



**DEFENSE TRAVEL
MANAGEMENT OFFICE**



Defense Travel System
A New Era of Government Travel

Software Update Information FY17 July Release

Scheduled for July 2017

** Note: Information and dates provided below are subject to change without notice. Additional information will be added as it becomes available. This document is intended for Military Service and Defense Agency DTS Program Office Travel Managers, as well as Defense Travel Administrators.*

I. GENERAL SOFTWARE UPDATE INFORMATION

- **Release Software Version Number:** 1.7.3.49
- **Enterprise Web Training System (EWTS) Release Date:** July 12, 2017
 - **EWTS Expected Downtime:** TBD
- **DTS Release Date:** July 14, 2017
 - **DTS Expected Downtime:** TBD
- **TAC Outreach Call:** July 25, 2017 at 0800, 1300 EST. For instructions on how to participate in this call or for a copy of the slides, see the TAC Outreach Call announcement in the Announcements section of Travel Explorer (TraX) (www.defensetravel.dod.mil/passport).

II. SUMMARY OF FUNCTIONALITY *(As of July 20, 2017)*

- This release continues the incremental implementation of updates to the system's Java Framework, first in EWTS, then in DTS. These updates enhance technology to include 508 compliance, system stability and security, and allow the system to leverage new browser capabilities.
- Includes/resolves functionality content listed in section III.
- In **EWTS only**, this release adds a New Trip Workbook (for traveler) and consolidates Reservation Expenses, Mileage/Non-Mileage, Substantiating Documents into a new, combined My Expenses screen. It also includes an updated Expenses navigation bar to reflect the consolidated screen, and introduce new receipt functionality where travelers can crop and associate a receipt with each expense, as applicable. Additionally, it adds a caution icon (yellow triangle) where a receipt is not attached and is required. *For more information, please see Section IV.*

III. FUNCTIONALITY RESOLVED/INCLUDED WITH RELEASE

| | # | Title |
|----|----------|--|
| 1. | DTS-8906 | Budgets With the Format Map WAAS1 Return an Error When Attempting to Edit |
| 2. | DTS-8853 | I/E – NROWS and ROWSR can see each other under Partner System > File Status ¹ |
| 3. | DTS-8850 | JFU – Updating Itinerary with non-compact car causes ISE ¹ |
| 4. | DTS-8767 | Receipt Images not loading into travel documents ¹ |
| 5. | DTS-8348 | Location Removed When Clicking on Dates on New Itinerary ¹ |
| 6. | DTS-8347 | ROA Users Receive an Error When Attempting to Edit the Itinerary on Their Own |

| # | Title |
|-----|---|
| | Document |
| 7. | DTS-8301 BI Answers – Document Detail Fact fails to join to the Per Diem Lodge Fact |
| 8. | DTS-8197 Add New Rental Car Link* |
| 9. | DTS-8191 Review Booking screen* |
| 10. | DTS-8188 Add Rental Car screen search results* |
| 11. | DTS-8187 Add Rental Car screen* |
| 12. | DTS-8185 Trip Reservation Summary Screen - Rental Car section* |
| 13. | DTS-8184 Trip Details on Trip Reservation Summary screen* |
| 14. | DTS-8183 Trip Reservation Summary screen* |
| 15. | DTS-7654 Links within documents in view only mode require IE* or below to (cont) ¹ |
| 16. | DTS-1186 F6-RENEWAL AGREE LV applies M&IE per diem costs to selected LOA for dependent ¹ |
| 17. | DTS-387 Legacy Information regarding BIRT migration is still in Report Scheduler ¹ |
| 18. | DTS-114 FY16 Per Diem Incorrect for Two-Day Trips Spanning FYs ¹ |

*Work toward a future release

¹ Updated 8/9/2017

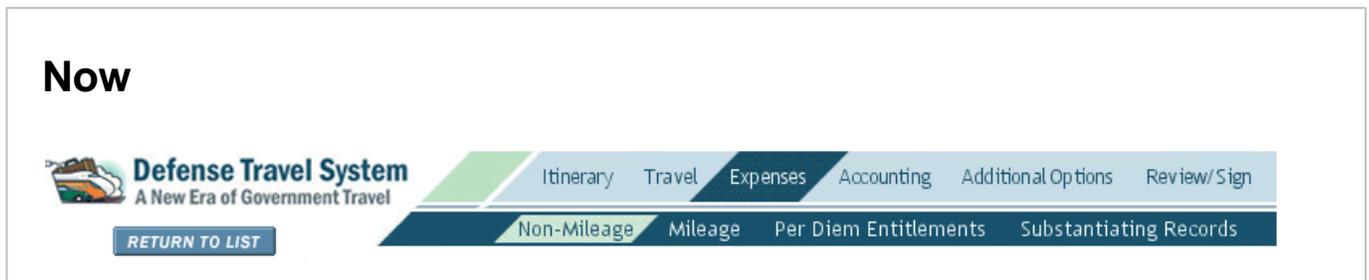
A complete list of release contents and associated workarounds are available in the *System Problem Report Information Manager (SIM)* via Passport, DTMO’s web portal located at www.defensetravel.dod.mil/Passport. If you do not have access to SIM and would like workaround information, create a TAC ticket requesting access to SIM account.

IV. Frequently Asked Questions

1. What is the name of the new screen to-be implemented this month in EWTS only?

My Expenses.

2. What does the current and to-be (new) navigation bar look like?



3. What is included on the “My Expenses” screen?

This screen will include four main areas:

1. Reservation Expenses
2. Other Expenses
3. Substantiating Documents
4. Trip Workbook (traveler only)

4. What does the *My Expenses* screen look like?

Figure 1: My Expenses Screen on a Voucher

5. Where do the expenses listed in the “Reservation Expenses” area originate?

DTS populates these expenses from the reservations information within your **Travel** tab.

6. How can I add expenses under the “Other Expenses” area?

You can add expenses by selecting the “+” within the “**Other Expenses**” title bar. Then, continue within the **Add Expense** popup.

7. When adding an expense within the “Other Expenses” area, what types of expenses can be added?

- Mileage Expense
- Non-Mileage Expense
- Transportation Expense
- Ticketed Expense

8. What does the “Add Expense” box look like? See figure 2.

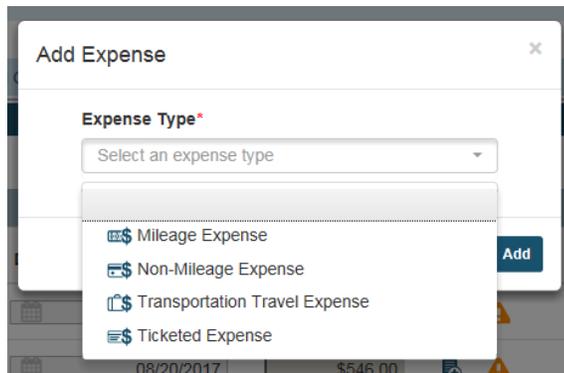


Figure 2: Add Expenses

9. Where do I enter an expense (versus select from the drop the drop down)?
See Figures 3 & 4.

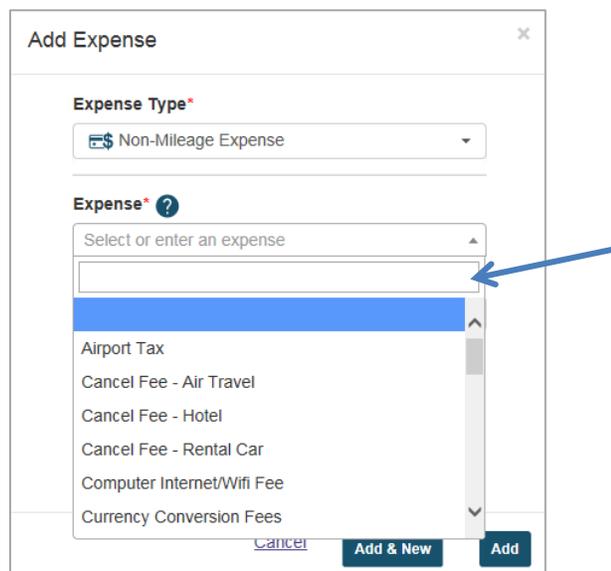


Figure 3: Add Expense – Enter an expense via typing

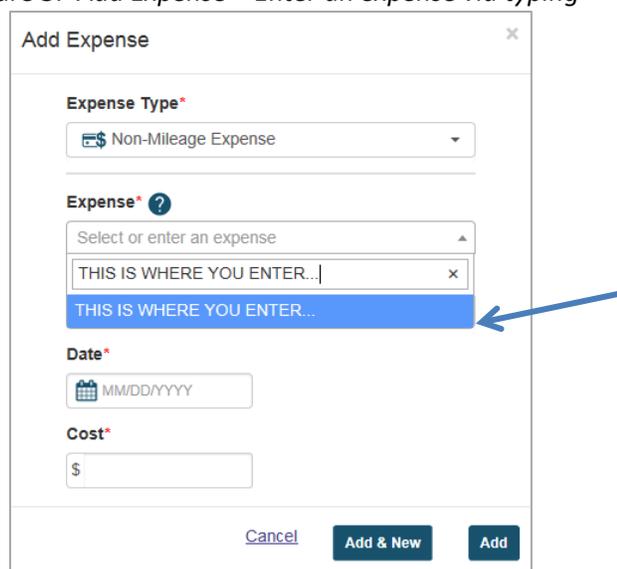


Figure 4: Add Expense – Enter an expense via typing, example

10. Does the area titled “Substantiating Documents” function similarly as today’s DTS?

Yes, and added is a drop down for Document Type. See Figure 5.

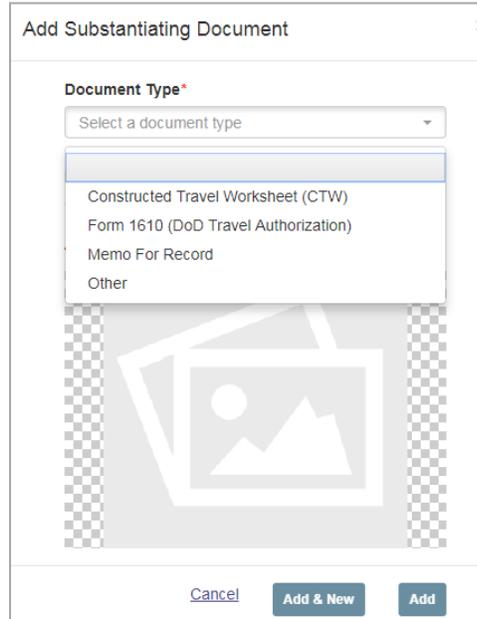


Figure 5: Substantiating Document – Document Types

11. Where can the “Fax Cover Sheet” link be found?

The Fax Cover Sheet link is at the top of the Trip Workbook. See Figure 6. Files added via Fax Cover Sheet will upload to both the Trip Workbook and Substantiating Documents.

Plus, a slight change for a faxed document; the file will be converted to a .jpeg to allow cropping versus the previous conversion to a PDF (.pdf).

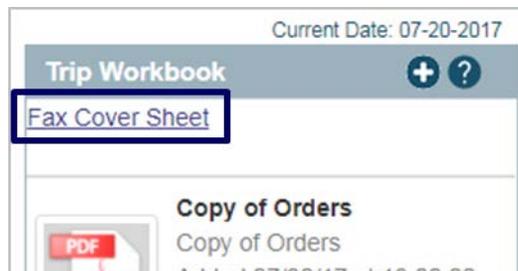


Figure 6: Fax Cover Sheet link

12. Who may use the “Trip Workbook? And what is the new functionality available to the traveler?

- The workbook is for the traveler’s¹ use.
- The traveler can:
 - drag and drop a file from their desktop directly into the workbook
 - select the “+” symbol to add a document via standard browsing capability
 - delete a document from the workbook
 - crop a portion of a document/receipt, then save the new image under a different name in the workbook

¹ Note: Traveler, in this context, may include other roles such as travel clerk or Non-DTS Entry Agent.

13. Will the Authorizing Official have visibility of the workbook contents?

No.

14. How long are the contents of the Trip Workbook retained?

The contents of the **Trip Workbook** are retained within the document for the life of the document, or until the traveler deletes a specific document.

15. How can receipts be associated with each expense item? What will indicate an expense has been associated with a specific receipt?

The traveler can associate receipts with each expense item by either drag and drop, or using the add functionality.

A thumbnail icon or numeral (indicating more than 1 receipt) will show up in the row the traveler has associated, under the “Document” column.

16. Will dashboards showing missing receipts for my organization be available?

Yes, for those with Business Intelligence Reporting Tool access, there will be dashboards available to see the count and percentage of receipts missing, with drill down capability.

17. How will an Authorizing Official (AO) see the My Expenses screen?

The AO would select the “Substantiating Records” button while on the Preview Trip screen. *(Note: This is the functionality as of the date of this document; if the workflow for an AO changes in the future, this document will be update.)*

18. Can I view this functionality and if so, how?

Yes, you may view the new screen in the EWTS environment. For those who already have EWTS access, please explore and share this screen with others in your organization. If you would like EWTS access, Defense Travel Administrators (DTAs) or DTS Instructors can request EWTS PKI certificates (mock CAC in a digital file format. Information is available in the EWTS Guide at: www.defensetravel.dod.mil/Docs/Training/EWTS_Guide.pdf.

19. When will this new screen be available in DTS (versus just EWTS)?

At this time, the scheduled implementation date is August 11, 2017.

20. Where will additional information be available?

Closer to DTS implementation, an information paper will be posted on the DTMO website and sent to all AOs and DTAs. Additionally, the Travel Assistance Center (TAC) will provide information at their Outreach Calls intended for DTAs. These are provided on the 2nd and 4th Tuesday of each month at 8AM and 1PM Eastern Time. For instructions on how to participate in this call or for a copy of the slides, see the TAC Outreach Call announcement in the Announcements section of Travel Explorer (TraX) (www.defensetravel.dod.mil/passport).