



Information Paper:

Per Diem & Accounting Modules

August 3, 2018 DTS Update Look-Ahead

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 it 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.

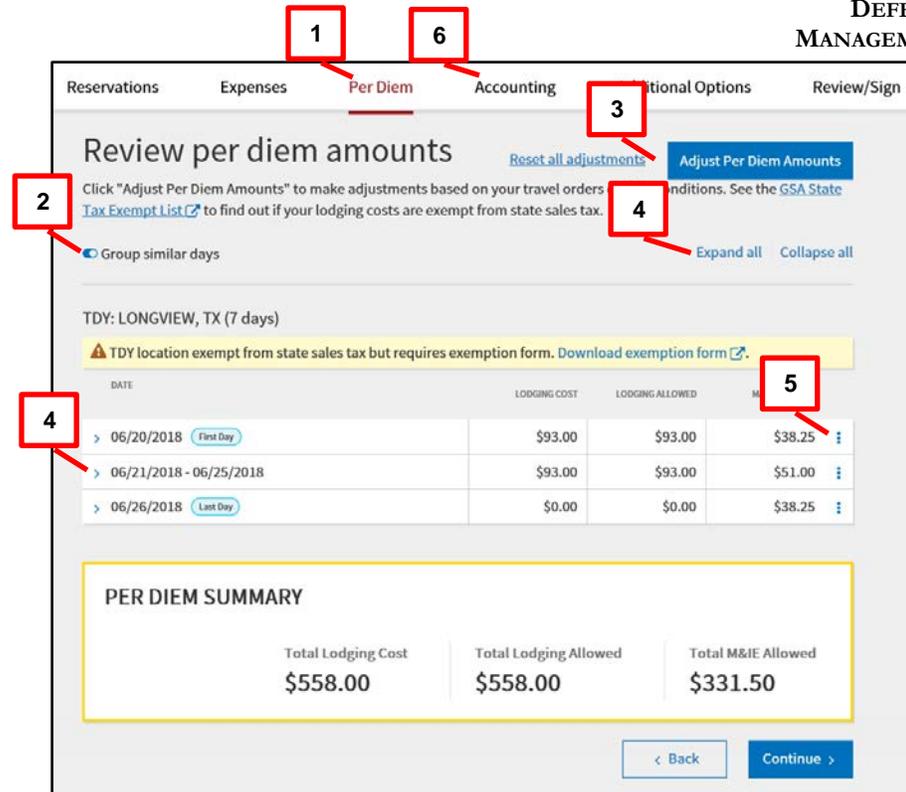


Figure 1: *Per Diem* Module – **Group Similar Days** On

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).



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TDY: LONGVIEW, TX (11 days)

⚠ TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 06/20/2018 First Day	\$93.00	\$93.00	\$38.25
> 06/21/2018 - 06/30/2018	\$93.00	\$93.00	\$51.00

TDY: GREENVILLE, TX (26 days)

⚠ TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 07/01/2018 - 07/25/2018	\$93.00	\$93.00	\$51.00
> 07/26/2018 Last Day	\$0.00	\$0.00	\$38.25

Figure 2: Per Diem Module – Multiple TDY Locations

TDY: GREENVILLE, TX (26 days)

⚠ TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 07/01/2018 - 07/09/2018	\$93.00	\$93.00	\$51.00
> 07/10/2018 - 07/18/2018 Code: EUM (B) (L) (D)	\$0.00	\$0.00	\$5.00
> 07/19/2018 - 07/25/2018	\$93.00	\$93.00	\$51.00
> 07/26/2018 Last Day	\$0.00	\$0.00	\$38.25

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

TDY: LONGVIEW, TX (7 days)

⚠ TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 06/20/2018 First Day	\$93.00	\$93.00	\$38.25
> 06/21/2018	\$93.00	\$93.00	\$51.00
> 06/22/2018	\$93.00	\$93.00	\$51.00
> 06/23/2018	\$93.00	\$93.00	\$51.00
> 06/24/2018	\$93.00	\$93.00	\$51.00
> 06/25/2018	\$93.00	\$93.00	\$51.00
> 06/26/2018 Last Day	\$0.00	\$0.00	\$38.25

Figure 4: Per Diem Module – Group Similar Days Off



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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.



Adjust Per Diem Amounts ✕

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

06/20/2018 - 06/26/2018 ✕

Meals Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Select Available Meals

Breakfast

Lunch

Dinner

LODGING COST (Locality rate: \$93.00) | M&IE COST (Locality rate: \$51.00)

\$ 93.00 [Currency Converter](#) | \$51.00 [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

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.



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IN TRANSIT (2 days)			
DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 06/23/2018 First Day In Transit	\$0.00	\$0.00	\$81.00
> 06/24/2018 IDL West In Transit	\$0.00	\$0.00	\$0.00
TDY: MISAWA AB, JPN (20 days)			
DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 06/25/2018 Code: QTRS	\$60.00	\$60.00	\$108.00
> 06/26/2018 - 07/13/2018 Code: MESS B L D	LODGING COST \$60.00	LODGING ALLOWED \$60.00	M&IE ALLOWED \$35.90
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> MEALS Available </div> <div style="text-align: center;"> DUTY CONDITIONS Quarters Available </div> <div style="text-align: center;"> OTHER ENTITLEMENTS None </div> </div>	Reimbursement: Personal Locality Rate: \$104.00	Reimbursement: Personal Locality Rate: \$108.00	
> 07/14/2018 Last Day IDL East Code: QTRS	\$0.00	\$0.00	\$189.00

Figure 6: Per Diem Module – Single Day Expanded

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.

Accounting
Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES
Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.
Lines of Accounting (LOA) [Add LOA](#)
No Lines of Accounting (LOA) have been added.

ADVANCES [Advance Limits](#) [Request Advance](#)
An advance is a payment sent to your personal bank account before trip departure. Advances are typically only given if you do not have a Government Travel Charge Card (GTCC).
No cash advances have been requested.

SCHEDULED PARTIAL PAYMENTS (SPP) [Request SPP](#)
Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.
No SPP(s) have been requested.

ACCOUNTING SUMMARY

Expense Summary	
Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$889.50
Total Expenses	\$889.50

Disbursement Summary		Calculated Trip Cost	
Advances Paid	\$0.00	Allowed	Actual
SPP Paid	\$0.00	\$889.50	\$889.50
Total Prior Payments	\$0.00		

< Back Continue >

Figure 7: Full Accounting Screen – No Selections Made



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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.

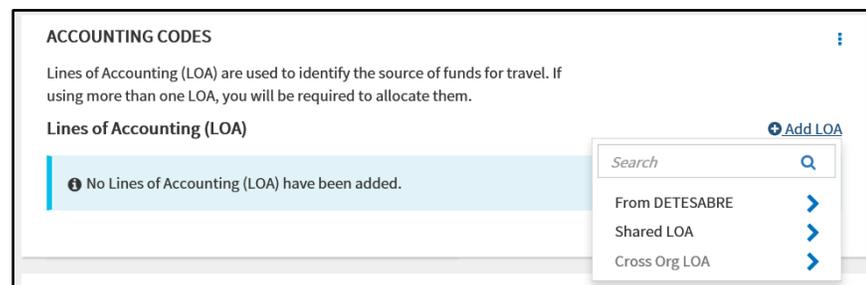


Figure 8: Accounting Module – Add LOA Options

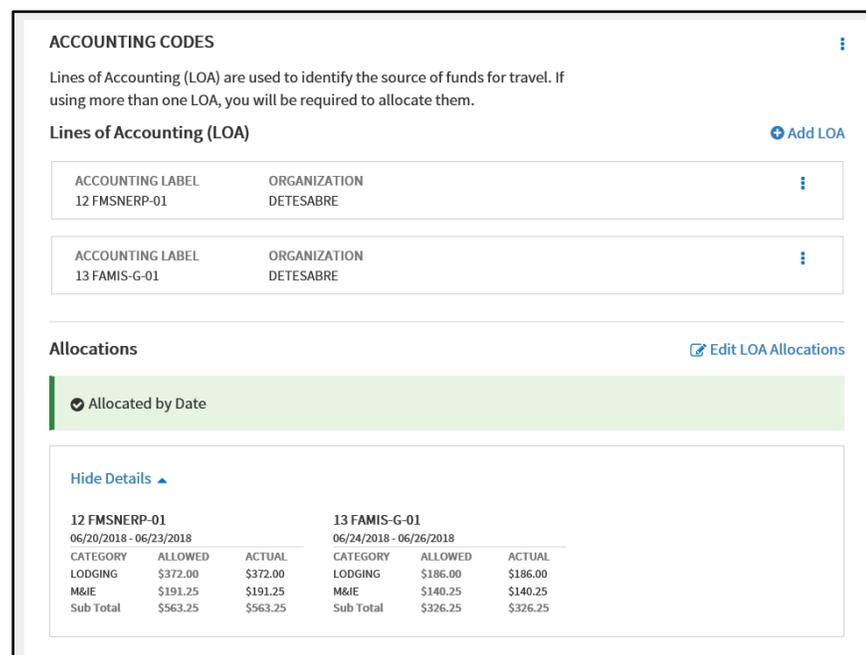


Figure 9: Accounting Module – Two LOAs Added and Allocated



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).

ADVANCES [Advance Limits](#) ➕ Request Advance

An advance is a payment sent to your personal bank account before trip departure. Advances are typically only given if you do not have a Government Travel Charge Card (GTCC).

	ACCOUNTING LABEL	ORGANIZATION	STATUS	AMOUNT	TYPE	
06/14/2018	13 FAMIS-G-01	DETESABRE	Requested	\$889.50	EFT	⋮

Figure 10: **Accounting** Module – Advance Requested

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).

SCHEDULED PARTIAL PAYMENTS (SPP) ✖ Cancel SPP

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

☑ SPP's requested

PAYMENT	STATUS	AMOUNT
PAYMENT 1 06/20/2018 - 07/19/2018 Show Details ▾	Scheduled	\$4307.25
PAYMENT 2 07/20/2018 - 08/18/2018 Show Details ▾	Scheduled	\$3430.50

Figure 11: **Accounting** Module – Partial Payments Scheduled

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:

1. The DTS **Expenses** module, from which the **Per Diem** module sprang, is changing in a minor, mostly cosmetic, way. Those changes appear in *DTS Guide 2: Authorizations* at https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf.



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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.