Defense Travel Management Office

Defense Travel System

DTS Guide to Processing Authorizations for the New Fiscal Year

November 3, 2016

Table of Contents

Chapter 1: Overview of New Fiscal Year Funding and DTS 4
1.1 Reference Materials 4
1.2 Accounting System Shutdown Periods 4
Chapter 2: Travel that Occurs in a New Fiscal Year 5
2.1 Creating an Authorization for Travel in a New Fiscal Year 6
2.2 Approving an Authorization When New Fiscal Year Funding Is Available 8
2.3 Trips Departing Before New Fiscal Year Funding is Available 8
2.4 Funding Messages: No Budget Exists and Insufficient Funds 9
Chapter 3: Fiscal Year Crossover Travel 10
3.1 Creating an Authorization for a Trip That Crosses Fiscal Years 10
3.2 Creating an Amendment for the Trip Portion that Occurs in a New Fiscal Year 14
3.2.1 Adding New Fiscal Year Information 15
3.3 Using Prior Fiscal Year Funds 21
Chapter 4: Air Reservations and the New GSA City Pair Contract 22
4.1 A Trip Crosses Into the New Fiscal Year 22
4.2 Entire Trip Occurs in the New Fiscal Year 22
Chapter 5: Advances and Scheduled Partial Payments 24
5.1 New Fiscal Year Trips 24
5.2 Crossover Fiscal Year Trips 25
Chapter 6: Local Vouchers 26
Chapter 7: No-Year and Multi-Year Funds 27
Chapter 8: Navy STARS-FL and STARS-HCM Lines of Accounting 28
Chapter 9: Addressing Locality Rate Changes for Travel in a New Fiscal Year 29

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Revision History

Revision	Date	Authorization	Change Description	Page, Section
7.0	7/24/08	Defense Travel Management Office (DTMO)	General update for FY09 in various sections and graphics. Updated document number to version 7.0 throughout	All
8.0	9/6/08	Defense Travel Management Office (DTMO)	Update to show new functionality in the accounting module and how to allocate expenses	Chapters 3, 4
9.0	7/15/09	Defense Travel Management Office (DTMO)	General updates to the guide	All
10.0	7/29//10	Defense Travel Management Office (DTMO)	General updates for FY11 in various sections and graphics.	All
11.0	1/12/11	Defense Travel Management Office (DTMO)	Update to website link.	Section 2.1
12.0	7/19/11	Defense Travel Management Office (DTMO)	General updates for FY12 in various sections and graphics.	All
13.0	7/25/12	Defense Travel Management Office (DTMO)	Reviewed guide for updates. Updated screen shots for FY13.	All
14.0	8/30/13	Defense Travel Management Office (DTMO)	Updated screens shots for DTS Release 1.7.3.20 and FY14.	All
15.0	7/31/14	Defense Travel Management Office (DTMO)	Reviewed guide for updates.	All
16.0	6/20/16	Defense Travel Management Office (DTMO)	Reviewed guide for updates. Inserted new screenshots in Chapter 3	All Chapter 3
17.0	11/4/16	Defense Travel Management Office (DTMO)	Updated Commercial Travel Office (CTO) references to Travel Management Company (TMC), except where a DTS function or stamp is referenced.	Chapter 2 Chapter 3 Chapter 4

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Chapter 1: Overview of New Fiscal Year Funding and DTS

The fiscal year for the Department of Defense (DoD) begin on 1 October and ends on 30 September of the following calendar year. Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires the processes described in this guide to ensure that funding is assigned correctly for the following travel situations:

- *New fiscal year travel*. Travel that begins on or after 1 October and requires authorization and reservations prior to 1 October.
- *Cross-fiscal year travel*. Travel that begins 30 September or earlier and ends 1 October or later.

1.1 Reference Materials

The following documents provide supporting information on fiscal year travel topics:

- *Defense Travel Administrator's (DTA) Manual*
- *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*

These documents can be found at http://www.defensetravel.dod.mil/site/training.cfm.

1.2 Accounting System Shutdown Periods

Many accounting systems that interface with DTS become unavailable for processing for a period of time starting in late September. DTS shutdowns are not planned to occur during the fiscal year crossover period. A list of shutdown periods can be found at http://www.defensetravel.dod.mil/site/fycross.cfm.

DTS will hold documents approved during the accounting system shutdown period. Document processing should be complete before the shutdown to accomplish any needed transactions for the traveler.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Chapter 2: Travel that Occurs in a New Fiscal Year

This chapter provides the traveler, Authorizing Official (AO), and Finance Defense Travel Administrator (FDTA)/Budget Defense Travel Administrator (BDTA) in creating and processing DTS authorizations in the current fiscal year for travel that will start in the new fiscal year.

An example of this is a traveler who creates a travel authorization on 15 September (current fiscal year) for travel that will start 1 October or after (new fiscal year).

The traveler can make arrangements for the entire trip; however, General Services Administration (GSA) Airline City Pair flights are not be available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and the DTS database is updated. These actions typically occur in September; notices will be posted on the DTMO website and in the DTS notices section of the DTS webpage.

Travelers who try to make flight arrangements prior to the awarding and loading of the new contract fares will not be able to access GSA Airline City Pair fares. See Chapter 5 of this guide for more information.

Authorizations created in DTS for travel that begins in a future fiscal year should not be stamped **APPROVED** until the FDTA/BDTA establish the new fiscal year lines of accounting (LOAs) and funding for the budget(s) in DTS. Funding for the fiscal year is made by authorities outside of DTS.

Note: Organizations can approve new fiscal year travel documents in the current fiscal year. DTS will hold the new fiscal year transactions until the accounting systems are ready to receive the transactions. This facilitates applying the Tickets Are Waiting (TAW) date for the Travel Management Company (TMC); [formerly known as Commercial Travel Office (CTO); DTS still refers to the TMC as the CTO].

For travel that requires ticketing before new fiscal year funds are available and the AO can approve the documents in DTS, the traveler should follow local business rules for obtaining transportation with verbal approval. The verbal approval allows the TMC to ticket the transportation booked using the DTS Travel module, which then updates DTS with the ticketed information. The Transportation Officer (TO) typically provides verbal approval; however, this may vary by site. The AO is still required to approve the document in DTS after new fiscal year funding are available.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

2.1 Creating an Authorization for Travel in a New Fiscal Year

To create a travel authorization in the current fiscal year for travel that starts in a new fiscal year, follow these steps:

1. Create the travel authorization in DTS (i.e., complete the itinerary, make travel reservations, and enter the expenses for the trip).

2. On the Accounting screen, select an **LOA** for the new fiscal year (Figure 2-1). If the current fiscal year LOA displays by default, remove it. If a new fiscal year LOA is not available, then leave the LOA selection blank.

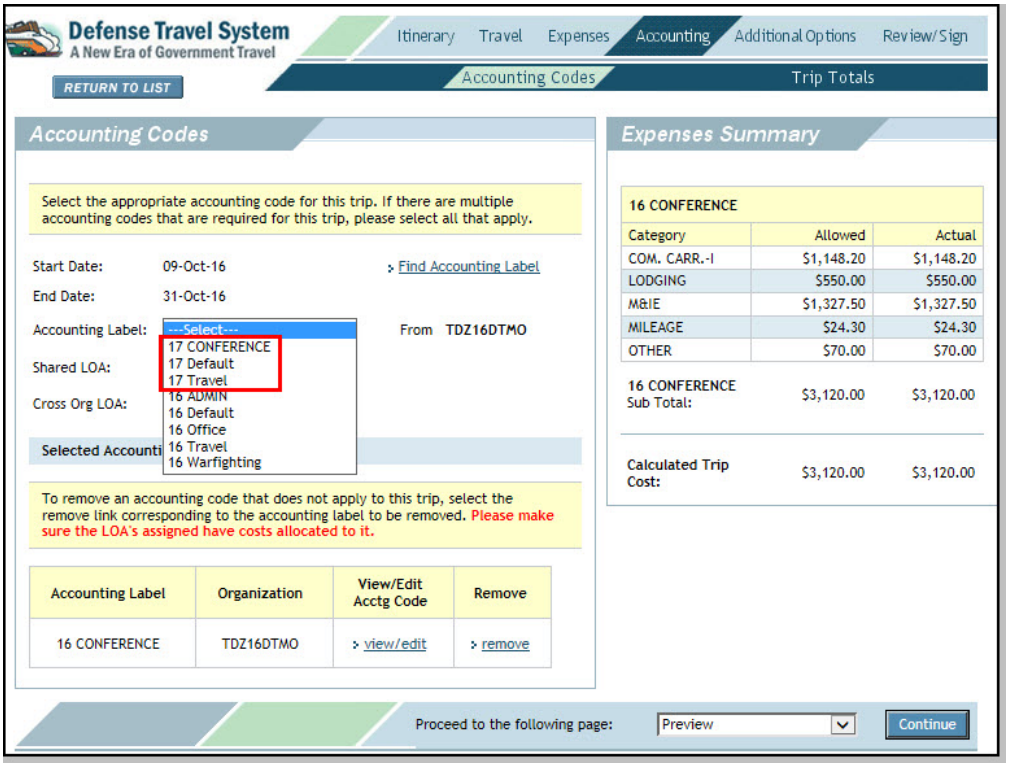

Figure 2-1: Accounting Codes Screen

Leaving the LOA selection blank is acceptable in this situation. When the authorization is signed, DTS will trigger the following advisory: *NO ACCT CODE ASSIGNED* (Figure 2-2).

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

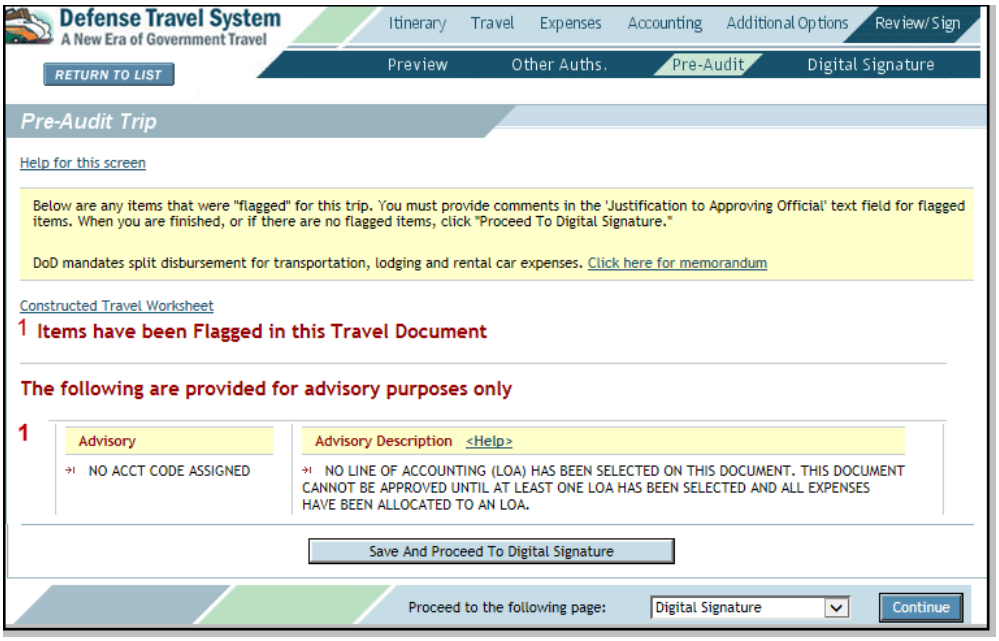

Figure 2-2: Advisory – NO ACCT CODE ASSIGNED

3. Access the Preview Trip screen (Figure 2-3).

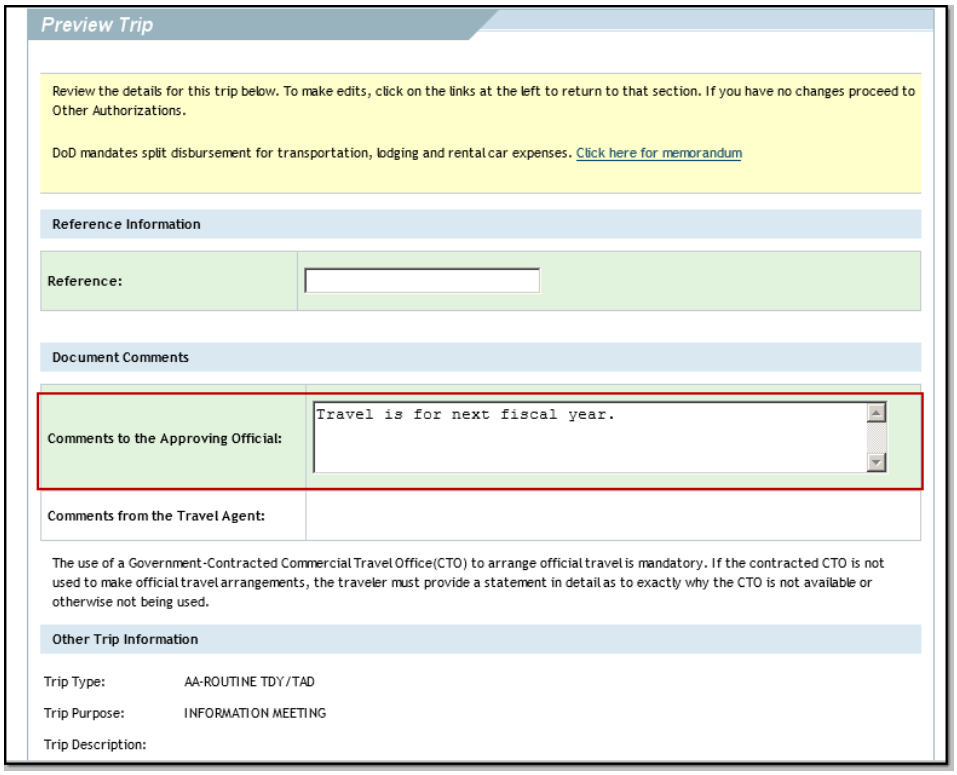

Figure 2-3: Preview Trip Screen

4. Complete the **Comments to the AO** field with text similar to – *Travel is for next fiscal year*.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

5. Proceed to the Digital Signature screen to sign the document. After the document is signed, the TMC confirms the travel reservation(s) and the normal routing process continues.

The AO will hold the document for approval until notified new fiscal year funding is loaded in DTS. See Section 2.2 for steps when funding becomes available.

2.2 Approving an Authorization When New Fiscal Year Funding Is Available

When new fiscal year funding becomes available, the FDTA/BDTA will load new LOA(s) and budget items(s) in DTS. This process is explained in the *DTS Guide too Establishing LOAs and Budgets for the New Fiscal Year*.

DTS will hold the new fiscal year obligation transactions until the accounting systems are ready The AO approves the authorization in DTS after new fiscal year LOAs and budget are loaded, even if the accounting system is not ready to process transactions.

Once the authorization routes to the AO approve the document following these steps:

1. If the new fiscal year LOA has not been added to the document, update the accounting data:
    a. Access the Accounting screen and select the LOA(s) for the new fiscal year (Figure 2-1).
    b. If more than one LOA is required, allocate the expenses accordingly.
    c. Do not use prior year funds to fund travel in the new fiscal year.
2. Continue the approval process.

After the AO applies the **APPROVED** stamp, DTS applies the TAW date and the Passenger Name Record (PNR). The TMC issues the tickets three business days prior to departure.

If LOAs cannot be added, then funding and approval cannot be accomplished prior to departure, see Section 3.3.

2.3 Trips Departing Before New Fiscal Year Funding is Available

If the new funding is not available before a trip's start date, a traveler may need to depart before the authorization is approved. This may occur because the LOA rollover and budget modules updates cannot be made in time. The DTA should establish procedures in advance with the TO and the TMC facilitate this situation.

Depending on your organization's local business rules and the TMC contract, verbal approval can be given to travel, and the TMC tickets the trip based on instructions from the TO or other designated official. A DTS document is created and approved as explained in Section 2.1 and Section 2.2

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

2.4 Funding Messages: No Budget Exists and Insufficient Funds

If the AO applies the approved stamp to an authorization with a funding issue, a funding message will display and the document will not accept the **APPROVED** stamp. The document will not continue routing.

- *No Budget Exists*: This message displays if there are no new budgets.
- *Insufficient Funds*: This message displays if there are no funds available in the budget. Funds need to be added to the budget.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Chapter 3: Fiscal Year Crossover Travel

This chapter provides guidance to the traveler and the Authorizing Official (AO) for creating and approving DTS authorizations that extend across two fiscal years when using funds from a single year.

If a traveler creates an authorization in the current fiscal year for travel that begins on 18 September (current fiscal year), and ends on 6 October (new fiscal year). Enter the accounting information to an authorization with travel that spans across fiscal years are a multistep, coordinated process.

The traveler creates the authorization for the entire travel period. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA.

However, the new fiscal year LOA cannot be added until after establishing the new fiscal year LOA(s) and budget(s) in DTS.

This does not apply to travel funded by Multi-Year, or No-Year appropriations, when the LOA in the authorization can be used for a previous and new fiscal year. See Chapter 7 of this guide for further guidance.

3.1 Creating an Authorization for a Trip That Crosses Fiscal Years

If the trip begins in one fiscal year and ends in the next, use the following steps:

1. Create the travel authorization in DTS.

2. Enter **start date** and **end date** of the trip. For example, the traveler indicates on the **Trip Overview** screen that the travel starts 18 September and ends 6 October (Figure 3-1).

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

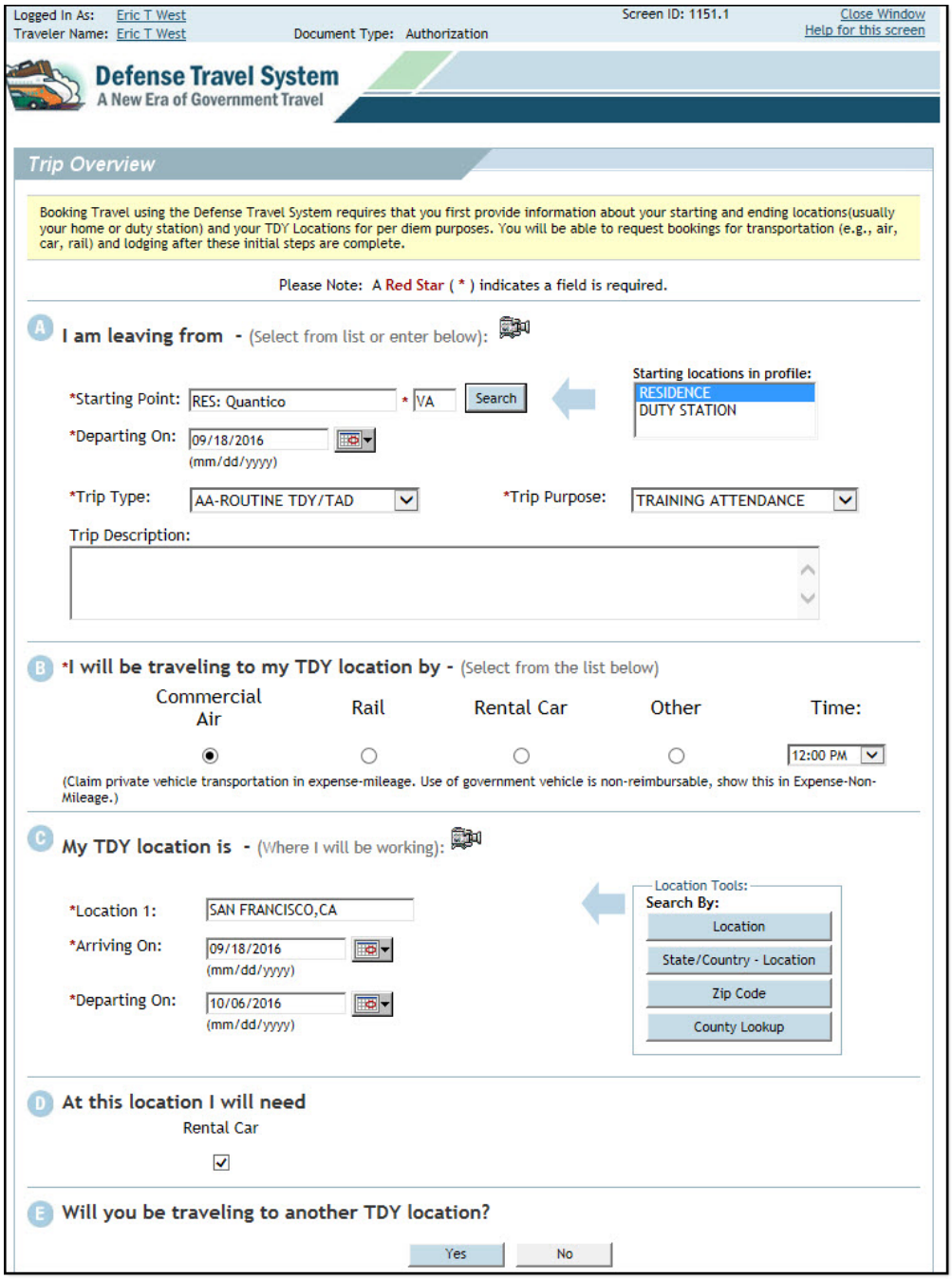

Figure 3-1: Trip Overview Screen

3. Select the Travel module and select departure and return flights using the trip itinerary dates. Hotel and rental car reservations can also be selected for the entire trip.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

GSA Airfare City Pair availability in the new fiscal year is dependent upon contract award and loading into the Reservation System. These fares may not display in DTS for new fiscal year travel until September.

If City Pair flights are not available in DTS, the traveler should not select a return flight unless the return date is in early October. In this case, the traveler may select a coach class ticket due to the non-availability of GSA fares. See Chapter 4 of this guide for more information.

4. If the traveler has made transportation reservations outside DTS, enter the cost in the **Other Transportation** screen (Figure 3-2)

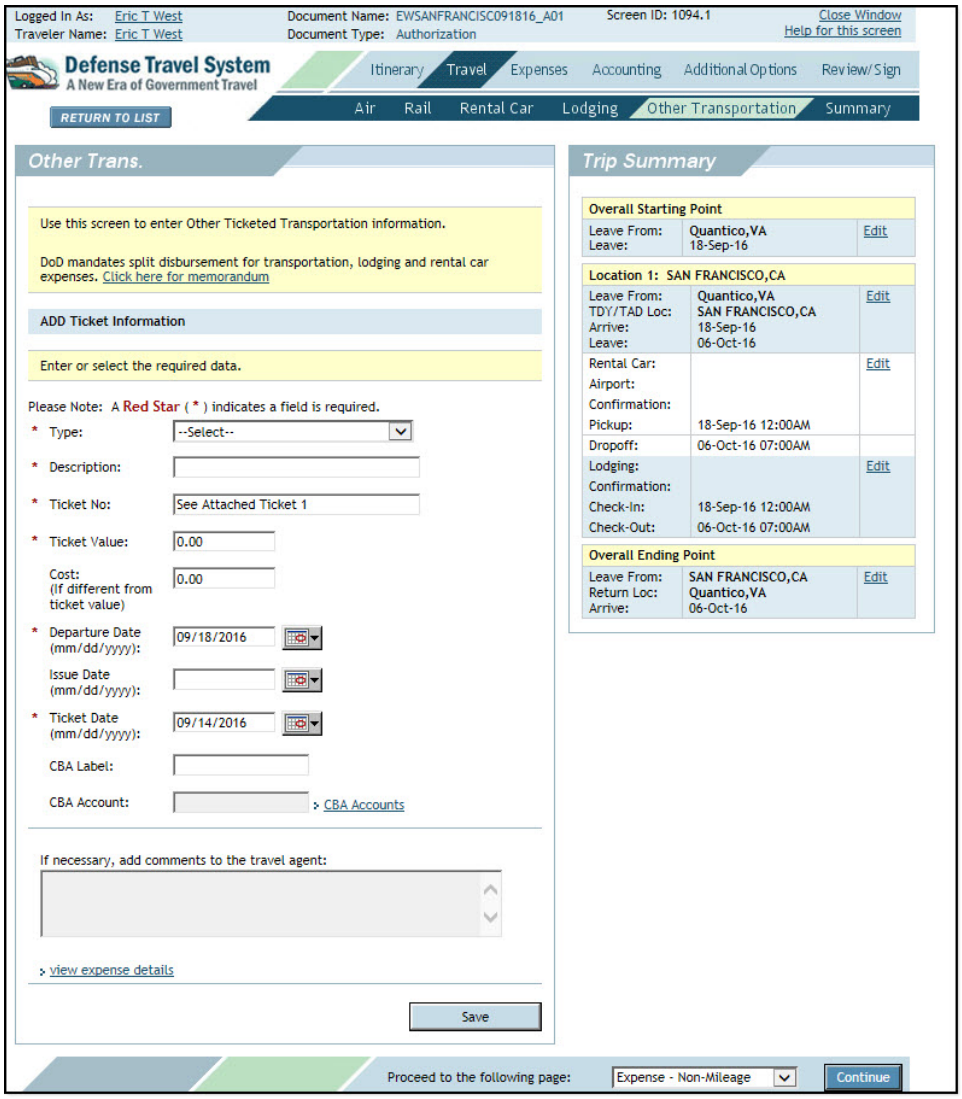

Figure 3-2: Other Transportation Screen

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

DTS will allocate each ticketed transportation expense to the LOA(s) for the fiscal year in which the expense is s ticketed. If the return flight is in the new fiscal year, but is ticketed using the current fiscal year LOA, it will be charged against the current fiscal year LOA.

Note: Once air reservations are chosen, the traveler will not need to adjust the itinerary dates for the new fiscal year crossover procedures.

5. Enter the expense the entire trip with the appropriate dates or date ranges.

6. Select the **Per Diem Entitlements** screen to verify that lodging is accurate for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.

7. Select the **Accounting Codes** screen and enter the current fiscal year LOA (if not already populated by defaults), then add the new fiscal year LOA. These actions allow the appropriate funds to pay for the current and new fiscal year portion of the travel (Figure 3-3).

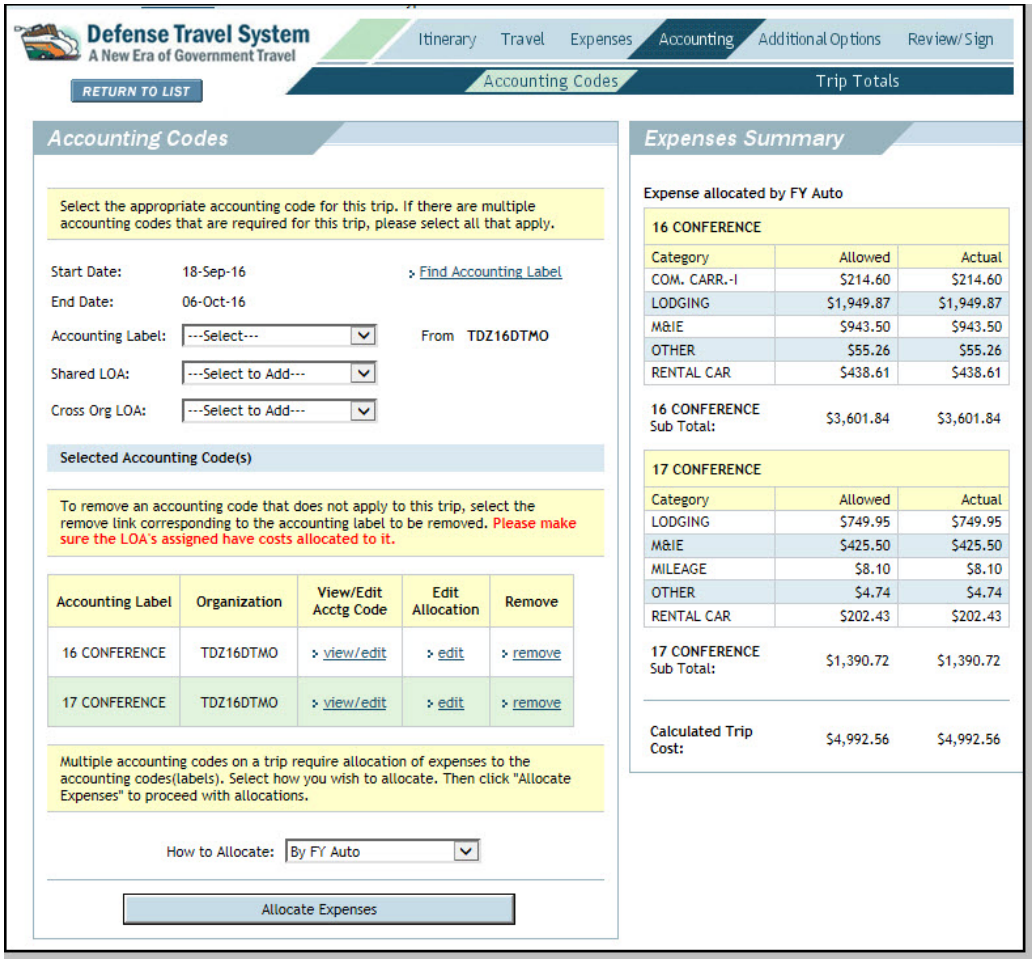

Figure3-3: Accounting Codes Screen

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

With the addition of the new fiscal year LOA, DTS prompts the traveler to either accept the FY Auto allocation by selecting **OK** or **Cancel** (Figure 3-4).

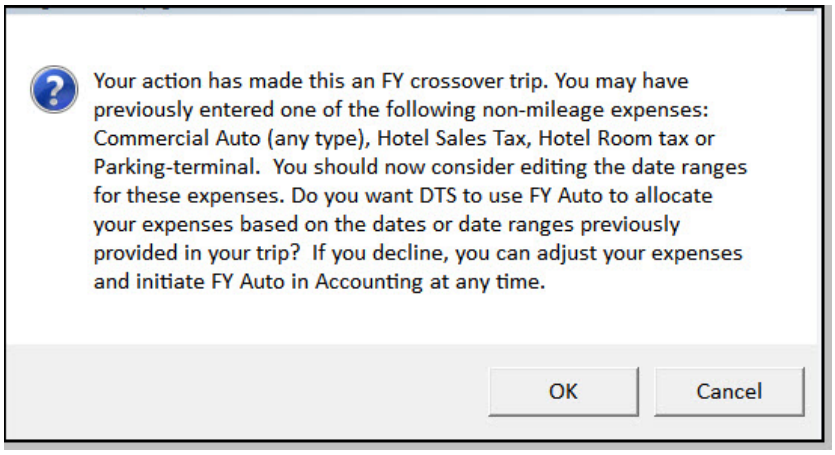

Figure 3-4: FY Auto Allocation Message

8. If using a single LOA for each fiscal year, select **OK** or **Cancel** to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs.

   If you wish to use a different allocation method, use the drop down box in the **How to Allocate** to choose the desired method

9. On the **Preview Trip** screen, enter a comment similar to one shown below in the **Comments to the approving Official** box:

   Traveler is expected to return on <DD MM YYYY>, travel does cross fiscal years. This authorization includes the current and the new fiscal year itinerary and expenses.

10. Sign the authorization.

The document routes to the TMC to review reservation arrangements.

11. The authorization routes to the AO for approval.

Upon AO approval, DTS routes the Passenger Name Record (PNR) to the TMC and sends the current year obligation transactions to the accounting system. DTS holds the new fiscal year obligation transactions until the accounting system is ready to receive them.

3.2 Creating an Amendment for the Trip Portion that Occurs in a New Fiscal Year

In fiscal year crossover travel, when only the current fiscal year portion of the authorization was created and approved (with the current fiscal year LOA), the traveler must wait for funds to become available, and amends the original authorization to make the following updates:

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

- Update the itinerary to include the portion of travel that takes place in the new fiscal year
- Apply the additional LOA(s) for the new fiscal year

The organization's AOs and travelers should receive notification when the budget fund(s) have been loaded in the DTS Budget module.

Note: If a trip includes scheduled partial payments (SPPs), when the amendment is created, the SPPs will have to be rescheduled. The SPPs will process normally once the amendment is approved. If a payment is scheduled during the shutdown of fund availability period (generally late September to the middle of October), it will be processed as soon as the amendment receives the **POSACK** stamp.

3.2.1 Adding New Fiscal Year Information

Use the steps below to add the new fiscal year information to an authorization

1. Create the amendment for the authorization. Add comments to identify the purpose of the amendment (Figure 3-5).

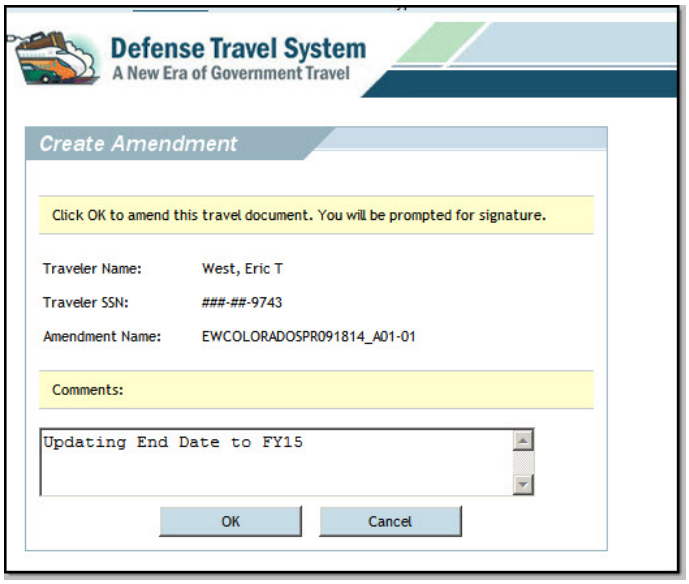

Figure 3-5: Create Amendment Screen

2. Access the **Trip Overview** screen and change the End Date to reflect the correct return date in the new fiscal year (Figure 3-6).

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

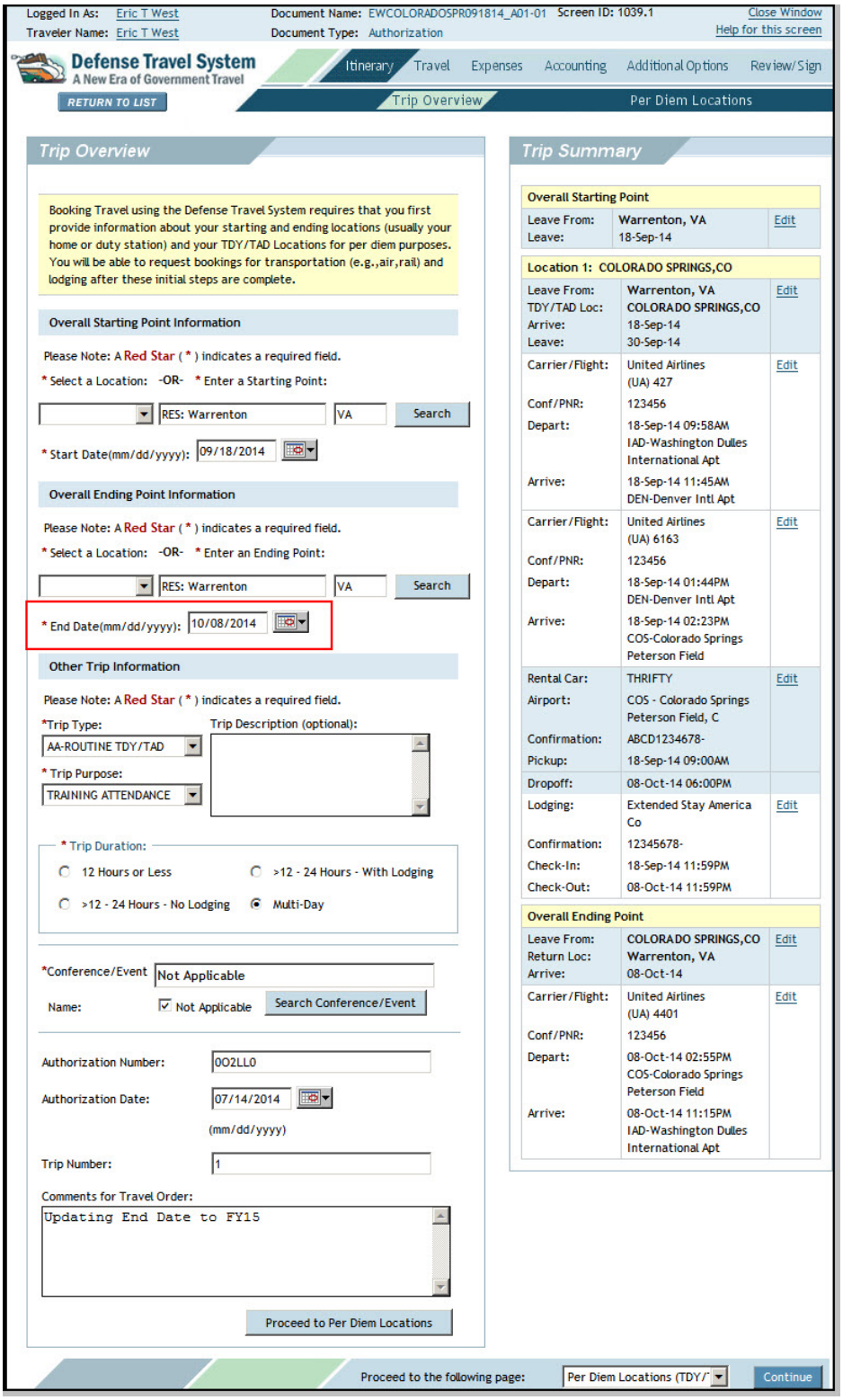

Figure 3-6: Trip Overview Screen

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

3. Scroll to the bottom of the screen and select **Proceed to Per Diem Locations**. The **Per Diem Locations** screen opens (Figure 3-7). The **Trip Summary** on the right side of the screen is the starting point for updating the end date for the per diem location on the document.

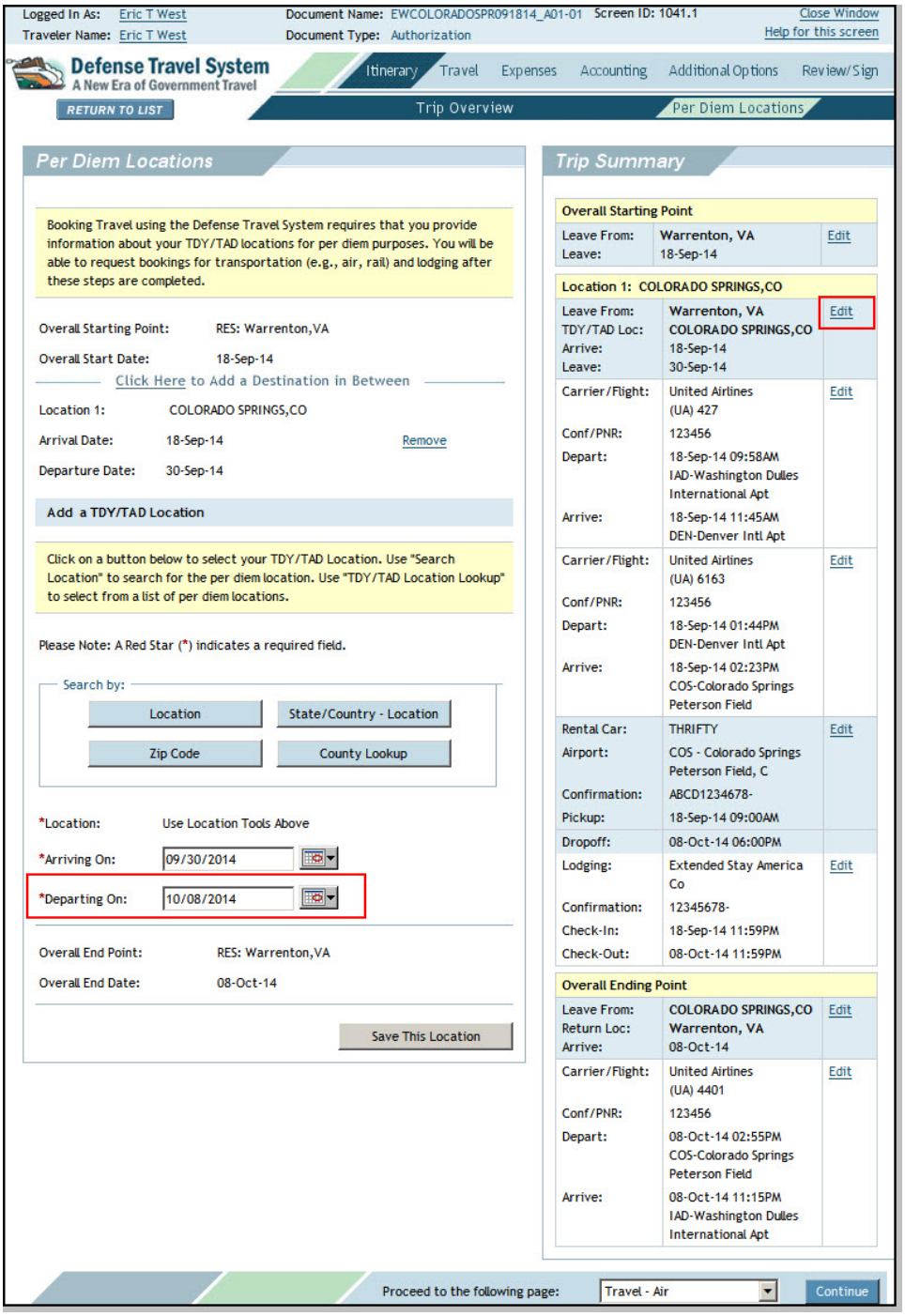

Figure 3-7: Per Diem Locations – Edit

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

4. Select **Edit** for location that needs to have the end date updated, and then change the **Departing On** date.

5. Select **Save Changes**.

6. Access the **Trip Overview** screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-8).

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

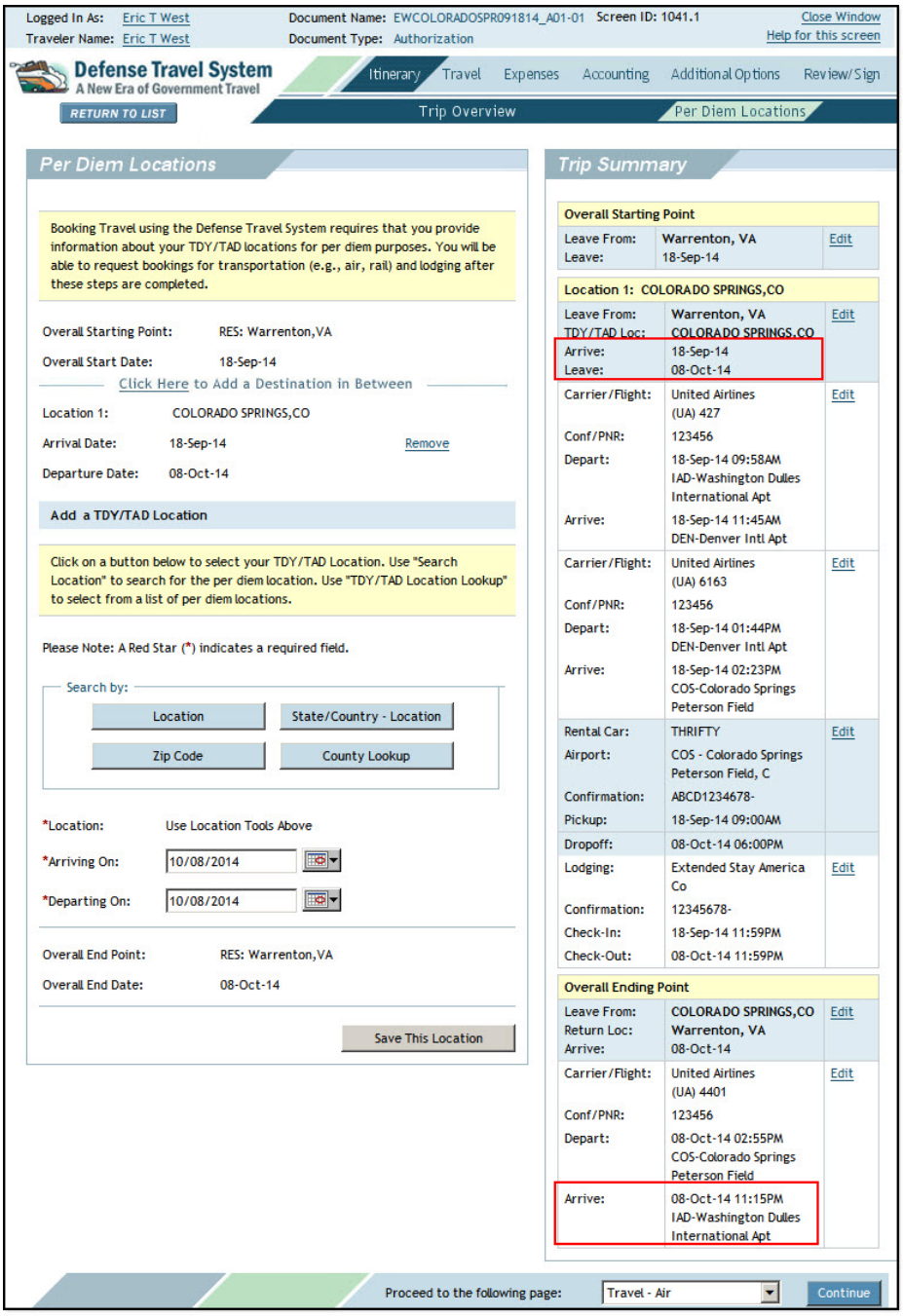

Figure 3-8: Trip Overview Screen – Trip Dates Cross Fiscal Year

7. If transportation reservations were made outside DTS, select **Travel** on the navigation bar and then **Other Transportation** on the subnavigation bar and enter the costs on the on the **Other Transportation** screen (Figure 3-2).

8. Select **Mileage Expenses** and **Non-Mileage Expenses** to update only the expenses applicable to the new fiscal year (Figure 3-9).

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

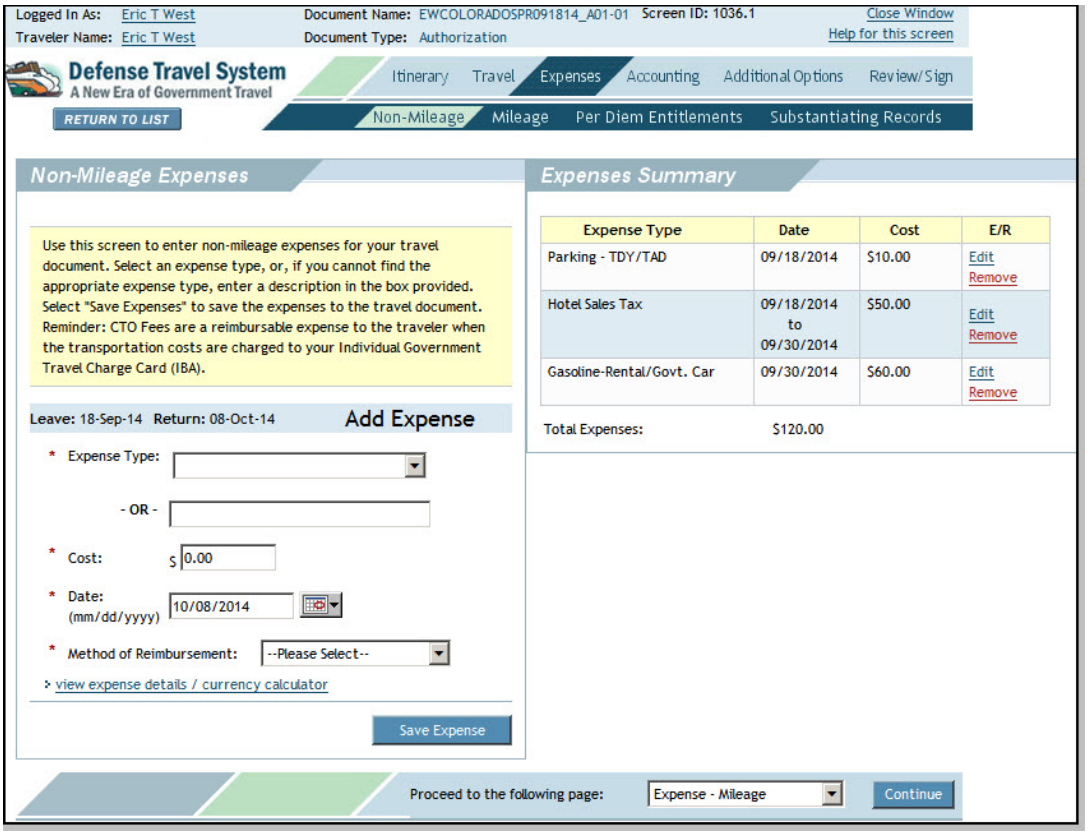

Figure 3-9: Non-Mileage Expenses Screen

9. Select **Per Diem Entitlements** to verify that lodging was updated for the additional dates that were added.

10. If any special duty conditions were selected previously (e.g., actual expenses, meals provided, leave), these must be entered again because DTS removes them when the amendment is created.

11. Select **Accounting** and add LOA(s) to fund the new fiscal year portion of the travel.

With the addition of the new LOA, the traveler is prompted to either accept the FY Auto allocation or to choose one of the other options to allocate expenses.

12. If using a single LOA for each fiscal year, select **OK** or **Cancel** to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs (Figure 3-4).

    If you wish to use a different allocation method, use the drop down box in the **How to Allocate** to choose the desired method.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

13. Proceed to **Digital Signature** to sign the document.

After the document is signed, the routing process will continue.

3.3 Using Prior Fiscal Year Funds

Documents may be funded with prior fiscal year funds. All documents that use prior year LOAs and if the LOA label is available in DTS, will fund to the associated prior year budget located in the Budget module.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 4: Air Reservations and the New GSA City Pair Contract

GSA airline City Pair flight contracts change annually; this creates a need for additional considerations when making reservations in DTS for flights that will occur in the new fiscal year.

Before the new airline City Pair fares can be published in DTS, GSA must award the contracts, and the airlines must update the Global Distribution System (GDS). This typically occurs in September.

4.1 A Trip Crosses Into the New Fiscal Year

If a trip has a departure date earlier than October 1st and the return date is October 1st or later, then complete the authorization through the trip end date. If the travel arrangements on the authorization are made after the new airline City Pairs are published, normal fiscal year crossover selection and processing occurs. See Table 4-1 for guidance on booking flights for the trip.

Table 4-1: Booking Flight Reservations When a Trip Crosses into a New Fiscal Year

Booking Flight Reservations When a Trip Crosses into a New Fiscal Year		
Flight Date	**Use DTS**	**Contact TMC**
Earlier than 1 October	X	
1 October or later and new fiscal year airline City Pair fares are in DTS	X	
1 October or later and new fiscal year airline City Pair fares are not in DTS		X

4.2 Entire Trip Occurs in the New Fiscal Year

Consideration of the departure timeframe is helpful when creating an authorization for a trip that will begin in the next fiscal year. See Table 4-2 for guidance on booking flights for the trip.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Table 4-2: Booking Flight Reservations When the Entire Trip Occurs in a New Fiscal Year

Booking Flight Reservations When the Entire Trip Occurs in a New Fiscal Year		
Time Frame for Departure	**When to Book Reservations**	**Follow-up Actions**
Not immediate	Just prior to the current Fiscal Year approval	Once new Fiscal Year funds are available and loaded, the accounting systems process the transactions
Immediate, departure is in early October	As early as necessary, using the non-restricted fares shown in DTS	The Transportation Officer should enlist the TMC to monitor these trips and attempt to book GSA fares when they become available

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 5: Advances and Scheduled Partial Payments

Because of accounting system shutdown, it is necessary to give careful consideration when requesting advances and scheduled partial payments (SPPs) during the new fiscal year transition period. It is important to know that authorizations can be approved during the shutdown, but disbursements will be held until the accounting system restarts.

As the departure date approaches 30 September, the amount of the advance is reduced because it is calculated on the reimbursable costs through 30 September. Travelers departing later in September should obtain a GTCC, and the AO, and DTA should closely monitor the shutdown process and, as soon as possible, have the current fiscal year amendment approved and processed.

5.1 New Fiscal Year Trips

Table 5-1 provides information pertaining to authorizations for new fiscal year travel that need to be approved before the new fiscal year funds are available.

Table 5-1: Advances and Scheduled Partial Payments for New Fiscal Year trips

Advances and Scheduled Partial Payments for New Fiscal Year trips				
Departure Date	**Payment Type**	**Payment Delay**	**Disbursement Date**	**Mitigation**
1 October through accounting system restart	Non-ATM advance	Yes	Three or more business days after the accounting system begins processing, if the disbursing system is also on line	Ensure that the traveler has a GTCC
	Scheduled Partial Payments	No	First Scheduled Partial Payment is scheduled to occur 30 days after departure	N/A

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

5.2 Crossover Fiscal Year Trips

Table 5-2 provides information pertaining to authorizations for trips that begin in the current fiscal year and continue into the new fiscal year.

Table 5-2: Advances and Scheduled Partial Payments for Crossover Fiscal Year trips

Advances and Scheduled Partial Payments for Crossover Fiscal Year trips				
Payment Type	**When To Request**	**When Disbursed**	**Risks for Late Fiscal Year Travel Dates**	**Mitigation**
Non-ATM advance (*current FY LOA only*)	At least five business days before account system shutdown	As normal	If the authorization is approved, but processing is not completed, the payment will be delayed	Ensure that the traveler has a GTCC
Non-ATM advance (*split between current FY and new FY LOAs*)		Current fiscal advance invoice will not be submitted until the current fiscal year obligation receive a POSACK stamp	*Trips that start in late September.* The first advance may not meet the traveler's needs for the first few weeks in October. The next advance request will not be submitted until the new fiscal year obligation receives the POSACK stamp, which will not occur until the accounting system is ready.	
Scheduled Partial Payments	N/A	Generally, Scheduled Partial Payments disburse on a schedule, but the schedule may be delayed due to: • Approval date • Departure date • Shutdown schedule	*Applies to trips that start between 20 August and 20 September.* The first Scheduled Partial Payment may not be disbursed on time due to the accounting system shutdown.	Use an advance and Scheduled Partial Payments to ensure that the traveler has sufficient funds*

*If the traveler is allowed an advance based on the *DoD Financial Management Regulations*, the advance will pay 80% of approved expenses for the first 30 days. Then, Scheduled Partial Payments will be scheduled for the remainder of the trip. The traveler's profile must include Advance Authorized before the authorization is created. The traveler will not be overpaid when requesting an advance or scheduled partial payments. The advance is calculated for up to the first 30 days and the last Scheduled Partial Payment is adjusted to ensure that the total of the advance and Scheduled Partial Payments will not exceed the reimbursable expenses reflected in the authorization.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 6: Local Vouchers

DTS will not process a local voucher that contains two different fiscal year (FY15/FY16) LOAs. Separate local vouchers must be created and approved for reimbursements that are claimed for different fiscal year LOAs.

- *Local travel in the current fiscal year* – Local vouchers should be approved before the accounting system shutdown to ensure that processing is complete prior to the shutdown. If the account system processing cannot be completed prior to the shutdown, the payment will not be processed until the obligation has received the **POSACK** stamp after the shutdown.

- *Local travel in the new fiscal year* - Local vouchers for new fiscal year should not be approved until funds are available.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 7: No-Year and Multi-Year Funds

Some organizations use funding that allows obligation of travel expenses from multiple years to the same LOA. Based on the service/agency and accounting system guidance, travelers who use the same LOA for the entire trip can create the authorization with beginning dates in the current fiscal year and ending date in the new fiscal year without creating an amendment after 30 September.

The entire crossover trip can be created and approved with no need for the procedure outlined in Chapter 3 of this guide. The *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year* includes a discussion of this topic. *The FDTA or BDTA will decide whether to continue using the current fiscal year LOA labels in the new fiscal year or rollover the labels (leaving the year-related data element the same).

***This is a local organization decision**.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 8: Navy STARS-FL and STARS-HCM Lines of Accounting

When creating authorizations for fiscal year crossover trip, Navy travelers belonging to organizations that use LOAs processed in the STARS-FL and STARS-HCM accounting systems must use the new fiscal year LOA in their authorizations. This is necessary so that the new fiscal year expenses will have a document fiscal year (DFY) that is the same as the current fiscal year. All LOAs used during a trip will need to have the same DFY based on the departure date. The tree possibilities are shown below:

- A current fiscal year trip has current fiscal year LOAs with a DFY, beginning fiscal year (BFY), and ending fiscal year (EFY) in the current fiscal year.

- A new fiscal year trip has all LOAs with a DFY/BFY/EFY in the new fiscal year.

- A fiscal year crossover trip has:
    - A current fiscal year LOA with a DFY in the current fiscal year
    - A new fiscal year LOA with a DFY in the current fiscal year
    - A BFY and EFY of the new fiscal year

The *DTS Guide to Establishing LOAs and Budget for the New Fiscal Year* discuss the options for creating crossover LOAs with budget items. The FDTA/BDTA will need to decide on the approach.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use

Chapter 9: Addressing Locality Rate Changes for Travel in a New Fiscal Year

In conjunction with the new fiscal year, the governing bodies that set per diem rates conduct an extensive update to existing lodging, meals, and incidental rates. New rates are loaded into DTS as soon as they are available. For trips created prior to the new rate upload, documents will be updated with the new rate when an amendment or voucher is created. Changes may not update automatically if a voucher is created before the rate changes are loaded into DTS. If this is the case, removing and re-entering the per diem location will allow the new rate to be calculated in the document.

Report any issues with locations and per diem rates to the Travel Assistance Center (TAC) by either:

- Calling 1-888-HELP1GO (888-435-7146)
- Submitting a held desk ticket through the Tickets section of Travel Explorer (TraX). The subject line of the ticket should start with ***PER DIEM LOCATION RATE PROBLEM***.

This document is controlled and maintained on the www.defesnetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use