

Defense Travel System

Initial ODTA Training



Mission

To provide initial training and an introduction to DTS and basic travel policies to users and unit leaders to facilitate TAD travel through DTS.

Agenda

Agenda

- Responsibilities
 - Reports
 - Training
 - Check in/check out process
 - Maintain appointment documents
- Basic Billet Overview
- Appointment Requirements
- Authorization/Orders
 - Process flow
 - CTO
 - Commercial Air
 - Rental vehicles
 - POV
 - Per diem entitlements
 - Line of accounting (LOA)
 - Schedule Advances/Partial Payments
 - Routing List
 - Review/sign

Agenda Cont'd

Agenda

- Vouchers
 - Centralized voucher process
 - Voucher process flow
 - Verifying expenses
 - Miscellaneous expense types
 - Uploading supporting documentation
 - GOVCC program
 - T-entering (1351-2)
- Local vouchers
 - Local Voucher Process Flow
 - Reimbursable Expenses
 - Review/ sign

DTS Billets

Lead Defense Travel Administrator (LDTA)

Normally located in your local comptroller shop. They are the POC for DTS lines of accounting, SABR/STARS reject codes, and budget issues.

Finance Defense Travel Administrator (FDTA)

Organization Defense Travel Administrator (ODTA)

Responsible for the management of DTS at the unit level.

Approving Official

Authorize travel in accordance with the JFTR/JTR.

Certifying Official

Obligate funds to conduct the trip

Reviewing Official

Ensures all entitlements are in accordance with the JFTR/JTR.

Traveler/Unit Clerk

Initiates/submits the DTS Authorization/Voucher

Appointment Requirements

- DD Form 577 Appointment
 - Must be appointed in writing as an Accountable Official.
- Certifying Officers Legislation (COL) certificate-
(annual refresher training)
 - Found on the TRAX website under “training” tab.
- Programs and Policies: Travel Policies certificate
 - Found on the TRAX website under “training” tab.
- DTS Training Certificate (annual refresher training)
 - Online training certificate does not meet this requirement.
 - Must attend formal training class (satellite units as well).

DD Form 577

- Each DD Form 577 is specific to the DTS billet.
- The DD Form 577's can be found on the I MEF DTS Help Desk website.

How to fill out a DD Form 577:

Section 1:

- Section 1 will be your Commanding Officer's information
 - Block 1: CO's name
 - Block 2: the CO's "Title" will be "Commanding Officer"
 - Block 3: DoD Component/ Organization (I.E. USMC/ CLB 7)
 - Block 4: the date when the CO signs the DD577
 - Block 5: the CO's signature

SECTION I - FROM: APPOINTING AUTHORITY		
1. NAME (First, Middle Initial, Last)	2. TITLE	3. DOD COMPONENT/ORGANIZATION
4. DATE (YYYYMMDD)	5. SIGNATURE	

DD Form 577 Cont'd

Section 2:

- Section 2 will be your information
 - Block 6: your name
 - Block 7: your **FULL** SSN
 - Block 8: your title at your shop
 - Block 9: DoD component/ organization (I.E. USMC/ 7th ESB)
 - Block 10: your address (I.E. current address or home of record)
 - Block 11: a contact number for you
 - Block 12: the effective appointment date (the date your CO appointed you-**must match Block 4**)

SECTION II - TO: APPOINTEE		
6. NAME (First, Middle Initial, Last)	7. SSN	8. TITLE
9. DOD COMPONENT/ORGANIZATION	10. ADDRESS (Include ZIP Code)	
11. TELEPHONE NUMBER (Include Area Code)	12. EFFECTIVE DATE OF APPOINTMENT (YYYYMMDD)	

DD Form 577 Cont'd

**BLOCKS 13-15 ARE
PRE-FILLED OUT!**

Section 3:

- Section 3 is your name and signature.
 - Block 16: print your name
 - Block 17: your signature

SECTION III - ACKNOWLEDGEMENT OF APPOINTMENT	
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds under my control. I have been counseled on my pecuniary liability and have been given written operating instructions. I certify that my official signature is shown in item 17 below.	
16. PRINTED NAME (First, Middle Initial, Last)	17. SIGNATURE

Section 4:

- Section 4 is filled out when you terminate your permissions.
 - Block 18: date of termination
 - Block 19: your initials
 - Block 20: CO's name
 - Block 21: CO's title ("Commanding Officer")
 - Block 22: CO's signature

SECTION IV - TERMINATION OF APPOINTMENT			
The appointment of the individual named above is hereby revoked.		18. DATE (YYYYMMDD)	19. APPOINTEE INITIALS
20. NAME OF APPOINTING AUTHORITY	21. TITLE	22. SIGNATURE	

Responsibilities

- Reports
- Maintaining files
- Training
- Check in/Check out process
- Assisting Travelers
- Updating organization's routing list(s)

Reports

- Per DTS MCO 4650.39 there are eight reports that are required to be pulled and work.
 - Six reports are worked and reconciled on a weekly basis.
 - Two reports are worked and reconciled on a monthly basis (minimum).

ALL REPORTS MUST BE MAINTAINED FOR THE CURRENT MONTH PLUS ONE YEAR!

Weekly Reports

1.) Signed Status Report

Purpose: monitor proper and timely document routing.

2.) Unsubmitted Voucher Report

Purpose: verify that travelers are submitting their travel vouchers within the prescribed time frame after completion of travel.

3.) Depart Status Report

Purpose: ensure that authorizations are routed, approved, and ticketed by the CTO prior to commencement of TAD.

4.) Return Status Report

Purpose: confirm that travelers have returned from TAD and the trip actually took place.

Weekly Reports Cont'd

5.) Self Registration Report



Purpose: ensure travelers that have self registered to the organization have their profiles received or returned for appropriate corrective action.

6.) Approved Status Report



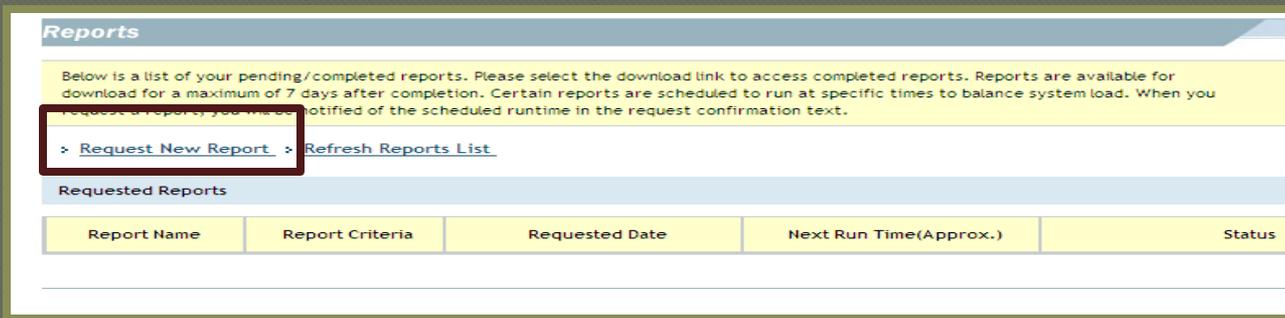
Purpose: monitor status of possible amendments.

Signed Status Report

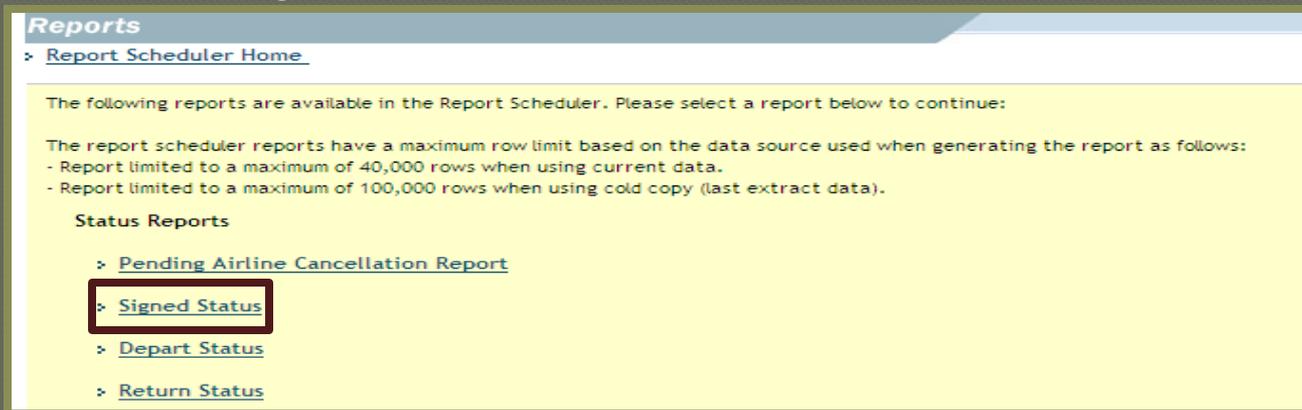
- Go to the “Reports” tab and select “Report Scheduler”



- Select “Request New Report”



- Select “Signed Status Report” under the “Status Reports” section.



Signed Status Report Cont'd

- Ensure the “Document Type” reflects “ALL” .
- Your organization code will be auto populated in the “Organization” section.
- Ensure to check the “Include sub Organizations” box.
- Enter the start date.
- Enter the end date.
- Click on the “Submit” tab.

Signed Status Report Search Criteria

Please Note: A Red Star (*) indicates a field is required.

* Document Type: ALL

* Organization: (minimum of 2 characters) ID1412111001DVHQBN (Start typing to get Organizational Access)

Include Sub Organizations:

* Start Date: (mm/dd/yyyy)

* End Date: (mm/dd/yyyy)

Include LOA Details:

The report data requested will consist of current data when the search criteria organization field is an organization of 4 characters or more (regardless of the include sub-organization selected). If search criteria is for an organization with less than 4 characters, regardless of include sub-organization selected, the report data requested will consist of the most recent data as of the time of the last data extraction Aug 15, 2015 5:09:57 PM

Submit

Signed Status Report Cont'd

- After you have submitted your request for the report, you will receive an email when the report is ready.
- Once you receive an email that your report is ready:
 - Go to the “Reports” tab and select “Report Scheduler”.
 - Select “Download” hyperlink next to the report.
 - The report will open through Microsoft Excel.

Unsubmitted Voucher Report

- Go to “Reports” tab and select “Report Scheduler”.
- Select “Request New Report”.
- Select “Unsubmitted Voucher” under the “Individual reports” section.
- Fill out the required fields.
- Select the “Submit” tab located at the bottom of the screen.
- You will receive an email when the report is ready.
- Go to the “Reports” tab and select “Report Scheduler”.
- Select “Download” hyperlink next to the report.
- The report will open through Microsoft Excel.

Depart Status Report

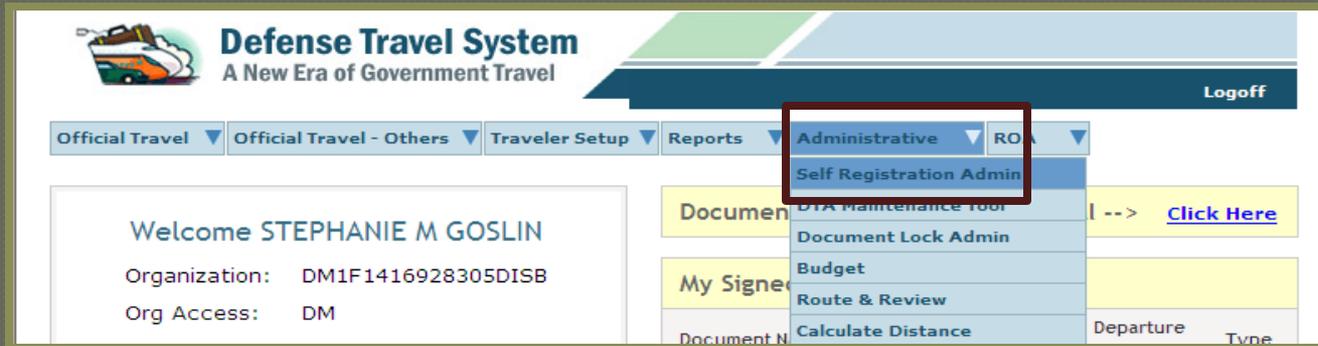
- Go to the “Reports” tab and select “Report Scheduler”.
- Select “Request New Report”.
- Select “Depart Status Report” under the “Status Reports” section.
- Fill out the required fields.
- Select the “Submit” tab located at the bottom of the screen.
- You will receive an email when the report is ready.
- Go to the “Reports” tab and select “Report Scheduler”.
- Select the “Download” hyperlink next to the report.
- The report will open through Microsoft Excel.

Return Status Report

- Go to the “Reports” tab and select “Report Scheduler”.
- Select “Request New Report”.
- Select “Return Status Report” under the “Status Reports” section.
- Fill out the required fields.
- Click the “Submit” tab located at the bottom of the screen.
- You will receive an email when the report is ready.
- Go to the “Reports” tab and select “Report Scheduler”.
- Click the “Download” hyperlink next to your report.
- Your report will open through Microsoft Excel.

Self Registration Report

- Go to the “Administrative” tab and select “Self Registration Admin”.



- Select the “Begin” tab located at the bottom of the screen.
- Click the hyperlink next to the profile.
- Review all the information in the profile.
- Select “0” for traveler’s permissions.
- Once you have reviewed the profile select the “Accept” or the “Reject” tab.

NOTE: If there are no profiles that show on this screen it means there are no profiles awaiting to be accepted.

Approved Status Report

- Go to the “Reports” tab and select “Report Scheduler”.
- Select “Request New Report”.
- Select the “Approved Status Report” under the “Status Reports” section.
- Fill out the required fields.
- Click the “Submit” tab located at the bottom of the screen.
- You will receive an email when the report is ready.
- Go to the “Reports” tab and select “Report Scheduler”.
- Select the “Download” hyperlink next to the report.
- The report will open through Microsoft Excel.

Monthly Reports

1.) Basic Traveler Information List



Purpose: ensure personnel who are no longer part of the organization and have no outstanding documents or debt management issues, have had their profiles appropriately detached. This report should be reconciled against the unit Alpha roster.

2.) Complete Traveler Information List



Purpose: monitor profile permissions. The report should be reconciled against the DD Form 577s on file.

Basic Traveler Info List

- Go to the “Administrative” tab and select “DTA Maintenance Tool”.

Defense Travel System
A New Era of Government Travel

Official Travel | Official Travel - Others | Traveler Setup | Reports | **Administrative** | ROA | Logoff

Welcome **STEPHANIE M GOSLIN**
Organization: DM1F1416928305DISB
Org Access: DM
Group Access: DM

Document N... Status | My Signe... | Departure Date | Type

DTA Maintenance Tool

- Click on the drop down box located at the top of the screen.
- Select “People”.

Run Date: August 15, 2013 - 18:43 EDT

DTA Tools: DTA Maintenance Home | << Select an option from the DTA Tools dropdown.

Welcome to the **DTA Maintenance Tool**
This tool provides the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOA) from the DTA Tools dropdown menu above.

Your Maintenance Tools:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups

Basic Traveler Info List Cont'd

- Select the “View Person Lists” hyperlink located at the top of the screen.
- Ensure the “Select Report” drop down box says “Basic Traveler Info List”.
- The organization will be auto populated with your organization. Ensure the “Include Sub-Organizations” box is selected.
- Click the “Run Report” tab.

DTA Tools: People [Search People](#) | [Create Person](#) | [Receive Person](#) | **View Person Lists**

View Person Lists
For "Select Organization" field, please enter four or more characters in the corresponding field to display list of available organizations.

Select Report: Basic Traveler Info List

Select Organization: DM1F14169213007ESB --Include Sub-Organizations

- The report will open through Microsoft Excel.

Complete Traveler Info List

- Go to the “Reports” tab and select “Report Scheduler”.
- Select “Request New Report”.
- Select the “Complete Traveler Information List” under the “Person Reports” section.
- Fill out the required fields.
- Click the “Submit” tab located at the bottom of the screen.
- You will receive an email when the report is ready.
- Go to the “Reports” tab and select “Report Scheduler”.
- Click the “Download” hyperlink next to the report.
- The report will open through Microsoft Excel.

Maintaining Files

- The ODTA is responsible for maintaining required documentation for personnel within the unit that hold a DTS billet
 - DD Form 577
 - COL Certificate
 - Travel Policies Certificate
- After a member no longer holds a DTS billet for your organization the DD Form 577 must be terminated. Once the DD Form 577 has been terminated it needs to be maintained for six years and three months.

Training

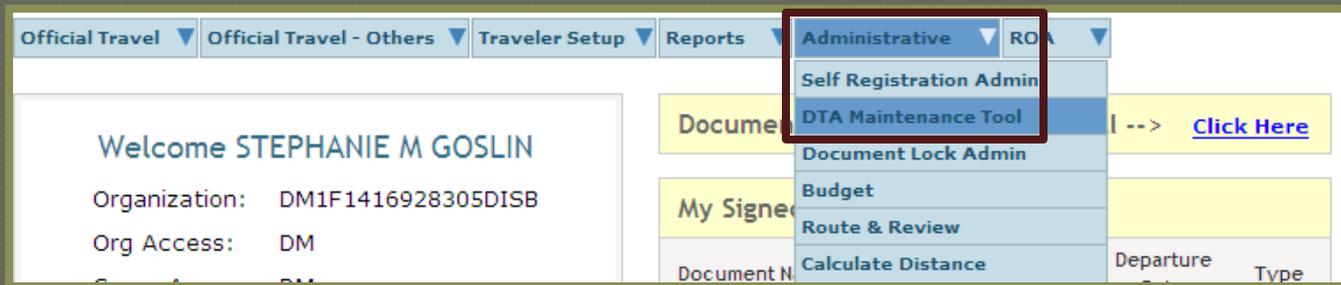
- As an ODTA you will be responsible for training your travelers within your organization annually.
- You must retain rosters for current month plus one year.

Check in/Check out Process

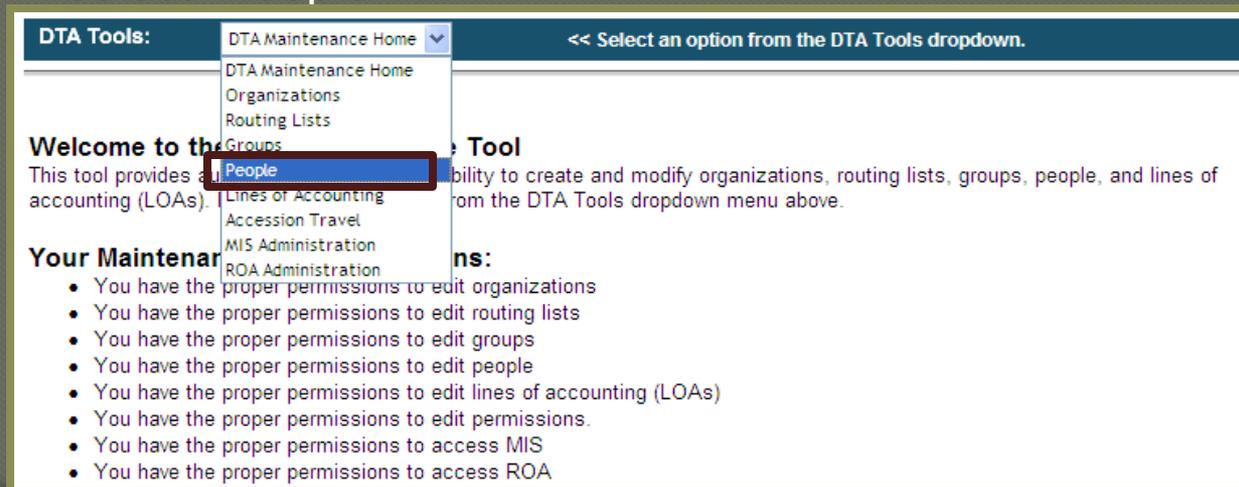
- ODTA's must ensure that a DTS section is on the unit's check in/check out sheet.
- When personnel are checking in with the unit, you as the ODTA must ensure/create a DTS profile and attach them to your organization.
- When personnel are checking out of your unit you must detach them only if they do not have any outstanding documents or debt management issues.

Check in Process

- When personnel are checking in with your unit you must attach them to your organization in DTS.
 - Go to the “Administrative” tab and select “DTA Maintenance Tool”.

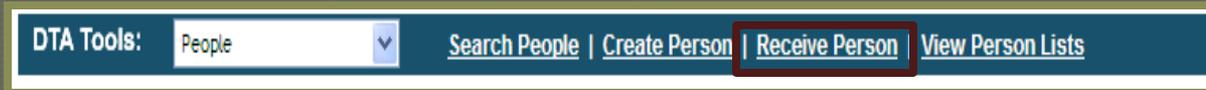


- Click on the drop down box located at the top of the screen and select “People”.



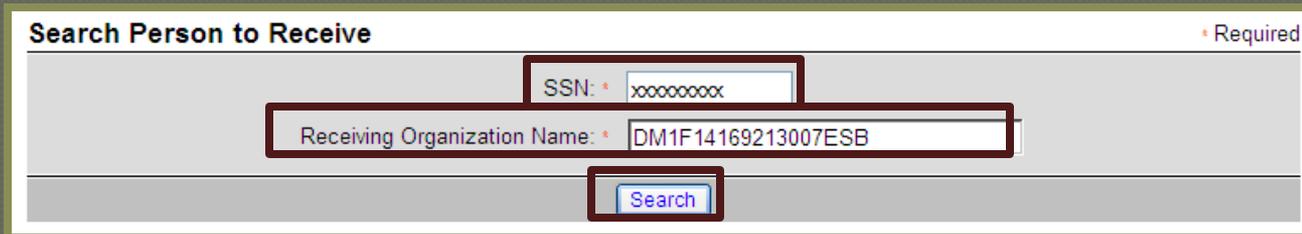
Check in Process Cont'd

- Click on “Receive Person” hyperlink located at the top of the screen.



DTA Tools: People

- Type in the personnel’s full SSN
- Your organization will be auto populated in the “Receiving Organization Name” box.
- Click the “Search” tab.



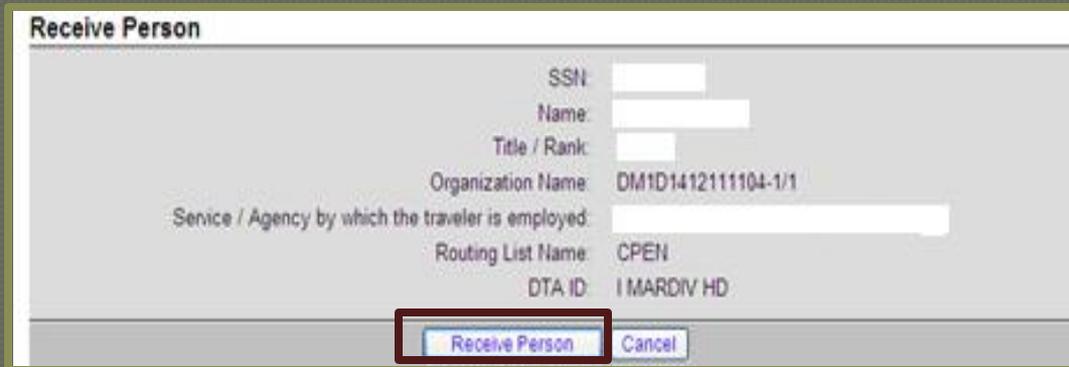
Search Person to Receive * Required

SSN: *

Receiving Organization Name: *

Check in Process Cont'd

- The traveler's profile will appear.
- Click the "Receive Person" tab



Receive Person

SSN: []
Name: []
Title / Rank: []
Organization Name: DM1D1412111104-1/1
Service / Agency by which the traveler is employed: []
Routing List Name: CPEN
DTA ID: I MARDIV HD

Note: If you receive an error message stating that you cannot receive the traveler into your organization because they are attached to another organization in DTS you must contact the traveler's previous unit to have them detached.

Domain Error

The following domain validation errors have occurred:

- The traveler cannot be received into the new organization because he/she is still associated to his/her old organization. Please check Site name: 'WESTOVER ARB' Organization description: '439 WESTOVER' Organization name: 'DFXAFR04439' DTA ID: 'AFRC1 - AFRC.FM.DTS@US.AF.MIL'.

Check in Process Cont'd

Note: If you receive an error message that the SSN cannot be located it means the traveler needs to create a profile in DTS.

Domain Error

The following domain validation errors have occurred:

- Invalid SSN: A user with the supplied SSN cannot be located.

How to Create a DTS Profile

- A traveler can create a profile in DTS through “Self Registration”.
 - Traveler must go to the DTS homepage
 - Under the “First Time Users” section, have the traveler click on the “Learn More” tab.
 - Have the traveler follow step by step instructions on how to set up a DTS account.

First Time Users

Click below to learn more about DTS and the tools required for use.

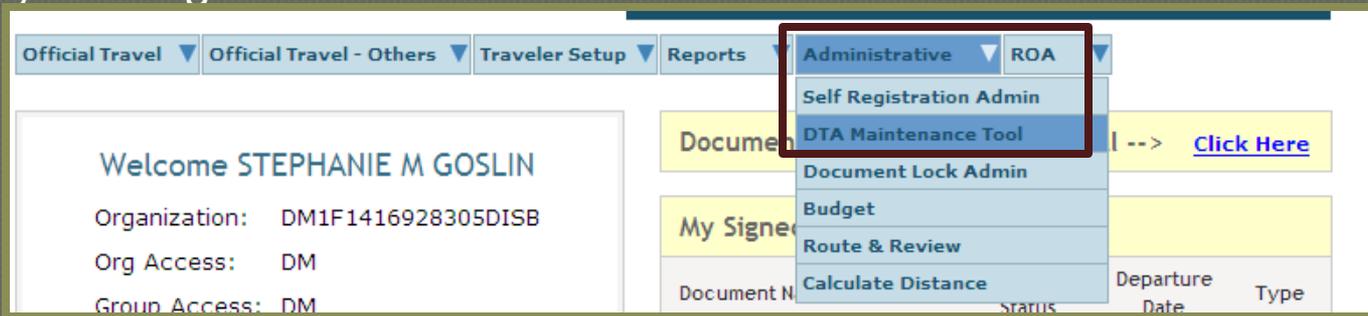
LEARN MORE

- If the traveler cannot create a DTS account for any reason (I.E. they do not have a CAC), you as the ODTA will be responsible for creating a DTS profile for them.
 - Traveler must first fill out the “DTS Registration Worksheet” located on the I MEF DTS Help Desk website and submit it to ODTA.

How to Create a DTS Profile

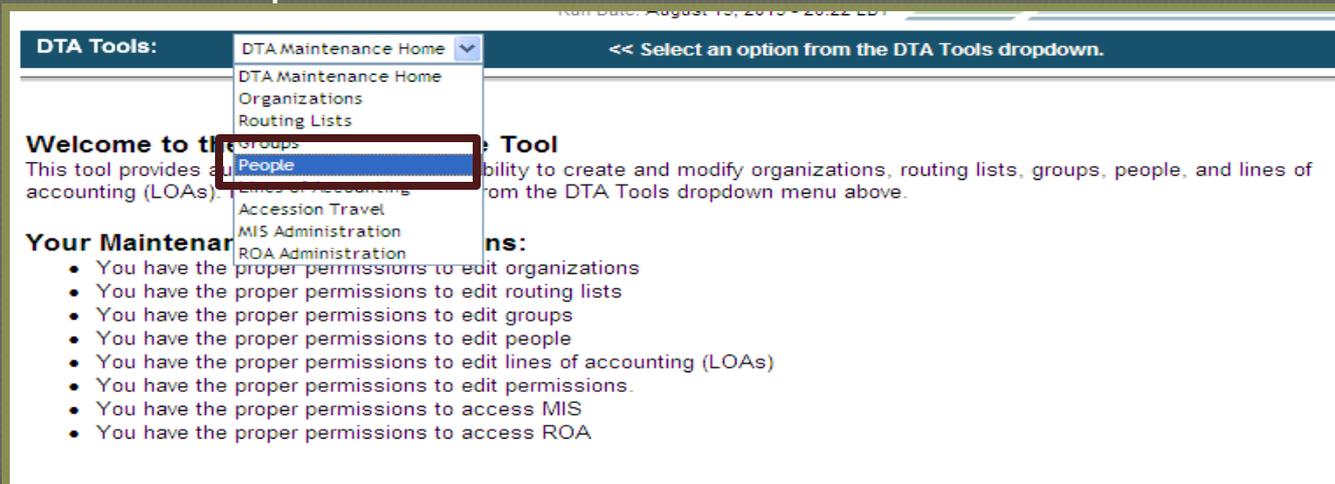
Cont'd

- Once you have received the DTS Registration Worksheet from the traveler you will go to the “Administrative” tab and select “DTA Maintenance Tool”.



The screenshot shows the top navigation bar of the DTA Maintenance Tool. The 'Administrative' dropdown menu is open, and 'DTA Maintenance Tool' is highlighted. Other options in the menu include 'Self Registration Admin', 'Document Lock Admin', 'Budget', 'Route & Review', and 'Calculate Distance'. The main content area shows a welcome message for 'STEPHANIE M GOSLIN' and a table of documents.

- Select the drop down box located at the top of the screen and select “People”.



The screenshot shows the 'DTA Tools' dropdown menu open, with 'People' selected. The main content area displays a welcome message and a list of maintenance tasks. The 'DTA Tools' dropdown menu includes options like 'DTA Maintenance Home', 'Organizations', 'Routing Lists', 'People', 'Groups', 'Lines of Accounting', 'Accession Travel', 'MIS Administration', and 'ROA Administration'.

Welcome to the DTA Maintenance Tool
This tool provides the ability to create and modify organizations, routing lists, groups, people, and lines of accounting (LOAs) from the DTA Tools dropdown menu above.

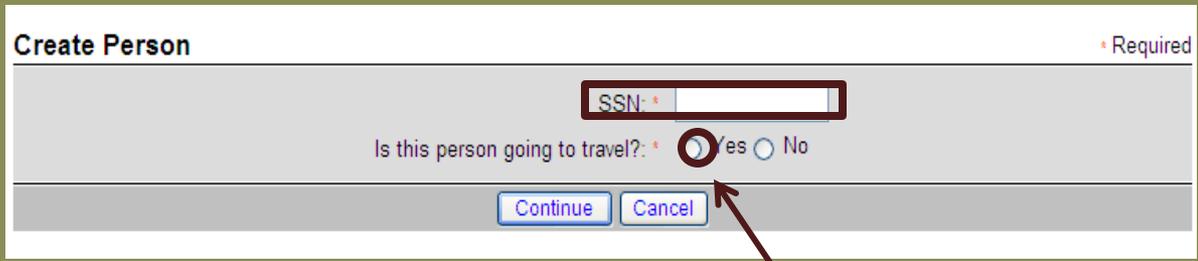
Your Maintenance Tasks:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You have the proper permissions to access MIS
- You have the proper permissions to access ROA

How to Create a Profile Cont'd

- Click on the “Create Person” hyperlink located at the top of the screen.
- Type in the traveler’s full SSN.
- Always select “Yes” when it asks “Is this person going to travel?”.

Note: If you select “No” when it asks “Is this person going to travel?” it will not allow you to create a full profile for the traveler.



The screenshot shows a form titled "Create Person" with a red asterisk and the word "Required" in the top right corner. Below the title is a text input field labeled "SSN" with a red asterisk. Below the SSN field is a question: "Is this person going to travel?" with a red asterisk. There are two radio buttons: "Yes" (which is selected) and "No". At the bottom of the form are two buttons: "Continue" and "Cancel". A red arrow points to the "Continue" button.

- Click the “Continue” tab.
- Fill out all required fields.
- When you are finished filling out all of the information, click the “Save Changes” tab located at the bottom of the screen.

Note: The default routing list will Always be “CPEN”

Check Out Process

- When personnel are checking out of your unit you will need to verify if they have any outstanding documents or debt management issues.

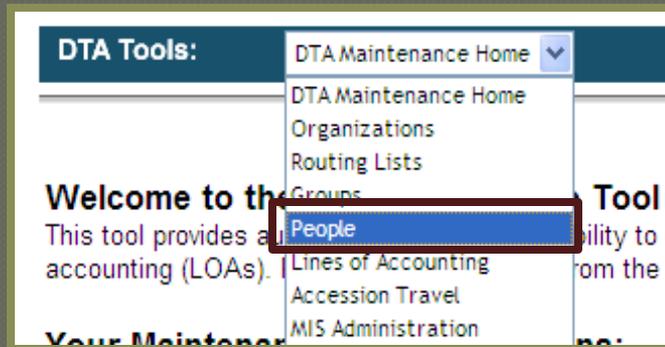
Note: If they **DO** have outstanding documents or debt management issues they **CANNOT** be detached from your unit in DTS until their claim or debt has been settled.

- To detach personnel from your unit in DTS:
 - Go to the “Administrative” tab and select “DTA Maintenance Tool”.

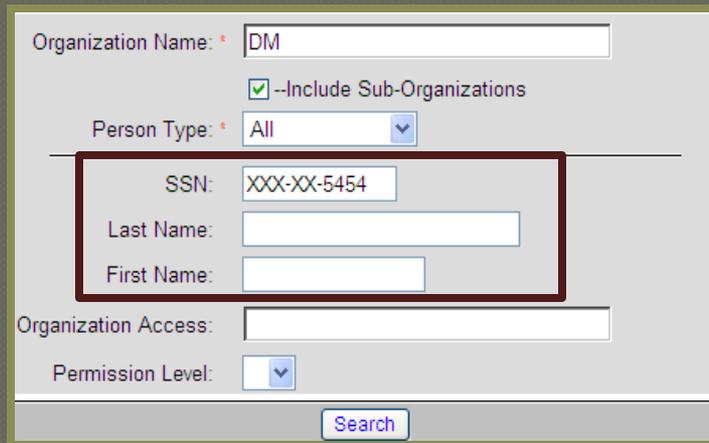


Check Out Process

- Select the drop down box located at the top of the screen and select “People”.



- Search personnel by full SSN or First and Last name.

A screenshot of a search form. The form has several fields and a "Search" button. The fields are: "Organization Name:" with a text box containing "DM"; a checkbox labeled "--Include Sub-Organizations" which is checked; "Person Type:" with a dropdown menu set to "All"; "SSN:" with a text box containing "XXX-XX-5454"; "Last Name:" with a text box; "First Name:" with a text box; "Organization Access:" with a text box; and "Permission Level:" with a dropdown menu. A red rectangular box highlights the "SSN:", "Last Name:", and "First Name:" fields. At the bottom of the form is a "Search" button.

Check Out Process Cont'd

- Click “Detach” tab next to profile.



- Then click on the “Detach Person” tab.



Assisting Travelers

- ◉ Updating unit's routing lists(s)
- ◉ Creating Authorizations/Vouchers/Local Vouchers
- ◉ Correcting EFT information
- ◉ Trace request

Update Routing Lists

- As an ODTA it is your responsibility to update your unit's routing list to ensure that it is up to date.
- Go to the "Administrative" tab and select "DTA Maintenance".
- Utilizing the drop down box (located at the top of the screen) select "Routing Lists".
- Your organization's code with auto populate in the "Organization Name" box. Click the "Search" tab.
- Click "Update" next to the routing list that needs to be updated.



Individually Edit	Organization Name	Routing List Name
<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DM1F14169213007ESB	CPEN
<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DM1F14169213007ESB	CPEN 7ESB
<input type="button" value="Update"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>	DM1F14169213007ESB	CPEN GDP- ISAF

Update Routing Lists Cont'd

- Click the “Add Routing Element” tab (located at the top right hand corner of the screen).

Update Routing List

Routing List Name: **OPEN** Default Routing List: **Yes**

Organization Name: **DM1F14169213007ESB**

Edit	Document Type	Document Status	Signature Name	Level	Process Name
<input type="button" value="Update"/> <input type="button" value="Remove"/>	Authorization	CTO SUBMIT	**CTO SUBMIT	2	BYPASS PNR
<input type="button" value="Update"/> <input type="button" value="Remove"/>	Authorization	CTO BOOKED	**CTO BOOKED	3	BYPASS PNR

- Under the “Document Type” section utilize the drop down box to select Authorization, Voucher or Local Voucher.
- Under the “Document Status” section utilize the drop down box to select the stamp for the DTS billet holder. (I.E. If you are adding a unit approver for Authorizations you would select “APPROVED”).
- Next to the “Signature Name” section click on the “Search” tab.
- Search DTS billet holder by full SSN or first and last name.
- Click the “Search” tab.

Search People * Required

Organization Name: * --Include Sub-Organizations

SSN:

OR

Last Name:

First Name:

You must specify at least an SSN or a name (last required, first optional) in addition to specifying an Organization name. If you choose to enter matching information for both the SSN and the name, you may get a match. However, if the set of SSN and name you entered do not belong to the same person, no result will be shown even if the SSN or the name you entered is correct. For best results, it is recommended that you enter either an SSN or a name, but not both.

Update Routing Lists Cont'd

- Click the “Select” tab next to the personnel’s profile that you are adding into the routing list.
- Enter the “Level” number into the manual type in box.
 - The level number will be the same numeric value for the specific billet in the routing list. (I.E. For Authorization if all AO’s are a level 25 you will add the next approver as a level 25).
- Click “Add Routing Element” tab when you have filled out the required fields.

Add Routing Element * Required

Routing List Name: CPEN
Organization Name: DM1F14169213007ESB

Document Type: * Authorization
Document Status: * APPROVED
Signature Name: * STEPHANIE M GOSLIN
Level: * 25
Process Name:

- Once you have update the entire routing list click “Save Changes” tab located at the bottom of the screen.

Note: All unit AO’s will have the “Authorized” stamp and be a level 25 on Vouchers and Local voucher.

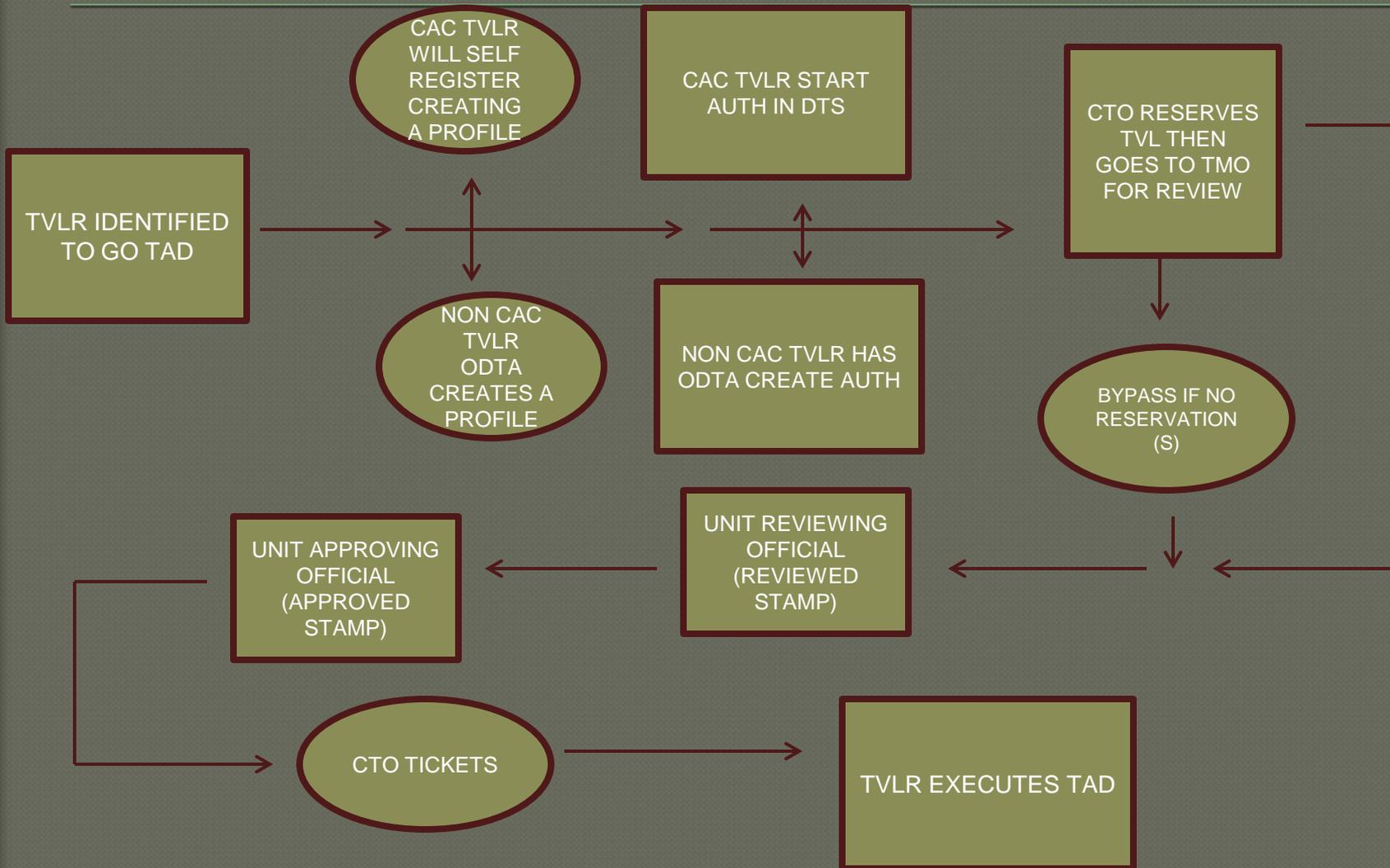
Authorization/Orders

○ Authorization/Orders:

- Once an authorization is approved, it authorizes a traveler to execute TAD orders according to what was put into the authorization. Think of this as a set of orders.

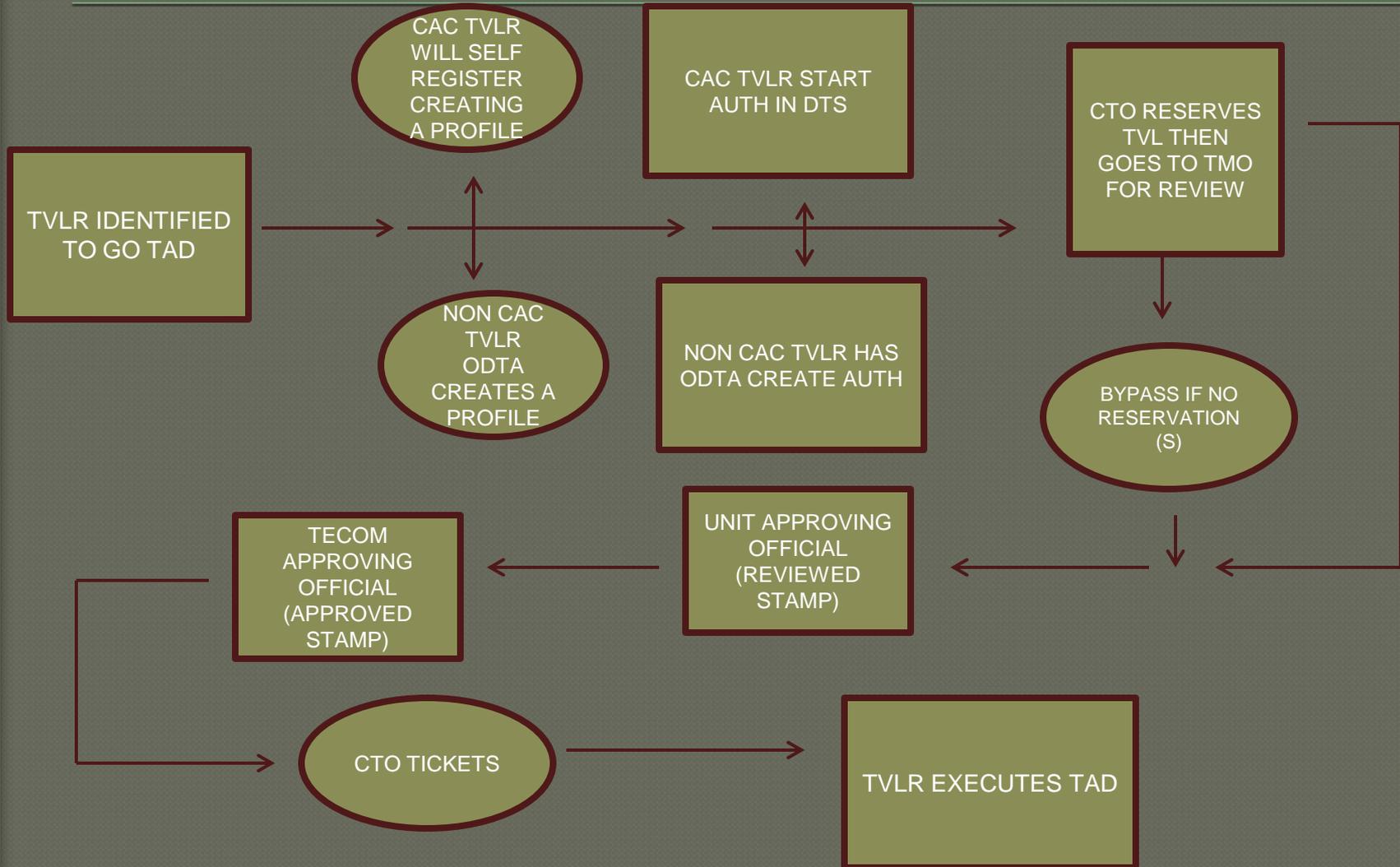
Authorization Process Flow

Unit Funded Trips : CPEN Routing List



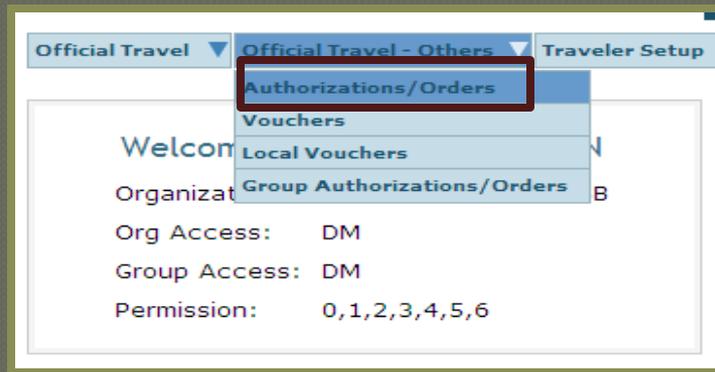
Authorization Process Flow

TECOM Funded Trips: WWT Routing List

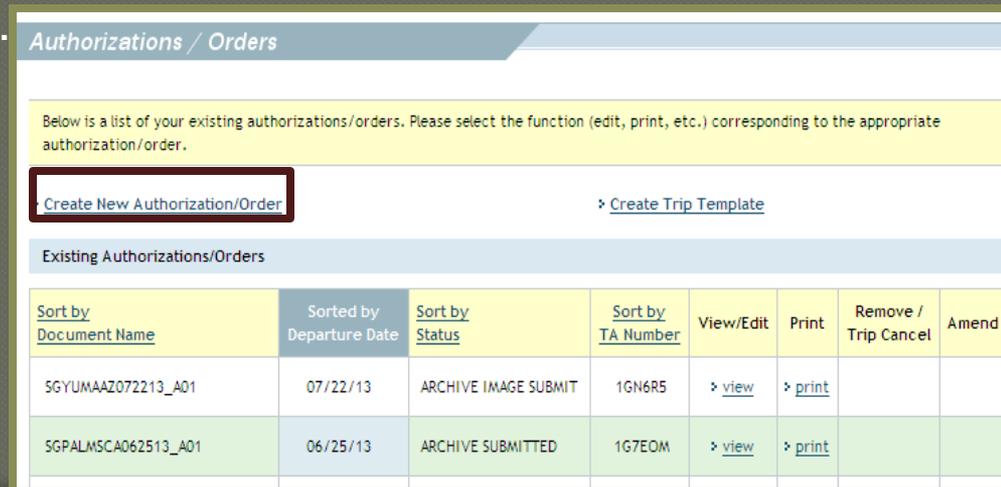


How to Create a Authorization/Orders

- Go to the “Official Travel-Others” tab and select “Authorization/Orders”



- Search traveler by full SSN or first and last name.
- Click on “Create New Authorization/Orders” hyperlink in the top left hand corner of the screen.



A screenshot of the 'Authorizations / Orders' page. At the top, there is a header 'Authorizations / Orders'. Below it, a yellow box contains the text: 'Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.' Below this, there are two buttons: 'Create New Authorization/Order' (highlighted with a red box) and 'Create Trip Template'. Below the buttons, there is a section titled 'Existing Authorizations/Orders' containing a table with the following data:

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
SGYUMAAZ072213_A01	07/22/13	ARCHIVE IMAGE SUBMIT	1GN6R5	> view	> print		
SGPALMSCA062513_A01	06/25/13	ARCHIVE SUBMITTED	1G7EOM	> view	> print		

How to Create an Authorization Cont'd

Trip Overview:

•Section A:

- Select the “Residence” or “Duty Station” for your starting point. This information is pulled from the traveler’s DTS profile. Ensure the traveler updates their profile to reflect the correct information. If traveler is leaving during the work week they will select “Duty Station”. If the traveler is leaving during a liberty period then their starting point will be “Residence”.
- Select what date the traveler will be leaving for TAD.
- Select the drop down box to select **Trip Type**.
- Select the drop down box to select the **Trip Purpose**.
- In the “Trip Description box type in reason for TAD or the particular schoolhouse/formal training that the traveler will be attending.

How to Create an Authorization Cont'd

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

The screenshot shows a web form for entering trip information. A box on the right titled 'Starting locations in profile:' contains 'RESIDENCE' and 'DUTY STATION'. A blue arrow points from this box to the 'Starting Point' input field. The 'Starting Point' field is highlighted with a red box. Below it is the 'Departing On' field with a calendar icon and a '(mm/dd/yyyy)' placeholder. To the right are two dropdown menus for '*Trip Type:' and '*Trip Purpose:', both showing 'Select'. At the bottom is a large text area for 'Trip Description:'. A 'Search' button is located between the 'Starting Point' and 'Departing On' fields.

*Starting Point: Search

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Trip Description:

How to Create an Authorization Cont'd

• Section B:

- Select what transportation mode the traveler will be utilizing and what time they will be departing.

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time: Select

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

• Section C:

- Type in the location of the TAD in the manual type in box or utilize the blue tab labeled “Location”. Once you select the correct location click “Select and Close” tab.
- Select the date the traveler will be departing the TAD location.

C My TDY location is - (Where I will be working):

*Location 1:

*Arriving On: 08/23/2013

(mm/dd/yyyy)

*Departing On:

(mm/dd/yyyy)

Location Tools:
Search By:
Location
State/Country - Location
Zip Code
County Lookup

How to Create an Authorization Cont'd

- **Section D:**

- Select the “Rental Car” box or the “Lodging” box if traveler will need to make reservations.

D At this location I will need - (Select all that apply from the list below)

Rental Car <input type="checkbox"/>	Lodging <input type="checkbox"/>
--	-------------------------------------

- **Section E:**

- If traveler will be going to multiple TAD sites select the “Yes” tab. If traveler is only traveling to one TAD site, select the “No” tab.

E Will you be traveling to another TDY location?

Yes	No
-----	----

How to Create an Authorization Cont'd

- **Section C:**

- Select “Residence” or “Duty Station” for the ending point of the authorization.

C I am returning to: (Select from list or enter below):

Ending Point: * Search

*Arriving On:

(mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Return locations in profile:
RESIDENCE
DUTY STATION

The screenshot shows a form for selecting a return location. A red box highlights the "Ending Point" input field and the "Search" button. A blue arrow points from the "Return locations in profile" dropdown menu to the "Ending Point" field. The dropdown menu is also highlighted with a red box and contains the options "RESIDENCE" and "DUTY STATION".

- **Section D:**

- Select the traveler's mode of travel when returning from TAD trip

D I will be returning from my TDY by - (Select from the list below)

Commercial
Air Rail Rental Car Other

Time:

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

The screenshot shows a form for selecting a mode of travel. The "Air" radio button under the "Commercial" section is selected and circled in red. The "Time" dropdown menu is also highlighted with a red box and shows "09:30 AM".

How to Create an Authorization Cont'd

- **Section E:**

- If the traveler has another transportation mode ticketed that is not listed in Section D, check the box.

- When all the required fields have been filled out click the “Save and Proceed” tab located at the bottom of the screen.

- **Note:** If you need CTO assistance select the “CTO Full Assistance Request” tab located at the bottom of the screen.

A rectangular button with a light pink background and a dark border, containing the text "CTO Full Assistance Request".

CTO Full Assistance Request

A rectangular button with a light gray background and a dark border, containing the text "Save and Proceed".

Save and Proceed

Commercial Travel Office (CTO)

- It is DoD mandatory policy that travelers use available CTOs to arrange official travel (JFTR, T4025).
- Transportation Modes:
 - Commercial Air
 - Rental Vehicle
 - POV

Commercial Air

- DTS allows travelers to book flights via CTO.
- Contract GSA should be first choice.
- May authorize a Non-GSA flight when appropriate and IAW established command business rules.
 - No contracted flights
- Flights must be charged to the GOVCC vice Centrally Billed Account (CBA) if traveler is GOVCC holder.
- Must ensure traveler selects the most cost effective flight to accomplish the mission (Maradmin 617/06).
- DTS will automatically default to “GSA Contract Airfare” if there are any available. If not, it will default to the next available tab (moving left to right).

GSA Contractw/
Limited Availability

GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare

AltGSA

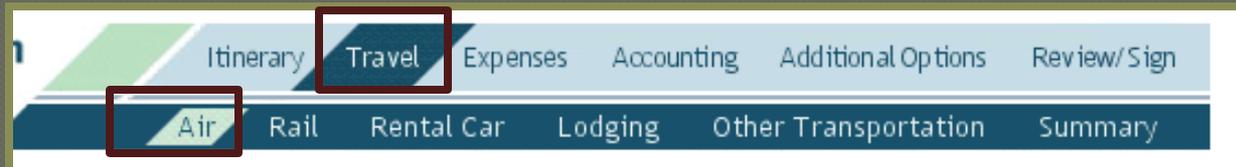
Commercial Air Cont'd

- Unused/ partially used tickets must be returned for refund to TMO.
- Coach-class will be used for all official travel.
- Attach your itinerary and receipt from virtuallythere.com.

Note: tickets purchased outside of CTO will be limited to the GTR cost.

Commercial Air Reservations

- Select the “Travel” tab and click on “Air” sub-tab.



- Once you have found the most cost effective flight to accomplish the mission select the “ Select Flight” tab.
- You can select seat preferences if available.
- You will have to make two reservations (traveling to and from TAD site).

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$582.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines 648	08:40 AM Depart SAN - San Diego International 01:40 PM Arrive DFW - Dallas/Fort Worth Intl Apt Equipment M83	Fri 23-Aug-13	3h 0min Lay-over Time: 2h 55min
 American Airlines 2878	04:35 PM Depart DFW - Dallas/Fort Worth Intl Apt 06:25 PM Arrive PNS - Pensacola Municipal Apt Equipment ER4	Fri 23-Aug-13	Flying Time: 1h 50min

\$582.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines 2254	07:30 AM Depart SAN - San Diego International 12:35 PM Arrive DFW - Dallas/Fort Worth Intl Apt Equipment M83	Fri 23-Aug-13	Flying Time: 3h 5min Lay-over Time: 2h 40min
--	--	---------------	--

Commercial Air Reservations

Cont'd

- You can modify your search to select different airports through the search box located on the left side of the screen.

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
SAN - San Diego International

* Arrival Airport (or city, state):
PNS - Pensacola Municipal Apt

* Arrival or Departure:
Departure

08/23/2013

12:30 PM

Show Alternate Airports:

Search

Rental Vehicle Reservations

- Select “Travel” tab and select the “Rental Car” sub-tab.

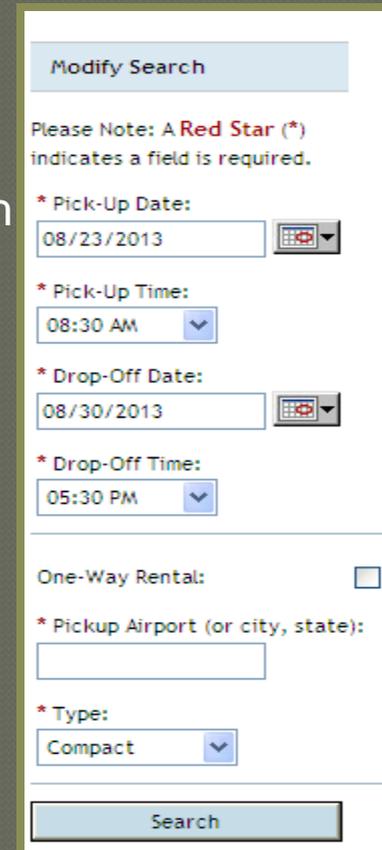


- Select a rental vehicle that is the most effective that will accomplish the mission. Select the “Select Car” tab next to the reservation.

- Use the Modify Search engine to select times, dates, vehicle type, and pickup airport for the rental vehicle.

- Utilize the “Request Assistance in Booking Rental Car” tab for further assistance on reserving a rental vehicle.

[Request Assistance in Booking Rental Car](#)

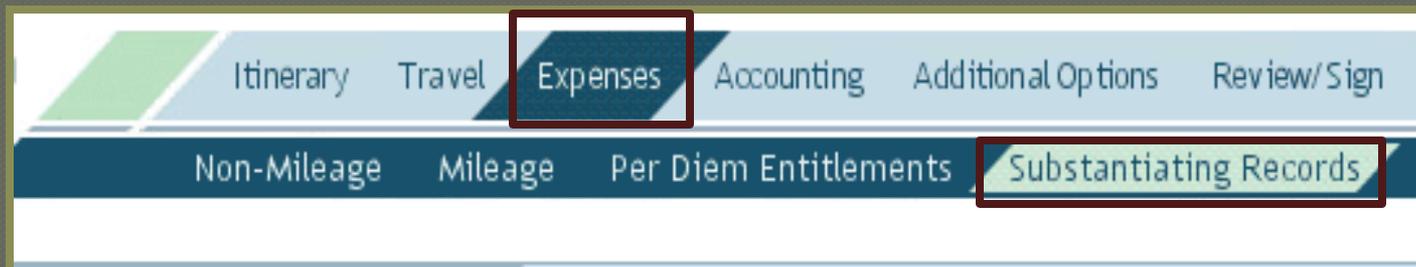
A screenshot of a 'Modify Search' form. At the top is a 'Modify Search' button. Below it is a note: 'Please Note: A Red Star (*) indicates a field is required.' The form contains several fields: '* Pick-Up Date:' with a date input field containing '08/23/2013' and a calendar icon; '* Pick-Up Time:' with a dropdown menu showing '08:30 AM'; '* Drop-Off Date:' with a date input field containing '08/30/2013' and a calendar icon; '* Drop-Off Time:' with a dropdown menu showing '05:30 PM'. Below these is a checkbox for 'One-Way Rental:'. Then a text input field for '* Pickup Airport (or city, state):'. Then a dropdown menu for '* Type:' showing 'Compact'. At the bottom is a 'Search' button.

Rental Vehicle

- Reimburse all legitimate costs associated with the rental vehicle.
 - Fuel and Oil
 - Transportation to and from rental facility
 - Tolls and parking fees
 - Taxes
 - Government administrative rate supplement (GARS)
- Upgrades reimbursable per command's guidance.
 - Can authorize the size/quantity necessary to meet missions requirements.
- Extra insurance is not reimbursed for CONUS TAD sites.
 - Authorized when TAD at OCONUS sites
- TECOM will **not** fund rental vehicles.

Personal Vehicle (POV)

- Traveler will be reimbursed mileage when utilizing POV for mode of transportation to and from TAD site.
- If TAD site is 400 miles or more in distance (one way) the traveler is required to fill out and upload a Constructed Travel Worksheet (CTW).
 - Traveler will compare how much it will cost in mileage to how much it would cost the government (GSA rate) to fly to the TAD location.
 - CTW can be found on the I MEF DTS Help Desk website.
 - The traveler will be reimbursed whichever mode is more cost effective.
 - The CTW will be uploaded under the “Expenses” tab under the “Substantiating Records” sub-tab.



Personal Vehicle (POV) Cont'd

- How to input POV mileage to TAD site:
 - Go to “Expenses” tab and select the “Mileage” sub tab.



- Click on the “Expense Type” drop down box and select “Pvt Auto-TDY/TAD”.
- Enter the date when the traveler will be leaving to TAD location.
- Click on the “Method of Reimbursement” drop down box and select the traveler’s method of reimbursement (I.E. GOVCC or Personal).

Mileage Expense #1

* Expense Type:

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

Miles required to be obtained from Defense Table of Distances
[DoD Table of Distances](#)

From:

To:

* Miles x Rate 0.565 = Cost \$

Create separate mileage expense for return trip mileage:

Personal Vehicle (POV) Cont'd

DoD Table of Distances

- Click on the “DoD Table of Distance” hyperlink to calculate the mileage.
 - Under the “Traveling From” section you can search your departing location by typing in city, state, or country.
 - Click the “Search” tab to verify the correct location.
 - Once you have found the correct location of departure, click the “Select” hyperlink next to that location.

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A Red Star (*) indicates a field is required.

Oconus:

* City:

State/Country: [Lookup State and Country Codes](#)

County:

Search Results

Traveling From Search Results

Search Results for san diego, ca. Select one of the following:

City/Location	State	County	
92138 San Diego	CA	San Diego	select
92101 San Diego	CA	San Diego	select
92102 San Diego	CA	San Diego	select
92103 San Diego	CA	San Diego	select
92104 San Diego	CA	San Diego	select

Personal Vehicle (POV) Cont'd

- Under the “Traveling To” section search TAD location by city, state or country.
- Click on the “Search” tab to verify the correct location.
- Once you have found the correct location click the “Select” hyperlink next to that location.

Traveling To:

Oonus:

* City:

State/Country: [Lookup State and Country Codes](#)

County:

32506 Pensacola	FL	Escambia	select
32507 Pensacola	FL	Escambia	select
32508 Pensacola	FL	Escambia	select
32509 Pensacola	FL	Escambia	select
32511 Pensacola	FL	Escambia	select

- After you have selected your locations click the “Calculate Mileage” tab and then click “Save Total and Continue”.

Calculate Total:

Total Miles: 1990

Personal Vehicle (POV) Cont'd

- Before you save the mileage expense, ensure to check “Create separate mileage expense for return trip mileage”.

Date: 
(mm/dd/yyyy)

Method of Reimbursement:

Miles required to be obtained from Defense Table of Distances
[DoD Table of Distances](#)

From: 92138 San Diego, CA

To: pensacola, fl

Miles x Rate 0.565 = Cost \$ 1124.35

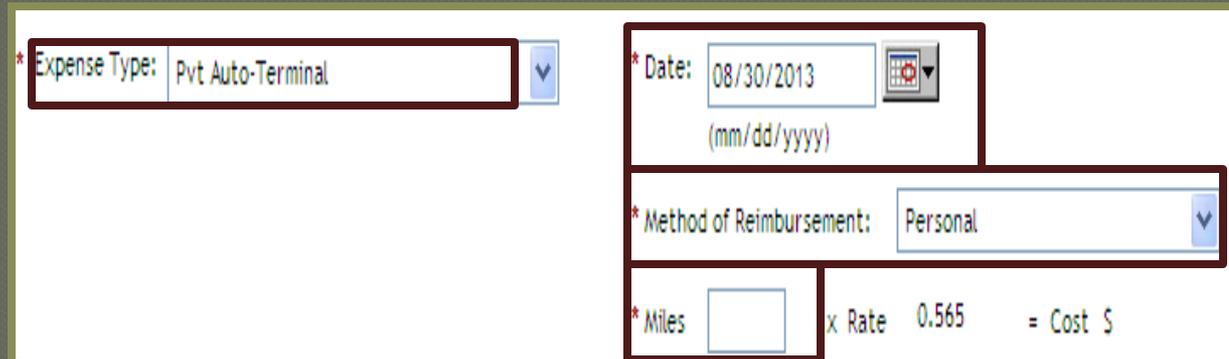
Create separate mileage expense for return trip mileage:

Personal Vehicle (POV) to Terminal

- When the traveler is driving POV to airport terminal they rate mileage.
- If spouse is authorized to transport traveler, spouse rates mileage for 2 round trips.
- How to input mileage for POV when driving to airport terminal:
 - Go to the “Expenses” tab and select the “Mileage” sub-tab.



- Select the drop down box and select “Pvt Auto- Terminal”.
- Select the date that you will be traveling.
- Select the method of reimbursement.
- Type how many miles the from the duty station/residence to the airport terminal.

A screenshot of a form for entering an expense. The form has several fields with red boxes around them:

- * Expense Type: A dropdown menu with 'Pvt Auto-Terminal' selected.
- * Date: A date field showing '08/30/2013' with a calendar icon and '(mm/dd/yyyy)' below it.
- * Method of Reimbursement: A dropdown menu with 'Personal' selected.
- * Miles: A text input field.
- x Rate: A text input field with '0.565' entered.
- = Cost \$: A text input field.

Per Diem Entitlements

Lodging

- AO will determine whether government quarters or commercial lodging will be used.
- If government quarters are directed but not available, the traveler needs a **Certificate of Non-Availability (CNA)**.
- When TAD to a *schoolhouse* or *formal training* the Installation Commander decides whether government quarters are directed.
- Civilians are highly encouraged to stay in lodging but cannot be directed.
- Can authorize up to 300% of published per diem rate if lodging could not be obtained under the ceiling rate.
- Do not reimburse if staying with **relatives/ friends**.
- Taxes are paid separate from lodging when TAD CONUS through the “Non-Mileage” expense under the “Expenses” tab.

Per Diem Entitlements

Meals and Incidental Expense (M&IE)

- Meals and incidental expense are combined as one expense.
- The incidental expense is for miscellaneous items that may need to be purchased while TAD.
- On the first and last day of travel the traveler rates 75% of the full Per Diem.
- There are 3 M&IE rates: Government Meal Rate (GMR), Proportional Meal Rate (PMR), and Commercial Meal Rate (CMR).
 - **GMR** is reimbursed when government messing facility is available and utilized.
 - **PMR** is reimbursed when the traveler has 1 or 2 meals provided/available.
 - **CMR** is reimbursed when traveler has to pay for all meals consumed
- Must be occupying government quarters at the TAD installation to prescribe GMR and PMR.
- Must prescribe GMR/PMR up front (on Authorization).
- No Per Diem when:
 - Abroad a government vessel
 - PTAD
 - Leave

Per Diem Entitlements

M&IE Cont'd

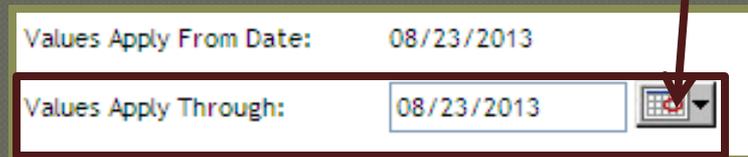
- If occupying commercial lodging, CMR must be given unless any meals are being provided or government messing is not available.
- Must prescribe GMR/PMR up front (on Authorization).
- Travelers will most likely not receive Per Diem while on Field Duty. This limitation of Per Diem begins 0001 the day after commencing Field Duty and ends at 2400 the day before it ends.
 - Circumstances under which the traveler may rate Per Diem while on any of the statuses afore mentioned can be found in JFTR U4510.

Per Diem Entitlements Cont'd

- How to input Per Diem in DTS:
 - Go to the “Expenses” tab and select “Per Diem Entitlements”



- Click “Edit” next to the day/days that need to be changed.
 - When changing per diem for multiple days utilize the “Values Apply Through” drop down box at the top of the screen to include all of the dates.



Note: Per Diem entitlements are defaulted to the full rate.

Per Diem Entitlements Cont'd

- Under the “Per Diem Rates” section:
 - Change the lodging rate in the manual type in box.

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense details such as payment method, reimburseable, etc."

Per Diem Rate: 102 / 46

Lodging: \$ 102.00 > [view expense details / currency calculator](#)

M & IE: \$ 34.50 > [view expense details / currency calculator](#)

- Under the “Duty Conditions” section check any box that applies to the traveler’s TAD trip.

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Note: In order to enter GMR/PMR under Per Diem entitlements you must select “Quarters Available” under the “Duty Conditions” section.

Per Diem Entitlements Cont'd

- Under “Meals” section:
 - If traveler rates **CMR**, select “Full Rate”.
 - If traveler rates **GMR**, select “Available” and select breakfast, lunch, and dinner.
 - If traveler rates **PMR**, select “Provided” or “Available” and what the orders state they will have available/ provided to them.

Meals

If you would like to make changes to meals, select the appropriate meal code

<input type="radio"/> Full Rate	<input checked="" type="checkbox"/> Breakfast
<input type="radio"/> Elected	<input checked="" type="checkbox"/> Lunch
<input checked="" type="radio"/> Available	<input checked="" type="checkbox"/> Dinner
<input type="radio"/> Provided	Cost: \$ <input type="text" value="0.00"/>
<input type="radio"/> Occasional	
<input type="radio"/> Special Rate	

Per Diem Entitlements Cont'd

- Select an boxes that apply to the traveler under “Other Per Diem Entitlements” section.
- Once you have completed all of the required sections click “Save These Entitlements” tab.

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave
Check here if you are taking leave for the above date or date range.

Sick Leave - No Per Diem
Check here if you are taking Sick Leave without Per Diem for the above date or date range.

Sick Leave - Per Diem
Check here if you are taking Sick Leave with Per Diem for the above date or date range.

Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.

Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.

Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.

OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Upload Orders/ Funding Letter

- Ensure the traveler's TAD orders and/or funding letter is uploaded in the DTS authorization/orders.
- To attach supporting documents:
 - Go to the "Expenses" tab and select "Substantiating Records" sub tab.
 - Click the "Browse" tab and select the document from file on computer.
 - Click "Upload" tab.

Defense Travel System
A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements **Substantiating Records**

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

• [Print Fax Cover Sheet](#)

• [Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
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Line of Accounting (LOA)

- If the trip is funded by the unit, utilize the drop down boxes under the “Accounting” tab and the “Accounting Code” sub tab. The funding letter will tell you what line of accounting to use for the specific trip.
- If the trip is funded by another unit, contact unit FDTA to make that line of accounting available.
- If the trip is TECOM funded select your unit’s line of accounting. When the authorization/orders is signed and routed for approval, TECOM will enter their own line of accounting and allocate the expenses.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 25-Jun-13 > Find Accounting Label
End Date: 26-Jun-13 > Change Organization

Accounting Label: ---Select--- From M1F1416928305DISB
Shared LOA: ---Select to Add---
Cross Org LOA: ---Select to Add---

Expenses Summary

No accounting information available.

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Proceed to the following page: Preview Continue

Partial Payment(s)

- When TAD consecutively for 45 days or more traveler rates partial payments.
- Partial Payments are paid every 30 days to GOVCC/Personal account to ensure traveler will not become delinquent or in financial hardship.
- The split disbursement between the GOVCC/ Personal account is created by the system based off the method of reimbursements for each expense.
- To schedule a partial payment go to the “Additional Options” tab and select the “Partial Payments” sub tab.
- Click the “Schedule Partial Payments” tab.

The screenshot displays the Defense Travel System (DTS) interface. At the top, the logo reads "Defense Travel System A New Era of Government Travel". The navigation menu includes "Itinerary", "Travel", "Expenses", "Accounting", "Additional Options", and "Review/Sign". Below this, a secondary menu shows "Profile", "Partial Payments", and "Advances". The "Additional Options" and "Partial Payments" tabs are highlighted with red boxes. The main content area is titled "Scheduled Partial Payments" and contains a yellow informational box with the text: "Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click 'Schedule Partial Payments'". Below this text is a paragraph explaining that scheduled partial payments are for trips over 45 days and provide advance reimbursement. At the bottom of the page, a blue button labeled "Schedule Partial Payments" is highlighted with a red box.

Advance

- If traveler is not a GOVCC holder, they can schedule an advance.
- An advance is paid to traveler's personal account to assist them with expenses prior to TAD trip.
- To schedule an advance go to the "Additional Options" tab and select "Advances" sub tab.
- Utilize the drop down box to select the correct accounting label.
- Once selected the system will schedule the advance.

Note: The traveler's profile must say "Authorized Advance" in order to schedule an advance.

Advances

Non-ATM Advances. Select the accounting Labels(s) that are associated to the Non-ATM Advance(s) for this trip.

Start Date: 23-Aug-13 [Max Advance Detail](#)

End Date: 31-Dec-13

Accounting Label: -- Select to Add --

Shared LOA: -- Select to Add --

Cross Org LOA: - No Other Accounts Available -

The screenshot shows a web interface for scheduling an advance. The 'Accounting Label' dropdown menu is highlighted with a red box, and a red arrow points to the selected option '13 DISB OCO'.

How to Sign an Authorization

1. Under the “Review/Sign” tab click on the “Preview” sub tab.
 - Review the authorization/orders to ensure that the information that has been inputted is correct and IAW the orders and/or funding letter.
 - When you have reviewed the information click the “Save and Proceed to Other Auths” tab (located at the bottom of the screen).
2. Review the Other Auths. Screen for any flags. Type in justifications for any items that have been flagged in the system.
 - Click the “Continue” tab (located at the bottom of the screen).
3. On the “Pre-Audit” sub tab, review anything that has been flagged in the system. Type in justifications for any items that have been flagged in the system.
 - Click the “Save and Proceed To Digital Signature” tab

How to Sign an Authorization Cont'd

4.
 - Utilize the drop down box for “Submit this document as” and select “SIGNED”.
 - Utilize the drop down box for the “Routing List” and select the correct routing list that it needs to be routed through.
 - Add any additional remarks that are necessary for your unit’s AO’s and RO’s.
 - Click “Submit Completed Document” to complete your digital signature.

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: CPEN

Additional Remarks:

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

Submit Completed Document

Detailed description: The image shows a web-based form titled "Digital Signature". At the top, there is a blue header with the text "Digital Signature". Below the header is a yellow banner with the instruction: "Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document." Underneath is a section titled "Document Action" which contains two dropdown menus. The first dropdown is labeled "* Submit this document as:" and is set to "SIGNED". The second dropdown is labeled "Routing List:" and is set to "CPEN". Below these is a text area for "Additional Remarks:". To the right of the text area is a warning message: "The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO." At the bottom of the form is a button labeled "Submit Completed Document". Red boxes highlight the two dropdown menus and the "Submit Completed Document" button.

Voucher

- **Voucher:**

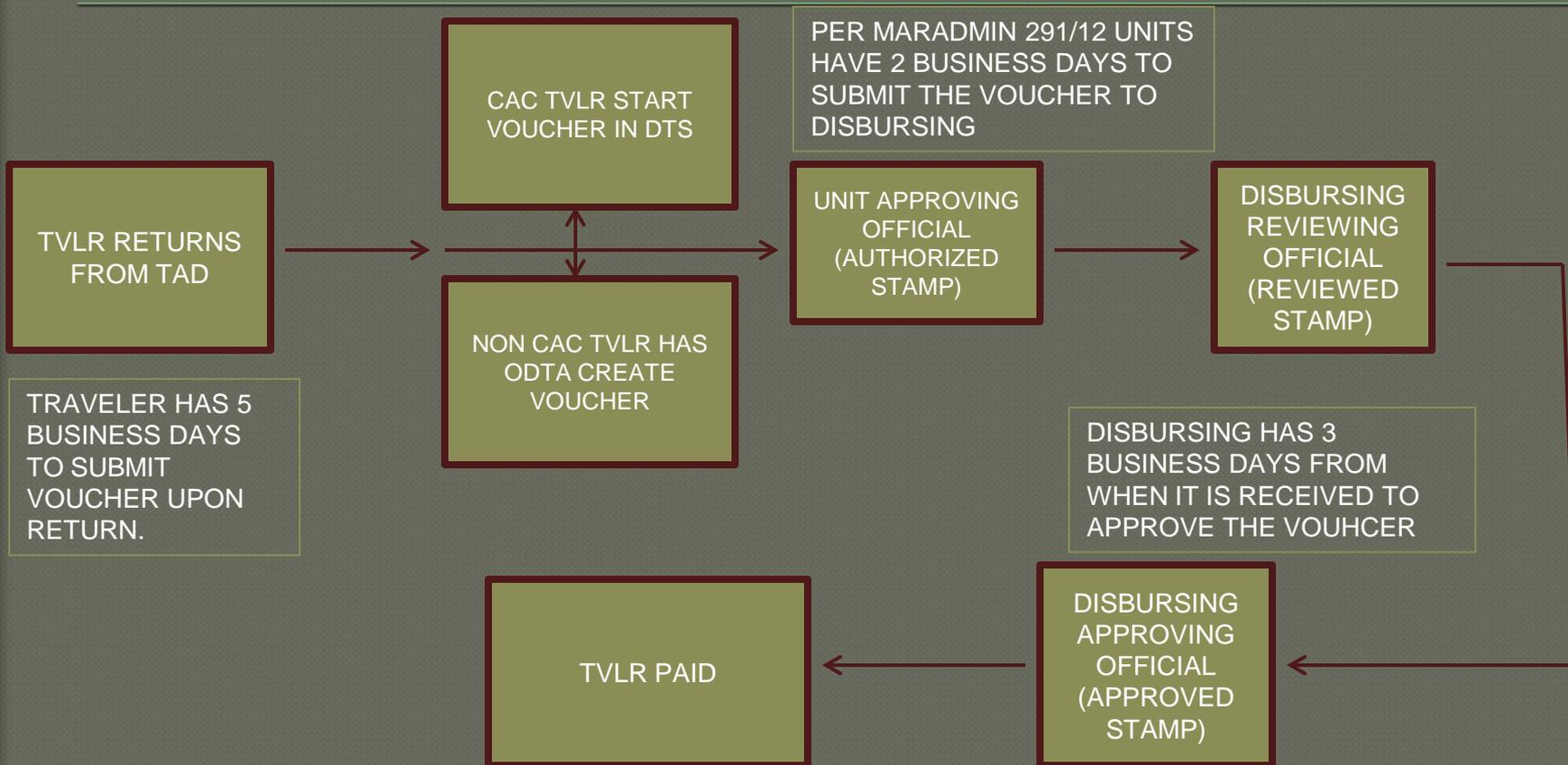
- A voucher is a document that is created once TAD is finished. It should contain all reimbursable travel expenses that the traveler incurred while TAD. It must be completed from a previous authorization.

Centralized Voucher Process

- Camp Pendleton Disbursing office approves *all* vouchers and local vouchers that are unit funded under I MEF.
- Local vouchers/ vouchers must be sent up the CPEN routing list.
 - Authorized by unit AO and then routed to disbursing for approval.

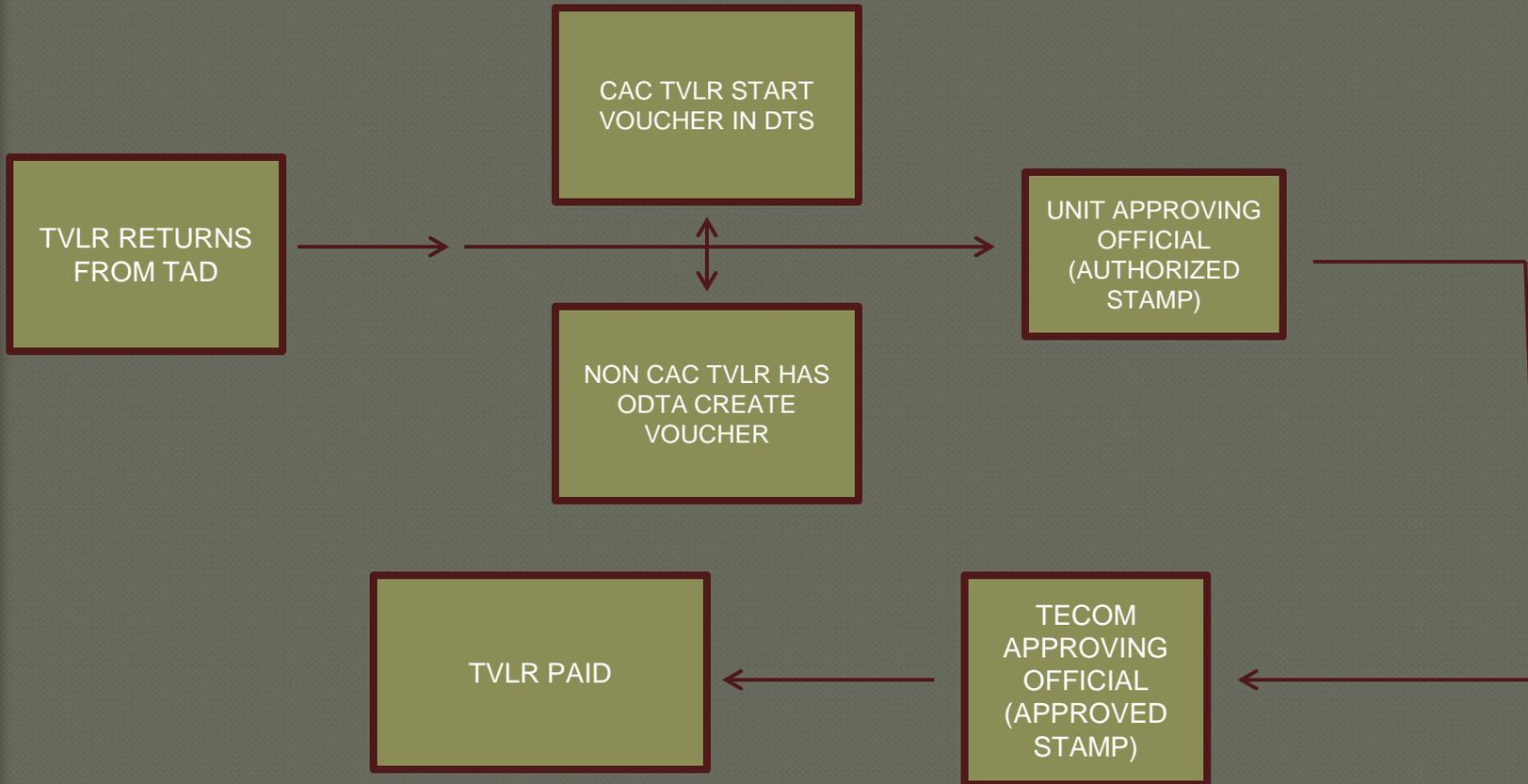
Voucher Process Flow

Unit Funded Trips : CPEN Routing List



Voucher Process Flow

TECOM Funded Trips : WWT Routing List



How to Create a Voucher

- Go to “Official Travel- Others” tab and select “Vouchers”



- Search traveler by full SSN or first and last name.
- Click on the “ Create New Voucher from Authorization/Orders” located at the top left hand corner of the screen.
- Under the “Itinerary” tab verify to ensure the TAD trip dates and location is correct. Ensure to make any changes that are necessary.
- Under the “Travel” tab to ensure the transportation modes and monetary values are correct. Make any necessary changes.
- Under the “Expense” tab select the “Non-Mileage” sub tab to input any miscellaneous expenses.

Miscellaneous Expense Types

- **Transportation in and around TAD site**
- **Transportation to and from the airport**
- GOVCC/ ATM advance fee (determined by applicable rate for card).
- **Baggage tips**
- **Laundry/ dry cleaning-** traveler must be TAD in CONUS for at least 7 consecutive days. Maximum allowed reimbursement equal to \$2.00 per day. Civilians must be TAD in CONUS for 4 consecutive days. Laundry/ dry cleaning expense is not reimbursable OCONUS because that expense is included in the incidental expense.
- **Parking fees-** travelers are limited to cost of 2 taxi fares plus tip.
- **Tolls**
- **Excess baggage-** must be addressed in the authorization. Contact TMO with questions regarding limitations.

JFTR, Appendix G for Miscellaneous Expense

How to Create a Voucher Cont'd

- To input a non-mileage expense:
 - Utilize the drop down box or manual type in box to select the type of miscellaneous expense.
 - Enter in the cost of the miscellaneous expense.
 - Utilize the drop down box to select the date that the expense incurred on
 - Utilize the drop box to select the method of reimbursement for the miscellaneous expense.

Non-Mileage Expense #2

Select Expense Type: Gasoline-POV	* Cost: \$ 50.00
- OR - Gasoline-POV	view expense details/currency calculator
	* Date: 08/23/2013
	(mm/dd/yyyy)
	* Method of Reimbursement: Personal

How to Create a Voucher Cont'd

- Once all miscellaneous expenses have been added click the “Save Expense” tab located at the bottom of the screen.
- Under the “Expense” tab select the “Mileage” sub tab to add any mileage expense reimbursable to the traveler.
- Under the “Expense” tab select the “Per Diem Entitlements” sub tab ensure all per diem entitlements are correct. If any changes need to be made click the “edit” hyper link next to those specific days.
- Under the “Expenses” tab select the “Substantiating Records” sub tab upload all required receipts and supporting documentation.

How to Create a Voucher Cont'd

Receipts

- To be considered a valid receipt:
 - The name of the company providing the service (I.E. the name of the hotel, airline, rental car agency, etc..)
 - Dates specific services were rendered or articles purchased, and the unit price.
- **Lodging receipts**
 - Must be itemized
 - Must have a zero balance

Country Inn 29 Palms

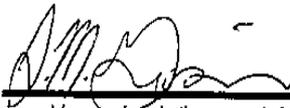
06-26-13

Stephanie Goslin	Folio No. :	43908	Room No. :	209
	A/R Number :		Arrival :	06-25-13
	Group Code :		Departure :	06-26-13
	Company :		Cont. No. :	751521
	Invoice No. :		Rate Code :	BEST
	Cashier No. :	14	Page No. :	1 of 1

ITEMIZED

Date	Description	Charges	Credits
06-25-13	Best Rate Available	59.95	
06-25-13	City Tax - Room	5.40	
06-26-13	Visa XXXXXXXXXXXXX2898		65.35
Total		65.35	65.35
Balance		0.00	

Guest Signature:



I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

How to Create a Voucher Cont'd

- If traveler is a GOVCC holder, ensure that the split disbursement will cover the balance.
- To ensure the balance on traveler's GOVCC card contact unit's APC or traveler with the current balance.
- To check the split disbursement of final settlement go to the "Additional Options" tab and select the "Payment Totals" sub tab.

GOVERNMENT CHARGE CARD

- GOVCC must be used for all lodging, rental car, and commercial air expenses.
- Apply for a GOVCC by contacting your Agency Program Coordinator (APC). You will generally need to start applying 30 days prior to TAD to receive and be able to use the GOVCC for travel.
- Must have GOVCC activated prior to CTO ticketing.
- MARADMIN 216/13 mandates that the GOVCC be paid in full at the time the voucher is approved. As a traveler, verify your GOVCC balance and ensure the voucher accurately reflects it will be paid in full. Vouchers sent through Camp Pendleton Disbursing will be automatically adjusted if the GOVCC is not paid in full. TECOM vouchers will not be automatically adjusted.

Subtracting Payment From GOVCC

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="\$0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="\$80.00"/>	\$0.00	
Prev Pmt Adjustments:		\$-80.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$480.00	\$102.00	\$582.00

- Use the following steps to reduce the split disbursement going to the GOVCC in order to increase the payment to the personal account prior to the final settlement.
- Enter the monetary amount into the Less Prev Pmts to GOVCC (By Traveler) field.
- Click the “**calculate**” hyperlink.
- The specified amount will be incremented to the **Personal Net Distribution** field.

Adding Amount To the GOVCC

- Use the following steps to increase the split disbursement payment to the GOVCC to decrease the split disbursement to the personal account prior to the final settlement.
 - Enter the monetary amount in the "Add GOVCC ATM" field.
 - Click the **"calculate"** hyperlink.
 - The specified amount will be decremented from the **Personal Net Distribution** field.

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$400.00	\$182.00	\$582.00
Less Prior Pmts:	\$0.00	\$0.00	\$582.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$400.00	\$182.00	\$0.00
Add GOVCC ATM:	\$0.00	<input type="text" value="\$100.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	
Prev Pmt Adjustments:	\$-100		
Final Distribution(Net to traveler)			
Net Distribution:	\$300	\$282.00	\$582.00

How to Sign a Voucher

- 1. Under the “Review/Sign” tab click on the “Preview” sub tab.
- Review the voucher to ensure that the information that has been inputted is correct and has *all* supporting documents.
- When you have reviewed the information click the “Save and Proceed to Other Auths” tab (located at the bottom of the screen).
- 2. Review the Other Auths. Screen for any flags. Type in justifications for any items that have been flagged in the system.
- Click the “Continue” tab (located at the bottom of the screen).
- 3. On the “Pre-Audit” sub tab, review anything that has been flagged in the system. Type in justifications for any items that have been flagged in the system.
- Click the “Save and Proceed To Digital Signature” tab

How to Sign a Voucher Cont'd

4. -Utilize the drop down box for “Submit this document as” and select “T-Entered”.
 - Utilize the drop down box for the “Routing List” and select the correct routing list that it needs to be routed through.
 - Add any additional remarks that are necessary for your unit’s AO’s and RO’s.
 - Click “Submit Completed Document” to complete your digital signature.

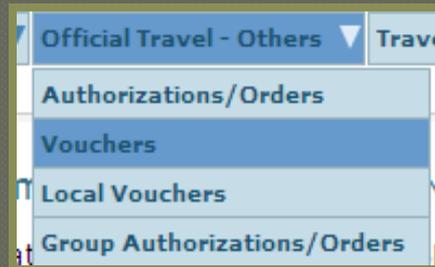
The screenshot shows a web form titled "Digital Signature". At the top, a yellow banner contains the text: "Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document." Below this is a section titled "Document Action" which contains two dropdown menus: "Submit this document as:" with "SIGNED" selected, and "Routing List:" with "CPEN" selected. To the right of these dropdowns is a text block: "The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO." Below the dropdowns is a text area labeled "Additional Remarks:". At the bottom of the form is a button labeled "Submit Completed Document". Red boxes highlight the two dropdown menus and the "Submit Completed Document" button.

T-Entering

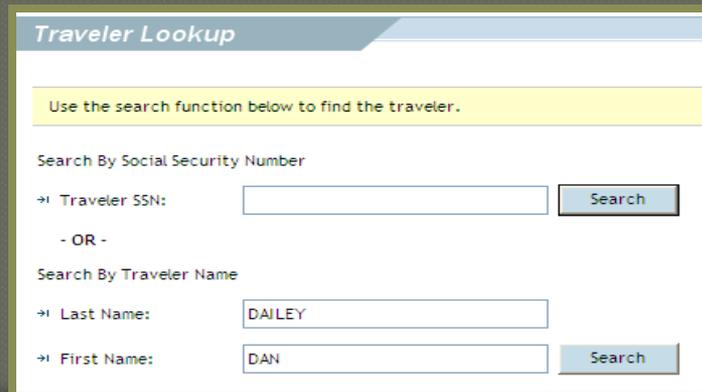
- When signing on behalf of a traveler for a voucher (also known as “t-entering” the traveler must sign a 1351-2 Form.
- The 1351-2 Form is system generated and specific to each voucher.

How to acquire a 1351-2 Form:

- Go to “Official Travel- Others” tab and select “Vouchers”.



- Search traveler by full SSN or First and Last name.

A screenshot of a web form titled "Traveler Lookup". The form has a yellow header bar with the text "Use the search function below to find the traveler." Below this, there are two search options. The first is "Search By Social Security Number", which includes a text input field for "Traveler SSN:" and a "Search" button. Below this is a separator "- OR -". The second option is "Search By Traveler Name", which includes two text input fields: "Last Name:" with the value "DAILEY" and "First Name:" with the value "DAN". There is a "Search" button next to the "First Name" field.

T-Entering Cont'd

- Click the “Print” hyperlink next to that specific Voucher.

Existing Vouchers							
<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
SGYUMAAZ072213_V01	07/22/13	ARCHIVE IMAGE ACCEPT	1GN6R5	> view	> print		> amend

- Have the traveler sign Block 20a.
- Scan and upload 1351-2 into “Substantiating Records” located under the “Expenses” tab.



One Day TAD

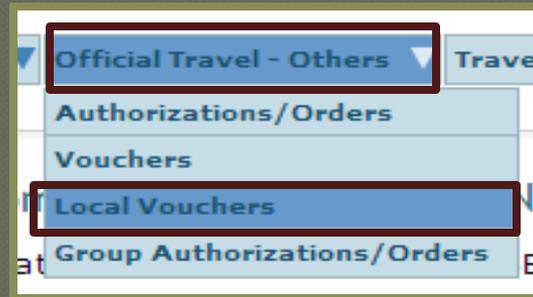
- For 1 day of TAD outside limits of PDS:
 - Over 12 hours: Traveler can be authorized M&IE (at a rate of 75% of the full per diem) for the TAD location and any transportation expense.
 - Under 12 hours: Traveler are reimbursed any authorized transportation expense and will most likely receive no M&IE.

Local Voucher

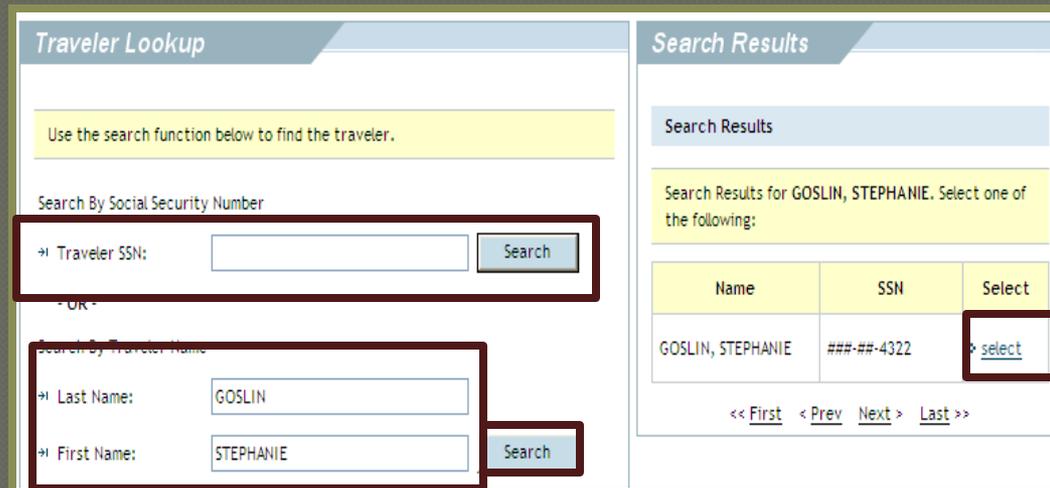
- Utilized to reimburse travelers for mileage.
- Reimbursement will be actual miles driven subtracted by usual commute.
- Utilize the Defense Table of Official Distances (DTOD) in DTS to determine mileage that will be reimbursed.

How to Create a Local Voucher

- Go to “Official Travel- Others” tab and select “Local Vouchers”.

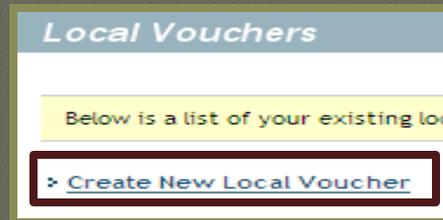


- Search traveler by full SSN or first and last name.
- Click the “Select” hyperlink next to the traveler’s name.

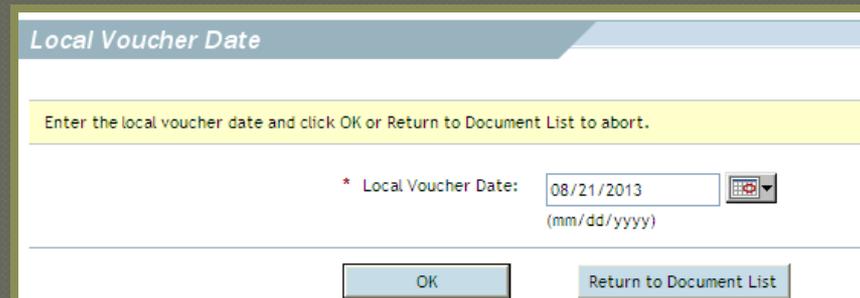
A screenshot of a web application interface showing the 'Traveler Lookup' and 'Search Results' sections. The 'Traveler Lookup' section has two search methods: 'Search By Social Security Number' and 'Search By Traveler Name'. The 'Search By Social Security Number' section has a text input field for 'Traveler SSN' and a 'Search' button. The 'Search By Traveler Name' section has text input fields for 'Last Name' (containing 'GOSLIN') and 'First Name' (containing 'STEPHANIE'), and a 'Search' button. The 'Search Results' section shows a message: 'Search Results for GOSLIN, STEPHANIE. Select one of the following:'. Below this is a table with three columns: 'Name', 'SSN', and 'Select'. The table contains one row: 'GOSLIN, STEPHANIE', '###-##-4322', and a 'select' hyperlink. The 'select' hyperlink is highlighted with a red border. Navigation links '<< First', '< Prev', 'Next >', and 'Last >>' are located below the table.

How to Create a Local Voucher Cont'd

- Click on the “Create New Local Voucher” hyperlink located at the top left hand corner of the screen.



- Utilize the drop down box to select the date when the TAD trip took place.

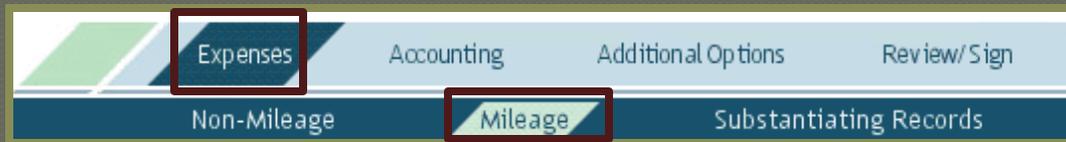
A screenshot of a web application form titled "Local Voucher Date". The form has a yellow banner with the text "Enter the local voucher date and click OK or Return to Document List to abort.". Below the banner, there is a label "* Local Voucher Date:" followed by a text input field containing "08/21/2013" and a calendar icon. Below the input field, there is a small text "(mm/dd/yyyy)". At the bottom of the form, there are two buttons: "OK" and "Return to Document List".

- Go to the “Expenses” tab and select the “Non-Mileage” sub tab to add any miscellaneous expense that the traveler incurred during TAD trip

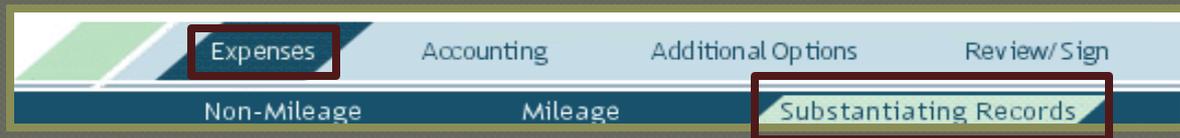


How to Create a Local Voucher Cont'd

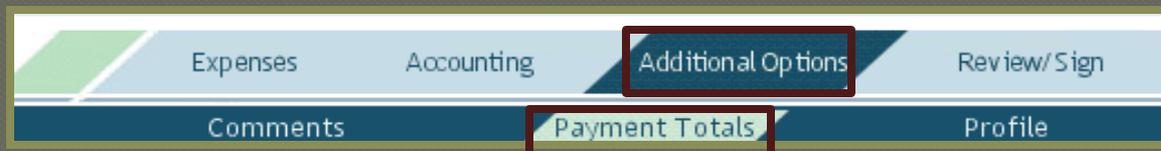
- Go to the “Expenses” tab and select the “Mileage” sub tab to add any mileage expense that is reimbursable to the traveler.



- To upload receipts and supporting documents go to the “Expenses” tab and select the “Substantiating Records” sub tab.



- Add the Line of Accounting into the document under the “Accounting” tab.
- To change the split disbursement of the settlement go to the “Additional Options” tab and select the “Payment Totals” sub tab



How to Sign a Local Voucher

- 1. Under the “Review/Sign” tab click on the “Preview” sub tab.
- Review the voucher to ensure that the information that has been inputted is correct and has *all* supporting documents.
- When you have reviewed the information click the “Save and Proceed to Pre-Audit” tab (located at the bottom of the screen).
- 2. On the “Pre-Audit” sub tab, review anything that has been flagged in the system. Type in justifications for any items that have been flagged in the system.
- Click the “Save and Proceed To Digital Signature” tab

How to Sign a Local Voucher Cont'd

4. -Utilize the drop down box for “Submit this document as” and select “SIGNED”.
 - Utilize the drop down box for the “Routing List” and select the correct routing list that it needs to be routed through.
 - Add any additional remarks that are necessary for your unit’s AO’s and RO’s.
 - Click “Submit Completed Document” to complete your digital signature.

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: CPEN

Additional Remarks:

Submit Completed Document

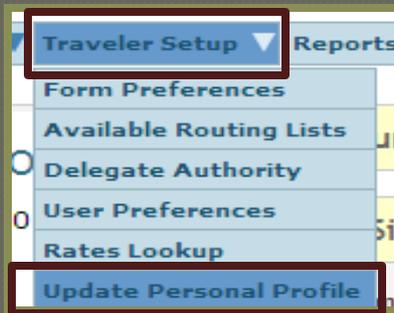
The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

The screenshot shows a web form titled "Digital Signature". At the top, there is a blue header with the text "Digital Signature". Below the header is a yellow banner with the instruction: "Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document." Underneath is a section titled "Document Action" which contains two dropdown menus. The first dropdown is labeled "* Submit this document as:" and is set to "SIGNED". The second dropdown is labeled "Routing List:" and is set to "CPEN". Below these is a text area for "Additional Remarks:". At the bottom of the form is a button labeled "Submit Completed Document". To the right of the form, there is a note: "The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO." Red boxes in the original image highlight the two dropdown menus and the "Submit Completed Document" button.

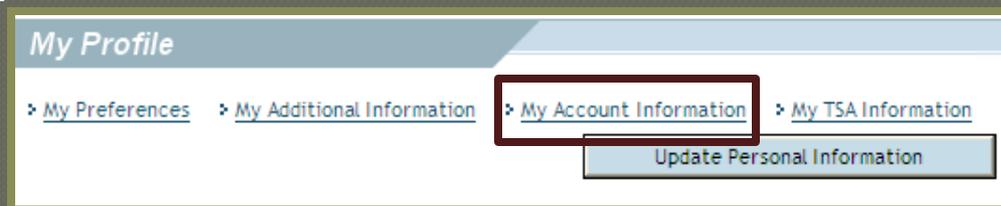
Assisting Travelers

Updating EFT information

- LDTA's or travelers are the only authorized personnel to update EFT information.
- **How traveler's can update their EFT information:**
 - Have the traveler log into DTS.
 - Traveler will go to the "Traveler Setup" tab and select the "Update Personal Profile" sub tab.



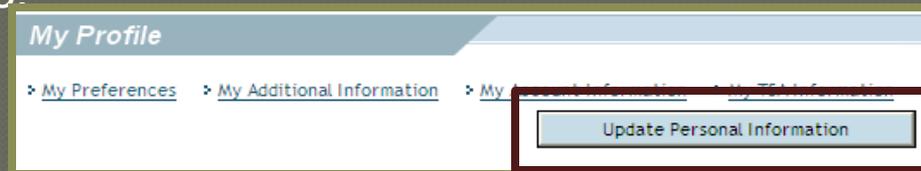
- Traveler will click on the "My Account Information" hyperlink located at the top of the screen



Assisting Travelers

Updating EFT Information Cont'd

- Traveler will type in their correct personal account information.
- Traveler must click “Update Personal Information” tab when they have finished update their profile.



- **How to submit an EFT request to LDTA:**

- Fill out required fields on the EFT Request form (located on the I MEF DTS Help Desk website under the “Forms” tab).
- Attach your DD Form 577 with the EFT Request form.
- Scan and email the EFT request form and DD form 577 to the I MEF DTS Help Desk.

Assisting Travelers

Trace Request

- When a DTS payment shows that it was paid out and the traveler never received those funds they will need to send a Trace Request.
- The Trace Request instruction sheet can be found on the I MEF DTS Help Desk website under the “Forms” tab.
- The Trace Request will be emailed to DFAS.
- DFAS will contact the bank to ensure the traveler did not receive those funds (I.E. wrong bank account information in DTS, old bank account, or a closed bank account).
- DFAS will then re-issue the payment to the travel via EFT.
- This process can take anywhere from 1-2 weeks.
- For further questions or assistance call DFAS at 1-888-332-7411.

References

References to obtain additional information:

- Defense Travel System Sites
 - www.defensetravel.osd.mil
- JFTR, Volume 1/Appendix O of the JFTR
 - [www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)
- DoD FMR, Volume 9, Chapter 2
 - http://comptroller.defense.gov/fmr/archive/09arch/09_02.pdf
- Defense Travel Administrators (DTAs)
- I MEF DTS Help Desk Website
 - <http://www.imef.marines.mil/DTSHelpdesk.aspx>

CTO Point of Contact(s)

Camp Pendleton: (760) 725-4396

Miramar: (858) 577-1299

Yuma: (928) 269-2315

29 Palms: (760) 830-6622



Comptroller Point of Contact(s)

TECOM: (703) 784-3086/ (703) 784-0553

MARSOC: (760) 725-2239

Base: (760) 763-0696

1st Mar Div: (760) 763-2099

1st MLG: (760)-9173

1st MHG: (760) 763-2566

3rd MAW: (858) 577-7414

Questions

I Marine Expeditionary Force (I MEF)

Hours of Operation:

Monday –Friday 0700-1700 PST

Organization Mail Box (OMB):

i_mef_dts_help_desk@usmc.mil

Phone Numbers:

(760) 763-7154

(760) 763-7152

(760) 763-7157

(760) 725-5919

DSN: 365-XXXX

Fax: (760) 725-6473

