

Select **Accounting** from the **Progress Bar** then:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you choose multiple LOAs, select **Edit LOA Allocations**, and select the **Allocation Method** of expenses among the LOAs. **Note:** The partner system may block you making LOA changes.
3. Select **Request Advance** to request a travel advance for payment to your bank account. **Note:** *This option is only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from using it.*
4. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. **Note:** *This option is only available if your trip exceeds 45 days. Regularly track expenses and if needed, amend the authorization to add additional charges to go to the GTCC.*

## 11



### Review Authorization

Select **Review Authorization** from the **Progress Bar**.

1. If necessary, enter **Comments to the Approving Official**.
2. Review all document contents. Use the **Go to <DTS module name>** links if you need to make changes.
3. When everything is correct, select **Continue** at the bottom of the screen, or select **Other Auths and Pre-Audits** from the **Progress Bar**.

## 12



### Other Auths & Pre-Audits

The **Other Auths and Pre Audits** screen opens.

1. In the *Other Authorizations* section, add new official comments as necessary.
2. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable, and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.

## 13



### Sign and Submit

The **Digital Signature** screen opens.

1. Ensure you select the correct **Document Status** (**SIGNED**) and **Routing List**.

2. Under **Document Status** check mark, I agree to **SIGN this document**.
3. **Add Comments** is *optional*.
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN**, and then select **OK**.

**Note:** If you did not select lodging and no pre-audit flags exist, DTS may apply the **AUTO APPROVED** stamp, if the partner system allows it.

## 14

### Adjustments & Amendments

When the partner system sends updates to your authorization, you receive an email. The partner system may allow DTS to make the changes. If not, you must make the changes.

If you need to make the change yourself, *before* **APPROVED** by either the AO or DTS:

1. Select **Edit** next to the authorization.
2. When the document opens, review for partner system changes and instructions. If a pop-up displays, then acknowledge.
3. Make all requested changes, then follow the steps in Section 11-13.  
**Note:** LOA changes may occur automatically.

If you need to make the changes yourself *after* **APPROVED**:

1. Select **Create Amendment** under **Options** next to the authorization.
2. Enter comments, then select **Create Amendment** and acknowledge all pop-ups. The **Review Trip Authorization** screen opens.
3. Follow steps 2-3 in the list above.

## 15

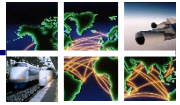
### Cancellations

For a cancelled trip, the partner system sends a cancellation to DTS. DTS automatically cancels the authorization if all of the following is true:

- The trip start date is in the future
- The TMC has not ticketed your reservations
- No advance was paid or submitted
- You incurred no expenses

See the information paper [Introduction to Imported Authorizations for Partner System Travelers Using DTS](#) for more details on processing documents and cancelling travel.

*This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>. Printed copies may be obsolete.*



## Partner System Traveler Instructions for Completing an Imported Authorization in DTS

December 02, 2020

*Completing an imported authorization in DTS differs from creating a standard authorization. A "partner system" exports travel data to DTS. DTS uses the imported data to begin the authorization and emails the traveler informing them that the travel document is awaiting completion in DTS. The partner system may also block traveler access to some DTS functions.*

### Log In to DTS

1. Open the [DTS Home](#) page.
2. Select **Log In**.
3. **Accept** the *DoD Privacy & Ethics Policy*.
4. Choose your CAC certificate then select **OK**.
  - If the User Activation screen opens, enter your SSN in both fields then select **Submit**.
5. Depending on whether your DTS account is active:
  - a. If the DTS Dashboard opens with document access then go straight to Section 1 (on next page).
  - b. If the DTS Dashboard screen opens with only the **Self Registration** option, continue to step 7.
6. Select **Self Registration**, complete the Basic Information and Additional Information screens, and **Submit** your self-registration request.
7. Log off DTS. When DTS emails you reporting that your DTA accepted you self-registration request, log into DTS, and follow the steps to complete your authorization.

## 1

### Edit an Imported AUTH



On the **DTS Dashboard**, **My Travel Documents**, select **Edit** next to the document to open to complete the authorization.

**Note:** If prompted by DTS, view/edit your personal profile before proceeding with document actions.



If the Partner System included information for you, select **View Details** to open the message box. If there were no comments, skip step, and go directly to Section 2.



**Import Details** window provides three options as visible in the screen shot above. Be sure to review:

1. **Import Details.** Information from the original file that was used to create the imported authorization.
2. **Partner Settings.** Settings the partner system used to create the authorization. Those settings determine the DTS options available to you in the authorization.
3. **Comments.** Comments and instructions from the partner system to you. This link only displays if there are unread comments from the partner system.

2



## Edit Itinerary

Your itinerary displays, but you may need to make some changes. If so, select **Edit Itinerary** from the **Progress Bar** to review or change your sections for:

- **YOUR TDY LOCATIONS(s):** Arriving and Departing (dates), and **TDY Location**
- **TRIP OVERVIEW:** Leaving On, Returning On, and Trip Duration
- **YOUR TRIP DETAILS:** Type, Purpose, Description, and Conference/Event

After you complete the changes, select **Continue**, and confirm any popup messages.

3



## Enter TSA Information

If you require air reservations, before you start booking them, the TSA Information screen opens. Verify or correct your **TSA Secure Flight Information**, save changes. Then select **Continue to Booking**.

4



## Book Air

If your itinerary reflects a need for air reservations, the **Flight** screen displays. If not, select **Add to Trip > Add new flight** on the **Review Reservation Selections**. Available flights display in a list, but you can search for different flights.

1. Review the list and **Select Flight**.
2. Select a seat or seat type and select **Confirm**.
3. Select **Book flight**.
4. Repeat steps 1-3 for all remaining flights.

5



## Book Rental Car

**Note:** Partner system settings may block rental car selection. A DTS message appears, skip section if rental car is blocked.

When allowed, the rental car page displays. You can also select **Add to Trip > Add new rental car** on the **Review Reservation Selections** screen. Vendors participating in the Government Rental Car program display.

1. Review the list. If needed, use **Advanced Options** to switch search criteria.
2. Choose **Select Car**.
3. Select **Book Car** to confirm your selection.

**Note:** Select **Request TMC Assistance** when there are no government rate rentals listed.

6



## Book Lodging

The Lodging screen always displays last. You can also select **Add to Trip > Add new lodging** on **Review Reservation Selections** screen. DTS displays the most appropriate lodging type for your trip, but you can display or search for different hotels.

1. To see lodging locations use **View Map** or **Filters**
2. Choose **Select** for an available hotel.
3. Choose **Select** an available room.
4. Select **Book** to confirm your selection.



*Selecting a lodging type that is not the recommended type may reduce your lodging reimbursement and require justification.*



*Choosing Select (for a room) multiple times may result in multiple bookings that do not appear on your itinerary. Carefully check the itineraries emailed by DTS and the TMC.*



*If you cancel a lodging reservation, check with the lodging provider to ensure they received the cancellation.*

7



## Review Your Reservations

After you make all your reservations, the **Review Reservation Selections** screen displays. You can also select **Review Reservations** from the **Progress Bar**.

1. Review and update all reservation information.
2. Select **Continue to Expenses**.

**Note:** A message warns reservations cancel in 24 hours, for unsigned authorizations. Acknowledge the message.

8



## Enter Expenses

Select **Expenses** from the **Progress Bar** to view and add information.

- Reservation expenses reflect the estimated costs of the reservations you booked in DTS. **Note:** Go to Review Reservations to make reservation changes.
- Any other expense or mileage allowance displays in a single running list along with reservation expenses on **Enter Expenses** screen.
- On the **Enter Expenses** page, select **Add**. The window opens.
  1. Use the drop-down menu to select an **Expense** category and type.
  2. On the **Add New** screen, enter all required fields.
  3. (Optional) Add **Notes**.
  4. Select **Add**.
  5. Repeat until you enter all expenses and mileage allowances.

If you select **Pvt Auto-To/From TDY** or **Pvt Motorcycle-To/From TDY**, you must use the tools on the **Add New** screen to calculate your official mileage. Use your vehicle's odometer for **Private Auto-At TDY Area**.

- On the **Enter Expenses** page, use **Details** or **Import a PDF** to attach receipts or supporting documents.

9



## Per Diem

Select **Per Diem** from the **Progress Bar** to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust.
3. Make all necessary changes, then select **Save Adjustments**.

**Note:** If duty conditions differ from day to day, (such as leave) change the dates individually or in smaller blocks.

4. Repeat steps 1-3 until all allowances are correct.

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## Accounting

**Note:** Follow your local business rules for when to add the LOA to an authorization.