8 Additional Options

1. Select **Additional Options** on the navigation bar.
2. Select **Profile** on the subnavigation bar to edit personal profile data.
3. Select **Partial Payments** on the subnavigation bar to schedule partial payments every 30 days if the TDY exceeds 45 days.
4. Select **Advances** on the subnavigation bar to request a non-ATM advance.

9 Review / Sign

1. Select **Review/Sign** on the navigation bar.
2. Enter comments and review the itinerary.
3. Select **Save and Proceed to Other Auths.** If necessary, select **Add Additional Authorizations For This Trip**. Check the box next to all required authorizations, then select **Add**. Enter any **Remarks** that must appear on the document.
   Note: All auths must include the statement "Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives".
4. Select **Save and Proceed to Pre-Audit**.
5. Enter a justification in each comment box.
6. Select **Save and Proceed to Digital Signature**.
7. Select **Submit Completed Document**.
8. If you made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens. Select **OK**.
9. Enter the **PIN** then select **OK**.

Note: If you selected no hotel and no pre-audit flags exist, DTS applies the AUTO APPROVED stamp provided that setting is enabled in the Partner Settings.

10 Modifications to Imported Auths

If the partner setting for Allow Data Modification or Allow Systematic LOA Modification is *Yes* and the authorization is not signed, the Partner System can update the document automatically. The traveler will receive an e-mail notification of the change. If the Partner System wants to change an authorization after it has been signed, DTS will send the traveler an e-mail to inform them of the change.

1. Access the DTS Preview screen.
2. Choose **Select Here** to view the modifications.
3. Review the Modification Comparison screen.
4. Select **Accept**.
5. For data modifications, the Adjustments screen opens. Select **view/edit**, make the necessary edits and proceed to Review/Sign (Section 9)..
   –OR-
   For LOA modifications, changes are made automatically and the Preview Trip screen opens. If no itinerary or expense changes are necessary proceed to Review/Sign (Section 9).

To modify an authorization after it has been approved, go to Section 1, Steps 1 - 2 and select **amend**. Select **OK** on the Amendments screen. Make the necessary edits and proceed to Review/Sign (Section 9).

11 Cancellations

When a Partner System sends a cancellation to DTS, DTS automatically cancels the authorization if the below criteria is all true:

- The cancellation is received before trip start date.
- No non-ATM advances paid.
- No scheduled partial payments have been submitted.
- Commercial reservations have not been ticketed.

If expenses were incurred, the traveler will file a voucher to receive reimbursement.

See Chapter 10 of the *Document Processing Manual* to cancel authorizations that do not meet the above criteria. If **User Can Cancel** authorization setting is *Yes*, the authorization may be cancelled using the trip cancel link on the Authorizations/Orders screen.

**Import/Export business rules may vary by service or component

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

DEFENSE TRAVEL
MANAGEMENT OFFICE

Partner System Traveler Instructions for Completing an Imported Authorization in DTS

January 16, 2013

Completing an imported authorization differs slightly from creating an authorization. The partner system sends the travel data to DTS. DTS imports the data to complete certain parts of the authorization and e-mails the traveler that the imported document is awaiting completion in DTS. (See Chapter 2, Section. 2.11 of the Document Processing Manual).

Log In to DTS

1. Access the DTS Home page: http://www.defensetravel.osd.mil.
2. Select **LOGIN TO DTS**.
3. Select **Accept** to the *DoD Privacy & Ethics Policy.*
4. Enter the **PIN** then select **OK.**
5. First-time users will see the User Activation screen. Enter the traveler's SSN in both fields then select **Submit**. The User Welcome screen opens. Proceed to Section 1.

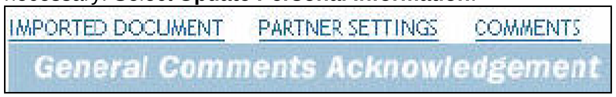
If the DTS account has *not* been created, only an Administrative menu displays on the screen.

6. Select the **Administrative** menu.
7. Select **Self Registration**. Complete the Basic Information and Additional Information screens.
8. Select **Submit**.
9. Log off DTS. An e-mail will be sent to the user when the registration has been accepted. The user will need to log into DTS and follow Steps 1 through 5 to activate the account.

1 Edit an Imported AUTH

1. On the Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorization/Orders** on the drop-down menu.
3. Select **edit** next to the document name to be edited.

Note: If using DTS for the first time, the system will prompt the traveler to review or update their personal profile. Edit if necessary. Select **Update Personal Information**.



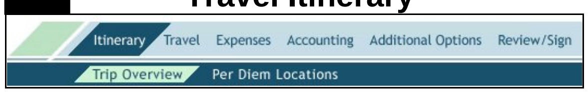
If the Partner System included a comment to the traveler, the General Comments Acknowledgement screen opens. If there were no comments, skip this step.

4. Select **Agree** to indicate that you have read and understood the Partner System comments. The Preview Trip screen opens. Selecting **Disagree** will return you to the document list.

Two or three links display above the navigation bar on every screen. A description of the screen for each link follows:

1. **Imported Document.** Information from the original file that was used to create the imported authorization.
2. **Partner Settings.** Partner System settings that were used at the time the authorization was created. Options available for each document depend on the preset values in the Partner Settings.
3. **Comments.** Comments and instructions for the traveler. These are the same comments presented on the General Acknowledgement screen. The link will not display if there are no comments from the Partner System.

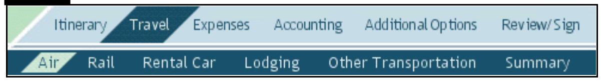
2 Travel Itinerary



A basic itinerary will be populated. Use the below steps if any information must change:

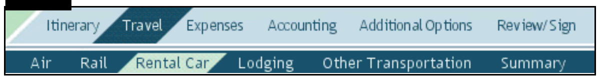
1. Complete the **Starting Point** field by selecting a location from the **Starting Locations in Profile** box or by typing a location in the field.
2. Complete the **Ending Point** field by selecting a location from the **Return Locations in Profile** box or by typing a location in the field.
3. Select the **Trip Type** and **Trip Purpose** from the drop-down menus.
4. Select **Proceed to Per Diem Locations**. Select **OK** on the pop-up message.
5. The **Location 1** field should be complete. To change it, select **edit** next to the location in the Trip Summary box.
6. The **Arriving On:** field should be complete. If change is necessary, select the calendar icon and select the **arrival date** for the location.
7. The **Departing On:** field should be complete. If change is necessary, select the calendar icon and select the **departure date** for location.
8. Select **Save Changes**. Select **OK** to the message.

3 Book Air



1. Select **Travel** on the navigation bar.
2. Select **Add New Flight** in the Trip Summary.
3. Edit the **fields** in the Modify Search section to change the airport, date, or time of arrival or departure.
4. Select **Search**.
5. Choose **Select Flight** for one of the displayed flights or select **Request Assistance in Booking Flight** for CTO help.
6. Select the preferred seat in the Seat Selector window. Select **Done**.
7. Repeat Steps b through f to book a return flight.
   Note: The Reservations Summary box will populate during reservations; it contains links to cancel, change, add, or remove a reservation.

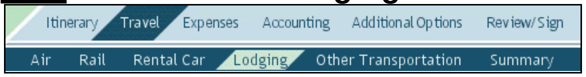
4 Book Rental Car



You may only search for a rental car if you have authorization from the Partner System. If you are not authorized a rental car, a pop-up message will state this when you select the **Search** button.

1. Select **Rental Car** on the navigation bar.
2. Edit the **fields** in the Modify Search section to change the type of vehicle or the pick-up or drop-off airport, date, or time.
3. Select **Search**.
4. Choose **Select Car** for one of the displayed rental companies or select **Request Assistance in Booking Rental Car** for CTO help.

5 Book Lodging



1. Select **Lodging** on the navigation bar.
2. Edit the **fields** in the Modify Search section to change the lodging dates or location.
3. Select **Search**.
4. Choose **Select Hotel** next to the desired lodging.
5. Choose **Select Room** next to the desired room type and rate.
6. Select **Save Selected Accommodations** at the bottom of the screen.
7. If no rooms are available at the requested hotel, select **Return To Hotel Listing** and choose a different hotel. If no hotels display in the search results screen, select **Request Assistance Booking Hotel**.

6 Expenses

1. Select **Expenses** on the navigation bar.
2. Select the **Expense Type** drop-down list to select an expense. If the Partner System disabled registration fees, it will not display on the list of expenses.
3. Enter the estimated **Cost, Date,** and **Method of Reimbursement**.
4. Enter up to five expenses on this screen.
5. Select **Save Expenses** at the bottom of the screen.
6. Select **Mileage** on the sub navigation bar.
7. Enter expected POC mileage expenses.
8. Enter the expected mileage if a POC will be used.

Note: If you select Private Auto or Private Motorcycle, the DoD Official Table of Distances (DTOD) calculates the number of miles each way.

9. Select **Save Expenses**.
10. Select **Per Diem Entitlements** to add or edit per diem allowances.

7 Lines of Accounting

1. Select **Accounting** on the navigation bar.
2. If the Line of Accounting (LOA) is not populated, select the appropriate **Accounting Label**.
3. If multiple LOAs exist, select from the **How to Allocate** list to allocate expenses.

Note: If the Disable LOA Edits is *Yes,* you cannot add, delete, or edit LOAs provided by the Partner System. If Disallow Changes to Expense Allocation is *Yes*, only 3rd Party Routing Officials can change the expense allocation method.