Defense Travel System

DTS Guide 2: Authorizations

July 12, 2018
# Table of Contents

1 Temporary Duty (TDY) Authorizations
   2 Create the Authorization
      2.1 Legacy Itinerary-Creation Process
         2.1.1 First Trip Overview Screen
         2.1.2 Second Trip Overview Screen
      2.2 New Itinerary-Creation Process
2 DTS Reservations Module
   3.1 The Progress Bar
   3.2 Transportation Security Administration (TSA) Information
   3.3 Make Flight Reservations
   3.4 Make Rail Reservations
   3.5 Make Rental Car Reservations
   3.6 Make Lodging Reservations
   3.7 Review Reservation Selections
3 DTS Expenses Module
   4.1 Trip Workbook
   4.2 Reservation Expenses
   4.3 Other Expenses
   4.4 Substantiating Documents
   4.5 My Expenses Screen Icons Explained
4 DTS Per Diem Module
   5.1 Adjust Per Diem Amounts Screen
5 DTS Accounting Module
   6.1 Accounting Codes
      6.1.1 Add or Remove a LOA
      6.1.2 Add Multiple LOAs
   6.2 Advances
   6.3 Scheduled Partial Payments
   6.4 Accounting Summary
6 DTS Additional Options Module
7 DTS Review/Sign Module
   8.1 Preview
   8.2 Other Auths.
   8.3 Pre-Audit
   8.4 Digital Signature
8 Helpful Resources
## Revision History

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Date</th>
<th>Authorization</th>
<th>Revision/Change Description</th>
<th>Page, Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>08/11/17</td>
<td>Defense Travel Management Office (DTMO)</td>
<td>New Guide</td>
<td>All</td>
</tr>
<tr>
<td>1.1</td>
<td>08/21/2017</td>
<td>DTMO</td>
<td>Updated Link</td>
<td>Section 8</td>
</tr>
<tr>
<td>1.2</td>
<td>09/28/2017</td>
<td>DTMO</td>
<td>Updated Screenshots</td>
<td>Sections 3&amp;4</td>
</tr>
<tr>
<td>1.3</td>
<td>12/4/2017</td>
<td>DTMO</td>
<td>Updated expense types</td>
<td>Section 4.1.2</td>
</tr>
<tr>
<td>2.0</td>
<td>1/19/2018</td>
<td>DTMO</td>
<td>Jan 2018 limited DTS release (look-ahead): Updated with major DTS changes to document creation, travel module, and expense process</td>
<td>Sections 2-4</td>
</tr>
<tr>
<td>2.1</td>
<td>1/24/2018</td>
<td>DTMO</td>
<td>Jan 2018 limited DTS release (look-ahead): Screenshot Changes</td>
<td>Throughout</td>
</tr>
<tr>
<td>2.2</td>
<td>2/16/2018</td>
<td>DTMO</td>
<td>Feb 2018 full DTS release: Removed look-ahead notice</td>
<td>Cover</td>
</tr>
<tr>
<td>2.3</td>
<td>2/23/2018</td>
<td>DTMO</td>
<td>Updated My Expenses screen icons</td>
<td>Section 4.1.5</td>
</tr>
<tr>
<td>2.4</td>
<td>6/15/2018</td>
<td>DTMO</td>
<td>Restricted flights Updated links</td>
<td>Section 3.3</td>
</tr>
<tr>
<td>2.5</td>
<td>7/12/2018</td>
<td>DTMO</td>
<td>Creation of Per Diem module. Major changes to Accounting module. Minor changes to Expenses and Additional Options modules.</td>
<td>Section 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Section 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sections 4 &amp; 7</td>
</tr>
</tbody>
</table>
1 Temporary Duty (TDY) Authorizations

A DTS authorization captures information regarding an upcoming TDY (locations, should-cost estimates, and other financial aspects of the trip, including travel-related expenses you* incurred prior to the first day of travel). Essentially, the authorization is a means of informing everyone who needs to know when you will be gone, where you will be working, and how much you expect your trip to cost.

When you create a TDY authorization in DTS, the system accesses database information from your DTS personal profile, your organization's budget, and DoD travel regulations to help streamline the document creation process.

*In this Guide, “you” are the traveler, unless stated otherwise.

2 Create the Authorization

To create an authorization, log onto DTS. On the DTS Welcome screen (Figure 2-1), select Official Travel, then Authorizations / Orders on the navigation bar and drop-down menu. The Authorizations screen (Figure 2-2) opens.
Select **Create New Authorization**. The Create New Authorization drop-down (Figure 2-3) opens.

- Select the top section (**Routine TDY and most trip types**) to use the new itinerary-creation process. You can use this option on any trip except those that use **Special Circumstances Travel** secondary trip types. Go to Section 2.2.

- Select the bottom section (**Special Circumstances Travel (SCT)**) to use the legacy itinerary-creation process. Go to Section 2.1. You can use this option on any trip.
Figure 2-3: Create New Authorization Drop-Down
2.1 Legacy Itinerary-Creation Process

You can follow the legacy itinerary-creation process on any authorization. You must use the legacy process if your authorization contains a “Special Circumstances Travel” trip type, which the new itinerary-creation process does not support. When you select bottom option on the Create New Authorization pop-up (Figure 2-3). The first Trip Overview screen (Figure 2-4) opens.

Note: A red asterisk (*) indicates required information.
2.1.1 First Trip Overview Screen

In Section A, I am leaving from, enter your basic trip details:

1. Complete the Starting Point field by selecting RESIDENCE or DUTY STATION.

   This section populates with information stored in your personal profile. If the starting location is not your residence or duty station, type the city name into the Starting Point field and select Search to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the Departing On field. Use the calendar icon or type the date.

3. Select the Trip Type.

4. Select the Trip Purpose.

In Section B, I will be traveling to my TDY location by, select the mode of transportation for your trip.

1. Select the radio button for the transportation mode you will be using to travel to your TDY location.

2. Select your preferred Time of departure.

In Section C, My TDY location is, identify your TDY location by typing the TDY location, zip code, or country name in the text field. A drop down list of cities or counties will display after you type 2 or more characters. If you type a zip code, the name of the city will display.

In Section D, select the radio button if you need a rental car at your TDY location. If selected, DTS automatically displays the Other Transportation screen later in the authorization creation process.

In Section E, select Yes if you need to enter another TDY location, or No if you are done entering TDY locations.

Selecting Yes displays options that will allow you to add date, travel, and location information for your next TDY location. When you select No, the Trip Overview screen updates (Section 2.2.2).
2.1.2 Second Trip Overview Screen

When you select No in Section E, the Trip Overview screen refreshes to show updated Sections B, C, and D and new Sections E and F (Figure 2-5).

Figure 2-5: Refreshed Trip Overview Screen
In **Section C**, I am returning to, enter your return destination and date.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

2. Enter or select the **Arriving On** date.

   **Note:** If you travel across the International Date Line from east to west, your **Departing On** date may actually be later than your **Arriving On** date (e.g., you leave Tokyo, Japan on Tuesday and arrive in San Diego, CA on Monday). DTS flags this as an error. To fix it, you must change the **Arriving On** date to equal the **Departing On** date, and make a note in the **Trip Comments** box of the Trip Preview screen to indicate the actual **Arriving On** date.

3. Select the correct **Trip Duration** radio button. DTS defaults to **Multi-Day** if the trip exceeds one day.

In **Section D**, I will be returning from my TDY by, identify the transportation mode for the return trip.

1. Select the type of transportation you will use to travel from the TDY location to the return location.

2. Select your **Time** of departure.

**Section E** contains one check box labeled, “*Check this box if you have other ticketed transportation not listed above*”. Check the box if you will purchase a transportation ticket without making reservations in DTS.

In **Section F**, identify whether you will attend a conference or event on this trip – and if so, which one.

1. Select **Not Applicable** if you will not attend a conference
   -OR-
   Select **Search Conference/Event**, then select or enter the name of the conference or event you will attend.

2. Select **CTO Full Assistance Request** to have the Travel Management Company (TMC; what DTS calls a “Commercial Travel Office [CTO]”) book all your reservations for you. The TMC may charge an additional fee if you use this option.
2.2 New Itinerary-Creation Process

You may use the new itinerary creation process for all TDY trips unless your trip requires you to use one of the “Special Circumstances Travel” secondary trip types.

When you select the top option on the Create New Authorization pop-up (Figure 2-3), the Create Itinerary screen (Figure 2-6) opens.

Figure 2-6: Create Itinerary Screen
The Itinerary screen contains three sections:

- **YOUR TDY LOCATION(S)**
  - Enter the **Arriving** and **Departing** date for each TDY location.
  - Identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
  - Identify how you will travel, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

  If you are traveling to multiple locations, select the plus sign (+) icon below **Rental Car** to add a row for your next TDY location.

- **TRIP OVERVIEW**
  - The **Leaving On** and **Returning On** dates auto-populate to match the dates in the **YOUR TDY LOCATION(S)** fields. If any date is not correct, enter the correct dates.
  - Enter the place you will be **Leaving From** and **Returning To**.
  - The **Trip Duration** auto-populates.

- **YOUR TRIP DETAILS**
  - Change the **Type** if the pre-populated option isn’t correct and select a **Purpose** for your TDY. The Description text box is optional.
  - If you will be attending a conference, enter the requested conference information.

After you complete the entries on this screen, select **Continue** to proceed to the **Reservations** module (Section 3), where you can make your trip reservations.
3 DTS Reservations Module

The DTS Reservations module (Figure 2-7) lets you make commercial air and rail, rental car, and lodging reservations. After you save your itinerary, if your itinerary calls for any reservations, the Reservations module automatically opens. Information displays in two columns beneath the header bar (indicator #1) and navigation bar (indicator #2):

- On the left, a progress bar (indicator #3) shows all the items you need to complete before you sign the authorization. See Section 3.1.

- On the right, the working area (indicator #4) contains the tools you’ll use to make your reservations. See Sections 3.2-3.6.

You can re-visit the Reservations module at any time by selecting Reservations at the top of any DTS screen. Note: The old DTS screens still call the Reservations module the Travel module.

![Figure 2-7: DTS Reservations Module Overview](image)
3.1 The Progress Bar

The progress bar (Figures 2-8a and 2-8b) shows what you have done so far (green circle with a checkmark), what you are currently working on (red icon), and what you still have to do (grey icon). Reservations you skipped also display a red icon.

You can collapse or expand each individual section. Figures 2-8a and 2-8b show the progress bar with different sections expanded.

![Figures 2-8a and 2-8b: Progress Bar](image)

The progress bar contains the following sections:

1. **Itinerary**: Enter basic trip details (Sections 2.1-2.2).

2. **Transportation to TDY** (Sections 3.2-3.5)
   - Enter your TSA information (only appears if you require at least one flight).
   - Reserve en route transportation (e.g., flights, trains, rental cars) to, from, and between official locations.

3. **Reservations: <location>**: Reserve hotels and “in-and-around” rental car transportation at each TDY location. (Sections 3.5-3.6)
4. **Review:** Check all your reservations. Add new or delete existing reservations as needed. (Section 3.7)

5. **Expenses:** (Sections 4-6)
   - Enter your reimbursable expenses and travel allowances.
   - Enter lines of accounting.
   - Request a travel advance or partial payments.
   - Update your DTS profile.

6. **Trip Finalization:** (Section 7)
   - Review and sign the document.
   - Place official comments on the document.
   - Justify flagged expenses.
   - Digitally sign the document.

**Note:** Items on the Progress Bar are not links. You cannot use them to navigate to different screens.

### 3.2 Transportation Security Administration (TSA) Information

If you need air reservations, the TSA Secure Flight Information screen (Figure 2-9) displays first. If you do not need air reservations, the screen does not appear.

![Enter Your TSA Info for This Trip](enter_tsa_info.png)

*Figure 2-9: TSA Information Screen*
You must enter TSA Secure Flight Information whenever you request air reservations. It contains the Secure Flight Personal Data (SFPD) information that DTS must transmit to the TSA for watch list screening. The fields populate with information from your DTS profile, but you can change them if necessary.

When creating an authorization for a dependent, you must enter the information for the dependent traveler.

**Note:** The TSA PreCheck program offers expedited security screening at participating airports. To use dedicated TSA PreCheck security lanes, enter your DoD ID number in the **Known Traveler Number** text box (see Table 2-1) when making air reservations for official travel.

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, Last Name, Middle Initial</td>
<td>Enter your name as it appears on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.).</td>
</tr>
<tr>
<td>Gender</td>
<td>Select whether you are male or female.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Choose the date you were born.</td>
</tr>
<tr>
<td>Known Traveler Number</td>
<td>(optional) Enter the 10-digit DoD ID number on the back of your Common Access Card (CAC) if you are enrolled in the TSA PreCheck program.</td>
</tr>
<tr>
<td>Redress Number</td>
<td>(optional) Enter the number the Department of Homeland Security assigned you to prevent watch list name misidentification if you have experienced previous travel screening difficulties.</td>
</tr>
</tbody>
</table>

1. Enter or update your profile information, if needed.

2. (Optional) Check the **Save this TSA information to my profile** box to update your DTS personal profile. If you don’t selected it, the information will only be used for the current document.

3. Select **Continue to Booking**.

### 3.3 Make Flight Reservations

If you indicated you would use commercial air as a transportation mode when you built your itinerary, DTS automatically searches for flights and displays the results. You can also access the flight screens at any time by selecting **Add to Trip > Add new flight** on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the **Trip Summary** link on any screen in the **Reservations** module, or **Reservations** or **Travel** at the top of a screen in any other document module.
Booking a flight is a three-step process.

1. **Step 1** (Figure 2-10): DTS initially lists available airfare with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive. Use a **Select Flight** button (indicator #1) to choose a flight.

   **Note:** When DTS displays or when you select a restricted airfare, DTS provides warnings about the use of restricted airfares in general and details about the selected flight in particular. Some of the information DTS provides includes:

   - Showing the fare category as *Restrictions Apply* and highlighting it in yellow.
   - Providing information about those restrictions under the **Fare Rules** link (see Figure 2-10).
   - Displaying a pop-up to warn you about the possibility of incurring additional fees if your travel plans change.
   - Providing similar warnings and information throughout the air reservation process.

For important information about how to handle restricted fares in DTS, see the information papers *Restricted Airfares in DTS* and *Travel Advances when Using Restricted Airfares.*
Figure 2-10: Step 1: Select a Flight
2. **Step 2** (Figure 2-11): If the airline made a seating chart available, select an available seat (indicator #1) marked in green or a seat type (indicator #2) before selecting **Confirm & Continue** to advance to the next screen.

**Note:** If you chose a flight with more than one leg, you must do this for all legs.
3. **Step 3** (Figure 2-12): You can make special accommodation requests (indicator #1), enter rewards program information (indicator #2), and change the payment type – say, to show you’re paying with a CBA – (indicator #3), before you book your choice (indicator #4).

![Figure 2-12: Step 3: Confirm Your Flight](image-url)
If you cannot find a flight that meets your mission requirements, you have two options. On the Air Step 1 of 3 screen (Figure 2-10):

1. Use the area at the top of the screen (indicator #2) to search for different flights.

2. Select the Request TMC Assistance link at the bottom of the screen (indicator #3) to have the TMC help you find a flight. You may add information to the system-generated comments, but do not alter them.

**Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue making air reservations until you have booked all flights. After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

### 3.4 Make Rail Reservations

If you indicated that you would use commercial rail as a transportation mode when you built your itinerary, DTS automatically searches for trains and displays the search results. You can also access the rail screens at any time by selecting Add to Trip > Add new rail on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the Trip Summary link on any screen in the Reservations module, or Reservations or Travel at the top of a screen in any other module.

Requesting a train reservation is a two-step process. However, because rail vendors do not post live train availability to DTS, the system can only display a static list of scheduled departures. Also, for the same reason, DTS cannot book rail travel directly – you must go through the TMC.
1. **Step 1** (Figure 2-13): DTS lists scheduled trains, initially in departure time order. Use a Select Train button (indicator #1) to choose a train.

![Figure 2-13: Step 1: Select a Train](image-url)
2. **Step 2** (Figure 2-14): You can request a seat preference (indicator #1) and add comments to the TMC (indicator #2; see **Note** below) before you send the request (indicator #3).

![Figure 2-14: Step 2: Confirm Your Train Request](image)

**Note:** Because DTS can’t make rail travel arrangements directly, when you select a train and seat type, the system emails a reservation request to the TMC. When the TMC makes your rail reservations, DTS will update to display all pertinent information.

If you cannot find a train that meets your mission requirements, you have three options:

1. Use the area at the top of the Train Step 1 of 2 screen (Figure 2-13, indicator #2) to search for different trains.

2. Before you select **Send TMC Request** on the Train Step 2 of 2 screen (Figure 2-14),
include comments to the TMC to help them find a train that better suits your mission needs. You may add information to the system-generated comments, but do not alter them.

3. Select the Request TMC Assistance link at the bottom of the Train Step 1 of 2 screen (Figure 2-13, indicator #3) to have the TMC help you find a train. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue until you have requested reservations for all trains.

After you send your last train request, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.5 Make Rental Car Reservations

If you indicated that you would use a rental car as a transportation mode (either en route or in-and-around) when you built your itinerary, DTS automatically searches for rental cars and displays the search results. You can also access the rental car screens at any time by selecting Add to Trip > Add new rental car on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the Trip Summary link on any screen in the Reservations module, or Reservations or Travel at the top of a screen in any other module.

Booking a rental car is a two-step process.

1. **Step 1** (Figure 2-15): DTS initially lists available rental cars from least expensive to most expensive. If you require a one-way rental or an en-route rental, select Advanced Options (indicator #1), check the appropriate boxes, and select Search (indicator #2) to generate a new list of available vehicles. Use a Select Car button (indicator #3) to choose a vehicle.
Figure 2-15: Step 1: Select a Rental Car
2. **Step 2** (Figure 2-16): You can enter rewards program information (indicator #1), make special accommodation requests (indicator #2), and change the payment type (indicator #3), before you book your car (indicator #4).

*Figure 2-16: Step 2: Confirm Your Rental Car*
If you cannot find a rental car that meets your mission requirements, you have two options. On the Rental Car Step 1 of 2 screen (Figure 2-15):

1. Use the area at the top of the screen (indicator #2) to find different rental cars.

2. Select the Request TMC Assistance link at the bottom of the screen (indicator #4) to have the TMC help you find a rental car. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue making rental car reservations until you have booked all cars. After you select your last vehicle, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.6 Make Lodging Reservations

If you selected either a > 12 - 24 Hours – With Lodging or a Multi-Day trip duration of when you built your itinerary, DTS automatically searches for policy-compliant lodging options and displays the search results. You can also access the lodging screens at any time by selecting Add to Trip > Add new lodging on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the Trip Summary link on any screen in the Reservations module, or Reservations or Travel at the top of the screen in any other module.

DTS initially displays only the lodging type that meets JTR directives (which depends on who you are and where you’re going). You may display others as needed. Options include, in the order displayed:

1. DoD Lodging
2. Government Privatized Lodging
3. DoD Preferred Commercial Lodging
4. Available Options (i.e., all other commercial lodging)

If a directed lodging type has no availability, DTS lets you know that and offers other options.

Booking lodging is a three-step process.

1. Step 1 (Figure 2-17):
• DTS lists available lodging options, divided by category and listed from least expensive to most expensive.

• The following options are available:
  o You can decline available, directed lodging types to display and book another lodging type (indicator #1), though if you do you may receive a limited lodging reimbursement.
  o If you are searching for DoD lodging, two fields under Advanced Options allow you to add additional information. When you need to use them, enter:
    ▪ A Group ID number (indicator #2) if you need to use a room that is reserved for a special event.
    ▪ The number of adults (up to 4) and children (up to 9) who need to lodge at the same facility (indicator #3).
    ▪ Search (indicator #4) to generate a list of available lodging options that satisfy the criteria you just entered.

• Choose a hotel with the Select Lodging button (indicator #5).
2. **Step 2** (Figure 2-18): DTS arranges the rooms from least expensive to most expensive by room type. Choose a room type and rate with the **Select Room** button (indicator #1).
3. On the Lodging Step 3 of 3 screen (Figure 2-19), you can enter rewards program information (indicator #1), make special accommodation requests (indicator #2), and change the payment type (indicator #3), before you book your room (indicator #4).
Figure 2-19: Step 3: Confirm Your Lodging
If you cannot find a room that meets your mission requirements, you have two options. On the Lodging Step 1 of 3 screen (Figure 2-17):

1. Use the area at the top of the screen (indicator #4) to find different lodging options.

2. Select the Request TMC Assistance link at the bottom of the screen (indicator #6) to have the TMC help you find a hotel. You may add information to the system-generated comments, but do not alter them.

**Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the Review Selections screen.

### 3.7 Review Reservation Selections

The Review Reservation Selections screen (Figures 2-20 and 2-21) organizes your reservation information in date order, making it easy to review all your reservations, check for missing reservations, make special requests, and more. The Review Reservation Selections screen opens:

- When you select Trip Summary in the upper left corner of on any screen in the Reservations module.
- When you select Reservations or Travel at the top of the screen in any other document module.
- Immediately after you complete the reservation process.
- Whenever you re-open the Reservations module after finishing the reservation process.
The Review Selection screen, from top to bottom, lets you:

- Email or print your itinerary (Figure 2-20, indicator #1).
- See key document details and your reservation cancelation history (Figure 2-20, indicator #2).
- Add new flight, rental car, lodging, or rail reservations to the itinerary (Figure 2-20, indicator #3).
- See key information for each reservation, and:
  - Add loyalty information or payment information you forgot to include earlier (Figure 2-20, indicator #4).
  - Cancel the reservation (Figure 2-20, indicator #5).
- For reservations that have not yet been made, you can:
  - Identify those you asked the TMC to make (Figure 2-21, indicator #1).
  - Book them (Figure 2-21, indicator #2).
- Identify the daily and total cost of all reservations (Figure 2-21, indicator #3).
- Move on to the Expenses module (Figure 2-21, indicator #4).
Figure 2-20: Review Reservation Selections Screen (Top + Booked Reservation)
When you are finished using the Reservations module, select Continue to Expenses (Figure 2-21, indicator #7) to enter your estimated expense costs and trip allowances.

Note: When you leave the Reservations module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations will be automatically cancelled. You must acknowledge this warning to proceed.
4 DTS Expenses Module

In an authorization, the DTS Expenses module lets you estimate your expected miscellaneous reimbursable expenses and calculate your anticipated mileage and per diem allowances. Accurately predicting your trip expenses and allowances helps you get an accurate “should-cost” estimate for your trip. Access the Expenses module by selecting Expenses at the top of the screen.

The Expenses screen (Figure 2-22) provides four working areas to enter most of your expense and per diem needs:

- **Trip Workbook** (Section 4.1): Manipulate and crop images to create smaller images (indicator #1).

- **Reservation Expenses** (Section 4.2): DTS automatically imports expenses directly from the Reservations module (indicator #2).

- **Other Expenses** (Section 4.3): Manually enter expenses or allowances from a list or enter them manually (indicator #3).

- **Substantiating Documents** (Section 4.4): Upload required paper-based supporting documentation (indicator #4).

The Expenses screen communicates and executes tasks through the extensive use of icons and self-explanatory pop-up screens. See Section 4.5 for an explanation of the most commonly used icons.
Figure 2-22: Expenses Screen
4.1 Trip Workbook

The Trip Workbook (Figure 2-23) is a tool you can use if you included multiple documents (e.g., receipts) on a single image.

Figure 2-23: The Trip Workbook

You can add documents to the Trip Workbook in five different ways:

- **Fax**: Select the Fax Cover Sheet link and follow the instructions on it.

- **Upload to Trip Workbook**: Select Add File and follow the prompts.

- **Upload to Substantiating Documents**: See Section 4.4, below. Items added to the Substantiating Records area automatically also appear here.

- **Drag and Drop**: Drag the image directly onto the area.

- **Crop**: Crop an uploaded image, graphically manipulate it, and save it as a new image.

Use the icons in this section to:

- Open the Crop New File screen, where you can crop, move, zoom, rotate, and save an image

- Edit image details

- Delete an image

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.
You must attach each finished image to an expense listed in the Reservation Expenses or Other Expenses areas or move it to the Substantiating Records area. Only you can see images saved in the Trip Workbook. Reviewers and AOs have no access to the Trip Workbook.

4.2 Reservation Expenses

The Reservation Expenses area (Figure 2-24) automatically imports information from the Reservations module. You cannot manually add or remove items from this area; you can only make adjustments in this area by changing your reservations.

![Figure 2-24: My Expenses Screen – Reservation Expenses Area](image)

Each imported expense identifies the vendor, expense type, and other key details under Expense Name, as well as the Date, and Cost.

**Note:** Domestic train reservations appear in this section, but display a $0.00 cost. You must add them in the Other Expenses area to include the cost information in the authorization.

4.3 Other Expenses

Use the Other Expenses area (Figure 2-25) to enter expenses and allowances that are not tied to per diem or reservations the TMC made. Select Add Expense to get started. DTS does not automatically add expenses in this area.

![Figure 2-25: My Expenses Screen – Other Expenses Area](image)
Each added expense identifies the expense category, expense type, and key details under **Expense Name**, as well as the **Date**, and **Cost**.

The icons under **Document** (when visible) perform as described above.

Use the icons under **Actions** (when visible) to:

- View additional information about an expense
- Edit expense details
- Delete an expense

For each expense, identify the **Expense Type**. Options are:

- **Mileage Expense**
- **Non-Mileage Expense**
- **Transport Expense**
- **Ticketed Expense**

See Table 2-2 for an explanation of available **Mileage**, **Transport**, and **Ticketed Expense** types. Specific information you must enter varies, but may include:

- **Mileage Type** or **Expense Type**
- **Reimbursement Method** (usually GTCC-Individual or Personal)
- Expense **Date** and incurred **Cost**

- For a **Mileage Expense** only: **Miles** driven, although if you select an en route mileage expense, you’ll enter **Start** and **End Locations** to let DTS get your mileage from the Defense Table of Official Distances (DTOD).

- For a **Ticketed Expense** only: **Description**, **Ticket Number**, **Date**, and **Value**, plus **Departure Date**
Notes:
1. Certain selections require you to complete a Constructed Travel Worksheet. A pop-up will let you know if this is the case.

2. If you incur expenses in foreign currency, enter the dollar equivalent (use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent).

<table>
<thead>
<tr>
<th>Table 2-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORTATION-BASED EXPENSE TYPES</td>
</tr>
<tr>
<td>Expense Category</td>
</tr>
<tr>
<td>Mileage Expense</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Ticketed Expense</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Transport Expense</td>
</tr>
</tbody>
</table>

4.4 Substantiating Documents

The Substantiating Documents area (Figure 2-26) lets you upload paper documents that support your trip claims. For example:

- Constructed Travel Worksheets
- Approval for other than economy/coach class travel
- Leave forms
- And more
You can add documents to the **Substantiating Documents** area in two ways:

- **Upload**: Select Add Document and follow the prompts.
- **Drag and Drop**: Drag the image directly onto the area.

Acceptable file types and maximum file size is as described in Section 4.1 above.

The icons under **Document** and **Actions** (when visible) perform as described above.

### 4.5 My Expenses Screen Icons Explained

Table 2-3 explains the most common icons used on the My Expenses screen.
### Icons That Appear in Area Headers

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎯</td>
<td>Select to show information about the area</td>
</tr>
</tbody>
</table>

### Icons that Identify Other Expense Types (None are Selectable)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>💰</td>
<td>Shows that the Other Expense is a non-mileage expense</td>
</tr>
<tr>
<td>🎯</td>
<td>Shows that the Other Expense is a mileage expense</td>
</tr>
<tr>
<td>🛵</td>
<td>Shows that the Other Expense is a transportation travel expense</td>
</tr>
<tr>
<td>🎯</td>
<td>Shows that the Other Expense is a ticketed expense</td>
</tr>
</tbody>
</table>

### Icons that Appear in the Document Column

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Select to attach a receipt to an expense</td>
</tr>
<tr>
<td>🚫</td>
<td>A required receipt is missing</td>
</tr>
<tr>
<td>✅</td>
<td>Authorization – Reminder to save the receipt when you get it</td>
</tr>
<tr>
<td>📊</td>
<td>Voucher – Select to attach the receipt to the voucher</td>
</tr>
<tr>
<td>📷</td>
<td>Number changes to show how many receipts are attached to an expense. Select to choose one and view it.</td>
</tr>
<tr>
<td>📒</td>
<td>Thumbnail shows a Substantiating Document is attached to the DTS document. Select to view it.</td>
</tr>
<tr>
<td>🚧</td>
<td>Select to remove an uploaded receipt or other uploaded document</td>
</tr>
</tbody>
</table>

### Icons that Appear in the Actions Column and Trip Workbook

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Select to display information about the line item or image</td>
</tr>
<tr>
<td>✏️</td>
<td>Select to edit the line item or image</td>
</tr>
<tr>
<td>✕</td>
<td>Select to delete the line item or image</td>
</tr>
<tr>
<td>📢</td>
<td>Select to crop an image</td>
</tr>
<tr>
<td>✳️</td>
<td>In Trip Workbook, opens the Crop New File pop-up</td>
</tr>
<tr>
<td>📌</td>
<td>In the Crop New File pop-up, displays the cropping tool</td>
</tr>
<tr>
<td>🔄</td>
<td>Select to move an image within the frame</td>
</tr>
<tr>
<td>✔️</td>
<td>Select to rotate an image clockwise / counter-clockwise</td>
</tr>
<tr>
<td>🔬</td>
<td>Select to zoom an image in / out</td>
</tr>
</tbody>
</table>
5 DTS Per Diem Module

The Per Diem module identifies your per diem allowances – meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances. It initially populates that information from the trip itinerary and reservations in the Reservations module, but you can change it by updating the lodging cost or entering trip details such as duty conditions, provided meals, and leave. Access the Review Per Diem Amounts screen (Figure 2-27) by selecting Per Diem at the top of the screen.

Note: Older DTS screens do not have a link that leads directly to the Per Diem module. From those screens, you must navigate to any updated DTS module (e.g., Expenses, Reservations) and then select Per Diem.

The Review Per Diem Amounts screen has a few key features:

1. A Group Similar Days toggle (Figure 2-27, indicator #1) – initially toggled ON – that lets you see:
   a. ON: Blocks of dates with identical allowances as a single entry (Figure 2-27)
   b. OFF: Allowances for each individual date and location of travel (Figure 2-27a)

2. Expand All and Collapse All links that let you expand or collapse the per diem allowances for an individual day or block of days, as well as a > icon that does the same thing as a toggle (Figure-27, indicator #2). Figure 2-27b shows a single day expanded.

3. An Adjust Per Diem Amounts button (Figure 2-27, indicator #3) that opens the Adjust Per Diem Amounts screen (Figure 2-28).
   a. Selections you make on the Adjust Per Diem Amounts screen display as multi-colored bubbles on the Review Per Diem Amounts screen. You can see these bubbles in Figure 2-27b.
   b. Select the Reset all adjustments link (Figure 2-27, indicator #3) to return all modified allowances to their default settings.
   c. Selecting the three vertical dots icon (Figure 2-27, indicator #3) gives you access to Edit and Reset links that also open the Adjust Per Diem Amounts screen and return adjusted allowances to their defaults.
4. If your TDY location exempts hotel tax when you pay with a GTCC, a message (Figure 2-27, indicator #4) informs you of that fact. If the state requires you to file a form to claim the tax exemption, select the link to open the form.

Figure 2-27a: Review Per Diem Amounts Screen – Days Grouped

Figure 2-27b: Review Per Diem Amounts Screen – Days Ungrouped
Figure 2-27c: Review Per Diem Amounts Screen – One Day Expanded & Codes Visible

Table 2-4

<table>
<thead>
<tr>
<th>REVIEW PER DIEM AMOUNTS SCREEN COLUMN HEADERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Lodging Cost</td>
</tr>
<tr>
<td>Lodging Allowed</td>
</tr>
<tr>
<td>M&amp;IE Allowed</td>
</tr>
<tr>
<td>Colored Bubbles</td>
</tr>
<tr>
<td>Additional Information Available in Expanded View</td>
</tr>
</tbody>
</table>
5.1 Adjust Per Diem Amounts Screen

Use this screen (Figure 2-28) to update your per diem allowances.

![Adjust Per Diem Amounts Screen](image)

*Figure 2-28: Adjust Per Diem Amounts Screen – Meals Section Visible*

On this screen, some items are always visible, while others are on a scrollable portion of the screen, so they are not all visible at once. Here’s the way it breaks down – on this list, items between the dashed lines are in the scrollable area:
1. **Adjustment Date Range** – select or type the date or date range these changes apply.

2. **Meals** – check a box to identify situations* that affect your meals rate, such as meals available or provided. See Table 2-7 for available options.

3. **Duty conditions*** that affect your per diem rate, such as field duty, ship duty, hospital stays, Reserve training, and more. See Table 2-6 for available options.

4. **Other Entitlements*** that affect your per diem rate, such as leave or other days on which you aren’t eligible for a per diem allowance. See Table 2-7 for available options.

*Note: On this portion of the screen, DTS grays out selections you are not eligible for (e.g., see Occasional Meals Provided in Figure 2-28). The JTR determines your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

5. **LODGING COST** – This editable field gives you a place to enter your daily lodging rate. This area also identifies the maximum locality rate.

6. **M&IE COST** – This non-editable field identifies the maximum locality rate and the rate you will receive, based on your selections above.

**Caution:** When you have different per diem changes on different days, always make changes that affect multiple days before you make changes that apply to individual days. Saving this screen overwrites any previous entered changes.
### Table 2-5

<table>
<thead>
<tr>
<th>Radio Button</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Full Meal Rate</td>
<td>You are authorized the full locality meal rate.</td>
</tr>
<tr>
<td>Meals Available at TDY Location</td>
<td>If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&amp;IE allowance based on how many meals are available. You must select which meals are available (B=breakfast, L=lunch, D=dinner). You can also manually select this option.</td>
</tr>
<tr>
<td>Government Meals Provided at TDY Location</td>
<td>Select if the Government purchased any meals for you (e.g., as part of a conference registration fee. DTS lowers your M&amp;IE allowance based on how many meals are provided (same options as above). You can also manually select this option.</td>
</tr>
<tr>
<td>Occasional Meals Required</td>
<td>Select if the AO will authorize occasional meals for a trips that will last less than 12 hours. You must enter the Cost of the occasional meals.</td>
</tr>
</tbody>
</table>
| Special Meal Rate                        | Select if you have a unique travel situations. The two most common situations occur when your Service Secretary authorizes:  
  • A 55% flat per diem rate when you will support a Contingency Operation for over 180 days.  
  • A reduced per diem rate per Joint Travel Regulations (JTR), par. 020308. The document authorizing the rate must be attached to the DTS authorization.  
  You must enter the Cost of the occasional meals.  
  **Note:** If you are eligible for the $3.50 OCONUS incidental rate, check the appropriate box under Other Entitlements. Do not use Special Meal Rate for this purpose. |
### Table 2-6

**PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS**

<table>
<thead>
<tr>
<th>Duty Condition</th>
<th>Description</th>
<th>Effect</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Conditions</td>
<td>You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent).</td>
<td>No lodging or M&amp;IE allowance</td>
<td>FDLC</td>
</tr>
<tr>
<td>Adverse Effects (Commercial Qtrs)</td>
<td>You must evacuate the PDS.</td>
<td>Full lodging and M&amp;IE allowances</td>
<td>ADEF</td>
</tr>
<tr>
<td>Inactive Duty Training (Local)</td>
<td>Member must commute daily to annual training.</td>
<td>No lodging or M&amp;IE allowance</td>
<td>INDT</td>
</tr>
<tr>
<td>Permissive TDY</td>
<td>Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses.</td>
<td>No lodging or M&amp;IE allowance</td>
<td>PTDY</td>
</tr>
<tr>
<td>Hospital Stay</td>
<td>Employee is confined to a hospital or medical facility.</td>
<td>No lodging or M&amp;IE allowance</td>
<td>HOSP</td>
</tr>
<tr>
<td>Quarters Available</td>
<td>Government quarters are available at the military installation.</td>
<td>Full lodging and M&amp;IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR).</td>
<td>QRTS</td>
</tr>
<tr>
<td>Group Travel</td>
<td>Multiple individuals are traveling together.</td>
<td>No lodging allowance, full M&amp;IE allowances</td>
<td>GRPT</td>
</tr>
<tr>
<td>Essential Unit Messing</td>
<td>Use of Government lodging and meals is essential for training and readiness.</td>
<td>Full lodging allowance, $3/day M&amp;IE (except on CONUS travel days)</td>
<td>EUM</td>
</tr>
<tr>
<td>Aboard a U.S. Vessel</td>
<td>You will be serving on a U.S. vessel.</td>
<td>No lodging or M&amp;IE allowance</td>
<td>VSSL</td>
</tr>
<tr>
<td>Authorized Trip Home</td>
<td>Civilian employee is authorized a trip home every 3 weeks on long TDYs.</td>
<td>No lodging allowance except for the return travel day. No M&amp;IE allowance except for the first &amp; last travel days to &amp; from home.</td>
<td>HOME</td>
</tr>
<tr>
<td>Annual Training, Active Duty Training, or Inactive Duty Training (Each has various per diem availability options)</td>
<td>Reservist is traveling for various purposes and with varying per diem lodging and meals availability.</td>
<td>For most travelers, selecting one of these duty conditions offers full lodging and M&amp;IE allowances. You must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&amp;IE allowances accordingly.</td>
<td>May be: TRN ATQP ATCQ ADQM ADTQ ADT IDQM IDTQ or IDTN</td>
</tr>
</tbody>
</table>
### Table 2-7

**Per Diem Adjustments for Other Entitlements**

<table>
<thead>
<tr>
<th>Selection</th>
<th>Definition: For Applicable Days...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowed Leave (no per diem)</td>
<td>Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of Annual leave. Government employees may select either Annual or Other, and may enter the number of hours they wish to take.</td>
</tr>
<tr>
<td>Sick Leave (No Per Diem)</td>
<td>DoD civilian employees select when they are on sick leave and not authorized per diem.</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>DoD civilian employees select when they are on sick leave, but are authorized full per diem.</td>
</tr>
<tr>
<td>Duty Days (no per diem)</td>
<td>Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave.</td>
</tr>
<tr>
<td>Non-Duty Days (no per diem)</td>
<td>DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave.</td>
</tr>
<tr>
<td>Authorized Delay</td>
<td>Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances.</td>
</tr>
<tr>
<td>Actual Lodging Cost (over per diem)</td>
<td>Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate.</td>
</tr>
<tr>
<td>OCONUS Incidental Amount (reduced rate)</td>
<td>Select if the AO determines that you should receive the OCONUS IE amount ($3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation.</td>
</tr>
<tr>
<td>In Place Travel (receive full per diem)</td>
<td>Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations.</td>
</tr>
</tbody>
</table>

A few final notes to point out two special per diem situations:

- **PLOT**: When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by DoD Instruction (DoDI) 5154.31, Chapter 3. Special considerations for PLOT situations are in the DTMO web-based training class, PLOT.

- **IDL**: Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem entitlements, see the DTMO web-based training class, OCONUS Travel.
6 DTS Accounting Module

The DTS Accounting module provides key finance information about your authorization, such as where the money is coming from to pay for it, whether you need any funds before your final voucher, and how much the whole trip is expected to cost. Access the Accounting module by selecting Accounting at the top of the screen.

The Accounting screen contains from 2 to 4 main areas:

1. Accounting Codes  Always appears
2. Advances  May not appear
3. Scheduled Partial Payments (SPPs)  May not appear
4. Accounting Summary  Always appears

Sections 6.1 through 6.4 spells out each of these areas, and defines when the optional ones actually appear.

6.1 Accounting Codes

The Accounting Codes portion of the Accounting module (Figure 2-29) always appears. It shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this Guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. You can sign your authorization without a LOA, and in fact, some organizations do not want you to assign LOAs. If that is the case, skip to Section 6.2.
6.1.1 Add or Remove a LOA

If your DTS profile lists a default LOA, that LOA appears automatically, indicates that the allocations are complete, and displays the payment categories (Figure 2-29, indicator #1) for this trip. If the default LOA is not correct for this trip, select the three vertical dots icon (Figure 2-29, indicator #2), then select Remove to delete it.

Select Add LOA (Figure 2-29, indicator #3) to see up to three sources of LOAs you can add to your travel document. Each source has a drop-down list of available LOAs you can select. LOA sources include:

- **From <organization>:** These LOAs belong to your organization.

- **Shared LOA:** These LOAs were shared from a higher organization in your hierarchy.

- **Cross Org LOA:** These LOAs were shared from an organization outside your hierarchy.
6.1.2 Add Multiple LOAs

If you add multiple LOAs, DTS updates the Accounting Codes screen (Figure 2-30) to display the LOAs (Figure 2-30, indicator #1), and requires you to allocate the costs between them.

After you select Edit LOA Allocations (Figure 2-30, indicator #2) and allocate the costs between LOAs, DTS displays the allocation method you used (Figure 2-30, indicator #3) and the payment categories and costs (Figure 2-30, indicator #4).

![ACCOUNTING CODES](image)

Figure 2-30: Accounting Codes Screen – Second LOA Added

When you select Edit LOA Allocations, you can allocate costs by:

- **Percent**: Select a percent of the cost to apply to each LOA.
- **Expense Category**: Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date**: Select the date range that each LOA applies. This is useful for trips that cross fiscal years.
- **Specific Expense**: Select an LOA for each expense.
- **Category / Date**: Select LOAs based on a combination of both “Expense Category” and “Date”.
6.2 Advances

The **Advances** section only appears if you are eligible to receive a travel advance, which is a payment sent to your personal bank account before the trip to help you pay official travel expenses. You are seldom eligible to receive a travel advance if you have a GTCC, but when the AO authorizes an advance, you may receive either 80 or 100 percent of your anticipated trip payment.

![Figure 2-31: Advances Screen](image)

The only steps you need to take to request an advance are to select the **Request Advance** link, then select an LOA. Only LOAs that appear in the **Accounting Codes** section are available for selection.

After you create the authorization, if you need to change your advance request (for example if you add or remove expenses or if the trip length changes), here’s how you do it:

- If the AO has not yet approved the authorization:
  1. Adjust the authorization, make the necessary changes, and then navigate to **Accounting**.
  2. Select the **three vertical dots** icon, then **Cancel Request** to remove the advance request. Then follow the steps listed above to request the advance again.

- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:
  1. If your trip expenses will be higher (e.g., you extended your trip), you must request an increased advance outside DTS following your local business rules.
  2. If your trip expenses will be lower (e.g., you shortened your trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.
**Note:** Per the JTR, you must use your GTCC to purchase airfare. If you select a restricted flight, since you must pay off your GTCC bill in full when you receive it, if you anticipate that your voucher won’t be processed before the date your GTCC payment is due, you must either pay it out of pocket, or request a travel advance for the amount of the air tickets. For full information on that process, see the information paper *Travel Advances for Restricted Airfares*.

### 6.3 Scheduled Partial Payments

The **Scheduled Partial Payments (SPP)** section only appears if your trip exceeds 45 days. When it appears, use this section to schedule payments to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel.

*Figure 2-32: Scheduled Partial Payments Screen*

When you select **Request SPP**, DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates. Payment dates occur every 30 days after the trip start date. You cannot manually change SPP amounts or payment dates, but they can change – here’s how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.

- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.

- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary; however, DTS cannot change SPPs in a **SUBMITTED** or **PAID** status.
6.4 Accounting Summary

The **Accounting Summary** section, which always appears, is informative only. It displays the total costs of various aspects of your trip – e.g., Reimbursable Expenses, Prior Payments.

![Figure 2-33: Accounting Summary](image)

7 DTS Additional Options Module

The only option available in the DTS **Additional Options** module is the Profile tool, which lets you update your DTS personal profile. Access the **Profile** screen by navigating to **Additional Options > Profile**.

Your DTS personal profile contains information DTS uses to help you create documents (e.g., your home address, work location, and GTCC information). You should check it frequently to ensure all the information in it is up to date. The DTS **Profile** tool (Figure 2-34) lets you update most aspects of your DTS personal profile.
You can view all your DTS personal profile elements, and update most of them from five **Profile** screens. (Your DTA can update all items.) Use the links at the top of each screen to move between **Profile** screens. Available screens are:

- **My Profile.** Update your name, address, and contact information for you and your emergency contact.
  - The **Dependents** and **PCS Info** buttons do not currently function.
• **My Preferences.** Update your air, lodging, and rental car preferences, as well as your passport and rewards program information.

• **My Additional Information.** Update duty station information such as your service/agency, work address and phone number, and more.

• **My TSA Information Screen.** Update the information that appears on the My TSA Information screen when you make reservations. See Section 3.2 for more information about the My TSA Information screen.

• **My Account Information Screen.** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking and savings accounts.

  **Note:** If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

To save changes to your DTS personal profile, check the **Save changes to permanent traveler information** box before you **Update Personal Information**. Leave the box unchecked to save the information for this document only.

8 DTS Review/Sign Module

The DTS **Review/Sign** module lets you review all the entries you made on the authorization, add official comments, explain entries that require justification, and sign the document. Access the **Review/Sign** module by selecting **Review/Sign** at the top of the screen.

8.1 Preview

The Preview Trip screen (Figure 2-35) is a very long screen that displays all the cost data in the authorization, so you can check for errors before you sign it. **Edit** links appear in key locations so you can modify incorrect entries. Access the Preview Trip Screen by navigating to **Review/Sign > Preview**.
Figure 2-35: Preview Trip Screen (Portions)
From top to bottom, the Preview Trip screen displays:

- Text fields that you can use to enter or receive information (indicator #1):
  - Comments to the AO
  - Comments from the travel agent (i.e., the TMC)

- The trip Type, Trip Purpose, Trip Description, and Conference name, if applicable (indicator #2)

- The trip starting point and date

- For each the TDY locations (indicator #3):
  - The location and dates
  - The trip ending point and date
  - The reservations created in DTS

- A list of expenses and allowances (indicator #4)

- A summary of all trip expenses broken down by LOA and by category (indicator #5)

- A list of requested advances and SPPs

Most sections include Edit links you can use to make corrections when necessary. When all is in order, select Save And Proceed To Other Auths.

8.2 Other Auths.

Use the Other Authorizations screen (Figure 2-36) to enter official remarks that need to appear on printed travel documents. Access the Other Authorizations Screen by navigating to Review/Sign > Other Auths.
Some Other Authorizations appear automatically based on choices you made elsewhere on the authorization. You cannot remove these, except by changing the selection that caused it to appear. Others you can manually; these you can remove at will.

To manually add an other authorization to a document:

1. Select the **Add Additional Authorizations For This Trip** link. A list of available other authorizations appears.

2. Check the box next to each other authorization you want to add.

3. Select **Add**.

Regardless of how they got there, every other authorization requires a comment in the Remarks column. When you are done entering Remarks, select **Save And Proceed To Pre-Audits**.

**Note:** DTS automatically adds some Remarks for you. For these, the system also provides a text field so you can add additional comments if your local business rules require you to do so. Your local business rules determine the content of all manually entered Remarks.
8.3 Pre-Audit

The Pre-Audit Trip screen (Figure 2-37) displays items that DTS has flagged because they potentially break DoD travel policy or exceed established cost thresholds. Such items require an appropriate justification before the AO may approve them. Other actions, such as failing to claim an expected expense or taking leave, simply require another look to prevent underpayments or verify that you followed the proper procedure. Access the Pre-Audit Trip screen by navigating to Review/Sign > Pre-Audit.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don’t access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.
The screen is broken into two parts:

- **Flags**: These items potentially break travel policy or exceed established cost thresholds. Use the **Justification to the Approving Official** text boxes to explain to the AO why you selected the questionable item and why they should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.
- **Reason Codes**: When the flag triggers for a failure to use a required contract airfare or a required lodging type, a *Reason Codes* link appears above the Justification to the Approving Official text box. Select it to open a list of codes, and select the one that best explains your choice.

- **Advisory notices**: These items alert you to items of potential concern or remind you about something you forgot (e.g., you reserved a rental car, but didn’t include a gas expense for it.) They do not require justification.

**Note**: Select the Help link above each flagged item or advisory notice to see an explanation of the flag or advisory.

When you have properly justified all required items, select **Save And Proceed To Digital Signature**.

### 8.4 Digital Signature

The Digital Signature screen (Figure 2-38) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AOs if you wish. Access the Digital Signature screen by navigating to **Review/Sign > Digital Signature**.

**Note**: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don’t access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.
On the Digital Signature screen, you can:

- Verify that the **SIGNED** status stamp is visible to the right of **Submit this document as**.

- (Optional) Change the **Routing List** your document will follow after you sign it.

- (Optional) Add **Additional Remarks** to the AO.

- See the document’s current pending status and its stamping history.

- (Optional) **View reasons for Audit Failures**, if any.

- Digitally sign the document by selecting **Submit Completed Document**.

After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns you that if the AO doesn’t approve the document within 72 hours before
departure (or less, for if you’re already in the 72-hour window), your airline reservations will be cancelled.

2. Warns you that your profile contains no valid GTCC information and gives you a chance to enter it.

3. Verifies your identity by requiring you to enter your CAC PIN.

After you sign the authorization, it begins the routing process. It may be reviewed, but eventually will go to the AO for approval, then to your supporting financial institution for monetary processing.

However, your pre-trip responsibilities do not end with your signature. You should always confirm that the TMC has ticketed your air travel before you head for the airport. Options for confirming your ticketing status include, but aren’t limited to:

- Log into DTS and navigate to Review/Sign > Digital Signature. If the CTO TICKETED stamp appears in your document’s stamping history, the TMC has ticketed your trip.

- Check your email. Most TMCs send you an email when they ticket your flights, which happens about 3 days before your trip starts.

- Go online to your TMC’s website. After you enter some identifying information about your trip, you’ll see your ticketing status.

- Call the TMC. They’ll be happy to confirm your ticketing status.
9 Helpful Resources

<table>
<thead>
<tr>
<th>GUIDES</th>
<th>Title</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>URL</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>
Instructions for Voucher CTW: [https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf](https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf)  
| * Web-based training module is also available in Travel Explorer (TraX) at [https://www.defensetravel.dod.mil/passport](https://www.defensetravel.dod.mil/passport) |