



GUIDE



Defense Travel System (DTS) Guide 2: Authorizations

January 20, 2023

V4.5



Table of Contents

| | |
|---|-----------|
| Revision History | 3 |
| Chapter 1: Authorizations Introduction..... | 4 |
| Chapter 2: Create the Authorization | 5 |
| 2.1 Standard Itinerary - Creation Process | 5 |
| 2.2 Non-Routine Travel | 9 |
| 2.2.1 Invitational Travel Authorization | 9 |
| 2.2.2 Government Funded Leave | 13 |
| Chapter 3: Authorization Layout & Navigation | 14 |
| 3.1 The Progress Bar | 14 |
| Chapter 4: Reservations Module..... | 17 |
| 4.1 Enter TSA Information..... | 17 |
| 4.2 Make Flight Reservations | 18 |
| 4.3 Make Rail Reservations | 22 |
| 4.4 Make Rental Car Reservations | 24 |
| 4.5 Make Lodging Reservations | 26 |
| 4.6 Review Reservation Selections..... | 41 |
| Chapter 5: Expenses Module | 45 |
| 5.1 Reservation Expenses | 46 |
| 5.2 Other Expenses..... | 49 |
| 5.3 Attaching Files and Substantiating Documents | 57 |
| 5.4 Expenses Screen Icons Explained | 63 |
| Chapter 6: Per Diem Module..... | 66 |
| 6.1 Adjust Per Diem Amounts Screen..... | 68 |
| Chapter 7: Accounting Module | 74 |
| 7.1 Enter Accounting Codes..... | 74 |
| 7.1.1 Add or Remove a LOA | 75 |
| 7.1.2 Add Multiple LOAs | 75 |
| 7.2 Request an Advance | 77 |
| 7.3 Scheduled Partial Payments | 80 |
| 7.4 Review Trip Costs and Payments | 81 |
| Chapter 8: Review Module..... | 83 |
| 8.1 Review Profile Screen | 83 |
| 8.2 Review Trip Authorization Screen | 85 |

8.3 Other Auths and Pre-Audits Screen88

8.4 Digital Signature Screen.....90

Chapter 9: Additional Resources93

9.1 Component Representatives.....93

9.2 Helpful References.....93

Revision History

| Revision No. | Date | Authorization | Revision/Change Description | Page, Section |
|--------------|----------|---------------|--|---|
| 3.7 | 02/12/20 | DTMO | Update Rental Car process Update TMC Request Options for Lodging | Section 4.4 Section 4.5 |
| 3.8 | 04/30/20 | DTMO | General Update Updated Reservations Updated Expenses and Receipts Updated Per Diem Updated Accounting Module Update Review Module | Throughout Section 4 Section 5 Section 6 Section 7 Section 8 |
| 3.9 | 05/13/20 | DTMO | Updated What's New feature | Section 1 |
| 4.0 | 10/15/20 | DTMO | Updated formatting | Title Page |
| 4.1 | 12/11/20 | DTMO | Updated Dashboard screen shots | Page 6 Page 16 |
| 4.2 | 12/30/20 | DTMO | Updated wording under Expenses | Section 5.2, Page 51 |
| 4.3 | 03/01/22 | DTMO | Rebranding effort | Throughout |
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| 4.5 | 01/20/23 | DTMO | Added Profile Update, What's New, Travel System Redirect Added Create Date and Trip Duration data Multiple PNRs Updated Expense table Updated screen shots | Page 4 Page 6 Page 21 Page 49 & 50 Throughout |

Chapter 1: Authorizations Introduction

A DTS authorization captures specific data regarding an upcoming Temporary Duty (TDY) travel (dates, locations, reservations, should-cost estimates etc.). Essentially, the authorization is a means of informing everyone who needs to know when you* will be gone, where you will be working, and how much you expect your trip to cost.

*In this guide, “you” are the traveler, unless stated otherwise.

To build an authorization in DTS, the system accesses database information from your DTS personal profile, your organization (i.e., routing list, LOAs, and budget), and DoD travel regulations to help streamline the process.

When you have official TDY travel, remember:

- Gather your essential travel information before starting the authorization.
- Review your DTS personal profile and update (if needed) before creating the authorization.
- If you require reservations, ensure your Government Travel Charge Card (GTCC) IBA is active or if using the Organization’s Centrally Billed Account (CBA) contact the Agency Program Coordinator (APC).
- You can’t create the document more than six months in advance of travel.
- You can’t exceed the maximum trip duration of one year from the start date.
- Enter your valid travel expenses (e.g., Rental Car – Fuel) as allowed by the JTR.
- Follow your local business rules regarding your trip.



Note 1: If you’re logging into DTS for the first time or after an extended period, DTS may provide you a pop-up message which can include:

- **Review and Update Profile** – This option triggers when it is at least 60 days since your last log on to DTS. Either choose **Open Profile** and make your changes or **Continue without Updating**. For more about profiles, see the DTS Guide 1 and DTA Manual, Chapter 7.
- **What’s New** – This feature alerts you when software changes occur. The first time you access an affected module, the **What’s New** feature activates. A series of pop-up screens annotate any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What’s New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What’s New** alert again. For more on the **What’s New** feature, review the DTS Guide 1.
- **Travel System Redirect** - DTS is specifically programmed to identify those organizations designated as *enabled* to use the new **MyTravel** system. When creating an authorization, if a user falls into the MyTravel category, then they are diverted to a new tab to complete a questionnaire. A **TravelBot** guides them to the respective travel system to manage their travel. See the DTS Guide 1 for more on the **Travel System Redirect**. See the DTMO website for more about the [DoD Travel Systems](#).



Note 2: If you experience a problem accessing the [DTS Home](#) page, contact your local IT to verify your allowable browsers and enable pop-ups, install JavaScript and DBsign on your pc. See the bottom of the [DTS Home](#) page, **Need More Assistance?** for the requirements.

Chapter 2: Create the Authorization

To create a **Routine TDY Trip** log onto DTS. On the **DTS Dashboard** (Figure 2-1), under **My Travel Documents**, select **Create New Document**.

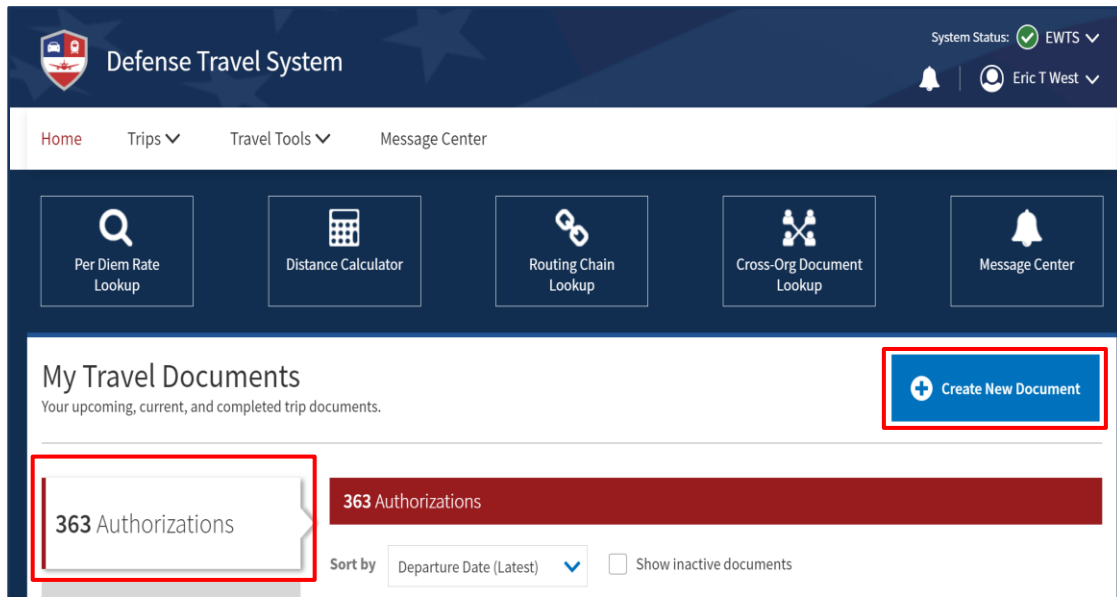


Figure 2-1: DTS Dashboard – My Travel Documents Area

2.1 Standard Itinerary - Creation Process

When you select **Create New Document > Routine TDY Trip**, the **Itinerary** screen (Figure 2-2) opens. **Note:** If your organization is *not active* in MyTravel, you will complete the **Create Itinerary** fields as outlined further below. If your organization is MyTravel *enabled*, you will be redirected to a TravelBot to determine the proper travel system to manage your travel needs.

Create Itinerary

YOUR TDY LOCATION(S)

| Arriving | Departing | TDY Location | Traveling By | Time of Day | Rental Car? |
|------------|------------|--------------|--------------|-------------|-------------|
| MM/DD/YYYY | MM/DD/YYYY | City or Zip | Air | Morning | No |

TRIP OVERVIEW

| | |
|--|--|
| Leaving On MM/DD/YYYY | Returning On MM/DD/YYYY |
| Leaving From <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> City or Zip | Returning To <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> City or Zip |
| Trip Duration <div></div> | |
| Returning By Air | |
| Time of Day Morning | |

YOUR TRIP DETAILS

Type

Temporary Duty Travel (Rout...

Purpose

Description (optional)

Conference/Event Name

☒ Not attending a conference

☐

[Cancel](#)
[Continue >](#)

Figure 2-2: Itinerary Screen

The **Itinerary** screen contains three sections:

- YOUR TDY LOCATION(S)

- Enter the **Arriving** and **Departing** date for each TDY location. **Note:** The create date can't be further than six months from current date. The trip duration can't exceed one year from start date.
- Identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
- Identify how you will travel, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

If you are traveling to multiple locations, select the + sign icon to the right of **Rental Car** to add a row for your next TDY location.

- TRIP OVERVIEW
 - The **Leaving On** and **Returning On** dates auto-populate to match the dates in the **YOUR TDY LOCATION(S)** fields. If any date is not correct, enter the correct dates.
 - Enter the place you will be **Leaving from** and **Returning To**. The **Trip Duration** auto-populates.
- YOUR TRIP DETAILS
 - Select the **Type** based upon your travel needs (Figure 2-3 **YOUR TRIP DETAILS**). Table 2-1 outlines the selection of **DTS Trip Types** with descriptions. Once you select the type of travel and save the itinerary information, DTS locks the **Trip Type** allowances and the field is not editable. The most common type is **Temporary Duty Travel (Routine)**. All five **Trip Purposes** are available for section with the **Trip Types**.

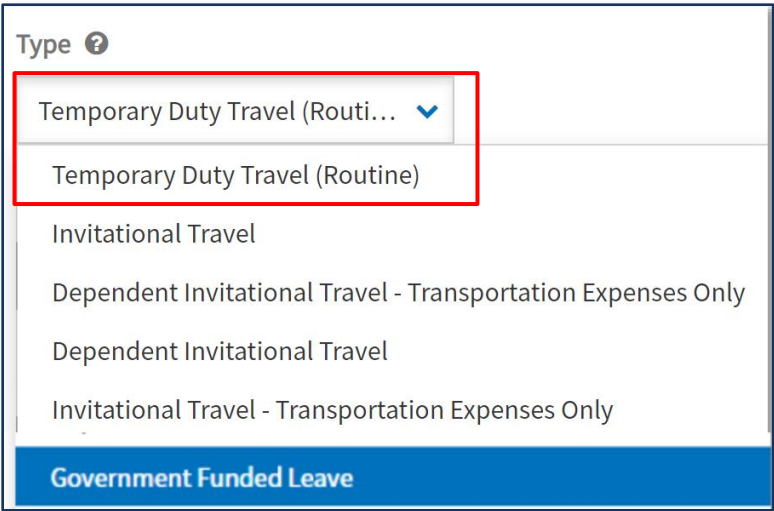


Figure 2-3: YOUR TRIP DETAILS Screen

Table 2-1

| DTS Trip Type | Description | Reference |
|---------------------------------|--|---|
| Temporary Duty Travel (Routine) | This trip type supports a DoD employee (MIL/CIV) traveling to one or more places away from a PDS to perform duties for a | Travel reimbursement based upon JTR, Chapter 3. TDY Travel. |

| DTS Trip Type | Description | Reference |
|--|---|--|
| | <p>period of time and upon completion of assignment, returns or proceeds to a PDS.</p> <p>This trip type supports some dependent/family member travel when certain conditions apply.</p> | <p>See Section 0301 for policy, mission and AO approval required for travel and transportation allowances.</p> <p>See eligibility JTR, Chapter 5, Section 0550 for RAT.</p> |
| Invitational Travel | <p>An Invitational Travel Authorization (ITA) uses government funds to pay for a Non-DoD employee's travel.</p> <p>Certain conditions and additional supporting documentation may apply.</p> | <p>Travel reimbursement based upon JTR, Chapter 3.</p> <p>See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances.</p> |
| Invitational Travel - Transportation Expenses Only | <p>For the ITA, certain conditions apply to fund travel for a Non-DoD employee.</p> <p>A DTA or Document Preparer must assist with document processing in DTS for both the authorization and voucher, as the individual typically has no access to DTS.</p> | <p>Limited travel reimbursement based upon JTR, Chapter 3.</p> <p>See 030501 and 030502 for specific policy and AO approval required for travel and transportation allowances.</p> |
| Dependent Invitational Travel | <p>For the Dependent ITA, certain conditions apply.</p> <p>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for the dependent's transportation and approved travel expenses.</p> | <p>Travel reimbursement based upon JTR, Chapter 3.</p> <p>See 030501 traveler may be authorized the standard travel and transportation allowances.</p> |
| Dependent Invitational Travel – Transportation Expenses Only | <p>For the Dependent ITA, certain conditions apply.</p> <p>Travel authorization/voucher processed for the family member of DoD employee. The sponsor receives reimbursement for only the dependent's transportation expenses.</p> | <p>Limited travel reimbursement based upon JTR, Chapter 3</p> <p>See 030501 for specific policy and AO approval of transportation allowances.</p> |
| Government Funded Leave | <p>Specific conditions apply in order for a DoD Employee to qualify to receive reimbursement for travel expenses.</p> <p>Some leave categories apply to both Service Member and civilian employees and their dependents. Some apply to just Military or Civilian and may apply to dependents.</p> <p>Additional documentation may be required, and verified prior to AO approval.</p> | <p>See JTR Chapter 4 Government Funded Leave - Emergency Leave, EVT, FEML and R&R.</p> <p>See Travel transportation reimbursement JTR Chapter 2, Section 020101, JTR Chapter 4, 040101A and 040101B.</p> |

- Select a **Purpose** for your TDY.

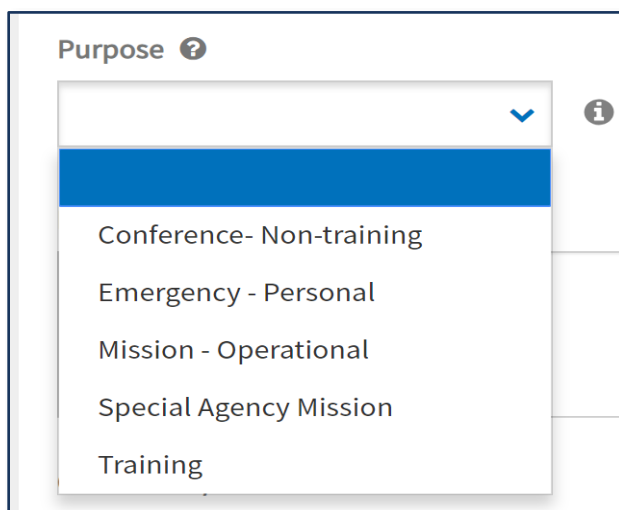


Figure 2-4: Purpose Screen

- The **Description** text box is optional. You enter information pertaining to the travel or choose to leave the field blank based upon your local business rules.
- If you will be attending a conference, enter the requested conference information. If the drop-down menu does not contain the conference information, select Other.

After you complete the entries on this screen, select **Continue** to proceed to the **Reservations** module (Section 3), where you can make your trip reservations. If do not require reservations for your trip, select **Expenses** from the **Progress Bar**.

2.2 Non-Routine Travel

Processing trips other than **Temporary Duty Travel (Routine)** is determined by travel policy and meeting certain criteria. These trip types include *Invitational Travel*, *Invitational Travel – Transportation Expenses Only*, *Dependent Invitational Travel*, *Dependent Invitational Travel – Transportation Expenses Only*, and *Government Funded Leave*. When you select one of these types, additional information may be required for the itinerary, travel reimbursement may be limited, the AO may request supporting documentation, and **Other Authorizations** and/or **Pre-Audit flags** will activate requiring comments to justify the travel.

2.2.1 Invitational Travel Authorization

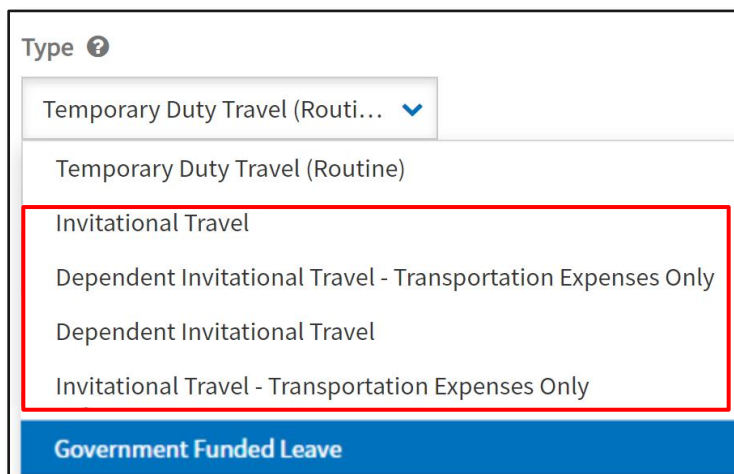
The **Invitational Travel Authorization (ITA)** process begins when the organization identifies a need for an ITA-eligible individual to travel at DoD's expense. Processing of invitational travel is with mutual consent, meaning the organization must invite the person to travel, and the person must accept the invitation.

To be eligible for invitational travel, a prospective traveler must meet **all** the requirements stated in [JTR, Chapter 3, 0305, par. 030501-A](#) and [par. 030501-C](#), as well as, not fall into any of restrictions highlighted in [JTR, par. 030501-D](#).

Travelers requiring an ITA typically do not have access to DTS. If this is the case, then the DTA, Document Preparer/Travel Clerk or sponsor in the situation of a dependent traveling, follow the normal steps to create an

authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the [JTR](#).

1. Select the **Type**. Then select the appropriate **Invitational Travel** label based upon travel need (Figure 2-5). The **Trip Type** selection drives your allowances and reimbursements.



Type ?

Temporary Duty Travel (Routi... ▼

Temporary Duty Travel (Routine)

Invitational Travel

Dependent Invitational Travel - Transportation Expenses Only

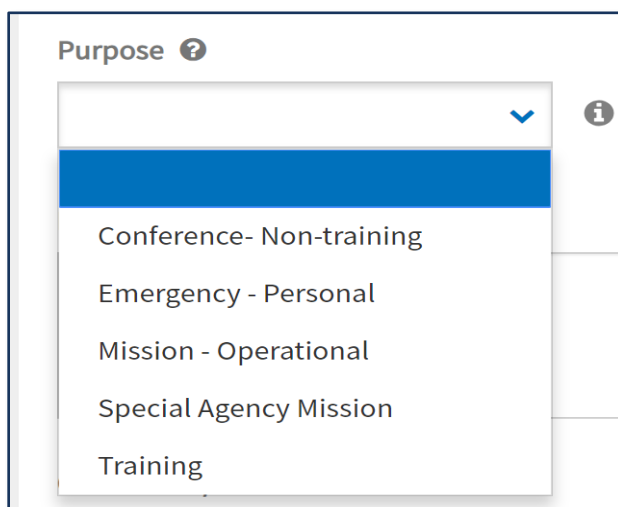
Dependent Invitational Travel

Invitational Travel - Transportation Expenses Only

Government Funded Leave

Figure 2-5: YOUR TRIP DETAILS Screen

2. Select **Purpose** to see the options (Figure 2-6). Select the correct label to identify the reason for travel. If uncertain of which label to select, then contact the DTA for guidance.



Purpose ?

Conference- Non-training

Emergency - Personal

Mission - Operational

Special Agency Mission

Training

Figure 2-6: Purpose Screen

3. Determine if you need to create **Dependent** travel. To include a dependent, select **Add Dependents** to create the required entries. If you don't need to add dependent data, just skip to the **Description** field.

×

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

First name*

Middle Initial

Last name*

Relationship

Spouse

DOB*

MM/DD/YYYY

Passport ID

Passport ID

Passport Exp Date

MM/DD/YYYY

TSA KTN

Known Traveler Number

TSA Redress Number

TSA Redress Number

Create

Select An Existing Dependent

| Select | Name | Relationship | DOB | Passport ID | KTN | Redress# | Actions |
|----------------------------|------|--------------|-----|-------------|-----|----------|---------|
| No data available in table | | | | | | | |

Cancel

Save

Figure 2-7: Add Dependents Screen

- **Create New Dependent** by completing the required fields for **First**, **Middle Initial** and **Last Name**, **Relationship**, and Date of Birth (**DOB**). **TSA** information is available to add as well as Passport data. To save the entry, select **Create** (Figure 2-7).
- If the individual's information already has a record, then **Select An Existing Dependent** to add the person to the trip (Figure 2-8).
- The available actions for the dependent's record are **edit** and **delete**.

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

First name*

Middle Initial

Last name*

Relationship

Spouse

DOB*

MM/DD/YYYY

Passport ID

Passport ID

Passport Exp Date

MM/DD/YYYY

TSA KTN



Known Traveler Number

TSA Redress Number

TSA Redress Number

Create

Select An Existing Dependent

| Select | Name | Relationship | DOB | Passport ID | KTN | Redress# | Actions |
|----------------------------------|-------------------|--------------|------------|-------------|-----|----------|---|
| <input checked="" type="radio"/> | Ramirez, Carla A. | Child | 08/30/2010 | | | |   |

Cancel

Save

Figure 2-8: Select an Existing Dependent Screen

- To record the entry, select **Save**. The information displays under **Dependents** (Figure 2-9).

Note 1: The dependent’s information saves to the sponsor’s permanent traveler profile.

Note 2: The routing, accounting and reimbursement are all associated to the sponsor’s traveler profile. If you add the wrong person, before leaving the itinerary screen, select another trip type such as **Temporary Duty Travel (Routine)** to remove the information. Then to add a dependent to the travel document, reselect the correct trip type and add the person.

YOUR TRIP DETAILS

Type ?
Invitational Travel

Purpose ?
Mission - Operational

Dependents
1 Dependent Selected

| Name | DOB |
|-------------------|------------|
| Ramirez, Carla A. | 08/30/2010 |

Description (optional)

Figure 2-9: Dependent Added

4. Enter comments under **Description**, if required by your local business rules.
5. Complete **Conference/Event Name** question (**Yes** or **No**). If the answer is yes, select the name from the drop-down menu. If the name does not appear in the listing, select **Other**.
6. To proceed with creating the document, select **Continue**.

2.2.2 Government Funded Leave

The **Government Funded Leave** process begins when travel is required for a DoD military member and their dependents or civilian employee and their family members under certain conditions and when they meet the qualifications. There are limitations, additional documentation may be required, and not all forms of **Government Funded Leave** apply to both military and civilian employees. This travel includes *Funded Environmental and Morale Leave (FEMLE)*, *Emergency Leave*, *Emergency Visitation Travel (EVT)*, and *Rest & Recuperation (R & R)*.

1. To be eligible for **Government Funded Leave**, a prospective traveler must meet all the requirements stated in *JTR, Chapter 4, 0401* and sub-sections specific to the travel need.
2. The traveler, DTA, or Document Preparer/Travel Clerk uses the standard process to create an authorization and itinerary. **Note:** Be certain to enter the correct **Trip Type** and only add allowances permitted by the JTR.
3. Select the **Trip Type**. Then select **Government Funded Leave** (Figure 2-5, above). The trip type selection drives your allowances and reimbursements.
4. Select the **Purpose**. See Figure 2-6 for the list of trip purposes.
5. Determine if you need to create dependent travel. Select **Add Dependents** to create or add a family member following the steps outlined in 2.2.1. If you don't need to add dependent data, then skip to the **Description** field.
6. (Optional) Enter comments under **Description** to identify the specific type leave travel (e.g., EVT, FEMLE) based upon your local business rules.
7. Complete **Conference/Event Name** question (**Yes** or **No**). If the answer is yes, select the name from the drop-down menu. If the name does not appear in the listing, select **Other**.
8. To proceed with creating the document, select **Continue**.

Chapter 3: Authorization Layout & Navigation

Completing the itinerary automatically creates your authorization and page opens in the **Reservations** module. The DTS authorization screens all follow the same general layout, so it makes sense to introduce it before we move on to discuss specific screen contents. Figure 2-10 describes the basic screen layout.

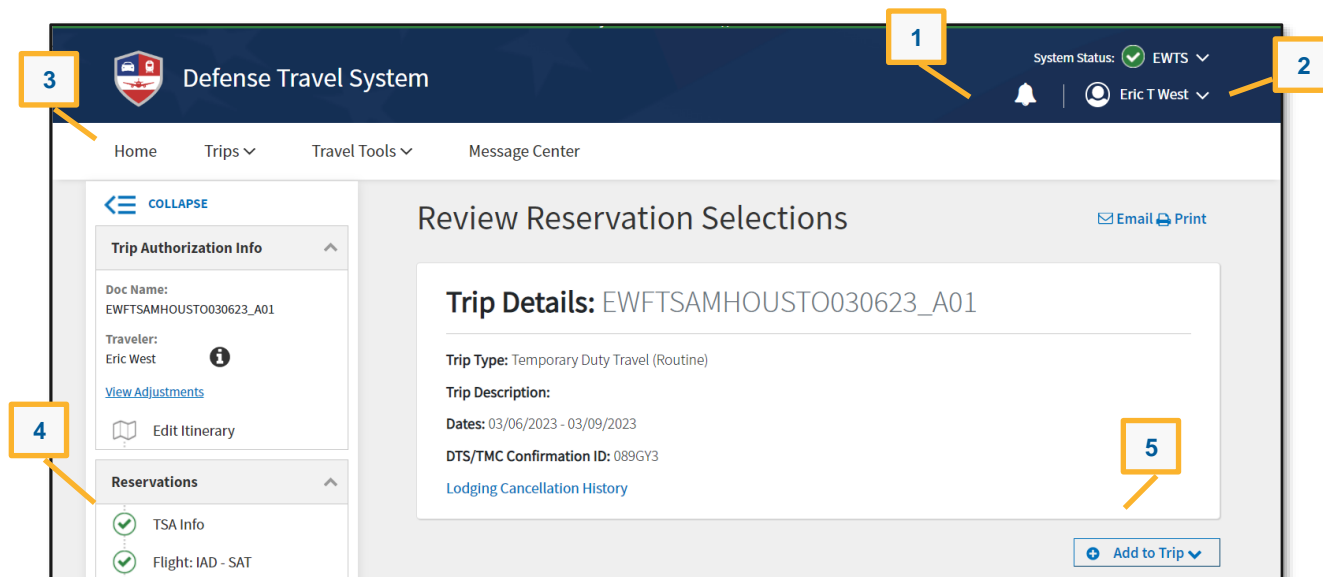


Figure 2-10: DTS Screen Layout

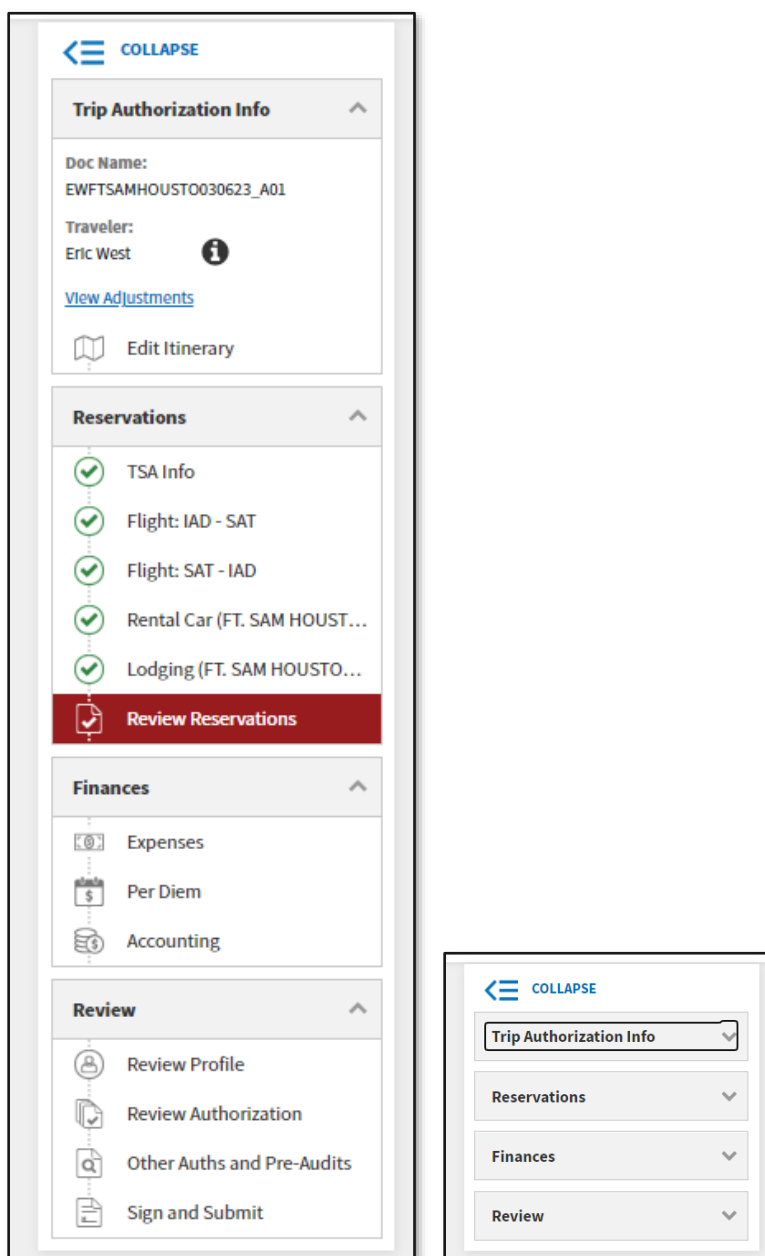
At the top of the document is the header (Figure 2-10, Indicator 1), which contains your login information (Figure 2-10, Indicator 2) on the far right. Beneath the header are the administrative function menus (Figure 2-10, Indicator 3). Beneath the administrative functions are two columns:

- On the left, the **Progress Bar** (Figure 2-10, Indicator 4) displays everything you need to complete before you sign the authorization and serves as a navigation bar. See Section 3.1.
- On the right, the working area (Figure 2-10, Indicator 5) contains the tools to complete your authorization.

3.1 The Progress Bar

The **Progress Bar** (Figures 2-11 and 2-12) presents the section you are currently working on (**red** highlight) and your selected reservations (**green** checkmark). Select any item on the **Progress Bar** to navigate to that screen.

You can collapse or expand each module individually by selecting the chevrons next to the module name. Figures 2-11 and 2-12 demonstrates the **Progress Bar** fully expanded and fully collapsed.



Figures 2-11 and 2-12: Progress Bar Fully Expanded and Fully Collapsed

Use the **Progress Bar** to navigate to the following module screens:

1. **Trip Authorization Info:**

- **Edit Itinerary:** See Sections 2.1-2.2.

2. **Reservations:**

- **TSA Info** appears if you require at least one flight. See Section 4.1.
- Various reservation types (e.g., **Flight**, **Lodging**, and **Rental Car**) appear based on your travel itinerary or later additions. See Sections 4.2 - 4.5.
- **Review Reservations:** See Section 4.6.

3. Finances:

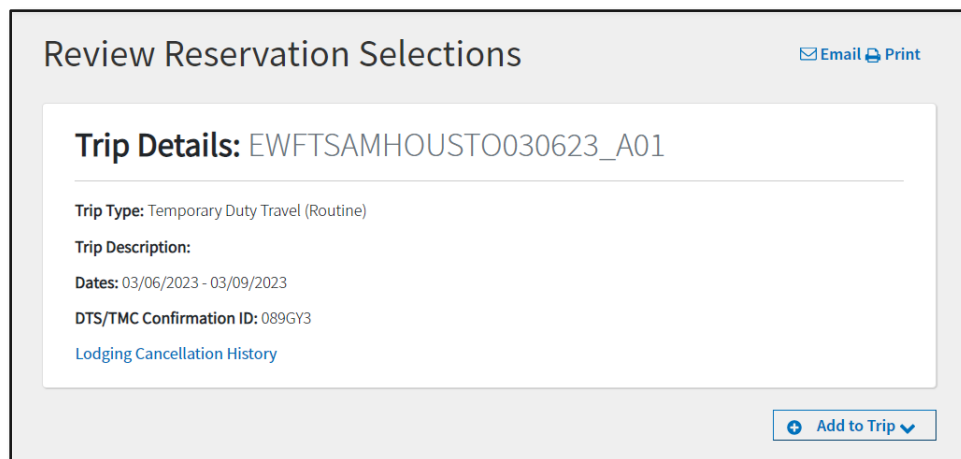
- **Expenses:** See Section 5.
- **Per Diem:** See Section 6.
- **Accounting:** See Section 7.

4. Review:

- **Review Profile:** See Section 8.1.
- **Review Authorization:** See Section 8.2.
- **Other Auths and Pre-Audits:** See Section 8.3.
- **Sign and Submit:** See Section 8.4.

Chapter 4: Reservations Module

The **Reservations** module (Figure 2-13) lets you make commercial air, rail, rental car, and lodging reservations. After you save your itinerary, the **Reservations** module automatically opens. You can also re-visit the **Reservations** module at any time by selecting one of the **Reservations** options from the **Progress Bar**.

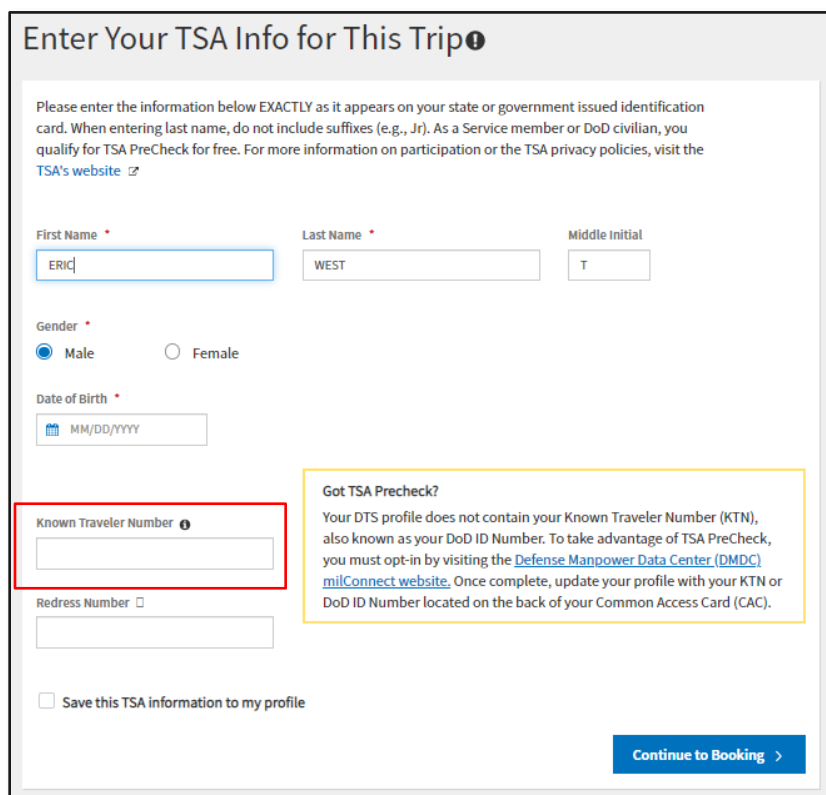


The screenshot shows the 'Review Reservation Selections' screen. At the top right are links for 'Email' and 'Print'. The main content area is titled 'Trip Details: EWFTSAMHOUSTO030623_A01'. Below this, it lists 'Trip Type: Temporary Duty Travel (Routine)', 'Trip Description:', 'Dates: 03/06/2023 - 03/09/2023', and 'DTS/TMC Confirmation ID: 089GY3'. There is a link for 'Lodging Cancellation History'. At the bottom right is a button labeled 'Add to Trip' with a dropdown arrow.

Figure 2-13: Review Reservation Selections Screen

4.1 Enter TSA Information

If you need air reservations, the **Enter Your TSA** (abbreviation for “Transportation Security Administration”) **Info for This Trip** screen (Figure 2-14) displays first. If you do not need air reservations, the screen does not appear.



The screenshot shows the 'Enter Your TSA Info for This Trip' screen. It includes instructions to enter information exactly as it appears on a state or government issued identification card. The form fields are: First Name (ERIC), Last Name (WEST), Middle Initial (T), Gender (Male selected), Date of Birth (MM/DD/YYYY), Known Traveler Number (highlighted with a red box), and Redress Number. A yellow box contains a 'Got TSA Precheck?' message with instructions to visit the Defense Manpower Data Center (DMDc) milConnect website. At the bottom is a checkbox for 'Save this TSA information to my profile' and a 'Continue to Booking' button.

Figure 2-14: TSA Information Screen

You must enter your **TSA Secure Flight Information** whenever you request air reservations. It contains the **Secure Flight Personal Data (SFPD)** information that DTS must transmit to the TSA for watch list screening. The fields populate with information from your DTS profile, but you can change them if necessary.

When creating an authorization for a dependent, you must enter the information for the dependent traveler.

Note: The TSA PreCheck program offers expedited security screening at participating airports. To use dedicated TSA PreCheck security lanes, enter your **DoD ID number** in the **Known Traveler Number** text box (Figure 2-14) when making air reservations for official travel.

You can open the TSA screen at any time by selecting **TSA Info** from the **Progress Bar**. Table 2-2 explains **TSA Secure Flight** fields.

Table 2-2

| TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS | |
|---|---|
| Field | Definition |
| First Name, Last Name, Middle Initial | Enter your name as it appears on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.). |
| Gender | Select whether you are male or female. |
| Date of Birth | Choose the date you were born. |
| Known Traveler Number | (optional) Enter the 10-digit DoD ID number on the back of your Common Access Card (CAC) if enrolled in the TSA PreCheck program. |
| Redress Number | (optional) Enter the number the Department of Homeland Security assigned you to prevent watch list name misidentification if you have experienced previous travel screening difficulties. |

1. Enter or update your profile information, if needed.
2. (Optional) Check the **Save this TSA information to my profile** box to update your DTS personal profile. If unselected, the information effects only the current document.
3. Select **Continue to Booking**.

4.2 Make Flight Reservations

If you indicated commercial air as a transportation mode when you built your itinerary, DTS automatically searches for appropriate flights and displays the results. At any time, you can add a new air reservation by selecting **Add to Trip > Add new flight** on the **Review Reservation Selections** screen (see Section 2.13). To open that screen, select the **Review Reservations** from the **Progress Bar**.

If you need to view an existing air reservation, select the flight option from the **Progress Bar**.

Booking a flight is a three-step process.

1. **Step 1** (Figure 2-15): DTS initially lists available flights with policy-compliant fares at the top, other fares at the bottom, and from least expensive to most expensive. Use a **Select Flight** button (Figure 2-15, Indicator 1) to choose a flight. **Note:** If none of the displayed flights meet your mission, you can change the criteria such as time of day and **Search** again for new flights (Figure 2-15, Indicator 3).

Figure 2-15: Step 1: Select a Flight

Note: When DTS displays (or when you select) a restricted airfare, DTS provides warnings about the use of restricted airfares in general and details about the selected flight in particular. Some of the information DTS provides includes:

- Showing the fare category as *Restrictions Apply* and highlighting it in yellow.
- Providing information about the restrictions under the **Fare Rules** link (Figure 2-15, Indicator 2).
- Displaying a pop-up to warn you about the possibility of incurring additional fees if your travel plans change.
- Providing similar warnings and information throughout the air reservation process.

For important information about how to handle restricted fares in DTS, see the information papers [Restricted Airfares in DTS](#) and [Travel Advances when Using Restricted Airfares](#).

2. **Step 2** (Figure 2-16): If the airline made a seating chart available, select an available seat (Figure 2-16, Indicator 1) marked in green or a seat type (Figure 2-16, Indicator 2) before selecting **Confirm** to advance to the next screen. **Note:** If you chose a flight with more than one leg, you must do this for all legs.

Select a Seat

Seat Number

OR

Select a General Seat Preference

Window Seat ▼

Seat Map Key:

Available Unavailable Exit Row

Main Deck

| | A | B | C | D | E | F | |
|----|-------------|-------------|-------------|-------------|-------------|-------------|----|
| 7 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 7 |
| 8 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 8 |
| 10 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 10 |
| 11 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 11 |
| 12 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 12 |
| 20 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 20 |
| 21 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 21 |
| 22 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 22 |
| 23 | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 23 |
| 24 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 24 |
| 25 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 25 |
| 26 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 26 |
| 27 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 27 |
| 28 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 28 |
| 29 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 29 |
| 30 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 30 |
| 31 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 31 |
| 32 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 32 |
| 34 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 34 |
| 35 | Available | Unavailable | Unavailable | Unavailable | Unavailable | Unavailable | 35 |

< Back Confirm >

Figure 2-16: Step 2: Select a Seat

- Step 3** (Figure 2-17): You can make special accommodation requests (Figure 2-17, Indicator 1), enter rewards program information (Figure 2-17, Indicator 2), and change the payment type – say, to show you’re paying with a CBA – (Figure 2-17, Indicator 3), before you book your choice (Indicator 4).

← Trip Summary Skip this flight booking →

Flight Step 3 of 3: Confirm Your Flight

IAD to SAT

Monday, March 6, 2023

IAD - Washington Dulles International Apt ✈ **SAT - San Antonio International Apt** **Non-Stop**
 ⌚ 3h 49m total [Fare Rules](#)

United Airlines ✈
 Flight 2671 ⓘ
 Seat Preference: Window
[Special Requests](#)

8:23 AM IAD - Washington Dulles International Apt ✈ 11:12 AM SAT - San Antonio International Apt
 DURATION ⌚ 3h 49m

Frequent Flyer Number
 Frequent Flyer Number ▼

PAYMENT SUMMARY

Method of Payment
 Government Travel Charge Card (GTCC) ▼

TOTAL COST
\$273.90
includes taxes and fees

< Back **Book Flight** >

Figure 2-17: Step 3: Confirm Your Flight

If you cannot find a flight that meets your mission requirements, you have two options. On the **Select a Flight** screen (Figure 2-15):

- Use the area at the top of the screen (Figure 2-15, Indicator 2) to search for different flights.
- Select the **Request TMC Assistance** link at the bottom of the screen to have the TMC help you find a flight. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful, which contains the PNR (passenger name record, sometimes referred to as reservation code). Continue making air reservations until you have booked all flights. **Note:** Be aware that some carriers maintain a separate PNR for their information and don't allow their PNR to be combined with another carrier. For example, if you select *Southwest* for an outbound flight, but select *American* for the return leg, you will have two airfare PNRs. Make sure you have the invoices for both carriers in case you require flight changes and for vouchering purposes. After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.3 Make Rail Reservations

If you indicated that you would use commercial rail as a transportation mode when you built your itinerary, DTS automatically searches for trains and displays the search results. At any time, you can add a new rail reservation by selecting **Add to Trip > Add new rail** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** from the **Progress Bar**. To view an existing rail reservation, just select the rail option from the **Progress Bar**.

Requesting a train reservation is a two-step process. However, because rail vendors do not post live train availability to DTS, the system can only display a static list of scheduled departures. Therefore, DTS cannot book rail travel directly – you must go through the TMC.

1. **Step 1** (Figure 2-18): DTS lists scheduled trains, initially in departure time order. Use a **Select Train** button (Figure 2-18, Indicator 1) to choose a train.

Train Step 1 of 2: Select a Train

NOTE : Train tickets cannot be booked directly through DTS. These reservations are booked through the Travel Management Company (TMC) and may incur additional costs to your organization.

| DEPARTING FROM | ARRIVING AT | DEPARTING ON | |
|----------------|-------------|--------------|-----------|
| WASHINGTON, DC | ATLANTA, GA | 04/22/2020 | Afternoon |

[Search](#)

WASHINGTON, DC to ATLANTA, GA

Sort by: [Departure \(Earli...](#)

| | | | | |
|---------------------------|--|------------|---------------------------------------|---------------------|
| Amtrak 0019 | 06:30 PM WASHINGTON, DC 04/22/2020 | Direct | 08:13 AM ATLANTA, GA 04/23/2020 | DURATION 13h 43m |
|---------------------------|--|------------|---------------------------------------|---------------------|

[Select Train >](#)

[Request TMC Assistance](#)

Figure 2-18: Step 1: Select a Train

2. **Step 2** (Figure 2-19): You can request a seat preference (Figure 2-19, Indicator 1) and add comments to the TMC (Figure 2-19, Indicator 2; see **Note** below) before you send the request (Figure 2-19, Indicator 3).

Train Step 2 of 2: Confirm Your Train Request

NOTE : Your reservation request will be confirmed and booked by the TMC and is subject to availability.

WASHINGTON, DC to ATLANTA, GA

Wednesday, April 22, 2020

WASHINGTON, DC **ATLANTA, GA** ⌚ 13h 43m total

| | | | | | |
|--|-----------------------|---|--|--------------------------------------|------------------------------|
| | Amtrak 0019 | 06:30 PM (EST) WASHINGTON, DC | | 08:13 AM (EST) ATLANTA, GA | DURATION ⌚ 13h 43m |
|--|-----------------------|---|--|--------------------------------------|------------------------------|

SPECIAL REQUESTS

Seat Preference
No Preference ▼ 1

If necessary, provide additional comments to the TMC:

TMC, please assist traveler with the rail request from WASHINGTON, DC at 06:30 PM on 04/22/2020 to ATLANTA, GA at 08:13 AM on 04/23/2020. 2

3

< Back
Send TMC Request >

Figure 2-19: Step 2: Confirm Your Train Request

Note: Because DTS can't make rail travel arrangements directly, when you select a train and seat type, the system emails a reservation request to the TMC. When the TMC makes your rail reservations, DTS will update to display all pertinent information.

If you cannot find a train that meets your mission requirements, you have three options:

1. Use the area at the top of the **Select a Train** screen (Figure 2-18, Indicator 2) to search for different trains.
2. Before you select **Send TMC Request** on the **Confirm Your Train Request** screen (Figure 2-19), include comments to the TMC to help them find a train that better suits your mission needs. You may add information to the system-generated comments, but do not alter them.
3. Select the **Request TMC Assistance** link at the bottom of the **Select a Train** screen (Figure 2-18, Indicator 3) to have the TMC help you find a train. You may add information to the system-generated comments, but do not alter them. **Note:** When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

Continue until you have requested reservations for all trains. After you send your last train request, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.4 Make Rental Car Reservations

If you indicated a rental car as a transportation mode (either en route or in-and-around) when you built your itinerary, DTS automatically searches for vendors participating in the **U.S Government Rental Car Program** and only displays those search results. At any time, you can add a new rental car reservation by selecting **Add to Trip** > **Add new rental car** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** from the **Progress Bar**. If you need to view an existing rental car reservation, select the rental car option from the **Progress Bar**.

Booking a rental car is a two-step process.

1. **Step 1** (Figure 2-20): DTS initially lists available rental cars from least expensive to most expensive. If you require a one-way rental or an en route rental, select **Advanced Options** (Figure 2-20, Indicator 1), check the appropriate boxes, and select **Search** (Figure 2-20, Indicator 2) to generate a new list of available vehicles. Use a **Select Car** button (Figure 2-20, Indicator 3) to choose a vehicle.

Rental Car Step 1 of 2: Select a Rental Car

← Trip Summary Skip this rental car booking →

PICK-UP LOCATION: SAT - San Antonio International Apt, TX (USA)

PICK-UP: 03/06/2023 @ 08:30 AM

DROP-OFF: 03/09/2023 @ 05:30 PM

Advanced Options ^ 1

Q Search 2

SAT - San Antonio International Apt, TX (USA) Sort by Cost (Lowest)

RECOMMENDED

| | | | |
|----------------------------------|--|--|--|
| <p>Compact</p> <p>Features v</p> | <p>PICK-UP: 08:30 AM - In airport (SAT)</p> <p>DROP-OFF: 05:30 PM - In airport (SAT)</p> | <p>Government Rate ⓘ</p> <p>Cost Details v</p> | <p>ESTIMATED COST</p> <p>\$301.08</p> <p>includes taxes and fees</p> <p>Select 3</p> |
| <p>Compact</p> <p>Features v</p> | <p>PICK-UP: 08:30 AM - In airport (SAT)</p> <p>DROP-OFF: 05:30 PM - In airport (SAT)</p> | <p>Government Rate ⓘ</p> <p>Cost Details v</p> | <p>ESTIMATED COST</p> <p>\$320.14</p> <p>includes taxes and fees</p> <p>Select Car ></p> |

Figure 2-20: Step 1: Select a Rental Car

2. **Step 2** (Figure 2-21): You can enter rewards program information (Figure 2-21, Indicator 1), make special accommodation requests (Figure 2-21, Indicator 2), and change the payment type (Figure 2-21, Indicator 3), before you select **Book Car** (Figure 2-21, Indicator 4).

← Trip Summary Skip this rental car booking →

Rental Car Step 2 of 2: Confirm Your Rental Car

Monday, March 6, 2023 - Thursday, March 9, 2023 4 days total
SAT - San Antonio International Apt, TX (USA)

AVIS

PICK-UP
Monday, March 6, 2023 at 08:30 AM
In airport
SAT - San Antonio International Apt, TX (USA)

DROP-OFF
Thursday, March 9, 2023 at 05:30 PM
In airport
SAT - San Antonio International Apt, TX (USA)

Frequent Renter Number
Frequent Renter Number

Frequent Flyer Number
Frequent Flyer Number

Unlimited Miles
A/C
Automatic

Compact

Government Rate ⓘ
DoD Rental Policy

SPECIAL REQUESTS

PAYMENT SUMMARY

Method of Payment *

Government Travel Charge Card (GTCC)

Est. Cost Per Day \$75.27
Est. Total Cost \$301.08
Includes taxes and fees

< Back Book Car >

Figure 2-21: Step 2: Confirm Your Rental Car

On the **Select a Rental Car** screen (Figure 2-20):

1. When you need a different **Pick Up Location**, switch information on the screen (Figure 2-20, Indicator 2), and select **Search** to find rental cars.
2. Select **Request TMC Assistance** link at the bottom of the screen when there are *no government rate rentals* listed. A message box appears. You may add information to the system-generated comments, but do not alter them.

Note: When you need TMC assistance, contacting the TMC outside DTS may incur an additional processing fee.

DTS provides a **Booking** message when successful containing the PNR. Continue making rental car reservations until you have booked all cars. After you select your last vehicle, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

4.5 Make Lodging Reservations

If you selected either a **> 12 - 24 Hours – With Lodging** or a **Multi-Day** trip duration of when you built your itinerary, DTS automatically searches for policy-compliant lodging options and displays the search results.

At any time, you can add a lodging reservation to your trip by selecting **Add to Trip > Add new lodging** on the **Review Reservation Selections** screen (see Section 3.7). To open that screen, select **Review Reservations** on the **Progress Bar**.

If you need to view an existing lodging reservation, select the lodging option from the **Progress Bar**.

DTS initially displays only the lodging type that meets JTR directives (which depends on who you are and where you're going). You may **Search** to display others as needed. Options include, in the order displayed:

- DoD Lodging
- Government Privatized Lodging
- DoD Preferred Commercial Lodging
- Available Options (i.e., all other commercial lodging)

If a directed lodging type has no availability, DTS informs you and offers other options.

Here is what you can do in **Lodging** Reservations.

1. On the **Select Lodging** Screen, (Figure 2-22), DTS displays:

- **Search By:** TDY Location, Location, and Airport (Figure 2-22, Indicator 1).
- **Check in/Check out** (one field for both dates) (Figure 2-22, Indicator 2).
- **Search** (Figure 2-22, Indicator 3).
- **View Map** feature (Figure 2-22, Indicator 4).
- **Filters** feature (Figure 2-22, Indicator 5).
- Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive (Figure 2-22, Indicator 6).
- **Sort By** to change the order of the lodging listing (Figure 2-22, Indicator 7).
- Request **TMC Assistance** (bottom of the screen – Figure 2-22, Indicator 8).

The screenshot shows the 'Select Lodging' interface. At the top, there are search filters: 'Search By' with a dropdown menu (callout 1), 'TDY Location*' with a dropdown menu showing 'FT. BENNING,GA' (callout 2), and 'Check-in/Check-out*' with a date range '04/22/2023 - 04/24/2023' (callout 3). A 'Search' button is to the right. Below the filters, there is a 'View Map' button (callout 4), a 'Filters' button (callout 5), and a 'Sort By' dropdown menu set to 'Rate Category' (callout 7). The main results area shows three lodging options. The first option, 'PAL on Ft Benning Abrams Hall', is highlighted with a green background and a 'Recommended' tag (callout 6). It is 'Government Privatized Lodging' at '\$72 per night' with a 'Select >' button. The second option is 'Candlewood Suites Columbus Fort Benning', 'DoD Preferred Commercial' at '\$80 per night' with a 'Select >' button. The third option is 'Holiday Inn Express Hotel & Suites Columbus-Fo...', 'DoD Preferred Commercial' at '\$81 per night' with a 'Select >' button. A 'Request TMC Assistance' link is at the bottom (callout 8).

Figure 2-22: Select Lodging Screen

2. (Optional) Select **View Map** to determine lodging facilities in relation to the TDY Location, Location, or Airport (Figure 2-22, Indicator 4). View the following details below (Figures 2-23 through 2-25) or you can skip the **View Map** section, going directly to Number 3 for the different lodging options.

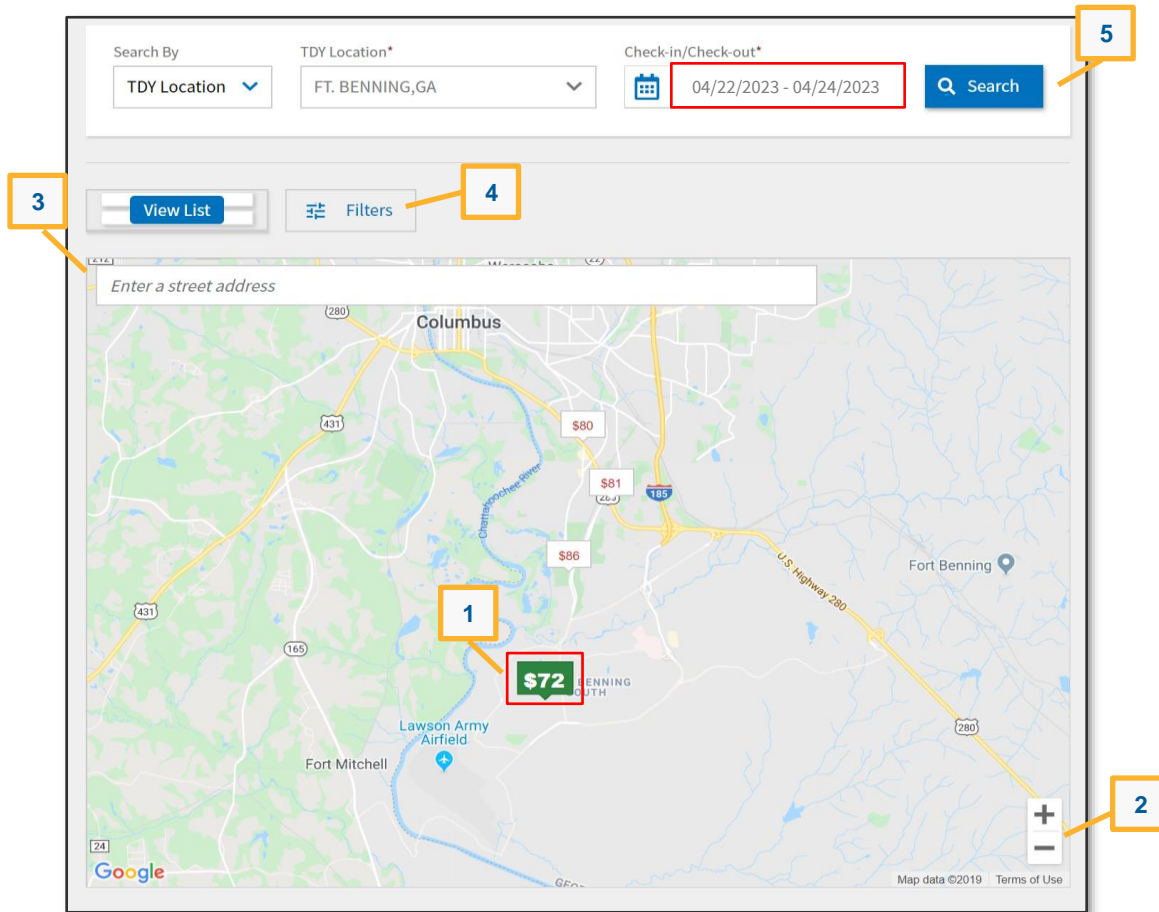


Figure 2-23: View Map

- From here, you can select a rate box (Figure 2-23, Indicator 1), zoom in (+) or zoom out (-) (Figure 2-23, Indicator 2), **Enter a street address** (Figure 2-23, Indicator 3), select **Filters** (Figure 2-23, Indicator 4), or use **Search By** to change options and **Search** (Figure 2-23, Indicator 5) to locate a hotel.
- Select a rate box (Figure 2-23, Indicator 1) to display the hotel details box – name, type of lodging, address, phone number and direct link to the hotel's website (Figure 24, Indicators 1 and 2). If the hotel is a preferred property, it's flagged in green with a **Recommended** notation (Figure 2-24, Indicator 1). If the hotel is over per diem the cost is in red (Figure 2-24, Indicator 2). Select the **X** in the top corner of the pop-up to close the rate. You can select other rate boxes, to view hotel details.

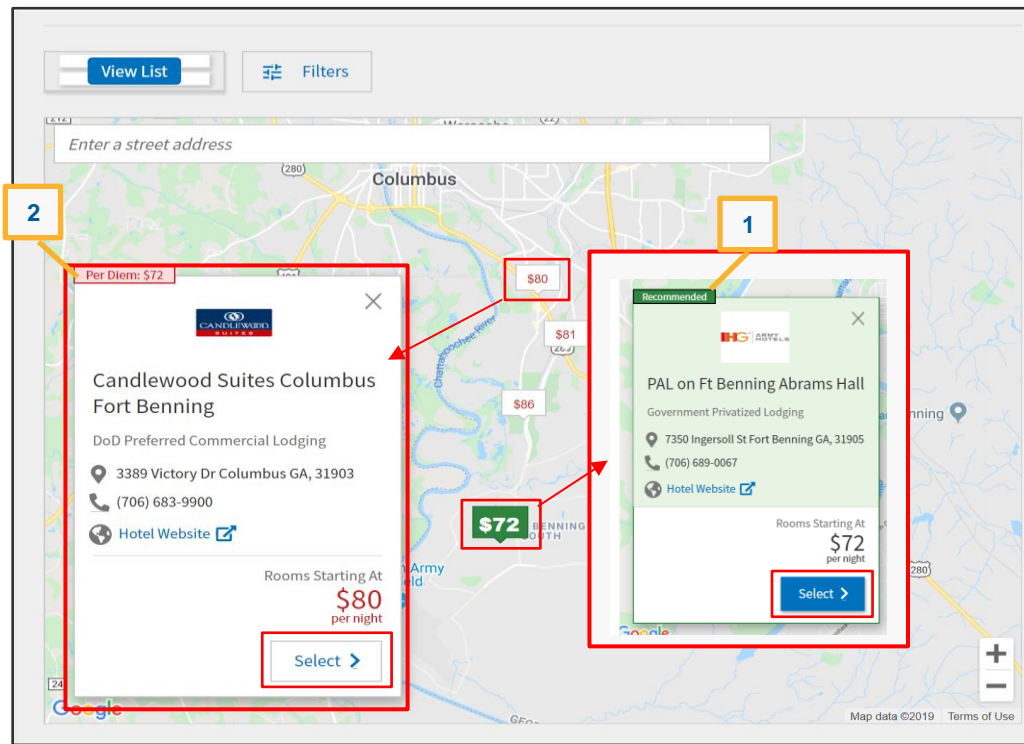


Figure 2-24: Hotel Details Window

- If you want to see more, choose **Select** in the rate box. If the per diem is over per diem, DTS provides a **Confirmation Selection** message, requiring action. If it's at or below per diem, the **Select Room** page opens (Figure 2-25). Scroll down the page to view room types and rates. **Room Details** allows you to view even more information. Select the room for a lodging selection or **Return to search results** for another lodging choice.
- **Note:** Another hotel search option is by **Filters** (Figure 2-23). This option allows you to refine further the search for a lodging property. Select **Filters** (Figure 2-23, Indicator 4). A **Filter** pop-up window appears with **Rate Category**, **Location**, **Distance dropdown**, and **Lodging Name**. Enter your information and select **Filter Results**. If the property is located, a detailed map appears on the right side of the screen. If the search returns no results, DTS informs you to clear all filters and search for lodging again.

← Return to search results Skip booking →

Select Room

PAL on Ft Benning Abrams Hall
Government Privatized Lodging (706) 689-0067
[Lodging Details](#)

Pal Tdy Rate

Standard Rate \$72.00 per night [Select >](#)
[Room Details](#)

Standard Rate \$72.00 per night [Select >](#)
[Room Details](#) Kitchen

Figure 2-25: Select Room Screen

3. Based upon the TDY location, DTS displays lodging options which can include:
- **DoD Lodging** if available displays at the top of the list and DTS flags as **Recommended**. **DoD Lodging** provides **Advanced Options** (Figure 2-26a) allowing you to add more information to search lodging.

Select Lodging

Search By TDY Location* Check-in/Check-out*

1 TDY Location ▼ NOSC NORFOLK,VA ▼ 04/22/2023 - 04/24/2023 Search

[Advanced Options](#)

Figure 2-26a: Advanced Options

- (Optional) Select the **Advanced Options** link (Figure 2-26a, Indicator 1) and the window opens (Figure 2-26b) allowing you to add:
 - A **Group ID** number.
 - The **Number of Adults** (up to 4) and **Number of Children** (up to 9) who need to lodge at the same facility.
 - **Apply** the criteria you just entered.

Advanced Options ✕

These options only apply to DoD Lodging availability search.

Group ID

Number of Adults

Number of Children

[Clear All](#) [Apply](#)

Figure 2-26b: Advanced Options - Details

- Review the list and either make a lodging selection or search again.
- If there is no availability for DoD Lodging, you receive a Certificate of non-availability (CNA) (Figure 2-27). Review other lodging choices and then select **Book** to solidify your hotel reservation.

[Skip booking →](#)

Select Lodging

Search By: TDY Location*: Check-in/Check-out*: [Search](#)

[Advanced Options](#)

DoD lodging unavailable. Certificate of non-availability (CNA: 20NL631529409) created.

[View Map](#) [Filters](#) Sort By:

| | | | |
|--|---|-------------------|-----------------------------|
| | Hilton Tapestry Collection The Founders Inn and ... DoD Preferred Commercial | \$79 per night | Select > |
| | Candlewood Suites Virginia Beach/Norfolk DoD Preferred Commercial | \$89 per night | Select > |

Figure 2-27: DoD Lodging – CNA Display

- **Government Privatized Lodging** if available appears at the top of **Select Lodging** and DTS flags as **Recommended** (Figure 2-28).

- For each listed property, there is a **Details** link (Figure 2-28, Indicator 1). With the **Details** displayed, select **Info** to view the hotel's name, location on Google Maps, address, phone and fax numbers, and website link. **Policy** provides the hotel's cancellation rules, methods of payment, property description, etc. (Figure 2-29).

The screenshot shows the 'Select Lodging' interface. At the top right is a 'Skip booking' link. Below it is a search bar with the following fields: 'Search By' (set to 'TDY Location'), 'TDY Location*' (set to 'FT. BENNING,GA'), and 'Check-in/Check-out*' (set to '04/22/2023 - 4/24/2023'). A 'Search' button is to the right. Below the search bar are 'View Map' and 'Filters' buttons. To the right of these is a 'Sort By' dropdown set to 'Rate Category'. A list of lodging properties is displayed below. The first property, 'PAL on Ft Benning Abrams Hall', is highlighted with a yellow box labeled '1'. It is marked as 'Recommended' and has a 'Details' link. The second property, 'Candlewood Suites Columbus Fort Benning', and the third, 'Holiday Inn Express Hotel & Suites Columbus-Fo...', are also listed with their respective rates and 'Details' links. A red box highlights the search filters and the first property listing.

| Property | Category | Rate | Per Diem | Details |
|---|-------------------------------|----------------|----------|-------------------------|
| PAL on Ft Benning Abrams Hall | Government Privatized Lodging | \$72 per night | | Details |
| Candlewood Suites Columbus Fort Benning | DoD Preferred Commercial | \$80 per night | \$72 | Details |
| Holiday Inn Express Hotel & Suites Columbus-Fo... | DoD Preferred Commercial | \$81 per night | \$72 | Details |

Figure 2-28: Government Privatized Lodging Property

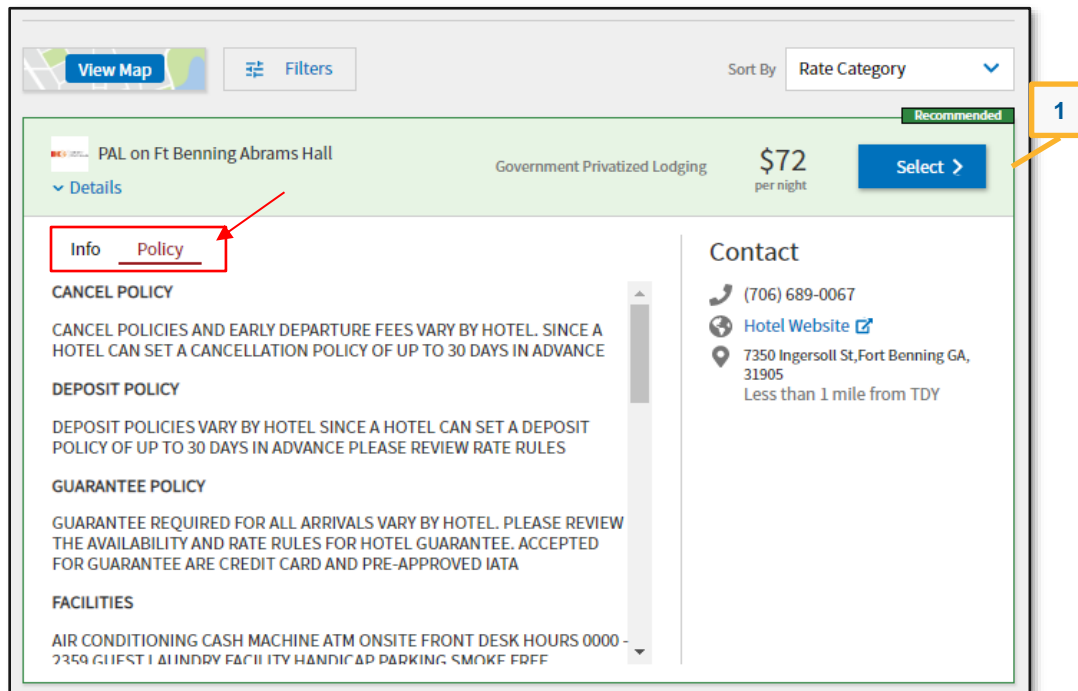


Figure 2-29: Details - Info and Policy Screen

- For the directed lodging, choose **Select** on the lodging row (Figure 2-28, Indicator 2 and Figure 2-29, Indicator 1). A window opens and DTS displays the room rate and type (Figure 2-30).

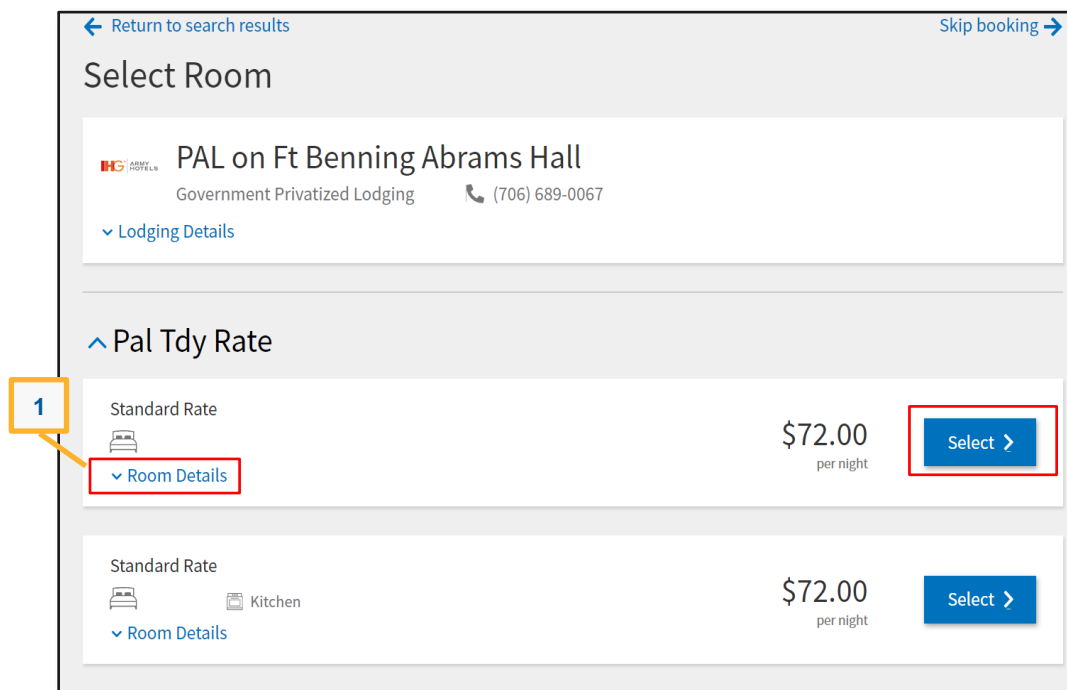


Figure 2-30: Select Room Screen

- The **Room Details** provides cancellation and other room specific data (Figure 2-30, Indicator 1).
- Choose **Select** to book the room. DTS displays the **Confirm Lodging** screen (Figure 2-31).

← Return to room selection Skip booking →

Confirm Lodging

FT. BENNING, GA

Check-in: Wednesday, April 22, 2023 Check-out: Friday, April 24, 2023

PAL on Ft Benning Abrams Hall
 Government Privatized Lodging
 7350 Ingersoll St, Fort Benning GA, 31905
 (706) 689-0067 [Website](#)

Standard Rate **\$72.00**
 per night

[Room Details](#)

1 ^ **Reward Programs**

Frequent Guest Number: None selected Frequent Flyer Number: None selected

2 v **Special Requests**

Disclaimer

Travelers must adhere to their agency's policy on the use of travel management services when considering booking online air, lodging, and rental car reservations, including requesting special services and other travel services from the website.

Please be advised that any travel changes required to your travel authorization must be made through DTS.

3 **Payment Summary**

Method of Payment*: Government Travel Charge Card (GTCC)

| Estimated Total Cost | |
|-------------------------|-----------------|
| Nightly rate | \$72.00 |
| \$72.00 x 2 nights | \$144.00 |
| excludes taxes and fees | |

[Request TMC Assistance](#) Back Book **4**

Figure 2-31: Confirm Lodging Screen

- On the **Confirm Lodging** screen (Figure 2-31), you access **Rewards Programs** to enter new account information (Figure 2-31, Indicator 1), add **Special Requests** (Figure 2-31, Indicator 2), **View Payment Summary** including **Method of Payment** (Figure 2-31, Indicator 3). Select **Book** to make the lodging reservation (Figure 2-31, Indicator 4).
- If you choose to decline directed lodging, select another lodging type (Commercial) instead, DTS displays a pop-up message (Figure 2-32).

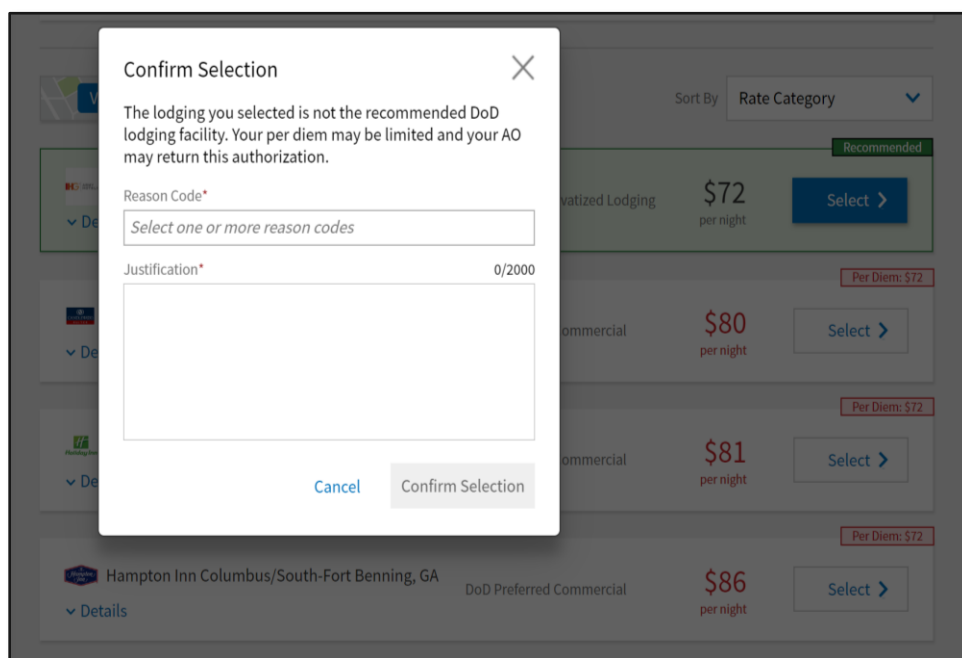


Figure 2-32: Confirm Selection (Other than DoD lodging) Screen

- The **Confirm Selection** message informs you that your pick may result in per diem limitation. On this screen, you must select a **Reason Code** and enter a **Justification** for non-use of directed lodging (Figure 2-33). Once you complete your actions, select **Confirm Selection**.

Note: The **Reason Code** selection and manually entered Justifications transfer under **Other Auths and Pre Audit**.

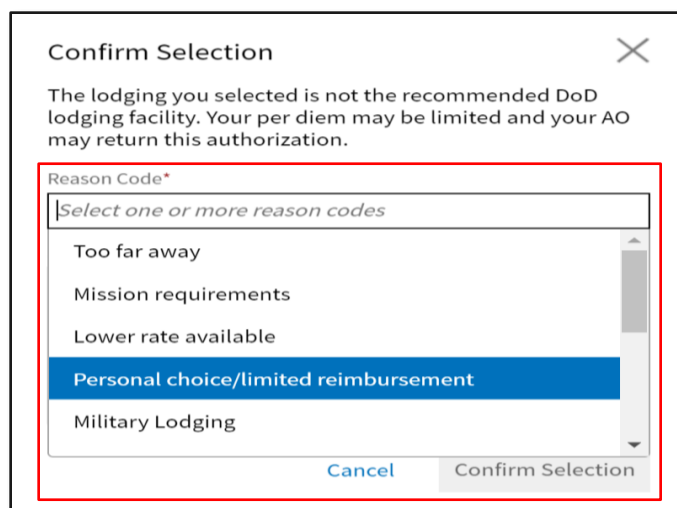


Figure 2-33: Confirm Selection - Reason Code Screen

- The **Select Room** page opens. **Per Diem** when over the established limit, displays in *red* along with the room rate (Figure 2-34).

← Return to search results Skip booking →

Select Room

Candlewood Suites Columbus Fort Benning
DoD Preferred Commercial Lodging (706) 683-9900

▼ Lodging Details

DoD Commercial Lodging Rates

| Room Type | Rate | Per Diem | Action |
|---------------|-------------------|----------|----------|
| Standard Rate | \$79.85 per night | \$72 | Select > |
| 1 Queen Bed | \$79.85 per night | \$72 | Select > |
| Standard Rate | \$79.85 per night | \$72 | Select > |

Figure 2-34: Select Room – (over per diem) Screen

- A **Confirm Selection** window opens. Select **Confirm Selection** to advance (Figure 2-35).

DoD Commercial Lodging Rates

Confirm Selection

This room is over your allowed per diem. The reservation may be subject to cancellation or partial payment. Are you sure you want to continue?

Cancel Confirm Selection

Figure 2-35: Confirm Selection Screen

- The **Confirm Lodging** screen displays (Figure 2-36). Review all information and scroll to the bottom of the page to **Book** the hotel.

The screenshot shows a web interface for confirming lodging. At the top, there are links for 'Return to room selection' and 'Skip booking'. The main heading is 'Confirm Lodging'. Below this, the location is 'FT. BENNING, GA'. The check-in date is 'Wednesday, April 22, 2023' and the check-out date is 'Friday, April 24, 2023'. The selected property is 'Candlewood Suites Columbus Fort Benning', which is a 'DoD Preferred Commercial Lodging'. The address is '3389 Victory Dr, Columbus GA, 31903'. Contact information includes a phone number '(706) 683-9900', a fax number '(706) 683-9909', and a toll-free number '(877) 660-8543'. A 'Website' link is also provided. The room details show '1 Queen Bed' and 'No Smoking'. The rate is '\$79.85 per night'. A 'Room Details' link is at the bottom left.

Figure 2-36: Confirm Lodging Screen

- **DoD Preferred Commercial Lodging or Commercial Lodging** appears on the **Select Lodging** screen (Figure 2-37). **Note:** This example is a TDY location without DoD Lodging or Government Privatized Lodging.
 - **Details** link is available for each listed property (Figure 2-37, Indicator 1). Select **Info** to view the hotel's name, location on Google Maps, address, phone and fax numbers, and website link. Use the **Policy** link to see the hotel's cancellation rules, methods of payment, property description, etc.
 - Room rates at or below per diem appear at the top of the hotel listing.
 - (Optional) View lodging locations using the **View Map** or **Filters** features (Figure 2-37, Indicator 2):
 - Policy compliant lodging displays in a **green** or **blue** rate box.
 - Non-compliant lodging (over per diem) displays in a white rate box.

Select Lodging

Skip booking →

Search By: TDY Location ▼ TDY Location*: ABERDEEN, MD ▼ Check-in/Check-out*: 05/04/2023 - 05/08/2023 Search

View Map Filters Sort By: Rate Category ▼

| | | | |
|---|--------------------------|-------------------|-----------------------------|
| SpringHill Suites Edgewood Aberdeen Details | DoD Preferred Commercial | \$89 per night | Select > |
| Country Inn & Suites by Radisson Bel Air/Aberdeen Details | DoD Preferred Commercial | \$89 per night | Select > |
| Candlewood Suites Aberdeen-Edgewood-Bel Air Details | DoD Preferred Commercial | \$90 per night | Select > |

Figure 2-37: Select Lodging – Commercial Lodging Screen

- Choose **Select** for the specific hotel (Figure 2-37, Indicator 3). The **Select Room** page appears (Figure 2-38).

← Return to search results Skip booking →

Select Room

Candlewood Suites Aberdeen-Edgewood-Bel Air
 DoD Preferred Commercial Lodging (410) 914-3060
[Lodging Details](#)

^ DoD Commercial Lodging Rates

| | | |
|--|----------------------|-----------------------------|
| Standard Rate Room Details | \$90.00 per night | Select > |
| 1 Queen Bed No Smoking Room Details | \$90.00 per night | Select > |

Figure 2-38: Select Room Screen - Commercial Lodging Screen

Note: If the room rate is over per diem, the cost displays in **red**. A **Confirm Selection** message appears when over per diem requiring action. You must select **Confirm Selection** to advance.

- Select **Room Details** for specific cancellation information (Figure 2-38, Indicator 2).
- Choose **Select** to reserve the room type (Figure 2-38, Indicator 1). The **Confirm Lodging** screen opens (Figure 2-39).
- On the **Confirm Lodging** screen, you can access **Rewards Program**, **Special Requests**, and change the **Method of Payment** if necessary.

← Return to room selection Skip booking →

Confirm Lodging

ABERDEEN,MD

Check-in: Monday, May 04, 2023 Check-out: Friday, May 08, 2023

Candlewood Suites Aberdeen-Edgewood-Bel Air
 DoD Preferred Commercial Lodging
 4216 Philadelphia Rd, Bel Air MD, 21015
 (410) 914-3060 (410) 914-3070 (877) 660-8543 Website

Standard Rate **\$90.00** per night
[Room Details](#)

^ Reward Programs

Frequent Guest Number: None selected Frequent Flyer Number: None selected

^ Special Requests

Disclaimer
 Travelers must adhere to their agency's policy on the use of travel management services when considering booking online air, lodging, and rental car reservations, including requesting special services and other travel services from the website.
 Please be advised that any travel changes required to your travel authorization must be made through DTS.

Payment Summary

Method of Payment*: Government Travel Charge Card (GTCC)

Estimated Total Cost

Nightly rate **\$90.00**
 \$90.00 x 4 nights **\$360.00**
excludes taxes and fees

[Request TMC Assistance](#) < Back **Book** >

Figure 2-39: Confirm Lodging Screen

- Review all information and scroll to the bottom of the page, select **Book** for the hotel.

Note: If you cannot locate accommodations that meet your mission requirements, you do have options on the **Select Lodging** screen.

Select Lodging

Search By: TDY Location ▼ TDY Location*: ABERDEEN, MD ▼ Check-in/Check-out*: 05/04/2023 - 05/08/2023 Search

View Map Filters Sort By: Rate Category ▼

Request TMC Assistance

Figure 2-40: Select Lodging – Search By or Request TMC Assistance

- At the top of the screen, (Figure 2-40, Indicator 1) select **Search By** option to switch the criteria, and then select **Search** for different lodging choices.
- At the bottom of the screen, select **Request TMC Assistance** (Figure 2-40, Indicator 2) to have the TMC help you find lodging.
 - A **Request TMC Assistance** box opens (Figure 2-41). The default **Rate Category** is **Commercial**, but there other lodging rates in the list. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to submit those lodging reservations. However, before switching the **Rate Category** field and selecting another lodging type, you should *verify* with your DTA, your organization's TMC support capabilities.

Note: Under **Additional Comments**, you may add to, but do not overwrite, the system-generated comments.

Request TMC Assistance ✕

The Travel Management Company (TMC) can assist with booking your travel arrangements. Additional fees may apply.

Rate Category: Commercial ▼

Additional Comments*

Please assist the traveler with booking a lodging reservation for ABERDEEN, MD from 05/04/2023 to 05/08/2023.

Cancel Send Request

Figure 2-41: Request TMC Assistance Screen

- Be sure to select **Send Request** to transmit comments to the TMC.

Note: When you contact the TMC for assistance outside DTS, you may incur an additional processing fee.

DTS provides a booking message when successful along with a confirmation number. Continue lodging reservations until you have booked all rooms. After you select your last room, DTS automatically moves to the **Review Reservation Selections**.

4.6 Review Reservation Selections

The **Review Reservation Selections** screen organizes your reservation information in date order, making it easy to review all your reservations, check for missing reservations, make special requests, and more. The **Review Reservation Selections** screen opens:

- When you select **Trip Summary** in the upper left corner of on any screen in the Reservations module.
- Immediately after completing the reservation process.
- Whenever you re-open the **Reservations** module after finishing the reservation process.

The **Review Reservations Selection** screen, from top to bottom, lets you:

- Email or print your itinerary (Figure 2-42a, Indicator 1).
- See key document details and your reservation cancellation history (Figure 2-42a, Indicator 2).
- Add new flight, rental car, lodging, or rail reservations to the itinerary (Figure 2-42a, Indicator 3).
- See key information for each reservation (see Note 1 in Section 5.2), and:
 - Add loyalty information or payment information you forgot to include earlier (Figure 2-42b, Indicator 4).
 - Cancel the reservation (Figure 2-42b, Indicator 5).
- For reservations that have not yet been made, you can:
 - Identify those you asked the TMC to make (Figure 2-42b, Indicator 6).
 - Book them (Figure 2-42b, Indicator 7).
- Identify the daily and total cost of all reservations (Figure 2-42c, Indicator 8).

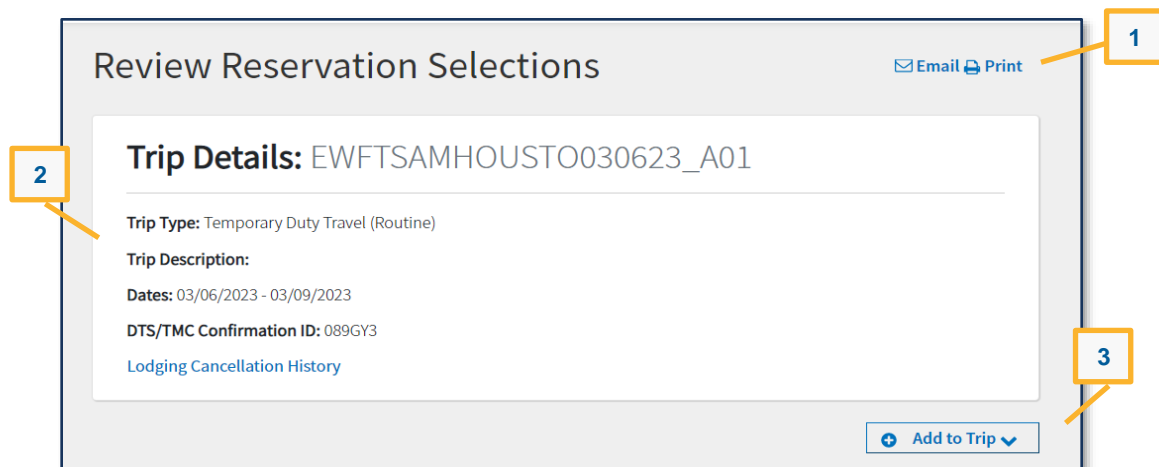



Figure 2-42a: Review Reservation Selections

▼ March 06, 2023

 **FLIGHT** to San Antonio

Booked!

Confirmation:
12345678


Monday March 06, 2023

IAD - Washington Dulles International Apt

✈

SAT - San Antonio International Apt

Non Stop
⌚ 3h 49m
[Fare Rules](#)

 **United Airlines**
Flight 2671 ⓘ
Seat Window

08:23 AM
IAD - Washington Dulles International Apt

✈

11:12 AM
SAT - San Antonio International Apt

DURATION
⌚ 3h 49m

Frequent Flyer Number

Method of Payment*

Total Cost
\$273.90
includes taxes and fees

Does this reservation not work for you?
[✖ Cancel Flight](#)

 **RENTAL CAR**

 **TMC Assistance Requested**

 **FLIGHT** To Washington, DC

[Book](#)

Figure 2-42b: Review Reservation Selections (continued)

FLIGHT to Washington Dulles

Booked!

Confirmation:
 12345678

Thursday March 09, 2023
SAT - San Antonio
 International Apt

IAD - Washington Dulles
 International Apt

Non Stop
 3h 7m
[Fare Rules](#)

United Airlines
 Flight 1347
 Seat Window

07:30 AM
 SAT - San Antonio
 International Apt

11:37 AM
 IAD - Washington Dulles
 International Apt

DURATION
 3h 7m

Frequent Flyer Number

Method of Payment*

Total Cost
\$531.90
includes taxes and fees

Does this reservation not work for you?
[✕ Cancel Flight](#)

8

SUMMARY OF TRIP COSTS

Estimated Trip Cost
\$1358.60
includes taxes and fees

| | |
|----------------|----------|
| March 06, 2023 | \$826.70 |
| March 09, 2023 | \$531.90 |

[Continue to Expenses >](#)

Figure 2-42c: Review Reservation Selections (continued)

When you finish using the **Reservations** module, select **Continue to Expenses** (Figure 2-42c) to enter your estimated expense costs and transportation allowances.

Note: When you leave the **Reservations** module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations automatically cancel. You must acknowledge this warning to proceed.

Key Note: You should cancel hotel reservations timely when travel is no longer required, especially when within 24 to 48 hours of departure to avoid hotel cancellation or no-show fees. Even if the authorization is unsigned with *reserved* reservations, you can still incur fees. Be sure to follow the cancellation process in DTS and obtain cancellation confirmation numbers. Always, follow up with the vendor to ensure reservations fully cancel. For more document cancel information, see the [Trip Cancellation Procedures](#) paper.

Chapter 5: Expenses Module

In an authorization, the **Expenses** module allows you to estimate expected travel reimbursable expenses and calculate your anticipated mileage allowances. Accurately predicting your trip expenses and allowances provides an accurate “should-cost” estimate for your trip. Access the **Expenses** module by selecting **Expenses** from the **Progress Bar**.

Information displays as a single running list on the **Enter Expenses** screen by date with the most recent entry at the top of the page. On the **Enter Expenses** screen (Figures 2-43), you can:

- Change the Sort By (Figure 2-43, Indicator 1) to re-order the expenses.
- Toggle between **Expand All** and **Collapse All** (Figure 2-43, Indicator 2) to open and close all of the expense items data cards to see **Details**, **Notes**, and **Attachments**.
- Use the Import PDF feature to easily attach records to expenses (Figure 2-43, Indicator 3).
- Download all attachments (appears after attaching receipts - not shown).
- Select the single entry point to Add expenses (Figure 2-43, Indicator 4).
- View **Details** for booked reservations (Figure 2-43, Indicator 5).
- Select **Lodging** expense (Figure 2-43, Indicator 6) to display the lodging per diem for the TDY location.
Note: The calendar displays daily per diem allowance. You can use **options** (3-dots icon) for quick access to **Edit Per Diem** for leave or record provided meals.
- See **Receipt Required** icon (Figure 2-43, Indicator 7).
- View the **Expense Summary** (Figure 2-43, Indicator 8).
- **Continue** to the next screen (Figure 2-43, Indicator 9).

Note: The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons and links. See Section 4.5 for an explanation of the most commonly used icons.

The screenshot shows the 'Enter Expenses' interface. At the top, there's a title 'Enter Expenses' (1). Below it, a 'Sort By' dropdown is set to 'Date (Newest)' (2), and an 'Expand All' button (3) is next to it. A blue 'Add' button is in the top right (4). The main list contains four expense items, each with a 'Details' link (5), a date range (6), a warning triangle icon (7), and a dollar amount. The items are: United Airlines (Flight 1347 - SAT to IAD) for \$531.90, Lodging (Ft. Sam Houston, TX) for \$327.00, United Airlines (Flight 2671 - IAD to SAT) for \$273.90, and Avis Rent-a-Car (SAT) for \$225.80. At the bottom, an 'Expense Summary' box (8) shows 'Reservation Expenses' of \$1,358.60, 'Other Expenses' of \$0.00, and a 'Total Expenses' of \$1,358.60. At the very bottom are 'Back' and 'Continue' buttons (9).

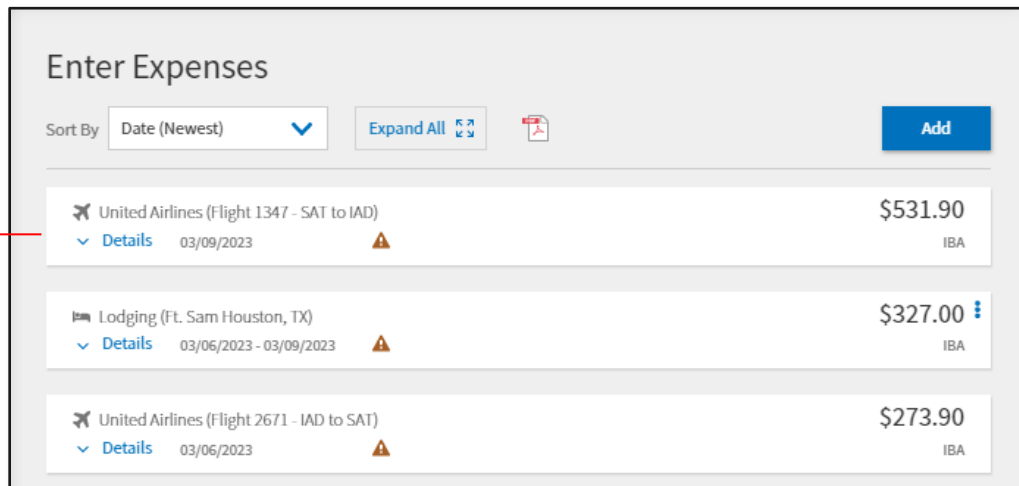
| Expense Item | Amount |
|--|----------|
| United Airlines (Flight 1347 - SAT to IAD) | \$531.90 |
| Lodging (Ft. Sam Houston, TX) | \$327.00 |
| United Airlines (Flight 2671 - IAD to SAT) | \$273.90 |
| Avis Rent-a-Car (SAT) | \$225.80 |

| Expense Summary | | |
|----------------------|----------------|----------------|
| Reservation Expenses | Other Expenses | Total Expenses |
| \$1,358.60 | \$0.00 | \$1,358.60 |

Figure 2-43: Enter Expenses Screen

5.1 Reservation Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen (Figure 2-43). A triangle icon flags all items meeting the receipt requirements. **Note:** You cannot manually add or remove reservations from the **Enter Expenses** screen. Return to the **Reservations** module to add additional reservations or cancel them.



Enter Expenses

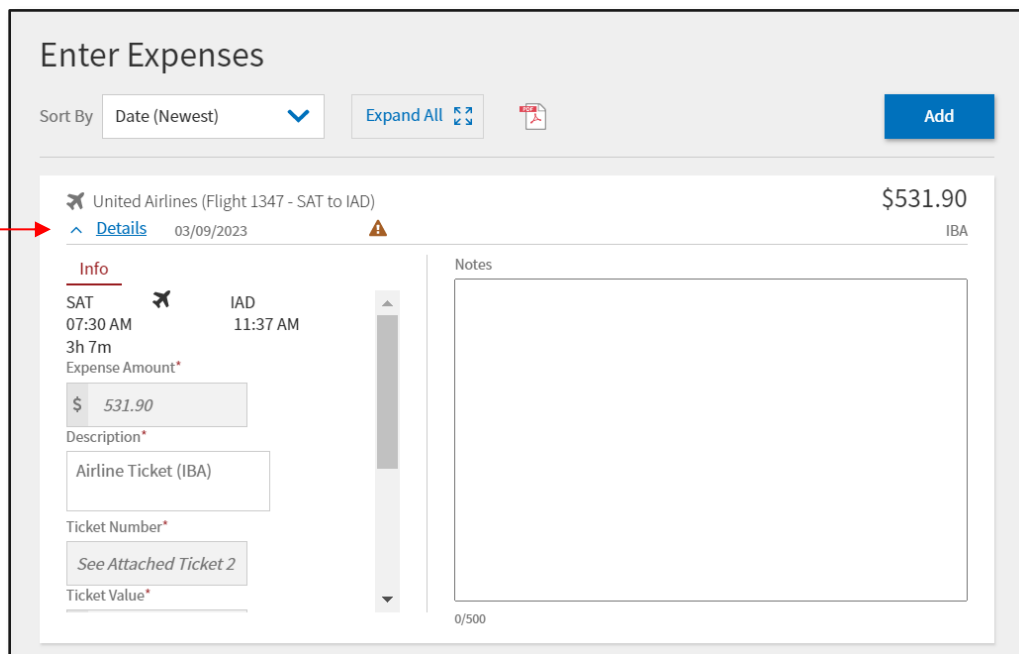
Sort By: Date (Newest) [Expand All](#) [Add](#)

| | | |
|--|----------|-----|
| ✈ United Airlines (Flight 1347 - SAT to IAD) | \$531.90 | IBA |
| 📅 Lodging (Ft. Sam Houston, TX) | \$327.00 | IBA |
| ✈ United Airlines (Flight 2671 - IAD to SAT) | \$273.90 | IBA |

Figure 2-44a: Enter Expenses Screen

Each imported reservation expense listed on the **Enter Expenses** screen contains the vendor, expense type, and other key **Details** including the **Date**, **Cost**, and the method of reimbursement (MOR), which will be either **IBA** or **EFT** (Figure 2-44a).

- To view specific flight data, select **Details** (Figure 2-44a). The screen opens to **Info** (Figure 2-44b). You can *only* view the **Ticket Number**, **Ticket Cost**, and **Dates**. Under **Notes**, add comments. Select **Update** to save the change.



Enter Expenses

Sort By: Date (Newest) [Expand All](#) [Add](#)

✈ United Airlines (Flight 1347 - SAT to IAD) \$531.90 IBA

[Details](#) 03/09/2023

Info

SAT 07:30 AM IAD 11:37 AM
3h 7m

Expense Amount*
\$ 531.90

Description*
Airline Ticket (IBA)

Ticket Number*
See Attached Ticket 2

Ticket Value*

Notes

0/500

Figure 2-44b: Details – Departure Flight Reservation

Key Note 1: DTS initially lists all flights as one-way flights until the document comes back from the TMC (Figure 2-44a). Once the TMC books the outbound and return flights, the trip record updates, and the document status reflects **CTO BOOKED**. When that happens, DTS attaches the round-trip fare to the outbound flight and then shows the return flight with a \$0.00 cost or DTS only displays outbound flight and does not display the return flight at all. The TMC emails you a confirmation at booked and again at the time of ticketing, providing all the specific reservation details. Review the information thoroughly before starting travel.

Key Note 2: Domestic train reservations appear in this section, but displays a \$0.00 cost. Update the expense with the actual cost after confirming booking by the TMC.

- To view rental car data, select **Details** (Figure 2-44a). The **Details** screen opens (Figure 2-44c). You have the option to add **Notes**.

The screenshot displays the 'Details' screen for an 'Avis Rent-a-Car (SAT)' reservation. At the top right, the total cost is shown as '\$225.80' and the user 'IBA' is listed. Below the title, there's a 'Details' link and the dates '03/06/2023 - 03/09/2023'. The 'Info' section on the left provides details about the location (SAT - San Antonio International Apt), the company (Avis Rent-a-Car), and the schedule (Pick-up: Mon. 03/06/2023, Drop-off: Thu. 03/09/2023). It also shows the 'Expense Date' as 03/06/2023, the 'Expense Amount' as \$ 225.80, and the 'Method of Reimbursement' as GTCC. On the right, there is a 'Notes' section with a large text area for adding comments. A '0/500' character count is visible at the bottom of the notes area.

Figure 2-44c: Details – Rental Car Reservation

- To view lodging data, select **Details** (Figure 2-44a). The lodging **Details** screen (Figure 2-44d) shows you a calendar feature, which reflects the allowed daily lodging per diem. Select **Notes** to add comments.
- Key Note 1:** Even if you don't make a lodging reservation, a lodging entry appears on the **Enter Expenses** screen. This entry provides a calendar feature for daily lodging per diem. This entry also allows quick access to the per diem table using **options** (3-dots icon).
- Key Note 2:** To attach a record, select the + sign (Add), **browse** to attach or **Drag And Drop**.

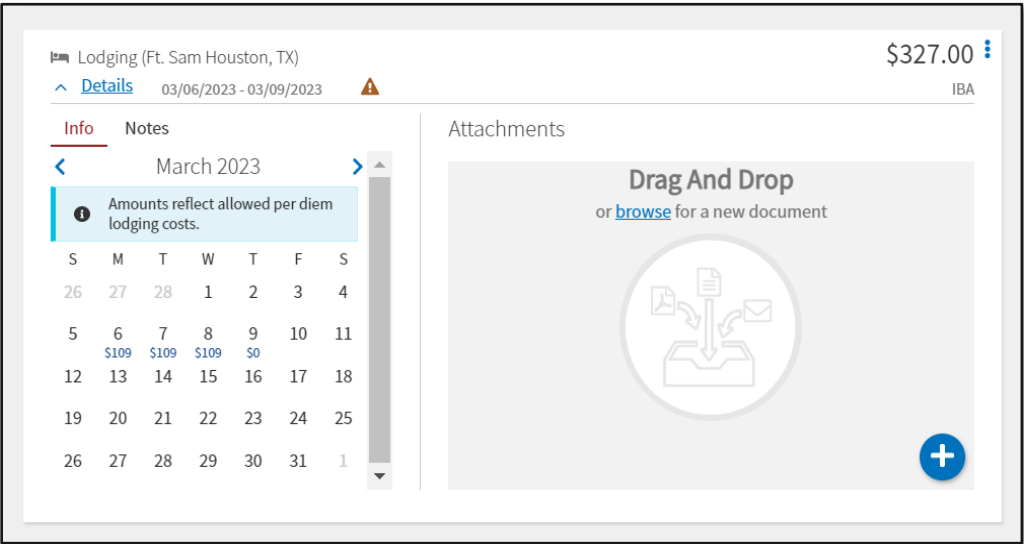


Figure 2-44d: Details - Lodging

5.2 Other Expenses

The **Expenses** module provides six primary expense categories (groupings), which are available under **Add** on the **Enter Expenses** screen for an authorization and the voucher. Table 2-3 shows the expenses available in each category.

Key Note: The **Expense** categories (with the **Expense** types) contain typical expenses, which travelers might incur (based upon the mission). If the **Expense** table does not include an allowable incurred expense, the traveler should contact their DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Example: A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee*. In DTS, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost. The traveler could add notes to the expense for the AO to review.

Table 2-3

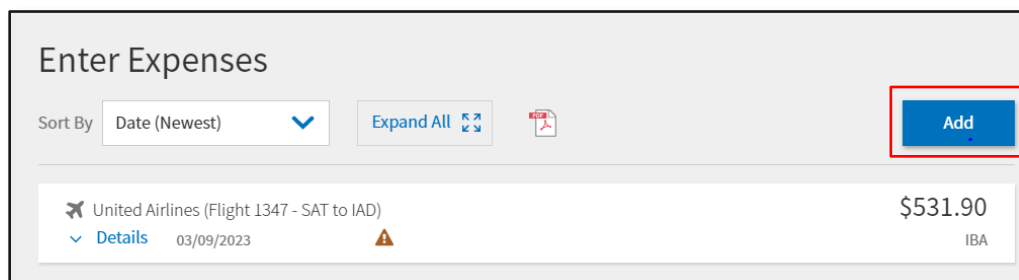
| EXPENSE CATEGORY | EXPENSE TYPE |
|-------------------------------|---|
| International Travel Expenses | Foreign Currency Conv Fees International Drivers Permit Fees International Entry/Exit Fees International GTCC Transaction Fee International Guide Services/Driver Passport/Visa Fees |
| Lodging Expenses | Dual Lodging Lodging Cancellation Fee Lodging Early Check-In Fee Lodging Late Check-Out Fee Lodging Resort Fees |

| EXPENSE CATEGORY | EXPENSE TYPE |
|-------------------|--|
| | Lodging Retained on Leave Lodging Taxes (CONUS and Non-foreign) |
| Mileage Expenses | Private Auto – At TDY Area Private Auto – To/From TDY Private Auto – To/From Terminal Private Motorcycle – At TDY Area Private Motorcycle – To/From TDY Private Motorcycle – To/From Terminal Private Plane Private Vehicle – GOV Auth & Avail |
| Other Expenses | Baggage – 1 st Checked Bag Baggage – Excess Baggage – Unaccompanied (Civilian Only) Conference Registration Immunizations/Inoculations Internet – In Flight Internet at Lodging Facility Military Working Dog – Airfare Military Working Dog – Kennel Handle Fee Military Working Dog – Lodging Fee Other – Create Your Own |
| Ticketed Expenses | Airline Ticket (CBA) Airline Ticket (IBA) Bus Ticket (CBA) Bus Ticket (IBA) TMC Fee (CBA) TMC Fee (IBA) Train Ticket (CBA) Train Ticket (IBA) |

| EXPENSE CATEGORY | EXPENSE TYPE |
|-------------------------|--|
| Transportation Expenses | Aero Club – Rental and Fees Airfare – Cancellation Fee Government Vehicle – Fuel/Oil Parking – At the Terminal Parking – TDY Area Private Plane – Fees Public Transit – Shuttle Public Transit – TDY Area Public Transit – Terminal Rental Car – Fuel Rental Car – Terminal Rental Car – To/From TDY Rental Car – at TDY Area TMC Fee – Not in Air Amount Taxi – TDY Area Taxi – To/From Terminal Tolls/Ferry Fees |

On the **Enter Expenses** screen, select **Add** to enter expenses and allowances that aren't associated to per diem or reservations processed by the TMC (Figure 2-45).

The **Add New** window (Figure 2-46) appears.



The screenshot shows the 'Enter Expenses' interface. At the top, there's a title 'Enter Expenses'. Below it, on the left, is a 'Sort By' dropdown set to 'Date (Newest)'. In the center, there's an 'Expand All' button with a double arrow icon. On the right, there's a red document icon and a blue 'Add' button. A red box highlights the 'Add' button, and a red arrow points to it from the right. Below the header, there's a list of expenses. The first entry is 'United Airlines (Flight 1347 - SAT to IAD)' with a price of '\$531.90'. Below this entry, there's a 'Details' link with a downward arrow, the date '03/09/2023', and a warning icon. The text 'IBA' is visible at the bottom right of the entry.

Figure 2-45: Enter Expense Screen - Add

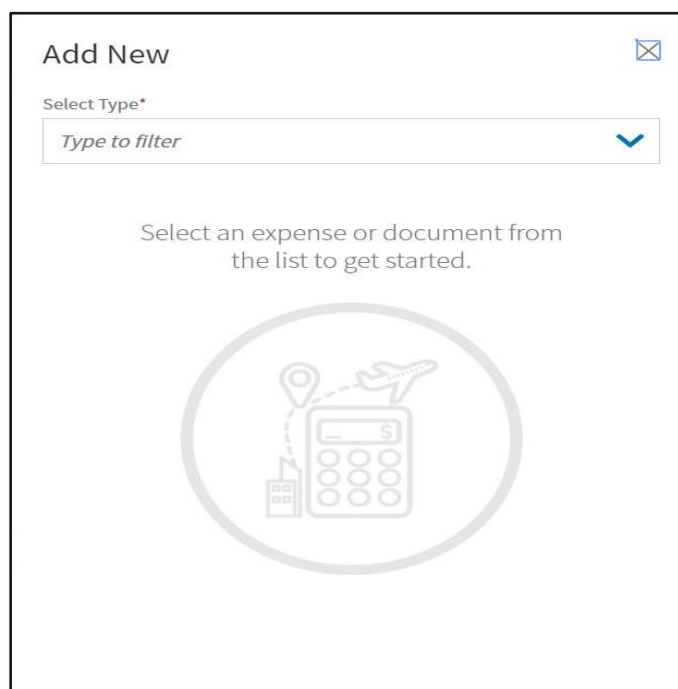


Figure 2-46: Add New Window

Under **Select Type**, use the dropdown menu, to choose the expense category and specific expense item (Figures 2-47a and b). When the **Add New** screen opens, enter the required data. **Note:** Any field with an asterisk indicates a mandatory entry. Depending upon the expense, the required information varies, but may include:

- **Expense Type** (Figure 2-47a, Indicator 1).
- **Attach Receipt** (Figure 2-47a, Indicator 2).
- **Expense Date** (Figure 2-47a, Indicator 3).
- **Expense Amount** or \$ cost (Figure 2-47a, Indicator 4).
- For a **Mileage Expense**: Select the proper mileage expense type. For **Private Auto – To/From Terminal**, enter mileage based upon odometer (not shown). For **Private Auto –To/From TDY**, enter **Purpose**, **Start** and **End Locations** (must be zip codes to let DTS get your mileage from the Defense Table of Official Distances [DTOD]) (Figure 2-47b, Indicator 5).
- **Reimbursement Method** (usually GTCC or Personal).
- **Notes** (Figure 2-47, Indicator 6a).
- For a **Ticketed Expense** only: **Description**, **Ticket Number**, **Date**, and **Value**, plus **Departure Date** (not shown).

The figure consists of two side-by-side screenshots of the 'Add New' expense entry screen. Both screens have a title bar with 'Add New' and a close button (X). The left screen (Figure 2-47a) is for 'Parking - At the Terminal'. It has a 'Select Type*' dropdown with a blue checkmark. Below it is an 'Attach Receipt' button. The 'Expense Date*' is 03/06/2023. The 'Expense Amount*' is \$ 60.00. There is a 'Currency Converter' link. The 'Method of Reimbursement*' is 'GTCC ending in **4242'. The 'Notes' field is empty. At the bottom are 'Cancel' and 'Add' buttons. The right screen (Figure 2-47b) is for 'Private Auto - To/From TDY'. It has a 'Select Type*' dropdown with a blue checkmark. Below it is an 'Attach Receipt' button. A yellow warning banner states: 'This expense may require a [Constructed Travel Worksheet](#) to be submitted with this document.' The 'Expense Date*' is 03/13/2023. The 'Start Location*' is '22193 Woodbridge, VA, Prince William'. The 'End Location*' is '78234 Fort Sam Houston, TX, Bexar'. Below these is a calculation: '1584 mi X \$0.655 = \$ 1037.52'. At the bottom are 'Cancel' and 'Add' buttons. Numbered callouts (1-6) point to specific fields in both screens.

Figure 2-47a and 2-47b: Add New Screen (Expense Details)

Once you enter all the information, select **Add** (Figure 2-47a and 2-27b) to save the entry. The **Add New** window closes and the expense you just recorded displays on the **Enter Expenses** screen (Figure 2-48).

On the **Enter Expenses** screen (Figure 2-48) once you add an expense, you have access to view:

- The **Expense Name** and key **Details** (Figure 2-48, Indicator 1).
- The expense **Date** (Figure 2-48, Indicator 2).
- The expense **Cost** (Figure 2-48, Indicator 3).
- The **options** (3-dot icon) for **Duplicate Expense** and **Delete Expense** (Figure 2-48, Indicator 4).
- Flagged expenses requiring a receipt.
- Attached records or receipts.

| Expense Summary | | |
|----------------------|----------------|----------------|
| Reservation Expenses | Other Expenses | Total Expenses |
| \$1,358.60 | \$139.30 | \$1,497.90 |

Figure 2-48: Enter Expenses Screen

Key Note 1: Certain selections such as **Mileage, Private Auto – To/From TDY** requires you to complete a **Constructed Travel Worksheet (CTW)**. A message appears if the expense warrants the CTW.

You can access a CTW in a document by navigating to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link when an expense warrants one.

Constructed Travel information is available on the DTMO website at <https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>. There is a **Pre-Travel Worksheet (PDF)** for an authorization and **Post-Travel Worksheet (PDF)** for a voucher with an accompanying guide for each worksheet.

- Be sure to use Chrome, Edge, or Firefox browser. **Note:** Do not use Internet Explorer (IE) browser.
- Save the file to a folder.
- From the saved folder location open the document.

Note: If you try to download the worksheet and open it using Chrome without saving it first, you may receive a “Please wait” message that does not resolve. This situation is specific to the Chrome browser and not a problem with the actual CTW file. **To resolve:** Save and open the file from the saved folder location.

Individuals CT links are:

- Pre-Travel Worksheet: https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip
- Post-Travel Worksheet: https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip
- Pre-Travel Guide: <https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF>
- Post-Travel Guide: <https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF>

Available on the DTMO website is the information paper, [Introduction to Constructed Travel](#) which provides some constructed travel examples.

Key Note 2: If you select **Mileage, Private Auto – To/From TDY** expense you must enter the *zip code* in the **Starting Location** and in the **Ending location** fields to calculate the distance properly.

Key Note 3: If you incur expenses in foreign currency, enter the dollar equivalent. Use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent.

To view or edit an expense item, select **Details** (Figure 2-49, Indicator 1).

- When the **Details** window opens. To make a change such as cost, select the **Expense Amount** field (Figure 2-49, Indicator 2). Enter the data and select **Update** to save (Figure 2-49, Indicator 3). **Note:** Until you type in the **Expense Date** or **Expense Amount** fields, the **Update** and **Cancel** buttons do not appear.
 - Under the **Details** is the **Attachments**, you can use the + sign to add documents, **browse** to attach or use **Drag And Drop** option (Figure 2-49, Indicator 4). More specifics on the attachment process are available under Section 5.3.

The screenshot shows the 'Details' window for an expense titled 'Parking - At the Terminal' with a total of \$100.00. The window is divided into two main sections: 'Info' and 'Attachments'. In the 'Info' section, there are fields for 'Expense Date' (03/06/2023), 'Expense Amount' (\$100.00), 'Currency Converter', and 'Method of Reimbursement' (GTCC ending in **4242). At the bottom of the 'Info' section are 'Cancel' and 'Update' buttons. The 'Attachments' section on the right has a 'Drag And Drop' area with a '+ browse' link and a circular icon with a plus sign. Numbered callouts 1 through 4 highlight specific UI elements as described in the text.

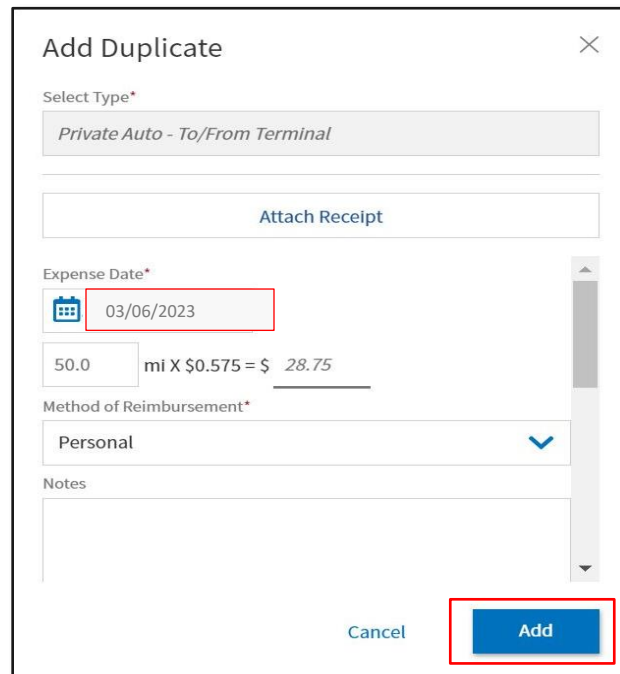
Figure 2-49: Expenses Screen – Options

To duplicate an expense, locate the entry and select **options** (3-dots icon).

- The window expands. Select **Duplicate Expense** (Figure 2-50, Indicator 1). The **Add Duplicate** window appears (Figure 2-51).

The screenshot shows a dropdown menu that appears when the 'options' (three dots) icon is clicked on an expense entry titled 'Private Auto - To/From Terminal'. The menu contains two options: 'Duplicate Expense' and 'Delete Expense'. A red box highlights these two options, and a callout labeled '1' points to the 'Duplicate Expense' option.

Figure 2-50: Duplicate Expense Option



The 'Add Duplicate' window is a modal dialog with a close button (X) in the top right corner. It contains the following fields and controls:

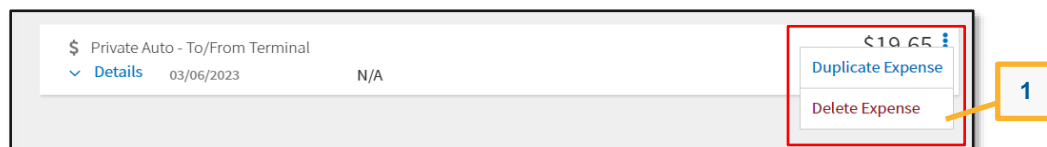
- Select Type***: A dropdown menu with 'Private Auto - To/From Terminal' selected.
- Attach Receipt**: A button.
- Expense Date***: A date picker showing '03/06/2023'.
- Amount**: A text input showing '50.0'.
- Rate**: A text input showing 'mi X \$0.575 = \$'.
- Total**: A text input showing '28.75'.
- Method of Reimbursement***: A dropdown menu with 'Personal' selected.
- Notes**: A text area.
- Buttons**: 'Cancel' and 'Add' buttons at the bottom right. The 'Add' button is highlighted with a red box.

Figure 2-51: Add Duplicate Window

- Enter the date to replicate the expense.
- (Optional) Add **Notes**.
- Select **Add** to save the entry (Figure 2-51).
- The recorded expense displays in the running list on the **Enter Expenses** screen.

To remove an expense item, locate the entry and select **options** (3-dots icon).

- The window expands. Select **Delete Expense** (Figure 2-52, Indicator 1). A **Delete Expense** window opens (Figure 2-53).

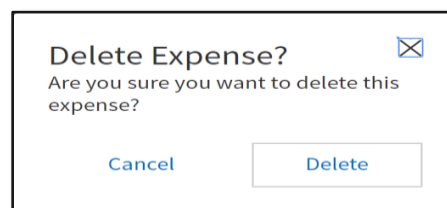


The 'Delete Expense Option' shows a list of expenses. The selected entry is highlighted with a red box. The entry details are:

- Expense Type**: \$ Private Auto - To/From Terminal
- Details**: 03/06/2023
- Amount**: N/A
- Options**: A menu with 'Duplicate Expense' and 'Delete Expense' options. The 'Delete Expense' option is highlighted with a red box and a yellow box labeled '1'.

Figure 2-52: Delete Expense Option

- Select **Delete** to remove the expense.



The 'Delete Expense?' screen is a modal dialog with a close button (X) in the top right corner. It contains the following text and controls:

- Title**: Delete Expense?
- Message**: Are you sure you want to delete this expense?
- Buttons**: 'Cancel' and 'Delete' buttons at the bottom.

Figure 2-53: Delete Expense Screen

- The **Enter Expenses** screen updates. The expense is no longer in DTS.

5.3 Attaching Files and Substantiating Documents

Depending upon your travel requirements, you may need to attach a file or record to support the authorization. Typical documents can include:

- Constructed Travel Worksheet (CTW)
- Approval for other than economy/coach class travel
- Leave form
- Memo

When you attach or upload a record, DTS automatically converts it to a .png file, which allows viewing without having to download first. However, for documents that must retain .pdf integrity, such as digitally signed records, you have the option to check the **“Attach as PDF”** box.

From the **Enter Expenses** screen, there are a couple of ways to attach files:

- **Details.** For an entered expense, select the **Details** link (Figure 2-54, Indicator 1).
 - When the window opens, the option to attach is on the right side of the entry (Figure 2-54). You can **browse**, **Drag and Drop** or select the **+** sign to add a file. **Note:** Faxing is not available in DTS.

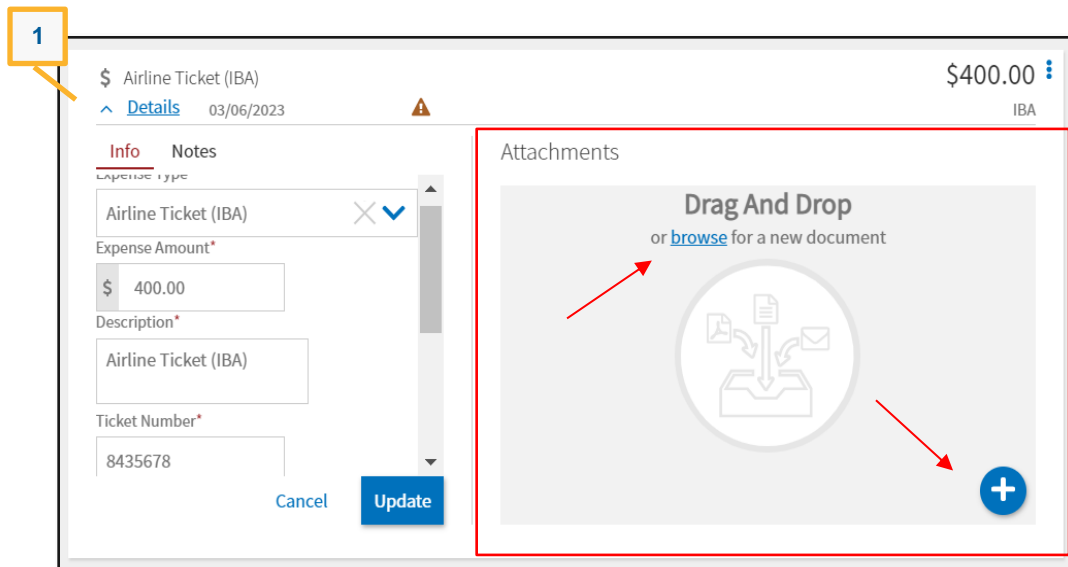


Figure 2-54: Details Attachments Screen

- Regardless of which method you use to include a record, the **Attach Document** window (Figure 2-55) displays. It identifies the document you've selected.

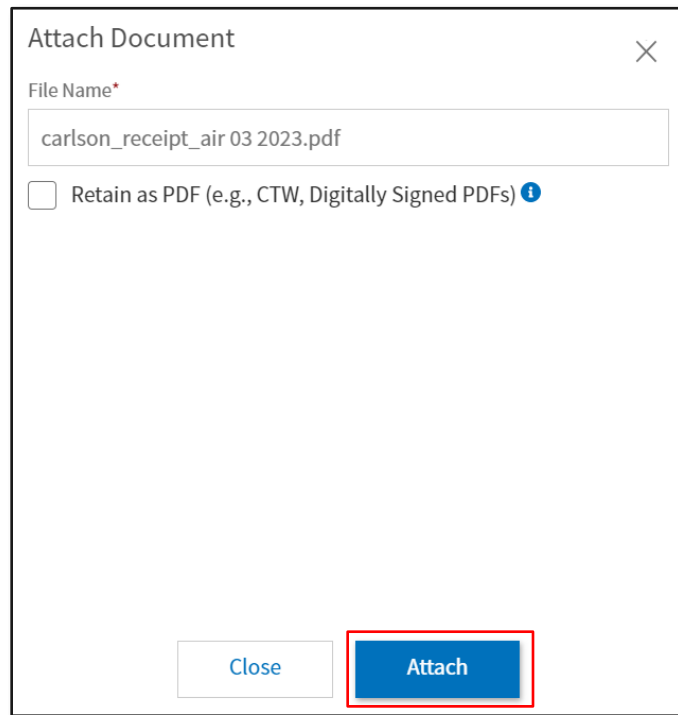
A screenshot of a web-based dialog box titled "Attach Document" with a close button (X) in the top right corner. Below the title is a label "File Name*" followed by a text input field containing the text "carlson_receipt_air 03 2023.pdf". Below the input field is a checkbox labeled "Retain as PDF (e.g., CTW, Digitally Signed PDFs)" with a blue information icon to its right. At the bottom of the dialog are two buttons: a light blue "Close" button and a blue "Attach" button, which is highlighted with a red rectangular border.

Figure 2-55: Attach Document Screen

- Select **Attach** to confirm that this is the correct file. **Note:** the file will automatically convert to the .png image for viewing. You should only check the box **Retain as PDF** method when you need to keep the format for a digitally signed form.
- Once the file attaches (Figure 2-56), you should see the document and view number of attachments. Icons on the screen include:
 - **Trash can** to remove the record (Figure 2-56, Indicator 1).
 - **Rotate Left** (Figure 2-56, Indicator 2).
 - **Rotate Right** (Figure 2-56, Indicator 3).
 - **Zoom In** (Figure 2-56, Indicator 4).
 - **Zoom Out** (Figure 2-56, Indicator 5).
 - **+ sign (Add)** (Figure 2-56, Indicator 6).
 - **Download Attachments** (Figure 2-56, Indicator 7).

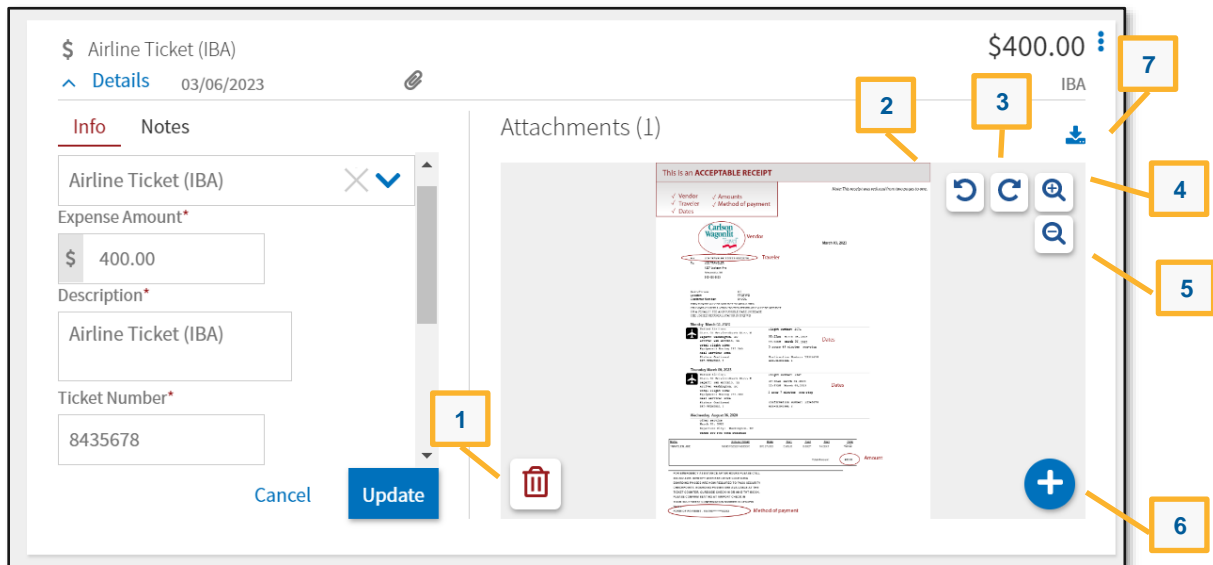


Figure 2-56: Attachment Screen (Air Receipt)

- Select **Details** again to close the expense item. The entry updates to show a paper clip icon indicating an attachment is present (Figure 2-57, Indicator 1).

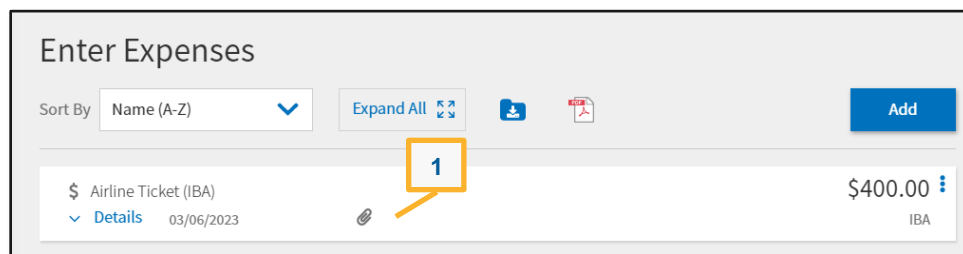


Figure 2-57: Attached Document Icon

- **Import a PDF.** When you import files into the trip, (e.g., memos or Leave forms) you must attach each one to a specific expense or **Documents**. **Note:** DTS provides an information message if you uploaded files, but have not yet attached them (Figure 2-58, Indicator 1). Let's start with how to **Import a PDF**.

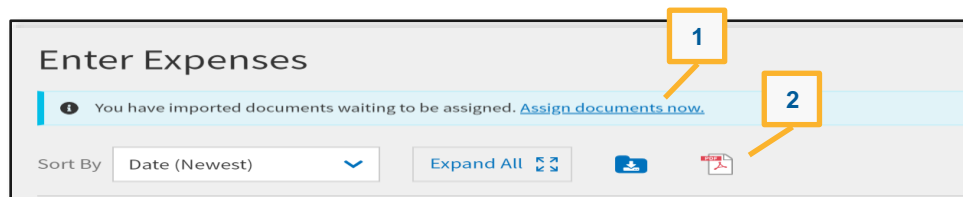


Figure 2-58: Enter Expenses Screen - Assign Documents Message

- Select the PDF icon (Figure 2-58, Indicator 2). The **Import PDF** window (Figure 2-59) opens.

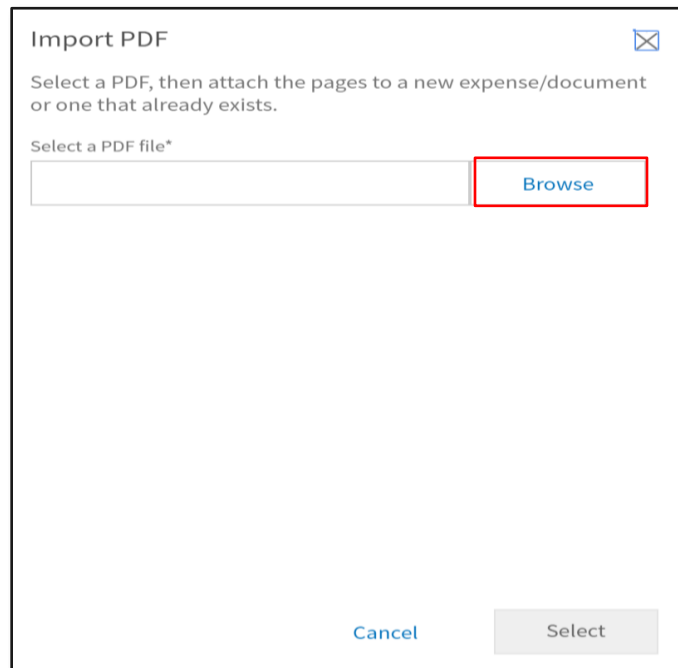


Figure 2-59: Import PDF Window

- **Browse** for the file you need attach to the trip.
- Attach the file and choose **Select** (Figure 2-60). The **Import PDF** screen updates to show the selected file.

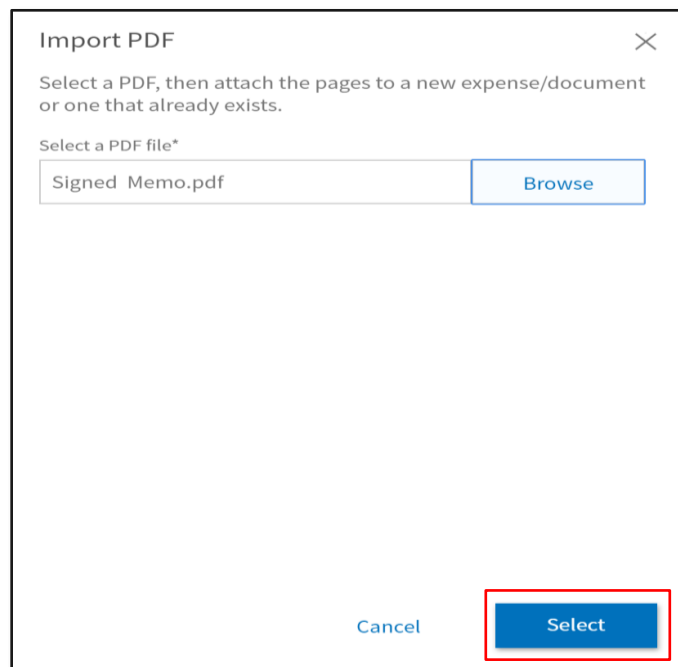


Figure 2-60: Import PDF Screen

- On the **Import PDF** screen, you can see either the data in the **List View** (as shown below) or **Grid View**. You need to check the box, and then select **Next** (Figure 2-61) in order to proceed to the following screen.



Figure 2-61: Import PDF

- On the **Import PDF** screen, scroll down and locate the expense item or **Documents** in which to associate the file. For this example, select **Documents** (Figure 2-62, Indicator 1). Then the **Assign Documents** screen appears (Figure 2-63).

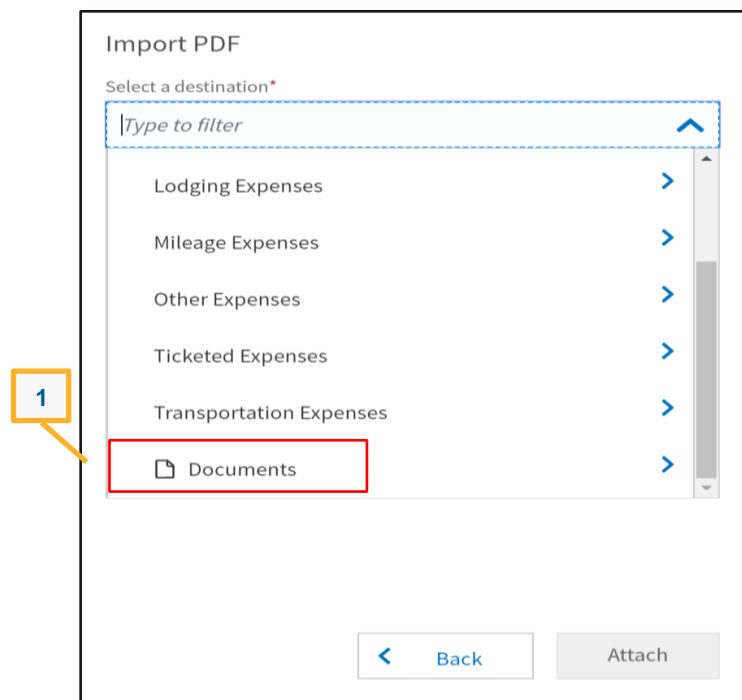


Figure 2-62: Import PDF – Listing

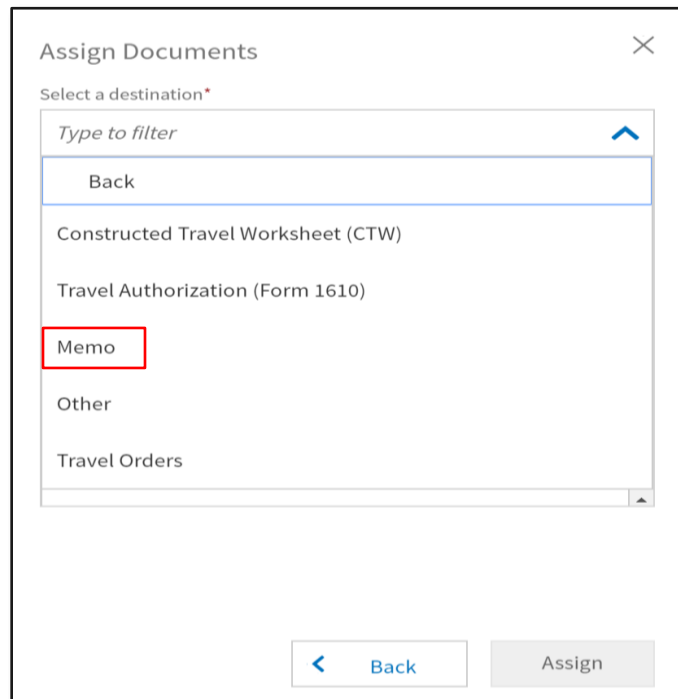
The 'Assign Documents' screen features a title bar with a close button. Below the title is a 'Select a destination*' dropdown menu with a search bar labeled 'Type to filter' and an upward arrow. The dropdown list contains the following items: 'Back', 'Constructed Travel Worksheet (CTW)', 'Travel Authorization (Form 1610)', 'Memo' (highlighted with a red box), 'Other', and 'Travel Orders'. At the bottom of the screen are two buttons: a 'Back' button with a left arrow and an 'Assign' button.

Figure 2-63: Assign Documents Screen

- Select the type of document you want to associate the file to (Figure 2-63) and then the **Import PDF** window opens (Figure 2-64) displaying the following:

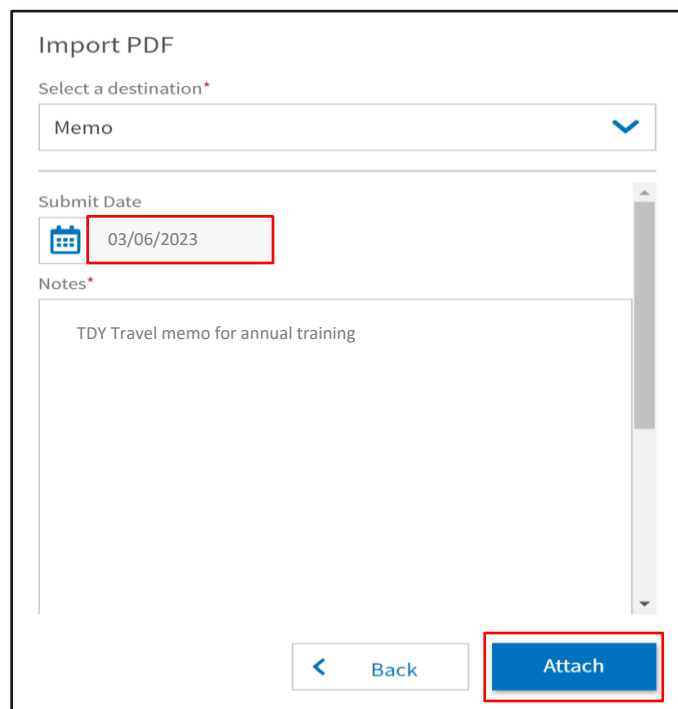
The 'Import PDF' screen has a title bar. Below the title is a 'Select a destination*' dropdown menu with 'Memo' selected and a downward arrow. Below this is a 'Submit Date' section with a calendar icon and the date '03/06/2023' (highlighted with a red box). Underneath is a 'Notes*' text area containing the text 'TDY Travel memo for annual training'. At the bottom are two buttons: a 'Back' button with a left arrow and an 'Attach' button (highlighted with a red box).

Figure 2-64: Import PDF Screen

- Select a destination
- Submit Date

- **Notes** - this is not optional. You must enter a note to save the entry.
- Select **Attach** to proceed to the next window. The **Import PDF** screen updates reflecting the **Attached** message (Figure 2-65).

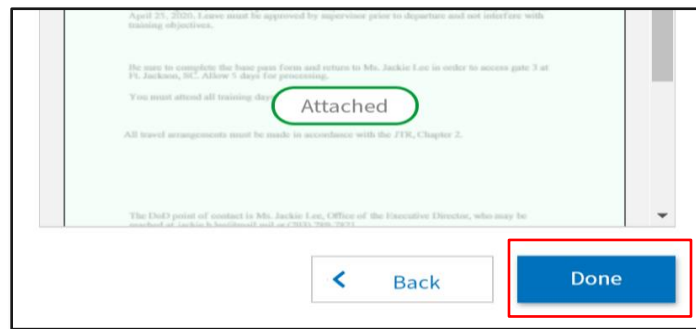


Figure 2-65: Import PDF Screen - Attached Message

- Select **Done** (Figure 2-65). The **Enter Expenses** screen updates with the new entry (Figure 2-66, Indicator 1) displaying a paper clip icon (Figure 2-66, Indicator 2) reflecting an attached file.

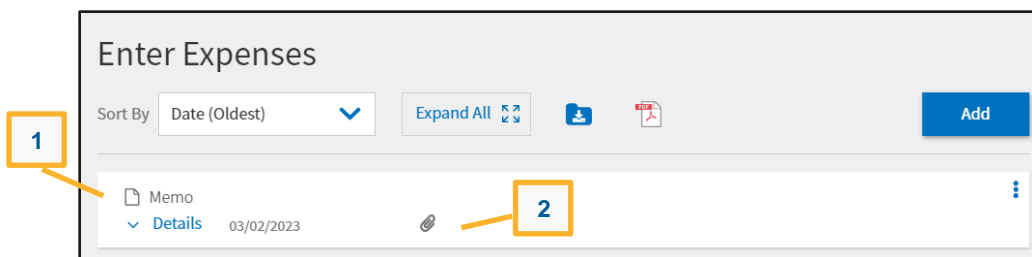


Figure 2-66: Enter Expenses Screen – Memo Attached














Key Note 1: On the **Enter Expenses** screen, DTS provides an information message (top of the screen in blue) if you import files and do not associate them to an **Expense** entry (see Figure 2-58, Indicator 1). If you receive the message, select the **Assign documents now** link, follow the prompts to assign or remove unwanted imported files.






Key Note 2: When your mode of travel is by **Private Auto - To/From TDY** and is over 400 miles one-way, you should attach a **Constructed Travel Worksheet (CTW)** to your trip. You attach the CTW by selecting **Add** from the **Enter Expenses** screen, and following the prompts, or by selecting **Import a PDF** and following the process as described on pages 60-65. Files attached as a memo or CTW appear as a paper clip icon on the **Enter Expenses** screen and reflect on the **Review Trip Authorization** page under the *Substantiating Documents* section as an attachment.

5.4 Expenses Screen Icons Explained

Table 2-4 explains the most common icons used on the **Enter Expenses** screen.

Table 2-4

| Most Common Icons | |
|---|---|
| Icons Appearing in Area Headers | |
|  | Select to show more information for an item |
| Icon Identifying Expense Types | |
|  | Identifies an expense on the Progress Bar |
|  | Identifies an expense that is not a reservation expense |
|  | Identifies a flight expense |
|  | Identifies a rental car expense |
|  | Identifies a lodging expense |
|  | Identifies a rail expense |
| Icons for Attaching, Editing and Removing Documents | |
|  | Select to import a PDF and attach to an expense item; available on the Enter Expenses screen |
|  | Use to add a receipt or file under Details (expense item) |
|  | Select to remove an attached document under Details (expense item) |
|  | Download attachments – under Details (expense item), select to download one record in an entry or download all records in a zip file |
| browse | Select to search for and attach a file under Details (expense item) |
|  | Select to rotate an image right / left under Details (expense item) |
|  | Select to zoom an image in / out under Details (expense item) |
| Icons Appearing in the Document Column | |

| Most Common Icons | |
|---|--|
|  | Expenses - warning required receipt is missing |
| N/A | Expenses – receipt not applicable |
|  | Expenses – number changes to show how many receipts are attached; select to choose one and view it |
|  | Attached file to an expense item |
|  | Receipt is required for this expense; displays on Review Trip screen |
| Icons Appearing in the Actions Column | |
|  | Icon appears for every entered expense; select to duplicate or delete an expense item |

Chapter 6: Per Diem Module

The Per Diem module identifies your per diem allowances – meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances. It initially populates that information from the trip itinerary and reservations in the **Reservations** module, but you can change it by updating the lodging cost or entering trip details such as duty conditions, provided meals, and leave. Access the **Review Per Diem Amounts** screen (Figure 2-67) by selecting **Per Diem** from the **Progress Bar**.

The **Review Per Diem Amounts** screen has a few key features:

1. A **Group Similar Days** toggle (Figure 2-67, Indicator 1) – initially toggled **ON** – that lets you see:
 - **ON**: Blocks of dates with identical allowances as a single entry (Figure 2-67)
 - **OFF**: Allowances for each individual date and location of travel (Figure 2-68, Indicator 2)
2. **Expand All** and **Collapse All** links (Figure-67, Indicator 2) that let you show additional per diem allowance details for all the individual days and block of days in your trip. A > icon (Figure-67, Indicator 3) does the same thing, but for only the selected day or block of days. Figure 2-69 shows a single day expanded.
3. An **Adjust Per Diem Amounts** button (Figure 2-67, Indicator 4) that opens the **Adjust Per Diem Amounts** screen (Figure 2-69).
 - Selections you make on the **Adjust Per Diem Amounts** screen display as multi-colored bubbles on the **Review Per Diem Amounts** screen. You can see these bubbles in Figure 2-69.
 - Select the **Reset all adjustments** link (Figure 2-67, Indicator 5) to return all modified allowances to their default settings.
 - Selecting the **options** (3-dots icon) (Figure 2-67, Indicator 6) gives you access to **Edit** and **Reset** links that opens the **Adjust Per Diem Amounts** screen and return adjusted allowances to their defaults.
4. If your TDY location exempts hotel tax when you pay with a GTCC, a message (Figure 2-68, Indicator 1) informs you of that fact. If the state requires you to file a form to claim the tax exemption, select the link to open the form.

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☒ Group similar days [Expand all](#) [Collapse all](#)

TDY: FT. SAM HOUSTON, TX (4 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

| DATE | LODGING COST | LODGING ALLOWED | M&IE ALLOWED |
|--|--------------|-----------------|--------------|
| > 03/06/2023 First Day | \$109.00 | \$109.00 | \$48.00 |
| > 03/07/2023 - 03/08/2023 | \$109.00 | \$109.00 | \$64.00 |
| > 03/09/2023 Last Day | \$0.00 | \$0.00 | \$48.00 |

PER DIEM SUMMARY

| | | |
|--------------------|-----------------------|--------------------|
| Total Lodging Cost | Total Lodging Allowed | Total M&IE Allowed |
| \$327.00 | \$327.00 | \$224.00 |

[< Back](#) [Continue >](#)

Figure 2-67: Review Per Diem Amounts Screen – Days Grouped

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☐ Group similar days [Expand all](#) [Collapse all](#)

TDY: FT. SAM HOUSTON, TX (4 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

| DATE | LODGING COST | LODGING ALLOWED | M&IE ALLOWED |
|--|--------------|-----------------|--------------|
| > 03/06/2023 First Day | \$109.00 | \$109.00 | \$48.00 |
| > 03/07/2023 | \$109.00 | \$109.00 | \$64.00 |
| > 03/08/2023 | \$109.00 | \$109.00 | \$64.00 |
| > 03/09/2023 Last Day | \$0.00 | \$0.00 | \$48.00 |

PER DIEM SUMMARY

| | | |
|--------------------|-----------------------|--------------------|
| Total Lodging Cost | Total Lodging Allowed | Total M&IE Allowed |
| \$327.00 | \$327.00 | \$224.00 |

[< Back](#) [Continue >](#)

Figure 2-68: Review Per Diem Amounts Screen – Days Ungrouped

| | | | |
|---|--------------------------|---|--|
| TDY: FT. SAM HOUSTON, TX (4 days) | | | |
| TDY location exempt from state sales tax but requires exemption form. Download exemption form . | | | |
| DATE | LODGING COST | LODGING ALLOWED | M&IE ALLOWED |
| > 03/06/2023 First Day | \$109.00 | \$109.00 | \$48.00 |
| > 03/07/2023 | LODGING COST \$109.00 | LODGING ALLOWED \$109.00 | M&IE ALLOWED \$64.00 |
| <div>MEALS Full Rate</div> <div>DUTY CONDITIONS None</div> <div>OTHER ENTITLEMENTS None</div> | | Reimbursement: GOVCC-Individual Locality Rate: \$124.00 | Reimbursement: Personal Locality Rate: \$64.00 |
| > 03/08/2023 | \$109.00 | \$109.00 | \$64.00 |
| > 03/09/2023 Last Day | \$0.00 | \$0.00 | \$48.00 |

Figure 2-69: Review Per Diem Amounts Screen – One Day Expanded & Codes Visible

Table 2-5

| REVIEW PER DIEM AMOUNTS SCREEN COLUMN HEADERS | |
|---|--|
| Header | Explanation |
| Date | Self-explanatory |
| Lodging Cost | Nightly room rate for your reserved lodging. If you didn't make a lodging reservation in DTS, it defaults to \$0.00. If you incurred lodging costs, you must update it to claim reimbursement for lodging. |
| Lodging Allowed | The lodging per diem rate the AO will approve. It may not match the Lodging Cost in certain cases (e.g., you are voluntarily staying in lodging with a nightly rate over maximum allowable rate). |
| M&IE Allowed | Amount you will receive for M&IE for each day. |
| Colored Bubbles | Identify special circumstances that affect your per diem (e.g., on field duty, leave taken, meals available). See Table 2-6 for an explanation of all such items. |
| Additional Information Available in Expanded View | When viewing in expanded option mode (see Figure 2-39), you can see all the circumstances, both ordinary and special, that affect your per diem amount, as well as the associated reimbursement mode and maximum locality rates. |

6.1 Adjust Per Diem Amounts Screen

Use this screen (Figure 2-70) to update your per diem allowances.

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

03/07/2023 - 03/07/2023

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☐ Breakfast

☐ Lunch

☐ Dinner

LODGING COST (Locality rate: \$124.00)

\$ 109.00 [Currency Converter](#)

M&IE COST (Locality rate: \$64.00)

\$64.00 [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

Figure 2-70: Adjust Per Diem Amounts Screen – Meals Section

On this screen, items at the top and bottom are always visible, while those in the middle are on a scrollable portion of the screen, so they are not all visible at once. On the following list, items between the dashed lines are in the scrollable area:

1. **Adjustment Date Range** – select or type the date or date range these changes apply.
- =====
2. **Meals*** – check a box to identify situations affecting your meals rate, such as meals available or provided. See Table 2-6 for available options.
 3. **Duty conditions*** that affect your per diem rate, such as field duty, ship duty, hospital stays, Reserve training, and more. See Table 2-7 for available options.
 4. **Other Entitlements*** that affect your per diem rate, such as leave or other days on which you are not eligible for a per diem allowance. See Table 2-8 for available options.

Note: On these portions of the screen, DTS grays out selections you are not eligible to choose (e.g., see **Occasional Meals Provided** in Figure 2-70). The JTR determines your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

=====

5. **LODGING COST** – This editable field gives you a place to enter your daily lodging rate. This area also identifies the maximum locality rate.

6. **M&IE COST** – This non-editable field identifies the maximum locality rate and the rate you will receive, based on your selections above.

Caution: When you have different per diem changes on different days, always make changes that affect multiple days before you make changes that apply to individual days. Saving this screen overwrites any previous entered changes.

Table 2-6

| PER DIEM ADJUSTMENTS FOR MEALS | |
|---|---|
| Radio Button | Description |
| Receive Full Meal Rate | You are authorized the full locality meal rate. |
| Meals Available at TDY Location | If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. Select which meals are available (B =breakfast, L =lunch, D =dinner). You can also manually select this option. |
| Government Meals Provided at TDY Location | Select if the Government purchased any meals for you (e.g., as part of a conference registration fee. DTS lowers your M&IE allowance based on how many provided meals to you (same options as above). You can also manually select this option. |
| Occasional Meals Required | Select if the AO will authorize occasional meals for a trips that will last less than 12 hours. Enter the Cost of the occasional meals. |
| Special Meal Rate | Select if you have a unique travel situation (e.g., your Service Secretary authorized you to support a Contingency Operation for over 180 days). Enter the Cost of the occasional meals. Note: If you are eligible for the \$3.50 OCONUS incidental rate, check the appropriate box under Other Entitlements . Do not use Special Meal Rate for this purpose. |

Table 2-7

| PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS | | | |
|--|---|---|---------------------|
| Duty Condition | Description | Effect | Code(s) |
| Field Conditions | You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent). | No lodging or M&IE allowance | FDLC |
| Adverse Effects (Commercial Qtrs) | When TDY to a military installation but you are authorized to stay in commercial lodging | Full lodging and M&IE allowances | ADEF |
| Inactive Duty Training (Local) | Member must commute daily to annual training. | No lodging or M&IE allowance | INDT |
| Permissive TDY | Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses. | No lodging or M&IE allowance | PTDY |
| Hospital Stay | Employee is confined to a hospital or medical facility. | No lodging or M&IE allowance | HOSP |
| Quarters Available | Government quarters are available at the military installation. | Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR). | QRTS |
| Group Travel | Multiple individuals are traveling together. | No lodging allowance, full M&IE allowances | GRPT |
| Essential Unit Messing | Use of Government lodging and meals is essential for training and readiness. | Full lodging allowance, \$3/day M&IE (except on CONUS travel days) | EUM |
| Aboard a U.S. Vessel | You will be serving on a U.S. vessel. | No lodging or M&IE allowance | VSSL |
| Authorized Trip Home | Civilian employee is authorized a trip home every 3 weeks on long TDYs. | No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home. | HOME |
| Annual Training, Active Duty Training, | Reservist is traveling for various purposes and with varying per diem lodging and meals availability. | For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You | TRN ATQP ATCQ |

| PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS | | | |
|---|--|---|---|
| or Inactive Duty Training (Each has various per diem availability options) | Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems. | must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly. | ADQM ADTQ ADT IDQM IDTQ IDTN |

Table 2-8

| PER DIEM ADJUSTMENTS FOR OTHER ENTITLEMENTS | |
|---|--|
| Selection | Description |
| Allowed Leave (no per diem) | Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of Annual leave. Government employees may select either Annual or Other , and may enter the number of hours they wish to take. |
| Sick Leave (No Per Diem) | DoD civilian employees select when they are on sick leave and not authorized per diem. |
| Sick Leave | DoD civilian employees select when they are on sick leave, but are authorized full per diem. |
| Duty Days (no per diem) | Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave |
| Non-Duty Days (no per diem) | DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave. |
| Authorized Delay | Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances. |
| Actual Lodging Cost (over per diem) | Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate. |
| OCONUS Incidental Amount (reduced rate) | Select if the AO determines that you should receive the OCONUS IE amount (\$3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation. |
| In Place Travel (receive full per diem) | Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations. |

A final note to point out two special per diem situations:

- **PLOT:** When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by *DoD Instruction (DoDI) 5154.31, Chapter 3*. Special considerations for PLOT situations are in the DTMO web-based training class, **PLOT**. To access [TraX](#), users must register through Passport, DTMO's web portal, at <https://www.defensetravel.dod.mil/neoaccess/login.php>.
- **IDL:** Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem allowances, see the DTMO web-based training class, **OCONUS Travel** available in [TraX](#).

Chapter 7: Accounting Module

The **Accounting** module provides key finance information about your authorization, such as where the money is coming from to pay for it, whether you need any funds before your final voucher, and how much the whole trip should cost. Access the **Accounting** module from the **Progress Bar**.

The **Accounting** screen contains from two to four main areas:

- Accounting Codes Always appears
- Advances May not appear
- Scheduled Partial Payments (SPPs) May not appear
- Accounting Summary Always appears

Sections 7.1 through 7.4 spell out these areas and define when the optional ones actually appear.

7.1 Enter Accounting Codes

The *Accounting Codes* portion of the **Accounting** module (Figure 2-71) always appears. It shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. You can sign your authorization without a LOA, and in fact, some organizations do not want you to assign LOAs. If that is the case, skip to Section 6.2.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) [+ Add LOA](#)

| ACCOUNTING LABEL | ORGANIZATION |
|------------------|--------------|
| 23 TRAINING | DTMOCS |

Allocations

☒ This trip is 100% allocated to 23 TRAINING

[Show Details ▾](#)

ACCOUNTING SUMMARY

Expense Summary

| | |
|---------------------------|------------------|
| Non-Reimbursable Expenses | \$0.00 |
| Reimbursable Expenses | \$2191.90 |
| Total Expenses | \$2191.90 |

Disbursement Summary

| | |
|-----------------------------|---------------|
| Advances Paid | \$0.00 |
| SPP Paid | \$0.00 |
| Total Prior Payments | \$0.00 |

Calculated Trip Cost

| | Allowed | Actual |
|-----------------------------|------------------|------------------|
| Calculated Trip Cost | \$2191.90 | \$2191.90 |

Figure 2-71: Accounting Screen – Accounting Codes – One LOA Added

7.1.1 Add or Remove a LOA

If your DTS profile lists a default LOA, that LOA appears automatically, on your document indicating the allocations are complete (Figure 2-71, Indicator 1), and displays the payment categories for this trip. If the default LOA is not correct for this trip:

1. Select **options** (3-dots icon) (Figure 2-72, Indicator 1).
2. Select **Remove** to delete the LOA (Figure 2-72, Indicator 2).
3. Select **Add LOA** (Figure 2-72) to see up to three sources of LOAs you can add to your travel document. Each source has a drop-down list of available LOAs you can select. LOA sources include:
 - **From <organization>**: LOAs that belong to your organization.
 - **Shared LOA**: LOAs shared from an organization above yours.
 - **Cross Org LOA**: LOAs shared from organizations outside your hierarchy.

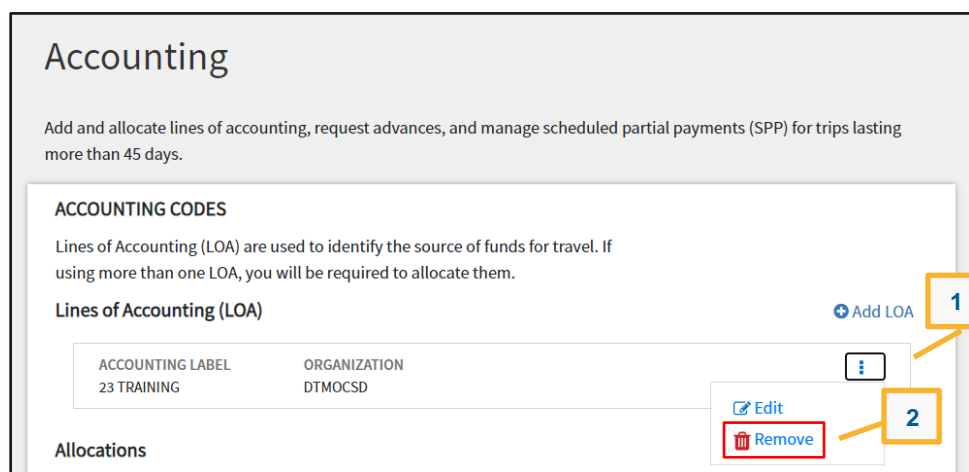


Figure 2-72: Add LOA Screen

7.1.2 Add Multiple LOAs

If you add multiple LOAs, DTS updates the **Accounting Codes** screen to display the LOAs (Figure 2-73, Indicator 1), and requires you to allocate the costs between them.

After you select **Edit LOA Allocations** (Figure 2-73, Indicator 2) and allocate the costs between LOAs, DTS displays the allocation method you used (Figure 2-73, Indicator 3), the payment categories, and costs (Figure 2-73, Indicator 4).

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) [Add LOA](#)

| ACCOUNTING LABEL | ORGANIZATION | |
|------------------|--------------|--|
| 23 ROUTINE TVL | DTMOCS | |
| 23 TRAINING | DTMOCS | |

Allocations [Edit LOA Allocations](#)

1 **Ensure All LOA's are allocated**

2 [Edit LOA Allocations](#)

3 [Hide Details](#)

4 **This LOA has no allocations**

| 23 ROUTINE TVL | 23 TRAINING | ALLOWED | ACTUAL |
|----------------|-------------|-----------|-----------|
| | CATEGORY | | |
| | COM. CARR-I | \$1205.80 | \$1205.80 |
| | LODGING | \$327.00 | \$327.00 |
| | M&IE | \$224.00 | \$224.00 |
| | MILEAGE | \$39.30 | \$39.30 |
| | OTHER | \$100.00 | \$100.00 |
| | RENTAL CAR | \$225.80 | \$225.80 |
| | TRANSPORT | \$70.00 | \$70.00 |
| | Sub Total | \$2191.90 | \$2191.90 |

Figure 2-73: Accounting Codes Screen – Second LOA Added

When you select **Edit LOA Allocations**, the screen updates. There are five cost distribution options, which include by:

- **Percentage:** Select a percent of the cost to apply to each LOA.
- **Category:** Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date:** Select the date range that each LOA applies. This is useful for trips that cross fiscal years.
- **Specific Expense:** Select an LOA for each expense.
- **Category and Date:** Select LOAs based on a combination of both **Expense Category** and **Date**.

On the **Allocate Lines of Accounting** screen, use the dropdown menu to select the **Allocation Method** and then select **Save**. The **Accounting** screen updates reflecting the cost distributions (Figure 2-74).

Lines of Accounting (LOA)

Add LOA

ACCOUNTING LABEL

23 ROUTINE TVL

ORGANIZATION

DTMOCS

ACCOUNTING LABEL

23 TRAINING

ORGANIZATION

DTMOCS

Allocations

Edit LOA Allocations

Allocated by Category

Hide Details ▲

23 ROUTINE TVL

| CATEGORY | ALLOWED | ACTUAL |
|-----------|----------|----------|
| RENTAL | \$225.80 | \$225.80 |
| CAR | | |
| Sub Total | \$225.80 | \$225.80 |

23 TRAINING

| CATEGORY | ALLOWED | ACTUAL |
|-----------|-----------|-----------|
| COM. | \$1205.80 | \$1205.80 |
| CARR.-I | | |
| LODGING | \$327.00 | \$327.00 |
| M&IE | \$224.00 | \$224.00 |
| MILEAGE | \$39.30 | \$39.30 |
| OTHER | \$100.00 | \$100.00 |
| TRANSPORT | \$70.00 | \$70.00 |
| Sub Total | \$1966.10 | \$1966.10 |

Figure 2-74: Accounting Codes Screen – Costs Allocated

7.2 Request an Advance

On the **Accounting** page, the *Advances* section only appears if you are eligible to receive a travel advance, which is a payment sent to your personal bank account before the trip to help you pay official travel expenses. You are seldom eligible to receive a travel advance if you have a GTCC.

Note: When the AO does authorize an advance, you may receive up to either 80 or 100 percent of your anticipated trip payment.

- 1. Ensure there is a LOA selected for the trip (Figures 2-75a and 2-75b)

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) [+ Add LOA](#)

| ACCOUNTING LABEL | ORGANIZATION |
|------------------|--------------|
| 23 DEFAULT | DTMOCS |

Allocations

This trip is 100% allocated to 23 DEFAULT

[Hide Details](#)

| 23 DEFAULT | | |
|------------|----------|----------|
| CATEGORY | ALLOWED | ACTUAL |
| COM. | \$174.62 | \$174.62 |
| CARR.-I | | |
| LODGING | \$258.00 | \$258.00 |
| M&IE | \$165.00 | \$165.00 |
| MILEAGE | \$57.50 | \$57.50 |
| OTHER | \$55.00 | \$55.00 |
| RENTAL | \$72.35 | \$72.35 |
| CAR | | |
| Sub Total | \$782.47 | \$782.47 |

Figure 2-75a: Accounting Codes Section – No Advances Section

ADVANCES [Advance Limits](#)

[Request Advance](#)

An advance is a payment sent to your personal bank account before trip departure. Advances are typically only given if you do not have a Government Travel Charge Card (GTCC).

No cash advances have been requested.

Figure 2-75b: Accounting Codes Section – Advances Section

2. Select the **Request Advance** link (Figure 2-75). The *Advances* window opens (Figure 2-76).
3. Only LOAs that appear in the *Accounting Codes* section are available for selection. Once you **Choose an LOA** (Figure 2-76), the screen updates with the payment details.

Figure 2-76: Advances Section – Choose an LOA Screen

| | ACCOUNTING LABEL | ORGANIZATION | STATUS | AMOUNT | TYPE |
|------------|------------------|--------------|-----------|-----------|---|
| 03/03/2023 | 23 DEFAULT | DTMOCS | REQUESTED | \$ 625.97 | Edit Cancel Request Print Preview |

Figure 2-77: Advances (scheduled) Options Screen

4. Review the information then scroll down the page. Select **Continue** to advance.

Note: If you need to change your advance request (for example if you add or remove expenses or if the trip length changes), follow these steps:

- If the AO has not yet approved the authorization:
 - Adjust the authorization, make the necessary changes, and then navigate to **Accounting**.
 - Under *Advances*, select **options** (3-dots icon), **Cancel Request** to remove the advance request (Figure 2-77). The screen updates to no scheduled advances. Follow the steps listed above to request the advance again.
- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:
 - If your trip expenses will be higher (e.g., you extended your trip), you must request an increased advance outside DTS following your local business rules.
 - If your trip expenses will be lower (e.g., you shortened your trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.

Note: If you selected a restricted flight, since you must pay off your GTCC bill in full when you receive it, if you anticipate that your voucher won't be processed before the date your GTCC payment is due, you must either pay it out of pocket, or request a travel advance for the air ticket amount. For detailed information on that process, see the information paper [Travel Advances for Restricted Airfares](#).

7.3 Scheduled Partial Payments

On the **Accounting** page, the *Scheduled Partial Payments (SPP)* section (Figures 2-78 and 2-79) only appears if your trip exceeds 45 days. When the section is available, use these steps to schedule payments to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel.

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

➕ Add LOA

❗ No Lines of Accounting (LOA) have been added.

SCHEDULED PARTIAL PAYMENTS (SPP)

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

➕ Request SPP

❗ No SPP(s) have been requested.

Figure 2-78: Accounting - Scheduled Partial Payments Screen

1. Ensure there is a LOA label on the document. Select **Add LOA** to choose an accounting label (Figure 2-78, Indicator 1).
2. Once the **Accounting** screen refreshes, select **Request SPP** (Figure 2-78, Indicator 2). The window opens with a breakdown of number of payments, payment date range and scheduled amount (Figure 2-79, Indicator 1).

| CATEGORY | ALLOWED | ACTUAL |
|-----------|------------|------------|
| LODGING | \$7040.00 | \$7040.00 |
| M&IE | \$5221.50 | \$5221.50 |
| MILEAGE | \$119.22 | \$119.22 |
| Sub Total | \$12380.72 | \$12380.72 |

SCHEDULED PARTIAL PAYMENTS (SPP) ✕ Cancel SPP

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

☒ SPP's requested

| PAYMENT | STATUS | AMOUNT |
|--|-----------|-----------|
| PAYMENT 1 02/20/2023 - 03/21/2023 Show Details | Scheduled | \$4216.17 |
| PAYMENT 2 03/22/2023 - 04/20/2023 Show Details | Scheduled | \$4170.00 |

Figure 2-79: Accounting – SPPs Requested Screen

Note: DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates. Payment dates occur every 30 days after the trip start date.

3. Review the information then scroll down the page. Select **Continue** to advance

Note: You cannot manually change SPP amounts or payment dates, but they can change – here's how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.
- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.
- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary; however, DTS cannot change SPPs in a **SUBMITTED** or **PAID** status.

7.4 Review Trip Costs and Payments

The *Accounting Summary* section (Figure 2-80), which appears at the bottom of the **Accounting** page, is informative only. This area displays the **Calculated Trip Cost** along with any prior payment details (e.g., SPP). View the information and then select **Continue** to proceed.

ACCOUNTING SUMMARY

| Expense Summary | |
|---------------------------|------------|
| Non-Reimbursable Expenses | \$0.00 |
| Reimbursable Expenses | \$12380.72 |
| Total Expenses | \$12380.72 |

| Disbursement Summary | |
|----------------------|--------|
| Advances Paid | \$0.00 |
| SPP Paid | \$0.00 |
| Total Prior Payments | \$0.00 |

| Calculated Trip Cost | |
|----------------------|------------|
| Allowed | Actual |
| \$12380.72 | \$12380.72 |

[< Back](#)[Continue >](#)

Figure 2-80: Accounting Summary Section

Chapter 8: Review Module

There are four screens in the **Review** module:

- **Review Profile***: Look over and change your DTS personal profile.
- **Review Authorization***: Examine and update the document's contents.
- **Other Auths and Pre-Audits***: Review, add, and modify key statements on the authorization.
- **Sign and Submit***: Digitally sign the document and start the routing process.



***Note:** You can access all four of these screens at any time by selecting them from the **Progress Bar**; however, before DTS will let you sign the document, you must access these screens in the order listed.

8.1 Review Profile Screen

When you select **Review Profile** from the **Progress Bar**, the **Review Profile** screen (Figure 2-81) displays your personal contact information and account data, as listed in your DTS personal profile.

Figure 2-81: Review Profile Screen

If you need to change any information in your DTS personal profile, select **Open Profile** (Figure 2-81). The update profile tool (Figure 2-82) opens. To update your profile, select a category from the left column (e.g., EFT and Credit Card Accounts) and complete the fields in the right column before you choose **Save**. If the change should apply to all future documents you create, check the box next to **Update Permanent Profile** before you select **Save** (Figure 2-82). If you don't check that box, your changes will apply to the current document only.

Contact your DTA to update any information you can't change from these screens.

Eric T West

User Profile

- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station

Accounting

- Accounting Information
- EFT and Credit Card Accounts**

Travel Preferences

- TSA Secure Flight Information
- Flight
- Rental Car

ACCOUNTS

[Refresh Account Data](#)

| Account Type | Account Number | Routing Number | Expiration Date |
|--------------------------------|----------------|----------------|-----------------|
| <input type="radio"/> GOVCC | 42424242424242 | N/A | 05/25 |
| <input type="radio"/> Checking | 101010101 | 114000653 | N/A |

Enter only one account with a routing number.

Mandatory EFT Payment ?

☒ Yes ☐ No

GTCC Account Number

42424242424242

GTCC Expiration Date

05/25

☐ Update Permanent Profile

[Cancel](#) [Save](#)

Figure 2-82: Update Profile Tool (Editable)

When everything is correct, select **Continue** to open the **Review Trip Authorization** screen (Figure 2-81).

Note: To check whether a DTS document contains current profile information, open the document in a view-only mode. In view-only modes, a **Compare Profiles** button replaces the **Save** button. Select it to see a side-by-side comparison of the profile information in the document and the profile information in your DTS profile. Figure 2-83 displays the **Document Profile** and **Permanent Profile EFT and Credit Card Accounts (GTCC)** information, reflecting a change to the checking account routing number.

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive ETF transmissions.

ACCOUNTS

| Document Profile | Permanent Profile |
|------------------|-------------------|
| Account Type | Account Type |
| GOVCC | GOVCC |
| Checking | Checking |
| Account Number | Account Number |
| 4614220019283765 | 4614220019283765 |
| 101010101 | 101010101 |
| Routing Number | Routing Number |
| N/A | N/A |
| 114000655 | 114000653 |
| Expiration Date | Expiration Date |
| 06/26 | 06/26 |
| N/A | N/A |

Changes to the permanent profile do not affect any existing travel documents. [Dismiss](#) [Cancel](#) [Compare Profile](#)

Figure 2-83: Update Profile Tool (Non-Editable)

8.2 Review Trip Authorization Screen



Note: You can access the screens in this module by selecting the options from the **Progress Bar**; however, before you can sign the document, DTS requires you to access the following screens in the order listed:

1. Review Trip Authorization (Section 8.2)
2. Other Auths and Pre Audits (Section 8.3)
3. Digital Signature (Section 8.4)

You can open the **Review Trip Authorization** screen (Figures 2-84a-g) by selecting **Review Authorization** from the **Progress Bar**. Use it to review important information in your authorization, and update it as necessary.

1

Review Trip Authorization

[Print](#)

Trip Details for:

EWFTSAMHOUSTO030623_A01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

Trip Description: N/A

Dates: 03/06/2023 - 03/09/2023

Conference/Event Name: Not Applicable

Reference: [Add Reference](#)

Comments to the Approving Official [Add Comments](#)

Figure 2-84a: Review Trip Authorization – Trip Details

2

Itinerary

[Expand All](#) | [Collapse All](#) [Go to Itinerary](#) →

TRIP START

Warrenton,VA (Residence) ⓘ

Leaving on Mar 06, 2023

TDY LOCATION 1

FT. SAM HOUSTON,TX ⓘ

03/06/2023 - 03/09/2023

[Show Details](#)

[✓ Flight Booked](#)
[✓ Rental Car Booked](#)
[✓ Lodging Booked](#)

TRIP END

Warrenton,VA (Residence) ⓘ

Returning on Mar 09, 2023

[Show Details](#)

[✓ Flight Booked](#)

Figure 2-84b: Review Trip Authorization (continued) - Itinerary

3

RESERVATION EXPENSES

4 items

[Hide Details](#) ^

| | | | | | |
|--|--|------------------|--------------------|-------------------------|------------------|
| | FLIGHT United Airlines (Flight 2671 - IAD to SAT) | Receipt Required | DATE 03/06/2023 | METHOD OF REIM. GTCC | COST \$273.90 |
| | LODGING Candlewood Suites Buildi (FT. SAM HOUSTON,TX) | Receipt Required | DATE 03/06/2023 | METHOD OF REIM. GTCC | COST \$109.00 |
| | RENTAL CAR Avis Rent-a-Car (SAT) | Receipt Required | DATE 03/06/2023 | METHOD OF REIM. GTCC | COST \$225.80 |
| | FLIGHT United Airlines (Flight 1347 - SAT to IAD) | Receipt Required | DATE 03/09/2023 | METHOD OF REIM. GTCC | COST \$531.90 |

Figure 2-84c: Review Trip Authorization (continued) – Reservation Expenses

4

OTHER EXPENSES
Total: \$609.30

[Hide Details ^](#)

| | | | |
|---------------------------------|---|-------------------------|--------------------------------|
| Private Auto - To/From Terminal | METHOD OF REIM. Personal | DATE 03/06/2023 | COST \$19.65 30.00 miles |
| Rental Car - Fuel | METHOD OF REIM. GTCC | DATE 03/06/2023 | COST \$70.00 |
| Parking - At the Terminal | Receipt Required | METHOD OF REIM. GTCC | DATE 03/06/2023 |
| Airline Ticket (IBA) | 1 Receipt Attached View | METHOD OF REIM. GTCC | DATE 03/06/2023 |
| Private Auto - To/From Terminal | METHOD OF REIM. Personal | DATE 03/10/2023 | COST \$19.65 30.00 miles |

SUBSTANTIATING DOCUMENTS
1 Document

[Hide Details ^](#)

| DOCUMENT NAME | Document | SUBMIT DATE | NOTES |
|---------------|--|-------------|------------------|
| Memo | Document Attached View | 03/02/2023 | Memo for travel. |

Figure 2-84d: Review Trip Authorization (continued) – Other Expenses

6

Per Diem
[Go to Per Diem →](#)

| TOTAL LODGING COST | TOTAL LODGING ALLOWED | TOTAL M&IE ALLOWED |
|--------------------|-----------------------|--------------------|
| \$327.00 | \$327.00 | \$224.00 |

Figure 2-84e: Review Trip Authorization (continued) – Per Diem

7

Accounting
Expand All | Collapse All
[Go to Accounting →](#)

ACCOUNTING CODES

| ACCOUNTING LABEL | ORGANIZATION | ALLOWED | ACTUAL |
|------------------|--------------|-----------|-----------|
| 23 TRAINING | DTMOCS | \$2191.90 | \$2191.90 |

[Show Details ^](#)

Figure 2-84f: Review Trip Authorization (continued) – Accounting Codes

8

ESTIMATED TRIP COST

| CATEGORY | ALLOWED | ACTUAL |
|--------------|-----------|-----------|
| COM. CARR.-I | \$1205.80 | \$1205.80 |
| LODGING | \$327.00 | \$327.00 |
| M&IE | \$224.00 | \$224.00 |
| MILEAGE | \$39.30 | \$39.30 |
| OTHER | \$100.00 | \$100.00 |
| RENTAL CAR | \$225.80 | \$225.80 |
| TRANSPORT | \$70.00 | \$70.00 |

| TOTAL EST. ALLOWED | TOTAL EST. ACTUAL |
|--------------------|-------------------|
| \$2191.90 | \$2191.90 |

< Back Continue >

Figure 2-84g: Review Trip Authorization (continued) – Estimated Trip Cost

From top to bottom (Figures 2-84a-g), the **Review Trip Authorization** screen displays:

- **Trip Details** (Figure 2-84a, Indicator 1): The document name, trip type, trip purpose, trip description, trip dates, and conference name, if applicable. Provides a place to add a reference number and comments to the AO, if needed.
- **Itinerary** (Figure 2-84b, Indicator 2): Provides key travel dates and locations, along with reservation Indicators, and the option to show their details.
- **Expenses** (Figure 2-84c, Indicator 3): A list of all your reservation expenses, (Figure 2-84d, Indicator 4) reimbursable expenses, and mileage allowances and attached supporting documents (Figure 2-84d, Indicator 5). Again though, after CTO BOOKED, DTS may not display the return flight (see Note 1 in Section 5.2).
- **Per Diem** (Figure 2-84e, Indicator 6): A breakdown of total lodging cost, the amount authorized for lodging reimbursement, and M&IE.
- **Accounting Codes** (Figure 2-84f, Indicator 7): A summary of trip expenses by LOA.
- **Estimated Trip Cost** (Figure 2-84g, Indicator 8): Trip expenses by category, as well as requested advances and SPPs, if applicable. Shows payments requested or received, total allowed trip cost, and total estimated trip cost.

Most sections include **Go to <DTS module>** links you can use to make corrections when necessary. Once you enter all trip expenses into the authorization, select **Continue** (Figure 2-84g) to open the **Other Authorizations and Pre Audits** screen (Figure 2-85).

8.3 Other Auths and Pre-Audits Screen

You can open the **Other Auths and Pre Audits** screen by selecting **Other Auths and Pre-Audits** from the **Progress Bar**. On this screen you review, add, and edit key statements for the authorization. **Note:** When the document is within travel policy compliance, then it may show **0 Pre Audits** and **0 Advisories** requiring no action.

Here are some examples of flags for **Other Auths and Pre Audits**, which you may receive, based upon selections made within the document.

1. **Other Authorizations** (Figure 2-85) are statements that must appear on your printed travel order. DTS adds some, and provides comments for them, based upon choices in the authorization. You cannot remove these, except by changing the selection that caused the **Other Authorization** notice to appear (Figure 2-85, Indicator 1) for example, taking **Annual Leave**.

Other Authorizations [+ Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

| | |
|---|--|
| 1 | ANNUAL LEAVE OR NON-DUTY DAYS ANNUAL LEAVE OR NON-DUTY DAYS Leave approved through supervisory chain. |
| 2 | Comments + Add Comments |

Figure 2-85: Other Authorizations – Annual Leave

Every **Other Authorization** flag requires a **Comment**. If DTS did not provide one for you, you must add it (Figure 2-85, Indicator 2).

2. **Pre-Audits** (Figure 2-86, Indicator 1) identify items flagged for exceeding cost thresholds or that break travel policy without specific AO approval. You must provide a **Justification** for each flagged item explaining why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation.

Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a **Reason Code** explaining further the deviation from policy.

Note: When making lodging reservations, any previously entered **Reason Code** and manually entered **Justification** for **Lodging Not Used**, automatically displays under **Pre-Audits**.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

1 PRE AUDITS

| | |
|---|--|
| 1 | LODGING NOT USED Scott AFB, IL: No lodging reservations exist for 03/09/2023 Reason Codes * + Add Reason Code L2 - Mission requirements Remove Justification to Approving Official * Edit Justification Lodging booked directly with military lodging. |
|---|--|

Figure 2-86: Pre-Audit Flag – Lodging Not Used

3. **Advisories** (Figure 2-87, Indicator 1) alert you to items of potential concern or serve as a reminder (e.g., leave requested). They do not require a justification.

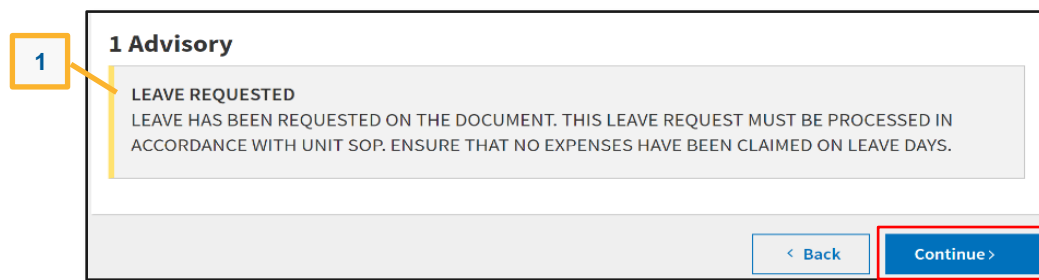


Figure 2-87: Advisory – Leave Requested

After entering all required comments, justifications, and reason codes, select **Continue** (Figure 2-87) to process to the **Digital Signature** screen.

8.4 Digital Signature Screen

You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** from the **Progress Bar** (Figure 2-88). However, if you skip Other Auths and Pre-Audits page, DTS will return you to that screen before allowing you to sign the trip.

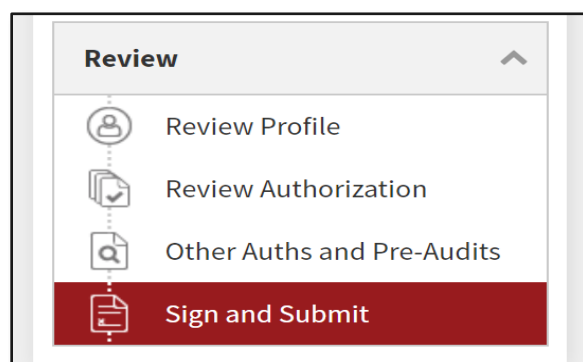


Figure 2-88: Sign and Submit

On the **Digital Signature** page (Figure 2-89) you can change the routing list (if needed), provide additional comments to the AO (optional), and attach the **SIGNED** stamp to the authorization to start it routing toward AO approval.

Digital Signature

Trip Authorization Status
See where your trip authorization currently is in the approval process.

[Check document for errors...](#)

1 01/06/2023 11:58AM
CREATED
NAME
Eric T West

2 (Pending)
SIGNED

3 **DOCUMENT STATUS ***
☒ I agree to SIGN this document

ROUTING LIST *
CSD

4 **Additional Comments** [Add Comments](#)

NAME
Eric T West

TODAY'S DATE
01/09/2023

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

If your document is not approved or ticketed at least 72 hours prior to departure, your air reservations will be cancelled. Air reservations booked within 72 hours of trip departure must be approved and ticketed within 24 hours to avoid cancellation.

5 **Submit Completed Document**

☐ Your next steps will be determined based on the Routing List you submit.

Figure 2-89: Digital Signature Screen

The **Digital Signature** screen lets you:

1. View the current status of the document (Figure 2-89, Indicator 1).
2. Verify DTS will apply the **SIGNED** stamp when you submit the document and check the box, **I agree to SIGN this document** on the authorization (Figure 2-89, Indicator 2).
3. Change the routing list (Figure 2-89, Indicator 3), if needed. Follow your local guidance to determine the correct routing list to use.
4. **Add Comments** to the AO (Figure 2-89, Indicator 4). These are generally optional.

5. **Submit Completed Document** (Figure 2-89, Indicator 5) to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message (Figure 2-90).

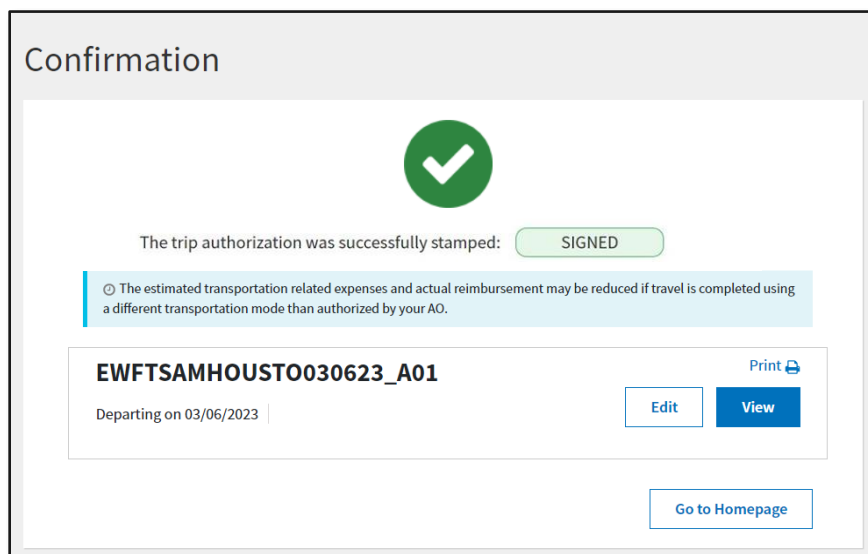


Figure 2-90: Submit Successful



Note: If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns you that if the AO doesn't approve the document within 72 hours before departure (or less, for if you're already in the 72-hour window), your airline reservations will be cancelled.
2. Warns you your profile contains no valid GTCC information and gives you a chance to enter it.
3. Verifies your identity by requiring you to enter your CAC PIN.

Signing the authorization begins the routing process. If your routing list contains the Reviewed step then this step occurs after TMC action, but eventually your authorization goes to the AO for approval, then to your supporting financial institution for monetary processing.



However, your pre-trip responsibilities do not end with your signature. You should always confirm ticketing by the TMC for your air travel before you head for the airport. There are a number of options to confirm your ticketing status ensuring you are ready to travel:

- Log into DTS and navigate to the **Digital Signature** screen. If the **CTO TICKETED** stamp appears in your document history, the TMC has ticketed your trip.
- Check your email. Most TMCs send you an email when they ticket your flights, which happens about three business days before your trip starts.
- Go online to your TMC's website. After you enter some identifying information about your trip, you'll see your ticketing status.
- Call the TMC. They'll be happy to confirm your ticketing status.

Chapter 9: Additional Resources

9.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS [Component Representatives](#). Also available by selecting the [Contacts: DTS Service/Agency Offices](#) link at the bottom, left side of the [DTS Home](#) page.

9.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Resource Lookup Tool](#).

| GUIDES | |
|--|---|
| Title | URL |
| DTS Guide 1: Getting Started | https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF |
| DTS Guide 2: Authorizations | https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF |
| DTS Guide 3: Vouchers | https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF |
| DTS Guide 4: Local Vouchers | https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF |
| DTS Guide 5: Group Authorizations | https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF |
| Desktop Guide for Authorizing Officials | https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF |

| OTHER RESOURCES | |
|-----------------------------------|---|
| Title | URL |
| DTS Overview Information Paper | https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF |
| Import/Export Trifold | Trifold: https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF |
| Information Paper | Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF |

| OTHER RESOURCES | |
|---|---|
| Title | URL |
| Dependent Travel Information Paper | https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF |
| Renewal Agreement Travel Information Paper | https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF |
| *Adjustments & Amendment Trifolds Information Paper | <p>Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF</p> <p>Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF</p> <p>Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF</p> |
| Self-Approving Official Information Paper | https://https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF |
| Foreign Military Sales Information Paper | https://https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF |
| *Constructed Travel Worksheet (CTW) Home page Pre-Travel and Post-Travel Worksheets: Pre-Travel and Post-Travel Worksheet Guides Information Paper | <p>CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/</p> <p>Pre-Travel and Post-Travel Worksheets: https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip</p> <p>Pre-Travel and Post-Travel Worksheet Guides: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF</p> <p>Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF</p> |
| *Cancellation Procedures Trifold | <p>Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF</p> |

| OTHER RESOURCES | |
|---|---|
| Title | URL |
| Information Paper | Information paper: https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF |
| * Web-based training module is also available in Travel Explorer (TraX) | |