

Defense Travel System

DTS Guide 5: Group Authorizations

July 02, 2020

Table of Contents

1	GROUP AUTHORIZATIONS	4
1.1	Group Authorization Process Overview	4
2	CREATE A GROUP AUTHORIZATION	6
2.1	Create Itinerary	6
2.2	Add Group Travelers	9
2.3	Reservation Module > Air Reservations	17
2.4	Reservation Module > All Other Reservation Types	19
2.5	Review Reservations	26
2.6	Expenses Module	31
2.7	Per Diem	31
2.8	Accounting	31
2.9	Accounting > Partial Payments	31
2.10	Accounting > Advances	31
2.11	Cost Distribution	31
2.12	Review > Review Group Authorization	34
2.13	Review > Other Auths and PreAudit > Sign and Submit	33
3	GROUP AUTHORIZATION TOOLS	41
3.1	Print a Traveler Manifest	41
3.2	Remove and Release a Traveler from a Group Authorization	44
3.3	Lock a Group Authorization	48
3.4	Amend a Group Authorization	50
3.5	Amend an Individual Authorization	50
3.6	Cancel a Group Authorization	51
4	HELPFUL RESOURCES	51

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/2017	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/21/2017	DTMO	Matched format with other DTS Guides	All
2.0	07/22/2019	DTMO	Updated formatting and screenshots due DTS Release 4	Throughout
2.1	11/22/2019	DTMO	Updated lodging reservations	Section 2.4
2.2	11/29/2019	DTMO	Updated screen shot	Page 42
2.3	02/12/2020	DTMO	Updated Rental Car process Updated Request TMC Assistance for lodging	Section 2.4
2.4	07/02/2020	DTMO	Updated Expenses and Receipts Updated Screen shots	Section 2 Throughout

1 Group Authorizations

To save time when two or more people travel together to the same TDY location, you can create a single document, a group authorization, to capture travel details common to all group travelers. Later, DTS splits the group authorization into individual authorizations, allowing each traveler to enter details unique to their own trip. After travel, each traveler creates and submits a voucher to claim reimbursement for the expenses they incurred and payment for the allowances they earned.

To create a group authorization, you must have group access to all travelers in the group. The person who creates a group authorization in DTS is the **Primary Traveler** if they will travel with the group, although a travel clerk, Non-DTS Entry Agent (NDEA) or DTA can also create a group authorization.

Note: The **Primary Traveler's** organizational routing list and Lines of Accounting (LOAs) drives the document processing.

Note: *In this guide, "you" are assumed to be the Primary Traveler, travel clerk, or NDEA.* This guide skips some of the steps common to all authorizations, as they appear in full in [DTS Guide 2: Authorizations](#).

1.1 Group Authorization Process Overview

Your local business rules determine some of the specifics, but the general group authorization process is:

1. You create the document by entering the itinerary, reservation preferences, expenses and allowances, etc. in much the same way you would create any authorization. However, with a group authorization, you must also:
 - a. Identify the group travelers.
 - b. Email the reservation requests to the Travel Management Company (TMC, which DTS sometimes refers to as the Commercial Travel Office [CTO]).

Note: Your local business rules may require a Transportation Officer (TO) to make transportation arrangements for groups of 10 or more travelers.

- c. Enter the transportation costs into the *Other Expenses* section in DTS, once you receive the information from the TMC or TO.

- d. Distribute all shared expense costs between the group’s travelers.
3. After you sign the group authorization, DTS routes it to the Authorizing Official (AO) for approval. After the AO approves it, DTS creates a copy of the group authorization (known as an *individual authorization*) for each traveler. Individual authorizations are view-only for the travelers at this point.
4. Should you need to amend the group authorization, when the AO approves the amendment, DTS reflects the changes in the individual authorizations (which are still view only at this point).
5. When the group authorization is locked (either by you or DTS – see Section 3.3), DTS makes the individual authorizations editable, so travelers can update their own authorizations and create vouchers. After locking, the group authorization is permanently non-editable.

You can see this process visually in Figure 5-1.

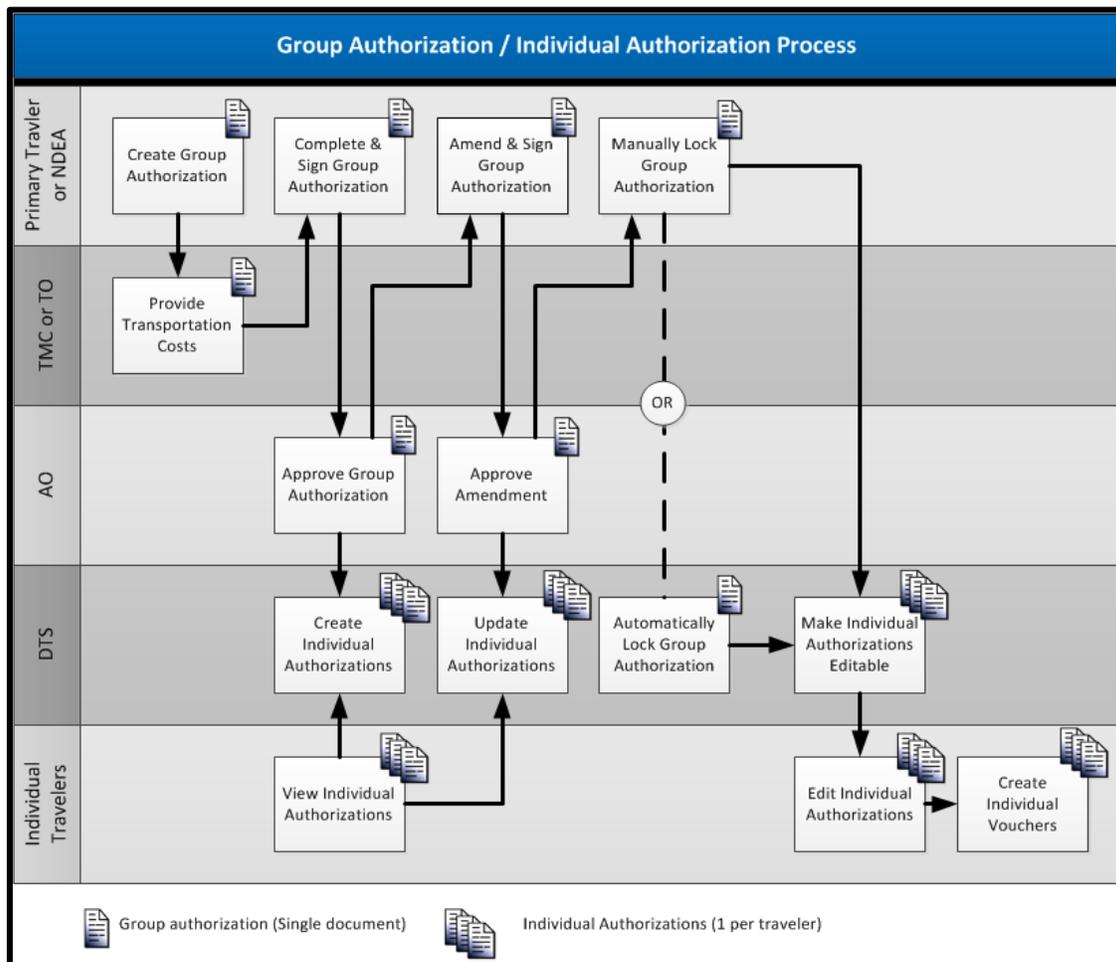


Figure 5-1: Group Authorization Process Flow

2 Create a Group Authorization

The steps to create a group authorization are similar as those used to create a typical authorization. This guide covers the unique processing for group travel. For more information on creating authorizations in DTS, especially those parts not covered in detail in this guide, see [DTS Guide 2: Authorizations](#).

2.1 Create Itinerary

To create a group authorization, begin on the **DTS Dashboard** screen, *My Travel Documents* section, select **Create New Document**, and then select **Group Authorization** (Figure 5-2). The **Create Group Itinerary** screen (Figure 5-3) opens.

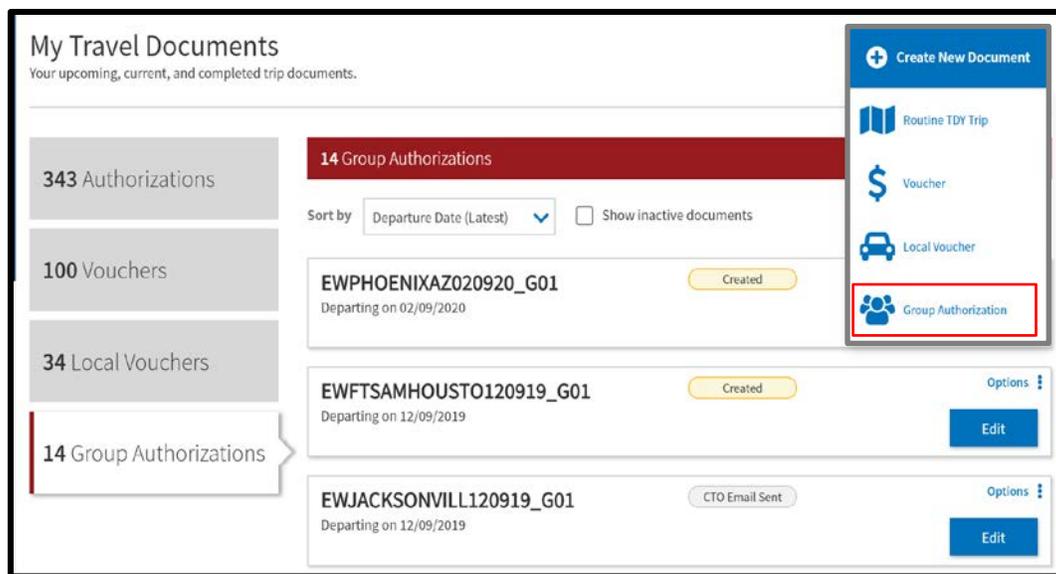


Figure 5-2: DTS User Welcome Screen

The screenshot shows the 'Create Group Itinerary' screen in the Defense Travel System. At the top, there is a navigation bar with 'Home', 'Trips', 'Travel Tools', 'News & Notices', and 'Administration'. The user is logged in as 'Helen D West'. The main content area is divided into three sections:

- GROUP TDY LOCATION(S)** (Callout 1): This section contains fields for 'Arriving' (MM/DD/YYYY), 'Departing' (MM/DD/YYYY), 'TDY Location' (City or Zip), 'Travelling By' (Air), 'Time of Day' (Morning), and 'Rental Car?' (No).
- GROUP TRIP OVERVIEW** (Callout 2): This section contains fields for 'Leaving On' (MM/DD/YYYY), 'Returning On' (MM/DD/YYYY), 'Trip Duration', 'Leaving From' (My Residence, Warrenton, VA), 'Returning To' (My Residence, Warrenton, VA), 'Returning By' (Air), and 'Return Time' (Morning) (Callout 3).
- GROUP TRIP DETAILS**: This section contains a 'Type' dropdown (Temporary Duty Travel (Routine)), a 'Purpose' dropdown, a 'Description (optional)' text area, and a 'Are You Attending a Conference or Event?' dropdown (No).

At the bottom right, there are 'Cancel' and 'Continue' buttons.

Figure 5-3: The Create Group Itinerary Screen

Note: If the traveler has not logged into DTS in the past 60 days, you may receive a **Review and Update Profile** message (Figure 5-4) prompting you to verify the profile before DTS will allow you to enter information on the **Create Group Itinerary** screen. Select **Continue without Updating**, if you have no profile changes. For information on how to update a profile within an authorization, see [DTS Guide 2: Authorization](#).

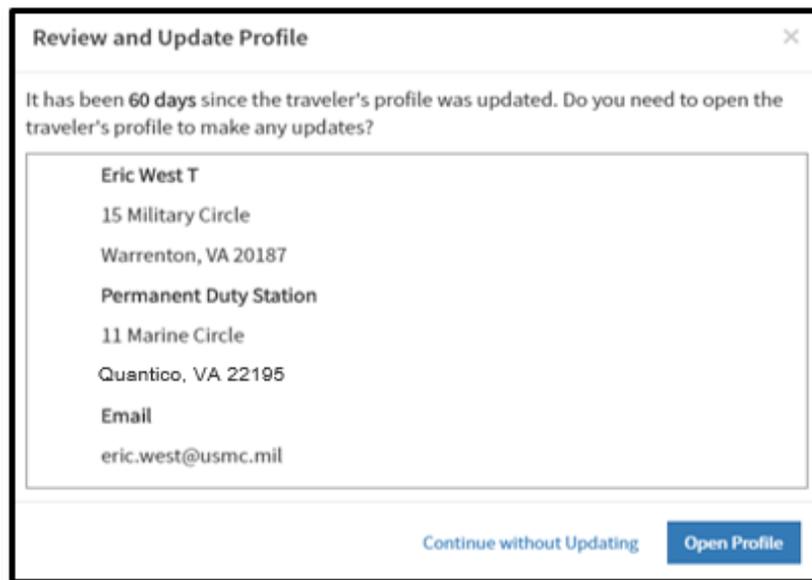


Figure 5-4: Review and Update Profile Screen

Beginning at the top of the page, enter the trip information for the group itinerary.

1. Under the *GROUP TDY LOCATION(S)* section (Figure 5-3, Indicator 1), identify the travel dates, TDY location, travel mode, and select a rental car (at the TDY location), if necessary.
2. The section *GROUP TRIP OVERVIEW* (Figure 5-3, Indicator 2) contains **Leave From** and **Returning To** locations, **Trip Duration**, and **Returning By** travel mode. Complete and move to the next section.
3. The *GROUP TRIP DETAILS* (Figure 5-3, Indicator 3) section contains three required and one optional field:
 - a. **Type:** Select **Temporary Duty Travel (Routine)** or **Invitational Travel**.
 - b. **Purpose:** Select one of the five trip purposes.
 - c. **Description (Optional):** Follow your local policy for this field.
 - d. **Are You Attending a Conference or Event?:** Select **Yes** or **No**. If **Yes**, choose **Conference** or **Event** or select **Other**, otherwise select **No**.
4. Select **Continue**.
5. DTS displays a **Processing your request** message (Figure 5-5).

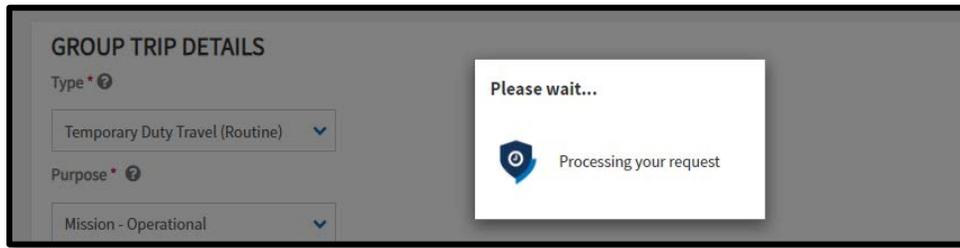


Figure 5-5: Processing your request Message

2.2 Add Group Travelers

Once the itinerary saves, the **Add Group Travelers** screen (Figure 5-6) opens. On this screen you can select the group travelers, provided they are members of a group to which a Defense Travel Administrator (DTA) has granted you group access. For more information on how groups and group access work, see [DTA Manual, Chapter 6](#).

The page displays **Total Travelers**, the **Primary Traveler**, **GTCC** status (valid **checkmark** or non-valid **X**), **EFT Account** (**Checking** or **Savings**), and **Routing List**.

Note: The **Progress Bar** is now active on the left side of the page (Figure 5-6, Indicator 1).

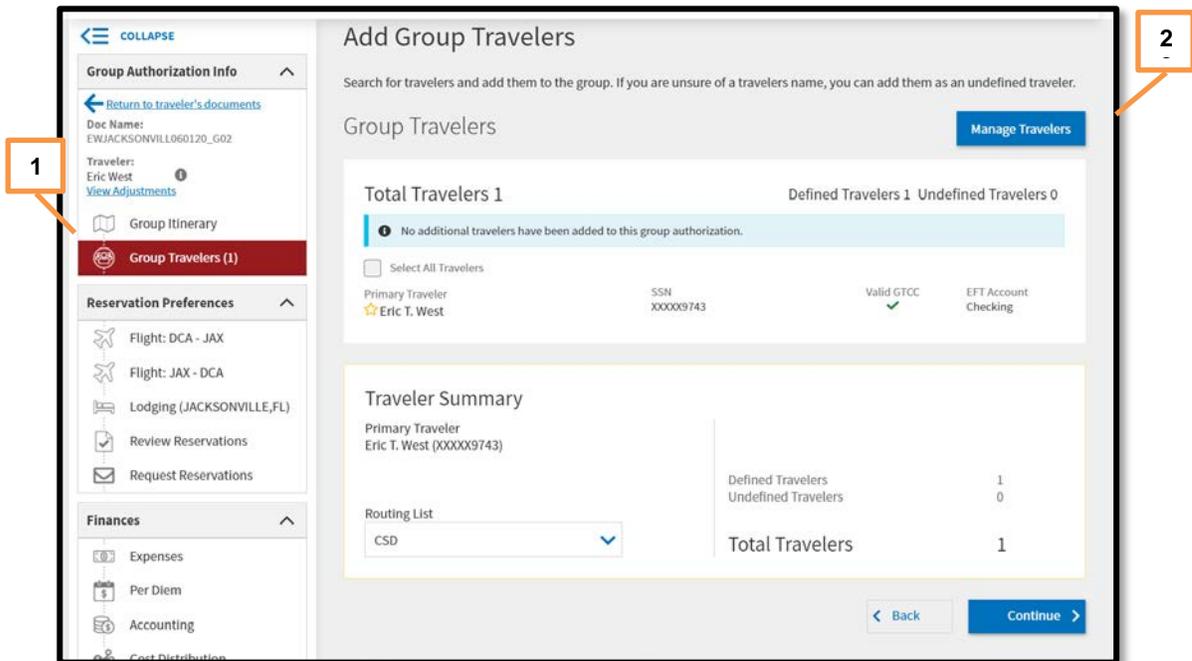


Figure 5-6: Add Group Travelers Screen

Specific to group travel is the **Manage Travelers** feature. There are three options to add the travelers to the trip (Figure 5-6, Indicator 2).

1. Select **Manage Travelers** and the **Manage Travelers** window opens (Figure 5-7, Indicator 1).

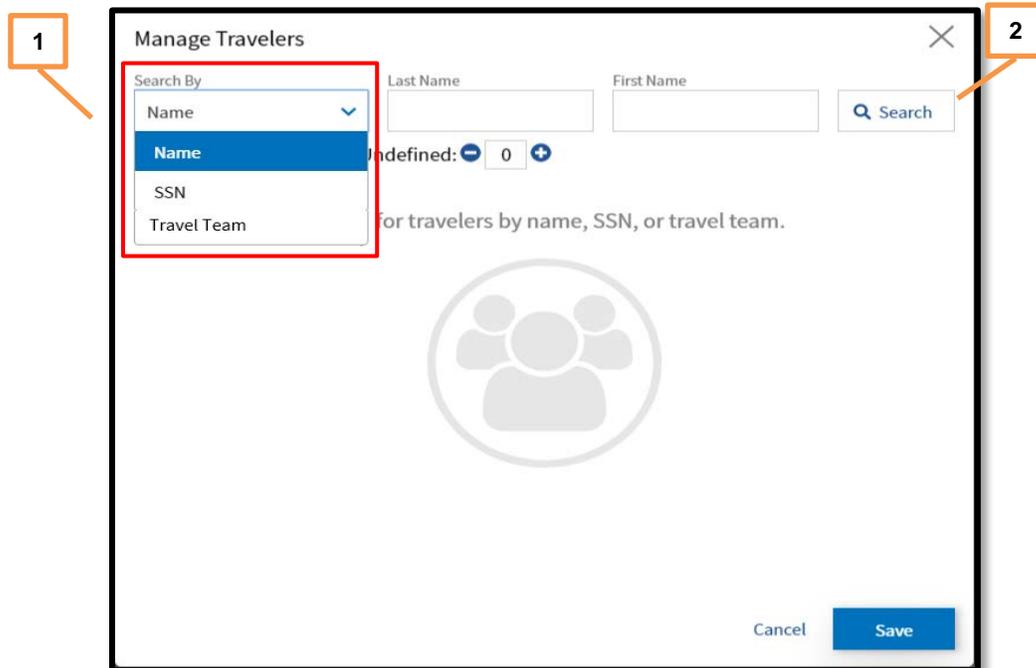


Figure 5-7: Manage Travelers Screen

2. Select **Search By:**
 - **Name:** (Last and First) with the option to include all or part of the name.
 - Select the search method (**Name**), then select **Search** (Figure 5-7, Indicator 2), the traveler's information displays.
 - Select the **+** (plus sign) on the right side of the traveler entry to add the individual (Figure 5-8, Indicator 1).
 - Add all the travelers, then select **Save** (Figure 5-8, Indicator 2).

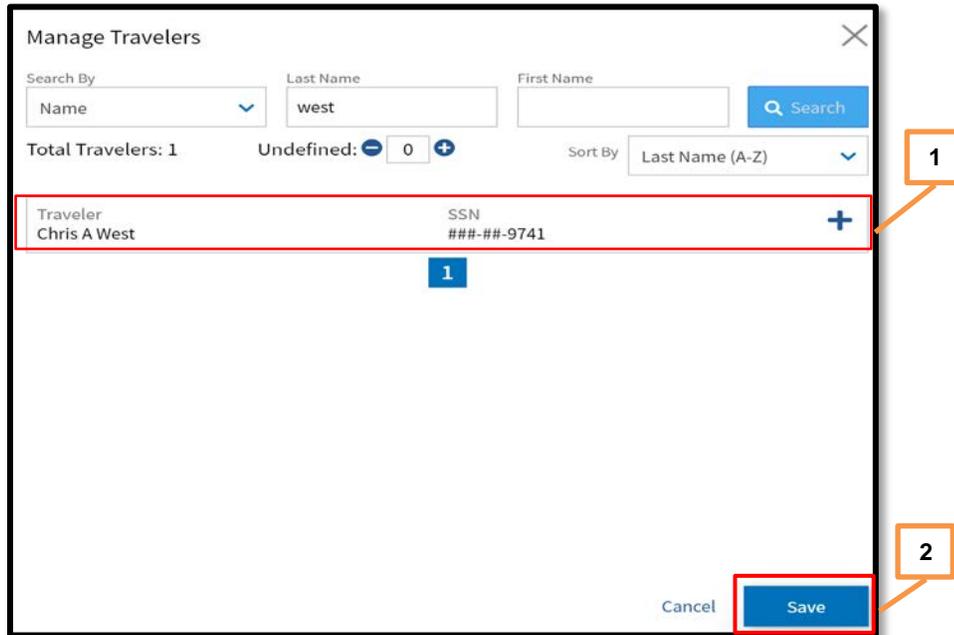


Figure 5-8: Manage Travelers (add by **Name**) Screen

- **SSN (Social Security Number):** This option may be helpful searching when travelers have the same first and last names.
- **Travel Team:** These people frequently travel together and you can select them for the trip. You can use a **Travel Team** already established or create a new **Travel Team**.
 - Previously established Travel Team:
 - Select **Travel Team** under **Search By**. The list of teams appear in a drop-down menu, select your **Travel Team** from the list (Figure 5-9). The group listing of travelers appears (Figure 5-10).

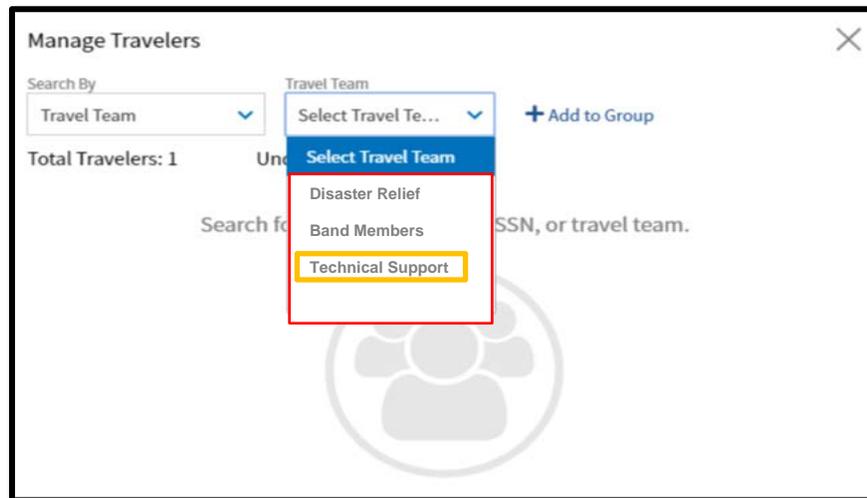


Figure 5-9: Manage Travelers (add by **Travel Team**) Screen

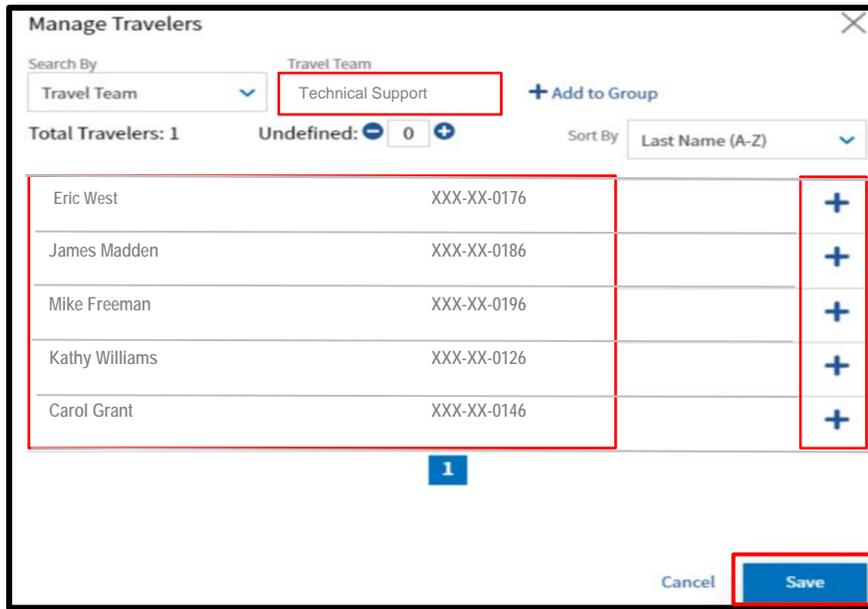


Figure 5-10: Travel Team (list) Screen

- Select the + (plus sign) to add/confirm the travelers to the group.
- Select **+Add to Group** to add someone to the Travel Team (Figure 5-10).
- Once you select a traveler, the icon will change to a red “X”.
- After adding all the travelers to the group, select **Save**.

3. DTS displays a **Processing your request** message (Figure 5-11).

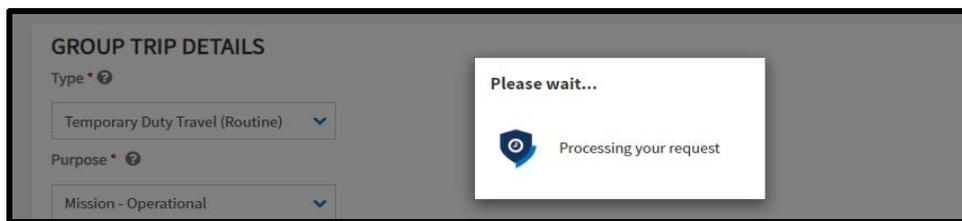


Figure 5-11: Processing your request Message

4. The **Add Group Travelers** screen updates, lists the travelers, and changes the **Total Travelers** (Figure 5-12, Indicator 1). **Note:** DTS marks the **Primary Traveler** with a star (Figure 5-12, Indicator 2).

Add Group Travelers

Search for travelers and add them to the group. If you are unsure of a travelers name, you can add them as an undefined traveler.

Group Travelers Manage Travelers

Total Travelers 5 Defined Travelers 5 Undefined Travelers 0

Select All Travelers

Primary Traveler	SSN	Valid GTCC	EFT Account Checking
★ Eric T. West	XXXXX9743	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler JOHN A. MADDEN	XXXXX0737	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler Tony Freeman	XXXXX2000	Valid GTCC ✗	EFT Account N/A
<input type="checkbox"/> Traveler Chris A. West	XXXXX7347	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler BEVERLY WILLIAMS	XXXXX5858	Valid GTCC ✓	EFT Account Checking

Traveler Summary

Primary Traveler
Eric T. West (XXXXX9743) ▼

Routing List
CSD ▼

Defined Travelers	5
Undefined Travelers	0
Total Travelers	5

← Back
Continue →

Figure 5-12: Group Travelers (Travelers Added) Screen

Note: When creating the group authorization it is important that all the travelers have like methods of reimbursement. Travelers with a valid GTCC used for making reservation preferences should be together and those travelers without a valid GTCC, you should process their group authorization separately.

- If you need to remove someone from the group authorization, the process is easy. Select the **box** by the traveler name (Figure 5-13, Indicator 1).

A banner appears at the bottom of the page. Select **Remove** (Figure 5-13, Indicator 2).

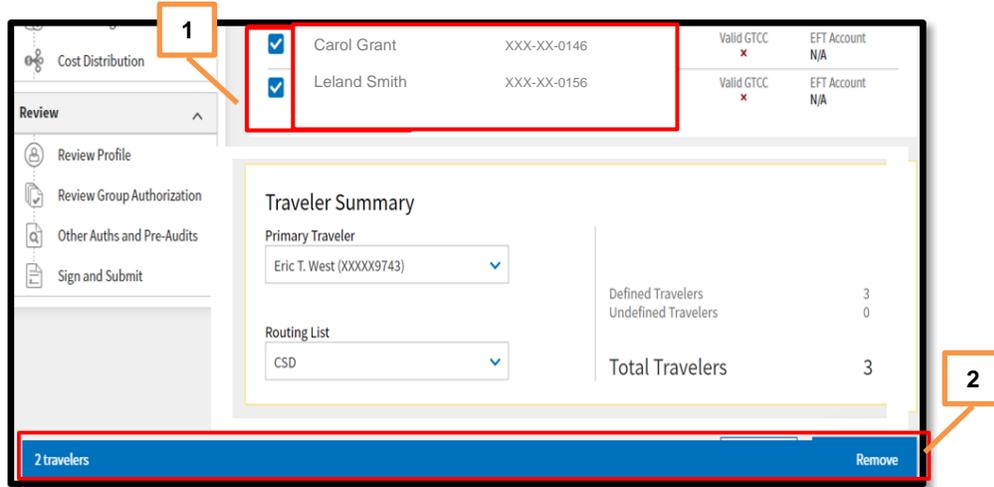


Figure 5-13: Remove Travelers Banner Screen

A **Remove Travelers** confirmation message displays (Figure 5-14). Select **Confirm**. The travelers are no longer on the group authorization.

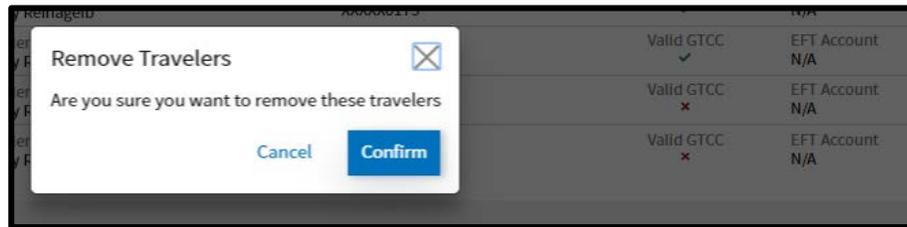


Figure 5-14: Remove Travelers (confirmation) Screen

6. You can create a **Travel Team (listing)** for this trip or for future group travel (Figure 5-15). You can easily add and remove travelers to the team list following the steps below, or you can skip this section, going directly to # 8 to complete (adding) **Group Travelers**.

Create Travel Team: Under the *Traveler Summary* section, you can select a different **Primary Traveler**, identify another **Routing List**, and add travelers to a new **Travel Team**.

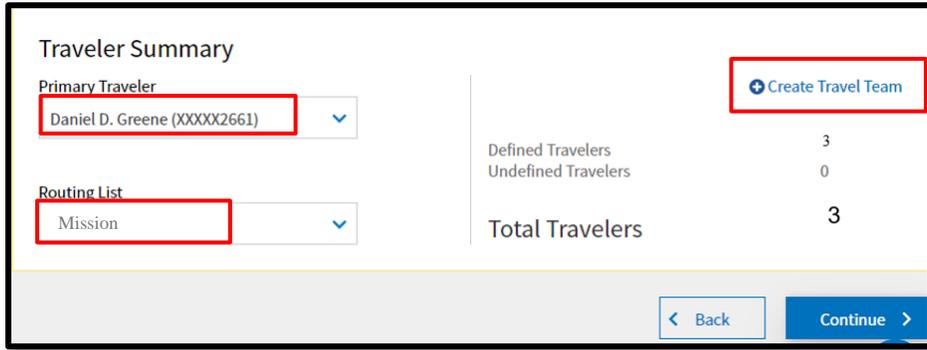


Figure 5-15: Create Travel Team Screen

- Select **Create Travel Team**. A window opens (Figure 5-16).
- Select the travelers currently on the document.
- Name the team.
- Select **Create Travel Team** to save.

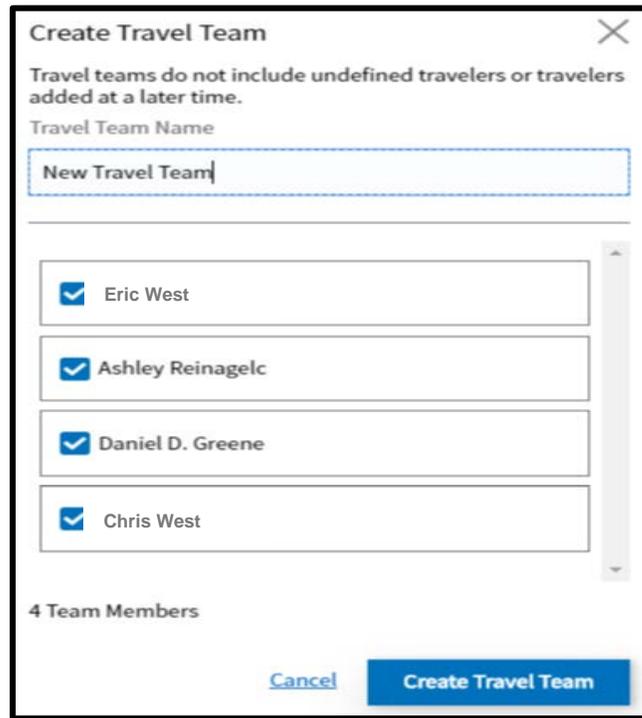


Figure 5-16: Create Travel Team Screen

7. The **Travel Team** success notification will appear under the *Traveler Summary* section (Figure 5-17, Indicator 1). **Note:** You must have group access to view the information.

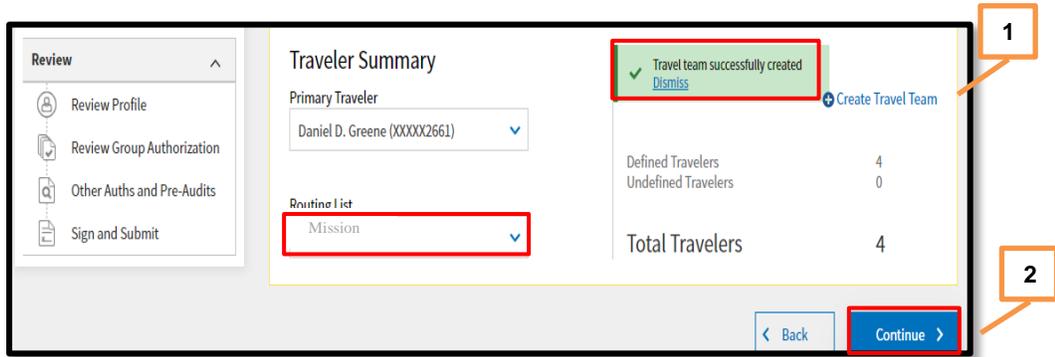


Figure 5-17: Travel Team (notification) Screen

8. Select **Continue** at the bottom of the page (Figure 5-17, Indicator 2). DTS displays a **Processing your request** message.

Note: If you don't know all the participants, you can enter a number for a traveler as a *temporary placeholder* on the **Manage Travelers** screen see Figure 5-7. Enter the number, select the + (plus sign) and select **Save**. The **Traveler Summary** will reflect that entry as **Undefined Traveler**. You do not have to identify all travelers by name before you proceed with creating the group authorization. However, you must identify all travelers in the group, enter and distribute all costs before the AO may approve the group authorization.

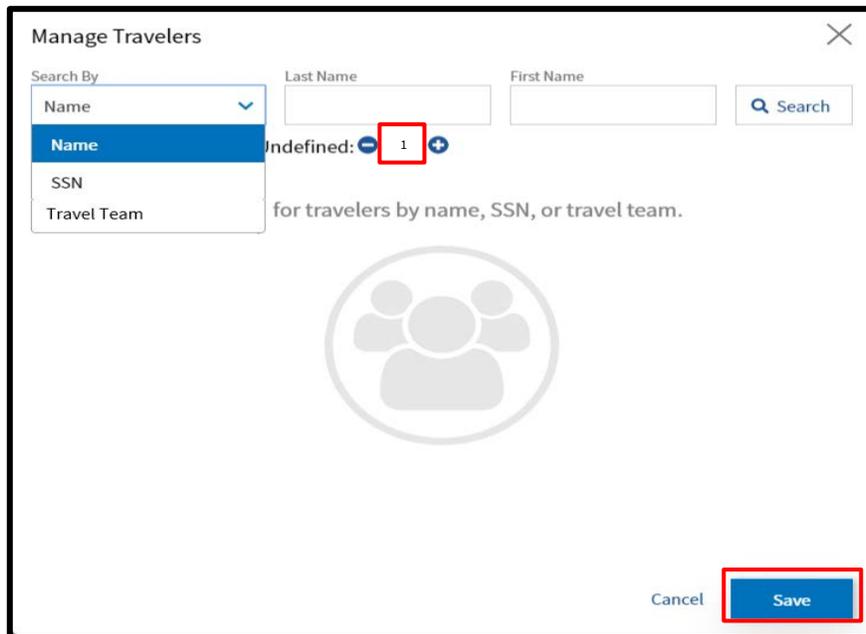


Figure 5-7: Manage Travelers Screen

2.3 Reservation Module > Air Reservations

Requesting air reservations follows generally the same process as in a typical authorization, with the following exceptions:

- Your local business rules may require a Transportation Officer (TO) to make transportation arrangements if your group contains 10 or more travelers. If so, skip the entire transportation reservations process. The Transportation Officer (TO) will make the transportation arrangements and give you the costs to enter into DTS under the **Expenses** module. Your organization may have a routing list that includes a TO review. If so, select that routing list before you sign the group authorization. For more about routing lists, see [DTA Manual, Chapter 5, Section 5.6.2.3](#).
- When you select flight reservations, you're only identifying flight preferences for the TMC to assist you. You are not actually booking flights or reserving seats at this point. The TMC will work the reservation request, though the TMC may have to select a different flight to get enough seats for all the group travelers.

Here is how to request group travel flights in DTS:

1. Based upon information you entered on the itinerary, DTS automatically searches for appropriate flights and displays the lowest (policy based) results on the **Select a Flight** page (Figure 5-18).

Flight Step 1 of 3: Select a Flight

DEPARTING FROM
DCA - Washington Ro...
 Include nearby airports

ARRIVING AT
JAX - Jacksonville In...
 Include nearby airports

DEPARTING ON
06/01/2020 Morning

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

DCA to JAX Sort by

	<p>DCA 6:57 AM → 1 Stop → JAX 10:29 AM</p> <p>TOTAL DURATION ⌚ 3h 32m</p>	<p>GSA Contract Rate w/ Limited Availability ⓘ</p> <p>Fare Rules</p>	<p>TOTAL COST \$152.63 <small>includes taxes and fees</small></p> <p><input type="button" value="Select Flight"/></p>
	<p>DCA 11:48 AM → 1 Stop → JAX 5:59 PM</p> <p>TOTAL DURATION ⌚ 6h 11m</p>	<p>GSA Contract Rate w/ Limited Availability ⓘ</p> <p>Fare Rules</p>	<p>TOTAL COST \$152.63 <small>includes taxes and fees</small></p> <p><input type="button" value="Select Flight"/></p>
	<p>DCA 8:40 AM → 1 Stop → JAX 1:23 PM</p> <p>TOTAL DURATION ⌚ 4h 43m</p>	<p>GSA Contract Rate w/ Limited Availability ⓘ</p> <p>Fare Rules</p>	<p>TOTAL COST \$154.13 <small>includes taxes and fees</small></p> <p><input type="button" value="Select Flight"/></p>

Figure 5-18: Search a Flight Screen

2. Use **Select Flight** (Figure 5-18, Indicator 1) to choose a departure flight preference.
3. DTS searches and brings back a list of return flights. Use **Select Flight** to choose a return flight preference.
4. Once you select all your flights, DTS displays a **Processing your request** message.

Note: The displayed flight cost (or cost you enter under **Enter Expenses**) is the total estimated cost for all travelers, not the cost per single traveler.

Example: The group contains three travelers. After submitting the travel preferences to the TMC, the TMC returns a flight cost of \$1,500. The tickets therefore cost \$500 per traveler. You enter the total cost. Later, you will distribute the cost among the travelers. To view flight cost, see **Review Reservations**.

Note: DTS does not prompt you to enter Secure Flight Passenger Data traveler information for a group authorization. However, the airlines require certain traveler data in order to book and ticket flights. When providing the Secure Flight Passenger Data and GTCC information to your servicing TMC or TO, be sure to follow your local business rules and TMC processes for data transmission.

2.4 Reservation Module > All Other Reservation Types

If you indicated the group needs a rental car, then DTS automatically searches for vendors participating in the **U.S Government Rental Car Program**. The lowest cost (**Recommended**) car displays at the top of the **Select a Rental Car** page (Figure 5-19).

Note: You may need to use the **Advanced Options** drop-down menu to change the **Vehicle Type** to accommodate the number of group travelers (Figure 5-19, Indicator 1) and then select **Search** (Figure 5-19, Indicator 2).

1. Review and then **Select Car** (Figure 5-19, Indicator 3). **Note:** Later, you will distribute the rental car cost to the appropriate traveler.

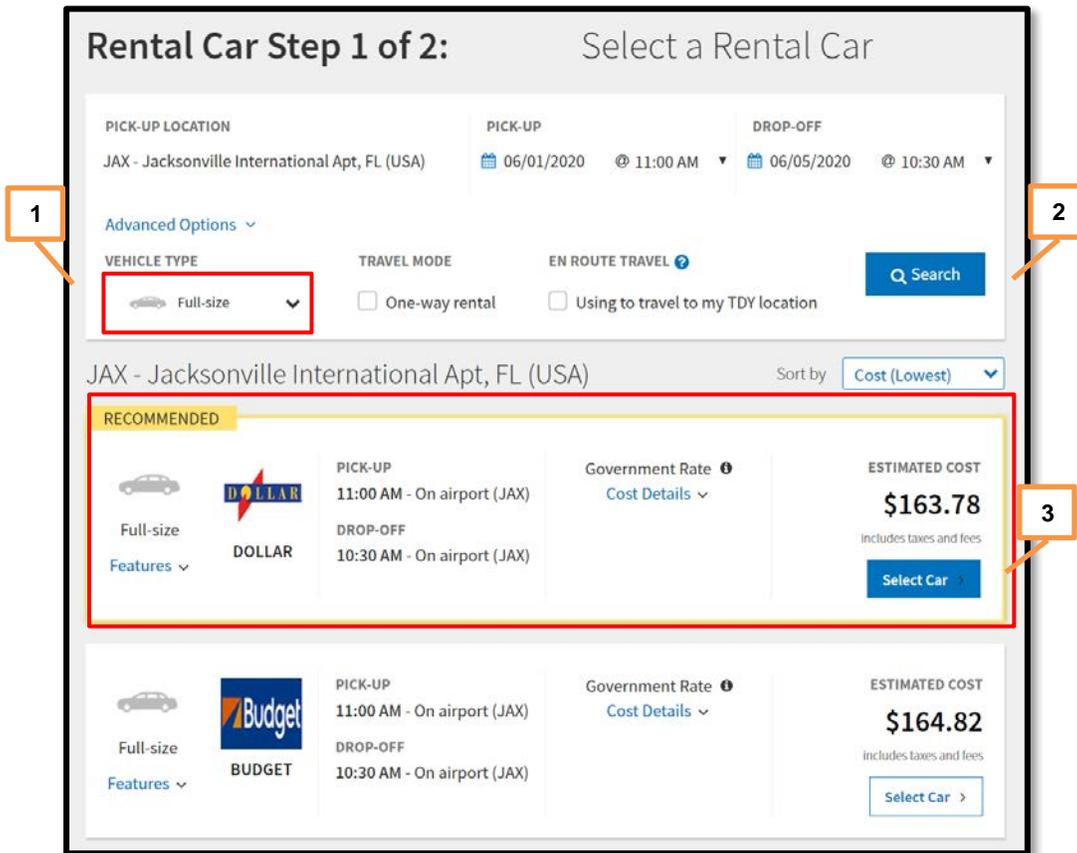


Figure 5-19: Select a Rental Car Screen

Note: Select **Request TMC Assistance** at the bottom of **Select a Rental Car** screen, when there are *no government rate rentals* listed. A message box appears. You may add information to the system-generated comments, but do not alter them. After selecting the rental car, DTS proceeds to the lodging reservations section.

The **Select Lodging** page opens (Figure 5-20) displaying policy-compliant lodging search results.

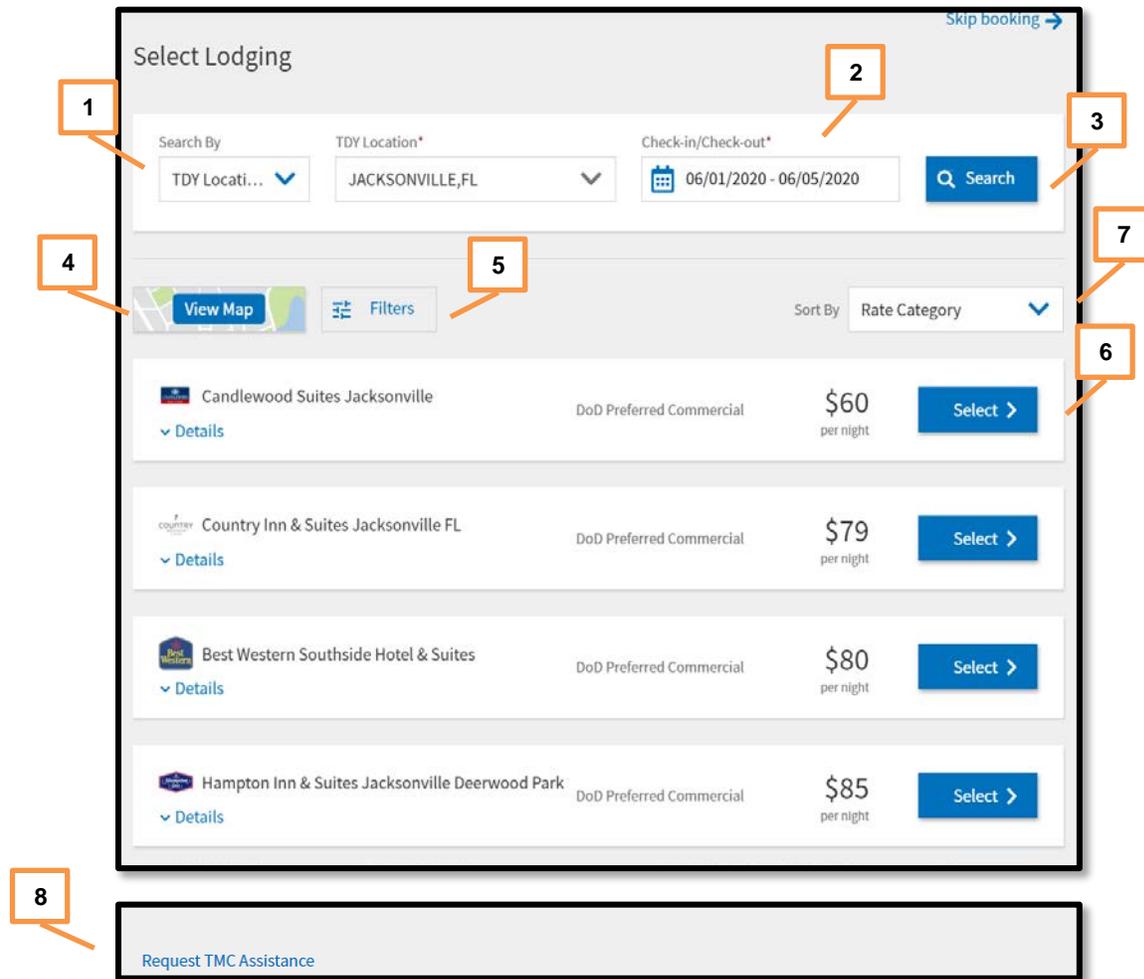


Figure 5-20: Select Lodging Screen

On this screen, you can access:

- **Search By: TDY Location, Location and Airport** (Figure 5-20, Indicator 1)
- **Check in/Check out** (one field for both dates) (Figure 5-20, Indicator 2)
- **Search** (Figure 5-20, Indicator 3)
- **View Map** Feature (Figure 5-20, Indicator 4)
- **Filters** Feature (Figure 5-20, Indicator 5)
- Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive (Figure 5-20, Indicator 6).
- **Sort By** to change the order of the lodging listing (Figure 5-20, Indicator 7)
- **Request TMC Assistance** (bottom of the screen – Figure 5-20, Indicator 8)

View the lodging options:

1. Scroll down the page to review the lodging list. **Note:** At or below per diem hotels appear at the top of the list with a *Recommended* indicator in *green*. Hotels over per diem appear lower on the lodging list and the cost displays in *red* (Figure 5-21, Indicator 1).

The screenshot shows the 'Select Lodging' interface. At the top, there are search filters: 'Search By' (TDY Location), 'TDY Location*' (FT. BENNING,GA), and 'Check-in/Check-out*' (06/01/2020 - 06/05/2020). Below these are 'View Map', 'Filters', and 'Sort By' (Rate Category). The main list contains three items:

Hotel Name	Category	Rate	Per Diem	Indicator
PAL on Ft Benning Abrams Hall	Government Privatized Lodging	\$72 per night		Recommended (Green)
Candlewood Suites Columbus Fort Benning	DoD Preferred Commercial	\$80 per night	Per Diem: \$72	Non-compliant (White)
Holiday Inn Express Hotel & Suites Columbus-Fo...	DoD Preferred Commercial	\$81 per night	Per Diem: \$72	Non-compliant (White)

Figure 5-21: Select Lodging (over per diem) Screen

2. To see the hotels in relation to the **TDY Location** or other search criteria (Location or Airport) use the **View Map** or **Filters** feature (Figure 5-21). From here, you can select a rate box (Figure 5-22a, Indicator 1), **zoom in (+)** or **zoom out (-)** (Figure 5-22a, Indicator 2), **Enter a street address** (Figure 5-22a, Indicator 3), select **Filters** (Figure 5-22a, Indicator 4), or use **Search By** to change options and **Search** (Figure 5-22b, Indicator 1) to locate a hotel.

You can select a hotel rate box and from there select the hotel or return to the **Select Lodging** page to choose a hotel from the list.

- Policy compliant lodging displays in a green or blue rate box.
- Non-compliant lodging displays in a white rate box.

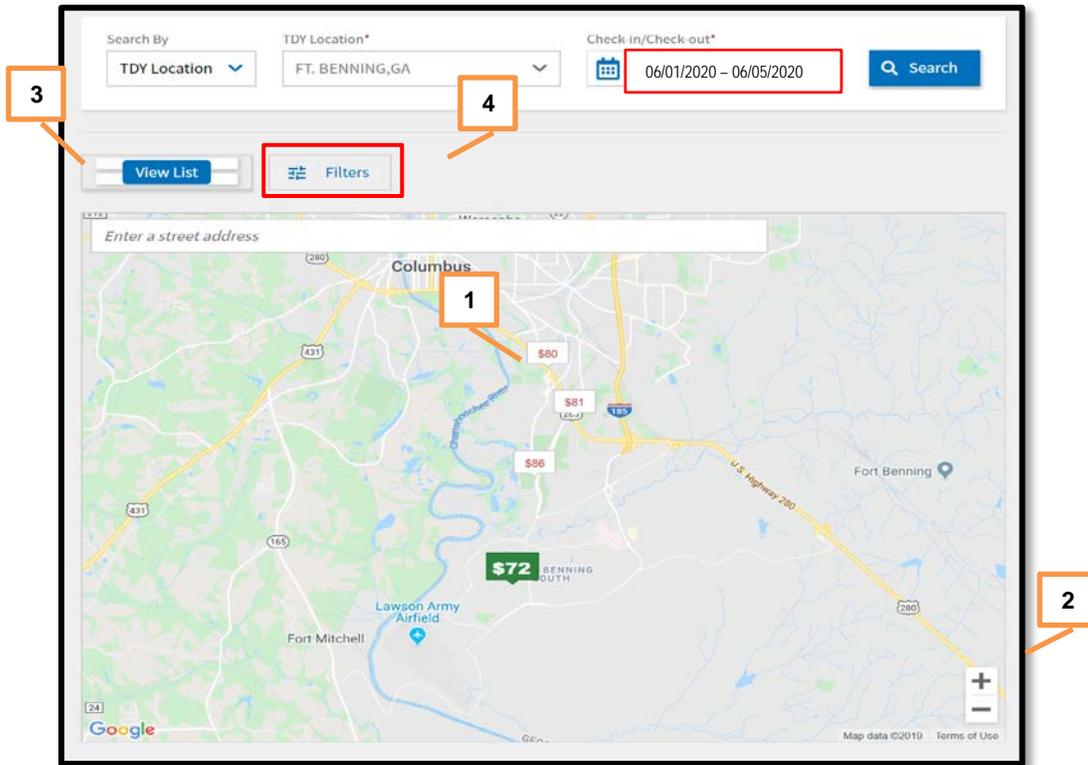


Figure 5-22a: View Map Screen

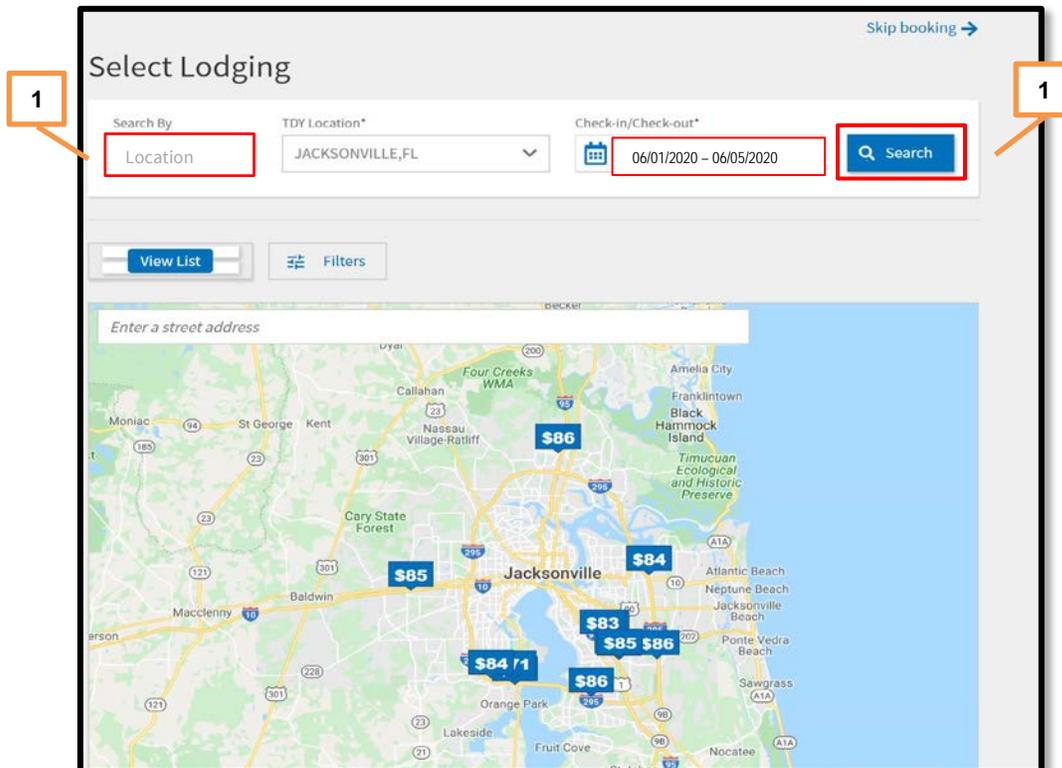


Figure 5-22b: View Map Screen

- On the **Select Lodging** page (figure 5-21), to view information on the specific hotel, select **Details** and the screen expands (Figure 5-23). There is an **Info** link to view the **Contact** data – hotel name, location using Google Maps, address, phone and fax numbers, and website link. Under **Policy** link provides the hotel’s cancellation rules, methods of payment, property description, etc.

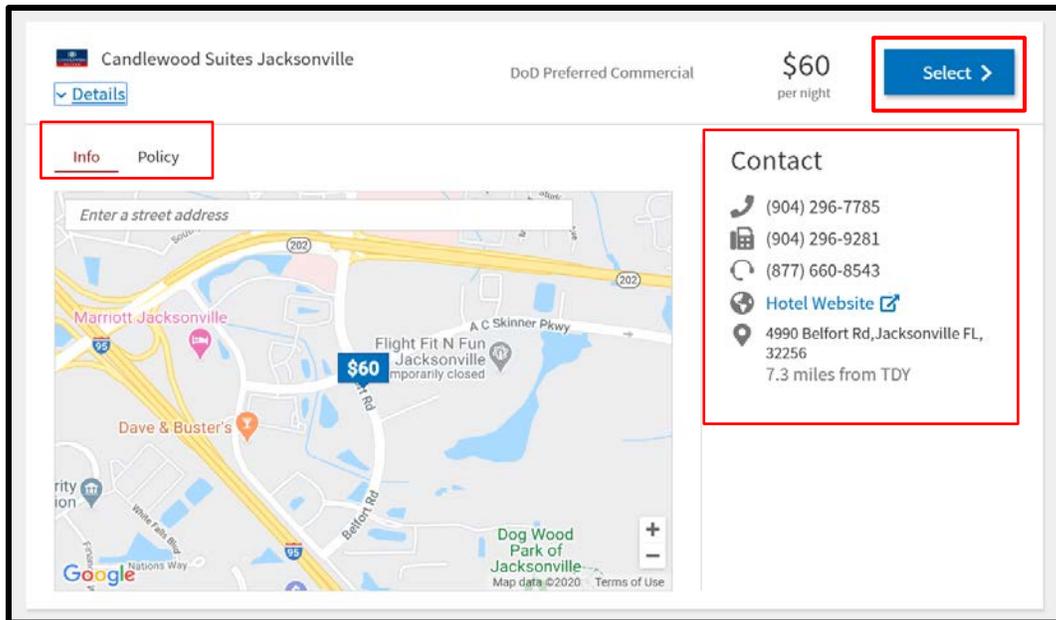


Figure 5-23: Hotel Details Screen

- Choose **Select** to advance to booking. The **Select Room** page opens (Figure 5-24).

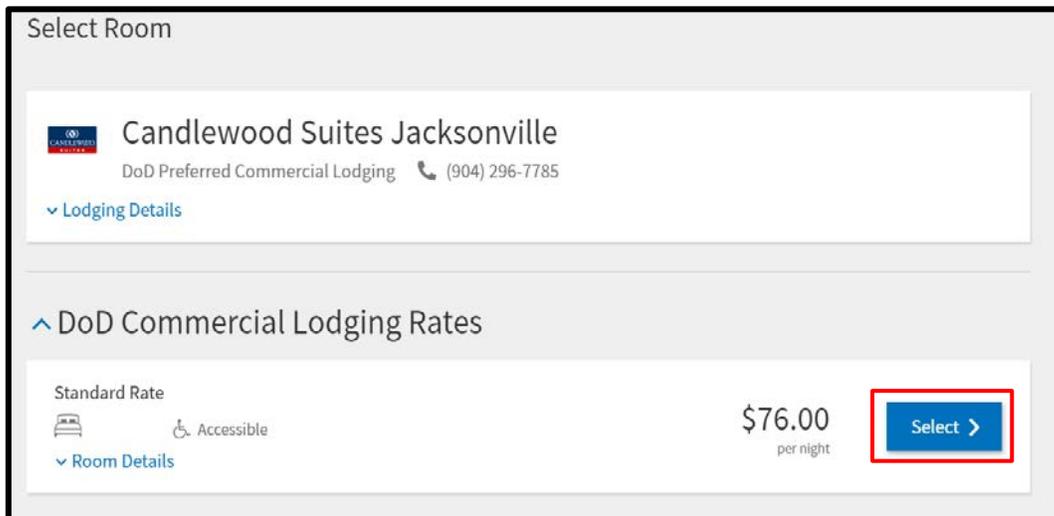


Figure 5-24: Select Room Screen

- View the room types. Select **Room Detail** if you want to see more room information.

Note: If you can't find accommodations, you can use **Request TMC Assistance** option located at the bottom of both the **Select Lodging** (Figure 5-20) and **Select Room** screens, to have the TMC help you find lodging.

A **Request TMC Assistance** box opens (Figure 5-25). The default **Rate Category** is **Commercial**. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to request those other lodging reservations.

Figure 5-25: Request TMC Assistance Box

However, before switching the **Rate Category** field and selecting another lodging type, you should contact your DTA, and *verify* your organization's TMC support capabilities.

Note: Under **Additional Comments**, you may add to, but don't overwrite the system-generated comments.

- After choosing **Select** (hotel room) or **Send Request (Request TMC Assistance)**, DTS provides a booking message when successful along with a confirmation number.

Note: If the TO or you make offline lodging reservations, you will need to update the lodging cost under **Per Diem**.

- The **Group Reservation Preferences** page opens (Figure 5-26).

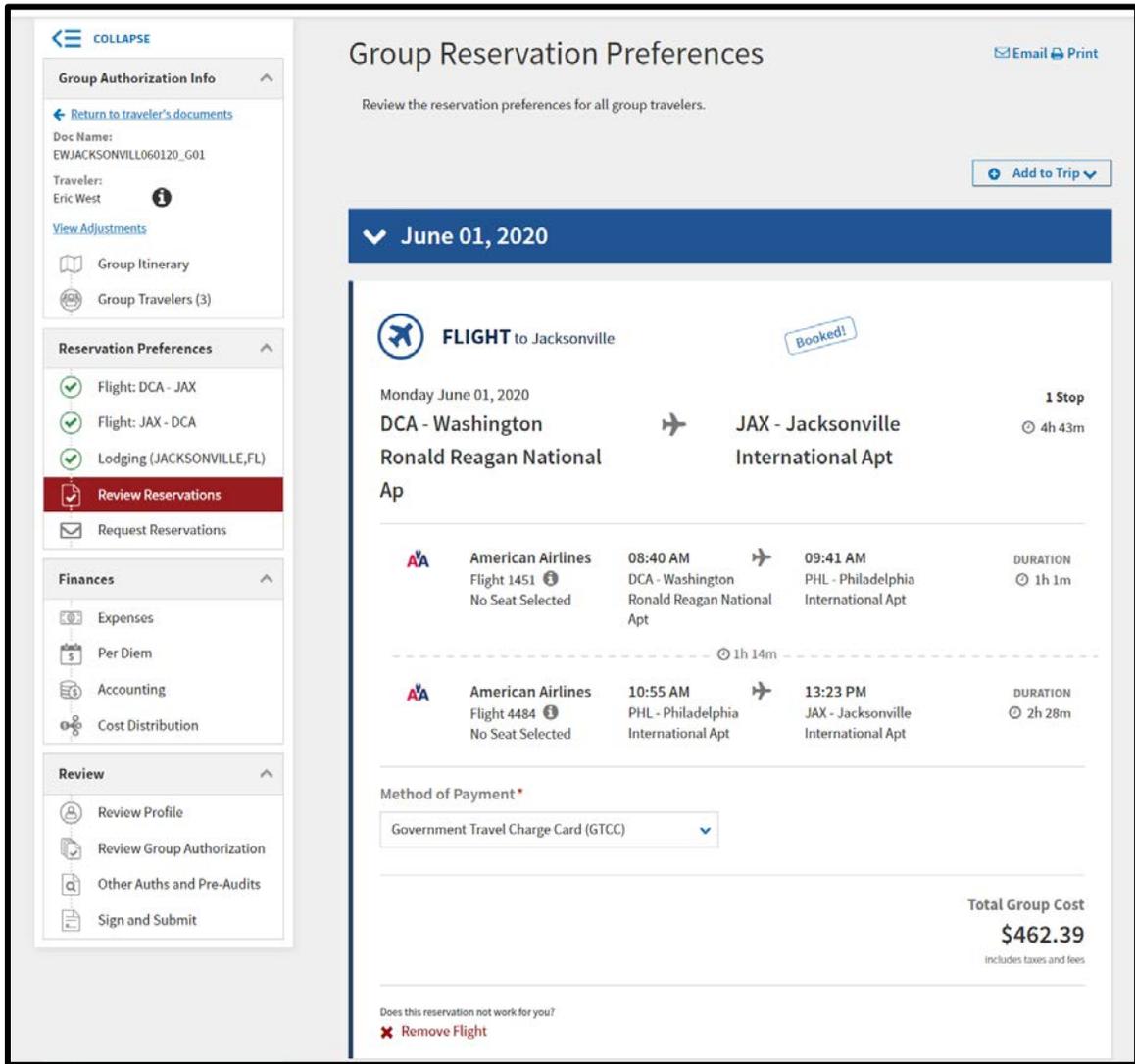


Figure 5-26: Group Reservation Preferences

Note: The **Daily Cost** and **Estimated Total Group Cost** display for all travelers, not per individual traveler. If you enter costs manually under **Per Diem**, make sure the totals are for all travelers. For example, the group contains three travelers who need lodging for 4 nights each. DTS displays a total lodging cost of \$912.00. The hotel will therefore cost \$76.00 per traveler per night.

8. Scroll to the bottom of the page and select **Continue**.

2.5 Review Reservations

The **Progress Bar** tracks your reservation selection advancement and then DTS brings you to **Review Reservations** listing the selected flights, rental car, lodging

preferences and total group cost for each.

1. Starting at the top of the page, review the reservation information. The bottom of the screen, DTS provides the **Summary of Trip Costs** (Figure 5-27).

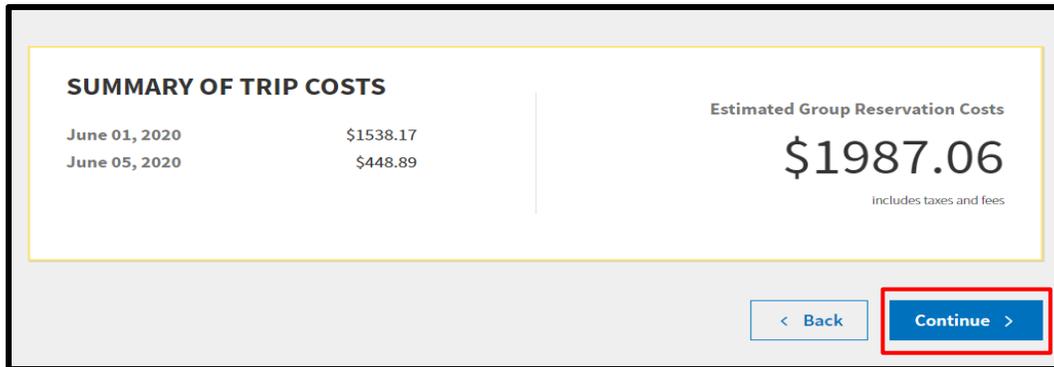


Figure 5-27: Summary of Trip Costs Screen

2. Once you complete the review, select **Continue**.

DTS opens the **Request Reservations** window displaying the *Traveler Summary*, *Reservation Preferences*, *Trip Details*, and *Points of Contact* sections (Figure 5-28).

1. Scroll down the page to view the information.

Request Reservations

Send the reservation preferences for all group travelers to the Travel Management Center (TMC) for processing.

Traveler Summary Manage Travelers

Total Travelers	Defined Travelers	Undefined Travelers
3	3	0

Primary Traveler	Phone Number	Email Address
Eric T. West	703-555-1212	Eric.west@email.mil
<input type="checkbox"/> Select All Travelers		
Traveler	Phone Number	Email Address
Jessica T. Morton	5715679876	EMAIL@MAIL.MIL
<input type="checkbox"/> Traveler		
Traveler	Phone Number	Email Address
Kylee T. Linden	7890896654	EMAIL@MAIL.MIL

[Hide full traveler list](#)

Reservation Preferences

Flights

Airline	Date	Time	Origin	Destination	Price
American Airlines	6/1/2020	08:40 AM - 09:41 AM	DCA	PHL	\$462.39
American Airlines	6/1/2020	10:55 AM - 01:23 PM	PHL	JAX	\$0.00
American Airlines	6/5/2020	04:56 PM - 06:45 PM	JAX	DCA	\$448.89

Rental Cars

Company	Dates	Vehicle Type	Price
Dollar Rent-A-Car	6/1/2020 - 6/5/2020	Compact	\$163.78

Lodging

Property	Dates	Room Type	Price
Candlewood Suites Jackso	6/1/2020 - 6/5/2020	DoD Preferred Commercial Lodging	\$76.00

Trains

Trip Details

Trip Dates	Start Location	End Location
06/01/2020 - 06/05/2020	Quantico,VA	Quantico,VA

Point of Contact Information

1

Name*	Phone Number*	Email Address*
Eric T. West	703-555-1212	Eric.west@email.mil
TMC Group ID	65545	
Additional Comments to the TMC		
<input type="text"/>		
Send Request and Continue		

2

[Back](#) [Continue without Sending](#)

Figure 5-28: Request Reservations - Details Screen

2. Under *Point of Contact Information* section, DTS displays the POC **Name**, **Phone number**, **Email Address**, **TMC Group ID**, and **Additional Comments** fields (Figure 5-28, Indicator 1).
3. Verify the **Point of Contact Information** section is valid.
4. DTS enables email delivery to the TMC before signing the group authorization. Select **Send Request and Continue** (Figure 5-28, Indicator 2).
5. A **DTS Request for Group Travel Reservations** email (with group travel preferences) generates to the TMC. The POC receives a copy of the DTS email.
6. Once DTS sends the email, the group authorization updates with a **CTO Email Sent** stamp.
7. DTS advances to the **Enter Expenses** Screen.

For more information on the **DTS Request for Group Travel Reservations** email, see the [DTA Manual, Appendix E](#).

For more information on DTS reservations, see the [DTS Guide 2: Authorizations](#).

2.6 Expenses Module

The Group Authorization **Enter Expenses** page functions the same as the standard authorization with a running list of reservations and other expenses and mileage allowances, along with the receipt attachment and **Import a PDF** features (Figure 5-29).

Enter Expenses

Sort By

American Airlines (Flight 5184 - JAX to DCA)	06/05/2020	\$448.89	IBA
Lodging (Jacksonville, FL)	06/01/2020 - 06/05/2020	\$912.00	IBA
American Airlines (Flight 1451 - DCA to PHL)	06/01/2020	\$462.39	IBA
Taxi - To/From Terminal	06/01/2020	\$300.00	IBA
Dollar Rent-A-Car (JAX)	06/01/2020 - 06/05/2020	\$163.78	IBA
Baggage - 1st Checked Bag	06/01/2020	\$75.00	IBA

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$1,987.06	\$375.00	\$2,362.06

Figure 5-29: Enter Travel Expenses Screen

1. Enter all known reimbursable expenses and travel allowance estimates, just as you would for any other authorization using **Add**, the single entry method. **Example:** The group contains three travelers. Each traveler will incur a baggage fee of \$25, so you will enter a single baggage expense of \$75.00.
2. Attach supporting records to an entered expense or **Documents** using the **Add** feature (Indicator 1).
3. Once you complete the **Enter Expenses** actions, select **Continue**. DTS advances to the **Review Group Per Diem Amounts** page.

Note: Certain cost information (e.g., driving distance to the trip starting point) is different for each traveler. For those, you will need to estimate the totals to get a good “should cost” for the overall trip. The travelers can update the “should costs” on their individual authorizations.

For more details on entering expenses, see [DTS Guide 2: Authorizations](#).

2.7 Per Diem Module

The **Review Group Per Diem Amounts** screen displays daily lodging and M&IE details. The per diem page displays the **Total Lodging Cost** and **Total M&IE Allowed** for all travelers within the group authorization. The group/ungroup action allows you to expand or collapse data and flags the first last and last day travel allowances. When you finish reviewing the information, select **Continue**.

For more details on Per Diem section, see [DTS Guide 2: Authorizations](#).

2.8 Accounting > Line of Accounting (LOA)

The **Review Accounting** page provides the options for adding a LOA to the group authorization. You can select **From [organization]**, **Shared LOA**, or **Cross Org LOA** options to add the LOA or your organization may elect to have a LOA appear automatically on your document. Make sure all expenses allocate to the LOA label. When you complete the LOA section, select **Continue**.

For more information on adding Lines of Accounting and allocating expenses, see [DTS Guide 2: Authorizations](#).

2.9 Accounting > Partial Payments

On a group authorization, DTS will only request scheduled partial payments (SPPs) for the **Primary Traveler**. The TDY must 46 days or more to schedule a SPP. Other travelers who wish to request SPPs must wait until the group document locks (see Section 3.3). At that point, each traveler can update their individual authorization to request SPPs.

2.10 Accounting > Advances

Group authorizations do not permit requests for advances.

2.11 Cost Distribution

The **Distribute Costs** window lists all costs. There are two sections: *Undistributed Expenses* and *Distributed Expenses*. The **Distribution Costs** page lets you

Distribute or divide those costs amongst all group travelers as appropriate (Figure 5-30).

Distribute Costs
Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

^ Undistributed Expenses

^ Other Expenses

Expense	Date	Undistributed	Distributed	
Taxi - To/From Terminal	06/01/2020	\$300.00	\$0.00	Distribute
Baggage - 1st Checked Bag	06/01/2020	\$75.00	\$0.00	Distribute

^ Reservation Expenses

Expense	Date	Undistributed	Distributed	
American Airlines (Flight 1451 - DC...)	06/01/2020	\$462.39	\$0.00	Distribute
American Airlines (Flight 5184 - JA...)	06/05/2020	\$448.89	\$0.00	Distribute
Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78	\$0.00	Distribute

^ Distributed Expenses

^ Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	06/01/2020 - 06/05/2020	\$0.00 / \$0.00	\$912.00 / \$742.50

[View Details](#)

< Back Continue >

Figure 5-30: Distribute Costs Screen

1. Select **Distribute** (Figure 5-30, Indicator 1) by the expense item.
2. A **Distribute Costs** screen opens (Figure 5-31).
3. Select the **Distribution Method: Evenly, By Amount, or By Percent** (Figure 5-31, Indicator 1). **Note:** Make sure to dispense all costs.

The screenshot shows a 'Distribute Costs' dialog box with the following elements:

- Indicator 1:** A box around the 'Distribute Costs' title bar.
- Indicator 2:** A box around the 'Traveler' column header in the table below.
- Indicator 3:** A box around the 'Distribute' button.

Expense	Undistributed	Per Person
Taxi - To/From Terminal	\$0.00	33.33%

<input checked="" type="checkbox"/> Traveler	Amount
<input checked="" type="checkbox"/> ☆ Eric T. West	\$100.00
<input checked="" type="checkbox"/> Jessica T. Morton	\$100.00
<input checked="" type="checkbox"/> Kylee T. Linden	\$100.00

Figure 5-31: Distribute Cost Screen

- Checkmark the box by the individual traveler or checkmark the box next to **Traveler** to select all travelers (Figure 5-31, Indicator 2).
- Select **Distribute** (Figure 5-31, Indicator 3).
- The expense item moves from the *Undistributed Expenses* section to the *Distributed Expenses* section of the page.
- Continue distributing costs for each expense item by your preferred method.
- Once you go through all the costs, DTS displays an information icon notifying you of the expense distribution status (Figure 5-32, Indicator 1). The reset and edit distribution links appear next to each expense item (Figure 32, Indicator 2).

Distribute Costs

Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

1 [All expenses have been distributed to the group.](#)

Other Expenses

Expense	Date	Total Distributed	Reset	Edit
Taxi - To/From Terminal	06/01/2020	\$300.00	Reset	Edit
Baggage - 1st Checked Bag	06/01/2020	\$75.00	Reset	Edit

Reservation Expenses

Expense	Date	Total Distributed	Reset	Edit
American Airlines (Flight 1451 - DC...	06/01/2020	\$462.39	Reset	Edit
American Airlines (Flight 5184 - JAX...	06/05/2020	\$448.89	Reset	Edit
Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78	Reset	Edit

Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	06/01/2020 - 06/05/2020	\$0.00/ \$0.00	\$912.00/ \$742.50

[View Details](#)

[Back](#) [Continue](#)

2

Figure 5-32: Distributed Expenses (confirmation) Screen

9. Select **Continue** to advance to **Review Profile** and then select **Continue**, or go directly from the **Progress Bar** to select **Review Group Authorization**.

2.12 Review > Review Group Authorization

Before signing the group authorization, you should always verify it for completeness to help prevent the Authorizing Official (AO) from returning the document causing processing delays.

The **Review Trip Group Authorization** screen (Figure 5-33) presents all travel details. From this page, you can:

- **Add Comments to the AO** (Figure 5-33, Indicator 1) or use the short cut link **Go to [Document Sections]** (Figure 5-33, Indicator 2) to make changes.

- Expand **Show Details** for reservation preferences (Figure 33, Indicator 3).
- View the **Reservation Request** confirmation of TMC email sent (Figure 5-33, Indicator 4).
- Verify the **Expenses, Per Diem, Accounting Codes, Group Cost Distributions, and Estimated Travel Costs**.

Review Trip Group Authorization Print

Trip Details for:

EWJACKSONVILL060120_G01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

Trip Description: N/A

Dates: 06/01/2020 - 06/05/2020

Conference/Event Name: Not Applicable

Reference: [➕ Add Reference](#)

Comments to the Approving Official [➕ Add Comments](#)

Traveler Summary [Manage Travelers →](#)

Total Travelers	3	Defined Travelers	3	Undefined Travelers	0
------------------------	----------	-------------------	---	---------------------	---

Primary Traveler	Phone Number	Email Address
★ Eric T. West	703-441-6767	Eric.west@email.mil
Traveler	Phone Number	Email Address
Jessica T. Morton	7036708912	EMAIL@MAIL.MIL
Traveler	Phone Number	Email Address
Kylee T. Linden	7890896123	EMAIL@MAIL.MIL

[Hide full traveler list ^](#)

1

Figure 5-33: Review Trip Group Authorization Screen

The screenshot displays the 'Review Trip Group Authorization Screen' with the following sections and callouts:

- Itinerary** (Callout 2): Includes 'Expand All | Collapse All' and a 'Go to Itinerary' link.
- TRIP START**: Quantico,VA (Duty Station) with a location pin icon and 'Leaving on Jun 01, 2020'.
- TDY LOCATION 1**: JACKSONVILLE,FL with a location pin icon, dates '06/01/2020 - 06/05/2020', and a 'Show Details' dropdown (Callout 3). Below this are three status buttons: 'Flight Booked', 'Rental Car Booked', and 'Lodging Booked'.
- TRIP END**: Quantico,VA (Duty Station) with a location pin icon and 'Returning on Jun 05, 2020'. Below this is a 'Show Details' dropdown and a 'Flight Booked' status button (Callout 4).
- Reservation Request**: Includes a 'Go to Reservation Request' link and a green notification box stating: 'Email sent to the TMC on 05/11/2020 at 12:24 PM. An email was sent to the TMC with information to request your travel reservations. Once this group authorization is approved, DTS will give the TMC permission to ticket the reservations.'
- Point of Contact**: A form with fields for Name (Eric T. West), Phone Number (703-555-1212), Email Address (Eric.west@email.mil), TMC Group ID (65545), and Additional Comments to the TMC.

Figure 5-33: Review Trip Group Authorization Screen (continued)

Expenses [Expand All](#) | [Collapse All](#) [Go to Expenses](#) →

\$ RESERVATION EXPENSES 4 items

[Hide Details](#) ^

	Receipt Required	DATE	METHOD OF REIM.	COST
FLIGHT American Airlines (Flight 1451 - DCA to PHL)	Required	06/01/2020	GTCC	\$462.39
RENTAL CAR Dollar Rent-A-Car (JAX)	Required	06/01/2020	GTCC	\$163.78
LODGING Candlewood Suites Jackso (JACKSONVILLE,FL)	Required	06/01/2020	GOVCC	\$912.00
FLIGHT American Airlines (Flight 5184 - JAX to DCA)	Required	06/05/2020	GTCC	\$448.89

\$ OTHER EXPENSES Total: \$375.00

[Hide Details](#) ^

	Receipt Required	METHOD OF REIM.	DATE	COST
Taxi - To/From Terminal	Required	GTCC	06/01/2020	\$300.00
Baggage - 1st Checked Bag	Required	GTCC	06/01/2020	\$75.00

DOCUMENTS No Substantiating Documents

Figure 5-33: Review Trip Group Authorization Screen (continued)

Per Diem [Go to Per Diem](#) →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$912.00	\$912.00	\$742.50

Accounting [Expand All](#) | [Collapse All](#) [Go to Accounting](#) →

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
20 DEFAULT	DTMOCS	\$3104.56	\$3104.56

[Show Details](#) v

Figure 5-33: Review Trip Group Authorization Screen (continued)

Group Cost Distributions [Go to Cost Distribution](#) →

\$ Undistributed Costs
[Manage Travelers](#)

\$ Distributed Costs
[Hide Details](#) ^

Expense	Date	Distributed
American Airlines (Flight 1451 - DCA to PHL)	06/01/2020	\$462.39
American Airlines (Flight 5184 - JAX to DCA)	06/05/2020	\$448.89
Taxi - To/From Terminal	06/01/2020	\$300.00
Baggage - 1st Checked Bag	06/01/2020	\$75.00
Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78
Lodging / M&IE	06/01/2020 - 06/05/2020	\$912.00/ \$742.50

ESTIMATED TRIP COST

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	COM. CARR.-I	\$911.28	\$911.28
	LODGING	\$912.00	\$912.00
	M&IE	\$742.50	\$742.50
	OTHER	\$375.00	\$375.00
	RENTAL CAR	\$163.78	\$163.78
		TOTAL EST. ALLOWED	TOTAL EST. ACTUAL
		\$3104.56	\$3104.56

< Back
Continue >

Figure 5-33: Review Trip Group Authorization Screen (continued)

If the group document requires no changes, select **Continue**.

2.13 Review > Other Auths and PreAudit > Sign and Submit

The **Other Auths and Pre Audits** page identifies any expense requiring justification, an expense exceeding a threshold as well as providing advisories. Just like with any authorization, you must provide comments and justifications before moving forward. When you complete this step, select **Continue**.

The **Digital Signature** window allows you to sign the group authorization. Follow the signing process, select **Submit Completed Document** to send your group authorization for approval and routing through the system.

Once signing is complete, to exit the window, select **Go To Homepage** at the bottom of the screen.

For more information on **Other Auths and Pre Audits** and the **Sign and Submit** process, see [DTS Guide 2: Authorizations](#).

Key Notes:

- 1) During the signing process of the group authorization, if you have not yet emailed your reservation requests to the TMC, a pop-up message displays prompting you to send the email (Figure 5-34).

Figure 5-34: Confirm Submit (TMC email) Screen

- a. Select **Send and Submit** to transmit the TMC email for reservation support providing:
 - Contact information (**Name, Phone Number and Email Address**) for the group POC
 - TMC Group ID
 - Additional Comments to the TMC (add information)
- b. DTS updates the **Reservation Request** portion of the document recording **Email sent to the TMC** with date and time action.

- 2) Some situations do not allow DTS to send the email (e.g., when the group authorization still contains unidentified travelers) (Figure 5-35). You must return to the **Add Group Travelers** page, select **Manage Travelers** to correct the traveler listing before you can send the email and then proceed with signing the trip.

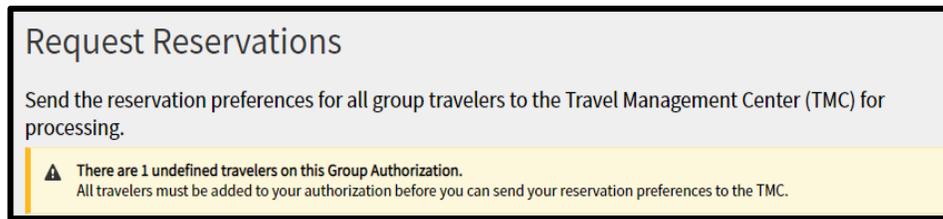


Figure 5-35: Undefined Traveler Warning Message

- 3) Do not digitally sign the group authorization until you have updated DTS with all reservation costs and ensure all expenses are properly distributed.
- 4) Attach the TMC's response and any other supporting documentation to the group authorization on the **Enter Expenses** screen, under the **Add** feature.
- 5) Follow your local business rules for providing the travelers' TSA and GTCC data to the TMC.

3 Group Authorization Tools

Group Authorizations have the same options of printing, adjusting, and amending (depending on the document status) as a regular authorization. There are two additional tools, which are **View Group Manifest** and the **Lock Group Auth** (Figure 5-36). These features only appear in the **Options** listing for approved documents.

Once the AO approves the group authorization, DTS separates the single group document into individual travel authorizations. At this point, the individual trips are view only and the status will not change, until the group authorization locks.

A helpful tracking reference is within the individual authorizations. DTS provides the primary traveler's name, document and TA Number under **Comments to the Approving Official**.

Note: If you do not have group access to all the travelers named in the group authorization, the **view**, **edit**, **amend**, and **print** links will not be available.

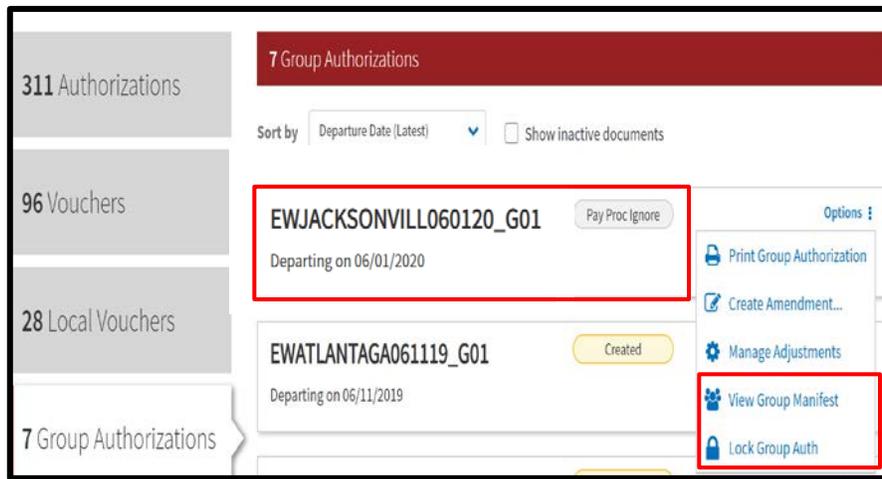


Figure 5-36: Group Authorizations Screen

3.1 Print a Traveler Manifest

A manifest is a list of group travelers with approved orders. You can easily print a traveler manifest for the travelers collectively or you can print the authorizations individually, if desired. Begin the process from the **DTS Dashboard** locating the Group Authorization.

1. On the document name row, select **Options**. A drop-down list appears. Select **View Group Manifest**.

- The **Group Manifest** window opens (Figure 5-37). The primary document or group authorization appears at the top of the page displaying departure date, TA Number, and number of travelers in the group document. On the right side of the document row, the **Lock** and **View** actions appear. Additionally, the **Options** icon allows **Print Group Authorization**, **Print Group Manifest**, **Manage Adjustments**, and **Amend Group Authorization**.
- The *Traveler Authorizations* (view only) section displays the list of group travelers and their documents. The **Primary Traveler** is marked with a star. The authorizations contain unique TA Numbers (Travel Authorization Numbers) although the first few digits maybe similar. **Options** permits **View** or **Print Authorization**. Likewise, the **Print Manifest** link is available.

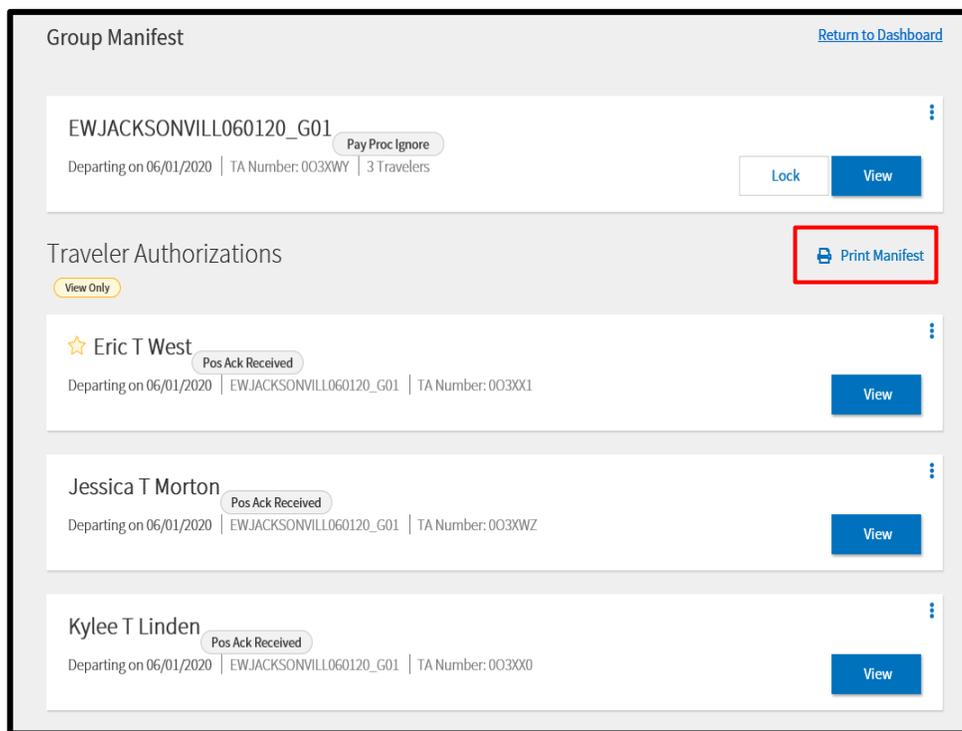


Figure 5-37: Group Manifest Screen

- Select **Print Manifest** (Figure 5-37). A **Print Manifest** screen (Figure 5-38) opens containing the travelers with check marks by their names. You can uncheck to exclude a traveler from the manifest or leave all the checkmarks in place to ensure all travelers are included. Select **Print Manifest**.

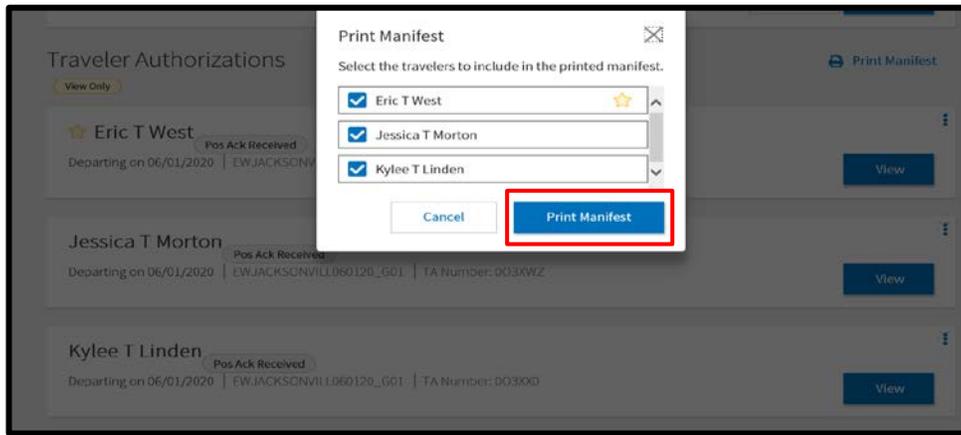


Figure 5-38: Print Manifest Screen

5. A loading message appears and then the manifest displays (Figure 5-39).

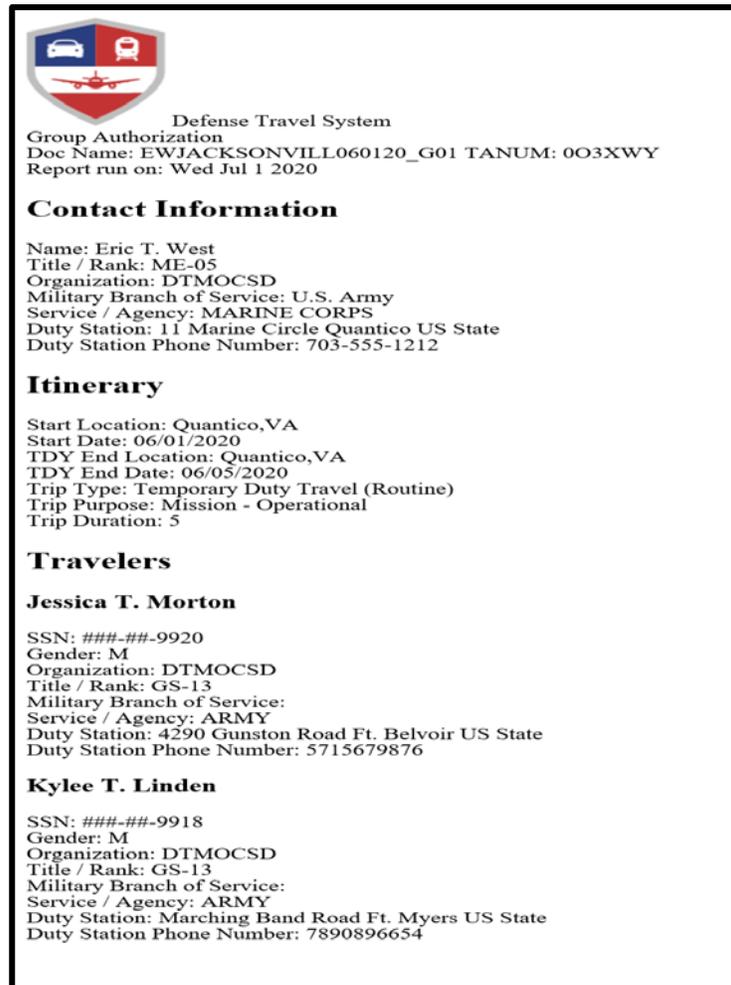


Figure 5-39: Traveler Manifest Report

3.2 Remove and Release a Traveler from a Group Authorization

Removing or releasing a traveler from the group authorization is similar, but occurs in different areas of the system and when you can actually perform the action, depends upon the document status.

Removing means that the traveler will not travel with the group. *Before* AO approval, you can easily remove a traveler from the group authorization by editing the document.

- Log into DTS and search for the group authorization.
- Select **Edit**. DTS opens on the **Review Trip Group Authorization** page.
- Select the **Go To** (link) **Manage Travelers**.
- The **Add Group Travelers** screen appears.
- Check the box next to the traveler you need to remove (Figure 5-40, Indicator 1).
- A banner appears at the bottom of the page. Select **Remove** (Figure 5-40, Indicator 2).

The screenshot displays the 'Manage Travelers' interface. At the top, it shows 'Total Travelers 3' and 'Defined Travelers 3 Undefined Travelers 0'. A table lists three travelers:

Traveler	SSN	Valid GTCC	EFT Account Checking
Primary Traveler ★ Eric T. West	XXXXX9743	✓	Checking
<input type="checkbox"/> Traveler Chris A. West	XXXXX7347	✓	Checking
<input checked="" type="checkbox"/> Traveler BOB A. SMITH	XXXXX0004	✓	Checking

Below the table is a 'Traveler Summary' section with the following details:

- Primary Traveler: Eric T. West (XXXXX9743)
- Routing List: TRAINING
- Defined Travelers: 3
- Undefined Travelers: 0
- Total Travelers: 3

At the bottom of the main content area are 'Back' and 'Continue' buttons. A blue banner at the very bottom shows '1 traveler' and a 'Remove' button.

Figure 5-40: Remove Banner Screen

- A **Remove Traveler** message displays (Figure 5-41).

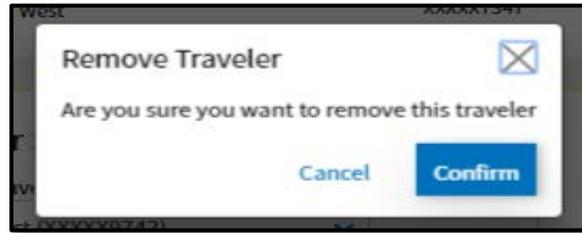


Figure 5-41: Remove Traveler (confirmation) Screen

- Select **Confirm**.
- DTS removes the traveler from the group authorization updating the details on the **Add Group Travelers** page.

Note: DTS does not create an individual authorization for removed travelers.

Releasing a traveler from a group authorization means the person isn't traveling with the group and action is required. *After* AO approval, but *prior* to locking the group authorization, you can release the traveler from the group authorization following these steps.

- Log into DTS and search for the group authorization.
- Select **Options** and then select **View Group Manifest (Figure 5-42)**.

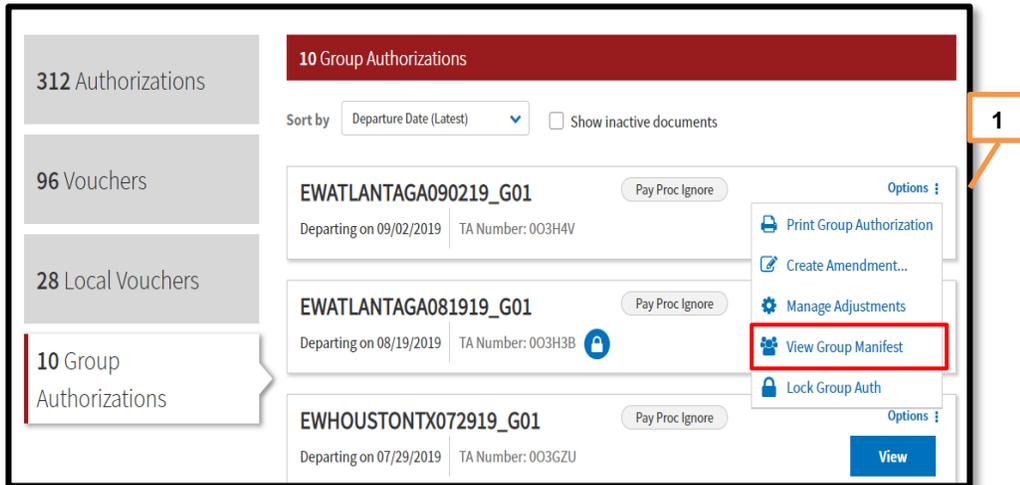


Figure 5-42: Group Authorization Options Screen

- The **Group Manifest** screen displays (Figure 5-43).

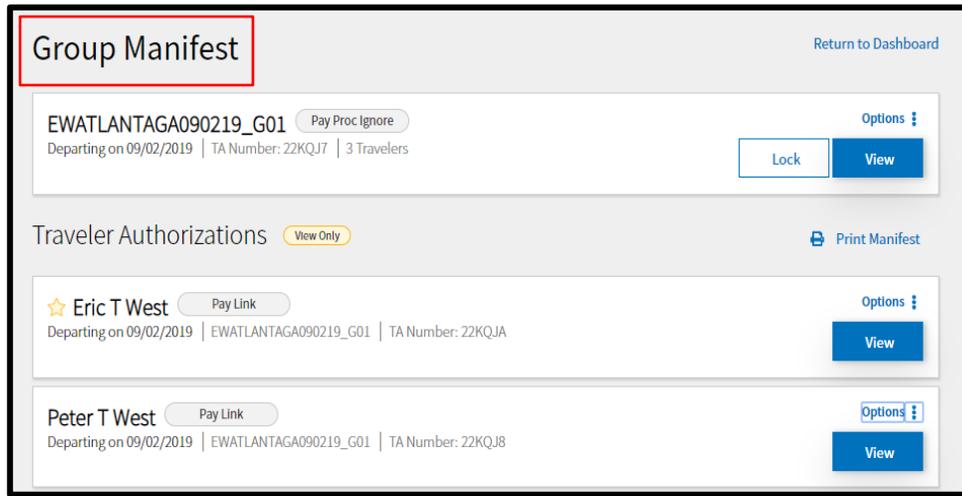


Figure 5-43: Group Manifest Screen

- Scroll down and locate the traveler that is no longer traveling. Select **Options** (Figure 5-44, Indicator 1).

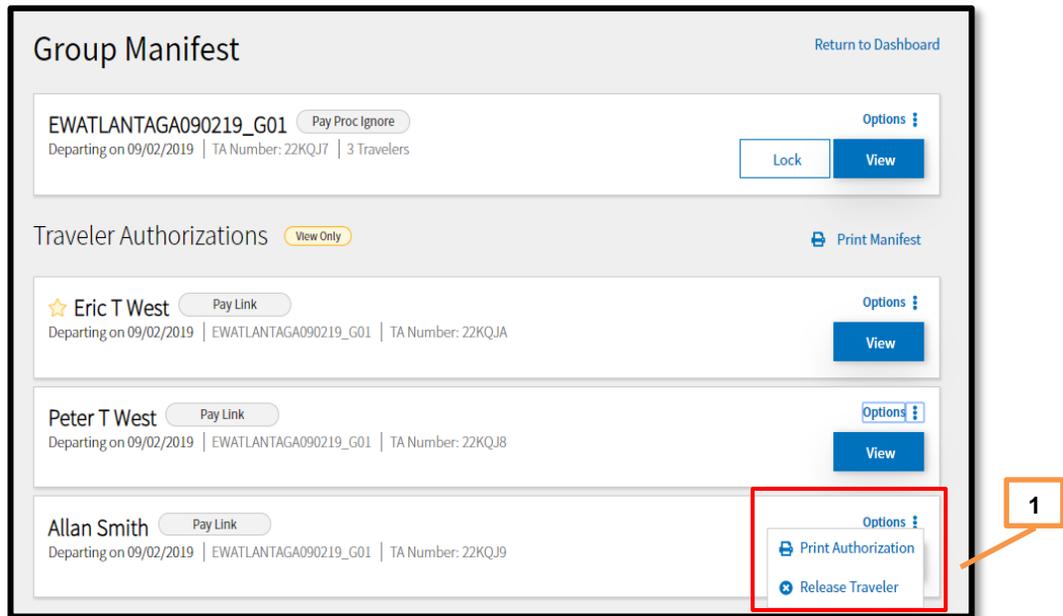


Figure 5-44: Traveler Authorization Options Screen

- Select **Release Traveler**.
- A **Release Traveler** window opens (Figure 5-45). Select **Release Traveler**.

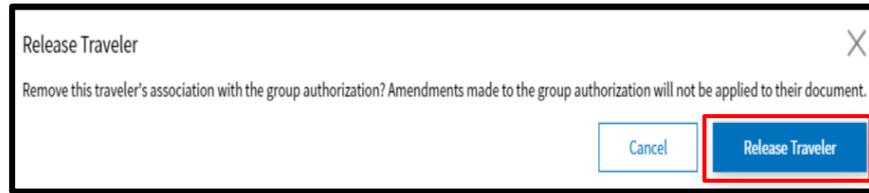


Figure 5-45: Release Traveler Screen

- The **Group Manifest** updates and DTS no longer displays the traveler in the listing (Figure 5-46).

Note: The group authorization will reflect the released traveler information at this point. However, no changes made to the group authorization will transfer over to the released traveler's individual authorization, as it is disengaged.

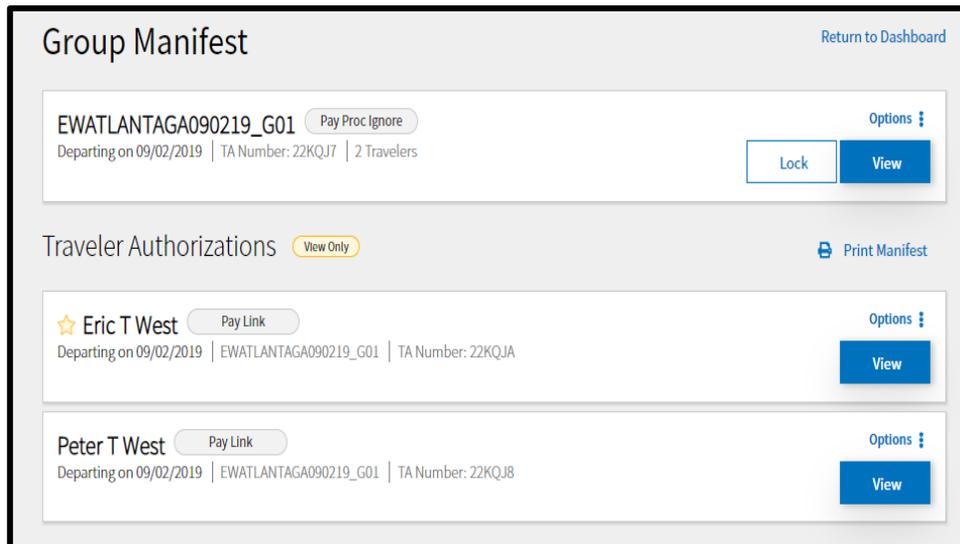


Figure 5-46: Group Manifest (updated) Screen

Once released, the traveler can select **Cancel Trip** or **Create Amendment** for the individual authorization (Figure 5-47). The traveler should work with the TMC to cancel all reservations. The traveler should cancel any offline reservations. If expenses incurred, such as a TMC fee, then the traveler should process a voucher for reimbursement of the incurred expense.

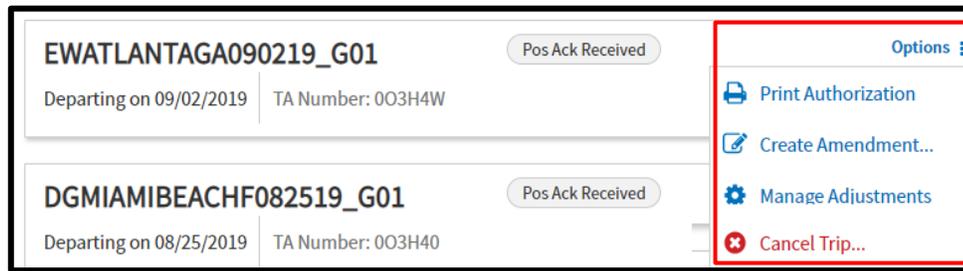


Figure 5-47: Traveler Authorization Options Screen

3.3 Lock a Group Authorization

“Locking” is an important function for a group authorization and does not occur in any other DTS document type. You should be aware that locking is a one-time action, can happen manually or automatically, and once the group authorization locks, then the document stays locked. It is vital to understand how the lock function effects document processing, as this drives your decision on “when to lock” the group authorization.

Unlocked group authorization:

- The Primary Traveler or someone with group access can edit it.
- Changes to the group authorization, including cancellations affect all travelers’ individual authorizations.
- Group travelers may view, but not edit their individual authorization.
- Group travelers may not request SPPs.
- Group travelers may not create vouchers from their individual authorization.

Locked group authorization:

- It becomes permanently view-only. You can never edit it again.
- Changes made to an individual authorization do not show up on any other individual authorizations. If there is a change affecting all group travelers, then modify each individual document.
- Group travelers may edit their individual authorization.
- Group travelers may request SPPs, unless the trip has ended.
- Group travelers may create vouchers from their individual authorization.

There are two ways to lock the group authorization. Here is how the locking occurs:

1. **Manually:** You can manually lock the group authorization any time *after* the AO approves using the steps below:
 - From the **Group Authorizations** document-listing screen, select **Options, Lock Group Auth** (Figure 5-48).

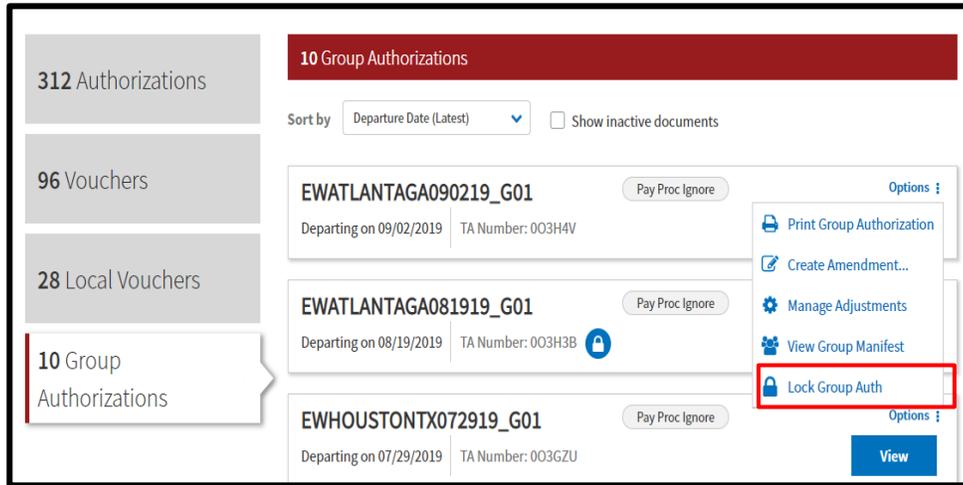


Figure 5-48: Lock Group Authorization Screen

- A warning message displays (Figure 5-49). **Note:** Although the message wording refers to unlocking the individual authorizations, the system action is **Lock Group Auth**.

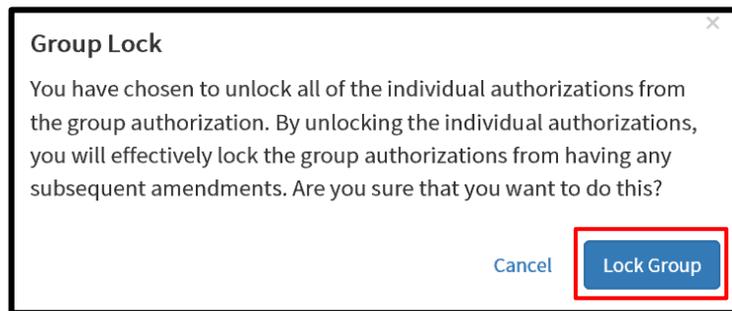


Figure 5-49: Group Lock (warning) Screen

- Select **Lock Group**.
- DTS updates the group authorization with a **lock** icon displaying right beside the TA Number (Figure 5-50).

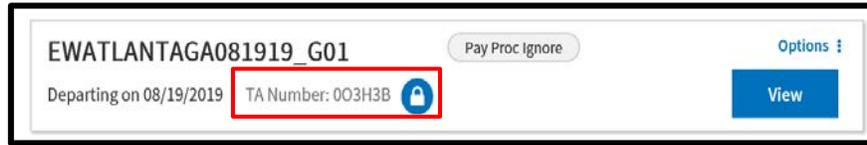


Figure 5-50: Group Authorization Lock icon

- DTS sends an email to the **Primary Traveler** of the locking action.
 - The group authorization changes to a view only document.
2. **Automatically:** DTS automatically locks the approved group authorization three days after the trip end date, if no one manually locked the document.

3.4 Amend a Group Authorization

You can amend a group authorization *prior* to document locking, but not after it locks. The process for amending a group authorization is the same as a regular authorization, except you can't:

- Change the routing list.
- Add travelers to an amended group authorization.
- Use the Reservation module after you create the amendment. Instead, contact the TO or TMC to make any necessary reservation changes. Update reservation cost manually in DTS.

You can:

- Add or remove expenses within the *Other Expenses* section.
- Attach *Substantiating Documents* as needed.
- After finalizing expenses, be sure to distribute fully all costs.
- Justify system flags and sign the amended group authorization for AO approval.

Note: If you make itinerary or reservation changes, you should always communicate the new information to all group travelers.

3.5 Amend an Individual Authorization

The process for amending an individual authorization is identical to the process for amending a standard authorization, with a couple exceptions.

- You can't amend the trip until the approved group authorization locks allowing the amend link availability.
- You can't amend the trip until the traveler is released from the group authorization when travel is no longer required.

When amending the individual authorization:

1. You should provide comments explaining the purpose for the amendment.
2. Work with the TMC off line for any new reservations.
3. Update reservations costs and attach supporting documentation as needed.
4. Ensure proper expense LOA allocation.
5. Communicate reservations changes with the primary traveler and AO for re-approval.

3.6 Cancel a Group Authorization

Cancellation functions the same way as with a standard authorization, with one exception. If a Routing Official applies the **CANCELLED** stamp to the group authorization *before* it locks, all individual authorizations cancel automatically. Once the group authorization locks, each group member must cancel his or her individual authorization. The traveler follows up with the TMC to verify all reservations successfully cancel.

4 Helpful Resources

GUIDES	
Title	URL
DTS Guide 1: Getting Started	https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf
DTS Guide 2: Authorization	https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	https://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	https://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
Import/Export Trifold Information Paper	Trifold: https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf
Dependent Travel Information Paper	https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf Update Voucher Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf
Self-Approving Official Information Paper	https://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf
Foreign Military Sales Information Paper	https://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf
*Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf
*Cancellation Procedures Trifold Information Paper	Trifold: https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf
* Web-based training module is also available in Travel Explorer (TraX) at https://www.defensetravel.dod.mil/passport	