

How to create an Authorization

Getting started

WDPNDL441680 Unclassified

Defense Travel System - DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/n/sk/index.jsp

Logged In As: ESTHER MURATALLA GUTIERREZ

Defense Travel System
A New Era of Government Travel

Official Travel Official Travel - Others Traveler Setup Reports Administrative ROA

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Org Access: DM

Group Access: DM

Permission: 0,1,2,3,4,5,6

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

SYSTEM DOWNTIME NOTICE: Due to scheduled maintenance, DTS will be unavailable for 8 hours beginning at 2300 EST on Friday, April 19, 2013. (Updated 4/19/13)

-----ATTENTION DTS USERS WITH AN OCONUS PERMANENT DUTY STATION: A recent software release corrected an issue where the use of AE, AA or AP as a state/country in residence or duty address was triggering Internal Server Errors when selecting certain trip types and causing issues when searching for reservations. If you receive an error stating that you have an invalid state or country code, you must update your residence and duty station using the lookup button on the Traveler Setup/Update Personal Profile page. DTAs can update a profile with a valid state/country in residence and duty address by using the search button next to field Residence or Duty Station State in the DTA Maintenance Tool/People. While DTS will no longer accept these codes as a residence or duty location, the mailing address field will still accept AE, AA or AP as these are official Post Office designations.

start

Select authorizations/ Orders

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https://dtsproweb.defensetravel.osd.mil/dts/app/service=direct/1/AuthorizationList/begin&sp=SAUTH

Logged In As: ESTHER MURATALLA GUTIERREZ

Traveler Name: ESTHER MURATALLA GUTIERREZ

Document Type: Authorization

Screen ID: 1001.1

Close Window

Help for this screen

Defense Travel System
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View Vouchers View Local Vouchers View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

Create New Authorization/Order > [Create Trip Template](#)

Existing Authorizations/Orders

Sort by	Sorted by	Sort by	Sort by	View/Edit	Print	Remove /	Amend
Document Name	Departure Date	Status	TA Number			Trip Cancel	

start

Create new
Authorization/
Order

Getting started

Information such as Duty Station address will help later on during the process of selecting a departing point

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=action/1/AuthorizationList/1/createNewAuth

File Edit View Favorites Tools Help

Inaccurate EFT information may cause delays in payment of travel vouchers.
Please contact your DTA for assistance or complete the information below.

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

Last Name: GOWES
First Name: BRIAN
Middle Initial: D
SSN: ***-**-6628
Gender: ☐ M ☐ F
CSA/TTR: No

Mailing

*Address Line 1: 15T BN, 97th MAR
Address Line 2: PSC BOX 20112
*City: CAMP LEJEUNE
*State / Country: NC
Zip Code: 28542

*Home Phone: 910-450-8444
*E-Mail Address: HEWNEITH.CATLEDGE@USMC.MIL

Duty Station

*Address Line 1: 15T BN, 97th MAR NE
Address Line 2: PSC BOX 20112
*City: CAMP LEJEUNE
*State / Country: NC
*Zip Code: 28542
*Phone Number: 910-450-8444
*Time Zone: EST 06

Emergency Contact

*Emergency Contact: 119 DUTY
*Emergency Phone: 910-450-8444

[Jump To:](#) [Top](#) [Additional Info](#) [Duty Station Info](#) [Account Info](#) [Payment List Info](#)

Additional Traveler Information

Technician Status: NO Air Crew Status: NO
Anticipated Return Date: Anticipated Duty: Time Zone: (MST)

start Defense Travel Sy... Inbox - Microsoft... Defense Travel Sy... Travel auth Defense Travel Sy... 11:29

This will be the first screen to appear verify that all your personal information is correct and click "update personal information"

Basics

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https://dtsproweb.defensetravel.osd.mil/dts/app

File Edit View Favorites Tools Help

Logged In As: ESTHER MUJATALLA
Traveller Name: ESTHER MUJATALLA
Document Type: Authorization

Screen ID: 1191.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

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.

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

*Starting Point: CAMP PENDLETON * CA Search ← Starting locations in profile: RESIDENCE DUTY STATION

*Departing On: 05/14/2013 (mm/dd/yyyy)

*Trip Type: A-ROUTINE TDY/TAD *Trip Purpose: OTHER TRAVEL

Trip Description:

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

Commercial Air Rail Rental Car Other Time: 02:30 AM

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

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

*Location 1: TWENTYNINE PALMS, CA ← Location Tools: Search By: Location State/Country - Location Zip Code County Lookup

*Arriving On: 06/14/2013 (mm/dd/yyyy)

*Departing On: 06/07/2013 (mm/dd/yyyy)

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

Rental Car Lodging

5 Will you be traveling to another TDY location?

Yes No

Fill in all the required information

Select the desired time to book your flight

Where will you be going TAD?

Will you need a rental car?

Trip type and trip purpose will also help identify reason for travel

Enter trip description to inform AO of the trip

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https://dtsaproweb.defensetravel.osd.mil/dts/app

Logged In As: ESTHER.MURATALLA GUTIERREZ Screen ID: 1151.1 Close Window
Help for this screen

Traveler Name: ESTHER.MURATALLA GUTIERREZ Document Type: Authorization

Defense Travel System
A New Era of Government Travel

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):

*Starting Point: Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: (mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B I will be traveling - (Select from the list below):

- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- C-PERMISSIVE
- D-HOUSE HUNTING
- E-INVITATIONAL
- E1-ITA FAMILY TRANS ONLY
- E2-ITA FAMILY FULL REIMB
- SPECIAL CIRCUMSTANCES

Rental Car Other Time:

Select whether you are departing from home or duty station

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Traveler Name: ANTHONY M. AYALA Document Type: Authorization
Sub-Header

Defense Travel System
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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.

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

Starting Point: CA Starting locations in profile:

Departing On: (mm/dd/yyyy)

Trip Type: Trip Purpose:

Trip Description:

2 My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete	
Insert 1	TWENTYNINE PALMS, CA	05/14/13	05/07/13	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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

Ending Point: CA Return locations in profile:

Arriving On: (mm/dd/yyyy)

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

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

Commercial ☐ 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.)

5 Check this box if you have other ticketed transportation not listed above: ☐

Once all the required information has been entered click "Save and Proceed"

Basics

Fill in the required areas and click "search"

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File Edit View Favorites Tools Help

Air Travel

Modify Search

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

* Departure Airport (or city, state):
CLD - San Diego McClellan-Palmer Apt

* Arrival Airport (or city, state):
LGA - New York La Guardia Apt

* Journal or Departure:
Departure: 06/21/2013
06:00 AM

Show Alternate Airports: ☐

Search

Please select flights for CLD - San Diego McClellan-Palmer Apt to LGA - New York La Guardia Apt departing on 06/21/2013

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract/Limited Availability GSA Contract Airfare Other Govt Airfare JAGOSA

Government Contract Airfare Exists For Alternate Airport/City

Seats on the Government Contract Airline are no longer available or you are traveling in a market in which no Government Contract fare exists.

DOD Policy requires travelers to utilize the GSA Contract Carrier Fare when available. Exception to this policy requires justification and is subject to approval by your Authorizing Official.

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☐ Default

\$250.70 Total Estimated Airfare (including Taxes and Fees) Non Contract Government

Class	TDG/GA	Fare Rules	View Available Seats	Select Flight
United Airlines 5444	06:00 AM Depart CLD - San Diego McClellan-Palmer Apt 06:44 AM Arrive LAX - Los Angeles International Apt Equipment EAG	Fri 31-May-13	Flying Time: 44min Lay-over Time: 1h 19min	
United Airlines 1037	08:03 AM Depart LAX - Los Angeles International Apt 03:05 PM Arrive ORD - Chicago O'Hare International Apt Equipment 738	Fri 31-May-13	Flying Time: 4h 20min Lay-over Time: 5min	
United Airlines 1694	03:01 PM Depart ORD - Chicago O'Hare International Apt 06:09 PM Arrive LGA - New York La Guardia Apt Equipment 738	Fri 31-May-13	Flying Time: 2h 5min	

\$250.70 Total Estimated Airfare (including Taxes and Fees) Non Contract Government

The flights to select from will appear here.

Or CTO assistance can be requested

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File Edit View Favorites Tools Help

06/19/2013
02:00 PM

Show Alternate Airports: ☐

Search

Sort By: ☐ Departure Time ☐ Arrival Time ☐ Elapsed Time ☐ Price ☐ Default

\$303.20 Total Estimated Airfare (including Taxes and Fees) GSA Contract w/Limited Availability

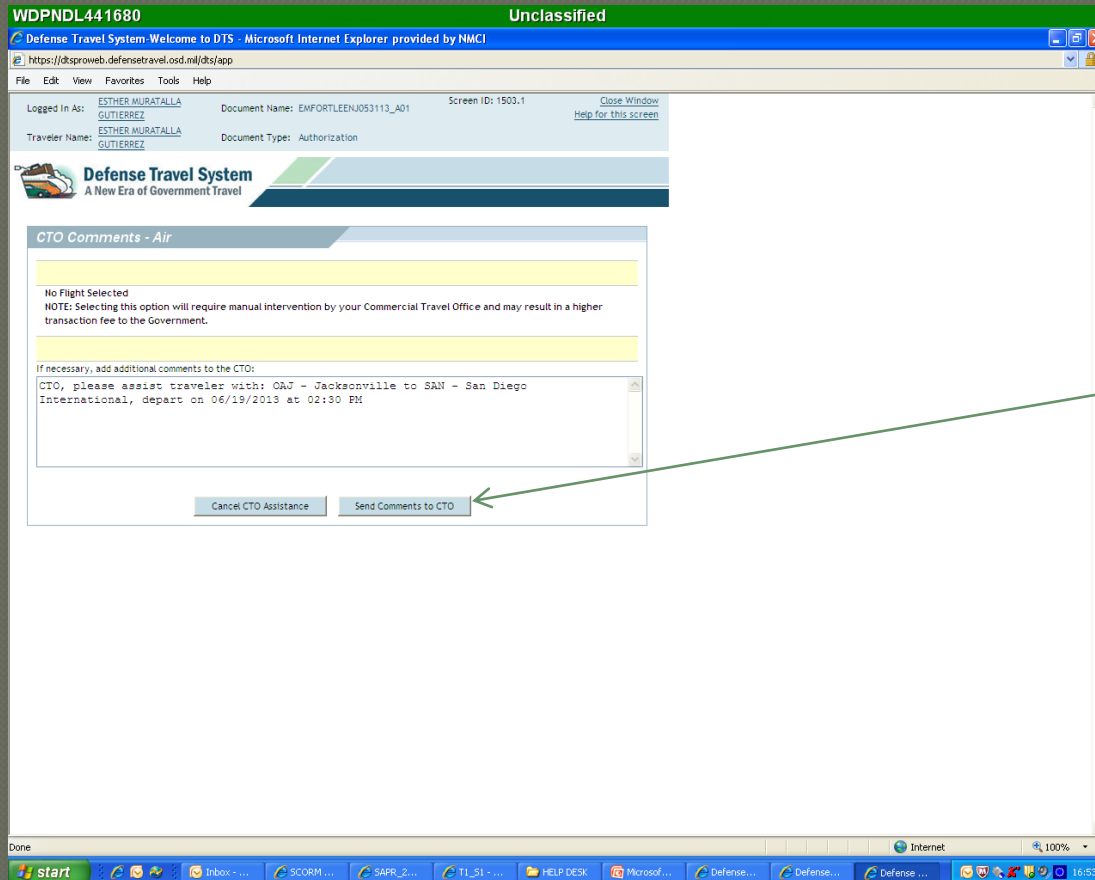
Class	TCA	Fare Rules	View Available Seats	Select Flight
US Airways 4289	09:55 PM Depart OAJ - Jacksonville 07:07 PM Arrive CLT - Charlotte Equipment DMS	Wed 19-Jun-13	Flying Time: 1h 30min Lay-over Time: 45min	
US Airways 309	07:55 PM Depart CLT - Charlotte 09:02 PM Arrive PHX - Phoenix Sky Harbor Intl Apt Equipment 321	Wed 19-Jun-13	Flying Time: 4h 20min Lay-over Time: 1h 45min	
US Airways 194	10:50 PM Depart PHX - Phoenix Sky Harbor Intl Apt 11:55 PM Arrive SFO - San Diego International Equipment 321	Wed 19-Jun-13	Flying Time: 1h 55min	

\$303.20 Total Estimated Airfare (including Taxes and Fees) GSA Contract w/Limited Availability

Class	TCA	Fare Rules	View Available Seats	Select Flight
US Airways 2541	04:00 PM Depart OAJ - Jacksonville 09:03 PM Arrive CLT - Charlotte Equipment CSU	Wed 19-Jun-13	Flying Time: 1h 30min Lay-over Time: 2h 55min	
US Airways 309	07:05 PM Depart CLT - Charlotte 09:02 PM Arrive PHX - Phoenix Sky Harbor Intl Apt Equipment 321	Wed 19-Jun-13	Flying Time: 4h 20min Lay-over Time: 1h 45min	
US Airways 194	10:50 PM Depart PHX - Phoenix Sky Harbor Intl Apt 11:55 PM Arrive SFO - San Diego International Equipment 321	Wed 19-Jun-13	Flying Time: 1h 55min	

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

Request Assistance in Booking Flight



If CTO Assistance is requested, this comment box will appear. Here you will enter any specific request (ex: requesting same flight as another traveler).

Per Diem Entitlements

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/PreviewTrip/\$PerDiemEntitlementInfo/\$DirectLink\$0

File Edit View Favorites Tools Help

Logged In As: ESTHER MURATALLA GUTIERREZ Document Name: EMF0RTLEENJ053113_A01 Screen ID: 1022.1 Close Window Help for this screen

Traveler Name: ESTHER MURATALLA GUTIERREZ Document Type: Authorization

RETURN TO LIST Defense Travel System A New Era of Government Travel

Itinerary Travel Employees Airfare Additional Options Review/Sign

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Enter the amount for lodging

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https://dtsproweb.defensetravel.osd.mil/dts/app

File Edit View Favorites Tools Help

Per Diem Rate: 120 / 61

Lodging: \$ 120.00 > view expense details / currency calculator

M & IE: \$ 45.75 > view expense details / currency calculator

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

Select one of the following:

- ☒ None
- ☐ Annual Training (Quarters and Meals Available)
- ☐ Annual Training (Quarters Available/Meals Not Available)
- ☐ Annual Training (Commercial Quarters)
- ☐ Active Duty Training (Quarters and Meals Available)
- ☐ Active Duty Training (Quarters Available/Meals Not Available)
- ☐ Active Duty Training (Commercial Quarters)
- ☐ Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- ☐ Inactive Duty Training Non-Local Commuting Area (Quarters Available/Meals Not Available)
- ☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate ☐ Breakfast ☐ Lunch ☐ Dinner

☐ Elected

This link will allow you to choose method of reimbursement (Personal or GOVCC)

Per Diem Entitlements

Selecting full rate will give the traveler the Commercial Meal Rate

Provided should be selected when only two meals are available to the traveler, this will give the traveler the Proportional Meal Rate

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https://dtsproweb.defensetravel.osd.mil/dts/app

File Edit View Favorites Tools Help

☐ Inactive Duty Training Non-Local Commuting Area (Quarters Available/Meals Not Available)
☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate ☐ Breakfast
☐ Elected ☐ Lunch
☐ Available ☐ Dinner
☐ Provided Cost: \$0.00
☐ Occasional
☐ Special Rate

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate DCONUS incidental amount, indicate non-per diem duty days or indicate in place, you may check the appropriate box. In place and DCONUS 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.

☐ DCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AD determines the minimum default incidental rate applies for the above date or date range, instead

If all 3 meals will be available select "available" and check all 3 boxes this will give the traveler the Government Meal Rate

Substantiating Records

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PerDiemEntitlements/\$Border.\$RenderedImage&sp=SReceipts&sp=X

File Edit View Favorites Tools Help

Logged In As: ESTHER MURATALLA GUTIERREZ Document Name: EMFORTLEENJ053113_A01 Screen ID: 1148.1 [Close Window](#) [Help for this screen](#)

Traveler Name: ESTHER MURATALLA GUTIERREZ Document Type: Authorization

[RETURN TO LIST](#) [Travel System](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Business Card](#)

[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
<input type="button" value="Refresh"/>				

Proceed to the following page:

There are two options to uploading documents

1: scan the document onto the computer then browse and upload it

2. Documents can be faxed in by printing the cover page and faxing it to the number provided.

Line of Accounting

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/Receipts/\$Border.\$RenderedImage&sp=SAccountCodes&sp=X

File Edit View Favorites Tools Help

Logged In As: ESTHER MURATALLA GUTIERREZ Document Name: EMFORTLEENJ053113_A01 Screen ID: 1067.1 [Close Window](#) [Help for this screen](#)

Traveler Name: ESTHER MURATALLA GUTIERREZ Document Type: Authorization

[RETURN TO LIST](#) [NEW TRA or Government Travel](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[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: 31-May-13 [Find Accounting Label](#)

End Date: 29-Jun-13 [Change Organization](#)

Accounting Label: From DM1F1416928305DISB

Shared LOA:

Cross Org LOA:

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:

Expenses Summary

No accounting information available.

select the correct LOA that you have been provided with

If the trip is a TECOM funded trip ensure the TECOM Funding letter has been uploaded onto the substantiating records and TECOM will enter their own LOA

Submitting the Authorization

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/\$Border.\$RenderedImage&sp=SSign&sp=X

File Edit View Favorites Tools Help

Logged In As: ESTHER MURATALLA GUTIERREZ Document Name: EMFORTLEENJ053113_A01 Screen ID: 1059.1 [Close Window](#)
[Help for this screen](#)

Traveler Name: ESTHER MURATALLA GUTIERREZ Document Type: Authorization

[RETURN TO LIST](#) [Travel System](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths](#) [Pre-Audit](#) [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.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	ESTHER MURATALLA GUTIERREZ	0

Document History

Status	Date	Time	Name	Remarks
CREATED	05/30/13	1733	ESTHER MURATALLA GUTIERREZ	

[View Reasons for Audit Failures](#)

Proceed to the following page: **Preview** [Continue](#)

The drop down box must read SIGNED

Ensure that the correct routing list has been selected.

Any remarks must be written before submitting the authorization

Once everything has been entered the authorization is ready to be processed for approval

Congratulations!

you have now completed your Authorization.

If you have any further questions please contact your DTS representative at your Unit. They are normally located within your S-1, they are your Organizational Defense Travel Administrator.

If your Unit cannot assist for any reason, please have them contact the I MEF DTS HELP DESK.