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.

*Note: In this information paper, “you” are a Defense Travel Administrator (DTA).*

Share a Cross-Organization LOA

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

1. Log into the DTA Maintenance Tool and select **Lines of Accounting** from the drop-down list. The Search Lines of Accounting screen opens.

2. (Optional) The **Organization Name** field pre-populated with your main organization’s name (Figure 1). Select a different organization if you need to.

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

4. Select **Search**. The Lines of Accounting (Search Results) screen opens.

5. Select **X-Org Funding** next to the LOA label (Figure 2). The **Search Cross Org** screen opens (Figure 3).
6. Search for the organization or traveler that will use the LOA by completing one of the two text fields:
   a. **Cross Org For Funding**: Enter a complete DTS organization name to allow all travelers who belong to that organization to use the LOA.
   b. **Search Cross Org By Traveler SSN**: Enter a Social Security number (SSN) to limit use of the LOA to a specific traveler.
7. Select **Search**. The Cross Org screen displays (Figures 4 and 5).

![Figure 4: Cross Org Screen (Cross Organization for Funding)](image)

8. Select **Save Org** or **Save Selected SSN**, as applicable. The Search Cross Org screen opens (Figure 6), showing the saved organizations and traveler names in the **Organization/Traveler** box.

![Figure 5: Cross Org Screen (Cross Organization Search by Traveler SSN)](image)
Designate a Cross-Organization LOA Routing List

The organization responsible for funding the trip may associate the cross organization LOA with a specific routing list. A routing list associated with a cross organization LOA functions as if it were the traveler’s default routing list. In other words, when a traveler selects the cross organization LOA, the associated routing list initially appears on the document, though the traveler can change it to any available routing list.

If the funding organization does not designate a routing list, the usual routing list rules apply.

Follow the steps below to associate a routing list to a cross-organization LOA:

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

![Figure 6: Search Cross Org with One Organization Selected](image)
2. Select the **Routing List** name from the drop-down list name (Figure 8).

![Figure 7: Search Cross Org – Document Type Drop-Down List](image)

![Figure 8: Search Cross Org – Routing List Drop-Down List](image)
3. Select **Save Routing List**. The document type and routing list name appear in the **Selected Routing List** box (Figure 9).

![Figure 9: Search Cross Org – One Routing List Selected](image)

In this example, authorizations that use the “16 Warfighting” LOA use the “Training” routing list as the default, though travelers can change it in their travel document.

For more information on Cross-Organization Funding, see the [DTA Manual, Chapter 8](https://www.defensetravel.dod.mil).