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Chapter 1: Introduction

This purpose of this guide is to provide direction for organizations as they develop local business rules and processes for using the Defense Travel System (DTS). The regulations and publications listed below should be used as references for creating all travel and financial policies and for resolving concerns with DTS functionality. Select any link to access the source material.

- Defense Transportation Regulations (DTR) (DoD 4500.9-R, Part 1)
- DoD Financial Management Regulation (DoDFMR) (DoD 700.14-R)
- Joint Travel Regulations
- DoD Instruction 5154.31, Volume 3: Defense Travel System (authorizes DTS Regulations)
  - Defense Travel System Regulations (authorized by DoDI 5154.31, Volume 3)
  - Government Travel Charge Card Regulations (authorized by DoDI 5154.31, Volume 4)
- DTS Financial Field Procedures Guide
- DTS Guides – Links to all 5 guides are available on the DTMO website’s Training Page
- Defense Travel Administrator’s (DTA) Manual – Links to all chapters and appendices are available on the DTMO website’s Training Page

In this guide, all instances of the term “traveler” refer to a traveler, travel clerk, Non-DTS Entry Agent (NDEA), or anyone who creates or signs documents on behalf of a traveler.

➤ The arrows and italicized text indicate areas where local business processes should be inserted.
Chapter 2: DTMO & TraX Websites

The DTMO website is a useful source for travel programs and services, training, references, news, and events. Additional training and references are available through the Travel Explorer (TraX) website, which is available through the DTMO Passport web portal.
Chapter 3: DTS Permission Levels, Access, and Roles

3.1 Permission Levels

DTS safeguards data through controlled access called permission levels, which contribute to internal management controls and prevent unauthorized access.

To review the permission levels, accesses, and roles provided to personnel in your organization, run the View Person Lists > Basic Traveler Info List report from the DTA Maintenance Tool on a routine basis. Coordinate with your Component’s DTS Program Office or consult with your DTS Business Rules to determine how your local business rules define a “routine basis”.

Ensure that personnel are only provided the minimum permission and access levels needed to perform their DTS-related duties. When assigning personnel the role of Authorizing Official (AO) (permission level 2 and assigned to a DTS routing list), ensure those personnel have completed the required Certifying Officers Legislation (COL) training and that their appointment is documented on a DD Form 577.

To better control the ability to assign an AO, organizations should consider identifying a DTA to monitor Accountable Official assignments. This individual would be assigned a permission level 2, but be assigned a permission level 5 on a temporary limited basis for the specific purpose of adding (or deleting) newly assigned AOs to the necessary routing lists. This could be done once per month (or other limited basis) as needed depending on the AO turn-over in the organization. In this matter, organizations can ensure that DTAs are not routinely provided the capability to also perform the role of an Authorizing Official.

- Each organization must establish procedures to ensure that all required certifications and appointments are complete and on file, and that personnel have only the access and permission levels that are necessary to perform their official duties; and that these are reviewed on a recurring basis.

3.2 In and Out Processing for DTS

All people who use DTS must be received into the DTS hierarchy upon arrival at a new organization, and they must be detached from DTS when departing from the organization.

- Local procedures should be established.
3.3 Authority to Appoint
DoD FMR Volume 5, Chapter 5, paragraph 050201, delegates the authority to appoint AOs to DoD Component Heads, who may further re-delegate that authority. The appointee may not serve as both an Authorizing Official and certifying officer for the same types of payment.

Based on the separation of duties principles, Disbursing Officers (DOs), their deputies, and agents may neither be appointed as, nor appoint certifying officers (including AOs who work in DTS) for payments they will eventually make.

➢ *Local procedures must address the following:*
  o *Acceptable training (AOs must complete an approved Certifying Officer Legislation (COL) training course applicable to their mission area within two weeks of their appointment and refresher training annually and provide proof of completion to their supervisor).*
  o *Retention of COL training certificates*
  o *Retention of DD Form 577 Appointment/Termination Records*

Resource or other key fund personnel maintaining a system of funds control are responsible for certifying fund availability, and assignment of proper funding citations on commitment and obligating documents. A certification of fund availability is not a certification for payment.

DoD personnel who may be appointed to certify vouchers for payment include, but are not limited to commanders, deputy commanders, resource managers and other key fund control personnel, travel authorizing officials, purchased card and centrally billed account (CBA) approving officials, and other personnel inequivalent position.

➢ *Local processes must be established to ensure internal management controls and separation of duties.*

➢ *Local organizations should provide an information letter to contractors who serve as DTAs. The letter should outline their duties, responsibilities, and limitations in DTS.*

3.4 Accountable Official

Accountable Officials are Government employees who serve as control points within an organization to minimize erroneous travel-related payments. They can be pecuniarily liable for erroneous payments resulting from their actions. All Accountable Officials must be appointed in writing using DD Form 577. DoD FMR, Volume 5, Chapter 5, paragraph 050401 provides detailed information on the appointment requirements.
3.5 Authorizing Officials (AOs)

AOs use DTS to apply the **APPROVED** stamp to documents; **APPROVED** is the final status in DTS prior to being sent to the disbursing system. When the AO approves a travel authorization or a voucher, DTS verifies the AO’s identity and signature through a DoD public key infrastructure (PKI) certificate that is embedded in the AO’s common access card (CAC).

The AO is responsible for approving travel requirements and authorizations, which authorize and adjust obligations and disbursements of Government funds. An AO who applies the **APPROVED** stamp that results in a payment to the traveler is acting as a CO. Payments result from vouchers and local vouchers, but could also result from authorizations that contain travel advances or scheduled partial payments (SPPs).

An AO in DTS is pecuniarily liable for erroneous payments due to negligence. This means that if an AO approves or certifies for payment a DTS authorization or voucher that includes expenses that are not legal, proper, or correct, the AO may have to pay all or part of the disputed expenses. Pecuniary liability is enforced whether the erroneous payment was made accidentally or intentionally. For more information on pecuniary liability, see the *Desktop Guide for Authorizing Officials and Certifying Officers*.

All AOs must complete COL training and be appointed in writing on DD Form 577 by the head of the DoD component (or delegated official). *DoDFMR*, Volume 5, Chapter 5 also requires all AOs to complete annual refresher COL training. The DTMO offers COL training online at Trax. Services and Agencies may have approved training programs for completing the COL certification. In addition, other required and recommended training is listed in the *Defense Travel System Regulations*. Components may use Table 2 or define their own training plan.

When the AO’s appointment is terminated, access to the **APPROVED** signature stamp on all DTS routing lists must also be terminated.

For a complete list of AO responsibilities, see the *Defense Travel System Regulations*.

3.6 Finance Defense Travel Administrator

A Finance Defense Travel Administrator (FDTA) is a person in the budget, resource management, accounting, or finance functions that is responsible for assisting in the management and support of DTS at the organizational level as designated by the responsible commander.

For a complete list of FDTA responsibilities, see the *Defense Travel System Regulations*. 
3.7 Debt Management Monitor

The Debt Management Monitor (DMM) tracks overpayments and collection action within DTS. DTS automatically sends the accounts receivable (A/R) to the accounting system when a debt is incurred. After the accounting system acknowledges the A/R, the traveler can make the remittance directly to the Defense Finance and Accounting Services (DFAS), make a payment on the Pay.gov website, or request payroll collection to be initiated in DTS. When the debt is satisfied, and DTS receives the advice of collection from DFAS, DTS will automatically update the traveler’s document. For additional information, see the Guide to Managing Travel-Incurred Debt.

➢ The Defense Intelligence Agency (DIA) has established unique debt management processes for DIA personnel.

3.8 Non-DTS Entry Agent

A Non-DTS Entry Agent (NDEA) is a military member, DoD civilian employee, or a contractor authorized to complete a DTS voucher on behalf of other travelers. The NDEA must be designated in writing by local command authority. After receiving all required documents from the traveler, the NDEA uses the information to create the voucher and then attaches an electronic copy of all provided documents. The NDEA’s electronic signature only attests that all documentation in the DTS voucher is the same as the information provided by the traveler as contained in the attached documents. Required documents include, but are not limited to:

- Receipts (or locally approved missing receipt forms) for:
  - All lodging expenses (unless a flat rate per diem is in effect)
  - Receipts for all reimbursable expenses of $75.00 or more
- Approvals for other than economy class coach fares
- The DD Form 1351-2 or SF 1164 that the traveler completed and signed. Paper or electronically produced official documents (e-forms) are acceptable, but must contain the traveler’s written or digital signature. This requirement only applies if the NDEA creates and signs the DTS voucher.
- Other items as mandated by component or local policy
3.9 Self-Authorizing Official

Blanket travel orders are not authorized under DTS. Instead, individuals can be designated as Self-AOs in their DTS profiles. Under most circumstances, Self-AOs may approve their own travel authorizations and verify funds availability from the DTS Budget module. They cannot approve their own travel vouchers, local vouchers, or authorizations that include travel advances or SPPs.

- Self-AOs must be designated in writing in accordance with DoDFMR Volume 9, Chapter 2 and local procedures.
Chapter 4: Use of DTS by Non-Government Employees

4.1 Foreign Nationals and DTS

Depending on the status of forces agreements (SOFAs), regulations, and local policy, foreign nationals may perform certain DTS roles.

Some of the duties a foreign national employee may perform are shown below.
- Defense Travel Administrator (DTA)
- Non-DTS Entry Agent (NDEA)
- Authorizing Official (AO)

These individuals must have a public key infrastructure (PKI) certificate for DTS access and a unique identification number when building their DTS profile. If a foreign national does not have a Social Security number or Taxpayer Identification Number (TIN), then it is necessary to use the Foreign Identification Number (FIN) that is issued by the Defense Manpower Data Center (DMDC) and is found on the employee’s identification card or common access card (CAC).

➢ Each organization should consult applicable regulations, policy, and SOFA to establish local procedures for use of the DTS by foreign nationals.

4.2 Government Contractors and DTS

Government contractors are not authorized to use DTS for official travel. They may not approve DTS travel authorizations or vouchers or certify centrally billed account (CBA) invoices for payment.

Government contractors can be authorized to perform certain functions in DTS in a manner consistent with the provisions of their contract and as directed by the Government.

➢ Organizations should consult applicable policies, regulations, and contractor agreements to establish local processes outlining the DTS functions that contractors are permitted to perform.
Chapter 5: DTS Finance

5.1 Line of Accounting Format Maps and Labels

Each DoD Component uses a specific line of accounting (LOA) format map. The Finance Defense Travel Administrator (FDTA) should use easy-to-understand, plain English language when assigning LOA labels.

5.2 DTS Budget Module

The DTS Budget module records and tracks funding associated with each DTS LOA. As part of the approval process, DTS displays the amount of requested funds and available funds, and prevents approval if there are not sufficient funds in the DTS budget.

➤ Local processes should be established to conduct periodic reconciliation with the official accounting records in accordance with Component procedures.

5.3 Future Fiscal Year and Fiscal Year Crossover

Special procedures are required for travel that crosses fiscal years or for travel in a future fiscal year. This is due to the year-end electronic processing procedures of the Defense Finance and Accounting Services (DFAS) and other Agency financial systems. Instructions are updated annually and posted on the DTMO website.

➤ FDTAs must roll over DTS LOAs for the next fiscal year and load the new fiscal year funding targets into DTS budgets based on local procedures.

5.4 Funding Travel for Other Organizations

When an organization other than the traveler’s organization provides funds for a trip, the traveler’s organization typically receives an approval notice from the funding organization. The approval document (e.g., memorandum, email, or message) is provided outside of DTS, and should be electronically attached to the DTS authorization as substantiating documentation. The Cross Organization Funding (X-Org Funding) functionality in DTS allows an organization to access another organization’s LOA. The DTS Financial Field Procedures Guide provides details on funding travel for other organizations and for travel that is funded by other organizations.

➤ Organizations should create local procedures for sharing and receiving funding with other organizations, to ensure that only authorized expenses are charged and that limits are not exceeded.
5.5 Multiple Accountable Station Numbers

DTS supports trips that are funded by multiple accountable station numbers (MASNs), i.e., travel funded by more than one DoD Component. Once approved, the multiple LOAs are routed to the applicable accounting system, based on the accountable station numbers. For example, an Army organization might fund an Air Force traveler, but not agree to fund the entire trip (e.g., rental car costs). The DTS local voucher does not support MASN funding.

5.6 Receipts and Other Substantiating Documents

The DoDFMR requires the traveler to scan and upload or fax receipts and other substantiating records to be a part of the electronic trip record. Receipts are required for all individual expenses of $75 or more and all lodging expenses of any amount (unless the AO authorized a long-term, flat rate per diem). If a DTS voucher is signed and submitted by an NDEA, refer to section 3.8.

The AO/CO must ensure that all required receipts and other substantiating records are attached and verified before applying the APPROVED stamp to the document. Authorized personnel have access to these records for a period of six years and three months via the Defense Manpower Data Center (DMDC) electronic archive.

5.7 Accounting Error Codes (Rejected Documents)

When a financial system rejects a document, DTS sends a reason code to the reject email account established by the organization. The information displays in the Document History section of the Digital Signature screen. Explanations of individual error codes are available in Appendix G of the DTA Manual.

➢ The local FDTA is responsible for establishing processes for correcting rejected documents and correcting the errors in the LOA module of DTS.

5.8 DTS-Tailored for Finance Organizations

If there is not a financial interface (i.e., the finance system has not been certified for use with DTS), DTS may be used as an order writer and to make travel reservations and approve travel orders. The FDTA will enter “DTST” in the first field of the LOAs to block documents to ensure that no financial transaction is processed. Organizations that are DTS-tailored for finance cannot use the travel advance or SPP functionality; travelers requiring an advance or SPPs must process authorizations outside of DTS.

➢ Local procedures must be established for manually processing travel vouchers.
5.9 Non-Appropriated Fund Travel

Travel funded by non-appropriated funds must be obligated and disbursed outside of DTS, but travel reservations can be booked using the Arrangements Only trip type in DTS.
Chapter 6: Payment Methods and Reports

6.1 Government Travel Charge Card

The Government Travel Charge Card (GTCC) program facilitates and standardizes payment for official travel-related expenses, including local travel. DTS supports the use of individually billed accounts (IBAs) and centrally billed accounts (CBAs). As prescribed in the DoDFMR, Volume 9, Chapter 3, “The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel”. Refer to DoDFMR, Volume 9, Chapter 3 or DoD Instruction 5154.31, Volume 4: Government Travel Charge Card for additional guidance on the GTCC program.

- Local processes should be established for monitoring the appropriate use of GTCCs.

6.2 Travel Advances

A traveler who does not have a GTCC (or is traveling to locations where use of the card is impractical) may request a travel advance (or simply “advance”) through DTS. The traveler’s profile must be set to “Advance Authorized” in order to request the advance.

The advance will be deposited in the traveler’s financial institution account as an electronic funds transfer (EFT) approximately 7 to 10 days before the scheduled departure date. If the advance is requested within 10 days of the traveler’s scheduled departure date, the advance will be processed for payment immediately upon AO approval and positive acknowledgement of the obligation transaction. If an advance of 80 percent is insufficient for the traveler and would cause a financial burden, the AO may approve an advance of 100 percent.

- This determination must be made on a case-by-case basis in accordance with local policy. In these cases, the DTA must select “Full Advance” in the traveler’s profile.

DTS will deduct the amount of the advance from the total reimbursable entitlements and identify them as a previous payment on the voucher.

Currently, DTS and the DoDFMR permit travelers to request both an advance and SPPs on the same authorization. DTS will allow the authorized advance amount to be paid, and will pay SPPs until disbursements equal obligations.
6.3 Scheduled Partial Payments

Travelers who are scheduled to be TDY for more than 45 consecutive days can request SPPs through DTS. Payments are computed and scheduled for payment in 30-day increments. DTS splits the SPP disbursement between the traveler’s financial institution and the GTCC vendor, thus paying both entities by EFT. Organizations must ensure that travelers who received SPPs submit their vouchers after returning from TDY. When a traveler submits a voucher, DTS deducts the SPP amount from the total reimbursable entitlement. Depending on the amount of approved expenses, the result is either a net payment to the traveler, or, if overpayment is a debt that the traveler must pay back to the Government.

6.4 Centrally Billed Accounts

DTS supports the use of CBAs for air and rail transportation for travelers who do not have GTCCs. Separate CBA accounts must be established for the DTS CBA Reconciliation module and for the traditional CBA reconciliation process (outside of DTS), because both forms of reconciliation cannot accommodate the same CBA number.

6.4.1 DTS CBA Reconciliation

The DTS CBA Reconciliation module provides an automated CBA reconciliation and payment process, including certification of the invoice. An electronic invoice is transmitted to DTS from the charge card vendor (CCV). Upon certification, the invoice routes electronically to the applicable DFAS vendor payment location for payment. Once paid, an advice of payment is returned to DTS and the invoice is archived at the Defense Manpower Data Center (DMDC). The process is paperless, except for the formal dispute notification to the CCV as applicable.

- Component business rules determine who will have the authority and responsibility to certify CBA invoices in the DTS CBA Reconciliation module. The assigned person(s) must meet the following eligibility requirements:
  - Be a Government employee or service member
  - Be trained and appointed as a Certifying Officer (CO)
  - Be trained on the CBA reconciliation and DTS document process
6.4.2 Traditional CBA Reconciliation

Organizations that do not use the DTS CBA Reconciliation module must use existing traditional CBA reconciliation procedures. In most cases, this requires the supporting Travel Management Company (TMC; formerly known as the Commercial Travel Office (CTO); DTS still refers to the TMC as the CTO) to perform an initial reconciliation prior to Government approval and certification.

Travelers using the CBA may need to provide a copy of their approved DTS authorization or a Marine Corps Request for Transportation Services to the CTO prior to ticketing, or as required by the CTO contract.

- **Component business rules must include procedures to distinguish the DTS LOA from the traditional LOA, verifying that information is entered correctly into the reconciliation tool.**

Failure to ensure the CBA invoice disbursements match the corresponding DTS obligations may result in delayed payment of CBA invoices due to mismatched disbursing and accounting data.

6.5 Government Transportation Request

Travelers who are required to use a Government Transportation Request (GTR, OF 1169) as a method of payment must make transportation arrangements directly with the TMC outside DTS in accordance with local business rules.

- **Organizations must establish local procedures for interaction with the TMC.**

Obligations and payments for GTRs are processed outside of DTS. To reflect their costs in DTS, the traveler must:

- Create a Non-Mileage Expense on the DTS Expenses screen:
  - Enter “GTR” as the expense
  - Enter $0.00 as the cost.

- Enter the estimated ticket cost in the **Comments to the Approving Official** box on the Preview Trip screen.
Chapter 6: Payment Methods and Reports

6.6 Payment for Patriot Express Flights

Transportation Officers may make travel arrangements for Patriot Express travel outside of DTS. Commercial air segments with connecting service to the Patriot Express or Air Mobility Command (AMC) service can be booked through DTS. The customer identification code (CIC) is automatically generated in DTS upon AO approval. The traveler must provide a copy of the approved authorization with the CIC number at the AMC counter as required. AMC will directly bill the appropriate Component paying office on a monthly basis.

Obligations and payment for Patriot Express travel are accomplished outside DTS. To reflect their costs in DTS, the traveler must:

- Create a Non-Mileage Expense on the DTS Expenses screen:
  - Enter “Patriot Express” as the expense
  - Enter $0.00 as the cost.
- Enter the estimated ticket cost in the Comments to the Approving Official box on the Preview Trip screen.

> Organizations must establish local procedures for printing and distributing authorizations, adjusting budget modules, and obligating funds outside of DTS.

6.7 Military Pay Reports

There are five military pay reports that assist organizations with processing travel-related pay transactions. These reports are accessible from DTS and are identified below:

- Enlisted Basic Allowance for Subsistence (BAS) Report
- Outside the Continental United States (OCONUS) Report
- Family Separation Allowance (FSA) Report
- Military Leave Report
- Special Duty Report

See the DTA Manual, Chapter 10 for information about these reports.

> Local procedures will establish access and distribution of these reports to the Military Pay Office.
Chapter 7: Trip Types and Unusual Authorization Types

7.1 Authorized Trip Types in DTS

The tables in this section list the trip types that are authorized in DTS. More details about each of these trip types is provided in the DTA Manual, Appendix K, Tables K.1.A and K1.B. The main trip types are shown below:

- Routine TDY
- Open Allotment
- Arrangements Only
- Permissive (travel at no expense to the Government)
- House Hunting
- Invitational
- Invitational Travel – Family Member (transportation only)
- Invitational Travel – Family Member (full reimbursement)
- Special Circumstances

Table 7-1 lists the Special Circumstance Travel (SCT) secondary trip types with normal travel and transportation allowances. Availability depends whether the traveler is a civilian or military member and the location of their permanent duty station location.

<table>
<thead>
<tr>
<th>Trip Type</th>
<th>Description – Travel …</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMATEUR SPORTS COMP</td>
<td>By member to train for, attend, &amp; participate in amateur sports competitions</td>
</tr>
<tr>
<td>CADET-MIDSHIPMEN</td>
<td>By cadets and Midshipmen on TDY</td>
</tr>
<tr>
<td>CONGRESSIONAL TRAVEL</td>
<td>To accompany members of Congress and Congressional staff</td>
</tr>
<tr>
<td>ESCORT-ATTEND FULL TDY</td>
<td>By escort or attendant</td>
</tr>
<tr>
<td>FAM MEM CIV ILL MIL SPON</td>
<td>By employee family member of an ill or injured member</td>
</tr>
<tr>
<td>LABOR ORG REPRESENTATIVE</td>
<td>By employee serving as a labor organization representative</td>
</tr>
<tr>
<td>MEDIC CIV EMP OCONUS</td>
<td>By employee for medical care outside contiguous U.S. (OCONUS)</td>
</tr>
<tr>
<td>MEDIC MIL MEMBER TDY</td>
<td>By patient for transfer to or from a medical facility or home as TDY</td>
</tr>
<tr>
<td>NON-FEDERAL HONOR AWARD</td>
<td>To receive a non-federally sponsored honor award</td>
</tr>
<tr>
<td>PRE-EMPLOYMENT FULL TDY</td>
<td>To participate in a pre-employment interview (full allowances)</td>
</tr>
<tr>
<td>RECALL FROM LEAVE</td>
<td>To unexpectedly return from leave for official purposes</td>
</tr>
<tr>
<td>SHIP RELOCATED WHEN AWAY</td>
<td>To rejoin a ship that relocated during an authorized absence</td>
</tr>
<tr>
<td>STUDENT SPEC DODEA EVAL</td>
<td>By handicapped DoDEA dependent student to be diagnosed / evaluated</td>
</tr>
<tr>
<td>TDRL DISABLED PHYS EXAM</td>
<td>By retired member on Temporary Disability Retired List (TDRL) for required physical exam</td>
</tr>
<tr>
<td>UN PEACEKEEPING TDY</td>
<td>By a member assigned as an observer to UN Peacekeeping operations</td>
</tr>
</tbody>
</table>
Table 7-2 lists the SCT secondary trip types with per diem and transportation restrictions.

**Table 7-2**

<table>
<thead>
<tr>
<th>Trip Type</th>
<th>Description – Travel …</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCIPLINARY ACTION</td>
<td>By member incident to disciplinary action</td>
</tr>
<tr>
<td>EMERGENCY LEAVE</td>
<td>During personal emergencies</td>
</tr>
<tr>
<td>EMERGENCY VIST TRVL EVT</td>
<td>Classified as Emergency Visitation Travel (EVT)</td>
</tr>
<tr>
<td>ESCORT ATTEND EMP RETURN</td>
<td>As an attendant or escort for civilian employee ill or injured while TDY</td>
</tr>
<tr>
<td>FEML-FUND ENVIRO &amp; MORALE</td>
<td>Classified as Funded Environmental and Morale Leave (FEML) travel</td>
</tr>
<tr>
<td>FVT-FAM VISIT TRAVEL</td>
<td>Classified as Family Visitation Travel (FVT)</td>
</tr>
<tr>
<td>MEDIC CONVALESCENT LEAVE</td>
<td>By member on convalescent leave</td>
</tr>
<tr>
<td>MEDIC FAM ATTEND OVR 100 MI</td>
<td>Over 100 miles to accompany family member getting specialty care</td>
</tr>
<tr>
<td>PRE EMPLOY PER DIEM ONLY</td>
<td>To engage in pre-employment Interview (authorized per diem only)</td>
</tr>
<tr>
<td>PRE EMPLOY TRANS ONLY</td>
<td>As above, but authorized transportation allowances only</td>
</tr>
<tr>
<td>R R AND SPECIAL R R</td>
<td>Classified as Rest and Recuperation (R&amp;R) Leave or Special R&amp;R Leave</td>
</tr>
<tr>
<td>STUDENT DOD DEPENDENT C&amp;C</td>
<td>By DoDEA dependent student for academic competitions &amp; activities</td>
</tr>
<tr>
<td>STUDENT OF CIV US SCHOOL</td>
<td>By employee’s dependent student to attend a school in the U.S.</td>
</tr>
<tr>
<td>STUDENT OF MIL US SCHOOL</td>
<td>By member’s dependent student to attend a school in the U.S.</td>
</tr>
</tbody>
</table>

Table 7-3 lists the SCT secondary trip types that are Information Only trip types.

**Table 7-3**

<table>
<thead>
<tr>
<th>Trip Type</th>
<th>Description – Travel …</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY WHILE TDY</td>
<td>During emergencies by a member on TDY or away from home port</td>
</tr>
<tr>
<td>FAM MEM ILL CIV SPONSOR</td>
<td>By a family member of an ill or injured employee</td>
</tr>
<tr>
<td>FAM MEM ILL MIL SPONSOR</td>
<td>By a family member of an ill and or injured member</td>
</tr>
<tr>
<td>MEDIC EXP FOR SPEC NEEDS</td>
<td>By employee with disability or special needs (covers additional expenses)</td>
</tr>
<tr>
<td>MEDIC FAM MEM CIV OCONUS</td>
<td>By employee’s family member for medical care from OCONUS PDS</td>
</tr>
<tr>
<td>MEDIC FAM MEM MIL CONUS</td>
<td>By member’s family member for medical care from CONUS PDS</td>
</tr>
<tr>
<td>MEDIC FAM MEM MIL OCONUS</td>
<td>By member’s family member for medical care from OCONUS PDS</td>
</tr>
<tr>
<td>TRAVEL AT NO EXPENSE</td>
<td>At no expense to the Government</td>
</tr>
<tr>
<td>WITNESS TRAVEL</td>
<td>To serve as a witness in trial</td>
</tr>
</tbody>
</table>

SCT routing lists can be established in DTS for entitlements review for many trip types.

- Local business process should be established for processing specific trip types.
Chapter 6: Payment Methods and Reports

7.2 Confirmatory Authorizations

Confirmatory authorizations are used when an authorization cannot be completed prior to the traveler’s departure. The authorization should be completed as soon as possible after verbal approval has been granted. Reservations are made directly with the TMC. Airfare and rental car costs are entered on the Expenses screen, and lodging costs are updated on the Per Diem Entitlement Detail screen. Using the DTS Travel module may result in duplicate commercial reservations.

➢ The TMC may issue the ticket upon verbal authorization, based on contractual guidelines and local processes.

7.3 Reserve Component Travel

➢ Reserve component members should consult their service-level DTS office for procedures.

7.4 Group Authorizations

A group authorization may be created and approved in DTS. When the group authorization is stamped APPROVED, individual authorizations are automatically created for each traveler, each with a unique travel authorization number (TANUM). Upon completion of group travel, each traveler creates an individual voucher.

7.5 Verbal Orders of the Commanding Officer

Refer to Section 7.2.

7.6 Permanent Duty Travel

Permanent Duty Travel (PDT) is not currently available in DTS.

7.7 Extended TDY (180 or More Consecutive Days)

Before approving an authorization for extended TDY (180 or more consecutive days at the same location), the AO must ensure that there is written approval by the appropriate command level approval authority. The approval documentation may be maintained in the AO’s organization, or can be attached to the authorization as substantiating documentation.

➢ Local procedures should be established for travel of 180 days or more.
7.8 Personal Leave with Official Travel

Personal Leave with Official Travel (PLOT) is leave taken at an official TDY location; all travel takes place at locations in the official itinerary. The following applies to PLOT:

- Travel dates may vary due to leave.
- DTS is used for reservations and General Services Administration (GSA) Airline City Pair fares are authorized because all travel locations are official.
- The authorization must include all dates of travel (official and personal) away from the permanent duty station (PDS).
- The DTS Per Diem Entitlements screen must show all unofficial days in a non-per diem status (i.e., leave, duty day, non-duty day) to ensure that per diem allowances are not paid for the unofficial days.
- Personal/unofficial expenses cannot be charged to the GTCC.

DFAS certification of DTS for PLOT includes all PLOT except for travel by privately owned vehicle in excess of 400 miles.

- **Official leave documentation must be processed outside of DTS. Local procedures determine when official leave is chargeable.**

Refer to Section 7.9 for travel arrangements to leisure locations in conjunction with official travel.

7.9 Leisure in Conjunction with Official Travel

Leisure in Conjunction with Official Travel (LICWO) is a type of PLOT, but includes personal travel to non-official locations. The below items apply to LICWO:

- The LICWO request must be initiated through TMC assistance in DTS or by contacting the TMC directly.
- GSA City Pair fares are not authorized to locations that are not part of the official itinerary.
- The TMC may be able to make official TDY and LICWO travel arrangements. Any extra costs for arranging LICWO travel are the traveler’s responsibility and are not entered into DTS.
- Personal/non-official expenses cannot be charged to the GTCC.

- **Local business rules should be established detailing the LICWO process to include organization-specific forms or approvals.**
7.10 Constructed Travel

Constructed travel assumes the traveler wants to (or did) travel using a transportation mode the AO did not direct. The traveler completes the authorization showing the cost of the trip using their preferred transportation mode (e.g., a privately owned auto). If any en route travel leg is over 400 miles, they must complete a constructed travel worksheet (CTW) to show the constructed cost of the directed transportation mode (e.g., commercial air), and attach it to the authorization. The AO reviews the cost-comparison and approves the trip in one of the following ways:

- Approves the full cost of the traveler’s requested transportation mode with full reimbursement
- Limits the traveler’s transportation reimbursement to what it would have cost to travel by the directed mode

Local business rules should be established for the constructed travel process.

7.11 NATO Orders and Foreign Clearance Guide Requirements

Authorizations for travel requiring a foreign clearance and/or North Atlantic Treaty Organization (NATO) orders can be processed in DTS; however, DTS neither provides automated foreign clearances nor produces NATO-formatted travel orders.

Organizations must comply with foreign clearance requirements and/or NATO travel order procedures in accordance with DoD Foreign Clearance Guide, and any additional local business rules or regulations.

7.12 Conditional Routing

DTS allows you to include steps on a routing list to guide travel documents to a particular reviewer only if the document meets certain criteria. For instance, if Sam reviews documents that contain OCONUS travel, documents that only reflect CONUS travel won’t route to Sam. Conditional routing can also be used when a CBA is used to pay for transportation, certain transportation modes are used, and much more.

If an organization has requirements pertaining to OCONUS travel (e.g., immunizations, theater clearances), they should be included in the local business rules, in coordination with higher headquarters.
7.13 Blanket Travel Orders

Blanket travel orders are not available in DTS. Refer to Chapter 3, Section 3.9.

7.14 Local Travel In and Around the PDS

DTS local vouchers are used to reimburse travelers for expenses incurred during official travel in the local area. Each DoD Installation or base senior Commander must determine the local area in writing. When setting up the local commuting area, an arbitrary distance radius must not be established. See the Joint Travel Regulation (JTR), par. 0206 for additional information.

- Local business rules should be established detailing the local area limits.
Chapter 8: DTS Import/Export Module

The DTS Import/Export module allows organizations with their own order-writing systems (partner systems) to transmit authorizations for official travel into DTS so that certain automated DTS functions may be used in the document process.

- DTS notifies the traveler via email, and the traveler completes the authorization and makes travel arrangements in accordance with service-specific procedures.
Chapter 9: Travel Reservations

9.1 Travel Management Company

A Travel Management Company office (TMC) is a commercial entity that provides commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

➤ Insert local TMC information.

9.2 Bus Travel

The DTS Travel module does not currently include bus travel. The options listed below are available to claim a bus transportation expense on the Expenses screen in DTS. The ticket cost is entered as Ticketed Expense > Comm Bus.

➤ Travelers should follow the local procedures for reserving and paying for bus travel.

9.3 Rail Travel

Train schedules in DTS are not live. The schedules are static and may not be 100% accurate, due to post publication changes to the schedule. The following booking options are available:

• To make reservations, in the DTS Travel module:
  o Send the trip details to the TMC via the Request TMC Assistance link on the Train Step 1 of 2 screen. The TMC will make the reservations and return the details (e.g., time, date, cost).
  o Select a train on the Train Step 1 of 2 screen, then use the Send TMC Request button on the Train Step 2 of 2 screen to send the details to the TMC. The TMC will make the reservations and return the details (e.g., time, date, cost).
• To enter the costs, enter tickets purchased via a GTCC or CBA on the Expenses screen as a **Ticketed Expense > Comm Rail (Central Bill)** or **Comm Rail (Central Bill)**, as applicable.

  ➢ Contact the TMC for local ticketing procedures.

### 9.4 Car Rental

DTS displays available vehicles from car rental companies that participate in the DTMO-negotiated Government agreements. When completing the voucher, travelers and document reviewers must ensure that the actual car rental cost is reflected on the Preview Trip screen. If the incorrect cost displays, update the displayed cost on the Expenses screen. Enter a new rental car on the Expenses screen by selecting a **Transportation Travel Expense > Commercial Auto** expense, if the reservation was made outside of DTS. DTS has three types of Commercial Auto expenses:

- **In/Around**: Used only at the TDY location
- **TDY/TAD**: Used to get to, from, or between TDY locations
- **Terminal**: Used only to get to or from a transportation terminal (e.g., an airport)

### 9.5 Foreign Flag Carriers

Available U.S. flag air carriers must be used for all commercial air transportation of persons and property when air travel is funded by the U.S. Government. See 49 U.S.C. §40118, commonly referred to as the “Fly America Act”. Approval for the use of a foreign flag carrier must be attached in DTS as substantiating documentation.

### 9.6 Use of Low-Cost Non-GDS Airlines

Some airlines do not post on the Global Distribution System (GDS) your TMC uses to reserve flights. For them, DTS may show static flight data instead of live availability.

  ➢ Local business rules must be consulted to determine travel processing.

### 9.7 Lodging

In many cases, JTR directs travelers to use a specific lodging type. Travelers who do not use the directed lodging type must select justify their choice and select a Reason Code. If required DoD lodging is not available in DTS, travelers must make their lodging reservations directly with the lodging facility instead of through the TMC. In all other cases, the traveler must use the TMC to make their lodging reservations. In all cases, the traveler must update their lodging cost on the Per Diem Entitlements screen.
If a traveler is going on a long-term TDY (over 30 days), a flat rate per diem applies to the lodging portion of the authorization. The applicable flat rate is a percentage of the usual TDY locality rate. When a flat rate per diem is authorized, travelers do not need to provide lodging receipts.

- **Arrangements for military lodging must be coordinated outside of DTS in accordance with local business rules and TMC contract requirements.**

### 9.8 Other Than Economy/Coach-Class Travel Accommodations (First and Business Class)

Approval of business or first class travel is managed outside of DTS. A copy of the approval must be attached to the DTS document before the AO approves it. See the Premium Class Transportation Checklist on the DTMO Website when requesting approval of Premium Class accommodations.

- **AOs must be familiar with Component procedures for approving other than economy-/coach-class travel, and must obtain approval before authorizing the accommodations.**

The approving entities for other than economy/coach-class travel are listed in Table 9-1 (Refer to JTR, par. 020206j).

| Table 9-1 | APPROVING ENTITIES FOR OTHER THAN ECONOMY/COACH CLASS TRAVEL |
| --- | --- | --- |
| **Entity** | **First Class** | **Business Class** |
| Office of the Secretary of Defense & Defense Agencies | Director. | Same, but may be delegate as far as three-star level or civilian equivalent. |
| Joint Staff | Director. May delegate as far as three star level. |  |
| Combatant Commands | Combatant Commander. May delegate as far as three-star vice/deputy commander. | Same, but may be delegate as far as two-star level or civilian equivalent. |
| Military Departments | Service Secretary. May delegate as far as three-star vice/deputy commander. |  |
| U.S. Public Health Service | Secretary of Health and Human Services. |  |
| National Oceanographic & Atmospheric Association Corps | Director. |  |
| U.S. Coast Guard | Secretary of Homeland Security. | Coast Guard Commandant or Vice Commandant. |
9.9 Ticketing

Ticketing is normally completed three business days before scheduled departure. When the TMC issues the ticket, they email the traveler the reservation and cost information. If an electronic ticket is available, but the traveler requests a paper ticket, the additional cost is not reimbursable.

- Local business rules regulate exceptions to the three-business day ticketing rule.
- When the traveler requires or requests a paper ticket, local business rules apply, including delivery procedures and contracts.
- See Section 9.11 for Auto Cancellation procedures.
- See JTR, par. 020206 M-2 for information on the use of restricted airfares.

Airport security procedures require airline tickets to be issued in the same name that appears on the traveler’s photo identification issued by a local, state, or Federal Government agency (e.g., driver’s license, passport, or military ID).

Before departure, travelers should ensure that the name on the identification they intend to use at the airport matches the name on the reservation/ticket. Misspelled names may result in the carrier needing to reissue the airline ticket at the check-in counter prior to boarding, causing delays or denied boarding. For an international flight, the traveler must present a valid passport, visa, and all required documentation. Incomplete or unacceptable documentation may result in denied boarding.

9.10 Ticketing at the Beginning of a New Fiscal Year

The AO may approve a DTS authorization for travel in the next fiscal year when the next fiscal year’s LOAs and budget targets have been loaded into DTS. When a document is stamped APPROVED, DTS sets the tickets are waiting (TAW) date, and notifies the TMC of the approval. DTS holds the next fiscal year financial until the accounting system release date.

- Local business rules must be established for ticketing of travel at the beginning of a new fiscal year.
- The use of the “Fiscal Year Funds” Other Authorization should be considered.
9.11 Auto Cancellation

Any authorization that includes air travel must be approved and ticketed well in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This policy was instituted by the airlines under the GSA City Pair Program contract. It applies to all City Pair and non-contract government flights that are either booked through DTS or through a TMC.

Under this policy, under ordinary conditions, if an AO does not approve an authorization within 72 hours of departure, the airline reservation will be cancelled and the traveler will arrive at the airport without a ticket or a reservation in the airline’s system.

If the traveler makes travel plans within 72 hours of departure, their authorization must be approved and tickets issued within 24 hours to avoid cancellation. When making plans within 24 hours of departure, authorizations must be approved and tickets issued at least 6 hours before flight departure time to avoid cancellation. If airline reservations are cancelled, the TMC will notify the traveler by email or phone.

Arriving at the airport without a ticket can impact mission, travel funds, and put unnecessary stress on the traveler. If this occurs, travelers are advised not to rebook at the airline counter. Often, counter agents are not familiar with GSA’s City Pair Program and may book the traveler on a full priced fare at a much higher cost. To rebook a flight, travelers should follow their normal ticketing process. Travelers should take their travel itinerary with them to the airport. If the reservation has been cancelled, the itinerary will provide contact information for the TMC, as well as reservation details to help the traveler rebook.

The best way to avoid the unnecessary costs and stress associated with rebooking travel is to monitor the status of the authorization and ensure it is approved in a timely manner.

Tips for the traveler:

- Monitor the status of your travel authorization. If your trip is approaching and your authorization has not been approved, contact your AO. If your AO is unavailable, contact your DTA.
- Ensure your DTS profile is current, particularly your Government Travel Charge Card expiration date. The TMC cannot ticket your reservations if you don’t have current card information in your profile.
- Take your travel itinerary with you to the airport. If your reservation has been cancelled, the itinerary will provide TMC contact information and reservation details to help you rebook.
Tips for the AO:
• Monitor documents awaiting your approval.
• Ensure you designate a back-up AO when you will be out of the office for any reason.

Tips for the DTA:
• Run the Pending Airline Cancellation report to identify authorizations at risk of auto cancellation.
• Run the Traveler Status Report and notify your Agency Program Coordinator (APC) about travelers who are scheduled for travel to ensure their Government Travel Charge Cards are activated.

Tips for the APC:
• Review the Accounts Information report and advise the DTA about invalid and expired GTCCs.
• Review the Approved Status report and help activate GTCCs for travelers with upcoming trips.

9.12 Reservations for Travelers without a GTCC (IBA)

A traveler without a GTCC (IBA) may charge air or rail tickets to the organization’s CBA, or may enter personal credit card information in the DTS authorization to reserve the rental car and lodging based on local policies. A traveler without a personal credit card should contact lodging and car rental vendors directly to make arrangements.

9.13 TMC Transaction Fees

TMC transaction fees are billed in accordance with the supporting contract task order as either a point of sale (POS) fee or a management fee. The transaction fee applies when the TMC fulfills the request, and is typically billed at the time of ticketing or when lodging or car rental charges are confirmed by the TMC without air reservations.

When making travel reservations in the DTS Travel module, travelers should not include the TMC fee as a separate expense. If the POS TMC transaction fee is applicable, it is automatically included as a separate transaction when the TMC returns the ticketing information to DTS. If the arrangements are made outside of DTS and a TMC fee is charged, the traveler must enter the fee on the Expenses screen as a Ticketed Expense.

➢ When a TMC transaction fee is a management fee funded at the service, agency, or major command level, the TMC fee is not returned to DTS. It is billed directly to the service, agency, or major command in accordance with established rules or TMC contracts.
9.14 Cancellation Fees and Penalties

Before applying the CANCELLED stamp, the AO must verify with the traveler that no expenses are associated with the trip. See the information paper Trip Cancellation Procedures In DTS.

9.15 Unused or Partially Used Tickets

The traveler must report unused or partially used tickets to the TMC to request a refund. Unused paper tickets from a local TMC must be returned to that TMC for refund. Since unused tickets are refunded outside of DTS, the traveler must update the voucher to remove the costs of the associated tickets.

The TMC will immediately process refunds for paper tickets upon receipt. E-ticket refunds will be processed upon notification of non-use. The TMC will assist the Government in research of unused tickets. Additionally, the request for refunds will be provided to the Government Transportation Office via paper or electronic means.

- In accordance with local procedures for paper tickets, the TO or TMC, must prepare DD Form 730 and provide a copy to the traveler as receipt for the unused returned ticket.

9.16 TMC Procedures During National Emergencies

At all times during national emergencies, the TMC will ensure that high quality customer service is maintained. Operating hours may be modified as agreed to by the Contracting Officer Representative in support of the national emergency.

9.17 En Route Traveler Assistance

Travelers requiring itinerary changes while en route should contact the TMC via the telephone number listed on the TMC-provided invoice. Upon return to the PDS, travelers must update the voucher to reflect the changes.

- Local TMC information should be listed here.
9.18 DTS-Tailored Organizations (TMC)

If a TMC interface is not available, travelers will not be able to request travel reservations through the DTS Travel module. Travelers must make arrangements offline with the TMC and enter the information into DTS. Organizations that are tailored for TMC cannot use the DTS CBA module to reconcile CBA invoices.

9.19 Changing TMC Organization Information in the DTA Maintenance Tool

The pseudo city code (PCC), Global Distribution System (GDS), and company profile information are commercial tools and are the property of the TMC servicing each site. The PCC and company profile attached to each organization direct how DTS communicates with the TMC. If a change is necessary to the PCC and/or company profile, it must first be approved by DTMO, Commercial Travel Division.

9.20 Restricted Airfares

DTS may offer restricted airfares on some trips. Restricted airfares may have advance purchase requirements and financial penalties for changes to the original ticket. DTS warns the traveler about all restrictions both before and after they book a restricted airfare. Because restricted airfares require payment very soon after booking, and because the airline will cancel the booking if the traveler fails to make payment before the deadline, when considering whether to book a restricted airfare, the traveler should be aware that:

1. To pay for the flight, they may need to receive a travel advance before the trip begins. The information paper Travel Advances for Restricted Airfares explains how to do so.

2. It is their responsibility to ensure that everyone on the routing list (e.g., TMC, AO) is aware of the need for fast action, to act promptly to ensure the deadline is met. Should the airline cancel the booking due to a missed payment deadline, the traveler must abandon their authorization and begin a new one.
Chapter 10: Miscellaneous

10.1 Frequent Traveler Benefits

DTS allows travelers to include loyalty program numbers in their profile to accrue program benefits resulting from their official Government travel. Travelers can register for the U.S. Government frequent renter program. Travelers who register for and use a U.S. Government frequent renter number will receive the benefits of the U.S. Government Rental Car program, and may be able to by-pass the check-in counter.

10.2 Labor Relations Representatives

Labor decisions must be coordinated with the local labor relations representatives.

- Coordinate with the Component employment relations specialist to determine the appropriate steps to satisfy local bargaining agreements.

10.3 Baggage Fees

Fees are often charged by air or rail carriers for carried on or checked baggage. Such fees should be included on the authorization and voucher as reimbursable non-mileage expenses. The traveler must pay baggage fees directly to the carrier at check-in, using their GTCC as form of payment. Travelers without a GTCC must use an alternate form of payment (e.g., a personal credit card).

- Travelers should refer to local business rules for additional guidance.
Chapter 11: DTS Support and Assistance

The DTS assistance program is designed to resolve problems at the lowest level, as outlined below.

11.1 Travel Community

After registering for an account on the DTMO Passport, personnel can access online training, manuals, and information on TraX.

11.2 Local Assistance

The site Lead DTA is typically responsible for local-level support and establishing a local DTS Help Desk.

➤ The local site should establish a DTS training and communication plan.

11.3 Travel Assistance Center

The Travel Assistance Center (TAC) provides assistance by phone or online 24 hours a day, 7 days a week including Federal holidays. Any uniformed member or civilian employee may contact the TAC for assistance with DTS or any official travel-related question.

TAC contact information is listed below:

- Phone: 1-888-Help1Go (888-435-7146)
- DSN line (if calling from overseas): 1-888-Help1Go
- TraX: To submit a Help Desk ticket