



# How to Select a Line of Accounting (LOA) within DTS

Trip Authorization Info

[Return to traveler's documents](#)

Doc Name:  
RWCAMPLEJEUNE110424\_A03

Traveler:  
ROBERT WHITE 

[View Adjustments](#)

 Edit Itinerary

Reservations

 Lodging (CAMP LEJEUNE U...)

 Review Reservations

Finances

 Expenses

 Per Diem

 Accounting

Review

 Review Profile

 Review Authorization

 Other Auths and Pre-Audits

 Sign and Submit

# Review Trip Authorization

 Print

## Trip Details for:

RWCAMPLEJEUNE110424\_A03 

**Trip Type:** Temporary Duty Travel (Routine) (TRAINING)

**Trip Description:** Atlantic Alliance MPC

**Dates:** 11/04/2024 - 11/07/2024

**Conference/Event Name:** Not Applicable

**Reference:** [Add Reference](#)

### Comments to the Approving Official

[Edit Comments](#)

Alternate means such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives.

## Itinerary [Expand All](#) | [Collapse All](#)

[Go to Itinerary](#) 

 **TRIP START** NORFOLK,VA (Residence)  Leaving on Nov 04, 2024

 **TDY LOCATION 1** CAMP LEJEUNE USMCB,NC  11/04/2024 - 11/07/2024

 **TRIP END** NORFOLK,VA (Residence)  Returning on Nov 07, 2024

Click add LOA, then select the drop down.

Note: If this is a cross-org LOA, you will select the cross-org option. Cross-org should be submitted prior to creating the DTS authorization.

RWCAMPLEJEUNE110424\_A03

Traveler:  
ROBERT WHITE

[View Adjustments](#)

Edit Itinerary

---

**Reservations**

Lodging (CAMP LEJEUNE U...)

Review Reservations

---

**Finances**

Expenses

Per Diem

**Accounting**

---

**Review**

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPF) 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](#)

ACCOUNTING LABEL	ORGANIZATION	
25 COMM	DM680511120001	

#### Allocations

This trip is 100% allocated to 25 COMM

[Hide Details](#)

25 COMM		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$321.00	\$321.00
M&IE	\$238.00	\$238.00
MILEAGE	\$271.35	\$271.35
Sub Total	\$830.35	\$830.35

### 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	
25 COMM	DM680511120001	

- [From DM680511120001](#)
- [Shared LOA](#)
- [Cross Org LOA](#)

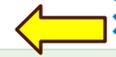
#### Allocations

This trip is 100% allocated to 25 COMM

[Hide Details](#)

25 COMM		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$321.00	\$321.00
M&IE	\$238.00	\$238.00
MILEAGE	\$271.35	\$271.35
Sub Total	\$830.35	\$830.35

### ACCOUNTING SUMMARY



Select the correct LOA. If unknown, contact the DTS AO.

**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
25 COMM	DM680511120001

**Allocations**

This trip is 100% allocated to 25 COMM

[Hide Details ▲](#)

25 COMM		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$321.00	\$321.00
M&IE	\$238.00	\$238.00
MILEAGE	\$271.35	\$271.35
Sub Total	\$830.35	\$830.35

[← Back](#)

- 25 ARTIC PDSS (DM680511120001)**
- 25 BNOPS (DM680511120001)
- 25 CHAP (DM680511120001)
- 25 ELP IMA LL E (DM680511120001)
- 25 ELP IMA LL O (DM680511120001)
- 25 ESG2 (DM680511120001)
- 25 G1 MANPOWER (DM680511120001)

## Notes:

When routing a document to TECOM for a TECOM funded course, no LOA will be selected.

Do not select an old LOA from a previous FY unless authorized specifically to do so. There is no money in old LOA's.

Multiple LOA's can be added to the same DTS authorization. The traveler / AO are responsible for allocating funds between multiple LOA's accordingly.