

## CHAPTER 3: GROUP AUTHORIZATIONS FOR TEMPORARY DUTY TRAVEL

DTS enables travel details to be entered and approved on one authorization when two or more travelers travel together to the same TDY location. The purpose of a group authorization is to enter and approve as much information as possible for all travelers on one document, yet allow each traveler in the group to create a separate voucher after the trip.

The individual who creates the group authorization can be a Non-DTS entry agent (NDEA) or a primary traveler who has group access for all of the travelers who will be traveling. The NDEA identifies one person as the primary traveler and selects additional travelers. Many of the steps shown in this chapter are identical to those discussed in Chapter 2 for creating a standard TDY authorization.

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### 3.1 Group Authorization Process Overview

The local business rules for an organization determine the process how an authorization for group movement is created. The below sequence identifies typical steps used to create a group authorization in DTS for groups of nine or fewer travelers.

1. The NDEA or primary traveler:
  - a. Creates the itinerary
  - b. Identifies the travelers
  - c. Selects the preferred reservations
  - d. Sends reservation requests via e-mail sent through DTS
  - e. Identifies line(s) of accounting (LOA[s])
  - f. Distributes costs
  - g. Justifies pre-audit flags
  - h. Stamps document <<SIGNED>>
  - i. (If necessary) adjusts or amends the document to reflect the actual costs returned by the CTO
2. The CTO books the reservations and sends an e-mail to the primary traveler with the reservation information and costs.
3. DTS routes the group authorization to the Authorizing Official (AO) for approval.
4. The AO applies the APPROVED stamp to the group authorization.
5. The group authorization spawns individual authorizations that appear as view-only in each traveler's document list. The primary traveler may make amendments as necessary to the group authorization.
6. If the AO approves an amendment in the group authorization, the change updates in the individual authorizations.
7. The primary traveler may lock the group authorization when all amendments affecting all travelers have been made. If the primary traveler fails to lock the group authorization, DTS automatically locks the group authorization three days after the trip end date.
8. Travelers may make amendments to their individual authorizations, if necessary.
9. Travelers create individual vouchers.

The Group Authorization Process Flow is shown in Figure 3-1.

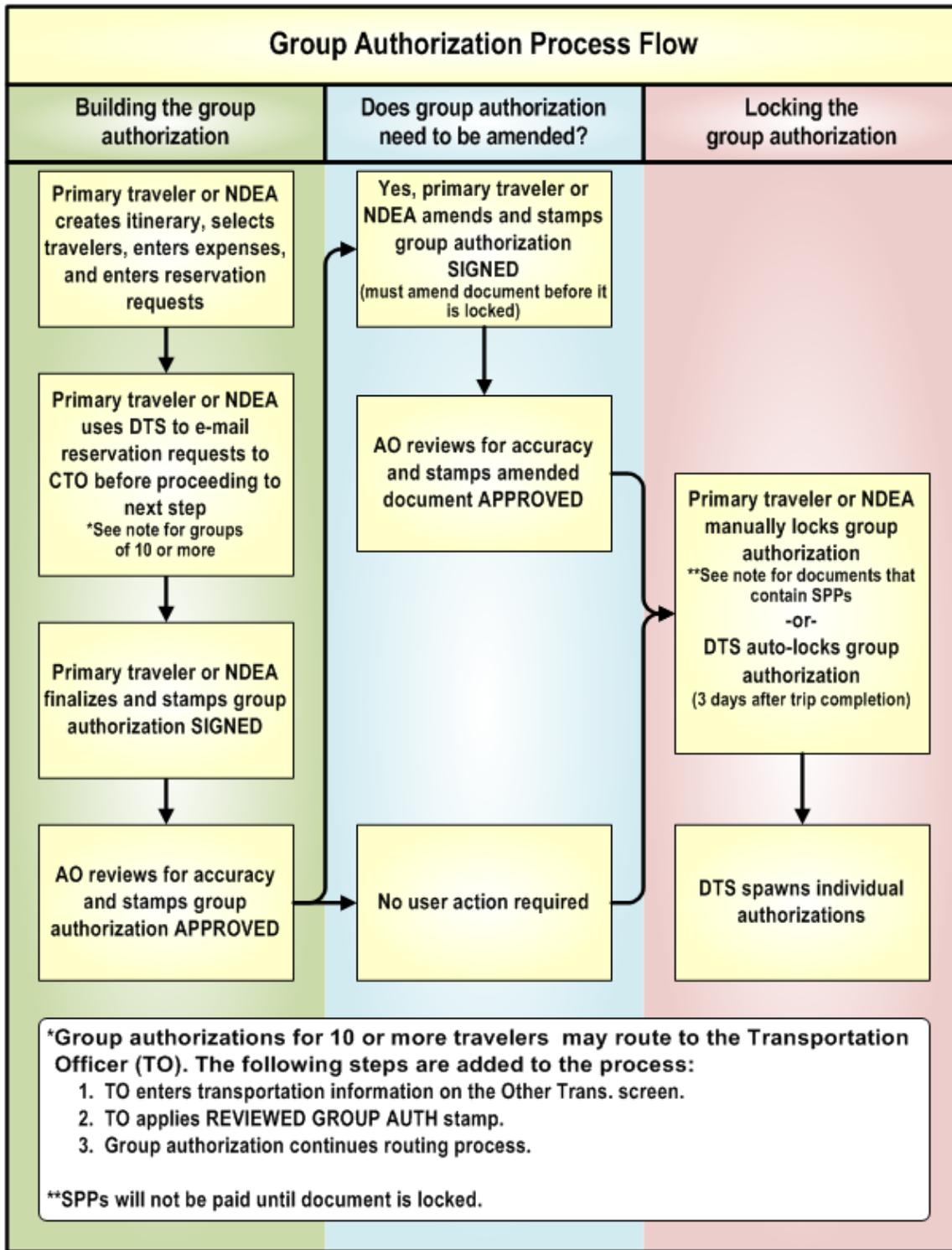


Figure 3-1: Group Authorization Process Flow

### 3.2 Create a Group Authorization

Many steps in creating a group authorization are the same as those used to create an authorization. The main differences are as follows:

*Select travelers.* This is an extra step in which the NDEA or primary traveler identifies the total number of travelers and identifies them by name before approval. If creating a group authorization for individuals who travel together frequently, a travel team may be created in DTS. See Section 3.2.2 for details about DTS Travel Teams.

*Request reservations.* Although the user's process to request reservations for a group authorization has a similar look and feel as the book-as-you-go process used in an individual authorization, it is the CTO who books the reservations outside of DTS. The request method used may vary depending on factors such as number of travelers and whether the site is CTO enabled. Local business rules should be observed before attempting to request reservations for a group authorization.

Users at sites without DTS connectivity to the CTO must communicate with the travel office by telephone, fax, or e-mail to request the reservations. The CTO books the reservations and contacts the primary traveler with the details that need to be entered in DTS. The primary traveler may request the reservations and create the group authorization after the CTO has provided the reservation details and costs.

Beginning on the DTS User Welcome screen (Figure 3-2), follow the below steps to create a group authorization:

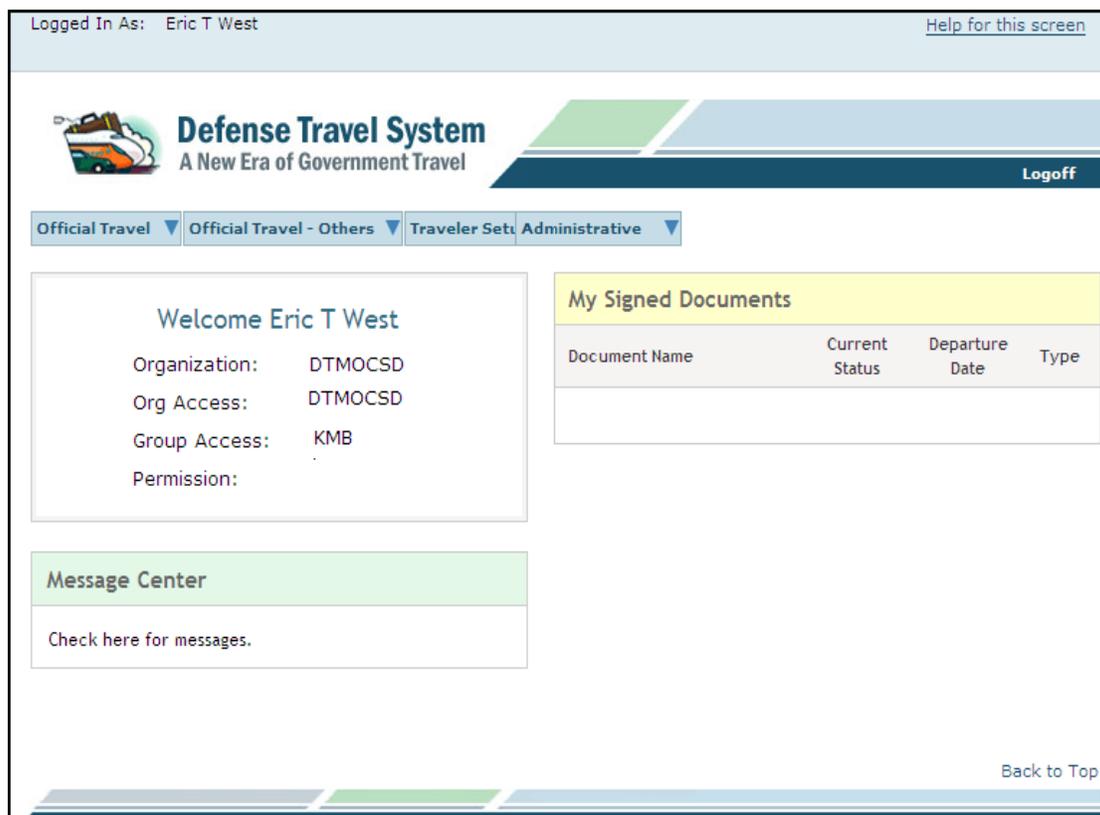


Figure 3-2: DTS User Welcome Screen

1. Mouse over **Official Travel** on the menu bar.
2. Select **Group Authorizations/Orders** from the drop-down list.

The Group Authorizations/Travel Orders screen opens (Figure 3-3).

Logged In As: [Eric T. West](#) Screen ID: 1001.2 [Close Window](#)  
 Traveler Name: [Eric T. West](#) Document Type: Group Authorization [Help for this screen](#)

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[View Authorizations / Orders](#) [View Vouchers](#) [View Local Vouchers](#)

**Group Authorizations / Travel Orders**

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

> [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

<a href="#">Sort by</a> Document Name	Sorted by Departure Date	<a href="#">Sort by</a> Status	<a href="#">Sort by</a> TA Number	View/Edit	Print	Lock Group	Amend
EWTRAVISAFBCA042512_G01	04/25/12	CREATED		> <a href="#">edit</a>	> <a href="#">print</a>	> <a href="#">remove</a>	

Figure 3-3: Group Authorizations/Travel Orders Screen

Table 3-1: Authorizations/Travel Orders Screen Description

AUTHORIZATIONS/TRAVEL ORDERS SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
<p><b>Document Name</b> (Select <b>Sort by</b> link to place documents in alphabetical order.)</p>	<p>Label created for a group authorization using primary traveler's initials, group's destination location, date of departure, and <i>_G01</i> suffix that indicates document is a group authorization. The <i>-01</i> indicates document is an amendment to group authorization. After the group authorization has been approved the document name displays as a link. The link opens the Traveler List screen.</p>
<p><b>Departure Date</b> (Select <b>Sort by</b> link to place documents in descending order by date.)</p>	<p>Column header that indicates the trip start date for the group authorization. Documents sort by this column by default.</p>
<p><b>Status</b> (Select <b>Sort by</b> link to place documents in order by status.)</p>	<p>Column header for the name of the last stamp that was applied to the document.</p>
<p><b>TA Number</b> (Select <b>Sort by</b> link to place documents in alphabetical order by TANUM.)</p>	<p>Column header for the travel authorization numbers for the traveler's documents.</p>
<p><b>View/Edit</b></p>	<p>Column header used to display ways to edit and view a document. If <i>view</i> displays, the document has either already been approved by the AO (see the Amend column) or the group authorization has been locked (only individual authorizations are available to edit). If <i>edit</i> displays, the group authorization is not yet signed and may still be adjusted. If <i>view/edit</i> displays, the document has already been signed, but not yet approved; it is still available for adjustment.</p>
<p><b>Print</b></p>	<p>Column header and name of the link used to print a copy of the traveler's individual authorization in plain text format.</p>
<p><b>Lock Group</b></p>	<p>Column used to display three features: <i>Remove</i>, <i>Lock Group</i>, and <i>Group Locked</i>. <i>Remove</i> indicates that the document has not been signed. Selecting the link deletes group authorization. <i>Lock Group</i> indicates individual authorizations have not yet been made available for the travelers to edit. Selecting the link allows amendments and vouchers to be made from the traveler's authorization. <i>Group Locked</i> indicates that the individual authorizations have been made available to travelers and that the group authorization is no longer available to edit.</p>
<p><b>Amend</b></p>	<p>Column used to display the amend link. When amend displays, the AO has approved the group authorization. Selecting <b>amend</b> opens the Create Amendment screen that allows the group authorization to be edited.</p>

3. Select **Create New Group Authorization/Order**.

A pop-up window opens (Figure 3-4). It recommends review of DTS training material for Group Travel.

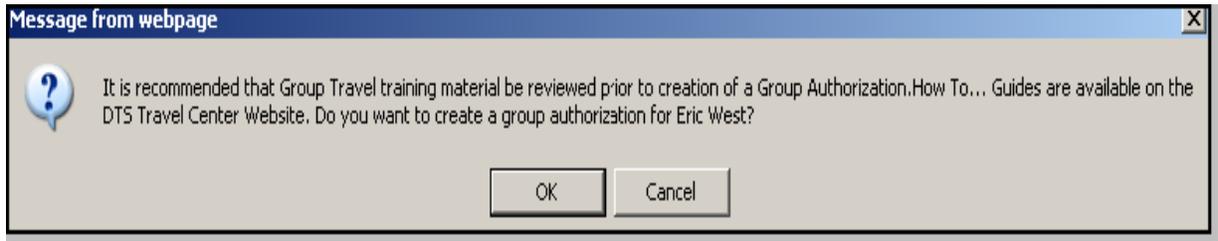


Figure 3-4: Create Group Authorization Pop-Up Window

4. Select **OK**.

### 3.2.1 Enter Itinerary Information

The NDEA or primary traveler begins the group authorization by completing the Trip Overview module (Figure 3-5). For detailed information on completing the Trip Overview, see Chapter 2, Section 2.3 of this manual.

### Chapter 3: Group Authorizations For Temporary Duty Travel

Logged In As: [Eric T West](#) Screen ID: 1151.1 [Close Window](#)  
Traveler Name: [Eric T West](#) Document Type: Group Authorization [Help for this screen](#)

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#### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about the group starting and ending locations (usually the primary travelers home or duty station) and the group TDY locations for per diem purposes. You will be able to add others to the travel group after these initial steps are complete.

Please Note: A Red Star ( \* ) indicates a field is required.

**A The group is leaving from -** (Where the group will be working): 

\*Starting Point:  \*   Starting locations in profile:  
RESIDENCE  
DUTY STATION

\*Departing On:    
(mm/dd/yyyy)

\*Trip Type:  \*Trip Purpose:

Trip Description:

**B I will be traveling to my TDY location by -** (Select from the list below)

Commercial Air    Rail    Rental Car    Other    Time:

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

**C The group TDY location is -** (Where the group will be working): 

\*Location 1:   Location Tools:  
Search By:

\*Arriving On:    
(mm/dd/yyyy)

\*Departing On:    
(mm/dd/yyyy)

**D At this location I will need -** (Select all that apply from the list below)

Rental Car    Lodging

**E Will the group be traveling to another TDY location?**

Figure 3-5: Trip Overview - Initial Screen

### 3.2.2 Select Travelers

When the Group Travel Selection screen opens, select the travelers to be included in the group authorization (Figure 3-6). Only the travelers who are in the same group that the authorization's creator has access to may be selected. When creating the group authorization, it is not necessary to identify each traveler by name. Reservations can be made and expenses allocated based on the number of travelers indicated. All travelers must be identified in order for the AO to approve the authorization.

The screenshot displays the 'Defense Travel System' interface for 'Group Travel Selection'. The top header includes user information: 'Logged In As: Eric T West', 'Traveler Name: Eric T West', 'Document Name: EWTRAVISAFBCA051412\_G01', 'Document Type: Group Authorization', and 'Screen ID: 1012.1'. The main content is split into two panels. The left panel, 'Group Travel Selection', contains a yellow informational box, a search section with three methods (SSN, First/Last Name, and Travel Team), and an 'Available Traveler List' table. The right panel, 'Selected Travelers', contains another yellow informational box, a 'Routing List' dropdown (set to 'CSD'), a 'Total Traveler(s)' input (set to '2'), and a table of selected travelers. A 'Proceed' button is located at the bottom of the right panel.

Select	Name	SSN	GOVCC	EFT
<input type="checkbox"/>	West, Chris A	###-##-9741	Y	C

Name	SSN	GOVCC	EFT	Primary	
West, Eric T	###-##-9743	Y	C	*****	
West, Chris A	###-##-9741	Y	C	<input type="radio"/>	<a href="#">Remove</a>

Figure 3-6: Traveler Selection Screen

The left side of this screen presents three ways to add travelers to a group authorization. A list of all available travelers (based on group access) may be viewed. A search for travelers may be performed using the last name, or a travel team may be selected. The right side of the screen shows a list of the selected travelers.

### Chapter 3: Group Authorizations For Temporary Duty Travel

Follow the below steps to select travelers for a group authorization:

1. Complete the **Last Name** field with the last name of a traveler and choose **Search**. Then check the boxes by the name of the traveler in the Available Travelers List.  
-OR-  
Select **View All Available Travelers** and check the box by the name of the traveler in the Available Travelers List.  
-OR-  
Scroll through the **Travel Team** menu to select one or more travel teams.
2. Select **Save Selected Travelers to Group** at the bottom of the screen.

The selected names display on the right side of the screen. Select **Remove** to remove a traveler's name from the group authorization.

If this is the first time any of the travelers have had a document created in DTS, a prompt will appear to update their profile(s).

3. Select the **Routing List** drop-down list on the right side of the screen and select the appropriate routing list.
4. Complete the **Total Traveler(s)** field with the number of travelers to be included in the group authorization.

**Note:** This field will be filled in automatically. If six travelers were selected, but eight travelers will be traveling, enter "8" in the **Total Traveler(s)** box. The number "2" will display in the **Undefined Travelers** field. It is possible to create a group authorization that contains undefined travelers, but all travelers must be identified in the document before the AO can approve it.

5. (Optional) Enter a team name in the **Travel Team** text box to create a team made up of the selected travelers. This team will be available for selection the next time a group authorization is created for these same travelers.
6. Select the **radio button** next to the name of the person who will serve as the primary traveler (if other than indicated by the asterisk in the Primary column).
7. Select **Save Travel Team** if a travel team was created in Step 5.
8. Select **Proceed**.

### 3.2.3 Request Reservations

If the organization profile identifies the site as CTO-enabled, reservation *requests can be selected* in DTS and e-mailed to the CTO from within DTS.

Although the interaction with DTS has the same look and feel as adding reservations to an authorization, only *preferences are being identified*. These are not reservations, DTS does not book them and no Passenger Name Record (PNR) is created.

If the user identifies that reservations are needed for the group authorization, the reservation module will open for the type indicated (Figure 3-7). For further guidance on the Travel module, see Chapter 2, Section 2.6 of this manual.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST

Air Rail Rental Car Lodging Other Transportation Summary

**Air Travel**

Modify Search

Please Note: A Red Star (\*) indicates a field is required.

\* Departure Airport (or city, state):  
DCA - Washington Ronald Reag

\* Arrival Airport (or city, state):  
ORD - Chicago O'Hare Internal

\* Arrival or Departure:  
Departure

01/12/2011

02:30 PM

Show Alternate Airports:

Search

**Air Travel**

**Please select flights for DCA - Washington Ronald Reagan National Apt to ORD - Chicago O'Hare International Apt departing on 01/12/2011** [Skip This Flight](#)

GROUP MOVEMENT REQUEST:  
AIR: \$0.00

GSA Contractw/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

Sort By:  Departure Time  Arrival Time  Elapsed Time  Price  Default

\$105.70 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: WCADCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

United Airlines 621	02:45 PM Depart DCA - Washington Ronald Reagan National Apt	Wed 12-Jan-11	Flying Time: 2h 12min
	03:57 PM Arrive ORD - Chicago O'Hare International Apt	Non-Stop Flight	
Equipment 319			

\$105.70 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: WCADCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

United Airlines 623	03:45 PM Depart DCA - Washington Ronald Reagan National Apt	Wed 12-Jan-11	Flying Time: 2h 12min
	04:57 PM Arrive ORD - Chicago O'Hare International Apt	Non-Stop Flight	
Equipment 319			

Figure 3-7: Travel Module - Air

## Chapter 3: Group Authorizations For Temporary Duty Travel

After completing the reservation process, the Trip Summary screen opens (Figure 3-8). In the top right corner of the Trip Summary screen there are two links that may be used to e-mail or print the itinerary.

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RETURN TO LIST | Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

Air | Rail | Rental Car | Lodging | Other Transportation | Summary

### Trip Summary

[Email this Itinerary](#) | [Print this Itinerary](#)

Payment Information

GROUP MOVEMENT TRAVEL ARRANGEMENTS REQUESTED:

**Air Travel Payment Summary:** [Add New Flight](#)

\$211.40 Total Cost (Including Taxes & Fees) [View Flight Details](#)

United Airlines 621	Depart: 02:45 PM DCA-Washington, DC (USA) (National Apt) Arrive: 03:57 PM ORD-Chicago, IL (USA) (O'Hare Apt)		Wed 01/12/2011	SEAT:
United Airlines 608	Depart: 10:00 AM ORD-Chicago, IL (USA) (O'Hare Apt) Arrive: 12:41 PM DCA-Washington, DC (USA) (National Apt)		Wed 01/19/2011	SEAT:

**Rental Car Payment Summary:** [Add New Rental Car](#)

\$341.52 Estimated Total Cost (Including Taxes & Fees) Weekly Rate: \$209.00 [View Rental Car Details](#)

ACE	ORD - Chicago O'Hare International Apt,	Pick-up Date: Wed 01/12/2011	Drop-off Date: Wed 01/19/2011		
-----	---	------------------------------	-------------------------------	--	--

**Lodging Payment Summary:** [Add New Lodging](#)

\$589.05 Estimated Total Cost (Excluding Taxes & Fees) Rate: \$84.15 / Night [View Lodging Details](#)

Doubletree Hotel Chicago		Check In: Wed 01/12/2011	Check Out: Wed 01/19/2011		
--------------------------	--	--------------------------	---------------------------	--	--

**Rail Payment Summary:** [Add New Rail](#)

**Other Ticketed Transportation:** [Add New Ticketed Transportation](#)

[Change TDY Location](#) [Save and Continue](#)

Figure 3-8: Trip Summary Screen

### 3.2.4 Expenses

Enter all expenses that will be shared among all members of the group. Expenses will be distributed among the group members later, when the group authorization is signed. For detailed information on entering expenses, see Chapter 2, Section 2.7 of this manual.

### 3.2.5 Lines of Accounting

A group authorization must have the correct line(s) of accounting (LOA). The LOA can be added by going to the accounting screen. The LOA may not be *required* when creating the group authorization; but, the AO cannot approve the document until it contains an LOA. For further guidance on LOA(s), see Chapter 2, Section 2.8 of this manual.

## 3.2.6 Additional Options

The Additional Options module in DTS allows the primary traveler to perform actions pertaining to Group Traveler, Profile, Partial Payments, and Advances. Links to these features display on the sub-navigation bar.

### 3.2.6.1 Group Travelers

A list of travelers selected for the group authorization may be viewed on the Group Travel Selection screen. More information on using this screen to add travelers, change the routing list, edit the total number of travelers, and remove selected travelers can be located at in Section 3.2.2.

### 3.2.6.2 Profile

This screen allows the primary traveler or person creating the group authorization to update the traveler's personal profile information for this document. For complete information on updating a profile, see Chapter 2, Section 2.9.1 of this manual.

### 3.2.6.3 Scheduled Partial Payments (SPPs)

When a trip is scheduled to exceed 45 days, DTS allows travelers to receive partial reimbursement before the trip is complete. The SPP feature sets up payments to the travelers every 30 days for estimated expenses claimed on the authorization. For information on scheduling and receiving SPPs, see Chapter 2, Section 2.9.2 of this manual.

SPPs requested on the initial group authorization will affect only the primary traveler. Other travelers who require SPPs must wait until the AO has approved the group authorization. Each traveler will receive individual authorizations that can be amended to request SPPs.

### 3.2.6.4 Non-ATM Advances

Requests for non-ATM advances are not permitted for group authorizations.

## 3.2.7 Review and Sign

To review and sign a group authorization in DTS, the primary traveler, NDEA or travel clerk must review or complete each of the below sections before signing the document.

- Distributions
- Preview
- Other Auths.
- Pre-Audit
- Digital Signature

### 3.2.7.1 Distributions

The Distributions section allows access to the Selected Travelers screen (Figure 3-9). This screen allows the primary traveler, NDEA or travel clerk of the group authorization to view and update the cost distribution of the mileage and non-mileage expenses or ticketed transportation costs. All items in the group authorization that have a dollar amount must be distributed for proper processing. The distribution of expenses is required before the AO can approve the group authorization. The primary traveler, NDEA, or any Routing Official may make the distributions.

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**Note:** In group authorizations, DTS always disperses lodging costs and meals and incidentals expenses (M&IE) entitlements among the travelers. This cannot be changed.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Distributions Preview Other Auths. Pre-Audit Digital Signature

### Cost Distribution

This page is for the cost distribution of the entered Expenses (Mileage & Non-Mileage), Travel (Ticketed Transportation), and Lodging and M&IE.

The Expense Summary on the right lists the related Expenses and Travel for this Group Travel Trip that REQUIRE DISTRIBUTION.

The following explains the Expense Summary on the right:

**Expenses**  
Travel - Display related Ticketed Transportation  
Mileage & Non-Mileage Exp - Display related expenses  
Lodging / M&IE - Display related Lodging & M&IE

**Include Distributed**  
No > Select this option to display ONLY those items that REQUIRE DISTRIBUTION  
Yes > Select this option to display all (regardless of distribution status).

**Result List**  
List of Travel, Mileage and Non-Mileage Expenses, and Lodging and M&IE. The list will be grouped by those items that REQUIRE DISTRIBUTION and those items that are DISTRIBUTED.

Select the "Edit" or "View" link next to the item in the results list to edit the distributions or review the distribution.

### Expenses Summary

Include the following:

Travel  Mileage & Non-Mileage Exp.  
 Lodging / M&IE

Include Distributed?  No  Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

**Undistributed Expenses:**

	Expense Type	Date	Cost	Method
<a href="#">Edit</a>	Comm Air (Indiv Bill)	01/12/2011	\$105.70 (\$105.70)	
<a href="#">Edit</a>	Comm Air (Indiv Bill)	01/19/2011	\$105.70 (\$105.70)	
<a href="#">Edit</a>	Public Transit	01/12/2011	\$60.00 (\$60.00)	
<a href="#">Edit</a>	Baggage Tips	01/12/2011	\$20.00 (\$20.00)	
<a href="#">Edit</a>	Commercial Auto-In/Around	01/12/2011	\$341.52 (\$341.52)	

Proceed to the following page:

Figure 3-9: Selected Travelers/Expenses Summary Screen

The Selected Travelers and Expenses Summary screen is divided into two sections. The Selected Travelers section on the left side of the screen explains the cost distribution of the entered expenses. The left side of the screen also explains the Expenses Summary on the right side of the screen.

The data elements that are available to be displayed in the Expenses Summary are shown at the top of the Expenses Summary section. DTS defaults to the *No* radio button, and only undistributed expenses display. The *Yes* radio button may be selected to display expenses that have already been distributed.

Once an expense has been distributed, DTS automatically moves it to the Distributed Expenses section of the screen.

To distribute an expense, follow the below steps:

1. Select **Edit** to the left of the expense name.

The **Cost Distribution** section opens on the left side of the screen (Figure 3-10).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Distributions Preview Other Auths. Pre-Audit Digital Signature

### Cost Distribution

The following is a list of travelers that currently have distributed costs. Select the distribution method to be used, distribute the cost, and click the Save button at the bottom of the screen.

Selected Expense: **Comm Air (Indiv Bill) for 01/12/2011**  
Cost: \$105.70  
Distribution Method: --Select One--  
Distribute to All Travelers:

<a href="#">Calculate Total</a>	Total Distributed:	\$0.00
	Total Undistributed:	\$105.70
	Total Travelers:	0

Mouse over the travelers name to see their pay grade and SSN.  
\*\*\* indicates the primary traveler (Terry Carson).

Name	Cost	Name	Cost
Clark, Brian		Carson, Terry***	
Smith, Donna			

<a href="#">Calculate Total</a>	Total Distributed:	\$0.00
	Total Undistributed:	\$105.70
	Total Travelers:	0

[Save Distribution](#)

### Expenses Summary

Include the following:

Travel  Mileage & Non-Mileage Exp.  
 Lodging / M&E

Include Distributed?  No  Yes

Cost shown in black are original amounts. Cost shown in (red) are the remaining undistributed amounts.

#### Undistributed Expenses:

	Expense Type	Date	Cost	Method
<a href="#">Edit</a>	Comm Air (Indiv Bill)	01/12/2011	\$105.70 (\$105.70)	
<a href="#">Edit</a>	Comm Air (Indiv Bill)	01/19/2011	\$105.70 (\$105.70)	
<a href="#">Edit</a>	Public Transit	01/12/2011	\$60.00 (\$60.00)	
<a href="#">Edit</a>	Baggage Tips	01/12/2011	\$20.00 (\$20.00)	
<a href="#">Edit</a>	Commercial Auto-In/Around	01/12/2011	\$341.52 (\$341.52)	

Proceed to the following page:  [Continue](#)

Figure 3-10: Cost Distribution Screen

2. Select the **Distribution Method** drop-down list arrow and choose the method of distribution.
3. Check the **Distribute to All Travelers** box if each traveler will be allocated a portion of the expense. This box is available if **Equal** or **Amount** is selected.

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The screen refreshes and allows use of the selected allocation method. The fields and boxes next to the traveler's names specify the method selected.

4. Check the **box** to the left of the name(s) of the traveler(s) who is responsible for the selected expense to distribute by the **Equal** or by the **Single Traveler** method.  
-OR-  
Complete the **Cost** field with the dollar amount for each traveler to whom the selected expense is to be distributed.  
-OR-  
Complete the **Percent** field with the percentage for which each traveler is responsible.
5. Select **Save Distribution**.
6. Repeat the above steps until all expenses are distributed.

### 3.2.7.2 Preview Trip

The Preview Trip screen allows the user to review the travel data and enter comments for the AO or Transportation Officer (TO). Select **Preview** from the subnavigation bar. The Preview Trip screen opens (Figure 3-11).

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Distributions **Preview** Other Auths. Pre-Audit Digital Signature

Print Document

#### Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Reference Information**

Reference:

**Document Comments**

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: SITE VISIT

Trip Description:

Overall Starting Point: Time Zone: EST (06)

Itinerary: Leave From: QUANTICO, VA  
[Edit](#) Leave: 12-Jan-11

Location 1 - CHICAGO, IL Time Zone: CST (07)

Itinerary: Leave From: CHICAGO, IL  
[Edit](#) TDY/TAD Location: CHICAGO, IL

Figure 3-11: Preview Trip Screen - Top

The steps to use the Preview Trip screen in a group authorization are the same as those used in a TDY authorization. See Chapter 2, Section 2.10.1 of this manual for instructions on how to review the entered travel data and provide comments to the AO and the TO.

### 3.2.7.3 Other Authorizations

If the group authorization requires remarks to the AO for any additional authorizations, the remarks will be requested on the Other Authorizations screen (Figure 3-12). This screen may also be used to add additional authorizations to the group authorization. See Chapter 2, Section 2.10.2 of this manual for guidance on entering remarks and adding other authorizations.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Distributions Preview Other Auths. Pre-Audit Digital Signature

#### Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> Add Additional Authorizations For This Trip

Other Authorizations			
	Other Authorization	Remarks	Remove
1	EXCESS BAGGAGE	<input type="text"/>	> remove

Save and Proceed to Pre-Audits

Proceed to the following page: Pre-Audit

Figure 3-12: Other Authorizations Screen

### 3.2.7.4 Pre-Audit Trip

The Pre-Audit Trip screen displays the items in the group authorization that require justification (Figure 3-13). It also displays advisory notices to bring attention to certain items, without requiring explanations. This screen must be viewed and justifications entered where required before DTS will allow the group authorization to be signed. See Chapter 2, Section 2.10.3 of this manual for guidance on entering justifications to items flagged on the Pre-Audit Trip screen.

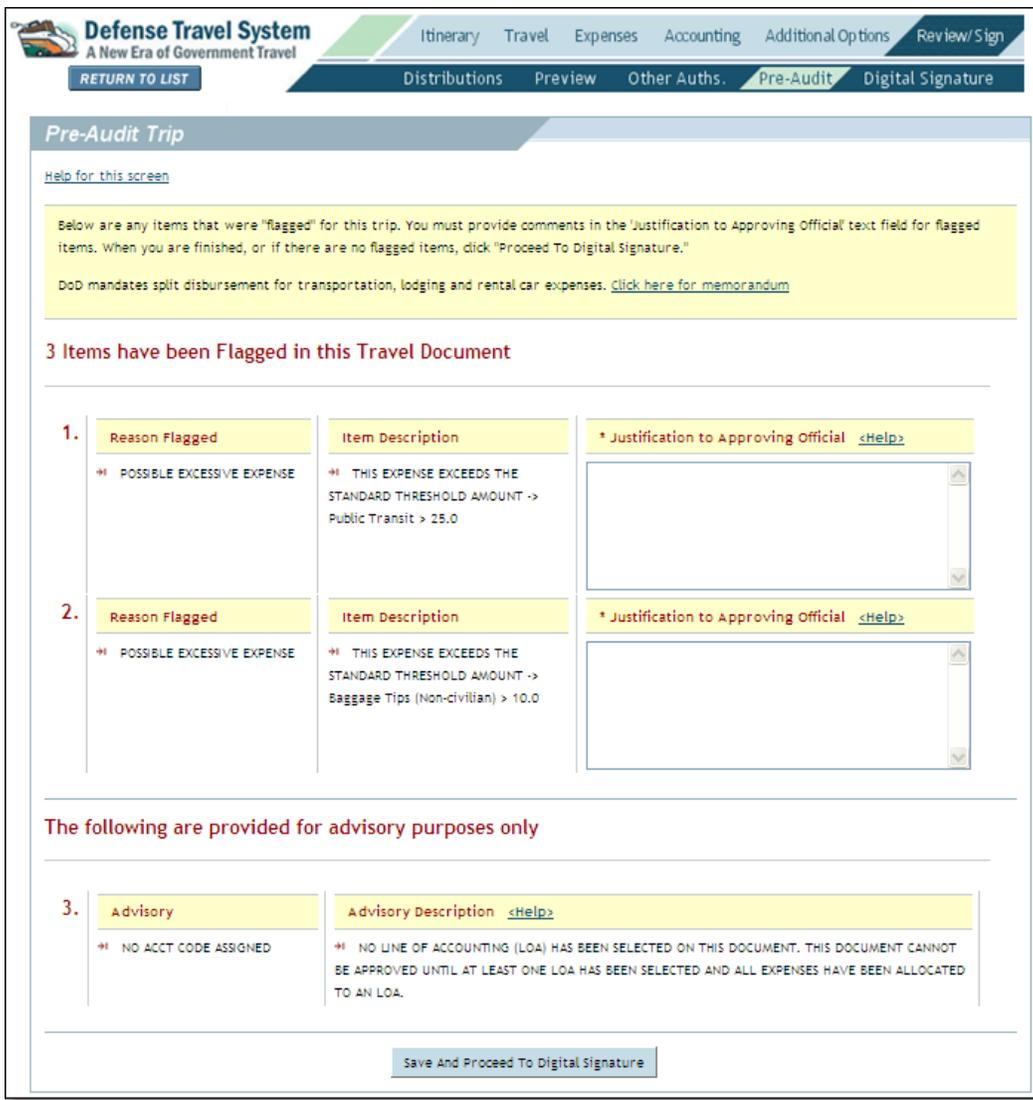


Figure 3-13: Pre-Audit Trip Screen

### 3.2.7.5 Digital Signature

The final step in creating a group authorization is to digitally sign the document on the Digital Signature screen (Figure 3-14). This begins the routing process. The default stamp is SIGNED. Once the document is submitted, the routing process begins. See Chapter 2, Section 2.10.4 of this manual for guidance on the digital signature process.

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\* Submit this document as:

Routing List:

Additional Remarks:

**Pending Routing Actions**

Awaiting Status Change To	By	Level
SIGNED	Terry T Carson	0

**Document History**

Status	Date	Time	Name	Remarks
CREATED	10/12/10	1502	Terry T Carson	

[View Reasons for Audit Failures](#)

Figure 3-14: Digital Signature Screen

If the reservation requests have not yet been e-mailed to the CTO, a pop-up message displays when an attempt is made to sign the group authorization. This message asks if DTS should send the request e-mail to the CTO.

1. Select **OK** to send the e-mail.  
-OR-  
Select **Cancel** to sign the group authorization without sending an e-mail through DTS.

If **OK** is selected, the CTO E-mail screen opens (Figure 3-15).

Figure 3-15: CTO E-mail Screen

The CTO E-mail screen is described below:

**Traveler Preferences.** This link opens a screen on which contact information and form of payment information may be viewed for each traveler in the group authorization.

**E-mail Status.** No action is needed in this section. The E-mail Status radio buttons default to a selection based on the status of the document. If the e-mail has already been sent, the date on which it was sent displays next to name of the type of e-mail. Listed below are the types of e-mails that can be sent to the CTO referencing reservations for the group of travelers:

- **Last Request E-mail.** This e-mail submits the group authorization travel information to the CTO. It includes the arrangements requested (i.e., air, car rental, lodging); total number of travelers; name of each traveler; and the point of contact (POC) name and information.
- **Approval E-mail Sent.** Once the AO approves the group authorizations, DTS sends an Approval e-mail to the CTO giving permission to ticket the reservations. The CTO sends an e-mail to the POC with information about the booked reservations and the costs.

### Chapter 3: Group Authorizations For Temporary Duty Travel

- **Cancel E-mail Sent.** This button is only available after the first Request e-mail has been sent. When selected, the process will change the **Send Request** button to a **Cancel E-mail** button. If an AO sends the cancellation e-mail, DTS sends a copy of the e-mail to the POC. Likewise, if the e-mail is sent by either the primary traveler or NDEA, the AO receives a copy.

The information in the Point of Contact section defaults to the user who created the document.

2. Enter the **Name, Phone, and E-mail address** of the POC whom the CTO may contact, if different from the information displayed.
3. Complete the **CTO Group ID** field if the CTO has provided a group identifier number.
4. Complete the **Comments** field with information helpful to the CTO when booking the reservations. (For example, "*We need to book a van since the group will ride in one vehicle.*") All e-mail types allow the addition of general comments.

**Note:** If the document contains air travel, Secure Flight Passenger Data (SFPD) will be required by the CTO to make reservations. This information includes each traveler's full name, date of birth, gender, and redress number (if applicable). The traveler's full name must match the government issued identification (driver's license, passport, or military identification).

5. Select **Send Request E-mail** to send the reservations request to the CTO.

The Request e-mail contains a summary for the types of reservations requested in the group authorizations (air, hotel, rental car, or other ticketed transportation). None of these e-mail summaries are editable. Below is a list of information that displays in each summary:

- **Air Travel.** For each air leg, a summary of the following: airline name, flight ID, departure airport, departure date and time, arrival airport, arrival date and time, total cost, and comments.
- **Lodging.** For each hotel, a summary of the following: hotel name, location, check-in date, check-out date, total cost, and comments.
- **Rail Travel.** For each rail leg, the summary follows the same format as the air travel summary.
- **Rental Car.** For each vehicle, a summary of the following: rental company name, car class, pick-up date and time, drop-off date and time, pick-up location, total cost, and comments.
- **Ticketed Transportation.** For each ticketed transportation record in the group authorization, the new screen displays a summary of the following: type, description, ticket number, departure date, total cost, and comments.

If the group authorization contains unidentified travelers, a pop-up message informs the user that the e-mail will not be sent.

6. Select **Traveler Preferences** near the top of the screen.

The Traveler Preferences screen opens (Figure 3-16). The Traveler Preferences link and screen will not display if either of the following is true:

- There are unidentified travelers in the group authorization (e.g., the user has indicated five people will travel, but only four names are listed).

- The CTO e-mail address is not included with the pseudo city code data in the profile.

The screenshot displays the 'Traveler Preferences' interface. At the top, there are links for 'CTO Email' and 'Print Traveler Preferences'. A yellow highlighted box contains the following text: 'Displayed below are the details of the Traveler Preferences, including Point of Contact, Primary Traveler, and contact information for all travelers in the group. Also displayed is Form of Payment information for each traveler and the type of travel the FOP relates to.'

The screen is organized into several sections:

- Trip Details:**
  - DTS Document Name: TCCHICAGOIL111510\_G01
  - Start Location: QUANTICO,VA
  - Start Date: 11/15/10
  - End Location: QUANTICO,VA
  - End Date: 11/18/10
- Point of Contact:**
  - Name: Terry T. Carson
  - Phone: 111-111-1111
  - Email: terry.carson@dts.mil
- Primary Traveler:**
  - Name: Terry T. Carson
  - Phone: 1111111111
  - Email: terry.carson@dts.mil
- Group Travelers:** (This section is currently empty in the screenshot)

Figure 3-16: Traveler Preferences Screen

7. Select **Print Travel Preferences** and fax it to the CTO for form of payment information to be used for ticketing reservations on each traveler.
8. Close the group authorization without signing until the CTO replies with the actual cost.

**Note:** If the CTO responds with costs that are the same as the preferred reservations, open the document and apply the SIGNED stamp. If there are changes to the costs, update the Group Authorization as explained in Section 3.2.8.

Local business rules regulate the process for using CTO e-mail. The group authorization may be exited without a signature until the CTO replies with the actual reservations and costs booked for the group travel. This alleviates the AO from approving costs that may have to be changed.

If the CTO response confirms that the preferred reservations were booked for the entire group, there is no need to edit the reservation sections of the group authorization. The next step is to complete any incomplete sections of the group authorizations and sign it.

## Chapter 3: Group Authorizations For Temporary Duty Travel

If the CTO response states that the booked reservations have resulted in a cost that is different from the original request, these new costs must be entered into the group authorization. It is important to make the changes so that expenses can be distributed among the travelers correctly. See Section 3.2.7 and 3.2.8.

**Note:** To attach the CTO's response to the document by using the Substantiating Records feature, see Chapter 2, Section 2.7.4 of this manual.

### 3.2.8 Update Costs

Changes made to a group authorization before approval is referred to as *adjustments*. If costs need to be changed after the AO has approved the group authorization, an *amendment* must be created. See Section 3.5.

The following list illustrates steps to edit the reservation costs in the group authorization. For more information about amendments, see Chapter 7 of this manual.

Access the group authorization from the primary traveler's document list. The Preview Trip screen opens (Figure 3-11).

For changes to air or rail reservation costs:

1. Select **Edit** next to the flight or rail reservation on the Preview Trip screen.
2. Select **Cancel** or **Change** next to the reservation on the Trip Summary screen.
3. Change the **Ticket Value** field on the Edit Ticketed Information screen.
4. Select **Save**.
5. Repeat the steps for the return transportation.

For changes to lodging reservation costs:

1. Select **Edit** in the Per Diem Entitlements section for Lodging and M&IE.
2. Select **Edit** to open the Per Diem Entitlements Detail screen and enter the proper cost for travelers into the **Lodging** field for each date.
3. Select **Save These Entitlements**.

For changes to rental car reservation costs:

1. Select **Edit** in the Expenses section for Non-Mileage.
2. Update the cost for an existing rental car expense.  
-AND/OR-  
Add a **Commercial Auto-TAD/TDY** expense and enter the correct cost.
3. Select **Save Expenses**.

The e-mail responses from the CTO are also uploaded or attached to the group authorization and can be viewed using the Substantiating Records screen.

Begin the Review/Sign process. See Section 3.2.7.

The final step submits the requests to the CTO. The CTO books the reservations for the entire group and attempts to reserve the requests identified in the group authorization. After booking reservations for the group, the CTO e-mails the confirmed reservation and cost information to the primary traveler.

When the confirmed reservations and cost information are received from the CTO, the costs must be updated in the group authorization.

### 3.3 Group Authorization for 10 or More Travelers

Local business rules at the primary traveler's site may require that the Transportation Officer (TO) arrange travel reservations for groups of 10 or more, instead of the CTO. In this case, the group authorization should be created by following the below process:

1. The NDEA or primary traveler confirms that the routing list is set up to route the group authorization to the TO if the group exceeds nine travelers. See *DTA Manual*, Chapter 5, Section 5.6.2.3, Conditional Routing.
2. The group authorization is created, any known expenses are entered, and the document is signed. Reservation information is not entered at this time.
3. DTS routes the group authorization to the TO to enter transportation and lodging costs.
4. The costs must be distributed. The TO can distribute the costs, or the AO may do so when reviewing and approving the group authorization.
5. The TO applies the REVIEWED GROUP AUTH stamp.
6. The group authorization continues to route to the each reviewer on the routing list.
7. The AO reviews and approves the group authorization.

If the TO or the AO identifies any issues or problems with the information, they may change the information or stamp the document RETURNED. This will route the group authorization back to the NDEA or traveler who created it to correct and sign again.

**Note:** If no conditional routing exists for group authorizations that have 10 or more travelers, the TO can be contacted outside of DTS to obtain reservations and costs for the group's TDY travel. The cost information is entered and the group authorization is completed as explained in Chapter 2, Section 2.6.6 of this manual.

### 3.4 Traveler Manifest Report

DTS can generate a manifest (list of travelers) for the group. The manifest may be set up to preview and print a list that excludes the names of certain travelers in the group. Selecting the box in the Exclude column allows the user to retain the traveler on the group authorization, but removes the name from the manifest. If the user does not have group access to a traveler in the group authorization, the SSN of the traveler will be masked on the document.

Beginning on the Group Authorizations/Travel Orders screen (Figure 3-17), follow the below steps to run a Traveler Manifest report:

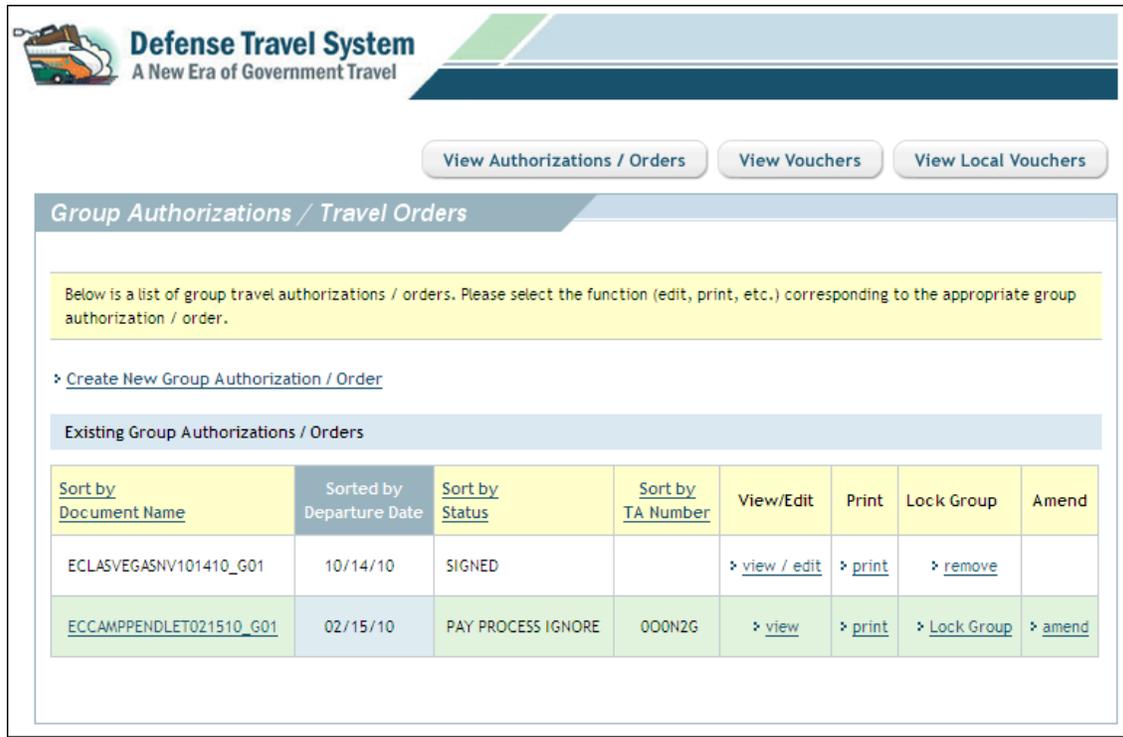


Figure 3-17: Group Authorizations/Travel Orders Screen

1. In the Sort by Document Name column, select the appropriate group authorization document name. (The document may not be selected unless it has previously been stamped APPROVED.)

The Group Authorizations/Group Traveler list screen opens.

2. Select **Print Manifest**.

The DTS Traveler Manifest Report screen opens (Figure 3-18).

DTS Traveler Manifest	
Group Authorization - EWDENVERCO081113_G01	
Report Run Date: 06/04/2013	
<b>Contact Information:</b>	
Name:	West, Eric
Title/Rank:	ME-04
Organization:	DTMO
Military Branch of Service:	U.S. Marine Corps
Service/Agency:	United States Marine Corps
Duty Station:	
Duty Station Phone Number:	703-232-2222
<b>Itinerary:</b>	
Start Location/Start Date:	RES: Quantico,VA - 08/11/2013
TDY End Location/TDY End Date:	RES: Quantico,VA - 08/17/2013
Trip Type:	AA-ROUTINE TDY/TAD
Trip Purpose:	SITE VISIT
Trip Duration:	6 Days
<b>Traveler Information:</b>	
Name:	Carson, Terry
SSN:	###-##-4108
Gender:	
Organization:	DTMOTEST-TRAINING
Title/Rank:	ME-05
Military Branch of Service:	U.S. Navy
Service Agency:	Defense Human Resources Activity
Duty Station:	Military
Duty Station Phone Number:	555-555-5555
Name:	Fedrigo, Stephanie
SSN:	###-##-9936
Gender:	
Organization:	DTMOTEST-TW
Title/Rank:	MO-06
Military Branch of Service:	U.S. Air Force
Service Agency:	United States Air Force
Duty Station:	
Duty Station Phone Number:	703-696-7000
Name:	KING, SYDNEY
SSN:	###-##-1314
Gender:	
Organization:	DTMOTEST
Title/Rank:	ME-05
Military Branch of Service:	U.S. Marine Corps
Service Agency:	Defense Human Resources Activity
Duty Station:	W/HITEMAN AFB
Duty Station Phone Number:	444-444-4444
Name:	West, Eric
SSN:	###-##-9743
Gender:	
Organization:	DTMO
Title/Rank:	ME-04
Military Branch of Service:	U.S. Marine Corps
Service Agency:	United States Marine Corps
Duty Station:	

Figure 3-18: Traveler Manifest Report

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The report displays the below information:

- Title and Document Name
- Report Run Date
- Contact Information (taken from the profile of the primary traveler):
  - Name
  - Title / Rank
  - Organization
  - Military Branch of Service
  - Service/Agency
  - Duty Station
  - Duty Station Phone Number
- Itinerary:
  - Start Location/Start Date
  - End Location/End Date
  - Trip Type
  - Trip Purpose
  - Trip Duration
- Traveler Information:
  - SSN (first five digits masked)
  - Gender
  - Organization
  - Title/Rank
  - Military Branch of Service
  - Service/Agency
  - Duty Station
  - Duty Station Phone Number

### 3.5 Amend a Group Authorization

When the AO approves the group authorization, individual authorizations spawn, each with its own travel authorization number. DTS spawns one view-only individual authorization for each traveler in the group. Travelers can view their own individual authorizations in DTS, but only the primary traveler (or NDEA) can amend the group authorization. Once approved, amendments to the group authorization update all of the individual authorizations. This can occur until the group authorization is locked.

When the primary traveler (or NDEA) locks the group authorization DTS allows no more amendments to the document. The travelers can edit their own individual authorizations. If no amendments are necessary, the traveler may create a voucher and sign it after the trip is completed.

**Note:** The DTS travel module can never be used to amend reservations on a group authorization. If a reservation needs to be changed, use methods outside of DTS (e.g., telephone, e-mail, or fax) to contact the CTO to have the changes made to the reservations. If the CTO provides changes to the costs of the reservations, update the group authorization as explained in Section 3.2.8.

### 3.5.1 Primary Traveler Amends the Group Authorization

The primary traveler or NDEA may make any number of amendments to a group authorization before locking it. It is important to make any changes that affect all travelers in the group before locking the group authorization. If the group authorization is locked and it later becomes necessary to amend it, it will be necessary to amend each traveler's individual authorization one at a time.

Once approved, the following amendments to the group authorization are prohibited:

- Changing the routing list
- Adding travelers

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to amend the group authorization:

1. Select the **amend** link. (If the document is not yet approved, select **view/edit** to adjust it.)

The Choose Signing Certificate screen opens if more than one certificate is available.

2. Choose the correct certificate and select **OK**.

**Note:** Based on middleware and local network security policy, login, an signing procedures may vary.

The Create Amendment screen opens (Figure 3-19).

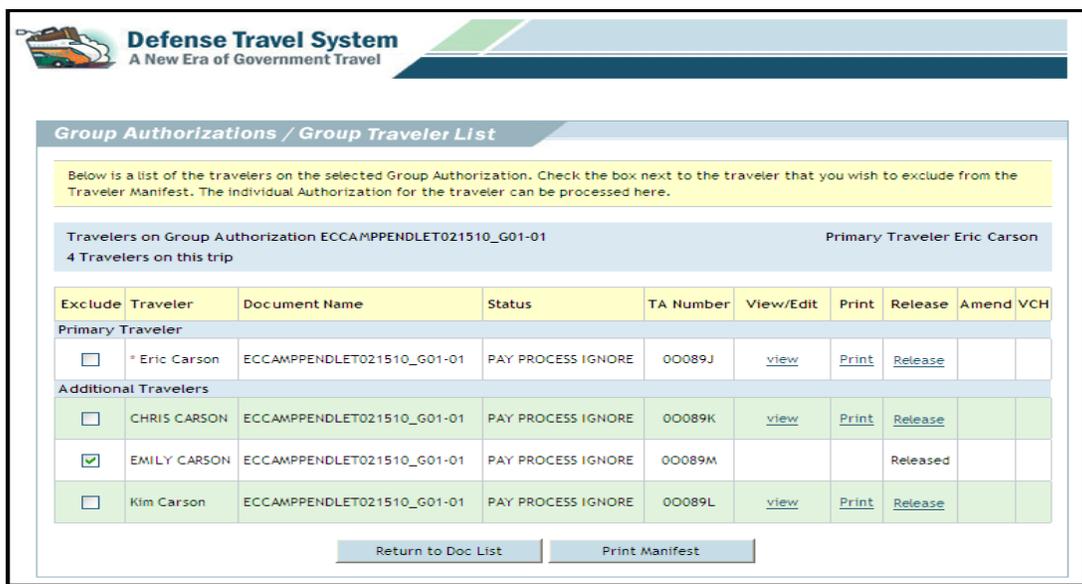


Figure 3-19: Create Amendment Screen

3. (Optional) Complete the **Comments** box with a justification for the amendment.
4. Select **OK**.

## Chapter 3: Group Authorizations For Temporary Duty Travel

The Preview Trip screen opens (Figure 3-20).

**Preview Trip**

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**Reference Information**

Reference:	
------------	--

**Document Comments**

Comments to the Approving Official:	None
Comments from the Travel Agent:	

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: SITE VISIT  
Trip Description:

**Overall Starting Point** Time Zone: EST (06)

Itinerary: Leave From: Quantico,VA  
[View](#) Leave: 15-Feb-10

**Location 1 - CAMP PENDLETON,CA** Time Zone: PST (09)

Figure 3-20: Preview Trip Screen

5. Select **Edit** where it appears next to the flight, rental car, or lodging item to be changed.

The Itinerary section of the group authorization opens to the Per Diem Locations section. It displays a Trip Summary on the right side of the screen, which shows links for removing items from the group authorization.

6. Select **Remove** to remove each item from the group authorization.
7. Enter the CTO-provided cost information in the appropriate DTS screens.

See Section 3.2.8 of this chapter for instructions on entering the cost information into DTS.

**Note:** Any changes to the itinerary and reservations should be communicated to all travelers included on the group authorization.

8. Once changes are complete, access the Digital Signature screen (Figure 3-14).
9. Select the **Submit Completed Document as** drop-down list arrow and select **SIGNED**.

This process reinitiates routing for approval.

### 3.5.2 Traveler Amends Individual Authorization

When the AO approves the group authorization, an individual authorization is spawned for each traveler. It appears in the traveler's authorization document list labeled with a \_G01 suffix and is available in view-only status. Once the group authorization is locked, an amend link displays in the amend column to the right of the document (Figure 3-21).

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
ECRALEIGHNC111510_A01	11/15/10	POS ACK RECEIVED	000N2C	> view	> print	> trip cancel	> amend
ECSANANTONIOT110110_A01	11/01/10	POS ACK RECEIVED	000N2E	> view	> print		
ECCAMPPENDLET021510_G01	02/15/10	POS ACK RECEIVED	000N2H	> view	> print	> trip cancel	> amend

Figure 3-21: Authorizations/Orders Screen

Beginning on the User Welcome screen (Figure 3-2), follow the below steps to amend the individual authorization generated from a group authorization.

1. Mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens.

### Chapter 3: Group Authorizations For Temporary Duty Travel

3. Select **amend** to the right of the document name.

The Choose Signing Certificate screen opens if more than one certificate is available.

4. Choose the correct certificate and select **OK**.

The Create Amendment screen opens (Figure 3-22).

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#### Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: Carson, Eric T  
Traveler SSN: XXXXX2371  
Amendment Name: ECCAMPENDLET021510\_G01-02

Comments:

OK Cancel

Figure 3-22: Create Amendment Screen

5. (Optional) Enter a reason for the amendment.
6. Select **OK**.

The Preview Trip screen opens (Figure 3-20).

6. Use the navigation bar to access the screens and make changes.
7. Stamp document **SIGNED** to reinitiate routing for approval.

### 3.5.3 Primary Traveler Amends an Individual Authorization

When the group authorization is locked, it is no longer amendable. Only the individual authorizations can be amended. The primary traveler and the other traveler(s) may make amendments to their individual authorizations that were generated from the group authorization. The document name became a link when the group authorization was approved.

Group Locked displays to the right of the locked group authorization in the Group Authorizations/Travel Orders screen (Figure 3-23). Beginning on the Group Authorizations/Travel Orders screen, a primary traveler follows the below steps to amend a traveler's authorization:

1. Select the **group authorization** link in the Sort by Document Name column.

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

✦ [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

<a href="#">Sort by Document Name</a>	Sorted by Departure Date	<a href="#">Sort by Status</a>	<a href="#">Sort by TA Number</a>	View/Edit	Print	Lock Group	Amend
<a href="#">ECLASVEGASNV101410_G01</a>	10/14/10	SIGNED		✦ <a href="#">view / edit</a>	✦ <a href="#">print</a>	✦ <a href="#">remove</a>	
<a href="#">ECCAMPPENDLET021510_G01</a>	02/15/10	PAY PROCESS IGNORE	000N2G	✦ <a href="#">view</a>	✦ <a href="#">print</a>	Group Locked	

Figure 3-23: Group Authorizations/Travel Orders Screen

### Chapter 3: Group Authorizations For Temporary Duty Travel

The Group Authorizations/Group Traveler List screen opens (Figure 3-24).

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**Group Authorizations / Group Traveler List**

Below is a list of the travelers on the selected Group Authorization. Check the box next to the traveler that you wish to exclude from the Traveler Manifest. The individual Authorization for the traveler can be processed here.

Travelers on Group Authorization ECCAMPENDLET021510\_G01 Primary Traveler Eric Carson  
4 Travelers on this trip

Exclude	Traveler	Document Name	Status	TA Number	View/Edit	Print	Release	Amend	VCH
<b>Primary Traveler</b>									
<input type="checkbox"/>	* Eric Carson	ECCAMPENDLET021510_G01	POS ACK RECEIVED	00089J	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		
<b>Additional Travelers</b>									
<input type="checkbox"/>	CHRIS CARSON	ECCAMPENDLET021510_G01	POS ACK RECEIVED	00089K	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		
<input type="checkbox"/>	EMILY CARSON	ECCAMPENDLET021510_G01	POS ACK RECEIVED	00089M	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		
<input type="checkbox"/>	Kim Carson	ECCAMPENDLET021510_G01	POS ACK RECEIVED	00089L	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		

Figure 3-24: Group Authorization/Group Traveler List Screen

If the NDEA or primary traveler accessing the Group Traveler List screen does not have group access to a traveler in the group authorization, the view/edit, amend, and print links will not be available for selection. See Table 3-2 for a description of the columns.

Table 3-2: Group Authorization/Group Traveler List Screen Description

GROUP AUTHORIZATION/GROUP TRAVELER LIST SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
<b>Exclude</b>	Column header for the boxes used to exclude the traveler's name from the Traveler Manifest. Does not remove a traveler from a group authorization.
<b>Traveler</b>	Column header for the names of the travelers included on the group authorization.
<b>Document Name</b>	Column header for the names of the group authorizations or the spawned authorizations.
<b>Status</b>	Column header for the name of the last stamp that was applied to each document.
<b>TA Number</b>	Column header for the travel authorization number for each traveler's document.
<b>View/Edit</b>	Column header for and name of the two links used to open the document. If <i>view</i> displays, the user may only view the individual authorizations. If <i>edit</i> displays, the user may edit the document if it has been signed by the traveler.
<b>Print</b>	Column header and name of the link used to print a copy of the traveler's individual authorization.
<b>Release</b>	Column header used to display a link that allows the AO to remove a traveler from a group authorization once it is locked. Column is clear because the figure represents a screen that is being accessed by the primary traveler (not the AO).
<b>Amend</b>	Column header and name of the link used to initiate changes to the individual authorizations after the document has been stamped APPROVED.
<b>VCH</b>	Column header for the column that identifies whether or not a voucher has been created for an authorization. The column will populate with the letter "Y" if a voucher has been created. In this case the Amend link will not display.
<b>Return to Doc List</b>	Button used to return to the Group Authorization / Travel Orders screen.
<b>Print Manifest</b>	Button used to display the Traveler Manifest Report (Section 3.4).

1. Select **amend** to the right of the corresponding traveler's document to create an amendment.

The Choose Signing Certificate screen opens if more than one certificate is available.

2. Choose the correct certificate and select **OK**.

The Create Amendment screen opens (Figure 3-22).

3. (Optional) Enter a reason for amendment.

4. Select **OK**.

The Preview Trip screen displays (Figure 3-11).

5. Use the navigation bar to access the appropriate screen to make edits to the individual authorization.

6. Stamp document SIGNED to reinitiate routing for approval.

### 3.5.4 Remove a Traveler from a Group Authorization

Before AO approval, a traveler may be removed from a group authorization. Access the Group Authorizations/Group Traveler List screen and select remove to the right of the traveler's name (Figure 3-24). A message displays requiring a confirmation that a traveler is to be removed from the group authorization.

1. Select **OK**.  
-OR-  
Select **Cancel** to return to the Group Travelers screen without removing the traveler.

After AO approval, a traveler must be *released* from the group authorization. Once released, DTS disassociates the traveler from the group authorization and automatically makes the traveler's individual authorization available for editing. When DTS disassociates a traveler's individual authorization, it is no longer updated by amendments made to the group authorization and obligations are no longer submitted. Once the individual authorization is available for editing, the traveler can amend, create a voucher, or cancel the individual authorization as needed.

Beginning on the Group Authorizations/Travel Orders screen, follow the below steps to release a traveler from the group authorization.

1. Select the **document name** link for the group authorization from which the traveler is to be released.

The Group Authorizations/Group Traveler List screen opens (Figure 3-25).

**Defense Travel System**  
A New Era of Government Travel

**Group Authorizations / Group Traveler List**

Below is a list of the travelers on the selected Group Authorization. Check the box next to the traveler that you wish to exclude from the Traveler Manifest. The individual Authorization for the traveler can be processed here.

Travelers on Group Authorization ECCAMPENDLET021510\_G01-01 Primary Traveler Eric Carson  
4 Travelers on this trip

Exclude	Traveler	Document Name	Status	TA Number	View/Edit	Print	Release	Amend	VCH
<b>Primary Traveler</b>									
<input type="checkbox"/>	* Eric Carson	ECCAMPENDLET021510_G01-01	PAY PROCESS IGNORE	00089J	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		
<b>Additional Travelers</b>									
<input type="checkbox"/>	CHRIS CARSON	ECCAMPENDLET021510_G01-01	PAY PROCESS IGNORE	00089K	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		
<input checked="" type="checkbox"/>	EMILY CARSON	ECCAMPENDLET021510_G01-01	PAY PROCESS IGNORE	00089M			Released		
<input type="checkbox"/>	Kim Carson	ECCAMPENDLET021510_G01-01	PAY PROCESS IGNORE	00089L	<a href="#">view</a>	<a href="#">Print</a>	<a href="#">Release</a>		

[Return to Doc List](#) [Print Manifest](#)

Figure 3-25: Group Authorizations/Group Traveler List Screen

2. Select **Release** to the right of the name to be removed from the group authorization.

Once selected, the word *Released* displays in the Release column. This is not a link.

Once a traveler is released, DTS sends an e-mail to the traveler. The e-mail informs the traveler their document has been released from the group authorization. The e-mail also states that if changes must be made, the traveler will need to amend the individual authorization.

### 3.5.5 Lock the Group Authorization

Once the AO has approved all amendments, the group authorization may be locked. This action makes the individual authorizations editable. The travelers may amend their own individual authorizations and create vouchers.

If the group authorization is not locked, DTS will automatically lock it three days after the trip end date. This automatic lock date is scheduled to occur after the trip end date in case it is necessary to amend the entire group authorization after the trip. This prevents each traveler from having to make individual amendments.

However, if the group authorization includes requests for SPPs, the group authorization must be locked in a timely manner. This allows each traveler to amend their individual authorization and request SPPs.

### Chapter 3: Group Authorizations For Temporary Duty Travel

Beginning on the Group Authorizations/Orders screen, follow the below steps to lock the group authorization (and thus make the individual authorizations available for editing):

1. Select **Lock Group** to the right of the corresponding document name (Figure 3-26).

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

> [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
<a href="#">ECLASVEGASNV101410_G01</a>	10/14/10	SIGNED		> <a href="#">view / edit</a>	> <a href="#">print</a>	> <a href="#">remove</a>	
<a href="#">ECCAMPPENDLET021510_G01</a>	02/15/10	PAY PROCESS IGNORE	000N2G	> <a href="#">view</a>	> <a href="#">print</a>	> <a href="#">Lock Group</a>	> <a href="#">amend</a>

Figure 3-26: Group Authorizations/Travel Orders Screen

A pop-up message appears informing the user that the document will be locked and cannot be amended further.

2. Select **OK**.  
-OR-  
Select **Cancel** to stop the action and return to the Group Authorizations/Travel Orders screen.

The Lock Group link changes to **Group Locked** and is no longer a link.

## 3.6 Cancel a Group Authorization

Up to the point that the group authorization is locked, the NDEA or primary traveler may create an amendment to cancel it.

When the AO applies the CANCELLED stamp to the group authorization, DTS cancels the individual authorizations automatically.

If the trip is cancelled after the group authorization has been locked, each of the travelers' individual authorizations will have to be cancelled one at a time. Use the **Trip Cancel** link as described in Chapter 10 of this manual.

CTO-disabled sites should refer to their local business rules to cancel any reservations.

**Note:** If the group authorization contains a CTO fee, the CANCELLED stamp will not be available for the AO to select. A voucher must be created to receive reimbursement for any incurred expenses or SPPs that were submitted or paid.

### 3.6.1 Cancel a Group Authorization That Has Not Been Locked

Beginning on the Group Authorizations/Travel Orders screen (Figure 3-27), follow the below steps to cancel a group authorization that has not been locked.

Below is a list of group travel authorizations / orders. Please select the function (edit, print, etc.) corresponding to the appropriate group authorization / order.

> [Create New Group Authorization / Order](#)

Existing Group Authorizations / Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Lock Group	Amend
ECUNK28120940805	N/A	CREATED		> <a href="#">edit</a>	> <a href="#">print</a>	> <a href="#">remove</a>	
<a href="#">ECCAMPENDLET021510_G01-01</a>	02/15/10	PAY PROCESS IGNORE	000891	> <a href="#">view</a>	> <a href="#">print</a>	Group Locked	

Figure 3-27: Group Authorization/Travel Orders Screen

If the group authorization has not been approved, follow the steps below. If the group authorization has been approved, follow Steps 1 through 4 in Section 3.5.1, then proceed to Step 5, 8, or 12 in this section as appropriate.

1. Select **view/edit** next to the document to be cancelled.

The View-Only prompt opens.

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2. Clear the **Open Document VIEW-ONLY** box.
3. Select **OK**.

The Choose Signing Certificate screen opens if more than one certificate is available.

4. Choose the correct certificate and select **OK**.

The Preview Trip screen opens (Figure 3-11).

If reservations were made, proceed to the next step. If no reservations were made but expenses were incurred or added to the group authorization, proceed to Step 9. If no reservations were made and expenses were not added to the group authorization or incurred, proceed to Step 13.

5. Select **Travel** on the navigation bar.

The Trip Summary screen opens.

6. Select **Cancel** for each reservation that displays on the screen. Select **OK** on each cancellation confirmation pop-up window.

**Important:** *A hotel cancellation confirmation number must be obtained to ensure that a no-show charge is not incurred. If the CTO does not provide a hotel cancellation confirmation number, it becomes the traveler's responsibility to contact the hotel directly to obtain one.*

If the authorization contains information for tickets booked outside of DTS, select **Add New Ticketed Transportation** (in the bottom right hand corner of the screen), or select **Other Transportation** on the subnavigation bar. When the Other Trans. screen opens, select **Remove** in the Trip Summary on the right side of the screen. Select **Summary** on the subnavigation bar to return to the Trip Summary screen.

7. Select **Save and Continue**.

If expenses were incurred or added to the group authorization, proceed to the next step, if no expenses were incurred or added to the group authorization, proceed to Step 12.

8. Select **Expenses** on the navigation bar.

The Non-Mileage Expenses screen opens. The Expenses Summary displays the expenses on the right side of the screen.

9. Select **Remove** for each expense that was not incurred. Only retain expenses that need to be reimbursed (e.g., a paid fee).
10. Select **Mileage** on the subnavigation bar and remove any mileage expenses that have not been incurred.
11. Select **OK**.
12. Select **Itinerary** on the navigation bar.

The Trip Overview screen opens.

13. Select **Edit** in the Location 1 box.

The Per Diem Locations screen opens.

14. Select the **Departing On** calendar and select the same date displayed in the **Arriving On** field.

**Note:** Do not use the **Remove** link during the cancellation process. The per diem entitlements are cancelled when the Arriving On and Departing On dates become the same.

15. Select **Save Changes**.

16. Select **OK**.

The Trip Overview screen refreshes.

17. Select **Edit** in the Overall Ending Point box.

18. Select the **End Date** calendar and select the **same date** displayed in the Start Date field.

19. Select the **12 Hours or Less** radio button under Trip Duration. This ensures that no per diem allowances are paid to the travelers.

20. Select **Proceed to Per Diem Locations**.

A pop-up message displays to inform the user that the per diem entitlements have been updated to reflect the changes in the date.

21. Select **OK**.

The Per Diem Locations screen refreshes.

22. Select **Expenses** on the navigation bar.

23. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens. Confirm that lodging and M&IE are equal to zero.

24. Select **Review/Sign** on the navigation bar.

The Preview Trip screen opens (Figure 3-11).

If the group authorization included SPPs, scroll down and select the **Edit** link next to Scheduled Partial Payments. Select **Cancel Scheduled Partial Payments**, and select **Continue** to return to the Preview Trip screen.

25. Complete the **Comments to Approving Official** field with the appropriate cancellation and expense information:

If there were no expenses, then enter: *Trip was cancelled - no expenses incurred.* (Skip to Step 27).

-OR-

If there were expenses, then enter: *Trip was cancelled - expenses were incurred.*

26. Scroll down the Accounting Summary and verify that the Calculated Trip Cost is equal to the cost of expenses incurred.

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27. Select **Save and Proceed to Other Auths** at the bottom of the screen.

The Other Authorizations screen opens (Figure 3-12).

28. Select **Pre-Audit** on the subnavigation bar.

The Pre-Audit Trip screen opens (Figure 3-13).

29. Ensure that all preaudit flags are justified.

30. Select **Save and Proceed to Digital Signature**.

The Digital Signature screen opens (Figure 3-14).

31. Select the **\*Submit this Document as** drop-down list and select **SIGNED**.

32. Select **Submit Completed Document**.

The Choose Signing Certificate screen opens if more than one certificate is available.

33. Choose the correct certificate and select **OK**.

If no expenses were incurred, DTS sends an e-mail to the traveler when the AO stamps the document CANCELLED. If expenses were incurred, a voucher must be created to receive reimbursement after receiving e-mail notification that the AO approved the group authorization.

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