DTS Guide to Processing Authorizations for the New Fiscal Year

August 26, 2019
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<td>Defense Travel Management Office (DTMO)</td>
<td>Update to show new functionality in the accounting module and how to allocate expenses</td>
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Chapter 1: Overview of New Fiscal Year Funding and DTS

The fiscal year for DoD begins on 01 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 correct funding assignment for the following travel situations:

- **New fiscal year travel.** Travel that begins on or after 01 October and requires authorization and reservations prior to 01 October.

- **Cross-fiscal year travel.** Travel that begins 30 September or earlier and ends 01 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 are available 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 interfacing with DTS become unavailable for processing for a period of time starting in late September. DTS does not plan shutdowns during the fiscal year crossover period. A list of accounting system shutdown periods are available 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), Lead DTA (LDTA), Finance DTA (FDTA), and Budget DTA (BDTA) create and process DTS authorizations in the current fiscal year for travel starting in the new fiscal year.

An example of this is a traveler who creates a travel authorization on 15 September of the current fiscal year for travel beginning on 01 October or after (i.e., in the new fiscal year).

The traveler can arrange travel for the entire trip; however, General Services Administration (GSA) Airline City Pair flights are not available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and updates loaded in the DTS database. These actions typically occur in September; DTMO website provides notices 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 beginning 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 budgets in DTS. Authorities outside of DTS make the funding determinations for the fiscal year.

Note: Organizations can approve new fiscal year travel documents (when new FY LOAs and Budgets established in DTS) in the current fiscal year for those organizations whose account system shuts down. DTS will hold the new fiscal year transactions until the date 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 the new fiscal year funds are available and before 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 starting 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 (Figure 2-1). DTS displays a Confirm message (Figure 2-2).

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

![Figure 2-2: Confirm Message](image)
3. If the label is available then add an LOA for the new fiscal year. If a new fiscal year LOA is not available, then leave the LOA selection blank (Figure 2-3).

![Figure 2-3: Accounting Screen – No LOA added](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 2-4). **Note:** Prior to approval, the document must contain a valid LOA.

![Figure 2-4: Advisory Notice – NO ACCT CODE ASSIGNED](image)

4. Navigate to the **Review Trip Authorization** screen (Figure 2-5).
5. Enter a comment in the **Comments to the Approving Official** field – *Travel is for next fiscal year.*

6. 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. An explanation of this process is 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 the 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, unless given instructions by the FDTA.
Chapter 2: Travel that Occurs in a 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. Note: If new fiscal year LOAs are not available, funding and approval in DTS cannot occur prior to departure. See Section 2.3 and 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 electronic approval occurs on the DTS authorization. This may happen because the LOAs and budget modules updates can’t happen in time. The DTA should establish procedures in advance with the Transportation Office and the TMC to 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 can ticket the trip based on instructions from the TO or other designated official. Create the DTS document and later approve (once the LOA is available) 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 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 beginning on 23 September (current fiscal year), and ends on 04 October (new fiscal year). Enter the accounting information to an authorization with travel spanning across fiscal years is 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 can’t be added until after establishing the new fiscal year LOAs and budgets in DTS.

Note: 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 23 September through 04 October.

![Figure 3-1: Itinerary Screen](image)
2. Select the **Reservations** module then 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 transpires around September. If City Pair flights are not available in DTS, the traveler should not select a return flight. Follow your organization’s local business rules. See Chapter 4 of this guide for more information.

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

   ![Add New Expense Screen](https://www.defesetravel.dod.mil)

   **Figure 3-2: Add Expenses Screen**

   **Note 1:** If the manually ticketed flights are round-trip fare, manually enter the cost in DTS and allocate based upon ticketed date using the LOA for that fiscal year.

   **Note 2:** All electronically ticketed flights charged in the current fiscal year, allocate to the current fiscal year LOA, even if the flight occurs in the new fiscal year.

4. Enter **Other Expenses** for the entire trip with the appropriate dates or date ranges.
5. Proceed to the **Per Diem** screen to verify that lodging accurately reflects for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.

6. Advance to the **Accounting** screen and add both the current (if not already populated by defaults) and the new fiscal year LOA. 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.

![Figure 3-4: FY Auto Allocation Message](image)
7. Select:
   a. **OK** allows 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 (Figure 3-5).

![Allocate Lines of Accounting](image)

*Figure 3-5: Allocate Lines of Accounting – Allocation Method Screen*

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

9. Review the **Other Auths and Pre Audits** page. Select **Add Justification** for any **Fiscal Year Allocation** flag and enter comments.

10. Sign the authorization. The document begins routing.

Upon AO approval, DTS updates the PNR with the TAW date, sends the information to the TMC 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 adds the new fiscal year LOAs.

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

Note: If a trip includes scheduled partial payments (SPPs), when creating the amendment, be sure to review all expenses and then reschedule the SPPs. The SPPs will process normally once the amendment is approved. If a scheduled payment is during the shutdown of funds availability period (generally late September to the middle of October), it will process 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 3-6). Select Confirm.
2. Select **Edit Itinerary** to open the screen (Figure 3-7), then change the **Departing** and **Returning On** dates to reflect the correct return date in the new fiscal year.
3. A DTS message appears (Figure 3-8).

![Figure 3-8: Action Required Message](image)

4. Scroll to the bottom of the screen and select **Continue**.

5. Navigate to the **Review Trip Authorization** screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-9).

![Figure 3-9: Preview Trip Screen – Trip Dates Cross Fiscal Year](image)

6. If you made transportation reservations outside DTS, select **Expenses** on the **Progress 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**.

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

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

9. 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.

10. 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.

11. Select:
   a. **OK** to allow DTS to allocate automatically 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.

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

### 3.3 Using Prior Fiscal Year Funds

Travelers should follow their organization’s local business rules, if using prior fiscal year funds. All documents using the prior year LOAs and if LOAs are available in DTS will fund to the associated prior year budget located in the **Budget** module. Additional justifications may be required.
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 occurring in the new fiscal year. Before publishing the new airline City Pair fares in DTS, GSA must first award the contracts, and the airlines must update the 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 01 October and the return date is 01 October 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

<table>
<thead>
<tr>
<th>Flight Date</th>
<th>Use DTS</th>
<th>Contact TMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earlier than 01 October</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>01 October or later and new fiscal year airline City Pair fares are in DTS</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>01 October or later and new fiscal year airline City Pair fares are not in DTS</td>
<td>X</td>
<td></td>
</tr>
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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

<table>
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<tr>
<th>Time Frame for Departure</th>
<th>When to Book Reservations</th>
<th>Follow-up Actions</th>
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<tr>
<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>
</tr>
<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>
</tr>
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Chapter 5: Travel Advances and Scheduled Partial Payments

Many accounting systems shut down at the beginning of the new fiscal year so, it is necessary to give careful consideration when requesting travel advances and SPPs during the new fiscal year transition period. It is important to know that approving authorizations can proceed during a scheduled shutdown, but DTS holds the disbursements until the accounting system restarts. **Note:** If your accounting system has no expected downtime, then work with the FDTA to determine proper document processing actions during the new fiscal year transition period.

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, the AO and DTA should closely monitor the shutdown process, and the AO should approve the current fiscal year amendment as soon as possible.

### 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>
<thead>
<tr>
<th>Departure Date</th>
<th>Payment Type</th>
<th>Payment Delay</th>
<th>Disbursement Date</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 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>No</td>
<td></td>
<td>First Scheduled Partial Payment is scheduled to occur 30 days after departure</td>
<td>N/A</td>
</tr>
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</table>

### 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

<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>
<tbody>
<tr>
<td>Non-ATM advance (current FY LOA only)</td>
<td>At least five business days before account 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>
</tr>
<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>Trips that start in late September. The first advance may not meet the traveler’s needs for the first few weeks in October. The next advance request submission won’t occur until the new fiscal year obligation receives the POSACK stamp, which will not occur until the accounting system is ready.</td>
<td>Ensure that the traveler has a GTCC</td>
<td></td>
</tr>
<tr>
<td>Scheduled Partial Payments</td>
<td>N/A</td>
<td>Generally, Scheduled Partial Payments disburse on a schedule, but the schedule may be delayed due to: Approval date, Departure date, Shutdown schedule. Applies to trips that start between 20 August and 20 September. The first Scheduled Partial Payment may not disburse 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 occur for the remainder of the trip. The traveler’s profile must include Advance Authorized before creating the authorization. The advance calculation is for up to the first 30 days and the last Scheduled Partial Payment adjusts 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

Process local vouchers within the fiscal year the expenses incurred. DTS will not process a local voucher containing two different fiscal year (FY19/FY20) LOAs. Create and approve separate local vouchers for reimbursements from different fiscal year LOAs.

- **Local travel in the current fiscal year** – Approve local vouchers before the accounting system shutdown to ensure that processing is complete. If the account system processing is not complete 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** – Approval of local vouchers for new fiscal year should not occur 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 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* discusses the options for creating crossover LOAs with budget items. The FDTA/BDTA will need to decide on the required 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, DTS updates the documents with the new rate when creating an amendment or voucher. Changes may not update automatically if creating a voucher before the rate changes are loaded into DTS. If this is the case, removing and re-entering the per diem location will allow the calculation of new rate in the document.

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

- 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**.
- Calling 1-888-HELP1GO (888-435-7146)