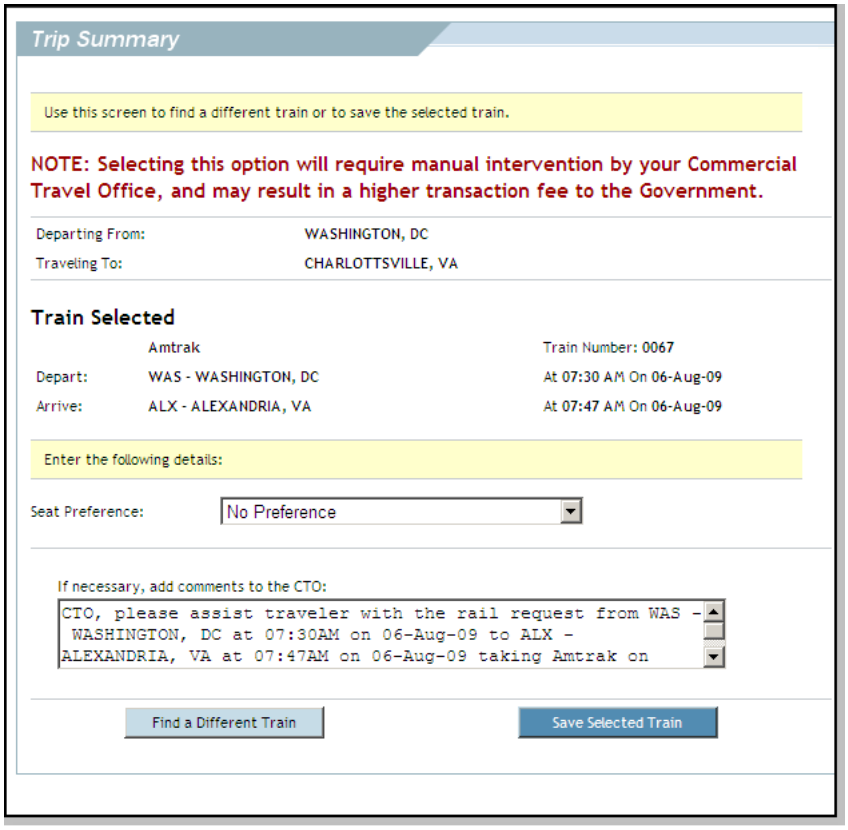

Figure 2-47: Rail Travel Detail Screen

3. Select the **Seat Preference** drop-down list arrow and select **Aisle** or **Window**.
   -OR-
   Select **Find a Different Train to** return to the Rail Travel screen and make another selection or modify the search.

4. (Optional) Add to the existing comments to the CTO, but do not delete any of the existing text.

5. Select **Save Selected Train**.

If rail reservations are the first reservation to be requested, the TSA Screen displays (Figure 2-37).

6. Enter or update data.

7. Select **Save TSA Information**.

The Rail Travel screen refreshes (Figure 2-48). The screen now displays the following:

- A green box that contains all Reservation Summary information
- *Cancel Train*. Select this link to remove the train reservation request

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- *Change.* Select this link to remove the reservation request and return to the Rail Travel screen to select a different departure train (Figure 2-46)
- Return train options

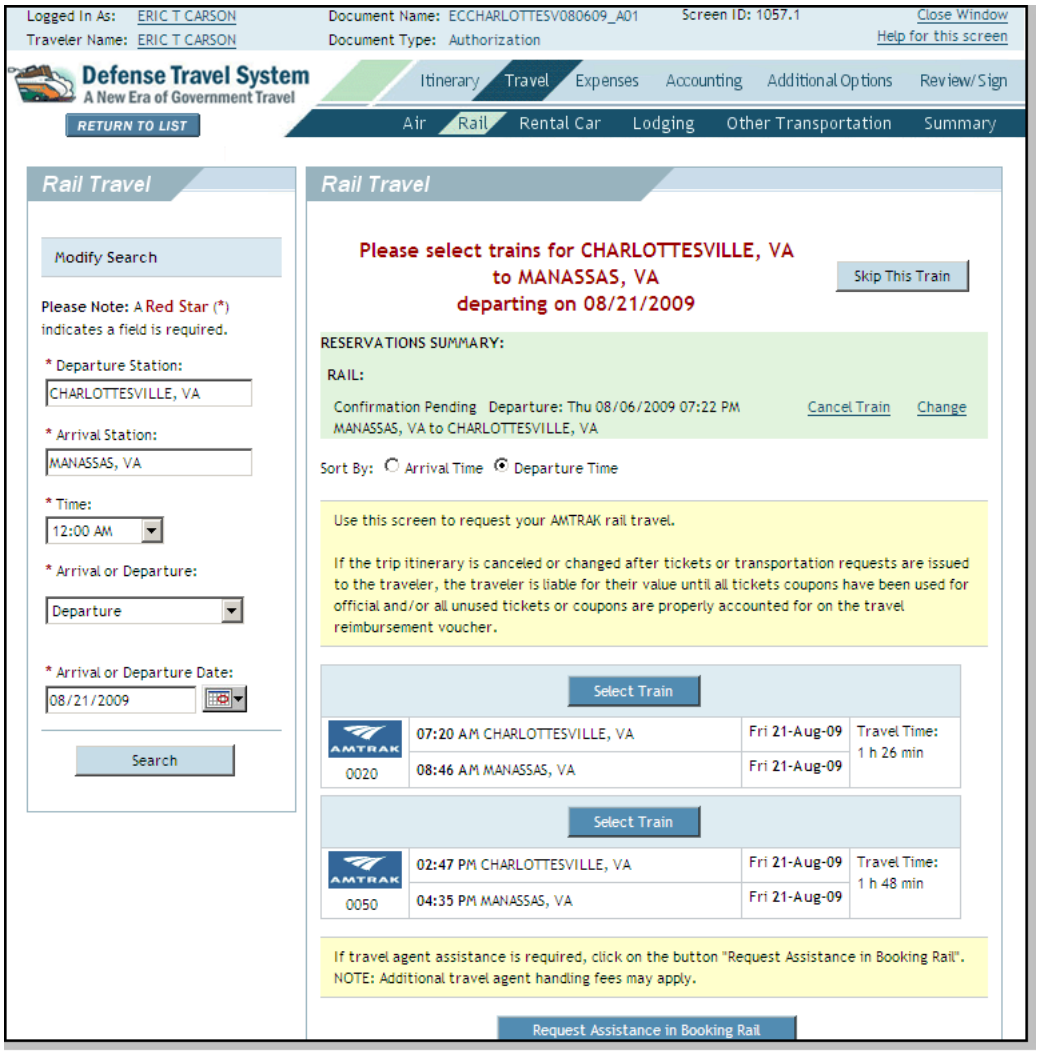

Figure 2-48: Rail Travel Screen – Select Return Train

8. Select the return trip using the same steps used to select the original reservations.

If a train cannot be found, select **Request Assistance in Booking Train** button at the bottom of the screen.

DTS now displays the screen for the next type of reservation to be made. The Reservations Summary has updated with the return rail information.

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2.6.3 Add Rental Car

If the traveler indicated on the Trip Overview screen that a rental car is needed, DTS will display the Rental Car screen. The traveler can also access this feature by selecting Travel on the navigation bar and then choosing Rental Car. The screen displays rental car companies located at the arrival airport (Figure 2-49). The results are listed from least to greatest total estimated cost for a compact car.

Figure 2-49: Rental Car Screen

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If any of the displayed cars meet travel needs, see Section 2.6.3.2 for instructions on booking a reservation. If different rental car options are needed, or if DTS did not return any rental cars, see Section 2.6.3.1 for instructions on how to modify the search to return different results.

2.6.3.1 Modify Search for a Rental Car

The Modify Search section on the left side of the screen allows the traveler to modify the search (Figure 2-49). The following options explain how to change the search criteria. After entering all the requirements, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the pick-up date:

Complete the ***Pick-Up Date** field with a **date** that is different from the pick-up date currently identified.

To change the pick-up time:

Select the ***Pick-Up Time** drop-down list arrow and select a **time** to pick up the car.

To change the drop-off date:

Complete the ***Drop-Off Date** field with a **date** that is different from the drop-off date currently identified.

To change the drop-off time:

Select the ***Drop-Off Time** drop-down list arrow and select a **time** to drop off the car.

To specify a drop-off location that is different from the pick-up location:

1. Select **One Way Rental.**

The screen refreshes; the Drop-Off (Airport) field now displays.

2. Enter the **drop-off location**.

To pick up the rental car at an airport other than the arrival airport:

Complete the **Pick-up (Airport)** field with the airport code or city name.

To select a vehicle other than a compact car:

Select the **Select a Class of Car** drop-down list arrow and choose the **vehicle type**.

If it is not necessary to rent a car for this portion of the trip, select **Skip This Car** located near the top right side of the screen. DTS will then display the screen for the next type of reservation needed, based on the selections in the Trip Overview.

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2.6.3.2 Select a Rental Car

The rental car rates are organized under the rate tabs, as follows:

- *Government Rates*
- *Non-Government Rates*

Different types of rates may be viewed by selecting the rate tabs. If using the rental car as transportation to and from a TDY location, check the **(ER) En Route** box.

Beginning on the Rental Car screen (Figure 2-49), follow the below steps to book a rental car:

1. Modify the search, if necessary. Results display based on the destination.

2. Choose **Select Car** next to the preferred rental car.

If rental car reservations are the first to be requested, the TSA Secure Flight Information screen will display (Figure 2-37).

3. Enter or update data.

4. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

5. Select **Save TSA Information**.

Note: If a rental car cannot be found, select **Request Assistance in Booking Rental Car** at the bottom of the screen (Figure 2-49). The CTO Comments window opens (Figure 2-50). Do not delete any of the text in the comments box. Additional comments may be added if necessary. Select S**end Comments to CTO**, or select **Cancel CTO Assistance** to return to the Rental Car screen. To expedite the reservation process, use this button rather than call the CTO. Additional handling fees may be added whether requesting through DTS or by calling the CTO.

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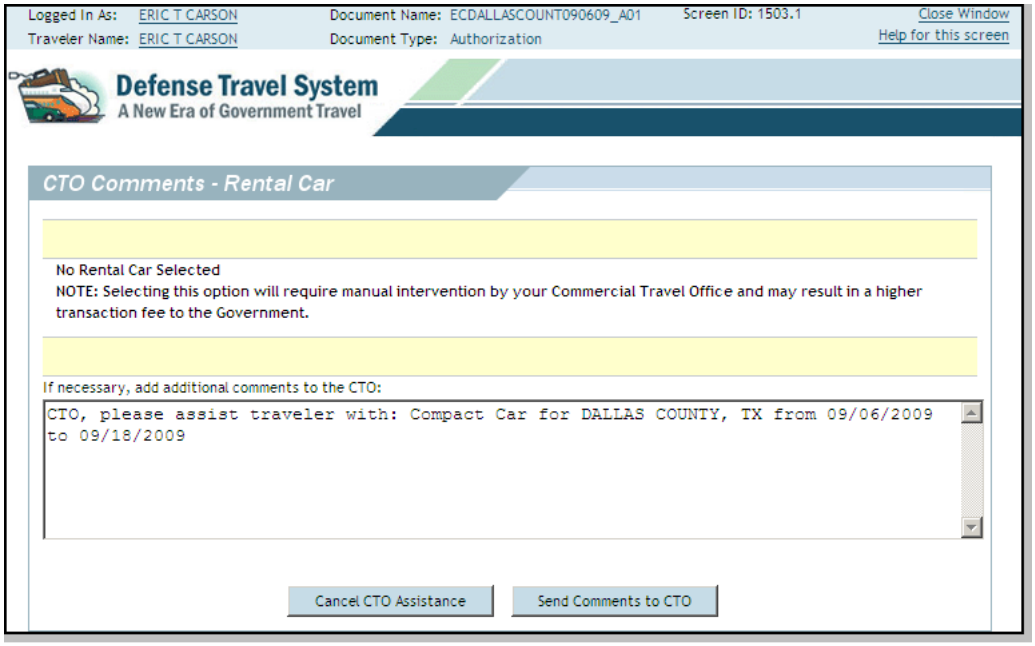

Figure 2-50: CTO Comments Window

DTS now displays the screen for the next type of reservation to be made. The rental car information displays in the Reservation Summary box at the top of the screen (Figure 2-51).

Figure 2-51: Reservations Summary - Rental Car Booked

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2.6.4 Add Lodging

If lodging was requested on the Trip Overview screen, DTS will display hotel names on the Lodging screen. This feature can also be accessed by selecting **Travel** on the navigation bar and then selecting **Lodging**. The screen displays hotels based on the search criteria identified (Figure 2-52). If DTS returns more than 10 hotels, the remainder may be viewed in increments of 10 by selecting **>Next 10**.

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Defense Travel System
A New Era of Government Travel

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST

Air | Rail | Rental Car | Lodging | Other Transportation | Summary

Lodging

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date: 04/05/2010

* Check-Out Date: 04/10/2010

Select By: TDY Location

* City / TDY Location: AURORA CO

* Distance: 10 Miles

Search

Lodging

Select Lodging for AURORA
from 04/05/2010 through 04/10/2010

Skip This Hotel

RESERVATIONS SUMMARY:

AIR: $2,780.89

GIG to DEN : 04/04/10 08:20 PM Arrive: 04/05/10 12:00 AM — Cancel Flight — Change
DEN to GIG : 04/10/10 12:36 PM Arrive: 04/11/10 09:30 AM — Cancel Flight — Change

LODGING: $0.00

Govt Safety Compliant Lodging | Other Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Per Diem Rate Allowed is $158.00 in AURORA,CO

> Next 10

$42.74 - $74.99	Rate Range	Additional Hotel Information	Select Hotel	
Crossland Denver/Cherry Creek 4850 Leetsdale Dr Glendale CO, 80246	Phone: 303/333-2545 Fax: 303/333-2546 Toll Free: 800/398-7829	FEMA Approved	Approx. Distance: 5 Miles	

$50.00 - $69.00	Rate Range	Additional Hotel Information	Select Hotel	
Ramada Inn Denver 2601 Zuni St Denver CO, 80211	Phone: 303/433-6677 Fax: 303/455-1530	FEMA Approved	Approx. Distance: 10 Miles	

$54.45 - $95.00	Rate Range	Additional Hotel Information	Select Hotel	
La Quinta Inn & Suites Denver Englewood Tech Ctr 9009 East Arapahoe Rd Greenwood Village CO, 80112	Phone: 303/799-4555 Fax: 303/792-3377 Toll Free: 800/753-3757	FEMA Approved	Approx. Distance: 10 Miles	

$54.99 - $84.99	Rate Range	Additional Hotel Information	Select Hotel	
Comfort Inn & Suites 4685 Quebec St Denver CO, 80216	Phone: 303/388-8100 Fax: 303/333-7710 Toll Free: 800/228-5150	FedRooms Participant FEMA Approved	Approx. Distance: 5 Miles	

Figure 2-52: Lodging Screen

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DTS allows travelers to make hotel reservations. However, military members on TDY at a military installation are required to use Government quarters, if quarters are available. Members must contact the lodging facility outside of DTS to make the arrangements. Members will then enter the lodging cost on the Per Diem Entitlements screen located in the Additional Options module.

If Government quarters are not available, military members must obtain a non-availability number before requesting commercial lodging reservations and enter it in one of the following DTS screens:

- Preview Trip: Enter the number into the **Comments to the Approving Official** field.
- Other Authorizations (See Section 2.10.2):

    1. Select **Add Additional Authorizations For This Trip.**
    2. Check the box for **Other**.
    3. Select **Add** at the bottom of the screen.
    4. Enter the number and explanation in the **Remarks** field.

Note: When crossing the International Date Line (IDL) eastward, a traveler may have two per diem locations, and thus two hotel reservations, for the same calendar date.

2.6.4.1 Modify Search for Lodging

The Modify Search section on the left side of the screen enables the search criteria to be modified to return different lodging results. The following options and table explain how to change the search criteria. After entering all the criteria, select **Search** to display the new results.

*An asterisk indicates a required field.

To change the check-in date:

Complete the ***Check-In Date** field with a **date** that is different from the check-in date currently identified. Use the calendar icon if necessary.

To change the check-out date:

Complete the ***Check-Out Date** field with a date that is different from the check-out date currently identified. Use the calendar icon if necessary.

To select the location, airport, city, or ZIP code for a hotel, or limit the results by the hotel name:

Choose the **Select By** drop-down list arrow and select the preferred value. The selection in this field determines the fields that will display below it. Table 2-3 describes the screen fields that may display, depending upon which was selected.

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Table 2-3: Fields to Modify Lodging Search

FIELDS TO MODIFY LODGING SEARCH		
SELECT THIS OPTION	**COMPLETE THIS FIELD**	**ENTER THIS INFORMATION**
TDY Location	*City / TDY Location	Preferred name of the city or TDY location to book a hotel room.
Hotel Name	*Hotel Name	Name of a hotel or chain for DTS to return.
Airport Location	*Airport Code	Code for the preferred airport at the location to book a hotel room.
City Location	*State	Postal abbreviation of the preferred state to book a hotel room.
	*Country	Name of the preferred country to book a hotel room.
ZIP Code	*ZIP Code	ZIP code of the preferred location to book a hotel room.
Any Option	*Distance	Maximum number of miles from the location, airport, city, or ZIP code to book a hotel room.
TDY Location, Hotel Name, or City Location	* City	Name of the preferred city to book a hotel room.

2.6.4.2 Select Lodging

The hotels are organized under rate tabs, as follows (Figure 2-52):

- *Govt Safety Compliant Lodging*
- *Other Published Rates*

The order in which the hotels display may be chosen by selecting one of the **Sort By** radio buttons as listed below:

- Distance
- Rate Range
- Hotel Name

The Lodging screen displays the amount allowed for lodging for the selected location.The below items for each hotel also display:

- Address
- Telephone and fax numbers
- Participation in the FedRooms program
- Distance from location
- Additional Hotel Information link

Before selecting lodging, the traveler may want to read more information about the hotel. Select **Additional Hotel Information** to open a window that displays links to hotel policies, amenities, and other information (Figure 2-53). Select any link to view details. Close the window when finished.

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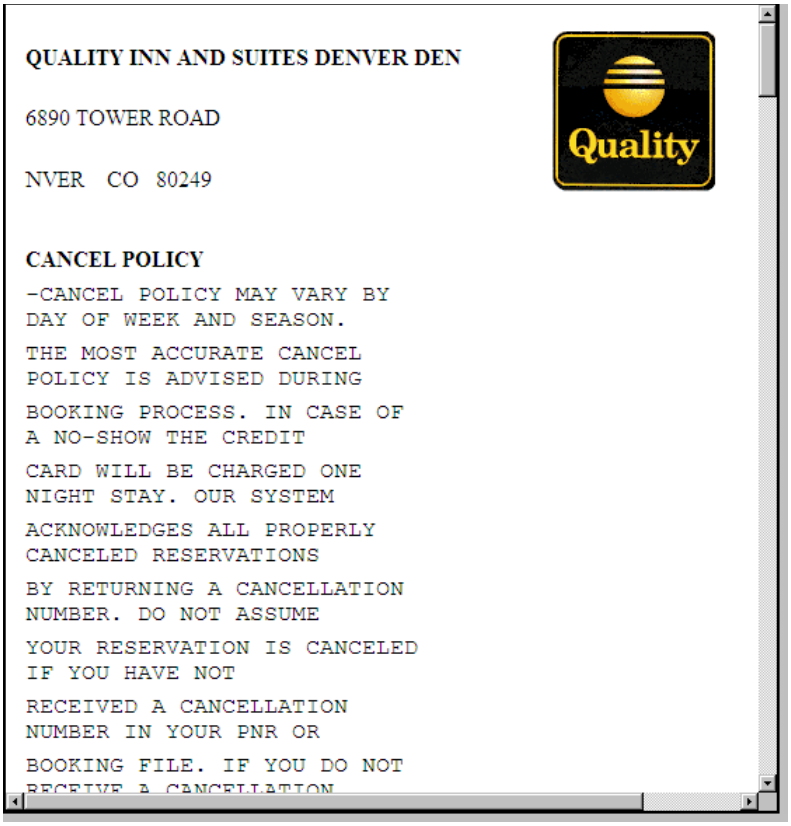

Figure 2-53: Additional Hotel Information Window

Once a hotel is selected, search results display by room/rate in the below order:

- FedRooms
- Government rates
- Remaining rates (alphabetically)

Beginning on the Lodging screen, follow the below steps to book a hotel in DTS:

1. Modify the search, if necessary.

2. (Optional) Select **Additional Hotel Information** for a hotel.

A pop-up window displays information about the hotel.

3. Close the Additional Hotel Information window.

4. Choose **Select Hotel** for the preferred hotel.

The Lodging screen refreshes (Figure 2-54). It displays the room types and the rates for the selected hotel.

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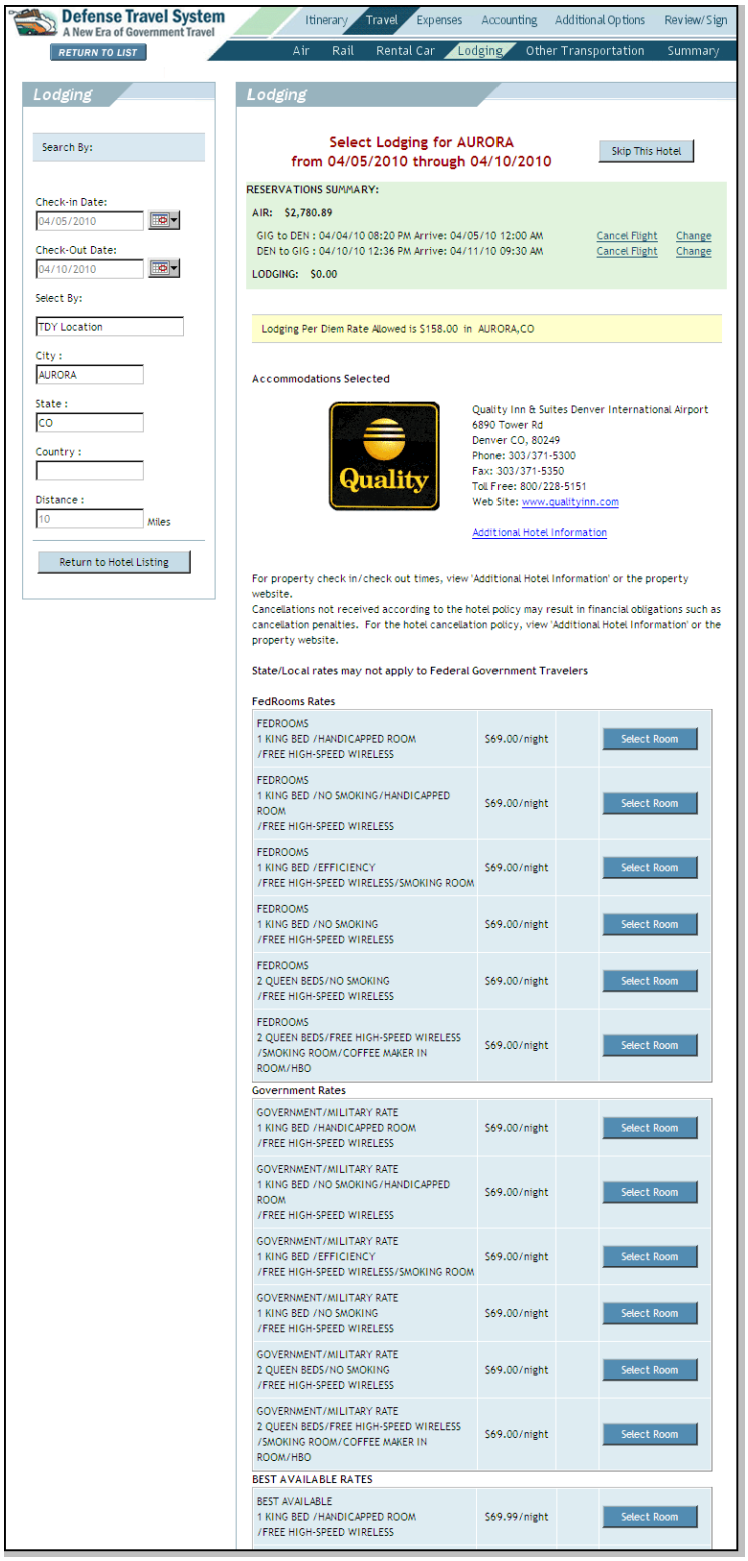

Figure 2-54: Lodging Screen – Accommodations Selected

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5. Choose **Select Room** to book the room.

If hotel reservations are the first reservations for the current authorization, the TSA Secure Flight Information screen will display (Figure 2-37).

6. Enter or update data.

7. (Optional) Check the **Save changes to permanent traveler information** box to save information to the permanent profile and document profile. If not selected, TSA information will save for the document profile only.

8. Select **Save TSA Information**.

Note: If the traveler's profile does not contain a GTCC number, a pop-up message will display informing the traveler that a credit card number is required to book the hotel reservation (Figure 2-53). A personal credit card number can be entered by selecting **OK**, then **Save** after the number has been added.

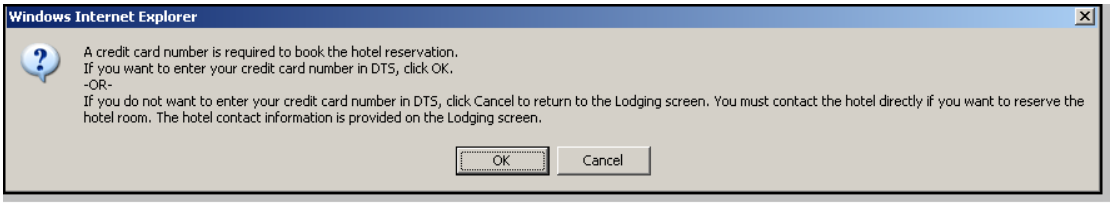

Figure 2-55: Credit Card Number Required Pop-up Message

DTS now displays the screen for the next type of reservation to be made. If all reservations have been completed that were indicated on the Trip Overview screen, the Trip Summary screen will display.

Note: If the traveler cannot find a hotel that meets their needs, scroll to the bottom of the screen and select **Request Assistance in Booking Hotel Room**. Further details may be added to the system-generated comment, however do not delete any text. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees may be added whether requested through DTS or by telephone.

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2.6.5 Cancel or Change a Reservation in the Reservation Summary Box

Reservations may be cancelled or changed at any time during the process. Beginning in the green Reservations Summary box (Figure 2-54), follow the below steps to cancel a reservation:

1. Select **Cancel** for the reservation that needs to be changed.

A pop-up window asks: *Are you sure you want to cancel?*

2. Choose **OK** to proceed with the cancellation. The cancelled reservation no longer displays in the Reservation Summary box.
   -OR-
   Choose **Cancel** to return to the same screen without cancelling the reservation.

To change a reservation, begin in the Reservations Summary box, and follow the below steps:

1. Select **Change** for the reservation that needs to be changed.

DTS displays a Reservation Change Confirmation prompt (Figure 2-56).

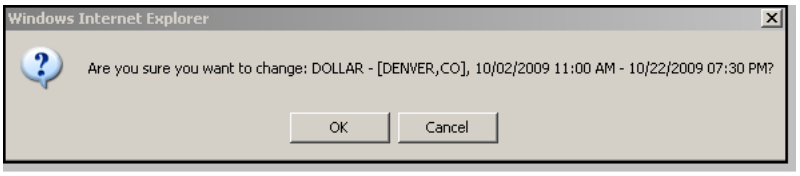

Figure 2-56: Rental Car Change Confirmation - First

2. Select **OK** to proceed with the change.
   -OR-
   Select **Cancel** to return to the Trip Summary without changing the reservation.

Depending on the reservation being changed, the screen displays the corresponding screen. Use the Modify Search area to find alternate reservations (Figure 2-57).

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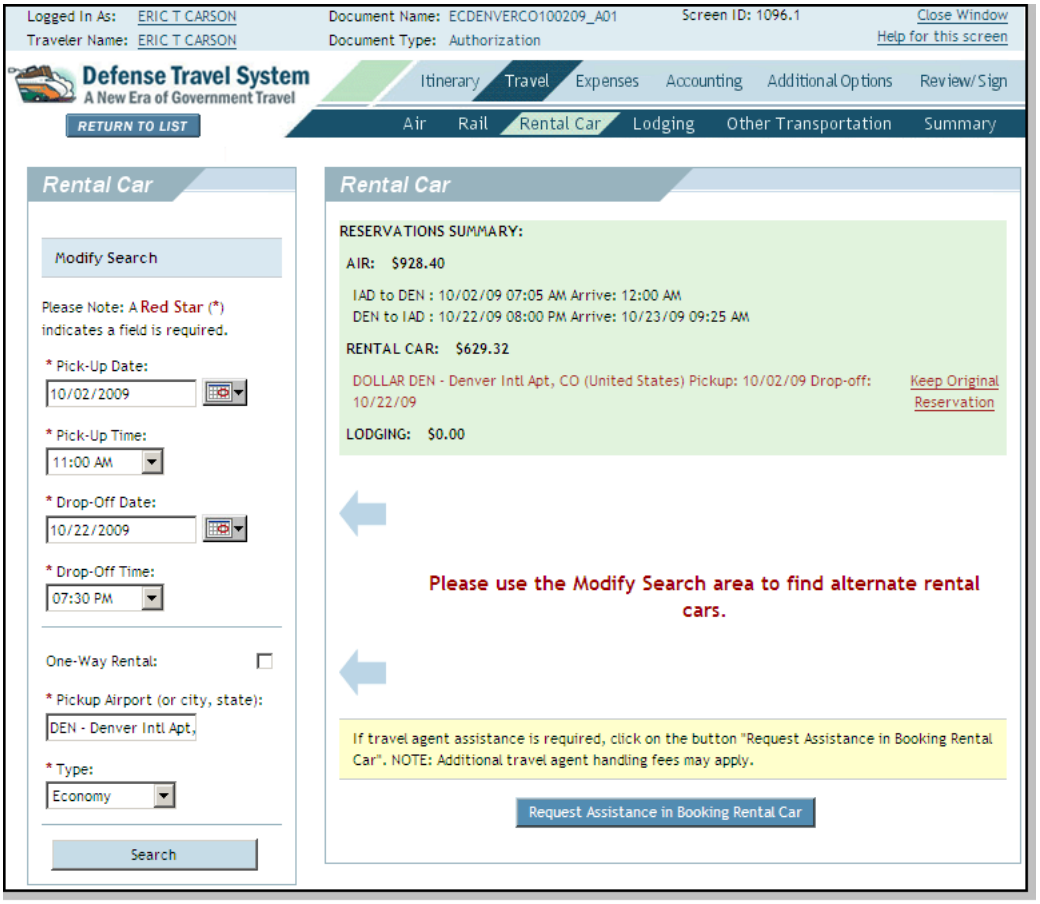

Figure 2-57: Rental Car Screen – Modify Search

If the modified search does not return acceptable results, select **Keep Original Reservation** to prevent the cancellation or change. See the Modify Search subsection of the appropriate reservation section in this chapter for instructions on how to use the Modify Search area.

If selecting a reservation that is different than the original reservation, a message will display to confirm that the reservation is about to be changed (Figure 2-58).

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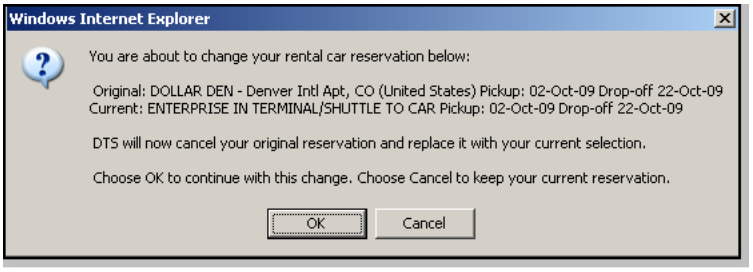

Figure 2-58: Rental Car Change Confirmation - Second

3. Select **OK** to delete the original reservation and add the new reservation.
   -OR-
   Select **Cancel** to keep the original reservation.

2.6.6 Other Trans. (Other Ticketed Transportation)

Travelers may enter details and cost information about other ticketed transportation that they may have on this trip by using the Other Transportation screen (Figure 2-59). This is for arrangements that have been made outside of DTS, which need to be recorded on the authorization and on the voucher. For example, ticket information can be added if the trip has been completed and an additional ticket was purchased as a result of a change in itinerary. If Section E was checked on the Trip Overview screen, DTS will include this screen during the reservations process. This screen may also be accessed by selecting Other Transportation on the subnavigation bar.

If the box in Section E was checked on the Trip Overview screen, DTS will include the Other Trans. screen during the reservations process. This screen may also be accessed by selecting **Other Transportation** on the subnavigation bar.

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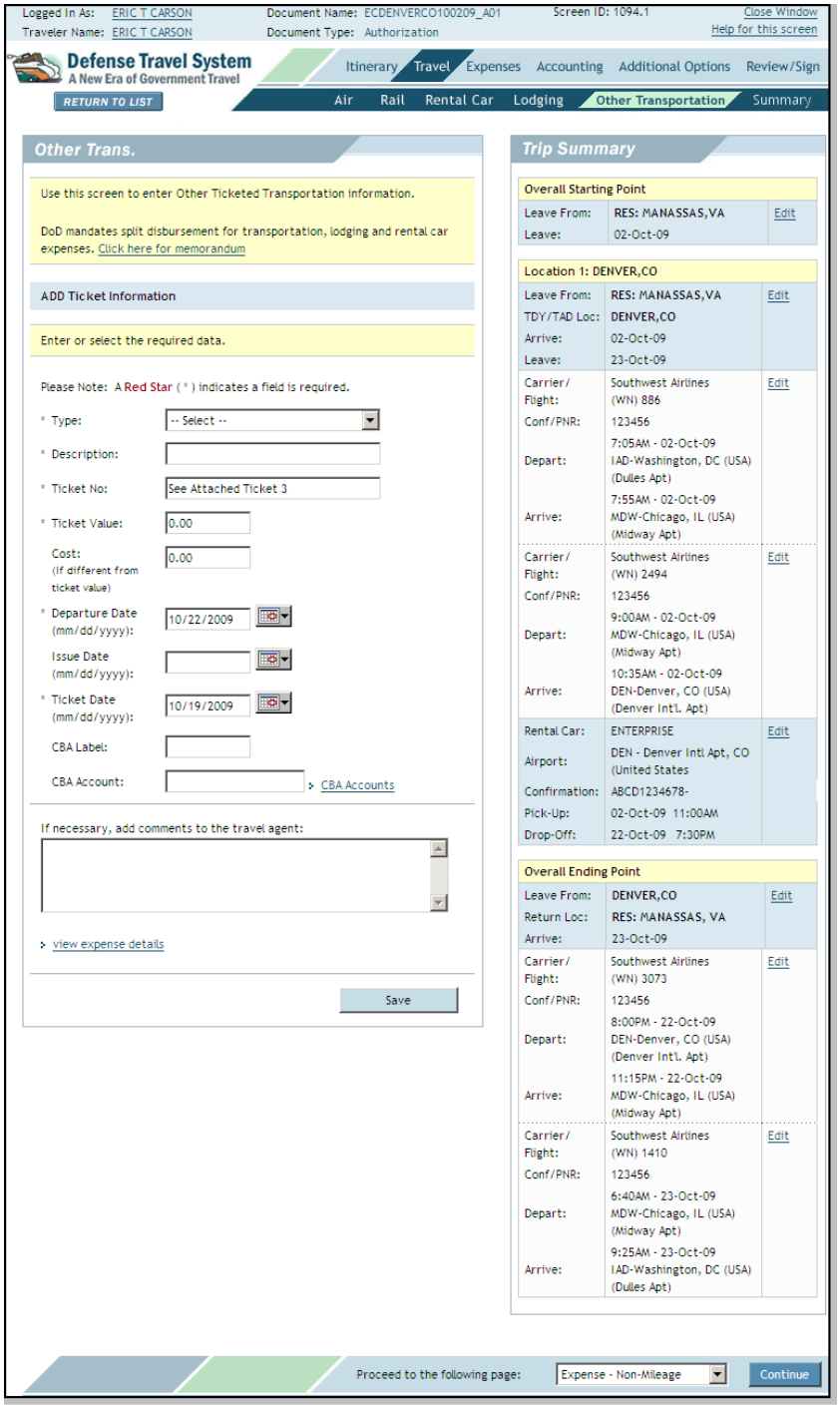

Figure 2-59: Other Transportation Screen

Note: The **Click here for memorandum** link opens a memo addressed to DoD members. The memo outlines provisions that require use of split disbursement for DoD civilians and military personnel. The

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memo reminds travelers to use split disbursement for transportation, lodging, and rental car expenses. It also reminds AOs that all claims must be reviewed to ensure policy compliance.

Note: A Customer Identification Code (CIC) will be issued once the authorization has been approved.

Follow the below steps to add ticketed transportation information to an authorization:

1. Select **Travel** from the navigation bar.

2. Select **Other Transportation** from the subnavigation bar.

The Other Trans. screen opens (Figure 2-59).

3. Select the **Type** drop-down list and select the **type of travel** with **appropriate billing category**.

The Description field completes automatically.

4. Complete the **Ticket No.** field if the ticket number is known.

5. Complete the **Ticket Value** field.

6. Complete the **Cost** field if the actual cost differs from the ticket value.

7. Complete the **CBA Label** field and the **CBA Account** field by selecting the **CBA Accounts** link, if the travel will be centrally billed.

A pop-up window displays the CBAs available for selection.

8. Select a **CBA number.**
   -OR-
   Select **Cancel**.

If a **CBA number** is selected, it will display in the CBA Account field. This action also populates the CBA Label field. The Other Trans. screen opens whether a CBA number or Cancel was selected.

9. Complete the **Departure Date** field. Use the calendar icon, if necessary.

10. Complete the **Issue Date**, if known.

11. Complete the **Ticket Date** field, if not already complete.

12. Complete the **text field** to provide comments to the CTO if necessary.

13. Select **view expense details** to view the reimbursement method or calculate the U.S. dollar amount for expenses paid in foreign currency.

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The Expense Detail screen opens (Figure 2-60). If Comm Air (Central Bill) or Comm Rail (Central Bill) on the Other Transportation screen was selected, the Method of Reimbursement cannot be changed on this screen.

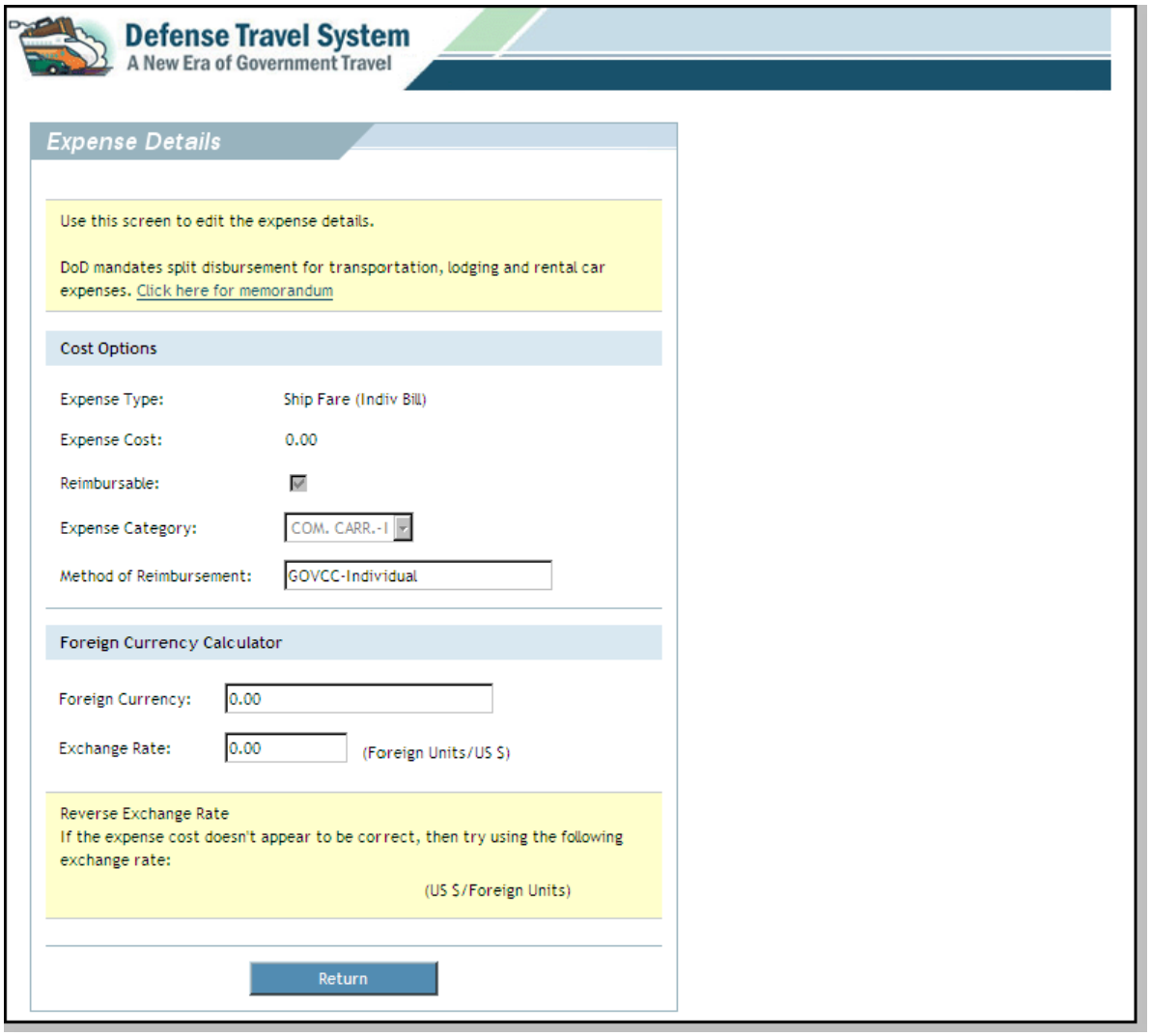

Figure 2-60: Expense Details Screen

14. Make the appropriate changes.

15. Perform the following to calculate the dollar amount of any expenses that will be paid in foreign currency:

    a. Complete the **Foreign Currency** field with the amount of foreign currency.
    b. Complete the **Exchange Rate** field with the amount of foreign units per U.S. dollar.

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The screen refreshes (Figure 2-61). The Expense Cost field displays the cost in U.S. dollars.

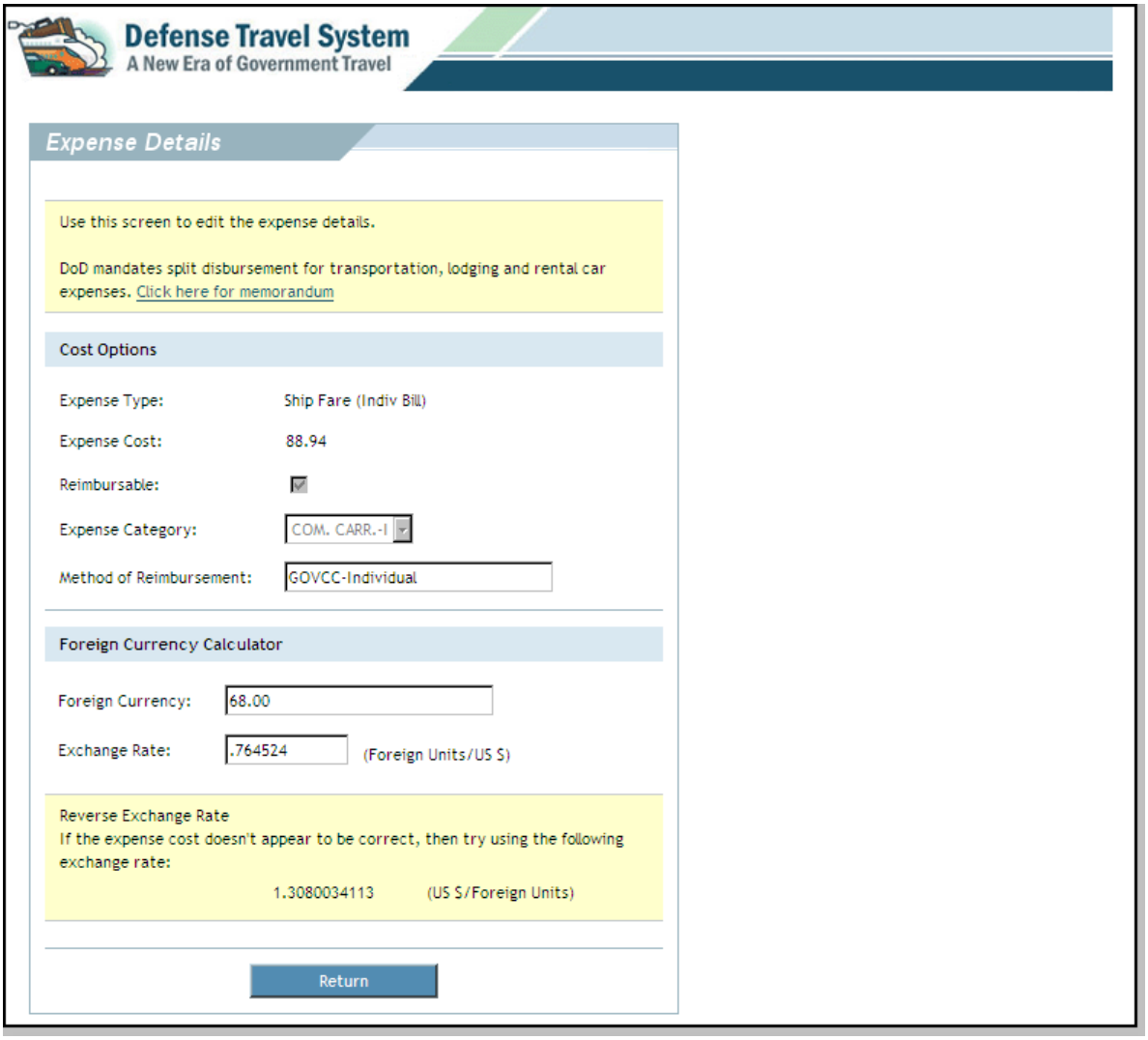

Figure 2-61: Expense Details Screen – Foreign Currency Calculated

16. Select **Return** to close the window.

The Other Trans. screen opens.

17. Update the **Ticket Cost** field with the U.S. dollar amount.

18. Select **Save.**

The screen refreshes and shows the saved ticket information.

19. Select **Create a New Ticketed Transportation Entry** if there is additional ticketed transportation to add to this authorization.
    -OR-
    Select **Summary** in the navigation bar to advance to the Trip Summary.

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2.6.7 Trip Summary

After completing the reservation process, the Trip Summary screen opens (Figure 2-62). This screen organizes the summary information under two tabs, as listed below:

- ***Payment Information.*** This screen provides the costs for each of the reservations on this itinerary. It includes editable fields in which certain changes can be made and other information added. In addition, the TDY location can be changed by selecting **Change TDY Location** at the bottom left corner of the screen.
- ***Final Trip Itinerary.*** This screen has no editable fields, but provides the final itinerary for review.

At ticketing, the Trip Summary screen will be updated with details such as ticket number, fare breakdown, and class of service.

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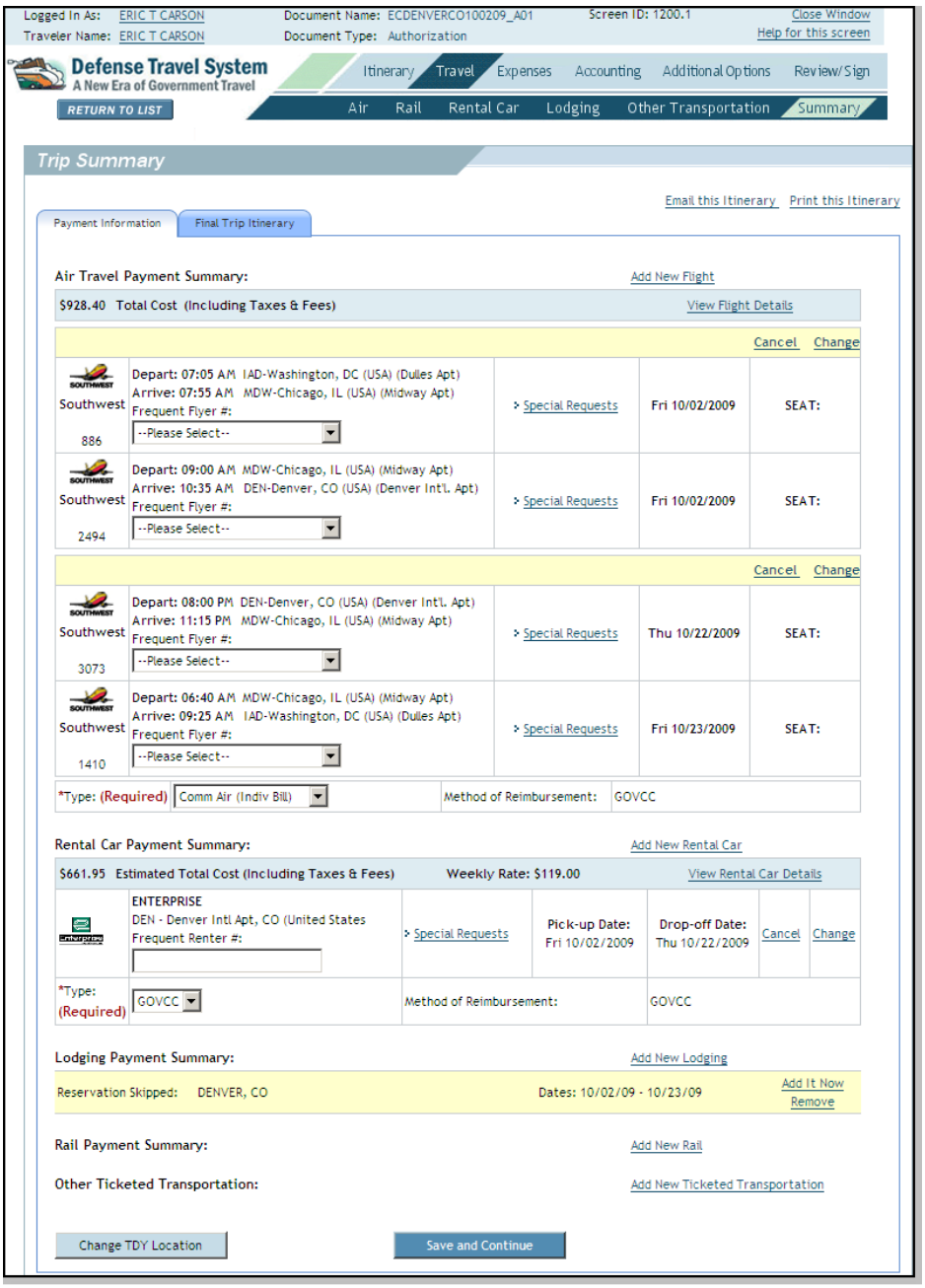

Figure 2-62: Trip Summary Screen – Payment Information

Note: A traveler can use the tabs on the subnavigation bar to add a reservation that was not indicated on the Trip Overview screen. This can be done at any time during the process.

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2.6.7.1 Payment Information

The text and objects that display on this screen depend upon the reservations in the authorization. The italicized items in the following lists identify links, drop-down lists, and other items on which a traveler may perform an action.

The Air Travel Payment Summary displays the following:

- ***Add New Flight.*** Link that may be used to access the Air Travel screen and add another flight to the trip
- Total airfare cost
- ***View Flight Details.*** Link that opens a window that shows details about the flights on this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section e.g., seat selection changes and access to the Special Requests screen
- ***Cancel.*** Link that may be used to initiate cancellation of the flight reservation
- ***Change.*** Link that may be used to begin a search for a different flight
- Airline name and flight number
- Departure and arrival times
- Field in which frequent flyer numbers may be entered
- ***Special Requests.*** Link that may be used to open a window in which special meal requests and certain accessibility and baggage requests can be entered
- Departure and return dates
- Seat number (if selected)
- ***Type.*** Drop-down list from which to select the method of reimbursement for the flights
- CBA Label
- CBA Account (last four digits)

The Rental Car Payment Summary displays the following:

- ***Add New Rental Car.*** Link that may be used to access the Rental Car screen and add another rental car for the trip
- Estimated rental car cost
- Daily rate
- ***View Rental Car Details.*** Link that opens a window that shows details about the rental car for this itinerary. Allows changes to some of the same details that can be changed in the Payment Information section and access to the Special Requests screen
- Rental car company name
- Field in which loyalty program numbers may be entered for the rental car company
- ***Special Requests.*** Link that may be used to open a window in which special equipment requests and smoking preferences, as well as other information can be entered.
- Pick-up date and time
- Drop-off date and time
- ***Cancel.*** Link that may be used to initiate cancellation of the rental car reservation
- ***Change.*** Link that may be used to begin a search for a different rental car
- ***Type.*** Drop-down list from which to select the method of reimbursement for the rental car

The Lodging Payment Summary displays the following:

- ***Add New Lodging.*** Link that may be used to access the Lodging screen and add another hotel for the TDY trip
- Estimated lodging cost
- Rate per night

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- ***View Lodging Details.*** Link that opens a window that provides information about the hotel. Allows changes to some of the same details that can be changed in the Payment Information section, e.g., room selection changes, view additional hotel information, and access the Special Requests screen
- Hotel name
- Field in which loyalty program numbers may be entered for the hotel brand
- ***Special Requests.*** Link that may be used to open a window in which special accommodation requests and smoking preferences, as well as other information can be entered
- Check-in date
- Check-out date
- ***Cancel.*** Link that may be used to initiate cancellation of the lodging reservation
- ***Change.*** Link that may be used to begin a search for different lodging
- ***Type.*** Drop-down list from which to select the method of reimbursement for the lodging

To see details for a reservation, select **View <reservation type> Details** on the right side of the screen in the corresponding row that contains the reservation cost information (Figure 2-62). A screen opens and details for the selected reservation display (Figure 2-63). The links and objects on this screen may be used to make certain changes such as Frequent Flyer number and payment type. The Special Requests screens may be accessed through the link on each type of View <Reservation Type> Details screen.

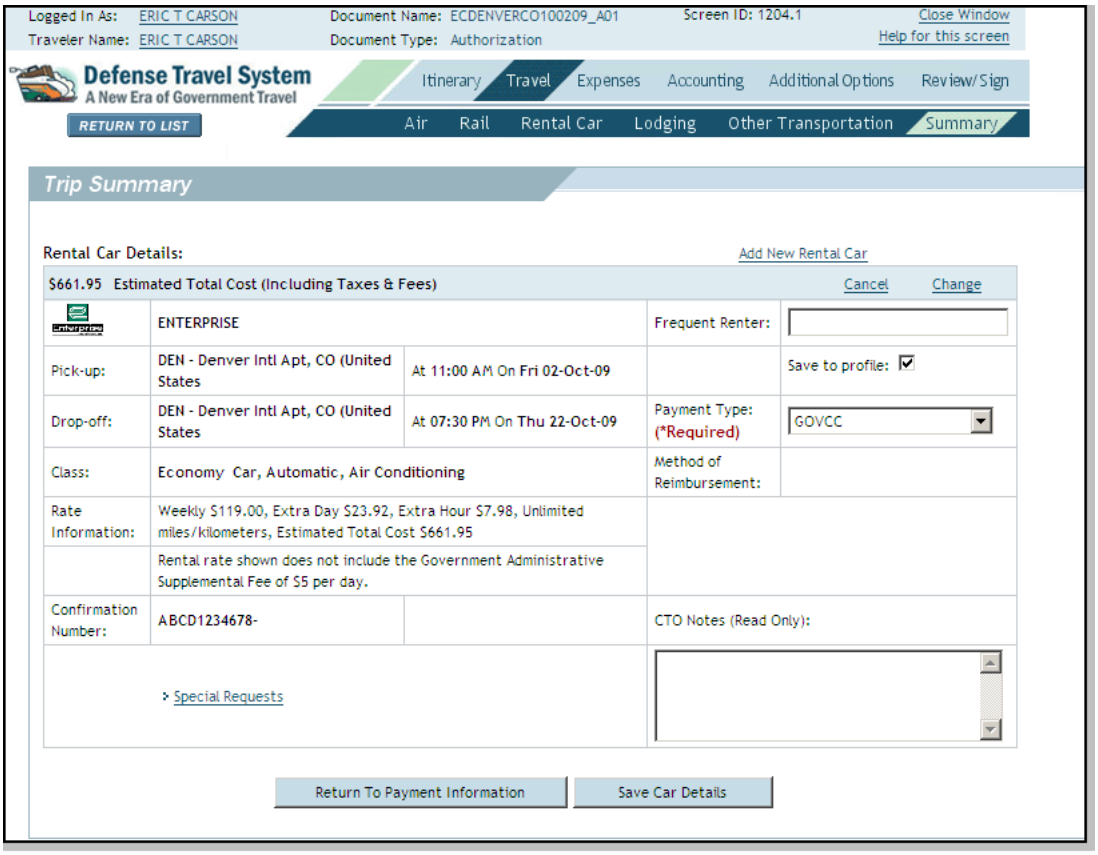

Figure 2-63: View Rental Car Details Screen

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If changes were made on this screen, select the button at the bottom of the screen that will save the changed details. If there are no changes, select **Return to Payment Information**. The Payment Information section of the Trip Summary Screen opens (Figure 2-62).

The screen displays headings for other reservations (e.g., Rail Payment Summary and Other Transportation), even if they are not included in the authorization. Each heading includes a link that may be used to add the reservation. DTS opens the Rail or Other Trans. screen to initiate the reservation process as described in the corresponding section of this manual.

After reviewing each summary, scroll to the bottom of the screen and select **Save and Continue**.

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2.6.7.2 Final Trip Itinerary

The Final Trip Itinerary opens after **Save and Continue** is selected (Figure 2-64). The Final Trip Itinerary tab may also be selected to view this screen.

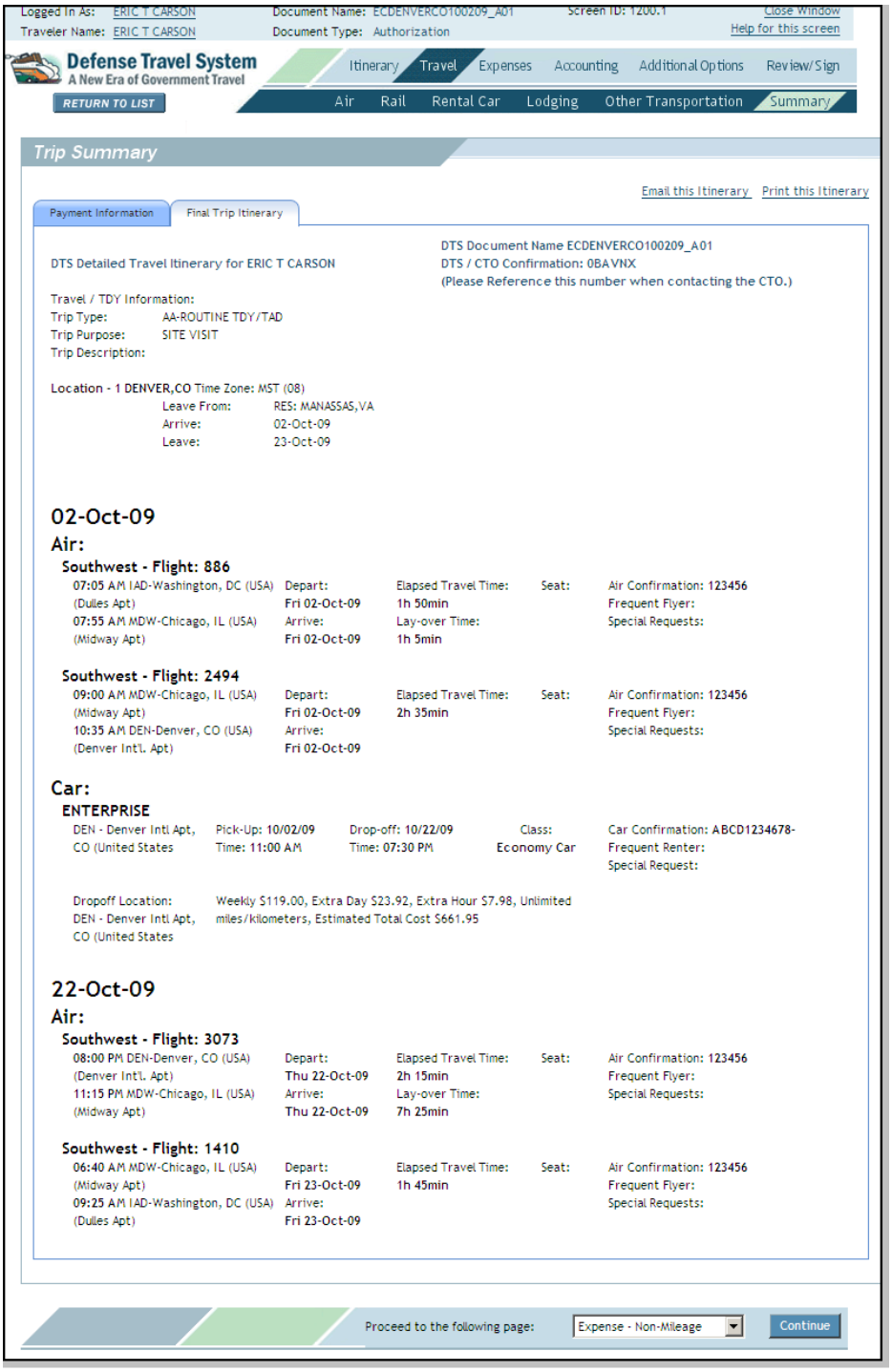

Figure 2-64: Trip Summary Screen - Final Trip Itinerary

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Review the information on this screen carefully. It contains the DTS document name and the DTS / CTO Confirmation Number.

2.6.7.3 E-mail and Print the Trip Itinerary

In the top right corner of the Trip Summary screens there are two links that may be used to e-mail the itinerary and print the itinerary. To print the itinerary, select **Print this Itinerary**, then follow the instructions in the browser pop-up window.

Follow the below steps to e-mail the itinerary:

1. Select **E-mail this Itinerary**.

The E-mail Itinerary Details window opens (Figure 2-65).

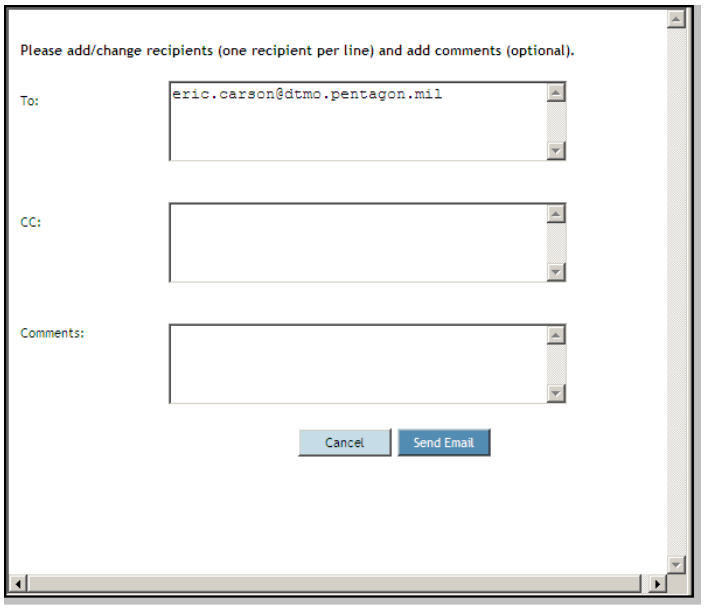

Figure 2-65: E-mail Itinerary Details Window

The **To**: field defaults to the e-mail address in the traveler's personal profile.

2. (Optional) Update the information in the **To:** field.

One or more e-mail addresses may be added below the default or the default may be replaced with a different e-mail address.

3. (Optional) Enter an additional e-mail address for DTS to send the itinerary in the **CC:** field.

4. (Optional) Complete the Comments field with any comments for the e-mail recipients.

5. Select **Send E-mail**.

DTS sends the itinerary and comments to all valid e-mail addresses entered.

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2.6.8 Full CTO Assistance Request

Travelers may use the Full CTO Assistance Request button to request assistance with the entire itinerary instead of selecting reservations by using the Travel feature.

After selecting the Full CTO Assistance Request from the Trip Overview screen (Figure 2-29), a pop-up message informs the traveler that this option requires manual intervention from the CTO and an additional fee will be charged (Figure 2-66).

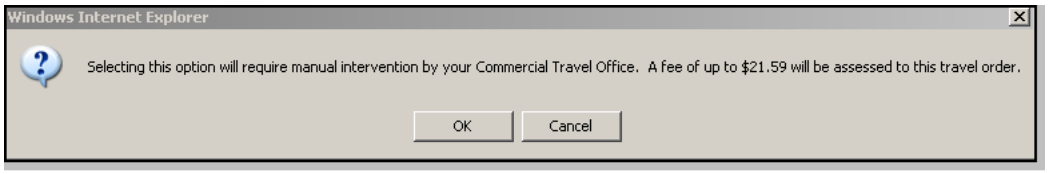

Figure 2-66: Manual Intervention Message

1. Select **OK**.

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2. Add or modify text in the **Comments** fields, if necessary (Figure 2-67).

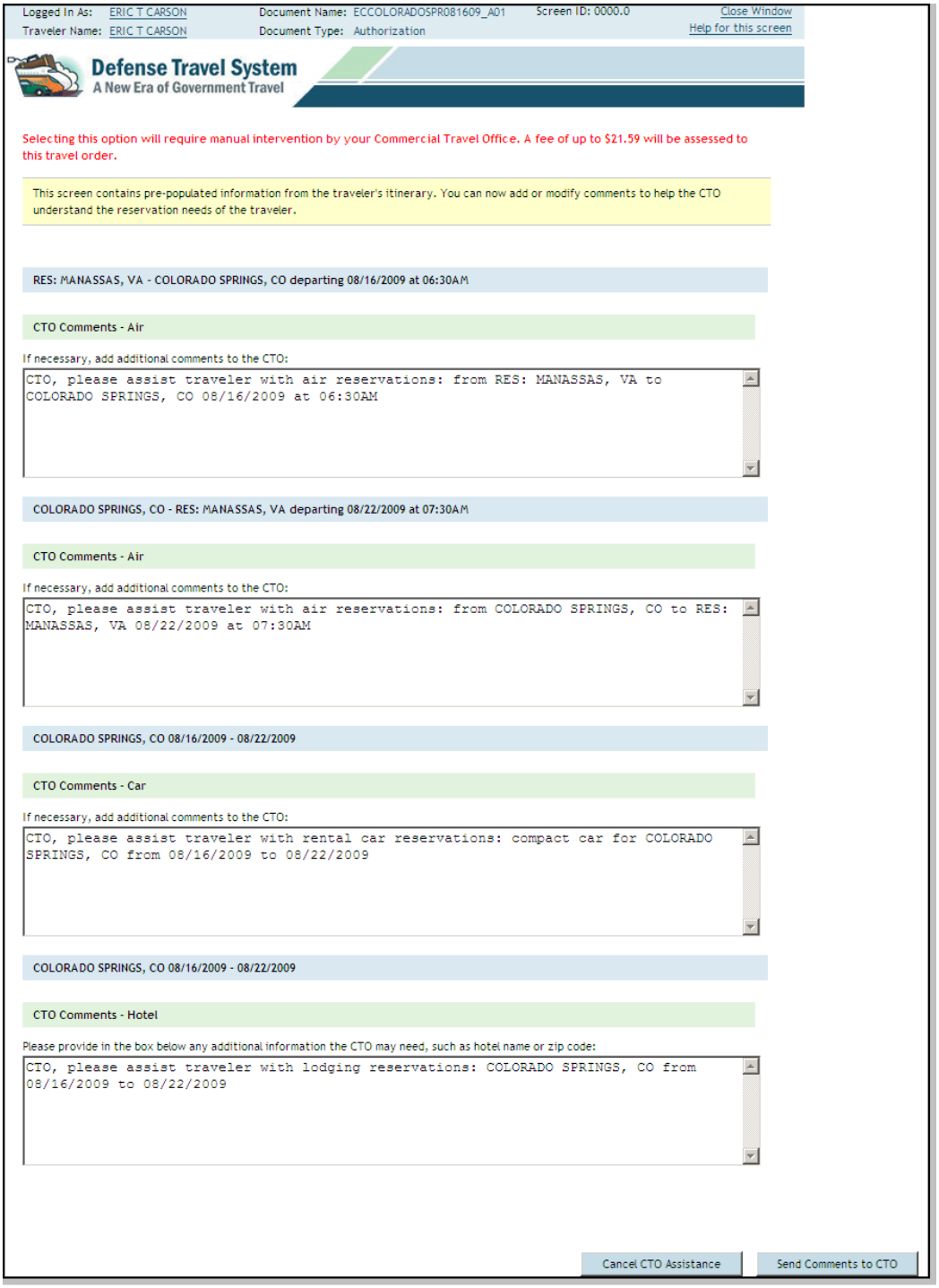

Figure 2-67: Full CTO Assistance Request Comment Windows

3. Select **Send Comments to CTO**. Selecting **Cancel CTO Assistance** will return the traveler to the Itinerary>Trip Overview screen.

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If **Send Comments to CTO** was selected, the TSA Secure Flight Information screen will display.

4. Enter or update data.

5. (Optional) Check the **Save changes to permanent traveler information** box to save information to the document and the user/traveler profile. If not selected, this information will save in the document only.

6. Select **Save TSA Information**.

2.7 Expenses

The Expenses module in DTS allows travelers to record mileage and non-mileage expenses, as well as edit per diem entitlements. Before travel, expenses are estimated and entered by date to get an accurate "should cost" estimate for the trip. After travel, expenses are updated with the actual costs if changes are needed.

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2.7.1 Non-Mileage Expenses

Non-mileage expenses may be selected from a list or entered manually on the screen. To access the Non-Mileage Expenses screen in DTS, select **Expenses** on the navigation bar. The Non-Mileage Expense screen opens (Figure 2-68).

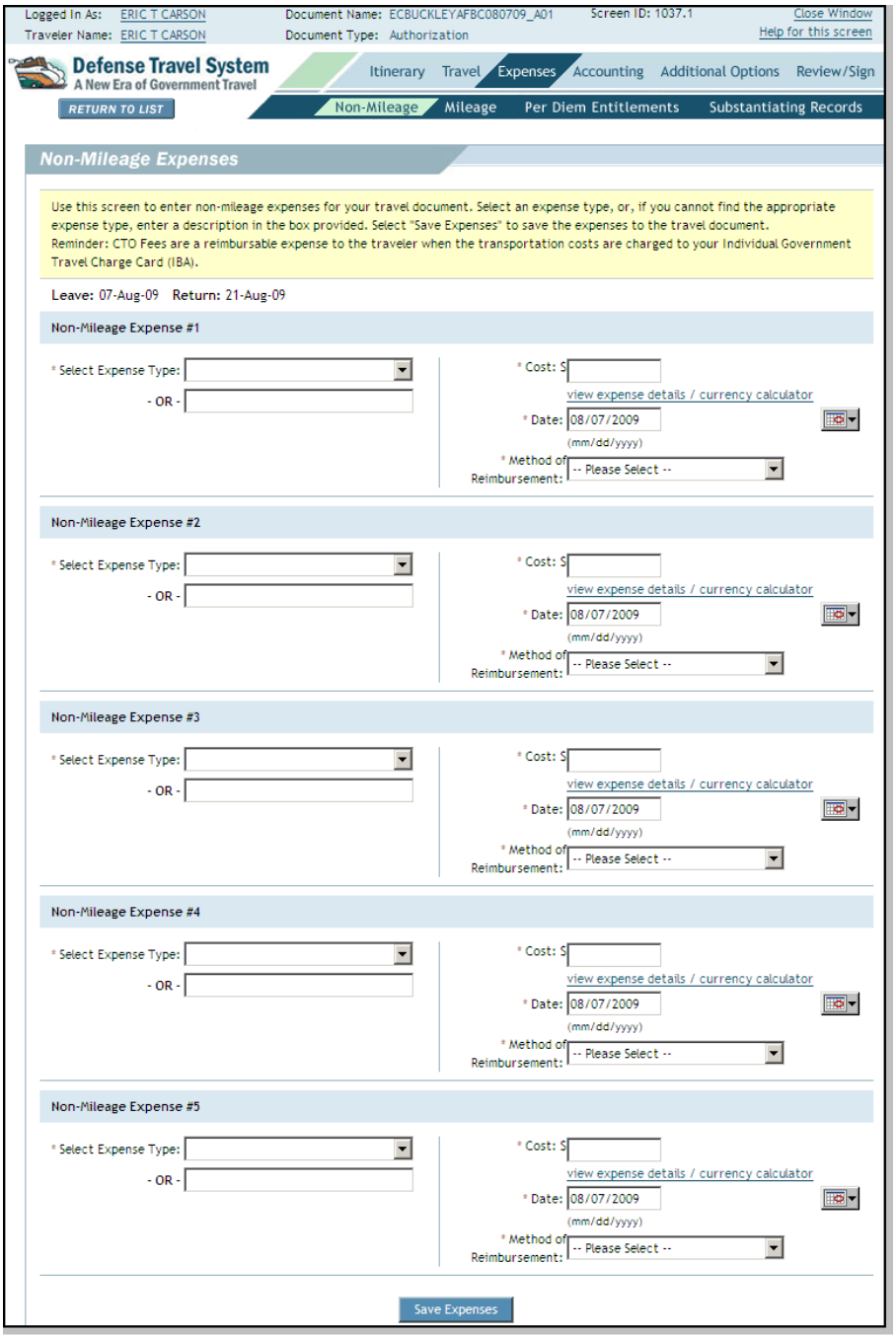

Figure 2-68: Non-Mileage Expenses Screen

Follow the below steps to enter non-mileage expenses:

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1. Select the **Select Expense Type** drop-down list arrow and select the **type** of expense. If the expense type is not listed, enter the type in the **-OR-** field below the drop-down list.

The Method of Reimbursement field populates automatically, based on the selected Expense Type. Changes can be made, if necessary.

2. Complete the **Cost** field with the amount of the expense.

3. Complete the **Date** field with the date on which the expense was or will be incurred. Use the calendar icon if necessary.

4. (Optional) Select **view expense details/currency calculator** (Figure 2-68) to view cost options or to convert a foreign currency into a U.S. dollar amount (Figure 2-69).

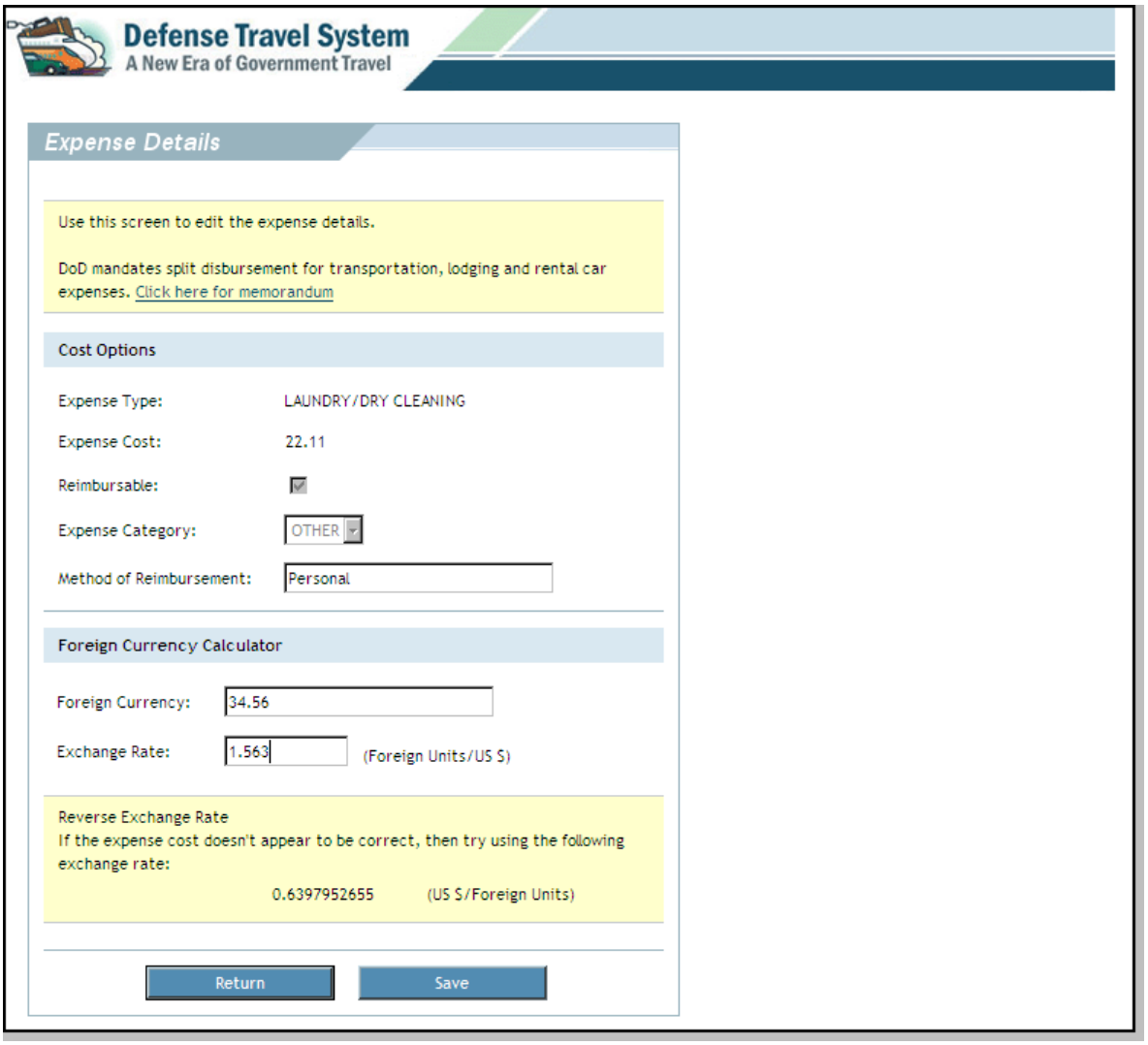

Figure 2-69: Expense Details and Currency Calculator Screen

a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units.

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b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent.

The screen refreshes. The amount displayed in the Reverse Exchange Rate box shows that 1 foreign unit is equal to .6397952655 U.S. dollars. DTS multiplies the amount of foreign money by the rate to fill the Expense Cost field.

c. Select **Save** to enter the calculated amount into the Non-Mileage Expenses screen Cost field.
-OR-
Select **Return** to return to the Non-Mileage Expenses screen.

5. Repeat Steps 2 through 4 until all expenses are entered.

Note: Up to five expenses may be entered on the initial expenses screen before saving. Additional expenses can be entered and saved one at a time.

6. Select **Save Expenses**. Changes will not be saved unless this button is selected.

7. Enter additional expenses one at a time.

8. Select **Save Expense**.

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2.7.2 Mileage Expenses

The Mileage Expenses screen allows travelers to enter expenses incurred for the use of different modes of transportation and the mileage used for the trip. DTS uses the mileage that is entered and the current rate of reimbursement to calculate mileage expenses. Use the steps listed below to enter mileage expenses in DTS:

1. Select **Expenses** from the navigation bar.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 2-70). The Mileage Expense types are described in Table 2-4.

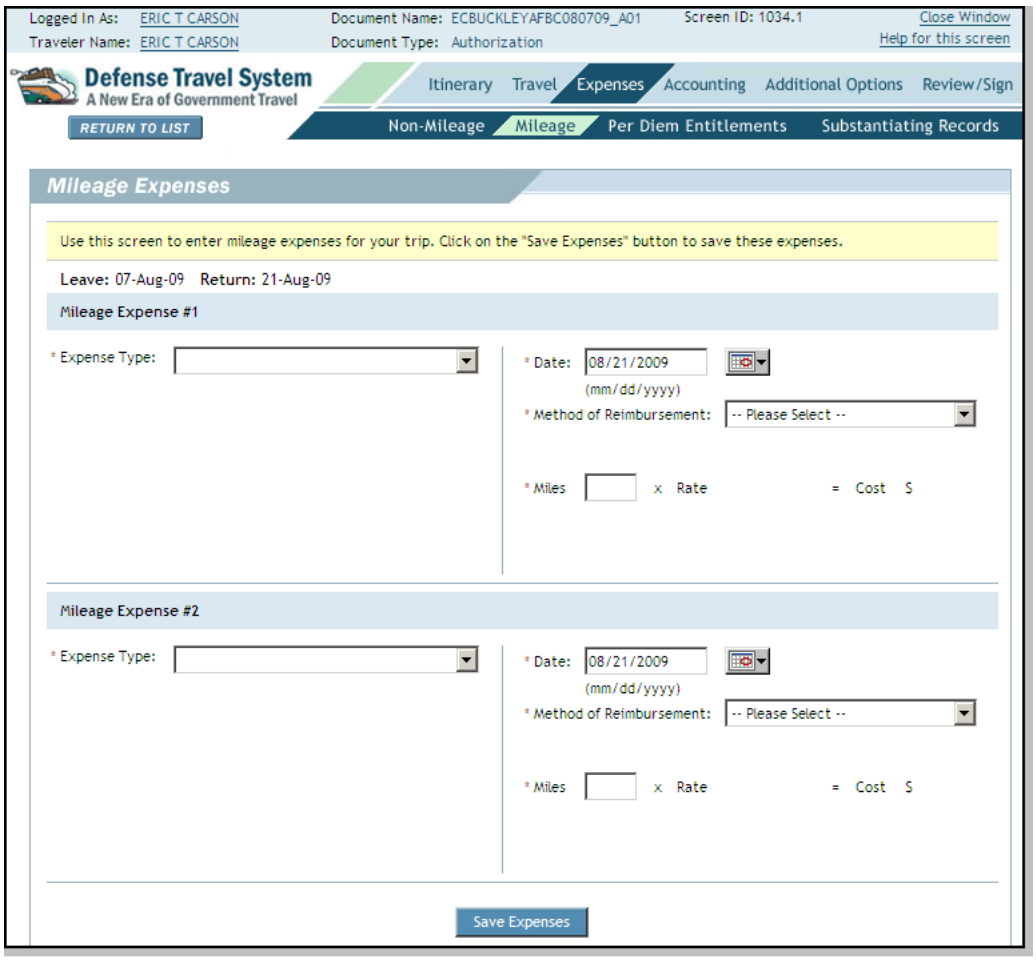

Figure 2-70: Mileage Expenses Screen

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Table 2-4: Mileage Expense Types

MILEAGE EXPENSE TYPES	
EXPENSE TYPE	**DESCRIPTION**
POC Use – Dedicated Gov Veh	A privately owned conveyance (POC) is used for traveler's convenience instead of an available Government vehicle dedicated for the traveler's use, such as a commander's car.*
POC Use – Gov Vehicle Avail	A POC is used for traveler's convenience instead of an available Government vehicle. Example: A fleet of vehicles has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.*
Private Plane	A private plane is used for TDY travel.
Pvt Auto-In/Around	A privately owned vehicle is used for official business while at the TDY location.
Pvt Auto-TDY/TAD	A POC is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the Defense Table of Official Distances (DTOD) is mandatory.
Pvt Auto-Terminal	A POC is used for travel from the traveler's duty station or residence to and from the airport.
Pvt Motorcycle-In/Around	A privately owned motorcycle is used for official business while at the TDY location.
Pvt Motorcycle-TDY/TAD	A privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.
Pvt Motorcycle-Terminal	A privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the airport.
*No POC reimbursement is allowed if an available Government vehicle was used by other travelers to complete the TDY mission and space was available for the traveler, but the traveler chose to use a POC for personal convenience.	

3. Select the **Expense Type** drop-down list and select the **type of expense**.

4. Enter the **Date** of the expense. Use the calendar icon if necessary.

5. The Method of Reimbursement field populates automatically, based on the selected Expense Type. The only **Method of Reimbursement** available in Mileage Expenses is Personal.

6. Enter the number of miles in the **Miles** field.

   a. If **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD** was selected in the **Expense Type** drop-down list, mileage cannot be entered. Select **DoD Table of Distances** to calculate mileage and receive an estimated cost for the expense.
   b. Check the **Create a separate expense for return trip mileage** box, if appropriate (Figure 2-71).

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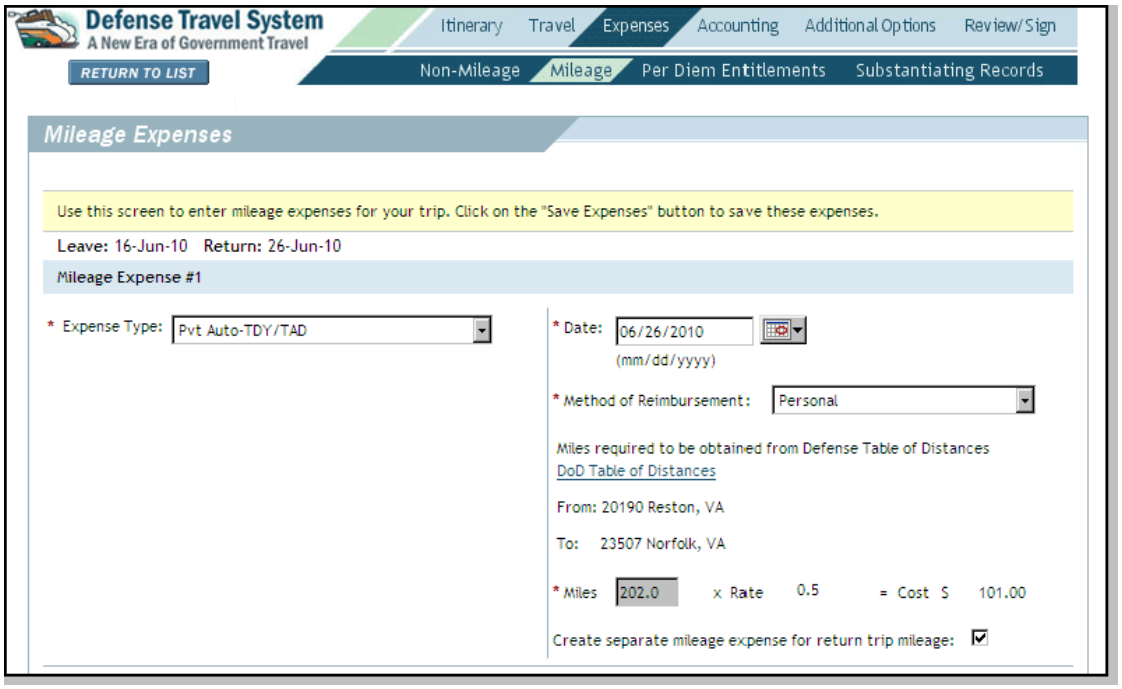

Figure 2-71: TDY/TAD Mileage Expense Screen

7. Select **Save Expenses**.

8. Select **OK** to the message stating that a Constructive Travel Cost-Comparison Worksheet may need to be completed (Figure 2-72).

Figure 2-72: Pop-up Requiring Constructive Travel Cost-Comparison Worksheet

Repeat Steps 2 through 6 for the next mileage expense if necessary

9. Enter additional expenses one at a time.

10. Select **Save Expense**.

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2.7.2.1 Defense Table of Official Distances

Use of the DTOD is required when driving to a TDY location outside the local travel limits. It is not used for local travel or for any form of personal travel. Follow the below steps to calculate mileage by using the DTOD:

1. Select the **DoD Table of Distances** link below the Method of Reimbursement field (Figure 2-71).

The DoD Table of Official Distances (DTOD) screen opens (Figure 2-73).

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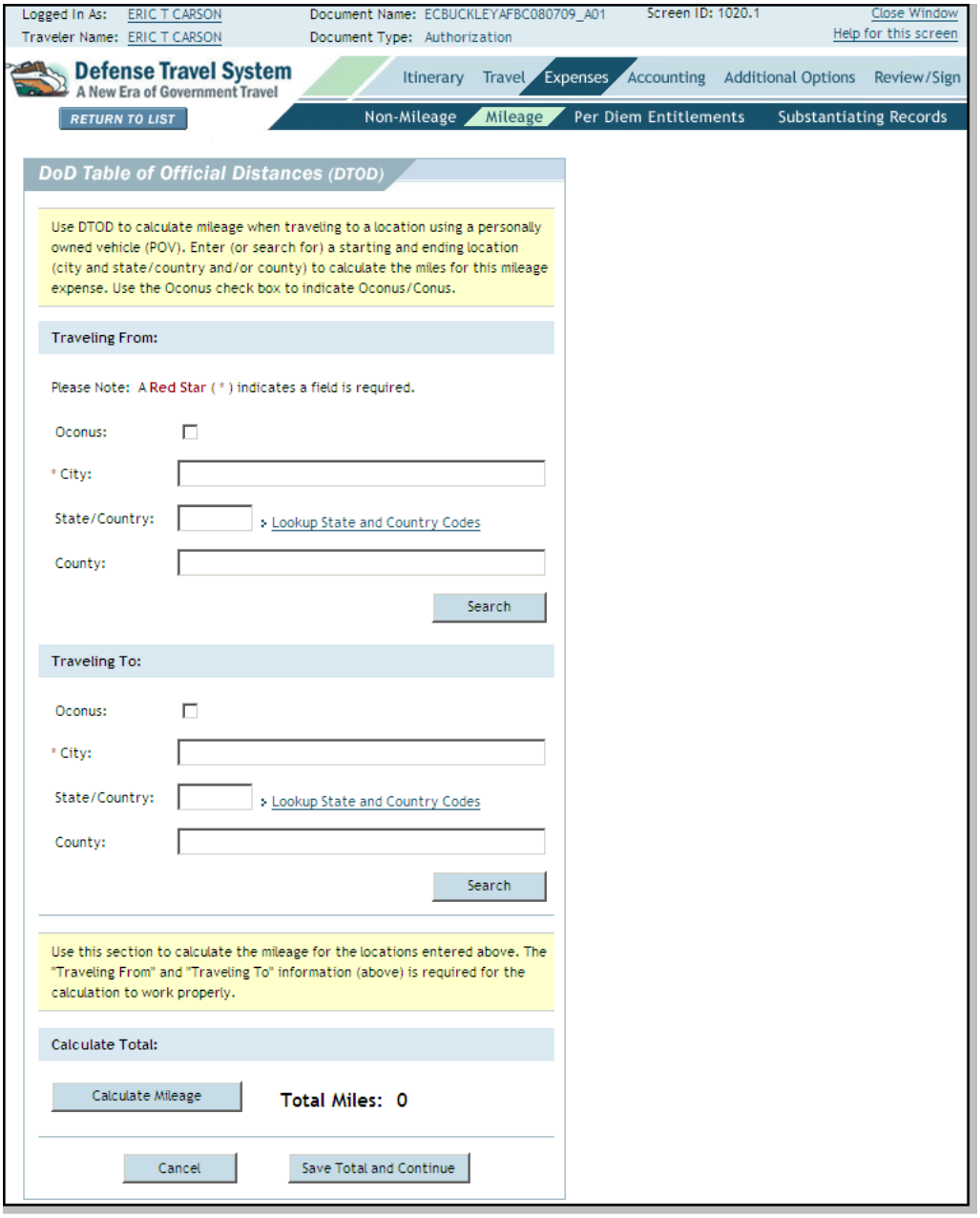

Figure 2-73: DoD Table of Official Distances (DTOD) Screen

2. Check the **OCONUS** box if the city that will be entered in the Traveling From section is in a location that is not a U.S. state or territory. (DTOD will only find a foreign location if this box is checked.)

3. Complete the **City** field with the name of the city that is the starting point from which the mileage will be calculated.

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4. Complete the **State/Country** field and **County** field (optional). Select the **Lookup State and Country Codes** link if help is needed.

5. Select **Search** to view a list of locations associated with the city entered in the Traveling From section.

6. Choose **Select** next to the correct location.

7. Use the above steps to complete the Traveling To section.

8. Select **Calculate Mileage**.

9. Select **Save Total and Continue**.

The Mileage Expenses screen opens (Figure 2-71). The cost is calculated in the box on the right side of the screen.

10. Select **Save Expenses** to save the mileage expense.

2.7.3 Per Diem Entitlements

The Per Diem Entitlements screen permits a traveler to edit a document by changing per diem entitlements for lodging, duty conditions, meals, and leave.

To access the Per Diem Entitlements feature, select **Expenses** from the navigation bar. Select **Per Diem Entitlements** from the subnavigation bar. The Per Diem Entitlements screen opens (Figure 2-74). This screen shows the amount to be reimbursed for each date and location of travel. The information on the screen results from the TDY location selected on the Trip Overview screen and accommodations selected in the Lodging screen. See Table 2-5 for Per Diem Entitlements definitions.

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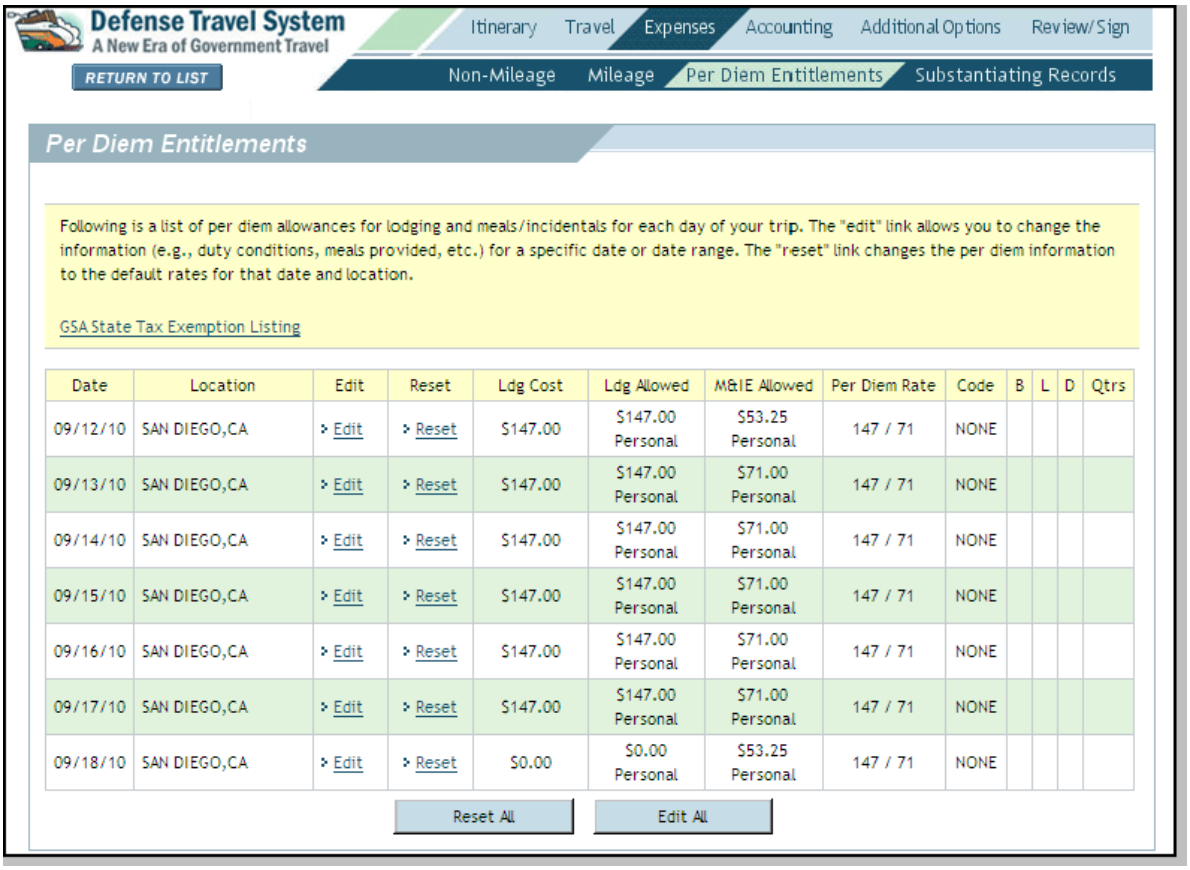
Note: The GSA State Tax Exemption Listing link allows a traveler to access and print a tax-exempt form for the location where travel will occur.



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/12/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$53.25 Personal	147 / 71	NONE				
09/13/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/14/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/15/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/16/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/17/10	SAN DIEGO,CA	Edit	Reset	$147.00	$147.00 Personal	$71.00 Personal	147 / 71	NONE				
09/18/10	SAN DIEGO,CA	Edit	Reset	$0.00	$0.00 Personal	$53.25 Personal	147 / 71	NONE				

Figure 2-74: Per Diem Entitlements Screen

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Table 2-5: Per Diem Entitlements Definitions

PER DIEM ENTITLEMENTS DEFINITIONS	
PER DIEM ENTITLE-MENT	**DEFINITION**
Lodging Cost	Amount charged by the selected hotel for nightly lodging. This amount can be changed if the traveler is using Government quarters or claiming actual lodging costs.
Lodging Allowed	Maximum per diem allowed for the selected TDY location for nightly lodging.
M&IE	Amount allowed for meals and incidental expenses for the TDY location selected. Travelers receive 75% of the M&IE per diem for the first and last days of TDY travel.
Code	Code that displays if duty conditions or if meals provided have been selected for the traveler. Other causes include a traveler taking leave or receiving an OCONUS incidental expense rate.
B, L, D	Letter(s) that displays if breakfast, lunch, or dinner is to be eaten at the military dining facility or will otherwise be provided to the traveler.
Qtrs	Abbreviation that displays if quarters exist at the military destination selected. Lodging cost for military installations defaults to $0 per night. The lodging cost entry must be updated to match the cost of quarters per night. (Reservations for quarters must be made outside of DTS.)

2.7.3.1 Update Per Diem Entitlements – Lodging

Follow the below steps to update per diem entitlements for lodging:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default.

2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 2-74).

3. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

   Warning: Only use the **Edit All** function when Meals Available (for a military site) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all other edits.

The **Edit All** button enables the user to edit the per diem rate for a specific date or date range.

The Per Diem Entitlements Details screen opens (Figure 2-75). Fields displayed here may be used to update the per diem entitlements for the trip.

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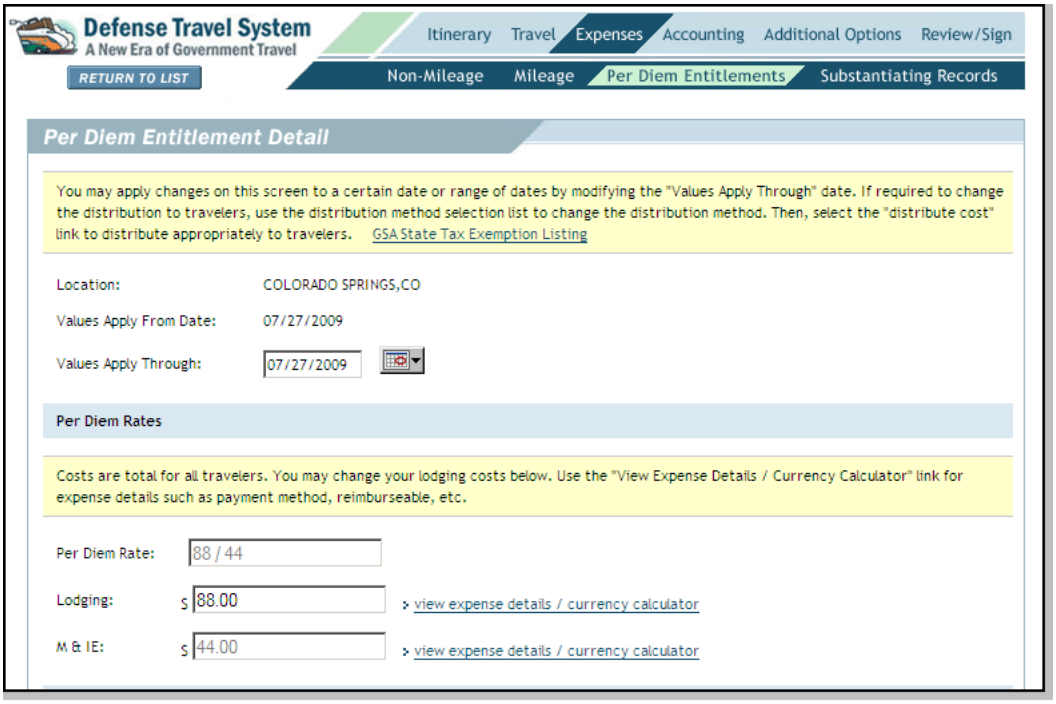

Figure 2-75: Per Diem Entitlements Detail Screen - Lodging Section

4. Complete the **Values Apply Through** field if changes are for multiple days in a row.

5. Update the **Lodging** field if the cost differs from the amount shown.

6. (Optional) Select **view expense details/ currency calculator** to view expense options or to convert a foreign currency into a U.S. dollar amount and select **Save**.

7. Select **Save These Entitlements**.

2.7.3.2 Update Per Diem Entitlements – Duty Conditions

Follow the below steps to update per diem entitlements for duty conditions:

1. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

The Per Diem Entitlements Details screen opens. It displays fields that may be edited to update per diem entitlements for duty conditions.

3. Enter the date in **Values Apply Through** if changes are for multiple days in a row.

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4. Select the **Duty Conditions** that apply to the TDY travel (Figure 2-76).

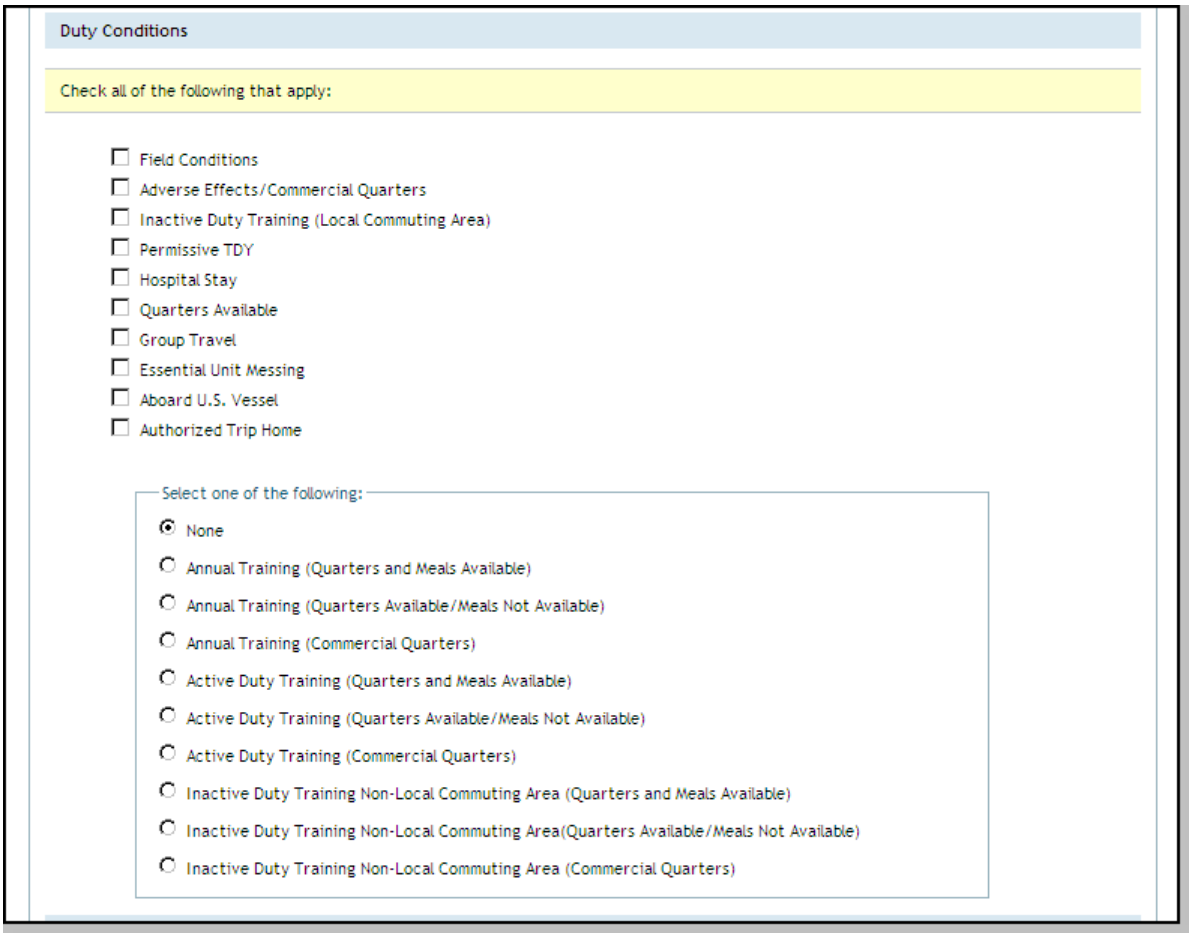

Figure 2-76: Per Diem Entitlements Details Screen - Duty Conditions Section

5. Select **Save These Entitlements**.

If Annual Training, Active Duty Training, or Inactive Training duty conditions is selected, the traveler must still select the lodging and meals conditions that apply. The screen does not refresh and populate the values. See Table 2-6 for definitions of the duty conditions.

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Table 2-6: Per Diem Entitlements for Duty Conditions

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Field Conditions	Traveler is serving with troops on maneuvers, field exercises, or similar operations; receives field rations; and is quartered in accommodations associated with field exercises.	Sets the lodging and M&IE to $0.	FDLC
Adverse Effects/ Commercial Quarters	Traveler is authorized or ordered to evacuate the PDS.	Sets the lodging and M&IE to full per diem.	ADEF
Inactive Duty Training (Local Commuting Area)	No per diem is payable to a member commuting daily to Annual Training (AT).	Sets lodging and M&IE to $0.	INDT
Permissive TDY	Travel is issued in the DoD's interest but voluntary (permissive) in nature. The traveler is financially responsible for all travel and transportation expenses.	Sets lodging and M&IE to $0.	PTDY
Hospital Stay	Per diem is not allowed while an employee is confined to a hospital or medical facility.	Sets lodging and M&IE to $0.	HOSP
Quarters Available	Government lodging is available at the military installation	Sets lodging to $55 and M&IE to full per diem. User should set meal rate based on dining facility availability which is typically set at Government Meal Rate (GMR).	QRTS
Group Travel	Several individuals traveling together; typically all lodging and transportation expense items are provided.	Sets lodging to $0 and M&IE is set to the full per diem.	GRPT
Annual Training (Quarters and Meals Available)	Per diem is payable for AT.	Sets lodging and M&IE to full per diem.	TRN
Essential Unit Messing	Government lodging and use of Government meals is essential for training and readiness. The traveler is paid the incidental portion of the daily M&IE rate.	Sets lodging field to full per diem and sets M&IE to $3 per day except on travel days (continental United States [CONUS] travel only).	EUM
Aboard U.S. Vessel	Traveler is not paid per diem while aboard a U.S. vessel.	Checked box displays screen alert. Select **OK**. Lodging and M&IE sets to $0.	VSSL
Authorized Trip Home	The authorization allows the employee a trip home every 3 weeks.	Sets lodging to $0 except for the return travel day. Sets M&IE to $0 except for 75% for the first and last travel days to and from home.	HOME

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Table 2-6: Per Diem Entitlements for Duty Conditions (continued)

PER DIEM ENTITLEMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**DTS FUNCTIONALITY**	**CODE**
Annual Training (Quarters Available-Meals Not Available)	These duty conditions are provided for import/export (I/E) partner systems. Other users can select the duty condition and select the lodging cost and meals manually. Automatic adjustment of lodging and M&IE is only made for I/E partner system documents. For all manual selections, lodging and M&IE are set to full per diem and must be adjusted by the user accordingly. **Note:** See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	Sets lodging and M&IE to full per diem.	ATQP
Annual Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ATCQ
Active Duty Training (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	ADTQ
Active Duty Training (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	ATQP
Active Duty Training (Commercial Quarters)		Sets lodging and M&IE to full per diem.	ADT
Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)		Sets lodging and M&IE to full per diem.	IDQM
Inactive Duty Training Non-Local Commuting Area (Quarters Available-Meals Not Available)		Sets lodging and M&IE to full per diem.	IDTQ
Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)		Sets lodging and M&IE to full per diem.	IDTN

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2.7.3.3 Update Per Diem Entitlements – Meals

Follow the below steps to update per diem entitlements for meals:

1. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens.

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements on all TDY dates at the same time.

The Per Diem Entitlements screen refreshes. It displays fields that may be used to update the per diem entitlements for the trip.

3. Enter the end date in the **Values Apply Through** field, if changes are for multiple days in a row (Figure 2-75).

4. Select the appropriate **meal code** radio button from the list on the left side of the screen (Figure 2-77).

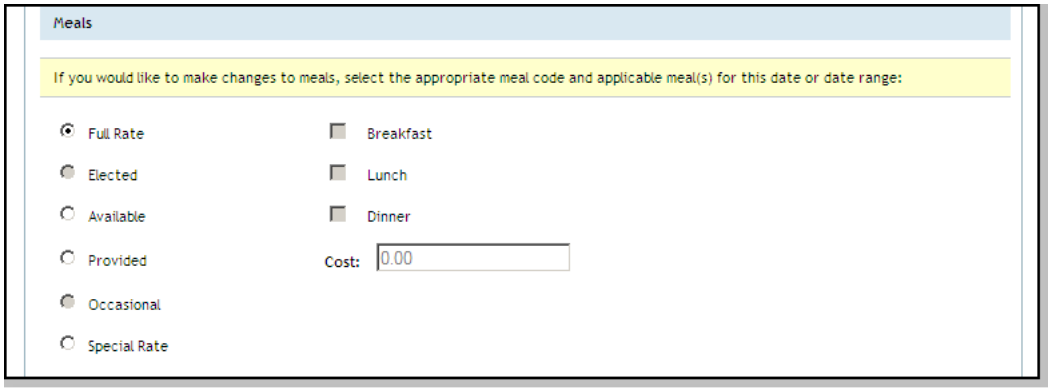

Figure 2-77: Per Diem Entitlements Screen - Meals Section

The Available and Provided meal codes reduce per diem entitlements. The Available meal code will only compute when the TDY location is a military installation. See Table 2-7 for definitions of the Per Diem Entitlement Selections for Meals.

5. Check the **meal** box(es) in the list on the right side of the screen, if applicable.

6. Select **Save These Entitlements**.

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Table 2-7: Per Diem Entitlements Selections for Meals

PER DIEM ENTITLEMENTS SELECTIONS FOR MEALS	
MEAL PER DIEM ENTITLEMENTS	**DEFINITION**
Full Rate	The traveler is authorized commercial meal rate.
Elected	The traveler voluntarily uses Government dining facilities (mess hall). This does not affect M&IE computations. (Use when completing a voucher from authorization.)
Available	DTS automatically checks the meals and quarters availability information associated with the selected TDY location to determine if meals are available. The traveler's M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify which meals are available.
Provided	The traveler's M&IE allowance is reduced according to established meal deduction amounts. Check the Breakfast, Lunch and Dinner boxes to specify the provided meals.
Occasional	Authorized at the discretion of the AO, occasional meals can be approved for trips that last less than 12 hours. Enter the total amount in the Cost field.
Special Rate	The AO may select Special Rate to set a special per diem rate. For example, Camp Roberts, California is a location where a special rate applies because of the lodging and dining facility contract at the installation.
Cost	The AO may use the Cost field to set a per diem rate when Occasional or Special Rate meal code is selected.

2.7.3.4 Update Per Diem Entitlements - Other Per Diem Entitlements

Follow the below steps to update Other Per Diem Entitlements:

1. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 2-74).

2. Select **Edit** next to the date to be changed.
   -OR-
   Select **Edit All** to edit per diem entitlements for all TDY dates at the same time.

The Per Diem Entitlements screen refreshes (Figure 2-75) and displays fields that may be used to update the per diem entitlements for the trip. The Other Per Diem Entitlements section is in the lower part of the screen (Figure 2-78). This screen allows a traveler to change the per diem reimbursement by selecting a radio button.

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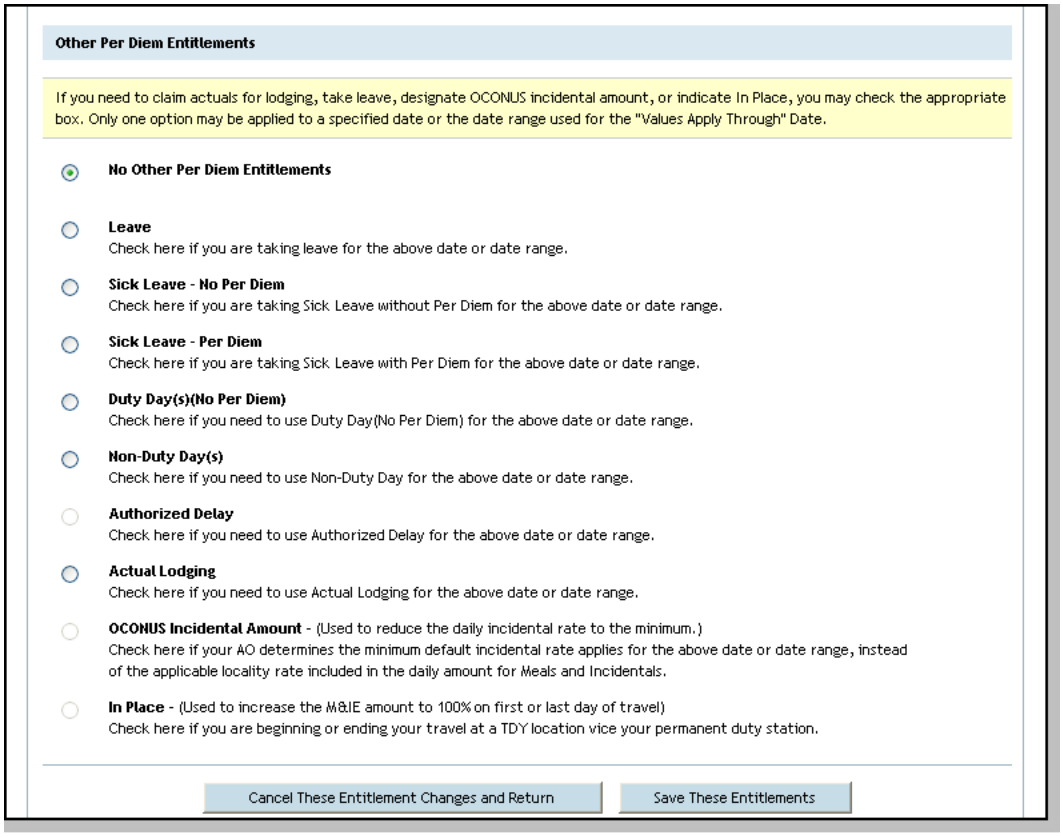

Figure 2-78: Per Diem Entitlements Screen -Other Per Diem Entitlements Section

Note: The Per Diem Entitlements screen shown in Figure 2-78 is for a civilian employee. Military members will not be able to choose Sick Leave in the Other Per Diem Entitlements.

3. Enter the ending date in the **Values Apply Through** field if changes are for multiple days in a row.

4. In the Other Per Diem Requirements section select the appropriate **radio button** for the per diem date(s) as it applies.

5. Select **Save These Entitlements**.

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See Table 2-8 for descriptions of the radio buttons.

Table 2-8: Per Diem Entitlement Selections for Other Per Diem Entitlements

PER DIEM ENTITLEMENT SELECTIONS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
No Other Per Diem Entitlements	This radio button is selected by default. If the traveler is not claiming any of the other per diem entitlements, then this radio button remains selected and no entitlements are affected.
Leave	Select if leave will be taken while on TDY. Military personnel use **Annual** leave. Government employees choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to take. **Note:** The per diem entitlements will be zeroed out for the selected date range unless a civilian traveler is taking fewer than 8 hours leave.
Sick Leave - No Per Diem	This option only displays for civilian Government employees. Select if the employee is sick and is not authorized per diem.
Sick Leave - Per Diem	This option only displays for civilian Government employees. Select if the employee is sick and is authorized full per diem.
Duty Day(s) (No Per Diem)	This option only used only for military personnel. Select if the AO does not approve the excess travel time as official (trip is extended beyond official travel date) but leave should not be charged because the traveler returned on a duty day. No per diem reimbursement is allowed and the day is not charged as leave.
Non-Duty Day(s)	This option is only used for civilian Government employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because the traveler returned on a non-duty day. No per diem reimbursement is allowed and the day is not charged as leave. Example: The traveler completes mission requirements on Friday and is supposed to return on Saturday, but instead stays until Sunday. 75% reimbursement for travel applies to Saturday and no per diem is paid on Sunday and no leave is taken.
Authorized Delay	Select for a particular date if the AO approves additional travel time as official because the traveler is unavoidably delayed. Full reimbursement is allowed for per diem entitlements.
Actual Lodging	Select if the lodging cost exceeds per diem lodging allowed. This selection requests that the actual lodging costs be reimbursed instead of the per diem lodging rate. After selecting Actual Lodging, the traveler must enter the amount of the actual lodging costs in the Lodging field in the Per Diem Rates section on this screen for each affected date and must justify the Actual Lodging flag on the Pre-Audit screen.
OCONUS Incidental Amount	Select if the AO determines that the minimum incidental amount ($3.50 rate) is allowed rather than the Local Incidental Rate for the destination. This OCONUS Incidental Amount should only be used when travel is outside the continental United States. This selection can be used in combination with the In Place per diem entitlement.

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Table 2-8: Per Diem Entitlement Selections for Other Per Diem Entitlements (continued)

PER DIEM ENTITLEMENT SELECTIONS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENTS	**DEFINITION**
In Place	Select to allow the traveler to start or end an authorization or voucher in conjunction with another authorization or voucher that has an adjacent date. If used for the first or last day of the authorization with no other duty conditions, it computes and pays full per diem and lodging for the per diem location. This selection triggers an Other Authorization during the Review/Sign process. When this Other Authorization triggers, the user must enter comments, such as a TANUM, to associate the document with the other document.This selection can be used in combination with the OCONUS Incidental Amount per diem entitlement.

2.7.3.5 Using Leave While on TDY

Although a traveler may be authorized to take leave while on TDY, DTS does not support reservations for leisure travel. Personal charge cards are not supported as forms of payment for travel reservations. Any travel reservations made in DTS should be for the official portion of the travel only, as all costs entered into DTS will be reimbursable or non-reimbursable (CBA or Government-provided) based on the expense and method of reimbursement.

The site should establish local procedures with the CTO to accomplish off-line booking and payment for leisure travel, especially when official travel is charged to a CBA. The local procedures should focus on determining the reimbursable amount, manually entering the appropriate expenses in DTS, and attaching documentation.

If the traveler takes leave at the beginning, end, or in the middle of the TDY, no expenses or per diem for lodging or M&IE will be paid for the leave day(s). The traveler is responsible for their own expenses on the date(s) selected as leave, and will see an advisory notice on the Pre-Audit Trip screen when signing the authorization.

Use local business rules to accomplish off-line booking and payment for leisure travel. The local rules should explain how to determine the reimbursable amount, how to enter the appropriate expenses in DTS, and how to attach documentation.

Section 2.7.3.4 explains how to select leave dates on an authorization. Table 2-8 explains when to select Leave, Non-Duty Day, or Duty Day.

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2.7.3.6 Per Diem Entitlements - International Date Line (IDL) Travel

The International Date Line (IDL) is an imaginary line along the 180th meridian. It is the point at which each calendar day begins. When travel involves crossing the IDL, DTS uses the actual elapsed travel time to compute per diem entitlements instead of calendar days. If travel involves crossing the IDL, make sure that the correct time zone for the duty station is selected in the traveler profile. Crossing the date line is noted in the Location column of the Per Diem Entitlements screen (Figure 2-79). Table 2-9 explains how DTS treats per diem entitlements for IDL travel.

Table 2-9: Per Diem Entitlements for IDL Travel

PER DIEM ENTITLEMENTS FOR IDL TRAVEL			
IF		**THEN**	
Traveling	**Example**	**Itinerary**	**DTS**
Westward (IDL-W)	Seattle to Tokyo Leave Seattle at 9 am on Monday. Arrive Tokyo 2 pm on Tuesday.	Adds one day. Shows travel for Monday and Tuesday.	Calculates only one travel day for per diem entitlement. Labels the location for the added itinerary day as In Transit*. Does not pay per diem for the In Transit location.
Eastward (IDL-E)	Tokyo to Seattle Leave Tokyo at 3 pm on Friday. Arrive Seattle at 7 am on Friday.	Subtracts one day. Shows arrival time before departure time. May show two hotel reservations for the same day.	Adds an extra 75% to M&IE on the travel day. Pays per diem for both hotels.
* In Transit displays on the Per Diem Entitlements screen as the location for the dates that fall between the start date and the TDY arrival date.			

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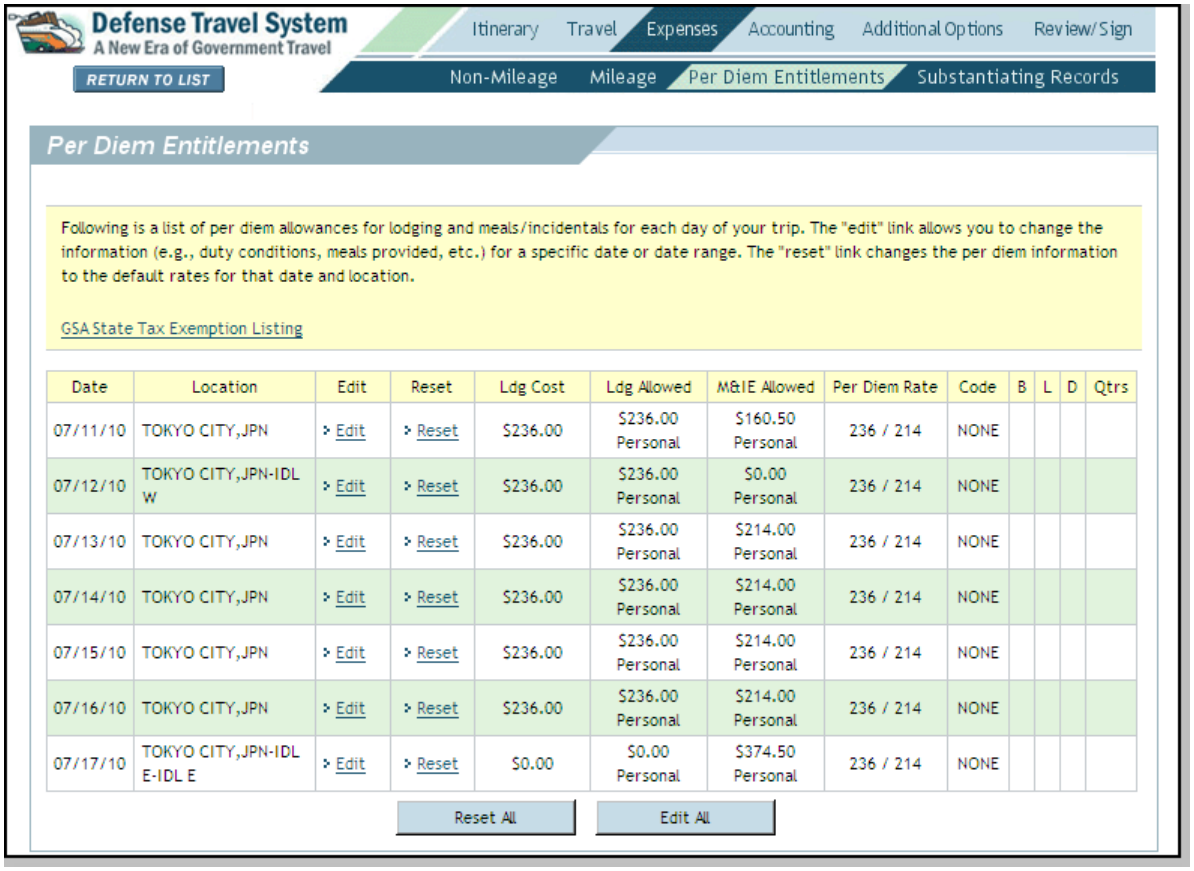

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
07/11/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$160.50 Personal	236 / 214	NONE				
07/12/10	TOKYO CITY,JPN-IDL W	Edit	Reset	$236.00	$236.00 Personal	$0.00 Personal	236 / 214	NONE				
07/13/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/14/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/15/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/16/10	TOKYO CITY,JPN	Edit	Reset	$236.00	$236.00 Personal	$214.00 Personal	236 / 214	NONE				
07/17/10	TOKYO CITY,JPN-IDL E-IDL E	Edit	Reset	$0.00	$0.00 Personal	$374.50 Personal	236 / 214	NONE				

Figure 2-79: Per Diem Entitlements Screen (IDL Travel)

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2.7.4 Substantiating Records Imaging

Receipts and documentation of approval for first class travel are examples of substantiating records that support reimbursement requests for certain expenses. DTS allows travelers to attach images of these records to the travel document so that they can receive proper reimbursement.

Travelers attach the documents to the trip record by using either the fax method or the scan and upload method. Although the Substantiating Records Imaging function is available for authorizations, receipts will not be available until after the travel is complete.

The below fax and scan procedures are used in authorizations and vouchers for storing images of substantiating records.

2.7.4.1 Submit Substantiating Records by Fax

To fax substantiating records into DTS, follow the below steps:

1. Gather all supporting documents (as required by local policy).

2. Prepare small-paper receipts for faxing by taping them to an 8 1/2- by 11-inch sheet of paper and making a photocopy.

Do not place small-paper receipts in a fax machine. Fax the *photocopy*, not the original small-paper receipts.

3. Select **Expenses** from the navigation bar.

4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens (Figure 2-80).

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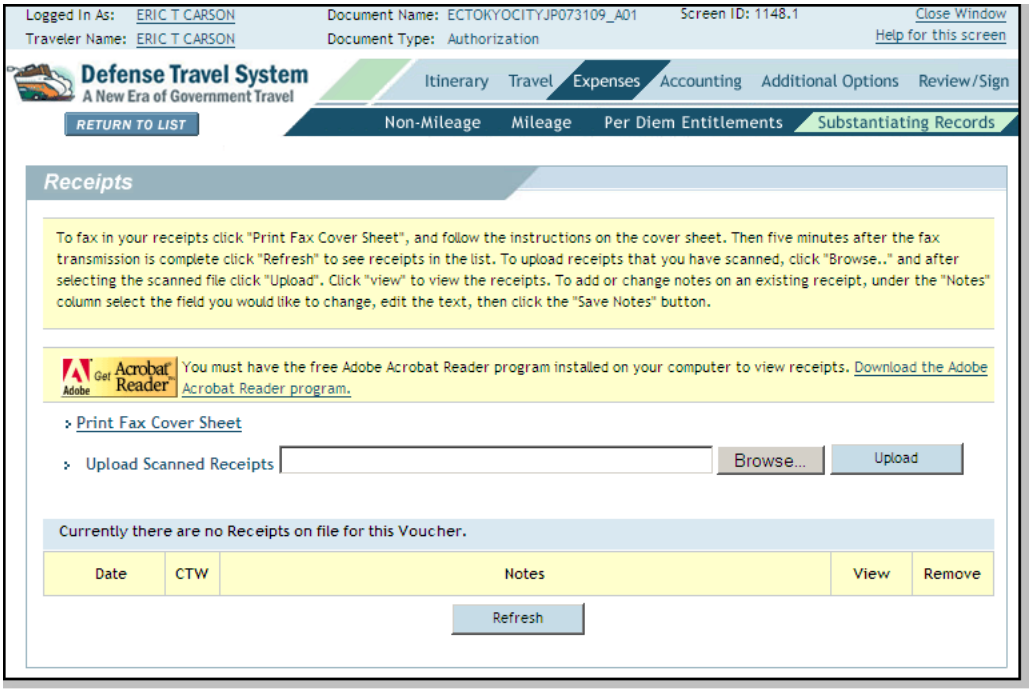

Figure 2-80: Substantiating Records Screen

5. Select **Print Fax Cover Sheet**.

The DTS Receipts Cover Page opens (Figure 2-81). The fax cover sheet displays a bar code that is unique to the document. It identifies the document in the DTS database to which the substantiating records are associated.

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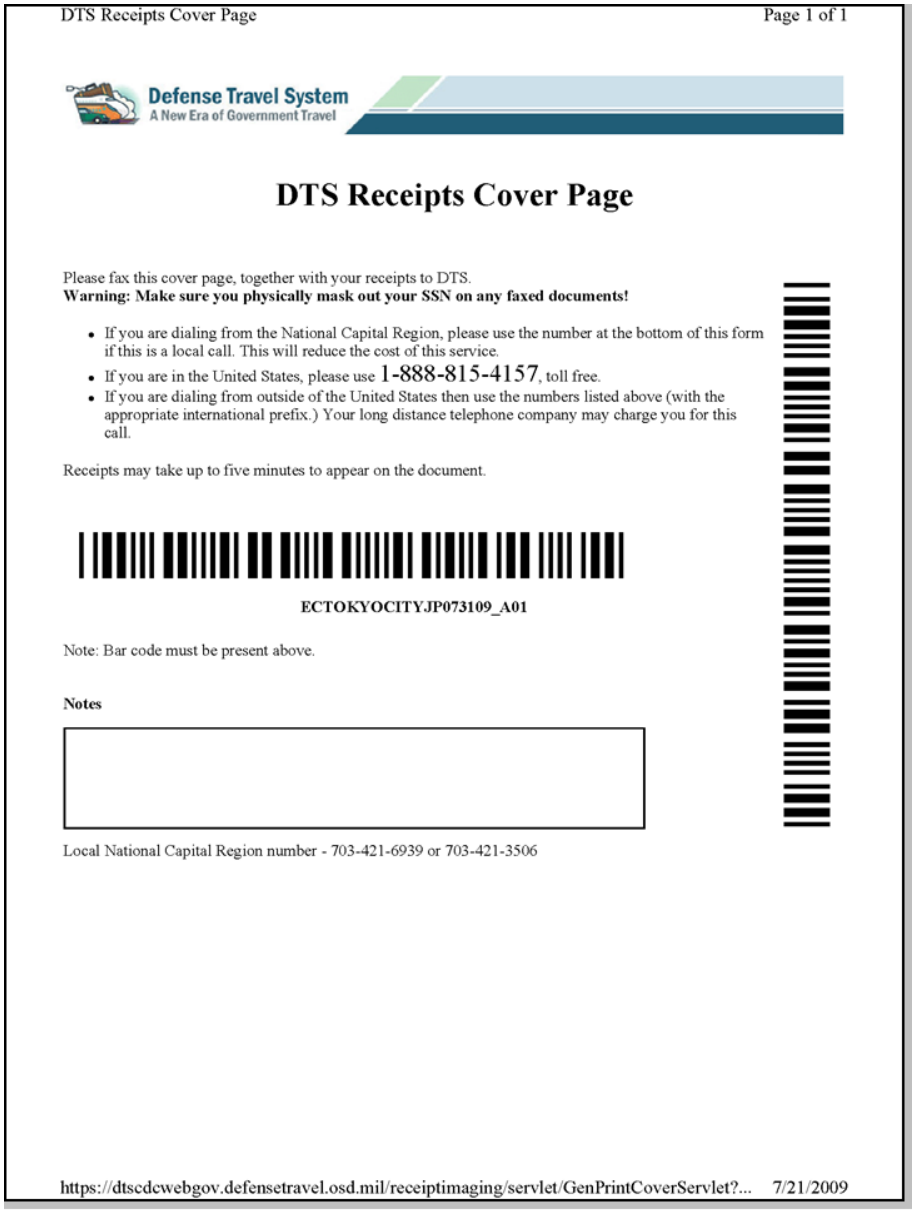

DTS Receipts Cover Page Page 1 of 1

Defense Travel System
A New Era of Government Travel

DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.
Warning: Make sure you physically mask out your SSN on any faxed documents!

- If you are dialing from the National Capital Region, please use the number at the bottom of this form if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-888-815-4157, toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.

ECTOKYOCITYJP073109_A01

Note: Bar code must be present above.

Notes

Local National Capital Region number - 703-421-6939 or 703-421-3506

https://dtscdcwebgov.defensetravel.osd.mil/receiptimaging/servlet/GenPrintCoverServlet?... 7/21/2009

Figure 2-81: Sample DTS Receipts Cover Page (Fax Cover Sheet)

The Print dialog box opens over the DTS Receipts Cover page.

6. Select **Print**.

7. (Optional) Write or type comments in the **Notes** box of the printed DTS Receipts Cover Page to identify the documents that are attached and will be loaded via the current fax.

8. Use a fax machine to send a facsimile of the cover sheet and the substantiating records.

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The DTS Receipts fax number is 1-888-815-4157. *This is a live fax number and is **NOT** to be used for training purposes.*

Note: There is a processing time of about five minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code. The traveler may continue to complete the document in DTS during the processing time.

9. Select **Refresh**.

Receipts display in the Notes field in the lower part of the Substantiating Records screen, and show the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered, as shown in Figure 2-82.

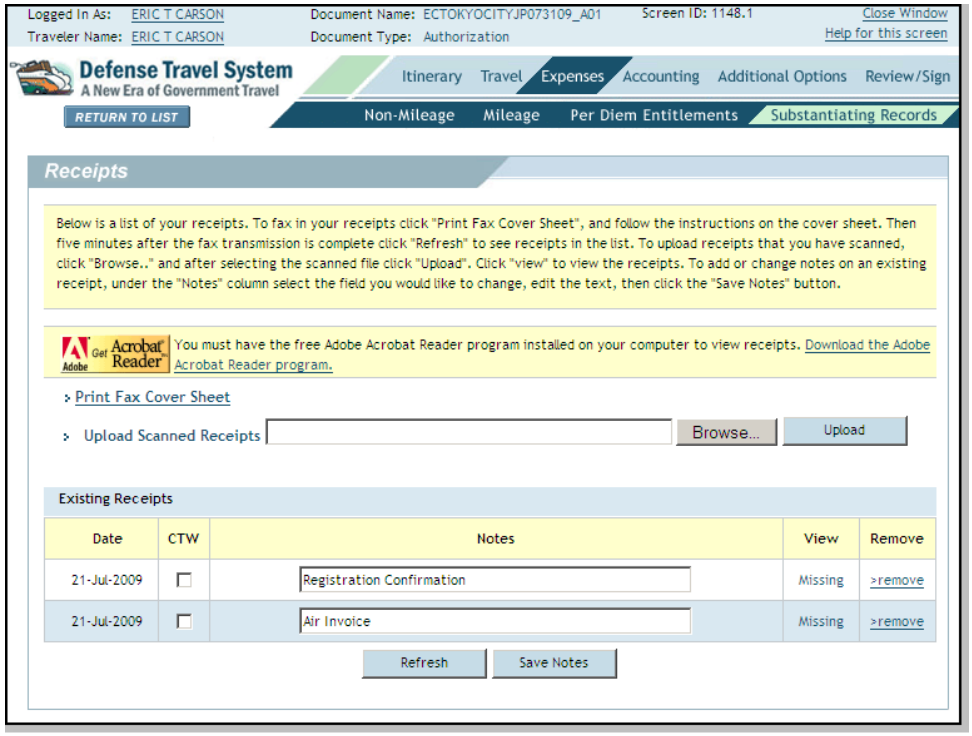

Figure 2-82: Substantiating Records Screen - Refreshed

10. Revise the information in the **Notes** field to rename the faxed receipts.

11. Select **Save Notes**.

12. Select **View** to see an image of the records contained in the fax.

13. Select **Remove** to remove the desired image from the current document.

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2.7.4.2 Submit Substantiating Records by Scan and Upload

DTS accepts and stores uploaded images of scanned documents. Acceptable file types include.bmp,.gif, .jpg, .pdf, .png, and .tif. The maximum file size is 2MB per file. Multiple files can be uploaded, but each file must be uploaded individually.

Note: Certain Microsoft products are not compatible with DTS because the images that they produce are compressed. DTS security requirements do not allow compressed images.

To use the scan and upload method to load records into DTS, follow the below steps:

1. Gather all supporting documents (as required by local policy).
2. Scan the documents individually and save to a computer hard drive. Label each document with a descriptive name.
3. Select **Expenses** from the navigation bar.
4. Select **Substantiating Records** from the subnavigation bar.

The Substantiating Records screen opens.

5. Select **Browse.**

The Choose File Window opens (Figure 2-83).

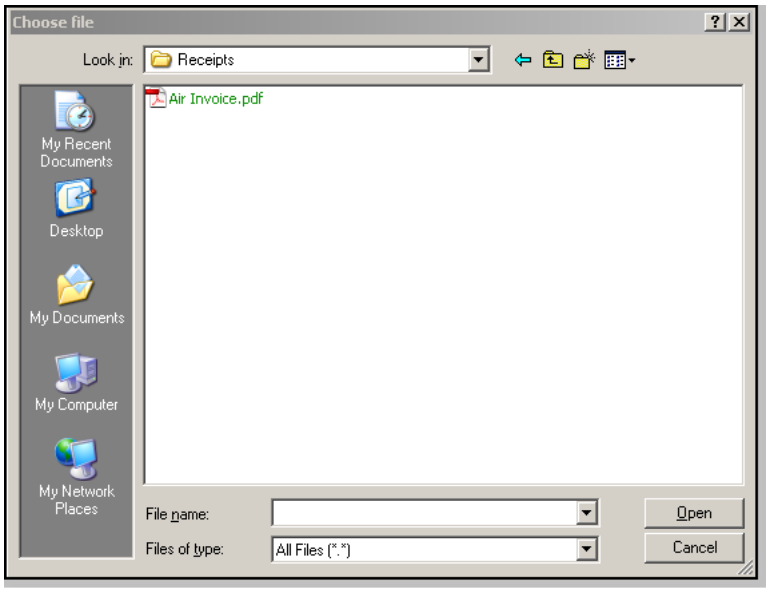

Figure 2-83: Choose File Window

6. Select the **file** to be uploaded.
7. Select **Open**.

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The screen refreshes, displaying the path to the selected file (Figure 2-84).

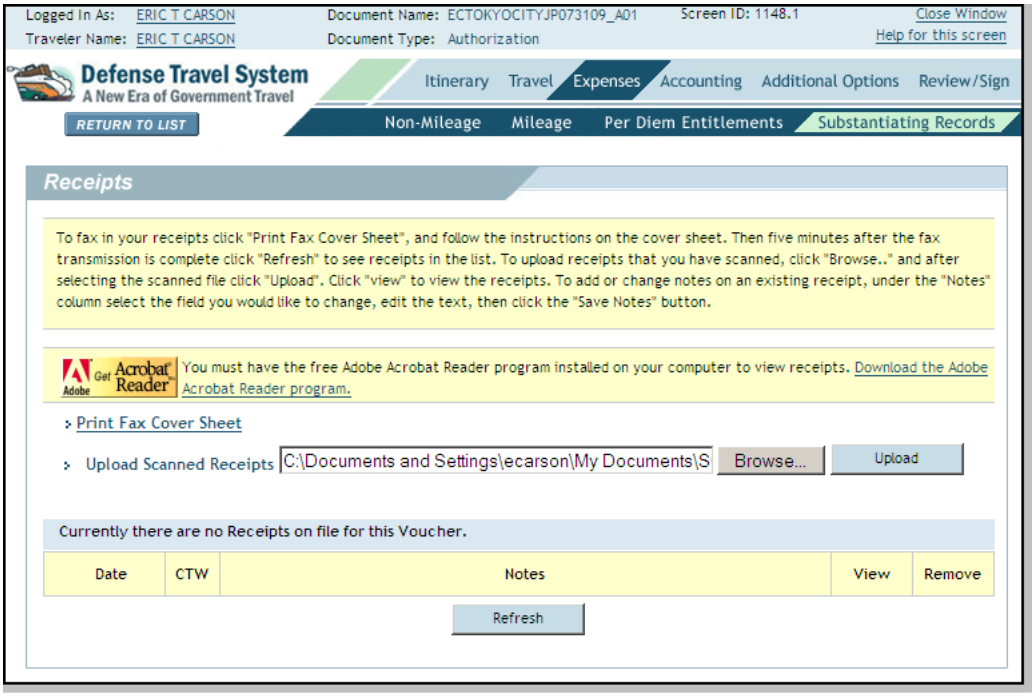

Figure 2-84: Receipts Screen

8. Select **Upload**.

The screen refreshes (Figure 2-85). The Notes field in the lower part of the screen displays the date and time that the receipt was added. This is an editable field and it is recommended that a brief description of the receipts be entered.

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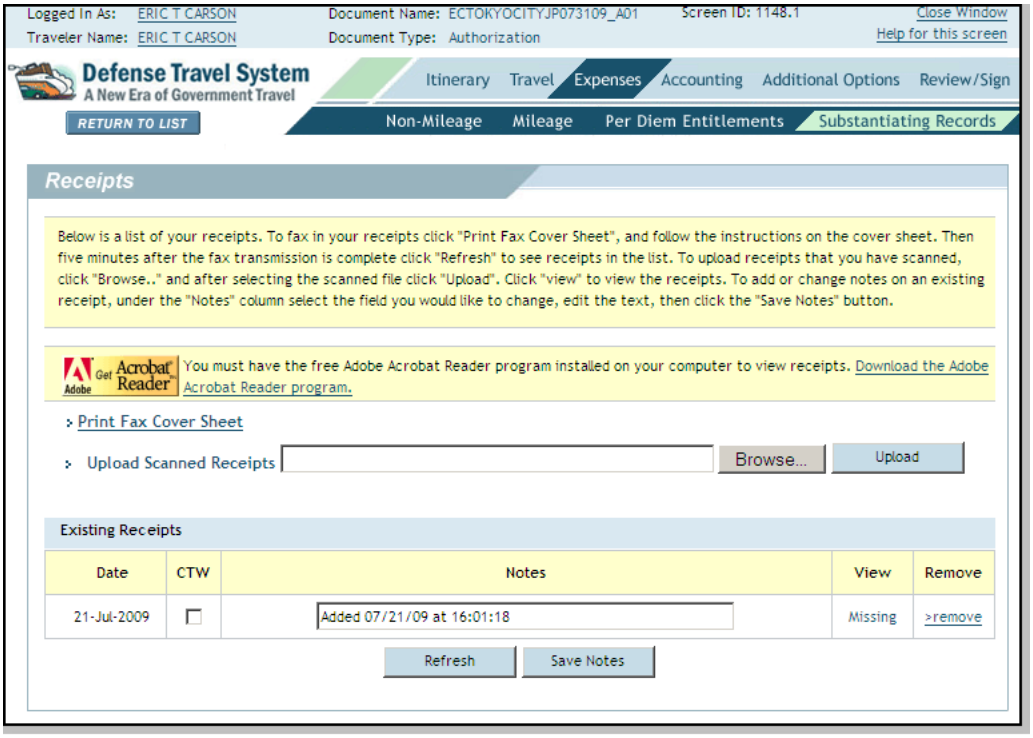

Figure 2-85: Receipts Screen

9. Revise the information in the **Notes** field to rename the uploaded file with a description of the receipts it contains.

10. Select **Save Notes**.

11. Select **View** to review receipts.

12. Select **Remove** to remove a receipt from the current document.

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2.8 Accounting Codes

A person traveling on official DoD business must have an accounting code that identifies the source of funds for travel and may be required to provide this information when creating an authorization.

Note: Selection of a line of accounting (LOA) is not allowed for authorizations with a C-Permissive trip type.

The Accounting Codes screen allows trip expenses to be charged to one or more LOAs. If the LOA is set up in DTS, it will be available for selection in one of the following three drop-down lists:

- Accounting Label: Accounting codes or LOAs that belong to the organization. If a Default accounting code has been set up for the traveler, it auto-populates in the field
- Shared LOA: Accounting codes shared from a higher organization
- Cross Org LOA: Accounting codes shared from another DTS organization

No Other Accounts Available. Displays when no LOAs have been set up in DTS for the drop-down list.

Follow the below steps to select an accounting code for an authorization:

1. Select **Accounting** from the navigation bar.

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The Accounting Codes screen opens by default (Figure 2-86).

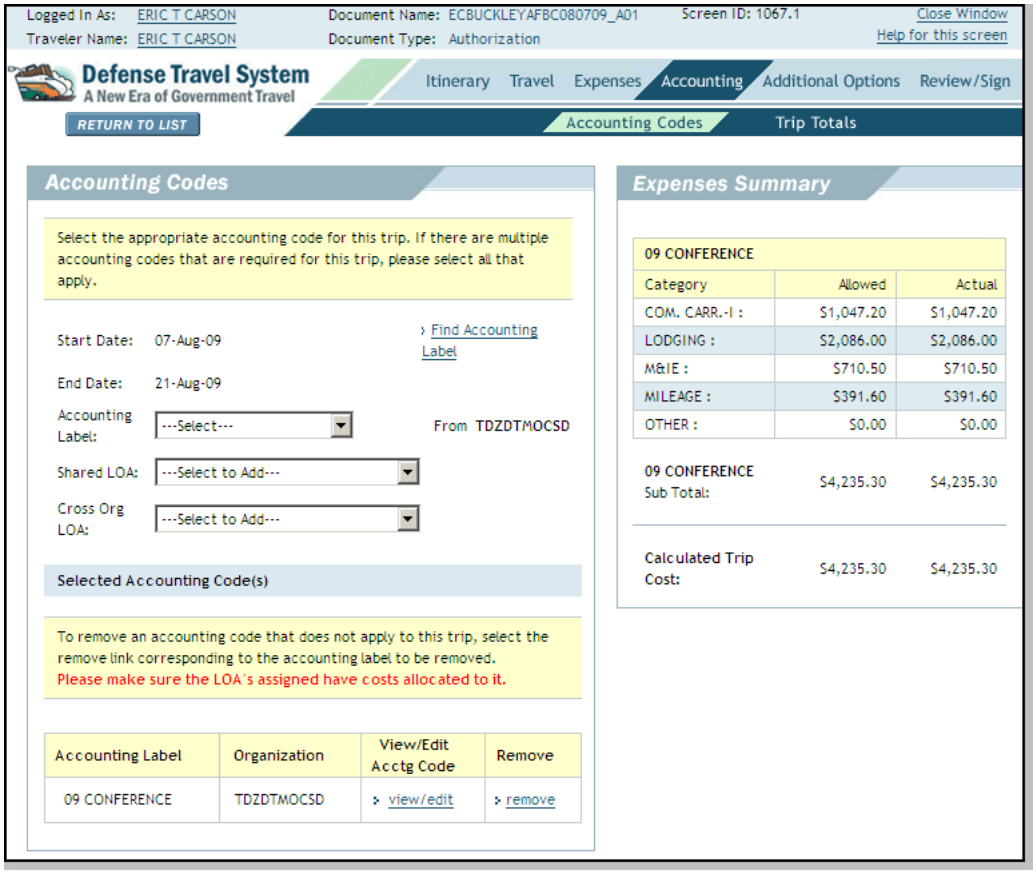

Figure 2-86: Accounting Codes Screen

2. Choose the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **LOA**. The LOA will load in the bottom left hand corner of the screen.
   -OR-
   Choose **Find Accounting Label** to open a screen to enter the name of the LOA and search for it.

Note: A FMS prefix on the LOA label indicates that the LOA is used for Foreign Military Sales (FMS) travel.

3. Select the **Change Organization** link if it is necessary to use the LOA from another suborganization under the current organization.

If **Find Accounting Label** was selected, the Find Accounting Label screen opens and displays a list of LOAs.

4. Choose **select** next to the correct LOA to add to the document.

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2.8.1 Select Multiple Accounting Codes

Follow the below steps to apply multiple accounting codes to an authorization:

1. Use the **Select Accounting Label** drop-down list arrow and select all LOAs that apply.
2. Select the **How To Allocate** drop-down list arrow and select a method.
3. Select **Allocate Expenses**.

The Allocate Expenses screen opens.

4. Allocate the expenses.
5. Select **Save Allocations**.

2.8.2 Using FMS LOAs in an Authorization

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.

DTS processes an authorization with an FMS LOA similar to the way that it processes other authorizations. However, the accounting and disbursing functions for FMS LOAs cause the following changes:

- The traveler and the AO receive pop-up messages reminding them that FMS LOAs are processed differently and require extra processing time for payments.
- The traveler receives an e-mail reminder about the delay when the document is approved.

A document may use FMS LOAs along with other LOAs. A delay in payment to the traveler may result when using an FMS LOA because their use requires approval from an additional Defense Finance Accounting Services (DFAS) system.

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 2-87).

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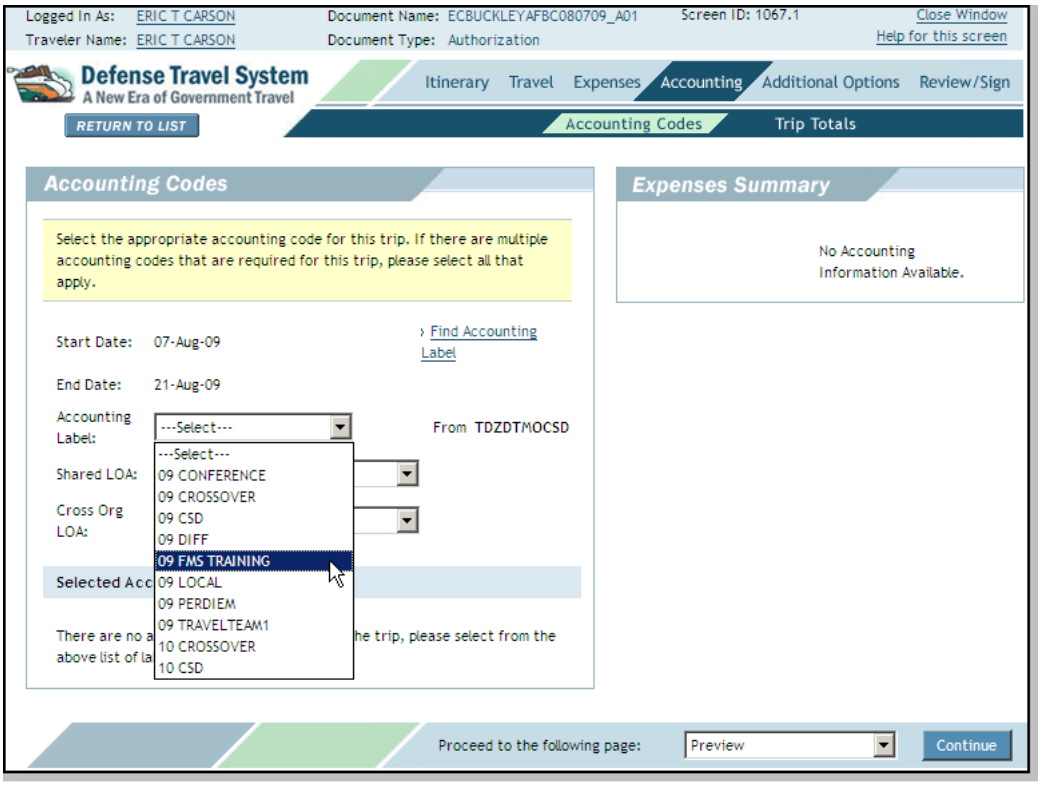

Figure 2-87: Accounting Codes Screen (LOA Selection List)

When an AO approves an authorization that includes an FMS LOA, DTS sends the traveler an e-mail explaining that payment may be delayed for a document that includes disbursements (Figure 2-88).

DATE: MM/DD/YY
FROM: Defense Travel System
TO: Traveler@organization.org.mil
CC: DTA@organization.org.mil
Subject: Possible Delay in Payment

Name of traveler:
Name of travel document:
Travel Authorization Number (TANUM):
Organization:

Your AUTH <doc name> 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 requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SPP, 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.
Please do not respond to this email.

Figure 2-88: Possible Delay in Payment E-mail

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2.9 Additional Options

The Additional Options feature of DTS allows travelers to update personal profiles and request SPPs and advances.

2.9.1 Profile

The Profile section of Additional Options allows the traveler to update user/traveler profile data using the links displayed near the top of each of the Profile screens. NDEAs are also able to update profile data for user/travelers in the groups to which they have group access.

Note: Travelers may view and edit their personal profile from their User Welcome screen by selecting **Traveler Setup > Update Personal Profile**. Changes made using the Traveler Setup feature will not update existing documents.

Different elements of the profile data are displayed on five different screens to be reviewed and updated. Use the links on each screen to open the next Profile screen.

My Profile Screen. This allows the traveler to view and edit name, address, and other general information. The PCS Info button is not currently used (Figure 2-89).

Note: The ZIP Code Directory will verify the accuracy of associated State and ZIP Code fields.

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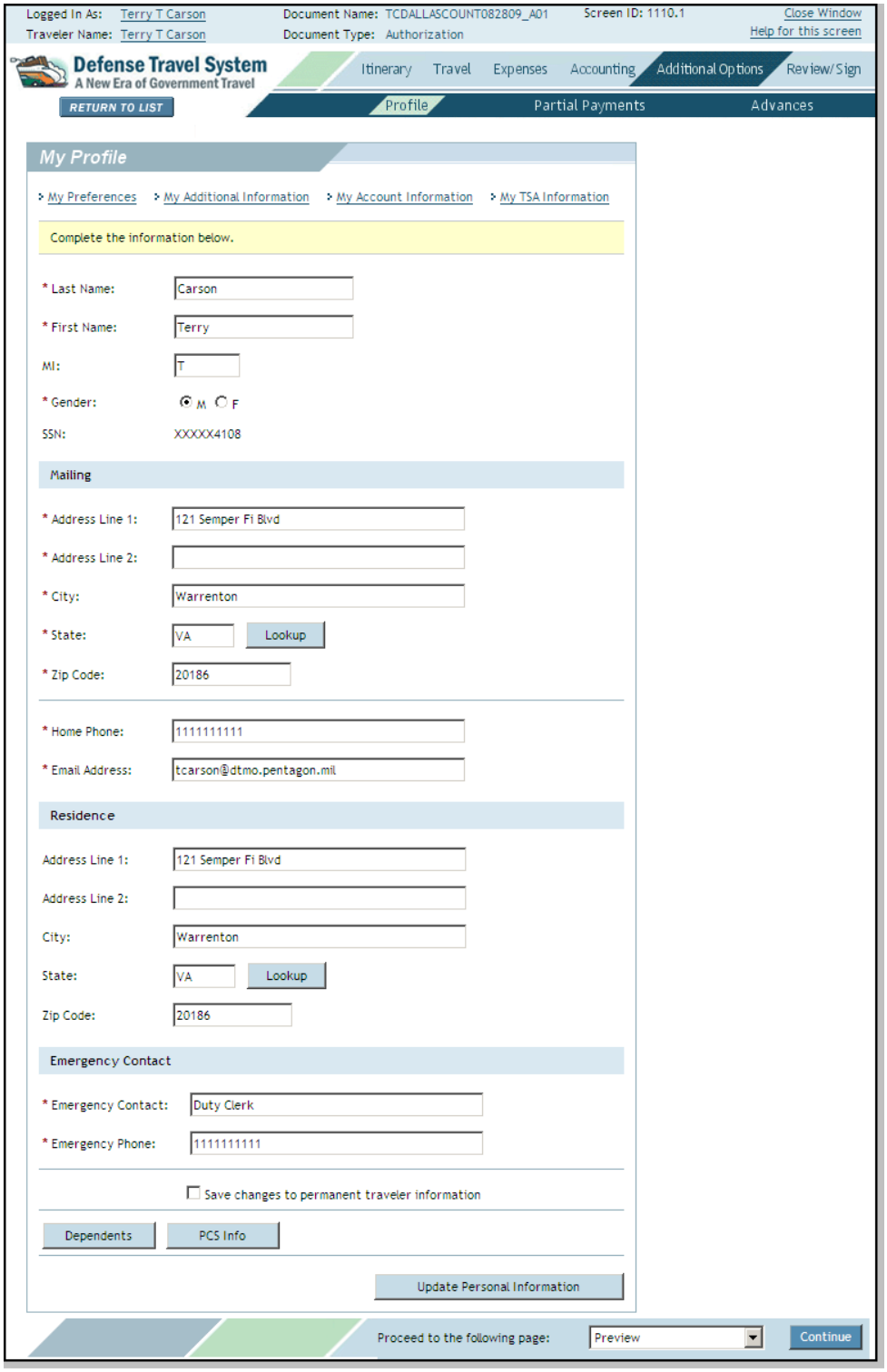

Figure 2-89: My Profile Screen

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Review and update the information in the below text fields:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

Note: The Dependents and PCS Info buttons are not currently in use.

My Preferences Screen. This section is divided into six areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Rental Car Preferences, Passport Information, and Miscellaneous (Figure 2-90). The Miscellaneous section contains a button to access rewards programs.

Note: If a preferred terminal is selected, DTS will use this as the default airport when creating reservations. If a preferred terminal is not selected, DTS will use the closest airport to the starting location on the Trip Overview screen. If preferred airline, lodging, or rental car companies are selected, DTS will only search the availability of those brands.

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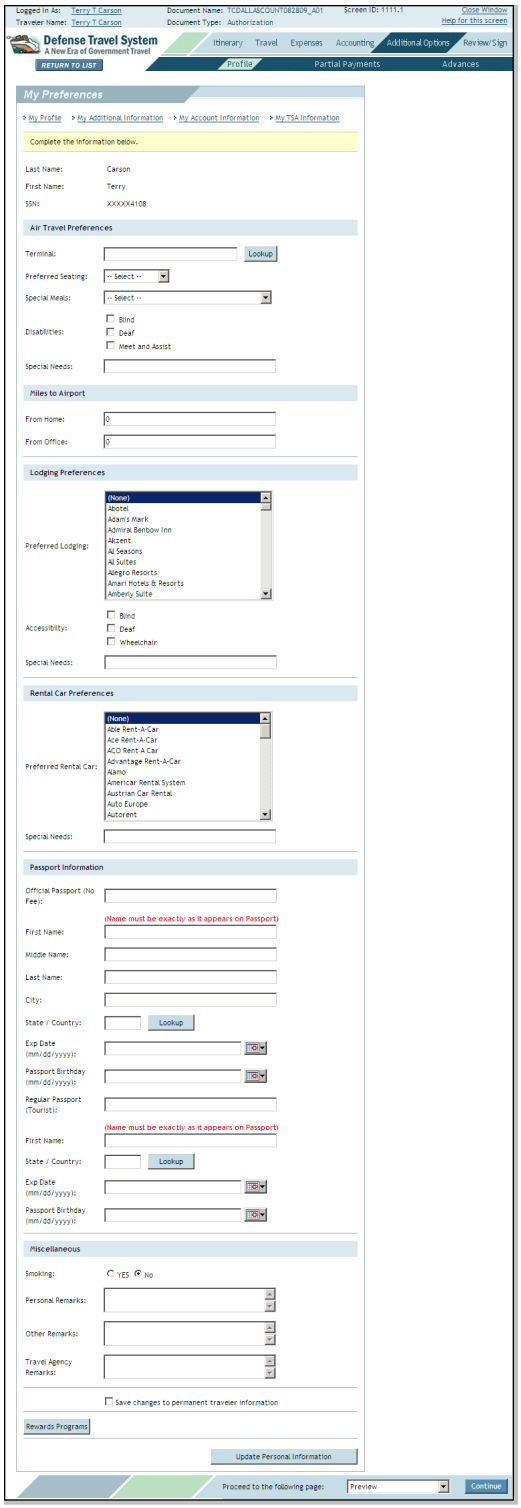

Figure 2-90: My Preferences Screen

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Review and update the information in the below sections:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Rewards Programs (frequent flyer, rental car, and hotel accounts)

My Additional Information Screen. This section is divided into three areas that deal with service or agency information and duty station information. There are also fields in which the names of AOs on the routing list can be updated (Figure 2-91).

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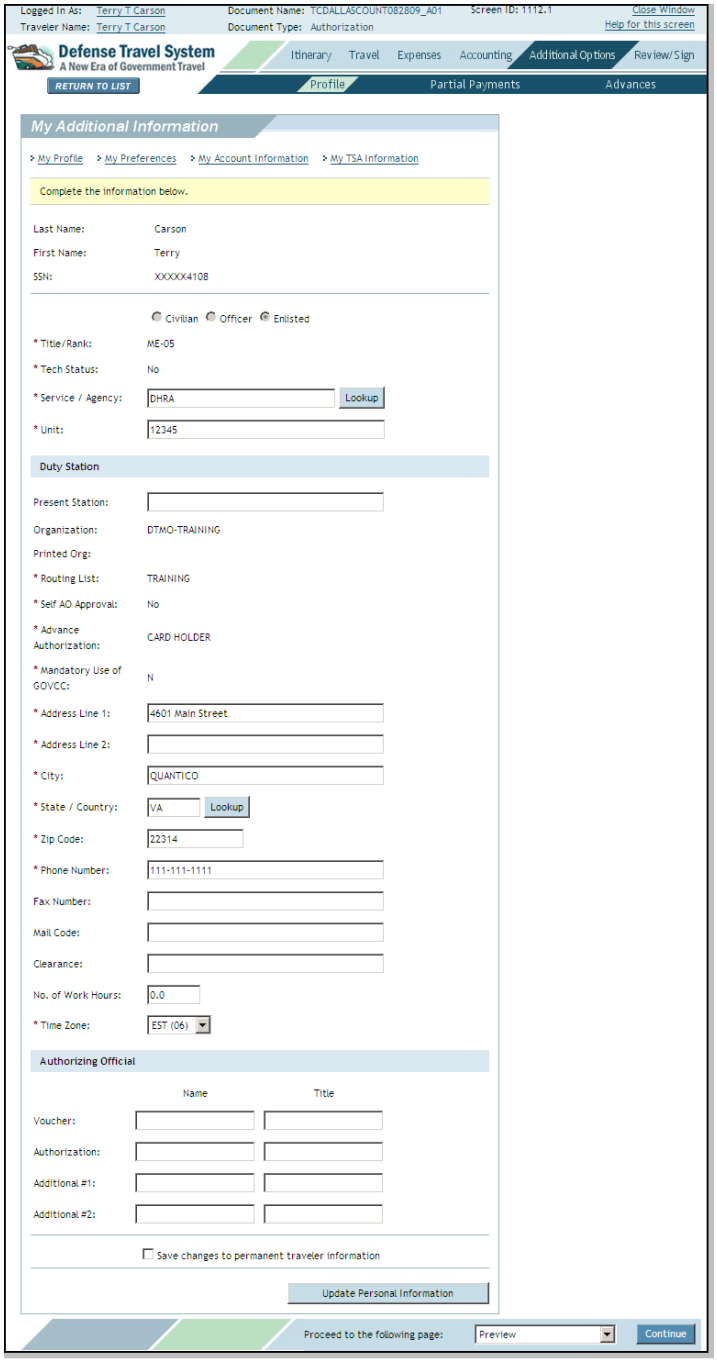

Figure 2-91: My Additional Information Screen

Review and update the below items:

- *Title/Rank, Service/Agency, Unit
- *Organization, *Routing List, Duty Station Address
- *Self AO Approval, *Advance Authorized, *Mandatory use of GTCC (GOVCC)

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*Contact the DTA to update these fields.

Note: DTAs cannot update Self AO Approval, Advance Authorized, and Mandatory use of GTCC (GOVCC) in their own profiles.

My TSA Information Screen. This link opens the TSA Secure Flight Information screen. It is used to provide the traveler's SFPD to the TSA for watch-list screening. DTS uses the information provided in the permanent profile to pre-populate fields in the document when reservations are requested (Figure 2-92). See Table 2-2 for descriptions of the fields.

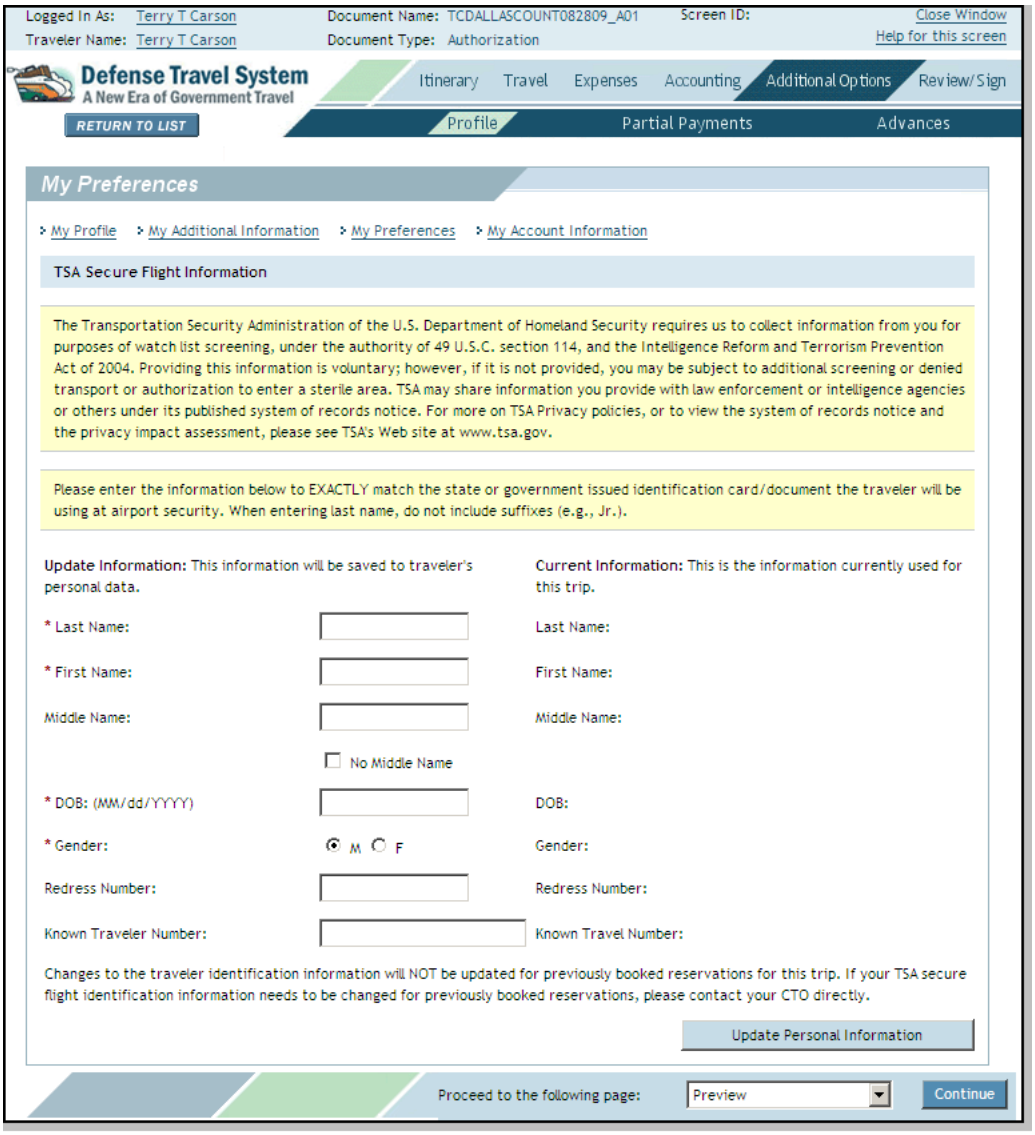

Figure 2-92: TSA Secure Flight Information Screen

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Review and update the information in the below text fields:

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB
- Gender
- Redress Number
- Known Traveler Number

My Account Information Screen. This section is used to update financial information, such as setting a default LOA, and editing GTCC (or GOVCC) and electronic funds transfer (EFT) information (Figure 2-93).

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Logged In As: Terry T Carson
Traveler Name: Terry T Carson
Document Name: TCDENVERCOUNT082211_A01
Document Type: Authorization
Screen ID: 1113.1
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST

Profile | Partial Payments | Advances

My Account Information

My Profile | My Preferences | My Additional Information | My TSA Information

Complete the information below

Last Name:	Carson
First Name:	Terry
SSN:	###-##-4108
CSA/TTR:	Yes

Accounting Information

Default Accounting Code Label: [ ] Lookup

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanant traveler profile. Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
GOVCC	4614220019283021	0543536440002	08/31/2014

Enter only one account with a routing number.

Mandatory EFT Payment: (•) Yes ( ) No

GOVCC Account Number: 4614220019283021

GOVCC Expiration Date (mm/dd/yyyy): 08/31/2014

Checking Routing Number: 141414141

Checking Account Number: 0000000009

Saving Routing Number:

Saving Account Number:

[ ] Save changes to permanent traveler information

Update Personal Information

Proceed to the following page: Preview Continue

Figure 2-93: My Account Information Screen

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Review and update the below information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data

Note: The CSA/TTR feature is currently not in use.

(Optional) Select the **Lookup** button to select a **Default Accounting Code Label**. This LOA auto-populates on the Accounting Codes screen for payment of expenses on trip documents (Figure 2-94).

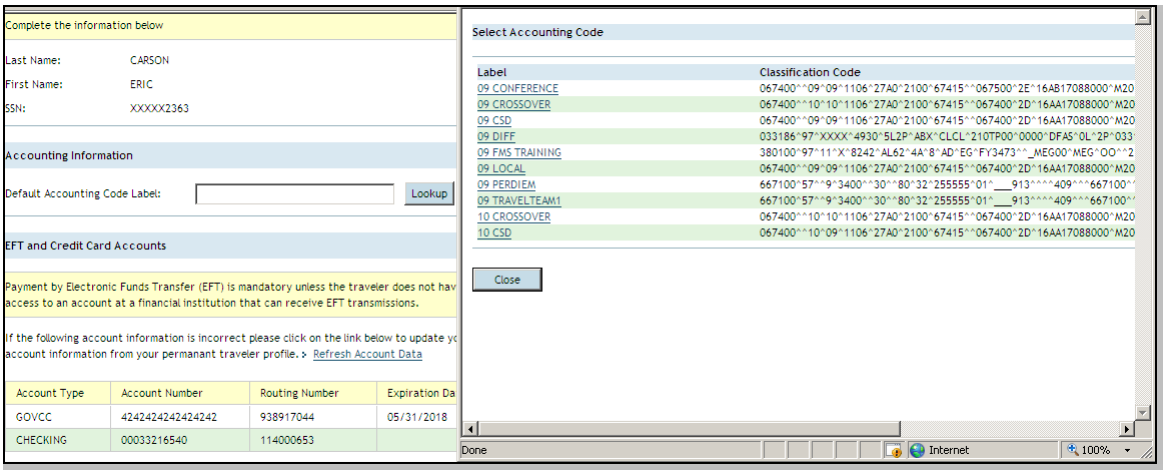

Figure 2-94: Default Accounting Code Label

If reservations are made and the document is signed without supplying credit card data, a prompt will display stating that hotel and or special rental car arrangements cannot be guaranteed. In this case, if the traveler does not have a GTCC, a personal credit card may be used.

Note: EFT data on the My Account Information screen is **mandatory**. If the radio button is **Yes** with no EFT account data, the document cannot be signed, and the traveler will be returned to this screen. The **No** radio button is only an option if the traveler does not have access to an account at a financial institution that can receive EFTs.

Follow the below steps to update personal profile data:

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

The Profile screen opens by default.

2. Select the correct **link** for the screen to be updated.

3. Enter or update data.

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4. Check the **Save changes to permanent traveler information** box to save changes for use in all future documents. Leave the box unchecked to apply the changes to this document only (Figure 2-95).

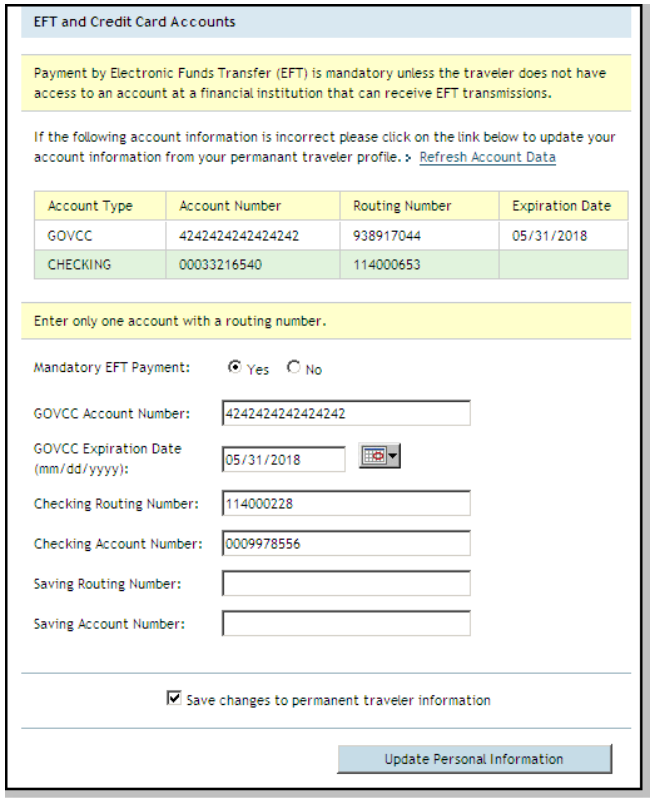

Figure 2-95: Save Changes for Only This Document or Permanently Screen

5. Select **Update Personal Information**.

2.9.2 Scheduled Partial Payments (SPPs)

When a trip exceeds 45 days, DTS allows a traveler to receive partial reimbursement before the trip is complete. When SPPs are set up on an authorization, the traveler receives payment every 30 days for estimated expenses.

Follow the below steps to set up SPPs:

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

The My Profile screen opens (Figure 2-89).

2. Select **Partial Payments** from the subnavigation bar.

The Scheduled Partial Payments screen opens (Figure 2-96). The Schedule Partial Payments button will only be available if the length of the trip exceeds 45 days.

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3. Select **Schedule Partial Payments**.

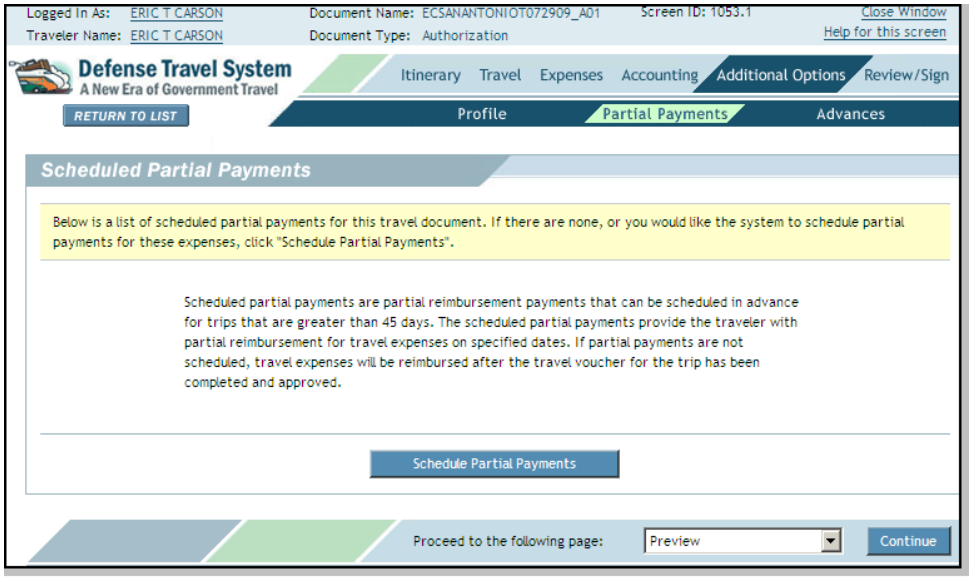

Figure 2-96: Schedule Partial Payments Screen

The SPP screen opens (Figure 2-97). DTS automatically calculates the payment amount(s), based on the estimated trip expenses and trip itinerary dates. Payment dates are automatically scheduled beginning 30 days from the trip start date, and every 30 days thereafter. The traveler cannot change SPP amounts or payment dates.

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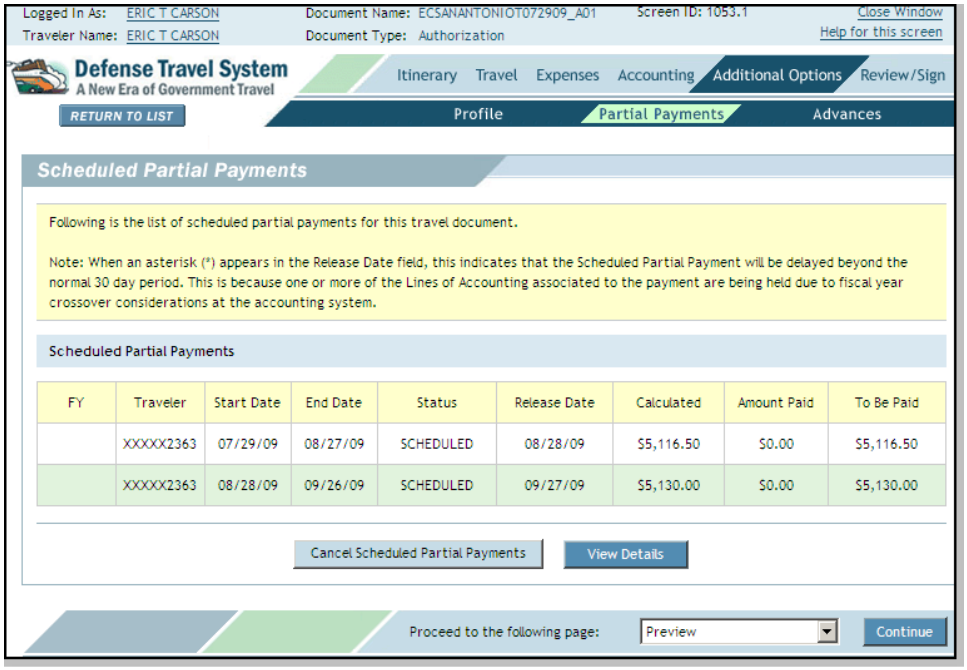

Figure 2-97: Scheduled Partial Payments Screen

If the expense amounts change during the trip and the traveler records expense adjustments, DTS will automatically recalculate the amounts for the SPPs that have not been submitted for payment.

If an amendment shortens the length of the trip, DTS will delete any SPPs that have been scheduled but have not been paid. If the trip is extended on the authorization, DTS will recalculate the payment amounts and the schedule based on the date changes.

Follow the below steps to view the details of an SPP:

1. Select **View Details**.

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The View Scheduled Partial Payments Details screen opens (Figure 2-98). Expenses are shown by category, date ranges, LOA used, amount paid, and amount to be paid.

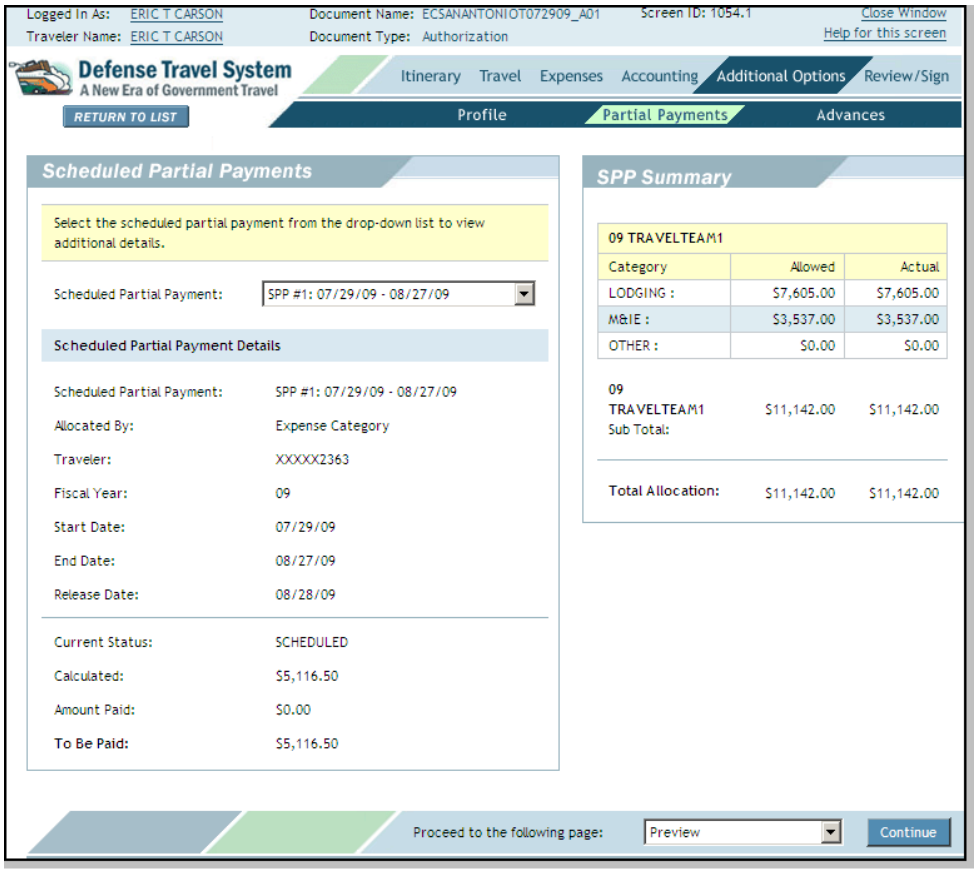

Figure 2-98: Scheduled Partial Payments Details Screen

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2. Select the **Scheduled Partial Payment** drop-down list arrow and select the **SPP** to be viewed (Figure 2-99).

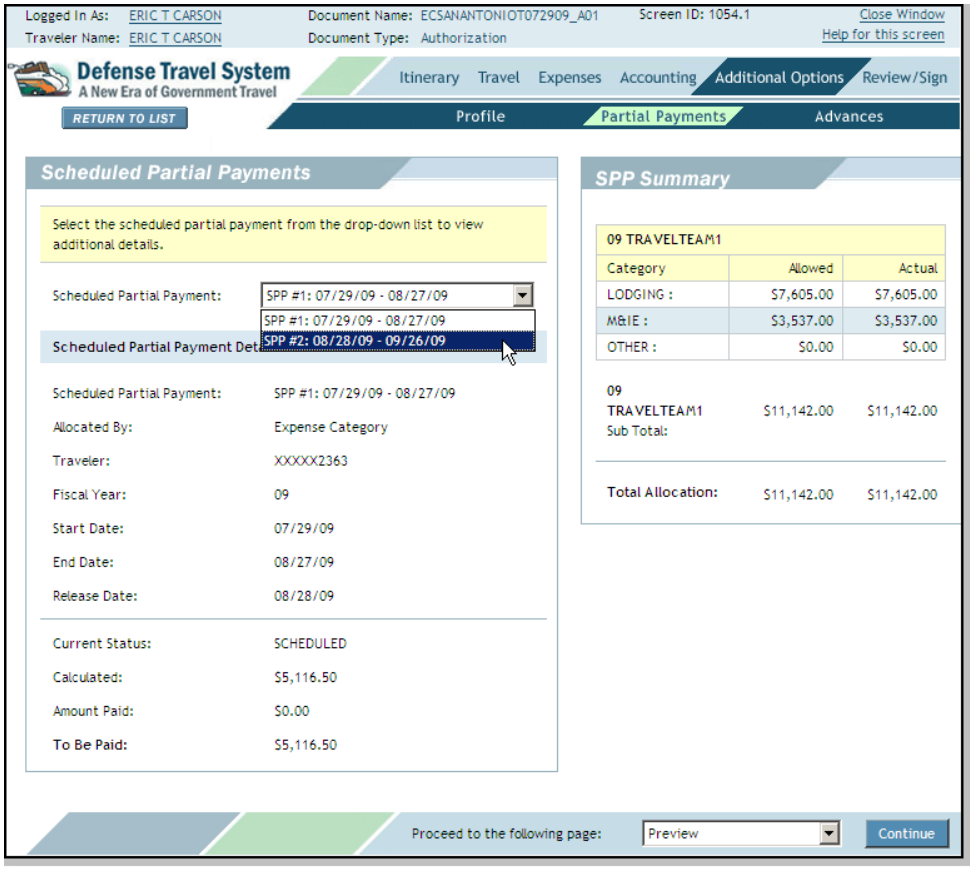

Figure 2-99: Scheduled Partial Payment Drop-Down List

The screen refreshes to display the details of the selected SPP.

3. Select the **Proceed to the following page** drop-down list arrow (at the bottom of the screen) and select **Partial Payments**.

4. Select **Continue**.

The Scheduled Partial Payments screen opens.

To cancel SPPs that have been scheduled but have not yet been paid or submitted for payment, select **Cancel Scheduled Partial Payments**. A SPP cannot be cancelled if it has already been paid or submitted.

When acknowledgement of the payment is received from the Global Exchange (GEX) Disbursing, DTS displays an updated status on the SPP screen as PAID.

Note: When DTS calculates SPPs, it deducts any advances that the traveler may have taken from the total amount allowed to the traveler. The total amount of the SPPs and advances may not exceed the total cost of the trip. This helps to prevent a traveler from owing debt to the Government.

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2.9.3 Non-ATM Advances

A non-ATM advance is a payment that a traveler receives before trip departure. Non-ATM advances are typically limited to travelers who do not have GTCCs. The two categories of advances are as follows:

- ADVANCE AUTH - Up to 80 percent of should-cost
- FULL ADVANCE - Up to 100 percent of should-cost.

The AO must approve the request in the authorization before advance disbursement. For expenses that will be incurred prior to the departure date, the AO may authorize the non-ATM advance to be paid immediately.

Follow the below steps to request a non-ATM advance:

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

The My Profile screen opens.

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

The Advances screen opens.

3. Select from the **Accounting Label**, the **Shared LOA**, or the **Cross Org LOA** drop-down list the LOA that is associated with the non-ATM advance. Only the LOA(s) selected on the Accounting Codes screen is available for selection.

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The maximum amount of the advance authorized displays in the Advances Summary box on the right side of the screen (Figure 2-100).

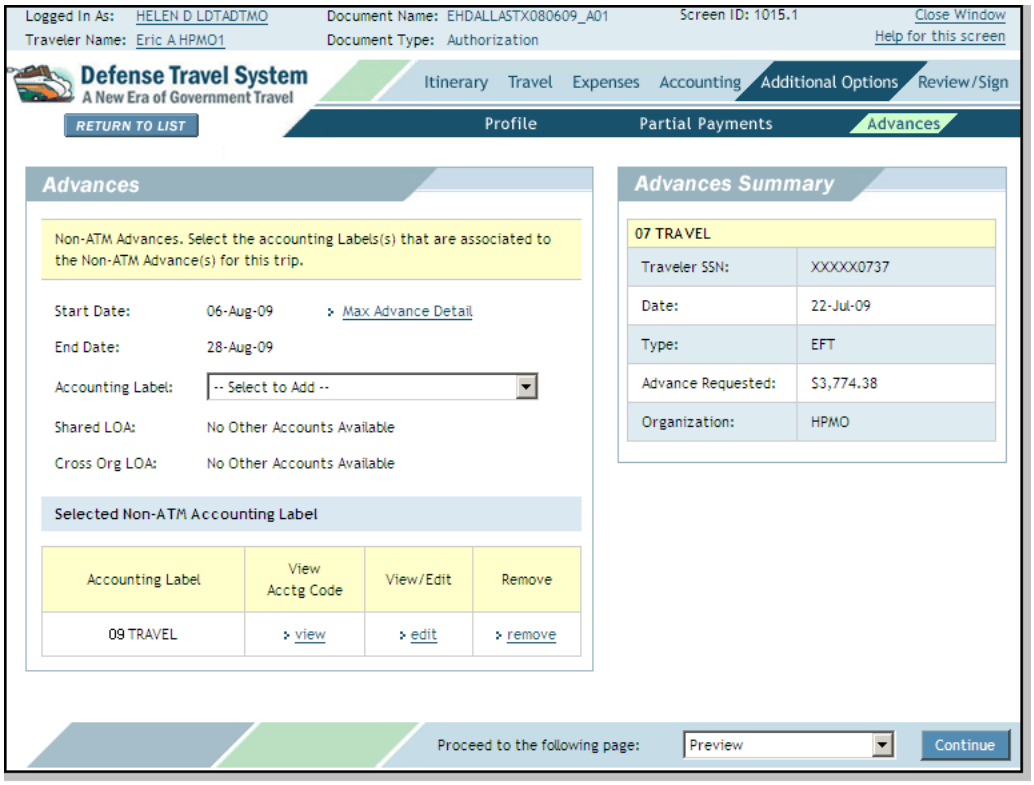

Figure 2-100: Advance Screen - Amount Displayed

Note: A delay in payment to the traveler may result when using FMS LOAs as additional approval is required outside of DTS for their use.

4. If the Advance Requested amount is acceptable, proceed to Step 6.
   -OR-
   Select **edit** in the View/Edit column if a lower amount is preferred.

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The Edit Advance screen opens (Figure 2-101).

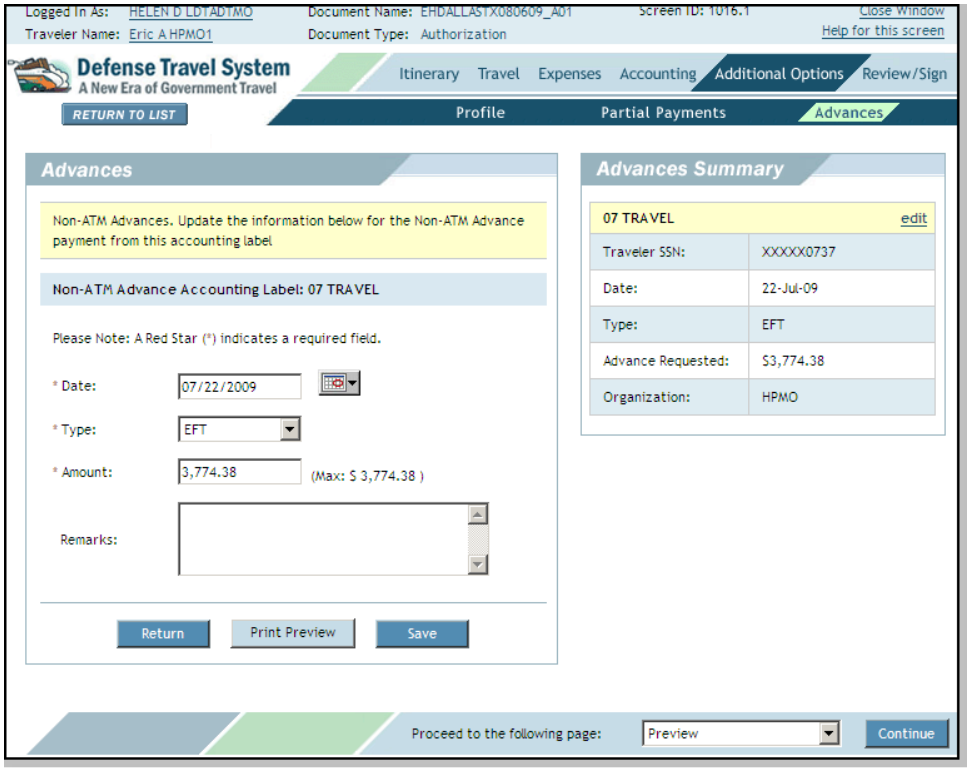

Figure 2-101: Edit Advance Screen

5. Update the **Amount** field with the amount requested. *Request must not exceed maximum allowed*.

6. Select **Save**.

The Advances Summary refreshes. The requested amount is displayed.

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2.9.3.1 Change an Advance Amount

After the authorization has been created, a situation may arise in which the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved. If the authorization *has not been approved*, the traveler may change the advance amount in DTS. If the authorization *has been approved*, the advance amount cannot be changed in DTS. The process for each case follows.

If the authorization has not been approved, follow the below steps:

1. Log in to DTS and make the changes. For example, change itinerary to return a week later.

2. Select the **remove** link to the right of the selected Advance LOA (Figure 2-100).

3. Select the **Accounting Label** drop-down list arrow and select the same **LOA** that was removed.

The screen refreshes. It displays the new advance amount.

If the authorization has been approved, follow the below steps:

1. Log in to DTS and create an amendment.

2. Make the changes to expenses. For example, change itinerary to return a week later.

3. Request the increased advance amount outside of DTS, according to local business rules.

If the expense amount *decreases* after the advance amount has been approved, DTS will create a DUE U.S. condition for the overpaid amount. This will occur if the amount of the advance paid to the traveler exceeds the amount claimed on the traveler's voucher.

2.10 Review/Sign

The Review/Sign feature initiates the routing process for a document. Users can take certain actions such as previewing and editing trip information and justifying any items that DTS flags before signing and routing the document. The traveler will receive an e-mail notification when the AO approves the authorization.

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2.10.1 Preview Trip

The Preview Trip screen allows the traveler to confirm and edit the data on an authorization (Figure 2-102). This screen may be used to provide comments to an AO.

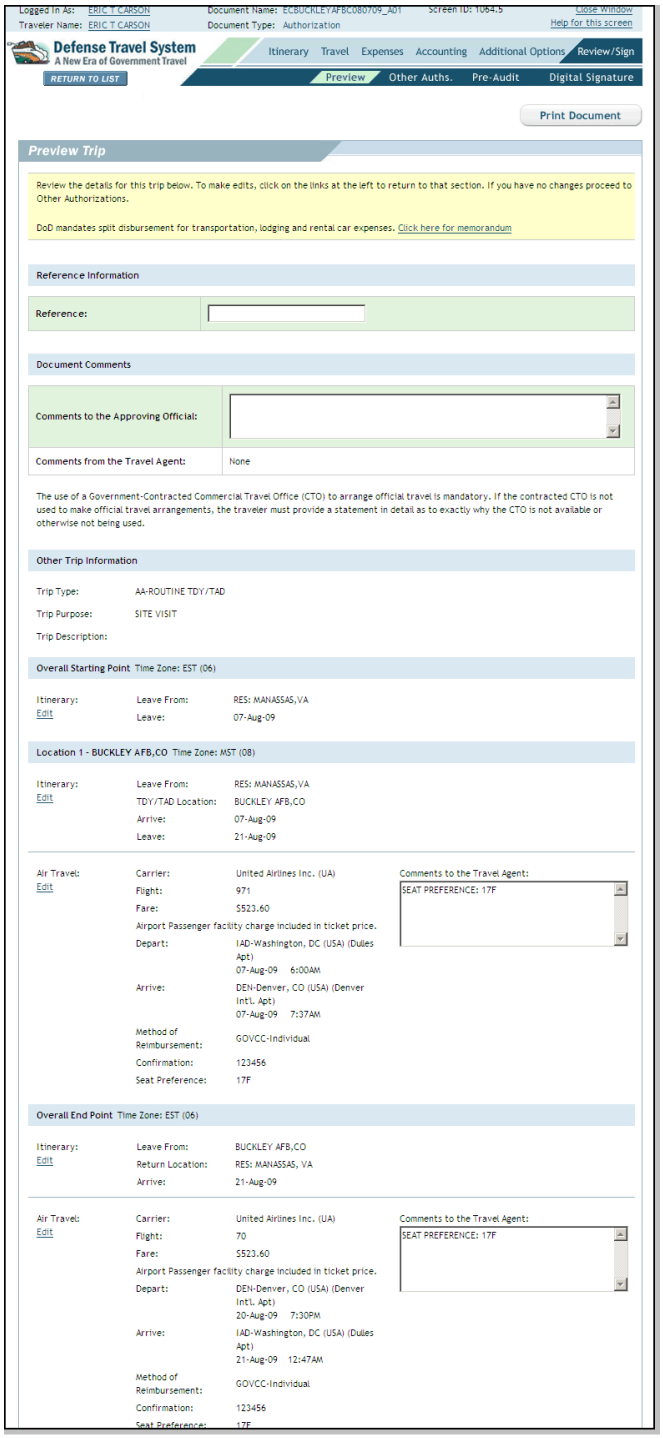

Figure 2-102: Preview Trip Screen

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Note: The **Click here for memorandum** link opens a message that outlines the mandatory use of split disbursement for military personnel. This is a reminder that travelers must use split disbursement for transportation, lodging, and rental car expenses. AOs are reminded that all claims must be reviewed to ensure policy compliance.

Follow the below steps to complete this screen and continue the process:

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

The Preview Trip screen opens (Figure 2-102).

2. Complete the **Reference** field, if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar information.

3. Complete the **Comments to the Approving Official** text box, if needed.

The **Comments from the Travel Agent** field displays comments that the CTO has entered for the traveler.

4. Confirm all data.

5. Select **Save And Proceed To Other Auths**.

2.10.2 Other Authorizations

The DTS Other Authorizations feature is used to display and print remarks on travel documents (Figure 2-103). When the traveler selects an item that may need further explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, meals provided) DTS will automatically flag it as an Other Authorization. DTS also allows travelers to add Other Authorizations manually.

Entries in the Remarks field of any Other Authorizations will be printed on all forms.

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Follow the below steps to add other authorizations to a document:

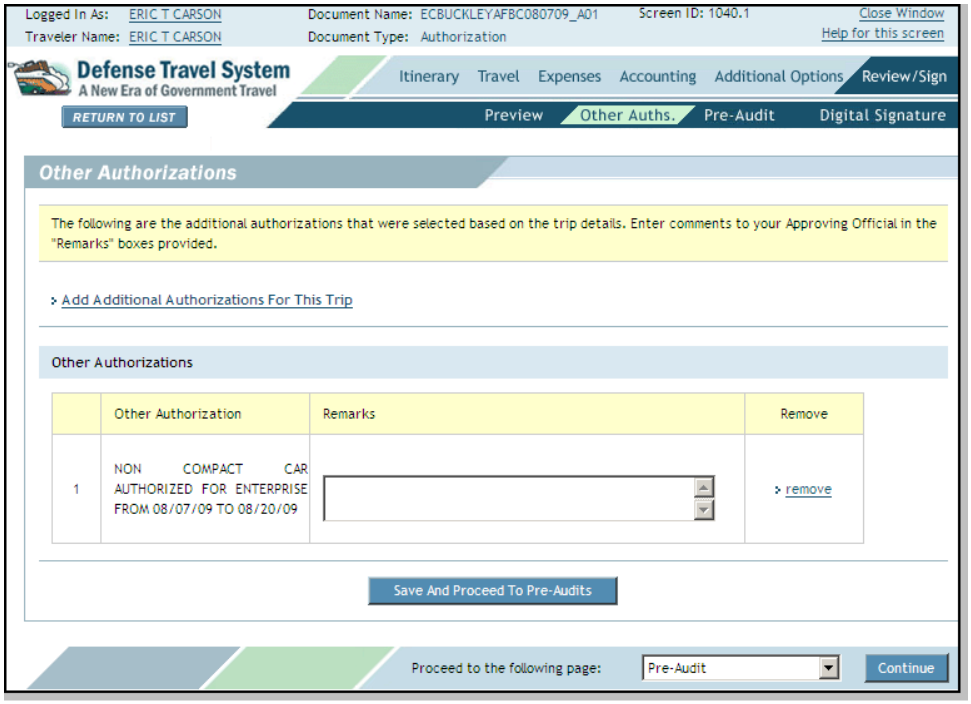

Figure 2-103: Other Authorizations Screen

1. Complete the **Remarks** field for the Other Authorizations listed.
2. Select **Add Additional Authorizations For This Trip**.

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The Other Authorizations Available list opens (Figure 2-104).

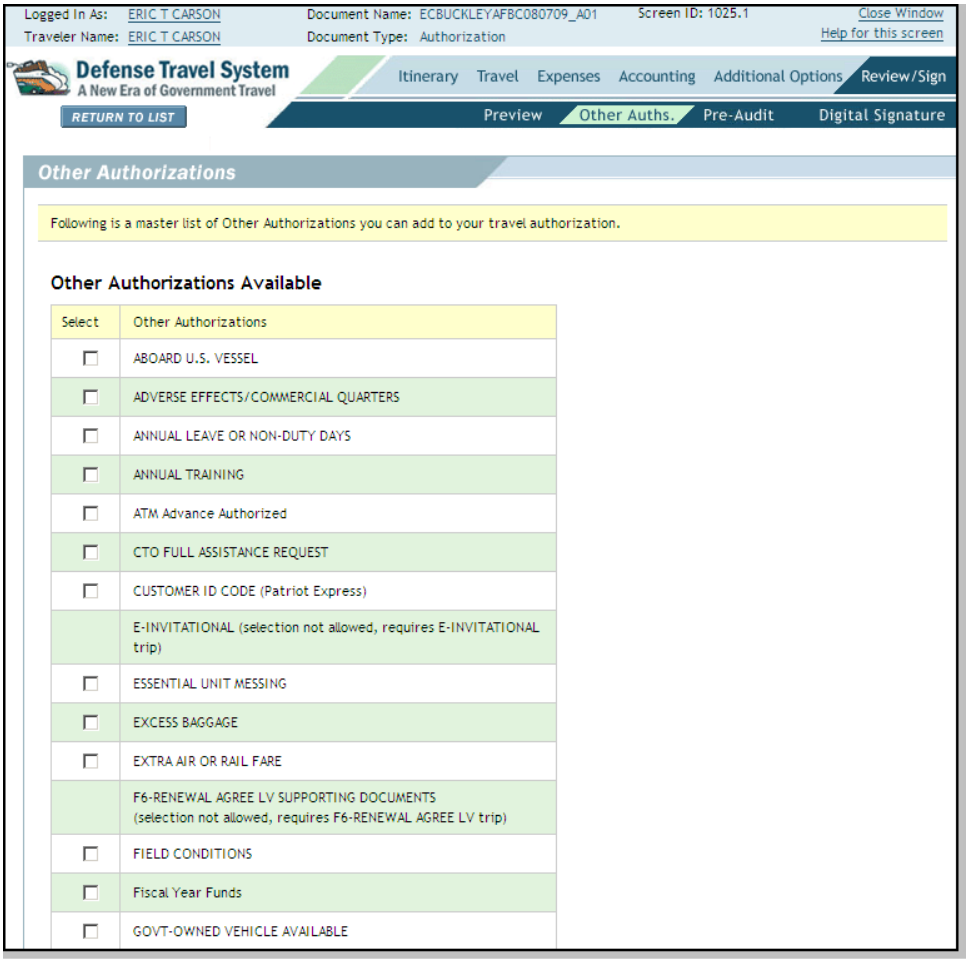

Figure 2-104: Other Authorizations Available Screen

3. Check the appropriate **boxes** to select the other authorizations.

4. Select **Add**.

The Other Authorizations screen refreshes displaying the selected items.

5. Complete the **Remarks** field for the other authorizations listed.

6. Select **Remove** to remove any of the other authorizations.

Note: Some other authorizations cannot be removed manually. They can only be removed when the triggering condition is no longer present.

7. Select Save and Proceed to Pre-Audits.
   -OR-
   Select Pre-Audit from the subnavigation bar.

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2.10.3 Pre-Audit Trip

The Pre-Audit Trip screen displays any item that DTS has flagged in the document (Figure 2-105). DTS requires the traveler to justify certain items. Examples of such items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement changed. A flagged item does not stop one from traveling, requesting a certain expense, or obtaining lodging that is not within the per diem rate. Appropriate comments must be entered for the item(s) that have a Justification to Approving Official text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in the traveler's profile differs from that which is entered on the document.

DTS automatically preaudits a document when the traveler signs it. The preaudit of a document can also be done at any time during creation. Comments for each item requiring justification must be entered before the authorization will route for approval.

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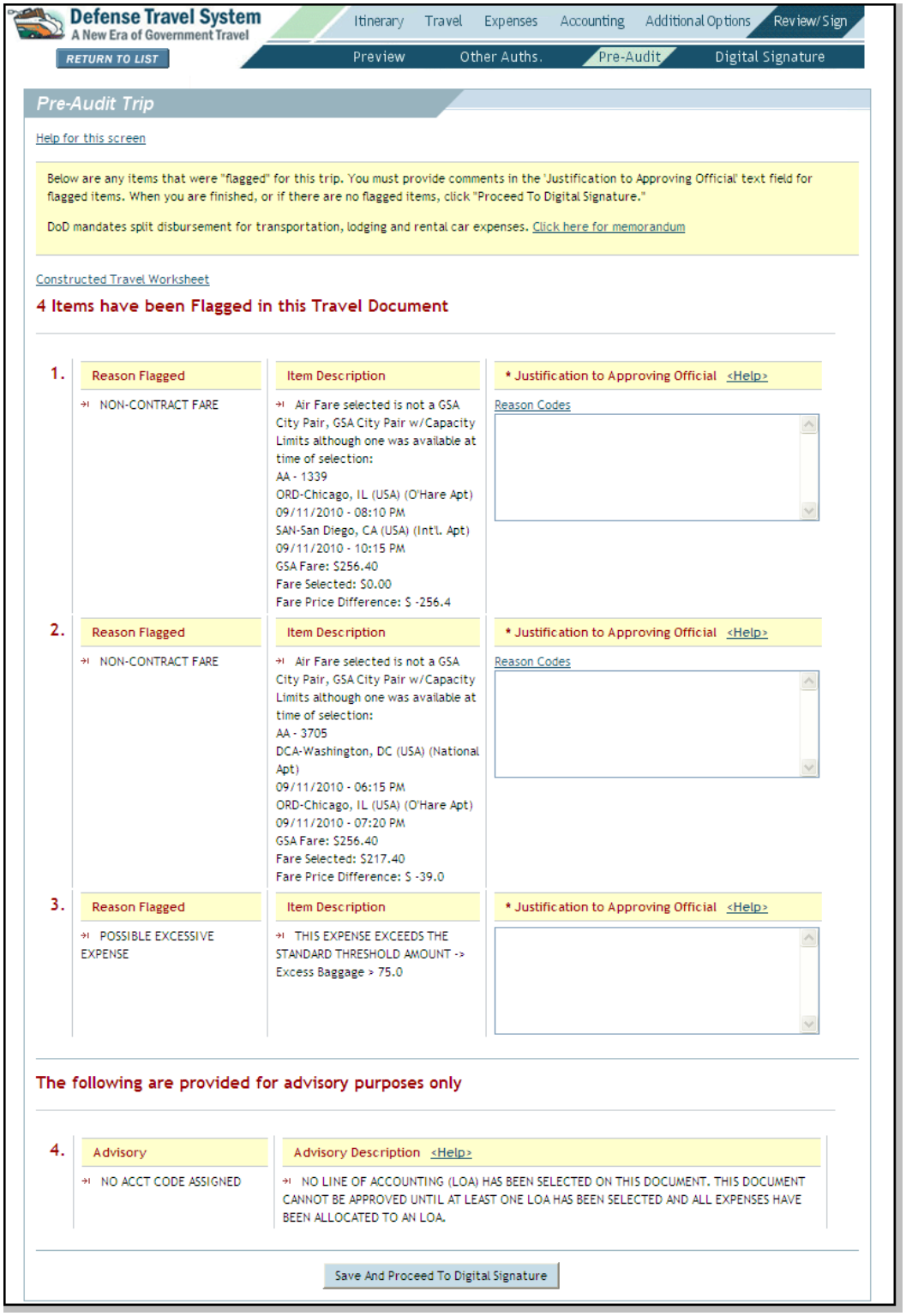

Figure 2-105: Pre-Audit Trip Screen

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Note: The Help link above each flagged item opens an explanation of the selected flag.

Follow the below steps to complete this screen and continue the process:

1. Complete the **Justification to Approving Official** text boxes. If the Reason Codes link does not display above the text box, skip Steps 2 through 4. Resume at Step 5.

Note: Select **Help for this screen** to see a table of preaudit codes used in the Reason Flagged column. This table explains why an item was flagged.

2. Select **Reason Codes** if the link is available.

Note: The following actions will cause the Reason Codes link to appear above the Justification to Approving Official text box:

- Selecting a non-GSA contract fare flight on the Air Travel screen.
- Selecting E-Invitational as the Trip Type on the Trip Overview screen.

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The Reason Codes screen opens (Figure 2-106).

Logged In As: ERIC T CARSON | Document Name: ECSANDIEGOCA073109_A01 | Screen ID: 1108.1 | Close Window
Traveler Name: ERIC T CARSON | Document Type: Authorization | Help for this screen

Defense Travel System
A New Era of Government Travel

Reason Codes

This is a list of Pre-Audit reason codes that apply to NON-GOVERNMENT FARE.

Pre-Audit Reason Codes For NON-GOVERNMENT FARE

Select	Reason Code & Description	Authority Source Reference
☐	C1 - Does not meet mission requirements Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs, which would increase the total cost of the trip. Space on scheduled flights (including a confirmed pet space (see note)) is not available in time to accomplish the purpose of travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the cost of the trip. *Note: When pet shipment is the determining factor for non-use of the lower cost GSA Airline City Pairs fares, the traveler and not the Government is responsible for costs exceeding the most economical travel routing.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C2 - Outside normal working hours The contractors flight schedule is inconsistent with explicit policies of individual Federal department and agencies where applicable to schedule travel during normal working hours. The contractors flight schedule is inconsistent with explicit policies of individual federal departments and agencies to schedule travel during normal working hours.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C3 - Lower non-contract fare available to the general public	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a
☐	C4 - Seat not available on contract air carrier	DTR, Appendix H
☐	C5 - Used contract fare for portion of trip, but not entire trip.	DTR, Appendix H
☐	C6 - Lower Non-contract fare used on contract carrier	DTR, Appendix H
☐	C7 - Traveler refused contract fare because: (a) Airport Specified (b) Carrier specified (c) Routing specified (d) Time specified (e) Personal reasons.	DTR, Appendix H
☐	C8 - No cost ticket (e.g. Frequent Flyer).	DTR, Appendix H
☐	C9 - Foreign Military Service (FMS)	DTR, Appendix H
☐	C10 - Rail service available and cost effective Rail service is available and that service is cost effective and consistent with mission requirements.	DTR, Appendix H JTR, Chapter C2002A, JFTR, Chapter U3145A-4a

Return | Save

Figure 2-106: Reasons Codes Screen

3. Check the **Select** box for the appropriate choice(s).

4. Select **Save**.

The Pre-Audit Trip screen refreshes with the reason displaying above the Justification to Approving Official text box.

5. Complete the **Justification to the Approving Official** text boxes.

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6. Select **Save And Proceed To Digital Signature**.

Note: Pre-Audit Justifications will not print if Govt + Form is selected in Form Preferences. To ensure Pre-Audit Justifications are printed, beginning on the User Welcome screen, follow the below steps to change form preferences to the default forms.

1. Select the **Traveler Setup** drop-down list and select **Form Preferences**.

2. Select the **Default** radio button for the type of travel document desired before printing. Additionally, check the boxes next to the other item/attachments desired to be printed on the authorization or voucher.

3. Select **Save Form Defaults** at bottom of the page to retain this setting.

2.10.4 Digital Signature

The final step in creating an authorization is to digitally sign the document. This begins the routing process. Follow the below steps to apply a digital signature to an authorization:

1. Select **Digital Signature** from the subnavigation bar.

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The Digital Signature screen opens (Figure 2-107).

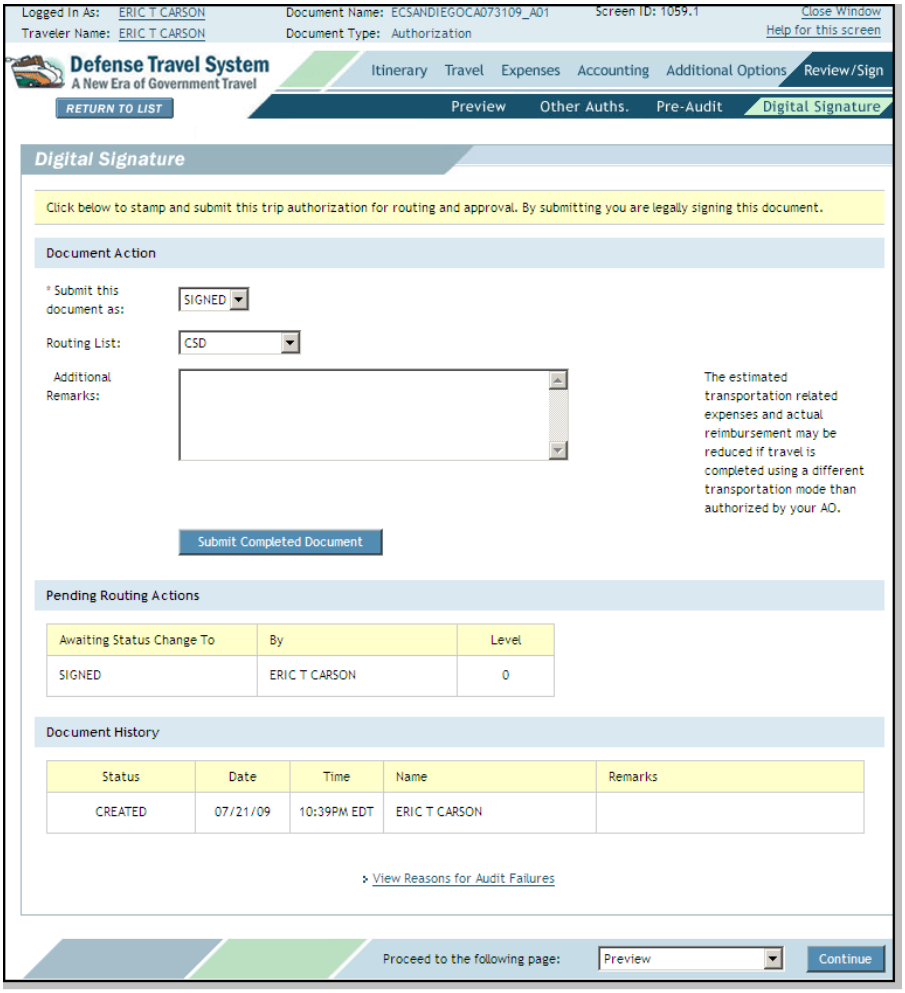

Figure 2-107: Digital Signature Screen

2. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different from the one selected.

A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list.

3. Select **OK**.

4. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.

5. Complete the **Additional Remarks** field (optional).

The remarks entered will be maintained in the Document History section of the screen. They serve as a record for the creation or change made to the document.

Note: If at any point in the document history the authorization failed a DTS audit, the reason for failure may be viewed by selecting the **View Reasons for Audit Failures** link.

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6. Select **Submit Completed Document**.

If the traveler has made a hotel or rental car reservation, and the traveler's profile contains no valid GTCC (or the traveler has not previously entered personal credit card information), DTS displays the below pop-up message (Figure 2-108):

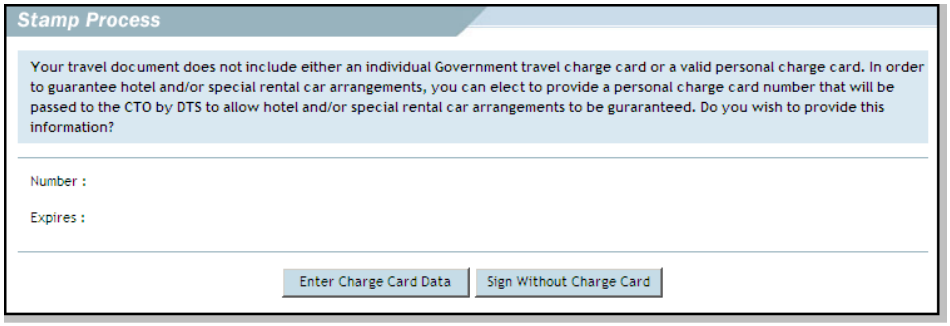

Figure 2-108: Initial Prompt for Personal Charge Card Data

If **Sign Without Charge Card** is selected, the below pop-up message displays stating that hotel and special rental car arrangements may not be guaranteed. The traveler may enter charge card data or continue signing the document without credit card information (Figure 2-109).

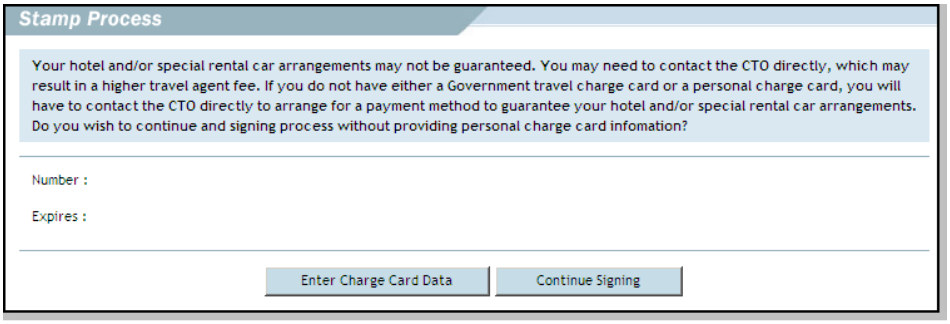

Figure 2-109: Sign Without Personal Charge Card Data

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If **Enter Charge Card Data is** selected, the window refreshes. It displays text boxes in which to enter the personal credit card number and expiration date (Figure 2-110).

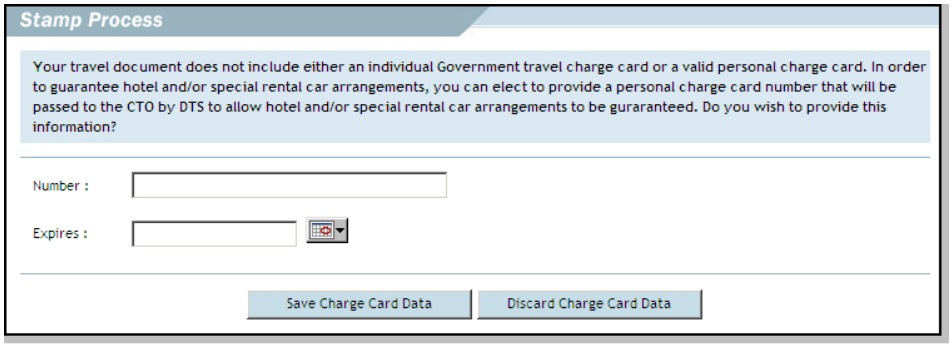

Figure 2-110: Enter Personal Charge Card Data

7. Complete the **Number** field with the personal credit card number.

8. Complete the **Expires** field with the credit card expiration date (MM/DD/YY) or use the calendar icon.

9. Select **Save Charge Card Data**.

If **Discard Charge Card Data** is selected, any credit card data entered will be deleted from the document.

Once saved, the following message will display:

If this travel is cancelled, you must cancel the travel arrangements with the CTO in sufficient time to ensure no cancellation fee is charged to your personal credit card.

The following changes will occur once **Save Charge Card Data** is selected:

- The personal credit card information will be included in the Passenger Name Record (PNR) to the CTO to indicate this as a form of payment and guarantee of arrangements
- The method of reimbursement for hotel and rental car will indicate *Personal*
- The last four digits of the personal credit card will be display in the Lodging and Car Rental screens of the authorization and voucher. These credit card data fields are viewable only for the traveler. The traveler may update the credit card data at any time.

10. Complete the **PIN** field.

11. Select **OK**.

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2.10.5 Make an Adjustment to an Authorization

When something in the trip is added, deleted, or changed, the authorization may need to be changed to reflect this. This change will be in the form of an *adjustment* or an *amendment*, depending upon the document status when the change was made.

Any change made to the document before the SIGNED stamp has been applied is simply an edit to the document, and no routing occurs. Until the document is stamped SIGNED, the CTO cannot validate reservations, nor will an RO be alerted to review or approve it.

An *adjustment* refers to a change made *before* the AO applies the APPROVED stamp to the document. An *amendment* refers to a change made *after* the AO applies the APPROVED stamp to the document.

Beginning on the User Welcome screen, follow the below steps to make an adjustment to an authorization:

1. Mouse over **Official Travel** (or **Official Travel Others** if the adjustment is for another traveler).

2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens. It displays a list of existing authorizations (Figure 2-111).

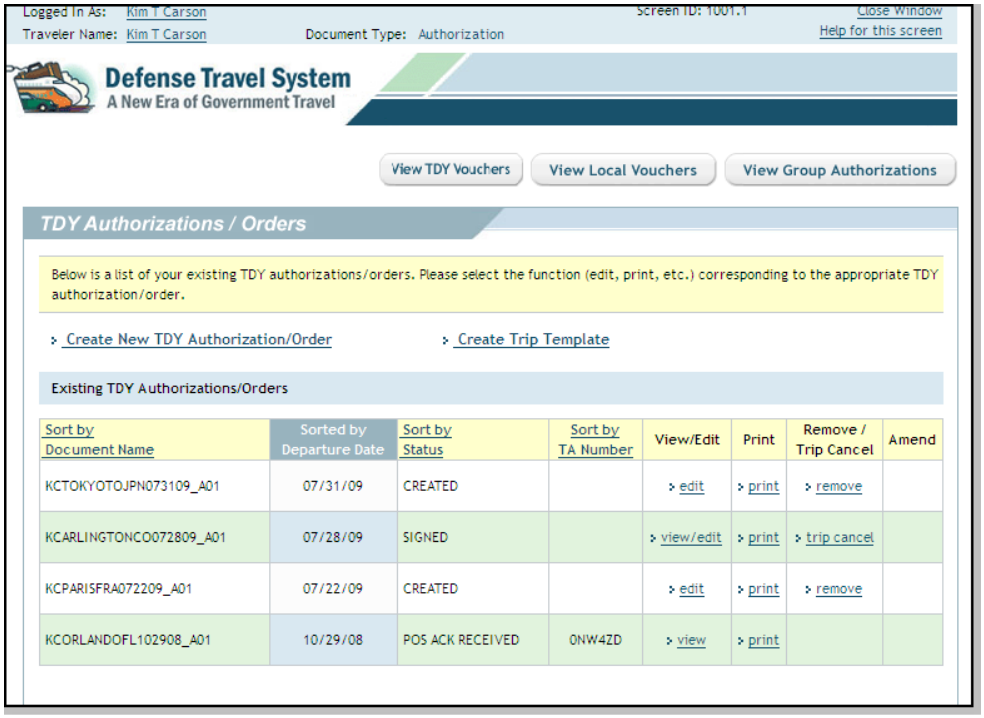

Figure 2-111: Authorizations/Orders Screen

The **edit** link displays if the document is not yet SIGNED.

The **view/edit** link displays if the document is SIGNED and/or previous adjustments have been made.

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3. Select **view/edit** for the document that needs to be adjusted.

The Adjustments screen opens (Figure 2-112).

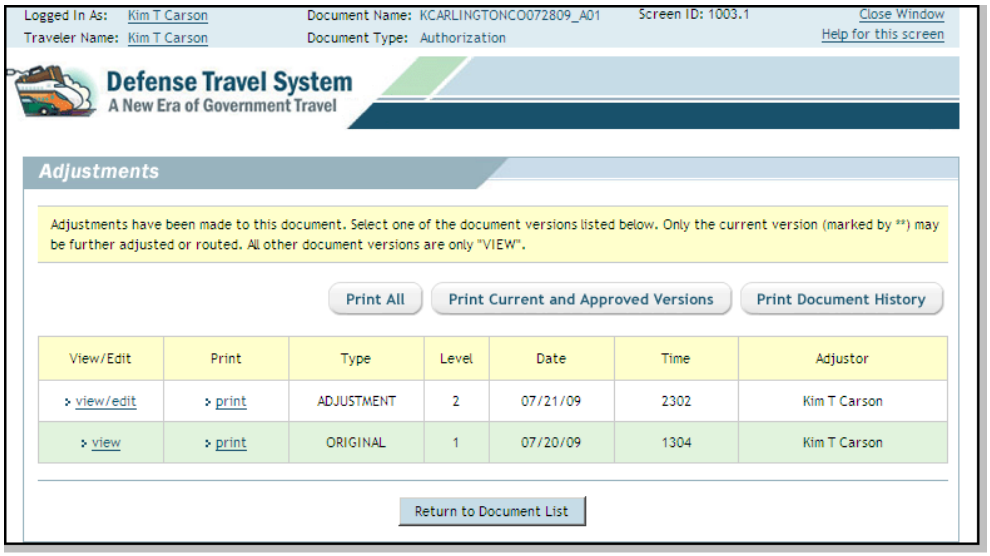

Figure 2-112: Adjustments Screen

The **view/edit** link opens the most recent document.

The **view** link(s) opens a previously adjusted version of the document.

The buttons above the list of adjustments create a printable, text-only formatted document in a new browser window. The buttons are described below.

Print All. Lists all of the adjusted documents (starting with the most recent).

Print Current and Approved Versions. Lists the most recent version of the document and any other versions approved by the AO. If the current document is the same as the approved version, then only the approved version displays. If the document has not been approved, the most recent version of the document displays.

Print Document History. Lists the Document History table that displays on the authorization's Digital Signature screen, for each version of the document.

4. Select **view/edit**.

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The **View-Only** window opens (Figure 2-113).

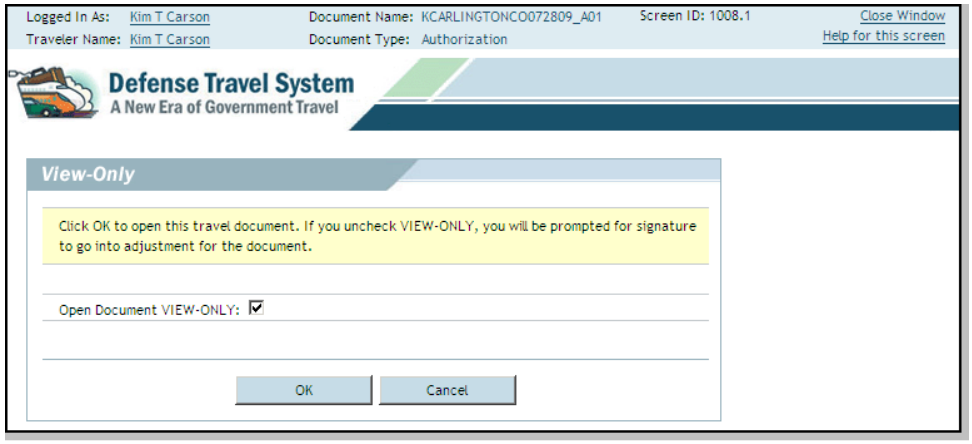

Figure 2-113: View-Only Window

5. Clear the check from the **Open Document VIEW-ONLY** box.
6. Select **OK**.
7. Complete the **PIN** field.
8. Select **OK**.

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The Preview Trip screen opens with a message informing the traveler that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 2-114).

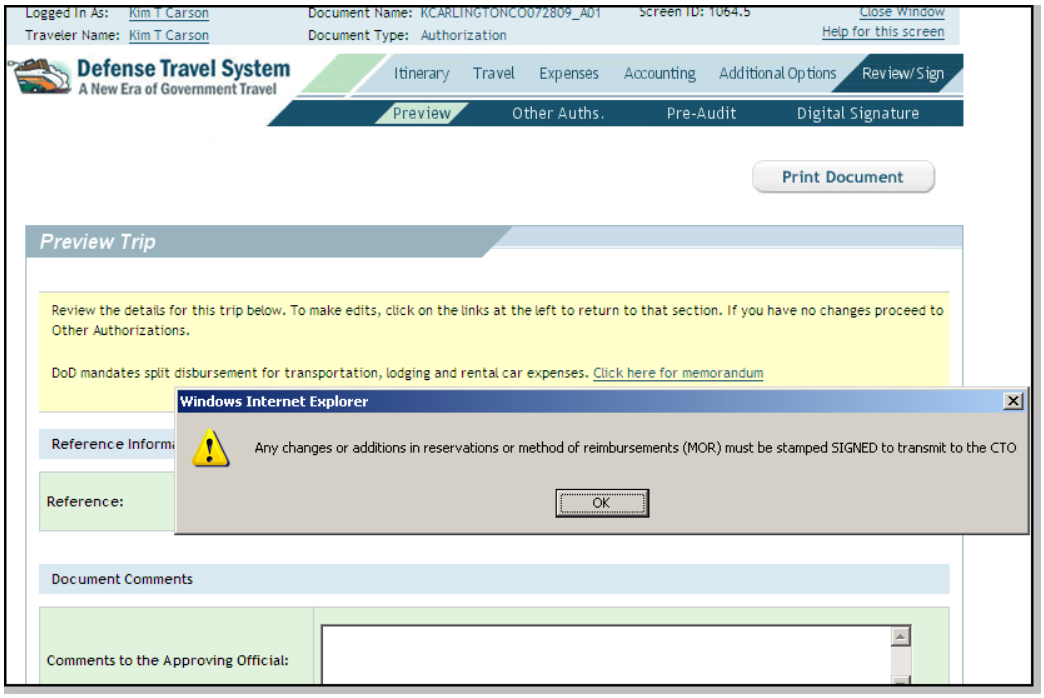

Figure 2-114: Preview Trip Screen with Warning Message

The Print Document button near the top of the screen opens a text-only version of the document in a separate window.

9. Select **OK** to acknowledge the reminder.

10. Select any of the **edit** links to edit details about the associated expenses and reservations.

11. Select the **appropriate tab(s)** on the navigation bar and the subnavigation bar to open the screens and make changes.

12. Select **Pre-Audit** from the subnavigation bar.

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The Pre-Audit Trip screen opens (Figure 2-115). Enter justification for any items flagged by the changes.

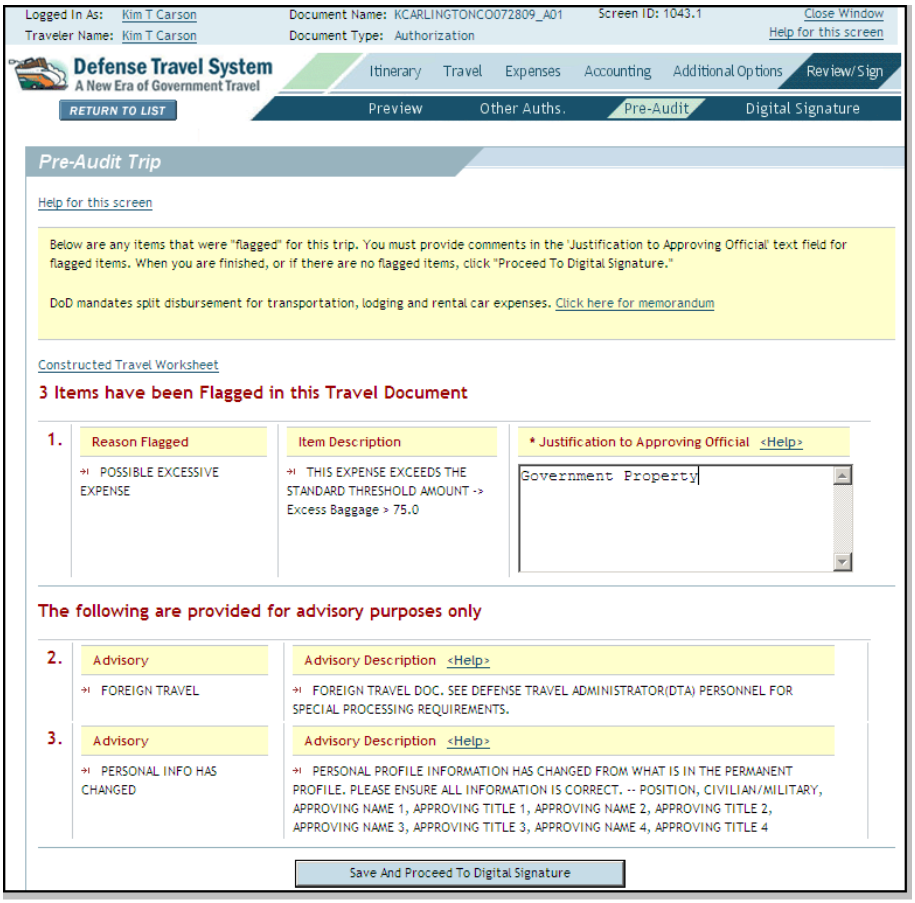

Figure 2-115: Pre-Audit Trip Screen

13. Select **Save And Proceed to Digital Signature**.

The Digital Signature screen opens.

14. Select the **Submit this document as** drop-down list and select **SIGNED**.

15. Complete the **Additional Remarks** field, if necessary.

16. Select **Submit Completed Document**.

17. Complete the **PIN** field.

18. Select **OK**.

The Authorizations/Orders screen opens. Make sure the status of the document is SIGNED.

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2.10.6 Self-Approving Official

Travelers who have been designated as Self-Approving Officials (Self-AOs) can approve their own authorizations, unless the authorizations have non-ATM advances or SPPs. Like other AOs, Self-AOs apply the APPROVED stamp when the authorization reaches the final step in the routing list. Self-AOs cannot approve their own vouchers.

Beginning on the User Welcome screen, Self-AOs follow the below steps to approve their 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 **Proceed to Other Auths**.

5. Review the other authorizations information.

6. Select **Save and Proceed to Pre-Audit.**

The Pre-Audit Trip screen opens.

7. Select **Proceed to Digital Signature.**

The Digital Signature screen opens.

8. Select the **Submit this document as** drop-down list arrow and select **APPROVED**.

9. Select **Submit Completed Document**.

10. Complete the **PIN** field.

11. Select **OK**.

The Stamp Process screen opens (Figure 2-116). See Chapter 6 of this manual for details regarding the Route and Review process.

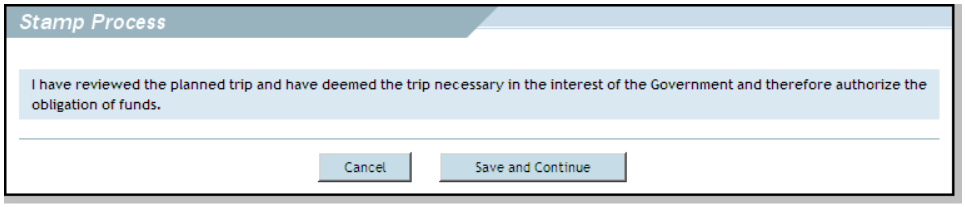

Figure 2-116: Stamp Process Screen

12. Select **Save and Continue**.

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The Fund Authorization screen opens (Figure 2-117).

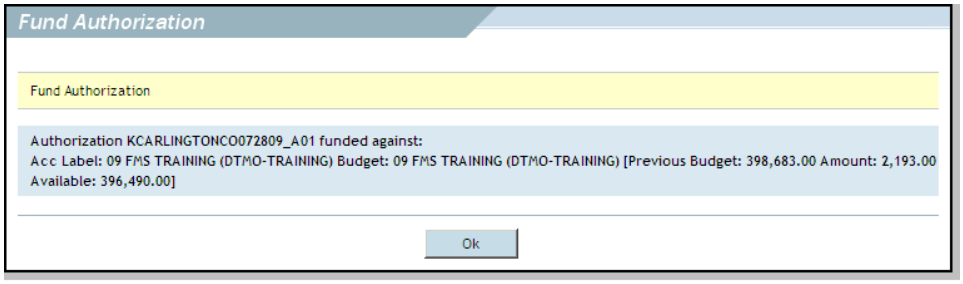

Figure 2-117: Fund Authorization Screen

13. Select **Continue**.

The Stamping Results screen opens (Figure 2-118).

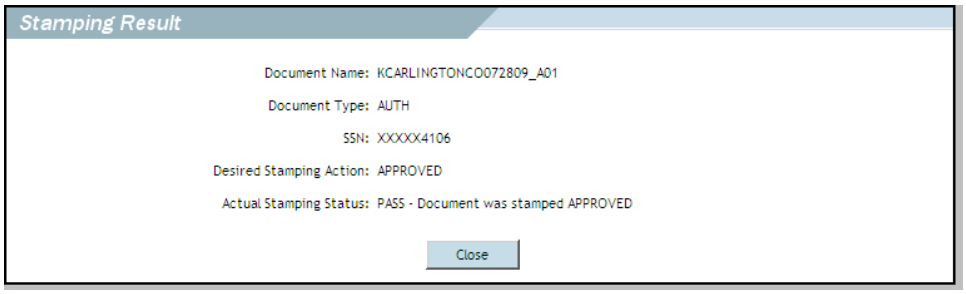

Figure 2-118: Stamping Results Screen

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2.10.7 Confirm Ticketed Reservations

Travelers should always confirm their airline tickets prior to departing for the airport. The below options are available to confirm ticketing of air reservations:

- ***PNR Locator.*** The PNR Locator is a six-digit alpha-numeric designator that can be used to access the PNR from a Web site provided by the reservation system or CTO. The PNR Locator can be obtained from the CTO itinerary, CTO invoice (if available), or the DTS document. (See the Trip Description Comments box on the Itinerary screen.)
- ***Review the ticketed invoice provided by the CTO.*** This is not a standard process. If available, the ticketed invoice provides the actual cost of the tickets and the account to which the tickets were charged. The invoice also includes seat assignments. The CTO may e-mail the invoice at time of ticketing, e.g., 72 hours prior to departure.

The itinerary, seat assignments and e-ticket receipt can be obtained by entering the PNR Locator in any of the Web sites listed below:

- Sabre - http://www.virtuallythere.com
- Worldspan - http://www.mytripandmore.com
- Apollo - http://www.viewtrip.com

Contact the CTO if help is needed to determine which reservation system is used.

Note: Travelers should print the information and bring it with them to the airport.

2.11 Partner System-Generated Documents

A *partner system* is a non-DTS system that creates travel authorizations; but may not have electronic reservations, accounting, voucher creation, or payment capabilities. The system does not use DTS, but has partnered with DTS to electronically exchange data files. DTS accepts the partner system's data and then builds a complete document that includes reservations, accounting, and voucher creation and payment.

A *third-party system* is a partner system that supplies the authority to travel and the funding to reimburse the costs incurred while performing travel that is not normally within the traveler’s organization.

The partner system exports the travel information and the traveler's information to DTS in the form of an XML file. DTS imports the information and uses it to create an authorization shell. DTS sends an e-mail to the traveler and DTA notifying them of the authority to travel and of the upcoming travel dates. The traveler then logs in to DTS, completes or edits the authorization, and submits it for approval.

If the partner system makes modifications to the travel information provided to DTS, another e-mail is sent to notify the traveler that modifications have been made or need to be made to the imported travel authorization. Those modifications will display when the authorization is edited.

Section 2.11.2 provides the traveler with the steps to complete or edit the imported authorization.

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2.11.1 Partner Setting to Allow Traveler Edits

The editing (or adjusting) of an imported authorization depends on the preset value of the Allow Data Modification setting in the Partner System setup information (See Partner Settings).

Note: This is different from the Allow Systematic LOA Modification setting, which is for updates to LOAs, Standard Document Numbers (SDNs), and the allocation method.

If the partner setting for Allow Data Modification is set to *No*, then the partner system's changes to the authorization do not overwrite the current travel authorization.

The traveler receives an e-mail stating the recommended changes that should be made to the document. The traveler then goes into the document to make the changes manually.

Note: If the traveler has not yet accessed the imported travel authorization and changes are sent, then the data will overwrite the current travel document.

If the partner setting for Allow Data Modification is set to Yes, then the partner system's changes to the authorization overwrite the current travel authorization. The traveler receives an e-mail stating that changes were made to the document. If the traveler has already signed the authorization, they will receive an e-mail that identifies the changes that should be made to the authorization. The traveler then accesses the document to make the changes manually.

2.11.2 Complete or Edit an Imported Authorization

Beginning on the User Welcome screen, follow the below steps to complete (edit or adjust) an imported travel authorization:

1. Mouse over **Official Travel** from the menu bar.

2. Select **Authorizations/Orders** from the drop-down list.

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The Authorizations/Orders screen opens. A list of the traveler's existing authorizations display (Figure 2-119).

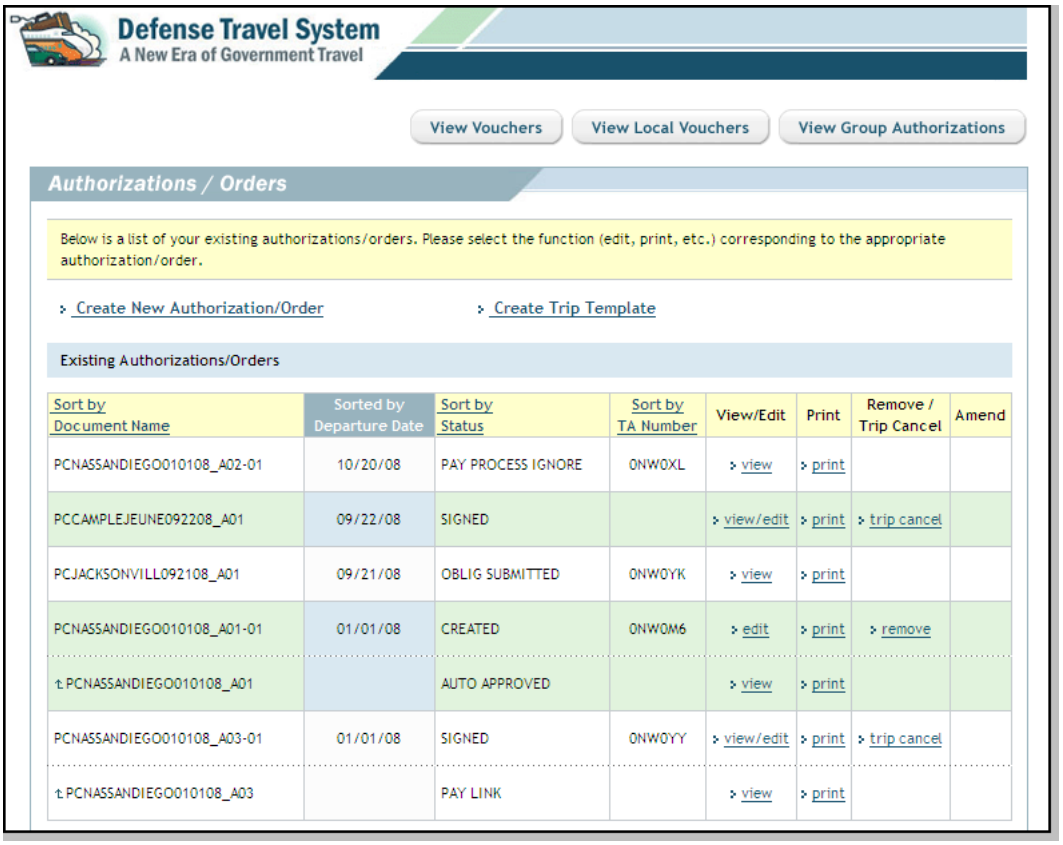

Figure 2-119: Authorizations/Orders Screen

3. Select **edit** to the right of the document name to be edited (refer to the document name indicated in the e-mail if received).

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If the partner system has included a comment to the traveler, the General Comments Acknowledgement screen opens (Figure 2-120). If no comment was added, the Preview Trip screen opens (Figure 2-121).

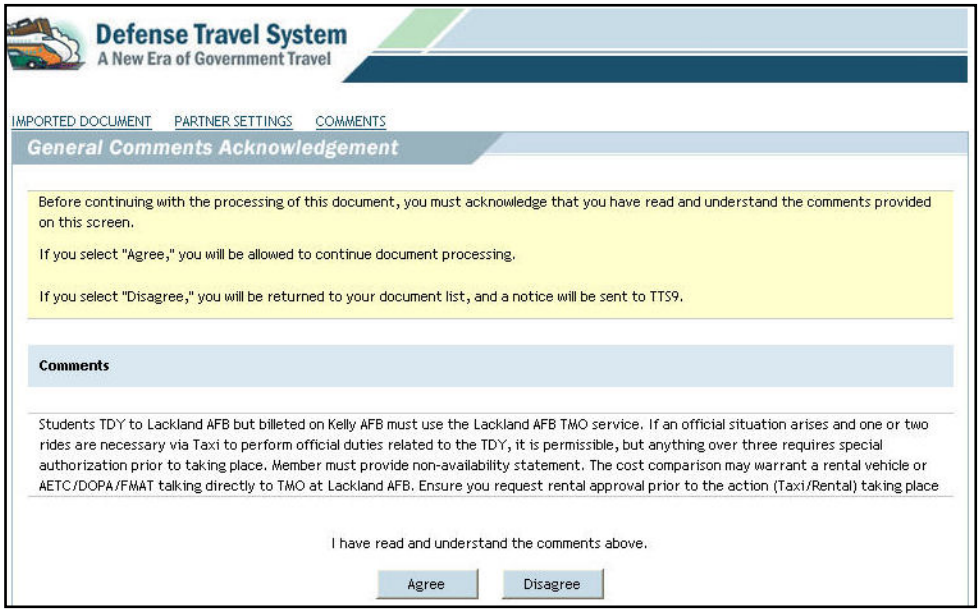

Figure 2-120: General Comments Acknowledgement Screen

4. The traveler selects **Agree** to indicate that the comments added by the partner system have been read and understood. Selecting **Disagree** returns to the document list.

Note: Once the traveler has selected **Agree** to this comment, this screen does not appear again.

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The Preview Trip screen opens (Figure 2-121).

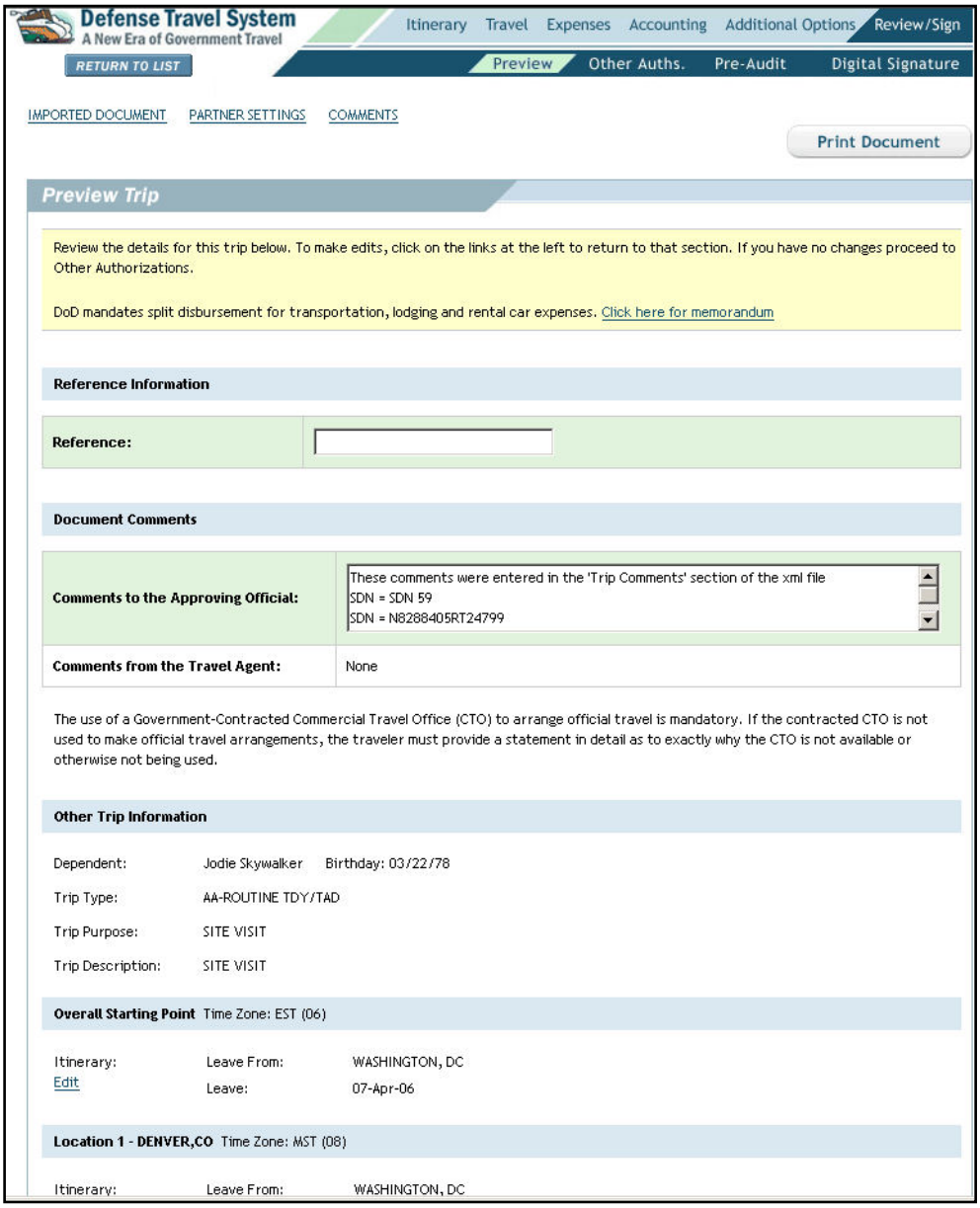

Figure 2-121: Preview Trip Screen on Imported Authorization

If the partner system has sent a modification file for the authorization, the following message displays at the top of the Preview Trip screen (Figure 2-122):

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A modification transaction from <name of Partner System> has been received and needs your attention. Click Here to view.

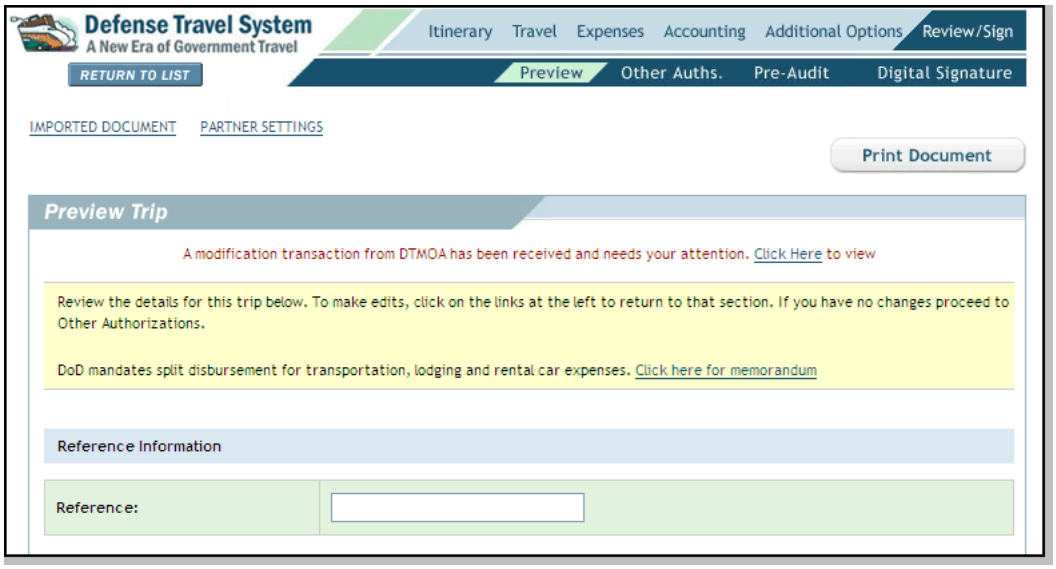

Figure 2-122: Partner System Modification Message

Note: If the partner setting for *Allow Data Modification* or *Allow Systematic LOA Modification* is set to *Yes* and the traveler has not yet signed the document, then the partner system's changes to data or LOA(s) in the document update automatically when DTS imports the data file.

5. Select the **Click Here** link to view the requested modifications.

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The Modification Comparison screen opens (Figure 2-123).

Modification Comparison

Level	Field Label	Action	Current Value	New Value
Document	PARTNER_SYSTEM_CODE	MODIFIED	NROWS	NROWS
	TRACKING_NUMBER	MODIFIED	JoniINTG04116	JoniINTG04116
	TRANSACTION_SEQUENCE	MODIFIED	120	122
	TRIP_END_DATE	MODIFIED	06/25/05	06/30/05
Document - Funding	ACCOUNT_LABEL	MODIFIED	05 TTSLOA	05 TTSLOA
	END_DATE	MODIFIED	06/25/05	06/30/05
Itinerary	TDY_START_DATE	MODIFIED	05/25/05	05/25/05
	TDY_END_DATE	MODIFIED	06/25/05	06/30/05
	TDY_LOCATION_CITY	MODIFIED	PHILADELPHIA	PHILADELPHIA

ACCEPT REJECT

Figure 2-123: Modification Comparison Screen

6. Review the modifications recommended by the partner system and select **Accept**.

Choosing **Reject** returns user to the Preview Trip screen. (The traveler can print the screen if necessary to make the changes.)

Note: DTS will apply LOA modifications will be applied to the amended document and reallocate expenses on the document accordingly, whether **Accept** or **Reject** is chosen. The traveler will receive an e-mail if any itinerary changes must be made manually. If no itinerary changes are needed, the traveler will sign the authorization after accepting the LOA modification.

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For data modifications, the Adjustments screen opens (Figure 2-124).

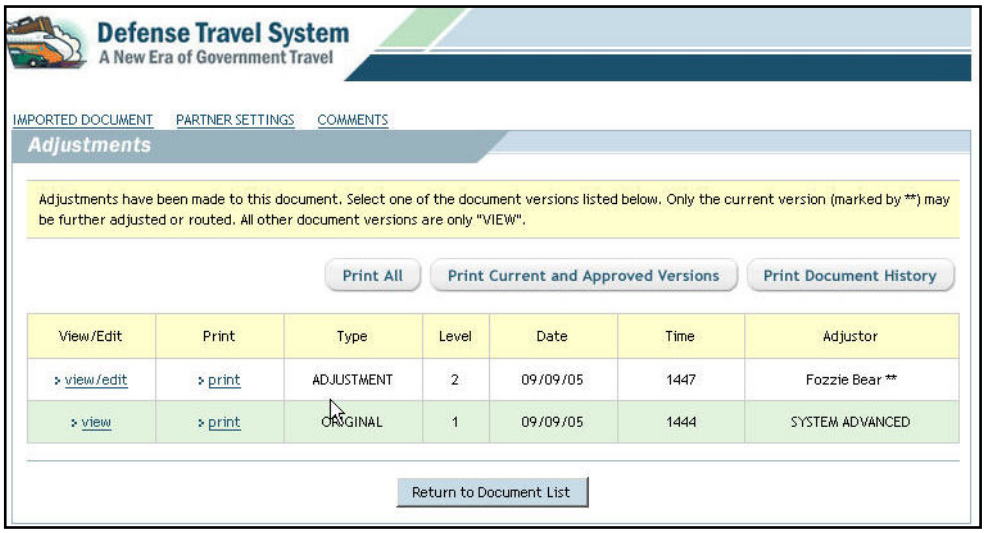

Figure 2-124: Adjustments Screen

7. Select **view/edit** on the Adjustments screen.

The traveler manually makes the requested changes. See Section 2.11.2.1.

2.11.2.1 Edits Unique to Imported Authorizations

Only a basic itinerary and a should-cost estimate display on a partner system-generated travel document. The traveler must use DTS to search and select air, hotel, and rental car. See Section 2.6 for instructions how to do this.

The traveler may only search for a rental car if authorized to do so. If the traveler is not authorized a rental car, a pop-up window will inform the traveler of this if they select the **Search Rental Car Availability** button (Figure 2-125).

Figure 2-125: Rental Car Not Authorized Window

The partner system can disable the registration fee expense item for some or all travel orders. In this case, the Non-Mileage Expenses screen displays the following statement: *Registration Fees*

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are disabled for this order writing authority (Figure 2-126). The Registration Fees expense does not display on the Expense Type drop-down list.

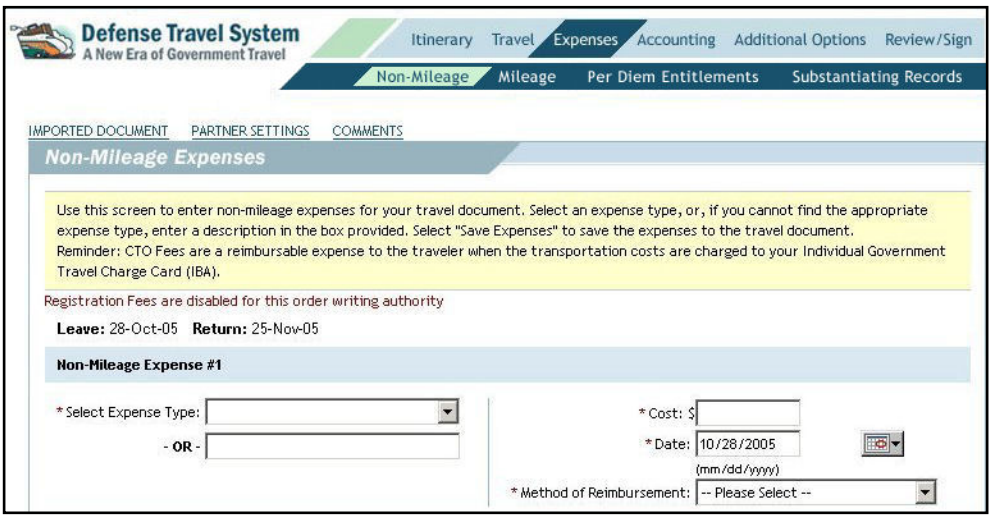

Figure 2-126: Non-Mileage Expenses Screen

The partner system can activate the *Disable LOA Edits* feature which prevents the traveler or NDEA from making any edits to the LOA displayed on the Accounting Codes screen in the document (Figure 2-127). This setting also disables edits to allocation methods.

If the *Allow Systematic LOA Modification* feature is set to *Yes*, the partner system can modify the LOA(s) and allocation methods, even if the *Disable LOA Edits* feature is activated.

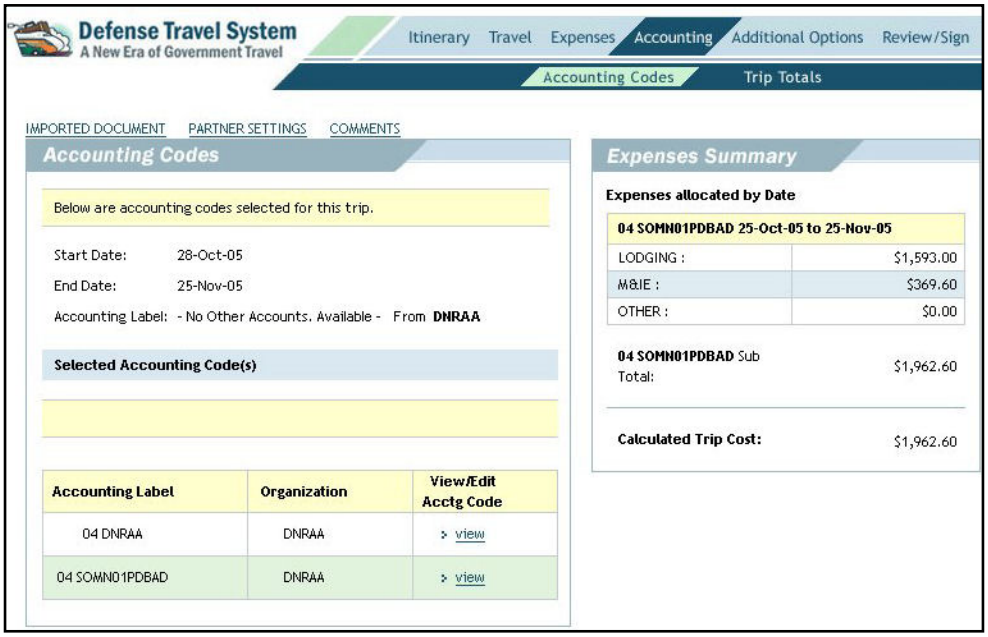

Figure 2-127: Accounting Codes Screen

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Beginning on the Accounting Codes screen, follow the below steps to view the details of the LOA on a travel document:

1. Select **view** in the View/Edit Accounting Code column.

2. Review the details that display.

3. Select **Close**.

2.11.2.2 Partner System Document Links

The appearance of screens within an imported travel document differ from a document created in DTS. Imported travel documents display three links under the navigation bar in every screen of the document:

- Imported Document
- Partner Settings
- Comments

These links are discussed in this section.

Beginning on any screen in the document, follow the below steps to view the links.

Imported Document

The Imported Document link is used to display the trip information from the original file that was used to generate the imported travel authorization.

1. Select **Imported Document**.

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The Imported Document Information screen opens for review (Figure 2-128).

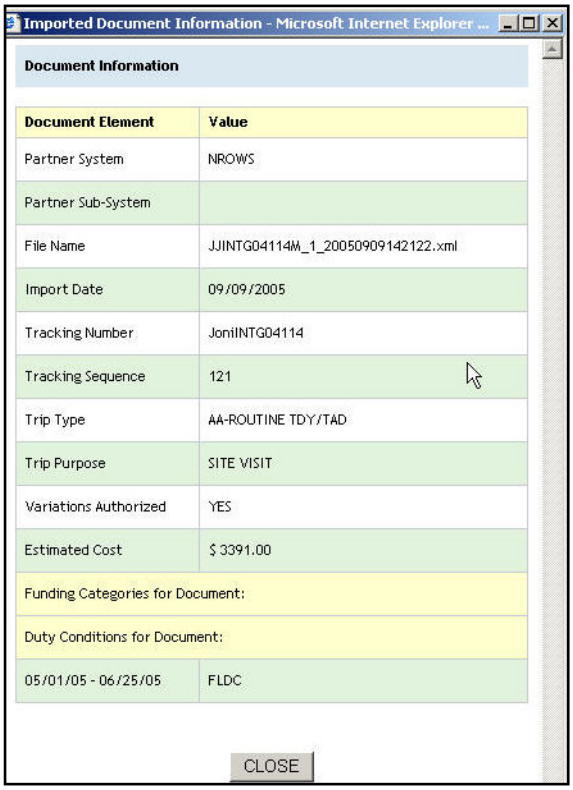

Figure 2-128: Imported Document Information Window

2. Select **CLOSE**.

Partner Settings

The Partner Settings link is used to open a screen that displays the partner system settings as they were at the time the travel document was created. These settings are preset and are determined by the service or agency. They remain static throughout the document's life cycle; they remain in place for the document even if the partner system settings are changed. Options available to the traveler for each travel document depend on the preset values in the Partner Setup.

Beginning on any screen in the document, follow the below steps to view its partner settings:

1. Select **Partner Settings**.

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The Partner Settings screen opens for review (Figure 2-129).

Partner Settings

Field Description	Value
Partner System	DTMOA
Partner Sub-System	
Auto Approval	Y
Obligation Upon Receipt	Y
Bypass Budget Edits	Y
DTS Organization Name	DTMO-TRAINING
Third Party System	N
Create Traveler	Y
Bypass DTA Approval	Y
Overwrite Traveler	Y
Allow Changes to Non-Duty Days	Y
Bypass Reject Processing	Y
Accounting System Max Reject	2
Disable LOA Edits	Y
Back-To-Back Orders	Y
Disallow Changes to Reimbursement Method	N
Disallow Registration Fee	N
Hard Stop Rental Car	N
Disallow Edit to Imported LOA (Except by the 3rd Party Reviewer)	N
Disallow Changes to Expense Allocation Method (Except by the 3rd Party Reviewer)	N
User Can Cancel Authorization	Y
Allow Data Modification	Y
Notice of User Acknowledgement	Y
Insert Dynamic Routing	N

CLOSE

Figure 2-129: Partner Settings Screen

2. Select **CLOSE**.

Comments

The Comments link is used to open a screen that displays general comments and instructions for the traveler. This is the same information presented before the Preview Trip screen opens when a travel edits the document. The Comments link will not display if there were no comments from the partner system.

Beginning on any screen in the document, follow the below steps to view travel document comments:

1. Select **Comments**.

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The General Comments to the Traveler/NDEA window opens for review (Figure 2-130).

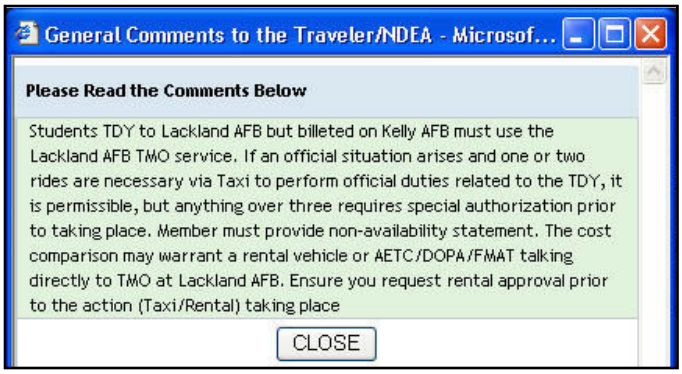

Figure 2-130: General Comments to the Traveler/NDEA Window

2. Select **CLOSE**.

2.11.3 AUTO APPROVED Stamp

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

- DTS will NOT assign the AUTO APPROVED stamp if any of the below conditions exist:
    - Audit flags for travel arrangements or expenses
    - Traveler or NDEA selects a non-GSA contract fare flight
    - Imported record is identified with a period of Inactive Duty Training or Inactive Duty Training Travel in the per diem duty conditions
    - Document is not generated from an imported file
    - Action is an amendment and the AUTO APPROVED status stamp has not been applied to any earlier version of the authorization
    - Amendment was systemically created immediately after DTS applied the APPROVED stamp in support of the Obligation Upon Receipt

When the AUTO APPROVED stamp cannot be applied because it was not enabled or because certain conditions exist, DTS sends the document through the assigned routing list for review and it is stamped with the manual APPROVAL stamp.

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

- A TANUM is applied to the authorization
- The GEX accounting system is notified of the need to obligate funds
- The CTO receives a follow-on communication that authorizes the purchase of the commercial airline tickets.
- If Bypass Budget Edits is set to *Yes* in the partner system settings, DTS ignores whether sufficient funds exist in the budget and stamps the document with the AUTO APPROVED stamp.

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2.11.4 Amendments to Imported Authorizations

If the traveler needs to modify an approved imported authorization, they must create an amendment. An amendment is created *after* a document is approved. An adjustment refers to a document that is modified *before* approval.

The steps to create an amendment for an imported authorization are the same the steps as for a regular authorization in DTS.

2.11.5 Cancellation of Imported Authorizations

When DTS receives and accepts a cancellation import file from the partner system, 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 for automatic and manual cancellations.

2.11.5.1 Automatic Cancellation of Authorizations

When a cancellation notice is received from a partner system, DTS automatically cancels the imported authorization when the below 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 below 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 or NDEA 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 or NDEA and no financial transactions have been transmitted (i.e., Obligation Upon Receipt), DTS will also delete the travel authorization. If a traveler profile was created during the processing of the initial import data file, DTS will retain the data and allow the traveler to complete self-registration.

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2.11.5.2 Manual Cancellation of Authorizations

The imported authorization must be cancelled manually when DTS receives a cancellation notice from a partner system *after* any of the below conditions have occurred:

- Trip start date
- TAW 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 notification to the traveler or NDEA that the trip is cancelled and that additional actions are required.
- The traveler or NDEA follows the appropriate DTS cancellation procedures. See Chapter 10 of this manual.
- The **trip cancel** link will appear in the Remove/Trip Cancel column on the traveler's Authorizations/Orders screen.

2.11.5.3 Cancellations Initiated from Within DTS

Occasionally it is 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* the **trip cancel** link displays in the Remove/Trip Cancel column on the traveler's Authorizations/Orders screen. The CANCELLED stamp displays in the traveler's **Submit this Document as:** drop-down list (Figure 2-131). This option allows the traveler to select the stamp and cancel the document.

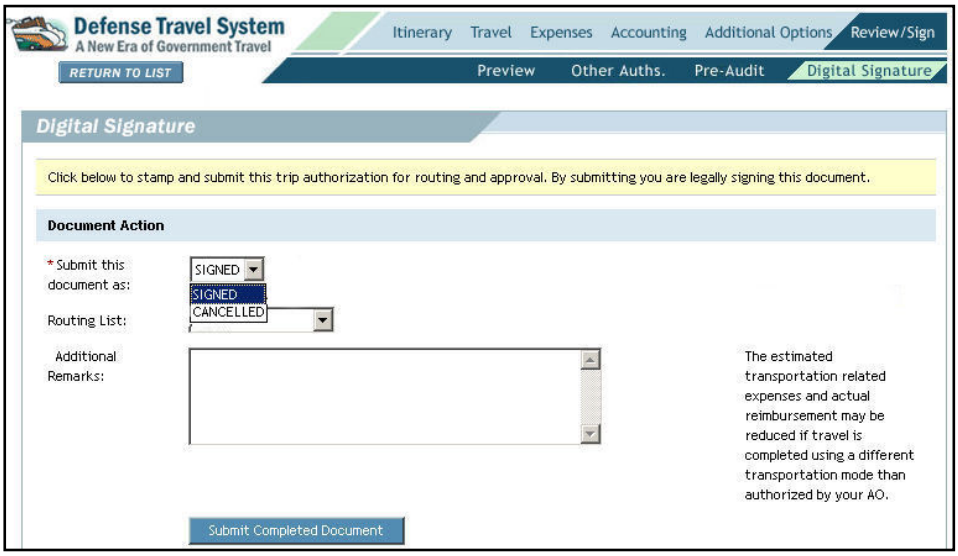

Figure 2-131: Traveler Stamp with CANCELLED Option Screen

Note: *Yes* is the default setting. 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.

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

Note: If the document contains a CTO fee or a submitted advance or SPP, the CANCELLED stamp will be unavailable 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 following:

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

2.11.6 DTS Import/Export (Partner System) E-mails

DTS generates several different e-mails when certain transactions occur between DTS and its partner systems. The traveler receives e-mails when new travel orders have been prepared or modified. The DTA receives an e-mail when a new traveler's profile requires review and update in order to travel. The DTS generated e-mails can be found in *Appendix E*.

2.12 Create Authorizations for Permissive Travel

DTS provides the ability to arrange travel for Permissive TDY. Users who select the trip type C-Permissive are not authorized reimbursement for their travel.

2.12.1 Trip Overview Initial Screen

Beginning in *Section A, I am leaving from,* follow the below steps to complete the fields on the Trip Overview screen:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

Selecting either one populates the Starting Point field with the information stored in the traveler's profile. If the starting point is other than the traveler's residence or duty station type the city

name into the **Starting Point** field and select **Search**. A pop-up window opens to select the **state** or

country code. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type in the date.

3. Select the **Trip Type** drop-down list arrow and select trip type **C-Permissive**.

A pop-up message informs the traveler that if in a duty status, a TDY travel authorization must be issued. If in a leave or other non-duty status, a travel authorization is not required (Figure 2-132).

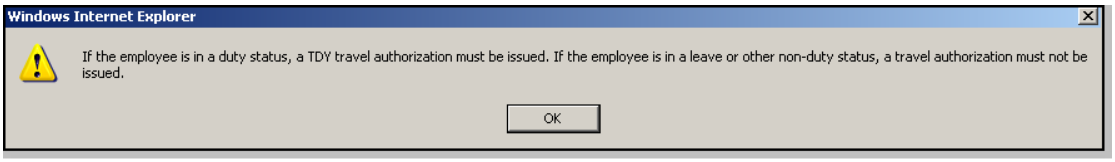

Figure 2-132: Pop-Up for C-Permissive Trip Type

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4. Select **OK**.

5. Select the **Trip Purpose** drop-down list arrow and choose a **trip purpose**.

6. (Optional) Complete the **Trip Description** field with details about the trip.

In Section B, I will be traveling to my TDY location by, will default to **Other**. This selection cannot be changed to indicate another mode of transportation (Figure 2-133).

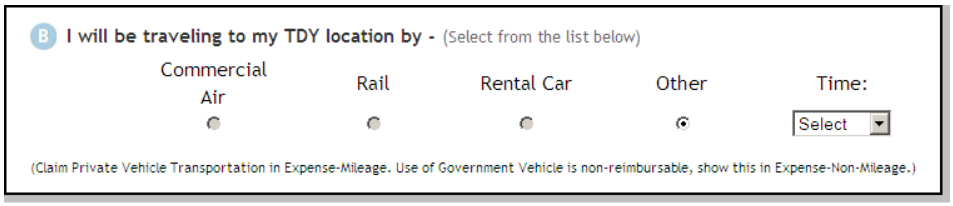

Figure 2-133: Trip Overview Transportation Mode Other

7. Select the **Time** drop-down list arrow and choose the estimated **time** of departure.

In *Section C, My TDY location is,* the traveler will identify one or more locations for this trip.

8. Identify Location 1.

The Location Tools box on the right side of the screen displays search criteria that the traveler can use to search for the location. See Sections 2.5.1.1 through 2.5.1.5 for guidance on using these tools. Before identifying Location 1, select one of the following buttons to search for the location in DTS:

- Location
- State/Country - Location
- ZIP Code
- County Lookup

9. Complete the **Arriving On** field using the calendar icon. This is usually the date that the traveler will arrive at their destination.

10. Complete the **Departing On** using the calendar icon. This is usually the date that the traveler will leave their destination.

Section D, At this location I will need, is not active for C-Permissive travel and is grayed out.

11. Select **Yes** to add another location to this trip. (See Section 2.5.2 for guidance).
    -OR-
    Select **No** if there are no more locations to add to this trip.

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2.12.2 Trip Overview Screen Refreshed

After selecting **No**, the Trip Overview screen refreshes with new Sections C and D. These sections now display fields in which to enter the return travel information. The traveler may continue to add TDY locations by selecting the **Add New Per Diem Location** in Section B.

Section C, I am returning to is where the return destination and date are entered.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

If the ending point is a location other than the residence or duty station, type the name of the city in the

Ending Point field and select **Search**. A pop-up window opens from which to select the **state** or **country code**. The code will populate in the text box next to the city name.

2. Complete the **Arriving On** field. Use the calendar icon to populate the field.

3. Select the **Trip Duration** radio button that identifies the length and needs of the trip. DTS defaults to **Multi-Day** if the trip exceeds one day. The traveler may select another radio button if necessary.

Section D, I will be returning from my TDY by, defaults to **Other**. This selection cannot be changed to indicate another method mode of transportation (Figure 2-133).

4. Select the **Time** drop-down list arrow and choose the estimated **time** of departure

Section E, Check this box if you have other ticketed transportation not listed above, is not active for C-Permissive travel and is grayed out.

5. Select **Save and Proceed**.

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2.12.3 Trip Preview Screen

After selecting **Save and Proceed** on the Trip Overview screen, the Preview Trip screen will open. This is where the traveler will complete the authorization. Comments will display in the Comments to the Approving Official field.

Note: Selection of an LOA is not allowed for documents with a C-Permissive trip type (Figure 2-134).

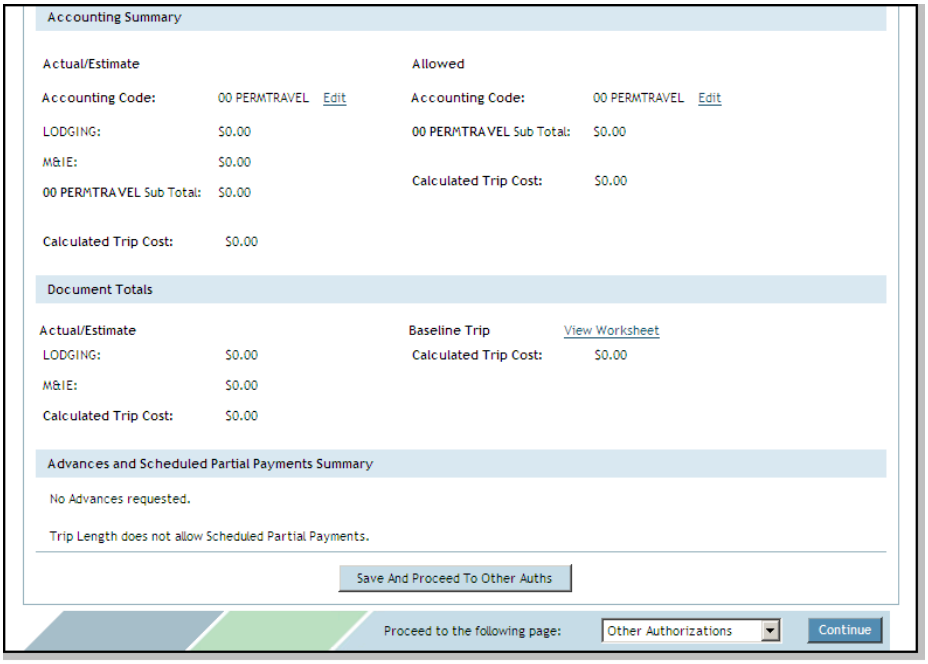

Figure 2-134: Trip Preview Accounting Summary/Document Totals

1. Select **Save and Proceed to Other Auths**.

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An Other Authorization will appear informing the traveler that attendance is in the DoD's best interest, but reimbursement is not authorized and that the traveler may choose not to perform the travel (Figure 2-135).

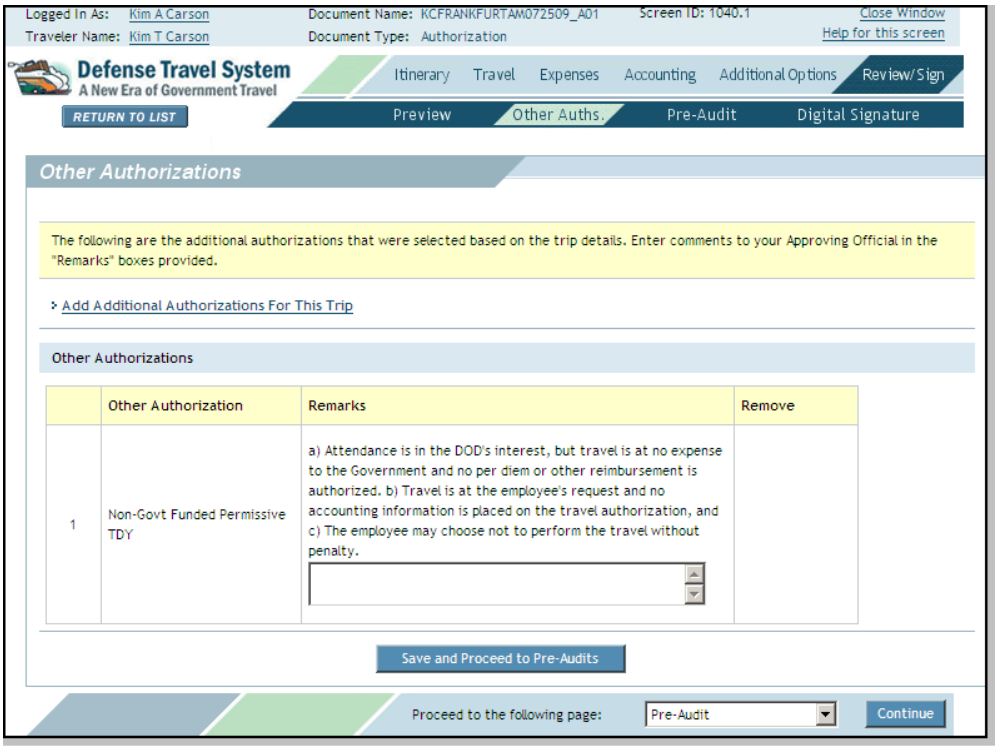

Figure 2-135: Non-Govt Funded Permissive TDY Other Authorization

2. Add any remarks if necessary.

3. Select **Save and Proceed to Pre-Audits**.

4. Review any Pre-Audits that may exist and select **Save and Proceed to Digital Signature**.

5. Complete the authorization by digitally signing it. See Section 2.10.4.

Note: DTS provides the ability to process a voucher for this trip type. The voucher may be used to report the duty status of the traveler and/or serve as an indicator for any leave that should be charged when the number of authorized days was exceeded.

2.13 Accession Travel

Travel from the traveler's home of record or a Military Entrance Processing Station (MEPS) to a basic training organization is referred to as Accession Travel. Accession Travel is generally one-way and completed within 12 hours or less.

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