Summary

DTS FY19 Release 4 implemented July 19, 2019, updates the group authorization screens continuing the modernizing efforts of improving the usability of DTS. For full details on Group Travel, see *DTS Guide 5, Group Authorizations*. This paper explains the system changes and provides a high-level view of them. Please note that this information paper reflects the DTS release as of July 19, 2019. We continue to make it available for historical purposes, but changes to the system since that date are not reflected in this information paper.

Your local business rules determine some group travel specifics, especially the TMC information, but typically the Defense Travel Administrator (DTA) sets up a travel group adding the travelers into the group and grants group access to the individual creating a group authorization. The process begins with determining the **Primary Traveler** which is someone traveling with the group, who can create the group authorization, although a travel clerk or Non-DTS Entry Agent (NDEA) can also create the group authorization. Figure 1 outlines the document processing for group travel.

![Figure 1: Group Authorization Process Flow](image-url)
Note: The Primary Traveler’s organizational routing list and Lines of Accounting (LOAs) drives the document processing.

Note: This info paper is for a group of travelers and “you” are assumed to be the Primary Traveler, Document Preparer/NDEA, or Defense Travel Administrator (DTA) assisting travelers.

Getting Started

A group authorization is a single document allowing multiple people traveling to the same TDY location to record travel details common to all the group travelers. Later, DTS separates the single document into individual traveler authorizations, so travelers can enter their specific trip data. After completing travel, each individual creates and submits a travel voucher to claim reimbursement for incurred expenses and payment for earned allowances.

Here is how to create a group authorization after the software update:

1. Log onto DTS. The DTS Dashboard opens.

2. Select Create New Document, then Group Authorization (Figure 2).

3. The Create Group Itinerary screen (Figure 3) opens.
Getting Started (continued)

Figure 3: Create Group Itinerary Screen

Note: If the traveler has not logged into DTS in 60 days, you may receive a Review and Update Profile message (Figure 4) prompting you to verify the profile before entering information on the Create Group Itinerary screen. Select Continue without Updating, if you have no profile changes.
Getting Started (continued)

4. Complete the GROUP TDY LOCATION(S) section (Figure 3, Indicator 1). Identify the travel mode and select a rental car (at the TDY location), if needed.

5. The section GROUP TRIP OVERVIEW (Figure 3, Indicator 2) displays data a little differently, but still contains the basic travel authorization information. Complete and continue to the next section.

6. The GROUP TRIP DETAILS (Figure 3, Indicator 3) section contains three required and one optional data 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.

7. Select **Continue.**

8. DTS displays a **Processing your request** message (Figure 5).
The Group Authorization contains the Add Group Travelers screen (Figure 6). It opens as soon as you leave the Group Itinerary. On this screen, you see Total Travelers, the primary traveler’s name, GTCC status (valid checkmark or non-valid X), EFT Account (Checking or Savings), and Routing List. Manage Travelers permits you to add the travelers to the group authorization searching by SSN, Name, and Travel Team (Figure 7, Indicator 1). Note: The Progress Bar is now active on the left side of the page (Figure 6, Indicator 2).

1. Select Manage Travelers (Figure 6, Indicator 1). A Manage Travelers window opens (Figure 7).
Add Group Travelers (continued)

2. Select the **Search By** drop-down menu for the search method (Figure 7, Indicator 1) and then select **Search** (Figure 7, Indicator 2). The traveler information displays (Figure 8).

3. Select the **plus sign** on the right side of the traveler entry to add the individual (Figure 8, Indicator 1). Add all the travelers, then select **Save** (Figure 8, Indicator 2).
Add Group Travelers (continued)

4. DTS displays a **Processing your request** message. The **Add Group Travelers** screen updates, lists the travelers, and changes the **Total Travelers** (Figure 9, Indicator 1). **Note:** The **Primary Traveler** is marked with a star.

![Add Group Travelers (Travelers Added) Screen](image)

**Figure 9: Add Group Travelers (Travelers Added) Screen**

5. If you need to remove a traveler, select the box by the traveler name (Figure 10, Indicator 1). A banner appears at the bottom of the page. Select **Remove** (Figure 10, Indicator 2). A **Remove Travelers** confirmation message displays (Figure 11). Select **Confirm**. The traveler is no longer on the group authorization. Select **Continue** at the bottom of the page. DTS displays a **Processing your request** message.
Making Reservations

If you indicated reservations for the group authorization (commercial air, rail, rental car, or lodging) during the itinerary creation, then DTS opens in the Reservation’s module. If you require commercial air, DTS automatically searches for appropriate flights and displays the lowest (policy based) results on the Select a Fight page (Figure 12).

**Note:** Group reservation process works just a little differently than individually requested reservations. You can’t book reservations or choose airline seats. You can identify group reservation preferences and then the Travel Management Company (TMC) will assist you with booking the fights, (acquiring seat assignments, finalizing ticketing) rental car, and lodging reservations.
Making Reservations (continued)

1. Review the departure flight options. Use Select Flight (Figure 12, Indicator 1) to choose a flight. If you can’t find a flight supporting your travel needs, there is Alternative Options (Figure 13). Note: Read the notes carefully before choosing the Alternative Options for flights. Once you do select a flight, DTS displays a Processing your request message.
Making Reservations (continued)

2. DTS searches and brings back a list of return flights. Use Select Flight to choose a flight (Figure 14, Indicator 1). Once you select a flight, DTS displays a Processing your request message.
3. DTS moves you to the **Select a Rental Car** page (Figure 15). The **Recommended** rental car displays at the top of the page. **Note:** You may need to use the **Advanced Options** drop-down menu to change the **Vehicle Type** to accommodate the number of group travelers and select **Search** (Figure 15, Indicator 1). Review and then **Select Car** (Figure 15, Indicator 2).
Making Reservations (continued)

4. The Select Your Lodging page opens (Figure 16). **Note:** Allowed amount (daily per diem) displays next to Available Options. Review and choose Select Lodging.

\[\text{Figure 15: Rental Car Screen}\]
Making Reservations (continued)

6. The room options display (Figure 17). Review and choose Select Room.
7. The **Progress Bar** tracks your advancement (Figure 18, Indicator 1) and then DTS brings you to **Review Reservations** listing the selected flights, rental car, lodging preferences, and total group cost for each (Figure 18, Indicator 2).
8. Starting at the top of the page, review the reservation sections (Figure 19).

**Note:** The group totals are only estimates, once the TMC books the reservations then you need to update the costs under *Other Expenses.*

![Figure 19: Group Reservation Preferences](image)
Making Reservations (continued)

**Figure 19: Group Reservation Preferences (continued)**

**RENTAL CAR in Houston**

Monday July 29, 2019 - Friday August 02, 2019  
IAH - Houston George Bush Intercont.  
5 day total  

<table>
<thead>
<tr>
<th>Dollar Rent-A-Car</th>
<th>Pick-Up</th>
<th>Drop-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-size</td>
<td>Mon. 07/29/2019 at 08:30 AM</td>
<td>Fri. 08/02/2019 at 17:30 PM</td>
</tr>
<tr>
<td></td>
<td>On-airport</td>
<td>IAH - Houston George Bush Intercont.</td>
</tr>
</tbody>
</table>

Method of Payment *  
Government Travel Charge Card (GTCC)

Cost Per Day  
$55.13  
Cost Details

Estimated Total Group Cost  
$275.63

(estimated taxes and fees)

Does this reservation work for you?  
X Remove Rental Car

**LODGING in Pearland**

Monday July 29, 2019 - Friday August 02, 2019  
Pearland, TX 77584  
4 nights total  

<table>
<thead>
<tr>
<th>SpringHill Suites Houston</th>
<th>Check-In</th>
<th>Check-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mon. 07/29/2019</td>
<td>Fri. 08/02/2019</td>
</tr>
</tbody>
</table>

Method of Payment *  
Government Travel Charge Card (GTCC)

Daily Cost  
$282.00  
Estimated Total Group Cost  
$1128.00

(estimated taxes and fees)

Does this reservation work for you?  
X Remove Lodging

**Figure 19: Group Reservation Preferences (continued)**
Figure 19: Group Reservation Preferences (continued)

9. If you require changes, use the **Remove** (reservation type) to delete (Figure 19, Indicator 1), and then add the new reservation. If you need to just a new reservation, you can use the drop-down menu to select **Add to Trip** and make other reservation preferences (Figure 20, Indicator 1). Once you complete the review, select **Continue**.

Figure 20: Add to Trip Screen
10. DTS opens the **Request Reservations** window displaying the **Traveler Summary**, **Reservation Preferences**, **Trip Details**, and **Points of Contact** (Figure 21a, 21b and 21c).

![Request Reservations Screen](image)

**Figure 21a: Request Reservations Screen**

![Reservation Preferences](image)

**Figure 21b: Request Reservations Screen**
11. Under **Point of Contact Information**, DTS enables email delivery to the TMC before signing the group authorization (Figure 21c, Indicator 1). Verify POC data, and then select **Send Request and Continue**. DTS displays a **Processing your request** message.

DTS sends a **DTS Request for Group Travel Reservations** email (with group travel preferences) to the TMC. The POC receives a copy of the DTS generated email. Once DTS sends the email, the group document updates with a CTO Email Sent stamp.

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

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**Working with Expenses**

The Group Authorization **Enter Travel Expenses** page functions the same as the Authorization containing **Uploads, Reservation Expenses, Other Expenses,** and **Substantiating Documents** sections (Figure 22). Enter all reimbursable expenses and travel allowance estimates, just as you would for any other authorization. For more details on the **Expenses** sections, see **DTS Guide 2: Authorizations**.
12. Under *Other Expenses* section, select *Add Expense* (Figure 22, Indicator 1). The *Add New Expense* window opens.

13. For hotel taxes, select *Lodging Expenses*, *Lodging Taxes (Conus and Non-Foreign)*, if TDY is not a foreign location. Based upon the lodging cost and tax rate compute the taxes. Then enter the tax cost for all travelers and later distribute the costs equally among the travelers (Figure 23).

14. For a taxi, select, *Transportation Expenses*, *Taxi – To/From Terminal*, estimate for all travelers, then enter the cost. You can later distribute the costs equally among the travelers. Travelers can further revise their taxi costs when they have access to the individual authorization. Continue entering estimated expense costs (Figure 23).
Working with Expenses (continued)

Note: Later, once the TMC returns the group reservation costs, you must enter the total reservation costs (minus lodging) under Other Expenses area (not Reservation Expenses area).

15. Select Substantiating Documents, Add Document, if you need to attach a supporting record/receipt to the group authorization. Once you complete the Expenses sections, select Continue.

Per Diem

The Review Group Per Diem Amounts screen appears. The per diem page operates similarly as a typical authorization, displaying the Total Lodging Cost and Total M&IE Allowed, but for the group authorization it is for all travelers (Figure 24, Indicator 1). The group/ungroup action works the same way as well to expand or collapse data and flag the first last and last day travel allowances (Figure 24, Indicator 2 and Indicator 3). Select Continue.
Per Diem (continued)

The Review Group Per Diem Amounts Screen

![Review Group Per Diem Amounts Screen](image)

**Figure 24: Review Group Per Diem Amounts Screen**

**Accounting**

The **Review Accounting** window opens. The group document must contain a Line of Accounting (LOA) before approval. You can select a LOA or your organization may elect to have a LOA appear automatically on your document. For more information on adding Lines of Accounting, see the DTS Guide 2: Authorizations.

1. Select Add LOA using the drop-down menu. Select From [organization], Shared LOA, or Cross Org LOA, and then select the accounting label.

2. The expenses allocate to the LOA label.

3. The Accounting Summary reflects the Calculated Trip Costs.

4. Select Continue.
The Distibute Costs screen opens (Figure 25). There are two sections, Undistributed Expenses and Distributed Expenses (Figure 25, Indicator 1 and Indicator 2). **Note:** Before an AO can approve the trip, you must distribute costs for each expense.

1. Select Distribute (Figure 25, Indicator 3). A Distribute Costs window opens (Figure 26a). Select the Distribution Method: Evenly, By Amount, or By Percent (Figure 26a, Indicator 1). **Note:** Make sure to dispense fully all costs.

2. Checkmark the box by the individual traveler or checkmark the box Traveler to select all travelers (Figure 26b, Indicator 2). Select the Distribute (Figure 26b, Indicator 3).
Distributing Costs (continued)

3. The expense item moves from the Undistributed Expenses section to the Distributed Expenses section of the page.

4. Continue distributing costs for each expense item by your preferred method. Once you disperse all costs, DTS displays an information icon notifying you of the expense distribution status (Figure 27, Indicator 1). The reset and edit distribution links appear next to each expense item (Figure 27, Indicator 2).
Figure 27: Distributed Expenses (Updated) Screen

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

Review

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.

1. The Review Trip Group Authorization screen (Figure 28) displays all the travel details. You can Add Comments to the AO (Figure 28, Indicator 1) or use the short cut link Go to [Document Sections] (Figure 28, Indicator 2) to make changes. You can expand Show Details for reservation preferences (Figure 28, Indicator 3). View the Reservation Request confirmation of TMC email sent (Figure 28, Indicator 4). Also, check Expenses, Per Diem, Accounting Codes, Group Cost Distributions, and Estimated Travel Costs. If the document requires no changes, select Continue.
Review (continued)

Figure 28: Review Trip Group Authorization Screen (continued)

Figure 28: Review Trip Group Authorization Screen (continued)
Figure 28: Review Trip Group Authorization Screen (continued)
Review (continued)

*Figure 28: Review Trip Group Authorization Screen (continued)*

The **Other Auths** and **Pre Audits** window displays. If an expense requires justification or exceeds a threshold, DTS will identify the item on this screen. Review the page providing comments/justifications before moving forward. Select **Continue**.

The **Digital Signature** window opens. Review the information just as you would for any authorization. Follow the signing process, select **Submit Completed Document** to submit your group authorization for routing and approval. A **Confirmation** window confirms your document successfully signed, begins routing for AO approval, and

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**Pre-Audit/ Sign and Submit**

The **Other Auths** and **Pre Audits** window displays. If an expense requires justification or exceeds a threshold, DTS will identify the item on this screen. Review the page providing comments/justifications before moving forward. Select **Continue**.

The **Digital Signature** window opens. Review the information just as you would for any authorization. Follow the signing process, select **Submit Completed Document** to submit your group authorization for routing and approval. A **Confirmation** window confirms your document successfully signed, begins routing for AO approval, and
through the system. To exit the window, select Go To Homepage at the bottom of the screen.

Document Options and Processing

After the Authorizing Official (AO) approves the group authorization, DTS separates the single group document into individual travel authorizations. The displayed costs are for that individual traveler. Each document has a distinctive TA Number (travel authorization number). A helpful feature is within the individual authorizations, DTS provides the primary traveler’s name, document and TA Number available under Comments to the Approving Official as a tracking reference. At this point, the individual trips are view only and remain so, until the group authorization locks.

Group Authorizations have the same options of printing, adjusting, and amending (depending on the document status) as a regular authorization. However, they have two additional options from the document listing which are View Group Manifest and the Lock Group Auth feature (Figure 29).

1. Select View Group Manifest. The Group Manifest window appears (Figure 30, Indicator 1). This page allows you see the group travel information for all the travelers individually and collectively.
2. When the time is right, the locking process of the group authorization occurs. The Lock Group Auth attribute of group travel is not in any other document type. Locking occurs either manually or automatically.

A person manually locks the document (Figure 30, Indicator 2) or DTS automatically locks the trip three days after travel starts. Once a group authorization locks, DTS adds a special icon next to the TA Number of the document row (Figure 31).

When the group authorization locks, DTS makes the individual authorizations editable, so travelers can revise their own authorizations and later create vouchers following the normal document processing steps.

Training Resources

For more information about how to process a group travel in DTS, see DTS Guide 2: Authorizations and the DTS Guide: 5 Group Authorizations. If you are viewing this information paper offline, use the following URLs: