

Defense Travel System

# DTS Guide to Processing Authorizations for the New Fiscal Year

July 25, 2012

## **Revision History**

Revision	Date	Authorization	Change Description	Page, Section
7.0	7/24/08	DTMO	General update for FY09 in vari- ous sections and graphic. Updated document number to version 7.0 throughout.	ALL
8.0	9/6/08	DTMO	Update to show new functional- ity in the accounting module and how to allocate expenses.	Chapters 3 & 4
9.0	7/15/09	DTMO	General updates to manual.	ALL
10.0	7/29/10	DTMO	General updates for FY11 in various sections and graphics.	ALL
11.0	1/12/11	DTMO	Update to Web site link.	Section 2.1
12.0	7/19/11	DTMO	General updates for FY12 in various sections and graphics.	ALL
13.0	7/25/12	DTMO	Reviewed guide for updates. Updated screenshots for FY13	ALL

## **Table of Contents**

	TER I. OVERVIEW OF NEW FISCAL TEAR FONDING AND DIS
1.1 1.2	Reference Materials    1-1      Accounting System Shutdown Periods    1-1
CHAF	PTER 2: TRAVEL THAT OCCURS IN A NEW FISCAL YEAR
2.1 2.2 2.3 2.4	Creating an Authorization for Travel in a New Fiscal Year
CHAF	PTER 3: FISCAL YEAR CROSSOVER TRAVEL
3.1 3.2 3.3	Creating an Authorization for a Trip That Crosses Fiscal Years
CHAF	PTER 4: AIR RESERVATIONS AND THE NEW GSA CITY PAIR CONTRACT 4-1
11	
4.1 4.2	A Trip Crosses Into the New Fiscal Year
4.1 4.2 CHAF	A Trip Crosses Into the New Fiscal Year
4.1 4.2 CHAF 5.1 5.2	A Trip Crosses Into the New Fiscal Year
4.1 4.2 CHAF 5.1 5.2 CHAF	A Trip Crosses Into the New Fiscal Year4-1Entire Trip Occurs in the New Fiscal Year4-1PTER 5: ADVANCES AND SCHEDULED PARTIAL PAYMENTS5-1New Fiscal Year Trips5-1Crossover Fiscal Year Trips5-2PTER 6: LOCAL VOUCHERS6-1
4.1 4.2 CHAF 5.1 5.2 CHAF CHAF	A Trip Crosses Into the New Fiscal Year4-1Entire Trip Occurs in the New Fiscal Year4-1PTER 5: ADVANCES AND SCHEDULED PARTIAL PAYMENTS5-1New Fiscal Year Trips5-1Crossover Fiscal Year Trips5-2PTER 6: LOCAL VOUCHERS6-1PTER 7: NO-YEAR AND MULTI-YEAR FUNDS7-1
4.2 6HAF 5.1 5.2 CHAF CHAF CHAF	A Trip Crosses Into the New Fiscal Year

## CHAPTER 1: OVERVIEW OF NEW FISCAL YEAR FUNDING AND DTS

The fiscal year for the Department of Defense (DoD) begins on 1 October and ends on 30 September of the following calendar year. Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires the processes described in this guide to ensure that funding is assigned correctly for the following travel situations:

- *New fiscal year travel.* Travel that begins on or after 1 October and requires authorization and reservations prior to 1 October.
- Cross-fiscal year travel. Travel that begins 30 September or earlier and ends 1 October or later.

#### **1.1 Reference Materials**

The following documents provide additional supporting information on fiscal year travel topics:

- Defense Travel Administrator's (DTA) Manual
- DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year

These documents can be found at http://www.defensetravel.dod.mil/site/training.cfm.

## **1.2 Accounting System Shutdown Periods**

Many accounting systems that interface with DTS become unavailable for processing for a period of time starting in late September. DTS shutdowns are not planned to occur during the fiscal year crossover period. A list of shutdown periods can be found at <u>https://www.defensetravel.dod.mil/site/fycross.cfm</u>.

DTS will hold documents approved during the accounting system shutdown period. Document processing should be complete before the shutdown to accomplish any needed transactions for the traveler.

## CHAPTER 2: TRAVEL THAT OCCURS IN A NEW FISCAL YEAR

This chapter guides the traveler, Authorizing Official (AO), and Finance Defense Travel Administrator (FDTA)/Budget DTA (BDTA) in creating and processing DTS authorizations in the current fiscal year for travel that will start in the new fiscal year.

An example of this is when a traveler creates a travel authorization on 15 September (current fiscal year) for travel that will start 1 October or after (new fiscal year).

The traveler can make arrangements for the entire trip; however, General Services Administration (GSA) Airline City Pair flights will not be available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and the DTS database is updated. These actions typically occur in September, and the Defense Travel Management Office (DTMO) will issue a Customer Service Notification (CSN) when the information is available in DTS.

Travelers making flight arrangements prior to the awarding and loading of the new contract fares will not be able to access GSA Airline City Pair fares. This occurs in non-DTS situations as well, and local business rules should be reviewed for applicability. See Chapter 5 for more information.

Authorizations created in DTS for travel that begins in a future fiscal year should not be stamped APPROVED until the FDTA/BDTA establishes both the new fiscal year lines of accounting (LOAs) and funding for the budget(s) in DTS. Funding for a new fiscal year is made available by a funding authority external to DTS.

**Note:** All organizations can approve new fiscal year travel documents in the current fiscal year. DTS will hold the new fiscal year obligation transactions until the accounting systems are ready to receive the transactions. This facilitates applying the Tickets Are Waiting (TAW) date for the Commercial Travel Office (CTO).

For travel that requires ticketing before the AO can approve the document in DTS, and new fiscal year funding has not been approved, the traveler should follow local business rules for approving transportation with verbal approval. The verbal approval allows the CTO to ticket the transportation already booked in the DTS Travel module, which then updates DTS with the ticketed information. The Transportation Officer (TO) typically provides verbal approval; however, this may vary by site. The AO is still required to digitally approve the document after new fiscal year funding is made available.

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 2-1

## 2.1 Creating an Authorization for Travel in a New Fiscal Year

Use the following steps to create a travel authorization in the current fiscal year for travel that starts in a new fiscal year.

- 1. Create the travel authorization in DTS (i.e., complete the itinerary, make travel reservations, and enter the expenses for the trip).
- 2. On the Accounting screen, select an **LOA** for the new fiscal year (Figure 2-1). If the current fiscal year LOA displays by default, remove it. If a new fiscal year LOA is not available (i.e., the FDTA has not loaded it into DTS), then leave the LOA selection blank.

Logged In As: Eric T Wes	t Doc	ument Name: EWS	ANDIEGOCA1	01512_A01	Screen ID: 1067	.1 Help f	<u>Close Window</u> or this screen
Defense Trav	vel System	Itinerary	Travel	Expenses	Accounting Add	ditional Options	Review/Sign
RETURN TO LIST	rnment Travel		Accountin	g Codes		Trip Totals	
Accounting Cod	es				Expenses Sur	mmary	
Select the appropriate	accounting code for t	this trip. If there a	re multiple all that apply.		13 DEFAULT		
					Category	Allowed	Actual
Start Date: 15-0	Det-12	> Find Acc	ounting Labe		COM. CARRI	\$2,511.60	\$2,511.60
Start Date. 15-0	000-12	V TING ACC	ounting Labe		LODGING	\$532.00	\$532.00
End Date: 19-0	Oct-12				M&IE	\$319.50	\$319.50
Accounting Label:	Select	From D	TMOCSD		MILEAGE	\$30.53	\$30.53
		_			OTHER	\$100.00	\$100.00
Shared LOA:9	Select to Add	•			RENTAL CAR	\$97.68	\$97.68
Cross Org LOA: - No	Other Accounts Avail	able -			13 DEFAULT Sub	\$3,591.31	\$3,591.31
Selected Accounting	Code(s)				Total:		
To remove an accounti remove link correspond sure the LOA's assign	ing code that does not ding to the accounting ed have costs alloca	apply to this trip, label to be remove ted to it.	select the ed. Please ma	ike	Calculated Trip Cost:	\$3,591.31	\$3,591.31
Accounting Label	Organization	View/Edit Acctg Code	Remove				
13 DEFAULT	DTMOCSD	> <u>view/edit</u>	> <u>remove</u>				
	/	Proce	ed to the foll	owing page:	Preview	T	Continue

Figure 2-1: Accounting Screen

Leaving the LOA selection blank is acceptable in this situation. When the authorization is signed, DTS will trigger the following advisory: *NO ACCT CODE ASSIGNED* (Figure 2-2).

Logged In As: <u>Eric T West</u> Traveler Name: <u>Eric T West</u>	Document Name: EWSANDIEGOCA101512_A01 Document Type: Authorization	Screen ID: 10	094.1 <u>Close \</u> Help for this	Window screen
A New Era of Government Tr	ravel Itinerary Travel Expenses	Accounting	Additional Options Revie	w/Sign
RETURN TO LIST	Air Rail RentalCar L	odging Other	Transportation Sum	mary
Other Trans.		Trip Summ	ary	
Use this screen to enter Other	Ticketed Transportation information.	Overall Starting	g Point	
		Leave From: Leave:	Woodbridge,VA 15-Oct-12	Edit
DoD mandates split disbursemen expenses. Click here for memora	nt for transportation, lodging and rental car andum	Location 1: SA	N DIEGO,CA	
ADD Ticket Information		Leave From: TDY/TAD Loc: Arrive:	Woodbridge,VA SAN DIEGO,CA 15-Oct-12 19-Oct-12	Edit
Enter or select the required dat	ta.	Carrier/Flight:	US Airways	Edit
Please Note: A Red Star (*) indi	cates a field is required.	Conf/PNP:	(US) 65	
* Type:Select-	-	Depart:	15-Oct-12 08:55AM DCA-Washington Ronald	
* Description:			Reagan National Ap	
* Ticket No: See Attac	ched Ticket 3	Arrive:	15-Oct-12 11:2/AM SAN-San Diego International	
* Ticket Value: 0.00		Rental Car:	ENTERPRISE	Edit
Cost: 0.00 (If different from		Airport:	SAN - San Diego International, CA (USA)	
ticket value)		Confirmation:	ABCD1234678-	
* Departure Date (mm/dd/yyyy):		Dropoff:	19-Oct-12 12:00PM	
Issue Date		Lodging:	HOLIDAY INN ON THE BAY	Edit
(mm/dd/yyyy):		Confirmation:	12345678-	
* Ticket Date 10/10/20		Check-In:	15-Oct-12 11:59PM	
(mm/dd/yyyy):		Check-Out:	19-Oct-12 10:30AM	
CBA Label:		Overall Ending	Point	
CBA Account:	> CBA Accounts	Leave From: Return Loc: Arrive:	SAN DIEGO,CA Woodbridge,VA 19-Oct-12	Edit
If necessary, add comments to	the travel agent:	Carrier/Flight:	US Airways (US) 66	Edit
	4	Conf/PNR:	123456	
		Depart:	19-Oct-12 12:30PM SAN-San Diego International	
view expense details		Arrive:	19-Oct-12 08:14PM DCA-Washington Ronald Reagan National Ap	
	Save			
	Proceed to the following page:	Expense - N	Ion-Mileage	tinue
		1		

Figure 2-2: Advisory - NO ACCT CODE ASSIGNED

3. Access the Preview Trip screen (Figure 2-3).

				tooodineing oot			The Focus	
Accounting (	Codes				Ex	penses Sui	nmary	
					Exp	ense allocated	by Expense Catego	ory
accounting codes	that are required	for this trip, pl	p. If there are ease select all	that apply.	12	DEFAULT		
					Ca	tegory	Allowed	Act
Start Date:	15-Oct-12		Find Account	unting Label	CC	M. CARRI	\$2,511.60	\$2,511
End Date:	19-Oct-12				то	HER	\$100.00	\$100.
Accounting Label: Shared LOA:	Select		From DT/	MOCSD	12 Tot	DEFAULT Sub tal:	\$2,611.60	\$2,611.
Cross Org LOA:	- No Other Accou	ints Available -			13	DEFAULT		
01033 018 2074	No other Accou	into Arailable			Ca	tegory	Allowed	Act
Selected Accou	nting Code(s)				LO	DGING	\$532.00	\$532
					M8	tIE	\$319.50	\$319
To remove an acc	ounting code that	does not apply t	to this trip, se	elect the	M	LEAGE	\$30.53	\$30
remove link corre	sponding to the ac	counting label t	oberemoved.	. Please make	RE	NTAL CAR	\$97.68	\$97.
	Organization	View/Edit	Edit	Remove	13 Tot	DEFAULT Sub tal:	\$979.71	\$979.
Accounting		Acctg Code	Allocation					
Accounting Label	DTMOCSD	> <u>view/edit</u>	> <u>edit</u>	> <u>remove</u>	Ca Co	lculated Trip st:	\$3,591.31	\$3,591.
Accounting Label 12 DEFAULT 13 DEFAULT	DTMOCSD DTMOCSD	> <u>view/edit</u> > <u>view/edit</u>	> <u>edit</u> > <u>edit</u>	> <u>remove</u> > <u>remove</u>	Ca Co	lculated Trip st:	\$3,591.31	\$3,591.

Figure 2-3: Preview Trip Screen

- 4. Complete the **Comments to the AO** field with text similar to the following: *Travel is for next fiscal year*.
- 5. Proceed to the Digital Signature screen to sign the document. After the document is signed, the CTO confirms the travel reservation(s) and the normal routing process continues.

The AO must hold the document for approval until notified by the FDTA/BDTA that new fiscal year funding is available and loaded in DTS. See Section 2.2 for steps when funding becomes available.

#### 2.2 Approving an Authorization When New Fiscal Year Funding Is Available

When the new fiscal year funding becomes available, the FDTA/BDTA must establish the new fiscal year LOA(s) and budget item(s) in the DTS Budget module. This process is explained in the DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year.

DTS will hold the new fiscal year obligation transactions until the accounting systems are ready. Thus, the AO can approve authorizations in DTS after the FDTA/BDTA has established the new fiscal year LOAs and budget items, even if the accounting system is not ready to process transactions.

Once the authorization has electronically routed to the AO, the AO can approve the authorization via the following steps:

- 1. If the new fiscal year LOA has not been added to the document, update the accounting data:
  - a. Access the Accounting screen and select the LOA(s) for the new fiscal year (Figure 2-1).
  - b. If more than one LOA is required, allocate the expenses accordingly.
  - c. Do not use prior year funds to fund travel in the new fiscal year.
- 2. Continue the approval process.

When the AO applies the APPROVED stamp, DTS applies the TAW date and the Passenger Name Record (PNR). The CTO issues the tickets three business days prior to departure.

If the LOAs cannot be added, and funding and approval cannot be accomplished prior to departure, see Section 3.3.

## 2.3 Trips Departing Before New Fiscal Year Funding Is Available

If the new fiscal year funding is not available before a trip's start date, a traveler may need to depart before the authorization is approved. This may occur because the LOA rollover and Budget module updates cannot be made in time. The DTA should establish procedures in advance with the TO and the CTO to facilitate this situation.

Depending on the organization's local business rules and the CTO contract, verbal approval can be given to travel, and the CTO tickets the trip based on instructions from the TO or other designated official. A DTS document is then created and approved as explained in Section 2.1 and Section 2.2.

## 2.4 Funding Messages: No Budget Exists and Insufficient Funds

If the AO applies the approved stamp to an authorization with a funding issue, a funding message will display and the document will not accept the APPROVED stamp. The document will not route. DTS will display one of the following messages when an AO attempts to approve an authorization with new fiscal year budget or funding issues:

- *No Budget Exists:* This message displays if the FDTA/BDTA did not create new budgets during fiscal year rollover.
- *Insufficient Funds:* This message displays if the document has a budget, but the funds have not yet been entered, and there is no available balance. The BDTA must be contacted to update the affected budget.

## CHAPTER 3: FISCAL YEAR CROSSOVER TRAVEL

This chapter provides guidance to the traveler and Authorizing Official (AO) on creating and approving DTS authorizations for travel that extends across two fiscal years when using funds from a single year.

For example, a traveler may need to create an authorization in the current fiscal year for travel that begins on 18 September (current fiscal year), and ends on 6 October (new fiscal year). Entering the accounting information to an authorization with travel that spans across fiscal years is a multistep, coordinated process.

The traveler creates the authorization for the entire portion of the travel that crosses fiscal years. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA.

However, the new fiscal year LOA cannot be added until after the Finance Defense Travel Administrator (FDTA)/Budget DTA (BDTA) has established the new fiscal year LOA(s) and budget(s) in DTS.

This does not apply to travel funded by Multi-Year, or No-Year appropriations, when the LOA in the authorization can be used in both the old and new years. See Chapter 7.

#### 3.1 Creating an Authorization for a Trip That Crosses Fiscal Years

If the trip begins in one fiscal year and ends in the next, use the following steps:

1. Create the travel authorization in DTS.

2. Enter **start date** and **end date** of the trip. For example, the traveler indicates on the Trip Overview screen that the travel starts 18 September and ends 6 October (Figure 3-1).

	Document Type:	Authorization			Help to	r this scr
Defense Travel System	1 Itine	erary Travel	Expense	s Accounting	Additional Options	Review/S
RETURN TO LIST		Trip Overv	iew		Per Diem Locations	
Trip Overview				Trip Summ	nary	
				Overall Starting	g Point	
Booking Travel using the Defense Tra provide information about your start home or duty station) and your TDY/	wel System requires th ting and ending locatio TAD Locations for per	at you first ns (usually your diem purposes.		Leave From: Leave:	Woodbridge,VA 15-Oct-12	Edit
You will be able to request bookings f lodging after these initial steps are o	or transportation (e.g	,,air,rail) and		Location 1: SA	N DIEGO,CA	
				Leave From: TDY/TAD Loc:	Woodbridge,VA SAN DIEGO.CA	Edit
<b>Overall Starting Point Information</b>				Arrive: Leave:	15-Oct-12 19-Oct-12	
Please Note: A Red Star (*) indicate:	s a required field.			Carrier/Flight:	US Airways	Edit
* Select a Location: -OR- * Enter a	Starting Point:			C	(US) 65	
RES: Woodbridge	e VA	Search		Depart:	123456 15-Oct-12 08:55AM DCA-Washington Ronald	
* Start Date(mm/dd/yyyy): 10/15/20	012				Reagan National Ap	
Overall Ending Point Information				Arrive:	15-Oct-12 11:27AM SAN-San Diego	
Please Note: A Red Star (*) indicates	s a required field.			Rental Car:	ENTERPRISE	Edit
* Select a Location: -OR- * Enter ar	Ending Point:	Search		Airport:	SAN - San Diego International, CA (USA)	
RES: Woodbridge	VA VA	Search		Confirmation:	ABCD1234678-	
* End Date(mm/dd/yyyy): 10/19/201	2			Pickup:	15-Oct-12 12:00PM	
				Dropoff:	19-Oct-12 12:00PM	
Other Trip Information				Lodging:	HOLIDAY INN ON THE B	AY Edit
Please Note: A Red Star (*) indicates	s a required field.			Confirmation:	12345070- 15-Oct-12 11-59PM	
*Trip Type: Trip De	scription (optional):			Check-Out:	19-Oct-12 10:30AM	
AA-ROUTINE TDY/TAD		~		Overall Ending	Point	
* Trip Purpose:				Leave From:	SAN DIEGO CA	Edit
INFORMATION MEETING		Ŧ		Return Loc: Arrive:	Woodbridge,VA 19-Oct-12	Luit
- * Trip Duration:				Carrier/Flight:	US Airways	Edit
C 12 Hours or Less	C >12 - 24 Hours - W	Vith Lodging		Conf/PNR-	123456	
C >12 - 24 Hours - No Lodging	Multi-Day			Depart:	19-Oct-12 12:30PM SAN-San Diego	
Authorization Numbers				Arrive:	International 19-Oct-12 08:14PM	
					Reagan National Ap	
Authorization Date: 07/26	/2012					
(mm/dd	n 3333)					
Trip Number: 1						
Comments for Travel Order:		×.				
	Proceed to Per Dier	m Locations				

Figure 3-1: Trip Overview Screen

3. Advance to the DTS Travel module, and select departure and return flights using the trip itinerary dates. Hotel and rental car reservations can also be selected for the entire trip.

GSA Airfare City Pair availability in the new fiscal year is dependent upon contract award and loading into the Reservation System. These fares may not display in DTS for the new fiscal year travel until September.

Page 3-2

If Airline City Pair flights are not yet available in DTS, the traveler should not select a return flight unless the return date is in early October. In this case, the traveler may select a coach class ticket due to the nonavailability of GSA fares. See Chapter 4.

**Note:** The traveler cannot use the Travel module to add a return flight after the departure date; they must contact the CTO offline and then manually enter the flight information in the amendment or voucher. See Section 3.2.

4. If the traveler has made transportation reservations outside DTS, enter the cost in the Other Transportation screen (Figure 3-2).

Logged In As: Eric T W	<u>est</u> est	Document Name: EV Document Type: Au	VSANDIEGOCA101512_A01 thorization	Screen ID: 1	094.1 <u>Close</u> Help for this	Window screen
A New Era of Gov	avel System	Itinera	ry Travel Expenses	Accounting	Additional Options Revie	w/Sign
RETURN TO LIST		Air F	Rail Rental Car L	odging Othe	r Transportation / Sum	mary
Other Trans.				Trip Sumn	nary	
				Overall Startin	a Rojot	
Use this screen to en	ter Other Tickete	d Transportation infor	mation.	Leave From:	Woodbridge,VA	Edit
DoD mandates split d	isbursement for tr	ansportation, lodging	and rental car	Leave:	15-Oct-12	
expenses. Click here	for memorandum	ansportation, touging	and rental car	Location 1: SA	N DIEGO,CA	
				Leave From:	Woodbridge,VA	Edit
ADD Ticket Information	tion			TDY/TAD Loc: Arrive:	SAN DIEGO,CA 15-Oct-12	
Estan an estad the se				Leave:	19-Oct-12	
Enter or select the re	equired data.			Carrier/Flight:	US Airways (US) 65	Edit
Please Note: A Red Sta	ar (*) indicates a	field is required.		Conf/PNR:	123456	
* Type:	Select	•	I ⊣	Depart:	15-Oct-12 08:55AM DCA-Washington Ronald	
<ul> <li>Description:</li> </ul>					Reagan National Ap	
* Ticket No:	See Attached Tic	ket 3		Arrive:	15-Oct-12 11:27AM SAN-San Diego	
* Ticket Value:	0.00			Rental Car:	ENTERPRISE	Edit
Cost: (If different from	0.00			Airport:	SAN - San Diego International, CA (USA)	
ticket value)				Confirmation:	ABCD1234678-	
* Departure Date	10/15/2012	•		Pickup:	15-Oct-12 12:00PM	
(mm/dd/yyyy):				Dropoff:	19-Oct-12 12:00PM	
Issue Date				Lodging:	HOLIDAY INN ON THE BAY	Edit
(mm/dd/yyyy):				Confirmation:	12345678-	
* Ticket Date	10/10/2012			Check-Out:	19-Oct-12 11:59PM	
(0007,007,007,007);				Original E. F.	Deint	
CBA Label:				Overall Ending		Edit
CBA Account:		> CBA Accounts		Return Loc: Arrive:	Woodbridge,VA 19-Oct-12	Zait
If necessary, add cor	mments to the trav	vel agent:		Carrier/Flight:	US Airways (US) 66	Edit
			A	Conf/PNR:	123456	
			7	Depart:	19-Oct-12 12:30PM SAN-San Diego International	
> view expense detail	2			Arrive:	19-Oct-12 08:14PM DCA-Washington Ronald Reagan National Ap	
			Save		trangen macroniac op	
			34.0			
		Pro	ceed to the following page:	Expense -	Non-Mileage 🔽 Cor	itinue

Figure 3-2: Other Trans. Screen

DTS will allocate each ticketed transportation expense to the LOA(s) for the fiscal year in which the expense is ticketed. If the return flight will occur in the next fiscal year, but it is ticketed in the current fiscal year, it will be charged against the current fiscal year LOA.

Page 3-4

**Note:** Once the air reservations have been selected, the traveler will not need to adjust the itinerary dates for the new fiscal year crossover procedures.

- 5. Enter the expenses for the entire trip with the appropriate dates or date ranges.
- 6. Access the Per Diem Entitlements screen to verify that lodging is accurate for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.
- Access the Accounting Codes screen and enter the current fiscal year LOA (if it was not already populated by default), then add the next fiscal year LOA. These actions allow the appropriate funds to pay for the current and new fiscal year portion of the travel (Figure 3-3).

Defense	Travel Syste	m	Itinerary	Travel Ex	penses	s Accounting	Additional Options	Review/Sign
RETURN TO LI	ST		_	Accounting C	odes		Trip Totals	
Accounting (	Codes					Expenses Su	ummary	
Select the approp	vriate accounting of	ode for this tri	. If there are	multiple	_	Expense allocate	d by Expense Categ	ory
accounting codes	that are required	for this trip, pla	ease select all	that apply.		12 DEFAULT		
						Category	Allowed	Actu
Start Date:	15-Oct-12		Find Account	unting Label		COM. CARRI	\$2,511.60	\$2,511.
End Date:	19-Oct-12					OTHER	\$100.00	\$100.
Accounting Label: Shared LOA:	Select	•	From DT/	MOCSD		12 DEFAULT Sub Total:	\$2,611.60	\$2,611.0
Cross Org LOA:	- No Other Accou	nts Available -				13 DEFAULT		
0.000 0.8 20.0						Category	Allowed	Act
Selected Accou	nting Code(s)					LODGING	\$532.00	\$532.
						M&IE	\$319.50	\$319.
To remove an acc	ounting code that	does not apply	to this trip, se	elect the		MILEAGE	\$30.53	\$30.
sure the LOA's a	sponding to the ac ssigned have cos	counting label t ts allocated to i	o de removea. it.	. Please make		RENTAL CAR	\$97.68	\$97.
Accounting	Organization	View/Edit	Edit	Remove		13 DEFAULT Sub Total:	\$979.71	\$979.
12 DEFAULT	DTMOCSD	> view/edit	> edit	> <u>remove</u>		Calculated Trip Cost:	\$3,591.31	\$3,591.
13 DEFAULT	DTMOCSD	> view/edit	> edit	> <u>remove</u>				
Multiple accountin accounting codes Expenses" to prod	ng codes on a trip :(labels). Select hov ceed with allocatio How to Allocate:	require allocatic v you wish to allo ns. By Expense Cate ate Expenses	on of expenses ocate. Then cl egory	to the lick "Allocate				
			Proceed	to the followin	ng page	e: Preview	T	Continue

Figure 3-3: Accounting Codes Screen

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

With the addition of the new fiscal year LOA, DTS prompts the traveler to either accept the FY Auto allocation or cancel (Figure 3-4).

Messag	e from webpage
?>	Your action has made this an FY crossover trip. You may have previously entered one of the following non-mileage expenses: Commercial Auto (any type), Hotel Sales Tax, Hotel Room tax or Parking-terminal. You should now consider editing the date ranges for these expenses. Do you want DTS to use FY Auto to allocate your expenses based on the dates or date ranges previously provided in your trip? If you decline, you can adjust your expenses and initiate FY Auto in Accounting at any time.
	OK Cancel

Figure 3-4: FY Auto Allocation Message

 If using a single LOA for each fiscal year, select OK to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs. -OR-

If two more LOAs are required for the document, select **Cancel**. The expenses must be allocated by Category/Date or by the other methods.

9. On the Preview Trip screen, enter the following comment to the AO:

Traveler is expected to return on <DD MM YYYY>, so travel crosses fiscal years. This authorization includes the current and the new fiscal year itinerary and expenses.

10. Sign the authorization.

The document routes to the CTO to review reservation arrangements.

11. The authorization routes to the AO for approval.

Upon AO approval, DTS routes the Passenger Name Record (PNR) to the CTO and sends the current year obligation transactions to the accounting system. DTS holds the new fiscal year obligation transactions until the accounting system is ready to receive them.

## 3.2 Creating an Amendment for the Trip Portion That Occurs in a New Fiscal Year

In fiscal year crossover travel, where only the current fiscal year portion of the authorization was created and approved (with the current fiscal year LOA), the traveler must wait for funds to become available, and then amend the original authorization and make the following updates:

- Update the itinerary to include the portion of travel that takes place in the new fiscal year
- Apply the additional LOA(s) for the new fiscal year

The organization's AO and travelers should receive notification from the BDTA when the appropriate budget item(s) have been loaded in the DTS Budget module.

**Note:** If a trip includes scheduled partial payments (SPPs), they should be rescheduled on the amendment. The SPPs will process normally once the amendment is approved. If a payment is scheduled during the shutdown of fund availability period (generally late September to the middle of

October), it will be delayed and processed to disbursing as soon as the amendment receives a POSACK stamp from the accounting system.

#### 3.2.1 Adding New Fiscal Year Information

Use the steps below to add the new fiscal year information to an authorization:

1. Create the amendment for the authorization. Add comments to identify the purpose of the amendment (Figure 3-5).

Create Amendi	ment
Click OK to amend the	is travel document. You will be prompted for signature.
Traveler Name:	West, Eric T
Traveler SSN:	###-##-9743
Amendment Name:	EWDALLASTX092412_A01-01
Comments:	
	OK Cancel

Figure 3-5: Create Amendment Screen

2. Access the Trip Overview screen and change the End Date to reflect the correct return date in the new fiscal year (Figure 3-6).

Network State       Network State<	aveler Name: Eric T West	Document Name: Document Type:	Authorization	12_A01-01	Screentb	: 1039.1 Help	for this scr
The Overview     Per Diam Locations       Thip Overview     Thip Overview       Docking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your)     Thip Summary       Docking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your)     Overall Starting Point     Docations (Usually your)       Docking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your)     Docations (Usually your)     Docations (Usually your)       Presex Note: A Red Star (*) indicates a required field.     * Start Date(mm/dd/yyyy):     [V/A search]     Eaver to start (Usually Point)       * Start Date(mm/dd/yyyy):     [V/A search]     [Confirmation Bonad Resagn National Ap Direct Worth Int (Act, TX)     [Confirmation Bonad Resagn National Ap Direct Worth Int (Act, TX)       Prease Note: A Red Star (*) indicates a required field.     * Stert a Ect woodbridge / VA search     [Prickup: 24:5ep-12 11:55AM Direct Worth Int (Act, TX)       * frip Duration:     Trip Description (optional):     [Prickup: 22:36678-       Contribut Tor/TAD Col:     [Print Duration:       Contribut Tor/TA	Defense Travel System	Itine	erary Travel	Expense	s Accounting	Addition al Options	Review/S
Thip Overview         Dooking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usualy yours). You will be able to request bookings for transportation (e.g., air, rail) and using affect these initial states) are complete.         Overail Starting Point Information         Please Note: A Red Star (*) Indicates a required field.         * Search         * Start Date(mm/dd/yyyy):         (*) Search         * Start Date(mm/dd/yyyy):         (*) Search         * Thip Duration:         * Thip Duration:         * Thip Duration:         * Trip Duration:       Orizaria / Start Date (Tring) (Tring) (Tr	RETURN TO LIST		Trip Overvi	ew		Per Diem Locatio	ns
Doking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty year how for the Decations for per dem purposes. You will be able to request bookings for transportation (e.g., bir, fail) and Loging affect these initia decays are complete.       Woodbridge, YA       Eaver:       Corrall Starting Point Information         Please Note: A Red Star (*) Indicates a required field.       * Sisect a Location: OR- * Enter a Starting Point:       Woodbridge, YA       Eaver:       24-56p-12         Overall Ending Point Information       Please Note: A Red Star (*) Indicates a required field.       YA       Search         * Start Date(mm/dd/yyyy):       OP/24/2012       Image       Avainington Romald Reagan National Ap         Please Note: A Red Star (*) Indicates a required field.       YA       Search       PW - Data/Seprit 20:2019 Month         * End Date(mm/dd/yyyy):       IO/24/2012       Image       VA       Search       PW - Data/Seprit 20:000PM         Confirmation       Press: Woodbridge       YA       Search       PW - Data/Seprit 20:000PM       Confirmation         Press Note: A Red Star (*) Indicates a required field.       Trip Dynable       Trip Dynable       PW - Data/Seprit 20:00PM       Confirmation         Press Note: A Red Star (*) Indicates a required field.       Trip Dynable       Trip Dynable       Secort 12:09:00PM       Confirmation       Secort 12:09:00PM	Trip Overview				Trip Summ	nary	
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your your your your starting and ending locations (usually your your your your your your your you					Overall Startin	g Point	
You will be able to request bookings for transportation (e.g., afr,rail) and uoding affer these initial steps are complete.         Overall Starting Point Information         Please Note: A Red Start (*) indicates a required field.         * Select a Location :: OR: * Enter a Starting Point:         Overall Ending Point Information         Please Note: A Red Start (*) indicates a required field.         * Start Date(mm//dd/yyyy);         Overall Ending Point Information         Please Note: A Red Start (*) indicates a required field.         * Select a Location: • OR: * Enter an Ending Point:         Please Note: A Red Start (*) indicates a required field.         * Select a Location: • OR: * Enter an Ending Point:         Other Trip Information         Please Note: A Red Start (*) indicates a required field.         * Trip Dinformation         Please Note: A Red Start (*) indicates a required field.         * Trip Information         Please Note: A Red Start (*) indicates a required field.         * Trip Durpose:         Trip Durpose:         * Trip Durpose:	Booking Travel using the Defense Travel S provide information about your starting home or duty station) and your TDY/TAD	System requires th and ending location Locations for per	nat you first ons (usually your diem purposes.		Leave From: Leave:	Woodbridge,VA 24-Sep-12	Edit
Overall Starting Point Information       Please Note: A Red Star (*) indicates a required field.       Ease Note: A Red Star (*) indicates a required field.         * Select a Location: •OR * Enter a Starting Point:       Carrier/Flight: American Minnes       Carrier/Flight: American Minnes         * Start Date(mm/dd/yyyy):       O9/24/2012       IDM         Overall Ending Point Information       Please Note: A Red Star (*) indicates a required field.         * Seect a Location: •OR * Enter an Ending Point:       Contr/MRI:         Seect a Location: •OR * Enter an Ending Point:       DCA-Washington Ronald Reagan National Ap         Arrive:       D2/24/2012         * Seect a Location: •OR * Enter an Ending Point:       DFW-Dalas/Fort Worth Intt Apt         * Seect a Location: •OR * Enter an Ending Point:       DFW-Dalas/Fort Worth Intt Apt         * End Date(mm/dd/yyyy):       10/05/2012       Emeter         * Trip Duration:       Trip Description (optional):         * Trip Duration:       Trip Duration:       Contract 2 09:00PM         Contrige:       Trip Duration:       Overall Ending Point         Control       09:-Oct-12 09:00PM       Ease Prom: Woodoridge, VA         * Trip Duration:       Control       09:-Oct-12 09:00PM         Control       09:-Oct-12 09:00PM       Ease Prom: Woodoridge, VA         Control       09:-Oct-12 09:01PM	You will be able to request bookings for t lodging after these initial steps are comp	ransportation (e.;	g.,air,rail) and		Location 1: DA	LLAS,TX	
Please Note: A Red Star (*) Indicates a required field. * select a Location: OR- * Enter a Starting Point: Carrier/Flight: Marcican Attimes (AA) 1345 Conf/PRR: 123456 Depart: 24-5ep-12 01:55AA Depart: 24-5ep-12 01:55AA Depart: D4-5ep-12 02:155AA DFW-Dalas/Fort Worth Int Apt. Please Note: A Red Star (*) Indicates a required field. * Steet a Location: OR- * Enter an Ending Point: RES: Woodbridge VA Search * End Date(mm/dd/yyyy): 10/05/2012 * End Date(mm/dd/yyyy): 10/05/2012 * Trip Dursos: Trip Dursos: C 12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 Hours or Less C >12 - 24 Hours - With Lodging C >12 - 24 Hours - No Lodging @ Multi-Day HILTON GI LEX/ISDAN DEV HILTON GI LEX/ISDAN	Overall Starting Point Information				Leave From: TDY/TAD Loc: Arrive:	Woodbridge,VA DALLAS,TX 24-Sep-12	Edit
<ul> <li>Select a Location: -OR- * Enter a Starting Point:</li> <li></li></ul>	Please Note: A Red Star (*) indicates a r	equired field.			Leave: Carrier/Elight:	05-Oct-12 American Airlines	Edit
RES: Woodbridge       VA       Search         * Start Date(mm/dd/yyyy):       09/24/2012       Image         Overail Ending Point Information       Place Start C 1 information       Place Start C 2:155M DCA washington Ronald Reagan National Ap         Please Note: A Red Star (*) indicates a required field.       * Search       Rest: Woodbridge       VA       Search         * End Date(mm/dd/yyyy):       10/05/2012       Image       VA       Search         * End Date(mm/dd/yyyy):       10/05/2012       Image       VA       Search         * Trip Information       Plexs Note: A Red Star (*) indicates a required field.       Trip Pupose:       Trip Dupose:       Trip Dupose:       Trip Dupose:       Trip Dupose:       Trip Dupose:       Trip Dupose:       VA       Search         * Trip Duration:       C >12 Hours or Less       C >12 - 24 Hours - With Lodging       Os-Oct-12 10:30PM       Os-Oct-12 00:15PM         Conf/PNR:       123456       Depart:       05-Oct-12 00:15PM       DFW Oblas/Fort Worth Int Apt         Authorization Number:       0011K7       Image       Multi-Day       DatLAS,TX       Endity C C Confirmation App         Comments for Travel Order:       Image       Image       Multi-Day       DatLAS,TX       Endity C Confirmation App         Confirmation App       07/26/2012 <td>* Select a Location: -OR- * Enter a Star</td> <td>ting Point:</td> <td></td> <td></td> <td>currierragie</td> <td>(AA) 1345</td> <td>Luit</td>	* Select a Location: -OR- * Enter a Star	ting Point:			currierragie	(AA) 1345	Luit
Overall Ending Point Information         Please Note: A Red Star (*) Indicates a required field.         * Select a Location: -OR- * Enter an Ending Point:         Image: RES: Woodbridge       VA         * End Date(mm/dd/yyyy):       10/05/2012         Other Trip Information       Image: RES: Woodbridge         Other Trip Information       Image: Resc: Va         Please Note: A Red Star (*) Indicates a required field.         Trip Type:       Trip Description (optional):         Arrow:       05-Oct+12 09:00PM         Lodging:       HILTON GI LEWISVILLE         * Trip Duration:       C >12 Hours or Less         C 12 Hours or Less       C >12 - 24 Hours - With Lodging         Mathorization Number:       0011K7         Authorization Number:       07/26/2012         (mm/dd/yyyy)       1         Trip Number:       1         Comments for Travel Order:       Image: Regen National Ap	RES: Woodbridge * Start Date(mm/dd/yyyy): 09/24/2012		Search		Conf/PNR: Depart:	123456 24-Sep-12 11:55AM DCA-Washington Rona Reagan National Ap	ald
Please Note: A Red Star (*) indicates a required field.         * Select a Location: -OR. * Enter an Ending Point:         Image: Constraint of the constraint of t	Overall Ending Point Information				Arrive:	24-Sep-12 02:15PM DFW-Dallas/Fort Wor	th
* Select a Location: -OR- * Enter an Ending Point: EES: Woodbridge VA Search * End Date(mm/dd/yyyy): 10/05/2012 EST Other Trip Information Please Note: A Red Star (*) indicates a required field. *Trip Trip Trip Trip Description (optional): AA-ROUTINE TOY/TAD * Trip Duration: C 12 Hours or Less C >12 - 24 Hours - With Lodging C >12 - 24 Hours - No Lodging © Multi-Day Authorization Number: (mm/dd/yyyy) Trip Number: Comments for Travel Order:	Please Note: A Red Star (*) indicates a r	equired field.			Rental Car:	NATIONAL	Edit
* End Date(mm/dd/yyyy):       10/05/2012         * End Date(mm/dd/yyyy):       10/05/2012         * Confirmation:       ABCD1234678-         Other Trip Information       Please Note: A Red Star (*) indicates a required field.         * Trip Type:       Trip Description (optional):         AA-ROUTINE TDY/TAD       Image: Confirmation:         * Trip Purpose:       Trip Description (optional):         * Trip Duration:       Odd (1)         * Trip Duration:       Odd (1)         Confirmation:       DALLAS, TX         Woodbridge, VA       Eave From:         Obsolution:       Obsolution:         Confirmation:       DalLAS, TX         Woodbridge, VA       Eave From:         Obsolution:       Obsolution:         Obsolution:       Obsolution:         Onlik7       Authorization Number:       OO111K7         Authorization Date:       O7/26/2012         (mm/dd/yyyy)       Trip Number:       1         Confirmation:       Autional Ap	* Select a Location: -OR- * Enter an End	ding Point:	Search		Airport:	DFW - Dallas/Fort Wo Intl Apt, TX (US	orth
* End Date(mm/dd/yyyy): 10/05/2012 INT Other Trip Information Please Note: A Red Star (*) indicates a required field. *Trip Type: Trip Description (optional): AA-ROUTINE TDY/TAD * Trip Description (optional): A-ROUTINE TDY/TAD * Trip Purpose: TRAINING ATTENDANCE *  C 12 Hours or Less C >12 - 24 Hours - With Lodging C >12 - 24 Hours - No Lodging C Multi-Day Authorization Number: OO11K7 Authorization Date: 07/26/2012 07/26/201 07/26/2012 07/26/201 07/26/2012					Confirmation:	ABCD1234678-	
Other Trip Information         Please Note: A Red Star (*) indicates a required field.         *Trip Type:         Trip Description (optional):         [AA-ROUTINE TDY/TAD]*         * Trip Duration:         TRAINING ATTENDANCE         © 12 Hours or Less       © >12 · 24 Hours - With Lodging         © >12 · 24 Hours - No Lodging       © Mudti-Day         Off/PNR:       123456         Authorization Number:       0011K7         (mm/dd/yyyy)       Image: [mm/dd/yyyy]         Trip Number:       1         Comments for Travel Order:       [mm/dd/yyyy]	* End Date(mm/dd/yyyy): 10/05/2012				PICKUP: Dropoff:	24-Sep-12 03:00PM 05-Oct-12 09:00PM	
Please Note: A Red Star (*) indicates a required field. *Trip Type: Trip Description (optional): A-ROUTINE TDY/TAD * Trip Purpose: TRAINING ATTENDANCE * Trip Duration: C 12 Hours or Less C >12 - 24 Hours - No Lodging C >12 - 24 Hours - No	Other Trip Information				Lodging:	HILTON GI LEWISVILL	E Edit
Trip Type:       Trip Description (optional):         AA-ROUTINE TDY/TAD       Image: Content of the content of	Please Note: A Red Star. (*) indicates a r	equired field.			Confirmation:	12345678-	
AA-ROUTINE TDY/TAD         * Trip Purpose:         TRAINING ATTENDANCE         * Trip Duration:         C       12 Hours or Less         C       >12 - 24 Hours - With Lodging         C       >12 - 24 Hours - No Lodging         Muthorization Number:       0011K7         Authorization Date:       07/26/2012         (mm/dd/yyyy)       Image: Comments for Travel Order:	*Trip Type: Trip Descri	ption (optional):			Check-In:	24-Sep-12 11:59PM	
* Trip Purpose: TRAINING ATTENDANCE * Trip Duration: C 12 Hours or Less C >12 - 24 Hours - With Lodging C >12 - 24 Hours - No Lodging Mutti-Day Authorization Number: Authorization Date: (mm/dd/yyyy) Trip Number: Comments for Travel Order:	AA-ROUTINE TDY/TAD		*		Overall Ending	Point	
Trip Duration:         Ob-Oct-12         Carrier/Flight: American Airlines         (AA) 1088         (Do-Oct-12 09:15PM         DFW-Dallas/Fort Worth         Intl Apt         Authorization Number:         (OO11K7         (mm/dd/yyyy)         Trip Number:         1         Comments for Travel Order:         []	* Trip Purpose: TRAINING ATTENDANCE				Leave From: Return Loc:	DALLAS,TX Woodbridge,VA	Edit
C 12 Hours or Less C >12 - 24 Hours - With Lodging C >12 - 24 Hours - With Lodging C >12 - 24 Hours - No Lodging C Multi-Day Conf/PNR: 123456 Authorization Number: 0011K7 Authorization Date: 07/26/2012 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Trip Duration:				Arrive: Carrier/Flight:	05-Oct-12 American Airlines	Edit
C >12 - 24 Hours - No Lodging O Multi-Day Authorization Number: 0011K7 Authorization Date: 07/26/2012 DPT (mm/dd/yyyy) Trip Number: 1 Comments for Travel Order:	C 12 Hours or Less C	>12 - 24 Hours - V	Vith Lodging		Conf/PNR-	(AA) 1088 123456	
Authorization Number: 0011K7 Authorization Date: 07/26/2012 IRBY (mm/dd/yyyy) Trip Number: 1 Comments for Travel Order:	C >12 - 24 Hours - No Lodging €	Multi-Day			Depart:	05-Oct-12 09:15PM DFW-Dallas/Fort Wor	th
Authorization Date: 07/26/2012 IBV (mm/dd/yyyy) Trip Number: 1 Comments for Travel Order:	Authorization Number: 0011K7				Arrive:	06-Oct-12 12:55AM DCA-Washington Rona	ald
Trip Number: 1 Comments for Travel Order:	Authorization Date: 07/26/201	12			L	Reagan Nacional Ap	
Trip Number: 1 Comments for Travel Order:	(mm/dd/99)	,,,					
Comments for Travel Order:	Trip Number: 1						
	Comments for Travel Order:		*				
Proceed to Per Diem Locations	P	Proceed to Per Die	m Locations				

Figure 3-6: Trip Overview Screen

3. Scroll to the bottom of the screen and select **Proceed to Per Diem Locations**.

The Per Diem Locations screen opens (Figure 3-7). The Trip Summary on the right side of the screen is the starting point for updating the end date for the per diem location on the document.

RETURN TO LIST	Trip Overview		Per Diem Locations	
Per Diem Locations		Trip Summ	arv	
		Overall Starting	Point	
Booking Travel using the Defense Travel System require information about your TDY/TAD locations for per die able to request bookings for transportation (e.g., air,	res that you provide m purposes. You will be , rail) and lodging after	Leave From: Leave:	Woodbridge, VA 24-Sep-12	<u>Edit</u>
these steps are completed.		Location 1: DA	LLAS,TX	
Overall Starting Point: RES: Woodbridge,VA Overall Start Date: 24-Sep-12		Leave From: TDY/TAD Loc: Arrive: Leave:	Woodbridge, VA DALLAS,TX 24-Sep-12 05-Oct-12	<u>Edit</u>
Location 1: DALLAS,TX	etween	Carrier/Flight:	American Airlines (AA) 1345	<u>Edit</u>
Arrival Date: 24-Sep-12	Remove	Conf/PNR:	123456	
Departure Date: 05-Oct-12		Depart:	24-Sep-12 11:55AM DCA-Washington Ronald Reagan National Ap	
Add a TDY/TAD Location		Arrive:	24-Sep-12 02:15PM DFW-Dallas/Fort Worth	
Click on a button below to select your TDY/TAD Locat	ion. Use "Search )Y/TAD Location Lookup"	Rental Car:	ΝΑΤΙΟΝΑΙ	Edit
to select from a list of per diem locations.		Airport:	DFW - Dallas/Fort Worth Intl Apt, TX (US	Luit
Please Note: A Red Star (*) indicates a required field.		Confirmation:	ABCD1234678-	
		Pickup:	24-Sep-12 03:00PM	
Search by:		Dropoff:	05-Oct-12 09:00PM	
Location State/Count	ry - Location	Lodging:	HILTON GI LEWISVILLE	Edit
Zie Cada Caustu	Lashun	Confirmation:	12345678-	
Zip Code County	Соокир	Check-In:	24-Sep-12 11:59PM	
		Check-Out:	05-Oct-12 10:30PM	
*Location: Use Location Tools Above		Overall Ending	Point	
*Arriving On: 10/05/2012		Leave From: Return Loc: Arrive:	DALLAS,TX Woodbridge, VA 08-Oct-12	Edit
*Departing On: 10/08/2012		Carrier/Flight:	American Airlines (AA) 1088	Edit
Overall End Point: RES: Woodbridge.VA		Conf/PNR:	123456	
Overall End Date: 08-Oct-12		Depart:	05-Oct-12 09:15PM DFW-Dallas/Fort Worth Intl Apt	
	Save This Location	Arrive:	06-Oct-12 12:55AM DCA-Washington Ronald	

Figure 3-7: Per Diem Locations - Edit

4. Select **Edit** for the location that needs to have the end date updated, and then change the **Departing On** date.

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 3-9

5. Access the Trip Overview screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-8).

Defense Travel System Itinerary Travel Ex	pense	es Accounting	Additional Options R	eview/Sign
RETURN TO LIST Trip Overview,	/		Per Diem Locations	
Trin Oven/jew		Trin Summ	arv	
		inp cumm		
		Overall Starting	Point	
Booking Travel using the Defense Travel System requires that you first		Leave From:	Woodbridge, VA	Edit
provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes.		Leave:	24-Sep-12	
You will be able to request bookings for transportation (e.g.,air,rail) and		Location 1: DA	LLAS.TX	
lodging after these initial steps are complete.		Leave From:	Woodbridge, VA	Edit
		TDY/TAD Loc:	DALLAS,TX	
Overall Starting Point Information		Arrive:	24-Sep-12	
Please Note: A Red Star (*) indicates a required field.		Carrier/Elight	American Airlines	Edit
* Select a Location: -OR- * Enter a Starting Point:		carrier/rugitt.	(AA) 1345	Luit
		Conf/PNR:	123456	
RES: Woodbridge VA Search		Depart:	24-Sep-12 11:55AM	
* Start Date(mm/dd/yyyy): 09/24/2012			DCA-Washington Ronald Reagan National Ap	
Overall Ending Point Information		Arrive:	24-Sep-12 02:15PM DFW-Dallas/Fort Worth	
Please Note: A Red Star (*) indicates a required field.		Peotal Care		Edit
* Select a Location: -OR- * Enter an Ending Point:		Airport:	DEW - Dallas / Fort Worth	Edit
		Arport.	Intl Apt, TX (US	
RES: Woodbridge VA Search		Confirmation:	ABCD1234678-	
* End Date(mm/dd/yyyy): 10/08/2012		Pickup:	24-Sep-12 03:00PM	
		Dropoff:	05-Oct-12 09:00PM	
Other Trip Information		Lodging:	HILTON GI LEWISVILLE	Edit
Please Note: A Red Star (*) indicates a required field		Confirmation:	12345678-	
Tris Trans.		Check-In:	24-Sep-12 11:59PM	
		Check-Out:	05-Oct-12 10:30PM	
		Overall Ending	Point	
		Leave From:	DALLAS,TX	Edit
		Return Loc:	Woodbridge, VA	
		Carrier/Elight:	American Airlines	Edit
* Trip Duration:		carrierragher	(AA) 1088	<u>curc</u>
O 12 Hours or Less O >12 - 24 Hours - With Lodging		Conf/PNR:	123456	
○ >12 - 24 Hours - No Lodging ⓒ Multi-Day		Depart:	05-Oct-12 09:15PM	
			DFW-Dallas/Fort Worth	
		Arrivat	06-Oct-12 12:55AM	
Authorization Number: 00011K7		Arrive.	DCA-Washington Ronald	
			Reagan National Ap	
Authorization Date: 07/26/2012	L			
(mm/dd/yyyy)				
Trie Musham				
Comments for Travel Order:				
Proceed to Per Diem Locations				
Proceed to the followin	ng pag	e: Per Diem	Locations (TDY/T •	Continue

Figure 3-8: Trip Overview Screen - Trip Dates Cross Fiscal Year

6. If transportation reservations were made outside DTS, select **Travel** on the navigation bar and then **Other Transportation** on the subnavigation bar and enter the costs on the Other Trans. screen (Figure 3-2).

Page 3-10

7. Access Mileage Expenses and the Non-Mileage Expenses screens and update only the expenses applicable to the new fiscal year (Figure 3-9).

Logged In As:         Eric T West         Dow           Traveler Name:         Eric T West         Dow	cument Name: EWDALLASTX092 cument Type: Authorization	412_A01-01 Screen ID: 1036.	.1 <u>Help</u>	Close Window for this screen	
A New Era of Government Travel	Itinerary Travel	Expenses Accounting Add	lition al Op tions	Review/Sign	
RETURN TO LIST	Non-Mileage Mile.	age Per Diem Entitlements	Substantiat	ing Records	
Non-Mileage Expenses		Expenses Summary			
Use this served to enter non-mileage expense	tor for your travel	Expense Type	Date	Cost	E/R
Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided.		Hotel Sales Tax	09/24/2012 to 10/05/2012	\$55.00	Edit Remove
Reminder: CTO Fees are a reimbursable expenses the transportation costs are charged to you	ense to the traveler when ur Individual Government	Taxi - Terminal	10/08/2012	\$35.00	Edit Remove
Travel Charge Card (IBA).		Total Expenses:	\$90.00		
Leave: 24-Sep-12 Return: 08-Oct-12	Add Expense				
* Expense Type:					
- OR -					
* Cost: 5 0.00					
* Date: (mm/dd/yyyy) 10/08/2012					
* Method of Reimbursement:Please	Select				
view expense details / currency calculato	<u>r</u>				
	Save Expense				
	Proceed to the fol	Lowing page: Expense - Miles	age 🔽	Continue	

Figure 3-9: Non-Mileage Expenses Screen

- 8. Access the Per Diem Entitlements screen and verify that lodging is updated for all dates.
- 9. If any special duty conditions were selected previously (e.g., actual expenses, meals provided, leave), these must be entered again because DTS removed them when the trip dates were changed.
- 10. Access the Accounting screen and add LOA(s) to fund the new fiscal year portion of the travel.

With the addition of the new fiscal year LOA, the traveler is prompted to either accept the FY Auto allocation method or decline.

 If using a single LOA for each fiscal year, select **OK** to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs (Figure 3-10).
 -OR-

If two more LOAs are required for the document, select **Cancel**. The expenses must be allocated by Category/Date or by the other methods.

A New Era of Government	ystem	Itinerary Travel	Expenses	Accounting Ad	ld ition al Op tions	Review/Sign
RETURN TO LIST		Accountin	ng Codes		Trip Totals	
Accounting Codes				Expenses Sui	mmary	
Coloct the appropriate account	ating code for this trip. I	f there are multiple		Expense allocated	by FY Auto	
accounting codes that are re	quired for this trip, pleas	e select all that apply		12 DEFAULT		
				Category	Allowed	Actu
Start Date: 24-Sep-12				COM. CARRI	\$252.80	\$252.8
End Date: 05-Oct-12				LODGING	\$735.00	\$735.0
Accounting Label: - No Other	Accounts Available -	From DTMOCSD		M&IE	\$479.25	\$479.2
Shared LOA: View C	)els:			OTHER	\$62.42	\$62.4
Shared LOA: View C	Jilly			RENTAL CAR	\$274.70	\$274.7
Selected Accounting Code	(5)			12 DEFAULT Sub Total:	\$1,804.17	\$1,804.1
To remove an accounting cod	e that does not apply to t	this trip, select the		13 DEFAULT		
remove link corresponding to	the accounting label to b	e removed. Please m	ake	Category	Allowed	Actu
sure the LOA's assigned hav	e costs allocated to it.			COM. CARRI	\$1,452.80	\$1,452.8
				LODGING	\$420.00	\$420.0
Accounting Label	Organization	View/Edit		M&IE	\$337.25	\$337.2
		Acctg Code		MILEAGE	\$28.86	\$28.8
12 DEFAULT	DTMOCSD	> view		OTHER	\$44.58	\$44.5
			_	RENTAL CAR	\$196.21	\$196.2
13 DEFAULT	DTMOCSD	> <u>view</u>		13 DEFAULT Sub Total:	\$2,479.70	\$2,479.7
				Calculated Trip Cost:	\$4,283.87	\$4,283.8
		Proceed to the fol	lowing page	: Preview		Continue

Figure 3-10: Allocate Expenses by FY Auto Summary Screen

12. Proceed to the Digital Signature screen to sign the document.

After the document is signed, the normal routing process continues.

## 3.3 Using Prior Fiscal Year Funds

Documents may be funded with prior fiscal year funds. All documents that use prior year LOAs and the LOA label is available in DTS, will fund to the associated prior year budget in the Budget module.

Page 3-12

# CHAPTER 4: AIR RESERVATIONS AND THE NEW GSA CITY PAIR CONTRACT

GSA airline City Pair flight contracts change annually; this creates a need for additional considerations when making reservations in DTS for flights that will occur in the new fiscal year.

Before the new airline City Pair fares can be published in DTS, GSA must award the contracts, and the airlines must update the Global Distribution System (GDS). This typically occurs in September. A DTS Customer Service Notification is issued when the information is available in DTS.

### 4.1 A Trip Crosses Into the New Fiscal Year

If a trip has a departure date earlier than October 1 and the return date is October 1 or later, then complete the authorization through the trip end date. If the travel arrangements on the authorization are made after the new airline City Pairs are published, normal fiscal year crossover selection and processing occurs. See Table 4-1 for guidance on booking flights for the trip.

BOOKING FLIGHT RESERVATIONS WHEN A TRIP CROSSES INTO A NEW FY				
Flight Date	Use DTS	Contact CTO		
Earlier than 1 October	Х			
1 October or later and new FY Airline City Pairs are in DTS	x			
1 October or later and new FY Airline City Pairs are not yet in DTS		x		

Table 4-1: Booking Flight Reservations When A Trip Crosses Into A New FY

**Note:** After departure, changes to flights cannot be made in DTS. Any flight not booked in the original fiscal year authorization cannot be added in DTS after departure.

## 4.2 Entire Trip Occurs in the New Fiscal Year

Consideration of the departure time frame is helpful when creating an authorization for a trip that will begin in the next fiscal year. See Table 4-2 for guidance on booking flights for the trip.

BOOKING FLIGHT RESERVATIONS WHEN THE ENTIRE TRIP OCCURS IN A NEW FY					
Time Frame for Departure	When To Book Reserva- tions	Follow-Up Actions			
Not immediate	Just prior to the current FY approval	Once new FY funds are available and loaded, the accounting systems process the transactions.			
Immediate, departure is in early October	As early as necessary, using the non-restricted fares shown in DTS	The TO should enlist the CTO to monitor these trips and attempt to book GSA fares when they become avail- able.			

Table 4-2: Booking Flight Reservations When The Entire Trip Occurs In A New FY

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 4-1

## CHAPTER 5: ADVANCES AND SCHEDULED PARTIAL PAYMENTS

Because of the accounting system shutdown, it is necessary to give careful consideration when requesting advances and scheduled partial payments (SPPs) during the new fiscal year transition period. It is important to know that authorizations can be approved during the shutdown, but financial disbursements will be held until the accounting system restarts.

As the departure date approaches 30 September, the amount of the advance is reduced because it is calculated on the reimbursable costs through 30 September. Travelers departing later in September should obtain a Government Travel Charge Card (GTCC), and the Authorizing Official (AO) and Defense Travel Administrator (DTA) should closely monitor the shutdown process and, as soon as possible, have the current fiscal year amendment approved and processed.

#### 5.1 New Fiscal Year Trips

Table 5-1 provides information pertaining to authorizations for new fiscal year travel that need to be approved before the new fiscal year funds are available.

ADVANCES AND SPPs FOR NEW FISCAL YEAR TRIPS						
Departure Date	Payment Type	Payment Delay	Disbursement Date	Mitigation		
1 October through accounting system restart	Non-ATM Advance	Yes	Three or more business days after the accounting system begins processing, if the disburs- ing system is also online	Ensure that the traveler has a GTCC		
	SPPs	No	First SPP is scheduled to occur 30 days after departure	N/A		

#### Table 5-1: Advances and SPPs for New Fiscal Year Trips

## 5.2 Crossover Fiscal Year Trips

Table 5-2 provides information pertaining to authorizations for trips that begin in the current fiscal year and continue into the new fiscal year.

ADVANCES AND SPPs FOR CROSSOVER FISCAL YEAR TRIPS						
Payment Type	When To Request	When Disbursed	Risks for Late FY Travel Dates	Mitigation		
Non-ATM Advance (current FY LOA only)	At least 5 business	As normal	If the authorization is approved, but processing is not completed, the payment will be delayed.	Foours that the		
Non-ATM Advance (split between current FY and new FY LOAs)	days before account- ing system shutdown	Current fiscal year advance invoice will not be submit- ted until the current fiscal year obligation receives a POSACK stamp.	Trips that start in late September: The first advance may not meet the traveler's needs for the 2-3 weeks of October. The next advance invoice will not be submit- ted until the new FY obligation receives a POSACK stamp, which will not occur until the account- ing system is ready.	Ensure that the traveler has a GTCC		
SPPs	N/A	Generally, SPPs disburse on schedule, but may be delayed due to: • approval date • departure date • shutdown schedule	Trips that start between 20 August and 20 Septem- ber: The first SPP may not pay on time due to the accounting system shutdown.	Use an advance and SPPs to ensure that the traveler has suffi- cient funds.*		

able 5-2: Advances and SPPs for	r Crossover Fiscal Year Trips
---------------------------------	-------------------------------

\*If the traveler is allowed an advance in accordance with the *DoD Financial Management Regulation*, the advance will pay 80% of the expenses for the first 30 days. Then, SPPs will be scheduled for the remainder of the trip. The traveler's profile must include Advance Authorized before the authorization is created. The traveler will not be overpaid when requesting an advance and SPP. The advance is calculated for up to the first 30 days and the last SPP is adjusted to ensure that the total of the advance and SPPs does not exceed the reimbursable expenses reflected in the authorization.

## **CHAPTER 6: LOCAL VOUCHERS**

DTS cannot process a local voucher that contains two fiscal year lines of accounting (LOAs). Separate local vouchers must be created and approved for each fiscal year LOA, as follows:

- Local travel in the current fiscal year. Local vouchers should be approved well before the accounting system shutdown to ensure that processing is complete prior to the shutdown. If the accounting system processing cannot be completed prior to the shutdown, the payment will not be processed until the obligation has received the POSACK stamp after the shutdown.
- Local travel in the new fiscal year. Local vouchers for new fiscal year travel should not be approved until funds are available.

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 6-1

## CHAPTER 7: NO-YEAR AND MULTI-YEAR FUNDS

Some organizations use funding that allows obligation of travel expenses from multiple years to the same line of accounting (LOA). Based on service/agency and accounting system guidance, users who can use the same LOA for the entire trip can create the authorization with beginning dates in the current fiscal year and ending date in the new fiscal year without creating an amendment after 30 September.

The entire crossover trip can be created and approved with no need for the procedure outlined in Chapter 3. The *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*, Section 2.6, includes a discussion of this topic. The Finance Defense Travel Administrator (FDTA) or Budget DTA decides whether to continue using the current fiscal year LOA labels in the new fiscal year or to rollover the labels (leaving the year-related data element the same). This is a local business decision.

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 7-1

## CHAPTER 8: NAVY STARS-FL AND STARS-HCM LINES OF ACCOUNTING

When creating authorizations for fiscal year crossover trips, Navy travelers belonging to organizations that use lines of accounting (LOAs) processed in the STARS-FL and STARS-HCM accounting systems must use the new fiscal year LOA in their authorizations. This is necessary so that the new fiscal year expenses will have a document fiscal year (DFY) that is the same as the current fiscal year. All LOAs on a trip have to have the same DFY based on the departure date. The three possibilities are listed below:

- A current fiscal year trip has current fiscal year LOAs with a DFY, beginning fiscal year (BFY), and ending fiscal year (EFY) in the current fiscal year.
- A new fiscal year trip has all LOAs with a DFY/ BFY/EFY in the new fiscal year.
- A fiscal year crossover trip has:
  - A current fiscal year LOA with a DFY in the current fiscal year
  - A new fiscal year LOA with a DFY in the current fiscal year
  - A BFY and EFY of the new fiscal year

The DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year, Section 2.7, discusses the options for creating crossover LOAs with budget items. The Finance Defense Travel Administrator (FDTA)/ Budget DTA needs to decide on the approach.

# CHAPTER 9: ADDRESSING LOCALITY RATE CHANGES FOR TRAVEL IN A NEW FISCAL YEAR

In conjunction with the new fiscal year, the governing bodies that set per diem rates conduct an extensive update to existing lodging, meals, and incidental rates. New rates are loaded into DTS as soon as they are available. For trips created prior to the new rate upload, any changed rates are updated in the DTS document the next time an amendment or voucher is created. However, changes may not update automatically if a voucher is created before the rate changes are loaded into DTS. If this is the case, removing and re-entering the affected per diem location will allow the new rate to be calculated in the document.

Report any issues with locations and per diem rates to the Travel Assistance Center (TAC) by either:

- Calling 1-888- HELP1GO (888-435-7146).
- Submitting a help desk ticket through the Tickets section of Travel Explorer (TraX). The subject line of the ticket should start with *PER DIEM LOCATION RATE PROBLEM*.

DTS Guide to Processing Authorizations for the New Fiscal Year, Version 13.0 Updated 7/25/12

Page 9-1