



# Defense Travel System

## Overview

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations and reservations, receive approvals, generate travel vouchers, and receive a split disbursement between their bank account and the Government Travel Charge Card.

## Benefits of DTS

- Available via a single web portal 24/7
- Reduced transaction costs
- Timely payment of travel claims
- Rapid creation of travel authorizations and vouchers
- Automated approval process
- Personalized online reservations and itinerary changes
- Detailed pre-travel entitlement
- Direct deposit and split disbursements

## Keep Your DTS Profile Updated

It is very important that the information in your DTS profile is up-to-date. If it isn't, your travel itinerary may be sent to the wrong email address or your travel reimbursement could be affected. To review or update your profile, log in to DTS, select your name in the upper right corner, then choose **My Profile** from the drop down menu. Review all sections of your profile, paying particular attention to these fields:

- **Government Travel Charge Card (GTCC) expiration date and card number** – When you receive a new GTCC you must update the card number and/or expiration date in your profile (it is not done automatically). Failure to update these details can result in a declined transaction.
- **Email address** – Without a current email address on file, you will not receive trip details (confirmations) or updates on the status of your authorization/voucher.
- **Banking information** – If you recently closed an account, your reimbursement could be delayed.
- **Phone numbers** – If there is a problem with your travel reservations, your TMC will need a current contact number to reach you.
- **Mailing address**
- **Emergency contact information**

For more information, visit [www.defensetravel.dod.mil/site/dts.cfm](http://www.defensetravel.dod.mil/site/dts.cfm)

## Training & Resources

DTS training is available for all user levels. To view training by Type, Topic, Role, or Series, visit the Training Resources section of the DTMO website at [www.defensetravel.dod.mil/site/training.cfm](http://www.defensetravel.dod.mil/site/training.cfm)

You can find more DTS training courses, reference materials, and answers to frequently asked questions on Travel Explorer (TraX). To access TraX, register on Passport (DTMO's web portal) at [www.defensetravel.dod.mil/passport](http://www.defensetravel.dod.mil/passport)