Defense Travel System I MEF / MCI West-Campen DTS Helpdesk How to Review/ Approve a DTS Document

MISSION

- To provide an introduction to approving and authorizing a DTS authorization, voucher, and local voucher in accordance with the JTR and The I MEF DTS Voucher submission requirements.
- As an Approving Official, you are required to review vouchers for accuracy and for correct entitlements.
 DTS does most of the work when entitlements are concerned but there is still the opportunity for over/underpayments.

Logged In As: Madison G Clarkson			Help for thi	s screen
A New Era of Government Travel				Logoff
Official Travel V Official Travel - Others V Traveler Setup	Reports V Administrative	ROA	DMM	
Welcome Madison G Clarkson	Documents Awaiting Y	our Approv	al> <u>Clic</u>	<u>k Here</u>
Organization: DM1F1416928305DISB	My Signed Documents			
Org Access: DM Group Access: DM	Document Name	Current Status	Departure Date	уре
Permission: 0,1,2,3,4,5,6	MCYUMAAZ082615 A01	POS ACK RECEIVED	08/26/15	<mark>A</mark> UTH
	MCYUMAAZ082615 V01	SIGNED	08/26/15	٧СН
Message Center	MCPALMSCA091715 A01	SIGNED	09/17/15	AUTH
On long 15, 2015, the Dependence of Defense will lower be				

On June 15, 2015, the Department of Defense will launch a pilot of a new Integrated Lodging Program which includes preferred commercial lodging and integrates the ability to book government (DoD) lodging properties in DTS. Per the Joint Travel Regulations, travelers TDY to select pilot sites are directed to book government lodging or preferred commercial lodging before other lodging options. Pilot sites include: Charleston, SC/Joint Base Charleston, Dayton, OH/Wright-Patterson Air Force Base, Norfolk, VA/select area U.S. installations, Saratoga Springs, NY/Naval Support Activity Saratoga Springs, Seattle-Tacoma Airport area, WA, Tampa, FL/MacDill Air Force Base, or Twentynine Palms, CA/Marine Air/Ground Combat Center. When completing an authorization in DTS for TDY (30 or less days) to a pilot location, users will be guided to make lodging reservations at a government lodging or preferred commercial lodging facility. Travelers will also be able to make reservations at government lodging facilities at non-pilot sites. More information about the program is available at:

www.defensetravel.dod.mil/site/lodging.cfm.

•When you receive a notification to take action on a document in DTS you will need to log in and Click on the "Click Here" hyperlink next to "Documents Awaiting Your Reviewal/Approval"



AO MUST ENSURE

- TAD purpose is essential official business in the Gov't's interest
- > TAD duration is no longer than required to complete the official business/mission
- Number of travelers is held to the minimum
- Traveler's eligibility is based on official necessity and qualifications to best perform the mission

Preview

•The document will automatically open to the "Review/Sign" tab under the "Preview" sub tab.

•This screen will go over the itinerary, location, dates, and all expenses that are being claimed.

•Review everything! Ensure the member actually left on that date and did not leave or return early, as this will affect Per Diem entitlements.

Iti	nerary Trav	el Expenses	Accounting	Additional Optio	ons Review/Sig
Pr	eview	Other Auths.	Pre-	Audit Dig	ital Signature
Other Trip Informa	tion				
Trip Type:	AA-ROUTINE TDY/TA	D			
Trip Purpose:	TRAINING ATTENDAM	ICE			
Trip Description:	Attending Counter T	hreat Finance Course			
Conference/Event Name:	Not Applicable				
Overall Starting Po	int Time Zone: PST (0	9)			
Itinerary:	Leave From:	ESCONDIDO, CA			
View	Leave:	16-Nov-14			
	200701				
Location 1 - CORO	NADO,CA Time Zone:	PST (09)			
Itinerary:	Leave From:	ESCONDIDO, CA			
View	TDY/TAD Location:	CORONADO,CA			
	Arrive:	16-Nov-14			
	Leave:	21-Nov-14			
Overall End Point	Time Zone: PST (09)				
Itinerary:	Leave From:	00001100			
View	Return Location:	CORONADO, CA ESCONDIDO, CA			
	Arrive:	21-Nov-14			
Rental Car:				Comments to the Travel Agent	
View	Company:	Enterprise Rent-A-Car			
	En-Route:	No			
	Cost:	\$452.95			
	Location:	HNL Honolulu			
	Pick-Up:	04-Aug-15 09:00AM			
	Drop-Off: Method Of Reimbursement:	15-Aug-15 06:00PM GOVCC			
	Confirmation:	1200970412COUNT-			
	Restrictions:	Weekly \$132.00USD,Ext \$4.00USD,Extra Day \$22 \$452.95USD,Unlimited /	.00USD,Total		
Expenses					
Non-Mileage:	No. Expen:	е Туре	Date	Cost	Method Of Reimbursement

Trip Description

- According to the JTR, Appendix H, part 1, it is required that Authorizations and Vouchers identify the correct Trip Type and Purpose.
- A detailed explanation of the TAD purpose is required in *Trip Description* block. *Do not use acronyms*.

Other Trip Inform	nation			
Trip Type:	AA-ROUTINE TDY/TA	D		
Trip Purpose:	TRAINING ATTENDAN	CE		
Trip Description:	Attending Counter T	hreat Finance Course		
Conference/Event Name:	Not Applicable			
Overall Starting F	Point Time Zone: PST (09))		
Itinerary:	Leave From:	ESCONDIDO, CA		
View	Leave:	16-Nov-14		
Location 1 - COR	ONADO,CA Time Zone:	PST (09)		
Itinerary: View	Leave From:	ESCONDIDO, CA		
view	TDY/TAD Location:	CORONADO,CA		
	Arrive:	16-Nov-14		
	Leave:	21-Nov-14		
Overall End Point	Time Zone: PST (09)			
Itinerary: View	Leave From:	CORONADO, CA		
	Return Location:	ESCONDIDO, CA		
	Arrive:	21-Nov-14		
Rental Car: View	Company:	Enterprise Rent-A-Car	Comments to the Travel Age	ent:
100	En-Route:	No		
	Cost:	\$452.95		
	Location:	HNL Honolulu		
	Pick-Up:	04-Aug-15 09:00AM		
	Drop-Off:	15-Aug-15 06:00PM		
	Method Of Reimbursement:	GOVCC		
	Confirmation:	1200970412COUNT-		
	Restrictions:	Weekly \$132.00USD,Extra Hour \$4.00USD,Extra Day \$22.00USD,Total \$452.95USD,Unlimited Miles		
Expenses				
Non-Mileage:				Method Of
	No. Expens	e Tvpe Date	Cost	medilod UI

Preview Cont

xpenses								
lon-Mileage:		No	Expense Type	Date		Cost	Method of Reimbursement	
	Edit	1.	Excess Bagg	age 04/18	/05	\$15.00	PERSONAL	R
	Edit	2.	Hotel Room T	ax 04/18	/05	\$56.00	GOVCC	
	Edit	3.	LAUNDRY/DF CLEANING	۲Y 04/18	/05	\$20.00	PERSONAL	
					Total:	\$91.00		
fileage:		No.	Expense	Date	Cost	Method of Rei	mbursement	Miles
			Туре					
	Edit	1.	Pvt Auto-TDY/TAD	04/18/05	\$60.75	PERSONAL		150
	Edit	2. 3.	Pvt Auto-TDY/TAD Pvt Auto-Local	04/22/05 04/22/05	\$60.75 \$20.25	PERSONAL PERSONAL		150 50
	Edit	э.	PVt Auto-Local		\$20.25	PERSONAL		50
odge / M&IE:		st	art Date	End Date	Total	Lodge	Total M&IE	
ouge / huic.			art Date 1/18/05	End Date 04/22/05	Total \$380	-	Total M&IE \$229.50	
Accounting Su	mmary							
Accounting Co ODGING:	de: 04		<u>it</u> 0.00					
AðlE:		\$22	9.50					
AILEAGE:		\$14	1.75					
THER:		\$3	5.00					
EIM EXP:		\$5	6.00					
4 LOA1 Sub Tot	tal:	\$84	2.25					
alculated Trip			2.25					

- Verify Method of Reimbursement (Personal or GOVCC).
- The rental vehicle, airfare, lodging, and any expenses over \$75 being claimed must have a receipt to be reimbursed.

Substantiating Records

Below is a list	of your re	ceipts. Click "view" to view the receipts.	
Date	стw	Notes	View
17-Aug-2015		CAFB DEPLOYMENT GUIDE	> <u>View</u>
17-Aug-2015		CREECH DFT ROSTER	> <u>View</u>
02-Sep-2015		Hotel reciept	> <u>View</u>
		Return To Trip Preview	

•Go to the "Expenses" tab and click on "Substantiating Records" sub tab.

• Click the "View" hyperlink next to each uploaded document(s) (I.E. endorsements, receipts, and Funding letters).

Entitlements

							Date			Description		Transactions
Per Die	m Entitlements						08/24/20 XFR FRM 08/25/20 XFR FRM 08/26/20	15 I 15 I 15 I	ROOM CHARGE TAX MONTES CHRIST ROOM CHARGE TAX MONTES CHRIST ROOM CHARGE	TOP AT 7022 AT 7022 TOP AT 7022		48.00 5.76 48.00 5.78 48.00
information the defau	; is a list of per diem all on (e.g., duty condition ilt rates for that date ar a Tax Exemption Listing	s, meals pr	ovided, etc				XFR FRM 08/27/20 XFR FRM 08/28/20 XFR FRM	15 F	AX MONTES CHRIST ROOM CHARGE TAX MONTES CHRIST ROOM CHARGE TAX MONTES CHRIST	AT 7022 OP AT 7022 AT 7022 OP AT 7022		5.78 48.00 5.78 48.00 5.78
Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE	08/29/20	53 J	OOM CHARGE	AT 7022		48.00 5.78
08/24/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	St Pe	XFR FRM 08/30/20	15 F	NONTES CHRIST	AT 7022		48.00 5.76
08/25/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	\$7 Pe	XFR FRM 08/31/201	15 F	NONTES CHRIST	AT 7022		48.00 5.78
08/26/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	\$7 Pe	XFR FRM 09/01/20 XFR FRM	15 F	NONTES CHRIST	AT 7022		48.00 5.78
08/27/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	S7 Pe	09/02/201	15 F	NONTES CHRIST RONT DESK VIS	A CARD		483.98-
08/28/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	\$7 Pe						
08/29/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual	\$7 Pe					Balance	
08/30/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual		'1.00 rsonal	96 / 71	Т			
08/31/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual		'1.00 sonal	96 / 71				
09/01/15	CREECH AFB,NV	> <u>View</u>	N/A	\$48.00	\$48.00 GOVCC- Individual		1.00 sonal	96 / 71				
09/02/15	CREECH AFB,NV	> <u>View</u>	N/A	\$0.00	\$0.00 GOVCC- Individual		3.25 sonal	96 / 71				

 Match all receipts to entitlements being claimed in the Voucher.

- If there are any discrepancies with the entitlements go into "edit" mode to correct them.
- If they are correct and IAW the
 orders/funding letter
 go to the "Review/
 Sign" tab and select
 the "Preview" sub tab

Lodging Taxes



Lodging taxes [CONUS and nonforeign OCONUS (see appendix A for definition)] are listed under the non- mileage expenses, separate from the daily lodging under the per diem entitlements

 Travelers can lump sum the total lodging taxes.

Leave

- If the Mbr took leave at any point during the TAD period the entitlement is "0.00".
- ALSO if LEAVE was taken, you must ensure that leave is charged either through MOL or through the ADMIN office

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t Travel	Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
		Profile 🖌	Per Diem	Entitlements	Partial Payments	Advances

ange on the 1st through the 7th of each month. Rates can be verified via the Rates Lookup under Traveler Setup on

allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the itions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information date and location.

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code E		D	Qtr
04/07/05	SAN DIEGO,CA	> <u>Edit</u>	> <u>Reset</u>	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE			
04/08/05	SAN DIEGO,CA	> <u>Edit</u>	> <u>Reset</u>	0.00	GOVCC	0.00 PERSONAL	129 / 51	ALVE	1		
04/09/05	SAN DIEGO,CA	> Edit	> <u>Reset</u>	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE			
04/10/05	SAN DIEGO,CA	> <u>Edit</u>	> <u>Reset</u>	0.00	0.00 GOVCC	0.00 PERSONAL	129 / 51	ALVE			
04/11/05	SAN DIEGO,CA	> Edit	> <u>Reset</u>	109.00	109.00 GOVCC	38.25 PERSONAL	129 / 51	NONE			
04/12/05	SAN DIEGO,CA	> <u>Edit</u>	> <u>Reset</u>	109.00	109.00 GOVCC	51.00 PERSONAL	129 / 51	NONE			
04/13/05	SAN DIEGO,CA	> Edit	> <u>Reset</u>	109.00	109.00 GOVCC	51.00 PERSONAL	129 / 51	NONE	Τ	Γ	
04/14/05	SAN DIEGO,CA	> Edit	> <u>Reset</u>	0.00	0.00 GOVCC	38.25 PERSONAL	129 / 51	NONE			

Mileage

Expenses								
Non-Mileage:		No	Expense Type	Date		Cost	Method of Reimbursement	
					Fotal:	\$0.00		
Mileage:		No.	Expense Type	Date	Cost	Method of Reimbu	ursement	Miles
	Edit Edit	1. 2.	Pvt Auto-TDY/TAD Pvt Auto-Local	05/20/05 05/22/05	\$72.09 \$3.24	PERSONAL PERSONAL		178 8
	<u>Edit</u>	3.	Pvt Auto-TDY/TAD	05/23/05 Total:	\$72.09 \$147.42	PERSONAL		178

- You must verify ALL mileage claimed.
- Mileage to and from the TAD site will be entered in as "Pvt Auto-TDY/TAD".
- Mileage for In and Around Mileage reimbursement will be entered in as "Pvt Auto-IN/ AROUND".

Verify Mileage

	Reports V	DTA Mainte Budget	ration Admin enance Tool	l <mark>> <u>Click</u></mark>	Here		To verif "ADMI "Calcula
	My Signed	Calculate D)istance				
	Documen RWSANDIEC		Traveling From:	latus Depart	ure Date Type		
L			Please Note: A Re	ed Star (*) indic	ates a field is requi	ired.	
			Oconus: *City:	Chesapeake	_		
			State/Country: County:	va	> Lookup State a	and Country Code:	_
						Search	
			*City:	quantico va	> Lookup State and	Country Codes	Search
				and "Traveling To	nileage for the loca " information (abov		
			Calculate Total:				
			Calculate M	ileage	Total Miles:	178.0	

To verify mileage claimed, go to your homepage, "ADMINISTRATIVE" tab and click on "Calculate Distance" sub tab.

- Enter in the city and state the traveler left from.
- Then enter in the city and state (or military installation name of the TAD site. Then click on "Calculate Mileage".
- When the screen refreshes, it will give you mileage total at the bottom. You will match this up with what they are claiming.

Adjustments

If the traveler is not entitled to an expense, you will find it necessary to make adjustments.

	Amendment Prev	lew Screen	Print Document
	F		
rtation, lodging and renta	I car expenses. <u>Click her</u>	e for memorandum	
Substantiating Records	Document Histor	ny:	
None			
	ortation, lodging and renta	you have finished proceed to Other Authorizations artation, lodging and rental car expenses. <u>Click herr</u> Substantiating Records Document Histor	

/lew-Only	
Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.	
Open Document VIEW-ONLY:	
OK Cancel	
	Once you unche the box, DTS with verify your certificate and created an ADJUSTED voucher.

-Mileage:		No.	Expense Type	Date		Cost	Metho Reimbu	d of ursement		
ſ	Edit	1.	Excess Baggage	04/18	/05	\$15.00				
	Edit	2.	Hotel Room Tax	04/18		\$15.00				
	Luic	2,	LAUNDRY/DRY	04710	/05	300.00		-		1
	Edit	з.	CLEANING	04/18	/05	\$20.00	PERSO	NAL		
					Total:	\$91.00	1			
age:		lo. E	kpense	Date	Cost	Wetbod o	of Reimbursement		Miles	
		ю. Ту	/pe	Date	COSC	Methodio	A Kelinbursement		IMIII62	
	Edit	1. Pv	/t Auto-TDY/TAD	04/18/05	\$60.75	PERSONA	L		150	.
	Edit		/t Auto-TDY/TAD	04/22/05	\$60.75	PERSONA			150	
	<u>Edit</u>	3. P\	/t Auto-Local	04/22/05	\$20.25 \$141.75	PERSONA	L		50	
	Non-M		Expenses	_			Mileage xpenses Sun xpense Type	Receipt 1777 Receipt 1778 Receipt 1778 Receipt	s Cost	ſ
	Non-M. Use this Select an type, en	ileage screen to n expense ter a dese	enter non-mileage expens s type, or, if you cannot fil cription in the box provide	nd the appropriat	document. e expense	E	xpenses Sun	ımary	Cost	_
	Non-Mil Use this Select ar type, en save the Reminde transpor	screen to screen to n expense ter a desi expenses r; CTO Fe	o enter non-mileage expens s type, or, if you cannot fii cription in the box provider s to the travel document. es are a reimbursable expe ists are charged to your In	nd the appropriat d. Select "Save Ex nse to the travele	document, e expense penses" to er when the	E) E F	xpenses Sun xpense Type	ımary Date	Cost \$15.00 \$56.00	RIER
	Non-M. Use this Select ar type, en save the Reminde transpor Charge (screen to expense ter a desi expense: cTO Fe rtation co Card (IBA)	o enter non-mileage expens s type, or, if you cannot fil cription in the box provider s to the travel document. es are a reimbursable expe ists are charged to your In l.	nd the appropriat d. Select "Save Ex nse to the travele dividual Governme	document. e expense penses" to er when the ent Travel	E) E H	xpenses Sun xpense Type xcess Baggage Hotel Room Tax	111187y Date 04/19/05 04/19/05	Cost \$15.00 \$56.00	E R E R
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	Non-M Use this Select ar type, en save the Reminde transpor Charge (Leave: 1	screen to expense expense r: CTO Fe rtation cc Card (IBA)	e enter non-mileage expens s type, or, if you cannot fir cription in the box provider s to the travel document. es are a reimbursable expe sts are charged to your In Return: 22-Apr-05 Excess Baggage	nd the appropriat d. Select "Save Ex nse to the travele dividual Governme	document. e expense penses" to er when the ent Travel	E) E H	xpenses Sun xpense Type ixcess Baggage Hotel Room Tax AUNDRY/DRY CLEANING	111187y Date 04/19/05 04/19/05	Cost \$15.00 \$56.00 \$20.00	RIER
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	Non-M Use this Select ar type, en save the Reminde transpor Charge C Leave: * * Expens * Cost: * Date:	Screen to n expense ter a desi expense expense: r: CTO Fe rtation co Card (IBA) 19-Apr-05 e Type:	e enter non-mileage expens s type, or, if you cannot fui cription in the box provider s to the travel document. es are a reimbursable expe ists are charged to your In Return: 22-Apr-05 Excess Baggage Excess Baggage \$ 15.00	nd the appropriat d. Select "Save Ex nse to the travele dividual Governme	document. e expense penses" to er when the ent Travel	E) E H	xpenses Sun xpense Type ixcess Baggage Hotel Room Tax AUNDRY/DRY CLEANING	111187y Date 04/19/05 04/19/05	Cost \$15.00 \$56.00 \$20.00	RIER
	Non-M Use this Select ar type, en save the Reminde transpor Charge O Leave: 1 * Expens * Cost: * Date: (mm/do	Ileage screen to nexpense expense : CTO Fe rtation co Card (IBA) 19-Apr-05 e Type: - OR -	e enter non-mileage expens s type, or, if you cannot fil cription in the box provider s to the travel document. es are a reimbursable expenses are charged to your in Return: 22-Apr-05 Excess Baggage Excess Baggage	nd the appropriat d. Select "Save Ex nse to the travele dividual Governme Ed	document. e expense penses" to er when the ent Travel	E) E H	xpenses Sun xpense Type ixcess Baggage Hotel Room Tax AUNDRY/DRY CLEANING	111187y Date 04/19/05 04/19/05	Cost \$15.00 \$56.00 \$20.00	RIER

If the MBR did not rate any of these expenses simply click "<u>Edit</u>" by that expense.

Then click "<u>REMOVE</u>"

If the Mbr claimed more than they rate simply click "<u>Edit</u>" and change the cost. Then click on "Save Expense".

Split Disbursements

•If traveler is a GOVCC holder, ensure that the split disbursement will cover the balance.

•MARADMIN 216/13 mandates that the GOVCC be paid in full at the time the voucher is approved.

• 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.



Endorsements

 The endorsement must include the availability of government quarters and messing and identify any periods of field duty. The endorsement should be prepared by the TAD site admin personnel and can be prepared utilizing a NAVMC 11118 or unit letterhead endorsement.



Returned Vouchers

- Once a document is returned it will go back to the traveler to be adjusted and signed.
- Then it will restart the routing list process.

gged In As: <u>EMERSON M DI</u> aveler Name: <u>NATHAN M STI</u>		nent Name: NS03021 nent Type: Local Vo		Screen ID: 1029.1	<u>Close Window</u> Help for this screen
Defense Travel	System ent Travel	Documer	it List Rou	ite/Sign Adjus	itments Setup
RETURN TO LIST	1	Preview	Other Auths	Pre-Audit	Digital Signature
Digital Signature			1		
Click below to stamp and s	ubmit this trip autho	rization for routing a	nd approval. By subn	nitting you are legally sign	ning this document.
Document Action					
* Submit this document a:	RETURNED 🗸				
Routing List:	לאמע וכן אמעט ע	000 6 V			
Additional Remarks:	daily commu	st mileage to ting distance	on days	5	
	member trav	els to and fo:	r residence.		
	Submit Comple	ted Document			
			ns for Audit Failures		
	/		2 2 27		
		Proceed to			V Continue

Common Returns

- Amounts being claimed not matching up with receipts or endorsement.
- Member not making the comment whether meals were or were not provided at a conference under the comments to the AO.
- Receipts not being valid (ie. not itemized or zeroed out)
- No endorsement provided
- Not an accurate trip description
- Flat rate not applied.
- No justification or comments from the unit AO.
- Insufficient funds

How to Review/Approve Cont.

- After you have reviewed all the information (I.E. LOA, receipts, and entitlements) and it is correct and IAW the orders/funding letter/receipts:
 - Go to the "Review/ Sign" tab and select "Preview" sub tab.
 - Click on the "Save and Proceed to Other Auths." tab located at the bottom of the screen

Document Totals				
Actual/Estimate		Baseline Trip	View Worksheet	
LODGING:	\$83.00	LODGING:	\$83.00	
M&IE:	\$69.00	M&IE:	\$69.00	
OTHER:	\$90.00	OTHER:	\$90.00	
Calculated Trip Cost:	\$242.00	Calculated Trip Cost:	\$242.00	
Advances and Scheduled	Partial Payments Sur	mary		
No Advances requested.				
Trip Length does not allo	w Scheduled Partial Pa	ments		
		Save And Proceed To Other Auth	5	
		Proceed to the following pag	e: Other Authorizations	Continue

Other Authorizations

•DTS will flag anything deemed "Outside of normal TAD Parameters". Some items are flagged just for the Traveler to enter a justification. Check each box for sufficient justification.

• Once you have read the justifications to any flagged item or there are no flagged items under this sub tab, select the "Continue" tab located at the bottom of the screen.

•Every comment box must be filled.

ged In A veler Na		Document Name: MCYUMAAZ082615_A01 Document Type: Authorization	Screen ID: 1040.	1 <u>Close Win</u> Help for this sci	
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Pre-Audit Trip

- Ensure/ verify there is a justification for every flagged item on this screen.
- When there is the blue hyperlink "Reason Codes", you must click it and select whichever option most accurately fits the situation.
- Once there is a justification for each flagged item or if there are no flagged items on this screen, select the "Save and Proceed to Digital Signature" tab located at the bottom of the screen.
- Every comment box must be filled.

	Defense Travel System A New Era of Government Travel	Itinerary Travel	Expenses Accountin	g Additional Options	Review/Sign
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Digital Signature

- The "Submit this document as" will be auto populated with your proper stamp (I.E. if you are a Approver it will have the "AUTHORIZED" stamp).
- Under the "Additional Remarks" section add any comments that you think are necessary.
- Click the "Submit Completed Document" tab to continue to route for approval.
- Comments MUST be entered when any change is made to entitlements.

Authorizations

Vouchers

Defense Travel System Docume	nt List Route/S	ien Adjustments Setup	-	Defense Travel System	Document List R	Route/Sign Adjustments Setup
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References to obtain additional information:

- Defense Travel Management Office
 - http://www.defensetravel.dod.mil/index.cfm
- Joint Travel Regulations
 - <u>http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</u>
- Department of Defense Financial Management Regulation (DoD FMR)
 - http://comptroller.defense.gov/FMR.aspx
- DTA Manual
- <u>http://www.defensetravel.dod.mil/site/trainingRef.cfm</u>

Resources:

- Defense Travel System
 - <u>www.defensetravel.osd.mil</u>
- I MEF DTS Help Desk Website
 - <u>http://www.imef.marines.mil/DTSHelpdesk.aspx</u>
- Travel Assistance Center
 - <u>https://www.defensetravel.dod.mil/site/tac.cfm</u>
- Travel Explorer (TraX)
 - http://www.defensetravel.dod.mil/site/trax.cfm

Questions

Hours of Operation: Monday – Friday 0700-1700 PST

Organization Mail Box (OMB): i_mef_dts_help_desk@usmc.mil

Phone Numbers: (760) 763-7152

