



Defense Travel System

DTA Manual, Appendix C: Definitions

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	04/25/18	Defense Travel Management Office (DTMO)	Changed format, updated language & screenshots	All
1.1	08/17/18	DTMO	General scrub of definitions.	All
1.2	06/17/19	DTMO	General scrub of definitions. Removed Accession Travel, Purging Documents, Secondary Trip Types, Special Circumstances Travel (SCT), Travel Certificate Program (TCP), Added Contracting Officer (CO/KO),	All
1.3	10/11/19	DTMO	General scrub of definitions	All
1.4	10/23/20	DTMO	General scrub of definitions	All
1.5	11/19/20	DTMO	Changed Table of Contents format	Page 2

1 Definitions

DEFINITIONS	
Term	Definition
- A -	
Access	Permission to use an electronic resource, such as DTS, in full or in part. Usually controlled by a third party to grant the ability to see certain information, log into or manipulate an electronic system in some way.
Account Information	Government Travel Charge Card and bank account information stored in the DTS personal profile and accessed through a DTS document or through the DTA Maintenance Tool. Allows DTS to default payment for some types of expenses to the traveler's Government Travel Charge Card.
Departmental Accountable Official	A military member or civilian employee entrusted with public funds. In DTS, this includes the Authorizing Official, Reviewing Officials, Centrally Billed Account Specialists, and possibly others who are responsible for approving disbursements.
Actual Lodging	An amount requested for actual and necessary lodging expenses when the per diem lodging allowance for TDY location is inadequate.
Actual Travel Time	The total number of hours and minutes of travel, calculated from departure to arrival.
Advance	A payment to the traveler's personal bank account that a traveler receives before the trip starts. Advances are typically limited to travelers who do not have Government Travel Charge Cards. The AO may authorize the traveler up to 80% or up to 100% of estimated trip costs.
Advances Outstanding	The total cash advance amount requested on an authorization. This file displays in the Accounting Summary portion of the Accounting screen.
Advances Paid	The total amount of disbursements from travel advances, paid or submitted for payment. If available, this amount appears in the Accounting Summary portion of the Accounting screen.
Agency Program Coordinator (APC)	The person who acts as the liaison between the travel card contractor and agency cardholders. APCs are responsible to the DoD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.
Allowable Travel Time	The number of days allowed for official travel.
Amendment	A change made to an authorization or voucher after the AO stamps the document APPROVED .
Annual Leave	A per diem status that allows no payment of lodging, meals, or incidental expense allowances.
APPROVED	The stamp that the Authorizing Official (AO) in the routing list applies to a travel document.
Archive	The storage facility that receives all trip records after payment. The facility is located in Monterey, California at the Defense Manpower Data Center (DMDC).
Attendant	A Service member, civilian employee, or invitational traveler who is authorized to accompany a Service member or civilian employee to or from a medical facility for required medical attention that is not available locally. The attendant takes care of and waits upon the Service member or civilian employee patient. The attendant may travel with the patient and is appointed by a medical authority.
Auditor	An individual who conducts audits and statistical sampling associated with DTS.
Authenticate	To verify the identity of a user, device, or other entity in a computer system, often as a prerequisite to allowing access to resources in a system.

DEFINITIONS	
Term	Definition
Authorization	The travel request and the form used for TDY travel by DoD personnel. It is the DTS version of a DD Form 1610.
Authorization Number	The travel authorization number (TANUM) that DTS assigns when the AO approves an authorization.
Authorize	To give permission before an act. If the JTR states that an allowance is authorized, without requiring further permission, then a traveler is eligible to receive that allowance.
Authorized Travel Time	The maximum travel time allowed. It is determined before travel begins and is based on the mode of travel authorized in the orders.
Authorizing Official (AO)	The official who directs travel and is responsible for the funding. This person is known as an AO. For DTS is the official designated in writing at the final step of the routing list to approve TDY travel documents.
- B -	
Booking	The act of placing a hold on travel reservations when a user submits a reservation request to the Travel Management Company (TMC). The hold is in place until the AO approves the authorization and the arrangements are reserved.
Budget	The amount of money allocated as funds for travel for a specified period. An AO cannot approve travel without available funds in the budget.
Budget Administration Tool	The tracking tool in DTS that is used to control and track the use of travel funds. An active budget that DTS decrements obligated expenses against the available funds and allows users to run reports on budget activities.
Business Intelligence Reporting Tool (BIRT)	A DTS tool that allows designated people to run prepared reports and create customized reports using data elements pulled from DTS documents and profiles.
Business Travel	Travel to conduct business at a location other than the permanent duty station (PDS).
- C -	
Category B (Patriot Express)	The military contracted/controlled flight operated by Air Mobility Command (AMC).
Centrally Billed Account (CBA)	Government Travel Charge Card account issued to a Government agency to secure certain types of travel arrangements, and for which the Government guarantees payment. CBAs have no spending ceiling and payments are subject to the Prompt Payment Act of 1982, as amended.
CBA Administrator	A permission level 8 user who can add or remove CBA Specialist, generate a Compliance Report, or restage charge card vendor (CCV) invoices for all DoD.
CBA-DTA	A permission level 7 user who can add, edit, deactivate, or delete CBA accounts for a Component. The CBA-DTA can assign CBA Specialists to CBAs, revoke such assignments, and assign a default account to an organization.
CBA Specialist (CBA-S)	The person responsible for certifying the invoice for payment made against the CBA at the organization level. DTS often refers to the CBA-S as the Transportation Officer (TO), although TOs do not always perform CBA reconciliation.
Certificate of Non-Availability (CNA) Number	Verifies that required DoD lodging is not available. When a traveler requests DoD lodging reservations, but no rooms are available, the lodging facility issues a non-availability confirmation number. DTS adds elements to that number to create a Non-Availability Number.

DEFINITIONS	
Term	Definition
Certificate Revocation List (CRL)	The CRL identifies revoked certificates due to suspected compromise of a private key or the subscriber leaves DoD employment, or other reasons.
Certification Authority (CA)	The entity within the DoD public key infrastructure (PKI) that is trusted to issue and sign digital certificates. The CA management functions include user registration and certificate registration, revocation, renewal, and archiving.
Certifying Officer (CO)	An individual authorized in writing in an organization who certifies claims for payment. In DTS, AOs and some CBA-Ss serve as COs.
Citi®	The DoD charge card vendor. Also referred to as Citibank.
City Pair Airfare	Contracted airfares between two cities.
City Pair Program (CPP)	A contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one-way routes permitting multiple destination travel, require no minimum or maximum length of stay, and the tickets are fully refundable with no cancellation fees. Program DoD employees are required to use on official travel (with few exceptions).
Clerk/Travel Specialist	A DTS user designated to create travel documents for an organization's travelers.
Commercial Lodging	Lodging facilities that offer lodging to travelers and sometimes to long-term residents. They are available to the general public, are corporately owned, and are always located off installation grounds.
Common Carrier	A commercial transportation provider (e.g., an airline, a bus company).
Constructed Travel	Travel using a transportation mode other than the directed mode. DTS may require the traveler to complete and submit a cost-comparison worksheet so that the AO may determine the amount of reimbursement. Some DTS screens and messages use the term Constructive Travel.
Constructive Travel	See Constructed Travel.
Contracting Officer (CO or KO)	A DoD employee who performs government duties as outlined in their roles and responsibilities based upon the type of contract they oversee.
- D -	
Debt Management Monitor (DMM)	DTS role performed by a Finance DTA (FDTA). The DMM oversees the reporting, notification, and collection of debts to the Government incurred by DTS travelers.
Default Accounting Code	A line of accounting (LOA) that is set as the default for a traveler or organization. At document creation for a traveler, the default LOA is automatically selected to pay for travel expenses.
Defense Accounting and Disbursing System (DADS)	The external partner system, which interfaces with DTS. DADS makes payments to the travelers and maintains accounting data.
Defense Manpower Data Center (DMDC)	The storage facility that receives all trip records after payment. The documents are stored to meet Internal Revenue Service requirements, provide data to DoD managers, and support post-payment random reviews. See Archive.
Defense Table of Official Distances (DTOD)	The DoD standard source for worldwide distance information based on zip code (of starting location) to zip code (of ending location) in CONUS or city to city OCONUS.

DEFINITIONS	
Term	Definition
Defense Travel Administrator (DTA)	A generic term for a person responsible for managing DTS at the organization level. DTAs may load, update, and maintain some or all organization assets such as: sub-organizations, routing lists, groups, people information, lines of accounting, budgets, and generate reports. A DTA may serve as the local help desk for users, travelers, and routing officials. Specific DTA roles are Lead DTA, Organization DTA, Finance DTA, and Budget DTA.
Defense Travel Management Office (DTMO)	The DTMO provides central oversight for commercial travel management, travel policy and implementation, customer support and training, functional oversight of DTS, and allowance and entitlement program management.
Delegate Authority	The temporary assignment of a routing official's signature authority to another routing official, when the routing official is unavailable to perform his or her DTS duties.
Dependent	A spouse, child, sibling, or parent of a military member or civilian employee. In many instances, this also includes a person with a similar relationship. See the JTR, Appendix A for a further description.
Deployment Tool	The DTS environment in which a user enters, validates, and submits all of a site's data for upload into the system. The Deployment Tool supports the creation of the site or organization administrative setup data (organization structure, routing lists, groups, and lines of accounting). The Deployment Tool also supports the self-registration of personal data for new travelers.
Digital Certificate	A computer-generated record that ties a user's information with the user's public key in a trusted bond. The trust is based on a registration and identification policy enforced by a third party known as the certificate authority (CA). The certificate contains the identification of the CA issuing the certification and the user's public key, and is digitally signed by the issuing CA.
Digital Signature	An electronic signature used to prove to a recipient that the message or data attested to by the signature was truly signed by the originator (i.e., nonrepudiation), and that no changes were made to the message or data in transit (i.e., data integrity). The signer uses their private key to generate the digital signature. The receiving party uses the signer's public key to verify the signature.
Disbursing Office	An activity or that organizational unit of an activity, whose principal function is the disbursement and collection of official funds for the Government.
Document Processing Guides	A series of five handbooks that provides instructions for travelers, NDEAs and travel clerks. It explains how to create and sign authorizations, group authorizations, vouchers, local vouchers, and amendments to documents. It includes an overview of the purpose and features of DTS, such as logging in, Self-Registration, and the DTS menus.
Documents in Routing	The DTS screen that allows Routing Officials to access documents to review, adjust, approve, cancel, or return them. Found under Trips > Trips Awaiting Action on the DTS Dashboard .
DoD Lodging	A lodging facility owned or leased by the DoD, usually located on an installation, and DoD personnel runs the facility.

DEFINITIONS	
Term	Definition
DoD Components	The individuals from the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, Joint Service Schools, and other organizational entities within the DoD. See DoD issuance, "DoD and OSD Component Heads."
DoD Lodging Group ID	Text field under Advanced Options on the DTS Select Your Lodging screen. Used to reserve a room that is blocked for event attendees. The event organizer provides the traveler the Group ID number.
DoD Preferred Lodging	A lodging facility that has a signed agreement with the DoD to meet strict safety, security, and service standards, and offer room rates below DoD per diem limits.
DoD Privatized Lodging	A lodging facility that was owned or leased by the DoD, but is now under commercial management. They are usually located on an installation.
DTA Maintenance Tool	Permits DTAs to create and modify organizations, routing lists, groups, people, and lines of accounting. Permission levels 0, 1, and 5 are the minimum needed to access the tool along with the appropriate organizational access. To access lines of accounting, requires permission level 6.
DTMO Negotiated Agreements	An agreement between the DTMO and rental car companies.
DTMO Passport	A DTMO portal that provides access to the Travel Explorer (TraX) and other tools. TraX provides access to Training Resources, Trip Tools, and a Knowledge Center. It also allows a person to request assistance via a trouble ticket.
DTS Dashboard	The screen that opens after logging onto DTS from the DTS Home screen (see below). It provides direct access to travel documents, administrative functions, information about the system and travel, and much more.
DTS Home screen	Found at https://dtsproweb.defensetravel.osd.mil , this screen lets you log onto DTS and provides information about the system and travel in general.
DTS System Administrator	A permission level 8 user who assigns partner system permissions and functions. System administrators also maintain data and allow partner systems to interface with DTS.
- E -	
Employee	A civilian individual employed by an Agency, including an individual employed intermittently in Government service as an expert or consultant and paid on a daily when-actually employed basis, and an individual serving without pay or at \$1 a year.
Encryption	A security process that renders an electronic record meaningless until it is returned to its original state (decrypted).
Enterprise Web Training System (EWTS)	A web based training environment that simulates the live DTS environment without creating actual reservations or expending funds. EWTS allows one to conduct training for various DTS roles in a classroom setting, desk-side situation, or alone.
Escort	A Service member, civilian employee, or invitational traveler who accompanies a Service member or employee between authorized locations when the Service member or employee is incapable of traveling alone, and a competent authority has authorized travel. A Service member or civilian employee's commanding officer or AO may appoint an escort.
Expense Categories	Expenses are assigned classifications to assist in the calculation of the amount spent on each type of travel expense. DTS subtotals all expenses itemized on a document into expense categories. These categories are identified in the DTA Manual, Appendix K.

DEFINITIONS	
Term	Definition
Expense List	The selections that display in the Expense Type drop-down lists on the DTS Expenses screen. See the DTA Manual, Appendix K for a list of expenses available in DTS documents.
- F -	
Federal Travel Regulation	The regulation contained in Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304.
Field Duty	Is all duty when participating in maneuvers, war games, field exercises, or similar types of operations. A traveler in field duty status is provided meals and Government quarters or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is provided without charge, except that a Service member must pay for meals at the Discount Meal Rate and a civilian employee is reimbursed actual expense allowance for meals. Participants in survival training are also in field duty status. A JTF Commander, Combatant Commander, or Exercise Commander determines if a traveler is performing field duty when meals are obtained by contract.
Foreign Flag Air Carrier	An air carrier that does not hold a certificate issued by the U.S. See 49 U.S.C §41102.
Funding Activity	The command or organization that funds the civilian employee's travel.
- G -	
Global Exchange (GEX)	The system that performs bank transfer functions, translates lines of accounting (LOAs) from DTS, and maps the LOAs to the correct formats for more than 40 accounting and disbursing systems in DoD.
Government	The Government of the U.S.
Government Automobile	A motor vehicle owned by an Agency, leased for 120 or more days, or assigned on a rental basis from a GSA interagency motor pool. Government automobile includes light trucks, pickup trucks and vans. See 41 CFR Part 102-34.
Government Bill of Lading (GBL)	A document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at Government expense.
Government Dining Facility	A government-owned, appropriated funds dining facility with the primary mission of providing meals to military enlisted members. The Joint Travel Regulations (JTR) refers to this as an appropriated funds dining facility. Government dining facility is a generic term used for Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, or flight kitchen.
Government Employee	A non-DoD Federal Government employee who DoD pays for their travel expenses.
Government Lodging Program	The Integrated Lodging Program Pilot (ILPP) is preferred commercial lodging providers and integrates the ability to book government and privatized (Public-Private Venture) lodging properties through the Defense Travel System (DTS).
Government Safety Compliant Lodging	Facilities that are not a part of the Integrated Lodging Program pilot but meet all Federal Emergency Management Agency (FEMA) and DoD safety and security requirements. These facilities do not have a signed agreement with the Government, though they may offer similar services and amenities offered by Preferred Lodging facilities.
Government Travel Charge Card (GTCC)	A charge card used by travelers to pay for official travel and transportation expenses billed to the Government or individual. (CBA and IBA).
***Gov't + Form	The government forms used to complete authorizations and vouchers.
Group	DTS groups protect personal information by only allowing authorized individuals to view other people's travel documents and profile information. Only people given group access can see the travel documents and profile information of travelers who belong to that group. See group access.

DEFINITIONS	
Term	Definition
Group Access	See Group. Typically, DTAs, Help Desk, and travel clerk/NDEAs receive group access to see travel documents.
Group Authorization	A single authorization with one itinerary that lists more than one traveler. When the AO applies the APPROVED stamp, DTS copies the information in the group authorization to create individual authorizations for each traveler, who can amend them and create vouchers as needed.
GSA Contract Rate	Type of fare that displays on the DTS Select a Flight screen. These flights have a Government-contracted price that is higher than Government Contract Rate w/ Limited Availability, but are available until the flight is sold out.
GSA Contract Rate w/ Limited Availability	Type of fare that displays on the DTS Select a Flight screen. These flights are at a Government-contracted price, but there is a limited number of seats available at that price.
- H -	
Help Desk	A local-level support function that the site Lead DTA (LDTA) generally provides.
Hierarchical Organizations	An organization structure that includes a main organization and lower-level suborganizations. It serves as a path to process document routing, accounting, and reporting.
- I -	
Import/Export (I/E) Tool	This tool enables DTS to import travel order data from other DoD travel systems (partner systems) and partially create DTS authorizations. The traveler or NDEA then completes the imported authorization and routes it for approval.
Inactive Duty Training (IDT)	A training status used by service members in the Guard or Reserves.
Incidental Expenses (IE)	Allowance for miscellaneous expenses such as laundry costs incurred while traveling.
Integrated Lodging Program Pilot (ILPP)	A DoD program (currently in Pilot phase) that mandates the use of DoD lodging, DoD Privatized lodging, or DoD Preferred Lodging for all DoD travelers going TDY to certain locations. Provides reduced-rate commercial lodging at selected properties that feature greater security and better services.
Integrated Lodging Program (ILP) Locations	The metro area and installations selected to participate in the ILP.
Itinerary	The Itinerary screen contains information about trip dates, TDY location(s), trip type and purpose, authorization number, and more.
Invitational Travel	Travel performed by an individual not employed by the Government or employed intermittently by the Government as a consultant or expert and paid on a daily “when-actually employed” basis. An individual serving without pay or at \$1 a year performs invitational travel if acting in an official Government capacity. See 5 USC §5703, and JTR, Chapter 3 for information about when invitational travel may be authorized, and for specific travel and transportation allowances.
- J -	
Joint Travel Regulations (JTR)	Regulations governing official travel. The JTR applies to Uniformed Service Members and DoD Civilian Employees.
- L -	
Line of Accounting (LOA)	A data entity representing a DoD account used to finance travel.
Local Registration Authority (LRA)	The entity responsible for certifying user identification and access authority and registering public keys in a public key repository.
Local Voucher	A DTS document used to claim reimbursement for miscellaneous expenses incurred for travel completed in the local area.

DEFINITIONS	
Term	Definition
Lodging and M&IE	Also known as “per diem”, a traveler will receive this amount as reimbursement for lodging and payment for meals & incidental expenses (M&IE). In DTS, the per diem amount is visible in the Per Diem module. Per diem rates are visible in the DTS Per Diem module in a document and searchable via the Travel Tools drop-down on the DTS Dashboard.
Long Term TDY	TDY for a continuous period of 31 days or more.
- M -	
Meals and Incidental Expenses (M&IE)	A fixed allowance, by locality, for the meals and incidental portion of the per diem rate.
Mileage Rate	The allowance paid to a traveler based on the mileage driven and the type of vehicle.
Military Installation	A base, camp, post, station, yard, center, or other activity under the jurisdiction of the Secretary of a military department or in the case of an activity in a foreign country, under the operational control of the Secretary of a military department or the Secretary of Defense, without regard to the duration of the operational control. See 10 U.S.C. §2801.
Military Member	A person commissioned or enlisted in the U.S. Army, Navy, Air Force, or Marine Corps.
Military Technician	Full-time reserve component personnel, not on active duty. Also called Air Reserve Technician in the Air Force Reserve.
Miscellaneous Expenses	The term used to represent any expense entered into an authorization or voucher that has no assigned category. A traveler can enter a miscellaneous expense (if an authorized expense permitted by the JTR) on the DTS Expenses screen.
- N -	
***Net To Traveler	The amount displayed on the ***Financial Summary screen of a voucher that indicates the cumulative amounts of reimbursable expenses minus the total amount of previous payments (always displays at least \$0.00).
Non-Availability Number	Verifies that required DoD lodging is not available. When a traveler requests DoD lodging reservations, but no rooms are available, the lodging facility issues a Certificate of Non-Availability number. DTS adds elements to that number to create a Non-Availability Number.
Non-DTS Entry Agent (NDEA)	A non-accountable official who is designated in writing to enter travel documents (including vouchers) in DTS for one or more travelers.
Non-Foreign OCONUS Area	Includes the states of Alaska, Hawaii, and U.S. territories and the possessions.
Nonrepudiation	Certainty that a transferred message has been sent and received by the parties claiming to have sent and received the message. A person who digitally signed a document cannot later claim not to have signed it.
- O -	
OCONUS	Outside the Continental United States are locations outside of the 48 contiguous states and the District of Columbia
Official Travel	Authorized travel solely related to Government business. Official travel may be performed in the PDS or vicinity, or to and from any combination of the actual residence, PDS and TDY locations.
Organization	In DTS, organizations contain people and may have suborganizations to create a hierarchy. A traveler’s assigned organization determines the options available in many drop-down lists in DTS during document creation and modification.
Organization Access	Provides a DTA the ability to create and modify organization assets (e.g., routing lists, groups, profiles, LOAs, and budgets). A DTA can only affect the assets of the organization they have access to and any of its suborganizations.

DEFINITIONS	
Term	Definition
Other Authorizations and Pre-Audits	DTS screen in the DTS Review module that records special permissions and circumstances (other authorizations), items that require additional justification to the AO (pre-audits), and items the traveler may have forgotten (advisories).
Other Than Economy/Coach-Class Transportation	Class of travel accommodation (i.e., business or first class) generally not allowed for DoD travelers. DoD policy requires economy-/coach-class accommodations be used when performing official government travel. Other Than Economy-/Coach-Class Transportation, (any travel other than economy/coach-class) at government expense is permitted on an exception basis only.
- P -	
Partner System	A DoD computer system that creates travel authorization shells that are imported into DTS. The traveler completes the authorization in DTS. See the DTA Manual, Appendix F for more details.
Partner System/ Subsystem Administrator	An individual or group of individuals who maintain data and allow partner systems to interface with DTS.
Patriot Express (Formerly "Category B" flights)	Military contracted and controlled flight, run by Air Mobility Command (AMC).
Passenger Name Record (PNR)	The unique identifier generated for travel reservations using DTS and/or the TMC. The reservation code provides the traveler's key information and reservation details (e.g., flights, rail, rental car, and lodging). Travelers can use the PNR when checking in at the airport.
Pecuniary	Relating to money; requiring the payment of money.
Pecuniary Liability	Liability of Departmental Accountable Officials for any erroneous payments that result from information that they negligently provide to a Certifying Officer (CO).
Per Diem Location	A TDY city or county for which the Government allows a traveler a set amount of dollars per day for lodging, meals, and incidental expenses.
Per Diem Rate	The maximum amount of dollars allowed for lodging and M&IE for one day.
Permanent Change of Station (PCS)	The permanent assignment, detail, or transfer of a Service member, civilian employee, or unit to a different PDS.
Permissive/ Administrative Travel Time	An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.
Personal Profile	The DTS record of information about the traveler. Examples of information stored in the personal profile include: name, address, Social Security Number, and emergency contacts.
Premium Class	See Other Than Economy/Coach-Class Transportation.
Private Key	A code stored on a diskette or smart card held by a user. Together with the public key, it provides document security in the form of encryption/decryption capability. See Encryption, Public Key, and Public Key Infrastructure.
Privatized Army Lodging (PAL)	A type of DoD Privatized lodging found at Army CONUS and non-foreign OCONUS installations.
Privately Owned Vehicle (POV)	A motor vehicle that is owned or leased for personal use. A POV is not a commercial bus, and is not owned or leased by the Government.
Process Name	A routing test used to determine the next routing element (e.g., routing official or TMC) to which a DTS document will route. This feature is also known as conditional routing because if a given condition (process name) does not exist, then the document skips the conditional routing step.

DEFINITIONS	
Term	Definition
Program Management Office-DTS (PMO-DTS)	The office responsible for DTS program management, it is aligned under the Defense Human Resource Agency/Defense Manpower Data Center. Also referred to as the DTS-PMO.
Proportional Meal Rate	The average of the standard Government meal rate and the locality meal rate, rounded up to the nearest dollar. A proportional meal rate is used when one or two meals are available and directed at the Government meal rate or a deductible meal is provided.
Public Key	A code used to provide security, when matched with a private key, in the form of encryption/decryption capability. See Encryption, Private Key, and Public Key Infrastructure.
Public Key Infrastructure (PKI)	Security management in the form of encryption/decryption capability through the use of public and private keys (aka, certificates). Defense Information Systems Agency (DISA) manages the DoD PKI. See Encryption, Private Key, and Public Key.
Public-Private Venture (PPV)	This is a specific type of DoD Privatized lodging. See DoD Privatized lodging.
- R -	
Read-Only Access (ROA)	Allows authorized individuals to see, but not change, information in DTS travel documents. The DTS ROA Administration Tool allows assignment of ROA roles and access.
Reimbursable Expenses	Expenses that the AO may authorize for reimbursement while on official travel, e.g., lodging taxes, transportation from terminal to lodging.
Report Scheduler	DTS reports tool that allows users with organization access to generate reports that compile data in a variety of categories. Some reports require certain permission level or other access.
Rest Stop	A rest period, not to exceed 24 hours, allowed for a traveler who is not authorized premium or business class travel, and whose flight time, including stopovers, exceeds 24 hours.
Routing Element	An official or entity assigned to both a level (or step) and a stamp in a routing list. See Routing List.
Routing List	The electronic path of officials and offices that a document must follow for approval. DTAs enable electronic routing by setting up levels, stamps, and associating a Routing Official with each stamp. See the DTA Manual, Chapter 5.
- S -	
Scheduled Partial Payment (SPP)	Partial reimbursement that a traveler may receive before the trip is complete if the trip exceeds 45 days. This option is set up to pay the traveler every 30 days for the expenses estimated on the authorization.
Signature Certification	The act of witnessing and certifying, by a Certifying Officer, that occurs when a user establishes or changes their electronic signature in DTS.
Signature Key File	The name of the user expected to sign the document.
Signature Verify	The DTS process that checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. This process verifies that the document has not been adjusted since it was signed.
Split Disbursement	The traveler (in most cases) must have part of their reimbursement paid directly to their Government Travel Charge Card (GTCC) account. The traveler receives the remainder of the payment to their personal bank account.
Sponsor	A military member or civilian employee with at least one dependent.
Standard Rate	The total per diem amount to allow if both meals and quarters are available to the traveler.
- T -	

DEFINITIONS	
Term	Definition
Temporary Duty (TDY)	Duty at one or more locations away from the PDS providing for return to the old PDS. TDY includes business travel, schoolhouse training travel, deployment travel, and special circumstances travel (e.g., government funded leave, medical, and emergency visitation travel).
T-ENTERED	The DTS signature stamp that accomplishes the same action as SIGNED . Only a Non-DTS Entry Agent (NDEA) may use this stamp. They only use it when signing a voucher or local voucher for a traveler.
Threshold Amount	A parameter value used to trigger a pre-audit flag on the Other Auths and Pre-Audit screen. Expenses that exceed this value trigger the pre-audit flag. See the DTA Manual, Appendix K, to see the applicable thresholds for reimbursable expenses.
Time Zone	The time zone of the traveler's permanent duty location. DTS uses this value to determine whether the traveler crossed the International Date Line.
Transportation Classes	The quality and service levels available for transportation modes, e.g., coach class, premium or business class, and first class.
Transportation Officer (TO)	A person appointed or designated by the commander of a military activity to perform traffic management functions. The designation may be as an installation Transportation Officer, Traffic Manager, or Passenger Transportation Officer. DTS frequently uses this term to refer to the CBA Specialist.
Transportation Security Administration (TSA)	An agency established to safeguard United States transportation systems and ensure safe air travel.
Travel Advance	Money that the traveler is authorized to receive prior to travel, as a percentage of the estimated expenses.
Travel Assistance Center (TAC)	Entity that provides support on a range of travel-related topics to all DoD travelers 24 hours a day, seven days a week. The TAC also provides after hours recruit assistance. Dial: 1-888-Help1Go.
Travel Explorer (TraX)	One of the tools accessed through the DTMO Passport portal. TraX provides access to Training Resources, Trip Tools, and a Knowledge Center. It also allows a person to create a help tickets for TAC assistance.
Travel Management Company	A travel management center or commercial travel office, and is a company contracted by the Government to provide commercial travel and ticketing services for official travel.
Travel Management System	A system for booking commercial carrier tickets, lodging accommodations, and car rental services; fulfilling reservations; and providing basic travel management information. A travel management system includes electronic systems, or other commercial methods of arranging travel. See FTR § 300-3.1.
Travel Status	Is a Service member or civilian employee's status during official travel. A Service member or civilian employee is also in a travel status while awaiting transportation connections and during delays en route that are beyond the traveler's control. See JTR, par. 010203
Travel Training Resources	DTMO provides a comprehensive set of resources to the DoD Components to amplify their training strategy. These resources receive continuous reviews, evaluations, and updates. They include eLearning [Web-based Training (WBTs), Distance Learning (DLs)], Instructor Resources, and Reference Materials.
Traveler	Anyone who travels on official business for DoD (e.g., Service members, civilian employees and other identified individuals).
Trip Purpose	The selections on the drop-down list on the Itinerary screen that identify a general reason for the travel. The DTA Manual, Appendix K displays the available Trip Purposes.

DEFINITIONS	
Term	Definition
Trip Record	The electronic or paper document on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. It is a single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.
Trip Type	The selections on the drop-down list on the Itinerary screen that identify the type of official travel. The DTA Manual, Appendix K displays the available Trip Types and further defines each one with a code that indicates how DTS calculates allowances for per diem allowances for each trip type and document type.
- U -	
Update Person	The Update Person screen allows a DTA to enter address information, default accounting code, electronic funds transfer data, GTCC account number, and other data in a DTS profile.
User	The type of profile given to someone who interacts directly with DTS, but does not and will not perform any official travel for DoD, e.g., a contractor serving as a DTA, an AO who simply does not travel.
User/Traveler	The type of profile given to someone who performs (or may perform) official travel for DoD, regardless of any other DTS roles they may perform.
U.S. Government Rental Car Program	This program provides special rental benefits and reduced rate to all Federal Government employees traveling on official business. The program is designed to meet the needs of the Federal traveler; and provide quality rental cars through companies at over 10,000 rental locations. DTMO administers the programs through rental car agreements with participating vehicle rental companies.
U.S. Government Rental Truck Program	This program provides quality vehicles at reason prices for Federal travelers on official travel. Allows military members and employees of the Federal Government to rent pickups, cargo vans, utility trucks, and commercial trucks while traveling in an official status.
U.S. Installation	A base, post, yard, camp or station where the U.S. Government operates under the local command of a Uniformed Service, with permanent or semi-permanent troop shelters and a Government Dining Facility. A U.S. installation excludes contracted hotels not contained on and operated by the installation.
- V -	
Voucher	A document that travelers use to claim reimbursement for travel expenses and payment of earned allowances; officially referred to as a <i>voucher from authorization</i> . The traveler completes the voucher when travel has concluded.
Voucher from Authorization	See Voucher.
- W -	
Wild Card	The use of an asterisk (*) at the beginning and/or the end of a search term that broadens the search to include results with unspecified characters in the position held by the asterisk.
Web-based Training (WBTs)	Web-based Training (WBTs) is available through TraX, which is accessible through the DTMO Passport portal. WBTs provide interactive training for Travelers, RO/AOs, and DTAs covering documents, GTCC training, travel policy, approval process, admin functions and DTS reports.

2 The DTA Manual: Contents & Links

DTA MANUAL CHAPTER: TOPIC	URL (SELECT OR CUT & PASTE)
Chapter 1: DTS Overview	https://www.defensetravel.dod.mil/Docs/Training/DTA_1.pdf
Chapter 2: DTS Access	https://www.defensetravel.dod.mil/Docs/Training/DTA_2.pdf
Chapter 3: DTS Site Setup	https://www.defensetravel.dod.mil/Docs/Training/DTA_3.pdf
Chapter 4: Organizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_4.pdf
Chapter 5: Routing Lists	https://www.defensetravel.dod.mil/Docs/Training/DTA_5.pdf
Chapter 6: Groups	https://www.defensetravel.dod.mil/Docs/Training/DTA_6.pdf
Chapter 7: People	https://www.defensetravel.dod.mil/Docs/Training/DTA_7.pdf
Chapter 8: LOAs	https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf
Chapter 9: Budgets	https://www.defensetravel.dod.mil/Docs/Training/DTA_9.pdf
Chapter 10: Reports	https://www.defensetravel.dod.mil/Docs/Training/DTA_10.pdf
Chapter 11: MIS Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_11.pdf
Chapter 12: ROA Administration	https://www.defensetravel.dod.mil/Docs/Training/DTA_12.pdf

DTA MANUAL APPENDIX: TOPIC	URL (SELECT OR CUT & PASTE)
Appendix A: Self-Registration	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_A.pdf
Appendix B: Acronyms	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_B.pdf
Appendix C: Definitions	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_C.pdf
Appendix E: Emails	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_E.pdf
Appendix F: Import / Export Module	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_F.pdf
Appendix G: Error Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_G.pdf
Appendix J: Help Process	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_J.pdf
Appendix K: DTS Tables	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Appendix L: Reorganizations	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_L.pdf
Appendix M: Ranks and Grades	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_M.pdf
Appendix N: Country Codes	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_N.pdf
Appendix Q: Org Naming Sequence	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_Q.pdf
Appendix R: LOA Formats	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf