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Information Paper:

# Adding a Foreign Military Sales Line of Accounting to a DTS Travel Document

## Summary

The Arms Export Control Act of 1976 (22 USC 2778) authorizes the United States, through the Foreign Military Sales (FMS) program, to sell defense articles and services to foreign countries and international organizations.

DTS supports official travel performed in connection with the FMS program.

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## DTS Travel Documents in Support of FMS Travel

As with many other official travel types that DTS supports, you\* take the first step in the process when you create and sign an authorization in DTS<sup>†</sup>. Your last step in the process is to create and sign a voucher in DTS<sup>†</sup>. See [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#). The processes explained in those Guides change slightly when you are traveling to support FMS:

- Your travel document must include a line of accounting (LOA) specifically identified as FMS.
- Travel funded by FMS funds must undergo additional approval steps, which may delay your authorization approval or voucher payment. DTS warns you about the potential processing delay in two ways:
  - Pop-ups appear when you take several key actions in the travel document (e.g., when you apply your digital signature). The AO also sees these pop-ups.
  - When the AO approves your travel document, DTS sends you an email, which also includes a message explaining the possible delay.
- If a foreign government funds your FMS travel, the [Joint Travel Regulations](#) (JTR) allow you to use certain travel options (e.g., non-U.S. flag air carriers) that aren't typically available to you when the U.S. funds your travel. See the JTR for specifics.

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

<sup>†</sup>The Additional References section points you to resources that explain the process in more detail. Those key process references are also included in the text.

## Identifying a FMS LOA in DTS

You can easily locate FMS LOAs in DTS because they always include the letters “FMS” (Figure 1, indicator #1) in their name. An LOA may only contain that letter sequence if it is an FMS LOA.

**Note to the Finance Defense Travel Administrator (DTA):** When you create a FMS LOA<sup>+</sup>, DTS does not allow you to save the associated budget if:

- The LOA/budget label contains the letters “FMS” but the accounting codes do not accurately reflect a FMS account.
- The accounting codes accurately reflect a FMS account, but the LOA/Budget label does not contain the letters “FMS”.

See [DTA Manual, Chapter 8](#) and [DTA Manual, Appendix R](#).

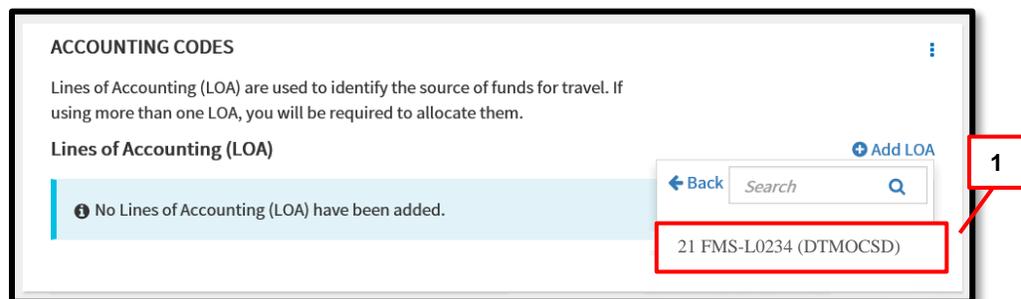


Figure 1: Accounting Codes Screen – Adding a FMS LOA

## Additional References

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

Table 1

Process (Select hyperlink to view resource)	Reference Link (Copy URL to browser to view resource)
<a href="#">DTS Guide 2: Authorizations</a> explains how to: <ul style="list-style-type: none"> <li>• Create an authorization</li> <li>• Select a LOA</li> <li>• Complete and sign an authorization</li> </ul>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<a href="#">DTS Guide 3: Vouchers</a> explains how to claim payment after a trip.	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
<a href="#">DTA Manual, Chapter 8</a> and <a href="#">DTA Manual, Appendix R</a> explain how to create an FMS LOA and budget.	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_8.pdf</a> <a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_R.pdf</a>