

# Renewal Agreement Travel in DTS



DEFENSE TRAVEL  
MANAGEMENT OFFICE

## Summary

DoD civilian employees and their dependents whose station is outside the contiguous United States (OCONUS) and meet the eligibility requirements for Renewal Agreement Travel (RAT) between OCONUS assignments can use DTS. RAT rules are complex involving transportation allowances to and from a location in the contiguous United States (CONUS) and under certain conditions other allowances. Before starting the process in DTS, review the [Joint Travel Regulations \(JTR\), Ch. 5, Part H](#), which explains the specific allowances you\* and your family member may claim while on RAT and be sure to follow your Component's Business Rules on how to process this travel in DTS.

This information paper explains how to create a DTS document supporting RAT using **Temporary Duty Travel (Routine)** trip type for both individual's travel. The family member needs his or her own profile to process travel in DTS. For more details regarding DTS documents, see [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#).

*\* For this information paper, "you" refers to a traveler; however, the actions described also apply to anyone who creates travel documents for you (e.g., Non-DTS Entry Agent, travel clerk).*

## Create the Trip Itinerary

From the **DTS Dashboard**, select **Create New Document** and then select the type of authorization, **Routine TDY Trip**. The **Create Itinerary** screen opens.

1. Under **YOUR TDY LOCATION(S)** section, enter the required trip data (**Arriving, Departing, TDY Location, Traveling By, Time of Day, and Rental Car**).
2. Under **TRIP OVERVIEW** section, view and the information (**Leaving On, Returning On, Trip Duration** should reflect **Multi-Day, Mode of Travel Air, and Time of Day**).
3. Under **YOUR TRIP DETAILS**, you must select the appropriate trip type based upon the individual traveling. Select **Temporary Duty Travel (Routine) (Type)** for RAT (Figure 1). For more information on adding trip types, see [DTS Guide 2: Authorizations](#).



Create the  
Trip  
Itinerary  
(continued)

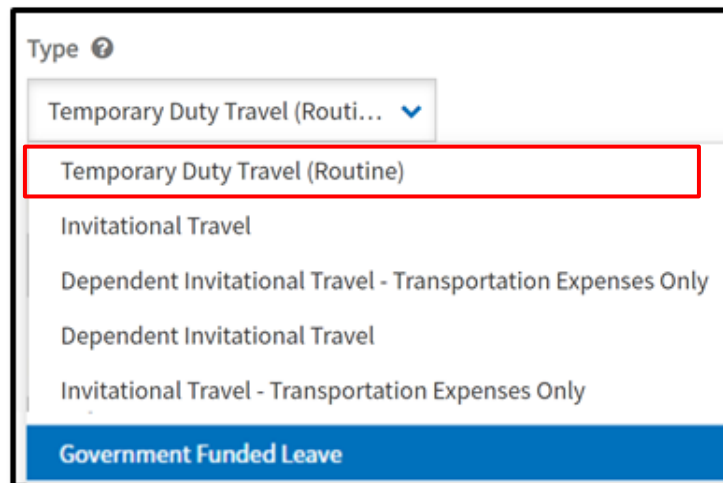


Figure 1: YOUR TRIP DETAILS Screen

**Note: Government Funded Leave** trip type does not permit per diem allowances. The option only appears as selectable, if you have a profile indicating that you are a DoD civilian employee stationed at an OCONUS duty station. You should only use this trip type, if your travel meets the conditions as outlined in the *JTR*.

4. Select **Trip Purpose** (Figure 2). Options include, **Mission – Operational, Emergency – Personal, Conference – Non-Training, Special Agency Mission, and Training.**

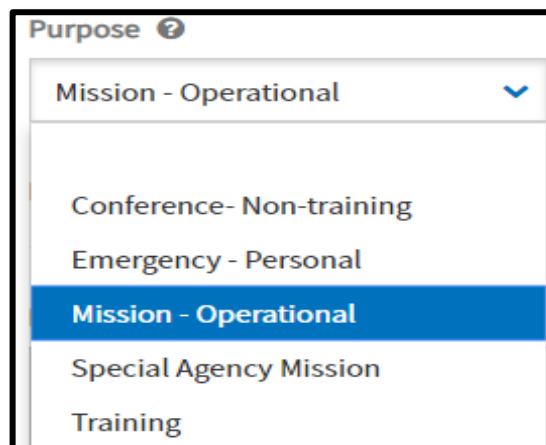


Figure 2: Purpose Screen

5. (Optional) In the **Description** field, you can enter **Renewal Agreement Travel.**
6. Select **Not attending a conference** for the **Conference/Event Name** field.
7. Select **Continue.**



## Create the Trip Itinerary (continued)

8. DTS directs you to **Reservations**. Complete the TSA data requirements. Select **Continue to Booking**. When the screen opens, search for the required reservations and save the flights. The flight details display under the **Expenses** page, *Reservation Expenses* area. **Note:** For the family member refer to your Component's Business Rules for payment method for flights. Additional information on booking flights is available in the [DTS Guide 2: Authorizations](#).

## Complete the Authorization and Voucher

Once you book the flights, from the **Progress Bar** select **Expenses** (Figure 3). You can enter an authorized travel expense such as checked bag. **Note:** If you are uncertain of which expenses are permissible, check the *JTR, Ch. 5, Part H*, so you don't claim something the AO must deny.

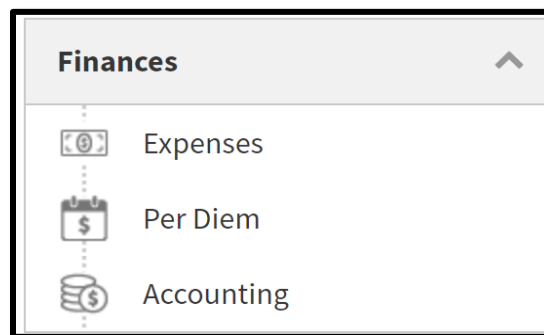


Figure 3: Progress Bar

1. The **Enter Travel Expense** page displays, under *Other Expenses* area, select **Add Expense**. The **Expense Type** window opens with the available expense categories. Complete the expense fields and select **Add Expense**. The details display under **Other Expenses** (Figure 4).

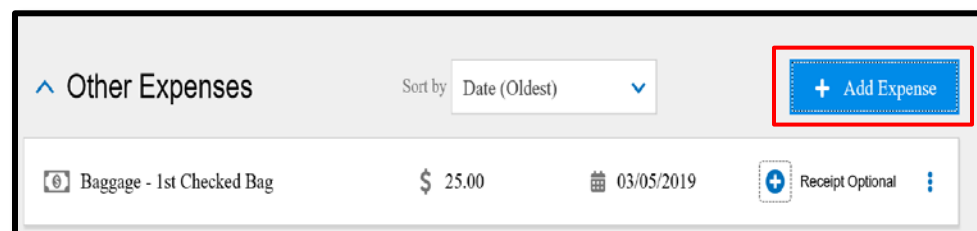


Figure 4: Expense Details Screen

2. To attach supporting records for the trip, on the **Enter Travel Expense** page, select *Substantiating Documents* area. Select **Add Document**, browse for the saved file on your PC or under *Uploads* area and attach the record to the authorization (Figure 5).



**Complete the  
Authorization  
and Voucher  
(continued)**

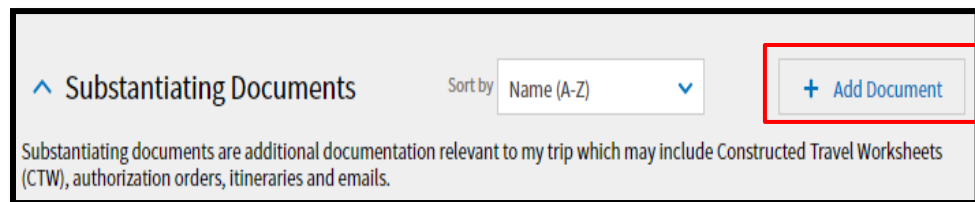


Figure 5: Substantiating Documents Screen

3. From the **Progress Bar**, select **Per Diem**. The **Review per diem amounts** screen opens (Figure 6). Select the **Group Similar days** radio button to ungroup the travel days, so each day displays with the lodging and M & IE allowances (Figure 6, Indicator 1). If you select the radio button again, the travel days regroup.

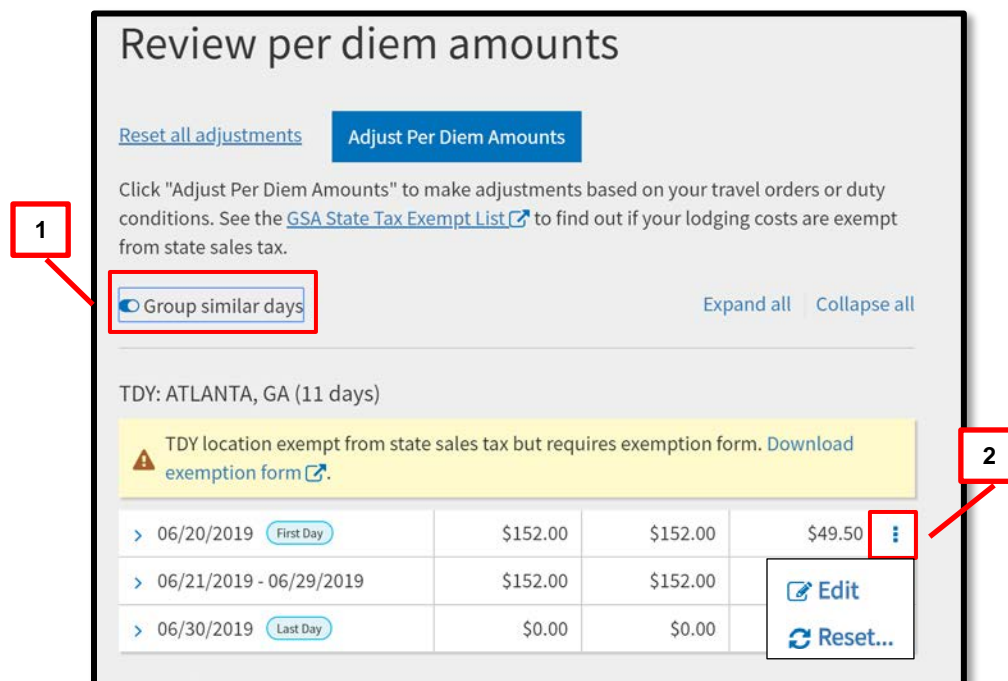


Figure 6: Per Diem Screen

4. Select the options icon then select **Edit** (Figure 6, Indicator 2). The **Adjust Per Diem Amounts** screen appears. Modify the lodging and M & IE amounts according to the *JTR, Ch. 5, Part H*. Select **Save Adjustments**.
5. From the **Progress Bar**, select **Accounting**. The **Accounting** window opens. Select **Add LOA** to enter the necessary Lines of Accounting (LOA) and allocate the expenses. Select **Continue**. **Note:** Your organization may opt to have the LOA automatically display on the document for you or assign the LOA later.



**Complete the  
Authorization  
and Voucher  
(continued)**

6. The **Review Profile** screen opens. View the information and if necessary make changes, being sure to save the information. Select **Continue**.
7. On the **Review Trip Authorization** page, review the entire authorization. You can **Add Comments** (Figure 7) to the AO or a **Reference** number regarding the trip. You can select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses. If you have no changes, scroll to the bottom of the screen and select **Continue**.

The screenshot shows a web interface titled "Review Trip Authorization". At the top left, there is a "Print" button. Below the title, it says "Trip Details for:" followed by the ID "EWATLANTAGA062019\_A01" with an information icon. The details listed are: "Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)", "Trip Description: Renewal Agreement Travel (RAT)", "Dates: 06/20/2019 - 06/30/2019", "Conference/Event Name: Not Applicable", and "Reference: + Add Reference". At the bottom, there is a section for "Comments to the Approving Official" with a "+ Add Comments" button.

*Figure 7: Review Trip Authorization Screen*

8. On the **Other Auths** and **Pre Audit** screen, under the *Other Authorizations* area, review for any flags. Provide clear justifications or select reason codes. You can select **Add Comments** to enter additional information regarding the travel. Select **Continue**.
9. The **Digital Signature** page opens, sign the authorization using the usual digital signature process routing the authorization to the AO for review and approval. See [DTS Guide 2: Authorizations](#).

After the trip, you'll use the standard voucher processes to create the voucher, attach required receipts and any other supporting documentation, and sign the voucher. Just like the authorization, properly claim items on your voucher allowable by the *JTR*. See [DTS Guide 3: Vouchers](#).



## References

Table 1 shows where you can find more information about the standard processes mentioned in this information paper.

Table 1: Additional References

Process (Select hyperlink to view resource)	Reference Link (Copy URL to browser to view resource)
<a href="#">DTS Guide 2: Authorizations</a> explains how to: <ul style="list-style-type: none"><li>• Create an itinerary</li><li>• Book reservations</li><li>• Complete and sign an authorization</li></ul>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<a href="#">DTS Guide 3: Vouchers</a> explains how to claim payment after your trip.	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
The information paper <a href="#">Dependent Travel</a> explains how to create an authorization for dependents.	<a href="https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf</a>
The JTR Chapter 5, Part G. 0549 and Part H. 0550 explains the qualification requirements and travel related allowances for RAT.	<a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>