



Information Paper:

Travel Advances for Restricted Airfares

Summary

When you request a restricted airfare, you generally have to pay for it within 24 hours. If you plan your trip well in advance of your trip start date, and if you used your GTCC to pay for the flight, you may have to repay that charge before you file your voucher. For this reason, DTS accommodates requests for travel advances, even for travelers who are GTCC holders.

Note: *In this info paper, unless stated otherwise “you” are a traveler, although anyone with access to traveler functions on your DTS documents can use them.*

Requesting a Travel Advance for Restricted Fares

Here’s how to request a travel advance to pay for a restricted airfare:

1. Create your authorization, requesting a restricted airfare and any other required reservations, **Add** expenses, attach supporting documents, and submit the authorization for approval.
2. After the AO approves the authorization, create an amendment for that authorization and navigate to the **Accounting** module (select **Accounting** from the **Progress Bar**). The **Advances** section appears on the **Accounting** screen (Figure 1), with the **Request Advance** link activated. **Note:** If you do not see the option to request an advance, contact your DTA to update your traveler profile settings.

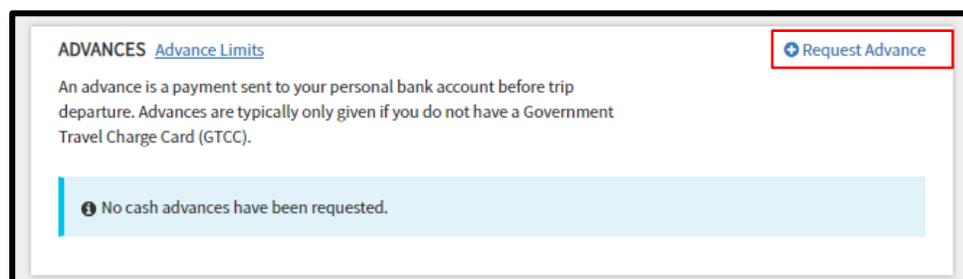


Figure 1: Accounting Screen – Advances Section

3. Select **Request Advance** (Figure 1). The **Advances** window opens (Figure 2). You must select **Choose an LOA** for the advance payment (Figure 2, Indicator 1). **Note:** There is an **Advance Limits** link (Figure 2, Indicator 2), to request a smaller amount, but in most cases, you wouldn’t want to further reduce the payment.



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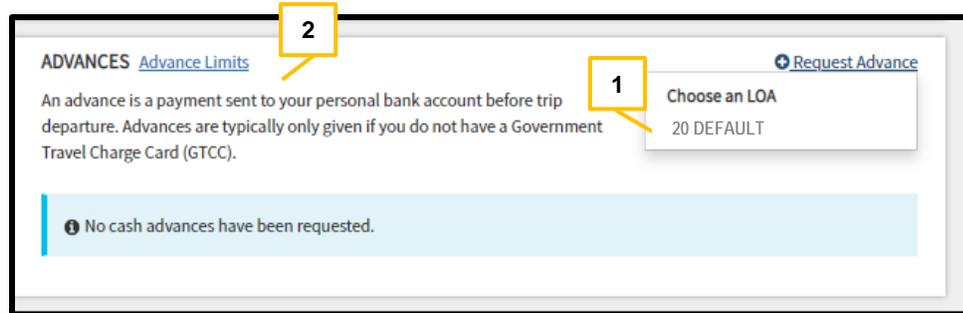


Figure 2: Accounting Screen – Advances – Choose an LOA Screen

4. Once you select **Choose an LOA** (Figure 2), the screen updates with the payment details (Figure 3). **Note:** Under the options (3-dots icon), you can **Edit**, **Cancel Request**, and select **Print Preview** (Figure 3, Indicator 1). To close the list, select options again.

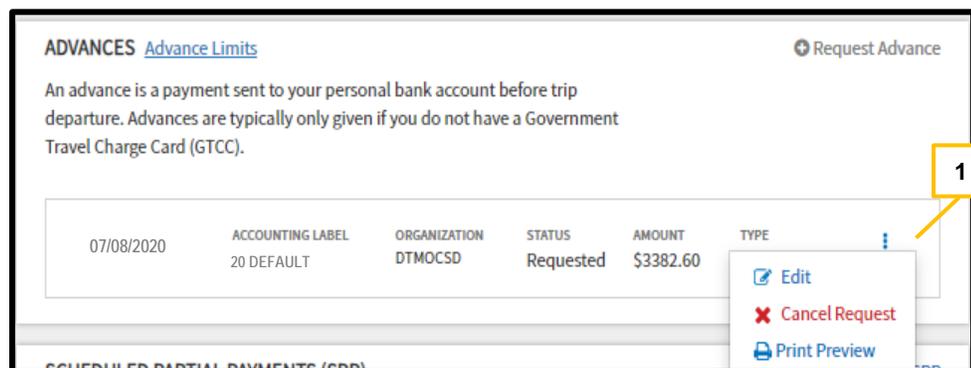


Figure 3: Advances (scheduled) Options Screen

5. Review the information then scroll down the page. Select **Continue** to proceed to the next screen.

After you make the request, DTS displays the request in several places. Unless stated otherwise, they all appear on both the authorization and voucher:

- On the voucher's **Entitlement Summary** screen (Figure 4).
- After approval, in the **Accounting** screen's **Disbursement** section (Figure 5).
- In the **Review Trip Authorization** screen's **Advances** and **Estimated Trip Cost** sections (Figure 6). **Note:** On a voucher, those names change slightly to the **Review Trip Voucher** screen and the **Actual Trip Cost** section.



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- In the **Other Auths and Pre Audit** screen's **Other Authorizations** section (Figure 7) – you must **Add Comments** for the other authorization flag.

Entitlement Summary Adjust Disbursements			
	Personal	GTCC	Total
Total Expenses	\$189.00	\$794.06	\$983.06
Prior Payments	\$300.00	\$0.00	\$300.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$-111.00	\$794.06	\$683.06
Total Adjustments	\$0.00	\$0.00	
Previous Pmt Adjustments	\$111.00	\$-111.00	\$0.00
Net Distribution	\$0.00	\$683.06	\$683.06

Figure 4: Entitlement Summary Screen (Voucher Only)

Disbursement Summary	
Advances Paid	\$300.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$300.00

[Show Details](#)

Figure 5: Accounting Screen – Disbursement Summary Section

ADVANCES Total Advances: \$300.00				
ACCOUNTING LABEL	TYPE	NOTES	DATE	AMOUNT
20 DEFAULT	EFT		07/08/2020	\$300.00

ESTIMATED TRIP COST			
TOTAL REQUESTED ADVANCE	CATEGORY	ALLOWED	ACTUAL
\$300.00	COM. CARR.-I	\$334.59	\$334.59
	LODGING	\$279.00	\$279.00
	M&IE	\$189.00	\$189.00
	RENTAL CAR	\$180.47	\$180.47
	TOTAL EST. ALLOWED		TOTAL EST. ACTUAL

Figure 6: Review Trip Authorization Screen – Advances and Estimated Trip Cost Sections



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Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Other Authorizations + Add Other Authorization

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

Non-ATM Advance Authorized

Comments + Add Comments

Figure 7: Other Auths and Pre Audits Screen – Other Authorizations Section

Signing and
Approving
the
Authorization

- Be sure to sign the trip timely. Continue to monitor your document in DTS for changes and look for TMC emails regarding reservation and ticketing status.
- Once you sign the document, it routes to an AO for review and approval. On the AO's **Digital Signature** screen, a checkbox appears "Allow advances to be paid to traveler immediately" (Figure 8, Indicator 1). Because the AO approved the use of the restricted airfare on the original authorization, they cannot remove the check from this box. In other words, the AO must approve immediate payment of the advance.

(Pending)
APPROVED

DOCUMENT STATUS * APPROVED

ROUTING LIST * CSD

Additional Comments + Add Comments

NAME
Chris A West

TODAY'S DATE
07/10/2020

Allow advances to be paid to traveler immediately

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Figure 8: AO's Digital Signature Screen



Key Note: After the AO approves the advance to pay for a non-refundable restricted airfare, DTS does not allow document cancellation (a comment to that effect will appear beneath the checkbox). The airline will charge the traveler for the airfare, so the traveler must file a voucher to claim reimbursement for that expense.

Training Resources

For more details on how to amend an authorization, see [Make Changes to DTS Documents](#) information paper. For more information on topics discussed in this paper, access the training resources listed below, using the following URLs:

DTS Guide 2: Authorizations

[-https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf)

Create an Authorization/Order

[-https://www.defensetravel.dod.mil/Docs/Training/Authorization_Tri-fold.pdf](https://www.defensetravel.dod.mil/Docs/Training/Authorization_Tri-fold.pdf)

DTS Guide 3: Vouchers

[-https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf)

Create a Voucher From Authorization

[-https://www.defensetravel.dod.mil/Docs/Training/Voucher_from_Authorization.pdf](https://www.defensetravel.dod.mil/Docs/Training/Voucher_from_Authorization.pdf)

Restricted Airfares Checklist

[-https://www.defensetravel.dod.mil/Docs/AP-RA-01.pdf](https://www.defensetravel.dod.mil/Docs/AP-RA-01.pdf)

Restricted Airfares Available in DTS

[-https://www.defensetravel.dod.mil/Docs/Look_Ahead_IP_2.pdf](https://www.defensetravel.dod.mil/Docs/Look_Ahead_IP_2.pdf)