Defense Travel System

DTS Guide to Processing Authorizations for the New Fiscal Year

July 13, 2018
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Chapter 1: Overview of New Fiscal Year Funding and DTS

The fiscal year for the Department of Defense (DoD) begins on 1 October and ends on 30 September of the following calendar year. Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires the processes described in this guide to ensure that funding is assigned correctly for the following travel situations:

- **New fiscal year travel.** Travel that begins on or after 1 October and requires authorization and reservations prior to 1 October.

- **Cross-fiscal year travel.** Travel that begins 30 September or earlier and ends 1 October or later.

1.1 Reference Materials

The following documents provide supporting information on fiscal year travel topics:

- **Defense Travel Administrator’s (DTA) Manual**

- **DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year**

These documents can be found at [https://www.defensetravel.dod.mil/site/training.cfm](https://www.defensetravel.dod.mil/site/training.cfm).

1.2 Accounting System Shutdown Periods

Many accounting systems that interface with DTS become unavailable for processing for a period of time starting in late September. DTS shutdowns are not planned to occur during the fiscal year crossover period. A list of shutdown periods can be found at [https://www.defensetravel.dod.mil/site/fycross.cfm](https://www.defensetravel.dod.mil/site/fycross.cfm).

DTS will hold documents approved during the accounting system shutdown period. Document processing should be complete before the shutdown to accomplish any needed transactions for the traveler.
Chapter 2: Travel that Occurs in a New Fiscal Year

This chapter helps the traveler, Authorizing Official (AO), Finance Defense Travel Administrator (FDTA), and Budget Defense Travel Administrator (BDTA) create and process DTS authorizations in the current fiscal year for travel that will start in the new fiscal year.

An example of this is a traveler who creates a travel authorization on 15 September (current fiscal year) for travel that will start 1 October or after (new fiscal year).

The traveler can make arrangements for the entire trip; however, General Services Administration (GSA) Airline City Pair flights are not be available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and the DTS database is updated. These actions typically occur in September; notices will be posted on the DTMO website and in the DTS notices section of the DTS webpage.

Travelers who try to make flight arrangements prior to the awarding and loading of the new contract fares will not be able to access GSA Airline City Pair fares. See Chapter 5 of this guide for more information.

Authorizations created in DTS for travel that begins in a future fiscal year should not be stamped APPROVED until the FDTA/BDTA establish the new fiscal year lines of accounting (LOAs) and funding for the budget(s) in DTS. Funding for the fiscal year is made by authorities outside of DTS.

Note: Organizations can approve new fiscal year travel documents in the current fiscal year. DTS will hold the new fiscal year transactions until the accounting systems are ready to receive the transactions. This facilitates applying the Tickets Are Waiting (TAW) date for the Travel Management Company (TMC); [formerly known as Commercial Travel Office (CTO); DTS still refers to the TMC as the CTO].

For travel that requires ticketing before new fiscal year funds are available and the AO can approve the documents in DTS, the traveler should follow local business rules for obtaining transportation with verbal approval. The verbal approval allows the TMC to ticket the transportation booked using the DTS Travel module, which then updates DTS with the ticketed information. The Transportation Officer (TO) typically provides verbal approval; however, this may vary by site. The AO is still required to approve the document in DTS after new fiscal year funding are available.
2.1 Creating an Authorization for Travel in a New Fiscal Year

To create a travel authorization in the current fiscal year for travel that starts in a new fiscal year, the traveler should:

1. Create the travel authorization in DTS (i.e., complete the itinerary, make travel reservations, and enter the expenses for the trip).

2. On the Accounting screen, if a current fiscal year LOA displays by default, remove it, then add an LOA for the new fiscal year (Figure 2-1). If a new fiscal year LOA is not available, then leave the LOA selection blank.

![Figure 2-1: Accounting Screen](image)

Leaving the LOA selection blank is acceptable in this situation. When the authorization is signed, DTS will trigger the advisory notice “NO ACCT CODE ASSIGNED” (Figure 2-2).

![Figure 2-2: Advisory Notice – NO ACCT CODE ASSIGNED](image)
3. Navigate to the Preview Trip screen (Figure 2-3).

![Figure 2-3: Preview Trip Screen – Comments to the Approving Official]

4. Enter a comment in the Comments to the Approving Official field – *Travel is for next fiscal year.*

5. After you sign the document, the TMC confirms the travel reservations and the normal routing process continues.

The AO will hold the document without approving it until the LDTA loads the new fiscal year funding in DTS. At that point, see Section 2.2.

### 2.2 Approving an Authorization When New Fiscal Year Funding Is Available

When the new fiscal year funding becomes available, the FDTA (possibly with help from a BDTA) will load new LOAs and budgets in DTS. This process is explained in the [DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year](#).

The AO can approve the authorization in DTS after new fiscal year LOAs and budgets are loaded, even if the accounting system is not ready to process transactions. DTS will hold new fiscal year obligation transactions until the accounting systems are ready.

**Notes:**

1. If the new fiscal year LOA is not already in the document, the AO must add it on the Accounting screen (Figure 2-1).
2. Do not use prior year funds to fund travel in the new fiscal year.
After the AO applies the **APPROVED** stamp, DTS applies the TAW date in the Passenger Name Record (PNR). The TMC issues the tickets three business days prior to departure. If new fiscal year LOAs are not available, funding and approval cannot occur prior to departure. See Section 3.3.

### 2.3 Trips Departing Before New Fiscal Year Funding is Available

If new funding is not available before a trip’s start date, a traveler may need to depart before the authorization is approved. This may occur because the LOA rollover and budget modules updates cannot be made in time. The DTA should establish procedures in advance with the Transportation Office (TO) and the TMC facilitate this situation.

Depending on your organization’s local business rules and the TMC contract, verbal approval can be given to travel, and the TMC tickets the trip based on instructions from the TO or other designated official. A DTS document is created and approved as explained in Section 2.1 and Section 2.2.

### 2.4 Funding Messages: No Budget Exists and Insufficient Funds

If the AO applies the approved stamp to an authorization with a funding issue, a funding message will display and the document will not accept the **APPROVED** stamp. The document will not continue routing.

- **No Budget Exists**: This message displays if there are no new budgets.
- **Insufficient Funds**: This message displays if there are insufficient funds available in the budget. The Budget Officer needs to add funds to the budget.
Chapter 3: Fiscal Year Crossover Travel

This chapter provides guidance to the traveler and the Authorizing Official (AO) for creating and approving DTS authorizations that extend across two fiscal years when using funds from a single year.

If a traveler creates an authorization in the current fiscal year for travel that begins on 18 September (current fiscal year), and ends on 6 October (new fiscal year). Enter the accounting information to an authorization with travel that spans across fiscal years are a multistep, coordinated process.

The traveler creates the authorization for the entire travel period. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA. However, the new fiscal year LOA cannot be added until after establishing the new fiscal year LOA(s) and budget(s) in DTS.

This does not apply to travel funded by Multi-Year, or No-Year appropriations, when the LOA in the authorization can be used for a previous and new fiscal year. See Chapter 7 of this guide for further guidance.

3.1 Creating an Authorization for a Trip That Crosses Fiscal Years

If the trip begins in one fiscal year and ends in the next, the traveler should:

1. Create the itinerary using the actual Leaving On, Arriving, Departing, and Returning On dates. Figure 3-1 shows a trip from September 23 through October 13.

![Figure 3-1: Trip Overview Screen](image-url)
2. Select the **Travel** module and select departure and return flights, rail, rental car, and lodging reservations (if needed).

**Note:** GSA City Pair flights only display in DTS after contract award. This generally happens around September. If City Pair flights are not available in DTS, the traveler should not select a return flight. Exception: If the return date is in early October, the traveler should select a non-City Pair coach class ticket. See Chapter 4 of this guide for more information.

3. If they made transportation reservations outside DTS, enter the cost on the **Expenses** screen (Figure 3-2).

![Figure 3-2: Expenses Screen](image)

DTS will allocate each ticketed transportation expense to the LOAs for the fiscal year in which the expense is ticketed. All flights ticketed in the current fiscal year are charged to the current fiscal year LOA even if the flight occurs in the new fiscal year.

**Note:** Once the traveler chooses air reservations, they do not need to adjust the itinerary dates for the new fiscal year crossover procedures.
4. Enter expenses for the entire trip with the appropriate dates or date ranges.

5. Navigate to the **Per Diem** screen to verify that lodging is accurately reflected for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.

6. Navigate to the **Accounting** screen and add both the current (if not already populated by defaults) and the new fiscal year LOAs. This allows the appropriate funds to pay for each fiscal year’s portion of the travel (Figure 3-3).

![Figure 3-3: Accounting Screen – Accounting Codes Section](image)

Adding the new fiscal year LOA triggers a pop-up (Figure 3-4) that asks the traveler to accept or reject the FY Auto allocation. Select **OK**.
7. Select:
   a. **OK** to allow DTS to automatically allocate the expenses to each LOA based on the expense date or date range.
   b. **Cancel**, then **Edit LOA Allocations** to choose the desired allocation method.

8. On the **Preview Trip** screen, enter a comment similar to one shown below in the **Comments to the approving Official** box:
   
   *Traveler is expected to return on <DD DD MM YYYY>. Because travel crosses fiscal years, this authorization includes the current and the new fiscal year expenses and LOAs.*


Upon AO approval, DTS sends reservation information to the PNR and sends the current year obligation transactions to the accounting system. DTS holds the new fiscal year obligation transactions until the accounting system is ready to receive them.

### 3.2 Creating an Amendment for the Trip Portion that Occurs in a New Fiscal Year

An option for fiscal year crossover travel is for the traveler to:

1. Create an authorization for the portion of travel that occurs in the current fiscal year. The trip end date and TDY departure date are September 30, regardless of the actual trip end date. Only current fiscal year LOAs appear in the document. When the AO approves the authorization, the traveler can travel.

2. When the new fiscal year LOAs are available, the traveler amends the authorization to extend the trip end date and TDY departure date, and add the new fiscal year LOAs.

The organization’s AOs and travelers should receive notification when the FDTA (or
BDTA) has loaded funds into the DTS Budget module.

**Note:** If a trip includes scheduled partial payments (SPPs), when the amendment is created, the SPPs must be rescheduled. The SPPs will process normally once the amendment is approved. If a payment is scheduled during the shutdown of fund availability period (generally late September to the middle of October), it will be processed as soon as the amendment receives the **POSACK** stamp.

### 3.2.1 Adding New Fiscal Year Information

Use the steps below to add the new fiscal year information to an authorization:

1. Create the amendment for the authorization. Add comments to identify the purpose of the amendment (Figure 3-5).

![Create Amendment Screen](image)

*Figure 3-5: Create Amendment Screen*

2. Select **Itinerary** to open the Edit Itinerary screen (Figure 3-6), then change the **Departing** and **Returning On** dates to reflect the correct return date in the new fiscal year.
3. Scroll to the bottom of the screen and select **Continue**.

4. Navigate to the Preview Trip screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-7).

5. If you made transportation reservations outside DTS, select **Expenses** on the navigation bar and select **Add Expense** in the **Other Expenses** area. When the pop-up box appears (Figure 3-2), select **Ticketed Expense**, insert the required information and select **Add**.

6. Update any additional expenses applicable to the new fiscal year.

7. Select **Per Diem** to verify that DTS correctly updated the lodging costs for the additional trip dates. Update if needed.

8. If any special duty conditions were selected previously (e.g., actual expenses, meals provided, leave), you must enter them again because DTS removed them when you created the amendment.
9. Select Accounting and add the LOAs required to fund the new fiscal year portion of the travel. DTS asks you whether you want to accept the FY Auto allocation or choose one of the other options to allocate expenses.

10. Select:
   a. OK to allow DTS to automatically allocate the expenses to each LOA based on the expense date or date range.
   b. Cancel, then Edit LOA Allocations to choose the desired allocation method.

11. Proceed to Digital Signature to sign the document and start the routing process.

3.3 Using Prior Fiscal Year Funds

Documents may be funded with prior fiscal year funds. All documents that use prior year LOAs and if the LOA label is available in DTS, will fund to the associated prior year budget located in the Budget module.
Chapter 4: Air Reservations and the New GSA City Pair Contract

GSA airline City Pair flight contracts change annually; this creates a need for additional considerations when making reservations in DTS for flights that will occur in the new fiscal year. Before the new airline City Pair fares can be published in DTS, GSA must award the contracts, and the airlines must update the Global Distribution System (GDS). This typically occurs in September.

4.1 A Trip Crosses Into the New Fiscal Year

If a trip has a departure date earlier than October 1st and the return date is October 1st or later, then complete the authorization through the trip end date. If the travel arrangements on the authorization are made after the new airline City Pairs are published, normal fiscal year crossover selection and processing occurs. See Table 4-1 for guidance on booking flights for the trip.

Table 4-1: Booking Flight Reservations When a Trip Crosses into a New Fiscal Year

<table>
<thead>
<tr>
<th>Flight Date</th>
<th>Use DTS</th>
<th>Contact TMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earlier than 1 October</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1 October or later and new fiscal year airline City Pair fares are in DTS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1 October or later and new fiscal year airline City Pair fares are not in DTS</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

4.2 Entire Trip Occurs in the New Fiscal Year

Consideration of the departure timeframe is helpful when creating an authorization for a trip that will begin in the next fiscal year. See Table 4-2 for guidance on booking flights for the trip.

Table 4-2: Booking Flight Reservations When the Entire Trip Occurs in a New Fiscal Year

<table>
<thead>
<tr>
<th>Time Frame for Departure</th>
<th>When to Book Reservations</th>
<th>Follow-up Actions</th>
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</thead>
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<td>Not immediate</td>
<td>Just prior to the current Fiscal Year approval</td>
<td>Once new Fiscal Year funds are available and loaded, the accounting systems process the transactions</td>
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<tr>
<td>Immediate, departure is in early October</td>
<td>As early as necessary, using the non-restricted fares shown in DTS</td>
<td>The Transportation Officer should enlist the TMC to monitor these trips and attempt to book GSA fares when they become available</td>
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Chapter 5: Advances and Scheduled Partial Payments

Because of accounting system shutdown, it is necessary to give careful consideration when requesting advances and scheduled partial payments (SPPs) during the new fiscal year transition period. It is important to know that authorizations can be approved during the shutdown, but disbursements will be held until the accounting system restarts. As the departure date approaches 30 September, the amount of the advance is reduced because it is calculated on the reimbursable costs through 30 September. Travelers departing later in September should obtain a GTCC, and the AO, and DTA should closely monitor the shutdown process and, as soon as possible, have the current fiscal year amendment approved and processed.

5.1 New Fiscal Year Trips

Table 5-1 provides information pertaining to authorizations for new fiscal year travel that need to be approved before the new fiscal year funds are available.

Table 5-1: Advances and Scheduled Partial Payments for New Fiscal Year Trips

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Payment Type</th>
<th>Payment Delay</th>
<th>Disbursement Date</th>
<th>Mitigation</th>
</tr>
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<tr>
<td>1 October through accounting system restart</td>
<td>Non-ATM advance</td>
<td>Yes</td>
<td>Three or more business days after the accounting system begins processing, if the disbursing system is also on line</td>
<td>Ensure that the traveler has a GTCC</td>
</tr>
<tr>
<td>Scheduled Partial Payments</td>
<td></td>
<td>No</td>
<td>First Scheduled Partial Payment is scheduled to occur 30 days after departure</td>
<td>N/A</td>
</tr>
</tbody>
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5.2 Crossover Fiscal Year Trips

Table 5-2 provides information pertaining to authorizations for trips that begin in the current fiscal year and continue into the new fiscal year.
### Table 5-2: Advances and Scheduled Partial Payments for Crossover Fiscal Year Trips

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>When To Request</th>
<th>When Disbursed</th>
<th>Risks for Late Fiscal Year Travel Dates</th>
<th>Mitigation</th>
</tr>
</thead>
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<tr>
<td>Non-ATM advance (current FY LOA only)</td>
<td>At least five business days before account system shutdown</td>
<td>As normal</td>
<td>If the authorization is approved, but processing is not completed, the payment will be delayed</td>
<td></td>
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<tr>
<td>Non-ATM advance (split between current FY and new FY LOAs)</td>
<td>Current fiscal advance invoice will not be submitted until the current fiscal year obligation receive a POSACK stamp</td>
<td></td>
<td>Trips that start in late September.</td>
<td>Ensure that the traveler has a GTCC</td>
</tr>
<tr>
<td>Scheduled Partial Payments</td>
<td>Generally, Scheduled Partial Payments disburse on a schedule, but the schedule may be delayed due to: Approval date, Departure date, Shutdown schedule</td>
<td>Applies to trips that start between 20 August and 20 September. The first Scheduled Partial Payment may not be disbursed on time due to the accounting system shutdown.</td>
<td>Use an advance and Scheduled Partial Payments to ensure that the traveler has sufficient funds*</td>
<td></td>
</tr>
</tbody>
</table>

*If the traveler is allowed an advance based on the DoD Financial Management Regulations, the advance will pay 80% of approved expenses for the first 30 days. Then, Scheduled Partial Payments will be scheduled for the remainder of the trip. The traveler’s profile must include Advance Authorized before the authorization is created. The traveler will not be overpaid when requesting an advance or scheduled partial payments. The advance is calculated for up to the first 30 days and the last Scheduled Partial Payment is adjusted to ensure that the total of the advance and Scheduled Partial Payments will not exceed the reimbursable expenses reflected in the authorization.
Chapter 6: Local Vouchers

DTS will not process a local voucher that contains two different fiscal year (FY17/FY18) LOAs. Separate local vouchers must be created and approved for reimbursements that are claimed for different fiscal year LOAs.

- **Local travel in the current fiscal year** – Local vouchers should be approved before the accounting system shutdown to ensure that processing is complete prior to the shutdown. If the account system processing cannot be completed prior to the shutdown, the payment will not be processed until the obligation has received the **POSACK** stamp after the shutdown.

- **Local travel in the new fiscal year** - Local vouchers for new fiscal year should not be approved until funds are available.
Chapter 7: No-Year and Multi-Year Funds

Some organizations use funding that allows obligation of travel expenses from multiple years to the same LOA. Based on the service/agency and accounting system guidance, travelers who use the same LOA for the entire trip can create the authorization with beginning dates in the current fiscal year and ending date in the new fiscal year without creating an amendment after 30 September.

The entire crossover trip can be created and approved with no need for the procedure outlined in Chapter 3 of this guide. The DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year includes a discussion of this topic. *The FDTA or BDTA will decide whether to continue using the current fiscal year LOA labels in the new fiscal year or rollover the labels (leaving the year-related data element the same).

*This is a local organization decision.*
Chapter 8: Navy STARS-FL and STARS-HCM Lines of Accounting

When creating authorizations for fiscal year crossover trip, Navy travelers belonging to organizations that use LOAs processed in the STARS-FL and STARS-HCM accounting systems must use the new fiscal year LOA in their authorizations. This is necessary so that the new fiscal year expenses will have a document fiscal year (DFY) that is the same as the current fiscal year.

All LOAs used during a trip will need to have the same DFY based on the departure date. The tree possibilities are shown below:

- A current fiscal year trip has current fiscal year LOAs with a DFY, beginning fiscal year (BFY), and ending fiscal year (EFY) in the current fiscal year.
- A new fiscal year trip has all LOAs with a DFY/BFY/EFY in the new fiscal year.
- A fiscal year crossover trip has:
  - A current fiscal year LOA with a DFY in the current fiscal year
  - A new fiscal year LOA with a DFY in the current fiscal year
  - A BFY and EFY of the new fiscal year

The DTS Guide to Establishing LOAs and Budget for the New Fiscal Year discuss the options for creating crossover LOAs with budget items. The FDTA/BDTA will need to decide on the approach.
Chapter 9: Addressing Locality Rate Changes for Travel in a New Fiscal Year

In conjunction with the new fiscal year, the governing bodies that set per diem rates conduct an extensive update to existing lodging, meals, and incidental rates. New rates are loaded into DTS as soon as they are available. For trips created prior to the new rate upload, documents will be updated with the new rate when an amendment or voucher is created. Changes may not update automatically if a voucher is created before the rate changes are loaded into DTS. If this is the case, removing and re-entering the per diem location will allow the new rate to be calculated in the document.

Report any issues with locations and per diem rates to the Travel Assistance Center (TAC) by either:

- Calling 1-888-HELP1GO (888-435-7146)
- Submitting a held desk ticket through the Tickets section of Travel Explorer (TraX). The subject line of the ticket should start with *PER DIEM LOCATION RATE PROBLEM.*