



Select **Per Diem** from the **Progress Bar** to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust.
3. Make all necessary changes, and then select **Save Adjustments**.
4. Repeat steps 1-3 until all allowances are correct.



Changing allowances updates all displayed allowances (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If duty conditions differ from day to day, change the dates individually or in smaller blocks.



Note: Your organization may not allow you to select LOAs. Follow your local business rules.

Select **Accounting** from the **Progress Bar**, then:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you choose multiple LOAs, select **Edit LOA Allocations**, and select the **Allocation Method** of the expenses among the LOAs.
3. Select **Request Advance** to request a travel advance for payment to your bank account. **Note:** *This option is only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from using it.*
4. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. **Note:** *This option is only available if your trip exceeds 45 days. Regularly track expenses and if needed, amend the authorization to add additional charges to go to the GTCC.*



Select **Review Authorization** from the **Progress Bar**, then:

Enter **Comments to the Approving Official** (optional).

1. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
2. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.



The **Other Authorizations and Pre Audits** screen opens.

1. In the *Other Authorizations* section, add new comments as necessary.
2. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.



The **Digital Signature** screen opens.

1. Ensure you select the correct **Document Status (SIGNED)** and **Routing List**.
2. Under **Document Status** check mark, **I agree to SIGN this document**.
3. **Add Comments** is optional.
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN**, and then select **OK**.

You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations.

Note: Refer to the trifold [Adjusting/Amending an Itinerary and Reservations in an Authorization](#) for help with date, per diem location, or reservation changes.

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.

This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>. Printed copies may be obsolete.



Create an Authorization: Traveler Instructions

December 01, 2020

A DTS authorization is a document used to generate a cost estimate for official travel outside your local area and obtain approval for the trip. This trifold will help you, with creating a basic authorization in DTS.

For more information, see DTS Guide 2: Authorizations https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf.

Log On to DTS

1. Open the DTS Home page at <https://www.defensetravel.osd.mil>.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. If prompted, enter your CAC **PIN**, then select **OK**.
 - a. If the full DTS Dashboard opens, proceed to **Create an Authorization**.
 - b. If the User Activation screen opens, enter your SSN in both fields, then select **Submit** and proceed to **Create an Authorization**.
 - c. If the DTS Welcome screen opens with an **Administrative** menu:
 - i. Select **Administrative**, then **Self Registration**.
 - ii. Complete all required information, then select **SAVE AND PROCEED**.
 - iii. Select **Submit**. When you receive an email saying your self-registration log into DTS.

On the **DTS Dashboard**, select **Create New Document** and then **Routine TDY Trip**. **Note:** If this is your first time using DTS, it's been over 30 days since you last

validated your profile, or your GTCC is nearing or past expiration, the **Profile Validation** screen opens first. Confirm or update all information, then select **Update Personal Information**.

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Create Itinerary

1. Complete the fields to enter your:
 - a. **Arriving and Departing** dates, **TDY Location**,
 - b. **Trip Type**, **Trip Purpose**, and **Description**.
 - c. Transportation modes and departure times.
 - d. **Conference** information (if applicable).
2. Select **Continue** to save your itinerary.

You must enter the correct TDY location to receive accurate per diem allowances. For example, if you are TDY to an installation (e.g., Ft. Lee, VA), do not enter a nearby city (e.g., Richmond, VA).

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Enter TSA Information

If you need air reservations, before you start booking them, the TSA Information screen opens.

1. Verify or correct your **TSA Secure Flight Information**, then select **Continue to Booking**.

4



Book Air Travel

If your itinerary reflects a need for air reservations, the Flight screen displays. If not, select **Add to Trip > Add new flight** on the **Review Reservation Selections** screen (see Section 2 **Enter TSA Information**).

1. Available flights display in a list, but you can search for different flights. Select an available flight.
2. Select a seat or seat type and **Confirm**.
3. Select **Book flight**. Repeat steps 1-2 for all connecting flights.
4. Repeat steps 1-3 for all remaining flights.

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Book Rental Car

If your itinerary reflects a need for a rental car, the **Rental Car** screen displays. If not, select **Add to Trip > Add new Rental car** on the **Review Reservation Selections** screen.

1. Vendors participating in the Government Rental Car program display.
2. Review the list. Use **Advanced Options** if you need to change the search criteria.
3. Choose **Select Car**.
4. Select **Book Car** to confirm your selection.

Note: Select **Request TMC Assistance** when there are no government rate rentals listed.

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Book Lodging

The Lodging screen always displays last. You can select **Add to Trip > Add new lodging** on **Review Reservation Selections** screen.

1. DTS displays the most appropriate lodging type for your trip, but you can search for different hotels.
2. To see lodging locations use **View Map** or **Filters**.
3. Choose **Select** for an available hotel.
4. Choose **Select** for an available room.
5. Select **Book** to confirm your selection.

Selecting a lodging type that is not the recommended type may cause you to receive a reduced lodging reimbursement and require justification.

Choosing **Select** (for a room) multiple times may result in multiple bookings, but they may not all reflect on your itinerary. Carefully check the itineraries on the DTS and the TMC emails.

If you cancel a lodging reservation, always check with the lodging provider to ensure they received the cancellation.

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Review Your Reservations

After you make all your reservations, the **Review Reservation Selections** screen displays. You can also get here by selecting **Review Reservations** from the **Progress Bar**.

1. Review and update all reservation information, then select **Continue to Expenses**.
2. A pop-up message warns you that DTS will cancel your reservations in 24 hours if you haven't signed the authorization. Acknowledge the information.

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Enter Expenses

Select **Expenses** from the **Progress Bar** to display all your projected expenses and mileage allowances.

- The **Lodging** entry displays. This feature provides a quick view of lodging per diem for TDY dates.
- The reservation expenses appear in a single list as the booked reservations in DTS. **Note:** You can only view reservations in the **Expenses** module.
- The rest of your expenses and mileage allowances appear in the same single list as the booked reservations on the **Enter Expenses** screen. To enter an expense or mileage allowance:
 1. At the top of the page, select **Add**.
 2. In the **Add New** window, use the drop-down menu to select the **Expense** category and type
 3. On the **Add New** screen, enter required fields, and select **Add**.
 4. Repeat until you enter all expenses and mileage allowances.

If you select **Pvt Auto-To/From TDY** or **Pvt Motorcycle-To/From TDY**, you must use the tools on the **Add New** screen to calculate your official mileage. Use your vehicle's odometer for **Private Auto-At TDY Area**.

To duplicate an expense to save time:

1. When you have a re-occurring expense, you can select the options (3-dots icon). The **Duplicate Expense** window opens.
2. Add the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

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Receipts and Documents

- An expense item's **Details** allows you to enter **Notes** and attach a receipt directly to the expense using **Browse** and upload, dragging them from another location or selecting the +sign (**Add**) to attach receipts.
- **Import a PDF** function allows you to search for and **Attach to Existing** (expense) or **Create New** (expense) and attach files.

You must attach each finished image to an expense or attach it to **Documents** option in the **Add New** screen for items meeting receipt requirements.