Information Paper:

FY19 Release 2 Look-Ahead, DTS Updates to Trips Awaiting Action and Constructed Travel

Summary

The software release, on January 04, 2019 in DTS, updates the Trips Awaiting Action tool – formerly known as the DTS Route and Review module – and brings some changes to the constructed travel process. This release is the latest user experience and user interface update aimed at modernizing the look and improving the usability of DTS.

**Note:** This info paper is primarily intended for DTS Routing Officials – that is, people who appear on a DTS Routing List (e.g., Authorizing Officials, Reviewing Officials).

This information paper explains the above changes and provides a high-level view of them. Please note that this information paper reflects the DTS release of January 04, 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.

Open a Document for Review

Before a traveler can go on official travel or receive payment for a travel claim, one or more Routing Officials must review and approve the trip or payment. As a Routing Official, you can manually navigate to any available travel document at any time, but when a travel document becomes available for review, DTS emails you to let you know. Here’s a brief look at the process after this update:

1. Log onto DTS. The DTS Dashboard opens.

2. Select **Trips Awaiting Action** on the DTS Dashboard. The Trips Awaiting Action screen (Figure 1) opens. It displays each reviewable travel document as a separate “card” (versus the document table you see today). See the **Document Cards** section in this paper for more information about cards.
3. Select the button identifying the action you need to take (e.g., Review, Approve) to open a document. The Review Trip Authorization (or Review Trip Voucher) screen opens in a read-only format.

   **Note:** Although the document initially opens in a read-only format, you can create an adjustment by selecting edit in the banner at the top of the screen. That banner is visible in Figure 6, indicator #1, though it appears at the top of every DTS screen.

4. Conduct a thorough review of the document before you attach your digital signature to it. See the Digital Signature Screen section in this paper for more information about that.

**Document Cards**

A document “card” (Figure 2) contains the information previously listed on a single line of the document table – the traveler’s name, document name, departure date, TANUM, estimated trip cost, etc. A card encloses a single document’s key information in a bordered area.

![Figure 1: Review Trip Authorization Screen](image)

![Figure 2: A Document “Card” on the Trips Awaiting Action Screen](image)
• **Search:** You can choose which cards you want to display by searching for a text string. For example, search for “auth” to find authorizations, “phoe” to find trips to Phoenix, or “grand” to find trips by travelers named Granderson.

• **Sort:** You can decide how you want to arrange the cards. Some options include sorting by trip departure date, trip cost, traveler name, etc. All sort criteria are also reversible, so you can sort, for example, from A to Z or from Z to A.
Routing Official Options on Progress Bar

Although the most important information in any travel document is the content of the current version, sometimes you also need to know what was in older versions of the document. The top portion of the Progress Bar (Figure 3) displays two links to let you see that sort of historical information:

- **View Adjustments**: If the documents has ever been adjusted, you can select this link to see a list of all versions of the current document (Figure 4). Links next to each version let you View any document version, Print information from any document version, or Edit (create an adjustment of) the current document version.

- **Compare Changes**: When it’s available, this link lets you see a summary of the information contained on the Review Trip Authorization (or Voucher) screen – Trip Information, Itinerary, Expenses, Per Diem, and Accounting. It shows you both the original information and the current information, so you can see what changed from the original version. Figure 5 shows a Compare Changes screen with a change to the trip departure date and TDY Location 1 arrival date.

![Trip Voucher Info]

**Figure 3: Progress Bar Showing Routing Official Options**
When you finish reviewing a document, you must apply a stamp to it. Before you can stamp the document, you must visit the Other Auths and Pre Audits screen (select **Other Auths and Pre-Audits** on the Progress Bar). From there, select **Continue** to open the Digital Signature screen (Figure 6).
Figure 6: Digital Signature Screen
You may notice a few key changes to the otherwise familiar document signing tools:

- **Document History**: It initially shows only the most recent stamps, as seen in Figure 6. Select **Show Previous Stamps** (Figure 6, indicator #2) to see the entire document history, which shows you the type of stamps applied to the document, as well as the date & time they were applied and who applied them.

- **Status stamp selector**: In the **Document Status** field (Figure 6, indicator #3), displays your default status stamp (e.g., **APPROVED** if you’re an AO), though you can change it if necessary.

- **Confirm Submission** section: After you approve a document, this section appears at the bottom of the Digital Signature screen. The version pictured in Figure 7 appears on vouchers. The authorization version is shorter.

![CONFIRM SUBMISSION](image)

*Figure 7: Digital Signature Screen – Confirm Submission Section*

**Confirmation Screen**

When you submit the document, you’ll see a Confirmation screen (Figure 8) or Submit Failed (Figure 9) screen, letting you know whether the submission was successful or not (Figures 8 & 9, indicator #1), and provides some budget information (Figures 8 & 9, indicator #2).
Figure 8: Confirmation Screen
When a trip includes constructed travel, a **Constructed Travel Worksheet (CTW) Cost Comparison** section (Figure 10) appears on the AO’s Digital Signature screen. It allows the AO to view the CTW (Figure 10, indicator #1), enter the constructed costs from the CTW (Figure 10, indicator #2), see the transportation costs from the authorization or voucher (Figure 10, indicator #3), and select which trip costs you want to approve (Figure 10, indicator #4).

**Figure 9: Submit Failed Screen**

**Figure 10: Digital Signature Screen – CTW Cost Comparison Section**
• This update also provides the traveler several new clues to indicate the AO has limited their transportation reimbursement. What this means is the traveler’s Digital Signature screen displays:

  o A view-only version of the AO’s **Constructed Travel Worksheet (CTW) Cost Comparison** tool in both the authorization and voucher.

  o **CONSTRUCTED TRAVEL** and **ADJUSTED OBLIGATION** stamps in the authorization’s document history (Figure 11).

![Figure 11: Traveler’s Digital Signature Screen – New Stamps](image)

**Delegate Authority**

The process for delegating and revoking delegation of your signature authority when you are out of the office has also changed. See the improved process below:

1. From the DTS Dashboard, select **Administration > Delegate Authority** (Figure 10). The Delegate Authority screen opens (Figure 11).
2. Select a **Name** from the **Select a User** list. A confirmation pop-up (Figure 12a) opens so you can verify you’ve chosen the correct individual. If you have, select **Delegate Authority**. The look of the pop-up changes (Figure 12b).

3. Go on leave, TDY, or whatever it is that requires you to delegate your signature authority.
4. When you’re ready to resume your duties, from the DTS Dashboard, select Administrative > Delegate Authority > Remove Authority.

5. Acknowledge the pop-up confirming revocation of your delegated authority.

DTS lists all flights as one-way flights. When two one-way flights create a round trip, the TMC charges a single fare for the flights. When that happens, DTS attaches the round-trip fare to the outbound flight and shows the return flight with a $0.00 cost. You can see this in action in Figure 13, which shows the full flight information. You can see this information on the Review Reservation Selections and the Review Trip Authorization (or Voucher) screen appears with the reservation information expanded.

Please note also that because it now “officially” has a $0.00 cost, the return flight does not appear in the expense lists (e.g., in the Expenses module (Figure 14) and on the Review Trip Authorization (or Voucher) screen. If, based on those screens, you suspect the traveler has not booked a return flight, be sure to look a little deeper to be sure.
Figure 14: Enter Final Travel Expenses Screen Showing Only One Flight

Final Words

If you need more information about how to review a travel document in DTS, see AO Desktop Guide and the AO Checklist and Instructions trifold. If you are viewing this information paper offline, you can find those documents at the following URLs: