Defense Travel System

Financial Field Procedures Guide

April 05, 2019
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Chapter 1: Introduction

The purpose of this guide is to identify the major financial management related roles, responsibilities, regulations, and requirements associated with the Defense Travel System (DTS). It provides information for Accountable Officials, such as Authorizing Officials (AOs), Budget Defense Travel Administrators (BDTAs), Certifying Officers, Finance Defense Travel Administrators (FDTAs), Debt Management Monitors (DMMs), and Routing Officials. Also included is a description of the roles of the Certifying Officer in the payment process and their pecuniary liability for financial losses. An overview of DTS financial management-related functions and other topics concerning finances and resource management are included; check the DTMO website (https://www.defensetravel.dod.mil/site/training.cfm) for detailed information and additional resources.

This document is a guide and is not an official Department of Defense (DoD) regulation. Personnel should consult official DoD regulations, i.e., the DoD Financial Management Regulation (DoD FMR), Joint Travel Regulations (JTR), and component-specific regulations to ensure compliance.
Chapter 2: Funds Control – FDTA and BDTA

This section provides information on the funds control process in DTS and the complimentary roles of the FDTA and BDTA. These two DTAs are responsible for one or more organization’s lines of accounting (LOAs), and establishing the travel budget using the DTS Budget Tool as a basis for travel approvals. The FDTA generally functions as the primary point of contact of an organization for all financial management-related activity in DTS.

A FDTA and BDTA may be one or more persons (a DoD civilian employee or military member) in the budget, resource management, accounting, or finance office that is responsible for assisting in the management and support of DTS.

A FDTA or BDTA works with LOAs, budgets, reports, and act as a help desk point of contact. The responsibilities, as established by the local organization, may include:

- Maintain LOAs and budgets (see chapter 8)
- Process rejects from accounting and disbursing
- Manage travel documents and reports
- Reconcile Central Billed Accounts (CBAs) if appointed as a CBA Specialist
- Track traveler debt if appointed as a Debt Management Monitor (DMM)
- Operate the local help desk
- Use the cross organizational funding features (see chapter 10)
- Retain Accountable Official appointment letters (DD Form 577s) if assigned by local policy

Not all accounting systems record travel budget data at the detail level provided in DTS. However, the official funds control data resides in the appropriate Defense Accounting and Disbursing System (DADS). These systems support/provide accounting and disbursing functions based on the financial transactions submitted from DTS.

2.1 FDTA

The FDTA is responsible for assisting in the financial management and support of DTS for an organization or installation. The FDTA ensures all financial information is current and accurate. If appointed as an accountable official, the FDTA requires the DD Form 577 appointment in writing (see Appendix C). To terminate that appointment, use the same DD Form 577 to revoke the role and reduce DTS access to the lowest level required to perform any remaining duties.

FDTAs generally require DTS permission levels 0, 1, 3, 5 and 6 and organization access. They create, maintain, and delete the LOAs that belong to their organizations. They must assign each LOA a corresponding DTS budget. When a LOA is no required then suggest removing the LOA from DTS, to prevent improper use of a LOA in new travel documents.
The FDTA serves as the point of contact for correcting rejected transactions resulting from financial errors. If the LOA does not pass the audit in the accounting system, an error message generates, the transaction rejects, and a REJECTED stamp appears on the Digital Signature screen. **Note:** You may need to select the Show Previous Stamps link to view all available document stamps. The unsuccessful transaction requires corrective action in the form of an amendment. After correcting the error, signing the amendment resends the transaction back to the accounting system for processing. Any delay in correcting the transaction will hinder authorization approval or voucher reimbursement.

The FDTA must comply with all Department-wide and local financial policies and procedures for establishing and maintaining LOAs and must be familiar with the regulations listed below:

- *DoD FMR*
- *JTR*
- All service or agency internal control policies and procedures

In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities. The FDTA is an integral part of the local help desk function and may serve as the local contact for issues such as travel allowances and policies.

Additional information is available in the documents listed below:

- **Creating and maintaining LOAs:** See the *DTA Manual, Chapter 8*.
- **Guidance on Fiscal Year Crossover for LOAs:** See the *DTA Guide to Establishing LOAs and Budgets for the New Fiscal Year*.
- **Using the DTS Budget Tool to set up budgets for new fiscal year:** See the *DTA Manual, Chapter 9*.

### 2.2 BDTA

A BDTA requires DTS permission levels 0, 1, and 3 and organization access. They can create, edit, and remove information in the DTS Budget Tool. See the *DTA Manual, Chapter 9*. Changes in funding targets should coincide with normal fund distribution cycles. The BDTA reconciles the balances in the Budget Tool with official accounting records regularly in accordance with local policies.

If appointed as an accountable official, the BDTA requires a *DD Form 577* appointment (see Appendix C). When this appointment expires, use the same *DD Form 577* to update and terminate the appointment. A DTA must also reduce the person’s DTS access to financial functions to the lowest level required to perform remaining duties.
The Budget Tool allows the BDTA to control the funds tied to each LOA and provides real
time fund status in DTS, displaying balance information during the approval process; DTS
prevents approval of travel documents with insufficient funds. The funds entered into the
Budget Tool should mirror the funding information in the official accounting systems. The
FDTA has a link in the LOA list to create a budget.

The BDTA can use Reports within the Budget Tool to generate various reports. BDTAs (or
FDTAs) may also be required to use the Management Information System (MIS) query
capabilities for various military pay reports as described in Chapter 12 of this guide.
Detailed information concerning the standard DTS reports and the MIS query capabilities
are available in the *DTA Manual, Chapter 10*. 
Chapter 3: DMM

If an FDTA must manage travel-related debt in DTS, appoint them as a DMM. A DMM requires DTS permission levels 0, 1, and 6, as well as organization and group access. DMMs monitor travel-related debt in DTS, through the Debt Management Tool, reports, and emails. Further details on the roles and responsibilities of the DMM is available in the *Guide to Managing Travel-Incurred Debt*.

If appointed as an accountable official, a DMM requires a *DD Form 577* appointment (see Appendix C). When this appointment expires, use the same *DD Form 577* to terminate the appointment. A DTS must also reduce the person’s access to financial functions in DTS to the lowest level required to perform remaining duties.
Chapter 4: AO

Travel documents in DTS require approval before a traveler can travel or receive payment for official travel related expenses. An AO requires DTS permission levels 0 and 2. They are responsible for ensuring all travel follows DoD travel regulations per the Joint Travel Regulations (JTR). The AO acts as a Certifying Officer (see Chapter 5) for DTS documents, and is the individual who controls the mission, authorizes the trip, and allocates funds for TDY travel. AO are not required to be travel experts, but should have some knowledge of allowances and eligibility requirements described in the JTR. DTS provides compliancy audits and access to allowances to help the AO do their job well.

Most AOs require appointment as a Certifying Officer, which means they require a DD Form 577 appointment (see Appendix C). When this appointment expires, use the same the DD Form 577 to terminate the appointment. A DTA must also reduce the person’s access to DTS functions to the lowest level required to perform remaining duties.

4.1 Required Training

Within two weeks of appointment, and before approving any documents, the AO must complete a training course as defined in Certifying Officer Legislation (COL) Public Law 104-106. The AO must provide a printed course completion certificate to their supervisor.

The AO’s chain of command will determine the specific course that will satisfy the training requirement. The Travel Explorer (TraX) offers classes known as Training for Accountable Officials and Certifying Officers (TAOCO) can provide that required training. For more information on TAOCO, follow this link: https://www.defensetravel.dod.mil/Docs/Training/Accessing_Training_for_AOs_and_COs.pdf

Note: Check with your Component representative for business rules that apply to your organization.

4.2 Recommended Training

In addition to the TAOCO classes mentioned above, we recommended AOs take at least one course from each category listed below. All are available through TraX.

Travel Policy – These classes provide an overview of travel regulations. Available classes are:
- Programs and Policies – TDY Travel Policies 101, WBT
- Programs and Policies – Joint Travel Regulation Overview, WBT


**DTS** – These classes provide an understanding of how to use DTS to authorize and approve travel. Although many DTS classes are available in TraX, the one most pertinent to AOs is:

- AO/RO - The DTS Approval Process, WBT
- AO/RO - Vital Skills for Authorizing Officials, WBT
- AO/RO - Vital Skills for Authorizing Officials Applied, WBT

### 4.2.1 Travel Policy

These classes provide an overview of travel regulations for TDY travel. Travelers, Travel Clerks, Routing Officials and DTAs can all benefit from taking the training. Available classes are the *TDY Travel Policies* and *Joint Travel Regulations Overview* (both web-based training [WBT] classes) and classroom training provided by your organization.

### 4.2.2 Defense Travel System

These classes provide an understanding of how to use DTS to authorize and approve travel. Courses available include: *The DTS Approval Process* (WBT), Vital Skills for Authorizing Officials (WBT), Vital Skills for Authorizing Officials Applied (WBT) and classroom training provided by your organization.

### 4.3 Approving Travel Documents in DTS

The AO (and occasionally other DTS roles, such as a CBA Specialist) uses DTS to review and approve requested payments in travel documents. Authorizations may contain travel advances and scheduled partial payments (SPPs), while vouchers contain requests for reimbursements and travel allowances.

On the authorization, in addition to certifying payments, the AO must ensure that travel arrangements and should-cost estimates are reasonable and consistent with the mission prior to approval. On the voucher, the AO ensures that the document correctly reflects what actually happened on the trip, and that all payments the traveler requested are legal, proper, and correct (e.g., attached required receipts to the vouchers and match claims). The AO must also ensure there is a proper LOA on the authorization and voucher. See Chapter 12, Section 12.3.

If the AO determines or believes any request for payment is inappropriate, the AO must disapprove the request by returning the document for correction. DTS helps the AO identify actual or potential inappropriate payments, and can be useful for compare voucher claims against the approved should-cost estimate.
The AO certifies the payment of funds in DTS by applying their digital signature. The AO has pecuniary liability for improper, illegal, and erroneous payments made as a result of personal negligence. An AO cannot authorize travel payments on their own documents (see Chapter 4.4).

The AO must ensure that the travel budget associated to the LOA in the document has sufficient funds to cover the travel costs. DTS will not let the AO approve a travel document when the should-cost estimate (authorization) or the actual cost (voucher) exceeds the amount of funds available in the budgets associated to the LOAs in the travel document. If this occurs, the AO must contact the FDTA or BDTA for guidance or request additional funding (or conversely disapprove/return the travel request).

The AO’s approval of an authorization establishes an obligation in the official accounting system to support the expected payments to the traveler upon completion of the trip. The DoD FMR holds AOs pecuniarily liable (i.e., financially accountable) for their actions related to the approval of travel authorizations and subsequent payment as determined by the service or agency.

System audit and policy checks assist the AO in their review and approval of travel authorizations. DTS flags each item it identifies as a questionable claim. The traveler must provide sufficient justification for the item before the AO may approve the document. DTS must maintain all travel documents as part of the official travel record. An AO must exercise discretion, consistent with mission or trip purpose requirements and the JTR, as applicable, when approving or rejecting flagged items.

The AO also approves payments requested in travel documents. Authorizations may include a request for a travel advance or SPPs. The AO must review the authorization and all applicable information before approving an advance or SPP. Vouchers include requests for reimbursement of incurred expenses and payment of earned allowances. A traveler must attach all required substantiating records (e.g., receipts) to the travel document. DTS provides electronic scanning/upload and faxing capability. See Chapter 12.3.
AOs:

- Must complete COL training before starting to work as an AO, and annually thereafter.
- Must have an approved DD Form 577 appointment, as an accountable official (see Appendix C). When this appointment expires, use the same DD Form 577 to terminate the appointment. Reduce access to DTS functions to the lowest level required to perform their remaining duties.
- Have pecuniary liability for payments disbursed due to approved payments on vouchers, as well as for advances, and SPPs on authorizations.
- Have pecuniary liability for erroneous payments made on vouchers.

Additional guidance is in Appendix C of this guide and *DoDFMR, Volume 5, Chapter 5.*
4.4 Self-AO

DTS does not support blanket travel authorizations. An individual, who previously traveled under a blanket travel order prior to DTS, now requires designation as a Self-Authorizing Official (Self-AO). Self-AOs:

- Are added to the routing list and provided the APPROVED stamp used to self-authorize.
- Can’t approve their own authorization if it contains a travel advance or a SPP request.
- Can’t approve their own voucher.
- Can verify funds are available in the DTS budget if they have organization access.
- May have separate budgets based on local business rules.

An individual in the Self-AO’s routing list must approve vouchers and authorizations that include travel advances or SPPs. Self-AOs must be designated in writing in accordance with the DoD FMR, Volume 9, Chapter 2.

4.5 AO Access to the DTS Budget Tool and Reports

Giving AOs permission level 1 allows them to view (but not edit) DTS Budgets to confirm travel funds availability at any time. Without permission level 1, they can only see travel funds availability when they apply (or try to apply) the APPROVED stamp to a DTS document.

Giving AOs organizational access allows them to run reports to view the following budget status reports:

- Total Obligation Report
- Target Adjustment Report
- Transaction Report
- Balance Report
Chapter 5: Certifying Officer

For a detailed explanation of Certifying Officer Duties in DTS, see Chapter 4.3. A summary of a Certifying Officer’s main responsibilities is available in Table 5-1.

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<thead>
<tr>
<th>Ensure That Payments Are ...</th>
<th>Details</th>
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<tbody>
<tr>
<td>Legal</td>
<td>Requested payments are in accordance with Federal laws and local policy.</td>
</tr>
<tr>
<td>For Official Business</td>
<td>Requested payments support official travel; none are for personal or unauthorized activities.</td>
</tr>
<tr>
<td>Properly Supported</td>
<td>Required attached documentation is legible, and supports payment claims. This includes required:</td>
</tr>
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<td></td>
<td>• Receipts</td>
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<tr>
<td></td>
<td>• Approvals (e.g., business class travel)</td>
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<td></td>
<td>• Justifications of pre-audit flags, i.e., use of non-City-Pair flight, non-compact rental car.</td>
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<tr>
<td>Accurately Prepared</td>
<td>Requested payments are assigned to the correct LOA.</td>
</tr>
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Even if the travel document is prepared by someone else (e.g., travel clerk, Non-DTS Entry Agent [NDEA]), the traveler remains responsible for the accuracy and completeness of travel information entered into DTS. Attach necessary receipts and other substantiating records to the travel document. If the receipts or other substantiating records are not available, provide a written statement of missing documentation. See Chapter 12.3. After the traveler, travel clerk, or NDEA signs the document, DTS routes it to the AO for approval, though other reviewers may see it before the AO. See Chapter 7 for information about NDEAs.

The responsibilities and relief from pecuniary liability of a Certifying Officer is prescribed under United States Code (USC), Title 31, Money and Finance, Section 3528.
Chapter 6: Routing Official

A Routing Official is a person who reviews DTS travel documents. Each Routing Official listed in the routing list applies a particular status stamp to the document. Routing Officials may include personnel from the finance, transportation, medical, or other offices. See DTAM, Chapter 5 for additional information.

At a minimum, a Routing Official requires DTS permission levels 0 and 2, though they may require others, depending on the specific nature of their review duties. The organization determines each routing official’s duties. If their function is to only review documents, which route to them for action (based upon the routing list), then the Routing Officials don’t require organization or group access. They access documents using Trips Awaiting Action in DTS.

If appointed as an accountable official, appoint the Routing Official using a DD Form 577 (see Appendix C). When this appointment expires, use the same DD Form 577 to terminate the appointment. A DTA must reduce the person’s access to financial functions in DTS to the lowest level required to perform remaining duties.

Although others are possible, the most common Routing Officials are:

- AO: Reviews the entire document approves the document and applies the APPROVED stamp.
- Reviewing Official (RO): Checks a more specific aspect of the document and applies a REVIEWED stamp.
- Certifying Official (CO): Checks for funds availability and applies the CERTIFIED stamp (Note: Don’t confuse with a Certifying Officer. They do very different things.)
Chapter 7: NDEA

A NDEA may be a military member, DoD employee, or a contractor responsible for entering DTS travel documents for travelers without reasonable access to DTS. Local command authorities must use locally established procedures to appoint a NDEA; however, since a NDEA is not an Accountable Official, it is not appropriate to use a DD Form 577 to make the appointment. However, refer to your local business rules for NDEA designation.

To do their job, NDEAs require DTS permission level 0 and group access within the profile as well as the radio button indicator for the selected role.

When a NDEA signs a DTS authorization for a traveler, they use the SIGNED stamp. When they sign a voucher or local voucher for a traveler, they use the T-ENTERED stamp.

The T-ENTERED stamp signifies that an authorized person signed the voucher for the traveler, but otherwise functions exactly same as the SIGNED stamp. Before creating a voucher, the NDEA must receive from the traveler a completed and signed DD Form 1351-2 (voucher) or OF 1162 (local voucher). That document can be a paper or electronic document. The NDEA is not responsible for the validity of the information the traveler provided, but is responsible for entering the data into DTS exactly as appears on the traveler’s form. The NDEA must electronically attach the traveler’s signed voucher form and all other documents required by DoD regulations.

Note: As the document creator, the NDEA is not part of any routing list.

Note: An authorized user – called a travel clerk in this guide, though the title varies from organization to organization – may create and sign authorizations for a traveler. Travel clerks use the SIGNED stamp, and are not required to receive any special paperwork from the traveler or attach it to the authorization. Travel clerks are not Accountable Officials, and do not fall under the Accountable Official rules for DD Form 577 appointment. If appointed, follow your local business rules. Unless prevented by another source (e.g., union rules) a contractor may be appointed as a travel clerk.
Chapter 8: DTS LOAs

The first data element in all DTS LOA format maps is the six-digit accountable station number. This number identifies the accounting system that maintain the records for the funds to be used. DTS uses this number to route transactions to the appropriate financial accounting system, which can correctly interpret the remaining fields in the format map, which are unique for each financial accounting system. See *DTA Manual, Chapter 9* for more information.

The remaining fields in the LOA contain the organization’s fiscal coding structure, which presents numerous discrete elements contained in up to 10 Accounts.

An organization’s FDTAs create its LOAs and budgets (though BDTAs help with the budgetary aspect). This process can be time-consuming for large organizations; however, multiple FDTAs may share the data entry duties. All FDTAs must have the appropriate permission levels and organization access, which can be temporarily if needed.
Chapter 9: Foreign Military Sales (FMS) in DTS

The DoD FMS program manages the sale of U.S. Defense articles and services to foreign governments and international organizations. A Letter of Offer and Acceptance is the U.S. Government’s contractual sales agreement with the FMS customer and must be under full accounting control.

DTS FMS LOAs references are:

- DTA Manual, Chapter 8 and Appendix R
- The Adding FMS LOAs to a DTS Document information paper

The DoD Deputy for Security Assistance (DFAS-JAXBA/IN) is responsible for:

- Recording budget authorities in the FMS Trust Fund accounting system
- Maintaining FMS Trust Fund budget execution records
- Approving the DoD Component’s requests for FMS obligation authority
- Obtaining payment advances from foreign customers sufficient to liquidate obligations resulting from the FMS budget authorities

9.1 Processing FMS Transactions

DTS provides a single, standardized, automated interface with the Defense Finance and Accounting Service (DFAS) Corporate Database (DCD) and Defense Integrated Financial System (DIFS) that automates the request, notification, and confirmation of FMS-expenditure authority for DTS travel expenditures citing the FMS appropriation.

Before creating expenditures against FMS appropriations, DTS must obtain expenditure authority from DIFS, the central accounting system, and authoritative sources for FMS Trust Fund control and management for DFAS-JAXBA/IN. After obtaining expenditure authority, funds to cover the disbursement are set aside and are not used for any other purpose.

This process involves DTS submitting a travel settlement invoice to DCD that contains at least one LOA with FMS-defined data elements, County Code, Case Number, and Line Item. This data helps track transactions in DIFS and exists in most DoD LOAs.

FMS Case Number indicates a contractual sales agreement between the U.S. Government and an eligible foreign country or international organization document by DD Form 1513 or an official Letter of Offer and Acceptance. A FMS case identifier is assigned for the purpose of identification, accounting, and data processing for each offer.

FMS Country Code identifies a country or international organizational code for transactions pertaining to FMS.
**FMS Line Item** identifies a detail line item on the letter of Offer and Acceptance.
When DCD identifies a DTS travel settlement invoice containing a LOA with FMS defined data elements requiring expenditure authority:

1. The invoice waits in the DCD for receipt of the FMS expenditure authority from DIFS.

2. The DCD generates a FMS expenditure authority request for the specified County Code, Case Number and Transaction Control Number (TCN) to DIFS for approval.

3. DIFS processes the request and returns a Transaction Reply Code (TRC) to DCD for approved expenditure authority or a TRC with reason for reject expenditure authority.

4. When the DIFS TRC approving the expenditure authority is received, the associated DTS travel settlement invoice will be released to the designated General Accounting and Finance System (GAFS) central site for disbursement processing by the Centralized Disbursing System (CDS). If DIFS returns a TRC rejecting the request, DCD will generate and route a Negative Acknowledgment Code (824) to DTS.

5. After CDS processes the disbursement, the Remittance Code (820) routes back to DCD where the TCN is appended to register the approval of the FMS expenditure authority prior to submission to DTS.

6. For transactions rejected by DIFS, when the TRC reason is cash not available, DCD will automatically resubmit the expenditure authority Request, using the same FMS Case Number, with the next transmission to DIFS.

7. DCD will also notify DTS of the resubmission. DCD resubmits only one request per reject. If a subsequent resubmit results is a reject, DCD will send a Negative Acknowledgment Code (824) to DTS.

**Note:** FMS transactions requiring expenditure authority must be disbursed in the month the authority is given. If DCD receives a FMS transaction requiring expenditure authority after the month-end cutoff, the authority submission to DIFS occurs in the succeeding month.

See Chapter 13 for more information on 8xx codes.
9.2 Processing Delays Associated with FMS Transactions

This requirement for expenditure authority – and the possible delay in receiving from DIFS – it may cause a delay in payments to the traveler whose voucher contained an FMS LOA. DTS provides notifications of the delay:

- The traveler and the AO receive pop-up notifications in DTS reminding them that FMS executes LOAs differently and traveler payments require additional processing time.
- The traveler receives an email notification about the delay upon approval of the FMS document.
Chapter 10: Travel Funded by Other Organizations

DTS supports trips funded by an organization other than the traveler’s organization. There are three ways to process such transactions. The FDTA of the funding organization must ensure that the correct method is used.

10.1 Shared LOA: Funding and Traveler Organizations in the Same Hierarchy

A FDTA can set up shared LOAs and budgets between an organization and all of its sub-organizations. If the LOA is shared, all the organizations in the hierarchy can use the LOA and the budgets attached to it. If there is only a shared budget, a FDTA must re-create the LOA in the traveler’s organization to share the funding. See DTA Manual, Chapter 8 and Chapter 9 for more information on sharing LOAs and budgets.

10.2 Cross-Organization Funding: Funding and Traveler Organizations in Different Hierarchies

A FDTA can set up cross-organization funding to allow use of an LOA and budget in their own hierarchy usable by one or more travelers in a different hierarchy. (Example: A school that funds travel for travelers from multiple Services.) Cross-organization funding can be limited to a single traveler or opened to all of an organization’s travelers.

The transaction will process through the funding organization’s financial accounting system. While cross-organization funding allows an organization to provide a LOA to another organization in DTS, the LOA label and the budget remain under control of the funding organization. The funding organization may remove cross-funding permission from a traveler or organization at any time.

The funding FDTA can:

- make the LOA available to a single traveler or an entire organization,
- assign a routing list intended to be used to approve authorizations, vouchers, or both,
- control the length of time the LOA is available for use, and
- monitor the processing of the approvals via the use of the budget reports.

See DTA Manual, Chapter 8 for instructions on how to use cross-organization funding. Per local policies, the FDTA may be required to maintain other supporting documents such as funding letters and email correspondence providing approval of the funding action.
10.3 Funding Organization is not supported by DTS

If the accounting or disbursing system responsible for the LOA cannot process transactions in DTS, the FDTA of the funding organization will provide authority and LOA details directly to the FDTA of the traveler’s organization. The traveler’s FDTA will create the LOA in their accounting system. After travel, the FDTA must ensure reimbursement by the funding organization.

10.4 Don’t Use Groups to Support Travelers in Other Organizations

There is no approved procedure for a DTA in the funding organization to add a traveler in an outside hierarchy to a group owned by the funding organization. Although this would allow access to the traveler’s profile and trip records for the purpose of processing official travel, the exposure of the personally identifiable information (PII) of the unassigned traveler is a PII violation and is not a sanctioned approach to supporting travel.

Only DTAs in the traveler’s organization hierarchy may create groups to support official travel. Groups support mission requirements and help manage the organization’s travel process.

See Chapter 15.
Chapter 11: Arrangements Only Trip Type

To align with the JTR, DTS does not permit “arrangements only” travel, meaning you can’t use the DTS Reservations Module to only book reservations and then process the obligations and disbursements outside DTS using legacy travel systems.
Chapter 12: Other Finance Functionality

12.1 Advances and SPPs

A traveler who does not have a Government Travel Charge Card (GTCC) or who is traveling to a location where use of the GTCC is impractical or impossible may request a travel advance in their authorization. This advance is paid via electronic funds transfer (EFT) into the traveler’s bank account. When scheduled to be TDY for more than 45 days, travelers may also request SPPs in the authorization.

DTS allows and the DoD FMR permits users to request a travel advance and SPPs on the same authorization. The traveler may receive the full, authorized travel advance amount, and still receive SPPs – at least until the total amount they have received equals the total amount obligated on the authorization. By design, this “hard stop” in payments helps prevent a traveler from unknowingly going into travel-related debt, while allowing them to continue paying their monthly GTCC bill.

A normal cap for a travel advance at 80% of the amount obligated for reimbursable expenses per LOA for up to 30 days of allowances. When that amount is insufficient, the AO may approve a travel advance of up to 100%, provided a DTA changes the cardholder’s DTS profile to reflect Full Advance Authorized. See DoD FMR, Volume 9, Chapter 5, for more information.

Travelers who book a restricted airfare in DTS may need to receive a travel advance well before their trip begins, to meet the airline’s early payment requirements. When that happens, a DTA must update the GOVCC Data section of the traveler’s DTS profile to show ADVANCE AUTH in the Advance Authorization field. For more information on this process, see the information paper Travel Advances for Restricted Airfares.

Note: Organizations unconnected to a supporting financial system cannot use the travel advance or SPP functionality in DTS. Travelers in such organizations require a travel advance or a SPP must process their authorization outside of DTS. See Appendix H for additional information.
12.2 Using DTS Reports to Help Process Travel-Related Military Pay Allowances

The DTS Report Scheduler allows the generation of five MIS reports to help research a uniformed traveler’s eligibility for travel-related military pay allowances. The reports are:

- **Enlisted BAS Report**: Identifies possible changes in an enlisted member’s Base Allowance for Subsistence.
- **OCONUS Travel Report**: Helps determine eligibility for additional military pay allowances based on travel outside the contiguous United States.
- **FSA Report**: Provides information related to Family Separation Allowance eligibility.
- **Military Leave Report**: Identifies when the member has taken leave in conjunction with official travel.
- **Special Duty Conditions Report**: Helps determine possible allowances changes due to special duty conditions.

Generating these reports enables a military pay technician to identify key duty conditions instead of using DTS authorizations and vouchers. Generate these reports as required by DFAS, DoD Component, or local business rules. Local policy may require other actions, such as having copies of the travel documents.

Each organization’s chain of command determines the responsibility for generating reports. The responsibility may fall to a:

- FDTA
- Travel Pay technician
- Military Pay technician

For organizations not processing military pay transactions locally, a FDTA must work with the military pay office that processes the transactions to establish procedures for producing the reports and providing them to the military pay technicians.

These reports should be generated on a regular schedule and often enough to allow the military pay technicians sufficient time to enter transactions before the next pay cycle. Large organizations should generate reports weekly and smaller organizations monthly. Using paid travel vouchers to generate the reports will provide the most accurate data.

The report may not provide all the information as listed on the travel voucher. If additional information is needed from the traveler’s record, the organization may consider allowing the travel pay clerk Read Only Access (ROA) in DTS, or otherwise grant access to the traveler’s documents. The organization’s Lead DTA (LDTA) decides who requires access to MIS reports and traveler records.
12.3 Substantiating Documents (Receipts and Other Supporting Documents)

Attach electronic images of required receipts and other substantiating paper documents to DTS travel documents. DTS supports attaching electronic images to a travel document by fax, upload, or drag-and-drop.

Because the DTS travel document maintains the electronically attached images, the traveler and AO are not required to keep a hard copy. All substantiating records are archived with the travel document in accordance with DoD requirements.

12.4 Expense Items from a Government Travel Charge Card Transaction

The DTS voucher’s Expenses screen includes tools to view and an option to Import from GTCC or a Government Travel Charge Card transaction. This helps the traveler complete the voucher by ensuring accurate claims. It also helps determine the correct split-disbursement amount.

The GTCC vendor downloads all GTCC charge transactions into DTS nightly.

All charge card activity for the past 60 days is visible in the voucher from the Expenses screen. This information serves two purposes:

1. The traveler can add an expense matching the charged item.
2. The traveler can determine if they need to send additional amounts to the GTCC vendor to pay items not appearing on the voucher (e.g., meals they charged to the GTCC, ATM withdrawals). See DTS Guide 3: Vouchers.

12.5 Centrally Billed Account (CBA)

The DTS CBA Tool is used to electronically reconcile and certify CBA invoices. A CBA is an account established between the Government and the GTCC vendor for purchase of official transportation tickets. Reconciliation and payment is a separate process from the reimbursement of individual travel vouchers. The CBA Specialist using the DTS CBA Tool to certify and digitally sign monthly CBA invoices for payment. For additional information, refer to DTS CBA Reconciliation User Manual.
Chapter 13: Obligations and Disbursements

When the AO approves a DTS authorization, DTS electronically requests an obligation for the authorized expense estimate to the appropriate accounting system. When the AO approves a DTS voucher, DTS sends an updated obligation for the actual amounts, as well as a disbursement request for the approved payments.

DTS uses Electronic Commerce/Electronic Data Interchange (EC/EDI) X.12 format type transactions. EC/EDI is used for conducting business in all-electronic environments and provides a computer-to-computer exchange of business transactions (X.12 format). This allows processing of all transactions in the same manner. There are many advantages of using EC/EDI, but the most significant are reduced paperwork and a quicker response time for reimbursement for the traveler. EC/EDI is also an e-Government initiative and a National Performance Review (NPR) goal.

The process starts with the traveler using DTS to create the authorization. The system:

- Performs automatic computations,
- Validates the AO’s digital signature, and
- Sends the transaction to the appropriate finance system.

An electronic translation system called the Global Exchange (GEX) supports the transaction flow by:

1. Translating the incoming DTS transaction into X.12 format,
2. Determining the destination finance system and performing a second translation from the X.12 format into a format readable by that finance system,
3. Routing the transaction to the destination finance system for processing, and
4. Performing the same tasks, in reverse, for transactions sent from the finance system to DTS.

If the data is not readable by the finance system’s accounting or disbursing element, the finance system generates an error message and sends it back to DTS for correction. Further discussion on the process for correcting errors is in the DTA Manual.

The various X.12 transaction sets DTS uses are in Table 13-1.
### Table 13-1

<table>
<thead>
<tr>
<th>Transaction Set</th>
<th>Purpose</th>
<th>Data Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>810: Invoice for Payment</td>
<td>Passes messages regarding requests for payment</td>
<td>Includes the data elements used by a specific financial disbursing system in processing payments.</td>
</tr>
<tr>
<td>820: Remittance</td>
<td>Passes messages regarding payments</td>
<td>Provides information to the traveler, AO, CBA Specialist, or DTA indicating that a payment has been made. Includes advice of collection related to debt management.</td>
</tr>
<tr>
<td>821: Obligation</td>
<td>Passes messages regarding making and adjusting obligations</td>
<td>Includes the data elements used by a specific financial accounting system to record obligations. Includes receivable transactions used to record and track debt management.</td>
</tr>
<tr>
<td>824: Negative Acknowledgement</td>
<td>Passes messages regarding errors</td>
<td>Includes a transaction reference number, travel authorization number, and a description of the error.</td>
</tr>
</tbody>
</table>
Chapter 14: Error Codes

DFAS developed a list of error codes related to EC/EDI processing for DTS. The DTS Program Management Office (DTS-PMO) maintains the error codes. The DTA Manual, Appendix G, explains and lists the error codes associated with translation errors rejected by GEX, as well as error codes returned when rejects occur in finance systems.

If a finance system rejects a requested electronic financial transaction (e.g., 821: Obligation or 810: Payment Request), it sends an 824: Negative Acknowledgement to DTS. DTS generates an email to the traveler and the funding organization’s reject email address. The message provides a detailed description of the problem.

The DTA routes the error message to the appropriate subject matter expert for correction. After correcting the reject, re-sign and re-submit the travel document for payment processing.

See Chapter 13 for more information on 8xx codes.
Chapter 15: Privacy Act Considerations

The provisions of the Privacy Act of 1974 apply to DTS. DoD must establish administrative, technical, and physical safeguards to ensure the security and confidentiality of all records maintained in DTS. DoD must protect these records against:

- Anticipated security and integrity threats
- Hazards that could result in substantial harm
- Embarrassment
- Inconvenience, or unfairness to personnel who use DTS

Each DTS administrator must ensure:

- Information stored in DTS is accessed for official business only
- Information being used is preserved and protected confidentially
- Information is disclosed only as authorized by statutory or regulatory authority
Chapter 16: Conclusion

The use of DTS greatly enhances the AO’s ability to expend funds in a manner that best meets mission requirements. Along with this increased authority for AOs comes increased responsibility. FDTAs are responsible for ensuring the financial information maintained in DTS is correct and current at all times.

This guide is one of many tools that the FDTA can use to educate AOs on DTS financial processes and procedures. You can find additional information on the DTMO website.
## Appendix A: Selected Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA</td>
<td>Antideficiency Act</td>
</tr>
<tr>
<td>AO</td>
<td>Authorizing Official</td>
</tr>
<tr>
<td>ATM</td>
<td>Automated Teller Machine</td>
</tr>
<tr>
<td>BDTA</td>
<td>Budget Defense Travel Administrator</td>
</tr>
<tr>
<td>CBA</td>
<td>Centrally Billed Account</td>
</tr>
<tr>
<td>CO</td>
<td>Certifying Official</td>
</tr>
<tr>
<td>COL</td>
<td>Certifying Officer Legislation</td>
</tr>
<tr>
<td>DFAS</td>
<td>Defense Finance and Accounting Service</td>
</tr>
<tr>
<td>DoD FMR</td>
<td>Department of Defense Financial Management Regulation</td>
</tr>
<tr>
<td>DMM</td>
<td>Debt Management Monitor</td>
</tr>
<tr>
<td>DTA</td>
<td>Defense Travel Administrator</td>
</tr>
<tr>
<td>DTMO</td>
<td>Defense Travel Management Office</td>
</tr>
<tr>
<td>DTS</td>
<td>Defense Travel System</td>
</tr>
<tr>
<td>FDTA</td>
<td>Finance Defense Travel Administrator</td>
</tr>
<tr>
<td>FMS</td>
<td>Foreign Military Sales</td>
</tr>
<tr>
<td>GEX</td>
<td>Global Exchange</td>
</tr>
<tr>
<td>GTCC</td>
<td>Government Travel Charge Card</td>
</tr>
<tr>
<td>JTR</td>
<td>Joint Travel Regulation</td>
</tr>
<tr>
<td>LOA</td>
<td>Line of Accounting</td>
</tr>
<tr>
<td>LDTA</td>
<td>Lead Defense Travel Administrator</td>
</tr>
<tr>
<td>NDEA</td>
<td>Non-DTS Entry Agent</td>
</tr>
<tr>
<td>RO</td>
<td>Reviewing Officer</td>
</tr>
<tr>
<td>ROA</td>
<td>Read Only Access</td>
</tr>
<tr>
<td>SPP</td>
<td>Scheduled Partial Payment</td>
</tr>
<tr>
<td>TO</td>
<td>Transportation Officer</td>
</tr>
</tbody>
</table>
Appendix B: Requesting Ad Hoc Reports

The Government can request ad hoc queries for one-time, data reporting needs. When existing DTS reports cannot retrieve the required information, Components may request Ad hoc reports. Ad hoc reports, which are typically more complex and require additional analysis and programming, do not replace standard monthly reports. Follow the instructions below to request an ad hoc report:

1. Complete the DTS Report Request Form (Figure B-1) located at [https://www.defensetravel.dod.mil/Docs/Ad_Hoc_Request_Form.pdf](https://www.defensetravel.dod.mil/Docs/Ad_Hoc_Request_Form.pdf). Refer to page 2 of the request form for completion instructions.

2. Log in to the DTMO Passport at [https://www.defensetravel.dod.mil/passport/bin/Passport.html](https://www.defensetravel.dod.mil/passport/bin/Passport.html). Select Help Tickets and complete the required fields. **Note:** The subject line of the ticket must reflect DTS Administration (DTA) > Ad Hoc Report Request. Attach the DTS Report Request Form and select Create Ticket. When the screen refreshes, select Finish Submitting Ticket to send the request to the TAC.

The TAC sends all ad hoc report request tickets and related forms to the DTMO. The DTMO audits the DTS Report Request Form for accuracy and completeness. If accurate and complete, the DTMO sends the DTS Report Request Form to the applicable Component DTS office for approval. If granted approval, then DTS Operations will generate the requested information and send it to the requestor via email.
Appendix B: Requesting Ad Hoc Reports

Figure B-1: DTS Report Request Form

<table>
<thead>
<tr>
<th>A. Requestor's Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name (Last, First, Middle Initial)</td>
</tr>
<tr>
<td>2. Government E-mail</td>
</tr>
<tr>
<td>3. Installation/Activity</td>
</tr>
<tr>
<td>4. Service/Agency</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Report Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Report Date Range: Start Date:</td>
</tr>
<tr>
<td>3. Contains PII:</td>
</tr>
<tr>
<td>4. If previous answer is yes, what is the intended use of the PII?</td>
</tr>
<tr>
<td>5. Report Purpose:</td>
</tr>
<tr>
<td>6. Search Criteria:</td>
</tr>
<tr>
<td>7. Column Headings (from left to right):</td>
</tr>
<tr>
<td>8. Grouping:</td>
</tr>
<tr>
<td>9. Sorting:</td>
</tr>
<tr>
<td>10. Totals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Information Assurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Where/how the information will be stored?</td>
</tr>
<tr>
<td>2. Who will have access to the data?</td>
</tr>
<tr>
<td>3. What controls are in place to protect the data?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Digital Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Requestor Name:</td>
</tr>
<tr>
<td>Requestor Signature:</td>
</tr>
</tbody>
</table>
Appendix C: Appointing Accountable Officials and Certifying Officers

Accountable Officials and Certifying Officers are appointed and terminated using DD Form 577 (Figure C-1).

Figure C-1: DD Form 577
Appendix C: Accountable Official and Certifying Officer Appointments

Instructions for completing the *DD Form 577* are on the back of the form. See the Specific DTS guidance shown below:

**Block 2:** Enter the DoD Identification Number. This is the 10-digit number located on the back of the appointee’s Common Access Card (CAC).

**Block 6:** Mark X in the appropriate box to indicate the duty the appointee will perform (select only one).

- A Certifying Officer is a person who applies the **APPROVED** stamp to certify (allow) payments. Certifying Officers include, but are not limited to:
  - An AO who may certify a travel advance or SPP requested in a DTS authorization, or any payment in a DTS voucher or local voucher.
  - A CBA Specialist who may certify payment to satisfy a CBA invoice.

- An Accountable Official is a person who provides information, data, or services to a CO and whom your local business rules require or allow an appointment. Accountable officials include, but are not limited to:
  - An AO who applies the **APPROVED** stamp only to authorizations that do not include a travel advance or SPP.
  - Any other Routing Official: e.g., CO, RO. See lists above for guidance on AOs.
  - A CBA Specialist who reconciles CBA invoices, but does not certify them for payment.
  - A DMM.
  - Any type of DTA: i.e., LDTA, ODTA, FDTA, or BDTA.

**Block 7:** Identifies the types of payments affected. Must be as specific as necessary, and may include any other pertinent, applicable information.

- You may insert this statement or another similar statement as determined by your local policy “The *insert specific position, e.g., Certifying Officer* must comply with all requirements of the Privacy Act 1974. Any use of DTS information for other than official business may subject the *insert specific position* to possible criminal penalties and/or administrative sanctions.”
**Block 8:** List all publications the appointee must review and follow in order to adequately fulfill the requirements of the appointment, e.g., *DoD FMR, Volume 5, Chapter 5 or JTR.*

Per the *DoD FMR,* accountable officials must maintain the signed appointment letters in their offices. These letters and the eventual signed revocation of appointment letters must be archived for six years and three months after the accountable official no longer holds the position in accordance with each organization’s records management guidance.

The FDTA must maintain a file of approved appointment letters for AOs appointed as Certifying Officers for travel claims at the organization or installation level. The FDTA must provide a letter signed by the installation or activity commander to the appropriate disbursing office stating that all AOs acting as COs for travel claims have been appointed and delegated in writing in accordance with *DoD FMR, Vol. 5, Chapter 5.* This requirement does not apply if the disbursing office is able to verify electronically that COs for electronic vouchers have been duly appointed in writing.
Appendix D: The Antideficiency Act (ADA)

This appendix provides a brief overview of the ADA and how it can affect an organization. It is adapted from the summary of the ADA found in the Fiscal Law Deskbook, 2014 (current as of this writing, but don’t discount the possibility of updates). The 2014 version is available for download at http://www.loc.gov/rr/frd/Military_Law/pdf/fiscal-law-deskbook_2014.pdf.

The ADA is a collection of statutes, primarily Sections 1341, 1342, and 1517 of Title 31, United States Code (USC), that contain provisions commonly referred to as the ADA (the ADA was formerly codified under Sections 3678 and 3679 of the Revised Statutes, from which violations once derived their common usage names: the old terms, “3678” or “3679” violations are still occasionally used).

The ADA requires the head of each executive agency to prescribe by regulation a system of administrative control of funds. It describes the legal requirements for allotment structures and definition of the role of key officials; fixes responsibilities for Antideficiency violations, or regulation relating thereto; and provides the means for reporting such violation to the President and Congress through the Office of Management and Budget (OMB).

The fiscal principle inherent in the ADA is the idea that you “pay as you go”. With very limited statutory exceptions, Government officials cannot make payments, or commit the Government to make payments at some future time, unless there are or will be sufficient available funds through normal appropriation procedures to cover the cost.

Prohibitions of the ADA

Congress passed the ADA to curtail funding abuses within the Federal Government, e.g., agencies that spend all their funding early in the fiscal year, then incur additional obligations and ask Congress for more funding or that incur obligations in excess of or in advance of an appropriation. The current form of the law prohibits the following:

- Making or authorizing expenditures from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless otherwise authorized by law.

- Involving the Government in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless the contract or obligation is authorized by law.

- Accepting voluntary services for the United States, or employing personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property.
Appendix D: ADA

- Making obligations or expenditures in excess of an apportionment or reapportionment, or in excess of the amount permitted by agency regulations.

What Constitutes an ADA Violation?

With the prohibitions in mind, an ADA violation occurs when any of the following are true:

- A formal subdivision of funds is over obligated, over disbursed, or obligated in advance of the appropriation.

- A revolving, management, or working capital fund has an appropriation level deficit cash balance with the U. S. Treasury.

- A statutory limitation is exceeded by more than the stated reprogramming authority
  - At budget line level for unexpired procurement appropriations
  - At program element level for unexpired research, development, test, and evaluation appropriations
  - At budget activity or project level for unexpired military construction and family housing construction appropriations

- Voluntary services are accepted, except as authorized by statute.

- New obligations or any expenditures or adjustments are made or authorized in a closed account except as authorized by special circumstances, such as to correct clerical errors as provided by the Treasury Financial Management Bulletin No. 94-04.

- A specific statutory limitation (minor construction limit, investment/expense threshold, etc.) is breached.

A violation of the ADA occurs when there is a breach of the formal subdivision of funds or any other specific statutory limitation. Suspected violation of the ADA must be investigated and actual violations of the ADA must be reported to the Secretary of Defense, OMB, Congress, and the President.

Commitments, obligations, or disbursements in excess of informal subdivisions of funds (such as allowances or targets) are not ADA violations, but if these actions cause the governing formal fund subdivision to be breached, then a violation of the ADA has occurred. The official who exceeds the allowance or target could be held responsible for the resultant violation of the ADA.
Sanctions for Violating the ADA

If a violation has been determined to have been knowingly and willfully committed, there are statutory provisions requiring criminal penalties. Penalties include a fine of not more than $5,000, imprisonment for not more than two years, or both.

The ADA is a complex area of the law that can have serious consequences for an organization and its members. Consult with legal counsel early and often whenever it is suspected that an ADA violation may have occurred. Legal counsel is the most important link with the interpretation of regulations and statutes related to ADA.

The *Fiscal Law Deskbook* cited at the beginning of this appendix is an excellent resource that contains helpful information.
Appendix E: Correcting Rejected Lines of Accounting

When an authorization or voucher rejects for an invalid LOA, both the traveler and the traveler’s LDTA are notified by email. The LDTA must contact the FDTA about the reject. If the LOA was erroneously loaded in DTS, an FDTA must correct it in the DTA Maintenance Tool’s LOA module, then be sure to use the correct LOA label to process travel documents.

After correcting the LOA, the FDTA (or a BDTA) should verify access the DTS Budget Tool to review and if required update available funding in the existing budget or create a new budget with a different label name.

If multiple LOAs need updating, the FDTA (or a BDTA) can use the Mass Update function* to update all the affected budgets by inserting a wildcard (*) into the account field of the erroneous data element.

* Note: Does not apply to shared budgets. See DTA Manual, Chapter 8.

After correcting the erroneous LOA and all associated budget, amend any affected documents, then:

1. Go to the Accounting Codes screen and remove the incorrect LOA.
2. Select the correct LOA.
3. Stamp the document SIGNED (any Routing Official can do this; doesn't have to be the traveler).

DTS routes the amended document for action, and when stamped APPROVED, sends it to the accounting system with the updated LOA.
Appendix F: Assigning DTS Access and Permission Levels

Background

Access and permission levels allow personnel to perform functions within DTS. Permission levels ensure separation of duties and protect the accuracy and integrity of information by limiting access to DTS functions or traveler data.

Permission levels in DTS are numbered 0 through 9. Every individual who uses DTS must have at least one permission level – 0 – which allows access to DTS document preparation functions. A person may have as many permission levels as necessary to accomplish their assigned duties (e.g., 0, 1, 5).

There are three kinds of access in DTS:

- **Organization access:** Allows a DTA to modify a DTS organization’s administrative and financial assets, such as routing lists and budgets.

- **Group access:** Allows a person such as a travel clerk or NDEA to access other people’s travel documents without being on a routing list.

- **Special access:** Assigns a person a specialized role such as DMM, NDEA, or Self-AO.

For information about permission levels and related system functions, see the *DTA Manual, Chapter 3*.

Regulatory Guidance

See the key information about permission levels and access types below:

- Each organization must adhere to the Component directives regarding permission levels and access at all times to enforce separation of duties and protection of sensitive information.

- Before assigning a permission level, the appropriate person (based on Component business rules) must verify that the appointee has completed all required certification training and (where applicable) has the appropriate appointment letter are on file.

- Exceptions to permission and access levels will be considered on a case by case basis by the DTMO. For additional information, contact the TAC or open a help desk ticket using Passport.
Appendix G: Providing Allowances for Travelers Who Die on TDY Travel

Should a traveler die while on TDY (or before the travel claim for a completed trip is processed), all due allowances are paid as part of the deceased traveler’s estate. This includes salary, travel allowances, housing allowances, death gratuity, etc. The travel allowance portion must be settled in the name of the beneficiary or executor; therefore, the voucher settlement must be done outside of DTS. Whenever possible, the voucher should be processed in DTS as a zero dollar or no pay due voucher to ensure no follow on processing occurs.

If using the printed DTS voucher to support the allowance claim amount, it can be created in DTS, but must not be processed with any debt or amount due the traveler. Adjust the voucher for the allowances and print for further casualty affairs processing. Those adjustments include:

- Adjusting the trip dates so the trip ends on the date of the traveler’s death.
- Entering the final trip date as “In Place” on the Review Per Diem Amounts screen.
- Adding annotations and substantiating records as needed for justification and reference.

After going through casualty affairs processing is complete, update the DTS voucher to ensure no follow on processing occurs. Adjust the dates to a one-day trip less than 24 hours with all expenses removed.

- If there were no prior payments, this creates a “zero dollar” voucher. The AO must stamp the voucher APPROVED to finalize it in the system.
- If there were prior payments, a manual expense must be added for the amount of the prior payments to create a no “pay due to the traveler” voucher. Again, the AO must stamp the voucher APPROVED to finalize it in the system.

In all cases, the final DTS voucher must include the information listed below:

- Remarks indicating the death of the traveler and that the voucher is being processed outside of DTS.
- Name and office of the person to whom the voucher is being forwarded.

Accomplish remaining processing for payment outside of DTS. When preparing the printed DTS voucher, other adjustments for actual expenses may be appropriate, and vary from Component to Component. Check your Component business rules for the appropriate procedures.
Appendix G: Allowances for a Traveler Who Dies on TDY Travel

Direct questions about processing the printed voucher to the Casualty Affairs Office (CAO) for the organization. Report any remaining unused tickets to the organization’s Transportation Officer (TO) or the TMC to ensure proper credit against the traveler’s individual charge card or the organization’s CBA.

If the deceased traveler owes a debt to the Government (e.g., received a travel advance), earned TDY allowances will be applied to the debt and no payment will be due. If the Government owes the traveler upon their death, the TDY voucher is paid to the beneficiary per CAO guidance.
Appendix H: Implementing a DTS-Tailored Organization

General

It is possible for sites to deploy DTS without operational interfaces to the finance system and/or the TMC. If an organization has no electronic access to a TMC, DTS travelers cannot see real time reservation availability, and cannot make reservations through DTS. In addition, a Passenger Name Record (PNR) does not route to the TMC, so make all travel arrangements directly with the TMC. The traveler must manually enter the cost and other reservation information.

If no finance system is available, DTS acts similarly to an order writer. Print the authorizations and vouchers from DTS and process them manually in accordance with local procedures. After the trip is completed, DTS automatically stamps the voucher PAID seven days after approval and the trip records are submitted to the DoD Archive.

No TMC Interface

The site identifies which organizations to configure without a TMC interface. For those organizations, the TMC is not set up to support electronic processing.

The impact on the user occurs during authorization creation and amendment. Access to real time air, lodging, or rental car availability is not provided when the traveler creates the authorization. The traveler must contact the TMC as directed by local policy to make a reservation, and enter the quoted cost for the reservation in the authorization. The modules the user must access are:

- Expenses – Enter transportation (e.g., air, rental car) costs
- Per Diem – Enter lodging costs

After signing the authorization, the document routes to the AO for approval. The document includes comments entered in the CTO Comment field*, though those comments are not forwarded to the TMC. The traveler will need to request a printable itinerary from the TMC.

Note: DTS calls the TMC the Commercial Travel Office (CTO).

Communicate all questions or requests for changes directly to the TMC following local policy. If changes occur, the traveler must adjust or amend the authorization, then sign it so it will route to the AO for approval.

Some DTS functions continue as normal despite the lack of a TMC interface. The traveler can apply their digital signature to the document, obligations and payments are submitted to the finance system (if connected, see below), and completed or cancelled trip records are transferred to the DoD Archive.
Appendix H: Procedures for Implementing a DTS-Tailored Organization

**No Finance System Interface**

If the site requires an organization to be set up without access to a finance system, a site representative must submit a ticket via the DTMO’s Passport website. Include the title “Request for tailored organization” and include Organization name and Organization code in the ticket. Upon receiving the ticket, a TAC analyst will complete the setup and send the site representative a confirmation message. The email identifies those organizations and travel documents that do not generate a transaction to the finance system.

A FDTA uses the DTA Maintenance Tool to set up the organization’s LOAs. An organization may have both tailored and standard LOAs if it uses multiple finance systems; however, DTS supports only allow one type of LOA format map (standard or DTST) on a document. LOAs tied to the tailored organization must include “DTST” (for DTS-Tailored) in the first field of the first account in the LOA format map.

When a DTST LOA appears in a DTS document, the traveler may not request a travel advance or SPP. A traveler who requires either of these options must arrange them out of DTS. In addition, documents containing DTST LOAs cannot use the DTS CBA Reconciliation module to reconcile, certify, and pay their CBA invoices; reconciliation is via traditional reconciliation processes.
Appendix I: Traveling with Reduced or Special Per Diem Rates

When necessary, the AO may direct payment for reduced or no per diem. To do so, the AO must inform the appropriate POC of the need for a reduced rate. The POC for approving a reduced per diem rate is the Component Head (e.g., Service Secretary), unless delegated lower. A reduced per diem rate must be established and stated on the order before the travel begins (or may only begin after being established and the order amended).

When determined that the established per diem rate exceeds the need for a TDY assignment, the AO should seek to prescribe a fixed reduce per diem rate. Reductions in lodging and/or meal costs may result from:

- Prearrangement,
- Special discount, or
- Other reasons.

The AO submits a request to the appropriate POC that includes:

- Established lodging and meal costs,
- Traveler’s name,
- Travel dates, and
- TDY assignment location.
Appendix J: Correcting EFT Returns

After DTS sends a voucher, DFAS tries to split disburse the traveler’s payment as directed in the voucher. DFAS sends electronic funds transfers (EFTs) in the appropriate amounts to the traveler’s financial institution and the GTCC vendor. When a request for payment is rejected by either party, DTS identifies the return as an *EFT Return*.

The process for correcting EFT Returns varies depending on whether the traveler’s financial institution or the GTCC vendor initiates the return. Full explanation for both methods are below, from initial payment request by DTS to resolution.

**EFT Return from Traveler’s Financial Institution**

Correcting an EFT return from a financial institution a mostly automatic process:

1. DFAS sends an EFT to the traveler’s financial institution and the GTCC vendor, and an Advice of Payment (AOP) to DTS.

2. DTS applies the **PAID** stamp and initiates the archive process.

3. The traveler’s financial organization returns the AOP.

4. DFAS sends an Advice of Collection (AOC; aka, an EFT Return notice) to DTS.
   - If DTS rejects the EFT return as being invalid. DFAS fixes and resends.

5. DTS automatically updates the voucher by:
   - Applying the **EFT RETURN** stamp with corresponding name, **PAY MOD GENERATED**
   - Recalculating the DTS Payment Summary screen and updating:
     - Previous Voucher Payment filled with the value of the previous payment less the value of the EFT return.
     - The Voucher Totals and Net Distribution fields to the following values:
       - **Personal**: The value of the EFT return
       - **Individual GOVCC**: $0.00
       - **Total**: The value of the EFT return

   **Note**: DTS does not update the Budget module to reflect a reduction in expenditures, but does send an EFT Return email to the DTA, AO, and traveler informing them of a payment problem.

6. The traveler (or a NDEA) validates the amended voucher and digitally signs it.

7. DTS routes the document for AO approval.
If the traveler already submitted an amended voucher, DTS updates the most current version of
the voucher with the **AOC EFT RETURN** stamp. See *DTA Manual, Appendix E* for an example of the
EFT Return email.

**Payment Return from the GTCC Vendor**

Correcting an EFT return from the GTCC vendor is a mostly manual process:

1. DFAS sends an EFT to the traveler’s financial institution and the GTCC vendor, and an
   Advice of Payment (AOP) to DTS.

2. DTS applies the **PAID** stamp and initiates the archive process.

3. The GTCC vendor returns a list of returned payments.

4. DFAS creates and sends a TAC help ticket, with an attached AOC.

5. The TAC emails the AOC to the traveler and the DTA, with instructions to:
   a. Amend the voucher.
   b. Attach the AOC as a substantiating record.
   c. Add a manual Other – Create Your Own expense, “GTCC Return” for the named
      amount, with a method of reimbursement of **Personal**.
   d. Sign the voucher, which DTS routes to the AO for approval.

   **Note:** GTCC returns are typically caused by a SSN mismatch between DTS and the GTCC
   vendor. Currently, there is no known way to correct the situation on an active document.

6. DFAS sends the payment to the traveler’s financial institution, not to the GTCC vendor.

7. The traveler must pay the GTCC vendor.
Appendix K: Tracking Lost Payments

If a DTS traveler does not receive a voucher payment in a timely manner, they should:

1. Verify that the voucher was fully processed: SIGNED and APPROVED.
2. Check that the voucher is not in a reject status, and that DTS received an Advice of Payment (AOP).
3. After sufficient time has passed to allow for posting an EFT or receiving a check, report the lost payment to their DTA. The DTA will contact the TAC or DFAS, Indianapolis Disbursing to check its status.

Check Trace

When DFAS cannot post an EFT payment, they must send a paper check. If a traveler has not received an expected check in a reasonable timeframe, a DTA can submit an askDFAS ticket at https://corpweb1.dfas.mil/askDFAS.ticketInput.action?subCategoryID=18404 and inquire about the missing check. See DFAS Check Trace Information Paper for example of AskDFAS screens.

Note: Follow the same steps listed below to create a DFAS ticket for Recertified Check and EFT Trace requests.

1. Paste the AskDFAS address in a browser window. In the active request screen, enter the required data fields and optional information (as needed), attach files (if required) and establish a Passcode for the ticket. Note: You can locate the DOV number on the Digital Signature screen of the DTS voucher, in the Remarks section next to the PAID stamp.

2. DFAS reviews the ticket, DTA receives an Ask Travel Pay (received your ticket) email verifying ticket receipt, ticket number and a reminder to use the previously established Passcode to access the online ticket.

3. DFAS initiates the trace, determines the payment status, (e.g., cashed, cancelled, outstanding) and updates the findings in the ticket.

4. The DTA receives an Ask Travel Pay (provided updates to) email with a ticket update to review the findings (use the link in the email and the passcode).

Recertified Check (DD Form 2660)

If a traveler has not received a check in a reasonable timeframe, a DTA can submit an askDFAS ticket at https://corpweb1.dfas.mil/askDFAS.ticketInput.action?subCategoryID=18404 to send a
DD Form 2660 requesting the lost check be re-issued. DFAS will determine the request and update the ticket with a status. **Note:** See the online ticket process to submit the lost payment request.

**EFT Trace**

If a traveler has not received an EFT payment in a reasonable timeframe, a DTA can submit an askDFAS ticket at https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18404 to request the EFT’s status. **Note:** See the online ticket process to submit the lost payment request. DFAS will determine the EFT’s status and update the ticket with a status.
This Appendix explains the process for creating a DTS authorization, when using a GTR to pay for any transportation arrangements.

When creating the authorization, the traveler must:

1. Manually add the expense under Other Expenses, Other – Create Your Own, listing the expense as “GTR”, on the Expenses screen.

2. Enter an expense cost of $0.00.

3. Note the actual GTR cost in the Comments to the Approving Official text box on the Preview Trip screen (Review/Sign > Preview).

4. Sign the authorization.

After the traveler signs the authorization:

1. The document routes to the Transportation Officer (TO), who will use the information in the authorization to make the necessary travel arrangements.

   Note: This means that a DTA must enter the TO as a conditional routing element on the routing list to be used for authorizations that use GTR as a method of payment.

2. The TO annotates the GTR number in the Comments to the Approving Official text box on the Preview Trip screen (Review/Sign > Preview).

The traveler, AO, and TO must follow any additional Component procedures for preparation and distribution of the GTR. Local business rules must reflect specific procedures including TMC.
Appendix M: Authorized Trips Home

Appendix M: Entering Authorized Trips Home into DTS

DTS allows you to process an authorized trip home during a TDY.

**DTS document procedures:**

**Scenario A:** The trip home is known and authorized before the TDY starts.

1. The traveler makes the TDY transportation reservations in DTS.

2. The traveler follows local procedures for offline booking outside of DTS or uses the Request Assistance button to request round-trip transportation for the trip home.

   Recommended verbiage for the TMC Request Assistance: “TMC, please help with transportation arrangements for an Authorized Trip Home on a separate PNR for offline ticketing: <Departure airport, date and time and return airport, date and time>. This does not change the TDY travel reservations I already made in DTS.”

3. The TMC arranges round-trip reservations for the trip home and provides the itinerary and cost to the traveler outside of DTS. This action may incur a higher TMC fee.

4. The traveler updates the authorization by entering the transportation information for the trip home – the round-trip transportation costs and any additional TMC fees – in the Other Expenses section of the Expenses screen. The transportation costs and TMC fees are both Ticketed Expenses.

   **Note:** Local business rules may address the additional offline ticketing procedures.

5. The traveler selects the Authorized Trip Home duty condition on the Review Per Diem Amounts screen for all applicable days. In most cases, the traveler receives 75% M&IE and no lodging allowance on the travel days and no per diem at all while at home.

6. The traveler signs the authorization to route it to the AO for approval.
Appendix M: Authorized Trips Home

Scenario B: The trip home is not known before the TDY starts, so it must be authorized during the TDY.

1. The traveler makes the travel arrangements outside of DTS following the local TMC procedures for offline ticketing.

2. The traveler amends the authorization, following steps 4-6 above.

Note: Refer to local DTS business rules for other required processes or variations to these general procedures.