Summary

The August 3, 2018 DTS release dramatically improves the way you* identify your per diem allowances and the monetary aspects of your trip. Key changes include:

1. The tools you use to enter your per diem allowances moved from the Expenses module to create a new Per Diem module.

2. You can view your per diem allowances for each individual day of your trip or collapse them into blocks of days with identical allowances.

3. You can select Lines of Accounting (LOA) and request scheduled partial payments (SPPs) and travel advances – if you’re eligible to receive them – from a single screen.

4. DTS grays out many functions that you’re not eligible to select.

This information paper explains all of the above changes and provides a high-level introduction to the new changes. Please note that this information paper reflects the DTS release of August 3, 2018. We continue to make it available for historical purposes, but changes to the system since that date are not reflected in this information paper.

*Note: In this information paper, “you” are a traveler, although anyone with access to DTS documents can use these functions.

The Per Diem Module

Select Per Diem (Figure 1, indicator #1) at the top of the screen to display your current per diem allowances. Explanations for other indicators appear later in this info paper.
Key functions on the Review per diem amounts screen include:

1. A Group similar days toggle (Figure 1, indicator #2).
   a. Its initial position is ON, which puts days that have identical allowances together. Figures 1 and 2 show typical initial layouts of this screen:
      i. The First Day of your trip shows the 75% limitation of your meals and incidental expense allowance (M&IE).
      ii. Full days at a TDY location initially have the same lodging and meals & incidental expenses (M&IE) allowances, so DTS groups them together. Multi-location TDYs (Figure 2) have one group for each TDY location.
   1. If you change per diem allowances on some days but not others, you’ll see more groups. Figure 3 shows how group layout changed when you changed per diem allowances for some days of your TDY. Multicolored bubbles highlight allowances that are not the default allowances.
      iii. The Last Day of your trip also shows the 75% limitation of your M&IE and reflects no lodging allowance.
   b. If you prefer to see each day individually, change the Group similar days toggle to OFF (Figure 4).
### Figure 2: Per Diem Module – Multiple TDY Locations

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Cost</th>
<th>Lodging Allowed</th>
<th>Mile Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/20/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$38.25</td>
</tr>
<tr>
<td>06/21/2018 - 06/30/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
</tbody>
</table>

### Figure 3: Per Diem Module – Altered TDY Allowances at TDY Location 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Cost</th>
<th>Lodging Allowed</th>
<th>Mile Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2018 - 07/09/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>07/10/2018 - 07/18/2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>07/19/2018 - 07/25/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>07/26/2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$38.25</td>
</tr>
</tbody>
</table>

### Figure 4: Per Diem Module – Group Similar Days Off

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Cost</th>
<th>Lodging Allowed</th>
<th>Mile Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/20/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$38.25</td>
</tr>
<tr>
<td>06/21/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>06/22/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>06/23/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>06/24/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>06/25/2018</td>
<td>$93.00</td>
<td>$93.00</td>
<td>$51.00</td>
</tr>
<tr>
<td>06/26/2018</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$38.25</td>
</tr>
</tbody>
</table>
2. An **Adjust Per Diem Amounts** button (Figure 1, indicator #3). Select it to change your per diem allowances. Just to its left is a **Reset all adjustments** link. Select it to return all allowances on all days to their original settings. Either way, the Adjust Per Diem Amounts screen (Figure 5) opens. Use it to select or enter:

   a. A date or date range these changes apply to – use the calendar tool or type. **Note**: The items between the dashed lines (below) scroll within a fixed area, so not all are visible at once.

   b. A meal rate – options include*:
      i. **Full Meal Rate**
      ii. One or more meals **Available** or **Provided** + Breakfast, Lunch, Dinner
      iii. **Occasional Meals Required**
      iv. **Special Meal Rate** + a specific rate

   c. Other duty conditions that affect your per diem rate – options include*:
      i. **Field Conditions**
      ii. **Quarters Available**
      iii. **Inactive Duty Training**
      iv. Many others

   d. “Other Entitlements”, such as*:
      i. **Allowed Leave**
      ii. **Duty (Non-Duty) Days** for uniformed members (civilians)
      iii. **Actual Lodging Costs** required
      iv. Many others

   e. Your **LODGING COST** (editable). This area also identifies the locality rate.

   f. Your **M&IE COST** (not editable). This area also identifies the locality rate.
Figure 5: Adjust Per Diem Amounts Screen – Meals Area

*Note: On this screen, DTS grays out selections that you are not eligible for (e.g., Occasional Meals Required in Figure 5). The Joint Travel Regulations (JTR) determine your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

3. A > icon next to each day or block of days, as well as Expand all, and Collapse all links (Figure 1, indicator #4). Select these to expand or collapse the information for one or more days of your trip (Figure 6). Provides more information about the per diem allowances currently selected for the selected time frame.
Notes about Figure 6:

1. **The First Day** and **Last Day** are blue bubbles. These bubbles will always display for every trip.

2. **In Transit** days are green arrows.
   a. There are two at the start of this trip because, you flew overnight, and then the calendar moved forward a day when you crossed the International Date Line (IDL).
   b. There are none at the end of the trip because although you again flew overnight, the calendar moved backward when you crossed the IDL.

3. The IDL crossing days (**IDL West** and **IDL East**) are orange bubbles.

4. Codes (**QTRS** and **MESS**) are yellow bubbles.

5. Meals (**B**, **L**, **D**) are red, green, and purple bubbles.

4. A three vertical dots icon (Figure 1, indicator #5) at the far right of each day or group of days. Select it to:
   a. **Edit** the per diem allowances for this day or group of days. It provides all the same functions as the **Adjust Per Diem Amounts** button (see item 2 above).
   b. **Reset** the per diem allowances for this day or group of days back to their original settings.
The Accounting Module

Select **Accounting** (Figure 1, indicator #6) at the top of the screen to display your accounting options (Figure 7). The Accounting screen contains from 2 to 4 main areas:

1. **Accounting Codes** (always appears)
2. **Advances** (may not appear)
3. **Scheduled Partial Payments (SPPs)** (may not appear)
4. **Accounting Summary** (always appears)

The sections below Figure 7 describes these four areas and provides explanations for the other indicators on Figure 7.
1. **ACCOUNTING CODES** (Figure 7, indicator #1): If the organization or the traveler has a default LOA in the DTS profile, one line of accounting (LOA) initially displays; otherwise, no LOAs display. You can add (Figure 7, indicator #2) any LOAs needed to properly fund this trip. This section always appears.

**Note:** Some organizations designate a Routing Official to select the necessary LOAs to fund the trip. Follow your local business rules regarding LOA selection.

a. Available LOA types (Figure 8) are owned by:
   i. The traveler’s organization *(From <organization>)*
   ii. A higher-level organization *(Shared LOAs)*
   iii. Another organization *(Cross Org LOAs)*

b. If you include multiple LOAs, you must allocate the trip costs between all attached LOAs (Figure 9).

c. The traveler may sign an authorization with no LOAs, but someone must attach at least one LOA before the Authorizing Official may approve it.

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**Figure 8: Accounting Module – Add LOA Options**

**Figure 9: Accounting Module – Two LOAs Added and Allocated**
2. **Advances** (Figure 7, indicator #3): If your DTS profile indicates that you may request a travel advance, this section appears. You can use it to request a travel advance (Figure 7, indicator #4). After identifying the LOA that will fund the advance, the screen displays the request (Figure 10).

![Figure 10: Accounting Module – Advance Requested](image)

3. **Scheduled Partial Payments** (Figure 7, indicator #5): If your trip is over 45 days long, this section appears. You can use it to request SPPs (Figure 7, indicator #6). After you select Request SPP, DTS calculates and lists each scheduled payment (Figure 11).

![Figure 11: Accounting Module – Partial Payments Scheduled](image)

4. **ACCOUNTING SUMMARY** (Figure 7, indicator #7): This area is informational only. It lists the travel categories, displays the amount assigned to each, and shows the overall trip cost. This section always appears.

**Final Words**

A few final notes about this release:

2. No other DTS modules are changing, and since the old navigation bar does not have a link for the new **Per Diem** module, you must first travel to any new DTS module (e.g., Reservations, Expenses) to see the **Per Diem** link at the top of the screen.

3. This information paper makes no attempt to talk about the many pop-up confirmations, warnings, and information that DTS provides. Fortunately, they’re essentially self-explanatory.

4. As with any look-ahead information, the content of this info paper is subject to change before the release. Check back often to make sure you always have the latest information.