

APPENDIX K: Administrative Setup Information

The information provided in Appendix K refers to data maintained on databases within the Defense Travel System (DTS). Users see this data as selections in the DTS drop-down lists. By making a selection, a user is specifying parameters for enforcing business rules (such as a trip type) or standard values (such as expenses).

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K.1 Trip Types (*tatable*)

Table K-1 contains the options shown in the Trip Type drop-down list that is displayed on the Trip Overview screen. The table shows codes that indicate how DTS calculates per diem expenses for each trip type and document type.

If the document type is restricted to AUTH, DTS restricts the availability of that type to authorizations. In this case, NO VOUCHER can be accomplished from the restriction.

Table K-1: Trip Types

| TRIP TYPES | | | |
|---------------------------|------|-------------|---|
| DESCRIPTION | CODE | DOC TYPE | COMMENTS |
| AA-ROUTINE TDY/TAD | TRIP | AUTH VCH | |
| AB-OPEN ALLOTMENT | TRIP | AUTH VCH | Initial and adjusting obligations normally generated from authorizations and vouchers are blocked from the accounting system. Payment transactions for advances, SPPs and final types of invoices are processed. Obligations are bulk obligated at HQ. Note: The voucher 821 obligation adjustment is blocked, but not the 810 for payment. Advances and SPPs can be requested. |
| ACCESSION TRAVEL – ENT | TRIP | AUTH | Travel from the traveler's home of record or a Military Entrance Processing Station (MEPS) to a basic training organization. Generally one-way and completed within 12 hours or less. |
| ACCESSION TRAVEL – NO ENT | TRIP | AUTH | Travel from the traveler's home of record or MEPS to a basic training organization. Generally one-way and completed within 12 hours or less. Traveler is not eligible for reimbursement or expenses. |
| AX-ARRANGEMENTS ONLY | TRIP | AUTH | Used to make reservations. Not intended to be processed for electronic approval. Should be printed and processed in accordance with local business rules. TA will show cost of trip. No voucher. No payment. |
| B-PERM CHG STA | NCST | | Other than business travel. Permanent Change of Station. Will process TA and erroneously entered TV as no cost (No obligation, no reimbursement). ODTA TV routing list should be null. |
| C-PERMISSIVE | NCST | AUTH VCH | No cost to government. Selection of an LOA is not allowed for this trip type. Permissive authorizations will continue through the normal DTS process to include creating and archiving a voucher. |
| D-HOUSE HUNTING | NCST | AUTH | Other than business travel, authorization is used for arranging travel reservations only. Specific type of permissive TDY. |
| E-INVITATIONAL | TRIP | AUTH VCH | Individuals traveling under Invitational Travel are eligible to use DTS under certain conditions. |

Table K-1: Trip Types(continued)

| TRIP TYPES | | | |
|---------------------------|------|----------|---|
| DESCRIPTION | CODE | DOC TYPE | COMMENTS |
| E1- ITA FAMILY TRANS ONLY | TRIP | AUTH VCH | The sponsor will be reimbursed only for the dependent's transportation expenses for this authorization. |
| E-2 ITA FAMILY FULL REIMB | TRAN | AUTH VCH | The sponsor will be reimbursed for the dependent's transportation and travel expenses for this authorization. |
| F-6 RENEWAL AGREE LV | TRIP | AUTH VCH | Authorizes transportation expenses for a civilian employee and an employee's dependent(s) for Renewal Agreement Travel. DTS includes payment of the meals and incidental expenses portion of per diem for the employee only during authorized travel days when the departure and return locations of the trip itinerary are the same. |
| SPECIAL CIRCUMSTANCES | TRIP | AUTH VCH | Types of travel and applicable entitlements identified as Special Circumstances (SCT). Selection of this trip type requires a secondary trip type to be chosen. See Table K.1.B Secondary Trip Types and the Document Processing Manual, Chapter 11. |

K.1.A Trip Type Codes

Table K-1A: Trip Type Codes

| CODE | DESCRIPTION |
|------|---|
| Trip | Lodging and M&IE costs are automatically calculated based on the number of days at each location, as entered in the itinerary. |
| TRAN | Allows reimbursement of transportation and travel expenses only. |
| NCST | Allows no expenses for the trip. The total estimated expenses (or total amount claimed) for a No Cost trip always calculate to \$0. |

K.1.B Secondary Trip Types

Table K-1B contains the options shown in the Secondary Trip Type drop-down list when the Special Circumstances Trip Type is selected. The table shows the Joint Federal Travel Regulation and Joint Travel Regulation (JFTR/JTR) descriptions and allowances for each secondary trip type.

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Table K-2: Secondary Trip Types

| SECONDARY TRIP TYPES | | |
|-----------------------------|---|---|
| NORMAL ENTITLEMENTS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| AMATEUR SPORTS COMP | Members authorized to train for, attend, and participate in the Armed Forces, National, and International amateur sports competitions | A member of the Armed Forces who has been authorized to attend, train for, and/or participate in the Pan American Games, Olympic Games, Armed Forces and other national or international competitions in amateur sports (in accordance with 10 USC §717, 37 USC §420, and DoD Directive 1330.4) is authorized the same travel and transportation allowances as being on temporary duty. For more information see JFTR, Chapter 7, Part V. |
| CADET-MIDSHIPMEN | Cadets and Midshipmen on Temporary Duty Travel | A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exception: 1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning the day after the arrival day and ending on the day before the departure day (See Section 11.9, Cadet Shipman). For more information see JFTR, Chapter 7, par. U7001. |
| ESCORT-ATTEND FULL TDY | Escort and Attendant Travel | Certain members, employees, or dependents incapable of traveling alone require an attendant or escort. An attendant/escort may be a member, U.S. Government civilian employee, or any other person. A member as an attendant/escort is authorized TDY travel and transportation allowances. A U.S. Government civilian employee is authorized the travel and transportation allowances in the JTR. Any other person designated to travel as an attendant/escort is authorized the same travel and transportation allowances as a civilian employee. Non-concurrent attendant travel may be authorized when the need for an attendant arises during treatment or there is a need for an attendant only during a portion of the patient's travel. For more information see JFTR, Chapter 7, par. U7250 (escort/attendant of member traveling in connection with physical examination or illness); JFTR, Chapter 7, pars. U7550-7555 (travel of escorts and attendants of member's dependents); JFTR, Chapter 5, par. U5951 (an escort accompanying the remains of a deceased member); JTR, Chapter 5, par. C5880 (escort(s) for employee remains); JTR, Chapter 7, par. C7100 (escort for uniformed service member's dependents); JTR, Chapter 7, par. C7105 (attendant for uniformed service member's dependents); JTR, Chapter 7, par. C7110 (attendant/escort for a uniformed service member, on the TDRL, required to submit to periodic physical examinations); JTR, Chapter 7, par. C7115 (attendant/escort for a uniformed service member patient); and JTR, Chapter 7, par. C7530 (attendant/escort for an employee patient). |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|-----------------------------|---|--|
| NORMAL ENTITLEMENTS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| FAM MEM CIV ILL MIL SPON | Civilian Family Member of a Seriously Ill or Injured Uniformed Service Member | Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR Chapter 7, par. C7800 (Civilian employee family members). |
| LABOR ORG REPRESENTATIVE | Travel of an Employee serving as a Labor Organization representative | DoD employees serving as labor organization representatives are authorized normal TDY travel and transportation Allowances when traveling to attend labor-management meetings that are certified to be in the Government's primary interest. A labor organization representative is a DoD employee specifically designated by a labor organization to represent the organization in dealing with management. For more information see JTR, Chapter 4, par. C4978. |
| MEDIC CIV EMP OCONUS | Employee Medical Travel | When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area are not able to accommodate an employee's needs, transportation to another location may be authorized for appropriate medical/dental care. If possible, medical travel should be scheduled with other non-medical travel to avoid separate medical travel. Required medical treatment that cannot be postponed until the employee's next scheduled travel should be authorized as medical travel. When authorized medical travel, an eligible employee assigned to a foreign OCONUS PDS is authorized travel and transportation allowances for travel to and from another location incident to the employee obtaining required health care. For more information see JTR, Chapter 7, Part K. |
| MEDIC MIL MEMBER TDY | Transfer of patient to/from medical facility or home under TDY | An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 7, par. U7252. |

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Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|-------------------------|---|--|
| NORMAL ENTITLEMENTS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| NON-FEDERAL HONOR AWARD | Travel to Receive a Non-Federally Sponsored Honor Award | <p>A member or employee may be authorized Government-funded travel and transportation to accept a non-federally sponsored award if the award is closely related to the traveler's official duties and the functions and activities of the traveler's Service/Agency. Travel and transportation allowances are the same as those prescribed for TDY. When attendance at the meeting or convention has been authorized/approved for another reason, no further authorization is required for the traveler to accept an award. For more information see JFTR, Chapter 7, par. U7325 (travel of military members) and JTR, Chapter 4, par. C4979 (travel of civilian employees).</p> |
| PRE EMPLOYMENT FULL TDY | Pre-Employment Interview Travel | <p>A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Unless otherwise stated in the JTR, Chapter 7, Part D, allowances for an interviewee are the same as those available to a DoD employee traveling on official Government business. However, a DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem or only common carrier transportation costs must pay the full amount authorized for a DoD employee, except that the interviewee may not be paid for communications services for purposes other than communication directly related to travel arrangements for the Government interview and hire of a room used for official business. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D.</p> |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--------------------------|--|---|
| NORMAL ENTITLEMENTS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| RECALL FROM LEAVE | Recall from Leave | <p>A member en route to or at a leave location who is ordered to return to a duty station for duty must bear the cost of returning unless the recall is for operational reasons. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:</p> <ol style="list-style-type: none"> 1. Beginning the day of departure from the leave location or place the member receives an order canceling leave, and ending on the arrival day at the duty station; and 2. If authorized to resume leave, beginning the day the member departs from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place the member received the order canceling leave. <p>For more information see JFTR, Chapter 7, par. U7220.</p> |
| SHIP RELOCATED WHEN AWAY | Ship Relocated during Authorized Absence | <p>If a member's assigned ship relocates during an absence on authorized leave or liberty (pass), the member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. If the member is not notified of the relocation before departure on leave or liberty, the member is authorized these allowances. A member who departed the ship on emergency leave while the ship was in its home port is authorized these allowances even if the member knew of the ship's relocation before departing on emergency leave. Travel and transportation allowances are the same as if traveling on TDY. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use. For more information see JFTR, Chapter 7, par. U7215.</p> |

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Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|-----------------------------|---|---|
| NORMAL ENTITLEMENTS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| STUDENT SPEC DODEA EVAL | Travel of Handicapped DoDEA Student for Diagnostic and Evaluation Purposes | An active duty member patient, ordered to travel for necessary medical care, is authorized the travel and transportation allowances for either TDY or PCS, as applicable. Advances may be made against such allowances to the attendant/escort. Advances must be made in accordance with Service instructions. When transportation-in-kind is furnished the member patient and attendant/escort must be furnished enclosed room accommodations when required under Service regulations. For more information see JFTR, Chapter 5, par. U5260-C (student dependent of a military member) and JTR, Chapter 5, par. C5123 (student dependent of a civilian employee). |
| TDRL DISABLED PHYS EXAM | A Member on the Temporary Disability Retired List (TDRL) required to submit to periodic physical exam | A member being reevaluated by a Physical Evaluation Board (PEB), who is retired/separated for a physical disability, is authorized TDY travel and transportation allowances to, from, and during a hearing, when ordered to appear before a PEB outside the corporate limits of the member's home. A TDRL member is authorized TDY travel and transportation allowances to and from a medical facility outside the corporate limits of the member's home for required periodic physical examinations. The day after arrival at the medical facility through the day before departure, the member is authorized per diem equal to the actual daily charges paid for meals if admitted as an inpatient or for TDY if an outpatient (See Section 11.8, TDRL Actual Meals). When the member's home and the medical facility or PEB are within the same corporate city limits, a member on the TDRL undergoing a required periodic physical examination or being reevaluated by a PEB is authorized local travel transportation expense reimbursement. For more information see JFTR, Chapter 7, par. U7251. |
| UN PEACEKEEP- ING TDY | Members assigned TDY as observers to UN Peacekeeping Organizations | A member assigned TDY as an observer to a UN peacekeeping organization, which receives a UN mission subsistence allowance (mission per diem), is also authorized TDY per diem allowances. The per diem amount, when added to the UN mission subsistence allowance, cannot exceed the per diem allowance of a member assigned TDY to other than a UN peacekeeping organization in the same area. In no event does par. U7140 authorize a reduction in the UN per diem allowance. |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|--|--|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| CONGRESSIONAL TRAVEL | Travel and Transportation Allowances when Accompanying Members of Congress and Congressional Staff | A member of the armed forces or a DoD civilian accompanying a Member of Congress or a congressional employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel. For more information see JFTR, Chapter 7, Part U (military members) and JTR, Chapter 7, Part I (civilian employees) for travel authorized under the authority in 31 USC §1108(g). |
| DISCIPLINARY ACTION | Member Travel and Transportation Incident to Disciplinary Action | When a member is ordered to travel for disciplinary action: A Government conveyance should be used, if available; or 1. If a Government conveyance is not available, the member must be directed to use Government-procured transportation; 2. If Government-procured transportation is not available the member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used; or 3. If a personally owned conveyance is used for the ordered travel, the member is reimbursed only for the cost of gas and oil. Payment of mileage is not authorized. Payment of per diem, while traveling or while at the disciplinary action point, is not authorized. The member must be directed to use meal tickets, if available. If meal tickets are not available, a member who personally procures meals during actual travel is reimbursed for meal costs not to exceed the maximum rate per meal listed in JFTR, par. U1500-C. For more information see JFTR, Chapter 7, par. U7450. |

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Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|--|---|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| EMERGENCY LEAVE | Transportation in Personal Emergencies | <p>An eligible member on emergency leave (as determined under DoD Instruction 1327.6 (Leave and Liberty Procedures)) and eligible dependents with personal emergencies are authorized transportation between authorized locations. Eligible members/dependents are those on permanent duty OCONUS. A member stationed in the CONUS must have a domicile OCONUS to authorized emergency leave for self/dependents. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel incident to the burial of a deceased member if not authorized burial travel under JFTR, par. U5242-A. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations. Reimbursement is only authorized for air transportation and ground transportation between interim airports. Reimbursement for ground transportation from PDS/home/destination and the airport is not authorized. Travel across CONUS is at Government expense if the traveler must transit the CONUS to reach the OCONUS emergency leave point. A cadet/midshipman is not eligible for this transportation. For eligibility requirements, transportation requirements, and authorized locations, refer to JFTR, Chapter 7, par. U7205.</p> |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|---|---|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| EMERGENCY VISIT TRVL EVT | Emergency Visitation Travel (EVT) | Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the AO must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see, JTR, Chapter 7, Part M. |
| ESCORT ATTEND EMP RETURN | Attendant or Escort for Civilian Employee on TDY who Becomes Ill or Injured | Transportation expenses, but not per diem, are allowed for an attendant or escort for an employee on TDY who becomes ill or injured. Transportation expenses allowed for the attendant or escort are the round trip transportation between the PDS and the TDY station or one-way transportation between those points, as appropriate. For more information see JTR, Chapter 7, par. C7370- B2. |
| FEML-FUND ENVIRO&MORAL E | Funded Environmental and Moral Leave (FEML) Transportation | A member or employee is eligible for FEML if stationed at an authorized FEML PDS (see JFTR/JTR, Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional 12 months) or more. The dependent of a uniformed member serving an accompanied tour is eligible for FEML if command sponsored and resides with the member at the FEML PDS. The dependent of an employee is eligible for FEML if the employee is authorized to have dependents at the PDS and the dependent resides with the employee at the FEML PDS. Per diem, meal tickets, and reimbursement for meals or lodging are not authorized. For more information see JFTR, Chapter 7, par. U7207 (Military members and command-sponsored dependents); JTR, Chapter 7, par. C7700 (Civilian employees and authorized dependents); and DoD Instruction 1327.6 (Leave and Liberty Procedures). |

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Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|-----------------------------------|--|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| FVT-FAM VISIT TRAVEL | Family Visitation Travel (FVT) | <p>The purpose of Family Visitation Travel (FVT) is to enable an eligible employee to travel at Government expense to the CONUS, non-foreign OCONUS or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT is a discretionary allowance, not an authorized allowance. FVT is not authorized for travel within the foreign area/country of assignment. A DoD component may pay, or an eligible employee may be reimbursed for the transportation cost from the airport serving the employee's foreign PDS (or applicable originating point) to the airport serving the destination authorized for FVT and return, and airport taxes and transportation between airports. Reimbursement for ground transportation between the PDS or home (or destination) and airport is not authorized. Per diem and excess accompanied or unaccompanied baggage charges are not payable or reimbursable. For more information see JTR, Chapter 7, par. C7550.</p> |
| MEDIC CONVALESCENT LEAVE | Convalescent Leave Transportation | <p>A member is authorized transportation allowances (no per diem, meal tickets, meals or lodging) for one trip when traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay under 37 USC §310 the CONUS medical treatment place to a place selected by the member and authorized/approved by the Secretarial process, and the member-selected place to any medical treatment place. A member may select transportation-in-kind, commercial transportation cost reimbursement when traveling at personal expense, or the TDY mileage rate for the official distance. Government/ Government-procured transportation must be furnished and used to the maximum extent practicable. It is mandatory policy that a member uses an available government-contracted Commercial Travel Office to arrange official travel except when authorized under JFTR, par. U3110. For more information see JFTR, Chapter 7, par. 7210.</p> |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|---|---|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| MEDIC FAM ATTEND>100 MI | Attendant's Travel for Specialty Care over 100 Miles | If a patient meets the JFTR, par. U7960-A travel requirements, round-trip travel and transportation expenses are authorized for one necessary attendant. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family. A member (who is a family member) as an attendant is authorized TDY travel and transportation allowances. A civilian employee/member (who is a family member) as an attendant is authorized the travel and transportation allowances in the JTR/JFTR. Another person who is at least 21 years old and a family member designated to travel as an attendant is authorized reimbursement of reasonable travel expenses listed in JFTR, pars. U7960-C and U7960-D. For more information see JFTR, Chapter 7, par. U7961. |
| PRE EMPLOY PER DIEM ONLY | Pre-Employment Interview Travel - Per Diem Only | A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only per diem must pay the full amount authorized for a DoD employee (See Section 11.6, Per Diem Only Restriction). An individual government travel charge card may not be used. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D. |
| PRE EMPLOY TRANS ONLY | Pre-Employment Interview Travel (Transportation Only) | A DoD Component may pay allowable pre-employment interview travel expenses for an individual being considered for employment. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. A DoD Component is not required to offer all allowances to each interviewee. A DoD Component electing to pay only common carrier transportation costs must pay the full amount authorized for a DoD employee. An individual government travel charge card may not be used, but a CBA may be used to pay the interviewee's allowable transportation expenses. An interviewee must not be issued a travel advance. Government contractor-issued travelers' checks may not be used for pre-employment interview travel. For more information see JTR, Chapter 7, Part D. |

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Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|---|---|---|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| R R AND SPECIAL R R | Rest and Recuperation (R&R) Leave and Special Rest and Recuperation (SR&R) Leave Transportation | A member or employee assigned at a location listed in JFTR/JTR, Appendix U is eligible for R&R leave transportation from the R&R location to the R&R destination listed in Appendix U. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R travel. For more information see JFTR, Chapter 7, pars. U7300 (Funded rest and recuperation (R&R) leave for members) and U7305 (Special R&R (SR&R) absence for members in connection with tour extension); JTR, Chapter 7, pars. C7750 (R&R leave for DoD civilian employees) and C7751 (Iraq and Afghanistan); and DoD Instruction 1327.6. |
| STUDENT DODEA ACADEMIC C&C | Travel of DoDEA Dependent Students for Academic competitions and Co-Curricular Activities | Transportation only for travel of a DODEA student to academic competitions and co-curricular activities. Payment of per diem, and reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY are not authorized. For more information see JFTR, Chapter 5, par. U5260-E (dependents of military members) and JTR, Chapter 5, par. C5120-B (dependents of civilian employees). |
| STUDENT OF CIVILIAN SCHOOL | Employee's Dependent Student Travel to Attend School | A dependent student of a DoD civilian employee assigned in a foreign area is authorized educational travel to and from a school offering a full-time course of secondary education (in lieu of an education allowance) or post-secondary education. The dependent student is authorized per diem while to and from school when actual travel time in each direction exceeds 12 hours (See Section 11.7, Per Diem Only On Travel Days). Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel. For more information see JTR, Chapter 5, par. C5120, Department of State Standardized Regulations, section 280, and DoD 1400.25-M, Subchapter 1250. |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|--|---|---|
| PER DIEM AND TRANSPORTATION RESTRICTIONS | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| STUDENT OF MIL US SCHOOL | Member's Dependent Student Transportation to a School in the U.S. | A member permanently assigned OCONUS and accompanied by command-sponsored dependents at/or in the member's PDS vicinity (or the home port of an OCONUS home ported ship) unless the only dependent is an unmarried dependent child under age 23 attending a school in the U.S. to obtain a formal education is authorized one annual round-trip for the dependent student at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. For a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent student is enrolled, the member may be reimbursed for one annual round-trip for the dependent student between the OCONUS school being attended by that student and the member's OCONUS PDS; however reimbursement cannot exceed the transportation allowances for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. Reimbursement may be made for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations (including mandatory layovers, unscheduled stops, physical incapacity, and similar circumstances). The amount of reimbursement is determined using the per diem lodging ceiling applicable to the location of such a circumstance. Lodging taxes on the authorized payment are also payable in a CONUS and non-foreign OCONUS location. For additional information on definitions of formal education, dependent eligibility, authorized transportation, and baggage restrictions see JFTR, par. U5260-D. |
| EMERGENCY WHILE TDY | Personal Emergencies for a Member on TDY or Away from Home Port | A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip travel and transportation allowances and per diem (while in a travel status) between the TDY/unit location or ship and the PDS, Home port, or other location if authorized emergency leave. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or homeport. For additional information on allowable transportation expenses, cost construction and city-pair airfare use, see JFTR, par. U7206. Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel. |

Appendix K: Administrative Setup Information

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|-----------------------------|---|---|
| INFORMATION ONLY TRIP TYPES | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| FAM MEM ILL CIV SPONSOR | Civilian Family Member of a Seriously Ill or Injured Member | <p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, par. U5246 and JTR, Chapter 7, par. C7800 (Civilian employee family members).</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p> |
| FAM MEM ILL MIL SPONSOR | Transportation and Per Diem of Family Members of an Ill or Injured Member | <p>Ordinarily, not more than three family members of a member who is seriously ill or injured may be provided transportation and per diem for one round-trip between the family member's home and the medical facility where the member is hospitalized. The Secretarial Process may authorize transportation and per diem for more than three family members in extenuating circumstances. The families of cadets/midshipmen are not eligible for this transportation. For more information see JFTR, Chapter 5, pars. U5246.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p> |
| MEDIC EXP FOR-SPEC NEEDS | Additional Expenses Incurred by an Employee with a Disability or Special Need | <p>Payment is authorized for additional travel expenses that are incurred by an employee with a disability/special need in the performance of official travel. Note: An employee with a special need is treated the same as an employee with a disability. For additional information regarding definitions and allowance expenses, as well as employment of personal assistants see JTR, Chapter 7, Part J, pars. C7450-C7470.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p> |

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|-----------------------------|---|---|
| INFORMATION ONLY TRIP TYPES | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| MEDIC FAM MEM CIV OCONUS | Dependant Medical Travel and Transportation Allowances When an Employee is Assigned to a Foreign OCONUS PDS | <p>When the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, (does not include non-foreign OCONUS locations such as Alaska, Hawaii, Guam & Puerto Rico), are not able to accommodate a civilian employee's dependent's needs, transportation to another location may be authorized for medical and dental care. If possible, medical travel should be scheduled with other non-medical travel however; required medical treatment that cannot be postponed should be authorized. For additional information on eligibility, administration, transportation and per diem allowances, see JTR, pars. C5134-C5148.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p> |
| MEDIC FAM MEM MIL CONUS | Travel to Specialty Care Over 100 Miles | <p>When a TRICARE Prime enrollee is referred by the primary care manager (PCM) for medically necessary non-emergency specialty care more than 100 miles from the PCM's office, the patient must be reimbursed for reasonable travel expenses. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Provider. The Military Treatment Facility (MTF), where the TRICARE Prime member is enrolled, or the Lead Agent, if the TRICARE Prime member is enrolled with a civilian PCM determines if the specialty care is more than 100 miles from the PCM. For applicability, transportation and meal and lodging reimbursement see JFTR, par. U7960.</p> <p>Trip Type AA-ROUTINE TDY/TAD should be used for this type of travel.</p> |
| MEDIC FAM MEM MIL OCONUS | Dependant Travel and Transportation OCONUS for Medical Care | <p>Dependents located OCONUS who have an active duty sponsor and who have been authorized, through the Secretarial Process, medical care in a Service medical facility without reimbursement, may be authorized travel and transportation allowances to the nearest appropriate medical/dental facility where adequate care is available. This provision is allowed when the member has been on active duty for more than 30 days and when care is not available in the member's OCONUS PDS area. For exceptions, transportation/ meal and lodging reimbursement and authorization see JFTR, U5240-C.</p> <p>Trip Type E-INVITATIONAL should be used for this type of travel.</p> |

Appendix K: Administrative Setup Information

Table K-2: Secondary Trip Types (continued)

| SECONDARY TRIP TYPES | | |
|------------------------------------|--|---|
| INFORMATION ONLY TRIP TYPES | | |
| TRIP TYPE | JFTR/JTR DESCRIPTION | ALLOWANCES |
| TRAVEL AT NO EXPENSE | Travel at no expense to the government | <p>There are no allowances for members or employees who incur travel expenses under these categories. For more information see JFTR, Chapter 7, par. U7650 (Travel Under Permissive Orders), JFTR, Chapter 7, par. U7651 (Travel Under Orders but not on Public Business), JFTR, Chapter 7, par. U7652 (Return From Leave to Duty Abroad), JFTR, Chapter 7, par. U7653 (Attendance at Public Ceremonies), JTR, and Chapter 7, par. C7200 (General).</p> <p>Trip Type C-PERMISSIVE should be used for this type of travel.</p> |
| WITNESS TRAVEL | Travel of Witnesses/Witness Travel | <p>An active duty member who serves as a witness on behalf of the United States in any cases involving a Service receives TDY travel and transportation allowances, payable from the requesting Service's funds. In cases involving the United States but not the Services, the member receives travel and transportation allowances as prescribed by the Attorney General. If Government-procured transportation is used, bill the Department of Justice. In cases of local, State, the District of Columbia, or U.S. Territory or possession Government in a criminal or civil case and the trial is directly related to a Service or to a member and the Service has a particularly strong compelling and genuine interest the active duty member may receive TDY travel and transportation allowances if competent authority determines that travel is required. A member, subpoenaed as a witness for a Congressional committee, a private individual, or a corporation, does not receive any travel and transportation allowances. The witness should make arrangements for travel subsistence expense payments with the individual or agency desiring testimony. For more information see JFTR, Chapter 7, Part E.</p> <p>Trip Type AA-Routine should be used for this type of travel.</p> |

K.2 Trip Purposes (*tatable*)

Table K-3 contains the options shown in the Trip Purpose drop-down list that is displayed on the Trip Overview screen. The codes are used for trip data analysis.

Table K-3: Trip Purposes

| TRIP PURPOSES | |
|------------------------|---|
| PURPOSE | DESCRIPTION |
| BETWEEN TOURS TRAVEL | Travel authorizations for which an employee, uniformed member, and/or dependent(s) may be eligible while serving at an OCONUS duty station; e.g., RAT or COT/IPCOT travel for the purpose of taking leave between OCONUS tours of duty; educational travel. This travel is usually performed in conjunction with travel resulting from a PCS or renewal of a tour of duty at OCONUS duty stations. |
| CONFERENCE ATTENDANCE | To attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings. |
| EMERGENCY TRAVEL | To return a traveler from a TDY assignment location at government expense to the designated post of duty or home, or other location, where the traveler would ordinarily be present to take care of the emergency situation if the government had not directed or assigned the traveler to another location to perform official business. In the case of a uniformed member, the provisions of JFTR, par. U7205 or U7206, and for civilian employees JTR, Chapter 6, Part O, which are far more extensive, would apply. |
| INFORMATION MEETING | To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings. |
| OTHER TRAVEL | All travel performed for purposes not shown in one of the other categories listed above. Even though stated as other travel, the travel authorization must also detail the specific purpose. |
| RELOCATION | Transfer from one PDS to another (same as a PCS move.) This includes new appointees and persons ordered to active duty when authorized relocation allowances for reporting to the first duty station. |
| SITE VISIT | Personally perform operational managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance) at a particular location. |
| SPECIAL MISSION TRAVEL | To carry out a special mission (e.g., non-combat military units); provide security to a person or shipment (such as diplomatic pouch); move witnesses between locations; travel by federal beneficiaries and other non-employees. |
| SPEECH OR PRESENTATION | Make a speech or a presentation, deliver a paper, or take part in a formal program other than a training course. |
| TRAINING ATTENDANCE | To receive training. |

K.3 Travel Modes and Other Transportation Types (*tmode*)

Users select travel modes to claim transportation expenses incurred during travel. The commercial carrier travel modes in Table K-4 are in the Type drop-down list that displays on the Other Trans. screen.

The Travel Modes and Other Transportation Types table is related to the Expense Categories table (Table K-8). The travel modes chosen in a document will be rolled into a common expense category. This allocates expenses across lines of accounting (LOAs). It enables the DTS Payment module to submit financial transactions through the Global Exchange (GEX) to the DoD Accounting and Disbursing System (DADS). The Single Threshold value will trigger pre-audits stored in the Routing and Audit Tests table (Table K-10).

Table K-4: Travel Modes and Other Transportation Types

| TRAVEL MODES AND OTHER TRANSPORTATION TYPES | | | | |
|---|----------------|-------------------------------|-----------------------------------|------------------|
| OTHER TRANSPORTATION TYPE | MODE Legacy | DESCRIPTION Legacy | EXPENSE CATEGORY See Table K-8 | SINGLE THRESHOLD |
| Comm Bus | CB | Bus Fare | COM. CARR.-I | 500 |
| CTO Fee (Central Bill) | CF-C | CTO FEE (GOVCC-C) | COM. CARR.-C | 150 |
| CTO Fee (Indiv Bill) | CF | CTO FEE (GOVCC-I) | COM. CARR.-I | 150 |
| Comm Air (Indiv Bill) | CP | Air Fare (GOVCC-I) | COM. CARR.-I | 1500 |
| Comm Air (Central Bill) | CP-C | Air Fare (GOVCC-C) | COM. CARR.-C | 1500 |
| Comm Rail (Indiv Bill) | CR | Train Fare (GOVCC-I) | COM. CARR.-I | 300 |
| Comm Rail (Central Bill) | CR-C | Train Fare (GOVCC-C) | COM. CARR.-C | 300 |
| | CV | Ship Fare | COM. CARR.-C | 300 |
| | DGV | POC Use-Gov Vehicle Available | MILEAGE | 0 |
| | GA | Government Auto | TRANSPORT | 0 |
| | GB | Government Bus | TRANSPORT | 0 |
| | GP | Government Plane | COM. CARR.-G | 0 |
| | GV | Government Vessel | TRANSPORT | 0 |
| | GVA | POC Use-Dedicated Gov Vehicle | MILEAGE | 0 |
| | PA | Pvt Auto-TDY/TAD | MILEAGE | 500 |
| | PAL | Pvt Auto-Local | MILEAGE | 200 |
| | PAS | Passenger (No Claim) | TRANSPORT | 0 |
| | PAT | Pvt Auto-Terminal | MILEAGE | 50 |
| | PM | Private Motorcycle | MILEAGE | 500 |

Table K-4: Travel Modes and Other Transportation Types (continued)

| TRAVEL MODES AND OTHER TRANSPORTATION TYPES | | | | |
|---|-------------|--------------------|--------------------------------|------------------|
| OTHER TRANSPORTATION TYPE | MODE Legacy | DESCRIPTION Legacy | EXPENSE CATEGORY See Table K-8 | SINGLE THRESHOLD |
| | PP | Private Plane | MILEAGE | 500 |
| | PV | Private Vessel | TRANSPORT | 500 |
| | TB | Prepaid Bus | COM. CARR.-T | 0 |
| | TP | Prepaid Plane | COM. CARR.-T | 0 |
| | TR | Prepaid Rail | COM. CARR.-T | 0 |
| | TV | Prepaid Vessel | COM. CARR.-T | 0 |
| | CA | Commercial Auto | RENTAL CAR | 500 |

K.4 Expense List Tables (*expense*)

K.4.A Authorization and Voucher Expense List

The items in this table are options in the Expense Type drop-down list. The list displays on the Non-Mileage screen during document processing. Expense items, such as travel modes, are linked to an expense category for classification and roll-up. The Single Threshold value will trigger pre-audits stored in the Routing and Audit Tests table (Table K-10).

Table K-4A: Authorization and Voucher Expense List

| AUTHORIZATION AND VOUCHER EXPENSE LIST | | | |
|--|-------------------------|------------------|------------------|
| DESCRIPTION | METHOD OF REIMBURSEMENT | EXPENSE CATEGORY | SINGLE THRESHOLD |
| Airport Tax | PERSONAL | OTHER | 25 |
| Authorized Business Call | PERSONAL | PHONE CALLS | 25 |
| Authorized Call Home | PERSONAL | PHONE CALLS | 5 |
| Baggage Tips | PERSONAL | OTHER | 10 |
| Boarding Fees | PERSONAL | OTHER | 0 |
| Cancel Fee—Air Travel | GOVCC | COM. CARR.-I | 0 |
| Cancel Fee—Hotel | GOVCC | LODGING | 0 |
| Cancel Fee—Rental Car | GOVCC | RENTAL CAR | 0 |
| Commercial Auto—In/Around | GOVCC | RENTAL CAR | 500 |
| Commercial Auto—TDY/TAD | GOVCC | RENTAL CAR | 500 |
| Commercial Auto—Terminal | GOVCC | RENTAL CAR | 500 |
| DEBT UNDER 10 DOLLARS | PERSONAL | DEBT | 0 |
| DEBT WAIVED | PERSONAL | DEBT | 9,999.99 |
| Dual Lodging Cost | GOVCC | LODGING | 0 |
| Excess Baggage | PERSONAL | OTHER | 75 |
| Gasoline—POV | PERSONAL | TRANSPORT | 0 |
| Gasoline—Rental/Govt. Car | PERSONAL | TRANSPORT | 75 |
| GOVCC ATM ADVANCE FEE | GOVCC | REIM EXP | 10 |
| GOVCC ATM SERVICE FEE | GOVCC | REIM EXP | 5 |
| Government Auto | PERSONAL | TRANSPORT | N/A |
| Hotel Room Tax | PERSONAL | OTHER | 1,000 |
| Hotel Sales Tax | PERSONAL | OTHER | 1,000 |

Table K-4A: Authorization and Voucher Expense List (continued)

| AUTHORIZATION AND VOUCHER EXPENSE LIST | | | |
|--|-------------------------|------------------|------------------|
| DESCRIPTION | METHOD OF REIMBURSEMENT | EXPENSE CATEGORY | SINGLE THRESHOLD |
| LAUNDRY/DRY CLEANING | PERSONAL | OTHER | 0 |
| Lodging Late Checkout Fee | GOVCC | LODGING | 25 |
| Paper Ticket Fee | GOVCC | COM. CARR.-I | 0 |
| Parking—Recruit/Train | PERSONAL | OTHER | 25 |
| Parking—TDY/TAD | PERSONAL | OTHER | 25 |
| Parking - Terminal | PERSONAL | OTHER | 80 |
| Passenger (No Claim) | PERSONAL | TRANSPORT | N/A |
| Pet Expense | PERSONAL | OTHER | 0 |
| Private Plane Airport Tax | PERSONAL | OTHER | 0 |
| Private Plane Hangar Fee | PERSONAL | OTHER | 0 |
| Private Plane Landing Fee | PERSONAL | OTHER | 0 |
| Private Plane Tie Down Fee | PERSONAL | OTHER | 0 |
| Private Vessel | PERSONAL | TRANSPORT | 500 |
| Public Transit | PERSONAL | OTHER | 25 |
| Registration Fees | PERSONAL | OTHER | 300 |
| Shipment of HHG | GOV FUND | SHIP-HHG | 0 |
| Taxi—TDY/TAD | PERSONAL | OTHER | 0 |
| Taxi - Terminal | PERSONAL | OTHER | 50 |
| Tickets - Personally Procure | GOVCC | COM. CARR.-I | 0 |
| Tolls (highway bridge etc) | PERSONAL | OTHER | 25 |
| Traveler's Check Fee | PERSONAL | OTHER | 25 |

K.4.B Local Voucher Expenses (Itmode)

Travelers claim local travel expenses on a local voucher. Table K-4B contains all non-mileage, local-travel expenses per the regulations. This table can be used to track each expense by category. A summary of expenses by category is on the front of the local travel default form.

Table K-4B: Local Travel Expenses

| MODE | DESCRIPTION | EXPENSE CATEGORY | THRESHOLD AMOUNT |
|-------|--------------------------------|------------------|------------------|
| ATM | GOVCC ATM Service Fee | REIM EXP | 10 |
| CA | Rental Car | RENTAL CAR | 0 |
| CALL | Auth. Business Call | PHONE CALLS | 25 |
| CASH | GOVCC ATM Advance Fee | REIM EXP | 10 |
| CNXRC | Cancel Fee - Rental Car | RENTAL CAR | 0 |
| GAS-G | Gasoline - Rental/Gov Car | RENTAL CAR | 50 |
| GAS-P | Gasoline/Oil - Private Vehicle | TRANSPORT | 0 |
| LPARK | Parking - Local | OTHER | 25 |
| MEAL | Meal | OTHER | 0 |
| RGFEE | Registration Fee | REG. FEES | 300 |
| RPARK | Parking - Recruit/Train | OTHER | 0 |
| RTPMT | Returned Payment | OTHER | 0 |
| SNACK | Snack - Recruiter | OTHER | 0 |
| TAFEE | Travel Agent Fee | TRANSPORT | 0 |
| TAXI | Taxi - Local | TRANSPORT | 50 |
| TCHEK | Traveler's Check Fee | OTHER | 0 |
| TOLLS | Tolls (highway, bridge, etc.) | TRANSPORT | 50 |
| XPUB | Public Transit | OTHER | 25 |

K.4.C Mileage (*mlgrate*)

The Mileage Rates table stores the rates used in reimbursing a traveler for the use of a privately owned or government-owned vehicle.

Beginning on the DTS User Welcome screen, use the below steps to access the Mileage Reimbursement screen:

1. Mouse over **Traveler Setup**.
2. Select **Rates Lookup**.

The Rates Lookup Menu screen opens.

3. Select **Mileage Rates**.

The Mileage Reimbursement screen opens.

Mileage rates are referenced by Expense Type(s) selected on the Mileage Expenses screen.

Table K-4C: Mileage Rates

| CODE | DESCRIPTION | EXPENSE CATEGORY | THRESHOLD AMOUNT |
|------|--|------------------|------------------|
| 1POC | Private Auto Mileage - Owner / Operator | MILEAGE | 50 |
| 2POC | POC Use-Gov Vehicle Available | MILEAGE | 0 |
| 4POC | POC Use-Dedicated Gov Vehicle | MILEAGE | 0 |
| 5POC | Private Motorcycle Mileage | MILEAGE | 50 |
| 6POC | In-and Around Mileage - Private Auto | MILEAGE | 0 |
| 7POC | In-and Around Mileage - Private Motorcycle | MILEAGE | 0 |

K.5 Other Authorizations (*authcode*)

Other Authorizations alert the AO to unusual conditions included in a document (Table K-5). The Pre-Audit Trip screen will display *Other Auths* used in the field adjacent to the audit test before the AO signs the document.

Other authorizations are triggered by selections in the document (e.g., Vessel Travel) or by the user. Use the below steps to see Other Authorizations that are available:

1. Select **Review/Sign**.
2. Select **Additional Options**.
3. Select **Other Auths**.

The Other Authorizations screen opens. It displays any Other Authorizations in the document.

4. Select **Add Additional Authorizations for This Trip**.

The Other Authorizations Available list displays. Local rules govern the manual selection of Other Authorizations.

Table K-5: Other Authorizations

| OTHER AUTHORIZATIONS | |
|---------------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| ABOARD U.S. VESSEL | |
| ADVERSE EFFECTS / COMMERCIAL QUARTERS | |
| ALTERNATE/DESIGNATED LOCATION | |
| AMATEUR SPORTS COMP AUTO | This document outlines the basic guidelines for the Special Circumstance selection of military Members authorized to train for, attend, and participate in Armed Forces, National, and International amateur sports competitions. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization. |
| ANNUAL LEAVE OR NON-DUTY DAYS | |
| ANNUAL TRAINING | |
| ATM ADVANCED AUTHORIZED | |
| CONGRESSIONAL TRAVEL AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Travel/Transportation when Accompanying Members of Congress or Congressional Staff. Secretarial approval of this travel is required. The travel is under normal travel and transportation rules and regulations as modified by the Congress. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules. |
| CTO FULL ASSISTANCE REQUEST | |
| DEPENDENT TRAVEL | Name: <Name>, Date of Birth: <DOB>, Passport number: <#>, Dependent of: <Name>, <Rank or Pay Grade>, XXX-XX<last 4 of SSN>, is permitted travel on or about: <date> by military aircraft on a space available basis, from: <LOCATION> to <LOCATION> and return to <LOCATION> on: <date>. Transportation is authorized only on travel days. No per diem authorized for <name>. |
| E-INVITATIONAL | |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|--------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| EMERGENCY LEAVE AUTO DEP | <p>This document outlines the basic guidelines for the Special Circumstance selection Transportation in Personal Emergencies for a military family member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only, however, ground transportation between the PDS/home and the airport is not reimbursed. Any Privately-Owned Conveyance (POC) travel requires actual reimbursement; mileage allowance must not be used. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |
| EMERGENCY LEAVE AUTO MIL | <p>This document outlines the basic guidelines for the Special Circumstance selection of Transportation in Personal Emergencies for a military member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only, however, ground transportation between the PDS/home and the airport is not reimbursed. Any Privately-Owned Conveyance (POC) travel requires actual reimbursement; mileage allowance must not be used. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-----------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| EMERGENCY VISIT TRVL EVT AUTO CIV | <p>This document outlines the basic guidelines for the Special Circumstance selection of Emergency Visitation Travel (EVT) for a civilian employee from a foreign permanent duty station in certain family emergencies. The employee travels under special transportation rules. The employee is entitled to transportation reimbursement only. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |
| EMERGENCY VISIT TRVL EVT AUTO DEP | <p>This document outlines the basic guidelines for the Special Circumstance selection of Emergency Visitation Travel (EVT) for a civilian employee's family member from a foreign permanent duty station in certain family emergencies. This travel is under special transportation rules. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|--|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| ESCORT-ATTEND EMP RETURN AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Escort/Attendant Travel for a civilian employee. Civilian employees traveling as escorts must be appointed by a commander or authorizing official. Civilian employees traveling as attendants must be appointed by a competent medical authority. The employee travels under normal travel and transportation rules and regulations. The extensive eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that the employee is duly appointed and must list the specific JFTR/JTR paragraph supporting eligibility in the justification. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply. |
| ESCORT ATTEND FULL TDY AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Escort/Attendant Travel for a military member. Military members traveling as escorts must be appointed by a commander or authorizing official. Military members traveling as attendants must be appointed by a competent medical authority. The military member escort/attendant travels under normal travel and transportation rules and regulations. The extensive eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that the military member is duly appointed and must list the specific JFTR paragraph supporting eligibility in the justification. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization. |
| ESSENTIAL UNIT MESSING | |
| EXCESS BAGGAGE | |
| EXTRA AIR OR RAIL FARE | |
| F-6 REEWAL AGREE LV SUPPORTING DOCUMENTS | Renewal Agreement travel may require supporting documentation for proper processing. Please ensure all documentation has been properly submitted. |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| FAM MEM CIV ILL MIL SPON AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Civilian Employee Family Member of a Seriously Ill or Injured member. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document as appropriate, and in accordance with local business rules for the traveler's organization.</p> |
| FAM VISIT TRAVEL (FVT) AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Family Visitation Travel (FVT) when a civilian employees immediate family members have been evacuated from the foreign permanent duty station. The employee travels under special transportation rules. The employee is entitled to transportation reimbursement only, however, ground transportation between the Permanent Duty Station (PDS)/home and the airport is not reimbursed. All non-transportation expenses are not authorized including per diem and excess baggage reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate time and attendance reporting must be made. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|----------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| FEML-FUND ENVIRO MORALE AUTO CIV | This document outlines the basic guidelines for the Special Circumstance selection of Funded Environmental and Morale Leave (FEML) to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave, time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. |
| FEML-FUND ENVIRO MORALE AUTO DEP | This document outlines the basic guidelines for the Special Circumstance selection of Funded Environmental and Morale Leave (FEML) by a family member to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. |
| FIELD CONDITIONS | |
| FISCAL YEAR FUNDS | These funds are issued in anticipation of and contingent upon the enactment of a Continuing Resolution or Defense Appropriation Act, whichever comes first. |
| GOVT-OWNED VEHICLE AVAILABLE | |
| GROUP AUTHORIZATION | |
| GROUP TRAVEL | |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| HOSPITAL STAY | |
| IN PLACE | |
| INACTIVE DUTY TRAINING | |
| INCORRECT USE OF CBA | This trip currently uses a Centrally Billed Account (CBA) as the form of payment for Air or Rail tickets. The traveler is a Non-Exempt cardholder and must use their Individually Billed Account (IBA) - GTCC. The AO must personally ensure that any use of a CBA by this traveler is authorized by local business rules and / or Service / Agency policy. The AO approval of this non standard use of a department CBA account will be recorded in the archive. The Other Auth can only be removed if the CBA form of payment is changed. |
| LABOR ORG REPRESENTATIVE AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Travel of an Employee serving as a Labor Organization representative for a DOD employee specifically designated by a labor organization to represent the organization in dealing with management. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that the voucher includes the required certification and an explanation of the basis of certification as specified in the regulation and explained in the information page. Substantiating documentation should be electronically attached to the voucher as required, and in accordance with local business rules for the traveler's organization. |
| MANUALLY ENTERED EXPENSE(S) | Reimbursement claimed for manually entered expense(s): <expense>. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). |
| MEALS PROVIDED | |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| MEDIC CIV EMP OCONUS AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Employee Medical Travel for a civilian employee while assigned to a foreign OCONUS PDS. The civilian employee travels under normal travel and transportation rules and regulations. The extensive eligibility and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that the employees travel authorization and claim adhere to the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization. In the event the employee elects to travel to a location other than the designated medical location, an Excess Cost Agreement must be completed and signed before the AO authorizes travel.</p> |
| MEDIC CONVALESCENT LEAVE AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection Convalescent Leave Transportation for a military member. This travel is under special transportation rules. Government / Government procured transportation must be used to the maximum extent practical. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |
| MEDIC MIL MEMBER TDY AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Transfer of patient to/from medical facility or home under TDY for a military member. The member travels as ordered under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization.</p> |
| NON-ATM ADVANCE AUTHORIZED | |
| NON COMPACT CAR AUTHORIZED | |
| NON-CONTRACT AIR FARE | |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|---|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| NON-GOV'T FUNDED PERMISSIVE TDY | a) Attendance is in the DoD's interest, but travel is at no expense to the Government and no per diem or other reimbursement is authorized, b) Travel is at the employee's request and no accounting information is placed on the travel authorization, and c) The employee may choose not to perform the travel without penalty. |
| NON-FEDERAL HONOR AWARD AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Travel to receive a Non-Federally sponsored honor award. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. Eligibility and information concerning an individual to accompany the awardee is also included. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate, and in accordance with local business rules for the traveler's organization. |
| OCCASIONAL MEALS | |
| OFFICIAL CTO NOT USED | |
| OTHER (See remarks below) | |
| OTHER PRIVATELY-OWNED VEHICLE | |
| PER DIEM LOCATION FOOTNOTES | |
| PERMISSIVE TDY | |
| PERSONAL DEVIATION - ITINERARY/ TRANS MODE | |
| PERSTEMPO CODE A (Operation) | PERSTEMPO CODE A (Operation) |
| PERSTEMPO CODE B (Exercise) | PERSTEMPO CODE B (Exercise) |
| PERSTEMPO CODE C (Unit Trng) | PERSTEMPO CODE C (Unit Trng) |
| PERSTEMPO CODE D (Mission Support TDY) | PERSTEMPO CODE D (Mission Support TDY) |
| PERSTEMPO CODE E (Individual Trng) | PERSTEMPO CODE E (Individual Trng) |
| PERSTEMPO CODE F (Home Station Trng) | PERSTEMPO CODE F (Home Station Trng) |
| PERSTEMPO CODE G (Duty in Garrison) | PERSTEMPO CODE G (Duty in Garrison) |
| PERSTEMPO CODE H (Hosp in area of PDS) | PERSTEMPO CODE H (Hosp in area of PDS) |
| PERSTEMPO CODE I (Disciplinary Event) | PERSTEMPO CODE I (Disciplinary Event) |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|--|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| PERSTEMPO CODE J (Inactive Duty Trng) | PERSTEMPO CODE J (Inactive Duty Trng) |
| PERSTEMPO CODE K (Muster Duty) | PERSTEMPO CODE K (Muster Duty) |
| PERSTEMPO CODE L (Funeral Honors Duty) | PERSTEMPO CODE L (Funeral Honors Duty) |
| PERSTEMPO CODE Z (Unknown) | PERSTEMPO CODE Z (Unknown) |
| POV USE NOT ADVANTAGEOUS TO GOVERNMENT | |
| PRE EMPLOY PERDIEM ONLY AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with per diem only reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations but is only entitled to per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defense-travel.dod.mil, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p> |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| PRE EMPLOY TRANS ONLY AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with transportation only reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations, but is only entitled to transportation reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p> |
| PRE EMPLOYMENT FULL TDY AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Pre-Employment Interview Travel with full reimbursement for an individual being considered for employment by a DoD Component. The interviewee travels under normal travel and transportation rules and regulations. The eligibility criteria are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must also ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules. Military and Civilian employees are not allowed to use this selection to travel unless they are in a leave status. Note: Travelers using Pre-Employment Travel require a Civ-Other profile or travel with their current org/profile as Routine on an LOA from the hiring org. Local business rules apply.</p> |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| R R AND SPECIAL R R AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Rest and Recuperation Leave and Special Rest and Recuperation leave to specifically authorized destinations. This travel is under special transportation rules. Transportation must be by space available military air, if reasonably available. The commander must authorize the use of commercial air transportation. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The extensive eligibility criteria, travel rules, and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that all eligibility requirements listed in the information page are accomplished in accordance with the regulation. Appropriate leave, time and attendance reporting must be accomplished. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules.</p> |
| RAT TRAVEL IS FOR A DEPENDENT | <p>Transportation only is authorized only on travel days. No per diem authorized.</p> |
| RECALL FROM LEAVE AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Recall from Leave. Generally, the member must bear the cost of returning to the PDS unless the recall meets the situation under the eligibility requirements. The very strict eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The military member travels under normal travel and transportation rules and regulations when returning to the PDS or directly to a TDY away from the PDS. The AO must ensure that the eligibility requirements are adhered to before reimbursement is authorized and appropriate leave reporting is accomplished. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate and in accordance with local business rules for the traveler's organization.</p> |
| RENEWAL AGREEMENT TRAVEL | <p>Traveler is authorized the use of Government or Government-Procured transportation. Personally-Procured transoceanic transportation will not be reimbursed.</p> |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|--|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| SHIP RELOCATED WHEN AWAY AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Ship Relocated during Authorized Absence. The military member travels under normal travel and transportation rules and regulations. However, the AO must ensure that the member is only reimbursed for the additional cost, if any, to return to the ships new location over that required to return to the previous location. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defense-travel.dod.mil , select DTS, then Special Circumstance Travel. Substantiating documentation should be electronically attached to this travel document and voucher to explain the expenses claimed for reimbursement, and in accordance with local business rules for the traveler's organization. |
| SICK LEAVE (NO PER DIEM) | Sick Leave is indicated on the travel document. The AO must ensure proper time reporting has been accomplished. Substantiating documentation should be electronically attached to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization. |
| SICK LEAVE (PER DIEM) | Sick Leave with per diem reimbursement is indicated on the travel document. This is only allowed in accordance with the JTR 'Emergency Travel and Transportation of Employee Due to Illness or Injury or a Personal Emergency while TDY' for periods up to 14 days duration unless approved by the DOD component. The AO must ensure compliance with the JTR, provide adequate justification on the travel document and ensure proper time reporting has been accomplished. Substantiating documentation should be electronically attached to this travel order and voucher as appropriate, and in accordance with local business rules for the traveler's organization. |
| STUDENT DODEA ACADEM CC AUTO | This document outlines the basic guidelines for the Special Circumstance selection of Travel of DODEA Dependent Students for Academic Competitions and Co-Curricular Activities. The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized and must be separately justified for audit purposes. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the DODEA organization. |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| STUDENT OF CIV US SCHOOL AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Employee Dependent Student Travel to attend a School in the U.S. for a dependent student of a civilian employee. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the traveler's organization.</p> |
| STUDENT OF MIL US SCHOOL AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Members Dependent Student Transportation to a School in the U.S. for a military member. This travel is under special transportation rules. Transportation must be by space required military air, if reasonably available. The commander must authorize the use of commercial air transportation or Privately-Owned Conveyance (POC). The entitlement is for transportation reimbursement only. All non-transportation expenses are not authorized including per diem reimbursement. Prohibited expenses have been blocked from selection manually entered expenses are not authorized (except lodging if due to an extraordinary interruption to travel) and must be separately justified for audit purposes. The extensive eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that substantiating documentation is electronically attached to this document as appropriate, and in accordance with local business rules for the traveler's organization.</p> |
| STUDENT SPEC DODEA EVAL AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes for a student, parent or guardian involved in a diagnosis and/or evaluation of a handicapped DODEA student. The travel is under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil, select DTS, then Special Circumstance Travel. The AO must ensure that medical/educational authorities have requested the diagnosis/evaluation and the request includes that one or both parents attend. Substantiating documentation should be electronically attached to this document as appropriate, and in accordance with local business rules.</p> |

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-------------------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| TDRL DISABLED PHYS EXAM AUTO | This document outlines the basic guidelines for the Special Circumstance selection of A Member on the TDRL required to submit to periodic physical examinations. The member travels under normal travel and transportation rules and regulations when traveling to the medical facility. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defensetravel.dod.mil , select DTS, then Special Circumstance Travel. The AO must ensure that the claim for an inpatient stay is only for actual meal expenses; out patient stays are reimbursed as normal TDY. Substantiating documentation should be electronically attached to this travel document and voucher as appropriate and in accordance with local business rules for the traveler's organization. This travel cannot be used if the medical facility is in the same corporate limits as the member's home; this is local travel. |
| TERMINAL TRANS EXPENSE NOT ALLOWED | Reimbursement claimed for Commercial Auto-Terminal on <Date> for transportation to or from the terminal for FAM VISIT TRAVEL (FVT). This is only allowed when en-route for transportation between one terminal to the next (airport, rail station or pier.) This expense is not allowed to the starting or from the ending terminal. The Authorizing Official must specifically approve reimbursement for this terminal transportation expense. |
| TRAVEL IS FOR FAMILY MEMBER | Transportation, per diem, and other reimbursable expenses are authorized because the individual (dependent name)'s travel is mission essential and there is a benefit for DoD beyond fulfilling a representational role. Note: In accordance with the JTR/JFTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval. |
| TRAVEL IS FOR FAMILY MEMBER (TRANS) | This travel authorization authorizes the dependant <name> to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowance for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization should be cancelled. Note: In accordance with the JTR/JFTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval. |

Appendix K: Administrative Setup Information

Table K-5: Other Authorizations (continued)

| OTHER AUTHORIZATIONS | |
|-----------------------------|---|
| OTHER AUTHORIZATIONS | DEFAULT REMARKS |
| UN PEACEKEEPING TDY AUTO | <p>This document outlines the basic guidelines for the Special Circumstance selection of Military Members assigned TDY as Observers to UN Peacekeeping Organization. The military member travels under normal travel and transportation rules and regulations. The eligibility criteria and entitlements are explained in the information page available on the Trip Overview screen or on the DTMO web site www.defense-travel.dod.mil, select DTS, then Special Circumstance Travel. The AO must review the per diem entitlements and ensure that the total of the separately paid UN subsistence allowance and the claimed meal rate do not exceed the per diem allowance for the TDY location. Substantiating documentation should be electronically attached to this travel document as appropriate and in accordance with local business rules for the traveler's organization.</p> |
| VARIATIONS AUTHORIZED | |

K.6 Stamp Tables (Status Codes)

DTS uses stamps (called *status codes*) for electronic processing functions such as the following:

- To identify the steps of document routing
- To select documents to be processed (Signed documents are processed for reservations when stamped CTO SUBMIT)
- To use as selection criteria for travel reports

After preparing a document, a user stamps it with an electronic signature. This status code shows the document status. DTS stamps a document at each step in the process. This tracks the document history.

K.6.A Stamps Applied to Typical Travel Documents

Table K-6A lists the stamps that are applied to typical DTS travel documents.

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|---|------------------|-------------------------|---|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| 3rd PARTY REVIEWED | | MANUAL | Used only by Import/Export partner systems. Indicates that a partner system's dynamic routing officials (ROs) have been inserted into the document routing list. |
| ADJUSTED | | SYS | Applied when a document has been edited in the view/edit mode. |
| ADJUSTED OBLIGATION | | SYS | Applied when the DTS funding action has adjusted budget item(s) after an APPROVED stamp has been applied to an amended authorization, amended voucher, or amended local voucher. |
| ADVANCE EFT RETURN | | SYS | DTS Payment Module (PM) receives an Advice of Collection (AOC) transaction indicating an EFT return from the financial institution has occurred on an authorization advance. |
| ADVANCE PAID | | SYS | DTS PM receives the Advice of Payment (AOP) for an Advance Submitted. |
| ADVANCE REJECT | | SYS | DTS PM receives the Disbursing Reject for an Advance Submitted. |
| ADVANCE SUBMITTED | | SYS | DTS PM has prepared and sent the advance XML file to GEX-Disbursing for an advance payment requested in the authorization. |
| APPEAL DISAPPROVED | | SYS | The Debt Management Monitor (DMM) enters a disapproval result for a waiver appeal request on a DUE US travel document. Stamp is used to record rejection of a waiver appeal request. |
| APPEAL REQ APPROVED | | SYS | The DMM enters a waiver appeal request on a DUE US document. Stamp is used to record approval of an appeal request. |
| APPEAL REQ SUBMIT | | SYS | The DMM enters a waiver appeal request on a DUE US document. Stamp is used to record the submission of an appeal. APPEAL REQ SUBMIT stamp activates (or resets) the waiver/appeal flag on the travel record and sends an e-mail to the traveler and AO. |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|---|---|-------------------------|--|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| APPROVED | TANUM,LTA- NUM,FUND, VFUND,LFU ND,COM- PLETE,ASIG | MANUAL | Assigned to AO. Can be used in routing lists to signify that an AO has approved the travel expense. The following text displays on authorizations: I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds. The following text displays on vouchers and local vouchers: I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements. By approving this voucher, I confirm that I have reviewed all applicable reimbursable items claimed by the traveler, and to the best of my knowledge the voucher accurately reflects the charges that should be disbursed directly to the travel charge card contractor, in accordance with the split disbursement policies of the Department of Defense. |
| A/R SUBMITTED | | SYS | DTS PM has received a PAID POS ACK on an approved DUE US voucher and has prepared and sent the accounts receivable to the GEX-DADS. |
| ARCHIVE ACCEPTED | | SYS | The Defense Manpower Data Center (DMDC) MIS/ARCHIVE has received the document and has accepted it for archiving. |
| ARCHIVE REJECTED | | SYS | The DMDC MIS/ARCHIVE has rejected the trip file sent by DTS, based on the PAID stamp or CANCELLED stamp on an approved authorization. No action is required by the traveler or DTA. |
| ARCHIVE SUBMITTED | | SYS | DTS Full - ARCHIVE SUBMITTED is stamped when the document has been sent to DMDC MIS/ARCHIVE to be archived after a voucher is PAID or each supplemental is PAID. DTS Tailored (less DADS) - Applied 7 days after approved. |
| APPROVAL FAILED | | SYS | The document has failed one of the audit tests. |
| APPROVED | | SYS | The document has passed all of the audit tests. |
| AUTH 24 HOUR PASSED | | SYS | DTS Full - Financial Transactions blocked for trip type (see Appendix K-1). DTS Tailored (less DADS) - Applied to all authorizations at APPROVED; allows creation of a voucher. |
| AUTHORIZED | | MANUAL | Can be used in routing lists to signify that the RO has authorized the expense. No action taken by DTS, other than to continue routing. |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|--|---|------------------|--|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| AUTO APPROVED | TANUM,LTA- NUM,FUND, VFUND,LFU ND,COM- PLETE, ASIG, PNRTICKET | MANUAL | Indicates that a partner system has used autoapproval functionality. |
| CANCELLED | CANCEL, UNFUND, CHK- BOAOFF, EMAILTRAV | MANUAL | Only AOs and ROs may apply the CANCELLED stamp; it is only used for authorizations. A signed voucher cannot be cancelled. AOs and ROs must follow the cancellation procedures posted on the DTS Web site. CANCELLED triggers the following actions: <ul style="list-style-type: none"> - Credits the appropriate budget item (i.e., BUDGET ADJUSTED) if the authorization was previously stamped BUDGET ADJUSTED at approval - Sends an e-mail to the traveler indicating that the authorization is cancelled -Deletes the reservations (only in cases where the trip cancel feature was not used) and notifies the CTO - Makes the document "read only" so the data cannot be modified. This is non-reversible and final |
| CBA ADJUSTMENT | | SYS | Applied by the DTS CBA module to an authorization prior to approval. Occurs when the TO initiates an adjustment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list. |
| CBA AMENDMENT | | SYS | Applied by the DTS CBA module to an approved authorization. Occurs when the TO initiates an amendment that automatically updates the ticket cost on the authorization to the correct amount billed by the CCV and routes the document to the first official on the routing list. |
| CBA REFUND AMENDMENT | | SYS | Applied by the DTS CBA module when an amendment has been created to refund all or part of the flight cost. |
| CERTIFIED | CFUND,CVF UND,CLFUN D | MANUAL | Can be used in the routing list to indicate that an RO has performed an off-line certification of funds. |
| COMB OBLIG SUBMITTED | | SYS | DTS PM receives a POS ACK response for a pending OBLIG SUBMITTED, and more than one amendment is queued in the PM for transmission to GEX. The PM combines the obligation transactions into one transaction. One POS ACK is received for each LOA and only one POS ACK stamp is applied to the history of the current version of the document. |
| CONSTRUCTIVE TRAVEL | | SYS | System-applied stamp that designates a limit on reimbursement. Triggered when AO checks the Approve as Limited check box. |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|---|------------------|-------------------------|---|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| CREATED | | SYS | CREATED is stamped on all documents when the document is created. |
| CTO AMENDMENT | | SYS | System stamp that is applied when the CTO sends a PNR for a ticketed response to DTS after the authorization has been approved. This causes an automatic amendment to the authorization. Also used when the CTO sends a PNR and there is no document in process. |
| CTO BOOKED | EMAILTRAV | SYS | CTO BOOKED is stamped on documents after the CTO has booked the ticket. |
| CTO CANCELLED | | SYS | System stamp that is applied when one of the following occurs: -The AO has stamped the document CANCELLED, and the CTO is returning confirmation of cancellation. -The CTO has voided the ticket only; the reservations are still intact. The AO did not stamp the document CANCELLED. |
| CTO SUBMIT | | SYS | CTO SUBMIT is stamped on documents that are being submitted to the CTO for booking. |
| CTO TICKETED | | SYS | CTO TICKETED is stamped on the document after the CTO has ticketed. The PNR contains the ticket number; DTS does not. |
| DEBT LESS THAN \$10 | | SYS | System stamp that is added to the document history when the AO accepts the debt less than \$10. The expense is added to the document. |
| DEBT SATISFIED | | MANUAL | DTS PM receives an AOC transaction from GEX Disbursing that fully satisfies the debt. DTS PM receives an approved document from which an adjusting Accounts Receivable (A/R) transaction will be produced, which fully satisfies the debt. This can occur when additional expenses or an approval waiver is added to the document. The Debt Management Monitor (DMM) performs the manual entry of a collection that fully satisfies the debt. |
| DEBT TRANSFER REQ APPROVED | | MANUAL | If the debt transfer is accepted, the DMM will have the ability to record the event. |
| DEBT TRANSFER REQ REJECTED | | MANUAL | If the debt transfer is rejected, the DMM will have the ability to record the event. |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|--|-----------|------------------|---|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| DE-OBLIGATED | | SYS | Applied to the document when the following conditions occur: -DTS funding action has adjusted the budget item(s) after a CANCELLED stamp has been applied -The document has previously been approved |
| DUE US | | SYS | DTS PM receives an approved document that is DUE US. It indicates the date the traveler was notified and activates the 30-day clock during which time the traveler may repay the debt before action is taken to have the appropriate pay system automatically deduct the debt from future paycheck(s). XML produced for the purpose of creating an 821 for adjusting obligations, if any, the settlement voucher (810), and an 821-R0 transaction to establish A/R at DADS. |
| EFT RETURN | | SYS | DTS PM receives an AOC transaction indicating an EFT return from the financial institution has occurred on a settlement voucher or supplemental voucher. |
| OBLIGATED | | SYS | DTS will apply the OBLIGATED stamp when DTS funding action has adjusted the budget item(s) after an initial authorization, group authorization, or local voucher is stamped APPROVED. |
| OBLIG SUBMITTED | | | DTS PM receives an approved authorization and submits an obligation transaction to DADS - Accounting. DTS is awaiting a response. |
| PAID | | SYS | The accounting system (DADS-DFAS) has accepted the voucher and has paid the amount. |
| PARTIAL COLLECTION | | SYS | DTS PM receives an AOC for a debt from Disbursing, but the amount is less than the balance due the government. DTS will generate a PARTIAL COLLECTION stamp for each collection transaction received, if a balance due remains after the collection is applied to the document. The DMM performs the manual entry of a collection but the amount is less than the balance due the government. |
| PAY COLLECT APPROVED | | MANUAL | Payroll collection has been reported and approved. The DMM uses this step to record the approval. |
| PAY COLLECT REJECTED | | MANUAL | Typically applied to a debt if the traveler has left DoD employment. |
| PAY COLLECT REQUESTED | | MANUAL | DMM uses this stamp to submit a debt to be approved for payroll collection. |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|---|-------------------|-------------------------|---|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| PAY LINK | | SYS | The document has been processed through the Electronic Processing (EP) module and has been sent to the PM, which has accepted it. |
| PAY PROCESS IGNORE | | SYS | For an approved authorization: No DADS transactions are required. For a voucher: All processing has stopped and there is a problem. |
| PENDING | | SYS | Applied when an SPP is pending payment. |
| POS ACK RECEIVED | | SYS | DTS PM receives a POS ACK for each of the obligations associated with a document. The document history is stamped POS ACK RECEIVED one time. |
| PROCESS | | SYS | Applied to a user-created amendment to indicate that it will bypass routing to the AO if all of the following are true: <ul style="list-style-type: none"> • Amendment contains reservation change(s) • Amendment is stamped CTO BOOKED • No increase in reimbursable air, rail, rental car, or lodging costs • No nonreimbursable CBA cost changes • No non-ATM advance request or SPPs in the authorization • No change to the TDY location(s) or dates • No new additional Other Authorization items • No amount increase to any LOA allocation • Not a group authorization • Not created from an original an Import-Export partner document • Not for a MEPS trip type • No increase in mileage and non-mileage costs • No change to the ticket fare basis • No change to travel dates (no TAW date change) • No change to ticketed transportation |
| RECONCILED | | SYS | Applied to the authorization when a voucher is approved and budget is reconciled with the previously funded amount. |
| REJECT | RETURN | SYS | Applied when reject notice from GEX-DADS system has been received for an Obligation Submitted or a Voucher Submitted. |
| RETURNED | RETURN, EMAILTRAV | MANUAL | An e-mail is sent to the traveler, the document history is stamped RETURNED, and routing is halted. |
| REVIEWED | | MANUAL | For use in routing lists. |
| REVIEWED1 | | MANUAL | For use in conditional routing. Check local business rules for usage. |
| REVIEWED2 | | MANUAL | For use in conditional routing. Check local business rules for usage. |
| REVIEWED3 | | MANUAL | For use in conditional routing. Check local business rules for usage. |
| REVIEWED GROUP AUTH | | MANUAL | Same purpose as REVIEWED, but for group authorizations (GAUTHs). |

Appendix K: Administrative Setup Information

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|--|----------------|------------------|---|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| SHIP-HHG | | SYS | Available for routing lists; companion conditional routing test not used in DTS. |
| SIGNED | SIGN | MANUAL | First digital signature action for all documents that initiates routing. PNR Build sends the reservation request to the CTO. The following text appears on all documents: This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729) |
| SIGNED MANIFEST | | MANUAL | Applied by the Transportation Officer (TO) for group travel. Applied after distributing all expenses (if necessary) or identifying a previously unidentified traveler. |
| SPP EFT RETURN | | SYS | DTS PM receives an AOC transaction indicating an EFT return from a financial institution has occurred on an authorized SPP. |
| SPP PAID | | SYS | DTS PM receives the AOP for an SPP. |
| SPP REJECT | | SYS | DTS PM receives the Disbursing Reject for an SPP. |
| SPP SUBMITTED | | SYS | DTS PM prepares and sends the SPP transaction to GEX-Disbursing. |
| T-ENTERED | SIGN,PNR-BUILD | MANUAL | Used by Non-DTS Entry Agent (NDEA) to digitally sign a claim for the traveler. Used for vouchers and local vouchers only. |
| TO REVIEWED FORN TVL | | MANUAL | TO has reviewed an authorization that contains foreign travel. Determination was made for the use or non-use of CAT B flights. |
| TO REVIEWED GP AUTH | | MANUAL | TO has reviewed and processed GAUTH. |
| VOUCHER SUBMITTED | | SYS | DTS Full - POS ACK received for all Obligations Submitted and the payment has been released to disbursing. DTS-Tailored (less DADS) - Applied 7 days after APPROVED along with ARCHIVE SUBMITTED. Allows supplemental voucher creation. |
| WAIVER DISAPPROVED | | SYS | The DMM enters a disapproval result for a waiver request on a DUE US document. Stamp will be used to record the disapproval of a waiver request. |
| WAIVER REQ APPROVED | | SYS | The DMM enters an approval for a waiver request on a DUE US document. Stamp will be used to record the full or partial approval of a waiver request. |

Table K-6A: Stamps Applied to Typical DTS Travel Documents (continued)

| STAMPS APPLIED TO TYPICAL DTS TRAVEL DOCUMENTS | | | |
|--|-----------|------------------|--|
| STATUS CODE | ACTION(S) | SYSTEM OR MANUAL | DESCRIPTION |
| WAIVER REQ SUBMIT | | SYS | The DMM enters a waiver request on a DUE US document. WAIVER REQ SUBMIT records the submission of a request for waiver remission, activates (or resets) the waiver-appeal flag on the travel record, and sends an e-mail to the traveler and AO. |

K.6.B Stamps Used in the DTS CBA Module

The DTS CBA Module uses manually applied and system-applied stamps. The stamps show the status of an invoice or a transaction. Table K-6B lists the CBA Module stamps.

Table K-6B: Stamps Used in the DTS CBA Module

| STAMPS USED IN THE DTS CBA MODULE | | | |
|-----------------------------------|-------------------------------|------------------|---|
| STATUS CODE | TRANSACTION OR INVOICE STATUS | SYSTEM OR MANUAL | DESCRIPTION |
| ADVANCED CREDIT | TRANSACTION | SYS | Debit transaction received from a CCV for a ticket that was cancelled. |
| AMENDMENT PENDING | TRANSACTION | SYS | CBA Specialist has initiated a CBA amendment that has yet to be approved, or the CBA Specialist has initiated a CBA amendment that has yet to be approved, or adjust. |
| AMENDMENT RETURNED | TRANSACTION | SYS | RO has returned a CBA Amendment. |
| ARCHIVE ACCEPTED | INVOICE | SYS | Positive response received from DMDC indicating the invoice has been archived. |
| ARCHIVE REJECTED | INVOICE | SYS | Negative response received from DMDC indicating the invoice has been rejected for archiving. |
| ARCHIVE REJECTION FAILURE | INVOICE | SYS | Failure response received from DMDC indicating a translation failure. |
| ARCHIVE SUBMITTED | INVOICE | SYS | The invoice has been sent to DMDC for archiving. |
| AUTO RECONCILED | INVOICE | SYS | The CBA automatic reconciliation process has reconciled all the transactions on the CCV invoice. |
| CARRIED OVER | INVOICE | SYS | The invoice has a negative balance has been carried over to an invoice with positive balance. |
| DADS PAID | INVOICE | SYS | Positive response received from DADS indicating the CBA invoice has been paid. |

Appendix K: Administrative Setup Information

Table K-6B: Stamps Used in the DTS CBA Module (continued)

| STAMPS USED IN THE DTS CBA MODULE | | | |
|--|---------------------------------------|-------------------------|---|
| STATUS CODE | TRANS-ACTION OR INVOICE STATUS | SYSTEM OR MANUAL | DESCRIPTION |
| DADS REJECTED | INVOICE | SYS | Negative response received from DADS indicating DADS rejected the CBA invoice for payment |
| GEX POSITIVE ACKNOWLEDGEMENT | INVOICE | SYS | CBA received a positive acknowledgement of the invoice from GEX. |
| GEX TRANSLATION FAILURE | INVOICE | SYS | Response received from GEX indicating a translation failure. |
| DISPUTED CREDIT | TRANS-ACTION | MANUAL | Credit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA. |
| DISPUTED DEBIT | TRANS-ACTION | MANUAL | Debit transaction that has been removed from its invoice because the TO could not validate it for a particular CBA. |
| DMDC REGENERATE UDF | INVOICE | MANUAL | UDF is manually generated. DTS CBA does not support this stamp. |
| DUPLICATE DISPUTE | TRANS-ACTION | SYS | Applied by the CBA Specialist to mark a duplicate transaction as not valid for the DTS CBA charged. |
| DUPLICATE TRANSACTION | TRANS-ACTION | SYS | A transaction is a duplicate of another transaction if the values are the same for the following fields: ticket number, TANUM, ticket cost, and transaction type. |
| FEE CREDIT | TRANS-ACTION | SYS | A refund issued for a CTO fee. |
| INVOICE CERTIFIED | INVOICE | SYS | Status of a CBA invoice once the CBA Specialist certifies it for payment. |
| LOCKED | INVOICE | SYS | Status of an invoice when its net billing amount has a negative balance after all transactions on the invoice have been matched, suspended, or disputed. |
| MANUAL ADVANCE CREDIT | TRANS-ACTION | MANUAL | A CBA debit transaction, but only for that part of the amount reflected in the DTS trip record. The trip was approved and ticketed, and matching DTS trip records exist. |
| MANUAL PREVIOUSLY APPLIED CREDIT | TRANS-ACTION | MANUAL | Associated credit transaction was not received on the same invoice with the debit. A CBA credit transaction exists, but only for that part of the amount reflected in the DTS trip record. The ticket has an associated Manual Advanced Credit in CBA, and matching DTS trip records exist. |
| MATCHED CREDIT | TRANS-ACTION | SYS | Status of a credit transaction when its corresponding charge was paid and then the ticket was cancelled. |

Appendix K: Administrative Setup Information

Table K-6B: Stamps Used in the DTS CBA Module (continued)

| STAMPS USED IN THE DTS CBA MODULE | | | |
|--|---------------------------------------|-------------------------|--|
| STATUS CODE | TRANS-ACTION OR INVOICE STATUS | SYSTEM OR MANUAL | DESCRIPTION |
| MATCHED DEBIT | TRANS-ACTION | SYS | Status of a debit transaction when it is matched with an authorized DTS trip document based on one of the following conditions: ticket number, account number, billing date, and cost; traveler name, billing date, and cost; or TANUM and cost. |
| MATCHED FEE | TRANS-ACTION | SYS | Transaction when DTS reconciles a CTO fee transaction with a ticket record. |
| MATCHED REFUND | TRANS-ACTION | SYS | The value of the ticket on the current adjustment level of the DTS trip records equals the net value of the consolidated transaction group and the CBA transaction. |
| NETTED DEBIT | TRANS-ACTION | SYS | There is a net balance due for matched debit and a credit transaction received on the same invoice. |
| PAID CREDIT | TRANS-ACTION | SYS | Credit that received Advice of Payment (AOP). |
| PAID DEBIT | TRANS-ACTION | SYS | Debit that received AOP. |
| PAID FEE | TRANS-ACTION | SYS | CTO fee that received AOP. |
| PAID FEE CREDIT | TRANS-ACTION | SYS | CTO fee credit that received AOP. |
| PAID MANUAL ADVANCE CREDIT | TRANS-ACTION | SYS | Manual Advance Credit that received AOP. |
| PAID NETTED DEBIT | TRANS-ACTION | SYS | Netted Debit that received AOP. |
| PAID REFUND | TRANS-ACTION | SYS | Refund that received AOP. |
| PENDING CREDIT | TRANS-ACTION | SYS | Credit transaction that is awaiting the debit associated with the DTS cancellation. |
| PENDING FEE CREDIT | TRANS-ACTION | SYS | CTO fee credit is received on a CCV invoice prior to a corresponding CTO fee debit having been reconciled and paid. |
| PENDING REFUND | TRANS-ACTION | SYS | Status of a credit transaction when its corresponding charge has not been paid. |
| PPA INTEREST | TRANS-ACTION | SYS | Interest that begins to accrue after the due date on the unpaid balance of a CCV invoice. This is in accordance with the Prompt Payment Act (PPA) of 1982 that requires federal agencies to make payments in a timely manner. |

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Table K-6B: Stamps Used in the DTS CBA Module (continued)

| STAMPS USED IN THE DTS CBA MODULE | | | |
|--|---------------------------------------|-------------------------|---|
| STATUS CODE | TRANS-ACTION OR INVOICE STATUS | SYSTEM OR MANUAL | DESCRIPTION |
| PREVIOUSLY APPLIED CREDIT | TRANS-ACTION | SYS | Credit transaction received from the CCV for a cancelled ticket. The credit was already taken as an advance credit. |
| READY FOR ACKNOWLEDGEMENT | INVOICE | SYS | All items are resolved (matched, suspended, held, or disputed). The invoice is ready for acknowledgement. |
| READY FOR CERTIFICATION | INVOICE | SYS | The invoice is ready for certification. |
| RECEIPT FROM CCV | INVOICE | SYS | Initial status before automatic reconciliation process runs. |
| RECEIPT FROM CCV | TRANS-ACTION | SYS | Initial status before automatic reconciliation process runs. |
| RECONCILIATION COMPLETE | INVOICE | SYS | Invoice status when all transactions on the CBA invoice are resolved in a matched, suspended, held, or disputed status. |
| SENT TO GEX | INVOICE | SYS | Invoice status when the CBA invoice has been sent to GEX - DADS for payment. |
| TO ACKNOWLEDGEMENT COMPLETED | INVOICE | SYS | No certification is needed for the invoice. The invoice will be sent to DMDC directly because the invoice contains no certifiable transactions. CBA Specialist applies this stamp when a disputed transaction has been closed. |
| TRANSACTION CLOSED | TRANS-ACTION | MANUAL | Applied by the CBA Specialist to mark a transaction for temporary removal from CBA invoice processing. |
| TRANSACTION HELD | TRANS-ACTION | MANUAL | Status of a credit transaction when it does not match any authorized DTS trip document. |
| UNMATCHED CREDIT | TRANS-ACTION | SYS | Status of a credit transaction that cannot be matched to a DTS ticket record that was approved and paid and then cancelled. |
| UNMATCHED DEBIT | TRANS-ACTION | SYS | Status of a debit transaction when it does not match any DTS document based on one of the following conditions: ticket number and cost; traveler name, billing date, and cost; TANUM and cost. The CBA Specialist must research the cause of the mismatch and update the invoice or the DTS record (or both) to bring them into conformity with each other. |
| UNMATCHED FEE | TRANS-ACTION | SYS | DTS is unable to reconcile a CTO Fee transaction with a ticket record. For reason codes, see the DTS CBA Reconciliation Manual. |

Table K-6B: Stamps Used in the DTS CBA Module (continued)

| STAMPS USED IN THE DTS CBA MODULE | | | |
|-----------------------------------|--------------------------------|------------------|--|
| STATUS CODE | TRANS-ACTION OR INVOICE STATUS | SYSTEM OR MANUAL | DESCRIPTION |
| UNMATCHED REFUND | TRANS-ACTION | SYS | Net value of the consolidated transaction group does not equal the ticket amount on the current adjustment level of the DTS document and the transaction is a credit. For reason codes, see the DTS CBA Reconciliation Manual. |
| WASH CREDIT | TRANS-ACTION | SYS | A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been cancelled or removed after ticketing, and the debit and credit result in a zero balance. |
| WASH DEBIT | TRANS-ACTION | SYS | A debit and credit transaction for the same ticket number appear on the same invoice for a matching ticket record that has been cancelled or removed after ticketing, and the debit and credit result in a zero balance. |

K.6.C Typical Stamps in a Document History

Table K-6C lists the stamping sequence for the following documents:

- Authorizations and group authorizations
- Vouchers and local vouchers

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Table K-6C: Typical Stamps in a Document History

| TYPICAL STAMPS IN A DOCUMENT HISTORY | | |
|---------------------------------------|--------------------------------------|--|
| DOCUMENT TYPE | TYPICAL STAMPING SEQUENCE | OTHER COMMON STAMPS <i>(In sequence.)</i> |
| Authorization and Group Authorization | CREATED | |
| | SIGNED | |
| | CTO SUBMIT | |
| | CTO BOOKED | |
| | | ADJUSTED |
| | | CTO CANCELLED <i>May also occur later in sequence.</i> |
| | | REVIEWED <i>Used if routing list contains a Reviewer.</i> |
| | | CERTIFIED <i>Used if routing list contains an Authorizing Official.</i> |
| | | AUTHORIZED <i>Used if routing list contains an Authorizing Official.</i> |
| | | APPROVAL FAILED <i>APPROVAL FAILED terminates the approval process.</i> |
| | | APPROVED |
| | | BUDGET ADJUSTED |
| | | PAY LINK |
| | | OBLIG SUBMITTED <i>No financial transaction required.</i> |
| | | POS ACK RECEIVED or REJECTED <i>REJECTED stops the document. An amendment must be approved for further action by the payment module.</i> |
| | | AUTH 24 HOUR PASSED <i>Used for Permissive travel authorizations in place of the POS ACK stamp.</i> |
| | | ADVANCE SUBMITTED |
| | | ADVANCE PAID |
| | | ADVANCE REJECT |
| | | ADVANCE EFT RETURN |
| | | SPP SUBMITTED |
| | | SPP PAID |
| | | SPP REJECT |
| | | SPP EFT RETURN |
| | | CANCELLED |
| | | DE-OBLIGATED |
| | | CTO AMENDMENT/CTO TICKETED |
| | | RECONCILED <i>Applied after voucher approval.</i> |
| | ARCHIVE SUBMIT | |
| | ARCHIVE ACCEPTED or ARCHIVE REJECTED | |
| | ARCHIVE READY | |

Table K-6C: Typical Stamps in a Document History (continued)

| TYPICAL STAMPS IN A DOCUMENT HISTORY | | |
|--------------------------------------|---|--|
| DOCUMENT TYPE | TYPICAL STAMPING SEQUENCE | OTHER COMMON STAMPS <i>(In sequence.)</i> |
| Voucher and Local Voucher | CREATED | |
| | SIGNED or T-ENTERED <i>NDEA uses T-ENTERED.</i> | |
| | | ADJUSTED |
| | | REVIEWED <i>Used if routing list contains a Reviewer.</i> |
| | | CERTIFIED <i>Used if routing list contains a Certifying Official.</i> |
| | | AUTHORIZED <i>Used if routing list contains an Authorizing Official.</i> |
| | APPROVAL FAILED <i>APPROVAL FAILED terminates the approval process.</i> | |
| | APPROVED | |
| | BUDGET ADJUSTED | |
| | PAY LINK | |
| | OBLIG SUBMITTED | |
| | POS ACK RECEIVED or REJECTED <i>REJECTED stops the document. An amendment must be approved for further action by the payment module.</i> | |
| | | |
| | VOUCHER SUBMITTED | |
| | PAID or REJECTED | |
| | ARCHIVE SUBMIT | |
| | ARCHIVE ACCEPTED or ARCHIVE REJECTED | |
| ARCHIVE READY | | |
| EFT RETURNED | | |

K.7 Methods of Reimbursement (*tatable*)

Each travel mode and expense item has a method of reimbursement (MOR). MOR can be referred to as a *payment method*. For air or rail, the term *form of payment* (FOP) is used.

The MOR determines the following:

- Advance allowed
- Split disbursement on the voucher

The MOR shows if the traveler (INCL) or the government (EXCL) paid the expense. This will determine whether to reimburse the traveler or to record the expense as part of the total trip cost.

DTS assumes that an expense is paid by the MOR associated with the expense category for that type of expense. A user can change the default MOR.

Based on the expense item and government charge card (GOVCC) in the profile, some MORs are not allowed. For instance, if a traveler has no GOVCC, DTS does not allow use of the GOVCC MOR (Table K-7).

Table K-7: Methods of Reimbursement

| METHODS OF REIMBURSEMENT | |
|--------------------------|--------------------|
| PAYMENT METHOD | REIMBURSEMENT RULE |
| Central Bill | EXCL |
| GTR | EXCL |
| GOVCC-Individual | INCL |
| AMC BILL | EXCL |
| Personal | INCL |
| Govt Funded/Contract | EXCL |

K.8 Expense Categories (*accsub*)

DTS uses expense categories to identify the amount spent on each type of travel expense. DTS subtotals all expenses on a document into expense categories. These are listed in Table K-8.

The Accounting Detail form subtotals expense categories for printed documents. The Accounting Summary Report subtotals expense categories for selected documents.

Table K-8: Expense Categories

| EXPENSE CATEGORIES | | | | |
|-----------------------|------|----------------|----------|-----------|
| ORGANIZATION CATEGORY | CODE | PAYMENT METHOD | RECEIPTS | THRESHOLD |
| COM. CARR.-C | CBA | CENTRAL BILL | 0 | 0 |
| COM. CARR.-G | AMC | AMC BILL | 0 | 0 |
| COM. CARR.-I | PD | GOVCC | 0 | 0 |
| COM. CARR.-T | GTR | GTR | 0 | 0 |
| DEBT | PD | PERSONAL | 0 | 0 |
| GOVT FUNDING | AMC | GOV FUND | 0 | 0 |
| LODGING | PD | GOVCC | 75 | 2000 |
| MI&E | PD | PERSONAL | 75 | 2000 |
| MILEAGE | PD | PERSONAL | 0 | 500 |
| MISC EXPENSE | PD | PERSONAL | 75 | 50 |
| OTHER | PD | PERSONAL | 75 | 25 |
| PHONE CALLS | PD | PERSONAL | 75 | 50 |
| REG. FEES | PD | GOVCC | 75 | 500 |
| REIM EXP | PD | GOVCC | 75 | 30 |
| RENTAL CAR | PD | GOVCC | 75 | 750 |
| SHIP-HHG | GBL | GOV FUND | 0 | 0 |
| TRANSPORT | PD | PERSONAL | 75 | 0 |

K.9 Advance Types (*cardtab*)

Table K-9 shows the items listed in the Advance Authorization drop-down list on the Update Person screen.

Charge card code rules work with reimbursement rules to calculate the advance for estimated expenses.

The advance is limited to an amount sufficient for the trip duration as follows:

- The first 45 days - if the trip is fewer than 46 days
- The first 30 days - if the trip exceeds 45 days (SPPs apply for time in excess of 30 days.)

The authorized amount displays in the Totals screen. Estimated expenses subtotal under their LOA expense categories. An advance calculates for each category. (Select Detail to view this.) The following factors determine the advance for each LOA and expense category:

- GOVCC Rule setting
- Amount of reimbursable expenses allocated to each LOA and expense category

The amount requested displays in the Advance Requested field on the Advances screen.

Table K-9: Advance Types

| ADVANCE TYPES | | |
|---------------|----------|----------------------|
| DESCRIPTION | RULE | PERCENT REIMBURSABLE |
| ADVANCE AUTH | DISCOUNT | 80 |
| CARD HOLDER | DISALLOW | 0 |
| FULL ADVANCE | FULL | 100 |
| NO ADVANCE | DISALLOW | 0 |

K.10 Conditional Routing, Pre-audits, and Electronic Processing Audits (*chklist*)

DTS checks for specific conditions in a document. These checks are used for the following:

- Conditionally routing documents
- Pre-audits
- Electronic processing (EP) audits

Some have additional settings (Table K-10).

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Table K-10: Routing and Audit Tests

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| ABOVE MTMC RATE (chk/nmtmc.p) | AUTH VCH | AUTH VCH | | | |
| ACCT CODES AUTHRZED (chkaccta.p) | VCH | VCH | | | Verifies that the voucher was submitted with the same accounting code(s) that were used for the authorization. |
| ACCT CODES EXIST (chkacct.p) | | AUTH VCH LVCH | | | Verifies that accounting codes exist in the document and the accounting codes entered are valid codes in the master list of accounting codes in the Budget module. The audit fails if a valid accounting code is not in the Accounting screen. |
| ACCT CODES INVALID (chkacct.p) | AUTH LVCH VCH | AUTH LVCH VCH | | | |
| ACCTG SYSTEM (chk/ckactsys.p) | | AUTH LVCH VCH | AUTH LVCH VCH | | |
| ACTUAL MULTI- PLIER (actmult.p) | | VCH | | | If actual expenses were claimed on the voucher, checks that the amount claimed did not exceed the limit set in Calculation Defaults-Actual Lodging Multiplier and Actual M&IE Multiplier. |
| ACTUALS AUTHORIZED (actauth.p) | | VCH | | | If actual expenses were claimed, verifies that they were on the authorization. |
| ACTUALS EXIST (actuals.p) | | AUTH VCH | | | Verifies if actual expenses were selected in advance for lodging and M&IE in a high-cost area. The audit check fails if Actual Lodging was not selected in the Other per Diem Entitlements section of the Per Diem Entitlements screen. |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|---|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| ACTUALS EXPENSE (actuals.p) | AUTH VCH | AUTH VCH | | | |
| ADD GOVCC AMOUNT (govcc-oth.p) | VCH | VCH | | | |
| ADD GOVCC ATM (govcc-atm.p) | VCH | VCH | | | |
| ADVANCE AUTHORIZED (advpay.p) | | AUTH | | | Verifies the amount of the advance requested. The audit will fail if the amount entered exceeds the automatically computed advance for the trip. If the traveler's profile states the traveler holds a GOVCC, the audit will fail. |
| ADVANCE EXCEEDED (advpay.p) | AUTH | AUTH | | | |
| ADVANCE UNMATCHED (advapl.p) | VCH | VCH | | | |
| AFTER CTO (aftercto.p) | | | | | |
| ALLOCATE EXPENSES (chkasn.p) | | AUTH VCH LVCH | AUTH VCH LVCH | | |
| Amount Paid GOVCC by Trav- eler (govcc-trav.p) | VCH | VCH | | | |
| APPLIED ADVANCE (advapl.p) | | VCH | | | Looks for voucher documents where the total advance(s) for this authorization has been applied to the voucher. |

Appendix K: Administrative Setup Information

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|---|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| APPROVAL BY TRAVELER (selfaprv.p) | AUTH | AUTH VCH LVCH | AUTH VCH LVCH | APPROVED | Checks to see if the traveler stamped the document with the parameter document status code. If so, the document fails the audit. For example, if the parameter is set to APPROVED, when the audit is run, the routing history is checked for the existence of a stamp of APPROVED by the traveler. |
| APPROVER (approver.p) | | | | | |
| AUTHORIZATION EXIST (authxst.p) | | VCH | | | Looks for the existence of an authorization that has the corresponding authorization number on the voucher. |
| AUTOROUTE (autorte.p) | AUTH VCH LVCH | AUTH VCH LVCH | | | Checks the document status code history for the stamp SYSTEM ADVANCED. The document will fail the audit if it has been stamped SYSTEM ADVANCED. |
| AWAITING CTO (awaitcto.p) | AUTH | AUTH | | | Checks to see if the document's reservation status code matches the parameter. |
| BACK TO BACK (b2border.p) | VCH | VCH | | | |
| BYPASS PNR (bypnr.p) | AUTH | | | | Determines if document routing through the PNRG to the GDS is necessary. |
| CAR RENTAL (rentalcar.p) | AUTH VCH | AUTH VCH | | | |
| CHANGED FORM OF PMT AIR/RAIL (transfopflip.p) | | | | | |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| COMMENTS (comment.p) | | AUTH VCH LVCH | | | Checks for any comments in the comments area. This flags documents that may contain special circumstances. |
| COST COMPARI- SON (costcomp.p) | | VCH | | 15 | Compares voucher trip total (sum of all reimbursable and non-reimbursable costs) against the total estimated cost on the corresponding authorization using a percentage parameter (i.e., determines if the voucher cost is greater than the specified parameter percentage of the authorization estimate). |
| COST LESS COM. CARR (costnocc.p) | AUTH VCH | AUTH VCH | | | Sums all expense categories except those that begin "COM" and compares them to the parameter dollar amount. If this audit fails it sends an e-mail to the traveler (Receipt.ltr). |
| CUR STAT (curstat.p) | | | | | |
| CUSTOM LOCA- TION USED (custloc.p) | AUTH VCH | AUTH VCH | | | Checks the document per diem locations for a custom location. |
| DAILY EXPENSE THRESH (dailyexp.p) | AUTH VCH | AUTH VCH | | | Compares transportation expense amounts against the Daily Threshold value in the Travel Modes table and non-transportation expenses against the Daily Threshold value in the Expense List table. |
| DFLT PMT METHOD USED (dfpaymth.p) | AUTH VCH | AUTH VCH | | | Checks the document to see if a form of payment other than the default payment method is used. |

Appendix K: Administrative Setup Information

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| DUAL LODGING COSTS (dualldg.p) | AUTH VCH | AUTH VCH | | | Refers to trips that have nested TDY locations. For example, if you are in Dallas, for the first 4 days of the trip, then in Chicago for 2 days, and then back to Dallas for 3 more days while maintaining lodging in Dallas. Ensures that the dual lodging expense does not exceed the lodging allowed at the TDY location where the dual lodging exists. The document passes the audit if the dual lodging expense is less than or equal to lodging allowed for the previous TDY location in the itinerary. It fails the audit if the dual lodging expense exceeds lodging allowed at the previous location in the itinerary. |
| DUTY CONDITION | AUTH VCH | AUTH VCH | | | |
| EMPTY GOVCC ACCOUNT (nogovcc.p) | AUTH LVCH | AUTH LVCH | AUTH VCH | | |
| EXP CAT \$ VARI- ANCE (excvardl.p) | | VCH | | | Compares the voucher trip expense categories (using the Maximum Variance value in the Expense Categories table) against the expense categories on the authorization. Verifies that the voucher expense category amounts are within a specified dollar amount of the authorization expense category amounts). |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| EXP CAT % VARI- ANCE (excvarpt.p) | | VCH | | | Compares the voucher trip expense categories (using the Percent Variance value in the Expense Categories table) against the expense categories on the corresponding authorization (i.e., determines if the voucher expense category amounts are within a specified percent of the authorization expense category amounts). |
| EXP CATEGORY USED (ckexpcat.p) | AUTH VCH LVCH | AUTH VCH LVCH | | | Checks the document for the existence of the Expense Category parameter specified. For example, if the parameter is Tax, the document fails the audit if any expenses that are associated with the expense category Tax exist. |
| EXPENSE \$ VARI- ANCE (expvardl.p) | | VCH | | | Verifies only those expenses, which require authorization (if the Authorization Required field is enabled in the Travel Modes table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the corresponding authorization (using the Maximum Variance value from the corresponding table); (i.e., determines if the voucher expenses are within a specified dollar amount of the authorization expenses). |

Appendix K: Administrative Setup Information

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|---------------------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| EXPENSE % VARIANCE (expvarpt.p) | | VCH | | | Verifies only expenses that require authorization (using the Authorization Required value in the Travel Modes table and the Expense List table). It compares voucher trip expenses against the estimated expenses on the authorization (using the Percent Variance from the corresponding table); (i.e., determines if the voucher expenses are within a specified percent of the authorization expenses). |
| EXPENSE CATE- GORIES (expcat.p) | AUTH VCH LVCH | AUTH VCH LVCH | | EXCESS BAG- GAGE | Verifies that the total expenses for any expense category do not exceed the threshold value in the Expense Categories table. Also verifies that the expense category exists. This audit is scoped by the traveler's organization; therefore, the audit fails if traveler does not have access to an expense category on the document. |
| FOREIGN TRAVEL (foreign.p) | AUTH VCH | AUTH VCH | | | Checks for any travel outside the U.S. |
| GOVT ADVANCE PAID (govadv_paid.p) | AUTH | AUTH | | | |
| GOVT QTRS/ MEALS NOT USED (qtrmlvr.p) | AUTH VCH | AUTH VCH | | | |
| GROUP AUTHO- RIZATION (group.p) | AUTH | AUTH | | | Checks to see if the document is a Group Authorization. |
| GRP TRV OVER- LAP (grpovrlp.p) | | AUTH | | | |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| LAUNDRY/DRY CLEANING (laundry.p) | AUTH VCH | AUTH VCH | | | Checks the document for a Laundry/Dry Cleaning expense. The audit fails if the Laundry/Dry Cleaning expense was claimed for a trip less than 4 nights. |
| LEAVE AUTHO- RIZED (lvauth.p) | | VCH | | | Determines if leave days were taken as part of the voucher and verifies that the leave was requested on the authorization. |
| LEAVE EXISTS (leave.p) | AUTH VCH | AUTH VCH | | | Checks the document for the existence of annual or non-duty leave. |
| LEAVE UNAP- PROVED (lvauth.p) | VCH | VCH | | | |
| LOCAL TRAVEL EXPENSE (travemode.p) | | LVCH | | | Verifies that all expenses entered on the document match a valid entry in the Local Travel Expenses table. |
| LODGE OVER PERDIEM (perdiemldg.p) | AUTH VCH | AUTH VCH | | | |
| LODGING CBA/ GTR (payldg.p) | AUTH VCH | AUTH VCH | | | |
| MEAL EXPENSE (meal.p) | | LVCH | | | |
| MEALS AVAIL- ABLE (mealsavl.p) | AUTH VCH | AUTH VCH | | | Checks the per diem locations on the document to see if meals are available. |
| MISSING FROM/ TO LOCATION (pov.p) | | LVCH | | | |

Appendix K: Administrative Setup Information

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|--|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| MISSING MEAL LOCATION (mealoc.p) | | LVCH | | | |
| MULTIPLE RESI- DENCE ON DATE (multres.p) | | LVCH | | | |
| NDEA (ndea.p) | | | | | |
| NO EXPENSE EXISTS (noexp.p) | | LVCH | LVCH | | |
| NO TRIP TYPE (cktrty.p) | | AUTH VCH | AUTH VCH | | Checks to see if a trip type is used and that it matches one found in the trip type table. |
| NO VCH (novch.p) | | | | | |
| NON COMPL VEHICLE (ncomplcar.p) | AUTH VCH | AUTH VCH | | | |
| NON CONTRACT FARE (nconfare.p) | AUTH VCH | AUTH VCH | | | Checks to see if a non-contract fare was used. |
| NON FEMA APPROVED (nfema.p) | AUTH VCH | AUTH VCH | | | |
| NON-GOVERN- MENT FARE (ngovfare.p) | AUTH VCH | AUTH VCH | | | |
| OCONUS/CONUS (ocon-con.p) | AUTH | | | | |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|---|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| OTHER AUTH USED (othaxst.p) | AUTH | AUTH VCH | | | Checks the document for the Other Authorization parameter specified. For example, if the parameter is Annual Leave or Non-Duty Days, the document fails the audit if the Other Authorization Annual Leave or Non-Duty day exists. |
| OTHER AUTHORI- ZATIONS (othauth.p) | | AUTH | | | Verifies that any Other Authorization Codes on the document are listed in the Other Authorizations table. |
| OTHER EXPENSES (othexp.p) | | AUTH VCH | | | Verifies that each expense does not exceed the Single Threshold value set for the expense in the Expense List table. |
| OTHER/INVALID AUTHORIZA- TIONS (othauth.p) | AUTH | AUTH | | | |
| OVERRIDE (override.p) | | AUTH VCH | | | Checks the document to see if overrides exist for M&IE. |
| PAPER TICKET EXPENSE (papertkt.p) | AUTH VCH | AUTH VCH | | | |
| PER DIEM DFLT RATES (pdmrate.p) | AUTH VCH | AUTH VCH | | | |
| PER DIEM LOC AUTH (pdmauth.p) | | VCH | | | Checks corresponding authorization for per diem locations. |
| PER DIEM LOC MISMATCH (pdmauth.p) | VCH | VCH | | | |

Appendix K: Administrative Setup Information

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| PERDIEM RATES (pdmrate.p) | | AUTH VCH | | | Verifies that the per diem rate used to calculate the document is the most current rate for the TDY location in the per diem table. |
| PERSONAL INFO - ALL (perall.p) | | AUTH VCH LVCH | | | Verifies that all of the traveler information entered in the document is the same as in the Traveler Information table. |
| PERSONAL INFO - KEY MISMATCH (percomp.p) | AUTH VCH LVCH | AUTH VCH LVCH | | | Verifies that the First Name, Last Name, Middle Initial, Charge Card, Work Hours, and Routing List in the traveler information entered in the document is the same as in the Traveler Information table. |
| PERSONAL INFO - MISMATCH (perall.p) | | AUTH VCH LVCH | | | |
| PMT METH AUTHORIZED (paymeth.p) | | VCH | | | |
| PMT METH MIS- MATCH (paymeth.p) | VCH | VCH | | | |
| POV AND GASO- LINE EXPENSE (povgas.p) | | LVCH | LVCH | | |
| PREMIUM CLASS FARE (premiumcls.p) | AUTH | AUTH | | | |
| QTRS/MEALS OVERRIDE (qtrmlovr.p) | | AUTH VCH | | | Checks the per diem locations on the document to see if meals and/or quarters are available. If they are, then the audit checks for any differences between what is available and what is used for lodging and meals. |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|---|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| RECRUITER EXPENSE EXIST (recruit.p) | | LVCH | | | |
| REVIEWER (reviewer.p) | | | | | |
| SELF AO (selfao.p) | | | | | |
| SIGNATURE VER- IFY (chksig.p) | AUTH VCH LVCH | AUTH VCH LVCH | AUTH VCH LVCH | | Checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Verifies that the document has not been adjusted since it was signed. |
| SIGNED (signed.p) | | | | | |
| SIGNER (signer.p) | | | | | |
| SPECIAL CIR- CUMSTANCES | AUTH VCH | | | | Checks to see if a special circumstances trip type was used. |
| SPECIAL MEAL RATE (specrate.p) | AUTH VCH | AUTH VCH | | | |
| SPLIT DISB REDUCED (splitdisb.p) | | VCH | | | |
| SPP PAID (spppaid.p) | AUTH | AUTH | | | |
| TRAVEL DATE OVERLAP (tmovrlp.p) | | VCH | | | Checks all of the travel documents for a given traveler to see if more than one voucher has been submitted for the same time period. |

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Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|---|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| TRAVEL EXPENSES (travmode.p) | LVCH | LVCH | | | |
| TRAVEL MODE MISMATCH (tvmdauth.p) | VCH | VCH | | | |
| TRAVEL MODE ROUTE (nu-travmode.p) | AUTH LVCH VCH | | AUTH LVCH VCH | | |
| TRAVEL MODES (travmode.p) | AUTH VCH | AUTH VCH | | | Verifies that all travel modes entered on the document match a valid entry in the Travel Modes table and verifies that each travel mode does not exceed the Single Threshold value set for the travel mode in the Travel Modes table. |
| TRAVEL MODES AUTHRZD (tvmdauth.p) | | VCH | | | Verifies that the travel modes used on the voucher are the same that were used on the authorization. |
| TRAVELER NUM- BER (numgrp.p) | AUTH | | | | |
| TRIP DATES & LOCS (chkdate.p) | VCH | VCH | | | Determines whether the traveler went to locations that were not authorized as part of the authorization. This audit also checks to make sure the dates are valid within the number of days specified as the parameter. For example, if the parameter is 5 then the audit makes sure the voucher departure and return dates are within 5 days of the authorization's departure and return dates. |
| TRIP DURATION (duration.p) | AUTH VCH | VCH | | 180 | |

Table K-10: Routing and Audit Tests (continued)

| ROUTING AND AUDIT TESTS | | | | | |
|--|---------------------------------|----------------------------------|---|-----------|---|
| PROCEDURE (filename.p) | ROUTING TEST FOR DOC TYPE | PRE- AUDIT FOR DOC TYPE | EP AUDIT FOR DOC TYPE Set to FAIL | PARAMETER | DESCRIPTION |
| TRIP DURATION 45 (duration.p) | | AUTH VCH | | 45 | Verifies the trip duration. If the trip duration is greater than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail. |
| TRIP DURATION 180 (duration.p) | | AUTH VCH | | 180 | Verifies the trip duration. If the trip duration is greater than the parameter entered, the document will fail the audit. For example, if the parameter is 60 and the trip duration is 61 days, the audit will fail. |
| TRIP PURPOSE USED (purpused.p) | AUTH VCH | AUTH VCH | | | |
| TRIP PURPOSES (trippurp.p) | AUTH VCH | AUTH VCH | | | |
| TRIP TYPES (authtype.p) (triptype.p) | AUTH VCH | AUTH VCH | | | Verifies that the trip type information entered in the document matches a valid entry in the Trip Type table (by the traveler's organization). |
| VARIATIONS AUTH (varauth.p) | | AUTH | | | |
| VESSEL TRAVEL (vessel.p) | | AUTH VCH | | | If Aboard US Vessel is selected in the Update Lodging and M&IE screen and the itinerary indicates only one TDY location, the audit fails. When vessel travel is selected, two TDY locations are required for the itinerary (for embarkation and debarkation locations). |

K.11 Pre-Audit Messages and Advisory Notices

DTS triggers a pre-audit message when certain conditions exist in a document. Most of these pre-audits require justification. Certain pre-audits are considered as advisory and do not require justification. The following table provides information about the pre-audit messages. The messages are under the Reason Flagged heading, listed in the first column of the table. The Additional Information column identifies whether or not the message is an advisory notice only.

Table K-11: Pre-Audit Messages and Advisory Notices

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|---|
| Reason Flagged | Item Description | Additional Information |
| ACCT CODES AUTHORIZED | Accounting code not authorized – Trip. | Triggers if the line of accounting (LOA) used on the voucher is not the same LOA used on the authorization. User should explain the reason for using an LOA for the voucher that is different from that which was approved. |
| ACCT CODES INVALID | Account code(s) entered not valid in master list. | Triggers if the LOA used on the document is not valid in accordance with the master list in DTA Maintenance. |
| ACCT NUMBER CHANGED BY CTO | Account number submitted by CTO document differs from account number on PNR. | Triggers if the CTO returns a charge account number as the form of payment for air or rail ticketed transportation that is different from the account number in the PNR. The charge account number at CTO SUBMIT is different from the number provided at CTO BOOKED or CTO TICKETED. |
| ACTUAL MULTIPLIER | System preference multiplier value for Lodging and M&IE was changed between the previous and the current adjustment level of the document. | Triggers if the DTS defined Multiplier for Lodging (currently set at 300%) or M&IE (currently set at 100%) has changed between the previous and the current adjustment levels on the document. A change in the multiplier may or may not cause other pre-audits to trigger, depending on the change. |
| ACTUALS AUTHORIZED | Actuals not authorized. | Triggers if the actual lodging claimed on the voucher differs from the actual lodging authorized for each day in the approved authorization. User should explain the reasons for the difference. |
| ACTUALS EXPENSE | Actual expense allowance requested. | Triggers on the authorization or voucher when the traveler requests per diem entitlements for one or more days of actual lodging expense. The AO can approve up to 300% of the per diem rate for the location. The user should explain the need for the lodging cost in excess of the locality rate. |
| ADD GOVCC-INDIVIDUAL AMOUNT | Amount paid GOVCC by traveler. | Triggers in a voucher if a user has modified the split disbursement (in the Payment Totals screen) in order to specify an amount of the disbursement to be paid directly to the GOVCC. The user has entered an amount in the Add'l GOVCC Amt field. This will increase the payment to the GOVCC and reduce the payment to the traveler's personal bank account. |
| ADVANCE EXCEEDED | Requested or paid advance amount exceeds reimbursable expenses claimed on the authorization. | Triggers if the travel document with a previously paid or requested non-ATM advance is amended and the amendment reduces reimbursable expenses below the requested or paid advance amount. |
| ADVANCE UNMATCHED | Blank authorization number on Trip 1 (unable to find authorization) ---- no authorization found: <TANUM> - -- adv applied less/ greater than adv requested. | Triggers if an advance is requested and one of the following conditions exist: <ul style="list-style-type: none"> • Trip exists, but no TANUM is assigned. • No matching authorization trip record found. • Advance amount applied does not equal amount requested on authorization. |
| ALLOCATE EXPENSES TO ASN | All expenses claimed on a travel document must be allocated to an LOA before the travel document can be approved. | Triggers if an expense claimed on a travel document has not been allocated to an LOA. |

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Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|--|--|--|
| Reason Flagged | Item Description | Additional Information |
| AMOUNT PAID GOVCC BY TRAVELER | Amount paid GOVCC by traveler. | Triggers if an amount is entered in the Less Previous Payments to GOVCC field of the Payment Totals screen. This action reduces the disbursement to GOVCC. DTS compares amount due the GOVCC with the amount on Payment Totals screen, based on methods of reimbursement. This flag also triggers a Split Disbursement Reduction audit message. |
| ATM ADVANCE WITH NO FEE | Voucher shows an ATM advance. Traveler has not claimed a fee for the advance. | Triggers if the voucher indicates that an ATM advance was taken on the GOVCC, but no ATM advance is claimed. This does not apply to the separate ATM service fee. Advisory notice only; justification not required. |
| AUTHORIZED DELAY REQUESTED | Constructed Travel (CT) - Allowable travel time exceeded and per diem entitlement "Authorized Delay" selected on the per diem entitlement screen. | Triggers if the per diem entitlement condition Authorized Delay is selected for any of the itinerary days of the DTS trip document for a voucher from authorization or voucher amendment. |
| BACK TO BACK | Back-to-Back order encountered on imported document. | Triggers if traveler selected Back-to-Back Order check box on an imported authorization. |
| CANNOT VOUCHER TRIP TYPE | The Trip Type you have selected cannot be vouchered from in DTS. If this was not your intent, please return to the itinerary screen and review your trip type. | Triggers if DTS is not able to create a voucher for the trip type selected. If this is not intended, access the Trip Overview screen in the itinerary to review the trip type. Advisory notice only; justification not required. |
| CAR RENTAL | Import-export (IE) - Rental car not authorized on imported document. | Triggers if the authorization is imported and contains a request for a rental car reservation. |
| CAR RENTAL CBA/GTR | Centrally Billed Account (CBA) or Government Transportation Request (GTR) is invalid payment method for car rental in DTS. | Triggers if CBA or GTR method of reimbursement is selected for rental or commercial auto expense. |
| CHANGED FORM OF PMT AIR/RAIL | Notification of form of payment change. | Triggers if DTS detects change in form of payment for air or rail transportation. Advisory notice only; justification not required. |
| CONSTRUCTIVE TRAVEL WORKSHEET | A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost-comparison worksheet to be completed and included with the document. | Triggers if a transportation mode other than Commercial Air or Government Transportation is selected. Traveler enters comment in justification textbox. May require traveler to complete a Constructed Travel cost-comparison worksheet and submit it with the document using the Substantiating Records screen. If the traveler uses more than one transportation mode to complete the trip, a comparison should be made against the cost of using commercial air for the entire trip. The AO will determine the best way for travel to be performed and whether to approve as limited. The Justification textbox is prepopulated if CBA or Prepaid Transportation is entered. |

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|--|---|--|
| Reason Flagged | Item Description | Additional Information |
| COST COMPARISON | Vch cost auth est cost. -or- vch cost is not within 15% of est cost. | Triggers if the voucher cost exceeds the approved estimate on the authorization by 15%. DTS checks the sum of the account totals in the voucher against the estimated cost in the authorization. The user should briefly explain the increase in costs from the approved authorization. |
| CTO FEE ACCOUNT MISMATCH | Form of payment of the ticketed transportation differs from CTO Fee document. | Triggers when the CTO Fee on the document has a form of payment different from the corresponding air or rail ticketed transportation. The ticketed entries on the Other Trans screen should be verified and the CTO Fee accessed from Trip Preview screen. The charges and accounts used should be confirmed; the CTO may need to be contacted for verification. |
| CTO FEE DATA UPDATED | Any change to the CTO Fee data. | Triggers when system-generated ticket or fee information has been edited. Requires justification to the AO. |
| DFLT PMT METHOD NOT SELECTED | <Expense> ON <Date> HAS PAYMENT METHOD OF <Payment Method> - NOT USING DEFAULT PAYMENT METHOD - <Payment Method>. | Triggers if the user manually changed the default payment method or method of reimbursement if default is other than Personal for any expenses on the document. The user should explain the change. The exception to the rule is when a non-exempt cardholder selects CBA as payment method (overriding default of IBA) for flight / rail on the Travel Summary screen. In this case an Other Auth is triggered. |
| DUAL LODGING COSTS | Dual lodging costs <amount> on <date> are greater than lodging allowed <amount> on trip <trip number>. | Triggers when the dual Lodging has been selected, but the amount entered exceeds lodging allowed for the location in the itinerary. User should justify the reimbursement for dual lodging as entered in per diem entitlements as a separate lodging expense. Dual lodging is sometimes allowed when the traveler is making a "trip within a trip." For example, a traveler is on a lengthy TDY to one location, and it is more advantageous to the government for the traveler to retain the original lodging arrangements while making a trip to another location. |
| DUTY CONDITIONS (LEAVE) CHANGED | IE - Imported orders days do not match imported ALVE or NLVE. | Triggers when DTS has detected a change in the per diem entitlements for the following day(s) authorized as leave by the imported authorization (order-issuing authority). |
| EMPTY GOVCC ACCOUNT | GOVCC information must be populated in the traveler's personal profile if GOVCC is selected on the travel document for the method of reimbursement (MOR). | Triggers if the selected MOR on the travel document is GOVCC, and the GOVCC field is not populated on the traveler's profile. |
| EMPTY GOVCC ACCOUNT - Individual Account | Personal Charge Card information must be populated on the traveler's personal record if IBA is selected on the travel document for the MOR. | Triggers if the selected method of reimbursement is IBA (personal charge card) on the travel document and the IBA information is not populated on the traveler's profile. |
| FLY AMERICA | <Carrier name> is a non-US flag carrier for flight <flight number, airport, date, and time> | Triggers when a non-US carrier is selected for the trip. Use of a non-US carrier may be a violation of the Fly America Act. The traveler must justify the reason for selecting a non-US carrier. |

Appendix K: Administrative Setup Information

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|--|
| Reason Flagged | Item Description | Additional Information |
| FOREIGN TRAVEL | Foreign travel doc. See Defense Travel Administrator (DTA) personnel for special processing requirements. | Triggers if the document includes a TDY location on the OCONUS list. Reminds user to accomplish any local requirements that exist for foreign travel, e.g., passport, country clearance, security briefings, and other items. Note: Alaska, Hawaii, and US territories are listed in DTS as OCONUS locations. Advisory notice only, justification not required. |
| GOVT ADVANCE PAID | Notification that amendment created that could possibly adjust the allowable advance amount after a non-ATM advance has been paid. | Triggers if the travel document is amended (Add or Modify Government Advance Paid) after advance paid. |
| GOVT MEALS NOT USED | Govt meals <meal> for <MILITARY LOCATION> not used. | Triggers for military personnel when the per diem entitlements for a military location that has dining facilities are adjusted to reflect change in meal entitlement to something other than the military dining facility. The traveler must justify why the military dining facilities were not used. |
| GRP TRV OVERLAP | Traveler with <last name>, last 4 of SSN <xxx> has an overlapping trip on a document name <doc name> with document type of <doctype>. | Triggers if the current group authorization has dates that overlap with dates on another travel document. The user should explain the nature of the overlapping trips. Typically, a traveler should not be allowed to have travel orders to more than one location for the same dates. |
| IDL IN PER DIEM | Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel. | Triggers when the itinerary indicates travel across the International Date Line (IDL), and this is reflected in the dates recorded for per diem entitlements. If the starting point is in the western hemisphere, and the destination in the eastern hemisphere, and no stopover point is entered, DTS will assume the travel direction is westward across the Pacific Ocean and thus cross the IDL. DTS will calculate per diem accordingly. Consequently, <i>eastward travel from western to eastern hemisphere (such as from North America to Asia across the Atlantic Ocean and Europe) will incorrectly trigger IDL reimbursement</i> . Note: If IDL is indicated in per diem, and travel did not cross the IDL, please add an En Route stopover location in the itinerary. |
| INCORRECT FISCAL YEAR ALLOCATION | This travel document covers fiscal year(s) <FY> and <FYY> but no line of accounting was specified for fiscal year(s) <FY>. | Triggers when travel occurs over different fiscal years and an LOA was not applied for each fiscal year. |
| INVALID TRANS EXPENSE | Invalid travel expense for invitational travel. | Triggers when a transportation expense exists on the document for a day other than the designated travel days (i.e., the first and last day of the trip or departure and arrival day for multiple location trips), and the trip type on an authorization or a voucher is Invitational (Family - Transportation Only) or F6-Renewal Agreement LV. |

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|--|
| Reason Flagged | Item Description | Additional Information |
| LAUNDRY/DRY CLEANING | Invalid expense -- laundry/dry cleaning > 0 td. | For civilians: Triggers if the traveler selects Laundry/Dry Cleaning expense for a CONUS trip that is fewer than 4 nights. For military personnel: Triggers if the traveler has a Laundry/Dry Cleaning expense and the CONUS trip dates are fewer than 7 nights. Note: This expense does not display in the drop-down list if either of the following are true: <ul style="list-style-type: none"> The trip is fewer than the specified number of nights. An OCONUS TDY location is listed in the itinerary. |
| LEAVE REQUESTED | The traveler has selected leave time during the trip dates. | Triggers to remind the traveler and the AO that the trip includes leave and local procedures should be followed. Advisory notice only, justification not required. |
| LEAVE UNAPPROVED | Leave not authorized on <mm/dd/yy>. | Triggers if the leave indicated in the voucher is not the same as the leave approved in the authorization. The user should provide an explanation in accordance with local business practices. |
| LOCAL TRAVEL EXPENSE | "Expense Type" Exceeds Threshold "Dollar Amount." | Triggers if any of the following are true: <ul style="list-style-type: none"> A user manually entered an expense. The amount entered for an expense selected from the drop-down list exceeds the threshold. The total amount for multiple uses of the same expense exceeds the threshold. The expense thresholds are found Table K-4B. |
| LODGING CBA/ GTR | CBA or GTR is invalid payment method for lodging in DTS. | Triggers if a user selects a CBA or GTR MOR for lodging. |
| LODGING OVER PER DIEM | Hotel rate exceeded per diem allowed. Actual Lodging must be selected on the per diem entitlements screen in order for the traveler to be reimbursed the full amount. | Triggers if the lodging cost for 1 or more days of the trip exceeds the per diem rate allowed. Actual lodging must be selected on the Per Diem Entitlements screen in order for the traveler to receive full reimbursement. Note: This only triggers once in a document, regardless of the number of days that the lodging costs exceed per diem. Advisory notice only; justification not required. |
| LODGING WITH NO HOTEL TAX | Lodging is claimed on the voucher but hotel tax is not. | Triggers if the voucher has lodging expenses, does not include a Hotel Tax expense, and the per diem location does not indicate Quarters Available. Advisory notice only; justification not required. |
| MEAL EXPENSE | Meal expense claimed. | Triggers on a local voucher when a military member selects the Meal expense. Reimbursement for a meal on a local voucher is limited, and the AO should consult local business rules before approving the voucher. Note: The Meal expense is not authorized for civilian employees. |

Appendix K: Administrative Setup Information

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|--|---|--|
| Reason Flagged | Item Description | Additional Information |
| MIL QTRS NOT USED | <MILITARY LOCATION> has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one pre-defined reason and provide additional justification as indicated or needed. | Triggers when a traveler removes the check mark for Quarters Available at a military location with military quarters available. Traveler must justify why the military quarters were not used. |
| MSSING EFT INFORMATION | This document which includes a request for payment does not contain any Electronic Funds Transfer (EFT) account information. Payment by EFT is mandatory per the DoD Financial Management Regulation. The only exception is when the traveler does not have access to an account at a financial institution that can receive EFT transmissions. If you do not qualify for this exception, you must enter the EFT information in the profile section prior to signing. | Triggers if traveler does not have EFT account information in the travel profile. If Mandatory EFT Payment radio button is Yes with no EFT account data, the document cannot be signed, and the user will be returned to this screen. The No radio button is only an option if the traveler does not have access to an account or financial institution that can receive EFT transmissions. Traveler must enter a justification. |
| MISSING FROM / TO LOCATION | Local voucher requires that mileage expenses claimed on a local voucher include a From and a To location. | Triggers if mileage expense is claimed on a local voucher and the From or To location has not been identified. |
| MISSING MEAL LOCATION | Local voucher requires that meal expenses be correlated with a location. | Triggers if a meal expense is included on a local voucher, but the location has not been entered. |
| MULTIPLE RESIDENCE ON DATE | Must justify multiple local travel to and from residence on same day. | Triggers on a local voucher if a traveler selects Mileage expense for a private auto and has indicated two or more trips on the same day with the origin or destination as residence. The user must complete the From and To fields for each trip. Typically, the traveler will be reimbursed for only 1 round trip per day from and to traveler's residence. The traveler is not normally allowed reimbursement for multiple trips from and to home on the same day. The AO should consult local business rules before approving the voucher. |

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|--|
| Reason Flagged | Item Description | Additional Information |
| NO ACCT CODE ASSIGNED | No line of accounting (LOA) has been selected on this document. This document cannot be approved until at least one LOA has been selected and all expenses have been allocated to an LOA. | Triggers if an LOA has not been applied to a document before initial approval. An LOA must be applied or an audit failure will result. Advisory notice only; justification not required. |
| NO EXPENSE EXIST | Must indicate at least one expense item with cost. | Triggers if a local voucher does not have at least one expense with a cost that is greater than \$0. |
| NO GAS FOR RENTAL CAR | Reminder to claim expense for gasoline if a rental car was used. | Triggers on a voucher to alert that a Rental Car expense has been entered, but no corresponding Gasoline expense has been entered. Advisory notice only; justification not required. |
| NO TRIP TYPE | Selection of the trip type is mandatory before the travel document can be approved. | Triggers if a trip type has not been selected for the travel document. |
| NON CONTRACT FARE | Non Contract Fare used "Flight Details." | Triggers if a user selects a flight that is not a GSA City-Pair flight and a GSA City-Pair flight <i>is available</i> for selection. DoD travelers are required to use the GSA City-Pair flight unless otherwise justified. The user must perform the following: 1. Select the link above the justification box 2. Select a preformatted reason code Enter additional justification manually, if necessary. |
| NON GOVERNMENT FARE | Non Government Fare used "Flight Details." | Triggers for each selected flight in the Trip Summary that is neither a GSA City- Pair flight nor a "Me Too" fare. These flights match the GSA City-Pair conditions for government employee use, and are indicated by a fare ending in <i>xDG</i> . DoD travelers are required to use the GSA City-Pair flight, if available. If a GSA City-Pair flight is not available, travelers should use a Me Too fare, which is designated as "government fare" in DTS. |
| OTHER / INVALID AUTHORIZATIONS | Invalid other authorizations exist. | Triggers if an Other Authorization that is not included in the Other Authorization selection list exists on the authorization. |
| PAPER TICKET EXPENSE | Reimbursement for a paper ticket fee is not authorized for personal convenience and therefore must be justified. | Triggers if a paper ticket is requested. The travel industry primarily uses e-tickets. CTOs typically issue the paper tickets only upon request. Although there are certain situations that require paper ticket, DTS users must justify each claim of a CTO Fee for issuing a paper ticket. The fee is usually listed on the itinerary or CTO invoice that shows the charges in support of the specific trip. |
| PER DIEM LOC MISMATCH | "Per Diem Location" not authorized. | Triggers if the TDY location on the voucher differs from the TDY location on the authorization for the trip. The user should explain the changes for the routing officials and the AO. |

Appendix K: Administrative Setup Information

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|--|
| Reason Flagged | Item Description | Additional Information |
| PERSONAL INFO HAS CHANGED | Personal Profile Information has changed from what is in the permanent profile. Please ensure all information is correct. <CHANGED INFORMATION> | Triggers to inform the user to verify that key personal information in the document does not match the information entered in the traveler's personal profile in DTA Maintenance Tool > People. The user should explain any changes to key information. Advisory notice only; justification not required. |
| PMT METH MISMATCH | <EXPENSE TYPE> on <DATE> has pmt method if (method) - Does not match auth payment method, <method>. | Triggers to signal that a method of payment of reimbursement (MOR) for an expense on a voucher is different from that on the approved authorization. The pre-audit flags any changes to the MORs for air fares (for example, from CBA to GOVCC or vice versa). The pre-audit also triggers if the traveler changes the MOR from GOVCC to personal on the voucher to adjust a split disbursement. e.g., to increase the electronic funds transfer payment. The user should provide the routing officials and the AO with an explanation of the changes in accordance with local business rules. |
| POSSIBLE DUPLICATE EXPENSE | POSSIBLE DUPLICATE <EXPENSE> <AMOUNT> | Triggers on voucher on occurrence of at least one Non-Mileage expense which matches by dollar amount an existing expense under Travel. Traveler must enter a justification. |
| POSSIBLE EXCESSIVE EXPENSE | The traveler has selected an expense from the drop-down list and has entered an amount that exceeds the threshold for that expense. | Triggers if the amount entered for an expense exceeds the threshold amount. Traveler must enter a justification. |
| POV AND GASOLINE EXPENSE | AO must determine actual cost or mileage reimbursement, not both. | Triggers on a local voucher when reimbursement is claimed for both the Mileage expense <i>and</i> the Gasoline Private Vehicle expense. Reimbursement can only be approved for one of these expenses; the other must be removed before submitting. Note: Selection of Gasoline Private Vehicle will also trigger the Local Voucher Expense pre-audit for exceeding the threshold, which is set at \$0. The expense thresholds are found in Table K-4B. |
| PREMIUM CLASS FARE | Air travel reservation(s) contains the following premium class fare basis code: (fare class). | Triggers if the airline reservation(s) contains premium class fare. DTS does not normally enable travelers to select premium air fares. Infrequent situations may occur that contribute to an authorization having a premium air fare, such as the following: <ul style="list-style-type: none"> • Coach fare may be such that the airline provides an automatic upgrade (a YUP fare). • GSA City-Pair fares may be available for business class on some overseas routes. • Airline fare structure change may confuse the DTS booking engine and cause a premium fare to be allowed. To ensure that routing officials and AOs are aware of potential premium fares, this pre-audit will trigger. The user should enter an explanation. Note: Typically this pre-audit triggers after the CTO has booked; the traveler may not be aware of the premium fare. |

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|---|---|---|
| Reason Flagged | Item Description | Additional Information |
| RECRUITER EXPENSE EXISTS | Recruiter expense can only be claimed by military recruiter. | Triggers if reimbursement is claimed for Parking - Recruiter/Trainer. This expense is only valid for recruiters and trainers. Note: Use of this expense will also trigger the Local Voucher Expense pre-audit for exceeding the threshold, which is set at \$0. The expense thresholds are found in Table K-4B. |
| RENEWAL AGREEMENT TRAVEL | Renewal Agreement Travel Leave taken in conjunction with Permanent Duty Travel must be claimed on the PDT voucher outside of DTS. No per diem will be paid on a voucher created from this authorization. Please provide justification for continuing with this authorization. | Triggers when the trip type F6 - Renewal Agreement LV is selected for OCONUS travel or trip type F6 - Renewal Agreement LV is selected in conjunction with Permanent Duty Travel. User must acknowledge that per diem will not be paid on a voucher created from this authorization. |
| RENEWAL AGREEMENT TRAVEL | GSA City – Pair unavailable for the designated location <LOCATION>, traveler must use the lowest available unrestricted coach fare to the designated location as the travel limit. Please provide justification for continuing with authorization. | Triggers if DTS could not find a GSA City-Pair flight and traveler selected a non-GSA City Pair flight. Traveler must enter a justification. |
| RENEWAL AGREEMENT TRAVEL | Renewal Agreement Travel to a foreign OCONUS location is only authorized if the employee's permanent residence is in that country. I hereby certify that this travel is to the country of permanent residence. | Triggers if travel is to an OCONUS location. The user must confirm that their permanent residence is OCONUS. |
| SPLIT DISB REDUCED | Precalculated split disbursement amount to GOVCC was reduced. | Triggers on a voucher to compare the amount due GOVCC to the amount on the Payment Totals screen, based on method of reimbursement. If an amount is entered in the Less Previous Payments to GOVCC section of the Payment Totals screen, the split disbursement to GOVCC is reduced. |
| RENTAL CAR OUTSIDE TRIP DATES | Rental car drop-off or pickup has to occur inside the trip start and end dates. | Triggers if a rental car reservation contains a pick-up date before the trip start date or the drop-off date is after the trip end date. |

Appendix K: Administrative Setup Information

Table K-11: Pre-Audit Messages and Advisory Notices (continued)

| PRE-AUDIT MESSAGES AND ADVISORY NOTICES | | |
|--|--|--|
| Reason Flagged | Item Description | Additional Information |
| SIGNATURE VERIFY | Digital signature verification. | Triggers if any of the following conditions are found during digital signing: <ul style="list-style-type: none"> • Document modified (signature OK). • DTS cannot find trip document. • DTS cannot find a person record. • Document not signed upon review or approval. • Status code could not be found in vch_stat. • No distinguished name found in password table. • Non-traveler signature (NDEA-signed). It also triggers if, upon approval, the signer's cert has changed since initial stamp. |
| TRANSPORTATION MODE CHANGE | A transportation mode of other than commercial air or government transportation may require a Constructed Travel cost-comparison worksheet to be completed and included with the document. | Triggers if the voucher indicates a transportation mode that was not approved on the authorization. Traveler must enter justification and may have to complete and include a Constructed Travel cost-comparison worksheet with the document using the Substantiating Records screen. |
| TRAVEL MODE MISMATCH | Mode not authorized "Mode of Travel." | Triggers if the travel mode identified on the voucher differs from the travel mode identified on the authorization. This is a major change to the itinerary. The travel arrangements for a trip are displayed in the Trip Preview. The user should explain the deviation from the authorization. |
| TRIP DATES & LOCATIONS MISMATCH | "Per Diem Location" Not Authorized. Second Pre-Audit Trip "Start/End" date Not Authorized. | Triggers if the voucher shows any changes to the trip dates and the TDY locations from those approved on the authorization. This identifies any major changes to the itinerary for the trip. The user should explain the deviation from the approved authorization. |
| TRIP DURATION EXCEEDS 45 DAYS | The trip length exceeds 45 days. Partial payments should be scheduled. | Triggers to remind the traveler, ROs, and AOs that trips exceeding 45 days are eligible for the use of Scheduled Partial Payments (SPPs). Local business rules may dictate other explanations. This notice will trigger only if SPPs have NOT been requested. Advisory notice only; justification not required. |
| TRIP DURATION EXCEEDS 180 DAYS | TDY exceeds 180 DAYS and may require higher-level approval. | Triggers to alert the user that the trip exceeds 180 days and may require higher-level approval in accordance with service or agency regulations. Advisory notice only; justification not required. |

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