



DEFENSE TRAVEL  
MANAGEMENT OFFICE



Defense Travel System  
A New Era of Government Travel

## R10 Software Update Information

### I. GENERAL SOFTWARE UPDATE INFORMATION

*\* Note: Information and dates provided are as of the time/date stamp above and are subject to change without notice. Updated information will be released as necessary.*

- **Software Update Name and Version Number:** Progress to Java R10 – # TBD
- **Projected DTS Release Date:** This software update is being incrementally implemented. Phase I of this process occurred on November 4, 2010, Phase II begins November 15, 2010 and full implementation for all remaining DTS sites is expected by the first of December. To determine if your organization has been affected by the phase I or II, login to DTS after each scheduled implementation date listed above and look for the blue banner in the upper left-hand corner of the screen. If the banner displays "Defense Travel System P2J Release 10 – DTS," this software update has been implemented across your organization. If you do not see these words in the banner, this update will be implemented on December 3, 2010.
- **Expected DTS Downtime:** none
- **EWTS Release Date:** October 15, 2010
- **TAC Outreach Call (Associated with this Update) Scheduled Date:** TBD - For the latest schedule, check the TAC Outreach Call announcement posted in TraX announcements ([www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport))
- **Updated Documents Post Date:** Documents will be posted on November 9, 2010

### II. SUMMARY OF FUNCTIONALITY *(As of October 4, 2010)*

This software update will focus on converting Group Authorizations, Document List, and Trip Overview sections of DTS code from Progress to Java, a more commonly used language that is more efficient and facilitates quicker, simpler, changes to the system. Additionally, this update will also resolve several System Problem Reports (SPRs) *(see section III)*.

### III. SYSTEM PROBLEM REPORTS *RESOLVED* WITH SOFTWARE UPDATE

Progress to Java R10	
Key	Summary
DTSP-2392	DMM-The DMM Module does not show the correct link after the AR has POS ACK
DTSP-2497	CTO Assistance: Worldspan comments are not going to CTO properly
DTSP-2564	Method of Reimbursement Incorrectly Defaulting to Comm Rail (Central Bill) with no other option on Rail Travel screen

DTSP-2939	Apollo - PNR with HX segment in PNR History will not sweep
DTSP-3328	Change Ticket Data Link and Save button is missing in Voucher for Rail Reservation in order to make changes
DTSP-3375	Trip Type on Vouchers is editable
DTSP-3376	TDY/TAD Location Departure Date Validation Missing
DTSP-3408	CBA - Invoice is not moving forward to Acknowledge
DTSP-4020	Getting Null Pointer error when user tries to sign the voucher with CR-C and Comm Bus expenses.
DTSP-4045	Voucher paid ALLOWED lodging, rather than actual Idg cost in the previous screen
DTSP-4165	Null Pointer Error: 90 Class: com.ngc.dts.services.financial.payment.PayrollCollectionServiceImpl Method: create OosReport
DTSP-4269	Supplemental Invoice out of balance by the amount of non-reimbursable cost COM. CARR.-C
DTSP-4282	Rental Car from GAUTH cannot be removed or adjusted on SAUTH
DTSP-4403	Voucher created from Auth with two PNRs; edit Other Ticketed Trans; Save/Exit; Enter Document again and triggers ISE when accessing the document
DTSP-4463	Personal credit card will not validate for Hotel booking when the traveler does not have an IBA
DTSP-4478	Import/Export: Changes are not applied when "Allow Data Modification" is set to YES
DTSP-4480	ISE - Class: org.hibernate.engine.Collections Method: processDereferencedCollection
DTSP-4497	ISE: Class: jess.Call, Method: updatePreAudits
DTSP-4509	ISE - Class:org.hibernate.impl.SessionImpl Method:forceFlush
DTSP-4514	ISE - Class: jess.Funcall Method: updatePreAudits
DTSP-4525	Import Export: Document stays in pending status instead of being rejected if the traveler does not exist in TPERSON table.
DTSP-4569	Import-Export: Incorrect Lodging Rate applied for the IDTN Duty Condition Code
DTSP-4575	Import-Export: Incorrect M&IE applied for the VSSL Duty condition
DTSP-4578	imported document replacing accorg with acclabel
DTSP-4611	TRIP CANCEL Link unavailable when SPPs have been paid on the authorization
DTSP-4682	Import Export: Document in pending status when gender is missing and overwrite traveler is YES
DTSP-4780	Import/Export - Mod not applied to most recent version of document
DTSP-4797	Pre Audit Justifications are missing after CTO Adjustment.
DTSP-4799	Error 90 - Class: com.ngc.dts.services.document.print.DD1610 Method: printDocument
DTSP-4802	When printing the DDForm 1351-2, the Receipt Checklist shows multiple "Null" entries with dollar amounts that do not appear on the voucher.
DTSP-4805	Error 90 - Class: com.ngc.dts.services.document.print.PrintUtils Method: printDocument
DTSP-4827	Error Code 90: Class: com.lowagie.text.pdf.AcroFields Method: printDocument

DTSP-4831	Error 90: No Class Method: printDocument
DTSP-4857	Issue with redirection from Progress to Java for GroupAuth Profile Validation
DTSP-4862	Alter previously paid SPP amount caused voucher out of balance
DTSP-4915	Remove Requirement to have Activated Profile in DTS to allow Import File to be Accepted
DTSP-4947	Voucher - Print Govt + Form shows extra day as end date. Go into Voucher and the end date is now extended an extra day. Per Diem is not affected.
DTSP-4949	Upgrade UWS from 1.4.8.0 to 1.4.10.0
DTSP-5224	When adding comments to the itinerary screen if actual lodging is checked on per diem entitlements screen the lodging updates to 300% of the lodging amount.
DTSP-5572	Group Travel - Select Traveler screen - SSN used for search is being cached between documents
DTSP-5568	Approved Amendment does not provide option to view previous adj levels. Document opens to current version
DTSP-5596	ISE when user clicks search travel team without selecting a travel team
DTSP-5590	Remove link is available on signed/t-entered voucher.
DTSP-5589	ISE received when clicking Who Am I link in the document list for a detached traveler
DTSP-5587	Signed Voucher or Auth with no Previous Adj Levels opens in Edit Mode. Not prompted for View/Edit. With previous Adj levels the Adj list appears and prompted for View or Edit.
DTSP-5586	ISE when selecting traveler from Official Travel Others search function and then hit backspace key and return to search list and select a different traveler
DTSP-5566	Document located through Xorg Search by TANUM is editable
DTSP-5560	Group Auth Traveler Select - Using Next/Prev/First/Last after selecting a Travel Team is performing poorly
DTSP-5664	SSN in Credit Card Expiration Email Is Not Masked
DTSP-5600	Correct SDN Construction for DEAMS
DTSP-4985	CP080169 - ADDITIONAL CBA MATCHING CRITERIA
DTSS-4041	AO is not able to approve any document.
DTSS-4033	Local Voucher: AO cannot adjust a local voucher through Route and Review.
DTSP-5680	Auths with Advance cannot be Amended
DTSP-5669	Six vouchers (same voucher) in documents awaiting my approval
DTSP-5668	ISE: Class: org.apache.commons.lang.time.DateUtils Method: isSameDay is occurring
DTSP-5666	When Reviewing a document, from the Adjustments Screen, Click any Print buttons and get a Null Pointer
DTSP-5662	Who Am I (outside the document) shows PCC but not GDS
DTSP-5661	Authorization created via "Create Trip Template" is assigned same TANUM as the Template Authorization
DTSP-5654	Adjustment page is not right when accessing from Route and Review

DTSP-5609	Traveler name on a view-only document accessed through Xorg Search by TANUM is incorrect
DTSP-5602	Official Travel Others - Lower-case TANUM search did not return traveler
DTSP-5598	Adjustments are shown duplicated and incorrectly
DTSP-5595	User is Unable to Schedule An Advance on a Single LOA
DTSP-5583	Original Group Auth Displayed Twice After Group Auth Amended
DTSS-4055	ISE on a GAUTH after distributing expenses by percentage to two of the three travelers
DTSS-4052	GAUTH - air cost is not being multiplied by the # of travelers
DTSS-4051	Lodging information is missing on the Preview Trip screen for GAUTH.
DTSS-4050	Discrepancy on Travel > Other Transportation screen for GAUTH.
DTSS-4049	Cancel Hotel and Change links are missing on Travel> Lodging screen for GAUTH
DTSS-4047	Null Pointer Error when select "View" link for flight under Trip Summary on Itinerary > Trip Overview screen of Voucher.
DTSS-4036	Trip Template: Other Trans is not copied when using trip template
DTSP-5699	R10: Duplicate Start- and End-points are created on the SAUTHs of a GAUTH
DTSP-5697	R10 ISE when trying to edit a voucher with no TDY location
DTSP-5690	Distributing Air and Rail Expenses do not create ticket and ticksub records.
DTSP-5686	The GOVCC check should not apply to Voucher Creation

#### IV. SYSTEM PROBLEM REPORTS *INJECTED* WITH SOFTWARE UPDATE

A complete list of SPRs and associated workarounds are available in the SIM in Passport ([www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)). If you do not have access to the SIM and would like workaround information, please contact the Travel Assistance Center. The TAC can be reached by submitting a help ticket online through the "Tickets" section of TraX ([www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport)) or by calling 1-888-Help1Go. If calling from overseas, use DSN 312-564-3950 or dial 809-463-3376 (wait for the beep) then dial 1-888-Help1Go (888-435-7146).

#### V. FREQUENTLY ASKED QUESTIONS

##### 1. What types of changes will be made in DTS with R10?

Software Update R10 will include the following system changes to Group Authorization, Group Authorization/Authorization, Authorization, and Voucher. Specific module and screen changes are included in the chart below.

GROUP AUTHORIZATION			
Module	Screen(s)	Object(s)	Details
Itinerary	Trip Overview	n/a	Sequence change, the Trip Overview will display before Traveler Selection screen.

		All objects	Format will be similar to individual authorizations.
		Trip Type drop-down list	MEPS-RECRUIT TRAVEL trip type will be removed from the Trip Type drop-down list.
Travel	Air Travel, Rental Car, and Lodging	Search criteria fields	DTS will automatically search according to the information entered on the Trip Overview screen.
Review/Sign	Cost Distribution	Cost / Percent distribution fields	When user selects a distribution method, fields will display the appropriate symbol (\$ or %).

GROUP AUTHORIZATION, AUTHORIZATION			
Module	Screen(s)	Object(s)	Details
n/a	Group Authorizations, Authorizations	Document name	No more UNK documents. DTS will no longer create documents with no location identified.
Itinerary	Trip Overview	Trip Type drop-down list	Trip types that are not used in DTS will be removed from the Trip Type drop-down list.
		Multiple TDY locations table	The color pattern will change to alternating green and white rows.

AUTHORIZATION			
Module	Screen(s)	Object(s)	Details
Route and Review > Document List	Accession Travel Authorizations	Approve Document List button	The button that allows bulk approval will be removed.

VOUCHER			
Module	Screen(s)	Object(s)	Details
Itinerary	Trip Overview	Trip Type drop-down list	Trip Type drop-down list will no longer be editable.

**2. How will group authorizations change?**

When creating a group authorization, users will see new Trip Overview screens that resemble those in an individual authorization (see figure 1). The user will also notice that the document begins with the Trip Overview before advancing to the Group Traveler Selection screen and then the Travel module. These changes will increase usability by making the flow of group authorizations consistent with that of individual authorizations.

Additionally, the Cost Distribution screen, under the Distributions tab in group authorizations, will display field formats that match the method that was chosen from the Distribution Method drop-down list. For example, if the user selects PERCENT from the Distribution Method drop-down list, the fields will default to 0%. If the user selects AMOUNT, the fields will default to \$0.00 (see figure 2). Previously, these fields were formatted after the user had saved the entered distributions.

Logged In As: [Terry T Carson](#) Document Type: Group Authorization Screen ID: 1151.1 [Close Window](#)  
Traveler Name: [Terry T Carson](#) [Help for this screen](#)

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### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about the group starting and ending locations (usually the primary travelers home or duty station) and the group TDY locations for per diem purposes. You will be able to add others to the travel group after these initial steps are complete.

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

**A The group is leaving from** - (Where the group will be working):

\*Starting Point: RES: Warrenton \* VA  ← Starting locations in profile:  
RESIDENCE  
DUTY STATION

\*Departing On: 10/17/2010  (mm/dd/yyyy)

\*Trip Type: AA-ROUTINE TDY/TAD \*Trip Purpose: TRAINING ATTENDANCE

Trip Description:

**B I will be traveling to my TDY location by** - (Select from the list below)

Commercial Air Rail Rental Car Other Time:  
    09:30 AM

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

**C The group TDY location is** - (Where the group will be working):

\*Location 1: BOULDER, CO ← Location Tools:  
Search By:  
Location  
State/Country - Location  
Zip Code  
County Lookup

\*Arriving On: 10/17/2010  (mm/dd/yyyy)

\*Departing On: 10/27/2010  (mm/dd/yyyy)

**D At this location I will need** - (Select all that apply from the list below)

Rental Car Lodging

**E Will the group be traveling to another TDY location?**

Figure 1: Group Authorization – Trip Overview Screen

Logged In As: Terry T. Carson | Document Name: TCCHICAGO08AR121310\_G02 | Screen ID: 1401.2

Traveler Name: Terry T. Carson | Document Type: Group Authorization

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

RETURN TO LIST | Distributions | Preview | Other Auths | Pre-Audit | Digital Signature

**Cost Distribution**

The following is a list of travelers that currently have distributed costs. Select the distribution method to be used, distribute the cost, and click the Save button at the bottom of the screen.

Selected Expense: Comm Air (Indiv Bill) for 12/13/2010  
Cost: \$105.70  
Distribution Method: Percent

Distribute to All Travelers:

Calculate Total	Total Distributed:	\$105.70
	Total Undistributed:	\$0.00
	Total Travelers:	4

Mouse over the travelers name to see their pay grade and SSN.  
\*\*\* indicates the primary traveler (Terry Carson).

Name	Percent	Name	Percent
Carson, Terry***	20%	CARSON, ERIC	30%
Carson, Kim	20%	CARSON, PAUL	30%

Calculate Total | Total Distributed: \$105.70 | Total Undistributed: \$0.00 | Total Travelers: 4

Save Distribution

**Expenses Summary**

Include the following:  
 Travel |  Mileage & Non-Mileage Exp.  
 Lodging / M&IE

Include Distributed?  No  Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

**Undistributed Expenses:**

Expense Type	Date	Cost	Method
Comm Bus	12/13/2010	\$300.00 (\$200.00)	
Comm Air (Indiv Bill)	12/13/2010	\$105.70 (\$105.70)	
Comm Air (Indiv Bill)	12/17/2010	\$235.70 (\$235.70)	
Parking - Terminal	12/17/2010	\$75.00 (\$75.00)	
Commercial Auto-In/Around	12/13/2010	\$241.88 (\$241.88)	

**Distributed Expenses:**

Expense Type	Date	Cost	Method
Lodging / M&IE	12/13/2010	\$212.00 / \$213.00	Equal
Lodging / M&IE	12/14/2010	\$212.00 / \$172.00	Equal
Lodging / M&IE	12/15/2010	\$212.00 / \$284.00	Equal
Lodging / M&IE	12/16/2010	\$212.00 / \$284.00	Equal
Lodging / M&IE	12/17/2010	\$0.00 / \$213.00	Equal

Figure 2- Group Authorization – Cost Distribution

3. What is an unknown (UNK) document name?

Unknown (UNK) is a temporary name that DTS assigns to a document when it is first created. DTS displays the temporary name (or UNK document name) at the top of the screen (see figure 3). The UNK document name consists of the traveler’s initials, the letters “UNK,” and the creation date. After the per diem location and travel dates have been saved, DTS uses that information to create an actual document name. For example, if a document was originally listed as ECUNK170910; after the per diem location and travel dates are saved, the document name will become ECHAMPTONVA170910.

Logged In As: Eric T. Carson | Document Name: ECUNK170910 | Screen ID: 1151.1

Traveler Name: Eric T. Carson | Document Type: Authorization

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**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

I am leaving from - (Select from list or enter below):

\*Starting Point: [ ] \*Departing On: [ ]

Starting Locations in Profile:  
RESIDENCE  
DUTY STATION

Figure 3: Trip Overview Screen – Before Release 10 (UNK Document Name)

#### 4. Why is the UNK document name being removed?

Except for the traveler's initials, the UNK does not contain any identifying information, therefore it is unnecessary. Its removal will reduce unnecessary database activity, as well as increase usability by preventing confusion that can occur when a user sees an UNK document name. If a document is created with no itinerary information and it is accessed again, no information will be available on the Trip Overview screen.

#### 5. What will users see in place of the UNK document name?

The area at the top of the screen where the UNK document name previously appeared will be blank (see figure 4). Once the Trip Overview details have been saved, the document name will appear in this area.

Figure 4: Trip Overview Screen – Release 10 (No UNK Document Name)

#### 6. How will the CTO Full Assistance Request button affect navigation in DTS authorizations?

The *CTO Full Assistance Request* button functionality will change with this software update. When a user chooses the CTO Full Assistance Request button, then selects OK on the pop-up, and elects to cancel the request, the user will be redirected from the Trip Overview screen to the *Itinerary>Trip Overview* screen. This screen (see figure 5) normally appears after the user has continued in the document past the itinerary and the navigation bar displays at the top of the screen appears. Additionally if the user cancels the CTO Full Assistance Request via the pop-up box prior to launching the CTO Full Assistance Request screen, the user will be redirected to the original Trip Overview screen. This change is necessary due to changes in code that were made to accommodate the removal of the UNK document names.

Logged In As: Terry T Carson
Screen ID: 1151.1
[Close Window](#)

Traveler Name: Terry T Carson
Document Type: Authorization
[Help for this screen](#)


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**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

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

**A I am leaving from** - (Select from list or enter below):

\*Starting Point:  \*VA  ←

\*Departing On:   (mm/dd/yyyy)

\*Trip Type:  \*Trip Purpose:

Trip Description:

Starting locations in profile:  
 RESIDENCE  
 DUTY STATION

**B My TDY location is** - (Where I will be working): [Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	EUSTIS, FL	02/21/11	02/25/11	Edit	Delete

**C I am returning to:** (Select from list or enter below):

\*Ending Point:  \*VA  ←

\*Returning On:   (mm/dd/yyyy)

\*Trip Duration:  12 Hours or Less  >12 - 24 Hours - With Lodging  
 >12 - 24 Hours - No Lodging  Multi-Day

Return locations in profile:  
 RESIDENCE  
 DUTY STATION

**D I will be returning from my TDY by** - (Select from the list below)

Commercial Air 
Rail 
Rental Car 
Other 
Time:

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

**E Check this box if you have other ticketed transportation not listed above:**

Figure 5 – Authorization (Trip Overview Screen)

Logged In As: Terry T. Carson Document Name: TCEUSTISFL022111\_A01 Screen ID: 1039.1 Close Window  
 Traveler Name: Terry T. Carson Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Trip Overview Per Diem Locations

**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

**Overall Starting Point Information**

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter a Starting Point:

QUANTICO VA Search

\* Start Date(mm/dd/yyyy): 02/21/2011

**Overall Ending Point Information**

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter an Ending Point:

QUANTICO VA Search

\* End Date(mm/dd/yyyy): 02/25/2011

**Other Trip Information**

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

\* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):  
 \* Trip Purpose: TRAINING ATTENDANCE

\* Trip Duration:  
 12 Hours or Less  >12 - 24 Hours - With Lodging  
 >12 - 24 Hours - No Lodging  Multi-Day

Authorization Number:

Authorization Date: 10/05/2010 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order:

Proceed to Per Diem Locations

Proceed to the following page: Per Diem Locations (TDY/1) Continue

Figure 6- Authorization - Trip Overview)

## 7. What changes will be made to trip types in DTS?

With this update, several changes that will be made to DTS trip types including:

- The *Trip Type* selection in vouchers will no longer be editable
- The MEPS-RECRUIT TRAVEL trip type will be removed from the group authorization *Trip Type* drop-down list
- Several trip types not used in DTS will be removed from the *Trip Type* drop-down list (see FAQ #9)

## 8. Why will users no longer be allowed to change the trip type on a voucher?

A voucher must have the same trip type that was approved on the authorization. If a user changes the trip type on a voucher, the document will fail the DTS audit process. To increase usability for travelers and Routing Officials, the *Trip Type* field in vouchers will be changed to view-only (see figure 7).

Logged In As: [Terry T Carson](#) Document Name: TCLASVEGASNV091610\_V01 Screen ID: 1039.1 [Close Window](#)  
 Traveler Name: [Terry T Carson](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) [Trip Overview](#) [Per Diem Locations](#)

### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

#### Overall Starting Point Information

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter a Starting Point:

\* Start Date(mm/dd/yyyy):

#### Overall Ending Point Information

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter an Ending Point:

\* End Date(mm/dd/yyyy):

#### Other Trip Information

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

\* Trip Type:  Trip Description (optional):

\* Trip Purpose:

### Trip Summary

#### Overall Starting Point

Leave From:	Warrenton, VA	<a href="#">Edit</a>
Leave:	16-Sep-10	

#### Location 1: LAS VEGAS, NV

Leave From:	Warrenton, VA	<a href="#">Edit</a>
TDY/TAD Loc:	LAS VEGAS, NV	
Arrive:	16-Sep-10	
Leave:	22-Sep-10	

#### Overall Ending Point

Leave From:	LAS VEGAS, NV	<a href="#">Edit</a>
Return Loc:	Warrenton, VA	
Arrive:	22-Sep-10	

Figure 7: Voucher – Trip Overview Screen

## 9. Which trip types will be removed from the Trip Type drop-down list?

The following trip types will be removed from the Trip Type drop-down list. Figure 8 shows a sample authorization Trip Type drop-down list after this software update has been implemented.

- AG-WILL COMMUTE
- FA-AT NO COM QTR M AVA
- FA1-AT NO COM QTR M AVA
- FB-AT NO C NO QTR M AV
- FB1-AT NO C NO QTR M AV
- FC-AT WILL COMM DIF CTY
- FC1-AT WILL COMM DIF CTY
- FD-AT WIL COMM SAME CTY
- FD1-AT WIL COMM SAME CTY
- FE-AD RES NO COMM W/\$
- FE1-AD RES NO COMM W/\$
- FF-AD RES W/OUT \$
- FF1-AD RES W/OUT
- FG-AD RES W/N SAME CTY
- FG1-AD RES W/N SAME CTY
- FH-AD RES COMMUTE W/\$
- FH1-AD RES COMMUTE W/\$
- FI-IDT OUT COMMUTE AREA
- FI1-IDT OUT COMMUTE AREA
- FJ-IDT IN COMMUTE AREA
- FJ1-IDT IN COMMUTE AREA

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**Trip Overview**

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

**A I am leaving from** - (Select from list or enter below):

\*Starting Point: RES: Warrenton \* VA Search

\*Departing On: 09/12/2010 (mm/dd/yyyy)

\*Trip Type: Select

Trip Description: Select

\*Trip Purpose: Select

**B I will be traveling** - (Select from the list below)

Rental Car Other Time: Select

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

Figure 8: Sample Authorization Trip Type Drop-Down List after R10 Implementation

**10. Why is the MEPS-RECRUIT TRAVEL trip type being removed from the group authorization drop-down list?**

The trip type MEPS-RECRUIT TRAVEL is not used in DTS.

**11. How will the approval process for Accession Travel authorizations change?**

The Accession Travel bulk approval functionality will be removed from the *Route and Review* module in DTS. Research shows that Accession Travel is not used in DTS, making this approval feature obsolete.

**12. What changes will be made to the Multiple TDY Locations table in DTS?**

The rows in the *Multiple TDY Locations* table currently display all rows on a white background. In order to match this table's background to that of other tables in DTS, the rows for this table will alternate between green and white (see figure 9).

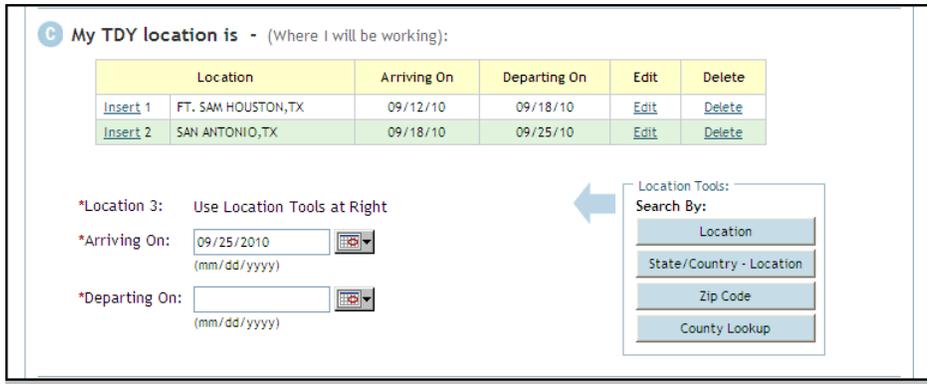


Figure 9: Multiple TDY Locations Table – Trip Overview Screen

**13. Will this change impact the functionality of entering TDY Locations?**

No. This change will improve readability and consistency of appearance. The functionality will stay the same.

**14. How is the way Departing On dates are entered changing?**

When a user enters and saves a *Departing On* date that is earlier than the *Arriving On* date for the TDY location, DTS will now display a pop-up error message that prompts the user to edit these dates prior to saving the *Trip Overview* screen and proceeding.

**15. Will the user be able to continue in the document without changing the TDY location dates?**

No. The user must select the *OK* button on the pop-up to indicate that the message has been read. The pop-up will appear each time an attempt to save the *Trip Overview* screen is made (see figure 10) until the dates are changed.

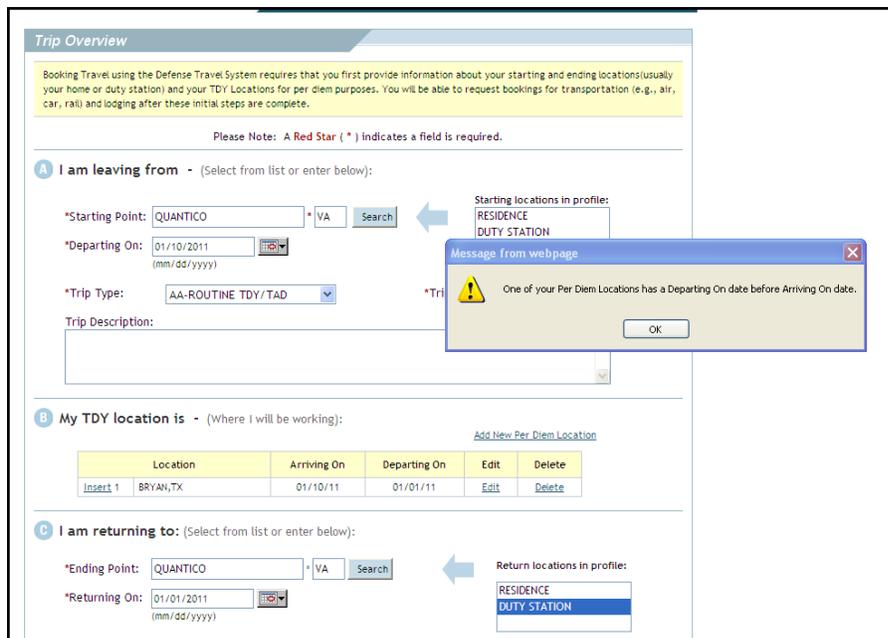


Figure 10: Trip Overview Screen – TDY Location Error Message