Defense Travel System

DTS Guide 2: Authorizations

April 05, 2019
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<td>DTMO</td>
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<td>Section 6</td>
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<td>Section 5</td>
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<td>DTMO</td>
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1 Temporary Duty (TDY) Authorizations

A DTS authorization captures information regarding an upcoming TDY (locations, should-cost estimates, and cost information). 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.

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

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.

**Note:** DTS is currently undergoing long-term updates that will eventually change the look and feel of all screens. While using DTS, you will usually see the screens presented in this guide.

2 Create the Authorization

To create an authorization, log onto DTS. On the DTS Dashboard (Figure 2-1), under My Travel Documents, select Create New Document.

![My Travel Documents](image)

*Figure 2-1: DTS Dashboard – My Travel Documents Area*

2.1 Standard Itinerary-Creation Process

When you select Create New Document > Routine TDY Trip, the Itinerary screen (Figure 2-2) opens.
Create Itinerary

YOUR TDY LOCATION(S)

<table>
<thead>
<tr>
<th>Arriving</th>
<th>Departing</th>
<th>TDV Location</th>
<th>Traveling By</th>
<th>Time of Day</th>
<th>Rental Car?</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YYYY</td>
<td>MM/DD/YYYY</td>
<td>City or Zip</td>
<td>Air</td>
<td>Morning</td>
<td>No</td>
</tr>
</tbody>
</table>

TRIP OVERVIEW

Leaving On

- MM/DD/YYYY

Leaving From

- My Residence
- My Duty Station
- City or Zip

Trip Duration

Returning On

- MM/DD/YYYY

Returning To

- My Residence
- My Duty Station
- City or Zip

Returning By

- Air

Time of Day

- Morning

YOUR TRIP DETAILS

Type

- Temporary Duty Travel (Rout....)

Purpose

- 

Description (optional)

Conference/Event Name

- Not attending a conference

Figure 2-2: 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 to the right of 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**
  - Select the Type based upon your travel needs (Figure 2-3 YOUR TRIP DETAILS). Table 2-1 outlines the selection of DTS Trip Types with descriptions. Once you select the type of travel and save the itinerary information, DTS locks the Trip Type allowances and the field is not editable. All five Trip Purposes are available for section with the Trip Types.

Note: There are no accounting/disbursing systems currently supporting Open Allotment travel. Although the label displays in DTS, do not select the item. Scheduled removal of Open Allotment from DTS will occur on a future date.
**Figure 2-3: YOUR TRIP DETAILS Screen**

**Table 2-1**

<table>
<thead>
<tr>
<th>DTS Trip Type</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEMPORARY DUTY TRAVEL (ROUTINE)</td>
<td>This trip type supports a DoD employee (MIL/CIV) traveling to one or more places away from a PDS to perform duties for a period of time and upon completion of assignment, returns or proceeds to a PDS.</td>
<td>Travel reimbursement based upon JTR, Chapter 3. TDY Travel. See 0301 for policy, mission and AO approval required for travel and transportation allowances</td>
</tr>
<tr>
<td>OPEN ALLOTMENT</td>
<td>Do not select Open Allotment in DTS. Scheduled removal of Open Allotment from DTS will occur in a future date. If you do select, the trip type is not changeable in the document. Remove the document and do new DTS authorization.</td>
<td>Travel reimbursement based upon JTR, Chapter 3. TDY Travel. See 0301 for policy, mission and AO approval required for travel and transportation allowances</td>
</tr>
<tr>
<td>INVITATIONAL TRAVEL</td>
<td>An Invitational Travel Authorization (ITA) uses government funds to pay for a Non-DoD employee’s travel. Certain conditions and additional supporting documentation may apply.</td>
<td>Travel reimbursement based upon JTR, Chapter 3. See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances</td>
</tr>
<tr>
<td>INVITATIONAL TRAVEL - TRANSPORTATION</td>
<td>For the ITA, certain conditions apply to fund travel for a Non-DoD employee.</td>
<td>Limited travel reimbursement based upon JTR, Chapter 3.</td>
</tr>
<tr>
<td>DTS Trip Type</td>
<td>Description</td>
<td>Reference</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>EXPENSES ONLY</td>
<td>A DTA or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS.</td>
<td>See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances</td>
</tr>
<tr>
<td>DEPENDENT INVITATIONAL TRAVEL</td>
<td>For the Dependent ITA, certain conditions apply.</td>
<td>Travel reimbursement based upon JTR, Chapter 3.</td>
</tr>
<tr>
<td></td>
<td>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for the dependent’s transportation and approved travel expenses.</td>
<td>See 030501 traveler may be authorized the standard travel and transportation allowances</td>
</tr>
<tr>
<td>DEPENDENT INVITATIONAL TRAVEL – TRANSPORTATION EXPENSES ONLY</td>
<td>For the Dependent ITA, certain conditions apply.</td>
<td>Limited travel reimbursement based upon JTR, Chapter 3</td>
</tr>
<tr>
<td></td>
<td>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for only the dependent’s transportation expenses.</td>
<td>See 030501 for specific policy and AO approval of transportation allowances</td>
</tr>
<tr>
<td>GOVERNMENT FUNDED LEAVE</td>
<td>Specific conditions apply in order for a DoD Employee to qualify to receive reimbursement for travel expenses.</td>
<td>See JTR Chapter 4 Government Funded Leave - RAT, EVT, Emergency and FEML.</td>
</tr>
<tr>
<td></td>
<td>Some leave categories apply to both Service Member and civilian employees and their dependents. Some apply to just Military or Civilian and may apply to dependents.</td>
<td>See Travel transportation reimbursement JTR 020101, 040101A and JTR 040101B.</td>
</tr>
<tr>
<td></td>
<td>Additional documentation may be required, and verified prior to AO approval.</td>
<td>Also, see eligibility Section 0550 for RAT</td>
</tr>
</tbody>
</table>

- Select a **Purpose** for your TDY.
0 The Description text box is optional. You add enter information pertaining to the travel or choose to leave the field blank based upon your local business rules.

○ If you will be attending a conference, enter the requested conference information. If the information is not listed in the drop down menu, then select Other.

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. If do not require reservations for trip, select Expenses from the Progress Bar.

2.2 Non-Routine Travel

Processing trips other than Temporary Duty Travel (Routine) is determined by travel policy and meeting certain criteria. These trip types include Invitational Travel, Invitational Travel – Transportation Expenses Only, Dependent Invitational Travel, Dependent Invitational Travel – Transportation Expenses Only, and Government Funded Leave. When you select one of these types, additional information may be required for the itinerary, travel reimbursement may be limited, AO may request supporting documentation, and Other Authorizations and/or Pre-Audit flags will active requiring comments to justify the travel.

2.2.1 Invitational Travel Authorization

The Invitational Travel Authorization (ITA) process begins when the organization identifies a need for an ITA-eligible individual to travel at DoD’s expense. Processing of invitational travel is with mutual consent, meaning the organization must invite
the person to travel, and the person must accept the invitation.

To be eligible for invitational travel, a prospective traveler must meet all the requirements stated in *JTR, Chapter 3, 0305, par. 030501* and when warranted 0350 sub-sections (based upon travel specifics), as well as, not fall into any of exceptions highlighted in *JTR, par. 030501-C*.

Travelers requiring an ITA typically do not have access to DTS. If this is the case, then the DTA, Document Preparer/Travel Clerk or in the situation of a dependent traveling, maybe a sponsor, follow the normal steps to create an authorization and itinerary. **Note:** Be certain to enter the correct *Trip Type* and only add allowances permitted by the *JTR*.

1. Select the **Type**. Then select the appropriate *Invitational Travel* label based upon travel need (Figure 2-5). The *Trip Type* selection drives your allowances and reimbursements.

![Figure 2-5: YOUR TRIP DETAILS Screen](image)

2. Select **Purpose** to see the options (Figure 2-6). Select the correct label to identify the reason for travel. If uncertain of which label to select, then contact the DTA for guidance.
3. Determine if you need to create Dependent travel. To include a dependent, select Add Dependents to create the required entries. If you don’t need to add dependent data, just skip to the Description field.

- Create New Dependent by completing the required fields for First, Middle Initial and Last Name, Relationship, and Date of Birth (DOB).
TSA information is available to add as well as Passport data. To save the entry, select **Create** (Figure 2-7).

- If the individual’s information already has a record, then **Select An Existing Dependent** to add the person to the trip (Figure 2-8).

- The available actions for the dependent’s record are edit and delete.

![Figure 2-8: Select an Existing Dependent Screen](image)

- To record the entry, select **Save**. **Note**: The dependent’s information saves to the sponsor’s permanent traveler profile.

- The information displays under **Dependents** (Figure 2-9). **Note**: The routing, accounting and reimbursement are all associated to the sponsor’s traveler profile. If you add the wrong person, before leaving the itinerary screen, select another trip type such as **Temporary Duty Travel (Routine)** to remove the information. Then to add a dependent to the travel document, reselect the correct trip type and add the person.
4. Enter comments under **Description**, if required by your local business rules.

5. Complete **Conference/Event Name** question (Yes or No). If the answer is yes, select the name from the drop down menu. If the name does not appear in the listing, then select **Other**.

6. To proceed with creating the document, select **Continue**.

### 2.2.2 Government Funded Leave

The **Government Funded Leave** process begins when travel is required for a DoD military member and their dependents or civilian employee and their family members under certain conditions and when they meet the qualifications. There are limitations, additional documentation may be required, and not all forms of **Government Funded Leave** apply to both military and civilian employees. This travel includes **Renewal Agreement Travel (RAT)**, **Funded Environmental and Morale Leave (FEML)**, **Emergency Leave**, **Emergency Visitation Travel (EVT)**, and **Rest & Recuperation (R & R)**.

To be eligible for **Government Funded Leave**, a prospective traveler must meet all the requirements stated in **JTR, Chapter 4, 0401** and sub-sections specific to the travel need.

The traveler, DTA, or Document Preparer/Travel Clerk use the standard process to create an authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the **JTR**.
1. Select the **Trip Type**. Then select **Government Funded Leave** (Figure 2-5). The trip type selection drives your allowances and reimbursements.

![Figure 2-5: YOUR TRIP DETAILS Screen](image)

2. Select the **Purpose**. See Figure 2-6 for the list of trip purposes.

3. Determine if you need to create dependent travel. Select **Add Dependents** to create or add a family member following the steps outlined in 2.2.1. If you don’t need to add dependent data, then skip to the **Description** field.

4. Enter comments under **Description** to identify the specific type leave travel (e.g., RAT, FEML) based upon your local business rules.

5. Complete **Conference/Event Name** question (Yes or No). If the answer is yes, select the name from the drop down menu. If the name does not appear in the listing, then select **Other**.

6. To proceed with creating the document, select **Continue**.

### 3 Authorization Layout & Navigation

Completing the itinerary automatically creates your authorization and page opens in the **Reservations** module. The DTS authorization screens all follow the same general layout, so it makes sense to introduce it before we move on to discuss specific screen contents. Figure 2-10 describes the basic screen layout.
At the top of the document is the header (Indicator 1), which contains your login information (Indicator 2) on the far right. Beneath the header are the administrative function menus (Indicator 3). Beneath the administrative functions are two columns:

- On the left, the **Progress Bar** (Indicator 4) displays everything you need to complete before you sign the authorization and serves as a navigation bar. See Section 3.1.

- On the right, the working area (Indicator 5) contains the tools to complete your authorization. See Sections 3-8.

### 3.1 The Progress Bar

The **Progress Bar** (Figures 2-11 and 2-12) presents the section you are currently working on (red highlight) and your selected reservations (green checkmark). Select any item on the **Progress Bar** to navigate to that screen.

You can collapse or expand each module individually by selecting the chevrons next to the module name. Figures 2-11 and 2-12 demonstrates the **Progress Bar** fully expanded and fully collapsed.
Use the Progress Bar to navigate to the following module screens:

1. **Trip Authorization Info:**
   -Edit Itinerary: See Sections 2.1-2.2.

2. **Reservations:**
   -TSA Info appears if you require at least one flight. See Section 4.1.
   -Various reservation types (e.g., Flight, Lodging) appear based on your travel itinerary or later additions. See sections 4.2-4.5.
   -Review Reservations: See Section 4.6.

3. **Finances:**
   -Expenses: See Section 5.
   -Per Diem: See Section 6.
   -Accounting: See Section 7.

4. **Review:**
   -Review Profile: See Section 8.1.
   -Review Authorization: See Section 8.2.
4 Reservations Module

The Reservations module (Figure 2-13) lets you make commercial air, rail, rental car, and lodging reservations. After you save your itinerary, the Reservations module automatically opens. You can also re-visit the Reservations module at any time by selecting one of the Reservations options on the Progress Bar.

![Review Reservation Selections](image)

*Figure 2-13: DTS Screen Layout*

4.1 Enter TSA Information

If you need air reservations, the Enter Your TSA (abbreviation for “Transportation Security Administration”) Info screen (Figure 2-14) displays first. If you do not need air reservations, the screen does not appear.
This document is maintained on the DTMO website at https://www.defensetravel.dod.mil. Printed copies may be obsolete.

You must enter your 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 (Table 2-2) when making air reservations for official travel.

You can open the TSA screen at any time by selecting **TSA Info** on the **Progress Bar**.

![TSA Information Screen](image)

**Figure 2-14: TSA Information Screen**

<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 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 unselected, the information effects only the current document.

3. Select **Continue to Booking**.

### 4.2 Make Flight Reservations

If you indicated commercial air as a transportation mode when you built your itinerary, DTS automatically searches for appropriate flights and displays the results.

You can access an existing air reservation at any time by selecting a flight option on the **Progress Bar**.

You can add a new air reservation to your trip by selecting **Add to Trip > Add new flight** on the **Review Reservation Selections** screen (see Section 2.13). To open that screen, select the **Review Reservations** on the **Progress Bar**.

Booking a flight is a three-step process.

1. **Step 1** (Figure 2-15): DTS initially lists available flights 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.
Figure 2-15: Step 1: Select a Flight

1. View flight options.
2. Sort flights by cost.
3. Choose flight option.

None of those options work? Try these:

Alternative Options

NOTE: These flights should only be selected when GSA rates are not available or do not meet your travel needs. You’ll be required to justify any of these flight selections to your Approving Officer.

- American Airlines
  - Flight 1: $446.70
  - Flight 2: $444.00

Request TMC Assistance
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 the restrictions under the *Fare Rules* link (see Figure 2-15).
- 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*.

2. **Step 2** (Figure 2-16): 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.
Figure 2-16: Step 2: Select a Seat
3. **Step 3** (Figure 2-17): 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 2-17: Step 3: Confirm Your Flight
If you cannot find a flight that meets your mission requirements, you have two options. On the Select a Flight screen (Figure 2-17):

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.

DTS provides a Booking Message when successful which contains the PNR (reservation code). 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.

### 4.3 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 access an existing rail reservation at any time by selecting a rail option on the Progress Bar.

You can add a new rail reservation to your trip by selecting Add to Trip > Add new rail on the Review Reservation Selections screen (see Section 3.7). To open that screen, select Review Reservations on the Progress Bar.

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. Therefore, DTS cannot book rail travel directly – you must go through the TMC.
1. **Step 1** (Figure 2-18): DTS lists scheduled trains, initially in departure time order. Use a **Select Train** button (Indicator 1) to choose a train.

*Figure 2-18: Step 1: Select a Train*
2. **Step 2** (Figure 2-19): 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 2-19: 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 **Select a Train** screen (Figure 2-18, Indicator 2) to search for different trains.
2. Before you select **Send TMC Request** on the **Confirm Your Train Request** screen (Figure 2-19), 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 **Select a Train** screen (Figure 2-19, 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.

**4.4 Make Rental Car Reservations**

If you indicated 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 access existing rental car reservations by selecting a rental car option on the **Progress Bar**.

You can add a new rental car reservation to your trip by selecting **Add to Trip > Add new rental car** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** on the **Progress Bar**.

Booking a rental car is a two-step process.
1. **Step 1** (Figure 2-20): 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.
2. **Step 2** (Figure 2-21): 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).
If you cannot find a rental car that meets your mission requirements, you have two options. On the Select a Rental Car screen (Figure 2-21):

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.

DTS provides a Booking Message when successful containing the PNR. 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.

### 4.5 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 access existing lodging reservations by selecting a lodging option on the Progress Bar.

You can add a lodging reservation to your trip by selecting Add to Trip > Add new lodging on the Review Reservation Selections screen (see Section 3.7). To open that screen, select the Review Reservations on the Progress Bar.

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 2-22):**
   - DTS lists available lodging options, divided by category and listed from least expensive to most expensive.
   - The following options are available:
     - 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.
     - 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 DoD Lodging 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).

*Figure 2-22: Step 1: Select Your Lodging*
2. **Step 2** (Figure 2-23): 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).

![Figure 2-23: Step 2: Select a Room](image)
3. On the **Confirm Your Lodging** screen (Figure 2-24), 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 2-24: Step 3: Confirm Your Lodging](image-url)
If you cannot find a room that meets your mission requirements, you have two options. On the Select Your Lodging screen (Figure 2-24):

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.

DTS provides a Booking Message when successful providing the Confirmation Number. Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the Review Selections screen.

### 4.6 Review Reservation Selections

The Review Reservation Selections screen (Figures 2-25 and 2-26) 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 Reservations Selection** screen, from top to bottom, lets you:

- Email or print your itinerary (Figure 2-25, Indicator 1).
- See key document details and your reservation cancelation history (Figure 2-25, Indicator 2).
- Add new flight, rental car, lodging, or rail reservations to the itinerary (Figure 2-25, Indicator 3).
- See key information for each reservation (see Note 1 in section 5.2), and:
  - Add loyalty information or payment information you forgot to include earlier (Figure 2-25, Indicator 4).
  - Cancel the reservation (Figure 2-25, Indicator 5).
- For reservations that have not yet been made, you can:
  - Identify those you asked the TMC to make (Figure 2-26, Indicator 1).
  - Book them (Figure 2-26, Indicator 2).
- Identify the daily and total cost of all reservations (Figure 2-26, Indicator 3).
- Move on to the **Expenses** module (Figure 2-26, Indicator 4).
Figure 2-25: Review Reservation Selections Screen (Top + Booked Reservation)
When you are finished using the Reservations module, select Continue to Expenses (Figure 2-26, Indicator 4) to enter your estimated expense costs and transportation allowances.

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

In an authorization, the Expenses module lets you estimate your expected travel reimbursable expenses and calculate your anticipated mileage allowances. Accurately predicting your trip expenses and allowances provides an accurate “should-cost” estimate for your trip. Access the Expenses module by selecting Expenses on the Progress Bar.

The Enter Estimated Travel Expenses screen (Figure 2-27) provides four working areas to enter most of your expense and per diem needs:

- **Uploads** (Trip Workbook) (Section 4.1): Manipulate and crop images to create smaller images (Indicator 1) and attach to the document. **Note:** the Uploads area is only visible to the traveler/person creating the trip. The AO/RO does not have access to the Uploads area.

- **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 Enter Estimated Travel 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.
5.1 **Uploads** (Trip Workbook)

The **Uploads** *(Trip Workbook)* area (Figure 2-28) is a tool you can use to add documents and crop images and then attach the receipts and supporting documents to **Reservations Expenses**, **Other Expenses** or **Substantiating Documents** area validating your travel claim and ensuring proper reimbursement.

---

**Figure 2-27: Enter Estimated Travel Expenses Screen**

**Figure 2-28: Uploads**
On the screen, you can add documents by selecting:

- **Fax**: Select **Fax Cover Sheet** and follow the instructions on it.
- **Uploads**: Select **Browse** and follow the prompts.
- **Drag and Drop**: Drag the image directly onto the area.

Other icon options for the attached image or document available are:

- **Cropping**: After adding the image, select the document to edit and then the cropping options appear. This is helpful to split the files when you have combined several images into one document.
- **Garbage can icon**: Select the icon to delete an attached file.
- **Download icon**: Select the icon to open the attached file.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

Remember you must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas or move it to the **Substantiating Documents** area. Remember, Reviewers and AOs have no access to **Uploads (Trip Workbook)** area.

### 5.2 Reservation Expenses

The **Reservation Expenses** area (Figures 2-29a and 2-29b) 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.
This document is maintained on the DTMO website at https://www.defensetravel.dod.mil. Printed copies may be obsolete.

Figure 2-29b: Expenses Screen – Reservation Expenses Area After CTO BOOKED

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

**Note 1:** DTS initially lists all flights as one-way flights, so until the document comes back from the TMC, updates in DTS as CTO BOOKED, you’ll always see each reservation listed individually, as seen in Figure 2-29a. However, when two one-way flights create a round trip, the TMC charges a single fare for the flights. When that happens, DTS attaches the round-trip fare to the outbound flight and then shows the return flight with a $0.00 cost, or as seen in Figure 2-29b, doesn’t display it at all. Other affected screens include the Review Reservation Selections screen (Figures 2-25 and 2-26) and the Review Trip Authorization screen (Figures 2-39a, 2-39b, and 2-40).

**Note 2:** Domestic train reservations appear in this section, but displays a $0.00 cost. Update the expense with the actual cost in the Other Expenses area of the authorization.

### 5.3 Other Expenses

The Expense module provides six primary expense categories (groupings), which are available within the Other Expenses area for an authorization and the voucher. Table 2-3 shows the expenses available in each category.

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>EXPENSE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Travel Expenses</td>
<td>Foreign Currency Conv Fees</td>
</tr>
<tr>
<td></td>
<td>Immunizations/Inoculations</td>
</tr>
<tr>
<td></td>
<td>International Drivers Permit Fees</td>
</tr>
<tr>
<td></td>
<td>International Entry/Exit Fees</td>
</tr>
<tr>
<td></td>
<td>International GTCC Transaction Fee</td>
</tr>
<tr>
<td></td>
<td>International Guide/Services/Driver Passport/Visa Fees</td>
</tr>
</tbody>
</table>
| Lodging Expenses                  | Dual Lodging  
|                                 | Lodging Cancellation Fee  
|                                 | Lodging Early Check-In Fee  
|                                 | Lodging Late Check-Out Fee  
|                                 | Lodging Resort Fees  
|                                 | Lodging Retained on Leave  
|                                 | Lodging Taxes (CONUS and Non-foreign)  
| Mileage Expenses                | Private Auto – At TDY Area  
|                                 | Private Auto – To/From TDY  
|                                 | Private Auto – To/From Terminal  
|                                 | Private Motorcycle – At TDY Area  
|                                 | Private Motorcycle – To/From TDY  
|                                 | Private Motorcycle – To/From Terminal  
|                                 | Private Plane  
|                                 | Private Vehicle – GOV Auth & Avail  
| Other Expenses                  | Baggage – 1st Checked Bag  
|                                 | Baggage – Excess  
|                                 | Baggage – Unaccompanied (Civilian Only)  
|                                 | Conference Registration  
|                                 | Internet – In Flight  
|                                 | Internet at Lodging Facility  
|                                 | Military Working Dog – Airfare  
|                                 | Military Working Dog – Kennel Handle Fee  
|                                 | Military Working Dog – Lodging Fee  
|                                 | Other – Create Your Own  
|                                 | TDY household Goods - Military  
| Ticketed Expenses               | Airline Ticket (CBA)  
|                                 | Airline Ticket (IBA)  
|                                 | Bus Ticket (CBA)  
|                                 | Bus Ticket (IBA)  
|                                 | TMC Fee (CBA)  
|                                 | TMC Fee (IBA)  
|                                 | Train Ticket (CBA)  
|                                 | Train Ticket (IBA)  
| Transportation Expenses         | Aero Club – Rental and Fees  
|                                 | Airfare – Cancellation Fee  
|                                 | Government Vehicle – Fuel/Oil  
|                                 | Parking – At the Terminal  
|                                 | Parking – TDY Area  
|                                 | Private Plane – Fees  
|                                 | Public Transit – Shuttle  
|                                 | Public Transit – TDY Area  
|                                 | Public Transit – Terminal  
|                                 | Rental Car – Fuel  
|                                 | Rental Car – Terminal  
|                                 | Rental Car – To/From TDY  
|                                 | Rental Car – at TDY Area  
|                                 | TMC Fee – Not in Air Amount  
|                                 | Taxi – TDY Area  
|                                 | Taxi – To/From Terminal  
|                                 | Tolls/Ferry Fees  

Use the *Other Expenses* area (Figure 2-30) to enter expenses and allowances that
aren’t associated to per diem or reservations processed by the TMC. Select **Add Expense** to begin. **Note**: DTS does not automatically add expenses in this area.

![Image of Add Expense Screen](image1)

**Figure 2-30: Add Expense Screen**

The **Add New Expense** window (Figure 2-31) appears. Select the category and then select the specific expense item.

![Image of Add New Expense Window](image2)

**Figure 2-31: Add New Expense Window**
Depending upon the expense, the required information varies, but may include:

- **Expense Type**
- **Expense Date**
- **Expense Amount** or $(cost)$
- For a **Mileage Expense** only: Miles driven, although if you select an en route mileage expense, you’ll enter **Purpose, Start and End Locations** to let DTS get your mileage from the Defense Table of Official Distances (DTOD). Mileage to/from the terminal and there is an option to **Create a separate expense for round trip**.
- **Reimbursement Method** (usually GTCC or Personal)
- For a **Ticketed Expense** only: **Description, Ticket Number, Date, and Value**, plus **Departure Date**

Once you enter in the information, to save the entry select **Add Expense**. The **Add New Expense** window closes and the expense you just added displays on the **Enter Travel Expenses** screen (Figure 2-32).

![Figure 2-32: Expenses Screen – Expense Details](image)

**Notes:**
1. Certain selections require you to complete a Constructed Travel Worksheet (CTW). A pop-up appears if the expense warrants the CTW.
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.

On the Expenses screen:

- The **Expense Name** column displays each added expense and identifies its expense type, expense category, and key details.
- The expense **Cost**
• The expense Date

• For the added expense, the 📃 icon identifies the item as either Receipt Optional or Receipt Required.

• Under the options icon, you can view/edit using the Expense Details, remove using Delete Expense and add documents with the Attach Receipt (Figure 2-33).

![Figure 2-33: Expenses Screen – Options]

  1 To view or edit an expense item, select Expense Details (Figure 2-34, Indicator 1). When the Expense Details window opens, make the necessary change and select Save.

  2 To remove an expense item, select Delete Expense (Figure 2-34, Indicator 2). A Delete Expense window opens. Select Confirm to remove the expense.

  3 To add a receipt, either select the 📃 icon or select the options, Attach Receipt (Figure 2-34, Indicator 3).

  An Add Document window opens. Select Browse (Figure 2-34, Indicator 1) to find a file on your computer or Search a File (Figure 2-34, Indicator 2) to find a document already in Uploads (Trip Workbook) area. Follow the screen prompts to attach the file, then select Save (Figure 2-34, Indicator 3).
5.4 Substantiating Documents

The Substantiating Documents area (Figure 2-36) allows 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

To add files to Substantiating Documents area, select Add Document and browse to upload the document.

**Note:** Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

Once the window opens, you can:

• Identify it as a Constructed Travel Worksheet (CTW).

• Add a **Note** to clarify the type of document.

• **View** the document to ensure legibility.

• Once saved, you can select options to remove the document.

![Figure 2-36: Expenses Screen – Substantiating Documents Area](image)

### 5.5 Expenses Screen Icons Explained

Table 2-4 explains the most common icons used on the **Expenses** screen.
<table>
<thead>
<tr>
<th>Table 2-4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Icons That Appear in Area Headers</strong></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Icons Appearing in Uploads</strong></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
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<tr>
<td><img src="icon" alt="Icon" /></td>
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<td><img src="icon" alt="Icon" /></td>
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<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Icons Appearing in the Document Column (Other Expenses)</strong></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
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<td><img src="icon" alt="Icon" /></td>
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<td><img src="icon" alt="Icon" /></td>
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<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Icons Appearing in the Actions Column (Other Expenses)</strong></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
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<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><strong>Icons Appearing in the Actions Column (Substantiating Documents)</strong></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
<tr>
<td><img src="icon" alt="Icon" /></td>
</tr>
</tbody>
</table>
6 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 2-37) by selecting Per Diem on the Progress Bar.

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

1. A Group Similar Days toggle (Figure 2-37, Indicator 1) – initially toggled ON – that lets you see:
   a. ON: Blocks of dates with identical allowances as a single entry (Figure 2-37)
   b. OFF: Allowances for each individual date and location of travel (Figure 2-38)

2. Expand All and Collapse All links (Figure-37, Indicator 2) that let you show additional per diem allowance details for all the individual days and block of days in your trip. A > icon (Figure-37, Indicator 3) does the same thing, but for only the selected day or block of days. Figure 2-39 shows a single day (6/23/2018) expanded.

3. An Adjust Per Diem Amounts button (Figure 2-37, Indicator 4) that opens the Adjust Per Diem Amounts screen (Figure 2-39).
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 2-38.

b. Select the **Reset all adjustments** link (Figure 2-37, Indicator 5) to return all modified allowances to their default settings.

c. Selecting the **three vertical dots** icon (Figure 2-37, Indicator 6) gives you access to **Edit** and **Reset** links that opens 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 2-37, Indicator 7) 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 2-37: Review Per Diem Amounts Screen – Days Grouped**
Table 2-5

<table>
<thead>
<tr>
<th>Header</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Self-explanatory</td>
</tr>
<tr>
<td>Lodging Cost</td>
<td>Nightly room rate for your reserved lodging. If you didn’t make a lodging reservation in DTS, it defaults to $0.00. If you incurred lodging costs, you must update it to claim.</td>
</tr>
</tbody>
</table>
reimbursement for lodging.

<table>
<thead>
<tr>
<th>Lodging Allowed</th>
<th>The lodging per diem rate the AO will approve. It may not match Lodging Cost in certain cases (e.g., voluntarily staying in lodging with a nightly rate over maximum allowable rate).</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;IE Allowed</td>
<td>Amount you will receive for M&amp;IE for each day.</td>
</tr>
<tr>
<td>Colored Bubbles</td>
<td>Identify special circumstance that affect your per diem (e.g., on field duty, leave taken, meals available). See Table 2-5 for an explanation of all such items.</td>
</tr>
<tr>
<td>Additional Information Available in Expanded View</td>
<td>When viewing in Expanded option mode (see Figure 2-39), you can see all the circumstances, both ordinary and special, that affect your per diem amount, as well as the associated reimbursement mode and maximum locality rates.</td>
</tr>
</tbody>
</table>

### 6.1 Adjust Per Diem Amounts Screen

Use this screen (Figure 2-40) to update your per diem allowances.

![Adjust Per Diem Amounts Screen – Meals Section Visible](image)

*Figure 2-40: Adjust Per Diem Amounts Screen – Meals Section Visible*
On this screen, items at the top and bottom are always visible, while those in the middle are on a scrollable portion of the screen, so they are not all visible at once. On the following 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 affecting your meals rate, such as meals available or provided. See Table 2-6 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 2-7 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 2-8 for available options.

*Note: On these portions of the screen, DTS grays out selections you are not eligible to choose (e.g., see Occasional Meals Provided in Figure 2-40). 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 2-6

**PER DIEM ADJUSTMENTS FOR MEALS**

<table>
<thead>
<tr>
<th>Radio Button</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receive Full Meal Rate</strong></td>
<td>You are authorized the full locality meal rate.</td>
</tr>
<tr>
<td><strong>Meals Available at TDY Location</strong></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><strong>Government Meals Provided at TDY Location</strong></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 provided meals to you (same options as above). You can also manually select this option.</td>
</tr>
<tr>
<td><strong>Occasional Meals Required</strong></td>
<td>Select if the AO will authorize occasional meals for a trip that will last less than 12 hours. You must enter the <strong>Cost</strong> of the occasional meals.</td>
</tr>
<tr>
<td><strong>Special Meal Rate</strong></td>
<td>Select if you have a unique travel situation. The most common situation occurs when your Service Secretary authorizes you to support a Contingency Operation for over 180 days.</td>
</tr>
<tr>
<td></td>
<td>You must enter the <strong>Cost</strong> of the occasional meals.</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>If you are eligible for the $3.50 OCONUS incidental rate, check the appropriate box under <strong>Other Entitlements</strong>. Do not use <strong>Special Meal Rate</strong> for this purpose.</td>
</tr>
<tr>
<td>Duty Condition</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<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>
</tr>
<tr>
<td>Adverse Effects (Commercial Qtrs)</td>
<td>When TDY to a military installation but you are authorized to stay in commercial lodging</td>
</tr>
<tr>
<td>Inactive Duty Training (Local)</td>
<td>Member must commute daily to annual training.</td>
</tr>
<tr>
<td>Permissive TDY</td>
<td>Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses.</td>
</tr>
<tr>
<td>Hospital Stay</td>
<td>Employee is confined to a hospital or medical facility.</td>
</tr>
<tr>
<td>Quarters Available</td>
<td>Government quarters are available at the military installation.</td>
</tr>
<tr>
<td>Group Travel</td>
<td>Multiple individuals are traveling together.</td>
</tr>
<tr>
<td>Essential Unit Messing</td>
<td>Use of Government lodging and meals is essential for training and readiness.</td>
</tr>
<tr>
<td>Aboard a U.S. Vessel</td>
<td>You will be serving on a U.S. vessel.</td>
</tr>
<tr>
<td>Authorized Trip Home</td>
<td>Civilian employee is authorized a trip home every 3 weeks on long TDYs.</td>
</tr>
<tr>
<td>Annual Training, Active Duty Training, or Inactive Duty Training</td>
<td>Reservist is traveling for various purposes and with varying per diem lodging and meals availability.</td>
</tr>
</tbody>
</table>

Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.
Table 2-8

<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 allowances, see the DTMO web-based training class, OCONUS Travel.
7 Accounting Module

The 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 should cost. Access the Accounting module from the Progress Bar.

The Accounting screen contains from two to four 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 spell out these areas and define when the optional ones actually appear.

7.1 Enter Accounting Codes

The Accounting Codes portion of the Accounting module (Figure 2-41) 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.
7.1.1 Add or Remove a LOA

If your DTS profile lists a default LOA, that LOA appears automatically, on your document indicating the allocations are complete, and displays the payment categories (Figure 2-41, Indicator 1) for this trip. If the default LOA is not correct for this trip:

1. Select the **three vertical dots** icon.

2. Select **Remove** to delete the LOA.

3. Select **Add LOA** (Figure 2-42) 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>**: LOAs that belong to your organization.
   - **Shared LOA**: LOAs shared from an organization above yours.
   - **Cross Org LOA**: LOAs shared from organizations outside your hierarchy.
7.1.2 Add Multiple LOAs

If you add multiple LOAs, DTS updates the Accounting Codes screen (Figure 2-43) to display the LOAs (Figure 2-43, Indicator 1), and requires you to allocate the costs between them.

After you select Edit LOA Allocations (Figure 2-43, Indicator 2) and allocate the costs between LOAs, DTS displays the allocation method you used (Figure 2-43, Indicator 3), the payment categories, and costs (Figure 2-43, Indicator 4).
When you select **Edit LOA Allocations**, you can allocate costs by:

- **Percentage**: Select a percent of the cost to apply to each LOA.
- **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 and Date**: Select LOAs based on a combination of both “Expense Category” and “Date”.

### 7.2 Request an Advance

The **Advances** section (Figure 2-44) 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. When the AO does authorize an advance, you may receive up to either 80 or 100 percent of your anticipated trip payment.

![Figure 2-44: Advances Screen](image)

To request an advance select the **Request Advance** link, then choose 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), follow these steps:

- 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, **Cancel Request** to remove the
advance request, and 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:** If you selected 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 air ticket amount. For full information on that process, see the information paper [Travel Advances for Restricted Airfares](#).

### 7.3 Scheduled Partial Payments

The *Scheduled Partial Payments (SPP)* section (Figure 2-45) 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.

![Scheduled Partial Payments (SPP)](image)

*Figure 2-45: 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.

7.4 Review Trip Costs and Payments

The Accounting Summary section (Figure 2-46), which always appears, is informative only. It displays the total costs of various aspects of your trip (e.g., Reimbursable Expenses, Prior Payments).

![ACCOUNTING SUMMARY](image)

<table>
<thead>
<tr>
<th>Expense Summary</th>
<th>Calculated Trip Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>$889.50</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$889.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Summary</th>
<th>Allowed</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advances Paid</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>SPP Paid</td>
<td>$0.00</td>
<td>$889.50</td>
</tr>
<tr>
<td>Total Prior Payments</td>
<td>$0.00</td>
<td>$889.50</td>
</tr>
</tbody>
</table>

Figure 2-46: Accounting Summary

8 Review Module

There are four screens in the Review module:

1. **Review Profile**: Look over and change your DTS personal profile.

2. **Review Authorization**: Examine and update the document’s contents.

3. **Other Auths and Pre-Audits**: Review, add, and modify key statements on the authorization.
4. **Sign and Submit***: Digitally sign the document and start the routing process.

*Note:* You can access all four of these screens at any time by selecting them on the **Progress Bar**; however, before DTS will let you sign the document, you must access these screens in the order listed.

### 8.1 Review Profile Screen

When you select **Review Profile** on the **Progress Bar**, the **Review Profile** screen (Figure 2-47) displays your personal contact information and account data, as listed in your DTS personal profile.

![Figure 2-47: Review Profile Screen](image)

If you need to change any information in your DTS personal profile, select **Open Profile**. The update profile tool (Figure 2-47) opens. To update your profile, select a category from the left column (e.g., Passport Information) and complete the fields in the right column before you **Save**. If the change should apply to all future documents you create, check the box next to **Update Permanent Profile** before you select **Save**. If you don’t check that box, your changes will apply to the current document only.

Contact your DTA to update any information you can’t change from these screens (e.g., exempt from mandatory GTCC use).
When everything is correct, select **Continue** to open the **Review Trip Authorization** screen (Figure 2-48).

**Note:** To check whether a DTS document contains your current profile information, open the document in a view-only mode. In view-only modes, a **Compare Profiles** button replaces the **Save** button. Select it to see a side-by-side comparison of the profile information in the document and the profile information in your DTS profile. Figure 2-49 shows the EFT and Credit Card Accounts (GTCC) information with a change to the checking account routing number.
8.2 Review Trip Authorization Screen

Note: You can access the screens in this module by selecting the options on the Progress Bar; however, before you can sign the document, DTS requires you to access the following screens in the order listed:

1. Review Trip Authorization (Section 8.2)
2. Other Auths and Pre Audits (Section 8.3)
3. Digital Signature (Section 8.4)

You can open the Review Trip Authorization screen (Figure 2-50) by selecting Review Authorization on the Progress Bar. Use it to review important information in your authorization, and update it as necessary.
From top to bottom, the **Review Trip Authorization** screen displays:

- **Trip Details** (Indicator 1): The document name, trip type, trip purpose, trip description, trip dates, and conference name, if applicable. Provides a place to add a reference number and comments to the AO, if needed.

- **Itinerary** (Indicator 2): Provides key travel dates and locations, along with reservation Indicators, and the option to show their details (Figures 2-51a and 2-51b).

![Review Trip Authorization Screen](image-url)
Figure 2-51a: Review Trip Authorization Screen – Itinerary Before **CTO BOOKED**

![Figure 2-51a: Review Trip Authorization Screen – Itinerary Before CTO BOOKED](image)

Figure 2-51b: Review Trip Authorization Screen - Itinerary After **CTO BOOKED**

**Note:** For reasons explained in section 5.2’s Note 1, a return flight may not display under **TRIP END** after **CTO BOOKED**, even if you booked one. If so, the return flight details are under **TDY LOCATION 1**.

- **Expenses** (Indicator 3): A list of all your reservation expenses (Figure 2-52), reimbursable expenses and mileage allowances (Figure 2-53), and attached substantiating documents (Figure 2-54). Again though, after **CTO BOOKED**, DTS may not display the return flight (see Note 1 in section 5.2).
Figure 2-52: Review Trip Authorization Screen – Reservation Expenses

Figure 2-53: Review Trip Authorization Screen – Other Expenses

Figure 2-54: Review Trip Authorization Screen – Substantiating Documents

- **Per Diem** (Indicator 4): A breakdown of total lodging cost, the amount authorized for lodging reimbursement, and M&IE (Figure 2-55).
**Accounting** (Indicator 5): A summary of trip expenses by LOA and category, as well as requested advances and SPPs, if applicable (Figure 2-56).

**Estimated Trip Cost** (Indicator 6): Shows payments requested or received, total allowed trip cost, and total estimated trip cost (Figure 2-57).

Most sections include **Go to <DTS module>** links you can use to make corrections when necessary. When all is in order, select **Continue** to open the **Other Authorizations and Pre Audits** screen (Figure 2-58).
8.3 Other Auths and Pre-Audits Screen

You can open the Other Auths and Pre Audits screen (Figure 2-52) by selecting Other Auths and Pre-Audits on the Progress Bar. Use it to review, add, and edit key statements on the authorization.

This screen contains three sections:

1. **Other Authorizations** (Indicator 1) are statements that must appear on your printed travel order. DTS adds some, and provides comments for them, based on choices you made elsewhere on the authorization. You cannot remove these, except by changing the selection that caused the Other Authorization notice to appear. You can add other comments or remove them as needed.
Every other authorization requires a **Comment**. If DTS did not provide one for you, you must add it.

2. **Pre-Audits** (Indicator 2) identify items flagged for exceeding established cost thresholds or that break travel policy without specific AO approval. You must provide a **Justification** for each flagged item to explain why you selected it and why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation.

Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a **Reason Code** explaining further the deviation from policy.

3. **Advisories** (Indicator 3) 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 a justification.

When you have provided all required comments, justifications, and reason codes, select **Continue** to open the **Digital Signature** screen (Figure 2-53).

### 8.4 Digital Signature Screen

You can open the **Digital Signature** screen (Figure 2-59) by selecting **Sign and Submit** on the **Progress Bar**. Use it to change the routing list (if needed), provide additional comments to the AO (optional), and attach the **SIGNED** stamp to the authorization to start it routing toward AO approval.
The Digital Signature screen lets you:

1. View the current status of the document (Indicator 1).

2. See the stamp DTS will apply when you submit the document (Indicator 2). You must check the applicable stamp, even though, unless you are a Routing Official, this will always say SIGNED on authorizations.

3. Change the routing list (Indicator 3), if needed. Follow your local guidance to determine the correct routing list to use.

4. Add Comments to the AO (Indicator 4). These are generally optional.

5. Submit the document (Indicator 5) with the displayed stamp. Unless DTS detects a problem with the document, it will let you know that your submission was successful (Figure 2-60).
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.

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.

Signing the authorization begins the routing process. If your routing list contains the Reviewed step then this step occurs after TMC action, but eventually your authorization goes 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 ticketing by the TMC for your air travel before you head for the airport. There are a number of options to confirm your ticketing status ensuring you are ready to travel:
• Log into DTS and navigate to the Digital Signature screen. If the CTO TICKETED stamp appears in your document history, the TMC has ticketed your trip.

• Check your email. Most TMCs send you an email when they ticket your flights, which happens about three business 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></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>URL</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER RESOURCES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>URL</strong></td>
</tr>
</tbody>
</table>
| *Adjustments & Amendment Trifolds Information Paper | Update Authorization Trifold:  
Update Voucher Trifold:  
Information Paper:  
| *Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper | Instructions for Authorization CTW:  
Instructions for Voucher CTW:  
[https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf](https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf)  
Information paper:  
| *Cancellation Procedures | Trifold:  
<table>
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* Web-based training module is also available in Travel Explorer (TraX) at [https://www.defensetravel.dod.mil/passport](https://www.defensetravel.dod.mil/passport)