APPENDIX E: EMAILS IN DTS

This appendix provides a list of DTS Email Notifications. These emails are generated in DTS to users, user/travelers, Authorizing Officials (AOs), Defense Travel Administrators (DTAs), Transportation Officers (TOs), Non-DTS Entry Agents (NDEAs), and Commercial Travel Offices (CTOs).

Particular emails may be found by using the Reference Number (Ref. No.) in the far left column of the DTS EMAIL NOTIFICATIONS Table (Table E-1). Email Notifications are organized in Table E-1 by subject matter under the following table headings:

- AUDIT FAILURE
- CANCELLATION
- CONSTRUCTED TRAVEL
- DEBT MANAGEMENT
- DOCUMENT STATUS
- FMS and MEPS
- GROUP AUTHORIZATION
- IMPORT/EXPORT
- REJECT
- REPORT READY FOR DOWNLOAD
- ROUTING OFFICIAL
- SCHEDULED PARTIAL PAYMENT & ADVANCES
- SELF-REGISTRATION
- CTO
- PMO NOTIFICATION
- MISCELLANEOUS
- CBA
# Table E-1: DTS EMAIL NOTIFICATIONS

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Authorization Audit Failure Notice</td>
<td>Traveler</td>
<td>Sent when an authorization did not pass audit, and cannot be completed; lists the specific audit failure(s).</td>
</tr>
<tr>
<td>2</td>
<td>Voucher Failed Audit</td>
<td>Traveler</td>
<td>Sent when a voucher did not pass audit; states the audit failure and traveler action needed.</td>
</tr>
<tr>
<td>3</td>
<td>Confirmed Reservations Auto-Cancelled Notification</td>
<td>Traveler, AO</td>
<td>Sent when an authorization was not signed and reservations cancelled.</td>
</tr>
<tr>
<td>4</td>
<td>Sign Document to Prevent Auto-Cancel Notification</td>
<td>Traveler</td>
<td>Sent when an authorization with reservations is not yet signed. Informs traveler to sign immediately or reservations will cancel.</td>
</tr>
<tr>
<td>5</td>
<td>IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT</td>
<td>Help Desk</td>
<td>Email will be sent only if help desk flag is set. Auto PNR Cancellation failed.</td>
</tr>
<tr>
<td>6</td>
<td>Urgent! DTS Action Required!</td>
<td>Traveler, AO</td>
<td>Sent to notify that a document will be canceled without approval.</td>
</tr>
<tr>
<td>7</td>
<td>Defense Travel System Travel Document Cancellation Notice!</td>
<td>Traveler</td>
<td>Sends notification of document cancellation.</td>
</tr>
<tr>
<td>8</td>
<td>DTS Overpayment EMAIL - Cancelled trip contains a non-ATM advance</td>
<td>Traveler, AO, DTA</td>
<td>Sent when an AO approves a cancelled trip that contains a paid or submitted for payment non-ATM advance.</td>
</tr>
<tr>
<td>9</td>
<td>Notification to AO Confirmed Reservations Auto-Cancelled</td>
<td>Traveler, AO</td>
<td>Sent when an authorization with reservations has been cancelled due to lack of AO approval. Informs traveler to adjust/amend the document to add reservations.</td>
</tr>
<tr>
<td>10</td>
<td>Cancellation Request for Group Travel Reservations to CTO</td>
<td>CTO, POC</td>
<td>Sent when cancelling group travel reservations using CTO assistance.</td>
</tr>
<tr>
<td>11</td>
<td>Authorization Approved as 'Limited'</td>
<td>Traveler</td>
<td>Sent when an AO has approved a document with Limited Transportation Costs. Informs that no associated costs changed.</td>
</tr>
<tr>
<td>12</td>
<td>Authorization Approved as 'Limited' Supplemental</td>
<td>Traveler</td>
<td>Sent when an AO has approved a document with Limited Transportation Costs. Informs traveler to review changes.</td>
</tr>
<tr>
<td>13</td>
<td>Voucher from Authorization Approved as 'Limited'</td>
<td>Traveler</td>
<td>Sent when transportation costs in a voucher has been adjusted to not exceed the limits provided by the AO.</td>
</tr>
<tr>
<td>14</td>
<td>Voucher from Authorization Approved with DTS Override</td>
<td>Traveler</td>
<td>Sent when transportation costs in a voucher are limited by the AO, but the AO permits full reimbursement of the original costs.</td>
</tr>
<tr>
<td>15</td>
<td>Voucher from Authorization Approved with AO Override</td>
<td>Traveler</td>
<td>Sent when transportation costs in a voucher are limited by the AO, but full reimbursement is permitted because costs were due to mission reasons or circumstances beyond the traveler's control.</td>
</tr>
</tbody>
</table>
### Table E-1: DTS EMAIL NOTIFICATIONS (Continued)

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEBT MANAGEMENT NOTIFICATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>DTS Due U.S. Notification (Cancel) Previously titled Balance Due U.S. Notification - Signed by NDEA</td>
<td>Traveler</td>
<td>Sent when voucher or local voucher is Due U.S. and when a duration of 12 hours or less is present on the trip. The trip is then canceled.</td>
</tr>
<tr>
<td>17</td>
<td>DTS Due U.S. Notification (Final)</td>
<td>Traveler</td>
<td>Sent when voucher or local voucher is proceeding with a status of Due U.S.</td>
</tr>
<tr>
<td>18</td>
<td>DTS Advice of Payment Rejection Notification</td>
<td>DTA</td>
<td>Sent by the Payment Module when Advice of Payment received from DEBX does not match the voucher amount submitted.</td>
</tr>
<tr>
<td>19</td>
<td>AOP Amount Does Not Match the Voucher Amount</td>
<td>DTA</td>
<td>Sent when the Advice of Payment amount does not match the voucher amount requested.</td>
</tr>
<tr>
<td>20</td>
<td>Notice of Over Collection of Due U.S.</td>
<td>Traveler, AO, DTA</td>
<td>Sent by the Payment Module if Advice of Payment(s) are received from DEBX when traveler has overpaid.</td>
</tr>
<tr>
<td>21</td>
<td>Satisfactory Repayment of a Debt</td>
<td>Traveler, AO, DMM</td>
<td>Sent by the Payment Module when the debt is paid.</td>
</tr>
<tr>
<td>22</td>
<td>Notice of Collection Action Email</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when collection has been submitted to collect the debt outstanding from the referenced travel document.</td>
</tr>
<tr>
<td>23</td>
<td>Notice to Initiate Collection</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when the email request has been made to establish the collection.</td>
</tr>
<tr>
<td>24</td>
<td>Reminder of Waiver Request Status</td>
<td>Traveler, DTA, DMM</td>
<td>Sent by the Payment Module to DTA when disposition on waiver/appeal request is not recorded within 60 days.</td>
</tr>
<tr>
<td>25</td>
<td>Duplicate AOC Rejection Notification</td>
<td>DTA, DMM</td>
<td>Sent by the Payment Module when Advice of Collection is rejected to DEBX due to duplication.</td>
</tr>
<tr>
<td>26</td>
<td>Debt Notification</td>
<td>Traveler, AO, DMM</td>
<td>Sent after Positive Acknowledgement on all AR transactions and traveler is DUE US.</td>
</tr>
<tr>
<td>27</td>
<td>DTS Notification of Debt Less 12 Hour Trip</td>
<td>Traveler, AO, DMM</td>
<td>Sent after Positive Acknowledgement on all AR transactions, trip length less than 12 hours and traveler DUE US.</td>
</tr>
<tr>
<td>28</td>
<td>DTS Final Adjusting Obligation Transaction Reject Notice</td>
<td>Traveler, AO, DMM</td>
<td>Sent by the Payment Module Debt Notification Email.</td>
</tr>
<tr>
<td>29</td>
<td>DTS Notification of Payroll Collection</td>
<td>Traveler, DMM</td>
<td>Sent by DTS when a Marine has not submitted a waiver request and still has an outstanding debt after 27 days.</td>
</tr>
<tr>
<td>30</td>
<td>Notification of Disposition of Waiver/Appeal Decision</td>
<td>Traveler, AO, DMM</td>
<td>Sent when a request for a waiver/remission of debt or appeal has been reviewed and the disposition of the request recorded.</td>
</tr>
<tr>
<td><strong>DOCUMENT STATUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Defense Travel System Correspondence</td>
<td>Traveler</td>
<td>Sent when an amendment voucher is submitted to payment module with the previous voucher ignored.</td>
</tr>
<tr>
<td>32</td>
<td>DTS Warning EMAIL - DEBX Acknowledgment Has Not Been Received</td>
<td>DTA</td>
<td>Sent when DTS has not received acknowledgement from the accounting system for a transaction.</td>
</tr>
</tbody>
</table>
### Table E-1: DTS EMAIL NOTIFICATIONS (Continued)

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>DTS Warning EMAIL - DEBX Acknowledgment Has Not Been Received</td>
<td>DTA</td>
<td>Sent when an obligation, a voucher or an A/R has not been acknowledged by DEBX after one calendar day from the date initial DTS Warning Email was sent. One email per org.</td>
</tr>
<tr>
<td>34</td>
<td>GEX/DADS Payment Notice</td>
<td>Traveler</td>
<td>Sent by the Payment Module when Advice of Payment is received from DEBX for vouchers, SPPs or Non-ATM Advances.</td>
</tr>
<tr>
<td>35</td>
<td>Payment Return for Invalid EFT Account Information</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when an EFT Return is received from DEBX on a submitted Voucher or Local Voucher.</td>
</tr>
<tr>
<td>36</td>
<td>Negative Paid to Personal Account Email</td>
<td>Traveler, DTA</td>
<td>Sent by the Payment Module when amount paid to traveler's personal account is negative.</td>
</tr>
<tr>
<td>37</td>
<td>Negative Paid to Amex Email</td>
<td>Traveler, DTA</td>
<td>Sent when amount paid to AMEX is negative.</td>
</tr>
<tr>
<td>38</td>
<td>No GOVCC Account Email</td>
<td>Traveler, DTA</td>
<td>Sent by the Payment Module if GOVCC account empty and expenses are allocated to GOVCC.</td>
</tr>
<tr>
<td>39</td>
<td>Signed T-ENTERED Notice</td>
<td>Traveler</td>
<td>Sent when a voucher is stamped by an NDEA on the traveler's behalf. NDEA uses the T-ENTERED stamp to sign a voucher.</td>
</tr>
<tr>
<td>40</td>
<td>Document Returned Notice</td>
<td>Traveler</td>
<td>Sent when a routing official has stamped a document RETURNED. Informs the traveler to review remarks and adjust document in DTS.</td>
</tr>
<tr>
<td>41</td>
<td>Travel Document Approval Notification</td>
<td>Traveler</td>
<td>Sent when a voucher is just stamped APPROVED. FMS and MEPS NOTIFICATIONS.</td>
</tr>
<tr>
<td>42</td>
<td>Defense Travel System Correspondence</td>
<td>Traveler</td>
<td>Sent when a voucher contains the status code “EMAIL-TRAV”</td>
</tr>
<tr>
<td>43</td>
<td>Defense Travel System Correspondence</td>
<td>Traveler</td>
<td>Sent to inform traveler that the document's status has changed.</td>
</tr>
<tr>
<td>44</td>
<td>OCONUS Trip Notification</td>
<td>AO</td>
<td>Sent when an authorization containing foreign travel is signed by the traveler.</td>
</tr>
<tr>
<td>45</td>
<td>VoucherNumber + “TRIP ITINERARY”</td>
<td>Traveler, Others</td>
<td>Contains all of the details of the trip.</td>
</tr>
<tr>
<td>46</td>
<td>Send Voucher Split Adjusted Notification Email</td>
<td>Traveler, DTA</td>
<td>Send Voucher Split Adjusted Notification Email.</td>
</tr>
<tr>
<td></td>
<td><strong>FMS and MEPS NOTIFICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>FMS Rejected Disbursement</td>
<td>Traveler, AO</td>
<td>Sent by the Payment Module when DEBX rejects FMS disbursement.</td>
</tr>
<tr>
<td>48</td>
<td>FMS Funds Approved Notice</td>
<td>Traveler</td>
<td>Sent when document indicates use of FMS funds. States that processing/payment may take up to 7 business days.</td>
</tr>
<tr>
<td>49</td>
<td>Possible Delay in Payment Due to FMS</td>
<td>Traveler</td>
<td>Sent when a FMS voucher is signed on traveler’s behalf by an (NDEA).</td>
</tr>
<tr>
<td>50</td>
<td>MEPS Seat Blocking Request</td>
<td>Traveler, AO</td>
<td>Sent when there is a MEPS Seat Blocking Request.</td>
</tr>
<tr>
<td>51</td>
<td>Notice of Inbound Recruit Travelers</td>
<td>ODTA</td>
<td>Sent when a document with document type of “Accession Travel - No Entitlements” is APPROVED.</td>
</tr>
</tbody>
</table>
### Table E-1: DTS EMAIL NOTIFICATIONS (Continued)

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>Individual Authorization Unlocked from Group Authorization</td>
<td>Traveler</td>
<td>Sent when a Group Authorization is unlocked and individual may then cancel, amend, or create vouchers from their authorizations.</td>
</tr>
<tr>
<td>53</td>
<td>Notification of Release from a Group Authorization</td>
<td>Traveler</td>
<td>Sent when a traveler is released from a GAUTH. Any changes made to the Group Authorization no longer apply to released documents.</td>
</tr>
<tr>
<td>54</td>
<td>DTS Request for Group Travel Reservations to CTO</td>
<td>CTO, POC</td>
<td>Sent when the primary traveler sends preferred travel arrangements to the CTO for assistance in booking group travel reservations.</td>
</tr>
<tr>
<td>55</td>
<td>DTS Request for Group Travel Reservations to CTO</td>
<td>CTO, Primary Traveler, POC</td>
<td>Sent to the CTO when a group authorization is approved.</td>
</tr>
<tr>
<td>56</td>
<td>Authority to Travel</td>
<td>Traveler</td>
<td>Sent when an I/E document is available for edit in DTS.</td>
</tr>
<tr>
<td>57</td>
<td>Cancellation of Authority to Travel</td>
<td>Traveler</td>
<td>Sent when the I/E partner system has revoked the authority traveler to travel and the user has not edited the DTS document.</td>
</tr>
<tr>
<td>58</td>
<td>Cancellation of Authority to Travel After Access</td>
<td>Traveler</td>
<td>Sent when the I/E partner system has revoked the to travel, and traveler has already edited the DTS document.</td>
</tr>
<tr>
<td>59</td>
<td>Notice of New Traveler Assignment</td>
<td>DTA</td>
<td>Sent when an IE traveler has been authorized for travel by the partner system.</td>
</tr>
<tr>
<td>60</td>
<td>Cancel before IE Traveler Access</td>
<td>Traveler</td>
<td>Sent when trip has been cancelled by partner system and DTS has electronically cancelled the document. No action needed by traveler.</td>
</tr>
<tr>
<td>61</td>
<td>Modification After IE Traveler Access</td>
<td>Traveler</td>
<td>Sent when IE Auth has been changed by partner system and states the change made. Traveler needs to adjust document according to stated changes.</td>
</tr>
<tr>
<td>62</td>
<td>Modification Before IE Traveler Access</td>
<td>Traveler</td>
<td>Sent when traveler has not yet entered the document. Original Auth is replaced with the new data.</td>
</tr>
<tr>
<td>63</td>
<td>Modification Before IE Traveler Signed</td>
<td>Traveler</td>
<td>Sent when change from the partner system has changed data. Traveler needs to re-enter to update removed travel details.</td>
</tr>
<tr>
<td>64</td>
<td>LOA Modifications Applied</td>
<td>Traveler</td>
<td>Sent when LOA(s) have been changed by the partner system.</td>
</tr>
<tr>
<td>65</td>
<td>DEBX Reject Email</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when a reject is received from DEBX for vouchers, SPPs, or Non-ATM Advances or Local Vouchers.</td>
</tr>
<tr>
<td>66</td>
<td>DEBX Reject Email for Manual Intervention</td>
<td>Traveler, AO, DTA</td>
<td>Sent when a Reject is received from DEBX that maps to multiple Authorizations.</td>
</tr>
<tr>
<td>67</td>
<td>Accounts Receivable Reject Notice</td>
<td>AO, DMM</td>
<td>Sent by the Payment Module when a reject is received from DEBX on a submitted AR transaction.</td>
</tr>
</tbody>
</table>
### Table E-1: DTS EMAIL NOTIFICATIONS (Continued)

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>68</td>
<td>Accounts Receivable Reject Reminder Notice</td>
<td>AO, DMM</td>
<td>Sent by the Payment Module when a reject is received from DEBX on a submitted accounts receivable transaction for more than 30 days.</td>
</tr>
<tr>
<td>69</td>
<td>Payment Rejected</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when a reject is received from DEBX.</td>
</tr>
<tr>
<td>70</td>
<td>Archive Reject Email</td>
<td>Archive</td>
<td>Sent by the Payment Module when a reject is received from DEBX that maps to multiple Authorizations.</td>
</tr>
<tr>
<td>71</td>
<td>Notify User of MIS Report Generated</td>
<td>User/Traveler</td>
<td>Sent when a MIS Report is created and available for download through: Budget Reports menu&gt; Download menu bar.</td>
</tr>
<tr>
<td>72</td>
<td>Completion Notification for the Target Adjustment or Budget Balance Report</td>
<td>User</td>
<td>Sent when a Target Adjustment or Budget Balance report is created and is available for download through Budget Reports menu&gt; Download menu bar.</td>
</tr>
<tr>
<td>73</td>
<td>Completion Notification for the Total Obligations Report</td>
<td>User/Traveler</td>
<td>Sent when a Total Obligations Report requested is created and is available for download through: Budget Reports menu&gt; Download menu bar.</td>
</tr>
<tr>
<td>74</td>
<td>DTS Report Unable to Complete</td>
<td>Traveler</td>
<td>Sent when a report has failed.</td>
</tr>
<tr>
<td>75</td>
<td>Transaction Report Ready Notification</td>
<td>User / Traveler</td>
<td>Sent when Transaction Report is ready for user to review.</td>
</tr>
<tr>
<td>76</td>
<td>Adjustment Report Ready Notification</td>
<td>User</td>
<td>Sent when Adjustment Report is ready for user to review.</td>
</tr>
<tr>
<td>77</td>
<td>Travel Document(s) Are Ready for Your Review</td>
<td>Routing Officials</td>
<td>Sent when one or more travel documents in DTS account is awaiting review.</td>
</tr>
<tr>
<td>78</td>
<td>Voucher Awaiting Attention</td>
<td>Routing Officials</td>
<td>Sent when a voucher is awaiting the stamp of an routing official in a routing list.</td>
</tr>
<tr>
<td>79</td>
<td>Daily Notification to AO Authorizations not approved</td>
<td>Authorizing Officials</td>
<td>Sent daily when an unapproved document with confirmed reservations is awaiting approval.</td>
</tr>
</tbody>
</table>

### SCHEDULED PARTIAL PAYMENTS and ADVANCES

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>DTS Scheduled Partial Payment (SPP) De-Scheduled</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when the corresponding obligation received a negative acknowledgement.</td>
</tr>
<tr>
<td>81</td>
<td>DTS SPP Submission Delay Notice</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when the corresponding obligation has not been acknowledged and 24 hrs. has passed since the de-scheduled date.</td>
</tr>
<tr>
<td>82</td>
<td>Notice of Partial Payment Return for Invalid EFT Account Information</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when an EFT Return is received from DEBX on a submitted SPP transaction.</td>
</tr>
<tr>
<td>83</td>
<td>Notice of Travel Advance Payment Return for Invalid EFT Account Information</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when an EFT Return is received from DEBX on a submitted ADV transaction.</td>
</tr>
<tr>
<td>84</td>
<td>Non-ATM Advance Submission Delay Notice</td>
<td>Traveler, DTA, AO</td>
<td>Sent by the Payment Module when the corresponding obligation has not been acknowledged and the de-scheduled date is passed after 24 hrs.</td>
</tr>
<tr>
<td>DTA Ref. No.</td>
<td>Email Subject</td>
<td>Email Sent To</td>
<td>Email Description</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
<td>---------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>85</td>
<td>Adv Descheduled Due to NegAck</td>
<td>Traveler, AO, DTA</td>
<td>Sent when the corresponding obligation received a Negative Acknowledgement.</td>
</tr>
<tr>
<td>86</td>
<td>Rejection Received from DEBX/DADS</td>
<td>Traveler, AO, DTA</td>
<td>Sent when a Negative Acknowledgement is received for an obligation, voucher or A/R.</td>
</tr>
<tr>
<td>87</td>
<td>Advance Account Mismatch Email</td>
<td>Traveler</td>
<td>Sent by the Payment Module when account on an advance does not match the system account information.</td>
</tr>
<tr>
<td></td>
<td><strong>SELF-REGISTRATION NOTIFICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Self-Registration Rejected Notification</td>
<td>New Traveler</td>
<td>Sent when self-registration request is not accepted. Email includes actions required for acceptance.</td>
</tr>
<tr>
<td>89</td>
<td>Traveler Self Registration Request</td>
<td>DTA</td>
<td>Sent when a traveler submits a request for self-registration. DTA should review it, and accept or reject.</td>
</tr>
<tr>
<td>90</td>
<td>Self-Registration Accept Notification</td>
<td>New Traveler</td>
<td>Sent when user/traveler has been accepted in DTS through Self Registration.</td>
</tr>
<tr>
<td></td>
<td><strong>CTO NOTIFICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>CTO BOOKED Notification</td>
<td>Traveler (or NDEA)/AO</td>
<td>Sent when reservation(s) have been booked by the CTO. Informs traveler of the reservation itinerary and that CTO has processed the Auth.</td>
</tr>
<tr>
<td>92</td>
<td>CTO TICKETED</td>
<td>Traveler/AO/RO/TO/NDEA</td>
<td>Sent when reservation(s) have been ticketed. Informed the traveler of departing/arrival airports, flight numbers, carrier(s), dates, and times.</td>
</tr>
<tr>
<td>93</td>
<td>CTO CANCELLED</td>
<td>Traveler</td>
<td>Sent when a document is stamped CTO CANCELLED.</td>
</tr>
<tr>
<td>94</td>
<td>Form of Payment Changed on PNR</td>
<td>AO, TO, DTA, Traveler</td>
<td>Sent when a change in the Form of Payment (FOP) is detected at sweeping</td>
</tr>
<tr>
<td>95</td>
<td>Form of Payment Changed to GOVCC when Traveler is not a card holder</td>
<td>Traveler and AO</td>
<td>Sent when the Form of Payment on a Ticketed PNR is GOVCC, but traveler does not have a GOVCC in their profile.</td>
</tr>
<tr>
<td>96</td>
<td>Ignored PNR email</td>
<td>Traveler and AO</td>
<td>Sent when a PNR is received for a document: - that has already been vouchered - that has completed travel - where the authorization has not been signed after reservations were added or modified (i.e. in CTO SUBMIT)</td>
</tr>
<tr>
<td></td>
<td><strong>PMO NOTIFICATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>Unrecognized CBA Account number</td>
<td>PMO CBA recipient, AO, TO, and DTA ID</td>
<td>Sent when a swept PNR has a CBA account that is not in the CBA Module.</td>
</tr>
<tr>
<td></td>
<td><strong>MISCELLANEOUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Government Travel Charge Card will Expire Soon</td>
<td>Traveler</td>
<td>Sent when traveler's charge card will expire within 30 days.</td>
</tr>
<tr>
<td>99</td>
<td>Notice of Delinquent CBA Invoice Email</td>
<td>TO</td>
<td>Sent to TO when a CBA invoice hasn't received a Positive Acknowledgement from DADS after certain interval.</td>
</tr>
<tr>
<td>100</td>
<td>Notice of Collection Fail Email</td>
<td>DMM, DTA</td>
<td>Send Debt Notification Email</td>
</tr>
<tr>
<td>DTA Ref. No.</td>
<td>Email Subject</td>
<td>Email Sent To</td>
<td>Email Description</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------</td>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>101</td>
<td>DTS Cognos Connection - User Added</td>
<td>Traveler</td>
<td>Sent when the creation of a Cognos user succeeds.</td>
</tr>
<tr>
<td>102</td>
<td>DTS Cognos DTS - User Deleted</td>
<td>Traveler</td>
<td>Sent when the deletion of a Cognos user succeeds.</td>
</tr>
<tr>
<td>103</td>
<td>DTS Cognos DTS - User Modified</td>
<td>Traveler</td>
<td>Sent when the modification of a Cognos user succeeds.</td>
</tr>
<tr>
<td>104</td>
<td>DTS Cognos DTS - Add User Failed</td>
<td><a href="mailto:Admin@organization.org.mil">Admin@organization.org.mil</a></td>
<td>Sent when the creation of a Cognos user fails.</td>
</tr>
<tr>
<td>105</td>
<td>DTS Cognos DTS - Delete User Failed</td>
<td><a href="mailto:Admin@organization.org.mil">Admin@organization.org.mil</a></td>
<td>Sent when the deletion of a Cognos user fails.</td>
</tr>
<tr>
<td>106</td>
<td>DTS Cognos DTS - Update User Failed</td>
<td><a href="mailto:Admin@organization.org.mil">Admin@organization.org.mil</a></td>
<td>Sent when the modification of a Cognos user fails.</td>
</tr>
<tr>
<td>107</td>
<td>Cross Organizational Funding LOA</td>
<td>Cross Org DTA</td>
<td>Sent when user creates new Cross Org for funding in DTA Maintenance.</td>
</tr>
</tbody>
</table>

**CBA NOTIFICATIONS**

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>108</td>
<td>Error Establishing Connection to the Mailbox</td>
<td>System Admin</td>
<td>Sent by CBA when a connection to the vendor mailbox could not be established.</td>
</tr>
<tr>
<td>109</td>
<td>Invalid User Name and Password</td>
<td>System Admin</td>
<td>Sent by CBA when the username or password to the vendor mailbox is invalid.</td>
</tr>
<tr>
<td>110</td>
<td>Error Retrieving Invoice File from Mailbox</td>
<td>System Admin</td>
<td>Sent by CBA when retrieving an invoice file from the vendor mailbox failed.</td>
</tr>
<tr>
<td>111</td>
<td>CBA Invoice has been Paid - Information to TO</td>
<td>Travel Officer, DTMO</td>
<td>Sent by CBA when the invoice has been paid.</td>
</tr>
<tr>
<td>112</td>
<td>CBA Invoice Rejected by GEX</td>
<td>Travel Officer, System Admin, Help Desk, PMO on second reject</td>
<td>Sent by CBA when the invoice is rejected by GEX.</td>
</tr>
<tr>
<td>113</td>
<td>CBA Invoice Returned to Unmatched</td>
<td>Travel Officer, System Admin</td>
<td>Sent by CBA when the invoice is out of balance.</td>
</tr>
<tr>
<td>114</td>
<td>CBA Invoice Rejected by Archive/MIS</td>
<td>System Admin</td>
<td>Sent by CBA when the invoice is rejected by Archive/MIS.</td>
</tr>
<tr>
<td>115</td>
<td>Invoice Response Status from Archive/MIS is Missing</td>
<td>System Admin</td>
<td>Sent by CBA when the invoice response status is missing.</td>
</tr>
<tr>
<td>116</td>
<td>CBA Account Deleted</td>
<td>PMO</td>
<td>Sent by CBA when an account is deleted.</td>
</tr>
<tr>
<td>117</td>
<td>Duplicate CCV Invoice</td>
<td>CCV recipient</td>
<td>Sent by CBA when it encounters a duplicate invoice.</td>
</tr>
<tr>
<td>118</td>
<td>Error Parsing Invoice File</td>
<td>CCV recipient</td>
<td>Sent by CBA when the invoice cannot be parsed.</td>
</tr>
<tr>
<td>119</td>
<td>Invoice Not PPA Compliant</td>
<td>CCV recipient</td>
<td>Sent by CBA when the invoice is not PPA Compliant.</td>
</tr>
</tbody>
</table>
### Table E-1: DTS EMAIL NOTIFICATIONS (Continued)

<table>
<thead>
<tr>
<th>DTA Ref. No.</th>
<th>Email Subject</th>
<th>Email Sent To</th>
<th>Email Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Invoice Total Mismatch</td>
<td>CCV recipient</td>
<td>Sent by CBA when the invoice line items don't match the total.</td>
</tr>
<tr>
<td>121</td>
<td>Unknown CBA Account</td>
<td>CCV recipient</td>
<td>Sent by CBA when the account is unknown.</td>
</tr>
<tr>
<td>122</td>
<td>Duplicate Line Item</td>
<td>CCV recipient</td>
<td>Sent by CBA when a duplicate line item is encountered in the invoice.</td>
</tr>
<tr>
<td>123</td>
<td>Unreconcilable CBA Account</td>
<td>PMO</td>
<td>Sent by CBA when the account is flagged as unreconcilable for the given invoice.</td>
</tr>
<tr>
<td>124</td>
<td>CBA Invoice is Reconciled</td>
<td>TO</td>
<td>Sent by CBA when the invoice has been reconciled and is ready for review.</td>
</tr>
<tr>
<td>125</td>
<td>CBA Invoice is Ready For Acknowledgement / Certification</td>
<td>TO</td>
<td>Sent by CBA when the invoice is ready for acknowledgement or certification.</td>
</tr>
<tr>
<td>126</td>
<td>Invoice Not Ready For Reconciliation</td>
<td>PMO, TO</td>
<td>Sent by CBA when the previous month invoice has not been certified or locked.</td>
</tr>
<tr>
<td>127</td>
<td>Duplicate Transaction (Line Item)</td>
<td>TO</td>
<td>Sent by CBA when a duplicate transaction was found for the invoice based on previously reconciled and paid transactions.</td>
</tr>
<tr>
<td>128</td>
<td>CBA Invoice Rejected by Vendor Pay System</td>
<td>TO, System Administrator, Help Desk</td>
<td>Sent by CBA when the invoice is rejected by the Vendor Pay System.</td>
</tr>
<tr>
<td>129</td>
<td>Invalid DTS CBA Account</td>
<td>CCV recipient</td>
<td>Sent by CBA when the account is invalid.</td>
</tr>
</tbody>
</table>
1. DTS Authorization Audit Failure Notice

Subject: Defense Travel System Authorization Audit Failure Notice!

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by &STATNAME&. Travel authorization number &TANUM1& did not pass audit, and cannot be completed. Audit failure of your Travel Authorization was due to:

&AUDITBLK&

TRAVELER ACTIONS NEEDED:

O Review the comments listed above regarding your &DOCTYPE& document &VCHNUM&.
O Log into DTS and make any necessary changes to the document.

NOTE: Documents stamped Audit Fail can be amended or adjusted by selecting the amend link located next to &DOCTYPE& document &VCHNUM&.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.


Please contact your site Defense Travel Administrator for questions regarding your travel document.
2. Voucher Failed Audit

Subject: Defense Travel System Voucher Audit Failure Notice!
------------------------------------------

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by &STATNAME&. Travel authorization number &TANUM1& did not pass audit, and cannot be completed. Audit failure of your Travel Voucher was due to:

&AUDITBLK&

TRAVELER ACTIONS NEEDED:
  O Review the comments listed above regarding your &DOCTYPE& document &VCHNUM&. 
  O Log into DTS and make any necessary changes to the document. 

NOTE: Documents stamped Audit Fail can be amended or adjusted by selecting the amend link located next to &DOCTYPE& document &VCHNUM&.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.


Please contact your site Defense Travel Administrator for questions regarding your travel document.
3. Confirmed Reservations Auto-Cancelled Notification

Subject: Confirmed Reservations Cancelled

Your authorization named <document name> contained new or changed commercial reservations that have been cancelled due to the lack of the SIGNED stamp on the authorization. Only the new or changed reservations in this document have been cancelled. Any reservations that were previously selected, stamped SIGNED and that remain in this document were not auto-cancelled. If you still need to travel on the unsigned reservations that have been canceled, please adjust the document and re-select the commercial reservations. If your TDY has been cancelled, please follow the appropriate cancellation procedure. Please visit the DTS Travel Center at www.dtstravelcenter.dod.mil and view the Document Processing Manual for help with either procedure.

To log into DTS, select the following link: http://www.defensetravel.osd.mil

PLEASE DO NOT REPLY TO THIS EMAIL.

Subject: URGENT! DTS Action Required

You have made new or changed travel reservations, but not signed your DTS Authorization named $VCHNUM.

Please log into DTS at www.defensetravel.osd.mil to sign your authorization immediately or your new or changed travel reservations will be cancelled.

Any reservations that were previously selected, stamped SIGNED and remain in this document will not be auto-cancelled.

PLEASE DO NOT REPLY TO THIS EMAIL.
5. IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT

Subject: IMMEDIATE - AUTO PNR CANCELLATION FAILURE ALERT

--------------------------------------------------------------

To log into DTS, select the following link:
6. Urgent! DTS Action Required

Subject: URGENT! DTS Action Required

#if($NOT_APPROVED)
The Authorization / Amendment for $TRAVELER - $LAST4SSN named $VCHNUM has not been approved.
#else
The Authorization / Amendment for $TRAVELER - $LAST4SSN named $VCHNUM, document number $TANUM has not been approved.
#end

Immediate Action is required to APPROVE the authorization or any new or changed reservations will be cancelled. Only the new or changed reservations in this document will be cancelled. Any reservations that were previously selected, stamped SIGNED and remain in the document will not be auto-cancelled.

PLEASE DO NOT REPLY TO THIS EMAIL.
7. Defense Travel System Travel Document Cancellation Notice!

Subject: Document Cancellation Notice

Dear $NAME,

Your $DOCTYPE named SVCHNUM with authorization number STANUM was stamped CANCELLED by $STATNAME.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.
8. DTS Overpayment EMAIL - Canceled Trip Contains a Non-ATM Advance

Subject: DTS Overpayment EMAIL - Canceled Trip Contains a Non-ATM Advance

Dear $NAME,

Your $DOCTYPE named $VCHNUM with authorization number $TANUM was stamped CANCELLED by $STATNAME.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.


9. Notification to AO Confirmed Reservations Auto-Cancelled

Subject: Notification to AO Confirmed Reservations Auto-Cancelled

-------------------------------------------------
Your Authorization / Amendment named $VCHNUM contained new or changed commercial reservations that have been cancelled due to lack of approval by the AO. Only the new or changed reservations in this document have been cancelled. Any reservations that were previously approved and remain in the document were not auto-cancelled. If you still need to travel on the new or changed reservations, please adjust/amend the document and re-select the commercial reservations. Approval is necessary. If your TDY has been cancelled, please follow the appropriate cancellation procedure. Please visit the DTS Travel Center at www.dtstravelcenter.dod.mil and view the Document Processing Manual for help with either procedure.

PLEASE DO NOT REPLY TO THIS EMAIL.
10. Cancellation Request for Group Travel Reservations to CTO

Subject: Request Cancellation of Group Travel ID: <GroupID>

Request CTO assistance in canceling group travel reservations. The travel arrangements were previously booked under CTO Group ID &CTO-ID&. The travelers are listed below. If there are any questions or additional information is needed, please contact the POC below.

POC: &POC& Phone: &POC-PHONE&
Email: &POC-EMAIL&

Primary &TRAVELERNAME& Phone: &PTRAV-PHONE&
Traveler: &PTRAV-EMAIL&

Document: &DOCUMENTNAME& Travelers: &NUMTRAV& DTS Group ID: &GROUPID&
Start Location: &START-LOC& &START-DATE&

Location 1: &LOC1& &LOC1-DATE&

Remarks: &REMARK1& &REMARK2&

Travel Group:
NAME SSN SEATING SMOKE
&TRAV-GRP&

Preferred transportation and lodging arrangements:
&TRANSP-LODGING&

PLEASE DO NOT REPLY TO THIS EMAIL.
11. Authorization Approved as 'Limited'

Subject: Authorization Approved as 'Limited'

Dear $NAME,

Your $DOCTYPE was stamped $STATUS by $STATNAME. Travel authorization number $TANUM.

The $DOCTYPE was $STATUS as “Limited”. Therefore reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

If your document contained Advances or Scheduled Partial Payments, this change did not affect any of the associated costs.

Please review your document for any changes related to the “allowed” costs for your trip. To log into DTS, select the following link:

http://www.defensetravel.osd.mil

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.
12. Authorization Approved as 'Limited' Supplemental

Subject: Authorization Approved as 'Limited'

Dear $NAME,

Your $DOCTYPE was stamped $STATUS by $STATNAME. Travel authorization number $TANUM.

The $DOCTYPE was $STATUS as “Limited”. Therefore reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

If your document contained Advances or Scheduled Partial Payments you will need to review the document for these cost changes.

Please review your document for any changes related to the “allowed” costs for your trip.

To log into DTS, select the following link:

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

Subject: Voucher from Authorization Approved as 'limited'
=================================================================================================================================================================
Dear $NAME,

Your $DOCTYPE was stamped $STATUS by AO $STATNAME. Travel authorization number $STANUM.

The $DOCTYPE was $STATUS as “Limited.” Therefore reimbursement of transportation related expenses and associated per diem will be adjusted to not exceed the limits provided by the Authorizing Official.

Please review your document for any changes related to the “allowed” costs for your trip. To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.
14. Voucher from Authorization Approved with DTS Override

Subject: Voucher from Authorization Approved with DTS Override

DATE: &TODAY&
FROM: Defense Travel System
TO: &D-EMAIL&

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by AO &STATNAME&. Travel authorization number &TANUM1&.

The &DOCTYPE& was &STATUS& with a DTS Over Ride of the Limited Reimbursement Baseline Costs. Because transportation costs are non-reimbursable the Authorizing Official's option to limit reimbursement does not apply and adjustments were made to your document for the reimbursement costs.

Please review your document for any changes related to the “allowed” costs for your trip. To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/training-manuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.
15. Voucher from Authorization Approved with AO Override

Subject: Voucher from Authorization Approved with AO Override

DATE: &TODAY&
FROM: Defense Travel System
TO: &D-EMAIL&

Dear &NAME&,

Your &DOCTYPE& was stamped &STATUS& by &STATNAME&. Travel authorization number &TANUM1&.

The &DOCTYPE& was &STATUS& with an Over Ride of the Limited Reimbursement Baseline Costs due to mission reasons or circumstances beyond the travelers control. The Limited Reimbursement no longer applies and adjustments were made to your document for the reimbursement costs.

Please review your document for any changes related to the “allowed” costs for your trip. To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.
16. DTS Due U.S. Notification (Cancel)

Subject: DTS Due U.S. Notification (Cancel)

Your voucher, signed by the Non-DTS Entry Agent, indicates a debt may be owed to the Government if approved as submitted.

Name of traveler: $TRAVELERNAME

Name of travel document: $DOCUMENTNAME

TANUM: $TANUM

Organization: $ORGANIZATION

Potential Amount Due Government: $AMTDUEGOV

After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any. If you are a civilian traveler and your debt is due to a Non-ATM Advance, you must repay this debt immediately. If the debt is not repaid within 15 days, payroll collection action will be taken. If you are a military traveler, this debt must be paid in 30 days or payroll collection action will be taken. As the receipt of a non-ATM advance generated your potential debt amount, you cannot submit a request for waiver, remission, or cancellation of the debt.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
17. DTS Due U.S. Notification (Final)

Subject: DTS Due U.S. Notification (Final)

Your voucher, signed by the Non-DTS Entry Agent, indicates a debt may be owed to the Government if approved as submitted.

Name of traveler: $TRAVELERNAME

Name of Travel Document: $DOCUMENTNAME

TANUM: $TANUM

Organization: $ORGANIZATION

Potential Amount Due Government: $AMTDUEGOV

After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any. If your voucher is approved with an amount owed to the Government, you will have 30 days from the date of the electronic notification to make payment or submit a for waiver, remission, or cancellation of the debt.

Please contact your Debt Management Monitor for instructions on how to make payment or how to request a waiver.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL
18. DTS Advice of Payment Rejection Notification

Subject: DTS Advice of Payment Rejection Notification

Travel Authorization Number: TANUM
Document Name: DocumentName
Traveler: TravelerName

Advice of Payment Voucher Number: VoucherNumber
Rejection Error: RejectionError
Paid Amount: AmountPaid
Voucher Amount: VoucherAmount
Received Date: Date

The Advice of Payment received for the referenced voucher, was rejected because the amount of the payment did not equal the voucher invoice.

Please contact your help desk for assistance.

PLEASE DO NOT RESPOND TO THIS EMAIL.
19. AOP Amount Does Not Match the Voucher Amount

Subject: DTS Advice of Payment Rejection Notification

An Advice of Payment received for the referenced voucher was rejected because the total principal amount of the payment did not equal the Net-to-Traveler amount on the voucher invoice.

Advice of Payment Voucher Number: ~InvoiceNumber
Received Date: ~TransactionDate
TANUM: ~TANUM
Name of Travel Document: ~Vchnum
Total Advice of Payment Principle Amount: ~TotalPrincipalAmounts
Net to Traveler Voucher Amount: ~Net_to_Traveler_Amount

Please contact your DTS help desk for assistance.

PLEASE DO NOT RESPONSE TO THIS EMAIL.
20. Notice of Over Collection of Due U.S.

Subject: DTS Notice of Over Collection of Due U.S.

Name of Traveler: ~TravelerName
Name of Travel Document: ~DocumentName
TANUM: ~TANUM
Organization: ~Org
Voucher Approval Date: ~VouchAppDate
Original Amount Due Government: ~Amount
Total Amount Remitted: ~AmountRemitted
Amount Overpaid and Due Traveler: ~AmountDueTraveler

An Advice of Collection has been received that includes a collection amount that exceeds the balance of the outstanding debt that was owed.

Due to an over collection of the amount owed to the Government, you have a balance due you. In order to be reimbursed for the balance, create and sign an amendment to your voucher.

No change to the voucher is necessary on your part, DTS will automatically compute the balance owed to you based on the over-collection. You can confirm the balance on the Payment Totals page under Additional Options.

Check with your DMM if additional help is required in order to complete this action.
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
21. Satisfactory Repayment of a Debt

Subject: Satisfactory Repayment of a Debt

Traveler Name: ~TravelerName
Travel Document Name: ~Vchnum
TANUM: ~TANUM
Organization: ~Organization
Voucher Approval Date: ~VoucherApprovalDate
Amount Due Government: ~DueUSAmount
Total Amount Remitted: ~TotalAmountRemitted
Date Debt Paid in Full: ~DebtSatisfiedDate

Current documentation history indicates that the original debt amount for this travel document has been reduced to zero.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
22. Notice of Collection Action Email

Subject: Notice of Collection Action Email

Travel Authorization Number: ~TANUM
Document Name: ~DocumentName
Traveler: ~TravelerName
Organization: ~Org
Voucher Approved Date: ~VoucherAppDate
Collection Notice Amount: ~CancelAmount
Collection Notice Submit Date: ~CancelDate
Net Amount Due Government: ~Amount

A notice for collection has been submitted to the pay system to collect the debt outstanding from the referenced travel document.

If you choose to repay the debt, please contact your disbursing office and your DTA to arrange re-payment. If the debt is repaid, the collection action for the outstanding debt will be cancelled.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
23. Notice to Initiate Collection

Subject: DTS Notice to Initiate Collection.

--------------------------------------------------------------------------------------------------------------------
Travel Authorization Number: ~TANUM
Document Name: ~DocumentName
Traveler: ~TravelerName

Transmittal Number: ~TransNum
Last Name: ~LName
First Name: ~FName
Middle Initial: ~MidInitial
SSN: ~SSNum
Organization: ~Org
Action Code: ~Code
Transaction ID: ~TransID
Amount: ~Amount
Amount Per Pay Period: ~AmountPPP
LOA: ~LOA
Standard Doc Number: ~SDN
Collection Authorizing Officials Name: ~CAName
Authorizing Officials Phone: ~AuthOfficialPhone
Authorizing Officials Email: ~AuthOfficialEmail
--------------------------------------------------------------------------------------------------------------------

A collection action is requested for the following individual to recoup payment(s) made to a traveler that exceeded trip expenses.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
24. Reminder of Waiver Request Status

Subject: DTS Reminder of Waiver Request Status

Name of Traveler: ~FName  ~LName
SSN of Traveler: ~Ssn
Name of Travel Document: ~Vchnum
Organization:  ~Organization
TANUM:  ~Tanum
LOA(s)/Due U.S. Amount(s): ~LOA
Voucher Approval Date: ~CurrDate
Total Net Amount Due Government:  ~DueUSAmount
Waiver Request Amount:  ~WaAmount
Waiver Request Submission Date: ~WaStatusDate
Current Waiver Status:  ~WaStatus

A Waiver Request has been recorded in DTS for the above document and has not been updated in excess of 60 days.

Action to collect the debt or adjust the amount of the debt cannot be initiated until the waiver process has been completed.

Please contact the appropriate individual to check the status of the waiver and update the travel document as necessary.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
25. Duplicate AOC Rejection Notification

Subject: DTS Advice of Collection Rejection Notification

The Advice of Collection (AOC) received for the referenced travel document was rejected because the AOC included duplicate transaction ID and cash collection voucher number data previously received and processed by DTS.

- TANUM: ~TANUM
- Name of Travel Document: ~Vchnum
- Cash Collection Voucher Number (recorded in DTS): ~PrevInvNumber
- Received Date (recorded in DTS): ~PrevTransDate
- Cash Collection Voucher Number (subsequent occurrence): ~CurrInvoiceNumber
- Received Date (subsequent occurrence): ~CurrTransDate

Please contact your DTS Help Desk for assistance.

PLEASE DO NOT RESPOND TO THIS EMAIL.
26. Debt Notification

Subject: DTS Notification of Debt

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: ~TravelerName
SSN(of Traveler): ~Ssn
Name of Travel Document: ~DocumentName
Travel Authorization Number: ~TANUM
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA
Organization: ~OrgName
Voucher Approval Date: ~VouchAppDate
Total Amount Due Government: $~Amount

You have 30 days from the date of this notification to make payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll deduction.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSSN 3801, and send your payment, along with a copy of this email, to:

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored ___________. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact Disbursing Operations Directorate via email, checkremittanceinquiry-de@dfas.mil.

For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
27. DTS Notification of Debt Less 12 Hour Trip

Subject: Supplemental Debt Notification

Recently, you were sent a debt notification indicating that another notice would be sent with additional information. The previous notification should be discarded. You should now include this notification in any payments made against this debt.

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: ~TravelerName
SSN(of Traveler): ~Ssn
Name of Travel Document: ~DocumentName
Travel Authorization Number: ~TANUM
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA
Organization: ~OrgName
Voucher Approval Date: ~VouchAppDate
Total Amount Due Government: $~Amount

In the notice sent to you earlier, you were advised that your debt was due to a Non-ATM Advance, and that you must repay the debt immediately. Additionally, you were advised that payroll collection action would be taken if the debt were not repaid within 15 days of the Voucher Approval Date (shown above) unless you are a military traveler. If you are a military traveler, this debt must be paid within 30 days from the Voucher Approval Date (shown above) to avoid payroll collection. As the receipt of a non-ATM advance generated your debt amount, you cannot submit a request for waiver, remission, or cancellation of the debt.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSSN 3801, and send your payment, along with a copy of this email, to:

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored ___________. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact Disbursing Operations Directorate via email, checkremittanceinquiry-de@dfas.mil.
27. DTS Notification of Debt Less 12 Hour Trip (continued)

For instructions on how to request voluntary payroll deduction, you should contact your Debt Management Monitor and/or Authorizing Official (AO).

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
28. DTS Final Adjusting Obligation Transaction Reject Notice

Subject: DTS Final Adjusting Obligation transaction Reject Notice

DTS has received a reject from the accounting system for the following transaction:

Name of Traveler: ~TravelerName
SSN(of Traveler): ~Ssn
Name of Travel Document: ~DocumentName
Travel Authorization Number: ~TANUM
LOA Labels: ~LoaLabel
Organization: ~OrgName
Date of submission: ~SubmissionDate
Type of transaction Rejected: Final Adjusting Obligation
Error Message(s): ~RejectError

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

The transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system to inform them of the failed posting of the final adjusting obligation and the necessity for the accounting system to post the transaction manually.

If accounting indicates that the final adjusting obligation can be posted, contact the DTS Tier 3 Help Desk for assistance.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
29. DTS Notification of Payroll Collection

Subject: DTS Notification of Payroll Collection

Due Process was served on this document 27 days ago for the debt listed below.
DTS shows that no action has been taken on the debt since that time.
If no action is taken in the next five days, this debt will be automatically referred to payroll for collection.

Name of Traveler: <traveler name>
SSN: <masked SSN>
Name of Travel Document: <document name>
Travel Authorization Number: <TANUM>

LOA: <LOA>
TransactionID:<transaction id>       SDN:<SDN>       Amount:<amount>

Organization: <organization>
DUE PROCESS Served Date: <Approval date>
Total Amount Due Government: <amount>

Your Debt Management Monitor (DMM) has the ability to delay this collection action if necessary. If DTS receives notification that a collection was received in full in the next five days, this debt will not be referred to payroll. If you have any questions, please consult your DMM or refer to the Debt Management Monitor Roles and Responsibilities, located on the Defense Travel website at http://www.defensetravel.dod.mil/Sections/DTS_FDTA.cfm#DMM.

For direct remittance, make your check or money order payable to: U.S. Treasury DSSN 3801. Send your payment, along with a copy of this email to:

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

PLEASE DO NOT RESPOND TO THIS EMAIL.
30. Notification of Disposition of Waiver/Appeal Decision

Subject: DTS Notification of Disposition of Waiver/Appeal Decision

Name of Traveler: ~FName ~LName
SSN(of Traveler): ~Ssn
Name of Travel Document: ~Vchnum
TANUM: ~Tanum
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID: ~LOA
Voucher Approval Date: ~CurrDate
Original Amount of Debt: $~OriginalAmt
Waiver Request Amount: $~RequestAmt
Waiver Request Submission Date: ~RequestDate
Waiver Request Status: ~RequestStatus
Waiver Resolution Date: ~ApprovedDate
Waiver Amount Approved: $~ApprovedAmt
Total Net Amount Due Government: $~Amount

Your request for a waiver/remission of debt or appeal has been reviewed and the disposition of your request recorded.

If the net amount due the Government is greater than zero, you have 30 days from the date of this notification to make payment. Action will automatically be taken after 30 days to collect the debt via payroll deduction.

For direct remittance, make your check or money order payable to: U.S. Treasury, DSSN 3801. Send your payment, along with a copy of this email to:

Disbursing Operations Directorate
3801 DTS Remittances
PO Box 26670
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored ___________. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you may contact DFAS-ADDO by calling (303) 676-4391 or by email, checkcemittanceinquiry-de@dfas.mil.
30. Notification of Disposition of Waiver/Appeal Decision (continued)

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
31. Defense Travel System Correspondence

Subject: Defense Travel System Correspondence

----------------------------------------------------------------------------------------------------------------------------------------

Voucher ~vchnum for trip ~TANUM for ~TravelerName has been ignored, since a previous voucher was stamped 'PAY PROCESS IGNORE'.

PLEASE DO NOT RESPOND TO THIS EMAIL.
32. DEBX Acknowledgment Has Not Been Received

Subject: DTS Acknowledgement Delinquency Notice

DTS has not received acknowledgement from the accounting system for the following transaction:

~ Vchnum
    ~TravelerName
    ~Organization
    ~Doctype
    ~TransactionDate
    ~UASN
    ~TransactionAmount
    ~TransactionID

Proper document processing depends on acknowledgement of these transaction(s). Please take action to contact the appropriate authority to investigate this transaction.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
### 33. DTS Acknowledgement Delinquency Notice By Org

**Subject:** DTS Acknowledgement Delinquency Notice By Org

---

DTS has not received acknowledgement from the accounting system for the following transactions:

<table>
<thead>
<tr>
<th>DocumentName</th>
<th>Traveler</th>
<th>Org</th>
<th>DocType</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vchnum</td>
<td>TravelerName</td>
<td>Organization</td>
<td>Doctype</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TransactionDate</th>
<th>UASN</th>
<th>Amount</th>
<th>TransactionID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TransactionDate</td>
<td>UASN</td>
<td>TransactionAmount</td>
<td>TransactionID</td>
</tr>
</tbody>
</table>

Proper document processing depends on acknowledgement of these transaction(s).

Please take action to contact the appropriate authority to investigate these transaction(s).

PLEASE DO NOT RESPOND TO THIS EMAIL
34. GEX/DADS Payment Notice

Subject: Defense Travel System: Payment Notice

Dear ~TravelerName,

Your document ~DocumentName has just been stamped ~PaidType in DTS.

PAYMENT INFORMATION:

TANUM: ~TANUM
Disbursing Office Voucher Number (DOV): ~DovNumber
Disbursing Station Symbol Number (DSSN): ~StationNum
Effective Payment Date: ~EffPayDate

Total Amount Paid: $~TotalAmt
Amount Paid to Traveler: $~EFTAmt
Amount Paid to Government Charge Card (GOVCC): $~GCCAmt

If you have questions regarding any of the above information, please contact your DTA.

If you need to make changes to your EFT Bank Account or GOVCC data, please update your traveler profile.

To log into DTS, select the following link:
http://www.defensetravel.osd.mil

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at:
http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp

PLEASE DO NOT RESPOND TO THIS EMAIL.
35. Payment Return for Invalid EFT Account Information

Subject: Notice of Payment Return for Invalid EFT Account Information

On ~Date, we received notice from the Disbursing System that your request for payment in the amount of ~EFTReturnAmount was returned because of invalid Electronic Funds Transfer (EFT) account information.

In your voucher you requested a split disbursement in the amount of ~Amount be sent to the Charge Card Vendor. That payment was made and is not affected by this notice. DTS will resubmit your request for payment to your EFT account after your Approving Official has approved your amended voucher.

Please visit the Defense Travel System website: www.defensetravel.osd.mil and login using your Public Key Infrastructure (PKI) certificate and password.

Select ~Vchnum from your list of vouchers and view your EFT account information (routing number and account number).

Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS. Use the following information to locate your voucher in DTS:

   Travel Authorization Number: ~TANUM
   Document Name: ~Vchnum
   Travel Dates: ~TDY_start_date to ~TDY_end_date

If you are unfamiliar with how to amend your voucher, instructions can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website.

Within “Quick References” select “Create A Voucher from Authorization” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, “Adjusting/Amending Documents”. During the signature process, please insert a comment to your Approving Official that your amendment is generated to receive payment due to an EFT return. If you need assistance or have questions regarding this email, contact your Commander/Supervisor.

PLEASE DO NOT RESPOND TO THIS EMAIL.
36. Negative Paid to Personal Account Email

Subject: Defense Travel System Correspondence

Voucher ~vchnum for traveler ~TravelerName with Authorization Number ~tanum implies a negative disbursement to the traveler's personal account. This is not possible. (Funds cannot be withdrawn from the account through DTS.) Disbursement to the personal account for this voucher has been adjusted to zero, and ~Net_To_Traveler will be paid to the traveler’s government charge card account.

PLEASE DO NOT RESPOND TO THIS EMAIL.
37. Negative Paid to AMEX Email

Subject: Defense Travel System Correspondence

Voucher ~vchnum for traveler ~TravelerName Authorization Number ~tanum implies a negative disbursement to the traveler's government charge card account. This is not possible. (Funds cannot be withdrawn from the account through DTS.) Disbursement to the government charge card account for this voucher has been adjusted to zero, and ~Net will be paid to the traveler's personal account.

PLEASE DO NOT RESPOND TO THIS EMAIL.
38. No GOVCC Account Email

Subject: Defense Travel System Correspondence

Voucher ~Vchnum for traveler ~TravelerName has no government charge card information in the traveler profile.

Payments in voucher (Authorization Number ~Tanum and Document Name ~Vchnum) that had been allocated to GOVCC have been reallocated to ~account.

PLEASE DO NOT RESPOND TO THIS EMAIL.
39. Signed T-ENTERED Noticed

Subject: Defense Travel System (DTS): Official Travel Document

An official travel document $VCHNUM was created and stamped $STATUS on your behalf by your Non Defense Travel System Entry Agent (NDEA). Please log into DTS to make any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if the document has already been stamped APPROVED.

TRAVELER ACTION NEEDED
- Review travel document $VCHNUM by logging into DTS.
- Create any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if the document has already been stamped APPROVED.
- Your NDEA has created the Travel Voucher on your behalf and signed the voucher “T-ENTERED” to route the document for approval. You must provide a signed paper voucher to the NDEA for audit purposes.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.


Please contact your site DTA for questions concerning your documents.

PLEASE DO NOT RESPOND TO THIS E-MAIL.
40. Document Returned Notice

Subject: Defense Travel System Travel Document Returned Notice!

Dear $NAME,

Your $DOCTYPE was stamped $STATUS by $STATNAME. Travel authorization number $STANUM CANNOT be completed because:

$REMARKS

Returned Authorization, Voucher, and Local Voucher documents can be adjusted by selecting the View/Edit link associated with the document within DTS. Un-check the View Only checkbox and change the document as needed. Then Sign (or NDEAs can T-Enter Vouchers) the document.

TRAVELER ACTION(S) NEEDED

Review and Defense Travel Administrator (DTA) comments associated with the document and make any necessary updates by logging onto DTS.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.


Please contact your site DTA for question concerning your travel documents.
41. Travel Document Approval Notification

Subject: Defense Travel System Travel Document Approval Notification

This notification was generated to inform you that a Defense Travel System $DOCTYPE named $VCHNUM for $NAME with authorization number of $TANUM was just stamped APPROVED by $STATNAME.

There is no action required in response to this notification.

To log into DTS, select the following link:

PLEASE DO NOT RESPOND TO THIS EMAIL.
42. Defense Travel System Correspondence

Subject: Defense Travel System Correspondence

This letter is to notify you that your Defense Travel System $DOCTYPE named $VCHNUM was just stamped $STATUS by $STATNAME.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
43. Defense Travel System Correspondence

Subject: Defense Travel System Correspondence

$TODAY

This letter was generated to inform you that a Defense Travel System $DOCTYPE named $VCHNUM for $NAME with authorization number of $TANUM was just stamped $STATUS by $STATNAME and is awaiting your attention.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.
44. OCONUS Trip Notification

Subject: Defense Travel Systems (DTS) OCONUS Trip Notification!

This letter is to notify you that <traveler name> Defense Travel System Authorization <document name> has a trip with Foreign Travel in its Itinerary. Please access this document for further details by logging into Defense Travel System (DTS) at http://www.defensetravel.osd.mil.

For assistance with approving processes, policies, and procedures, please refer the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.
Appendix E: E-mails in DTS

45. VoucherNumber + “TRIP ITINERARY”

Subject: VoucherNumber + "TRIP ITINERARY"

Comments: $!comments
DTS Detailed Travel Itinerary for $!name
DTS Document Name $!vchnum
DTS / CTO Confirmation: $!pnr
(Please reference this number when contacting the CTO.)

Travel / TDY Information:
Trip Type: $!trip.tripType
Trip Purpose: $!trip.tripPurpose
Trip Description: $!trip.tripDescription

Overall Starting Point Time Zone: $!trip.tripStartTimeZone
Leave From: $!trip.startLocation.city, $!trip.startLocation.state
Leave: $!trip.startDate

( StripLocation in $!trip.tripLocations )
Location $!velocityCount - StripLocation.location.city, StripLocation.location.state Time Zone:
StripLocation.arrivalTripItem.timeZone
Leave From: StripLocation.departureFrom.city, StripLocation.departureFrom.state
TDY Location: StripLocation.location.city, StripLocation.location.state
Arrive: StripLocation.formattedStartDate
Leave: StripLocation.formattedEndDate

Overall End Point Time Zone: Strip.tripEndTimeZone
Return Location: Strip.endLocation.city, Strip.endLocation.state
Arrive: Strip.endDate

#foreach($TDYReservationStatus in $reservationSummary.orderedItinerary)
  #if($TDYReservationStatus.transportationMode == $airMode)
    #set($airReservation = $TDYReservationStatus )
    #if($airReservation.displayDateFlag)
      -------------------------------------------------------
      $airReservation.departureDateAsString
      *** Air ***
      #foreach($DTSAirAvailLeg in $airReservation.selectedSeg.legs)
        #set($leg = $DTSAirAvailLeg )
        $!leg.carrier
        Flight: $!leg.flightNumber
        $!leg.departureTimeAsString $!leg.departureAirport $!leg.departureAirportDesc
  #endif
  #endif
  #set($TDYReservationStatus = $TDYReservationStatus )
#endforeach

This document is controlled and maintained on the www.defensetravel.dod.mil Website. Printed copies may be obsolete.
Please check revision currency on the Web prior to use.
45. VoucherNumber + “TRIP ITINERARY” (continued)

$!leg.arrivalTimeString $!leg.arrivalAirport $!leg.arrivalAirportDesc
Depart: $!leg.departureDateAsString
Arrive: $!leg.arrivalDateAsString
## todo: check if non-stop flight
Elapsed Travel Time: $!leg.travelTime
Seat: $!airReservation.findSeatNumber($!leg)
Air Confirmation: $!leg.confirmationNumber
Frequent Flyer:
Special Requests:

#end
#elseif($TDYReservationStatus.transportationMode == $hotelMode)
## Display the hotel reservation details
#set($hotelReservation = $TDYReservationStatus )
#if($hotelReservation.displayDateFlag)
-------------------------------------------------------
$!hotelReservation.checkinDateAsString
#end
*** Lodging ***
$!hotelReservation.hotelName
#foreach( $FreeTextLine in $hotelReservation.address)
$!FreeTextLine.textLine
#end
Check In: $!hotelReservation.checkinDateAsString
Check Out: $!hotelReservation.checkoutDateAsString
Hotel Confirmation: $!hotelReservation.confirmationNumber
Frequent Guest:
Special Requests:
Room:
#foreach( $GenericString in $hotelReservation.roomInfoList)
$!GenericString
#end
Hotel Policies:
Cancellations not received according to hotel policy may result in
financial obligations such as cancellation penalties. For the hotel cancellation policy,
view "Additional Hotel Information" or the property website.

#elseif($TDYReservationStatus.transportationMode == $carMode)
## Display the car reservation details
#set($carReservation = $TDYReservationStatus )
#if($carReservation.displayDateFlag)
------------------------------------------------------
45. VoucherNumber + “TRIP ITINERARY” (continued)

$!carReservation.pickupDateAsString
#end
*** Car ***
$!carReservation.providerName
$!carReservation.pickupLocationCode - $!carReservation.pickupLocation.city,$!carReservation.pickupLocation.state
$!carReservation.counterLocationValue
Pickup: $!carReservation.pickupDateAsString
Time: $!carReservation.pickupTimeAsString
Drop-off: $!carReservation.dropoffDateAsString
Time: $!carReservation.dropOffTimeAsString
Class: $!carReservation.vehClassSizeValue
Car Confirmation: $!carReservation.confirmationNumber
Frequent Renter:
Special Request:
#end
#end
46. Send Voucher Split Adjusted Notification Email

Subject: Defense Travel System Correspondence

The document ~vchnum for traveler ~TravelerName with Authorization Number ~tanum contained a split disbursement payment that has been changed. This payment could be from a Voucher, Local Voucher or Scheduled Partial Payment (SPP). The amount approved for payment to the Government Travel Charge Card (GTCC) account could not be made and the $~Net was made to the traveler's bank account. This EFT/personal payment was necessary due to the timing of the payment and the transition to the new GTCC vendor.

The traveler must ensure that the funds sent to their personal account are used to make a direct payment to the appropriate GTCC vendor.

For web payments to the Bank of America, use myeasypayment.com. For web payments to Citi, follow the Electronic Access System On-Line System instructions.

The traveler's Defense Travel Administrator (DTA) should forward this email to the local GTCC Account Program Coordinator (APC).

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
47. FMS Rejected Disbursement

Subject: FMS Rejected Disbursement

Name of travel document: ~Vchnum
Travel Authorization Number (TANUM): ~TANUM
Travel Authorization Approved Date: ~ApproveDate
Type of transaction Rejected (SPP, Advance, Voucher): ~PmDocType
Disbursement Reject Description: ~RejectDesc

Your referenced voucher, local voucher, SPP or non-ATM advance identified above has been rejected due to reason indicated.

Please take the appropriate actions to correct the errors in the travel document to have the disbursement resubmitted for payment.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
48. FMS Funds Approved Notice

Subject: FMS Funds Approved Notice

Name of travel document: $DOCUMENTNAME
Travel Authorization Number (TANUM): $TANUM
Organization: $ORGANIZATION

Your authorization $DOCUMENTNAME indicates travel being performed on Foreign Military Sales (FMS) funds. Disbursement of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your subsequent non-ATM Advance, SSP and/or voucher from authorization may take up to 7 business days.

Contact your Finance Defense Travel Administrator (FDTA) if you do not receive payment within this time.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
49. Possible Delay in Payment Due to FMS

Subject: Possible Delay in Payment Due to FMS

Dear $NAME,

An official travel document $VCHNUM was created and stamped $STATUS on your behalf by your Non Defense Travel System Entry Agent (NDEA).

The voucher indicates travel performed on Foreign Military Sales (FMS) funds. Use of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-ADY/DE and requires additional processing time. Processing/payment of your voucher from authorization may take up to 7 business days.

Please log into DTS to make any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if the document has already been stamped APPROVED.

TRAVELER ACTION NEEDED

Review travel document $VCHNUM by logging into DTS.
Create any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if changes are required and the document has already been stamped APPROVED.

Your NDEA has created the Travel Voucher on your behalf and signed the voucher “T-ENTERED” to route the document for approval. You must provide a signed paper voucher to the NDEA for audit purposes.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.


Please contact your site DTA for questions concerning your documents.
50. MEPS Seat Blocking Request

Subject: MEPS Seat Blocking Request

Contact Name: &LOGINNAME&
Contact Email: &ECONTACT&

Start Location: &STARTLOC&
End Location: &ENDLOC&
Trip Start Date: &TRIPSTART&
Trip End Date: &TRIPEND&

&NUMTRAV&

To log into DTS, select the following link: http://www.defensetravel.osd.mil.
51. Notice of Inbound Recruit Travelers

Subject: Defense Travel System Notice of Inbound Recruit Travelers

Dear ODTA,

The Authorizing official of &DETACHORG& has approved an accession travel authorization that identifies your Destination Training Organization as the destination. When the detaching organization has detached the traveler record in DTS, you will be able to receive the traveler(s) into your organization. To receive these recruit traveler records into your organization, please access the maintenance tool within DTS, by selecting the web address http://www.defensetravel.osd.mil or by copying and pasting this address to your web browser.

The list below identifies the recruit traveler records inbound to your organization:

&TRAVELERNAME& &SSN& &DEPARTDATE&

For assistance with receiving recruit traveler records into your organization, refer to your DTA User's Manual from the Training Materials module of the DTS website.

To log into DTS, select the following link: http://www.defensetravel.osd.mil

Please do not use the email reply functions attached with the notice.
52. Individual Authorization Unlocked from Group Authorization

Subject: Individual Authorization Unlocked from Group Authorization

Dear &NAME&,

Your individual authorization, document number &TANUM1&, has now been unlocked from the Group Authorization &VCHNUM&. You may cancel, make amendments to your authorization, or create a voucher as necessary.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/training-manuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

PLEASE DO NOT REPLY TO THIS EMAIL.
53. Notification of Release from a Group Authorization

Subject: Notification of Release from a Group Authorization

Dear $NAME,

You have been released from Group Authorization $VCHNUM and are no longer part of the Group Travel document. An individual authorization now exists, document number $TANUM.

Please note that any changes to the Group Authorization will no longer apply to your travel document. You may cancel, make amendments to your authorization, or create a voucher as necessary.

To log into DTS, select the following link:

For DTS document processing assistance, please refer to the Document Processing manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/training-manuals.jpg.

Please contact your site Defense Travel Administrator for questions regarding your travel document.

PLEASE DO NOT REPLY TO THIS EMAIL.
54. DTS Request for Group Travel Reservations to CTO

Subject: DTS Request for Group Travel Reservations

This is a request for CTO assistance in booking group travel reservations. The preferred travel arrangements are listed below, as well as the list of travelers. The CTO Group ID is &CTO-ID&. If there are any questions or additional information is needed, please contact the POC below.

POC: &POC& Phone: &POC-PHONE&
Email: &POC-EMAIL&

Primary &TRAVELERNAME& Phone: &PTRAV-PHONE&
Traveler: &PTRAV-EMAIL&

Document: &DOCUMENTNAME& Travelers: &NUMTRAV& DTS Group ID: &GROUPID&
Start Location: &START-LOC& &START-DATE&
Location 1: &LOC1& &LOC1-DATE&

Remarks: &REMARK1&
&REMARK2&

Travel Group:
NAME SSN SEATING SMOKE
&TRAV-GRP&

Preferred transportation and lodging arrangements:
&TRANSPLODGING&

PLEASE DO NOT REPLY TO THIS EMAIL.
55. DTS Request for Group Travel Reservations to CTO

Subject: Request Ticketing of Group Travel Reservations - <vGroupID>
------------------------------------------------------------------------------------------------------------------
Request CTO assistance in ticketing group travel reservations. The travel arrangements were previously booked under CTO Group ID &CTO-ID&. The travelers are listed below. If there are any questions or additional information is needed, please contact the POC below.

POC: &POC& Phone: &POC-PHONE&
Email: &POC-EMAIL&
Primary &TRAVELERNAME& Phone: &TRAV-PHONE&
Traveler: &TRAV-PHONE&
Document: &DOCUMENTNAME& Travelers: &NUM TRAV&  DTS Group ID: &GROUPID&
Start Location: &START-LOC& &START-DATE&
Location 1: &LOC1& &LOC1-DATE&
Remarks: &REMARK1&
&REMARK2&
Travel Group:
NAME SSN SEATING SMOKE
&TRAV-GRP&
Preferred transportation and lodging arrangements:
&TRANSP-LODGING&

PLEASE DO NOT REPLY TO THIS EMAIL.
56. Authority to Travel

Subject: Authority to Travel

We have received notice from $PARTNER that authorizes $NAME to travel to:
$TDYLOCATIONS
during the period $TRIPSTART to $TRIPEND.

Please visit the Defense Travel System website: www.defensetravel.osd.mil,
and login using your Public Key Infrastructure (PKI) certificate and password
to review, create travel arrangements and reservations, and complete the
travel authorization for $VCHNUM.

If this is your first time using the Defense Travel System, you will be
guided through a self-registration process that must be completed before
you can access your travel document.

Instructions for completing this travel authorization can be retrieved by using
the hyperlinks “Training” followed by “Quick References” at the Defense Travel System
website. Within “Quick References” select “Create an Authorization/Order” appropriate
to your PKI medium (Common Access Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact
your Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
57. Cancellation of Authority to Travel

Subject: Cancellation of Authority to Travel

We have received notice from $PARTNER that the original authority for $NAME to travel to: $TDYLOCATIONS
during the period $TRIPSTART to $TRIPEND is revoked.

Based on this cancellation notice, DTS has deleted the original travel authorization. It is not necessary for you to take any further action.

If you have questions regarding the cancellation of this travel authorization, contact your Commander/Supervisor.

PLEASE DO NOT RESPOND TO THIS E-MAIL.
58. Cancellation of Authority to Travel After Access

Subject: Cancellation of Authority to Travel After Access

We have received notice from $PARTNER that the original authority for $NAME to travel to:
$TDYLOCATIONS
during the period $TRIPSTART to $TRIPEND is revoked.

Actions have been performed against this document that prevent DTS from electronically
canceling the authorization and require your action.

Please visit the Defense Travel System website: www.defensetravel.osd.mil, and login
using your Public Key Infrastructure (PKI) certificate and password to review the notice
and cancel the travel arrangements and reservations for the travel authorization, $VCHNUM.

Instructions for canceling this travel authorization can be retrieved by using the
hyperlinks “Training” followed by “Quick References” at the Defense Travel System
website. Within “Quick References” select either “Traveler Cancellation Procedures | With CTO”
or “Traveler Cancellation Procedures | With NO CTO” as appropriate.

If you need assistance or have questions regarding this travel authorization, contact your
Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
59. Notice of New Traveler Assignment

Subject: Notice of New Traveler Assignment

We have received notice from <partner system> that authorizes <traveler name> to travel to:
<list of TDY locations>
during the period <from date> to <end date> and establishes a traveler profile.

Based on the information provided, we assigned <traveler name> to your organization. Please visit the Defense Travel System website: www.defensetravel.osd.mil, login using your Public Key Infrastructure (PKI) certificate and password, and, using the DTA Maintenance Tool, review the Traveler's profile.

If you are no longer assigned as the DTA for this traveler, please notify the Site Tier II Help Desk.

PLEASE DO NOT RESPOND TO THIS EMAIL.
60. Cancel Before IE Traveler Access

Subject: Cancel Before IE Traveler Access

We have received notice from SPARTNER that the original authority for $NAME to travel to: $TDYLOCATIONS during the period $TRIPSTART to $TRIPEND is revoked.

Based on this cancellation notice, DTS has cancelled the original travel authorization. It is not necessary for you to take any further action.

If you have questions regarding the cancellation of this travel authorization, contact your Commander/Supervisor.

PLEASE DO NOT RESPOND TO THIS E-MAIL.
61. Modification After IE Traveler Access

Subject: Modification After IE Traveler Access

We have received notice from $PARTNER that modifies the content of the original authority for $NAME to travel to: $TDYLOCATIONS during the period $TRIPSTART to $TRIPEND.

The data that has changed from the original authorization is: $IXMODSBLK

Please visit the Defense Travel System website: www.defensetravel.osd.mil, and login using your Public Key Infrastructure (PKI) certificate and password to review these changes, and adjust the travel authorization, $VCHNUM, as necessary.

Once logged into DTS, select “Authorizations/Orders” from the navigation bar and select $VCHNUM from the list of “Existing Authorizations/Orders.”

Instructions for adjusting this travel authorization can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website. Within “Quick References” select “Create an Authorization/Order” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, “Adjusting/Amending Documents.”

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS E-MAIL.
62. Modification Before IE Traveler Access

Subject: Modification Before IE Traveler Access

We have received notice from $PARTNER that modifies the content of the original authority for $NAME to travel to:
$TDYLOCATIONS
during the period $TRIPSTART to $TRIPEND.

We have not detected that anyone has accessed $VCHNUM and have replaced the original data with the new (modified) data.

Please visit the Defense Travel System website: www.defensetravel.osd.mil, and login using your Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and reservations, and complete the travel authorization for $VCHNUM.

Once logged into DTS, select “Authorizations/Orders” from the navigation bar and select $VCHNUM from the list of “Existing Authorizations/Orders.”

Instructions for completing this travel authorization can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website. Within “Quick References” select “Create an Authorization/Order” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

Please do not respond to this email.
63. Modification Before IE Traveler Signed

Subject: Modification Before IE Traveler Signed

We have received notice from $PARTNER that modifies the content of the original authority for
$NAME to travel to:
$TDYLOCATIONS
during the period $TRIPSTART to $TRIPEND.

Per the instructions of your order-issuing activity, we have replaced the original data
with the new (modified) data and have removed any information you may have entered, to include
itinerary, reservations, and expenses.

Please visit the Defense Travel System website: www.defensetravel.osd.mil, and login using your
Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and res-
ervations, and complete the travel authorization for $VCHNUM.

Once logged into DTS, select “Authorizations/Orders” from the navigation bar and select
$VCHNUM from the list of “Existing Authorizations/Orders.”

Instructions for completing this travel authorization can be retrieved by using the hyperlinks “Train-
ing” followed by “Quick References” at the Defense Travel System website. Within “Quick Refer-
ences” select “Create an Authorization/Order” appropriate to your PKI medium (Common Access
Card or Digital Signature Diskette).

If you need assistance or have questions regarding this travel authorization, contact your
Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
64. LOA Modifications Applied

Subject: LOA Modifications Applied

The original authority for &NAME& to travel to: &TDYLOCATIONS& during the period &TRIP-START& to &TRIPEND& contained changes to Lines of Accounting (LOA). The LOA information on the travel authorization, &VCHNUM& was modified and existing expenses were re-allocated. Itinerary changes need to be manually made.

Please visit the Defense Travel System website: www.defensetravel.osd.mil, and login using your Public Key Infrastructure (PKI) certificate and password to review these changes, and adjust the travel authorization, &VCHNUM&, as necessary.

Once logged into DTS, select “Authorizations/Orders” from the navigation bar and select &VCHNUM& from the list of “Existing Authorizations/Orders.”

Instructions for adjusting this travel authorization can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website. Within “Quick References” select “Create an Authorization/Order” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, “Adjusting/Amending Documents.”

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS E-MAIL.
65. DEBX Reject Email

Subject: DTS Scheduled Partial Payment (SPP) was Rejected

Name of Traveler: ~TravelerName
   Name of Travel Document: ~DocumentName
   TANUM: ~TANUM
   Organization: ~Organization
   SPP Schedule Date: ~Date
   Disbursing System: ~GS03

Detailed information about error codes received from the Accounting System:
~ErrorDetails

The referenced scheduled partial payment request has been rejected due to the rejection reason(s) listed above. Please take the appropriate actions to correct the errors in the travel document and reschedule the SPP payments on the DTS SPP screen to have the disbursement re-submitted for payment.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
66. DEBX Reject Email for Manual Intervention

Subject: DTS Accounts Receivable Reject Notice

Traveler Name: ~TravelerName
Traveler Document Name: ~DocumentName
Tanum: ~Tanum
Organization: ~Org
Type of transaction Rejected: Accounts Receivable
Date of first submission: ~SubmitDate
Error Message(s): ~ErrorMsg

The accounts receivable transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system DMM to inform them of the failed posting of the accounts receivable transaction. When accounting indicates that the A/R can be posted, contact the DTS Tier3 Help Desk to have DTS System Administrator re-submit the A/R manually.

PLEASE DO NOT RESPOND TO THIS EMAIL.
67. Accounts Receivable Reject Notice email text

Subject: DTS Accounts Receivable Reject Notice

-----------------------------------------------------------

Traveler Name: ~TravelerName
Traveler Document Name: ~DocumentName
Tanum: ~Tanum
Organization: ~Org
Type of transaction Rejected: Accounts Receivable
Date of first submission: ~SubmitDate
Error Message(s): ~ErrorMsg
-----------------------------------------------------------

The accounts receivable transaction associated with the referenced travel document has been rejected by the DoD accounting system. Please contact your accounting system DMM to inform them of the failed posting of the accounts receivable transaction. When accounting indicates that the A/R can be posted, contact the DTS Tier3 Help Desk to have DTS System Administrator re-submit the A/R manually.

PLEASE DO NOT RESPOND TO THIS EMAIL.
68. Accounts Receivable Reject Reminder Notice

Subject: DTS Accounts Receivable Reject Reminder Notice

------------------------------------------------------------------------------------------------------------

It has been more than 30 days since DTS received a rejection notification for the accounts receivable transaction for the following travel document:

   - Traveler Name: ~TravelerName
   - Traveler Document Name: ~DocumentName
   - Tanum: ~Tanum
   - Organization: ~Org
   - Type of transaction Rejected: Accounts Receivable
   - Date of first reject notice receivable: ~RejectDate
   - Reject Reason: ~Reason
   - Length of time the document has been in current status(days): ~CurStatusTime
   - Error Code(s): ~Code
   - Error Message(s): ~ErrorMsg

------------------------------------------------------------------------------------------------------------

There has been no activity on the referenced travel document since the rejection notice was received. It is necessary to have the error condition corrected in the travel document to enable the accounts receivable action to be posted in the DoD accounting system. Please take the necessary action with the DMM or the traveler to have the travel document modified to correct the error to allow the accounts receivable transaction to be resubmitted to the accounting system.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil

PLEASE DO NOT RESPOND TO THIS EMAIL.
69. Payment Rejected

Subject: DTS Payment Rejected

Name of Traveler: ~TravelerName
Name of Travel Document: ~vchnum
TANUM: ~TANUM
Organization: ~Organization
Disbursement Type: ~Doctype
Disbursing System: ~GS03
Detailed information about error codes received from the Accounting System:
~ErrorDetails

The referenced voucher, local voucher or non-ATM advance request has been rejected due to the rejection reason(s) listed above. Please take the appropriate actions to correct the errors in the travel document to have the disbursement resubmitted for payment.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT REPLY TO THIS EMAIL.
70. Archive Reject Email

Subject: Defense Travel System Correspondence

The document voucher ~vchnum for ~TANUM has just been marked ARCHIVE REJECTED because:

~Remarks.

PLEASE DO NOT RESPOND TO THIS EMAIL.
71. Notify User of MIS Report Generated

Subject:  DTS Report Available for Viewing

-----------------------------------------------
Report Title: $ReportTitle
Date Requested: $RequestDate
Report Run Date: $CompletedDate

The above report requested on the referenced date has been created and can be viewed and downloaded through the Report Scheduler option on the Reports menu. The report has been created in a format that will allow it to be opened in a spreadsheet application.

If you have any difficulty accessing or downloading the report, please contact your help desk for assistance. The report will be available for 7 days after the Report Run Date.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
72. Completion Notification for the Target Adjustment or Budget Balance Report

Subject: Completion Notification for Budget Balance Report

------------------------------------------------------------------------

Report Title: $ReportTitle
Requested Date for Report: $RequestedDate
Report Run Date: $ReportRunDate

------------------------------------------------------------------------

The Budget Balance Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.
73. Completion Notification for the Total Obligations Report

Subject: Completion Notification for the Total Obligations Report

---------------------------------------------------------------

Report Title: $ReportTitle
Requested Date for Report: $RequestedDate
Report Run Date: $ReportRunDate
---------------------------------------------------------------

The Total Obligations Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.
74. DTS Report Unable to Complete

Subject: DTS Report Unable to Complete

Report Title: $ReportTitle
Date Requested: $RequestDate

The above report requested on the referenced date has failed to complete after three attempts.

It is now marked for RESUBMIT. If you still need the report, please return to DTS Report Scheduler where you normally download reports, and click on the RESUBMIT link.

If you receive this email a second time for the same report, please contact your local help desk with both emails and they should escalate the issue to the Tier 3 Help Desk for a potential system wide issue.

If the report is not needed, no further action is required.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
75. Transaction Report Ready Notification

Subject: Completion Notification for Budget Item Transaction Report

-----------------------------------------------
Report Title: $ReportTitle
Requested Date for Report: $RequestedDate
Report Run Date: $ReportRunDate
-----------------------------------------------

The Budget Item Transaction Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.
76. Adjustment Report Ready Notification

Subject: Completion Notification for Adjustment Report

Report Title: $ReportTitle
Requested Date for Report: $RequestedDate
Report Run Date: $ReportRunDate

The Budget Adjustment Report requested on the referenced date has been created and can be downloaded through the download menu bar selection option on the budget reports menu. The report has been created in a format that will allow the report to be opened in a spreadsheet application. If you have any difficulty in accessing or downloading the report, please contact your help desk for assistance.
77. Travel Document(s) Are Ready for Your Review

Subject: Defense Travel System (DTS): Travel Document(s) Are Ready for Your Review

Dear &NAME&,

There are one or more travel document(s) in your DTS account awaiting your review. The following is a list of documents that are available for review in your Defense Travel System.

TRAVELER ACTIONS NEEDED:
- Review travel documents and make any necessary updates by logging onto DTS.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For assistance with DTA processes, policies and procedures, please refer to the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.
78. Voucher Awaiting Attention

Subject: Defense Travel System Correspondence

<today's date>

This letter was generated to inform you that a Defense Travel System <document type> named <document name> for <traveler name> with authorization number of <TANUM> was just stamped <status> by <userid of stamper> and is awaiting your attention.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.
79. Daily Notification to AO Authorizations Not Approved

Subject: URGENT! DTS Action Required

#if($NOT_APPROVED)
The Authorization / Amendment for $TRAVELER - $LAST4SSN named $VCHNUM has not been approved.
#else
The Authorization / Amendment for $TRAVELER - $LAST4SSN named $VCHNUM, document number $TANUM has not been approved.
#end

Immediate Action is required to APPROVE the authorization or any new or changed reservations will be cancelled. Only the new or changed reservations in this document will be cancelled. Any reservations that were previously selected, stamped SIGNED and remain in the document will not be auto-cancelled.

PLEASE DO NOT REPLY TO THIS EMAIL.
80. DTS Scheduled Partial Payment and Advances

Subject: DTS Scheduled Partial Payment (SPP) De-Scheduled

DTS has removed an SPP(s) from the payment submission schedule due to a rejection received from DoD Accounting, for the corresponding obligation transaction. Once your travel document has been amended to correct the rejection error, please re-schedule your SPP(s) through the DTS Scheduled Partial Payment screens to re-initiate the SPP request(s).

Name of Traveler: ~TravelerName
Name of Travel Document: ~Vchnum
TANUM: ~TANUM
Organization: ~Organization
Date the Transaction was De-Scheduled: ~TransDate
Amount of the De-Scheduled Transaction: ~Amount
Accounting System: ~GS03
Detailed information about error codes received from the Accounting System: ~ErrorDetails

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
81. DTS SPP Submission Delay Notice

Subject: DTS SPP Submission Delay Notice

---------------------------------------------------------------
DTS is currently holding an SPP that is scheduled for payment because
DTS has not received an acknowledgement from the accounting system for the following transaction:
  Traveler Name: ~TravelerName
  Document Name: ~Vchnum
  TANUM: ~TANUM
  Organization: ~Organization
  Document Type: ~Doctype
  XML Transaction Type: ~XMLTransType
  Date Sent: ~DateSent
  Transaction ID: ~TransactionID
  Transaction Amount: ~TransactionAmount

Submission of the SPP for payment depends on acknowledgement of this transaction.
Please take action to contact the appropriate authority to investigate this transaction.

PLEASE DO NOT RESPOND TO THIS EMAIL.
82. Notice of Partial Payment Return for Invalid EFT Account Information

Subject: Notice of Partial Payment Return for Invalid EFT Account Information
-------------------------------------------------------------

On ~Date, we received notice from the Disbursing System that your request for payment in the amount of ~EFTReturnAmount was returned because of invalid Electronic Funds Transfer (EFT) account information. In your partial payment you requested a split disbursement in the amount of ~Amount be sent to the Charge Card Vendor.

That payment was made and is not affected by this notice. DTS will resubmit your request for payment to your EFT account after your Approving Official has approved your amended authorization. If you do not amend your authorization, remaining partial payments, if any, will not include an amount for this EFT return. Please visit the Defense Travel System website: www.defensetravel.osd.mil and login using your Public Key Infrastructure (PKI) certificate and password. Select ~Vchnum from your list of vouchers and view your EFT account information (routing number and account number).

Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS.Use the following information to locate your voucher in DTS:

- Travel Authorization Number: ~TANUM
- Document Name: ~Vchnum
- Travel Dates: ~TDY_start_date to ~TDY_end_date

If you are unfamiliar with how to amend your voucher, instructions can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website. Within “Quick References” select “Create An Authorization” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, “Adjusting/Amending Documents”. While amending the authorization, you must select “Additional Option” followed by “Partial Payments” to review the new schedule of partial payments.

If your travel is complete, DTS cannot resubmit your request for a partial payment. Rather, submit your voucher to receive prompt reimbursement of your travel expenses. If you need assistance or have questions regarding this email, contact your Commander/Supervisor.

PLEASE DO NOT RESPOND TO THIS EMAIL.
83. Notice of Partial Payment Return for Invalid EFT Account Information

Subject: Notice of Travel Advance Payment Return for Invalid EFT Account Information
----------------------------------------------------------------------------------------------
On ~Date, we received notice from the Disbursing System that your request for payment of a travel advance, in the amount of ~EFTReturnAmount, was returned because of invalid Electronic Funds Transfer (EFT) account information. Unless your travel is completed, DTS will resubmit your request for payment of a travel advance to your EFT account after your Approving Official has approved your amended authorization.

Please visit the Defense Travel System website: www.defensetravel.osd.mil and login using your Public Key Infrastructure (PKI) certificate and password. Select ~Vchnum from your list of authorizations and view your EFT account information (routing number and account number). Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS. Use the following information to locate your voucher in DTS:

  Travel Authorization Number: ~TANUM
  Document Name: ~Vchnum
  Travel Dates: ~TDY_start_date to ~TDY_end_date

If you are unfamiliar with how to amend your authorization, instructions can be retrieved by using the hyperlinks “Training” followed by “Quick References” at the Defense Travel System website.

Within “Quick References” select “Create An Authorization” appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, “Adjusting/Amending Documents”. While amending the authorization, you must select “Additional Options? “followed by “Advances” to review the new amount of your additional travel advance.

If a travel advance is longer required, do not amend your authorization. If your travel is complete, DTS cannot resubmit your request for a travel advance. Rather, submit your voucher to receive prompt reimbursement of your travel expenses. If you need assistance or have questions regarding this mail, contact your Commander/Supervisor.

PLEASE DO NOT RESPOND TO THIS EMAIL.
84. Non-ATM Advance Submission Delay Notice

Subject: DTS non-ATM Advance Submission Delay Notice

DTS is currently holding a non-ATM Advance that is scheduled for payment because DTS has not received an acknowledgement from the accounting system for the following transaction:

- Traveler Name: ~TravelerName
- Document Name: ~Vchnum
- TANUM: ~TANUM
- Organization: ~Organization
- Document Type: ~Doctype
- XML Transaction Type: ~XMLTransType
- Date Sent: ~DateSent
- Transaction ID: ~TransactionID
- Transaction Amount: ~TransactionAmount

Submission of the non-ATM advance for payment depends on acknowledgement of this transaction.

Please take action to contact the appropriate authority to investigate this transaction.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil

PLEASE DO NOT RESPOND TO THIS EMAIL.
85. Adv Descheduled Due to NegAck

Subject: DTS non-ATM Advance De-Scheduled

DTS has removed a non-ATM advance request from the payment submission schedule due to a rejection of the corresponding obligation transaction received from DoD Accounting. Once your travel document has been amended to correct the rejection error, DTS will reschedule the non-ATM advance for payment when the amended travel document is approved.

Name of Traveler: ~TravelerName
Name of Travel Document: ~Vehnum
TANUM: ~TANUM
Organization: ~Organization
Date the Transaction was Descheduled: ~Date
Amount of Descheduled Transaction: ~Amount
Accounting System: ~GS03
Detailed information about error codes received from the Accounting System: ~ErrorDetails

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

Please do not respond to this email.
86. Rejection Received From DEBX/DADS

Subject: DTS Acknowledgement Reject Notice

--------------------------------------------------------------------------------------------------------------
DTS has received an acknowledgement reject from the accounting/disbursing system for the follow-
ing transaction:
~TravelerName
~Vchnum
~TANUM
~Organization
~Doctype
~Error_Message

Proper document processing depends on acknowledgement of this transaction. Please take action to
correct the error by amending the voucher document and resubmitting the voucher for processing.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
87. Advance Account Mismatch Email

Subject: Defense Travel System Correspondence

The account information on the advance does not match the system account information.
88. Self-Registration Rejected Notification

SUBJECT: Defense Travel System Self-Registration Rejected Notification

Dear <Traveler>,

Your self-registration request cannot be completed because:

TRAVELER ACTION REQUIRED

You may try resubmitting your self-registration request in Defense Travel System (DTS).

If you are rejected a second time contact your Defense Travel Administrator (DTA) for further assistance.

To log in to DTS, select the following link: http://www.defensetravel.osd.mil
89. Traveler Self Registration Request

SUBJECT: Defense Travel System Traveler Self Registration Request

Dear ODTA,

Traveler <Traveler> has submitted a request for self-registration into the Defense Travel System (DTS). Please access the maintenance tool within DTS, by selecting the web address <http://www.defensetravel.osd.mil> or copying and pasting this address to your web browser, to review this request.

ODTA ACTIONS NEEDED:” Review the traveler's self-registration request for accuracy by accessing the maintenance tool in DTS.” Apply the necessary accept/reject stamp to the traveler's self-registration request.

NOTE: A stamp-dependent automated email will be generated by the system and sent to the traveler once the appropriate stamp is applied to the request document.

For assistance with Self-Registration requests, please refer to your DTA Users Manual from the Training Materials Module from the DTS website.

To log in to DTS, select the following link: <http://www.defensetravel.osd.mil>.

For assistance with DTA processes, policies, and procedures, please refer the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.
90. Self-Registration Accept Notification

SUBJECT: Greetings New DTS User!

Greetings New DTS User!

Congratulations! You have successfully registered to use the Defense Travel System (DTS).

DTS is the Department of Defense' temporary duty (TDY) web-based travel tool. You have access to DTS anywhere by NIPRNET or Internet, and your sensitive data will remain protected by DoD compliant security features.

DTS will give you greater convenience and choice in selecting your travel arrangements to meet mission requirements and your own travel preferences by letting you view and select from all the options that are available to you.

DTS will save you time and effort by automating the three DoD travel processes - authorization, reservation, and voucher filing. DTS eliminates repetitive, duplicate entry of data by remembering your personal information and trip data. It saves time by routing planned trips (authorizations) electronically for approval. And after your travel is completed, DTS simplifies and expedites the travel claim (voucher) process by recalling all your saved data to speed up voucher preparation, submission, and electronic payment.

Check it out! Mouse-around the DTS website and the on-line training module. You'll find DTS provides you much more than online booking for airlines, car rentals and hotels. It automates the entire travel process - it estimates travel costs, provides per diem rates for accurate entitlements, checks for compliance with travel policy, routes your travel authorization for supervisor approval and electronically sends transactions to your DoD financial system. When your travel is complete, you simply update your approved authorization data online to show actual expenses. DTS routes your travel voucher for approval and sends the electronic transaction to your financial system requesting payment directly to your bank account. It will even pay your government charge card bill.

Welcome to the online Travel World of DTS. Just Log on and Go!

To log in to DTS, select the following link: <http://www.defensetravel.osd.mil>
91. CTO BOOKED Notification

Subject: CTO BOOKED Notification

Dear <traveler name>,

Your travel authorization named: <document name> has been processed by the Commercial Travel Office (CTO) and will be forwarded to your authorization official (AO), if required. If your reservations include air or rail tickets, an electronic ticket will be issued by the CTO three (3) business days before the trip departure date. You should receive an email from your CTO confirming this and will also receive a DTS email when the CTO sends the ticket information to DTS. If you do not receive confirmation of ticketing, you should contact the CTO. Note: If you require your ticket earlier than the standard 3 business days, please notify the CTO after you receive approval from your AO.

The CTO booked segment(s) are listed below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>FLIGHT NUMBER</th>
<th>ORIGINATION/DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;depdate&gt;</td>
<td>&lt;deptime&gt;</td>
<td>&lt;flight num&gt;</td>
<td>&lt;dep airport&gt; / &lt;arr airport&gt;</td>
</tr>
</tbody>
</table>

RENTAL CAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>COMPANY</th>
<th>TYPE VEHICLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;pickup&gt;</td>
<td>&lt;location&gt;</td>
<td>&lt;rental agency&gt;</td>
<td>&lt;vehicle type&gt;</td>
</tr>
</tbody>
</table>

LODGING

<table>
<thead>
<tr>
<th>DATE IN</th>
<th>DATE OUT</th>
<th>LOCATION</th>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;checkin&gt;</td>
<td>&lt;checkout&gt;</td>
<td>&lt;airport abbr&gt;</td>
<td>&lt;hotel name&gt;</td>
</tr>
</tbody>
</table>

Please review the above authorization information for accuracy. If the information is not correct, contact your CTO and AO immediately.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.
92. CTO TICKETED

Subject: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification - CTO TICKETED

--------------------------------------------------------------------------------------------------------------------

Dear <traveler name>,

The Commercial Ticket Office (CTO) has ticketed your travel authorization <document name>. Normally this is an electronic ticket unless the Airlines require a paper ticket to be used. In that case, the Commercial Travel Office will provide you the ticket. If you want a paper ticket, please notify your Authorizing Official (AO), as optional paper tickets will result in additional processing fees.

The CTO TICKETED segment(s) are listed below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>FLIGHT NUMBER</th>
<th>ORIGINATION/DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;date&gt;</td>
<td>&lt;time&gt;</td>
<td>&lt;flight number&gt;</td>
<td>&lt;orig airport&gt;/&lt;dest airport&gt;</td>
</tr>
</tbody>
</table>

COMMENTS FROM THE CTO:

RENTAL CAR COMMENTS: <rental car comments>

LODGING COMMENTS:  <lodging comments>

RAIL COMMENTS:  <rail comments>

Please review the above authorization information for accuracy. If the information is not correct, contact your CTO and AO immediately.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.

Please contact your site Defense Travel Administrator for questions.
Appendix E: E-mails in DTS

93. CTO CANCELLED

Subject: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification - CTO CANCELLED

-------------------------------------------------------------------------------------------------------

Dear <traveler name>,

Your travel authorization <document name> has been cancelled. If you were issued a ticket, be aware that it has a monetary value, which belongs to the Government. Electronic tickets are processed for refund by the CTO at time of cancellation. If you were issued a paper ticket, you must return it to the CTO to begin the refund process.

To log into DTS, select the following link:  http://www.defensetravel.osd.mil.

For DTS document creation training, please refer to the Document Processing Manual in the Training Materials Module, which can be located at http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp.

Please contact your site Defense Travel Administrator for questions.
94. Form of Payment Changed on PNR

Subject: Defense Travel System (DTS) Form of Payment Has Changed

DTS has identified a change in the form of payment for the air or rail reservation in the PNR returned from the CTO for the document below:

Traveler: <traveler name>
SSN: <masked SSN>
Organization: <organization>
Document Name: <document Name>
TANUM: <TANUM>
PNR Record Locator: <PNR locator>
Stamp: <cto status>

The booked or ticketed information returned from the CTO indicates a different method of payment (account number) than submitted. The request was submitted as <previous pay method> and the booked or ticketed information indicates <new pay method>. Please verify the method of payment charged by the CTO and ensure the travel document correctly reflects the actual method of payment prior to voucher signing and approval. Failure to indicate the correct method of payment could lead to an error in reimbursement and a DUE US condition.

In addition, the CTO Fee should be verified as it should always have the same method of reimbursement as the air or rail reservations. For example, if the air or rail is CBA, the CTO Fee should also be CBA; if the air or rail is GOVCC, the CTO Fee should be GOVCC.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

Replies to this message are undeliverable. Please do not reply.
95. Form of Payment Changed to GOVCC when Traveler is not a card holder

Subject: Defense Travel System (DTS) Form of Payment Needs Verification

Please verify the form of payment for <traveler name> in travel document <document name>, <TANUM>. If the form of payment is incorrect, ensure your GOVCC is loaded in your profile. If your profile does not have the GOVCC loaded, you may need to contact your DTA to have your profile/document updated to reflect your GOVCC for use as the form of payment. You may also need to contact the CTO if the form of payment should be different than what is in the document.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

REPLIES TO THIS MESSAGE ARE UNDELIVERABLE. PLEASE DO NOT REPLY.
96. Ignored PNR Email

Subject: Defense Travel System (DTS) Unexpected PNR Received (<PNR locator>)

-----------------------------------------------------------------------------------------------

<If document has been vouchered> The CTO (commercial travel office) has returned a copy of the reservations to DTS after a voucher has been created for the trip below:
<if document is in CTO SUBMIT Status> The CTO (commercial travel office) has returned a copy of the reservations to DTS, but the authorization has not been signed after reservations were added or modified for the trip below:
<if travel is complete> The CTO (commercial travel office) has returned a copy of the reservations to DTS after travel has been completed for the trip below:

Traveler: <traveler name>
SSN: <masked SSN>
Organization: <organization>
Document Name: <document name>
TANUM: <TANUM>
PNR Record Locator: <PNR locator>

DTS has compared the arrangements in the PNR and has detected one or more changes, but cannot automatically post changes to the authorization. You may want to contact the CTO to determine the reason for returning the reservations to DTS. You will need the PNR (passenger name record) locator listed above when you contact them.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

REPLIES TO THIS MESSAGE ARE UNDELIVERABLE. PLEASE DO NOT REPLY.
97. Unrecognized CBA Account number

Subject: Defense Travel System (DTS) Unrecognized CBA Account Number

DTS has identified a CBA form of payment in the PNR returned from the CTO that does not exist in the DTS CBA module.

Traveler: <traveler name>
SSN: <last 4 of SSN>
Organization: <organization>
Document Name: <document name>
TANUM: <TANUM>
PNR Record Locator: <PNR locator>
FOP/CBA Account Nbr: <Masked credit card number>
Stamp: <cto status stamp>

The PNR from the CTO contains a CBA account number (identified above) for air or rail reservations that is not in the DTS CBA module. The travel document cannot be approved unless the account number is added in CBA and available to the traveler's organization.

A separate email has been sent to the traveler, AO, TO, and DTA ID to notify them of the issue.

To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT REPLY TO THIS EMAIL.
98. Government Travel Charge Card will Expire Soon

Subject: Government Travel Charge Card will expire soon

--------------------------------------------------------------------------------

Your profile indicates that your individual Government Travel Charge Card will expire within 30 days. If the expiration date of your existing charge card was extended or a new charge card has been issued, you can update this information in your document profile. To log into DTS, select the following link: http://www.defensetravel.osd.mil.

PLEASE DO NOT RESPOND TO THIS EMAIL.
99. Notice of Delinquent CBA Invoice Email

Subject: DTS Acknowledgement Delay Notice

DTS has not received acknowledgement from the Vendor Pay system for the following invoice:
- CBA Account Number: ~CbaAccNo
- Certification Date: ~CertDate
- CBA Invoice Number: ~InvNo
- PPA Start Date: ~PpaStartDate
- Invoice Amount: ~TotalAmt
- Date and Time of Invoice Submittal: ~StatusDate

An acknowledgement from DEBX/Vendor Pay is still outstanding. To ensure compliance with the Prompt Pay Act, please take action to contact Vendor Pay to validate that the submitted invoice was received and processed.

Please do not respond to this email.
100. Notice of collection Fail Email

Subject: Action Required DTS Payroll Collection Reject ~TravName

-------------------------------------------------------------------------------------------------------------------
Issue/Action: A reject has been received on the referenced travel document
Resolution/Next Step: Please refer to Appendix B of the Debt Management Monitor Roles and Responsibilities for guidance on the appropriate next step. The DMM Roles and Responsibilities can be found on the Defense Travel website at http://www.defensetravel.dod.mil/Sections/DTS_FDTA.cfm#DMM.

Details:
Name of Traveler: ~TravName
Name of Travel Document: ~DocumentName
TANUM: ~TANUM
Total Amount Due Government: $~Amount
Organization: ~OrgName
Payroll System: MCTFS
Error Message(s): ~RejectError

Please do not respond to this email.

To log into DTS, select the following link: http://www.defensetravel.osd.mil

Help: If you need assistance or have questions regarding this email, please contact your FDTA or DTA. Privacy Act Notice:

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE - Any misuse or unauthorized access may result in both civil and criminal penalties. This e-mail communication contains information subject to the provisions of the Privacy Act (P.L. 93-579). This personal data is intended only for the use of the individual(s) addressed above and is to be treated in a confidential manner. If you have received this e-mail in error, please notify your organization's Defense Travel Administrator or local help desk.
101. DTS Cognos Connection - User Added

Subject: DTS Cognos DTS Add User Notification

$TravelerName, Welcome to DTS Cognos. Your profile has been changed so that you now have access to the DTS Cognos reporting tool. You can access this tool from your personal home page at the Reports tab. Your Cognos user account is number $PasswdId. This will display as your user name in the Cognos displays. You are not required to use or enter this number; it is for display purposes only.

Your account was created because your profile was just changed and meets both of the Cognos access criteria: permission level $PermissionLevel and an entry for org-access. If one or the other of these two access criteria change, you will receive another notice.
102. DTS Cognos DTS - User Deleted

Subject: DTS Cognos DTS Delete User Notification

$TravelerName, Your profile has been changed so that you no longer have access to the DTS Cognos reporting tool.

Your account was removed because your profile was just changed and no longer meets both of the Cognos access criteria: permission level $PermissionLevel and an entry for org-access. You should contact your DTA if there is an issue with this action. If your profiles changed so that these two access criteria are met, you will receive another notice.
103. DTS Cognos DTS - User Modified

Subject: DTS Cognos DTS Update User Notification

$TravelerName, Welcome to DTS Cognos. Your profile org-access has been changed so that you now have a different access to the DTS Cognos reporting tool.

Your current org-access was either upgraded to the ALL or Service / Agency level (i.e. from DFCWT to DF) or your org-access was down graded from the All or Service / Agency level (i.e. from DF to DFCWT). Your org-access could have also been changed between Services and Agencies (i.e. from DA to DF, or from ALL to DF).
104. DTS Cognos DTS - Add User Failed

Subject: DTS Cognos DTS Add User Failed Notification

-------------------------------------------------------------------------------

Failed to add user account $PasswdId for DTS user $TravelerName.
Cognos Record ID: $CognosUserQueueId
105. DTS Cognos DTS - Delete User Failed

Subject: DTS Cognos DTS Delete User Failed Notification

Failed to delete user account $PasswdId for DTS user $TravelerName.
Cognos Record ID: $CognosUserQueueId
106. DTS Cognos DTS - Update User Failed

Subject: DTS Cognos DTS Update User Failed Notification
-------------------------------------------------------------

Failed to update user account $PasswdId for DTS user $TravelerName.
Cognos Record ID: $CognosUserQueueId
107. Cross Organizational Funding LOA

Subject: Cross Organizational Funding LOA
---------------------------------------------------------------

The following LOA, <LOA> has been attached to your organization <org> for use in an upcoming TDY. When the order is built you will be able to add this LOA, <LOA>, using the XORG FUNDING drop down on the Lines of Accounting screen. Please adhere to the funding organization's limitations and guidance while using this fund cite.

If you have any questions please contact <audit_user_name> <dta_email> of <dta_org>

To log into DTS, select the following link: http://www.defensetravel.osd.mil.
108. Error Establishing Connection to the Mailbox

Subject: Error Establishing Connection to the Mailbox

Date/Time: date/time
Mailbox Name: mailbox name
DTS was not able to establish a connection to the mailbox. Please take the necessary action to correct the problem and retransmit.
109. Invalid User Name and Password

Subject: Invalid User Name and Password

Date/Time: <date/time>
Mailbox Name: <mailbox name>

CBA received a message indicating that an invalid user name and password combination was used while logging in to the CCV mailbox. Contact the CCV help desk at <phone number> to request the correct password.
110. Error Retrieving Invoice from Mailbox

Subject: Error Retrieving Invoice File from Mailbox

Date/Time: <date/time>
Mailbox Name: <mailbox name>
DTS was not able to retrieve invoice file <filename> from the mailbox. Please take the necessary action to correct the problem and retransmit.
111. CBA Invoice has been Paid

Subject: CBA Invoice has been Paid - Information to TO

DTS has received notification that the below reference CBA invoice has been paid.
Account Number: <account number>
Date of Payment: <date of payment>
CCV Invoice Number: <CCV invoice number>
Optional Action: N/A
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
Subject: CBA Invoice Rejected by GEX

Account Number: <account number>
Date Certified: <date certified>
Date Rejected: <date rejected>
Invoice Number: <invoice number>
XML File Name: <XML file name>

The GEX rejected the above referenced CBA invoice. Please take corrective action and retransmit the invoice.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
113. CBA Invoice Returned to Unmatched

Subject: CBA Invoice Returned to Unmatched

Account Number: <account number>
Date Returned: <date returned>
Invoice Number: <invoice number>
XML File Name: <XML file name>

DTS has determined that the certified CBA invoice file indicated above is out of balance (details records do not equal total record). The invoice has been returned to your unmatched invoices section for correction and re-certification.

Please contact the DTS Tier-3 Help Desk to resolve the problem before attempting to re-certify the invoice. A copy of this reject e-mail should be included with your communication with the Help Desk.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
114. CBA Invoice Rejected by Archive/MIS

Subject: CBA Invoice Rejected by Archive/MIS

---------------------------------------------------------------
Account Number: <account number>
Date Rejected: <date rejected>
Invoice Number: <invoice number>
XML File Name: <XML file name>
The Archive/MIS rejected the above reference XML file.
Please regenerate the file.
115. Invoice Response Status from Archive/MIS is Missing

Subject: Invoice Response Status from Archive/MIS is Missing

Account Number: <account number>
Date Rejected: <date rejected>
Invoice Number: <invoice number>
XML File Name: <XML file name>
The Archive/MIS invoice response status is missing.
116. CBA Account Deleted

Subject: CBA Account Deleted

The CBA account <account number> was deleted from the DTS CBA Module on <date> by <user name>.
The following remarks were entered prior to deletion:
<deletion comments>
117. Duplicate CCV Invoice

Subject: Duplicate CCV Invoice

-----------------------------------------------
Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
File Name: <file name>

DTS has received the above referenced invoice. DTS examined the invoice number and has determined that this invoice is a duplicate.
118. Error Parsing Invoice File

Subject: Error Parsing Invoice File

Date/Time: <date/time>
Mailbox Name: <mailbox name>
File Name: <file name>

DTS has determined that the above invoice file was not in TMC format. Please take the necessary action to correct the problem and retransmit.
### 119. Invoice Not PPA Compliant

Subject: Invoice Not PPA Compliant  

------------------------------------------  
Account Number: <account number>  
Date Received: <date received>  
Invoice Number: <invoice number>  
File Name: <file name>  

DTS has determined that the above referenced invoice does not contain the following PPA data elements:  

<missing elements>  

Please take corrective action and retransmit the invoice.  

To log onto DTS, select the following link: [http://www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).
120. Invoice Total Mismatch

Subject: Invoice Total Mismatch

Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
File Name: <file name>

DTS has determined that the total amount billed does not equal the sum of the line items in the above referenced invoice.
Total Amount Billed: $<amount billed>
Sum of Line Items: $<sum of line items>

Please correct the problem and retransmit.
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
121. Unknown CBA Account

Subject: Unknown CBA Account

ACCOUNT NUMBER: <account number>
DATE RECEIVED: <date received>
INVOICE NUMBER: <invoice number>

DTS has received a CBA invoice for the above referenced account. No such account exists in DTS. Please determine if the account is valid. If the account is valid, create the account and restage the invoice for reconciliation. If the account is not valid, reject the invoice back to the CCV.

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
122. Duplicate Line Item

Subject: Duplicate Line Item

Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
File Name: <file name>

DTS has rejected the invoice because a duplicate line item with reference number <reference number> was found in the above referenced invoice. Please review and revise the invoice as necessary and resubmit the invoice to DTS for payment processing.
**123. Unreconcilable CBA Account**

Subject: Unreconcilable CBA Account

Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
DTS Reconciliation Status Flag: <status flag>
Date Status Flag Set: <date flag set>

DTS has received an invoice for the referenced CBA account. The account number is valid, but the reconciliation flag on DTS indicates the account is not reconcilable by DTS. Please validate that the reconciliation flag is set correctly for the CBA account, reset the reconciliation flag if it not set correctly, and restage the invoice for reconciliation. If the account is not reconcilable by DTS, reject the invoice back to the CCV and/or delete the invoice from the CBA module.

To log onto DTS, select the following link: [http://www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).
124. CBA Invoice is Reconciled

Subject: CBA Invoice is Reconciled

Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
The above referenced CBA invoice is reconciled and ready for your review.
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
125. CBA Invoice is Ready for Acknowledgement/Certification

Subject: CBA Invoice is Ready For Acknowledgement / Certification

-----------------------------------------------
Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>
The above referenced CBA invoice is system reconciled and ready for your review.
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
126. Invoice Not Ready for Reconciliation

Subject: Invoice Not Ready For Reconciliation

Account Number: <account number>
Invoice Number: <invoice number>
The above referenced CBA invoice is held for reconciliation because the previous month invoice has not been certified or locked.
To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
127. CBA

Subject: Duplicate Transaction (Line Item)

Duplicate Transaction (Line Item)
Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>

A duplicate transaction was found for the CBA Invoice based on previously reconciled and paid transactions. This transaction is Unmatched with a duplicate classification. Please review and take the appropriate actions.
128. CBA Invoice Rejected by Vendor Pay System

Subject: CBA Invoice Rejected by Vendor Pay System

<OSH Record status remarks>
129. Invalid DTS CBA Account

Subject: Invalid DTS CBA Account

---

Account Number: <account number>
Date Received: <date received>
Invoice Number: <invoice number>

To log onto DTS, select the following link: http://www.defensetravel.osd.mil.
This page is left blank intentionally.