Defense Travel System

Document Processing Manual
Version 1.0.8
May 20, 2004

Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	6/18/03	David J. French	DRAFT DTS Document Processing Manual, V1.0. / Enhanced Jefferson Update	All
1.0	8/29/03	David J. French	Update Document Processing Manual, V1.0 with Release 1.5.2.0 Changes • Incorporate Preferred Hotel Program • Justification for Hotel, Rental Car Selection Outside Policy • Standard Comments for Air, Hotel, and Rental Car Requests • Rental Car Member Discount Programs • TRX for Availability and Booking in Other GDS	Chapter 2
1.0.1	9/17/03	David J. French	Changed DTS DGE to Non DTS Entry Agent (NDEA)	Chapter 1
1.0.2	10/10/03	David J. French	• Updated GAUTH Process Flow diagrams. • Added Cancellation Procedures as a tabbed item	Chapter 3 Cancellation Procedures tab
1.0.3	10/27/03	David J. French	• Updated Figure 1-3	Chapter 1 Section 1.5.2
1.0.3	11/11/03	David J. French	• Updated procedure for Updating Itinerary Information • Updated procedure for Update Air Travel	Chapter 4 Section 4.4.1 Chapter 4 Section 4.5.1
1.0.4	1/22/04	David J. French	• Updated procedure for Group Ticketed Transportation • Updated procedure for Non-Mileage Expenses • Updated procedure for Mileage Expenses • Added new section for Distributions • Updated several screen shots throughout chapter • Added new screen shot (new Figure 6-3)	Chapter 3 Section 3.3.2 Chapter 3 Section 3.4.1 Chapter 3 Section 3.4.2 Chapter 3 Section 3.10.1 Chapter 3 Chapter 6

1.0.5	2/18/04	David J. French	• Added Receipts Imaging sections	Chapter 2, 3, 4, 5
1.0.6	4/30/04	David J. French	• Updated Fig. 1-4 and option descriptions in section 1.6.3 • Updated Fig. 2-6 and 2-42; added new Fig. 2-5, 2-7, 2-8, 2-9, 2-38. Updated Fig. 2-30 (DTS Receipts Fax Cover Page) with addition of toll-free and National Capital Area fax numbers • Updated procedure text in section 2.3.1; updated text in section 2.9.2 for travel across the International Date Line • Updated DTS EWTS document	Chapter 1 Chapter 2 Chapter 2 Document Processing Training Materials
1.0.7	5/13/04	David J. French	• Updated procedure text in sections 2.3.1.2.3, 2.4.1, and 2.4.4. • Updated DTS EWTS document	Chapter 2 Document Processing Training Materials
1.0.8	5/20/04	David J. French	• Updated procedure text in section 1.7.3 for Account Activation • Updated 2 and added 2 screen shots in section 1.7.3 • Updated procedure text in section 2.4.2 with information about the Hotel Search Distance field. • Updated 2 screen shots	Chapter 1 Chapter 1 Chapter 2 Chapter 2

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CHAPTER 1: OVERVIEW/GETTING STARTED

This chapter explains the following:

- The purpose of the DTS Document Processing Manual
- An overview of DTS
- An overview of DTS Training Materials and Media
- DTS Help Desk Information
- How to access the DTS Website

1.1 What is the Purpose of this Manual?

This manual provides a “how to” approach to training on the Defense Travel System (DTS). Defense Travel Administration (DTA) personnel learn the basic concepts and receive instruction on how to perform administrative setup and maintenance functions. Updates to this manual are available on the DTS Web Portal (see Section 1.6.3):

www.defensetravel.osd.mil

1.2 Who Should Use This Manual?

This manual provides training materials for User/Travelers, Travel Clerks, and Authorizing Officials.

1.3 What is the Defense Travel System?

1.3.1 Introduction

DTS is a large, complex computing system. It provides Department of Defense (DoD) users/travelers with travel planning and reimbursement capabilities. They can create travel authorizations, make trip reservations, and route travel requests for approval.The system uses DoD Public Key Infrastructure (PKI) certificates to digitally sign documents.

When the trip is complete, the user/traveler files a voucher that is routed for approval. Once approved, it is sent to the Defense Finance and Accounting Service (DFAS). A funds transfer from DFAS to the user/traveler’s bank account completes the process. When fully deployed, DTS will serve approximately 3 million DoD users/travelers.

DTS is enhanced Commercial-Off-The-Shelf (COTS) software. Interfaces have been addedfor making airline, lodging, and rental car reservations. There are plans to add making rail reservations possible. Users/travelers access DTS through the DTS Web Portal located at www.defensetravel.osd.mil (Figure 1-1). The acronyms and appendices referenced in this document are available under **Training** and **Training Manuals**. .

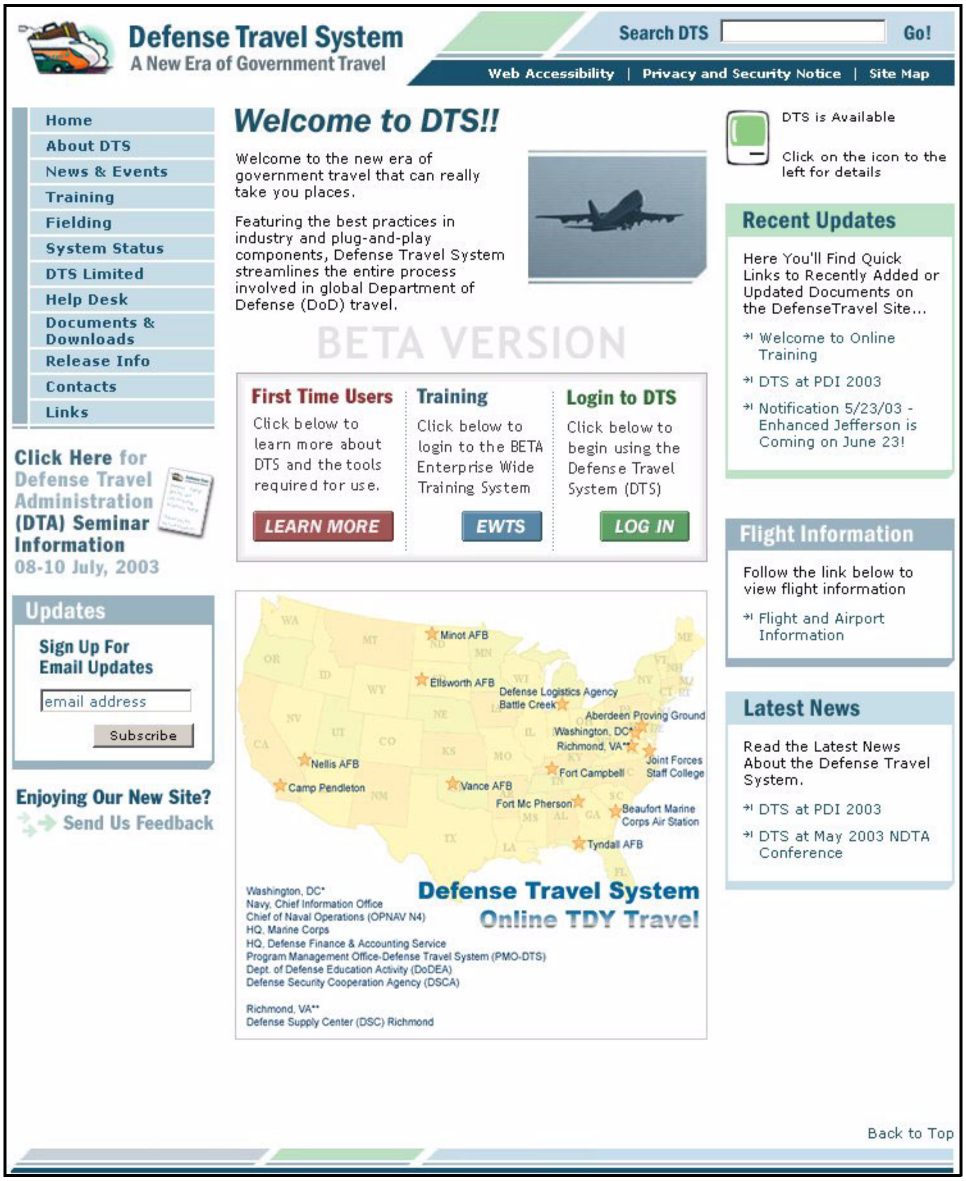


Figure 1-1: DTS Web Portal Window

1.3.2 Features

DTS provides full functionality, accessibility, scalability, supportability, and security when processing trip requests and travel vouchers. Users/travelers can easily check for information on airline, hotel, car rental, and rail availability. All the details needed to plan a trip can be gathered.

DTS provides real-time availability for air, lodging, and rental cars. It provides easy access to commercial travel information. DTS meets the major functional requirements of DoD, serving the needs of all users. They include users/travelers, DTA personnel, Authorizing Official (AO), the Commercial Travel Office (CTO), Transportation Officer (TO), and Disbursing Officer (DO).

1.4 Benefits to the Users/Travelers of DTS—Quicker/Easier/Better

1.4.1 User/travelers, Travel Clerks/Non DTS Entry Agents (NDEAs) are able to:

- Input and update travel documents at their workstations
- Update travel preferences in a personal profile
- Use Travel Authorization (TA) information to prepare a voucher
- Input and digitally sign trip information
- Determine the status of an Authorization or Voucher from Authorization at anytime
- Receive quicker travel reimbursements

1.5 Users/Travelers Process

1.5.1 Connected User/Traveler

Trip Planning: The user (user/traveler, unit clerk/Non DTS Entry Agent (NDEA) logs on to DTS using a PKI. A PKI can be either a digital signature diskette or Common Access Card (CAC). The user completes a trip itinerary. This creates the TA Request for routing to their AO for approval. The user can make specific arrangement requests by selecting the Reservation Module. Here the user selects air, lodging, car rental, and rail arrangements, and enters the departure and arrival information for their itinerary. Finally, the user enters the specific arrangement request in the Comments window.

Figure 1-2 shows a typical trip planning and TA process for a connected user/traveler.

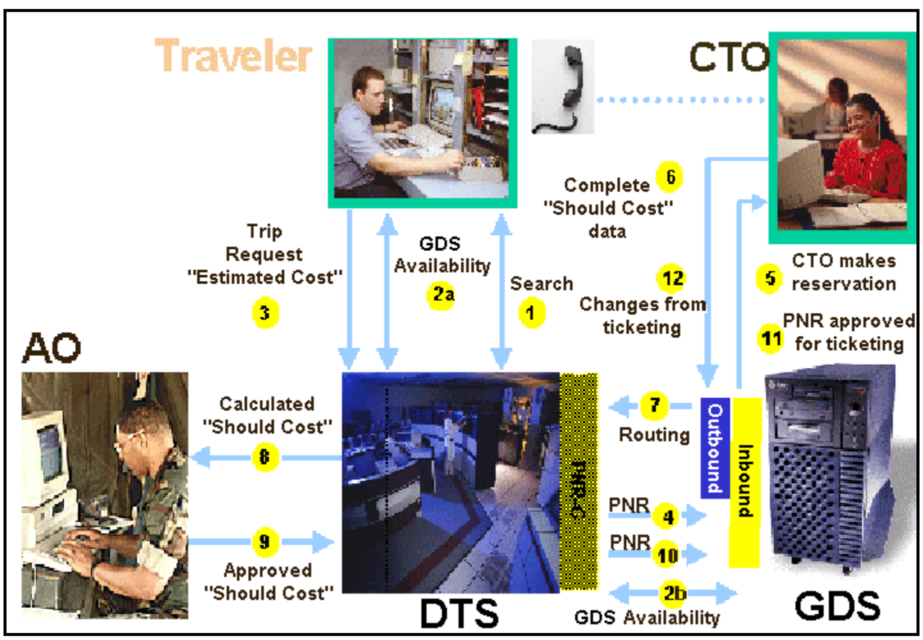


Figure 1-2: Connected User/Traveler

The major steps for this process, after logon and creation of a new document, are:

1. *Search Availability*. The user requests flight availability and fare for Government contract (city-pair) flights from the Global Distribution System (GDS). Search Availability is based on arrival and departure airports, times, and dates.The user follows these procedures to make other air, lodging, and rental car reservations for the trip. This completes the estimated “should cost” for the TA request.
2. *User/Traveler Submits*. The user routes the request with trip “estimated cost” by applying his/her digital signature.
3. *Routing*. DTS routes the request to the CTO through the Passenger Name Record (PNR)-Gateway. The PNR-Gateway changes the information from DTS format to the PNR-Gateway format for the CTO’s GDS. Afterwards, it places the PNR in the CTO’s inbound queue.
4. *CTO Processing*. The CTO accesses the PNR in the GDS, makes reservations, and makes quality checks. This completes an accurate reservation-based “should cost”.
5. The CTO places the PNR with “should cost” data in the outbound GDS queue.
6. *Routing*. After CTO processing, the PNR-Gateway retrieves the CTO data from the GDS.
7. *Routing*. DTS routes the request to the user/traveler’s AO.
8. *AO Approval*. The AO reviews and approves the TA by applying a digital signature.
9. *Routing*. DTS updates the status of the document and notifies the userof the approval. Then it routes the TA through the PNR-Gateway to the CTO’s inbound queue for ticketing following CTO schedules and procedures.
10. *CTO Processing* continues. The CTO tickets the itinerary as required.
11. The CTO updates any changes in ticketing before departure or during trip.

1.5.2 Non-Connected User/Traveler

The trip planning process for the non-connected user/traveler can be started by a unit travel clerk (Figure 1-3). User/travelers call (or fax) the travel clerk with their travel information. The travel clerk completes the TA for the user/traveler following the process for connected users/travelers (section 1.7.1).

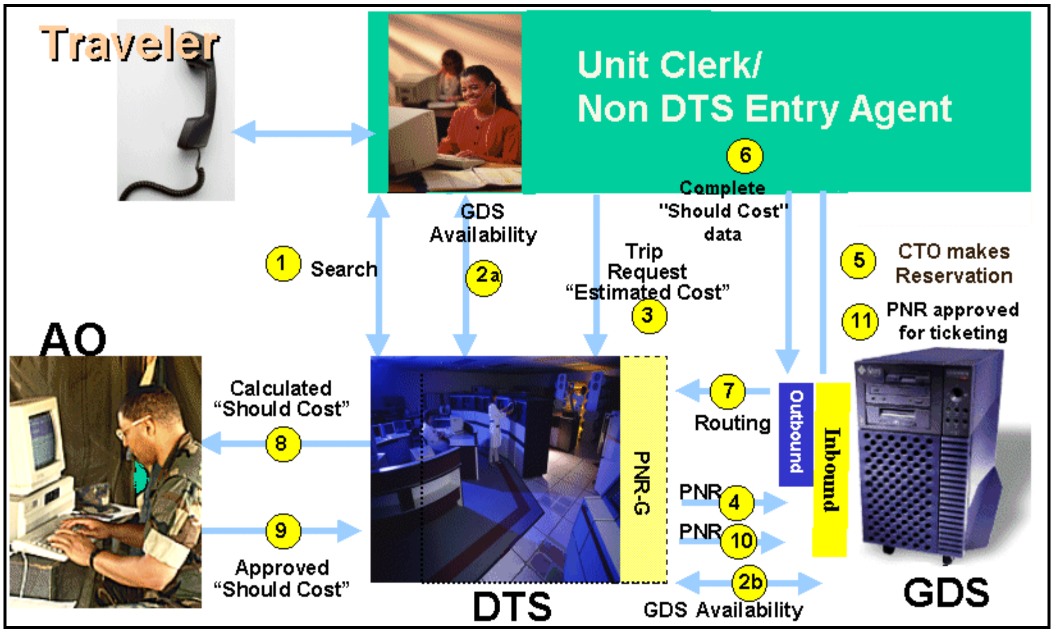


Figure 1-3: Non-Connected User/Traveler

Note: A Travel Clerk with group access can create and sign Authorizations/Orders using the SIGNED stamp. Travel Clerks can create but not sign vouchers for user/travelers. The NDEA is an optional role in DTS. The NDEA can sign vouchers using the T-ENTERED stamp.

Users/travelers might be unable to contact their unit travel clerk (e.g., after duty hours, traveling). In this case they will contact the CTO by phone/fax to make travel arrangements. Upon completion of travel, they will enter the information into DTS.

1.6 Training Resources

1.6.1 Classroom Training Materials

The following DTS classroom training materials are provided:

Note: All training materials are posted on the DTS Web Portal at www.defensetravel.osd.mil. Look on the left navigation bar under **Training** and **Training Manuals** (See Figure 1-1). This site should be monitored regularly for updates to training manuals.

1.6.1.1 Document Processing Manual

This manual provides an overview of document processing functions. The functions involve creating Authorizations, Vouchers from Authorization, Local Vouchers, and Amendments. It includes instruction on advanced topics such as Scheduled Partial Payments (SPP), Advances, Group Authorizations, and AO procedures. It may be used in the Train-the-Trainer (TTT) classes for users/travelers and AOs.

1.6.1.2 DTS User's Manuals

1.6.1.2.1 Defense Travel Administration (DTA) User's Manual

This manual is used in the DTA training classes. It provides instructions on System Administration functions relative to document preparation administration. Functions needed to administer document processing and budget setup are reviewed. The DTA uses the DTA Setup Client Tool for the introduction of site information into DTS. The DTA uses the DTA Maintenance Tool and the Budget Module to perform routine maintenance and updates.

1.6.1.2.2 Centrally Billed Accounting (CBA) Reconciliation User's Manual

This manual provides instructions for performing CBA Reconciliation functions. It focuses on site TO reconciliation procedures.

1.6.1.2.3 Setup Client Tool User's Manual

This manual provides instruction on the Setup Client Tool. It focuses on the lead DTA and what he/she must do to set up a site. The tool is a stand-alone Access Database.

1.6.1.3 Practical Exercises

Practical exercises unique to specific situations are used in training classes to reinforce the objectives.

1.6.2 DTS Web Portal—Training

Users access the DTS Web Portal (Figure 1-4) using the following web address. Follow the link to the **Training** section on the left frame:

<u>www.defensetravel.osd.mil</u>

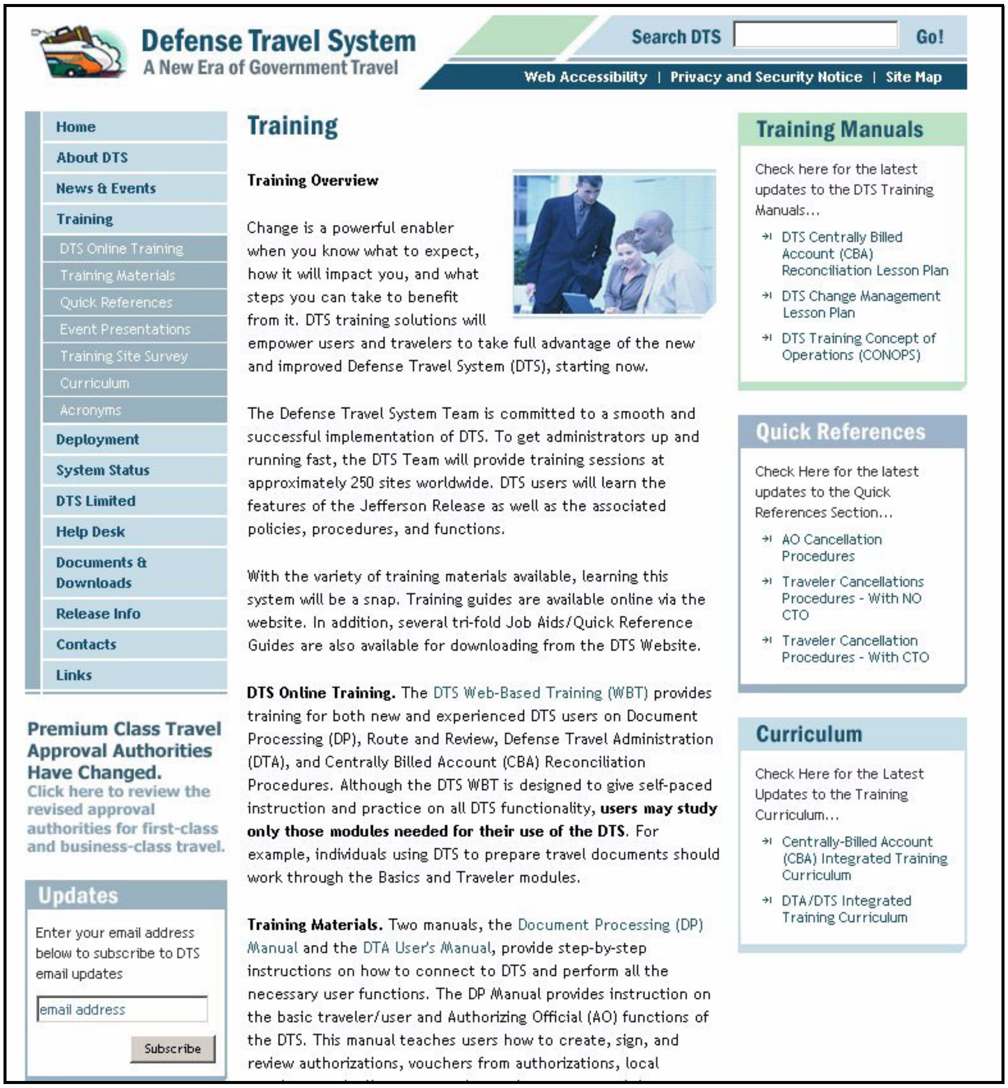


Figure 1-4: DTS Training Section Window

1.6.3 DTS Web Portal Training Section Information

The left panel of the **Training Section** window (Figure 1-4) under the **Training** menu has these options:

1. **DTS Online Training**—On-line training is available in several different areas. The DTS Web-Based Training (WBT) provides training for both new and experienced DTS users on Document Processing (DP), Route and Review, Defense Travel Administration (DTA), and Centrally Billed Account (CBA) Reconciliation Procedures. The DTS Demonstrations are "silent movies" showing the steps and screens to complete various tasks within DTS. You should contact your LAN Administrator to download and install each application to your PC. Once an application is installed, click on the program to start the self-paced demonstration. The DTS Policies and Procedures Web-Based Training (WBT) course will provide the user with important information on the background and history of Defense Travel System (DTS) and travel in accordance with the JFTR/JTR, Appendix O, the policies and procedures that govern travel when using DTS.
2. **Training Materials**—Instructor and student training materials that can be downloaded from this section of the web page in PDF format. Updates to DTS training guides and materials are posted in this section of the web pages. Users should periodically check the web pages for the latest updates. Users may download an entire training guide, which will provide them with an electronic version of the manual with a search capability. **Note:** Acrobat Reader is needed to view this material. A link to this free program is available on the training web page.
3. **Quick References**—Tri-fold/Quick Reference Guides (DTS Job Aids) are available for downloading/printing in this section.
4. **Event Presentations**—Powerpoint presentations from past and present DTA Seminars and other events are provided in this area. The files can be downloaded or viewed on-line.
5. **Training Site Survey**—An Internet-based tool that displays a set of comprehensive questions and collects information about DTS training sites and schedules from the training site POC (A password is required for access to the section.) The DTS PMO issues the necessary password to the training site POC.
6. **Curriculum**—The various DTS training class curricula are available for downloading from the DTS Web Portal.
7. **Acronyms**—Listing of a commonly used set of acronyms and definitions used in DTS.

1.6.4 Web-Based Training

The Web-Based Training (WBT) course is a self-paced training tool.. It is available through the DTS web portal under the **Training** section. The course provides training for those who have not attended formal classes. It also provides training for those who need help with more complex DoD travel procedures (Figure 1-5).

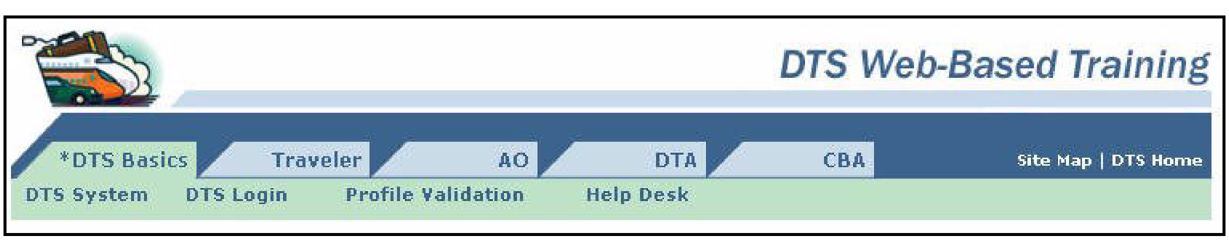


Figure 1-5: DTS WBT Home Page

The WBT application contains five sections:

The first tab, "DTS Basics," provides an overview of DTS. It briefly describes how the document process works. Training content and format is presented, along with information on status codes and stamps. The last part describes how to login to DTS.

The second tab, "Traveler," provides an overview of travel document processing. It also provides detailed information on advanced topics (e.g., Group Travel SPP/Advances).

The third tab, "Authorizing Official (AO)," describes and demonstrates the process for documents done in the Route and Review module.

The fourth tab, "DTA," provides new Organizational DTAs with a description of the DTA Maintenance Tool. It focuses on the functions and procedures they will perform.

The fifth tab, "CBA," provides the TO with a description of the CBA Reconciliation Tool. It focuses on the procedures they will perform.

You may access these tabs by clicking the top of the menu bar in the WBT application.

1.6.5 DTS Deployment System

Documents covering the DTS Fielding Process are available on the DTS Web Portal under **Deployment**.

1.6.6 DTS Program Management Office (PMO) Web Portal

Access the PMO's DTS Web Portal by entering www.dtic.mil/travelink/ (Figure 1-6).

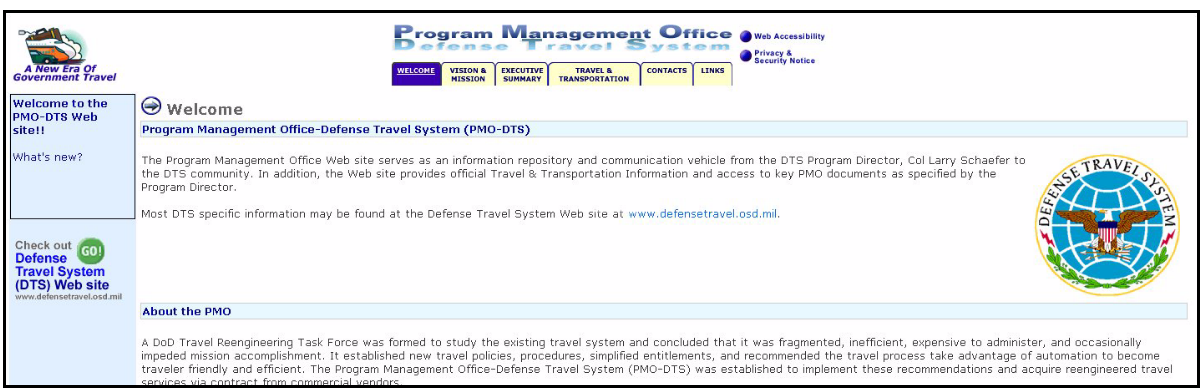


Figure 1-6: PMO's DTS Web Portal

1.6.7 .Help in DTS

For help, click the **Help for This Screen** link in the upper right corner of the screen. A window appears that contains help material for the current window (Figure 1-7). By clicking on each help topic, more information displays related to that topic. The **Show Table of Contents** link allows you to search the entire help database for information related to any topic in DTS.

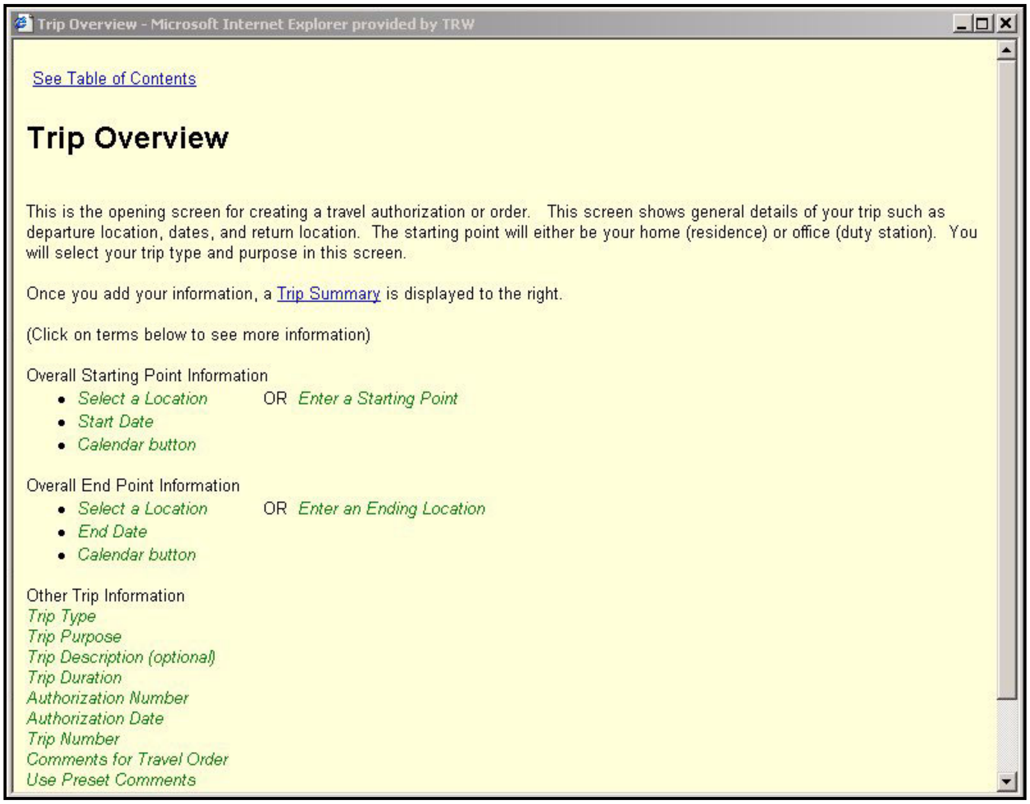


Figure 1-7: DTS Help Window

1.6.8 DTS Help Desk Information

The DTS Magic Help Desk uses a three-tier structure.

1. **Tier I**—Users/Travelers use supplementary materials to help answer basic questions. Those materials include:
   - Local tri-fold
   - Web Base Training (WBT)
   - Manuals/User guides
   - On-line help desk (Notifications, Bulletins, and FAQs)

2. **Tier II**—Local DTS Magic Help Desk helps answer questions that cannot be answered at the Tier I level. Local help desk may consist of the LDTA, FDTA, TO, and IT. They can provide the Users/Travelers with local business policy and DTS functionality support. It can create help desk tickets for Tier III and check ticket status.
3. **Tier III**—Helps with problems that cannot be solved at the Tier II level. Tier III is located at Northrop Grumman Mission Systems. Only authorized users from the Tier II Level can access it. Authorized users can access Tier III help desk using the following:

Help Desk Telephone Numbers:

- 1-800-832-9007 Toll Free
- (703) 968-1668

Help Desk Fax Number: (703) 968-2107

Help Desk E-mail: dtshelpdesk@ngc.com

Note: Authorized users may access the Help Desk from 8:00am - 5:00pm, Monday- Friday, EST.

1.7 Logging on to DTS

Launch Internet Explorer (IE) or Netscape Navigator. Enter the DTS web portal address in the address bar: www.defensetravel.osd.mil.

Note: IE version 5.01 or higher can be used. Netscape Navigator version 4.8 or higher can also be used.

1.7.1 Using a Hard Token Certificate—Common Access Card (CAC)

1. With your CAC in the CAC Reader, click the **Log In** button in the **Login to DTS** box (Figure 1-8).

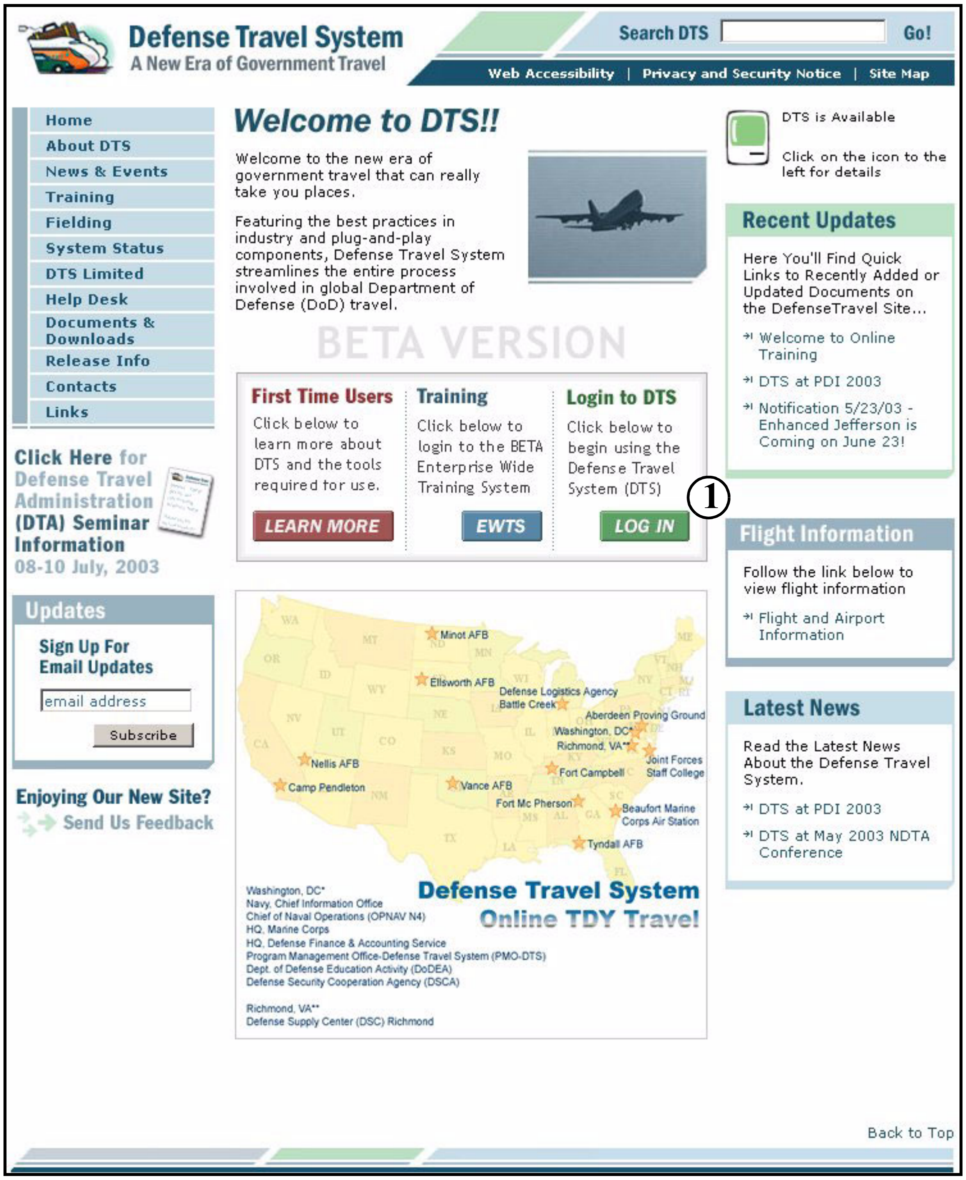


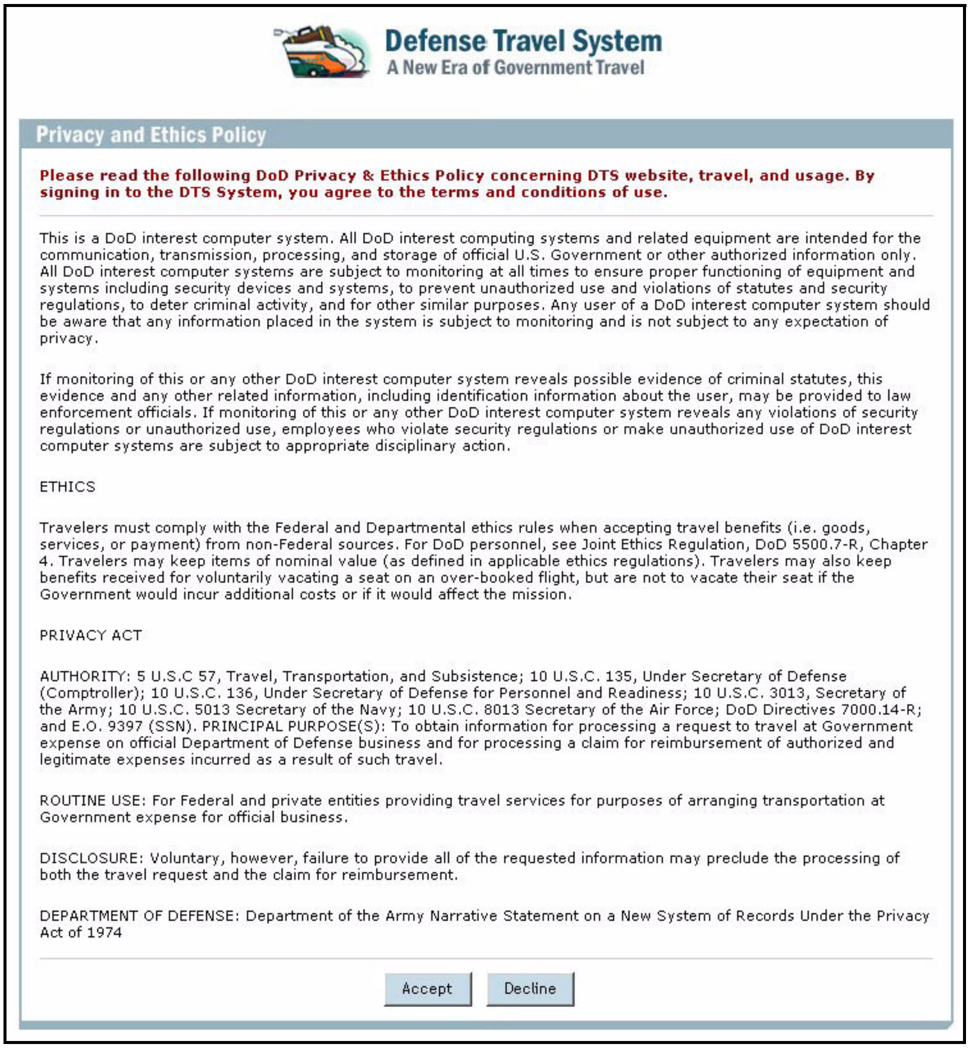
Figure 1-8: DTS Web Portal Window

Note: You must leave your CAC in the CAC Reader for the entire DTS session. DTS will periodically read from the CAC Reader. If DTS does not recognize the CAC in the Reader, an error message will be displayed.

2. When the Security Alert statement appears, select the **Yes** button (Figure 1-9).

Figure 1-9: Security Alert Statement Window

3. When the DoD Privacy and Ethics Policy statements appear, select the **Accept** button. If you do not wish to continue, select the **Decline** button to return to the web portal (Figure 1-10).



Defense Travel System
A New Era of Government Travel

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

This is a DoD interest computer system. All DoD interest computing systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). PRINCIPAL PURPOSE(S): To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974

Accept Decline

Figure 1-10: DoD Privacy and Ethics Policy Window

4. Enter your password (Figure 1-11).

Note: When using CAC, DTS will allow you to enter your password incorrectly up to three times before you are locked out. If this happens, you will need to return to the CAC issuance station to have your card unlocked or reset.

5. Select the **OK** button.

Figure 1-11: DTS Secure Logon Window (CAC)

6. Your private page will appear after you have been authenticated by DTS. User/Traveler's First Name, Last Name, Organization, Org Access, Group Access, and Permissions levels are displayed (Figure 1-12).

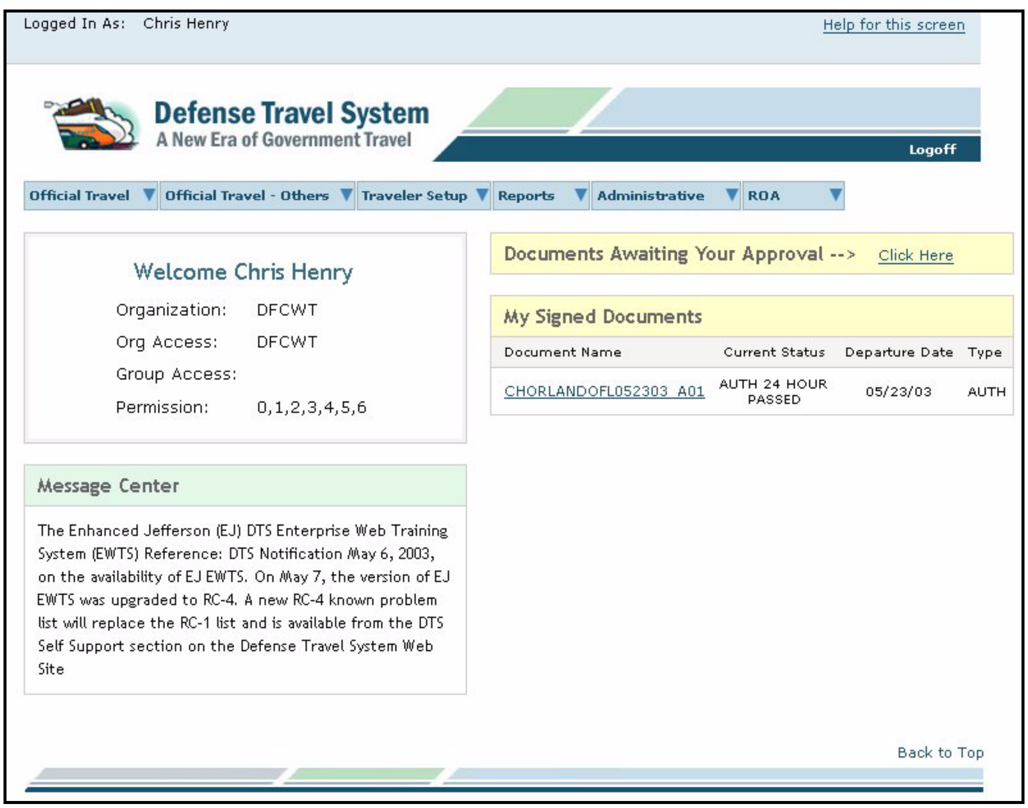


Figure 1-12: DTS Private Page Window

1.7.2 Using a Soft Token Certificate—Digital Signature

1. With your diskette in the A: drive, click the Login link in the web portal (See Figure 1-7).

Note: If you remove your diskette from the A: drive before or when entering your password, an error message will display (Figure 1-13).

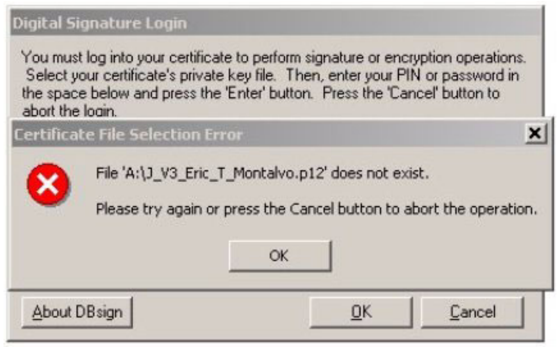


Figure 1-13: Certificate Error Message Window

2. When the DoD Privacy and Ethics Policy statements appear, select the **Accept** button. If you do not wish to continue, select the **Decline** button to return to the web portal (See Figure 1-10).
3. Enter your Key File and Password. If you do not know your Key File, select the Browse button. Locate and select your Key File (the name of your Digital Signature Diskette) and enter your password (Figure 1-14).

Figure 1-14: DTS Logon Authentication Window

4. Select the **OK** button.
5. Your private page will appear after you have been authenticated by DTS. User/Traveler's First Name, Last Name, Organization, Org Access, Group Access, and Permissions levels are displayed (See Figure 1-12).

1.7.3 DTS User ID Update—Account Activation

During the login authentication process, DTS will automatically enter the 10-digit Unique Identification Number (UIN) from the diskette or the Electronic Data Interchange-Personal Identifier (EDI-PI) from the CAC. The UIN and EDI-PI are User IDs. If the User ID is already activated in DTS, the login and authentication process will continue. If the User ID is not activated, DTS will prompt the user to enter his/her social security number (SSN) (Figure 1-15) and should use the **Submit** button. If the user is new to DTS and has not been entered manually via the DTA Maintenance Tool, the user should enter his SSN and use the **Self Registration** button.

Figure 1-15: DTS User Activation Window

First, DTS checks to see if the SSN exists and is activated in the database. Next, it checks to see if the corresponding last name matches the last name stored on the digital certificate. If they match, the user is prompted to allow DTS to update the UIN or EDI-PI field in the database. If the SSN does not exist, the user could use Self Registration. If the user exists but the last names do not match, the user will be referred to the DTA for help. If the UIN or EDI-PI field is already populated, the user will also be referred to the DTA for help.

A user might have two profiles in the database with the same name and SSN. One profile is for reservist or guard and the SSN ends in “R”. DTS will prompt the user to select one to update the UIN or EDIPI. The user may select one or cancel without making an update and ask the DTA for help.

DTS will check to see if a user record exists. If one exists, only the UIN or EDI-PI will be updated with the value from the digital certificate.

Once the UIN or EDI-PI is updated, the user's DTS private page displays. The default values for a user completing the user profile setup are listed. They are based on the permissions and accesses granted by the DTA. If more permissions or accesses are needed, the user should contact his DTA.

A site may switch from diskette to CAC to access DTS. The DTA will have to reset each user's User ID in the User Profile to the default setting by selecting the Reset User ID button under **People** in the DTA Maintenance Tool. Diskettes and CACs are not interchangeable. Diskettes read an alphanumeric series (UIN). CACs read EDI-PI numeric-only series (algorithm).

To complete the User Activation:

1. Enter your SSN associated with your digital signature certificate (Table 1-1).
2. Re-enter the SSN and select the **Submit** button.
3. When the entry has been validated, your DTS private page displays (See Figure 1-12).

To complete Self Registration:

1. Enter your SSN associated with your digital signature certificate (Table 1-1).
2. Re-enter the SSN and select the **Self Registration** button.
3. When the entry has been validated, the DTS Self Registration page displays (See Figure 1-16). The user clicks on the **Self-Registration** drop-down link.

Figure 1-16: Self-Registration Drop-Down Link

This opens the Self Registration module. Users enter Recommended Information and Preference Information. After completion, users click the **Self-Registration Submit** link (Figure 1-17). Users will be notified when the registration has been accepted. They then log into DTS and continue the Site Setup.

Figure 1-17: Self-Registration Toolbar

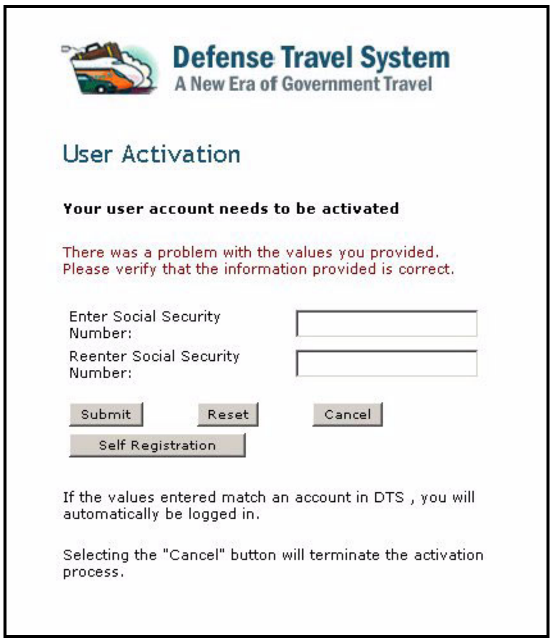
1.7.3.1 UIN/EDI-PI Error Messages

If your login is unsuccessful, one of two windows may appear asking you for information or action (Table 1-1).

Table 1-1: UIN/EDI-PI Login Error Messages

<table>
<tr><th>Message</th><th>Description of Problem/ Resolution</th></tr>
<tr><td>

User Activation: There has been a problem with login.



</td><td>

SSN entries do not match. The user is presented with the User Activation screen and is prompted to resubmit information by reentering the correct SSN twice and selecting the **Submit** button; otherwise select the **Cancel** button.

</td></tr>
<tr><td>

Login Error: Your account needs to be activated

</td><td>

If the SSN cannot be found in the system database, the Login Error message will appear. The User can select the **Login** link again and reenter the SSN. If still unsuccessful after several tries, the User should contact a member of the Tier 2 Help Desk.

</td></tr>
</table>

1.8 Hints to Follow

1. Insert **Diskette** or **CAC** before selecting the DTS Login link. The CAC must remain in the CAC Reader at all times when using DTS.
2. When the DTS Logon Authentication window displays, quickly enter your **Key File** and **Password** to avoid being timed out.

3. The **Browse** button helps you locate your **Key File**.
4. Errors may occur while authenticating. You will receive either an unnumbered or a numbered error message stating the connection will be terminated. Select the **OK** button and restart the process. If the problem continues, contact the Tier 2 Help Desk.

1.9 Error Message Information

Appendix H contains a complete list of coded error messages. See the *Appendices* section in the *DTA User's Manual and Training Materials*.

1.10 DTS Online Help

Click the **Help for this Screen** link in the upper right corner of the page. This link displays a link to the table of contents, an explanation of the welcome screen, status code descriptions, and related information.

1.11 Logging Off

To close screens and exit DTS:

1. To exit from any DTS screen, select the **Close** button. Otherwise, select the "**X**" button in the upper right corner of the window.
2. To exit DTS, select **Logoff** on the page banner at the top of the window.

1.12 DTS Navigation Bar

Access to different modules on the navigation bar depends on permission levels and proper account activation (e.g., CBA, ROA, and MIS reports).

Official Travel—allows user/travelers to create four documents (Authorizations/Orders, Vouchers, Local Vouchers, and Group Authorizations/Orders).

Official Travel—Others—allows Travel Clerks/NDEAs to create four documents for user/travelers (Authorizations/Orders, Vouchers, Local Vouchers, and Group Authorizations/Orders).

Traveler Setup—allows users to choose form and user preferences, view available routing lists, delegate authority, and look up per diem and mileage rates.

Reports—allows users/travelers to generate reports such as Document Summary, Electronic Processing, and Other Reports.

Administrative—allows administrators access to the DTA Maintenance Tool, Route and Review, the Budget Module, and Calculate Distance (DTOD).

ROA (Read Only Access)— allows authorized users to view existing Trip and CBA invoice information.

CBA (Centrally Billed Account)— allows authorized users to reconcile and certify payment of GOVCC invoices.

CHAPTER 2: AUTHORIZATION

An authorization contains more than basic travel request information. It uses a traveler's personal profile, DoD travel policies, and budgeting features to create an order and speed the travel and reimbursement process. An authorization captures accurate “should cost” information about a Temporary Duty/Temporary Additional Duty (TDY/TAD) trip, including any possible travel-related expenses before travel starts. An authorization is the same as a travel order (DoD Form 1610).

2.1 Login

1. Users/travelers create Travel Documents by entering the DTS Public Web portal: www.defensetravel.osd.mil.
2. Click the **LOG IN** button in the Login to DTS box.
3. Click the **Accept** button on the Privacy and Ethics Policy dialog box.
4. Click the browse button ... to enter your certificate Key File in the Digital Signature dialog box.
5. Enter your password.
6. Click the **OK** button. This authenticates your certificate.

2.2 Creating an Authorization

1. From the DTS private page, select **Authorizations/Orders** from **Official Travel** drop-down menu.
2. Existing authorizations/orders will appear in the window as shown in Section 2.3.

The Authorizations/Orders window has several options for changing authorizations that have been created (Figure 2-1). The user/traveler can sort the existing documents by Document Name, Departure Date, Status, or TA Number.

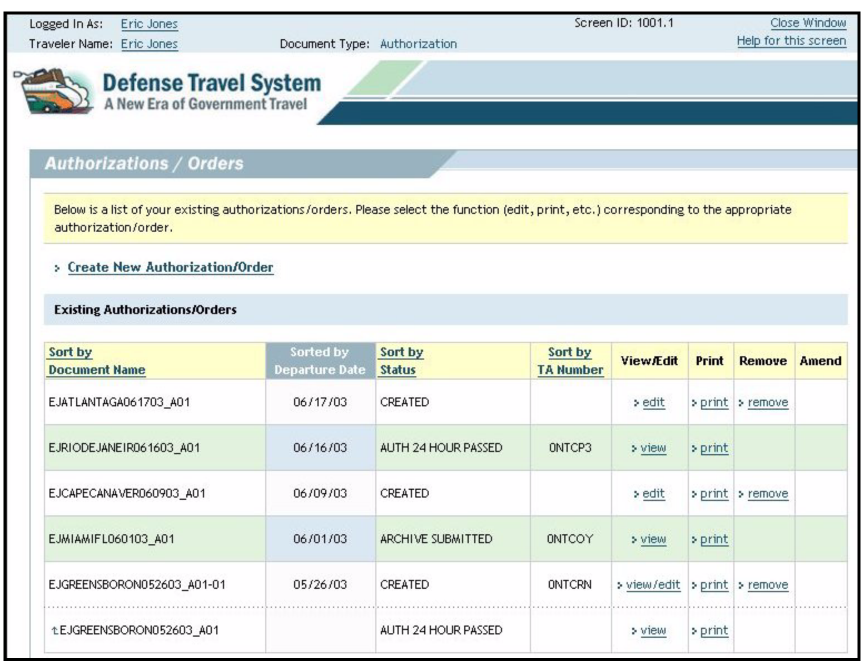


Figure 2-1: Authorizations/Orders Window

Edit—This allows you to edit the information in an authorization that has been created. **Note:** This option changes to view/edit after the authorization has been signed. To edit, you will have to re-enter your password.
Print—This prints an overview of the itinerary, including per diem rates and entitlements. It also provides an accurate “should cost” for the trip. The authorization will be displayed in a new browser window, from where it can be printed.
Remove—This deletes an authorization from DTS that is in the CREATED, but not SIGNED, status. After selecting this, you will be prompted to confirm the deletion. **Note:** The authorization must be in the CREATED status.
Amend—This link is only available AFTER an authorization has been APPROVED. This allows you to make the necessary changes, thus creating a new document that must go through the entire routing process again.

3. If there are no authorizations/orders that were created previously, click the **Create New Authorization/Order** link. **Note:** If this is the first time a traveler is creating a document, the following message is displayed. The traveler then has to update his profile and fill out the required fields.
4. Click **OK** to the pop-up message and fill out the required fields (red asterisk) (Figure 2-2). **Note:** Zip Code Directory will verify the accuracy of associated State and Zip Code fields.

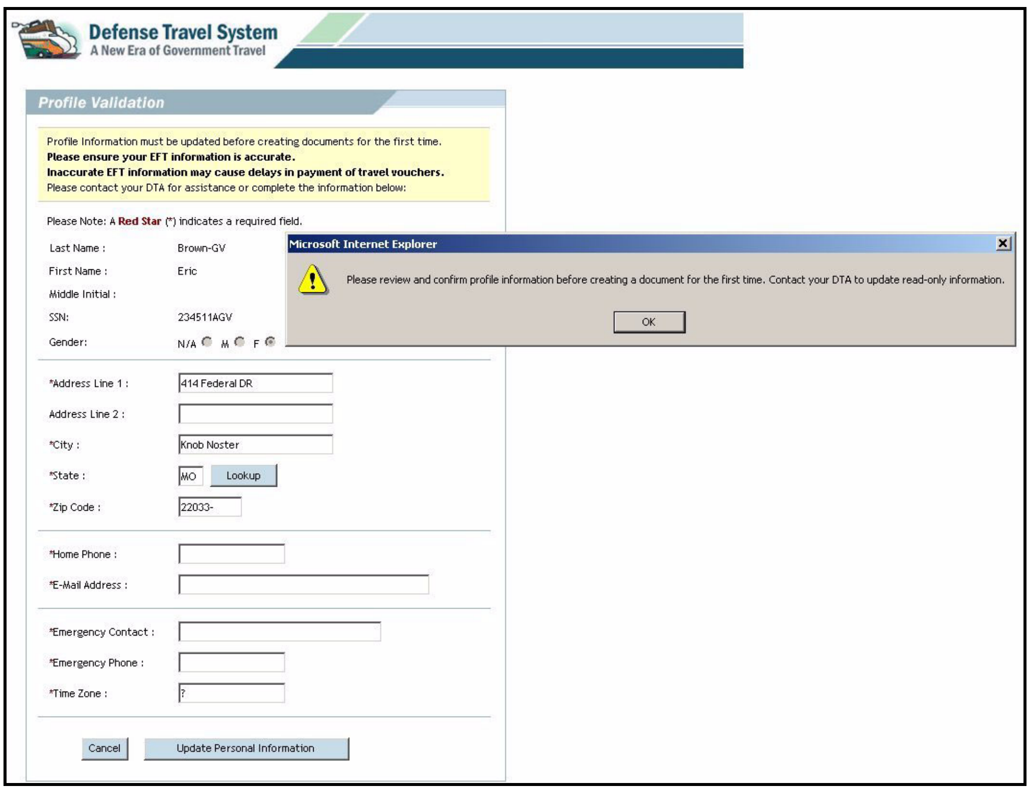


Figure 2-2: Update Profile Window

5. Click the **Update Personal Information** button.
6. Pop-up message displays stating: “Profile Information is being updated. Contact your DTA to update read-only information.”
7. Click **OK** on the pop-up message.

2.3 Preparing an Itinerary

DTS requires you provide information about the Starting and Ending Points Locations and the TDY/TAD Locations for per diem purposes. After these first steps are completed, requests for bookings for transportation and lodging are allowed.

Note: The steps outlined in this paragraph apply to a multiple day, single location TDY/TAD trip.

2.3.1 Entering Basic Itinerary Information

The Trip Overview window is the first window that appears when creating a new authorization/order. It is the first step in creating the authorization (Figure 2-3).

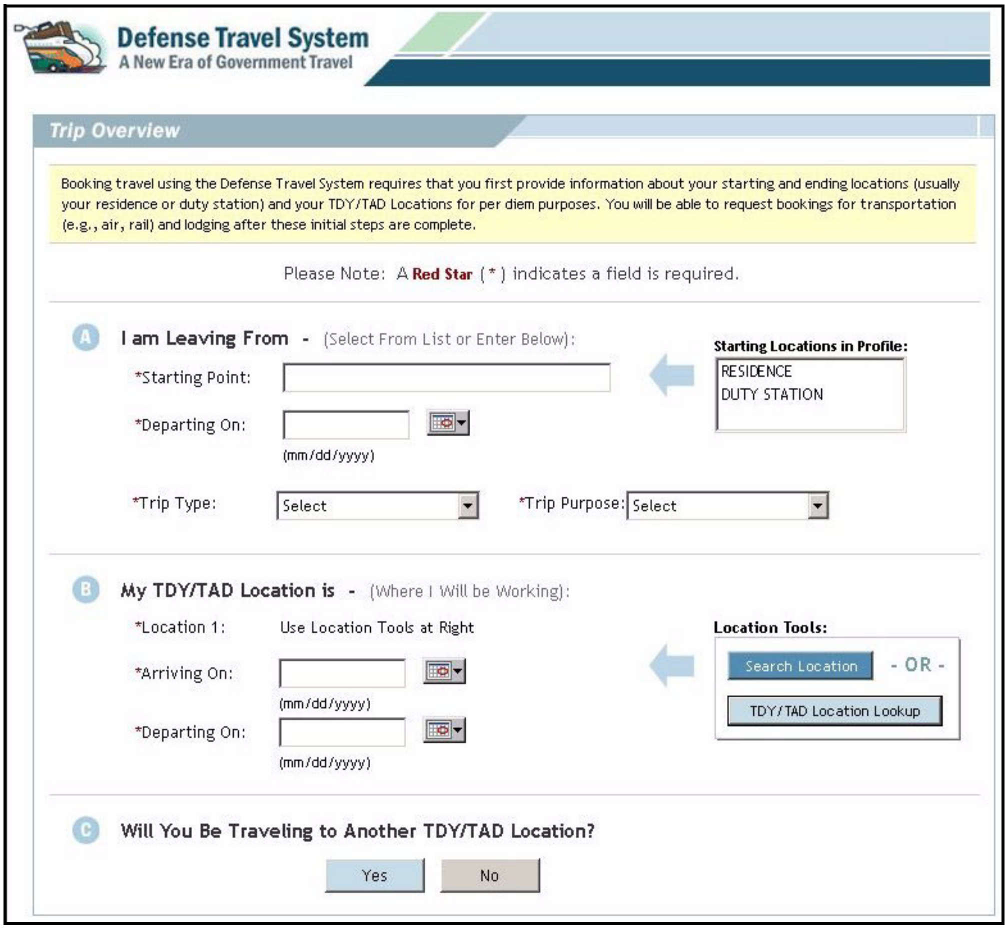


Figure 2-3: Trip Overview Window

Note: The information in the drop-down list is filled from the traveler information profile. These fields can be edited when creating the itinerary.

2.3.1.1 Trip Overview—Section A

1. In Section A (Figure 2-3), select **Residence** or **Duty Station** from the **Starting Locations in the Profile** box on the right or type **Starting Point** location if it is not your residence or duty station.
2. Enter **Departing On** date. Use pop-up calendar if necessary. (Arriving On date fills automatically in Section B).
3. Select **Trip Type** from the drop-down list.
4. Select **Trip Purpose** from the drop-down list.

2.3.1.2 Trip Overview—Section B

1. In Section B (Figure 2-3), the **Arriving On** date has been filled automatically, which is the same as the Departing On date in Section A.
2. Enter **Departing On** date. Use pop-up calendar if necessary. This is the date that the traveler is leaving the selected TDY location.
3. If the specific per diem location is known, select the **Search Location** button from the Location Tools box (Section B, Figure 2-3). See Section 2.3.1.2.1, Location Tools—Search Location Button.
4. If the specific per diem location is not known, select the **TDY/TAD Location Lookup** button in the Location Tools box (Section B, Figure 2-3). See Section 2.3.1.2.2, Location Tools—TDY/TAD Location Lookup Button

2.3.1.2.1 Location Tools—Search Location Button

1. Enter the **Location Name** of the city or site, e.g., Miami or Ft. Hood. (State is not necessary; however, if added, do not put a space after the comma between the city and state, e.g., Baltimore,MD.) (Figure 2-4)

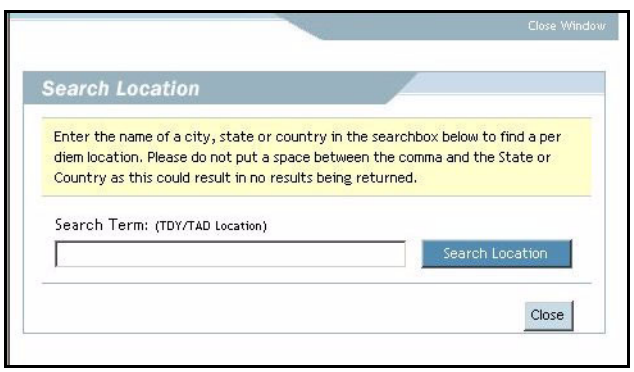


Figure 2-4: Search Location Window

2. Click the **Search Location** button.
3. All possible matches to the per diem location display. Choose the desired location from the list (Figure 2-5).

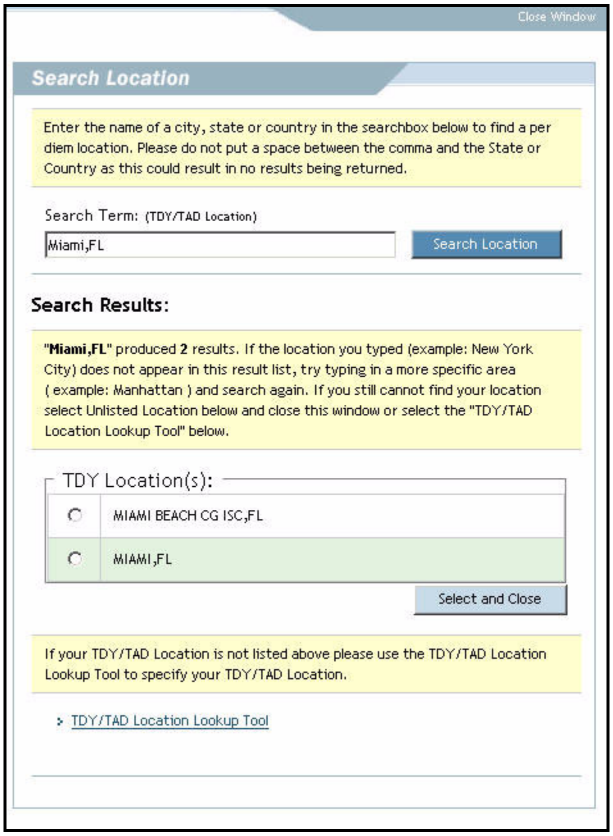


Figure 2-5: Search Location Window

4. Click the **Select and Close** button.

2.3.1.2.2 Location Tools—TDY/TAD Location Lookup Button

1. When the **Find a TDY/TAD Location** window appears (Figure 2-6), select the **State/ Country** drop-down list arrow (Section A, Figure 2-6) to choose a state or country. The first letter of the state or country can be typed to go directly to the first entry that begins with that letter.
2. Once the state or country is selected, the Select Location list becomes available to select a city, installation, or other location.
3. If the TDY/TAD Location is listed, see Section 2.3.1.2.3, TDY/TAD Location Lookup Button—When Location is Listed.
4. If the TDY/TAD Location is unlisted, see Section 2.3.1.2.4, TDY/TAD Location Lookup Button—When Location is Unlisted.

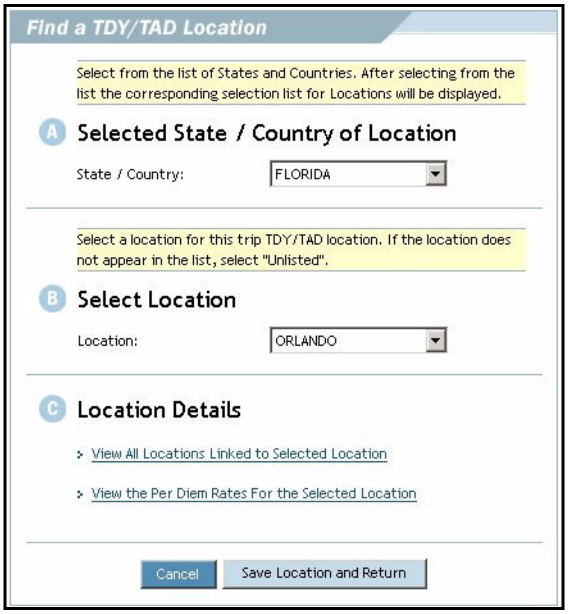


Figure 2-6: Find a TDY/TAD Location Window (Location Listed)

2.3.1.2.3 TDY/TAD Location Lookup Button—When Location is Listed

1. Use the **Location** drop-down list arrow (Section B, Figure 2-6) and choose a location from the list.
2. Location Details only appear when the location is listed. To view Location Details (Section C, Figure 2-6), select the following links:

View all locations linked to Selected Locations—This link lists other locations near or associated with the selected location in the drop-down menu

View the Per Diem rates for the Selected Locations—This link displays the dates, seasonal rates, rate amounts, M&IE breakout, and any comments about the site/location.

If a **military installation** is selected in the Selection Location field, then the following links will appear in Section C:

View Quarters Available for the Selected Location—This link displays whether or not a dining facility exists on base, and which meals are available on a given day.

View Quarters Available for the Selected Location—This link displays whether or not government quarters are offered at an installation.

3. Select the **Save Locations and Return** button to return to the Trip Overview window (Figure 2-3).

2.3.1.2.4 TDY/TAD Location Lookup Button—When Location is Unlisted

1. If a location is not in the Location drop-down list in Section B, select **UNLISTED** from the Location drop-down list (Section B, Figure 2-7).

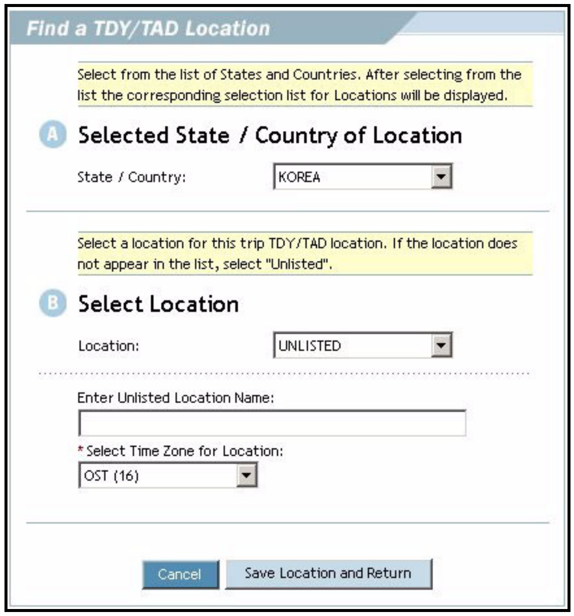


Figure 2-7: Find a TDY/TAD Location Window (Location Unlisted)

2. The location must be entered manually in the **Enter Unlisted Location Name** field.
3. Select the appropriate time zone from the **Select Time Zone for Location** drop-down list (Section B, Figure 2-7).

4. Select the **Save Location and Return** button to return to the Trip Overview window (Figure 2-8). **Note:** The standard per diem rate for an unlisted location is $55/30.

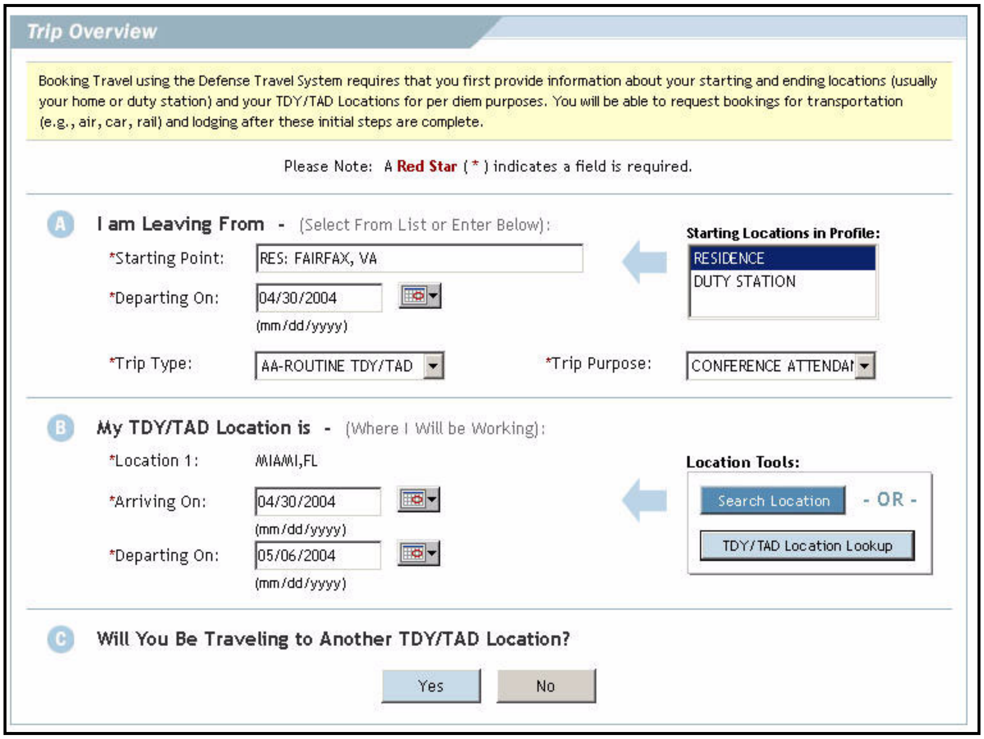


Figure 2-8: Trip Overview Window

2.3.1.3 Trip Overview—Section C

1. If you are going to be traveling to another TDY/TAD location, click **Yes** in Section C (Figure 2-8) to the question: Will you be traveling to another TDY/TAD location? and proceed.
2. If you are not traveling to another TDY/TAD location, click **No** in Section C (Figure 2-8) to the question: Will you be traveling to another TDY/TAD location?

3. After page refreshes, select the Return Location choice from the “Return Locations in Profile” box on right (Figure 2-9). (The Return date should be automatically filled based on your previous data).

Note: An Insert link will now be available in Section B. Select this link if you wish to add multiple locations on this same date in the order visited.

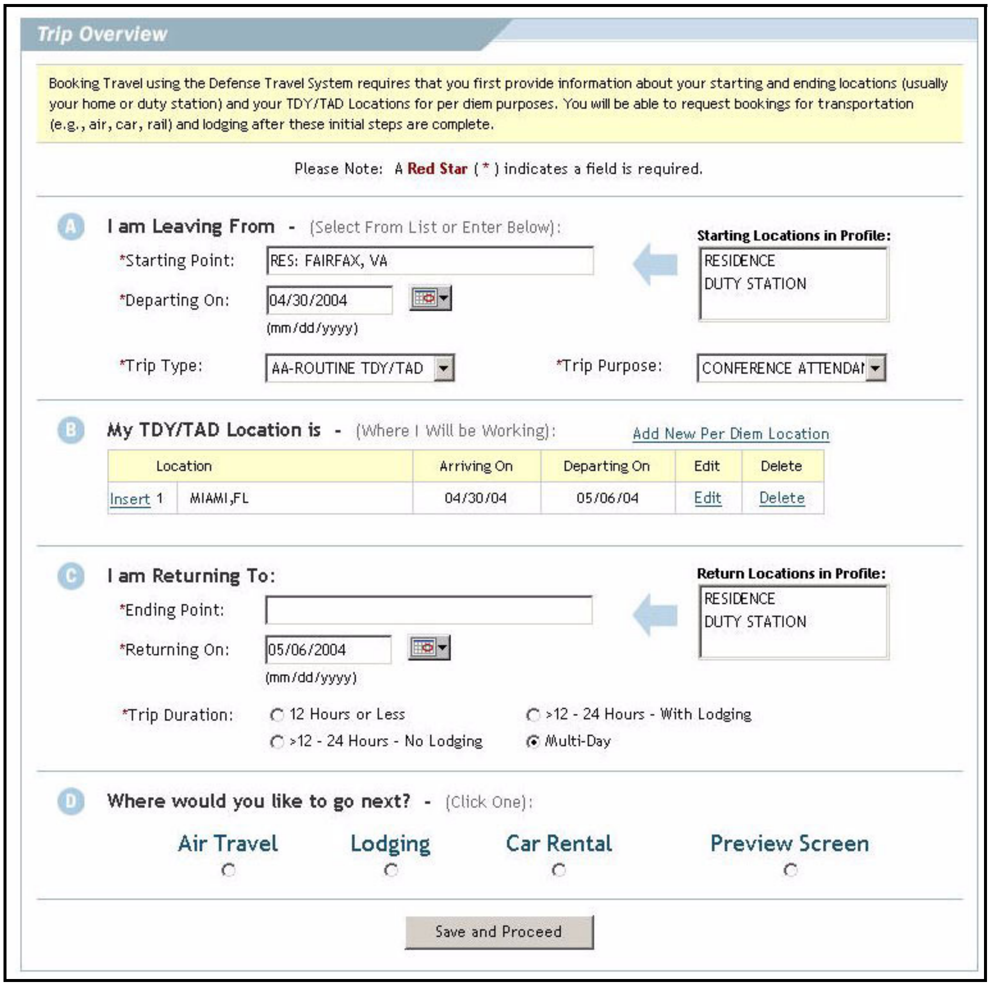


Figure 2-9: Trip Overview Window

4. The Trip Duration defaults to Multi-Day if the trip exceeds one day. However, three other options are available, depending on the length and needs of the trip.
5. In Section D, you may select the appropriate radio button for whichever reservations you need to make (air, hotel, rental car), or Preview Screen if no reservations need to be made.
6. Click the **Save and Proceed** button.

2.4 Travel

Select **Travel** in the main navigation bar.

2.4.1 Add Air Travel

1. In order to book commercial air transportation, select **Air** from the sub-navigation bar (Figure 2-10).

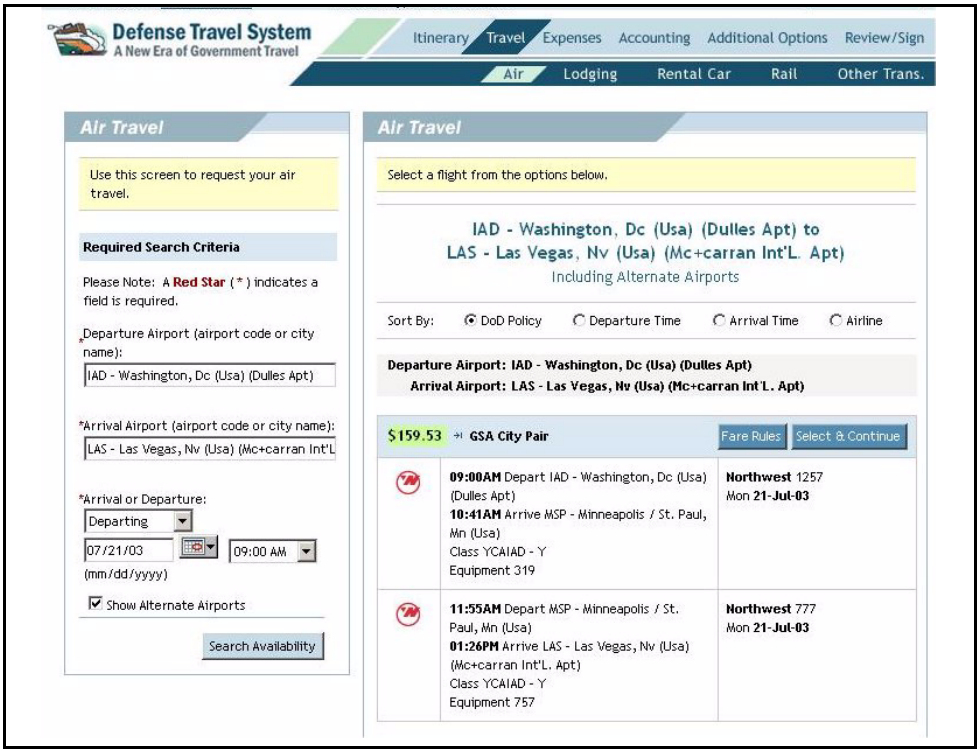


Figure 2-10: Air Travel Window

2. Enter **Departure Airport**. Type airport city, if airport code not known. Select correct airport if multiple airports are listed within city.
3. Enter **Arrival Airport**. Type airport city if airport code not known. Select correct airport if multiple airports are listed within city. Click corresponding checkbox to include alternate airport airfares in search results.
4. Enter the desired **Departure** or **Arrival** times.
5. Click **Search Availability**. The GDS (Global Distribution System) is queried for available flight information on the selected date and time. The flight times will return a query 2 hours before and 2 hours after for CONUS locations, 12 hours before and 12 hours after for OCONUS locations. **Note:** If checkbox selected, search results will list alternate airport airfares, sorted by cheapest City Pair flights.

6. Click **Fare Rules**. When this button is selected, fare rules about this flight will be displayed. Any penalties, restrictions, blackout dates, and/or discounts will be displayed (Figure 2-11).

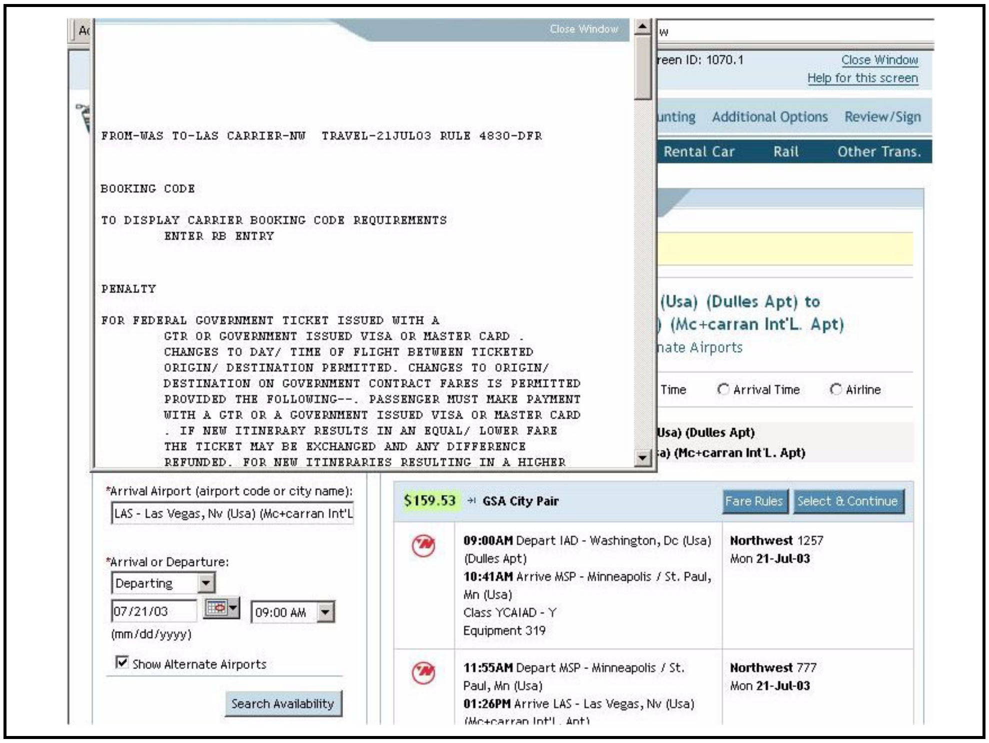


Figure 2-11: Fare Rules Window

7. Find the desired flight and click the corresponding **Select and Continue**.

8. Click **Select Seat** to obtain desired seat assignment on flight if available (Figure 2-12).

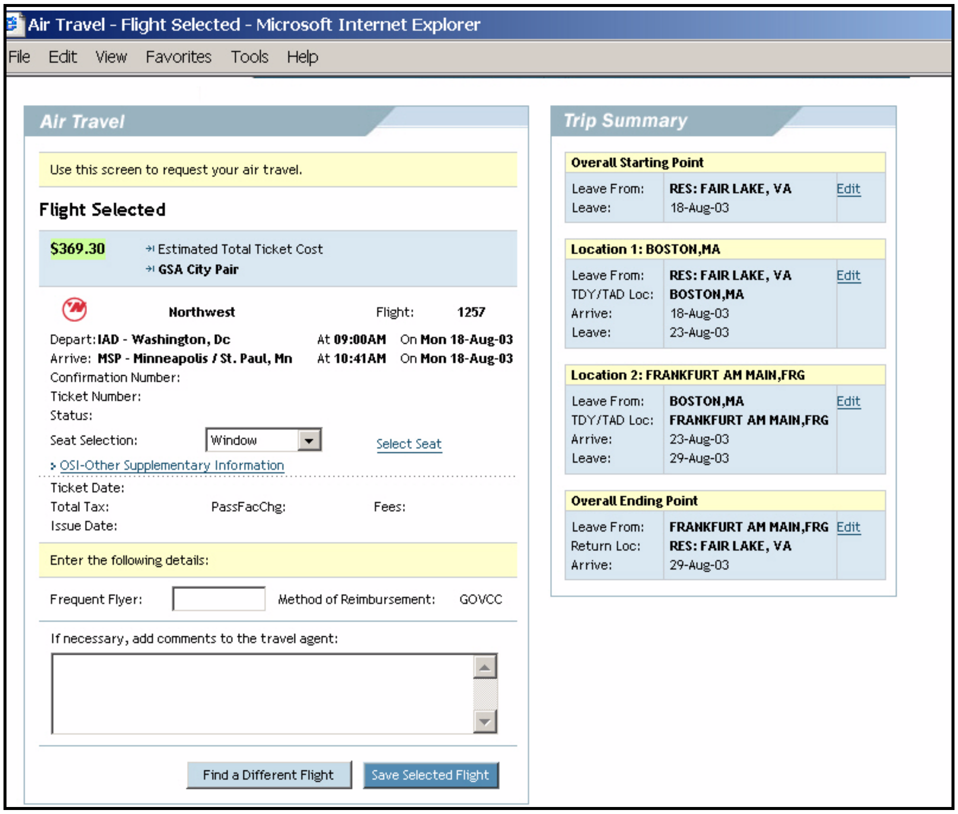


Figure 2-12: Air Travel/Trip Summary Window

9. In Seat Selector window, select desired **Seat Number** from available inventory. Click **Done** when finished (Figure 2-13).

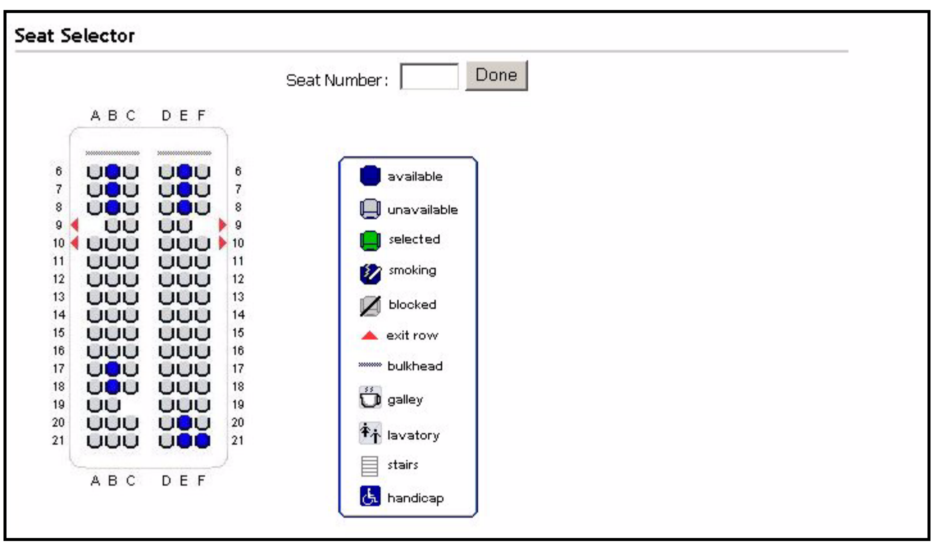


Figure 2-13: Seat Selector Window

10. Select the **OSI** (Other Supplementary Information) link for the desired flight segment (See Figure 2-12). A pop-up window displays a customizable request for each flight segment. Options available will vary based on the GDS servicing the traveler (Figure 2-14).

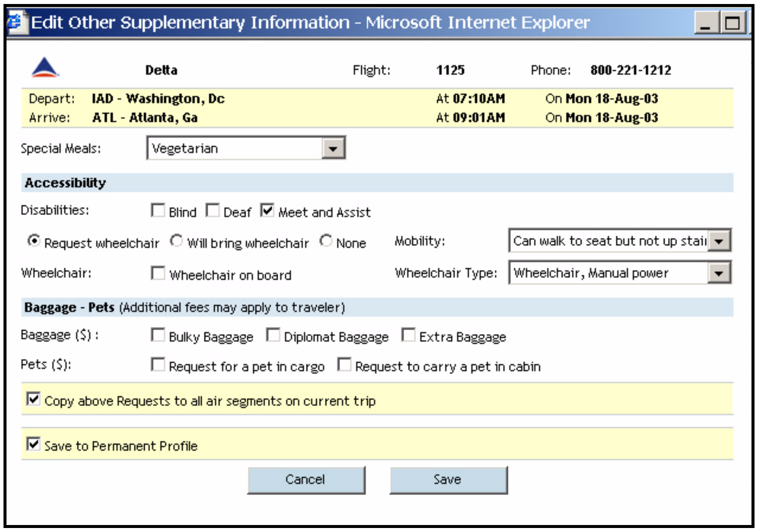


Figure 2-14: Edit Other Supplementary Information Window

11. Select the Special Meals drop-down list arrow and select the desired meal type.
12. Select all check boxes and radio buttons that apply in the Accessibility and BaggageóPets sections. If there is more than one flight segment for the current trip, check the **Copy above Requests to all air segments on current trip** check box.
13. Check the **Save to Permanent Profile** checkbox to save Special Meals and Disabilities options only to the travelersí permanent profile. For international flight segments, enter Contact and Passport information in their respective fields (Figure 2-15).

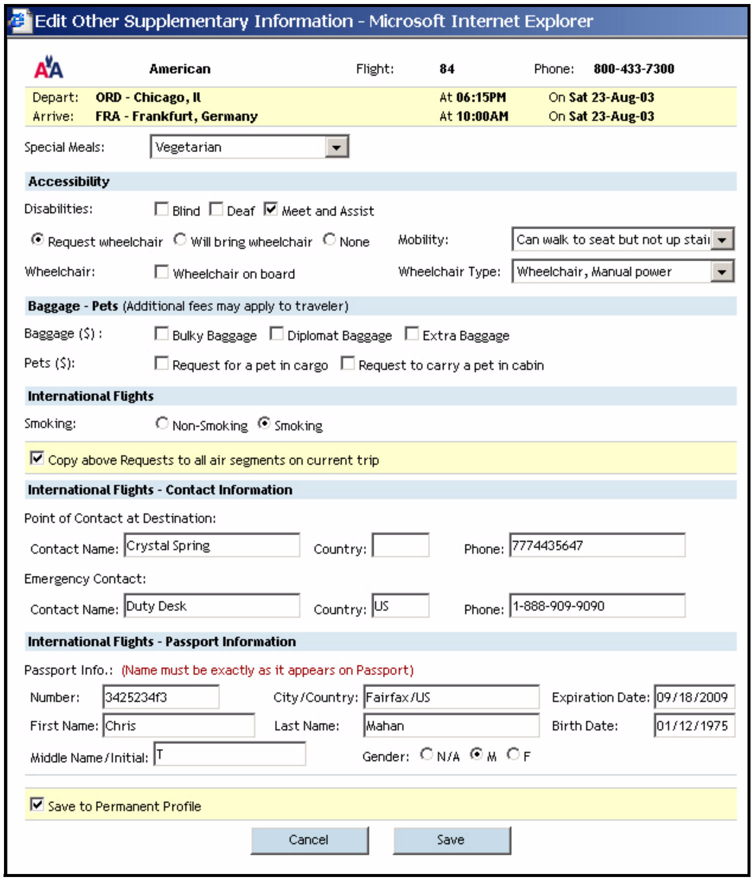


Figure 2-15: Edit Other Supplementary Information Window

14. Click **Save**.
15. Click **OK** when the Disclaimer pop-up window appears, to acknowledge the advisement for the selected options for the selected rental car.
16. Enter **Comments to Travel Agent** (optional) (See Figure 2-12).
17. Click **Save Selected Flight**.
18. Click **Find Next Flight**.
19. Repeat steps 1-15 until all appropriate flights are selected.
20. If you need to change any ticket data such as Type, Description, Ticket No., Ticket Value, Departure Date, Ticket Date, or CBA Account, click on the **Change Ticket Data** link and make the necessary changes.

Note: If a flight cannot be found, click the **Request Assistance in Booking Flight** button when in the results screen. If necessary, add comments to Travel Agent.

2.4.2 Add Lodging

Note: It is recommended that the user/traveler make a commercial lodging reservation if government quarters are not available at the military site selected when the authorization was created. Although military lodging is generally available at the site, there are many reasons why it may not be available when the traveler is scheduled to visit the site. When the traveler submits his/her authorization to the CTO, the CTO will contact billeting at the military lodging facility (if within the process of the CTO's contract). If quarters are available, the CTO will make the reservation for the traveler at the site and delete the commercial selection made by the traveler (Figure 2-16).

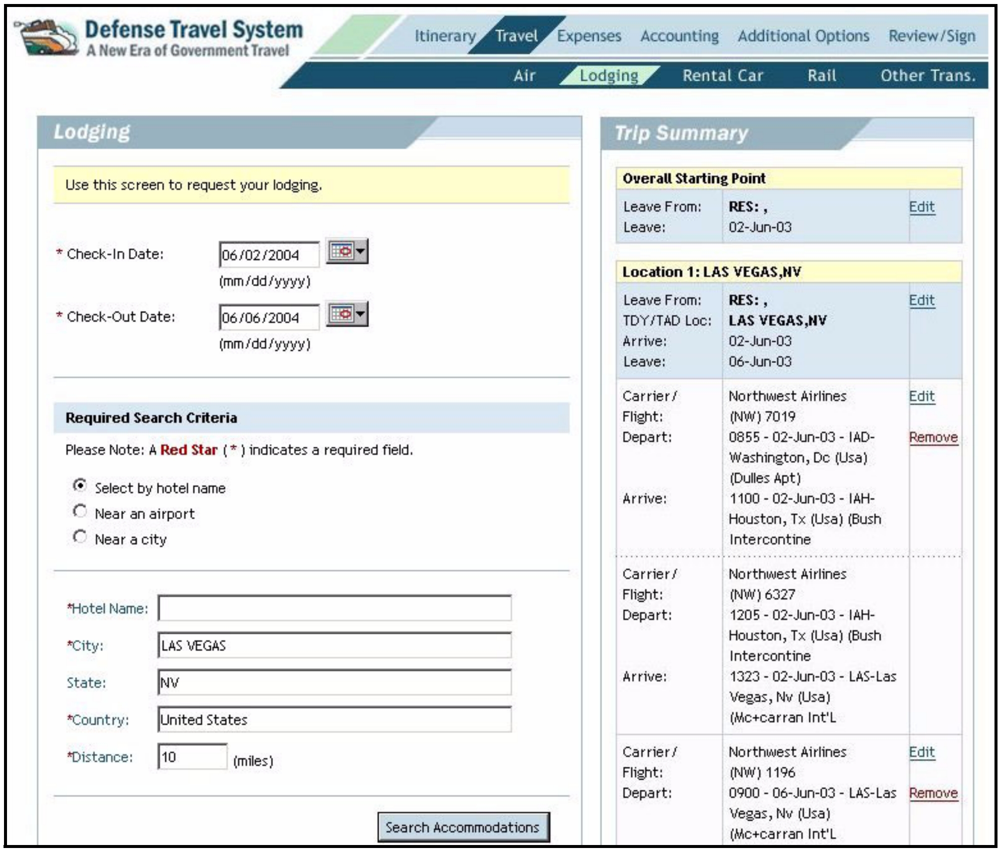


Figure 2-16: Lodging Window

1. Select **Lodging**. The **Check-In Date** and **Check-Out Date** are automatically filled from the itinerary.
2. Select the radio button for Search Criteria: By Hotel Name, Near an Airport, or Near a Location City. If TDY is a military site, the city needs to be changed to the city of the TDY to find commercial lodging.
3. Type the desired number of miles in the **Distance** field to search for a hotel property within a certain radius of the commercial airport.
4. Click **Search Accommodations**. Multiple Accommodations will appear in alphabetic order.

5. After selecting **Required Search Criteria** (e.g., Select by hotel name, Near an airport, or Near a city), click the **Search Accommodations** button (Figure 2-17).

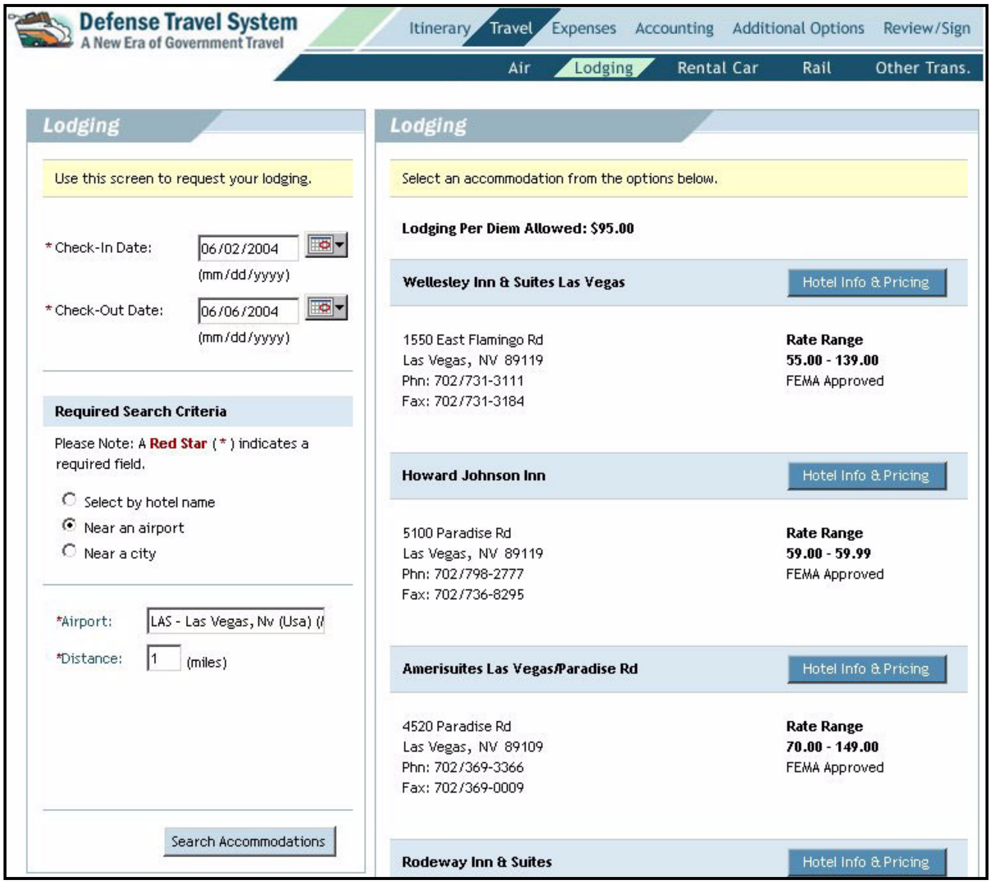


Figure 2-17: Lodging Selection Window

6. A list of hotels will appear on the right hand side of the window in the Lodging dialog box. The **Check-In Time** and **Check-Out Time** are automatically filled out according to flight times or hotel policy. Details of the rooms available will appear (Figure 2-18).

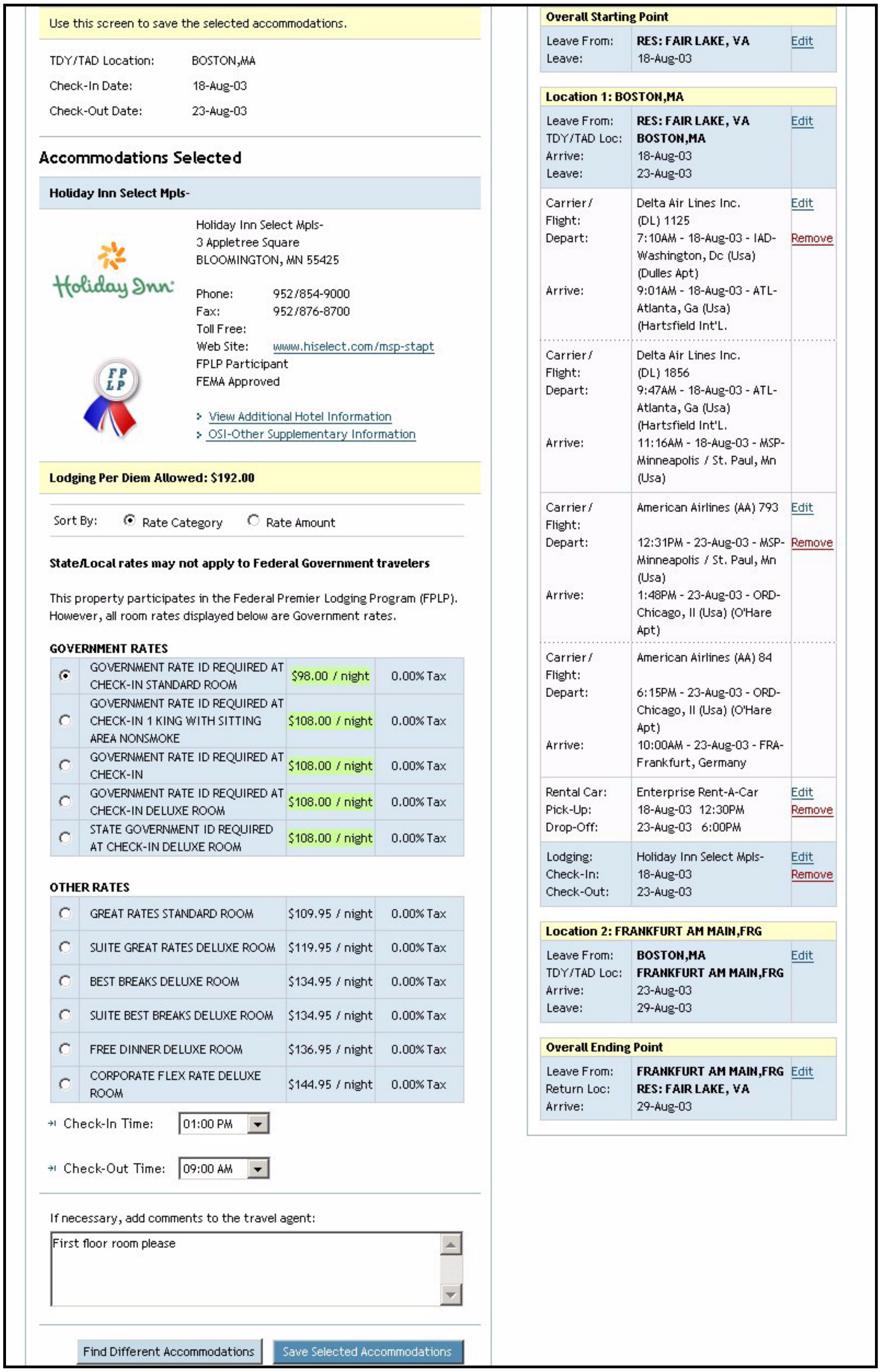


Figure 2-18: Lodging Details Window

7. Click on **Hotel Info & Pricing** button next to the hotel of your choice (see Figure 2-17). This will search for room vacancy.
8. Click the **View Additional Hotel Information** link. A pop-up window appears and displays with hotel policies, amenities, services, and other related information. Close the box when done viewing (Figure 2-19).

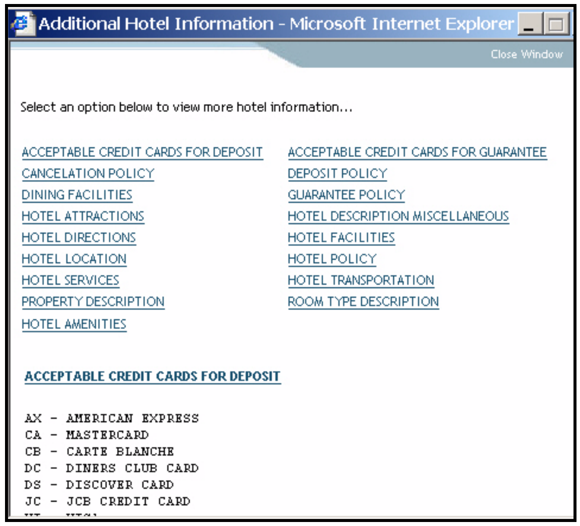


Figure 2-19: Additional Hotel Information Window

9. Click the **OSI** (Other Supplementary Information) link. A pop-up window appears and displays customizable request for the selected hotel. Options available will vary based on the GDS servicing the individual traveler (Figure 2-20).

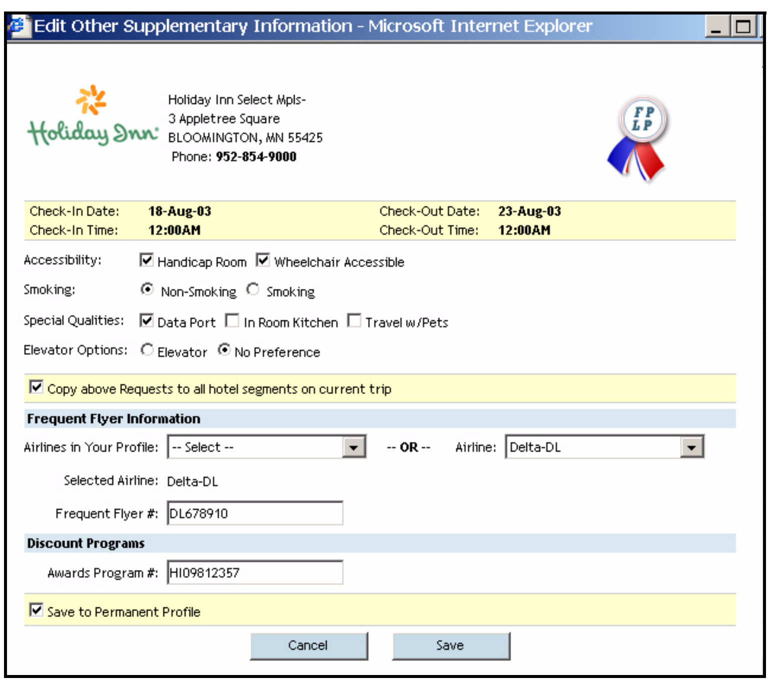


Figure 2-20: Edit Other Supplementary Information Window

10. Select all check boxes and radio buttons that apply to request special accommodations. Accessibility and Smoking preference are defaulted from the traveler profile if previously filled. If there is more than one hotel for the current trip, check the **Copy above request to all hotel segments on current trip** checkbox.
11. Click the **Airlines in Your Profile** drop-down list to associate an existing frequent flyer program with the selected hotel or select an airline from the **Airline** drop-down list and enter the selected airlineís program number in the **Frequent Flyer #** field.
12. Enter the selected hotelís program number in the Awards Program # field.
13. Check the **Save to Permanent Profile** checkbox to save accessibility, smoking preference, and frequent flyer information to the traveler profile and permanent profile.
14. Click **Save**.
15. Click **OK** when the Disclaimer pop-up window appears, to acknowledge the advisement for the selected options for the selected hotel.
16. Click on the radio button for the desired type of room. Click **Save Selected Accommodations** or **Find Different Accommodations** if change is desired.

Note: If the rate for the hotel is equal to or greater than the lodging allowed for the selected per diem location, a window alerts the user stating, “You have selected a hotel with a rate greater than your per diem allowance. Do you want to continue with the selection?” Select **OK** if the cost is equal to the per diem allowance, or the mission requires the user to exceed the allowed rate. Otherwise, search for another hotel within per diem.

Note: If proper lodging cannot be found, click on the **Request Assistance in Booking Lodging** button without selecting lodging from the list.

17. If **Save Selected Accommodations** is selected, a confirmation section appears on the left side. The trip summary will build basic trip information on the right side of the screen.

2.4.3 Rental Car

DTS can book rental cars. The steps for making a rental car reservation are listed below (Figure 2-21).

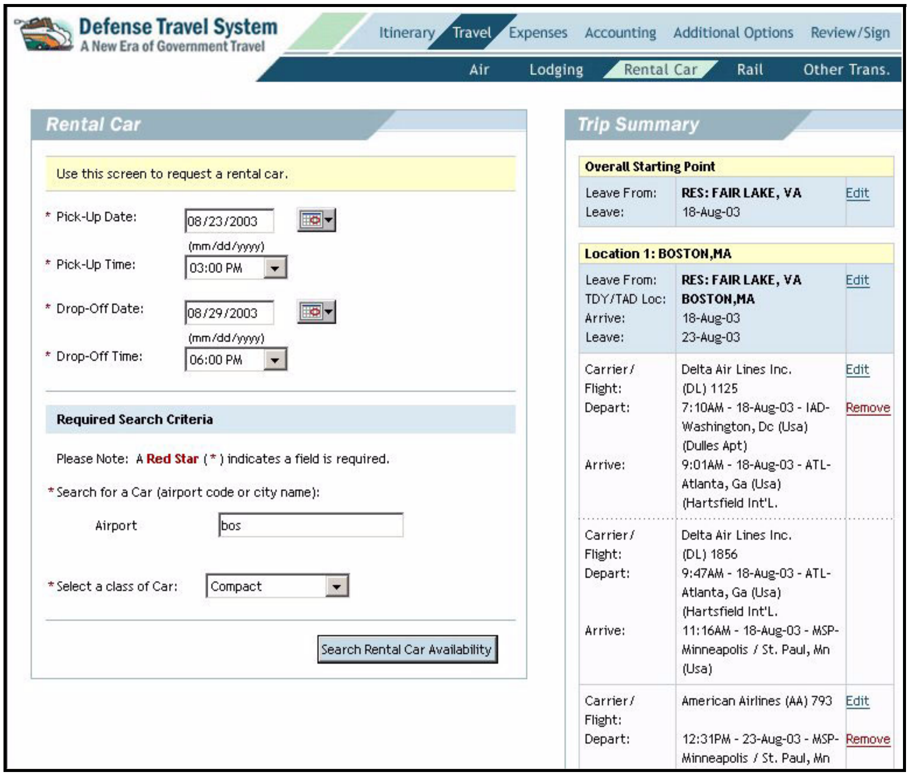


Figure 2-21: Rental Car Window

1. Select **Travel** on the main navigation bar and **Rental Car** on the sub-navigation bar (Figure 2-22).

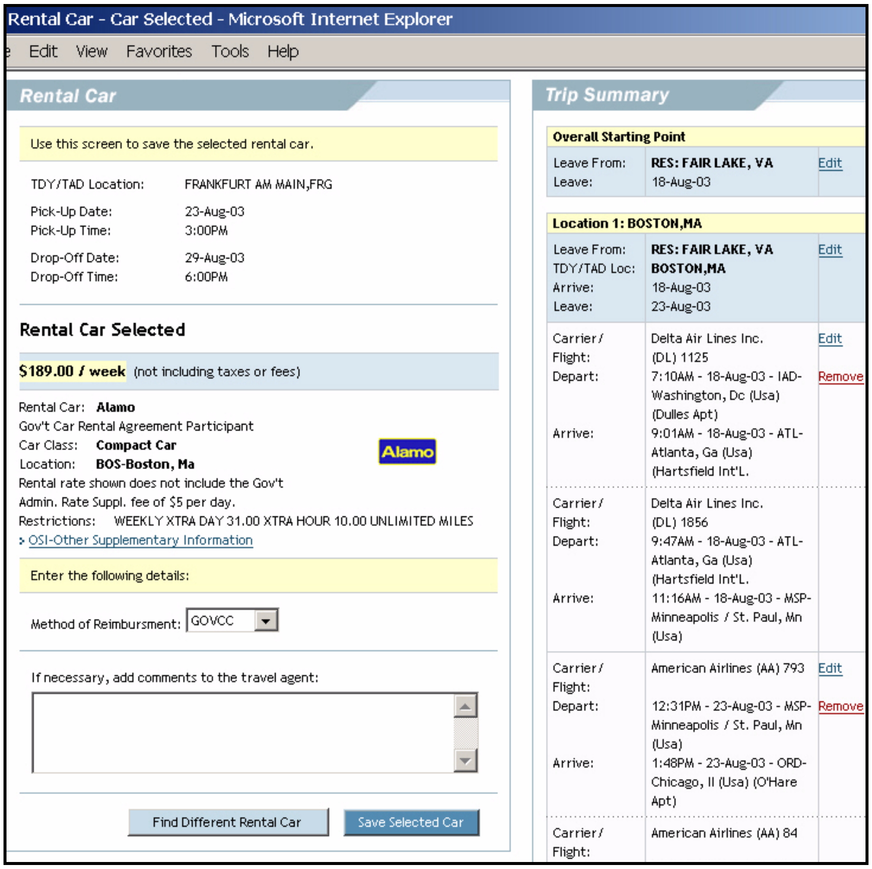


Figure 2-22: Rental Car Window

2. Use the default pick-up and drop-off dates or enter the actual dates. Use pop-up calendars if necessary.
3. In the **Search for a Car** (airport code or city name) field, enter either the airport code or the city name where you would like to get the car.
4. Select class of rental car.
5. Click on **Search Rental Car Availability**.
6. Click **Select and Continue** to add the rental car to the current trip.

7. Click **OSI-Other Supplementary Information** link. A pop-up window displays a customizable request for the selected rental car. Options available vary based on the GDS servicing the traveler (Figure 2-23).

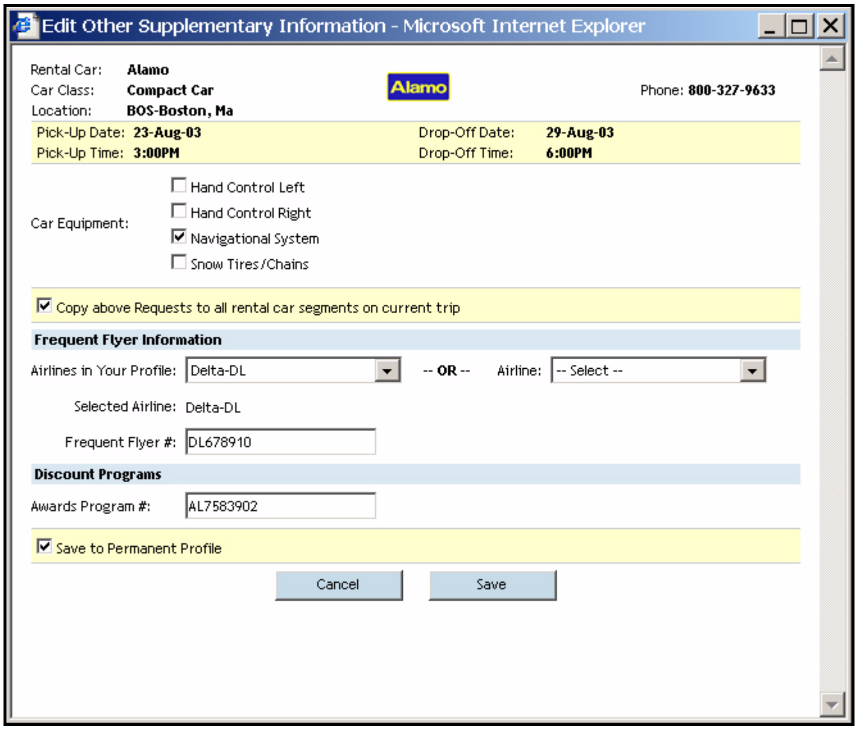


Figure 2-23: Edit Other Supplementary Information Window

8. Select all check boxes and radio buttons that apply to request special equipment and accommodations. If there is more than one rental car for the current trip, check the **Copy above request to all rental car segments on current trip** checkbox.
9. Click the **Airlines in Your Profile** drop-down list to associate an existing frequent flyer program with the selected rental car vendor or select an airline from the **Airline** drop-down list and enter the selected airlineís program number in the **Frequent Flyer #** field.
10. Enter the selected rental carís program number in the Awards Program # field.
11. Check the **Save to Permanent Profile** checkbox to save accessibility, smoking preference (when applicable), and frequent flyer information to the traveler profile and permanent profile.
12. Click the **Save** button.
13. Click **OK** when the Disclaimer pop-up window appears, to acknowledge the advisement for the selected options for the selected rental car.
14. Enter **Comments to Travel Agent** (optional). Note the pick-up and drop-off time.
15. Click **Save Selected Car** after confirming the information. **Note:** You can change your method of reimbursement if necessary from GOVCC to Personal using the drop-down menu.

2.4.4 Rail Travel

The following steps will allow you to view a static list of train schedules (Figure 2-24).

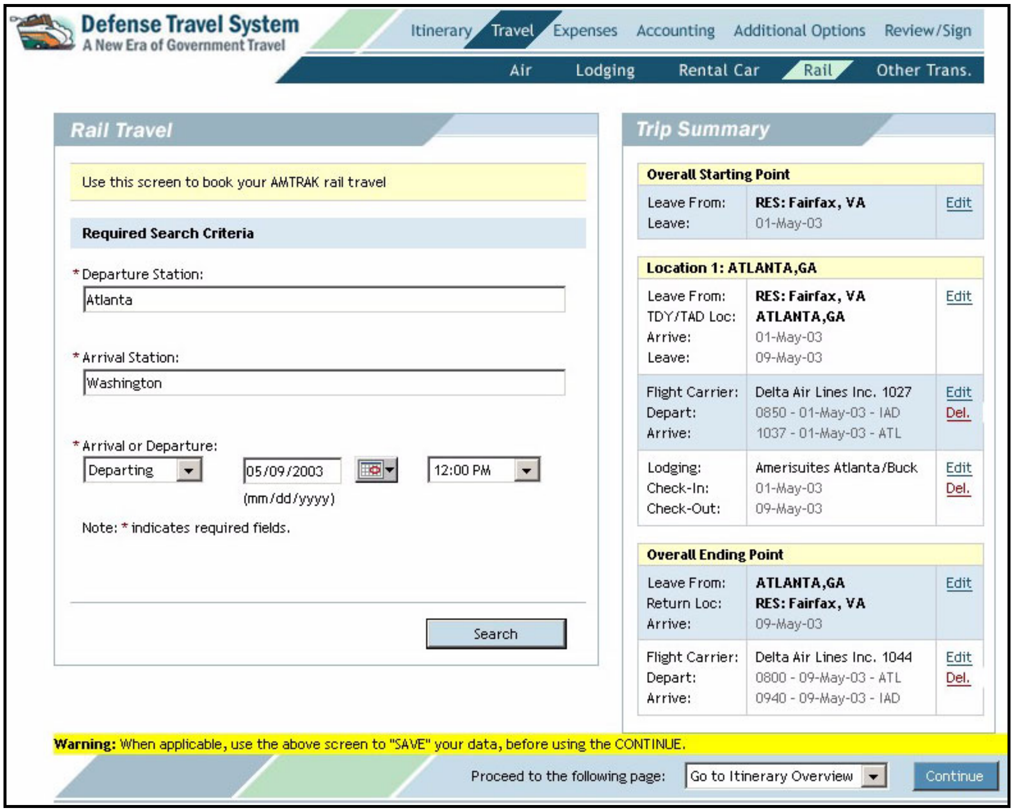


Figure 2-24: Rail Travel Window

1. Select **Travel** on the main navigation bar and Rail from the sub-navigation bar.
2. Enter city of **Departure Station**. Type in a city and click Search link if you do not know the station code, etc.
3. Enter city of **Arrival Station**. Type in a city and click Search link if you do not know the station code, etc.
4. Enter the desired **Departure** or **Arrival** time.
5. Click **Search**.
6. Find the desired train and click the corresponding **Select and Continue**.
7. Select a **Seat Preference** (Figure 2-25).
8. Enter **Comments to Travel Agent** (optional).
9. Click **Save Selected Train**.
10. Click **Find Next Train**.
11. Repeat steps 1-9 until all appropriate trains are selected.
12. If you need to change any ticket data such as Type, Description, Ticket No., Ticket Value, Departure Date, Ticket Date, or CBA Account, click on the **Change Ticket Data** link and make the necessary changes.

Note: If a train cannot be found, click the **Request Assistance in Booking Train** button when in the results screen.

.

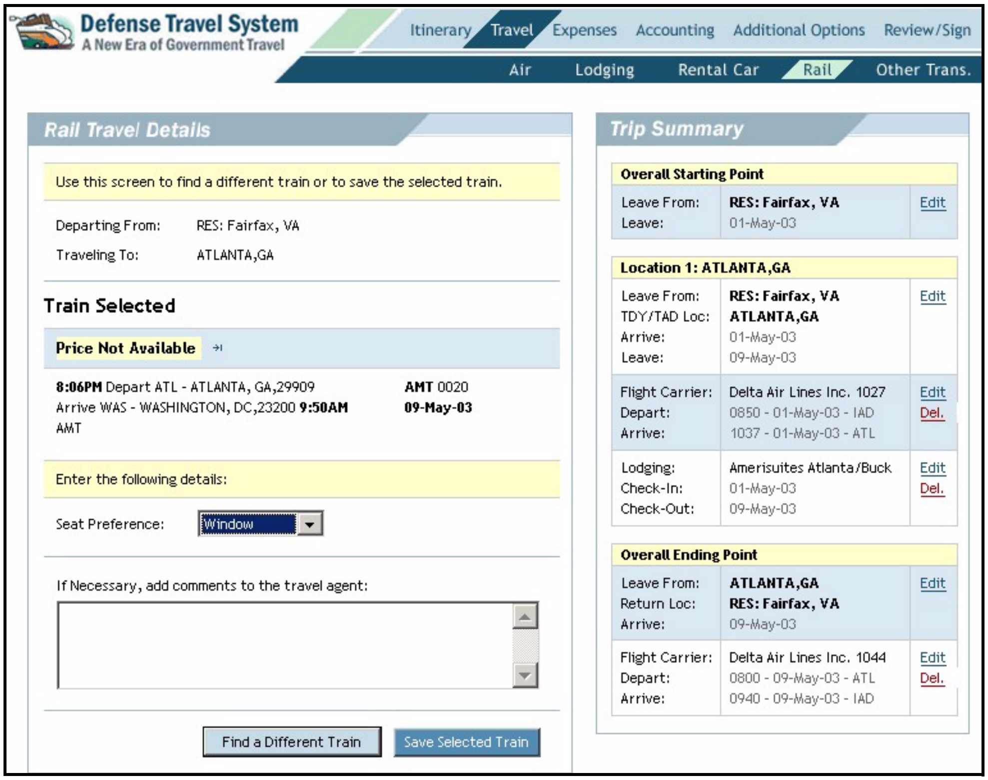


Figure 2-25: Rail Travel Window

2.4.5 Other Ticketed Transportation

Any ticketed transportation (air or rail) booked within DTS can be edited by selecting **Edit** on the right hand side under Trip Summary and then changing the ticket data. In addition, other ticketed transportation arrangements made outside of DTS can be entered here.

1. Select **Type of Travel** from the Type menu. The description will automatically fill.
2. Enter **Ticket Value**.
3. Enter **Ticket Cost** (if different from ticket value).
4. Enter **Departure Date**.
5. Enter **Issue Date** (if known).
6. Enter **Ticket Date** (if not already filled in).
7. Click the **CBA Accounts** link to search for a CBA account if applicable.
8. If you need to change the reimbursement method, currency, etc., click on the view/edit expense details link and make the appropriate changes.
9. Click **Save**.
10. Confirm the information in the **Ticketed Transportation Saved** box.
11. If you have any other ticketed transportation to put in, click on the **Create a New Ticketed Transportation Entry** button and enter what is needed (Figure 2-26).

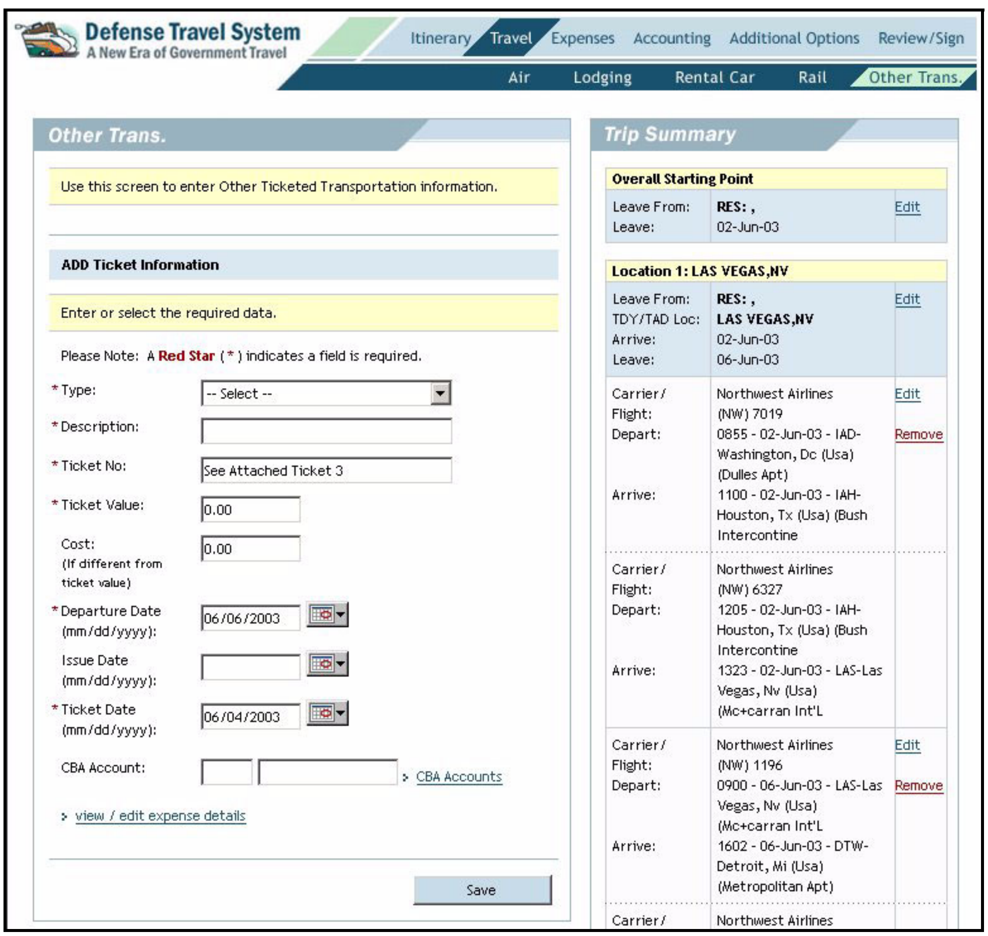


Figure 2-26: Other Ticketed Trans. Window

2.5 Expenses

DTS allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or input by hand. In the mileage section, different forms of transportation and related mileage can be chosen, with the expense costs calculated automatically. The following two sections will allow a user to enter both.

Note: Trip expenses are added, updated, and deleted in the Expenses Table. There is a long list of DoD-approved reimbursable expenses in the Expenses Table. Before travel, expenses are estimated and entered by date to get an accurate "should cost" for the trip. After travel, expenses are updated with the actual costs if changes are needed.

2.5.1 Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar.
2. Select the **Expense Type** from the menu box or type the expense type into the field below. Observe that the Method of Reimbursement field auto-populates based on the Expense Type you choose. You can change it if needed by hand.
3. Enter the **Cost** of the expense.
4. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
5. Select the **Method of Reimbursement**.
6. Repeat Steps 1-4 until all expenses are entered or until all expense boxes are full. **Note:** After five expenses are entered, any additional expenses must be entered one at a time.
7. Click **Save Expenses**. If you do not do this, your changes will not be saved.

8. If additional expenses need to be entered, enter each one at a time and then click **Save Expense** (Figure 2-27).

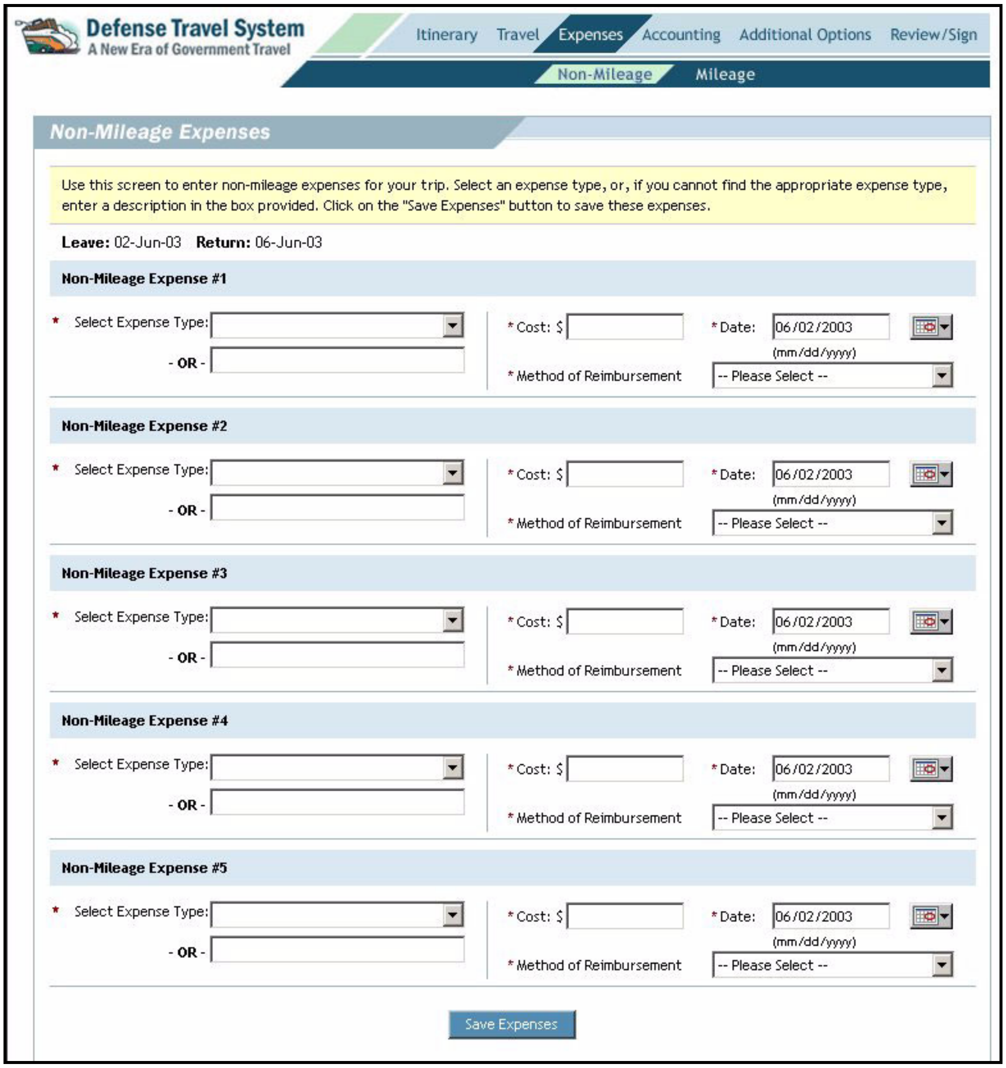


Figure 2-27: Non-Mileage Expenses Window

2.5.2 Mileage Expenses

1. Select **Expenses** from the main navigation bar and **Mileage** from the sub-navigation bar.
2. Select the **Expense Type** from the menu box.
3. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
4. Select the **Method of Reimbursement**.
5. Using the Defense Table of Official Distances (DTOD, described below), get the mileage for the expense. Click on the **DoD Table of Distances** link to calculate mileage to expense (ONLY TDY travelónot local travel; you must use your vehicle odometer for local travel).
6. Repeat steps 1-4 until all mileage expenses are entered.
7. Click **Save Expenses**.
8. If additional expenses need to be entered, enter each one individually and then click **Save Expense** (Figure 2-28).

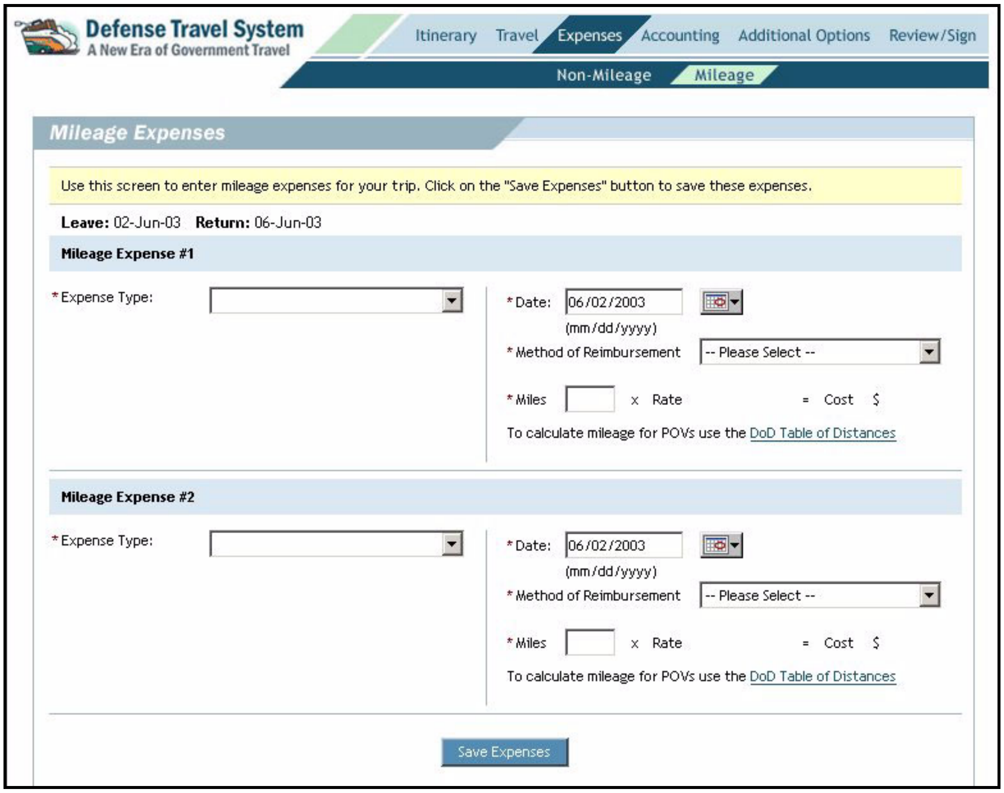


Figure 2-28: Mileage Expenses Window

2.6 Defense Table of Official Distances (DTOD)

The DTOD should be used when driving to a TDY location, driving to a PCS, or during other travel outside of a duty area. It is not used for local travel or Misc travel (personal travel on duty).

1. Access DTOD by clicking on the **DoD Table of Distances** link below the mileage calculation fields in the mileage expense screen.
2. Enter the **City Traveling From**.
3. Enter the **State/Country**, and **County Traveling From** (optional). Click on the **Lookup State and Country Codes** link if you need help.
4. Click **Search** to see all locations associated with the City Traveling From.
5. Click on the **Select** link next to the desired location.
6. Enter the **City Traveling To**.
7. Enter the **State/Country**, and **County Traveling To** (optional).
8. Click **Search** to see all locations associated with the City Traveling To.
9. Click on the **Select** link next to the desired location.
10. Click **Calculate Mileage**.
11. Click **Save Total and Continue**.
12. If you are using the DTOD for a mileage expense, click **Save Expense** to save changes.

2.7 Receipts Imaging

Receipts are important trip records and proof of official travel. DTS lets travelers digitally store receipts in addition to using existing local storage methods.

Receipts, along with other supporting documents, can be loaded into DTS and attached to the trip record by using the scan and upload or fax method. Faxing is the preferred and easiest method. Both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, it is likely that most receipts will not be available until after travel and during the voucher creation process. Follow the same procedures for digitally storing receipts on the voucher.

To load receipts into DTS, use one of the following methods:

Using the Fax method:

1. Gather all necessary receipts (see local policy) and other supporting documents that need to be faxed. **Note:** It is not advisable to place small receipts in a fax machine. Smaller receipts should be taped to standard size paper and photo copied before faxing.
2. Click **Expenses** from the main navigation bar.
3. Click **Receipts** from the Expenses navigation bar.

4. Click the **Print Fax Cover Sheet** link (Figure 2-29).

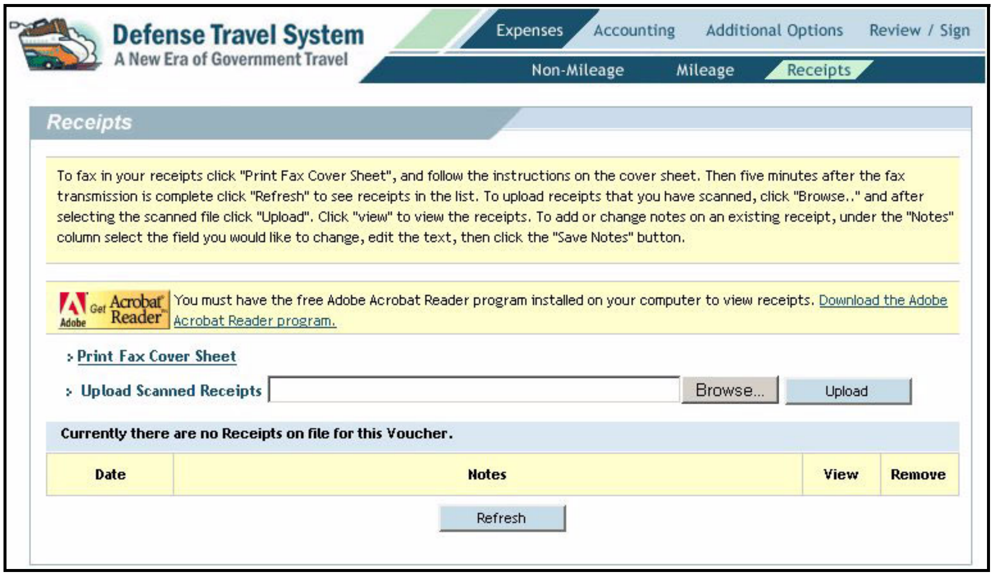


Figure 2-29: Receipts Window

5. Click the **Print** button when the Print Dialog window appears to get a print of the fax cover sheet (Figure 2-30).

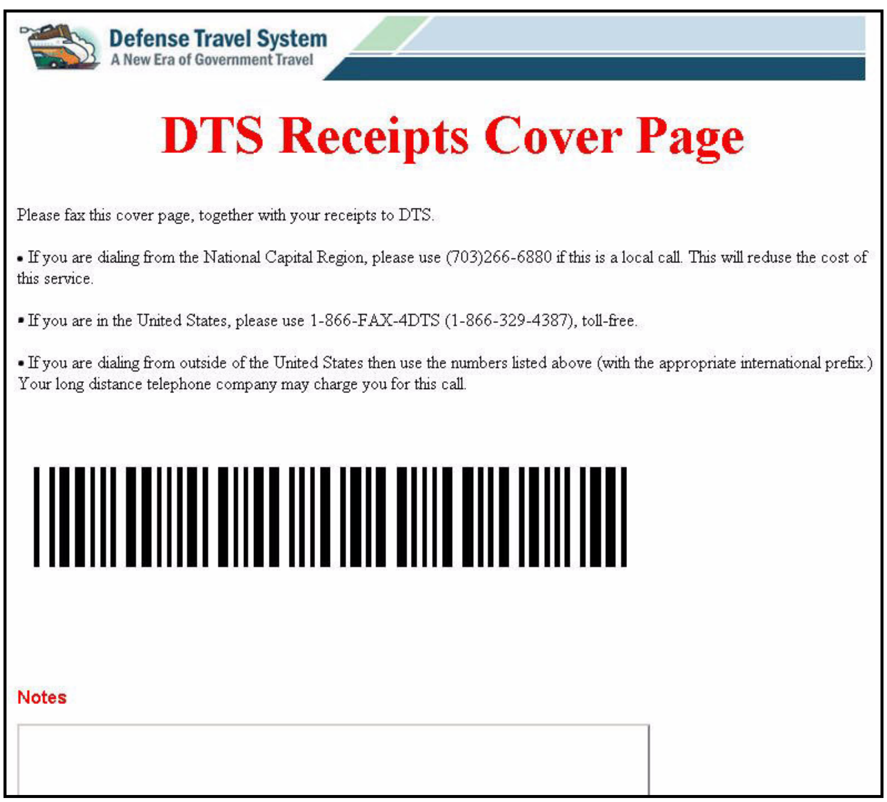


Figure 2-30: Sample DTS Receipts Cover Page (Fax Cover Sheet)

Note: The fax cover sheet has a bar code unique to the selected document and identifies which document in the DTS database the receipts are associated with. Optional: The **Notes** section of the fax cover sheet (Figure 2-30) can be used to indicate which receipts are attached and are going to be loaded via the current fax. This will be displayed in the current fax only.

6. Send receipts to the fax number on the fax cover sheet. **Note:** There is a wait time of about 5 minutes for the imaging engines to receive, convert, and load the faxed pages into the document identified by the bar code. The wait time does not impact the userís ability to continue to complete their document.
7. Once the fax has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.
8. Enter a description of the receipts contained in the fax in the **Notes** field and click the **Save Notes** button (Figure 2-31).

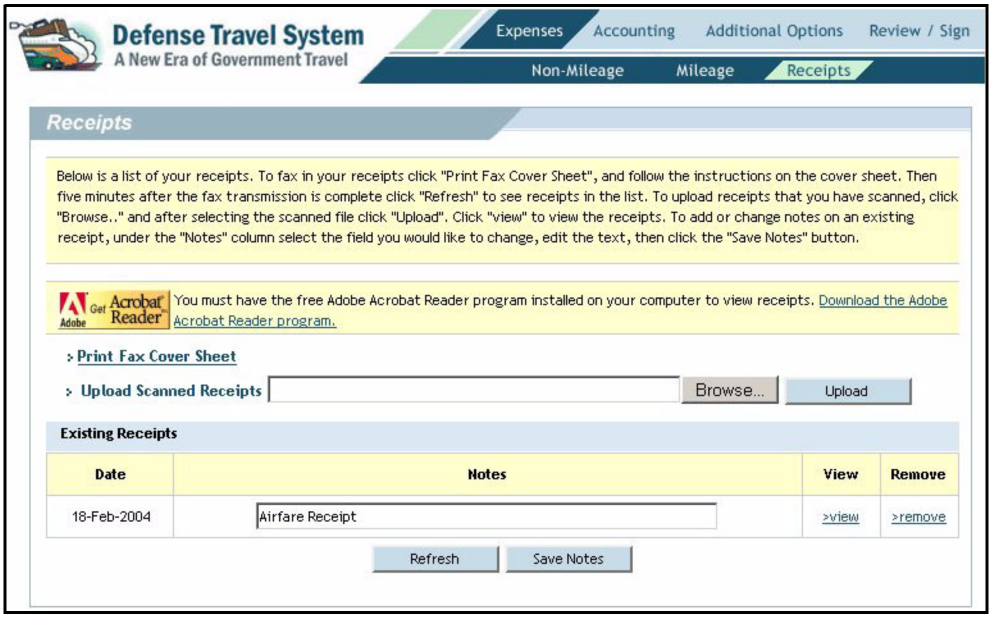


Figure 2-31: Receipts Window

9. Click the link in the **View** field to review receipts contained in the fax.
10. Click the link in the **Remove** field to remove the desired fax from the current document.

Using the Scan/Upload method:

1. Gather all necessary receipts (see local policy) and other supporting documentation that needs to be scanned. Acceptable file types include .bmp, .gif, .jpg, .pdf, .png, and .tif. The maximum file size is 2MB per file. **Note:** Multiple files can be uploaded. However, each file must be uploaded individually by repeating steps 4-6 below.
2. Click **Expenses** from the main navigation bar.
3. Click **Receipts** from the Expenses navigation bar (see Figure 2-29).
4. Click the **Browse** button and locate the scanned file to be uploaded.

5. Click the **Open** button once the desired file is selected (Figure 2-32).

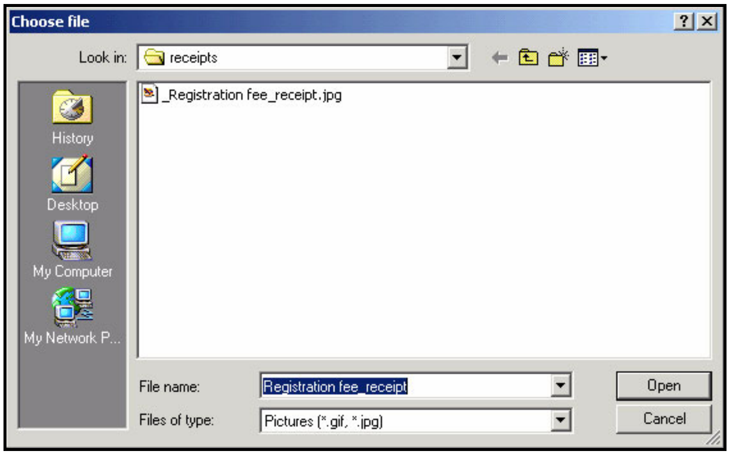


Figure 2-32: Browse Window

6. Click the **Upload** button (Figure 2-33).

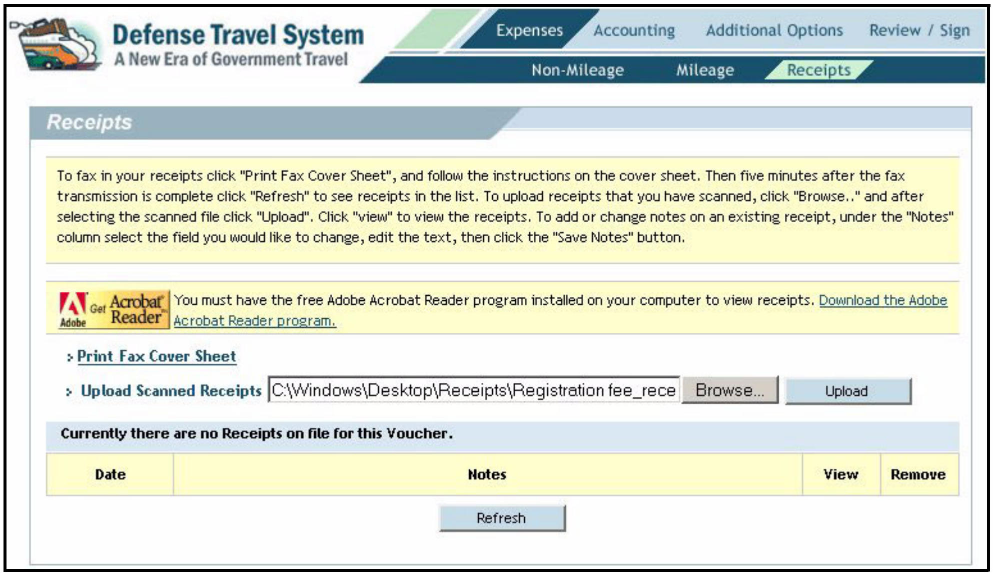


Figure 2-33: Receipts Window

7. Once the file has been loaded into the document, it will be displayed in the lower portion of the Receipts window and sorted by date.

8. Enter a description of the receipts contained in the uploaded file in the Notes field and click the Save Notes button (Figure 2-34).

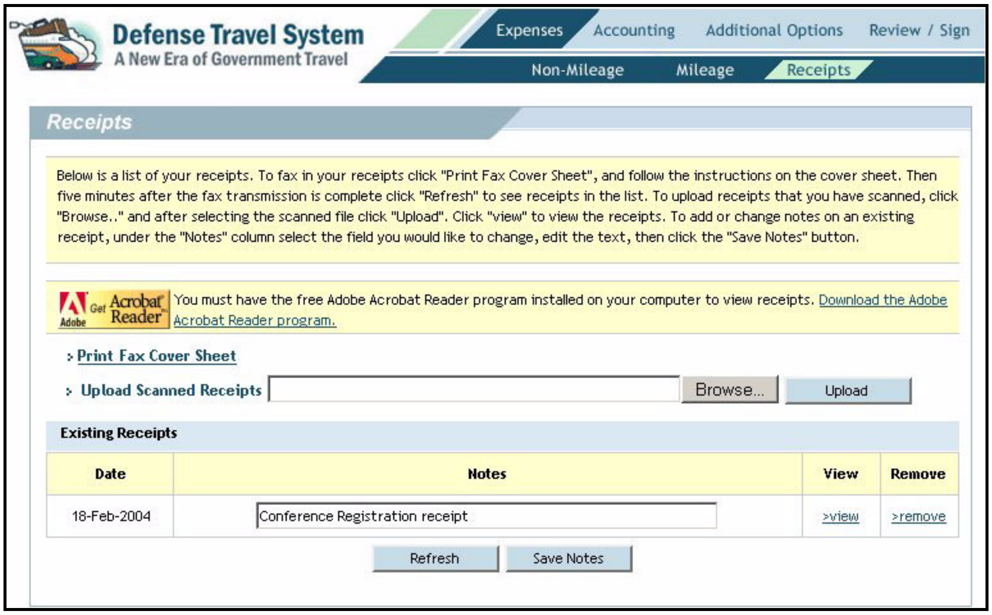


Figure 2-34: Receipts Window

9. Click the link in the **View** field to review receipts contained in the fax.
10. Click the link in the **Remove** field to remove the desired fax from the current document.

2.8 Selecting Accounting Codes

DoD personnel traveling on orders must have an accounting code(s) that authorizes funds for travel. Travelers may be required to provide this information when they fill out an **Authorization**. In some cases the traveler will have a default accounting code already set up in the system that will be used for travel (Figure 2-35).

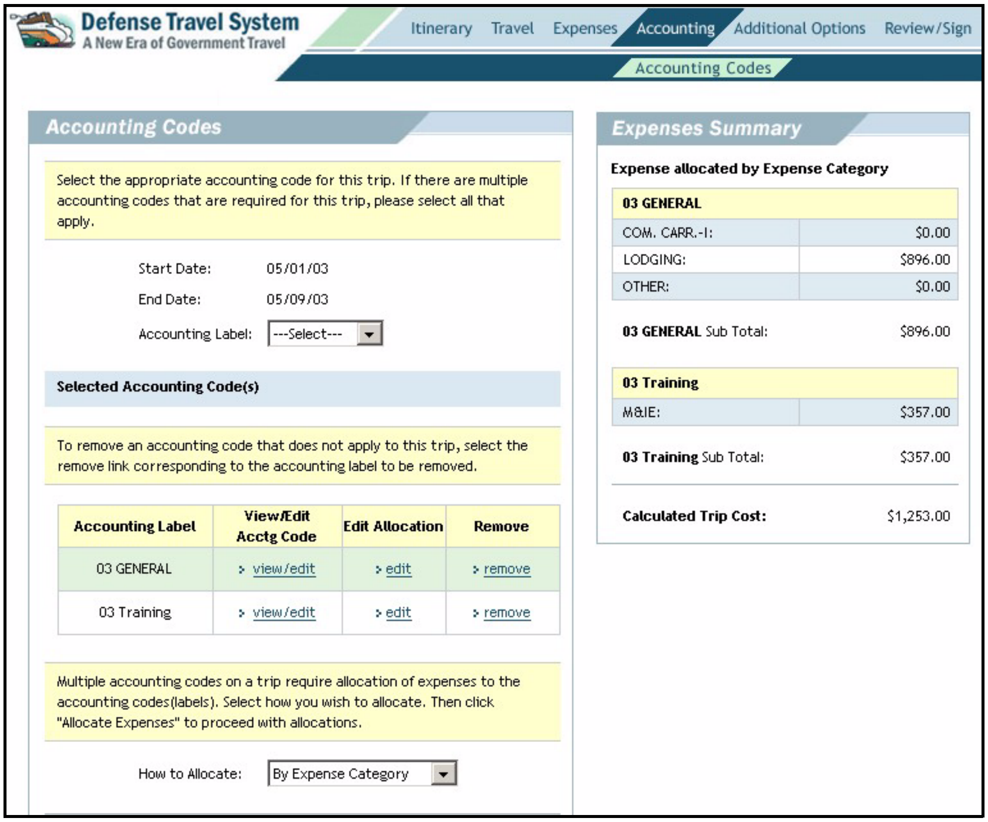


Figure 2-35: Accounting Codes Window

1. Select **Accounting** from the navigation bar.
2. Select the appropriate **Accounting Label** from the drop-down list.
3. If you donít need to select another accounting code, then navigate to **Additional Options** (if necessary), or **Review/Sign** if document is complete.
4. If you need to use the Lines of Accounting (LOA) from another sub-organization under your current organization, click the **Change Organization** link.

2.8.1 Selecting Multiple Accounting Codes

1. If there are multiple accounting codes that are required for this trip, select all that apply.
2. Select **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) from the drop-down list located at the bottom of the page.
3. Click **Allocate Expenses**.
4. Select the accounting code to use for each allocation.
5. Select **Save Allocations**.

2.9 Additional Options

Select **Additional Options** from the main navigation bar.

2.9.1 Profile

Select **Profile** from the sub-navigation bar.

The profile link under additional options lets users/travelers view and update their personal information based on their permission levels. Four parts of the user/traveler profile can be accessed from an authorization. At the bottom of each screen the user/traveler must click the **Update Personal Information** button to save changes only on the current document. If permanent changes are required click the **Save changes to permanent traveler information** check box. On the My Profile screen is the My Profile information along with the links to three other sections of the profile. The sections control the following information.

Select **Profile** from the sub-navigation bar.

My Profile—This allows the user/traveler to view and edit name, address, and other general information. The Dependents and PCS Info boxes are not currently used. **Note:** Zip Code Directory will verify the accuracy of associated State and Zip Code fields.

My Preferences—This section is divided into five areas: Air Travel Preferences, Miles to Airport, Lodging Preferences, Rental Car Preferences, and Miscellaneous. The three buttons at the bottom lead to the selection of more preferences. **Note:** If preferred airline, lodging, or rental car brands are chosen, the search results will only display those brands.

My Additional Information—This section is divided into three areas. These areas deal mostly with military information and information related to DTS. There is usually little reason to update these fields except for selecting a routing list other than your default.

My Account Information—This section is used for financial information such as setting a Default Accounting Code, or viewing EFT and Credit Card Account information. Financial information such as Default Accounting Code Label, EFT and Credit Card Accounts information can be found (Figure 2-36).

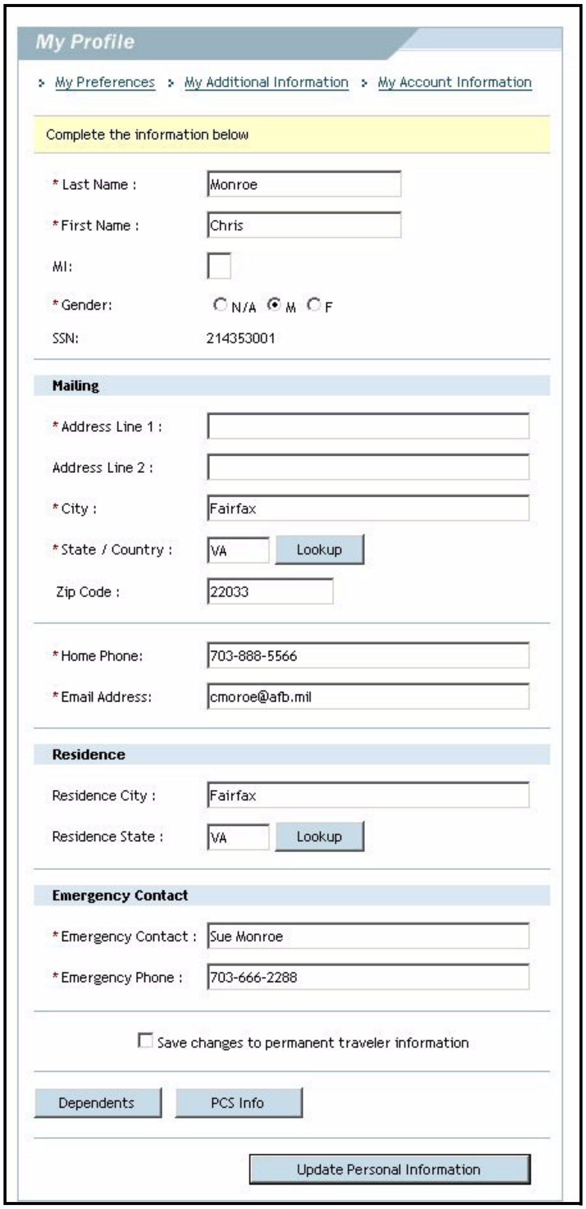
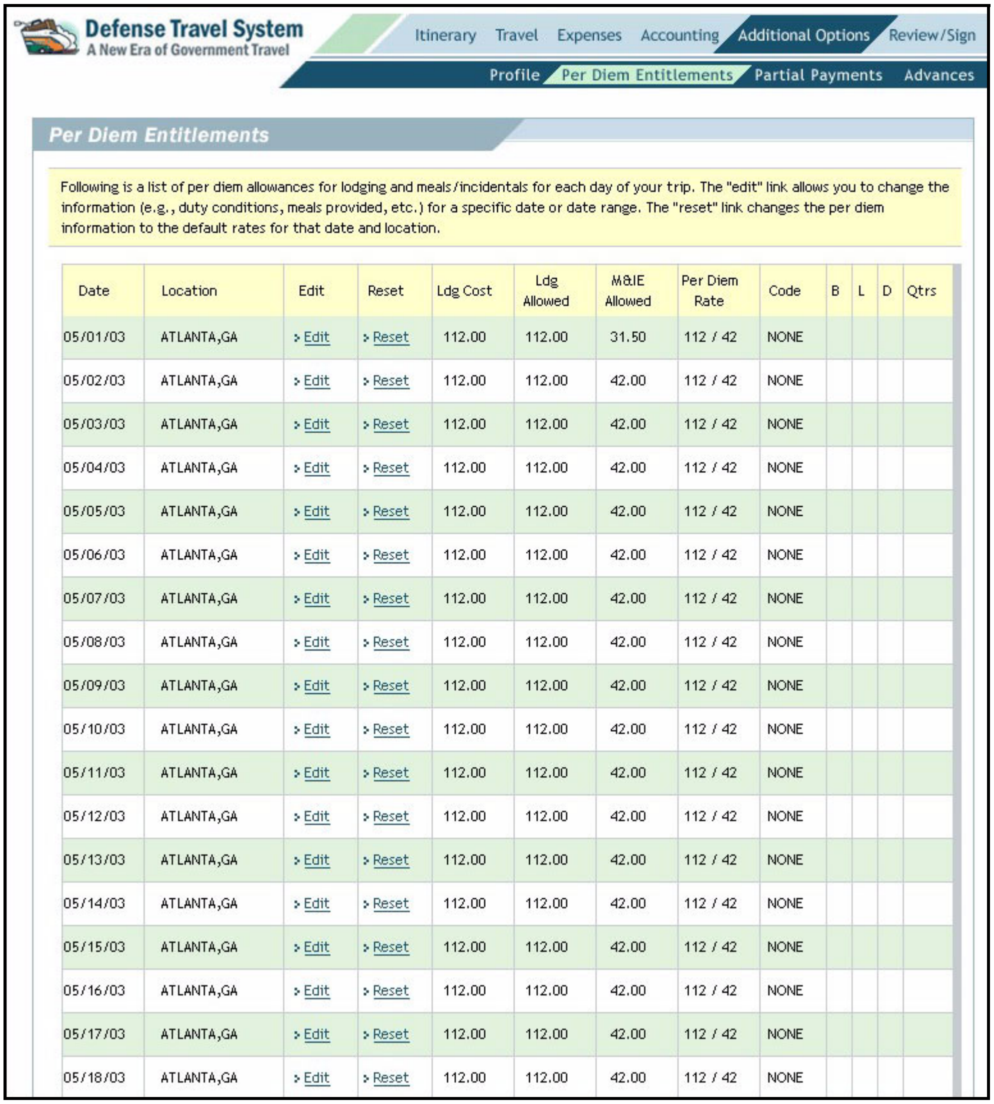


Figure 2-36: Profile Window

2.9.2 Per Diem Entitlements

The information provided to the traveler on the **Per Diem Entitlement** window was filled automatically when the traveler built his Itinerary (Figure 2-37).

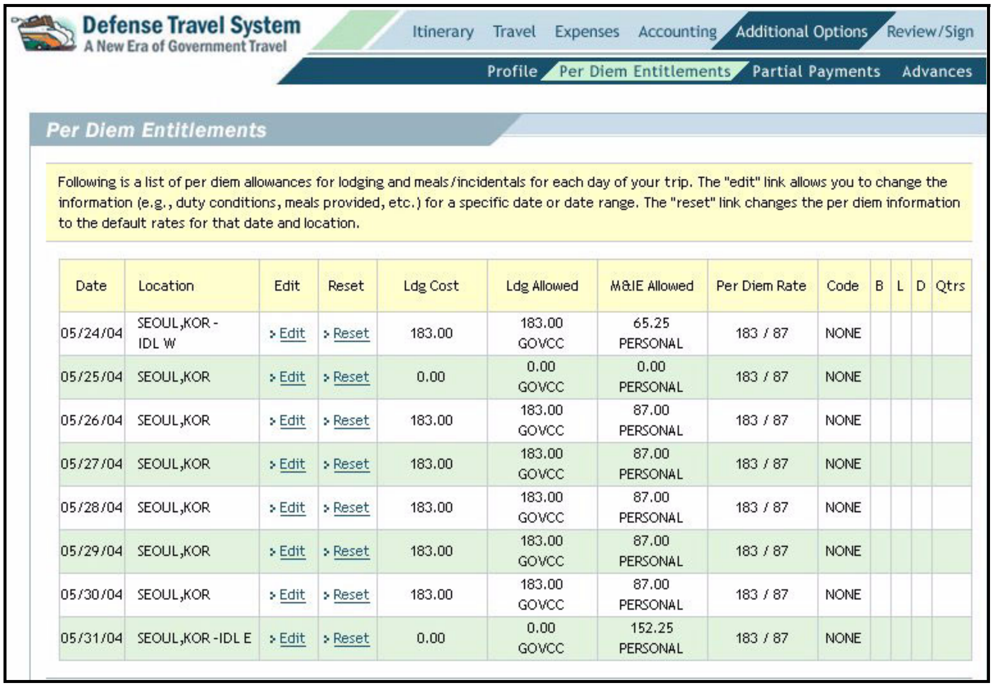
Select **Additional Options** from the main navigation bar.



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/01/03	ATLANTA,GA	Edit	Reset	112.00	112.00	31.50	112 / 42	NONE				
05/02/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/03/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/04/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/05/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/06/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/07/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/08/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/09/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/10/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/11/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/12/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/13/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/14/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/15/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/16/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/17/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				
05/18/03	ATLANTA,GA	Edit	Reset	112.00	112.00	42.00	112 / 42	NONE				

Figure 2-37: Per Diem Entitlements Window

The lodging cost entry needs to be updated to match the selected hotel in the reservations and any change in the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. DTS calculates traveler entitlements for travel that crosses the International Date Line (IDL) (Figure 2-38).



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/24/04	SEOUL,KOR - IDL W	Edit	Reset	183.00	183.00 GOVCC	65.25 PERSONAL	183 / 87	NONE				
05/25/04	SEOUL,KOR	Edit	Reset	0.00	0.00 GOVCC	0.00 PERSONAL	183 / 87	NONE				
05/26/04	SEOUL,KOR	Edit	Reset	183.00	183.00 GOVCC	87.00 PERSONAL	183 / 87	NONE				
05/27/04	SEOUL,KOR	Edit	Reset	183.00	183.00 GOVCC	87.00 PERSONAL	183 / 87	NONE				
05/28/04	SEOUL,KOR	Edit	Reset	183.00	183.00 GOVCC	87.00 PERSONAL	183 / 87	NONE				
05/29/04	SEOUL,KOR	Edit	Reset	183.00	183.00 GOVCC	87.00 PERSONAL	183 / 87	NONE				
05/30/04	SEOUL,KOR	Edit	Reset	183.00	183.00 GOVCC	87.00 PERSONAL	183 / 87	NONE				
05/31/04	SEOUL,KOR -IDL E	Edit	Reset	0.00	0.00 GOVCC	152.25 PERSONAL	183 / 87	NONE				

Figure 2-38: Per Diem Entitlements Window (IDL Travel)

2.9.2.1 Update Per Diem Entitlements

7. Select **Per Diem Entitlements** from the sub-navigation bar.
8. Select **Edit** next to the date to be changed.
9. Enter date in **Values Apply Through**, if changes are for multiple days in a row (Figure 2-39).
10. Enter lodging cost in the **Lodging** field, if different than per diem.
11. Select **Duty Conditions** that may apply.

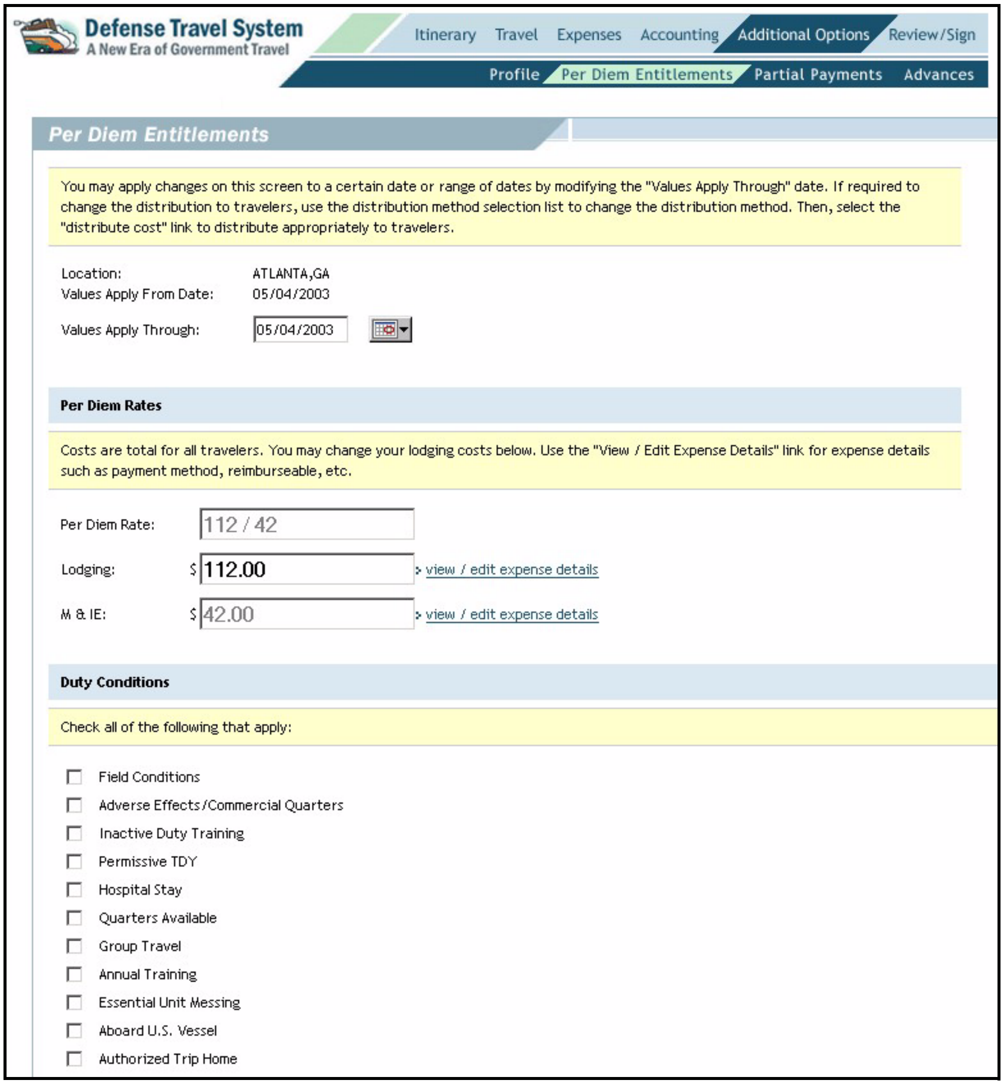


Figure 2-39: Per Diem Entitlements Window

12. Select any appropriate meal code and applicable meal(s) for this date or date range, if applicable (Figure 2-40).

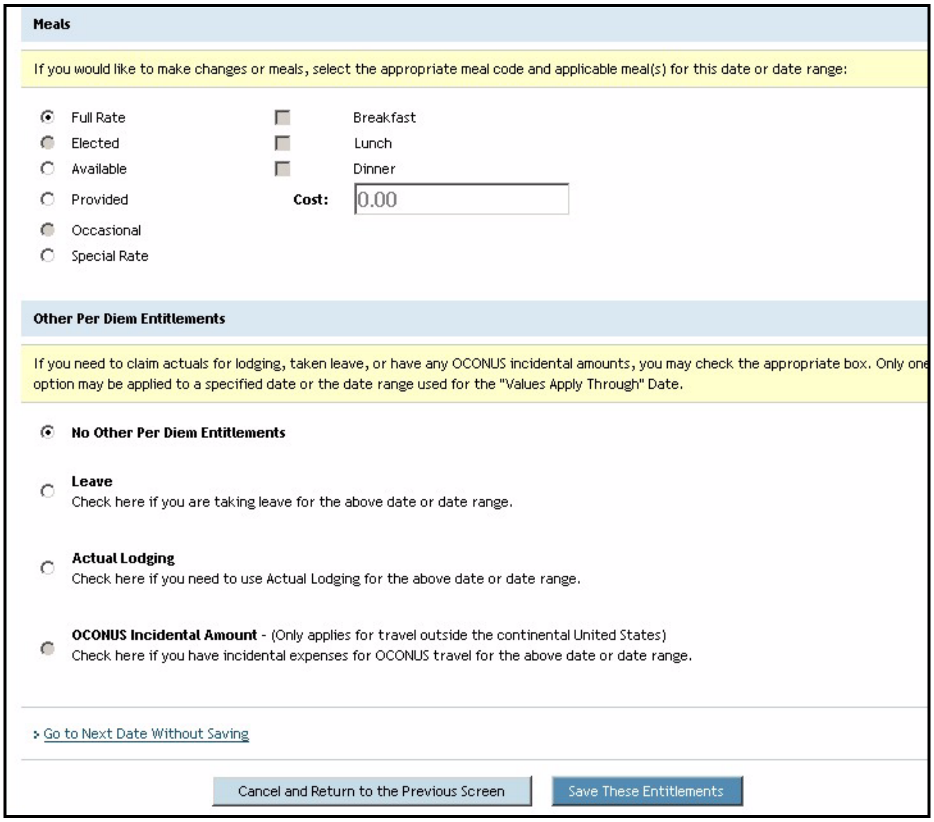


Figure 2-40: Per Diem Entitlements Window

13. Select **Leave** if appropriate. Military personnel use **Annual** leave. Government employees choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to take.
14. Select **Actual Lodging**. **Note:** Additional lodging costs must be authorized by the AO. The **Actual Costs Limited** field will display the maximum actual lodging amount authorized.
15. Select **OCONUS Incidental Amount** if travel is outside the continental United States.
16. Click **Save These Entitlements** when complete.

2.9.3 Scheduled Partial Payments

A Scheduled Partial Payment (SPP), in the Additional Options section of an authorization, allows a traveler to be reimbursed periodically for travel expenses. This function is only allowed for trips lasting 45 days or more. When selected, a partial payment schedule is set up to pay the traveler every 30 days. However, the traveler is not required to request an SPP. The steps below set up SPP (Figure 2-41).

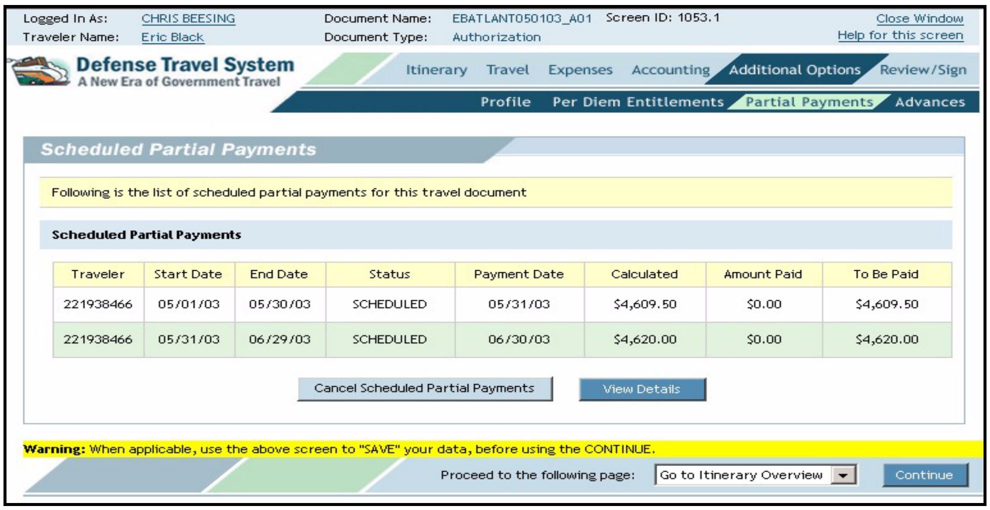


Figure 2-41: Scheduled Partial Payments Window

1. Select **Partial Payments** on the sub-navigation bar.
2. Click **Schedule Partial Payments**. The payments are now set up.
3. Click **View Details** to view a breakdown of expenses, date ranges, and pay dates. Click **Cancel Scheduled Partial Payments** to cancel the disbursing of Partial Payments.

2.9.4 Advances

An Advance allows travelers to obtain necessary funds before trip departure. Advances are typically limited to those travelers who do not have a Government Travel Charge Card. Advances are divided into two categories, ADVANCE AUTH (80% of should-cost) and FULL ADVANCE (100% of should-cost). The Approving Official (AO) must approve the request in the Travel Authorization before electronic disbursement.

1. Select **Advances** on the sub-navigation bar.
2. Select the **Accounting Labels(s)** that are associated with the Non-ATM Advance(s). On the right side of the screen, the amount of the advance authorized will appear.
3. Click the **Edit** link under View/Edit if changes need to be made to the authorized advance.
4. Enter in the new amount. **Note:** Cannot go over Maximum amount allowed.
5. Click **Save**.
6. Navigate to **Review/Sign**.

2.10 Review/Sign

Select **Review/Sign** from the main navigation bar.

2.10.1 Preview Trip

The Preview Trip window allows you to view a general overview of the trip. You can confirm and edit data, as well as make comments to an AO, CTO, or TO (Figure 2-42).

Select **Preview** from the sub-navigation bar.

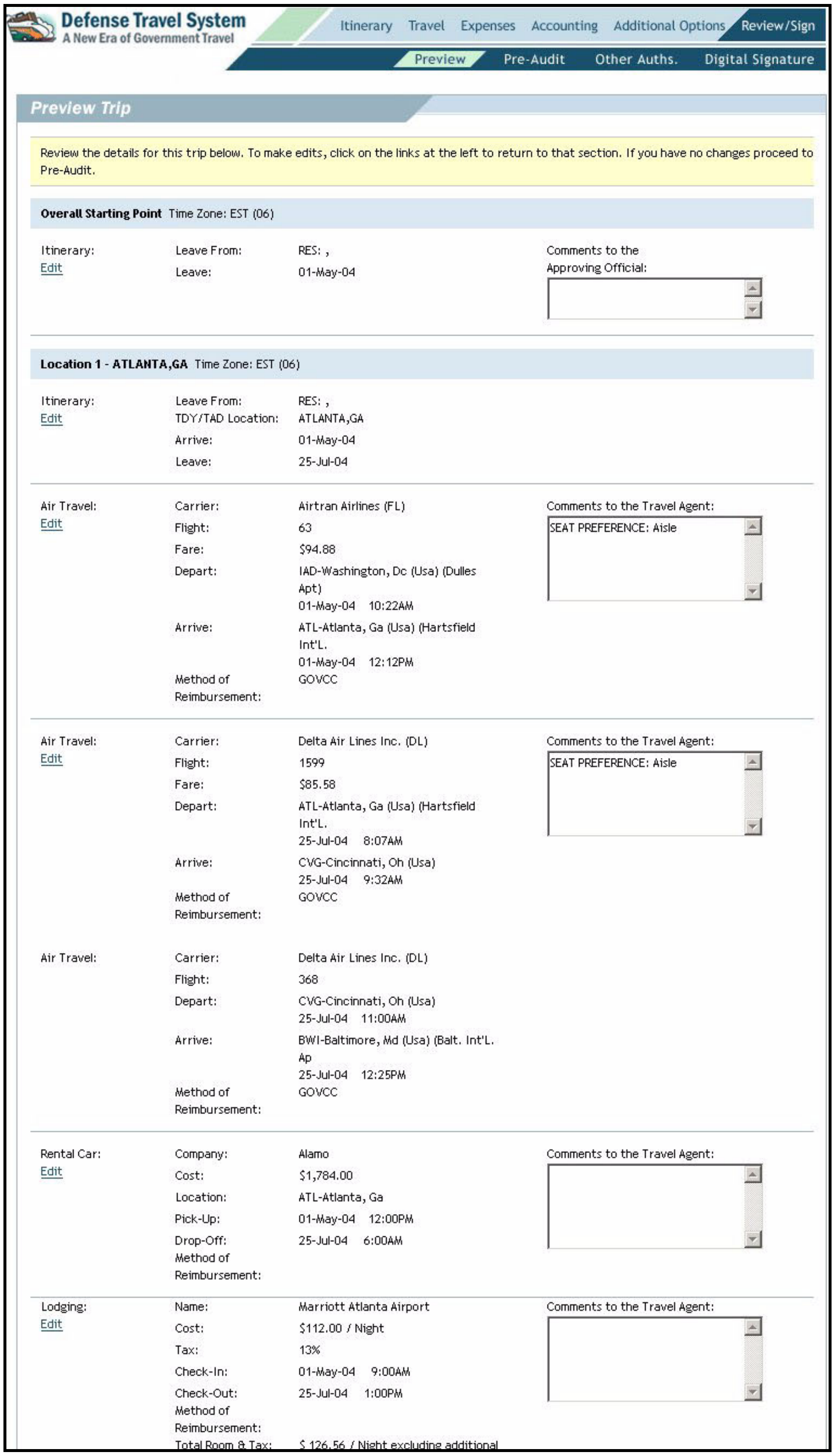


Figure 2-42: Preview Trip Window

1. Enter **Comments to the AO/Travel Agent** as needed (optional).
2. Confirm all data.
3. Click **Save and Proceed to Pre-Audit**.

2.10.2 Pre-Audit Trip

Pre-auditing an Authorization allows users to screen their documents for missing items or problems before signing and routing. Users can run a Pre-Audit anytime during the creation of the Authorization. An automatic Pre-Audit occurs when the traveler attempts to stamp the document. To Pre-Audit the current document by hand, select the **Pre-Audit** icon from the toolbar. The overall status of the document is displayed in the top portion of the Pre-Audit results window. Individual audits are displayed in the lower section of the window. If any **ONE** of the individual audits has been flagged, the overall document status will be flagged. The user should be ready to justify why the pre-audit has the flagged status.

Note: A flagged item does not mean the traveler cannot travel, request a certain expense, or stay at lodging that is not within the per diem rate. It means DoD or Service standards have been exceeded for normal government travel. The traveler is required to provide an explanation in the Comments field before the Authorization will be approved by the AO or considered for approval.

Select **Pre-Audit** from the sub-navigation bar.

1. Any items that appear on this window are “flagged” for this trip. Traveler must complete **Justification to the AO** to explain any request out of the norm.
2. Click **Save and proceed to Digital Signature** once all justifications are completed (Figure 2-43).

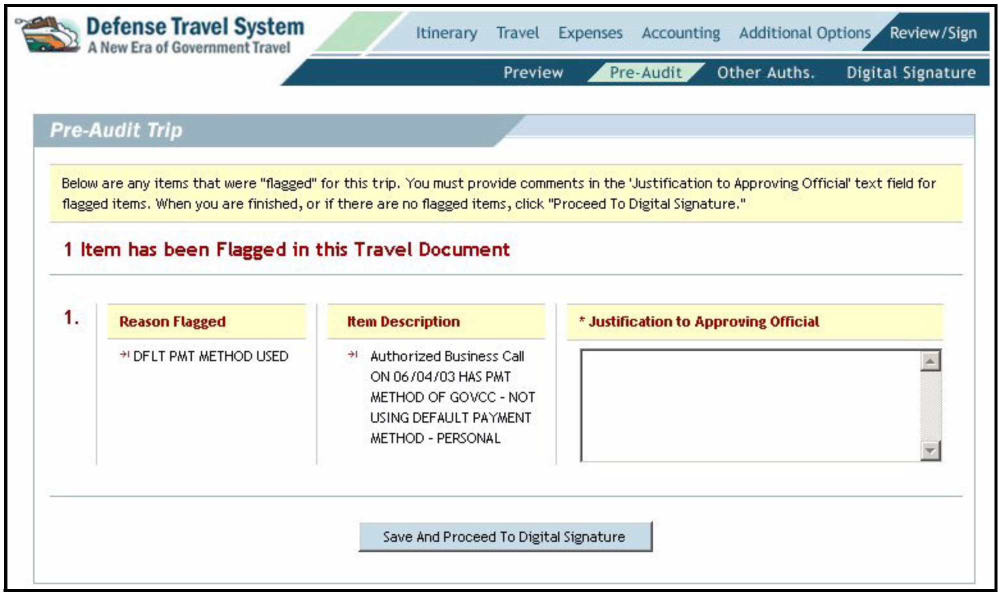


Figure 2-43: Pre-Audit Trip Window

Note: Use of a non-contract flight requires the user/traveler to select from a list of Reason Codes.

2.10.3 Other Authorizations

Other Authorizations are used in conjunction with Authorizations. They are used to display and print remarks on travel documents. When the traveler selects a duty condition or expense item that is considered something other than normal business travel (e.g., leave in conjunction with TDY, rental car other than compact, meals provided), DTS will automatically flag it as an Other Authorization.

Select **Other Auths** from the sub-navigation bar.

1. Based on trip details, additional authorizations are cited. Enter any Remarks to the AO as needed.
2. Select **Add Additional Authorizations For This Trip** to add any other authorizations or special circumstances for this trip.
3. Click on the checkboxes to select any additional authorizations as appropriate.
4. Click the **Add** button. All authorizations should show up in the **Other Authorizations** window.
5. Add any remarks as needed.
6. Click on the **Remove** link to remove any of the Other Authorizations.
7. Click **Save** when complete (Figure 2-44).

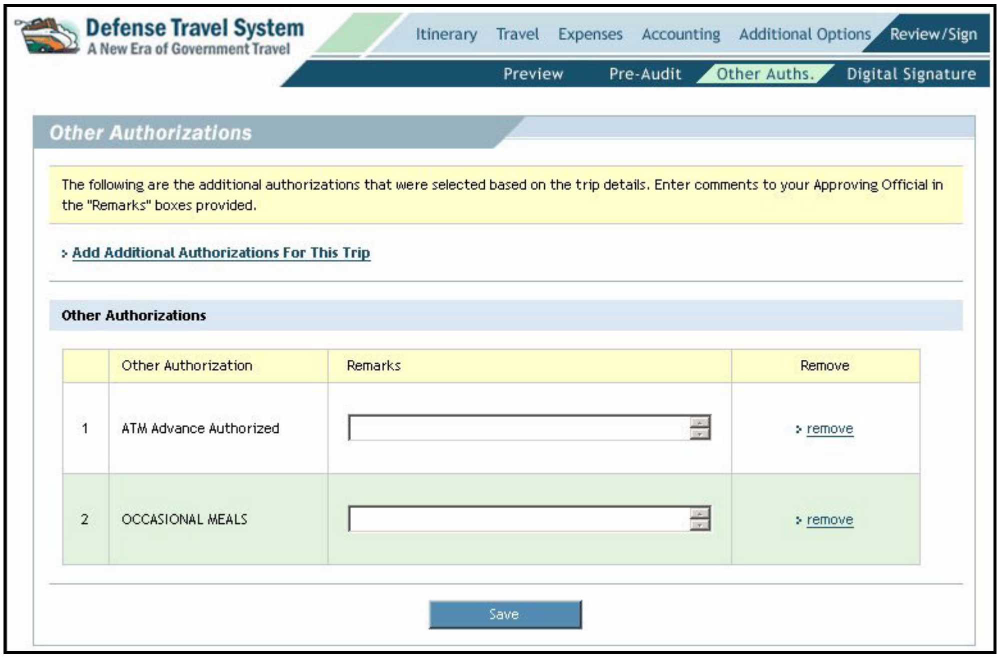


Figure 2-44: Other Authorizations Window

2.10.4 Digital Signature

The final step in an authorization is to digitally sign the document. This begins the routing process. Select **Digital Signature** from the sub-navigation bar (Figure 2-45).

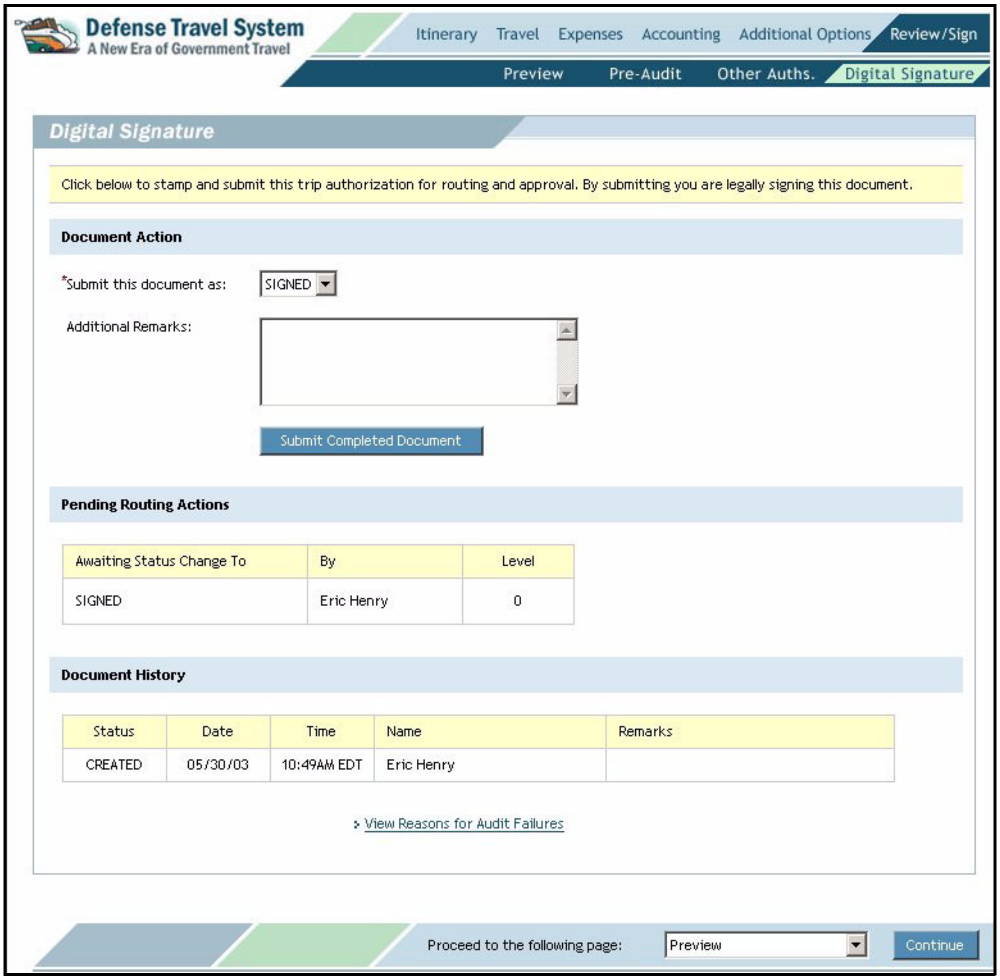


Figure 2-45: Digital Signature Window

1. Select **SIGNED** from the “Submit this document as” field.
2. Enter any additional remarks (optional).
3. After all information has been confirmed, click **Submit Completed Document**.
4. Enter **Certificate Location** in the Key File field.
5. Enter **Password** in the Password field.
6. The document is now signed. You will return to the main authorization screen.

2.10.5 Adjusting an Authorization

The traveler may need to edit a travel Authorization. If a school or conference date is changed, the traveler can make changes by using the **Adjust** feature. An adjustment is made to an authorization before the APPROVED stamp is applied to the document. (After approval, an Amendment to the document is required.) To make an adjustment after reviewing the document:

1. After logging into DTS, click on Official Travel>Authorizations/Orders.
2. When you see the list of documents, click the **View/Edit** link under the View/Edit column for the document you wish to adjust.
3. Check the status of the document.

Note: If the status of the document is CTO BOOKED, close the View Only document and reopen the document removing the read only property. If the status of the document is CTO SUBMIT, close the View Only document and recheck later. If the status is APPROVED, close the View Only document and refer to Chapter 7 for procedures to create an Amendment to an Authorization.

4. Click on the **View/Edit** link of the current status of the document. You will be unable to edit previous versions of the document (View only).
5. Unclick the check from the "Open Document VIEW-ONLY" box (Figure 2-46).

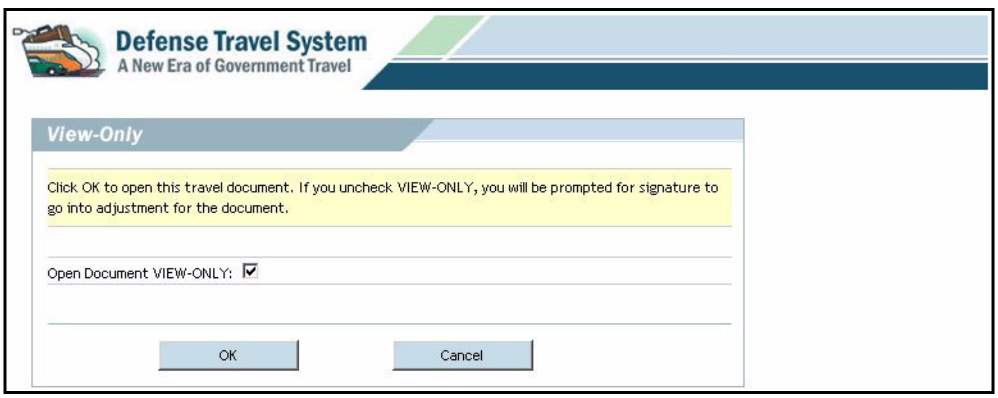


Figure 2-46: View-Only Window

6. Click **OK**.
7. The **Digital Signature Login** box displays and asks you to locate your key file and enter your password. Enter your information and click **OK**.
8. You are taken to the Preview tab and the Preview Trip screen opens. Go through the page and see if any changes need to be made.
9. Click on any of the **edit** links to edit details about those expenses, reservations, or accounting codes, etc.
10. If you need to create any new changes (reservations, expenses, change LOAs, etc.), click on the specific tabs where those changes can be made: Travel, Expenses, Accounting, Additional Options, or Review/Sign.
11. Proceed to the Pre-Audit tab to justify any items that may have been flagged by your edits.
12. Click **Save And Proceed to Digital Signature**. Click on the drop-down menu next to the field **"Submit this document as"** and select the SIGNED stamp.
13. Enter any comments needed into the **Additional Remarks** section.

14. Click **Submit Completed Document**.
15. The **Digital Signature Login** window displays. Select the key file, enter your password, and click **OK**.
16. The **Authorizations/Orders** screen appears. Make sure the status of your document (under the Sort by Status column) is SIGNED.
17. Exit the window if done adjusting all documents.

CHAPTER 3: GROUP AUTHORIZATION

The user/traveler can create a Group Authorization (GAUTH) when there are two or more travelers traveling as a group. The group must designate a Primary Traveler whose itinerary the other travelers in the group follow. The Primary Traveler must have group access to create a GAUTH.

3.1 Group Authorization Process Flow

If there are **less than or equal to nine travelers** associated with the GAUTH, the Primary Traveler will contact the CTO (Commercial Travel Office) to make the reservations. The Group Authorization Process Flow for nine travelers or less is shown below (Figure 3-1).

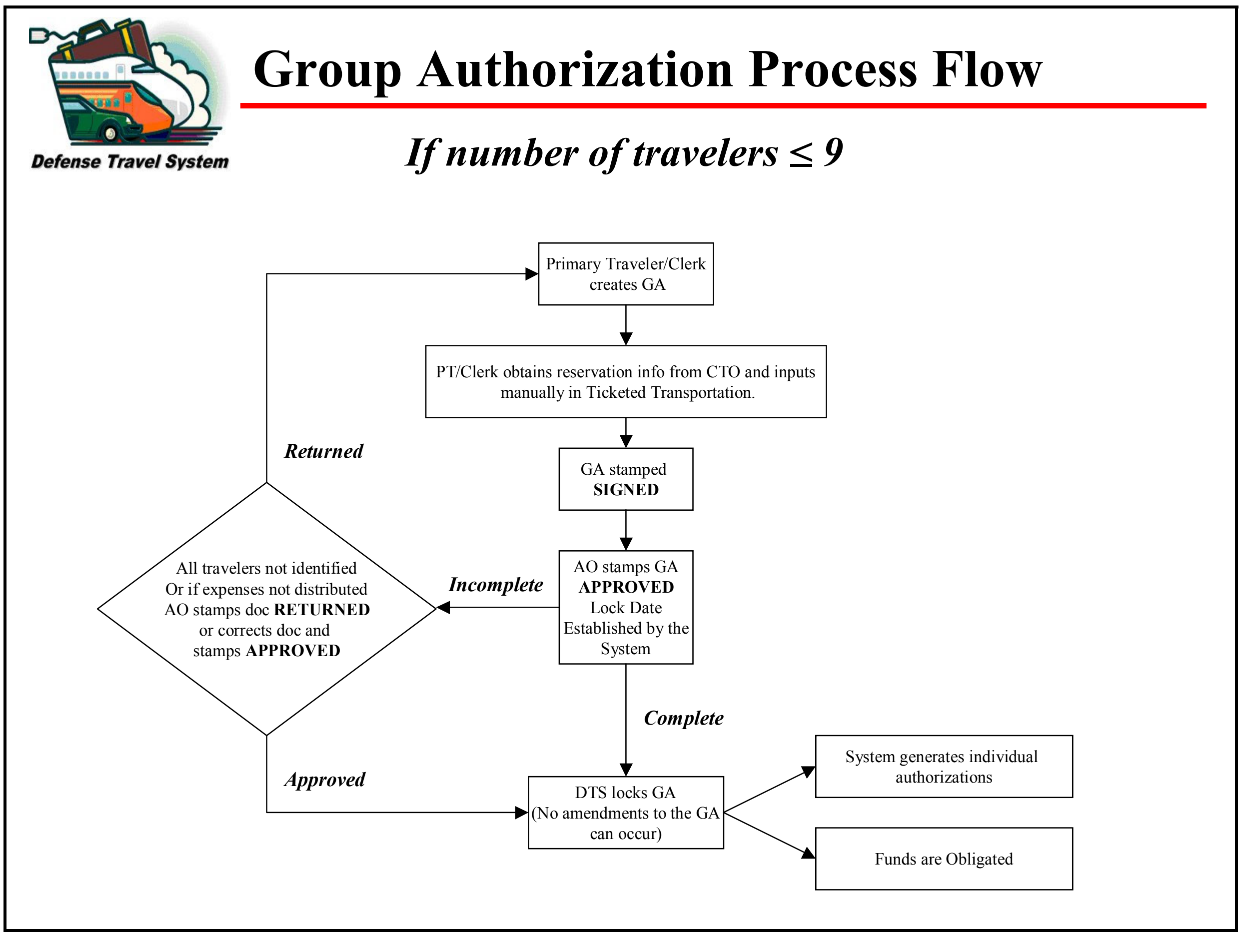


Figure 3-1: Group Authorization Process Flow for Less Than or Equal to Nine Travelers

If there are **greater than or equal to 10 travelers** associated with the GAUTH, the document will be signed by the Primary Traveler and routed to the TO (Transportation Officer) based on the conditional routing parameter in the assigned routing list. The Group Authorization Process Flow for 10 or more travelers is shown below (Figure 3-2).

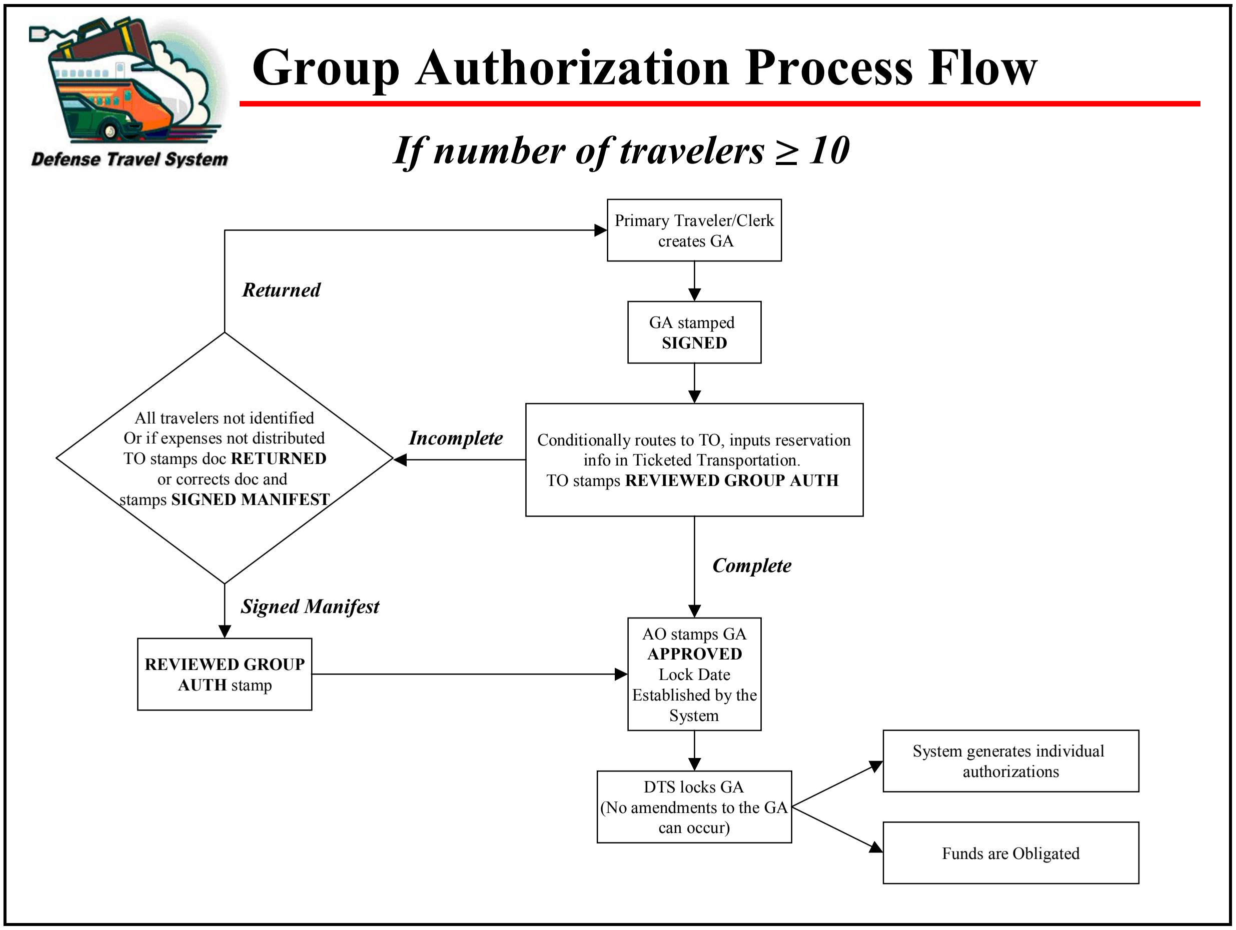


Figure 3-2: Group Authorization Process Flow for Greater Than or Equal to 10 Travelers

3.2 Creating a GAUTH/Travel Order Document

1. Mouse over **Official Travel** on the menu bar from the DTS Private Page.
2. Select **Group Authorizations/Orders** from the drop-down list. A new browser window will open showing a list of previously created GAUTHs. (User/traveler can view/edit or print GAUTHs). Previously created GAUTHs will be displayed. The Primary user/traveler can sort the documents by Name, Departure Date, Status, and/or TA Number.
3. Click the **Create New Group Authorization/Order** link or the view/edit link corresponding to the document you wish to view or edit. A pop-up box is displayed showing that a GAUTH is being created for the primary user/traveler (Figure 3-3).

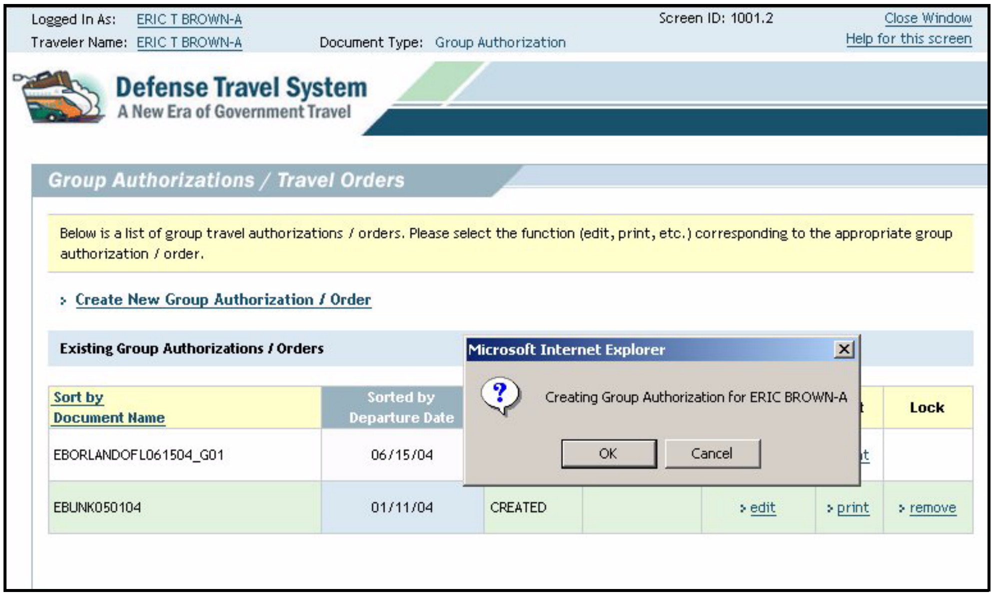


Figure 3-3: Group Authorizations/Travel Orders Window

4. Click **OK**. **Note:** If the primary traveler has never created a travel document, he will be prompted to update his profile. Click OK in the pop-up box and fill in the required data in the profile. Click **Update Personal Information**. Click **OK** in the confirmation pop-up box (Figure 3-4).

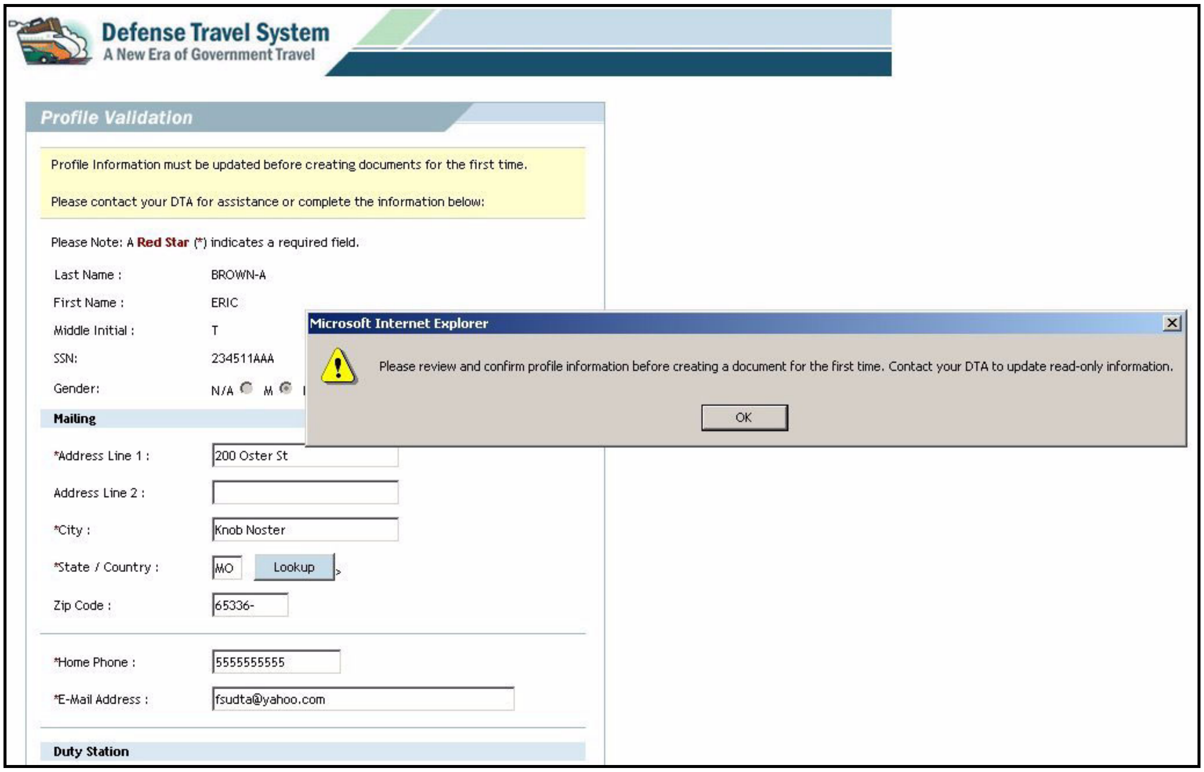


Figure 3-4: Profile Validation Window

5. Select the travelers for the GAUTH from the **Group Travel Selection** box on the left (Figure 3-5). Do this by either entering the last name of the travelers and clicking **Search** or by clicking on the **View All Available Travelers** link. The buttons/links on the bottom may also be used (Prev, Next, First, Last).
6. Click **Save the Selected Travelers to Group** in Group Travel Selection box. (If this is the first time any of the user/travelers have created a travel document, a profile box will prompt the Primary traveler to update their profile. Select **OK**.) The selected travelers will appear in the Selected Travelers box on the right.
7. Select the appropriate routing list for this GAUTH in the Selected Travelers box.
8. Enter the number of total travelers in the Total Travelerís box. **Note:** This field may have been automatically filled. If you have six travelers selected, but eight travelers are going on TDY, enter eight in the Total Travelers box. Two will appear as Undefined Travelers once the primary user/traveler clicks **Proceed to Trip Overview**.
9. Any one of the selected travelers can be selected as the Primary Traveler by selecting the appropriate radio button.
10. Click **Proceed to Trip Overview**.

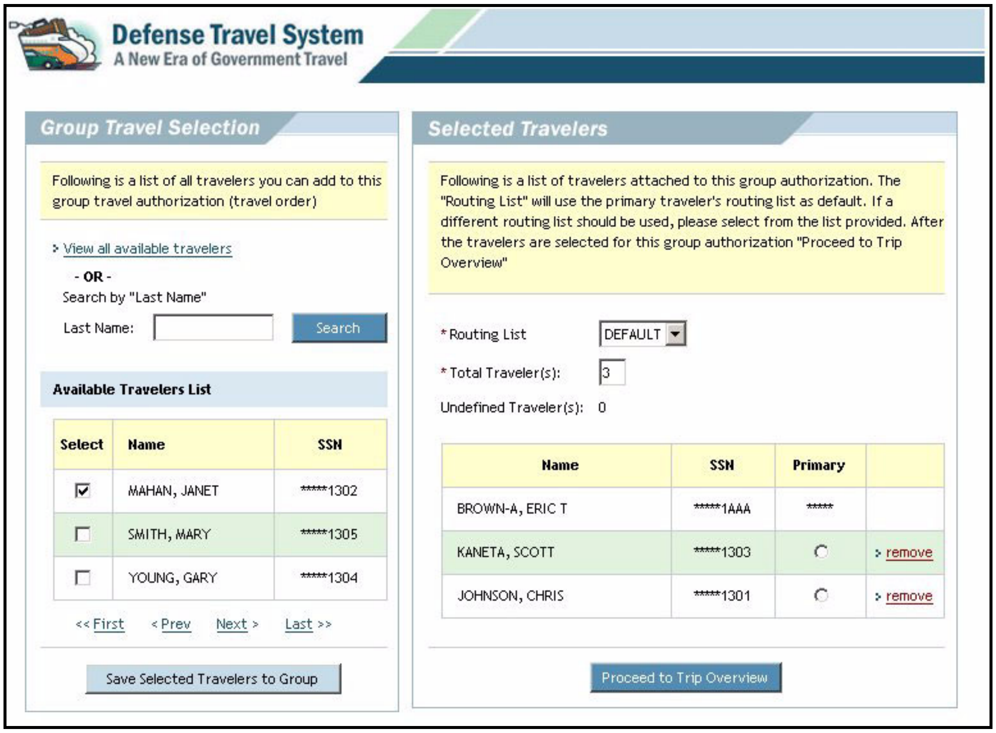


Figure 3-5: Group Travel Selection Window

3.3 Entering Group Itinerary Information

The Itinerary window is the first window that appears when creating a new authorization/order. It is the first step in creating the authorization document (Figure 3-6).

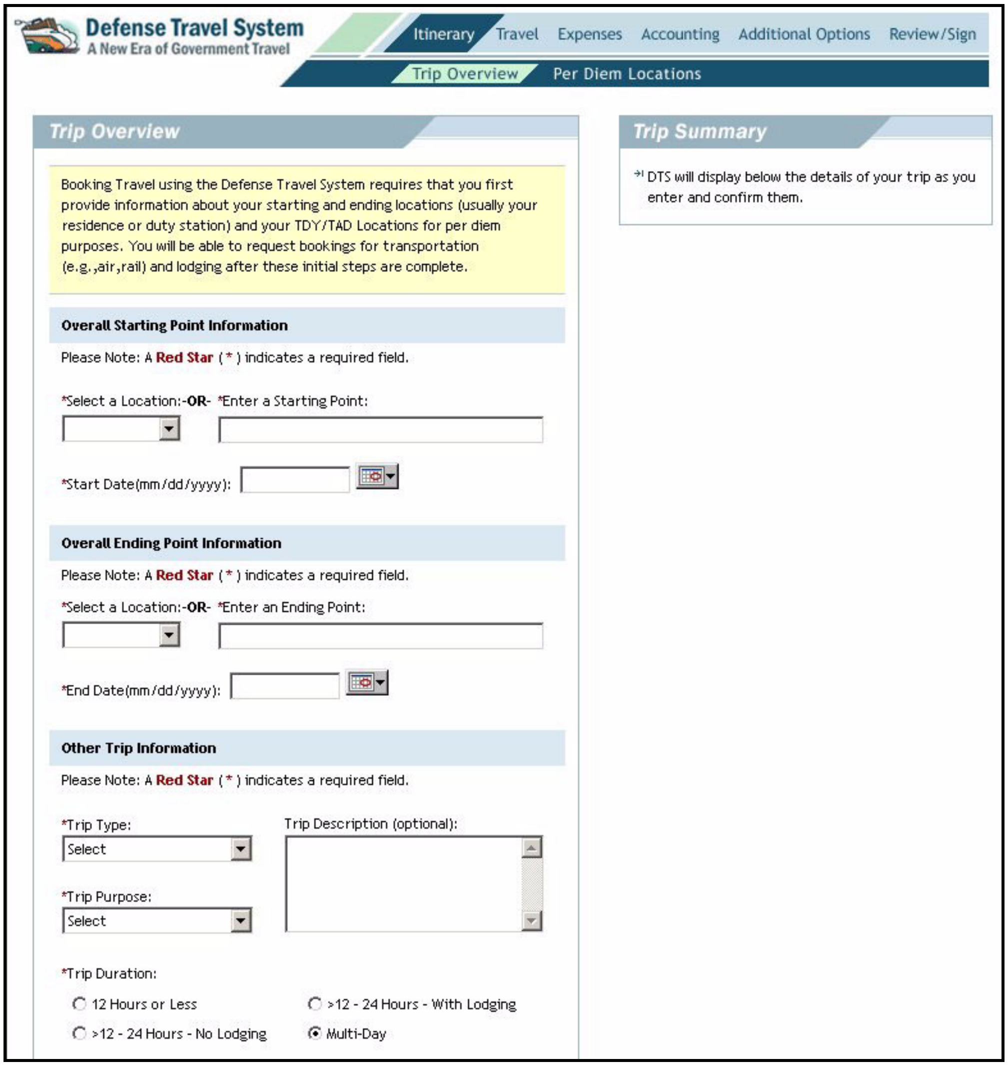


Figure 3-6: Trip Overview Window

1. Select the overall starting point from the drop-down menu or type location in field if not listed. The overall ending point will automatically be filled.
2. If the **Starting Point** is different from the departure location, select or type the **Ending Point** to change the default entry.
3. Enter **Start Travel Date**. Use pop-up calendar if necessary.
4. Enter **End Travel Date**. Use pop-up calendar if necessary.

5. Select **Trip Type** from drop-down list (Figure 3-7).

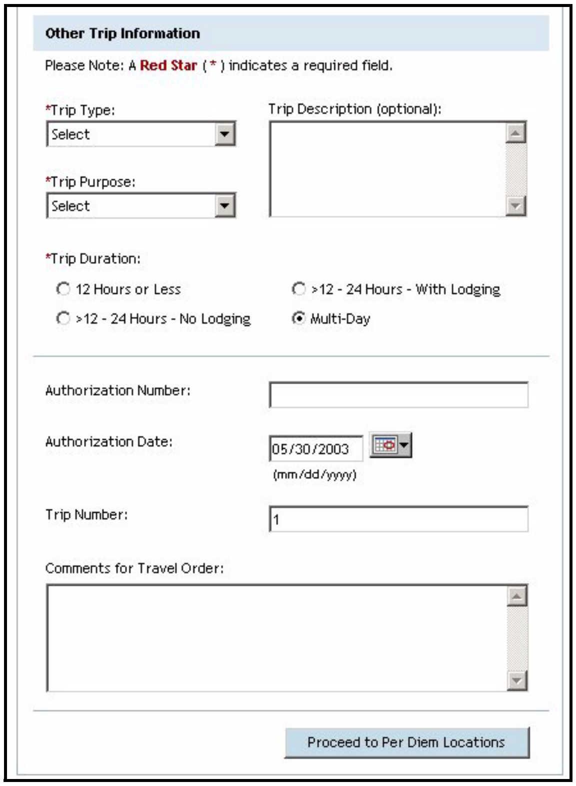


Figure 3-7: Trip Overview Window (Continued)

6. Select **Trip Purpose** from drop-down list.
7. Type a short description of the trip in the **Trip Description** field. (Optional)
8. **Trip Duration** radio button should already be filled to correct length.
9. **Authorization Date** is the date when the Authorization is made. The **Authorization Number** is assigned when the document is approved. You will not have to fill in this field. The **Trip Number** is the iteration of the trip. It always starts at 1.
10. Type **Comments for Travel Order** (optional).
11. Select **Proceed to Per Diem Locations** once completed. Click **OK** in the confirmation box.

3.3.1 Itinerary—Per Diem Locations

In order to have a valid authorization, a per diem location(s) must be selected.

1. Click **Search Location** (Figure 3-8).

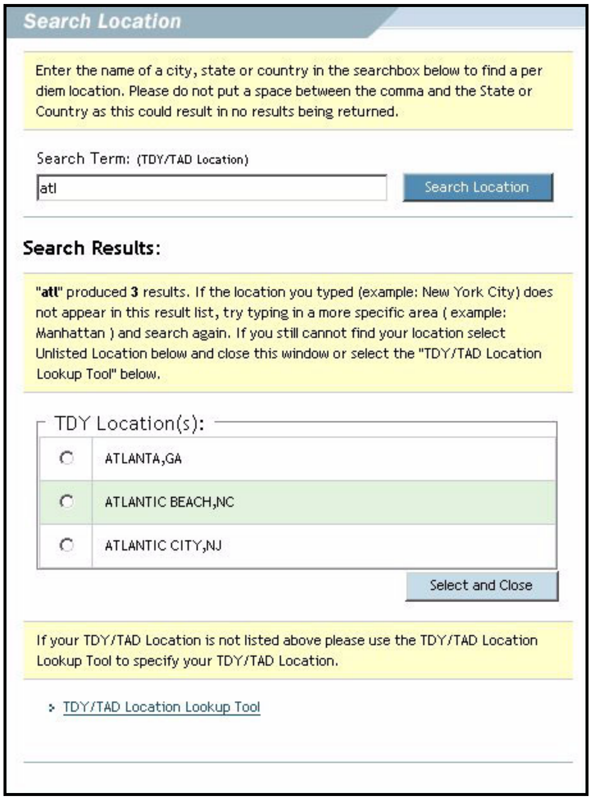


Figure 3-8: Search Location Window

2. Type TDY city/military site. Click **Search Location**. A list of relevant per diem locations will appear in a new window if found. Select the radio button to left of destination. Click **Select and Close**.
3. If the desired location does not appear, click on the **TDY/TAD Location Lookup** link and select the desired state/country. The **Find a TDY/TAD Location** pop-up window displays.
4. If you cannot find your TDY city/military site in the Select Location drop-down list, select **Unlisted** and enter the Unlisted locationís name in the field.
5. Click **Save Location and Return**.
6. Returning to the **Per Diem Location** page (for unlisted or listed TDY locations), click **Save This Location** if satisfied with the selection. This updates your per diem location information on the document with the new per diem locations that you selected.

Note: You can change a per diem location using the same starting and ending dates. You will first have to either remove the existing location and then add the new location, or use the Edit link located in the Trip Summary for given location. DTS will give you an error if you try to change locations using the same dates at one time. Also, if you do change locations, the name of the document will remain the same (with the previous location name). It will not change to reflect the new location.

3.3.2 Group Ticketed Transportation

1. If 9 or fewer travelers, reservation information (Air, Lodging, Rental Car) will be obtained offline from the CTO. If 10 or more travelers, document routed to TO.
2. Click **Travel** on the main navigation bar. By default the **Ticketed Transportation** window displays (Figure 3-9).

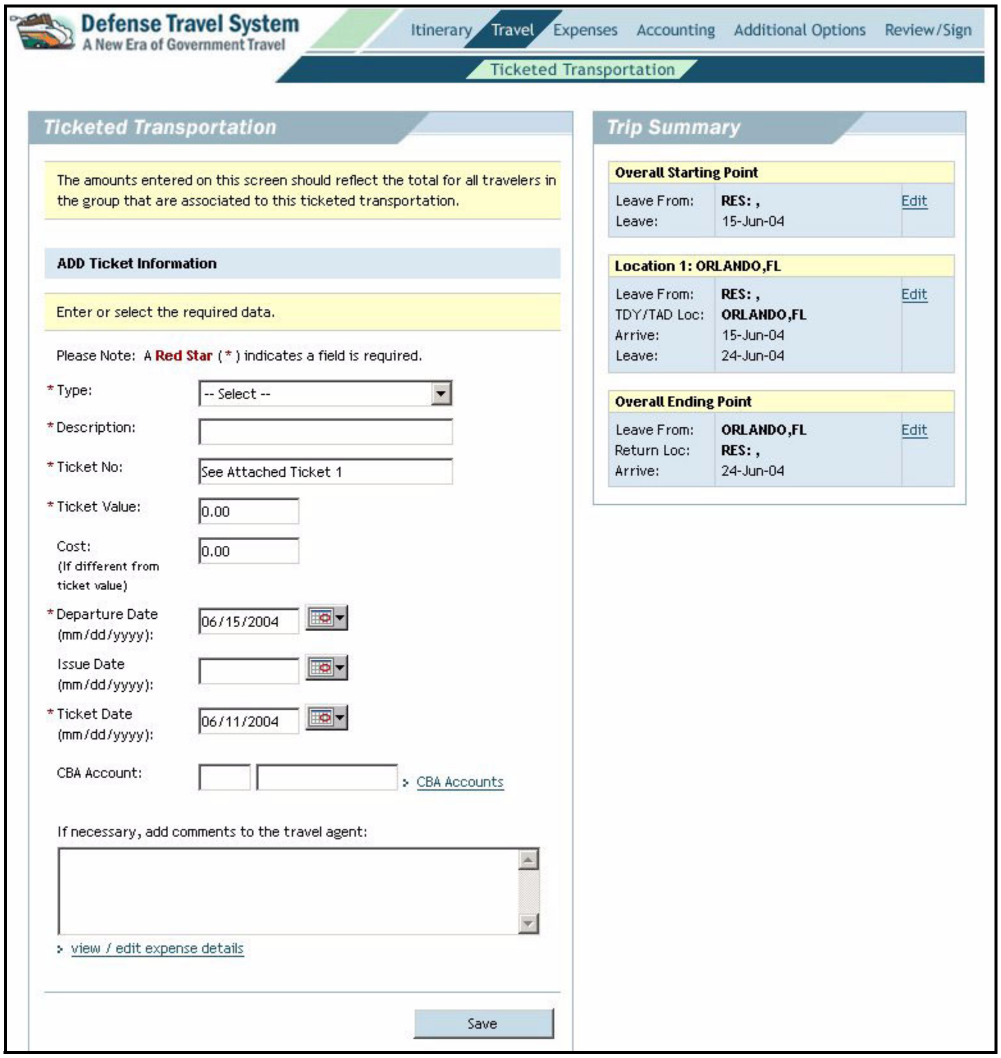


Figure 3-9: Ticketed Transportation Window

3. Select the desired type of transportation from the Type drop-down. The **Description** field will automatically fill based on the type of transportation selected.
4. The Ticket No. field will automatically fill with “See Attached Ticket 1.” The user/traveler will not be issued a ticket number until after the AO has approved the document and the user/traveler CTO has ticketed the user/traveler reservation requests.
5. Enter total cost of the tickets (obtained from CTO) in the **Ticket Value** field for the one-way trip. **Note:** Enter the cost only if it is different from the ticketed value obtained by the CTO.

6. Enter the issue date (provided by the CTO) in the **Issue Date** field. The **Ticket Date** field is automatically filled with the date that is three days before departure. Departure Date is automatically filled based on the itinerary departure date.
7. CBA account number will not be used unless Transportation Type is GOVCC-C. If CBA is needed, put the account number into the **CBA Account** field. Click on the **CBA Accounts** link and select an account.
8. Click **Save**.

3.4 Adding/Updating Expenses

Expenses are divided into two categories, Non-Mileage and Mileage. Non-Mileage is the default expense window. It will automatically appear when window is refreshed.

3.4.1 Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar. The **Non-Mileage** expenses will default. To switch to Mileage Expenses, select **Mileage** from the sub-navigation bar (Figure 3-10). The user/traveler can enter up to five expenses initially. After that, he/she must enter additional expenses one at a time.

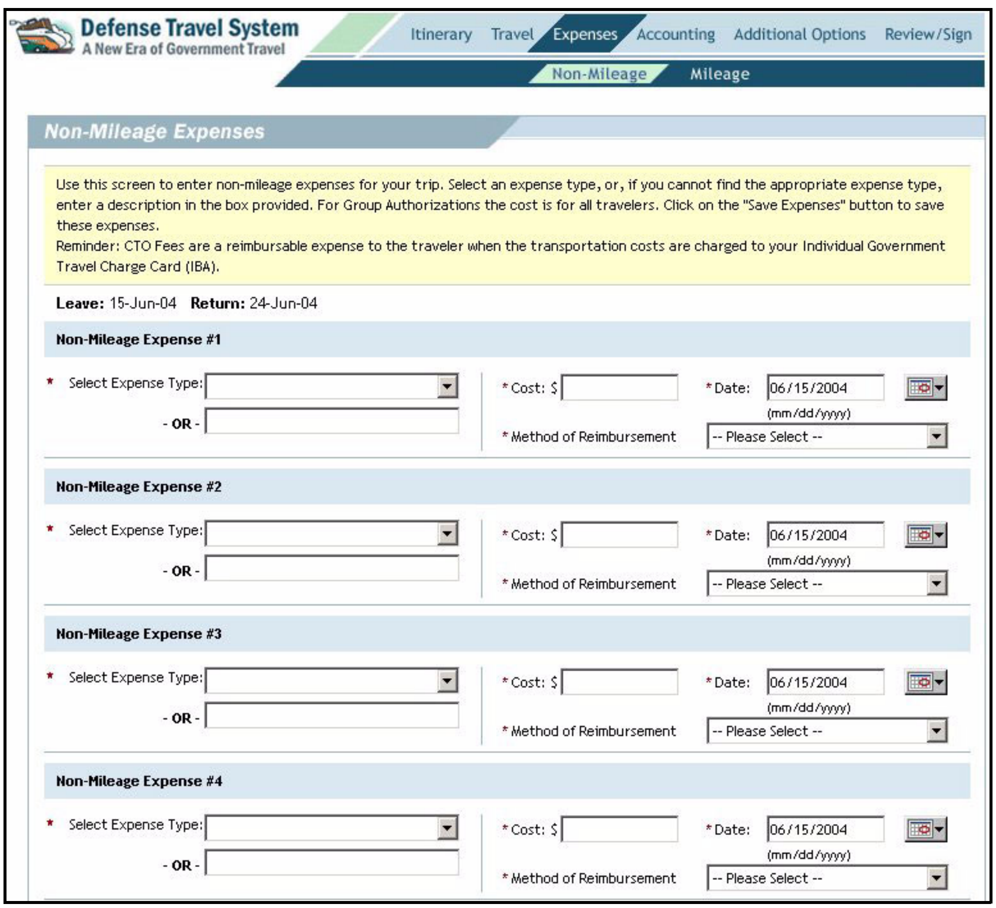


Figure 3-10: Non-Mileage Expenses Window

2. Select an **Expense Type** from the drop-down menu, or type an expense in the OR field if it does not appear on the list.
3. Enter **Cost**.
4. Enter **Date** (use pop-up calendar if desired).
5. Select **Method of Reimbursement** from drop-down list. This field will automatically fill with the default method based on the expense type. Change it only if necessary.
6. Click **Save Expenses**.

3.4.2 Mileage Expenses

1. Select **Expense** from the main navigation bar, then **Mileage** from the sub-navigation bar.
2. Select an **Expense Type** from the drop-down list. The rate will automatically fill based on the expense type selected (Figure 3-11).

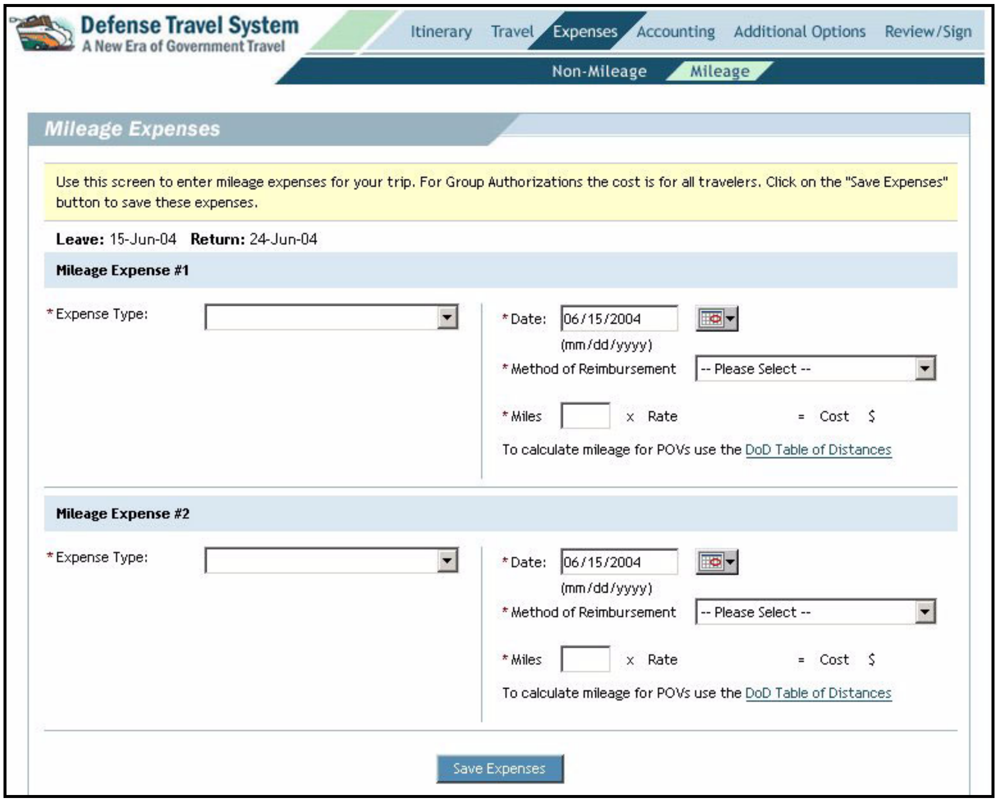


Figure 3-11: Mileage Expenses Window

3. Enter **Date** (use pop-up calendar if desired).
4. Select **Method of Reimbursement** from drop-down list.
5. Enter **Odometer Miles**. Cost will be calculated based on the expense type and rate. Only use DoD Table of Distances (DTOD) if using POV to travel to TDY location.
6. Repeat above steps until all "Should Cost" expenses are completed.
7. Click **Save Expenses**.

DTS automatically calculates mileage reimbursement costs. After selecting the Save Expenses button, the window will refresh and the current Mileage expense(s) will be listed on the right side of the window. The Users/Travelers can edit or remove individual expenses. Also, Users/Travelers can add any additional expenses at this window. However, they can only add one expense at a time.

3.5 Receipts Imaging

Receipts are important trip records. They are proof of official travel. DTS allows travelers the option of storing receipts for official travel digitally in addition to existing local storage methods.

Receipts, along with other supporting documentation, can be loaded into DTS and attached to the trip record by using the scan and upload or fax method. Faxing is the preferred and easiest method of digitally storing receipts. Both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into DTS, see Chapter 2, Section 2.7 “Receipts Imaging” for a complete explanation of procedures.

3.6 Selecting Accounting Codes

DoD personnel traveling on orders must have an accounting code(s) that authorizes funds for travel. Travelers may be required to provide this information when they fill out an **Authorization**. Adding an accounting code(s) to the **Authorization** requires communication between the traveler and AO before the **Authorization** is created for the trip. In some cases the traveler will have a default accounting code already set up in DTS.

1. Select **Accounting** from the main navigation bar. By default, the Accounting Codes window displays (Figure 3-12).

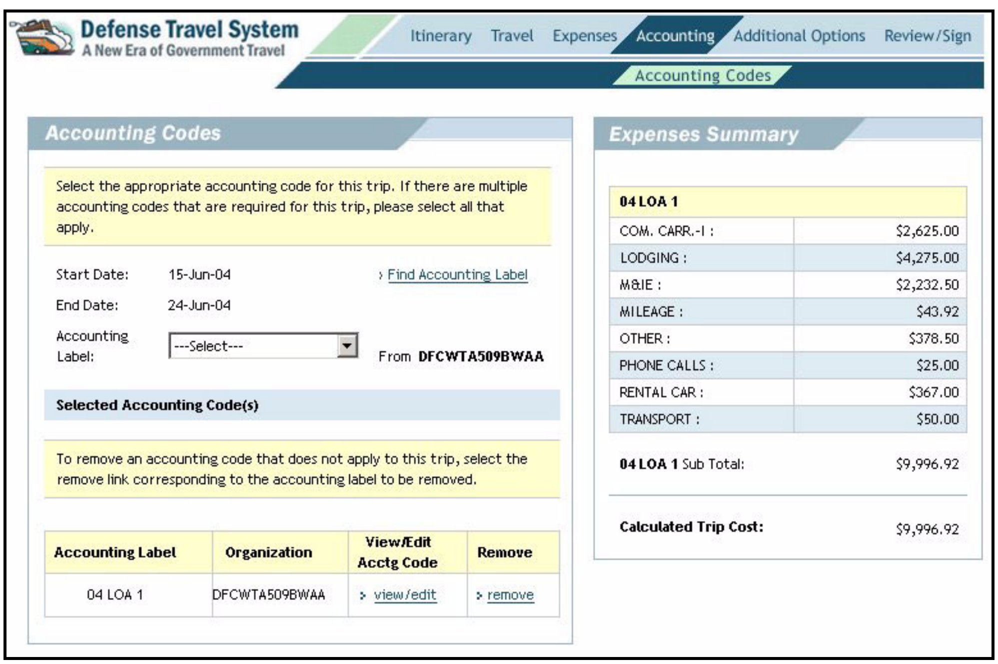


Figure 3-12: Accounting Codes Window

2. Select the appropriate **Accounting Label** from the drop-down list.
3. Navigate to **Additional Options**, if necessary, or **Review /Sign**, if complete.

3.6.1 Selecting Multiple Accounting Codes

1. If there are multiple accounting codes that are required for this trip, select all that apply.
2. Select the **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) drop-down list and choose the method you wish to allocate the funds by.
3. Click **Edit** under Edit Allocation column for one of the Accounting Codes or click **Allocate Expenses** from the bottom.
4. Select the **Accounting Code** to use for each allocation.
5. Select **Save Allocations**.

3.7 Additional Options

Select **Additional Options** from the main navigation bar.

Group Travelers—Allows the user/traveler to view a list of travelers selected for the GAUTH. The user/traveler can add travelers, change the routing list, edit total travelers, and remove selected travelers.

Profile—Allows the primary user/traveler to save his/her personal profile information for the current document, or permanently. Click on the checkbox for **Save changes to permanent traveler information** on any of the profile windows.

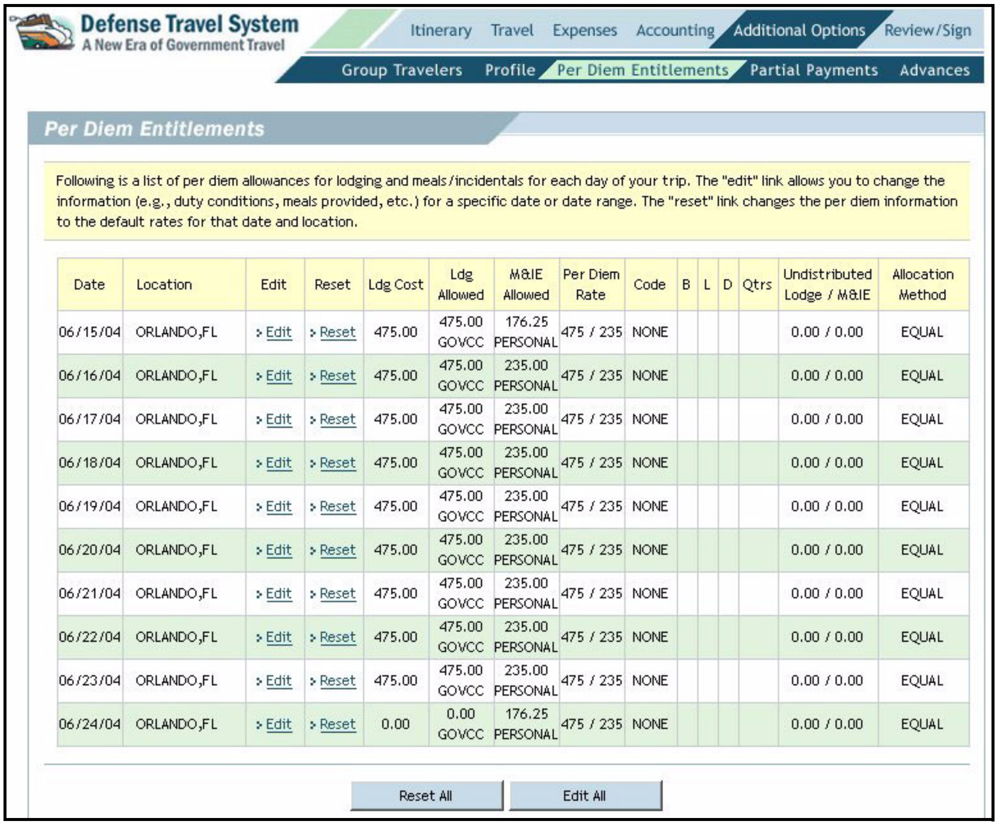
- **My Profile**—User can update personal information, including address, city, state, zip, home phone, email, and emergency contact.
- **My Preferences—**User can update Air, Lodging, Rental Car, and Miscellaneous preferences.
- **My Additional Info—**Edit Unit and Present Station information, including address, city, state, zip, phone, fax.
- **My Account Info**—User can view but not edit accounting information that includes Default Accounting Code Label, EFT, and Credit Card Accounts.

Once the user/traveler is done updating the profile, click the **Update Personal Information** button.

3.8 Per Diem Entitlements

The information provided to the traveler on the **Per Diem Entitlement** window was filled automatically when the traveler built his Itinerary (Figure 3-13). The lodging cost entry needs updating to match the selected hotel in the reservations and any change in the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range.

Note: Lodging and M&IE are always dispersed equally in a GAUTH by DTS. This cannot be changed.



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs	Undistributed Lodge / M&IE	Allocation Method
06/15/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	176.25 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/16/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/17/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/18/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/19/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/20/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/21/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/22/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/23/04	ORLANDO,FL	Edit	Reset	475.00	475.00 GOVCC	235.00 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL
06/24/04	ORLANDO,FL	Edit	Reset	0.00	0.00 GOVCC	176.25 PERSONAL	475 / 235	NONE					0.00 / 0.00	EQUAL

Figure 3-13: Per Diem Entitlements Window

3.8.1 Update Per Diem Entitlements

1. Select **Edit** next to the date to be changed.
2. Enter date in **Values Apply Through**, if changes are for multiple consecutive days (Figure 3-14).

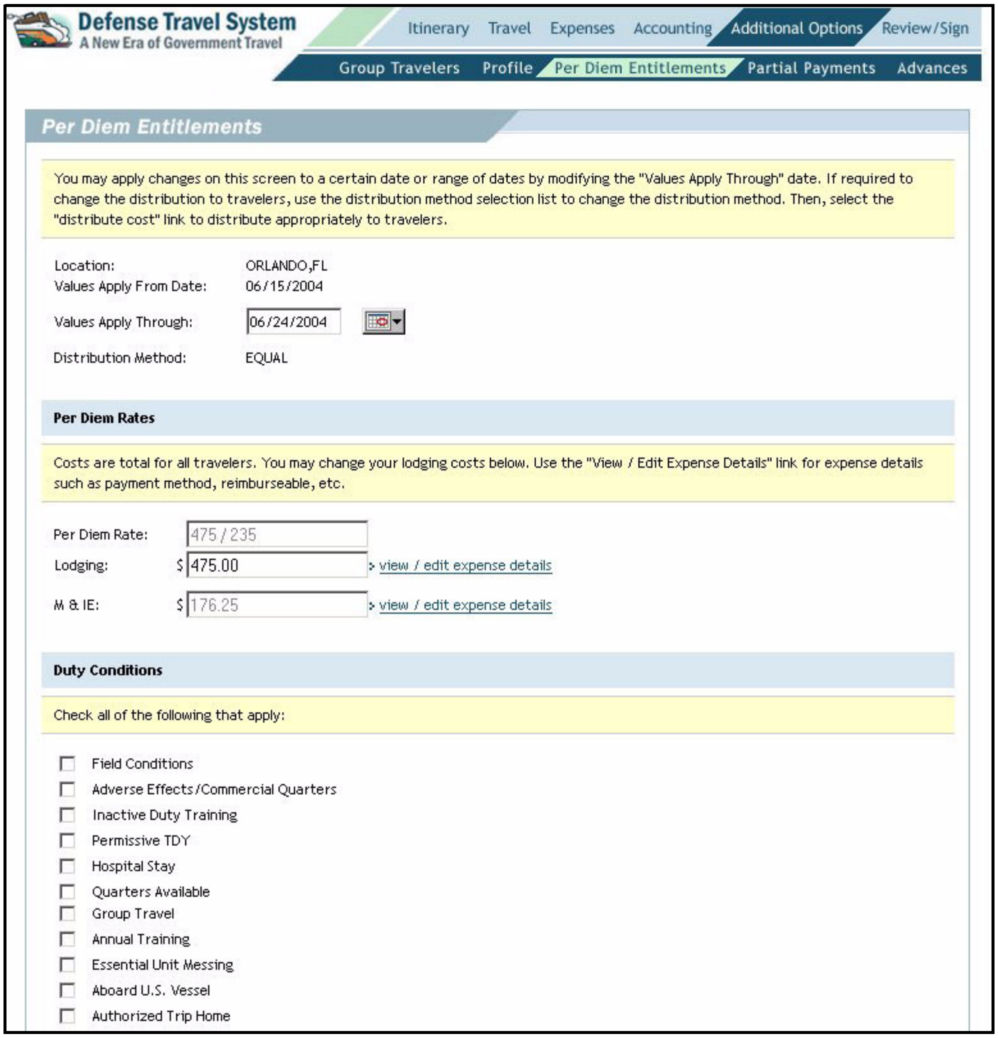


Figure 3-14: Per Diem Entitlements Window

3. Enter lodging cost in the **Lodging** field, if different than per diem.
4. Select **Duty Conditions** that may apply.

5. Select any appropriate meal code and applicable meal(s) for this date or date range (Figure 3-15).

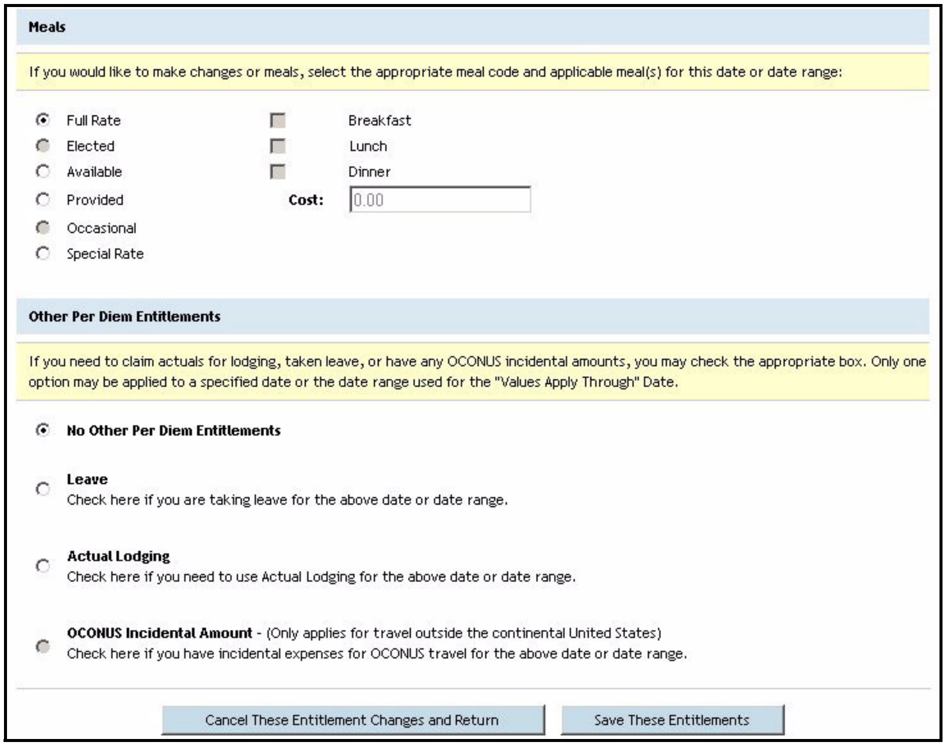


Figure 3-15: Per Diem Entitlements Window (Continued)

6. Select **Leave** if appropriate. Military personnel use **Annual** leave. Government employees can choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to use.
7. Select **Actual Lodging** if authorized by the AO. The **Actual Costs Limited** field will display the maximum actual lodging amount authorized.
8. Select **OCONUS Incidental Amount** if travel is outside the continental United States.

3.9 Scheduled Partial Payments

Scheduled Partial Payments (SPP) is an option in the Additional Options section of an authorization. It allows a traveler to be reimbursed periodically for travel expenses. This function is only allowed for trips lasting 45 days or more. When selected, a partial payment schedule is set up to pay the traveler every 30 days. However, the traveler is not required to request an SPP in DTS. The steps below set up an SPP (Figure 3-16).

Note: Partial Payments scheduled on a GAUTH will only affect the primary traveler. If any of the other travelers require partial payments, they must wait until the AO has approved the document. They can then amend the document and schedule SPPs for their individual documents.

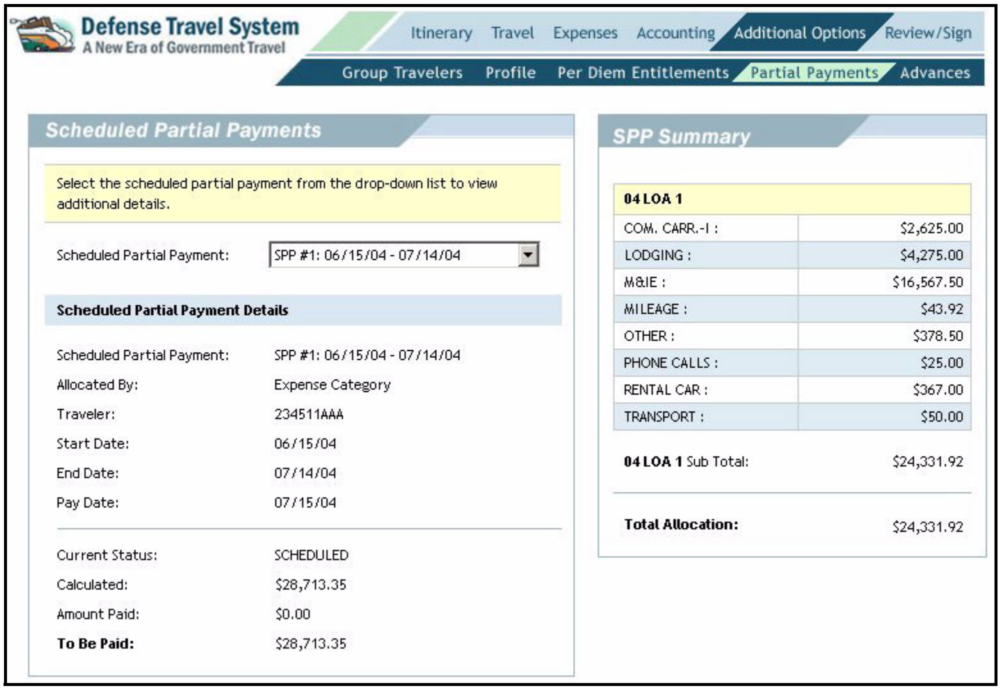


Figure 3-16: Scheduled Partial Payments Window

1. Click on **Partial Payments** on the sub-navigation bar.
2. Click **Schedule Partial Payments**. The payments are now set up.
3. Click **View Details** to view a breakdown of expenses, date ranges, and pay dates. Click **Cancel Scheduled Partial Payments** to cancel the disbursing of Partial Payments.

3.10 Advances

A request for a non-ATM Advance is not allowed for a Group Authorization at this time.

3.11 Review/Sign

3.11.1 Distributions

The Distributions tab is used for the cost distribution of the entered Expenses (Mileage & Non-Mileage), Travel (Ticketed Transportation), Lodging, and M&IE. All expense items on the group authorization that have a dollar amount must be distributed for proper processing of the group authorization.

The Distributions window is divided into 2 sections: Cost Distribution (Selected Travelers) and Expense Summary. In Cost distribution, there are four ways how expenses can be distributed: Equal, Amount Percent, and Single Traveler. Initially, screen descriptions are displayed in this section. Select Edit to distribute individual expenses. The Expense Summary lists both distributed and undistributed expenses and the distribution method used.

The **Expense Summary** has controls to display desired data elements. The user may choose to display Travel related expenses, Mileage & Non-Mileage Expenses, and Lodging / M&IE expenses for the trip. By default, only undistributed expenses are displayed in the **Undistributed Expenses** section of the Expense Summary window. There is also an option to display expenses that have already been distributed.

Once the expense has been distributed, it will automatically move to the **Distributed Expenses** section of the window or be removed from the page.

Select the **Edit** or **View** link next to the item in the results list to edit the distributions or review the distribution (Figure 3-17).

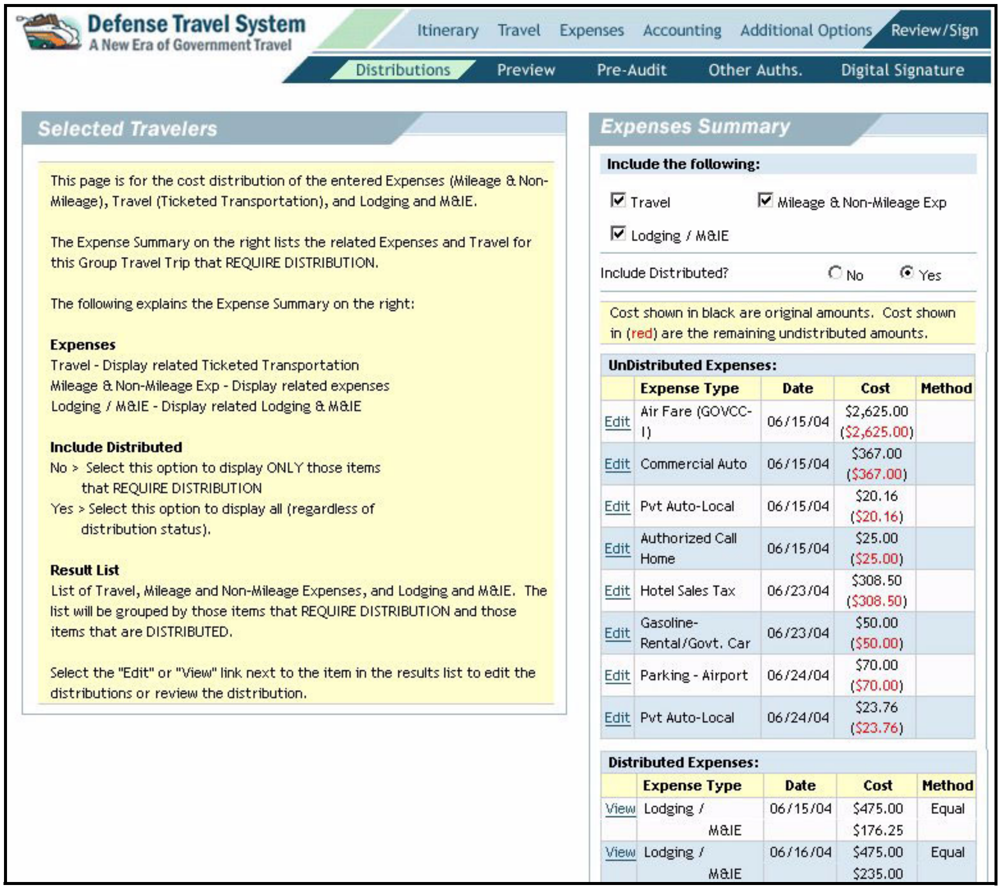


Figure 3-17: Selected Travelers/Expenses Summary Window

To distribute expenses:

1. Click the **Edit** link to the left of expense name.
2. Select the desired distribution method from the **Distribution Method** drop-down menu.
3. Click the checkbox to the left of each traveler that is responsible for the selected expense to distribute by the **Equal** or by **Single Traveler** method; or
4. Enter the dollar amount in the **Cost** field for each traveler that the selected expense is to be distributed; or
5. Enter the percentage each traveler is responsible for in the **Percent** field to distribute the selected expense.
6. Click **Save Distribution**.

3.11.2 Preview Trip

The Preview Trip window allows you to view an overview of the trip. You can confirm data, edit data, and give comments to the AO or TO (Figure 3-18).

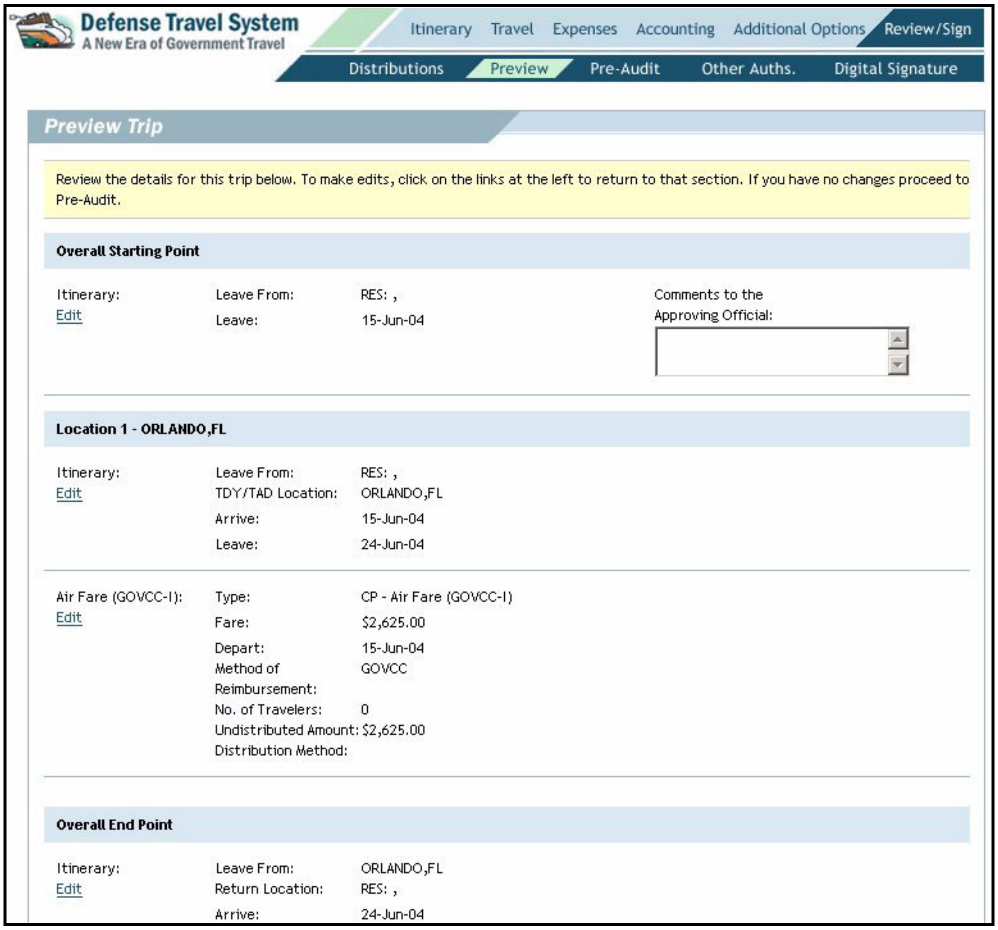


Figure 3-18: Preview Trip Window

1. Enter **Comments to the Authorizing Official** as needed (optional).
2. Confirm all data.
3. Click **Save and Proceed to Pre-Audit**.

3.11.3 Pre-Audit Trip

Pre-auditing an **Authorization** allows the traveler to screen his/her document for missing items or possible problems before signing and routing. An automatic **Pre-Audit** will always occur when the traveler signs the document for signature and routing.

1. Any items that appear on this window are "flagged" for this trip. Traveler must complete **Justification to the Approving Official** to explain any request out of the norm (Figure 3-19).

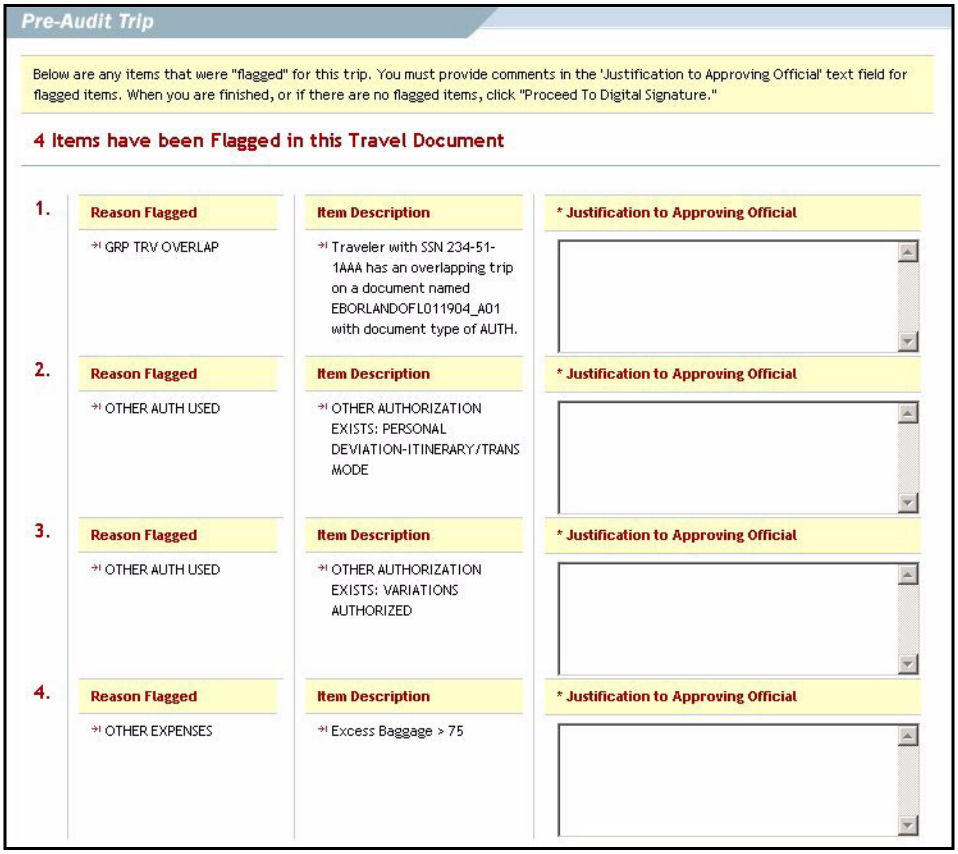


Figure 3-19: Pre-Audit Trip Window

2. Click **Save and Proceed to Digital Signature** when all justifications are completed.

3.11.4 Other Authorizations

1. Click on **Other Auths.** from the sub-navigation bar. Based on the trip details, additional authorizations might be named (Figure 3-20).

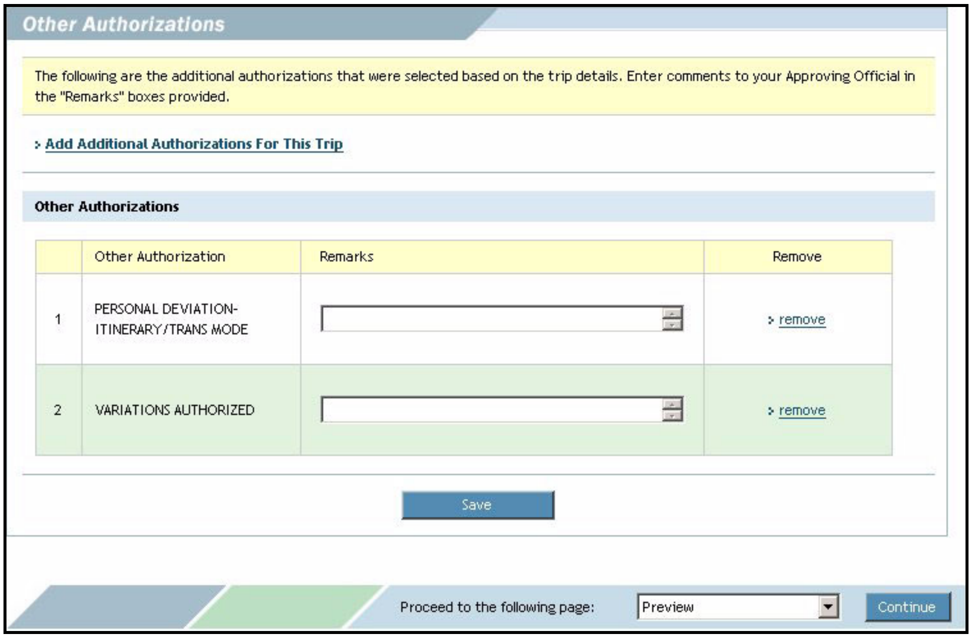


Figure 3-20: Other Authorizations Window

2. Enter any **Remarks** that you want displayed on the document printout.
3. Click on the **Add Additional Authorizations For This Trip** link to add other authorizations or special conditions for this trip.
4. Select any Additional Authorizations by clicking on the checkboxes next to each.
5. Click **Add**.
6. Enter any **Remarks** as needed.
7. Click **Save** when complete.
8. To remove any of the additional authorizations, click the **Remove** link next to the appropriate one.

3.11.5 Digital Signature

The final step in an authorization is to digitally sign the document. This begins its routing process. Click Review/Sign on the main navigation bar. Click Digital Signature on the sub-navigation bar. The process for signing an authorization is below.

1. Select **SIGNED** from the "Submit this document as" field (Figure 3-21).

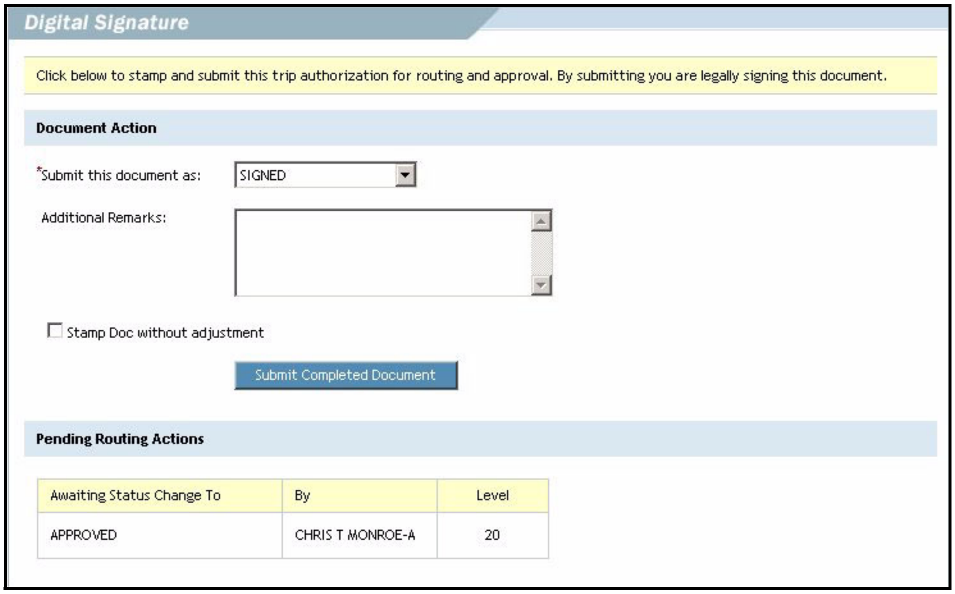


Figure 3-21: Digital Signature Window

2. Enter any additional remarks (optional).
3. After all information has been confirmed, click **Submit Completed Document**.
4. Enter **Certificate Location** in the Key File field.
5. Enter **Password** in the Password field.
6. The document is now signed. You will be returned to the main authorization window.

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CHAPTER 4: VOUCHER

A Voucher is a travel document that contains “actual expenses” incurred during the trip. User/Travelers must have an existing Authorization before creating a voucher. Vouchers are pre-populated with information that was entered into the Authorization. Necessary corrections or additions can be made in the Itinerary, Travel, Expense, and Additional Options modules. Vouchers are equivalent to DoD’s 1351-2 form. User/Travelers can submit vouchers 24 hours after the AO stamped the Authorization Document APPROVED. It is recommended that the User/travelers submit the Voucher within five days returning from travel.

4.1 Login

1. Users/travelers may create Travel Documents by entering the DTS Public Web portal: www.defensetravel.osd.mil
2. Click the **LOG IN** button located in the Login to DTS box.
3. Click the **Accept** button on the Privacy and Ethics Policy dialog box.
4. Click the **browse button** to enter the your certificate **Key File** in the **Digital Signature** dialog box.
5. Enter your password
6. Click the **OK** button. This will authenticate your certificate.

4.2 Creating a Voucher from Authorization

1. From the DTS Private Page, select **Vouchers** from the Official Travel drop-down menu.
2. Previously created vouchers will be displayed in the Existing Vouchers section as described in section 4.4 below.
3. If there are no vouchers that were previously created, click the **Create New Voucher from Authorization/Order** link.
4. The **Voucher from Authorization/Order** page displays a list of authorizations that can be used to create vouchers.
5. Click the **Create New Voucher from Authorization/Order** link.
6. Click the **Create** link under the Create column for the authorization for which you would like to create a voucher.

4.3 Other Options in the Voucher from Authorization Window

Previously created Vouchers from Authorizations will be displayed under the Existing Vouchers section in the Vouchers window (Figure 4-1) User/Travelers can sort existing vouchers by document name, departure date, status, and TA number.   The Existing Vouchers can be edited, printed, removed and amended.

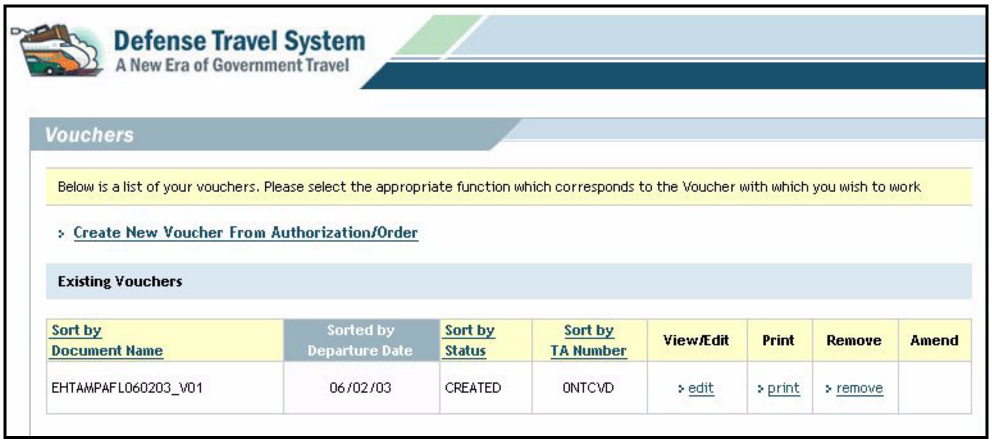

Figure 4-1: Vouchers Window

- **Edit—**User/travelers can edit information in a voucher from authorization that has already been created. **Note:** This option changes to view/edit after the voucher from authorization has been signed. User/travelers will have the option to uncheck the VIEW-ONLY check box after clicking the view/edit link under the view/edit column. User/travelers will be prompted for their digital signature to make adjustment on the document if VIEW-ONLY is unchecked.
- **Print**—This will print an overview of the itinerary, including per diem rates and entitlements. The voucher from authorization will be displayed in a new browser window, from where it can be printed.
- **Remove—**Allows a document with the status of CREATED to be deleted. The remove link disappears after user/travelers SIGN the voucher.
- **Amend**—This link will appear after a voucher has been approved by the AO. User/travelers can make necessary changes to their voucher. A new document will be created and signed causing it to go through the entire routing process again.

4.4 Review/Update Itinerary

The travel dates for a user/traveler may have been extended, shortened, or changed while on travel. When this happens, updates to the Itinerary can be made while creating a voucher.

Note: The steps outlined in this paragraph apply to a multiple day, single location TDY/TAD trip.

4.4.1 Updating Itinerary Information

The Itinerary window is the first window to appear when creating a new voucher (Figure 4-2).

Select **Itinerary** from the Navigation Bar and click **Trip Overview** from the sub-navigation bar.

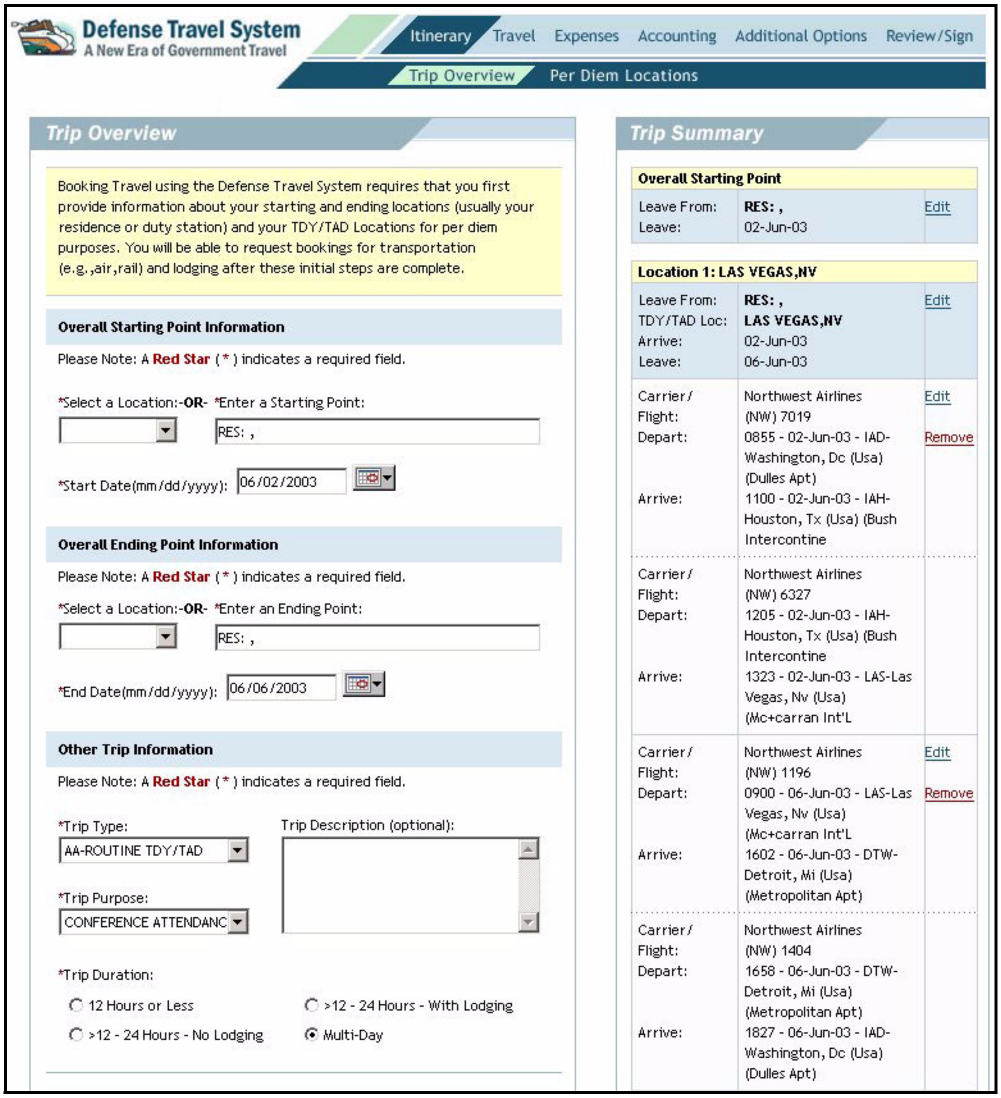

Figure 4-2: Trip Overview Window

Note: Only use this procedure if trip dates have changed.

1. Select **Itinerary** on the navigation bar.
2. Adjust the Start Date or End Date field in the Trip Overview screen.
3. Click **Proceed to Per Diem Location** button.
4. Click **OK** to the entitlements update prompt.
5. Click **OK** to the warning.
6. Dates in fields are now filled with a question mark. Click the **Edit** link under **Location** in the Trip Summary box.
7. Again, click **OK** to the warning message.
8. In the Per Diem Location (left box), change your dates accordingly.
9. Click **Save Changes** and then click **OK** to the entitlements update message prompt.

10. The **Authorization Number**, **Authorization Date**, and **Trip Number** should automatically be filled based on the original authorization (Figure 4-3).

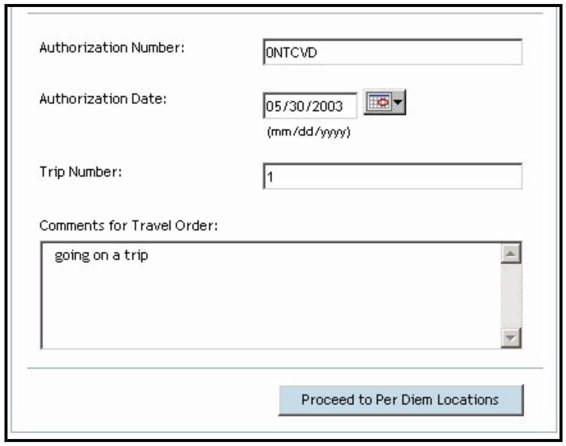

Figure 4-3: Trip Overview Window (Continued)

11. Type any **Comments for the Travel Order** that youíd like the Reviewing Official/AO to see (Optional).
12. Click the **Proceed to Per Diem Locations** button once complete.

4.4.2 Itinerary—Per Diem Locations

In order to have a valid voucher in DTS, a per diem location(s) must be selected (Figure 4-4).

Note: Only use this procedure if the location was changed.

Select **Itinerary** from the main navigation bar, then **Per Diem Locations** from the sub-navigation bar.

1. Per Diem Location(s) and Arrival and Departure Dates are shown in the top left side window. If there was a change to the Per Diem location in between TDY locations, click the **Click Here** link and make necessary changes.
2. Click **Search Location** if the user/traveler went to an additional location.
3. In the Search location window, type in the city, state, or country of the TDY and click **Search Location**. If the desired city and state displays, click on its radio button and click **Select and Close**.
4. If you donít see the desired location, click the **TDY/TAD Location Lookup Tool** link at the bottom of the page.
5. Choose the State/Country for the TDY and click **Return**.
6. Click the drop-down menu for **Location** and choose the desired location. If you do not see the desired location, select **Unlisted**. When the window refreshes, type in the name of the unlisted location in the empty field.
7. Click **Save Location and Return** to save the location.
8. Select the **Arriving** and **Departing Dates** for the new TDY location on the Per Diem Locations page.
9. Click **Save This Location** when complete.

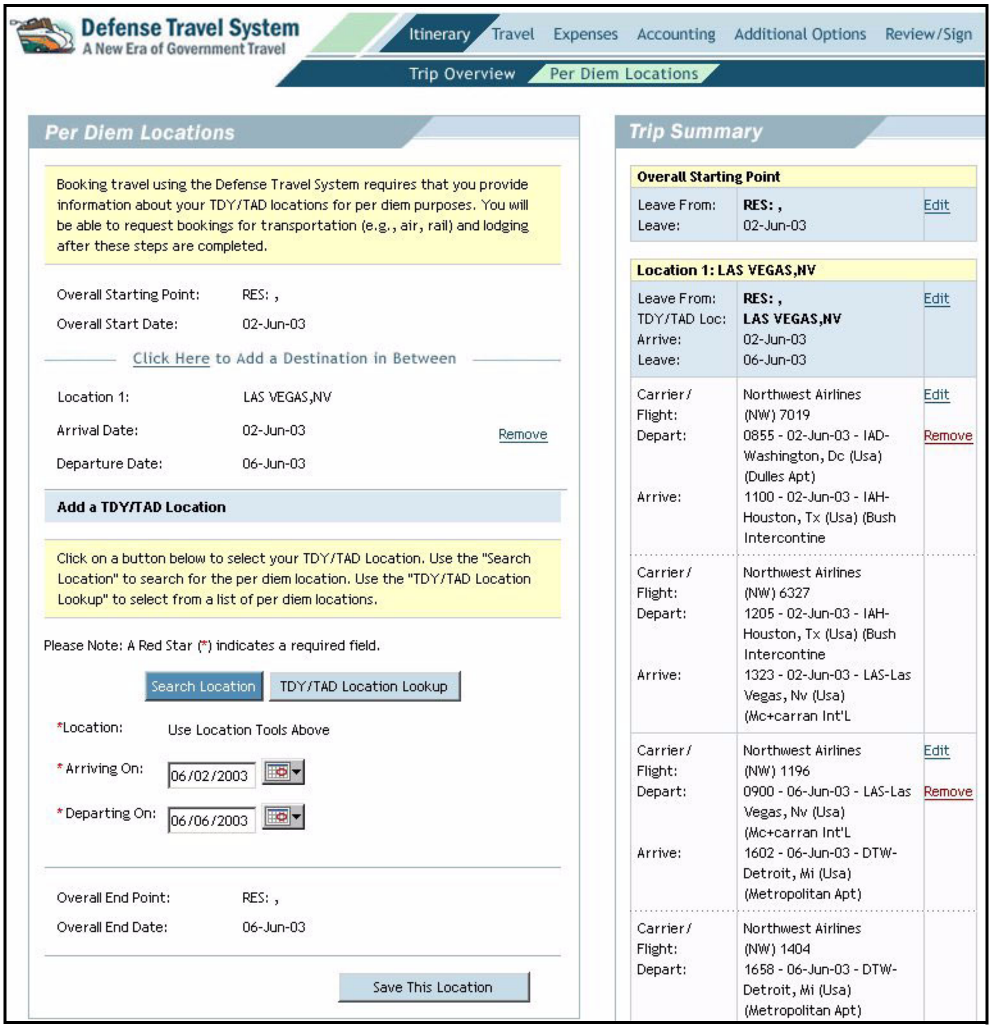

Figure 4-4: Per Diem Locations Window

4.5 Travel

The Travel tab is not used to make reservations, but simply to update some of the costs of travel that were reserved.

4.5.1 Update Air Travel

The following steps will guide you to update commercial air transportation changes in DTS (Figure 4-6).

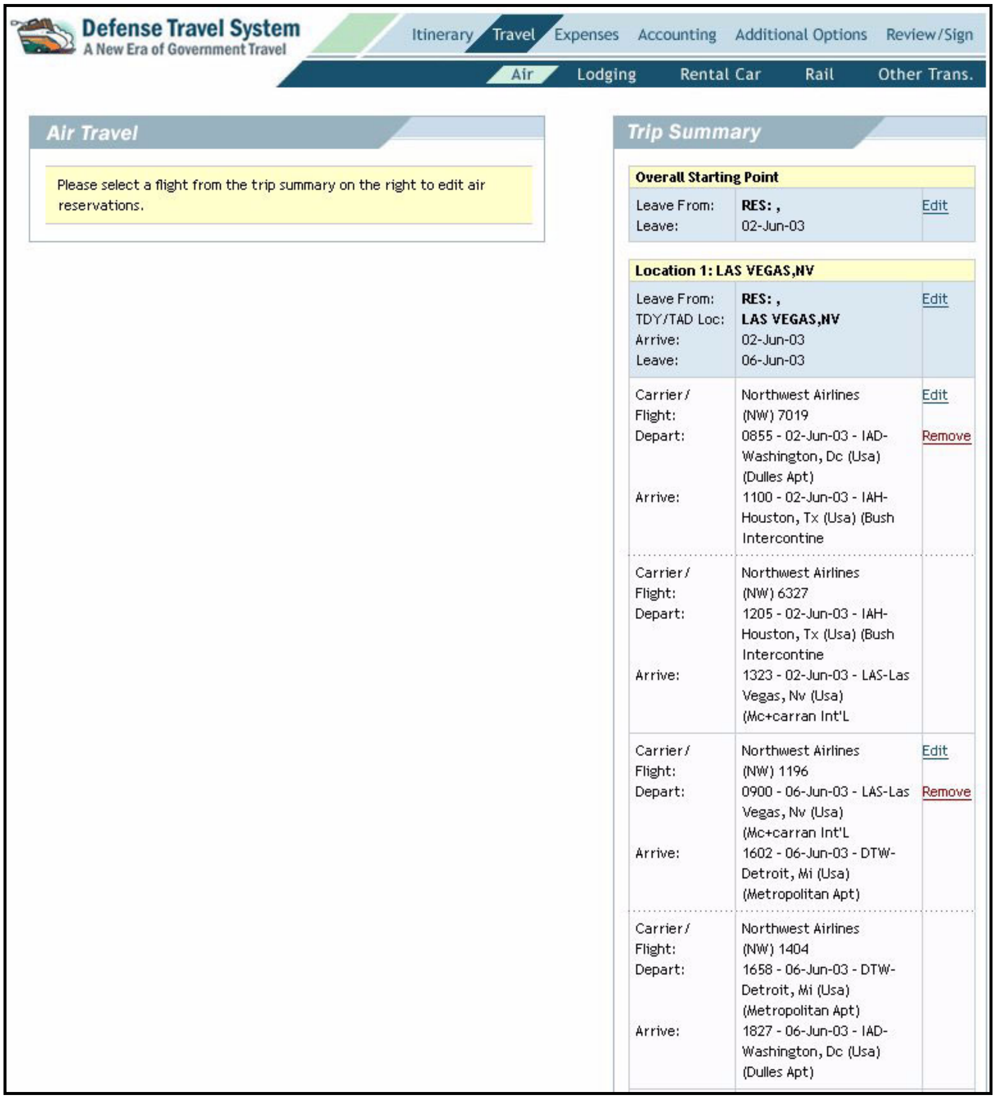

Figure 4-5: Air Travel Window

1. Select **Travel** from the main navigation bar.
2. Select **Air** from sub-navigation bar.
3. Under Trip Summary column, click the **Edit** link on the specific flight that requires changes.
4. The Air Travel box displays specific flight information from the authorization.
5. Click on **Change Ticket Data** link to update air travel changes.

6. The page refreshes to the Other Trans. Page. Under Edit Ticket Information, change the necessary fields. Click the **Save** button when complete. **Note:** Ticket type cannot be changed during this process.
7. If any portion of air travel needs to be removed, click on the **Remove** link next to the specific flight.
8. To add any new ticketed transportation arrangements, see Section 4.6, “Add Other Ticketed Transportation”.

4.5.2 Update Lodging

The traveler has the ability to adjust the Lodging and M&IE if necessary. The **Per Diem Entitlements** screen (where updates/changes to lodging should be made) lists each day individually so changes can be made to one individual day or to a range of days. Do not add hotel sales taxes or room taxes in the Lodging section. These should be entered in the Expenses section. Refer to Section 4.8 for more information.

The following steps will serve as a guide to updating lodging changes (Figure 4-6).

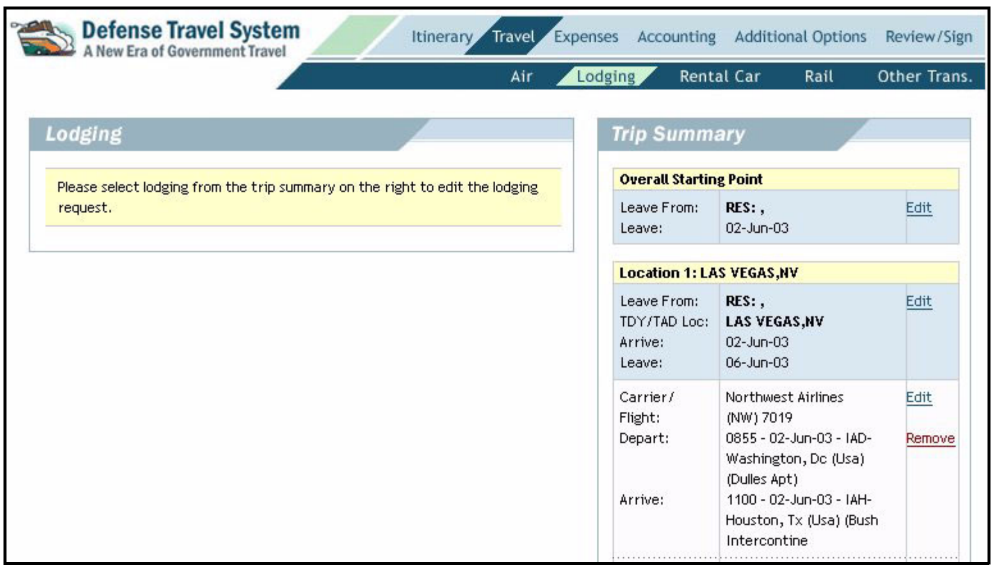

Figure 4-6: Lodging Window

1. Select **Travel** from the main navigation bar. Select **Lodging** from the sub-navigation bar.
2. Under the Trip Summary column, click on the **Edit** link on the specific lodging that requires changes.
3. The **Lodging** box displays specific lodging information from the authorization.
4. Change dates as necessary in the **Lodging** box.
5. If lodging costs require updating, click on **Update Actual Lodging Cost** link. This will refresh the page to the Per Diem Entitlements page.
6. Click the **Edit** link on the specific date where changes are necessary or click the **Remove** link to delete the specific lodging entry.
7. On the Per Diem Entitlements page, the user/traveler can change Dates, Per Diem Rates, Duty Conditions, Meals and other Per Diem Entitlements. Click on **Save These Entitlements** button

when complete. If no changes are necessary on this page, click on the **Cancel These Entitlement Changes and Return** button.

4.5.3 Update Rental Car

Any updates/changes made to EXISTING Rental Car information (if rental car was included as part of the authorization) should be made in the **Rental Car** section. If rental car was booked offline and/or was not included in the authorization, the traveler must input the rental car (commercial auto) costs in the Expenses section (section 4.8).

The following steps will guide you in updating rental car changes in DTS (Figure 4-7).

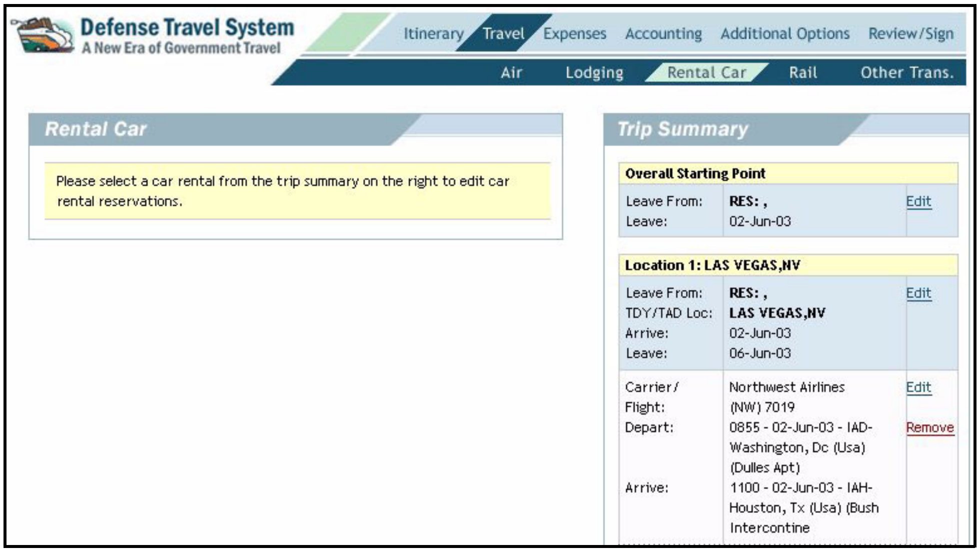

Figure 4-7: Rental Car Window

1. Select **Travel** from the main navigation bar. Choose **Rental Car** from the sub-navigation bar.
2. Click the **Edit** link next to the specific car rental that requires changes or the **Remove** link to delete the specific car rental entry.
3. From the **Car Rental** box, changes can be made to the Dates, Times, Cost and Method of Reimbursement.
4. Click the **Save Selected Car** button to apply the updates.

4.5.4 Update Rail Travel

The following steps serve as a guide to updating the rail travel changes (Figure 4-8).

1. Select **Travel** from the main navigation bar. Select **Rail** from the sub-navigation bar.
2. Click the **Edit** link next to the specific rail travel that requires changes or the **Remove** link to delete the specific rail travel entry.
3. The page refreshes to the Other Trans. Page. Under Edit Ticket Information, change the necessary fields. Click the **Save** button when complete.

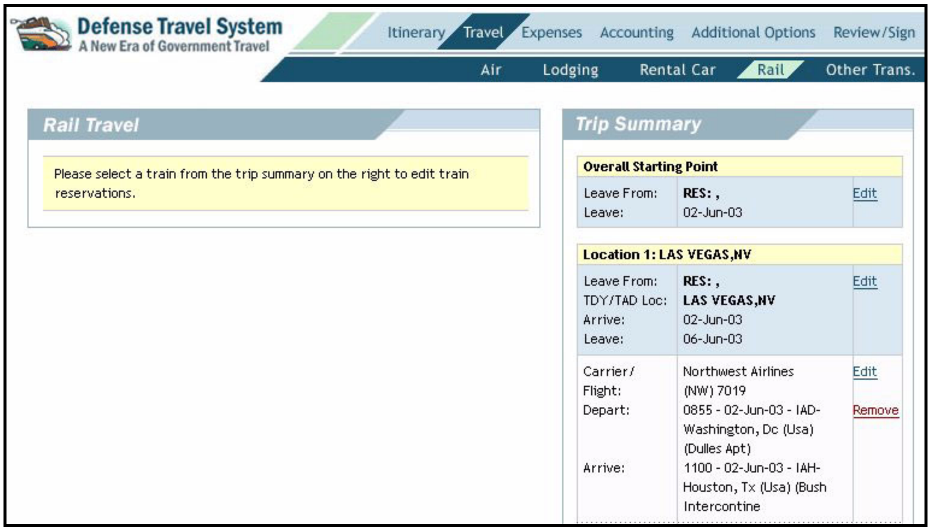

Figure 4-8: Rail Travel Window

4.6 Add Other Ticketed Transportation

Any ticketed transportation arrangements such as air or rail, booked outside of the DTS reservation system, can be entered here (Figure 4-9). To enter new ticketed arrangements:

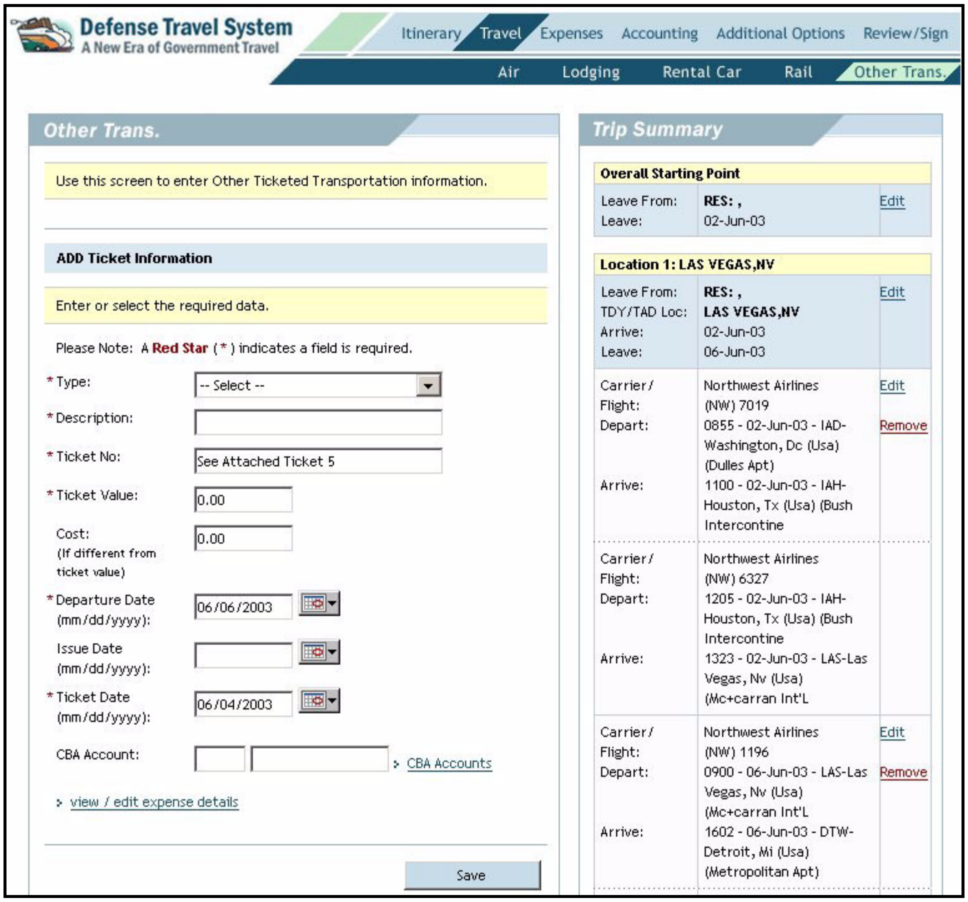

Figure 4-9: Other Ticketed Transportation Window

1. Select **Travel** from the main navigation bar. Select **Other Trans.** from the sub-navigation bar.
2. Select type of travel from the **Type** menu. The description will automatically fill.
3. Enter **Ticket Value**.
4. Enter **Ticket Cost** (if different from ticket value).
5. Enter **Departure Date**.
6. Enter **Issue Date** (if known).
7. Click on **CBA Accounts** link to choose account. Only use this option if CP-C or CR-L is selected in the type field.
8. Click Save button.
9. Confirm the information in the **Ticketed Transportation Saved** box. The information will also update and show up in the Trip Summary column. If necessary, it can be edited or removed.

4.7 Update Expenses

Trip Expenses can be added, updated, or deleted in the **Expenses** section. After travel, expenses are updated with the actual costs from the trip if needed.

DTS allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or entered by hand. In the mileage section, different forms of transportation and rated mileage can be chosen, with the expense costs calculated automatically. The following two sections will allow a user to enter both.

4.7.1 Update Non-Mileage Expenses

1. Select **Expenses** from the main navigation bar. The screen will default to the Non-Mileage page (Figure 4-10).

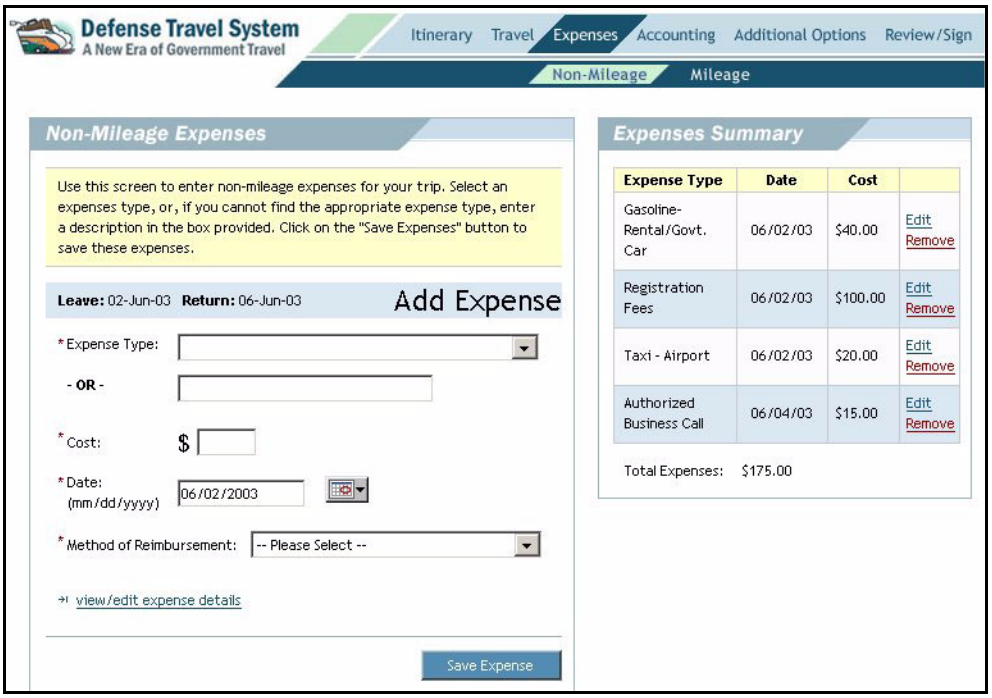

Figure 4-10: Non-Mileage Expenses Window

2. To edit expenses, click **Edit** to the right of the appropriate expense in the Expenses Summary.
3. For expenses not on the authorization, select the **Expense Type** from the drop-down list or type the expense into the field below.
4. Enter the **Cost** of the expense.
5. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
6. Select the **Method of Reimbursement**.
7. Click the **Save Expenses** button.
8. Repeat steps 1-6 until all non-mileage expenses are updated.

4.7.2 Update Mileage Expenses

1. Select **Expenses** from the main navigation bar. Select **Mileage** from the sub-navigation bar (Figure 4-11).

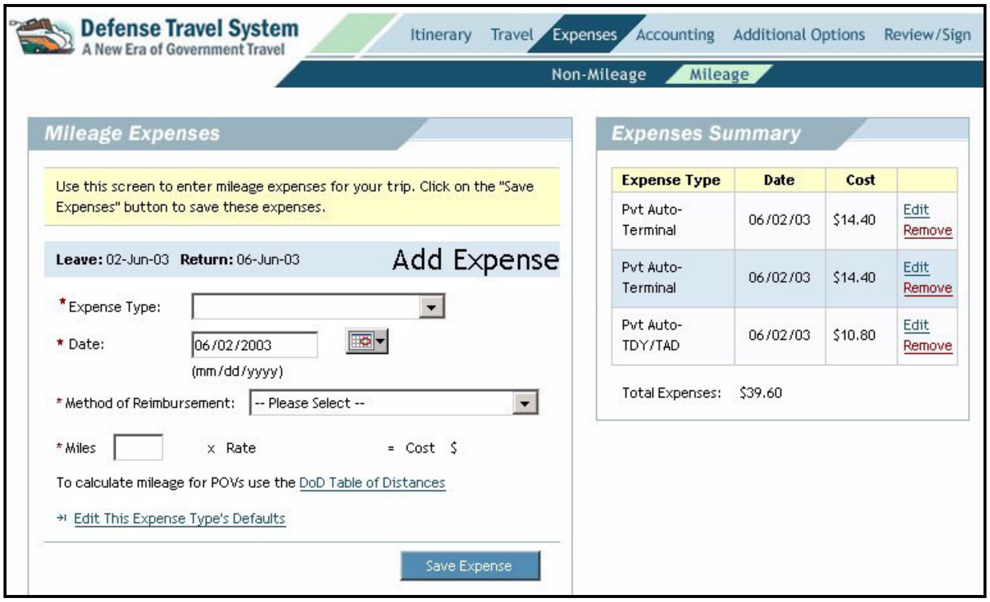

Figure 4-11: Mileage Expenses Window

2. To edit expenses, click Edit to the right of the appropriate expenses in the Expenses Summary
3. For expenses not on the summary, select the **Expense Type** from the drop-down list.
4. Enter the **Date** of the expense. Use the pop-up calendar if necessary.
5. Select the **Method of Reimbursement**.
6. For the Miles field, enter mileage from odometer for “in and around” travel or use DoD Table of Distances link for TDY travel.
7. Click the **Save Expenses** button.
8. Repeat steps 1-6 until all mileage expenses are updated.

4.7.3 Defense Table of Official Distances (DTOD)

The Defense Table of Official Distances (DTOD) should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside of a duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

1. Access DTOD by clicking on the **DoD Table of Distances** link below the mileage calculation fields in the mileage expense window (an expense type must be selected).
2. Enter **City** in the Traveling From section.
3. Enter **State/Country** or click the **Lookup State and Country Codes** link if state and country are unknown.
4. Enter **County** (Optional).
5. Click **Search** to see all locations associated with the City Traveling From.
6. Click the **Select** link next to the desired location in the Search Results column.
7. Enter **City** in the Traveling To section.

8. Enter the **State/Country** or click the **Lookup State and Country Codes** link if state and country are unknown.
9. Enter **County** (Optional).
10. Click **Search** to see all locations associated with the City Traveling To.
11. Click **Calculate Mileage** button to display Total Miles.
12. Click **Save Total and Continue** button.

4.8 Receipts Imaging

Receipts are an important part of trip records and are evidence that official travel actually took place. DTS allows travelers the option of storing receipts for official travel digitally in addition to existing local storage methods.

Receipts, along with other supporting documentation, can be loaded into DTS and attached to the trip record by using the scan and upload or fax method. Faxing is the preferred and easiest method of digitally storing receipts. Both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, most receipts will not be available until after travel and during the voucher creation process. The same procedures should be followed for digitally storing receipts on the voucher.

To load receipts into DTS, see Chapter 2, Section 2.7 "Receipts Imaging" for a complete explanation of procedures.

4.9 Updating Accounting Codes

Note: DO NOT add or remove an LOA on a Voucher from Authorization. Funds from LOAs in the Authorization have already been decremented. Changing LOAs will cause errors in both DTS and the accounting system (Figure 4-12).

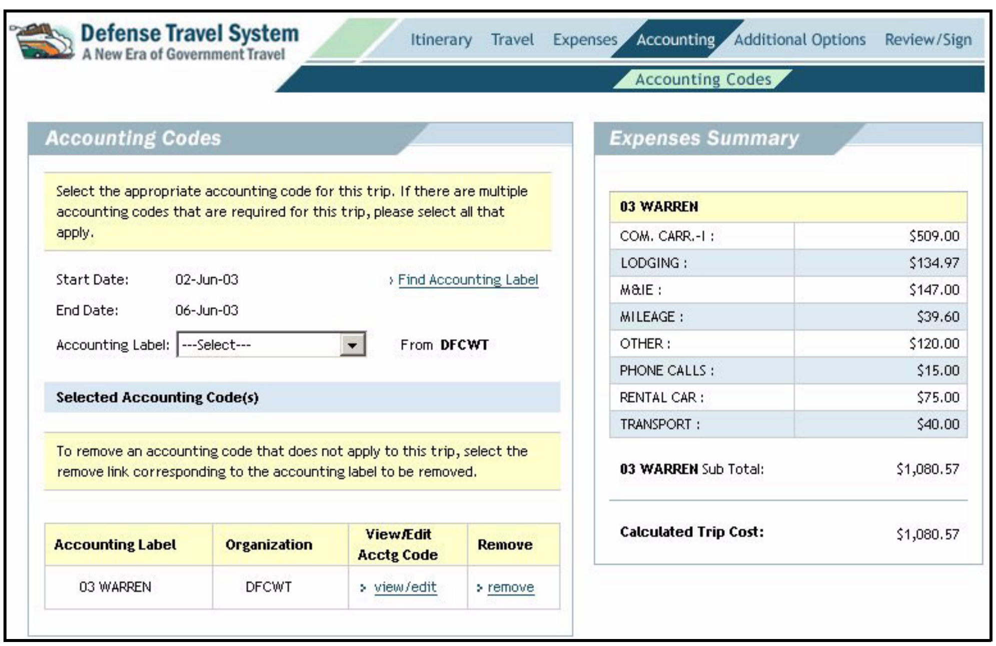

Figure 4-12: Accounting Codes Window

1. Select **Accounting** from the main navigation bar.
2. Select the appropriate Accounting Label from the drop-down list.
3. Navigate to Additional Options, if necessary, or Review/Sign on the main navigation bar if complete.

4.9.1 Update Multiple Accounting Codes

1. If there are multiple accounting codes that are required for this trip, select all that apply.
2. Select **How To Allocate** (By Expense Category, Percent, Date, Dollar Amount) with the drop-down list located at the bottom of the page.
3. Click **Allocate Expenses**.
4. Select the **Accounting Code** to use for each allocation.
5. Select **Save Allocations** button.
6. The Expense Summary box will display a breakdown of the expenses applying to each LOA.

4.10 Additional Options

Select **Additional Options** from the main navigation bar. Select **Profile** from the sub-navigation bar.

Profile—The **Profile** link allows the user/traveler to view and update their personal information based on their permission levels. There are four parts of the user/traveler profile accessible from a voucher from authorization. At the bottom of each window there is an **Update Personal Information** button to update information for the current document only. To save changes to the profile permanently, click on **Save changes to permanent traveler information** checkbox. On the My Profile window is the My Profile information along with the links to three other sections of the profile. The sections control the following information.

My Profile—In this section the user/traveler can view and edit name, address, and other general information. The Dependents and PCS Info boxes are not currently used.

My Preferences—This section is divided into five areas of preference, including Air Travel preferences, Miles To Airport, Lodging preferences, Rental Car preferences and Miscellaneous. The three buttons at the bottom lead to the selection of even more preferences. **Note:** If Preferred Airline, Lodging or Rental Car brands are chosen, when a search is performed the results will ONLY display that brand, narrowing the search.

My Additional Information—This section is divided into three areas. These sections deal mostly with military information and information related to DTS. There is usually little reason to update these fields except for selecting a routing list other that your default.

My Account Information—This section is used for financial information such as: Default Accounting Code Label, EFT, and Credit Card Accounts (Figure 4-13).

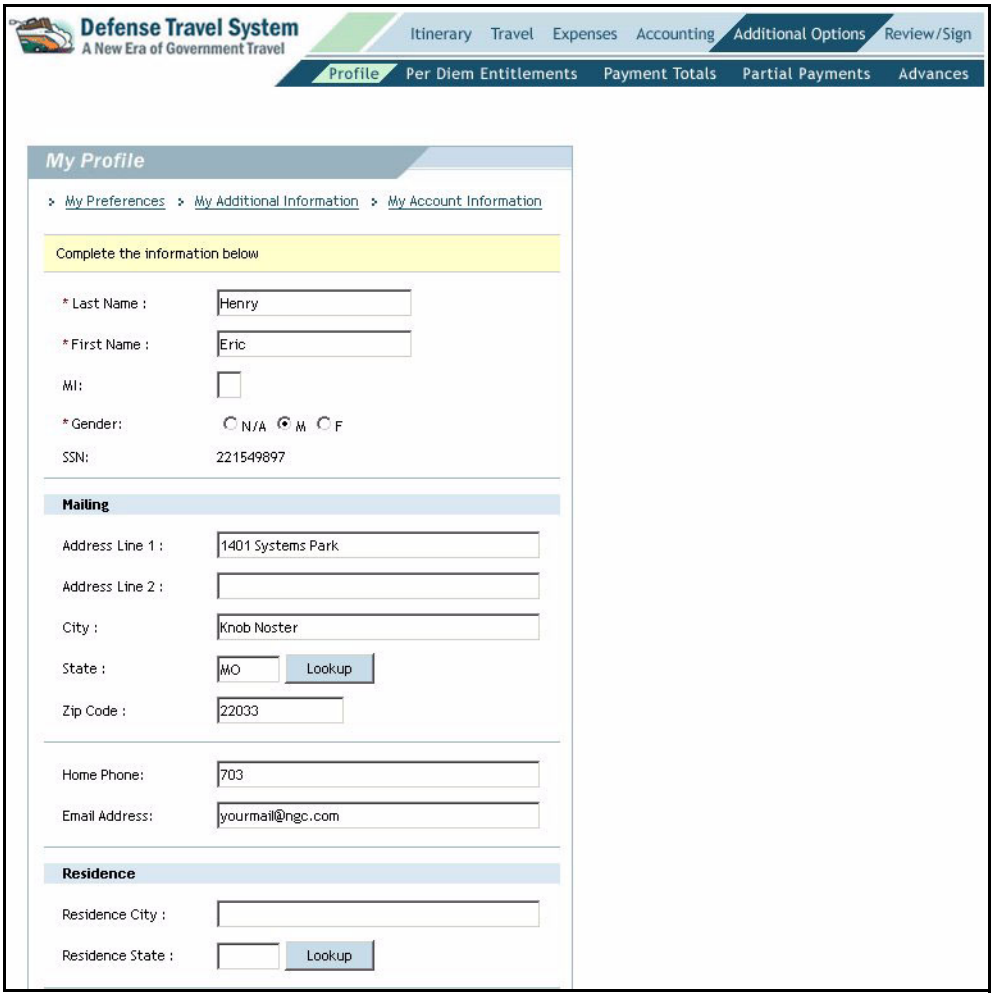

Figure 4-13: Profile Window

4.11 Per Diem Entitlements

Select **Additional Options** from the main navigation bar then, **Per Diem Entitlements** from the sub-navigation bar.

The information provided to the traveler on the **Per Diem Entitlement** window was filled automatically when the traveler built their Itinerary (Figure 4-14).

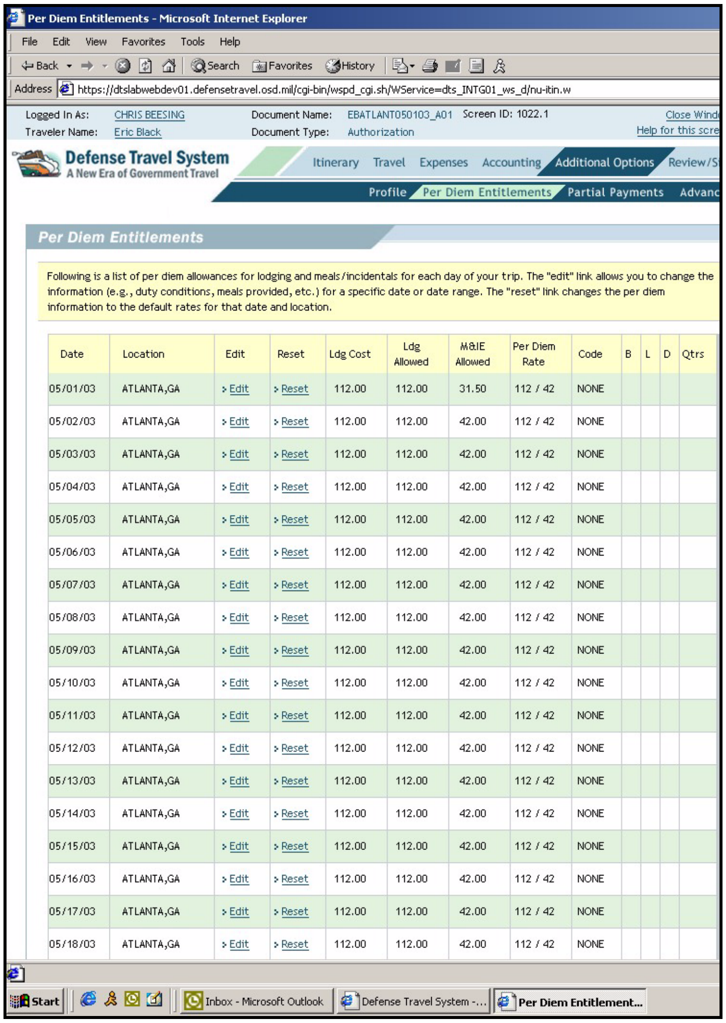

Figure 4-14: Per Diem Entitlements Window

The lodging cost entry needs to be updated to match the selected hotel in the reservations, and any change in the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range.

4.11.1 Update Per Diem Entitlements

1. Select **Additional Options** from the main navigation bar. Select **Per Diem Entitlements** from the sub-navigation bar.
2. Select **Edit** next to the date and location to be changed.
3. Enter date in **Values Apply Through** if changes are for multiple consecutive days (Figure 4-15).

Note: Edit All button located at the bottom of the page allows the user/traveler to edit all of the dates at once.

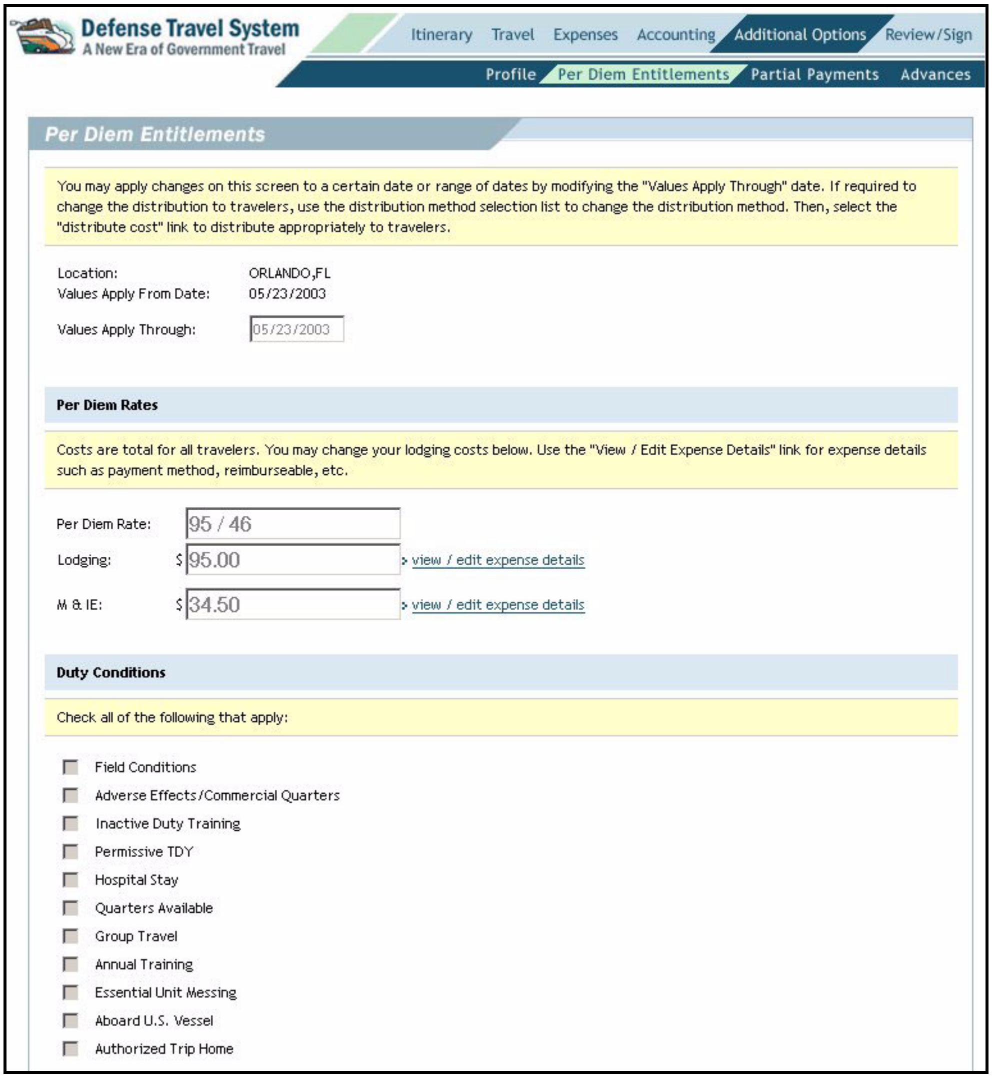

Figure 4-15: Per Diem Entitlements Window

4. Enter lodging cost in the **Lodging** field, if different than per diem. Click **View/Edit Expense** details to change the Payment Method.
5. Select **Duty Conditions** that may apply.
6. Select any appropriate meal code and applicable meal(s) for this date of date range, if applicable (Figure 4-16).

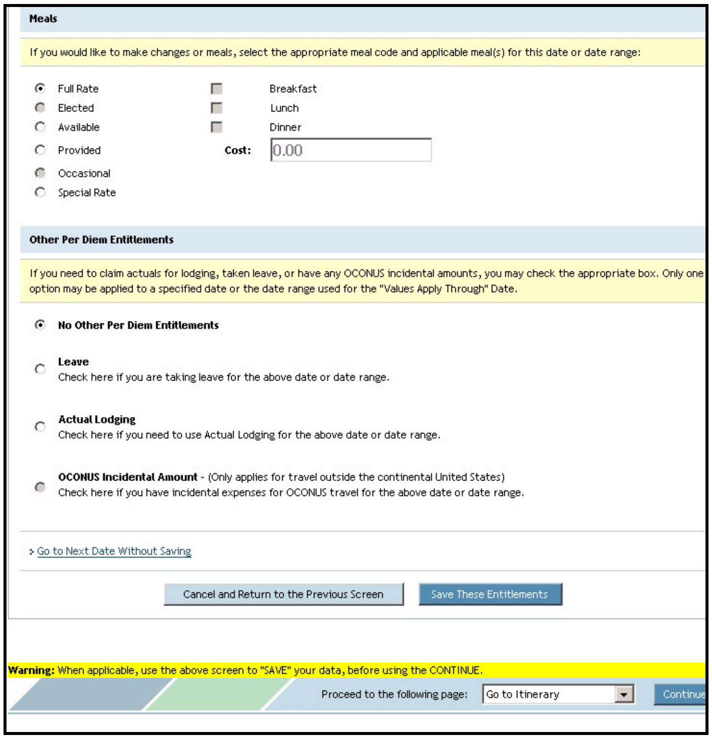

Figure 4-16: Trip Overview Window

7. Select **Leave** if appropriate. Military personnel use **Annual** leave; government employees can choose either **Annual** or **Other**. Government employees may enter the number of hours they wish to use.
8. Select **Actual Lodging** if appropriate. **Note:** Additional lodging costs must be authorized by the AO. The **Actual Costs Limited** field will display the maximum actual lodging amount authorized.
9. Select **OCONUS Incidental Amount** if travel is outside the continental United States.

4.12 Payment Totals

The **Payment Totals** feature allows the traveler to review calculated trip expenses and enter charge card advances taken at ATM facilities during the trip. The traveler also has the option to make an additional payment to the **GOVCC** account. Any amount entered into the **Gov't Charge Card ATM Advance** or **Add'l Gov't Charge Card Payment** fields will decrement the **Pay to Traveler** field by the entered amount (Figure 4-17).

Select **Additional Options** from the main navigation bar. Select **Payment Totals** from the sub-navigation bar.

There are four sections on the Payment Totals window: Amount Claimed, Advance Information, Government Charge Card Amount, and Payment Distribution.

To add a **GOVCC ATM Advance**:

1. Enter the total amount of the advance(s) into the Gov't Charge Card ATM Advance field.

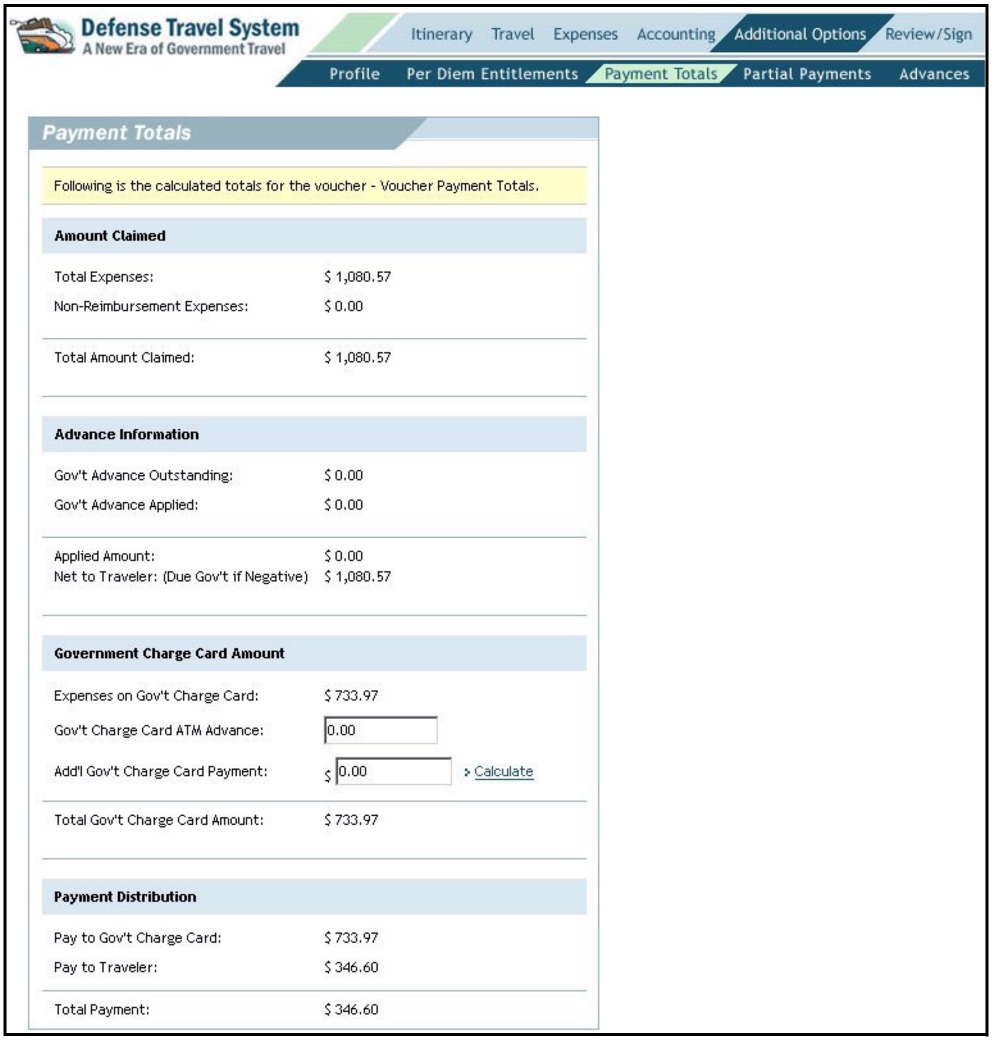

Figure 4-17: Payment Totals Window

2. Click the **Calculate** link next to the **Add’l Govít Charge Card Payment** field. The specified amount will be decremented from the **Pay to Traveler** field.

To add an additional payment to the GOVCC:

1. Enter the total amount of the additional payment to the GOVCC into the **Add’l Gov’t Charge Card Payment** field.
2. Click the **Calculate** link next to the **Add’l Gov’t Charge Card Payment** field. The specified amount will be decremented from the **Pay to Traveler** field.

Note: Any ATM processing fees associated with the govít charge card will need to be entered in the **Expenses** section. Do not add them in the Payment Totals section.

4.13 Schedule Partial Payments and Advances

A request for a Scheduled Partial Payment (SPP) and/or Advances is NOT allowed for travel already completed.

4.14 Review/Sign

Select Review/Sign from the main navigation bar.

4.14.1 Preview Trip

The Preview Trip window allows you to go in and view a general overview of the trip. You can review data or edit data.

Select **Preview** from the sub-navigation bar (Figure 4-18).

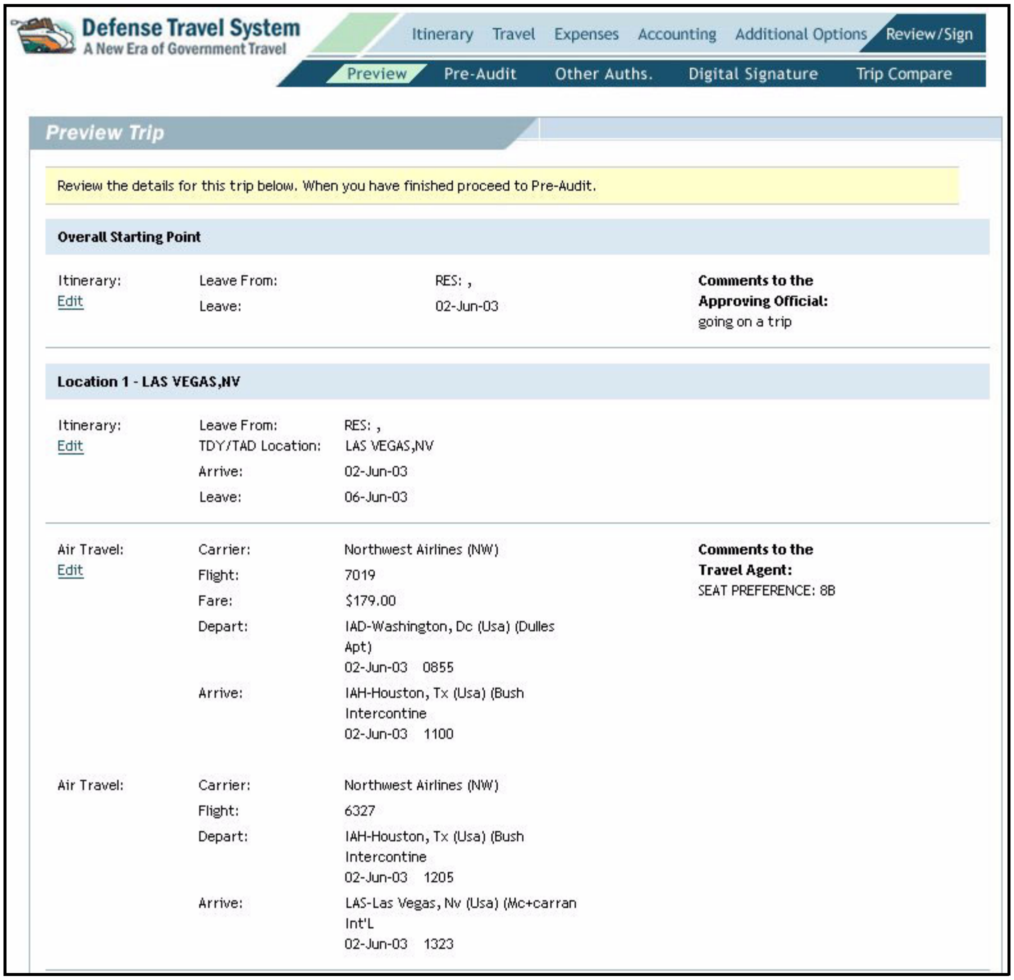

Figure 4-18: Trip Overview Window

1. Review all data.
2. Click the **Edit** link next to each section if changes are necessary.
3. Click **Save and Proceed to Pre-Audit** button.

4.14.2 Pre-Audit Trip

Pre-Auditing a Voucher from Authorization allows the traveler to screen their document for missing items or possible problems before signing and routing.

An automatic Pre-Audit will always occur when the traveler signs the document for signature and routing.

Select **Pre-Audit** from the sub-navigation bar (Figure 4-19).

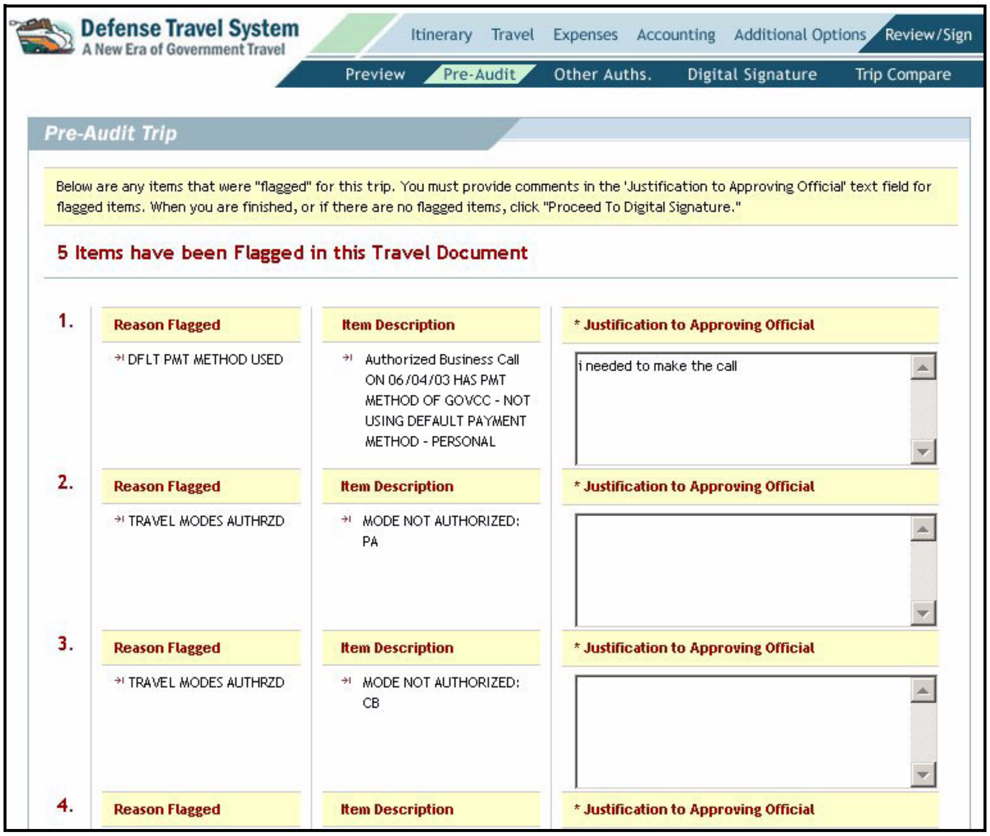

Figure 4-19: Pre-Audit Window

1. Any items that appear on this window are "flagged" for this trip. Traveler must complete **Justification to the Approving Official** to explain any request out of the norm. **Note:** A "flagged" item indicates that DoD or Service standards have been exceeded for normal government travel and the traveler is required to provide an explanation in the comments field before the voucher can be approved by the AO or considered for approval. It is important that the document continues to route to the individuals on the routing list regardless of the status of the document.
2. Click **Save and Proceed To Digital Signature** button once all justifications are completed. **Note:** Traveler will not be able to sign the document until all justifications are made.

4.14.3 Other Authorizations

Select Other Auths. from the sub-navigation bar.

1. Based on trip details, additional authorizations are cited. Enter **Remarks** to the Approving Official.
2. Select **Add Additional Authorizations For This Trip** link to add any other authorizations or special circumstances for this trip.
3. Select any additional authorizations appropriate by clicking on the checkbox.
4. Click **Add**.
5. Add any **Remarks** for justification.
6. Click **Save** button when complete.
7. Click the **Remove** link on the right to remove any of the Other Auths.

4.14.4 Digital Signature

The final step in a **Voucher from Authorization** is to digitally sign the document. This begins its routing process. Clicking on **Digital Signature** on the sub-navigation bar does this. The process to sign a voucher from authorization is below (Figure 4-20).

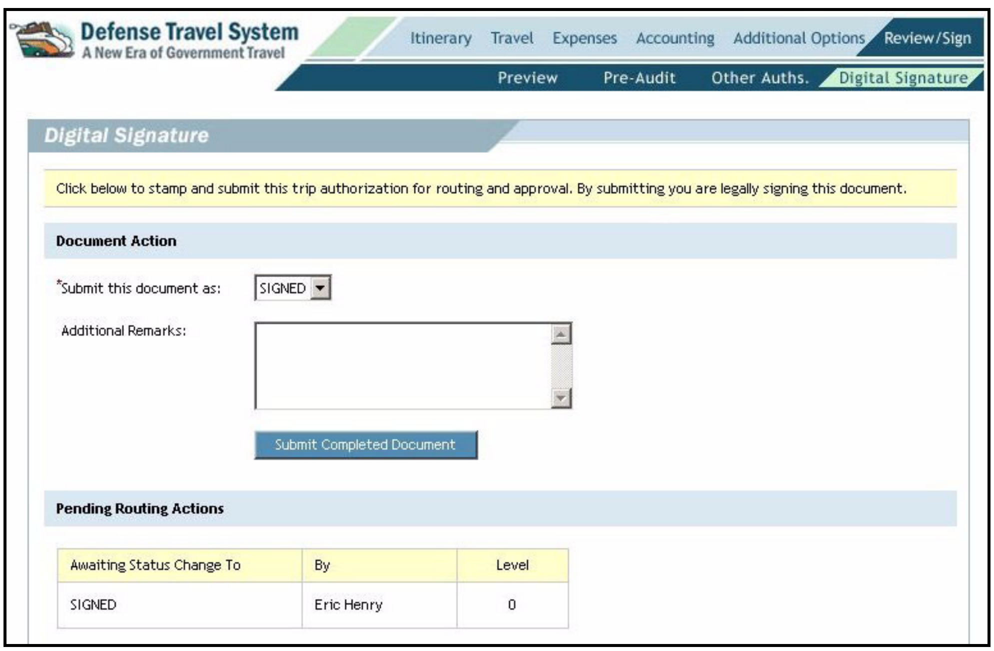

Figure 4-20: Digital Signature Window

1. Select **SIGNED** from the “Submit this document as” field.
2. Enter any additional remarks (optional).
3. After all information has been confirmed, click **Submit Completed Document**.
4. Enter **Certificate Location** in the Key File field.
5. Enter **Password** in the Password field.
6. The document is now signed. You will be returned to the main voucher from authorization window.

4.14.5 Trip Compare

The final option is listed to the right of the **Digital Signature** link on the sub-navigation bar (Figure 4-21). This allows an official to compare two different trips within the same document. This is most often used to determine what a traveler is entitled to be reimbursed (constructive costs). For example, if the traveler drove to a TDY location, this feature would allow for comparison of costs between driving and flying to the location. The steps below outline how to use the Trip Compare feature.

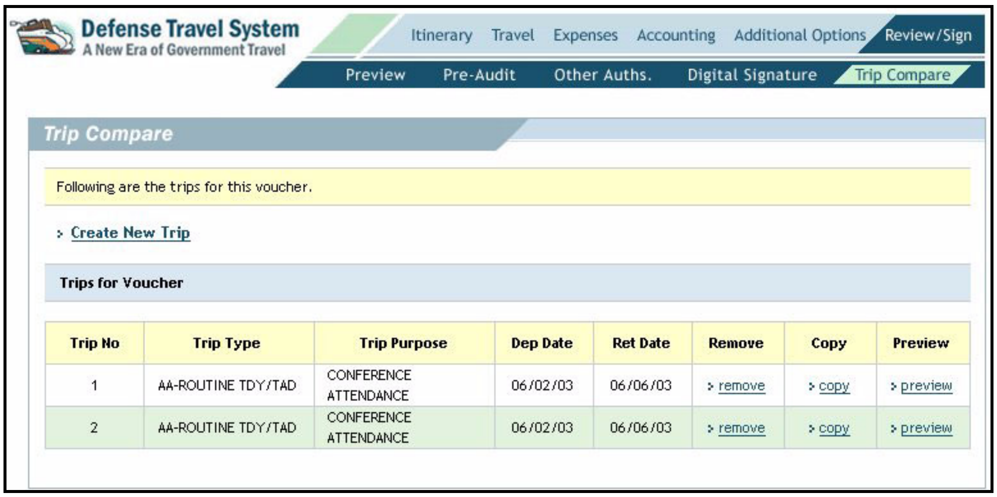

Figure 4-21: Trip Compare Window

1. Select **Review/Sign** on the main navigation bar. Select **Trip Compare** on the sub-navigation bar.
2. Select **Create New Trip**.
3. In the To Trip No. field, type "2" and click **Save** button. You will be taken to the Trips for Voucher window where the original trip (trip 1) and the selected trip (trip 2) are listed.
4. Click **Preview** to see the trip preview of the selected trip. From this window the user can go in and edit details about the trip for comparison purposes.

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CHAPTER 5: LOCAL VOUCHER

A Local Voucher (LV) is used for reimbursement of miscellaneous expenses. Uniformed service members or government employees traveling over a 12-hour period within their permanent duty station local area incur such expenses.

5.1 Creating a Local Voucher (LV) Document

1. Mouse over **Official Travel** in the menu bar.
2. Select **Local Vouchers** from the drop-down list.

A new browser window opens listing previously created LVs. (Depending on the document status, user/traveler can view/edit, print, or amend LVs.)

3. If no previously created LVs exist that need to be viewed/edited, click the **Create New Local Voucher** link.

Note: If creating a document for the first time, users/travelers must update their profile. A pop-up window displays. Click **OK**. The Update Profile page displays. Fill in all required information.

5.2 Local Voucher Date

1. Enter **Expense Date**. Use pop-up calendar if necessary.
2. Click **OK**.

5.3 Adding/Updating Expenses

Expenses are divided into two categories, Non-Mileage and Mileage. Non-Mileage is the default window. It automatically appears when window is refreshed.

1. Select **Expenses** from the main navigation bar. Select **Non-Mileage** from the sub-navigation bar. Select **Expense Type** from the drop-down list.
2. Enter **Cost**.
3. Enter **Date**. Use pop-up calendar if necessary.
4. Select **Method of Reimbursement** from drop-down list.
5. Click **Save Expenses**.

The Non-Mileage window updates. Expenses are listed on the right side of the window. Users/Travelers can add other expenses at this window. They can only add one at a time. Users/Travelers can also edit or remove expenses (Figure 5-1).

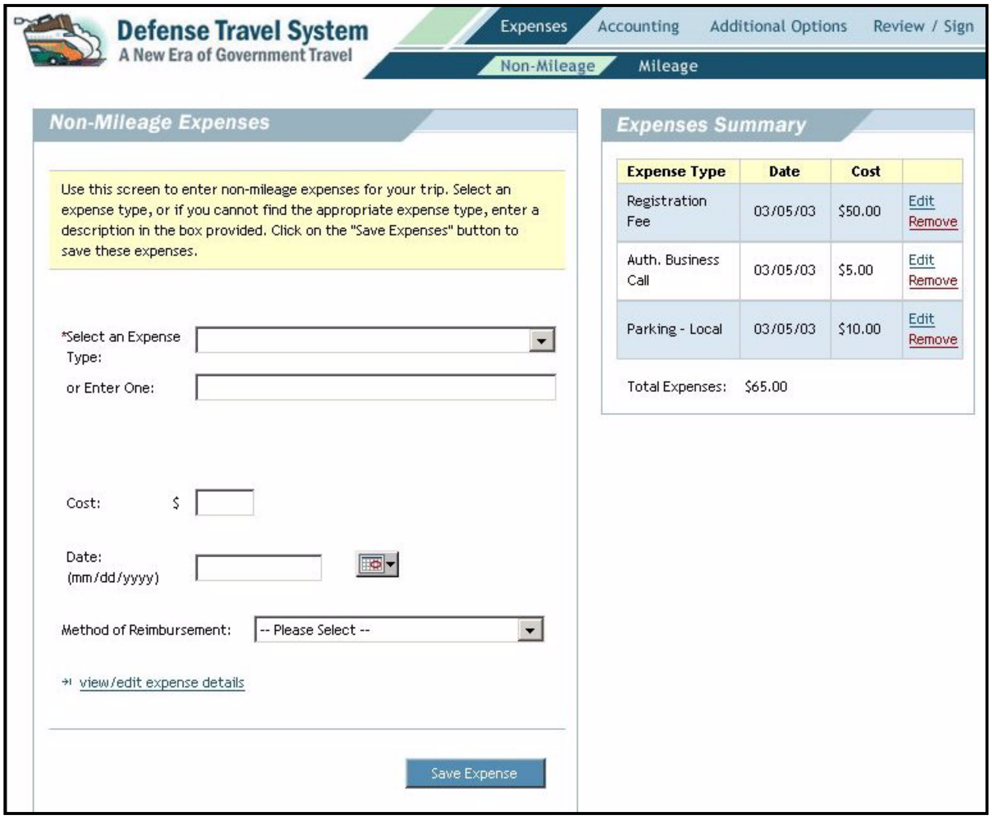

Figure 5-1: Non-Mileage Expenses Window

1. Select **Expenses** from the main navigation bar. Select Mileage from the sub-navigation bar.
2. Select **Expense Type** from the drop-down list.
3. Enter **Date**. Use pop-up calendar if necessary.
4. Select **Method of Reimbursement** from drop-down list.
5. Enter **Odometer Miles**.

Note: Defense Table of Official Distances (DTOD) should only be used if going TDY from one city to another.

6. DTS automatically calculates mileage reimbursement costs.
7. Click **Save Expenses**.

The Mileage window updates. Expenses are listed on the right side of the window. Users/Travelers can add other expenses at this window. They can only add one expense at a time. Users/Travelers can also edit or remove expenses (Figure 5-2).

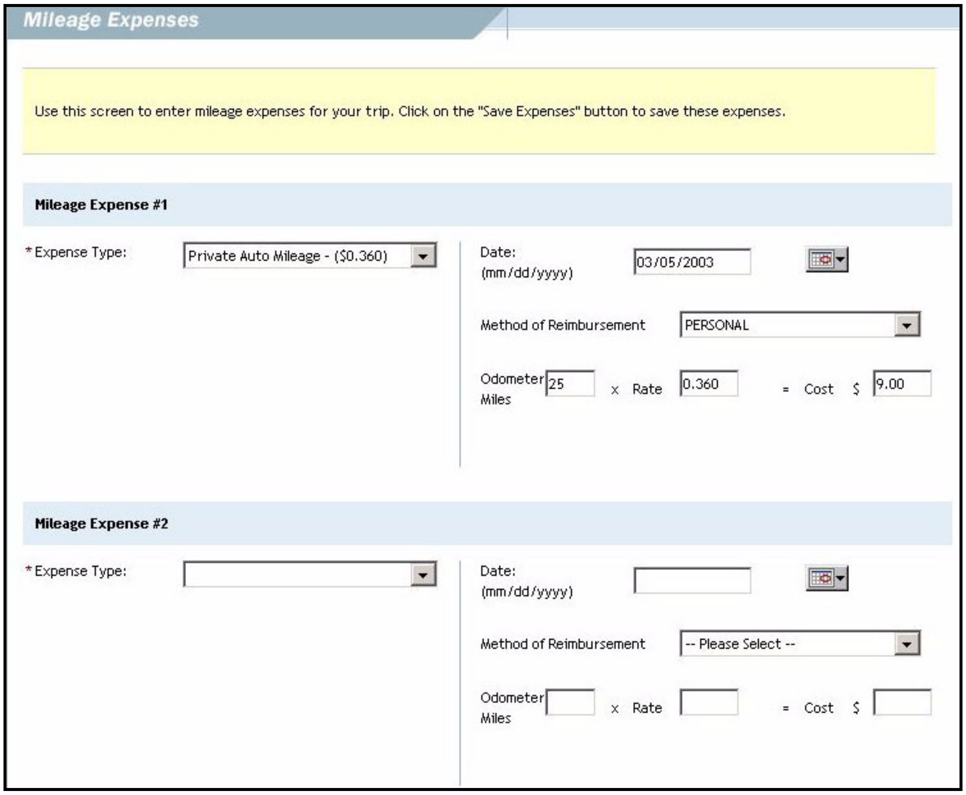

Figure 5-2: Mileage Expenses Window

5.4 Receipts Imaging

Receipts are important trip records and proof of official travel . DTS lets travelers digitally store receipts as well as use existing local storage methods.

Receipts and other supporting documents are loaded into DTS and attached to the trip record using the scan and upload or fax method. Faxing is the preferred and easiest method. Both methods will be explained in detail. Although the Receipts Imaging function is available in the Authorization, most receipts will not be available until after travel and during the voucher creation process. Follow the same procedures for digitally storing receipts on the voucher.

To load receipts into DTS, see Chapter 2, Section 2.7 “Receipts Imaging” for an explanation of procedures.

5.5 Adding an Accounting Code

1. Select **Accounting** from the main navigation bar.
2. Select the appropriate **Accounting Label** from the drop-down list.

- Only Lines of Accounting (LOAs) that are in the User/Travelerís organization are displayed.
- The selected LOA appears below with options to view, edit, or remove. Also, an Expense Summary field displays on the right side of the window, with LOA and expense totals (Figure 5-3).

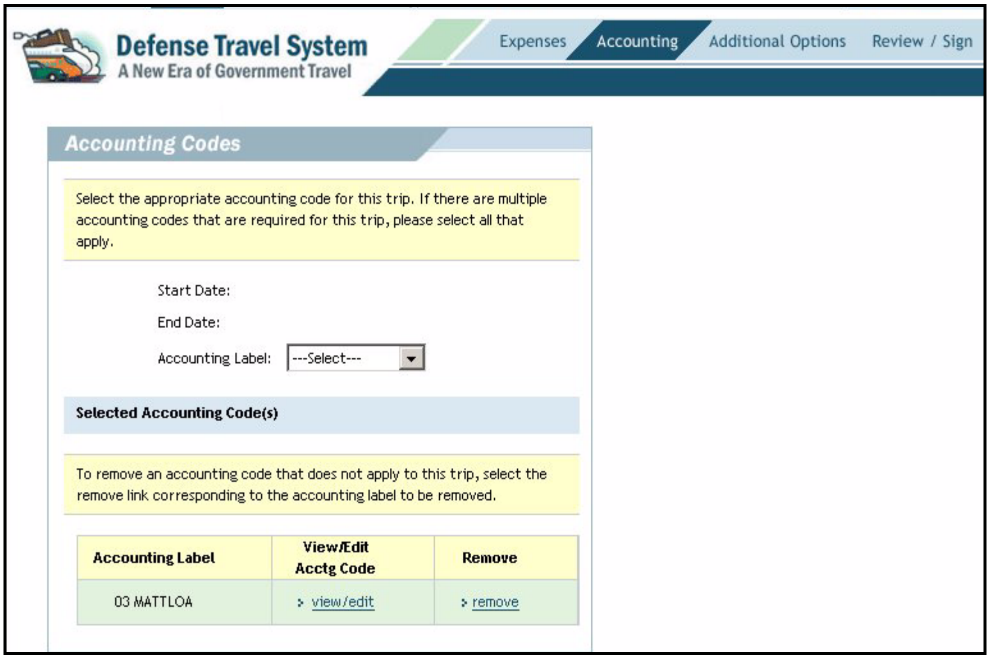

Figure 5-3: Accounting Codes Window

5.5.1 Selecting Multiple Accounting Codes

1. Select an additional LOA from drop-down list.
   - The second or multiple LOAs appear under the previously selected LOA.

5.6 Allocate Expenses

Expenses can be allocated by Category or Percentage when multiple LOAs are used. The user/traveler can assign a percent to each LOA to allocate trip expenses. The percentages must equal 100%. The user/traveler can also charge different expenses to each LOA.

1. Select **Allocate Expenses by Category or Percentage**.
2. Select **Allocate Expenses**.
3. Complete allocation to correct account codes.
4. Click **Save Allocations** (Figure 5-4).

The Accounting codes window updates. Expenses are listed on the right side of the window.

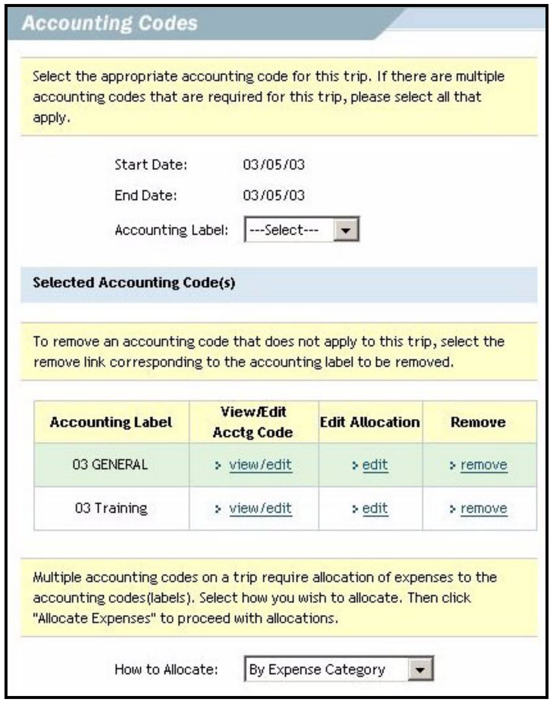

Figure 5-4: Accounting Codes Window

5.7 Additional Options

Select **Additional Options** from the main navigation bar.

5.7.1 Comments

Select **Comments** from the sub-navigation bar.

1. Enter **Comments to Approving Official**.
2. Click **Save Comments and Proceed to Payment Totals**.

5.7.2 Payment Totals

Select **Payment Totals** from the sub-navigation bar.

The Payment Totals section lets the user/traveler review calculated trip expenses and enter trip related charge card expenses. The traveler can also make an additional payment to the GOVCC account.

5.7.3 Profile

Select **Profile** from the sub-navigation bar.

Four parts of the user/traveler profile can be accessed from an authorization. At the bottom of each screen, the user/traveler must click the **Update Personal Information** button to save changes only on the current document. For permanent changes, click the **Save changes to permanent traveler information** check box. There are also three links located at the top of the My Profile box. They are *My Preferences*, *My Additional Information*, and *My Account information*.

My Profile—The user/traveler can view and edit name, address, and other information. The Dependents and PCS Info boxes are not currently used.

My Preferences—This section is divided into five areas. They include air travel, lodging, and rental car. More preferences can be selected from the three buttons at the bottom.

Note: If preferred airline, lodging, or rental car brands are chosen when a search is performed, the results display only those brands. This narrows the search.

My Additional Information—This section is divided into three areas. They deal mostly with military and DTS-related information. There is usually little reason to update these fields except for selecting a routing list other than your default.

My Account Information—This section has two areas. They deal with financial information, such as Default Accounting Code Label, and EFT and Credit Card Accounts information.

5.8 Review/Sign

Select **Review/Sign** from the main navigation bar.

The Review/Sign link lets user/travelers review/edit trip details, type comments to the Routing Officials, and stamp the document SIGNED. Placing the SIGNED stamp on the document begins the routing process.

5.8.1 Preview

Select **Preview** from the sub-navigation bar.

In the Preview section the user/traveler can review/edit trip details and type comments to the Routing Officials.

5.8.2 Pre-Audit

Select **Pre-Audit** from the sub-navigation bar.

Pre-Auditing lets travelers screen documents for missing items or possible issues before signing and routing. An automatic Pre-Audit always occurs on any kind of document. Travelers must provide justifications for each flagged item on the Pre-Audit screen BEFORE signing the document. If Travelers do not provide justifications, they will be unable to sign the document and proceed on the trip.

1. Type comment in **Justification to the Approving Official** field.
2. Click **Save** when all justifications are completed.

5.8.3 Digital Signature

Select **Digital Signature** from the sub-navigation bar.

The traveler can stamp the document SIGNED and type more remarks into the additional remarks field. The window also displays pending routing actions and document history (Figure 5-5).

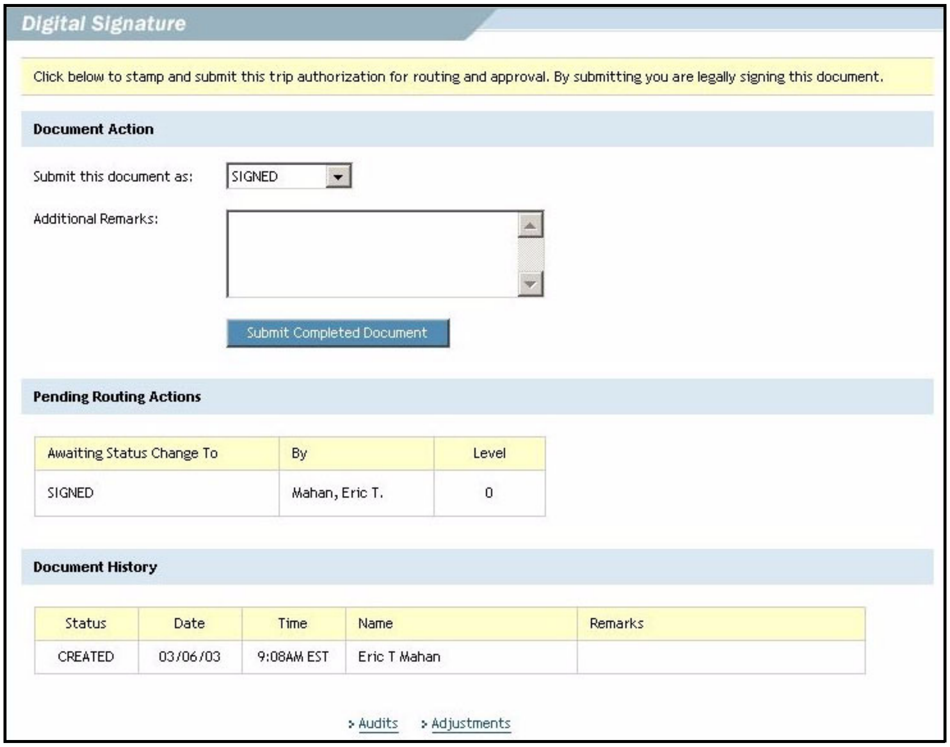

Figure 5-5: Digital Signature Window

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CHAPTER 6: ROUTE & REVIEW

Route and Review routes documents to Routing Officials. Routing Officials determine whether the TDY/TAD travel is necessary for the mission. They also see if the estimated “should cost” of the TDY/TAD is documented and within the budget. The Pre-Audit feature flags items that are out of regulation.

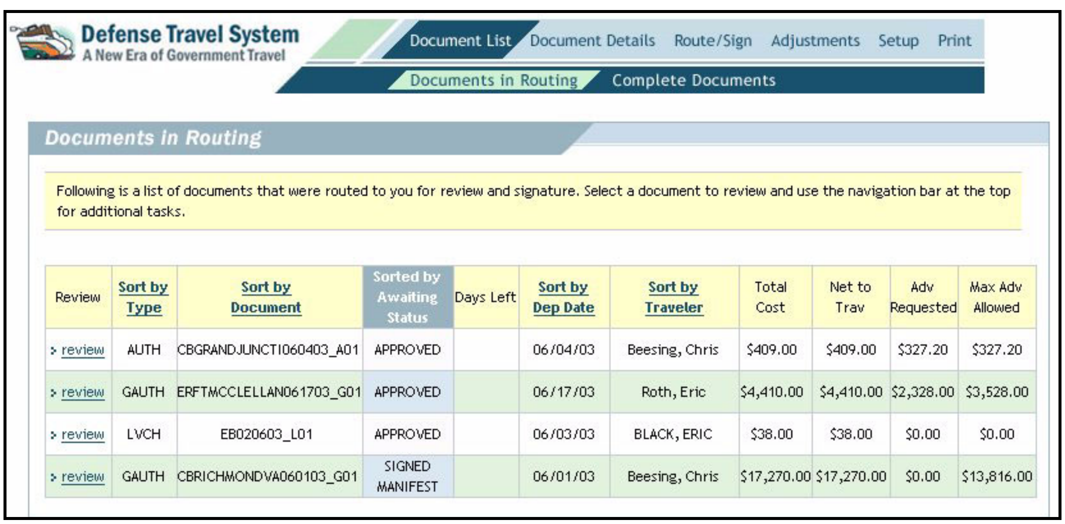
6.1 Process

Travelers create Authorizations, Vouchers from Authorization, and Local Vouchers for reimbursement after completing the trip. Documents must be signed by the traveler/clerk to begin the routing process. Authorizations with reservation information trigger DTS to route the document to the Commercial Travel Office (CTO) for initial processing. From there it is released to the Authorizing Official (AO) for review and processing. Other steps in the routing scheme (i.e., Reviewers or Certifiers) occur after routing to the CTO, and before AO approval.

6.2 Document List

There are two ways for an AO to view the documents awaiting review and stamp. One is to click on the Administrative tab and click on Route & Review. The other is to click the **Click Here** link in the **Documents Awaiting Your Approval** box. The documents waiting to be stamped are displayed. To view documents that have been approved, click on the **Complete Documents** tab (top right).

To review a document, select the **Review** link to the left of the document name (Figure 6-1).



Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	CBGRANDJUNCTI060403_A01	APPROVED		06/04/03	Beesing, Chris	$409.00	$409.00	$327.20	$327.20
review	GAUTH	ERFTMCCLELLAN061703_G01	APPROVED		06/17/03	Roth, Eric	$4,410.00	$4,410.00	$2,328.00	$3,528.00
review	LVCH	EB020603_L01	APPROVED		06/03/03	BLACK, ERIC	$38.00	$38.00	$0.00	$0.00
review	GAUTH	CBRICHMONDVA060103_G01	SIGNED MANIFEST		06/01/03	Beesing, Chris	$17,270.00	$17,270.00	$0.00	$13,816.00

Figure 6-1: Documents in Routing Window

6.3 Route/Sign

Preview—Shows the AO an overview of the trip and comments entered by the traveler. The trip preview window is displayed after clicking the review link.

Pre-Audit—Allows the AO to view flagged items on an Authorization and justification for these items.

Other Authorizations—Displays supplementary authorizations considered beyond the scope of a normal trip. Excess baggage is an example. The AO can also view the traveler's justifications.

Digital Signature—The AO now has enough information to enter the necessary stamp to move the document along the routing list. The Digital Signature allows the document to be routed as needed.

6.4 Document Details

Trip Overview—The user can view departure and return dates, per diem location, status of the document, the total estimated cost of the trip, and the total advances. The right side of the page will display the trip summary.

Document Route Status—Allows the user to view the status of the document and comments entered into the remarks field before the traveler signed the document. Adjustment comments are also displayed.

Expense Summary—Displays a breakdown of expense by categories including cost and Accounting Codes.

6.5 Adjustments

The adjustments link is a quick and easy way to enter documents and make changes to those NOT yet approved. Since the document has been signed, the next stamp in the routing process should be applied.

1. To view or edit the current document, click on **Adjustments** tab.
2. A View-Only pop-up window displays.
3. If you wish to just view the document, click **OK**. If you wish to adjust the document, unclick the checkbox for "Open Document VIEW-ONLY". Click **OK**.
4. The Digital Signature Login box displays. Locate your key file and type your password. Click **OK**.
5. The Preview window of the travelerís document opens. Make the necessary changes to the document.
6. When finished with the changes (and having saved any expenses), DO NOT SIGN the document with any stamp.
7. Close out the traveler's document.
8. Go back to the AOs private page and click on Administrative ➞ Route & Review (Figure 6-2)..

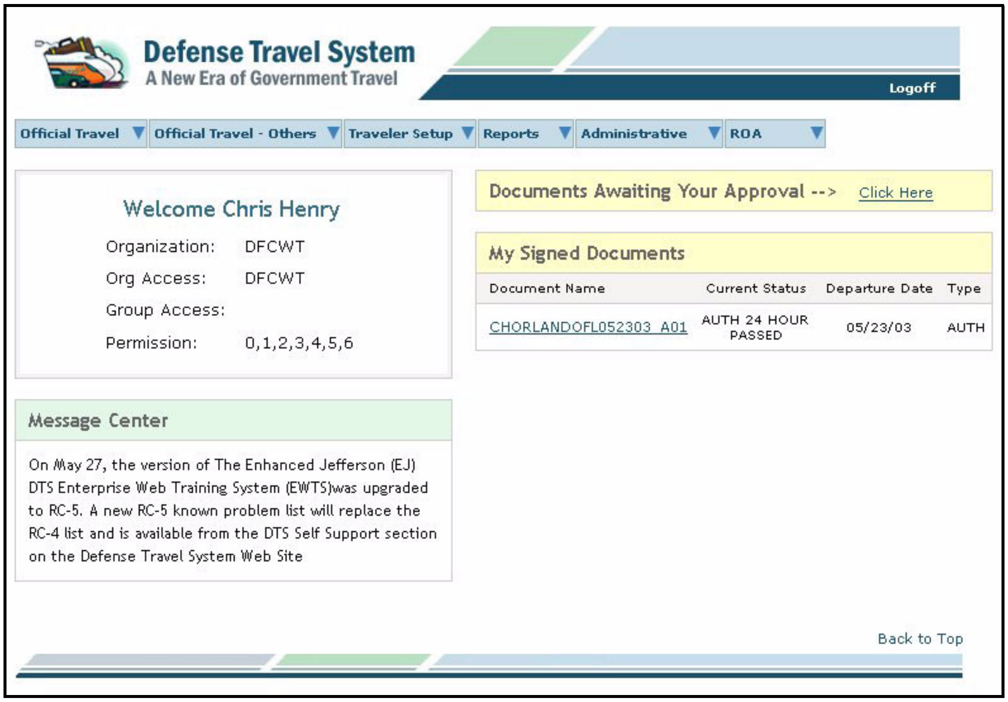


Figure 6-2: Private Page

9. The **Documents In Routing** page displays. Click on the **Review** link next to the document you just adjusted.
10. You are returned to the Preview window. Verify all information is correct.

6.6 Digital Signature

The AO now has enough information about the travel authorization to decide whether to approve the document. If the information is correct and within policy (local and government), the AO can apply the APPROVED stamp. If changes need to be made to the authorization, the AO has two options. They can stamp the document RETURNED and return it to the traveler with instructions about what needs to be done. Or, they can make the necessary changes and stamp it APPROVED. Any change to the authorization before approval is called an Adjustment. If the authorization has been stamped APPROVED and a change needs to be made, an Amendment is necessary.

Note: If the document requests an advance, and the date is more than ten days from the departure date, a box will appear asking the AO if they wish to submit advance immediately (Figure 6-3).

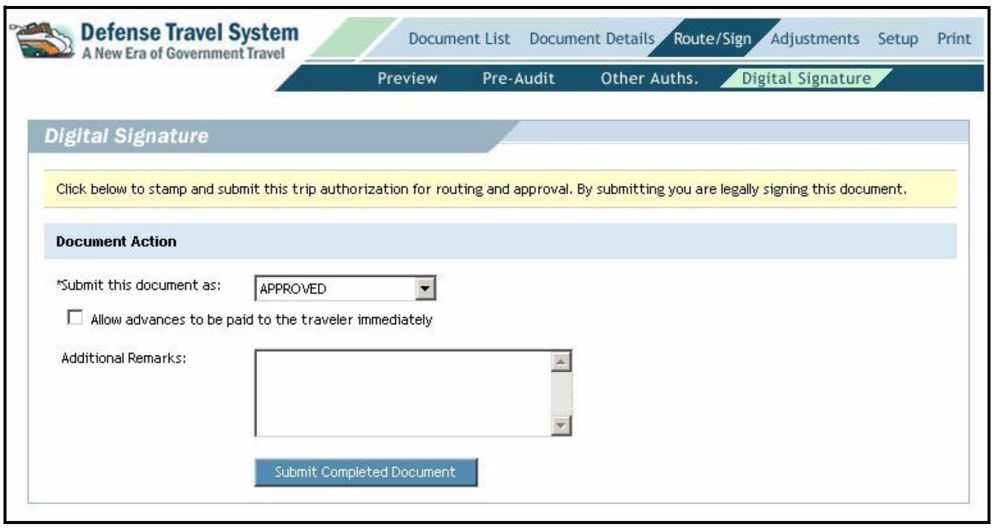


Figure 6-3: Digital Signature Window

To stamp a document **RETURNED**:

1. Select the document and click on **Review/Sign** from the main navigation bar.
2. Select **Digital Signature** from the sub-navigation bar.
3. Select **RETURNED** from the **Submit this document as** drop-down list . Enter instructions to the traveler about what needs to be done to the document in the Additional Remarks section.
4. Select **Submit Completed Document**.
5. Select the key file and enter user password in the **Password** field when the **Digital Signature** window appears.
6. Select **OK**.

Note: DTS prevents Self Approving AO from approving Authorizations with an advance (Figure 6-4) .

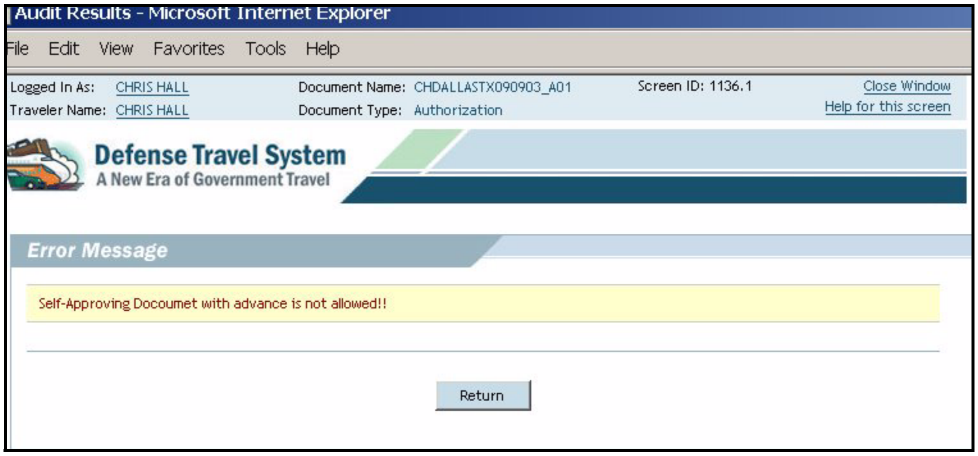


Figure 6-4: Error Message Window

6.7 Route & Review of a Group Authorization

The approval process for a Group Authorization (GAUTH) of less than 10 travelers is slightly different than a GAUTH for 10 or more travelers. The Route and Review process for a GAUTH and a standard Authorization are the same. However, a few variations exist.

The approval process for a GAUTH with less than 10 travelers is explained below.

1. The AO applies the final stamp APPROVED.
2. If the AO tries to assign the APPROVED stamp to a GAUTH that does not have all travelers identified, or if expenses are not allocated, the AO will receive a message stating that the document is not complete. The document is then assigned the SIGNED MANIFEST status. The SIGNED MANIFEST stamp shows that the document is waiting for the appropriate corrections.
3. The document is routed back to the primary traveler/clerk.
4. The Primary Traveler/Clerk makes an adjustment to the document with the appropriate corrections. Primary Traveler/Clerk signs the document to restart routing.
5. AO applies APPROVED stamp. This locks the document. The lock function divides the GAUTH into authorizations for each traveler in the group. Each traveler can access his or her authorizations.

The approval process for a GAUTH with 10 or more travelers is explained below.

1. The Transportation Officer (TO) applies the stamp to the document REVIEWED GROUP AUTHORIZATION.
2. If the AO tries to assign the APPROVED stamp to a GAUTH that does not have all travelers identified or if expenses not allocated, the AO will receive a message stating that the document is not complete. The document is then assigned the SIGNED MANIFEST status. The SIGNED MANIFEST stamp shows that the document is in waiting for appropriate corrections to be made.
3. The document is routed back to the Primary Traveler/Clerk.
4. The Primary Traveler/Clerk makes an adjustment to the document with the appropriate corrections.
5. The Primary Traveler/Clerk signs the document to restart routing.

6. AO applies APPROVED stamp. This locks the document. The lock function divides the GAUTH into individual authorizations for each traveler in the group. The traveler can access his or her individual authorization.

6.8 Print

Prints an overview of the itinerary including per diem rates and entitlements. The authorization will be shown in a new browser window.

6.9 Setup

The Setup option allows the user to view Routing Lists, view Reports, Delegate Authority, change User Preferences, view/change Form Defaults, and view the Rates Lookup Menu.

The option most often used is Delegate Authority. This allows a routing official to temporarily delegate their authority to another. That person must have the appropriate permission level(s) and have completed all required paperwork.

To Delegate Authority:

1. Click the **Select** link of the name to whom you wish to delegate your authority. This is located on the left side of the window.
2. The **Assign Authority** box displays on the right side. It states whether the person has the appropriate permissions and is eligible to be delegated. Click **OK** to confirm the delegation.
3. When the **Digital Signature Login** box opens, choose your key file and put in your digital signature password.
4. The window will update with the name of the person to whom you delegated authority.

To Revoke the delegated authority:

1. Select the **Remove** link under the Authority column.
2. Click **OK** to confirm the delegation is correct.
3. Choose your key file and enter your password.

CHAPTER 7: AMENDING AN AUTHORIZATION AFTER APPROVAL

The traveler makes amendments AFTER the Authorizing Official (AO) has approved the document. Amendments are made to documents when the itinerary changes prior to the trip; lodging arrangements have been changed; significant additional expenses have been identified; or the accounting codes have been changed.

Note: After the AO has approved a document and it is stamped AUTH 24 HOUR PASS, users/travelers can make amendments.

Note: At any point during the amendment process, the user/traveler can click Review/Sign, and then click Digital Signature to stamp the document SIGNED.

7.1 Creating an Authorization Amendment

1. Mouse over Official Travel in the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.
3. A new browser window will open displaying a list of existing Authorizations. The user/traveler will have the option to view/edit, print, remove, or amend.
4. Click **Amend** next to the authorization users/travelers wish to amend from the document list.
5. A Create Amendments box will appear. This allows the users/travelers to enter an optional remark about why this amendment is being created. Select **OK**
6. The users/travelers are prompted to enter a digital signature and password.

7.2 Amending Itinerary

When the window refreshes, users/travelers are brought to the Preview Trip window. Here the users/travelers can make changes to:

- Locations Or Starting/Ending Points
- Start/End Dates
- Trip Type
- Trip Purpose
- Trip Duration
- Authorization Date

Note: When making an amendment to itinerary dates, be sure to change the necessary reservations and expense dates.

After making any necessary changes, click **Per Diem Locations** in the navigation bar, or select **Continue** at bottom of window.

7.3 Per Diem Locations

When the window refreshes, the users/travelers are brought to the Per Diem Locations. Here the users/travelers can make changes to:

- Add or delete TDY/TAD locations.
- Edit arrival or departure dates.

After making any necessary changes, click **Travel** in the navigation bar, or select **Continue** at bottom of window.

7.4 Air Travel

When the window refreshes, users/travelers are brought to Air Travel. Here the users/travelers can make changes to:

- Arrival or Departure Airport.
- Arrival or Departure Date and Times.

After making any necessary changes, click **Lodging** in the navigation bar, or select **Continue** at bottom of window.

7.5 Lodging

When the window refreshes, users/travelers are brought to Lodging. Here the users/travelers can make changes to:

- Check-In Date.
- Check-Out Date.

The users/travelers may select a specific Lodging Area:

- By Hotel Name.
- Near an Airport.
- Near a City.

After making any necessary changes, click **Rental Car** in the navigation bar, or select **Continue** at bottom of window.

7.6 Rental Car

When the window refreshes, users/travelers are brought to Rental Car. Here the users/travelers can make changes to:

- Pick-Up Date.
- Pick-Up Time.
- Drop-Off Date.
- Drop-Off Time.
- Search Criteria: Airport.
- Class of Car.

After making any necessary changes, click Rail in the navigation bar, or select Continue at bottom of window.

7.7 Rail

When the window refreshes, users/travelers are brought to Rail. Here users/travelers can make changes to:

- Departure Station.
- Arrival Station.
- Arrival or Departure.
- Date.
- Time.

After making any necessary changes, click Other Trans. in the navigation bar, or select Continue at bottom of window.

7.8 Ticketed Transportation

When the window refreshes, users/travelers are brought to Ticketed Transportation.

Any ticketed transportation (air or rail) booked within the DTS reservation system can be edited by clicking on Other Trans. In addition, other ticketed transportation arrangements made outside of the DTS reservation system can be entered here.

Here the users/travelers can make changes to:

- Type.
- Description.
- Ticket No.
- Ticket Value.
- Cost (if different from ticket value).
- Departure Date.
- Issue Date.
- Ticket Date.
- CBA Account.

Users/travelers can view/expedite expense details.

After making any necessary changes, click Expenses in the navigation bar.

7.9 Expenses

When the window refreshes, users/travelers are brought to Expenses. The default window will be set to Non-Mileage Expenses.

DTS allows both non-mileage and mileage expenses to be reported. In the non-mileage section, expenses can be chosen from a list or input by hand. In the mileage section, different forms of transportation and related mileage can be chosen, with the costs calculated automatically.

7.9.1 Non-Mileage

Here the users/travelers can make changes to:

- Expense Type.
- Cost.
- Date.
- Method of Reimbursement.

7.9.2 Mileage

By selecting Mileage Expense in the navigation bar, the users/travelers can make necessary changes to:

- Expense Type.
- Date.
- Method of Reimbursement.

After making any necessary changes, click Accounting in the navigation bar.

7.10 Accounting

When the window refreshes, users/travelers are brought to Accounting. Here the users/travelers can:

- Add Accounting Codes.
- Remove Accounting Codes.
- View and Change Accounting Codes.

After making any necessary changes, click Additional Options in the navigation bar.

7.11 Additional Options

When the window refreshes, users/travelers are brought to Additional Options. Users/travelers can make changes to:

- Profile.
- Per Diem Entitlements.
- Partial Payments.
- Advances.

After making any necessary changes, click Review/Sign in the navigation bar.

7.12 Review/Sign

When the window refreshes, users/travelers are brought to Preview. Users/travelers can:

- Preview document.
- Type Comments to AO.

By selecting Pre-Audit in the navigation bar, or by selecting continue, users/travelers can:

- See a list of items that have been flagged.
- Type justification to AO.

By selecting Other Auths. in the navigation bar, users/travelers can:

- Add additional authorizations.
- Type comments to AO.

By selecting Digital Signature in the navigation bar, users/travelers can:

- Place the Stamp Signed onto document.
- Type any additional comments to the AO.
- Submit Completed Document.
- View any Audits or Adjustments.

CANCELLATION PROCEDURES

AO PROCEDURES

CANCELLATION PROCEDURES

Follow the directions for section A if no expense(s) have been incurred.
Follow the directions for section B if expense(s) incurred included a paid non-ATM Advance or scheduled partial payment.

Section A: No Expenses Incurred

Note: The Traveler/Clerk/Non DTS Entry Agent (NDEA) cancellation procedures must be completed before the AO can start these steps. The Authorization will route first to the CTO (if site has CTO interface and reservations were on the Authorization) and then to the AO after the Traveler stamps the Authorization SIGNED.

1. The AO will log on to DTS. At the Private Page, select the **Click Here** next to **Documents Awaiting Your Approval**. Click on **Review** located to the left of the document in the **Documents in Routing** screen.
2. In the **Preview Trip** screen, the Traveler should have typed in "Trip was cancelled – no expenses incurred" in the **Comments to the Approving Official** field. Scroll down and check to insure no expenses have been claimed. If expenses have been claimed follow the steps in Section B.
3. Click on the **Digital Signature** tab at the top of the page.
4. In the **Document Action** block, click on the down arrow next to ***Submit this Document as:** and select the **CANCELLED** stamp. Click on **Submit Completed Document** button.
5. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.
6. The **Fund Authorization & PNR Process** screen will appear. This will show the amount that will be added back to the DTS Budget and to the accounting system (Only if accounting system is interfaced with DTS). Click on the **OK** button.
7. At the **Stamping Result** screen, check to see if **Desired Stamping Action** is **CANCELLED** and the **Actual Stamping Status** is **Pass**. Click on the **Close** button.

When the AO stamps the document CANCELLED, if reservations have been made using DTS, those reservations are automatically cancelled.

The funds will automatically be added back to the DTS Budget and de-obligated in the accounting system for the amount of the Authorization. If your site does not have DTS interfaced to your accounting system, notify the Budget authority to de-obligate funds.

Section B: Expenses Incurred included a Paid non-ATM Advance or SPP

If expenses have been incurred the document cannot be cancelled; an Authorization and Voucher must be submitted for payment. The traveler should have adjusted the itinerary to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

Note: The AO must ensure that the traveler has included an "Overpayment" expense equal to the amount of the paid non-ATM advance or SPP. This will allow for processing of the settlement voucher. Follow the site DTS Business Rules on Debt Management Procedures to ensure the collection action is initiated.

Authorization Approval

The Traveler/Clerk/NDEA cancellation procedures for the Authorization must be completed before the AO can start these steps. The Authorization will route first to the CTO (if interfaced with CTO and reservations were on the Authorization) and then to the AO after the Traveler stamps the Authorization SIGNED.

1. The AO will log on to DTS. At the Private Page, select the **Click Here** next to **Documents Awaiting Approval**. Click on **Review**, located to the left of the document.
2. In the **Preview Trip** screen, the Traveler should have typed in "Trip was cancelled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check that no expenses have been claimed that were not incurred.
3. Click on the **Digital Signature** tab at the top of the page.
4. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click on **Submit Completed Document** button.
5. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Proceed to Digital Signature** button.
6. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click on **Submit Completed Document** button.
7. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.
8. Read **Stamp Process Remarks** and click on the **Save and Continue** button.
9. At the **Fund Authorization & PNR Process**, select the **OK** button

Voucher Approval

1. The AO will log on to DTS. At the DTS Private Page, select the **Click Here** next to **Documents Awaiting Your Approval**. Click on **Review**, located to the left of the document.
2. In the **Preview Trip Screen**, the Traveler should have typed in "Trip was cancelled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check what expenses have been claimed.
3. Click on the **Digital Signature** tab at the top of the page.

4. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click on **Submit Completed Document** button.
5. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
6. Click on the down arrow next to ***Submit this Document as:** and select the **APPROVED** stamp. Click on **Submit Completed Document** button.
7. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.
8. Read **Stamp Process Remarks** and click on the **Save and Continue** button.
9. At the **Fund Authorization & PNR Process**, select the **OK** button.

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CANCELLATION PROCEDURES

Traveler/Clerk/Non DTS Entry Agent (NDEA) Actions

CANCELLATIONS WITH RESERVATIONS

With CTO Interface

Follow the directions for section A if no expense(s) have been incurred.
Follow the directions for section B if expense(s) incurred included a paid non-ATM Advance or scheduled partial payment.

Section A: No Expenses Incurred

Note: Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user is canceling the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click on the **OK** button. If the document has been stamped **APPROVED**, click on **Amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled – no expenses incurred" in the comments box. Click on the **OK** button. Type in Password/Pin. Click on the **OK** button.
3. Click on **Travel** on the top navigation bar. On the right hand side under **Trip Summary**, click **Remove** for all the reservations (Air, Lodging, Rental Car) that had been previously selected (select **OK** to confirm the removal of each segment).
4. Click on the **Review/Sign** tab on the top of the page. Type in "Trip was cancelled – no expenses incurred." in the **Comments to the Approving Official** field. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
5. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
6. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on the **Submit Completed Document** button**.**
7. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

When the traveler stamps the document, reservations are automatically cancelled when routed to the CTO. When the AO signs the document CANCELLED, funds are de-obligated.

Section B: Expenses Incurred included a Paid non-ATM Advance or SPP

If any expenses (including payment of a non-ATM advance or SPP) have been incurred the document cannot be cancelled; an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

Note: Travelers should consult their DTA for instructions on use of Debt-related expense codes if a non-ATM advance was paid prior to trip cancellation. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance. This will allow for processing of the settlement voucher. Manual procedures (outside of DTS) must be followed to record the debt and collect the overpayment.

Authorization Process

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select **Official Travel** tab and click on **Authorizations/Orders**. (If the user is changing the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **view/edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click on the **OK** button. If the document has been stamped **APPROVED**, click on **Amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled but expenses were incurred" in the comments box. Click on the **OK** button. Type in Password/Pin and click **OK**.
3. Click on **Travel** on the top navigation bar . On the right hand side under **Trip Summary**, click **Remove** for all the reservations (Air, Lodging, and Rental Car) that had been previously selected (select **OK** to confirm the removal of each segment).

NOTE: Check to see if all the reservations have been deleted under Trip Summary.

4. Click on the **Expense** tab. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses.

NOTE: Leave-only expense(s) and cost(s) of items that have been incurred. Examples include CTO Fees, Registration Fees, and Cancellation Fees.

5. If an advance has been paid to the Traveler, do not make any adjustments on the **Advance** screen.
6. Click on the **Itinerary** tab. Click **Edit** in the "Location 1" box and change the departing date to equal the arriving date. Click on **Save Changes**. Click **OK** to update Per Diem Locations. Next click on **Edit** in the "Overall Ending Point" box and change the end date to

equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click "ok" to update Per Diem Locations. Click on **Proceed to Per Diem Locations**. Next click on the **Additional Options** tab and the **Per Diem Entitlements** sub-tab and ensure the lodging and/or M&IE allowed is equal to zero.

7. Click on the **Review/Sign** tab on the top of the page. In the **Preview Trip Screen**, type in "Trip was cancelled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
8. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
9. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on **Submit Completed Document.**
10. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

When the traveler signs the document, reservations are automatically cancelled when routed to the CTO. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher. Once DTS applies the AUTH 24 HOUR PASS stamp, a Voucher must be created for the traveler to be reimbursed.

Voucher Process

1. Traveler will log on to DTS, which will take the user/traveler to their DTS Private Page. Select the **Official Travel** tab and click on **Voucher**. (If the user/traveler is creating a Voucher for another Traveler, select the **Official Travel – Others** tab and click on the **Voucher** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. Click on **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear in the list. (Authorization must have AUTH 24 HOUR PASS). Click on **Create** next to the Authorization.
3. Click on the **Review/Sign** tab on the top of the page. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
4. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp (NDEAs select the **T-ENTERED** stamp). Click on **Submit Completed Document.**
6. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

The Voucher will route to the AO for approval.

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CANCELLATION PROCEDURES

Traveler/Clerk/Non DTS Entry Agent (NDEA) Actions

CANCELLATIONS WITH RESERVATIONS

With NO CTO Interface

Follow the directions for section A if no expense(s) have been incurred. Follow the directions for section B if expense(s) incurred included a paid non-ATM Advance or scheduled partial payment.

Section A: No Expenses Incurred

Note: Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user is canceling the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click on the **OK** button. If the document has been stamped **APPROVED**, click on **Amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled – no expenses incurred" in the comments box. Click on the **OK** button. Type in Password/Pin. Click on the **OK** button.
3. Since the reservations were not made through DTS, contact the CTO (Commercial Travel Office) to cancel reservations. Follow-up with the TO for CBA-billed tickets.
4. Click on the **Review/Sign** tab on the top of the page. Type in "Trip was cancelled – no expenses incurred." in the **Comments to the Approving Official** field. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
5. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
6. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on the **Submit Completed Document** button**.**
7. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

After the Traveler stamps the Authorization SIGNED it will route to the AO for cancellation of the document – when the AO signs the document CANCELLED, funds are de-obligated.

Section B: Expenses Incurred included a Paid non-ATM Advance or SPP

If expenses have been incurred the document cannot be cancelled; an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

Note: Travelers should consult their DTA for instructions on use of Debt-related expense codes if a non-ATM advance was paid prior to trip cancellation. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance. This will allow for processing of the settlement voucher. Manual procedures (outside of DTS) must be followed to record the debt and collect the overpayment.

Authorization Process

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user is changing the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click on the **OK** button. If the document has been stamped **APPROVED**, click on **Amend** located to the right of the document to create an amendment. Type in the reason for amendment "Trip was cancelled but expenses were incurred" in the comments box. Click on the **OK** button. Type in Password/Pin and click **OK**.
3. The User/Traveler will contact the CTO (Commercial Travel Office) to cancel reservations. Follow-up with the TO for CBA-billed tickets.
4. Click on **Travel** on the top navigation bar. On the right side under **Trip Summary**, click **Remove** for the "Other Trans" entry created based on flight information received from the CTO outside of DTS.
5. Click on the **Expense** tab. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses.

   NOTE: Leave-only expense(s) and cost(s) of items that have been incurred. Examples include CTO Fees, Registration Fees, and Cancellation Fees.

6. If an advance has been paid to the Traveler, do not make any adjustments on the **Advance** screen.
7. Click on the **Itinerary** tab. Click **Edit** in the "Location 1" box and change the departing date to equal the arriving date. Click on **Save Changes**. Click **OK** to update Per Diem Locations. Next click on **Edit** in the "Overall Ending Point" box and change the end date to

equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click **OK** to update Per Diem Locations. Click on **Proceed to Per Diem Locations**. Next click on the **Additional Options** tab and the **Per Diem Entitlements** sub-tab and ensure the lodging and/or M&IE allowed is equal to zero.

8. Click on the **Review/Sign** in the top navigation bar. In the **Preview Trip** screen, type in "Trip was cancelled by expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
9. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
10. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on **Submit Completed Document.**
11. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

When the Traveler stamps the Authorization SIGNED it will route to the AO for approval. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher. Once DTS applies the AUTH 24 HOUR PASS, a Voucher must be created for the traveler to be reimbursed.

Voucher Process

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Voucher**. (If the user is creating a Voucher for another Traveler, select the **Official Travel – Others** tab and click on the **Voucher** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. Click on **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear (Authorization must have AUTH 24 HOUR PASS). Click on **Create** next to the Authorization.
3. Click on the **Review/Sign** in the top navigation bar. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
4. In the **Pre-Audit Trip** screen, click on the **Save and Proceed to Digital Signature** button.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp (NDEAs select the **T-ENTERED** stamp). Click on **Submit Completed Document.**
6. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

The Voucher will route to the AO for approval.

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CANCELLATION PROCEDURES

Traveler/Clerk/Non DTS Entry Agent (NDEA) Actions

CANCELLATIONS WITH NO RESERVATIONS

Follow the directions for section A if no expense(s) have been incurred. Follow the directions for section B if expense(s) incurred included a paid non-ATM Advance or scheduled partial payment.

Section A: No Expenses Incurred

Note: Traveler should confirm with the Government Charge Card Vendor (and/or their personal charge card vendor) that no expenses have been charged against the trip. If a ticket has been issued (typically three business days prior to scheduled departure), the traveler should inquire with their AO or TO if a CTO fee has been charged.

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user is canceling the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click on **Amend** next to the document to create an amendment. Type in reasons for the amendment in the comments field "Trip was cancelled – no expenses incurred". Click on the **OK** button. Type in Password/Pin and click on the **OK** button.
3. In the **Preview Trip** screen, type in "Trip was cancelled – no expenses incurred" in the **Comments to the Approving Official** field. Scroll down and click on the **Save and Proceed to Pre Audit** button.
4. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on **Submit Completed Document.**
6. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

When the AO stamps the document CANCELLED, funds are de-obligated.

Section B: Expenses Incurred included a Paid non-ATM Advance or SPP

If expenses have been incurred the document cannot be cancelled; an Authorization and Voucher must be submitted for payment. The itinerary must be changed to reflect a one-day trip of less than 12 hours in order for DTS to zero out Per Diem allowances.

Note: Travelers should consult their DTA for instructions on use of Debt-related expense codes if a non-ATM advance was paid prior to trip cancellation. The traveler must include an "Overpayment" expense equal to the amount of the paid non-ATM advance. This will allow for processing of the settlement voucher. Manual procedures (outside of DTS) must be followed to record the debt and collect the overpayment.

Authorization Process

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Authorizations/Orders**. (If the user is changing the Authorization for another Traveler, select the **Official Travel – Others** tab and click on **Authorizations/Orders** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.)
2. If the Authorization has not been stamped **APPROVED**, click on **View/Edit** next to the document to create an adjustment. Deselect the check box next to **Open Document VIEW-ONLY**. Type in Password/Pin and click **OK**. If the document has been stamped **APPROVED**, click on **Amend** next to the document to create an amendment. Type in reasons for amendment in the comments field that "Trip was cancelled but expenses were incurred". Click on the **OK** button. Type in Password/Pin and click on the **OK** button.
3. Click on the **Expense** tab at the top of the page. Under the **Expense Summary** location on the right hand side of the screen, select **Remove** from each expense that was not incurred. Be sure to correct both non-mileage and mileage expenses.

   NOTE: Leave-only expense(s) and cost(s) of items that have been incurred. Examples include CTO Fees, Registration Fees, and Cancellation Fees.

4. If and advance has been paid to the Traveler, do not make an adjustment to the **Advance** screen.
5. Click on the **Itinerary** tab. Click **Edit** in the "Location 1" box and change the departing date to equal the arriving date. Click on **Save Changes**. Click **OK** to update Per Diem Locations. Next click on **Edit** in the "Overall Ending Point" box and change the end date to equal the start date. The Trip Duration must also be changed to **12 Hours or Less**. This is to ensure no Per Diem allowances are paid to the traveler. Click **OK** to update Per Diem Locations. Click on **Proceed to Per Diem Locations**. Next click on the **Additional Options** tab and the **Per Diem Entitlements** sub-tab to ensure the lodging and/or M&IE allowed is equal to zero.

6. Click on the **Review/Sign** tab on the top of the page. In the **Preview Trip** screen, type in "Trip was canceled but expenses were incurred." in the **Comments to the Approving Official** field. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
7. In the **Pre-Audit Trip** screen, ensure all flags are justified and click on the **Save and Proceed to Digital Signature** button.
8. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **SIGNED** stamp. Click on **Submit Completed Document.**
9. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

The Authorization will route to the AO for approval. After the Authorization is stamped APPROVED by the AO, a 24-hour wait period is required before processing a Voucher. Once DTS applies the AUTH 24 HOUR PASS, a Voucher must be created for the traveler to be reimbursed.

Voucher Process

1. Traveler will log on to DTS, which will take the user to their DTS Private Page. Select the **Official Travel** tab and click on **Voucher**. (If the user is creating a Voucher for another Traveler, select the **Official Travel – Others** tab and click on the **Voucher** tab. Type in either the Traveler's **Social Security Number** or **Last Name** and then click on the **Search** button. The names of the Travelers that you have access to will appear on the right hand side. Click on **Select** next to the name. Scroll down to the bottom of the page and click on the **Proceed** button.).
2. Click on **Create New Voucher from Authorization**. Only Authorizations that are ready for a Voucher to be created will appear (Authorization must have AUTH 24 HOUR PASS). Click on **Create** next to the Authorization.
3. Click on the **Review/Sign** tab on the top of the page. Scroll down and check the **Accounting Summary** section to insure that **Calculated Trip Cost** is equal to the cost of expenses incurred. Scroll down to the bottom and click on the **Save and Proceed to Pre Audit** button.
4. In the **Pre-Audit Trip** screen, click on the **Save and Proceed to Digital Signature** button.
5. In the **Digital Signature** screen, click on the down arrow next to ***Submit this Document as:** and select the **Signed** stamp (NDEAs select the **T-ENTERED** stamp). Click on **Submit Completed Document.**
6. At the **Digital Signature Login** box, type Password/Pin and click on the **OK** button.

The Voucher will route to the AO for approval.

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