Uniformed member’s dependents and DoD civilian employee’s family members who meet the Joint Travel Regulations (JTR) requirements for Invitational Travel can use DTS. Anyone who engages in official travel requires an authorization and voucher. For specific dependent allowances, see the JTR, Chapter 3 for Invitational Travel before creating Dependent Travel in DTS.

You* must create an authorization for every dependent that will be on official travel for one of the following trip type reasons:

- Dependent Invitational Travel
- Dependent Invitational Travel – Transportation Expenses Only

*For this information paper, “you” are a traveler; however, the actions also apply to anyone who creates documents for dependents – e.g., Non-DTS Entry Agent, travel clerk.

To create a new authorization, from the DTS Dashboard (Figure 1), select Create New Document (Indicator 1), then choose the type of authorization you want to create: Routine TDY Trip (Indicator 2).

The Create Itinerary screen opens. Starting at the top of the page, enter your travel dates, location, mode of travel, and all other required fields, just as you would for any authorization. Then under YOUR TRIP DETAILS, select a Trip Type that allows dependent travel based upon your allowances. A pop-up message immediately appears (Figure 2). Read the information and select OK.
An **Add Dependents** link appears (Figure 3). Select the link to include the dependent traveler for the authorization.

The **Add Dependents** screen (Figure 4) opens. You can do the following:

- Use the *Create New Dependent* section to add a dependent to the traveler’s profile then select **Create** (Indicator 1). After that, you can add them to the authorization using the instructions below. You must create an authorization for each dependent traveling. Therefore, you can’t add more than one dependent to any authorization.

- Select a **radio button** (Indicator 2) by the dependent’s name then select **Save** (Indicator 3). This adds the selected dependent to the authorization using the displayed information.
Select the pencil icon (Indicator 4) if you need to edit a dependent’s information before you add them to the authorization.

Figure 4: Add Dependents Screen

The Create Itinerary screen (Figure 5) updates with a link showing the added dependent (Indicator 1).

- Hover over the link to see the dependent’s name and date of birth.
- Select the link to re-open the Add Dependents screen and select a different dependent.
- Before leaving the itinerary screen, to remove the dependent from the authorization, select a Trip Type that does not allow dependent travel such as Temporary Duty Travel (Routine). Note: Once you save the itinerary, you can’t remove or change the trip type. If you select the incorrect trip type, delete the document and create a new authorization.
Adding a Dependent to a document (continued)

Finalizing the Authorization

Per the JTR, some Trip Types limit the travel and/or transportation allowances a traveler receives. When you select one of these, DTS blocks access to certain screens. For example, if you select Dependent Invitational Travel – Transportation Expenses Only or Government Funded Leave, DTS brings the Per Diem allowances to zero, and won’t allow scheduling of Advances and Scheduled Partial Payments (SPPs). Refer to your Component’s Business Rules for additional guidance on using trip types.

Once you create the itinerary and add the dependent, complete the authorization the same way you would complete any other document based upon the JTR allowances. If authorized, add reservations, verify per diem settings, enter estimated expenses, attach supporting documents, and add the required LOA. To complete the authorization process do the following:

1. From the Progress Bar, select Review Authorization. The Review Trip Authorization page opens so you can review the entire authorization. You can Add Comments (Figure 6) to the AO or a Reference number regarding the trip. You can select the Go To <module> short cut links if you need to revisit other areas of the document such as reservations or expenses. If you have no changes, scroll to the bottom of the screen and select Continue.
2. The Other Auths and Pre Audits screen opens. DTS automatically flags and provides comments for Dependent Invitational Travel. Review the information and you can add additional comments to justify the travel (Figure 7). Be sure to review the page for additional flags, provide justifications, and when necessary add reason codes. Select Continue.
3. The **Digital Signature** page opens. Sign the authorization using the usual digital signature process routing the authorization to the AO for review and approval. See *DTS Guide 2: Authorizations*.

After the trip, you’ll use the standard voucher processes to create the voucher, update expenses, attach required receipts and any other supporting documentation, and sign the voucher. Just like the authorization, properly claim items on your voucher allowable by the JTR. See *DTS Guide 3: Vouchers*.

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**Resources**

Table 1 shows where you can find more information about the standard processes mentioned in this information paper.

<table>
<thead>
<tr>
<th>Process (Select hyperlink to view resource)</th>
<th>Reference Link (Copy URL to browser to view resource)</th>
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<tbody>
<tr>
<td><strong>DTS Guide 2: Authorizations</strong> explains how to:</td>
<td></td>
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<tr>
<td>• Book reservations</td>
<td></td>
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<tr>
<td>• Complete and sign an authorization</td>
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