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.

Responsibilities

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

Reports

- Per <u>DTS MCO 4650.39A</u> there are four reports that are required to be pulled and work
  - Two reports are worked and reconciled on a weekly basis
  - One report is worked and reconciled on a daily basis
  - The other report is worked and reconciled on a monthly basis

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

Reports Cont'd

1.) Pending Airline Cancellation → *Daily* →

Purpose: Notify the AO that there are pending travel documents with reservations.

2.) Depart Status Report → *Weekly* →

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

3.) Unsubmitted Voucher Report → *Weekly* →

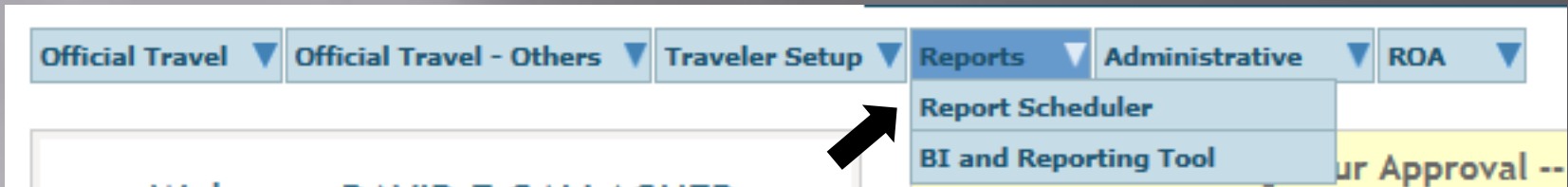**Purpose:** Verify that travelers are submitting their travel vouchers within the prescribed time frame after completion of travel.

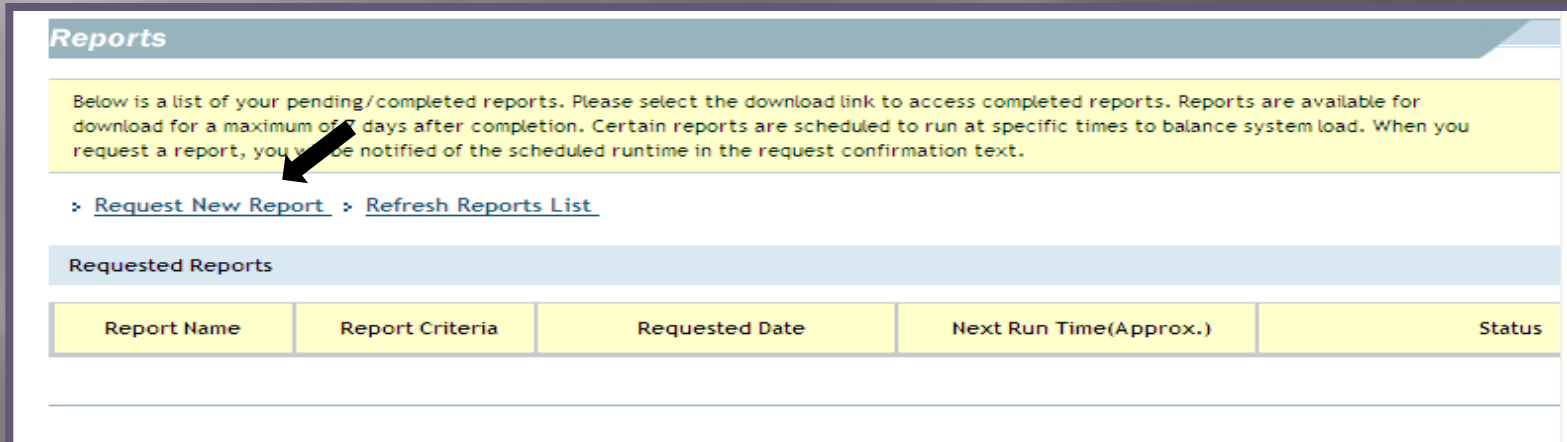**4.) Complete Traveler Info List** → *Monthly* →

Purpose: Ensure all traveler profile fields have been correctly entered and are up to date. The report should be reconciled against the DD 577s on file.

Reports Cont'd

• Go to the "Reports" tab and select "Report Scheduler"

| Official Travel ▼ | Official Travel - Others ▼ | Traveler Setup ▼ | Reports ▼ | Administrative ▼ | ROA ▼ |

Report Scheduler

BI and Reporting Tool

-- ur Approval --

• Select "Request New Report"

Reports

Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you be notified of the scheduled runtime in the request confirmation text.

➢ Request New Report   ➢ Refresh Reports List

Requested Reports

Report Name	Report Criteria	Requested Date	Next Run Time(Approx.)	Status

Reports Cont'd

Reports
> **Report Scheduler Home**

The following reports are available in the Report Scheduler. Please select a report below to continue:

The DTS is migrating Report Scheduler reports into the DTS BI and Reporting Tool portal. Access these reports from the "Reports" Menu (the same place as the Report Scheduler), sub option for "BI and Reporting Tool". If the BI and Reporting Tool option is not available, contact your DTA to gain access.

The report scheduler reports have a maximum row limit based on the data source used when generating the report as follows:
- Report limited to a maximum of 40,000 rows when using current data.
- Report limited to a maximum of 100,000 rows when using cold copy (last extract data).

Status Reports

> Pending Airline Cancellation Report   ← Daily

> Signed Status

> Depart Status

> Return Status

> Approved Status

> Traveler Status

Routing Reports

> Adjustments

> Routing Status   Weekly

Individual Reports

> Posack Delinquency

> Unsubmitted Voucher

> CBA TO

    Debt Management

> Constructed Travel

Reports Cont'd

Reports Cont'd

Signed Status Report Search Criteria

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

* Document Type: `ALL` ← Leave as "ALL"

* Organization: (minimum of 2 characters) `ID1412111001DVHQBN` ← (Start typing to get Organizational Access) Org is auto-populated

Include Sub Organizations: ✔

* Start Date: [   ] 📅 (mm/dd/yyyy) ← Start from date of last report

* End Date: [   ] 📅 (mm/dd/yyyy) ← End current date

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, 201 5:09:57 PM

Submit

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
  - DTS Class 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 the <u>current month plus two years.</u>

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"
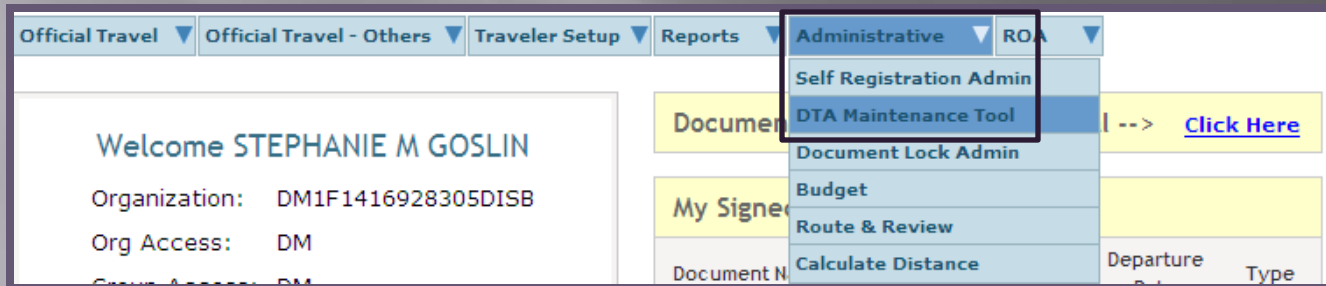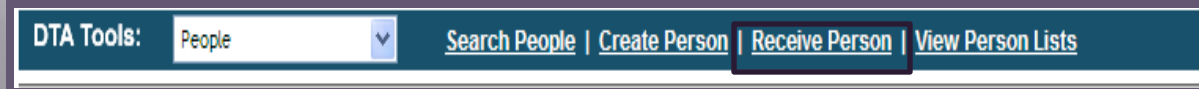
- Click on the drop down box located at the top of the screen and select "People"
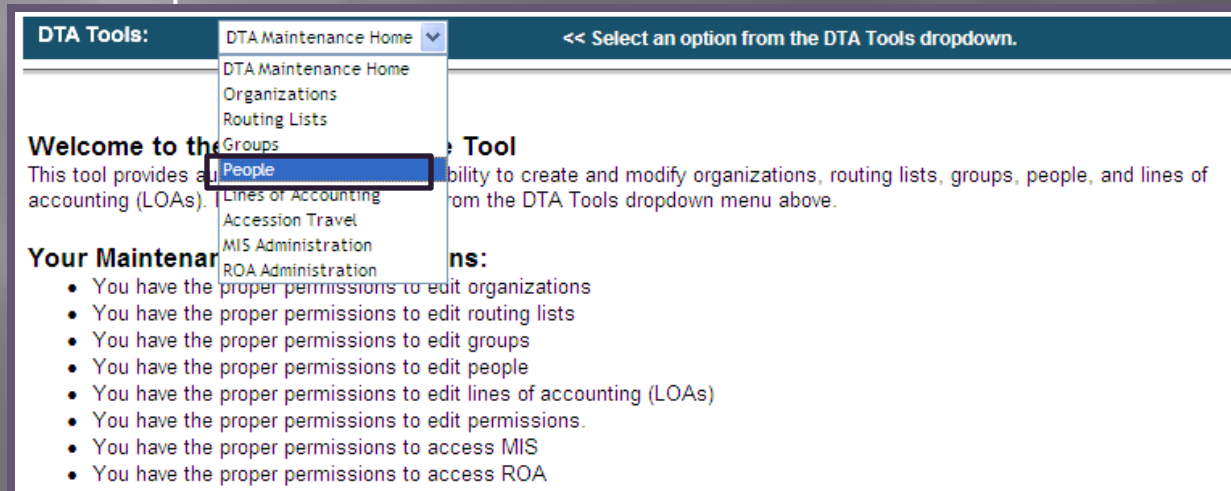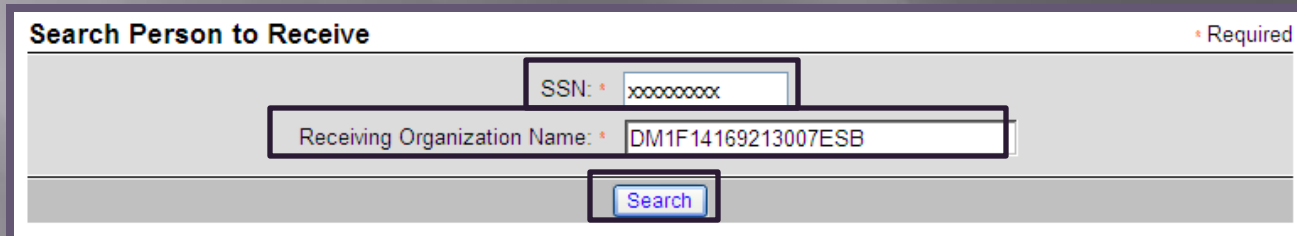
Check in Process Cont'd

• Click on "Receive Person" hyperlink located at the top of the screen

• Type in the personnel's full SSN
•Your organization will be auto populated in the "Receiving Organization Name" box
•Click the "Search" tab

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

[Receive Person] Cancel

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.

Self Registration

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

- **The ODTA must review the "Self Registration Admin" tool under the "Administrative" tab every day**

- 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.

How to Create a DTS Profile
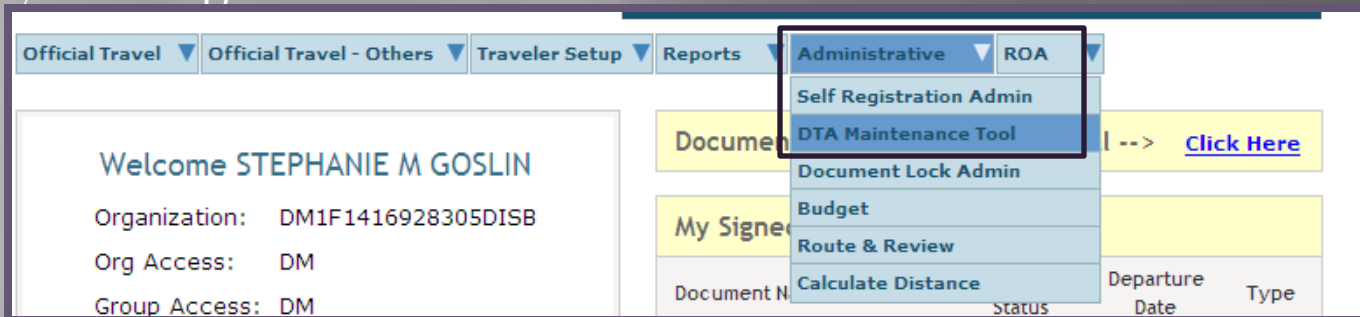
• A traveler can create a profile in DTS through "Self Registration".

•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
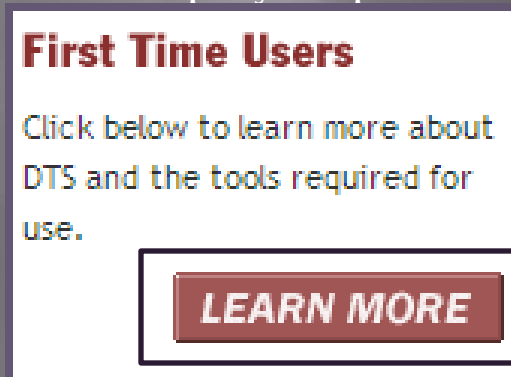
• If the traveler cannot create a DTS account for any reason (I.E. they do not have a CAC), you as the ODTA will be responsible for creating a DTS profile for them

• 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"

• Select the drop down box located at the top of the screen and select "People"

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

• 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:
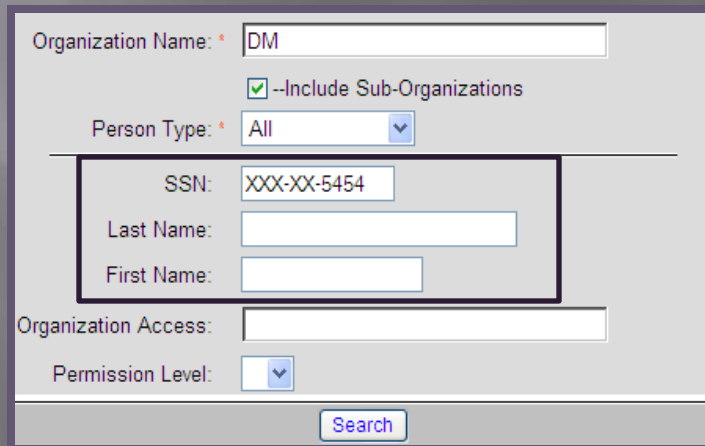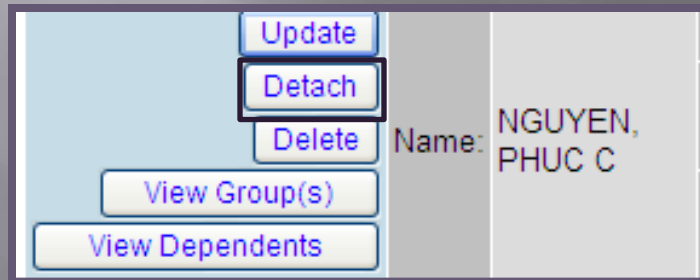   • Go to the "Administrative" tab and select "DTA Maintenance Tool"
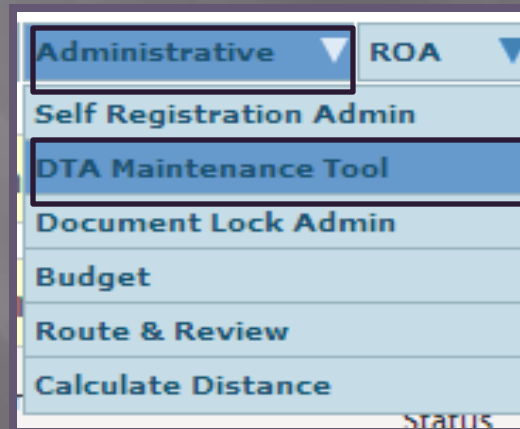
Check Out Process

- Select the drop down box located at the top of the screen and select "People"
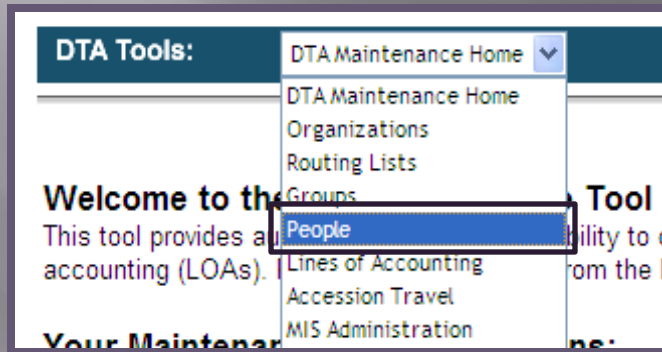
- Search personnel by full SSN or First and Last night

Check Out Process Cont'd

- Click "Detach" tab next to profile
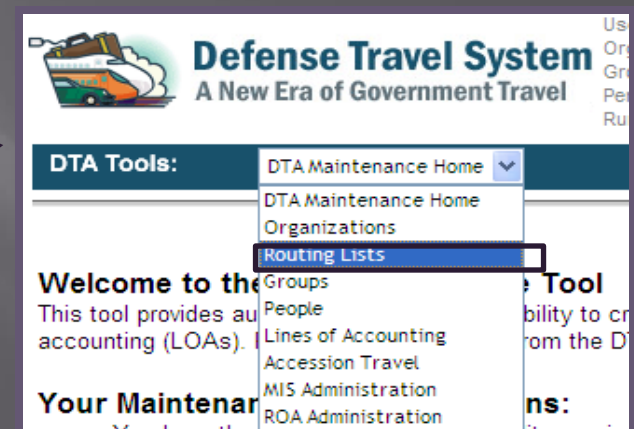

- Then click on the "Detach Person" tab
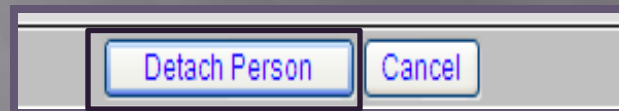
- **NOTE**: When detaching DTS billet holders (AO/RO/CO/ODTA), remove them from all unit & WWT routing lists and detach from unit in DTS

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 (and the WWT routing list only for RO's) to ensure that they are 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

Update Routing Lists Cont'd

•Click the "Add Routing Element" tab (located at the top right hand corner of the screen).

• 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

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 [Search] [Xorg Search]
Level: *	25
Process Name:	▼

[Add Routing Element] [Cancel]

- Once you have updated the entire routing list click "Save Changes" tab located at the bottom of the screen.

> <u>Note:</u> All the unit AO's will have "Authorized" stamp and be a level 25 on Vouchers and Local Vouchers.

Updating Routing Lists: Document Status Stamps

Update Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
Update Remove	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
Update Remove	Authorization	REVIEWED	TAKISHA N TOBY	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	SAMUEL L WARMAN	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANDREW J GARCIA	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	MATTHEW D SCHUETT	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	COREY T PINEDA	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	BRANDEN ASHWORTH	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ALICIA J AKHTEEBO	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	LYDIA M HERNANDEZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANGELICA M CALEROPEREZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	RAISA J JIMENEZ	5	BYPASS PNR
Update Remove	Authorization	REVIEWED	ANABELL NEVELS	5	BYPASS PNR
Update Remove	Authorization	APPROVED	RYAN T MULDER	25	
Update Remove	Authorization	APPROVED	SHAWN C GRAY	25	
Update Remove	Local Voucher	REVIEWED	ZACHARY J JACOBS	15	
Update Remove	Local Voucher	REVIEWED	MARIA C LAROTONDA	15	
Update Remove	Local Voucher	AUTHORIZED	RYAN T MULDER	25	
Update Remove	Local Voucher	REVIEWED	DEVIN A BOYD	27	
Update Remove	Local Voucher	REVIEWED	LINDSEY E FARRELL	27	
Update Remove	Local Voucher	REVIEWED	Joeseph A Palmer kuhl	27	

How to Create a Authorization/Orders

- Go to the "Official Travel-Others" tab and select "Authorization/Orders"
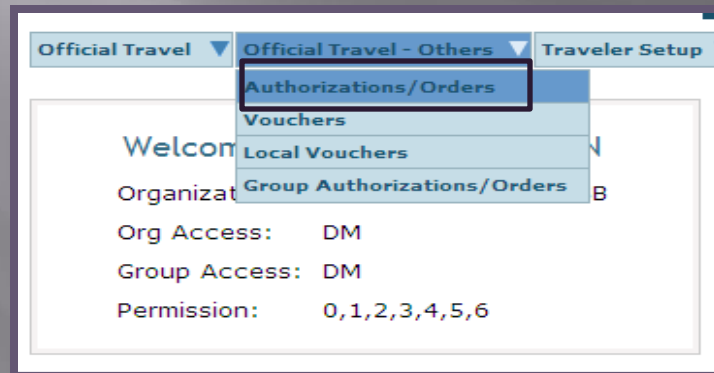
- Search traveler by full SSN or first and last name
- Click on "Create New Authorization/Orders" hyperlink in the top left hand corner of the screen.

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.

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

*Starting Point: [ ] [ ] Search

Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On: [ ]
(mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Trip Description: [ ]

Note: Even though there is no "Red Star" for the Trip Description box, there must always be a brief detailed description of the TAD trip in that box without the usage of MOS related acronyms
Example: "I went TAD to Pohang, South Korea to provide comm support for mission Deploy Disbursers More."

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

- **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.

How to Create an Authorization Cont'd

- **Section C:**
    - Select "Residence" or "Duty Station" for the ending point of the authorization

- **Section D:**
    - Select the traveler's mode of travel when returning from TAD trip

How to Create an Authorization Cont'd

- **Section D:**
  - Select the "Rental Car" box or the "Lodging" box if the traveler will need to make reservations .

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

Rental Car

☐

Lodging

☐

- **Section E:**
  - If the traveler will be going to multiple TAD sites select the "Yes" tab. If the 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 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.

CTO Full Assistance Request	Save and Proceed

Commercial Travel Office (CTO)

- It is DoD *mandatory policy* that travelers use available CTOs to arrange official travel (JTR, T4025)

- **Transportation Modes:**
  - Commercial Air
  - Rental Vehicle
  - POV

Commercial Air

- DTS allows travelers to book flights via CTO for official travel
- 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 a 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)
- CTO tickets 72 hours before flight

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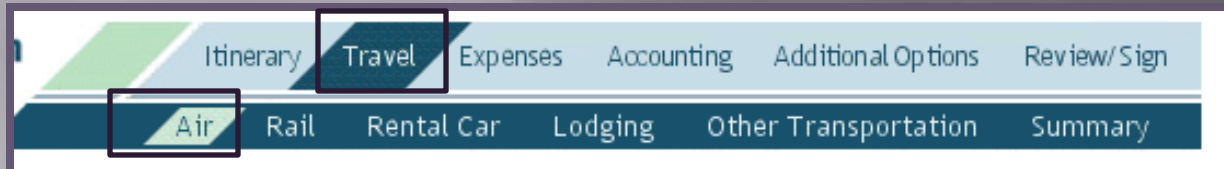
- Once you have found the most cost effective flight to accomplish the mission select the " Select Flight" tab.
- You can select seat preferences if available.
- You will have to make two reservations (traveling to and from TAD site).

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.

Rental Vehicle Reservations

• Select "Travel" tab and select the "Rental Car" sub-tab.

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Rail	Rental Car	Lodging	Other Transportation	Summary
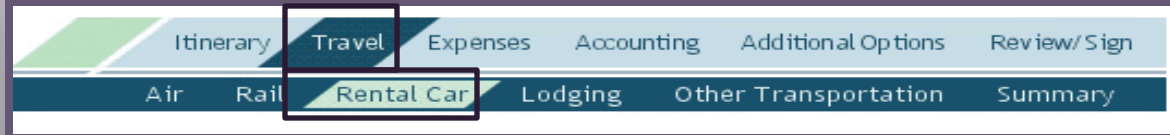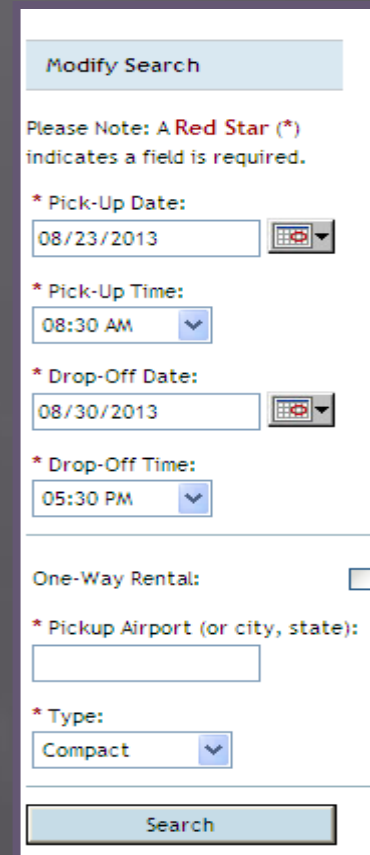
• Select a rental vehicle that is the most effective that will accomplish the mission. Select the "Select Car" tab next to the reservation.

• 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.

Modify Search

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

* Pick-Up Date:
08/23/2013

* Pick-Up Time:
08:30 AM

* Drop-Off Date:
08/30/2013

* Drop-Off Time:
05:30 PM

One-Way Rental:

* Pickup Airport (or city, state):

* Type:
Compact

Search

Request Assistance in Booking Rental Car

Rental Vehicle

- Reimburse all legitimate costs associated with the rental vehicle.
  - Fuel
  - Transportation to and from rental facility
  - Tolls and parking fees
  - Taxes
  - Government administrative rate supplement (GARS)
- A Compact Car is the 'standard' for TAD travel. The Unit AO can approve upgrade when compact car does not meet mission requirements.
  - AO must make comments why upgrade is authorized
  - Can authorize the size/quantity necessary to meet missions requirements.
- Extra insurance is _not_ reimbursed for US TAD sites.
  - Authorized when TAD outside the US
- TECOM will **not** fund rental vehicles

Special Circumstances

- In the case of the traveler wanting to take leave before, during, or after he/she is TAD. The AO can authorize the traveler to purchase his/her own plane ticket.
- Reimbursement is limited to the government cost from the TAD site.

TAD Site

Camp Lejeune

Airfare to TAD Site purchased through DTS

Airfare to Leave site purchased out of own pocket

PDS

Camp Pendleton

Leave Site

Florida

Airfare back to PDS purchased out of own pocket but will be reimbursed by Cost Comparison
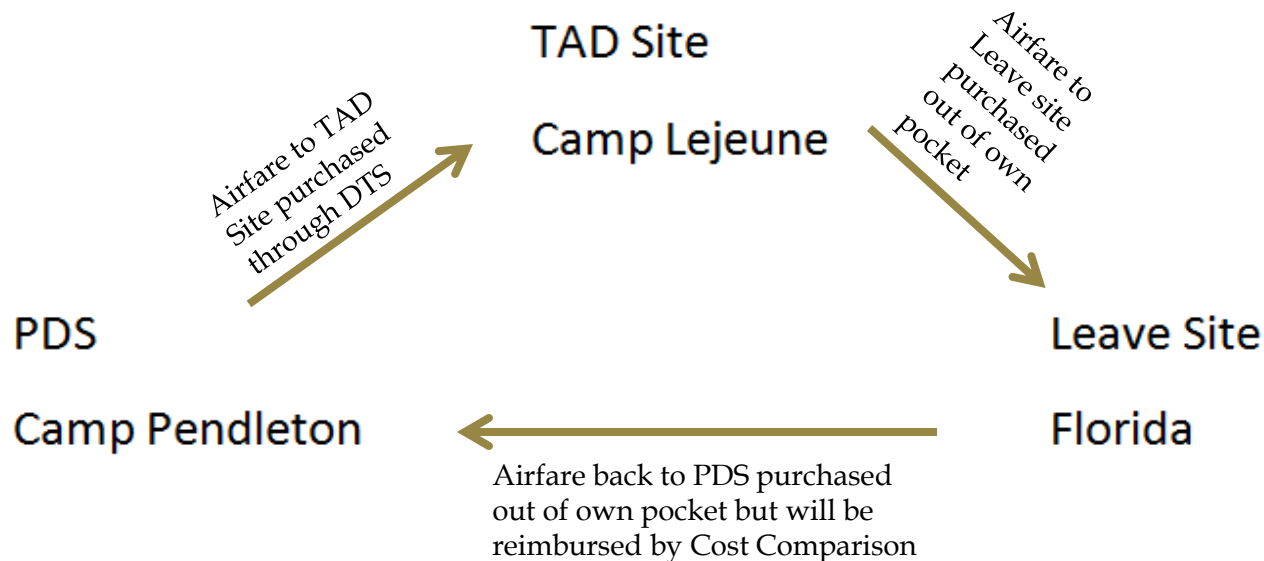
Personal Vehicle (POV)

- 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 <u>Constructed Travel Worksheet (CTW)</u>.
  - 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.
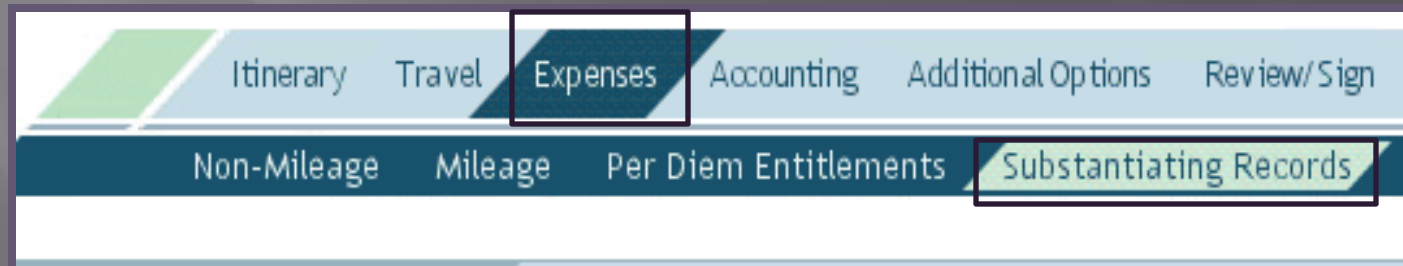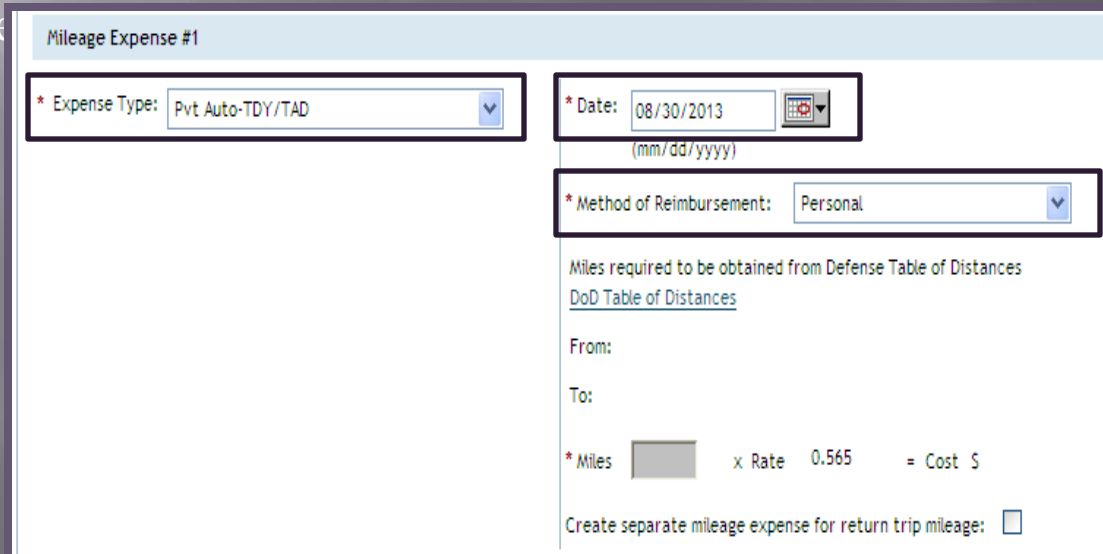
Personal Vehicle (POV) Cont'd

- **How to input POV mileage to TAD site:**
    - Go to "Expenses" tab and select the "Mileage" sub tab.
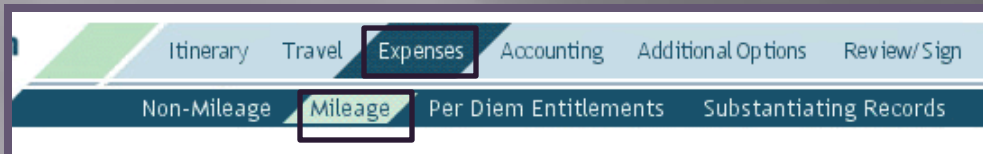
- Click on the "Expense Type" drop down box and select "Pvt Auto-TDY/TAD".
- Enter the date when the traveler will be leaving to TAD location.
- Click on the "Method of Reimbursement" drop down box and select the travel...nal).

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.

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 locat...

Traveling To:				
Oconus: ☐	32506 Pensacola	FL	Escambia	＞ select
* City: pensacola	32507 Pensacola	FL	Escambia	＞ select
State/Country: fl ＞ Lookup State and Country Codes	32508 Pensacola	FL	Escambia	＞ select
County:	32509 Pensacola	FL	Escambia	＞ select
Search	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:

Calculate Mileage   Total Miles: 1990

Cancel   Save Total and Continue

Personal Vehicle (POV) Cont'd

• Before you save the mileage expense, ensure to check "Create separate mileage expense for return trip mileage".

Date: 08/30/2013
(mm/dd/yyyy)

Method of Reimbursement: Personal

Miles required to be obtained from Defense Table of Distances
DoD Table of Distances

From: 92138 San Diego, CA

To: pensacola, fl
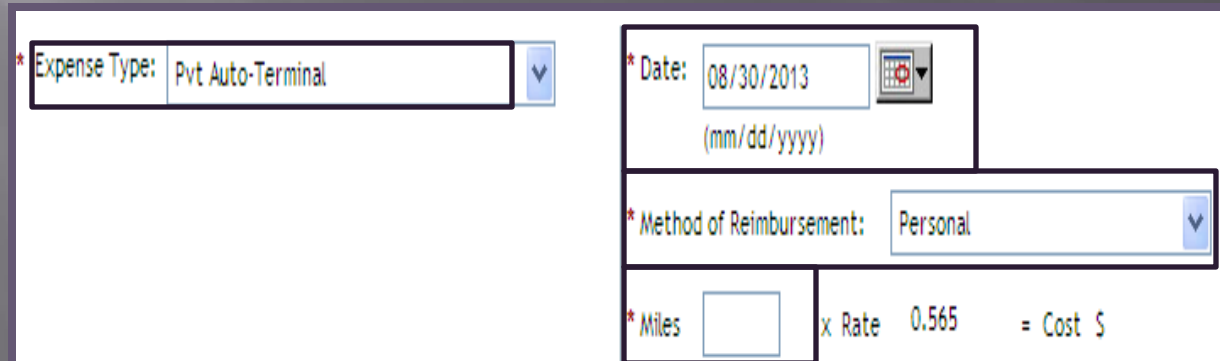
Miles 1990.0 x Rate 0.565 = Cost $ 1124.35

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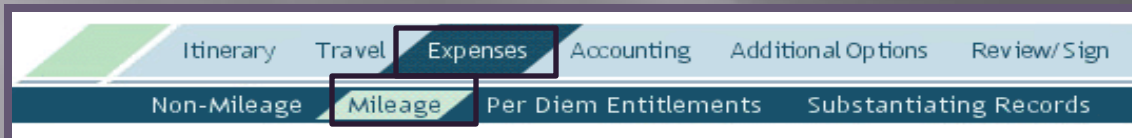
    - Select the drop down box and select "Pvt Auto- Terminal".
    - Select the date that you will be traveling.
    - Select the method of reimbursement.
    - Type how many miles the from the duty station/residence to the airport terminal.

Per Diem Entitlements

Lodging

- AO will determine whether government quarters or commercial lodging will be used on authorization/orders
- 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. Must provide justification to AO.
- 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
- Taxes will be included under the per diem entitlements when TAD OCONUS

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.

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.

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

Defense Travel System — A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST

Profile Partial Payments Advances

Scheduled Partial Payments

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".

Scheduled partial payments are partial reimbursement payments that can be scheduled in advance for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.

Schedule Partial Payments

Scheduled Partial Payments

FY	Traveler	Start Date	End Date	Status	Release Date	Calculated	Amount Paid	To Be Paid
14	###-##-4322	01/15/14	02/13/14	SCHEDULED	02/14/14	$4,994.75	$0.00	$4,994.75
14	###-##-4322	02/14/14	03/15/14	SCHEDULED	03/16/14	$2,466.00	$0.00	$2,466.00

Cancel Scheduled Partial Payments   View Details

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 items that have been flagged in the system.

Click the "Save and Proceed to the 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.

How to Create a Voucher

- Go to "Official Travel- Others" tab and select "Vouchers"
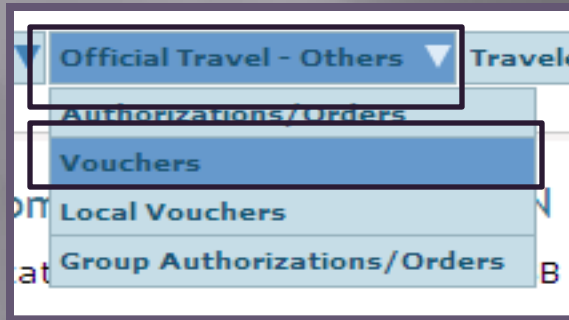
- Search traveler by full SSN or first and last name.
- Click on the " Create New Voucher from Authorization/Orders" located at the top left hand corner of the screen.
- Under the "Itinerary" tab verify to ensure the TAD trip dates and location is correct. Ensure to make any changes that are necessary.
- 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.

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.

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.

Miscellaneous Expense Types

- **Transportation in and around TAD site**

- **Transportation to and from the airport**

- **Parking fees (airport)-** travelers are limited to cost of 2 taxi fares plus tip.

- **Excess baggage-** limited to mission essential items and must be justified (I.E. issued gear, K-9 crates, etc.)

JTR 0204 Table 2-24 for Miscellaneous Expense
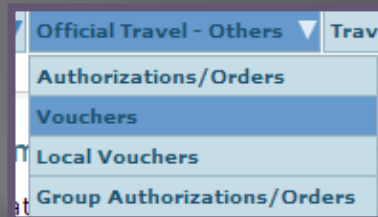http://www.nps.edu/travel/documents/AppendixG.pdf

T-Entering

• When signing on behalf of a traveler for a voucher (also known as "T-Entering" the traveler must fill out and sign a 1351-2 Form.

 1. Go to the I MEF DTS Help Desk website and acquire a blank 1351-2 under the "Forms" Tab

2. Go to DTS to acquire a template 1351-2
 • Go to "Official Travel- Others" tab and select "Vouchers".

T-Entering Cont'd

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

- Click the "Print" hyperlink next to that specific Voucher.

T-Entering Cont'd

3. Use this 1351-2 as a template for your hand written 1351-2 and have the traveler sign Block 20a of the hand written form.

4. Scan and upload 1351-2 into "Substantiating Records" located under the "Expenses" tab.

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.
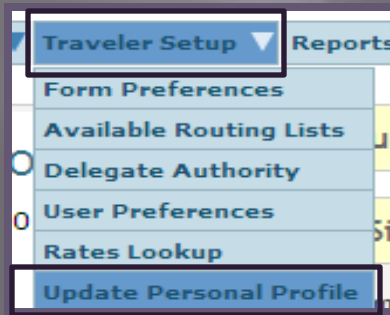
• Traveler will click on the "My Account Information" hyperlink located at the top of the screen
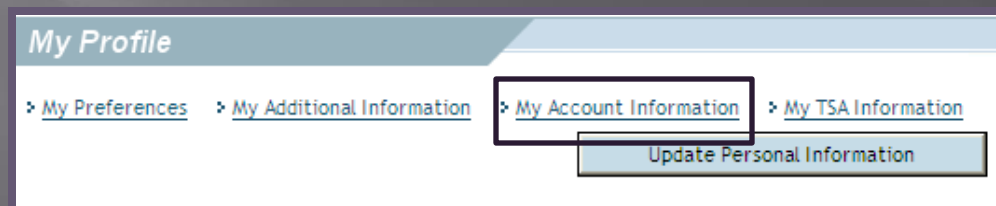
Assisting Travelers

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.

My Profile

➤ My Preferences   ➤ My Additional Information   ➤ My Account Information   ➤ My TSA Information

Update Personal Information
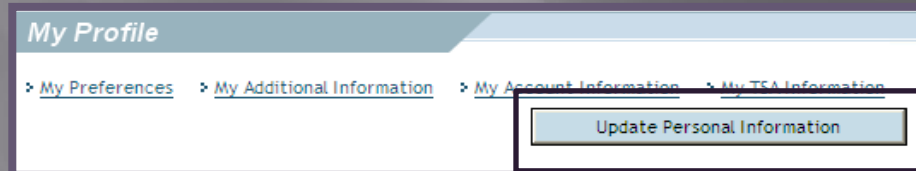
• **How to submit an EFT request to LDTA:**

  • 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 the I MEF DTS Help Desk.

- The I MEF DTS Help Desk will forward this request to DFAS and DFAS will conduct an inquiry as to where the funds were sent.

- DFAS will then re-issue the payment to the travel via EFT.

- This process can take anywhere from 1-2 weeks.

Include all below information (All Information can be found in the Digital Signature section of the Travel Voucher):

- ✓ The reason for the request
- ✓ Traveler's First Name, MI, Last Name
- ✓ Amount
- ✓ Trace Number
- ✓ Pay Date
- ✓ Original DOV Number

References

References to obtain additional information:

- Defense Travel System Sites
  - **www.defensetravel.osd.mil**
- JTR, Volume 1/Appendix O of the JFTR
  - http://www.defensetravel.dod.mil/Docs/perdiem/JTR.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: (866)-950-1640

Miramar: (858) 577-1299

Yuma: (928) 269-2315

29 Palms: (760) 830-6622

Comptroller Point of Contact(s)

TECOM: (703) 784-1248

MARSOC: (760) 725-2239

Base: (760) 763-0696

1st Mar Div: (760) 763-2099

1st MLG: (760) 763-9173

1st MHG: (760) 763-2566

3rd MAW: (858) 577-7414

Questions

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