



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**



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

# Software Update Information FY14 Maintenance Release 4

*Scheduled for September 2014*

*\* Note: Information and dates provided below are subject to change without notice. Information will be updated as necessary.*

## I. GENERAL SOFTWARE UPDATE INFORMATION

- **Software Version Number:** 1.7.3.24
- **DTS Release Date:** This software update will be implemented in two parts. Part 1 will be deployed across DTS sites between September 5-12, 2014. To determine if you or a user in your organization is working in the version in which the release was implemented, refer to the blue banner in the upper left-hand corner of the initial DTS screen. If the banner has "Defense Travel System 1.7.3.24," the release was implemented for that user. *Please note that each time you access DTS between September 5-12, you could be directed to either the software version with the release implemented or the version without the release implemented.* Part 2- Business Intelligence (BI) Reporting Tool/Cognos will be implemented on September 30, 2014.
- **EWTS Release Date:** September 2, 2014, after 2300
- **Expected EWTS Downtime:** 6 hours starting at 2300 EST on September 2, 2014
- **Expected DTS Downtime:** 6 hours starting at 2300 EST on September 5, 2014
- **Business Intelligence (BI) Reporting Tool/ Cognos Downtime:** 6 hours starting at 2300 EST on September 30, 2014
- **TAC Outreach Call:** August 25, 2014 and September 9, 2014. For a copy of the slides presented, see the TAC Outreach call announcement in the TraX Announcement section.

## II. SUMMARY OF FUNCTIONALITY *(As of September 3, 2014)*

### **Maintenance Release – Part 1** (incrementally implemented between September 5-12, 2014)

Part 1 will resolve several system problem reports (SPRs) and will update DTS Non-Mileage expenses to comply with travel regulations. In some cases, expenses will be removed from the non-mileage drop-down list in an authorization, voucher, and group authorization, and local voucher, while others will be added. *(For specifics, see section V, Frequently Asked Questions #4)*

### **Maintenance Release – Part 2** (implemented on September 30, 2014)

Part 2 will deploy the following Reports into Business Intelligence (BI) Reporting Tool/ Cognos. Please note that some of the names are changing when being moved into the BI Reporting Tool/Cognos:

- PERSTEMPO
- Expense Report By Category (formerly known as TDY-to-School)
- Expense Report By Document Name (formerly known as DAU270)
- Debt Report with Offsets and Collections (formerly known as "Debt Management")
- Separation of Duty

- Partner System CTO Fee Report

### III. SYSTEM PROBLEM REPORTS RESOLVED WITH RELEASE

	SPR #	Title
1.	DTSP-8158	MCR Country Code: No Ability to Select County When Using County Lookup Button on Trip Overview
2.	DTSP-8140	Country Code MCR: Clicking Search with Populated Zip Code on the Per Diem Rates screen under Rates Lookup Produces No Results
3.	DTSP-8132	Local Voucher Obligation Submitted missing from the Whats Out list report for some accounting systems
4.	DTSP-8091	Some Cost-related data still rounded
5.	DTSP-7986	Worldspan documents updating to CTO Canceled versus CTO Ticketed when the CTO adds the fee via the M remark line
6.	DTSP-7974	Import/Export-Document stuck at AUTO approved when Using DEAMS LOA (338700) with Blank SDN
7.	DTSP-7946	DTSP-7945 Requirement Task: Changes to support Migration of Report Scheduler - Partner System CTO Fee Report to BI Tool (Cognos) SCR DTSP-7534
8.	DTSP-7740	SFIS Budget with leading/trailing space in LOA elements receive error messages at editing and save
9.	DTSP-7692	Adding funds to a prior FY, SFIS annual budget/funding target does not update the "available funding balance"
10.	DTSP-7284	When Copying an LOA into a budget the elements get populated into the wrong fields
11.	DTSP-7268	Unable to create a budget from an LOA with an ampersand in the label when selecting "Copy an existing LOA to this budget"
12.	DTSP-7141	CBA Remarks do not save after transactions are placed from Held into a new Interim Invoice
13.	DTSP-7011	TPERSON.OTIME_ZONE is set to null by imported file with Overwrite Traveler Partner Setting set to 'Yes'
14.	DTSP-6984	Secondary Invoices not being rejected with Primary Invoice
15.	DTSP-6982	CBA Carry Over Invoice's Header Out of Sync with Details
16.	DTSP-6937	CBA Amendment Auto Approval Not Working When Cost Difference Is Below Threshold
17.	DTSP-6930	There are no rules when rolling over SFIS LOA's where the AAID is 044328
18.	DTSP-6466	CBA Transaction Stuck at Amendment Pending After Successful Document Amendment
19.	DTSP-6199	Lowercase values are not forced to uppercase when saving budget LOAs with lowercase 'Dynamic' Create/Update/Copy DTA Maintenance Screens
20.	DTSP-4650	Profile Validation Saved with Incorrect City/State/Zip Code Combination

A complete list of SPRs and associated workarounds are available in SIM via Passport, DTMO's web portal located at [www.defensetravel.dod.mil/Passport](http://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. TECHNICAL SYSTEM CHANGE REQUESTS IMPLEMENTED WITH RELEASE

	SCR #	Title
1.	DTSP-7999	Ad Hoc Report Migration #6 - Separation of Duty
2.	DTSP-7998	Ad Hoc Report Migration #5 - Debt Management (now known as “Debt Report with Offsets and Collections”)
3.	DTSP-7996	Ad Hoc Report Migration #3 - DA270 (now known as “Expense Report By Document Name”)
4.	DTSP-7995	Ad Hoc Report Migration #2 - TDY-to-School (now known as “Expense Report By Category”)
5.	DTSP-7994	Ad Hoc Report Migration #1 - PERSTEMPO
6.	DTSP-7945	Report Scheduler Migration #8 - Partner System CTO Fee
7.	DTSP-7836	MCR140008: Update DTS Non Mileage Expenses to comply with Current Policy and Regulations
8.	DTSP-7518	MCR140002 GENC GOVERNMENT PROFILE FOR ISO 3166-1 – 2 AND 3 CHARACTER COUNTRY CODE COMPLIANCE (switch turned off)
9.	DTSP-7045	Prevent changing the expense type when editing non-mileage and mileage expenses

A complete list of SCRs is available in SIM via Passport, DTMO’s web portal located at [www.defensetravel.dod.mil/Passport](http://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.

## V. FREQUENTLY ASKED QUESTIONS

### 1. What expenses will be removed from the non-mileage drop-down list in an authorization, voucher, and group authorization?

The following expenses will be removed for those documents (authorization, voucher, group authorization) with a departure date on or after October 1, 2014:

- Authorized Business Call
- Authorized Call Home
- Baggage Tips
- GOVCC ATM Advance Fee
- GOVCC ATM Service Fee
- Laundry/Dry Cleaning
- Non-GOVCC ATM Advance Fee

The following expenses were previously removed from Appendix G with an effective date of April 1, 2014 and with this release, will no longer appear in the drop down selection for travel documents with a departure date of April 1, 2014 or later.

- Travelers Check Fee
- Boarding Fees
- Pet Expense

### 2. What expenses will be removed from the non-mileage drop-down list in a local voucher?

The following expenses will be removed for a local voucher with a local voucher date on or after October 1, 2014:

- Authorized Business Call
- GOVCC ATM Advance Fee
- GOVCC ATM Service Fee

The following expense was removed from Appendix G with an effective date of April 1, 2014 and will no longer appear in the drop down selection for local vouchers with a local voucher date of April 1, 2014 or later.

- Travelers Check Fee

### 3. What expenses will be added to the non-mileage drop-down list in an authorization, voucher, local voucher, and group authorization?

The following expenses will be added to the non-mileage drop-down list (Figure 1):

- Computer Internet/Wifi Fee
- Currency Conversion Fees

Figure 1: New Non-Mileage Expenses

### 4. Why are these expenses changing?

The expenses are changing to comply with the following regulation changes (already implemented or pending):

- Expenses (Travelers Check Fee, Boarding Fees, and Pet Expense) were removed from Appendix G with an effective date of April 1, 2014.

- MAP/CAP 183-14 (R) - *(Note: This policy change is pending official signature by the Per Diem Travel and Transportation Allowances Committee (PDTATAC) Chair. When signed, additional information on this policy change will be available).* In an effort to simplify policy, align with industry best practices, and reduce travel costs for the Department, the Incidental Expense definition in Appendix A of the Travel Regulations will be revised to: a) expand the definition of incidental expenses to include various previously reimbursable miscellaneous expenses including CONUS laundry, baggage tips for uniformed members, and ATM fees; and b) designate certain expenses such as, cell phone use and phone calls as mission-related versus travel-related expenses that are to be paid outside the travel system. The incidental expense (IE) portion of per diem is intended to cover such expenses, if incurred.

**5. What date will be used to determine if “removed” expenses should remain available in a document’s drop-down list?**

The document’s trip start date will dictate which expenses appear in the drop down lists. For local vouchers, the Local Voucher Date will be used in place of the trip start date.

**6. How will the “removed” expenses be handled in documents that cross over the effective date of removal?**

How expenses that are removed from the drop down lists are handled will be based on whether the document was created prior to or after the date of implementation (either April 1 or October 1, depending on the expense).

If the document was created **prior** to implementation:

- Expired expenses added prior to implementation can only be removed; edits will not be allowed.
- Expired expenses added to an existing document after implementation will trigger a message when the user attempts to save it (Figure 2). The user must select a new date prior to the ‘as of’ date in order to save it.

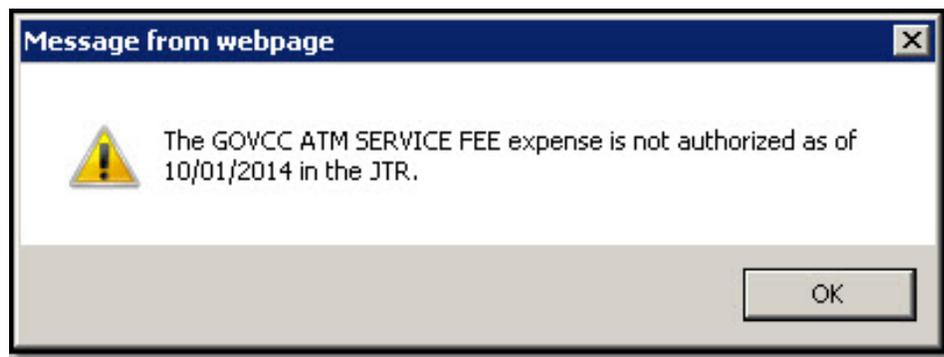


Figure 2: Expense Not Authorized Message

- Pre-audit advisories will display on the **Pre-Audit Trip** screen for expired expenses added prior to implementation (Figure 3).



Figure3: Pre-Audit Advisory for Expired Expense on an Existing Document

- Expired expenses added to the document prior to implementation will not prevent the document from being signed or approved. If the document has been signed, the AO will need to determine if the expense(s) should be removed prior to approval.

If the document was created **after** implementation:

- If a user selects an expired expense from the drop-down list and enters a date after the effective date of removal, a message will display when the user attempts to save it (Figure 2). The user must select a new date prior to the 'as of' date in order to save it.

## 7. Which expenses will have a new default for method of reimbursement (MOR) in an authorization, voucher, and group authorization?

The following expenses will change from 'Personal' to 'GOVCC-Individual' when the traveler's profile indicates Gov't Charge Card Holder = Yes and the charge card is valid:

- Airport Tax
- Excess Baggage
- Gasoline – POV
- Gasoline – Rental/Gov't Car
- Hotel Room Tax
- Hotel Sales Tax
- Parking – Recruit Training
- Parking – TDY/TAD
- Parking – Terminal
- Private Plane Airport Tax
- Private Plane Hangar Fee
- Private Plane Landing Fee
- Private Plane Tie Down Fee
- Public Transit
- Registration Fee
- Taxi-TDY/TAD
- Taxi-Terminal

The two newly added expenses (Computer Internet/Wifi Fee, Currency Conversion Fees) will use GOVCC-Individual as their default MOR.

The default MOR will not change for expenses in a local voucher since travel card use is not mandatory for local travel.

**8. Will travelers be able to change the MOR for expenses with a default MOR of GOVCC-Individual?**

Yes, travelers will have the option to change the default MOR to Personal.

**9. What other change will be made to expenses in DTS documents?**

Users will be unable to change the expense type when making edits to non-mileage and mileage expenses (Figure 4). In order to change the expense type, the user will need to remove the incorrect expense and add the correct one. This will apply to all document types.

**Non-Mileage Expenses**

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 10-Aug-14 Return: 09-Oct-14 **Edit Expense**

\* Expense Type:  - OR -

\* Cost: \$

\* Date: (mm/dd/yyyy)

\* Method of Reimbursement:

[view expense details](#) / [currency calculator](#)

**Expenses Summary**

Expense Type	Date	Cost	E/R
Hotel Room Tax	10/01/2014 to 10/08/2014	\$12.50	<a href="#">Edit</a> <a href="#">Remove</a>
Parking - TDY/TAD	10/08/2014	\$35.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$47.50	

Figure 4: Non-Editable Expense Type