



# Information Paper: Cross-Organization Funding

## Background

Some travelers perform TDY travel that is funded by an organization they do not belong to. In the Defense Travel System (DTS), the Cross-Organization (X-Org) Funding feature allows an organization to share a Line of Accounting (LOA), to make funding available to another organization or to a specific traveler.

## Share a Cross-Organization LOA

To share an LOA with an organization or traveler outside of your organization hierarchy, follow the steps below:

1. Select **Lines of Accounting** from the DTA Maintenance Tool drop-down list.

The Search Lines of Accounting screen opens. The **Organization Name** field is pre-populated with your main organization's name (Figure 1).

The screenshot shows the 'Defense Travel System' header with the slogan 'A New Era of Government Travel'. The user is identified as Helen West, with organization access to TDZ16DTMO. The 'DTA Maintenance' section is active, and the 'Lines of Accounting' tool is selected. The search interface includes a 'Label' field (FY + LOA Name), a 'Format Map' dropdown, and an 'Organization Name' field containing 'TDZ16DTMO'. There is also an 'Unbudgeted LOA(s) Only' checkbox and an 'Include Sub-Organizations' checkbox. A 'Search' button is located at the bottom of the form.

Figure 1: Search Lines of Accounting Screen

2. (Optional) To expand the search to include all suborganizations, check the **Include Sub-Organizations** box.
3. Select **Search**.

The Lines of Accounting (Search Results) screen opens.

4. Select **X-Org Funding** next to the LOA label to be used by the cross-organization or traveler (Figure 2).



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

Lines of Accounting (Search Results)

Organization Name: TDZ16DTMO  
 Include Sub-Organizations: No  
 Format Map:  
 Label: Unbudgeted LOA(s) Only: No

Select to Delete or Rollover	Edit			Organization Name	Label	Shared	Format Map	Link to
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 ADMIN	No	NAVY 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 CONFERENCE	No	NAVY 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 Default	No	DWAS 1, 1/1/2004	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 Office	No	MC 1, 8/1/2001	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 Travel	No	DWAS 1, 1/1/2004	<a href="#">New Budget</a>
<input type="checkbox"/>	<a href="#">Update</a>	<a href="#">Copy</a>	<a href="#">X-Org Funding</a>	TDZ16DTMO	16 Warfighting	No	NAVY 1, 8/1/2001	<a href="#">New Budget</a>

[Select All](#) [Clear All](#)

[Delete Selected \(on this page\)](#) [Rollover Selected \(on this page\)](#)

Figure 2: Lines of Accounting – X-Org Funding Button

The Search Cross Org screen opens (Figure 3).

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 16 Warfighting  
 Funding LOA Org: TDZ16DTMO

[Search](#) [Return List](#)

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<a href="#">Delete Selected</a>	

**Select Routing List:**

Document Type:  -Select to Add-  Routing List:  -Select to Add-

[Save Routing List](#)

**Selected Routing List:**

Select to Delete	Document Type/Routing List
<a href="#">Delete Selected</a>	

Figure 3: Search Cross Org Screen

5. Search for the organization or traveler that will use the LOA by completing one of the two text fields:



**Cross Org For Funding:** Enter the complete DTS organization name that will use the LOA.

-OR-

**Search Cross Org By Traveler SSN:** Enter the Social Security number (SSN) of the person that will use the LOA.

**Note:** The **Search Cross Org By Traveler SSN** option limits use of the LOA to a *specific* traveler. The **Cross Org For Funding** option allows *all* travelers who belong to the selected organization to use the LOA.

6. Select **Search**.

The Cross Org screen displays (Figures 4 and 5).

**Cross Org:**

Traveler First Name:	
Traveler Last Name:	
Traveler SSN(last 4 digits):	
Cross Org Name:	TDZ16DTMO
Cross Org Description:	DTMO Test
Funding LOA Label:	16 Warfighting
Funding LOA Org:	TDZ16DTMO

Figure 4: Cross Org Screen (Cross Organization for Funding)

**Cross Org:**

Traveler First Name:	Peter
Traveler Last Name:	West
Traveler SSN(last 4 digits):	XXXXX7343
Cross Org Name:	TDZ16DTMO
Cross Org Description:	DTMO Test
Funding LOA Label:	16 Warfighting
Funding LOA Org:	TDZ16DTMO

Figure 5: Cross Org Screen (Cross Organization Search by Traveler SSN)

7. Select **Save Org** if the correct organization displays.

-OR-

Select **Save Selected SSN** if the correct traveler displays.

The Search Cross Org screen displays (Figure 6), saved organizations and traveler names display in the **Organization/Traveler** box.



**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 16 Warfighting

Funding LOA Org: TDZ16DTMO

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS D

**Select Routing List:**

Document Type:  -Select to Add-  Routing List:  -Select to Add-

**Selected Routing List:**

Select to Delete	Document Type/Routing List
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Figure 6: Search Cross Org – Organization/Traveler Box

### Designate a Cross-Organization LOA Routing List

The organization responsible for funding the trip may designate a specific routing list to appear on any document using the cross organization LOA. The traveler cannot change this routing list.

If the funding organization does not designate a routing list to be used, standard routing list rules apply. The traveler's default routing list displays on the Digital Signature screen, but the traveler may select an alternate routing list if multiple options exist.

Follow the steps below to designate a routing list that a document using a cross-organization LOA must follow:

1. Select the **Document Type** from the drop-down list (Figure 7).



**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 16 Warfighting

Funding LOA Org: TDZ16DTMO

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS D

**Select Routing List:**

Document Type:  Routing List:

**Selected Routing List:**

Select to Delete	Document Type/Routing List
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Figure 7: Search Cross Org – Document Type Drop-Down List

2. Select the **Routing List** name from the drop-down list name (Figure 8).

**Search Cross Org:**

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label: 16 Warfighting

Funding LOA Org: TDZ16DTMO

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS D

**Select Routing List:**

Document Type:  Routing List:

**Selected Routing List:**

Select to Delete	Document Type/Routing List
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Figure 8: Search Cross Org – Routing List Drop-Down List



### 3. Select **Save Routing List**.

The document type and routing list name appear in the **Selected Routing List** box (Figure 9).

**Search Cross Org:**

Cross Org For Funding:	<input type="text"/>
Or	
Search Cross Org By Traveler SSN:	<input type="text"/>
Funding LOA Label:	16 Warfighting
Funding LOA Org:	TDZ16DTMO

**Selected Organizations and Individuals for Funding:**

Select to Delete	Organization/Traveler
<input type="checkbox"/>	DTMOCS
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	

**Select Routing List:**

Document Type:	AUTH	Routing List:	TRAINING
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**Selected Routing List:**

Select to Delete	Document Type/Routing List
<input type="checkbox"/>	AUTH/TRAINING
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>	

Figure 9: Search Cross Org - Selected Routing List Box

In this example, authorizations that use the “16 Warfighting” LOA must use the “Training” routing list.

For more information on Cross-Organization Funding, see Chapter 8 of the *Defense Travel Administrator’s (DTA) Manual*.