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 DTS MCO 4650.39A 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

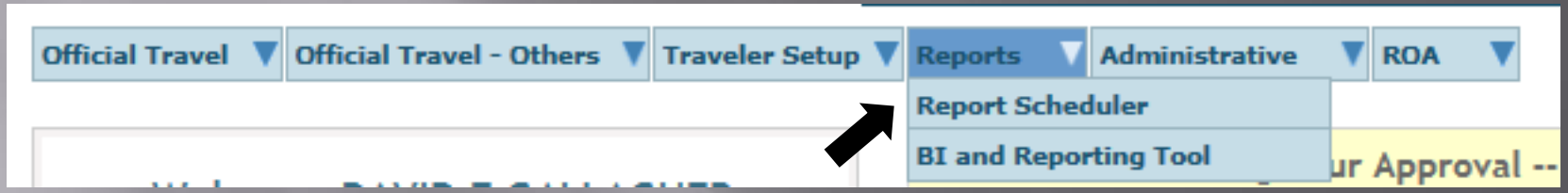
ALL REPORTS MUST BE MAINTAINED FOR THE CURRENT MONTH PLUS ONE YEAR!

Reports Cont'd

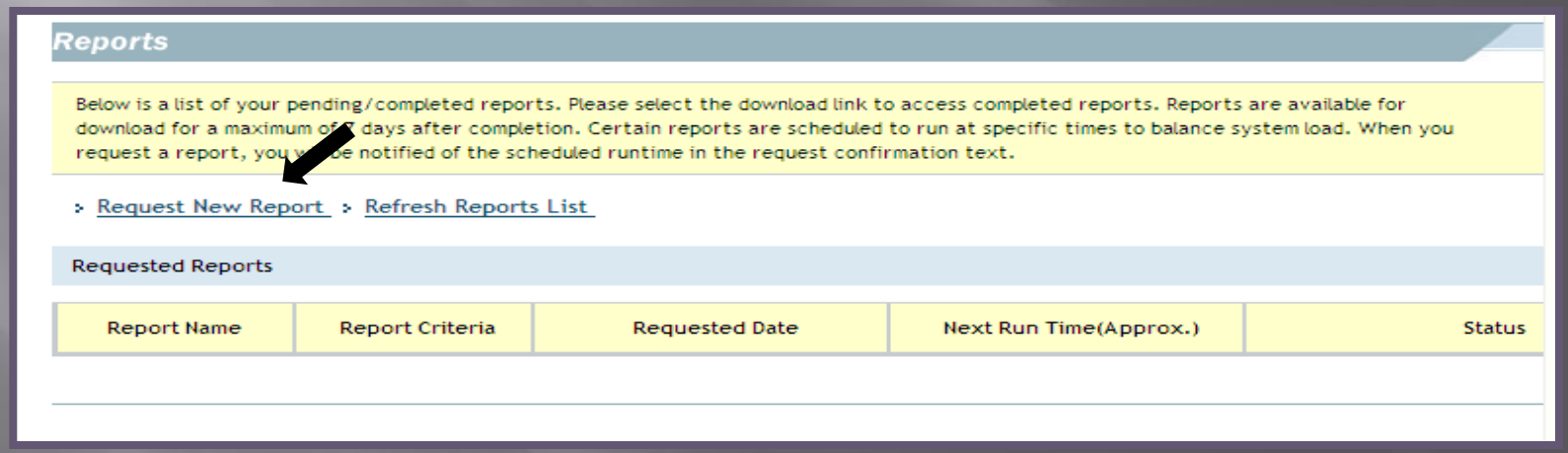
1.) Pending Airline Cancellation	Daily →	**Purpose:** Notify the AO that there are pending travel documents with reservations.
2.) Depart Status Report	Weekly →	**Purpose:** Ensure that authorizations are routed, approved, and ticketed by the CTO prior to commencement of TAD.
3.) Unsubmitted Voucher 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

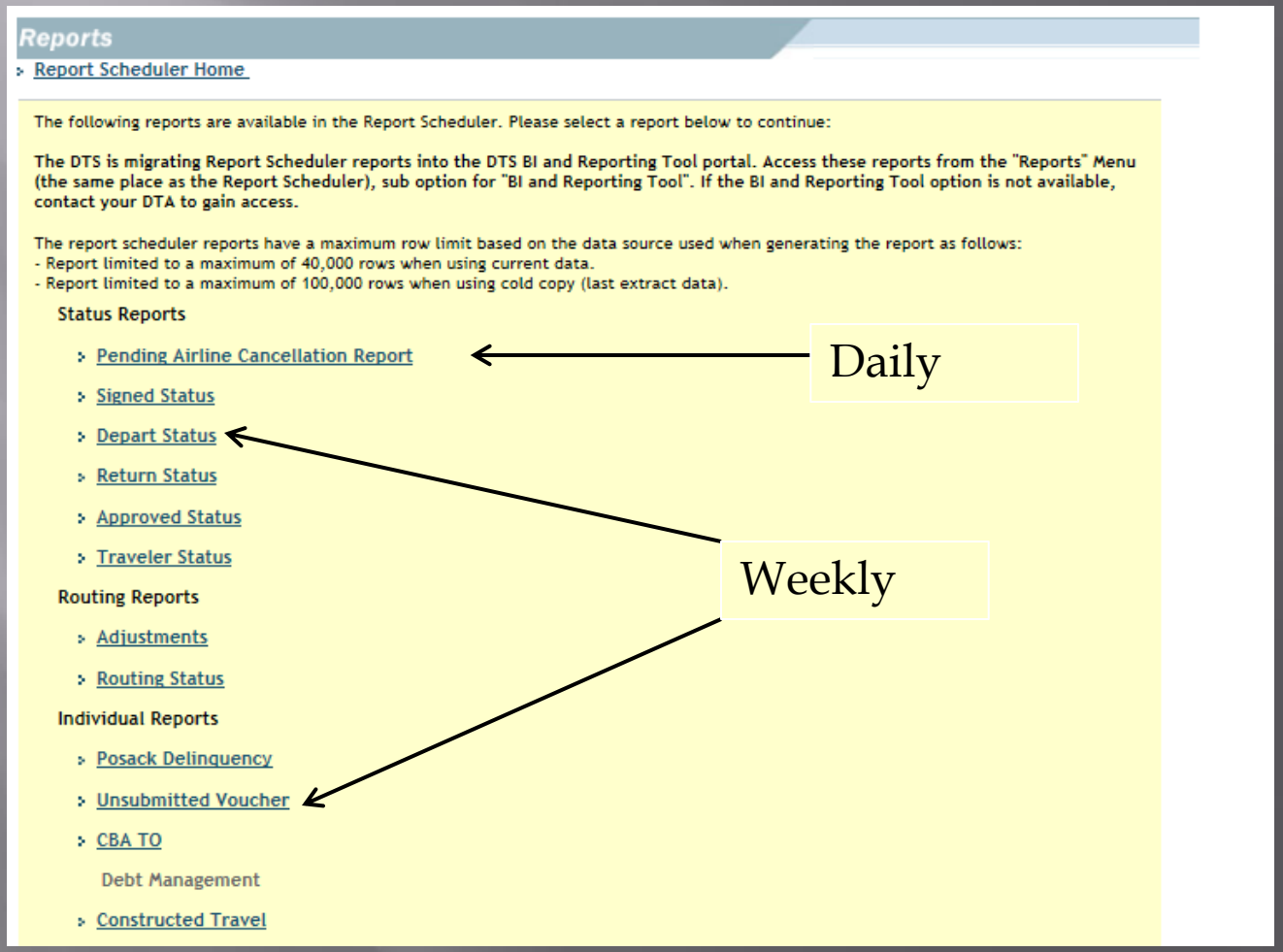
•Go to the "Reports" tab and select "Report Scheduler"



• Select "Request New Report"

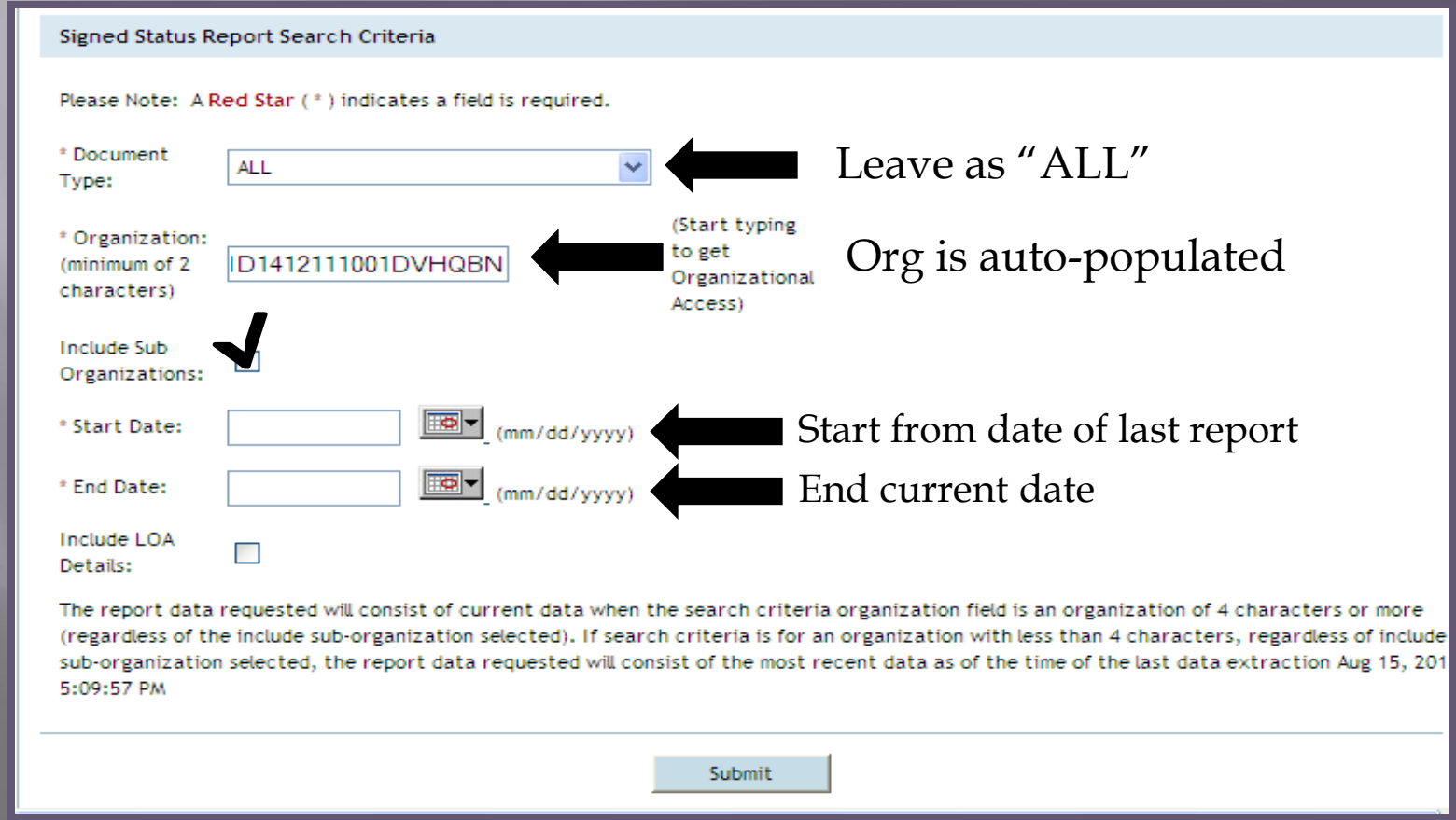


Reports Cont'd



Reports Cont'd

Reports Cont'd



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

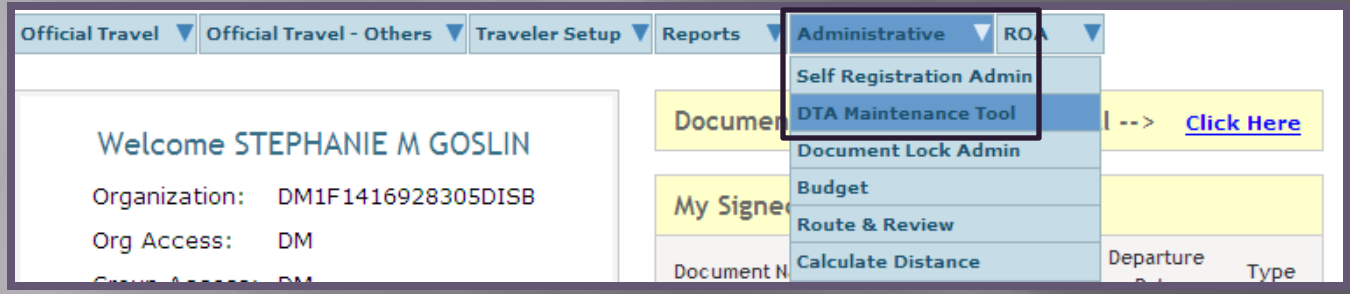
- As an ODTA you will be responsible for training your travelers within your organization annually.
- You must retain rosters for the current month plus two years.

Check in/Check out Process

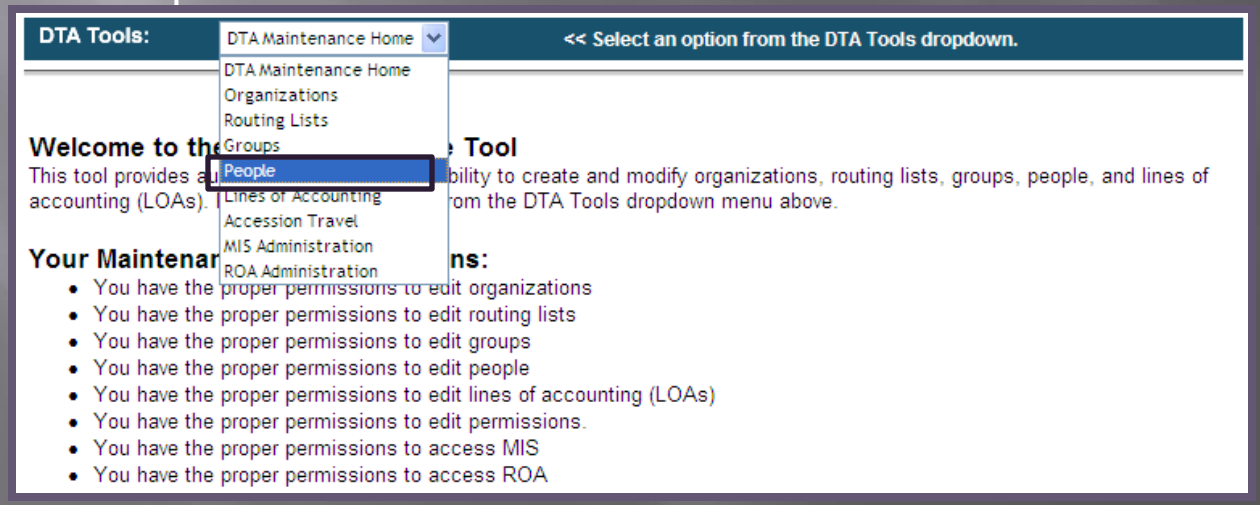
- ODTA's must ensure that a DTS section is on the unit's check in/check out sheet.
- When personnel are checking in with the unit, you as the ODTA must ensure/create a DTS profile and attach them to your organization.
- When personnel are checking out of your unit you must detach them only if they do 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"



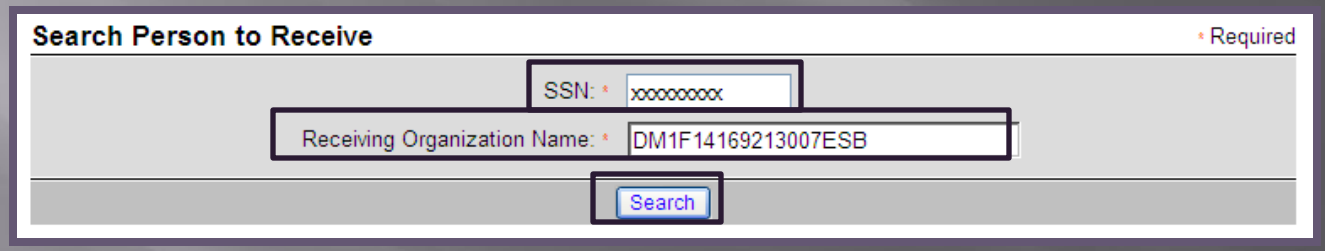
  - •Click on the drop down box located at the top of the screen and select "People"



Check in Process Cont'd

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

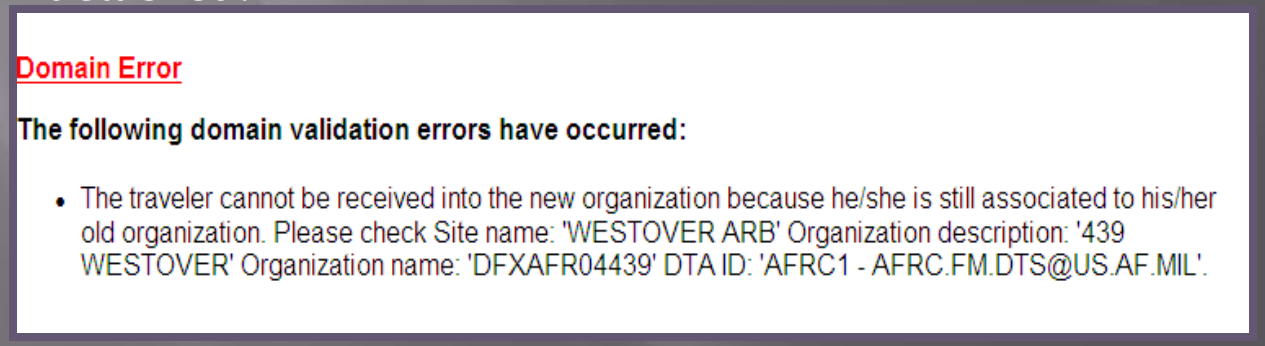
- Type in the personnel's full SSN
- Your organization will be auto populated in the "Receiving Organization Name" box
- Click the "Search" tab



Check in Process Cont'd

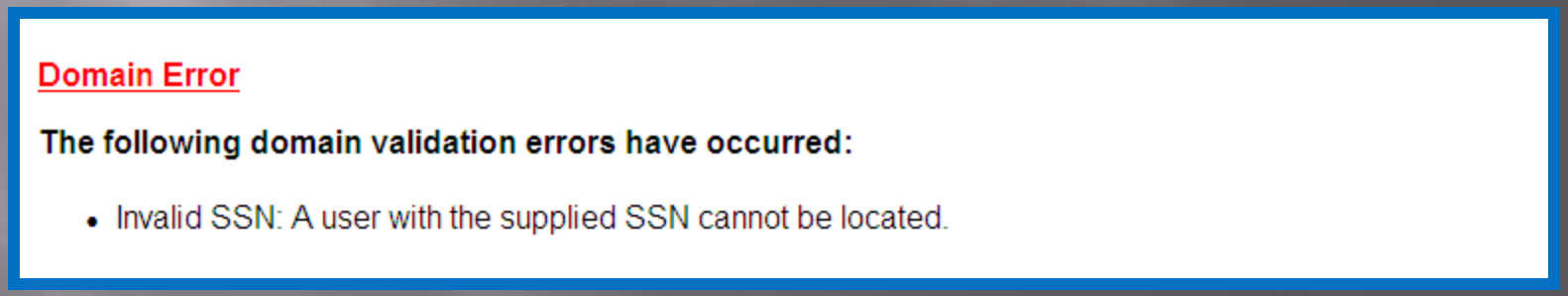
- The traveler's profile will appear
- Click the "Receive Person" tab

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.



Check in Process Cont'd

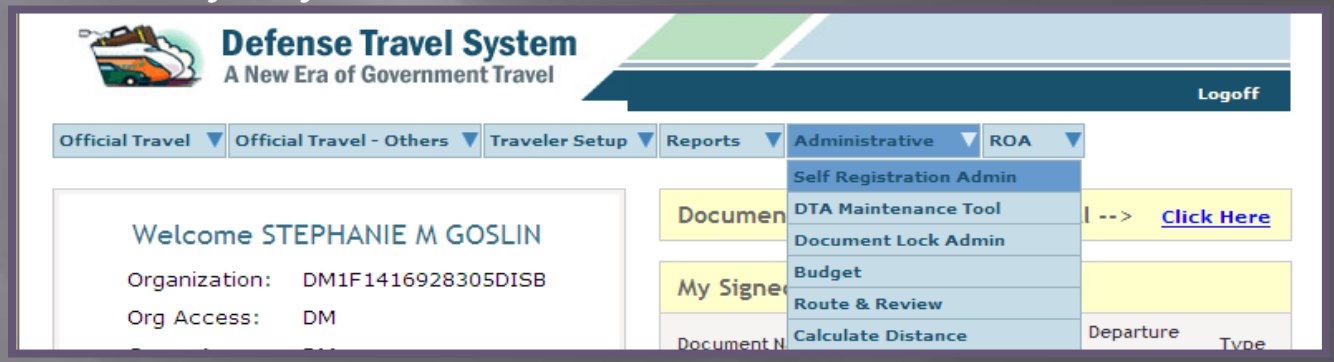
Note: If you receive an error message that the SSN cannot be located it means the traveler needs to create a profile in DTS.



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**

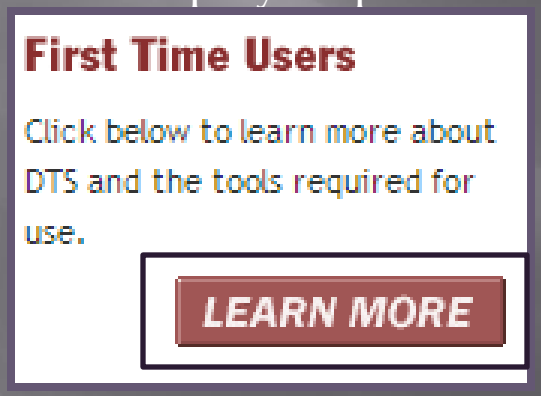


- Select the "Begin" tab located at the bottom of the screen.
- Click the hyperlink next to the profile
- Review all the information in the profile
- Select "0" for traveler's permissions
- Once you have reviewed the profile select the "Accept" or the "Reject" tab

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

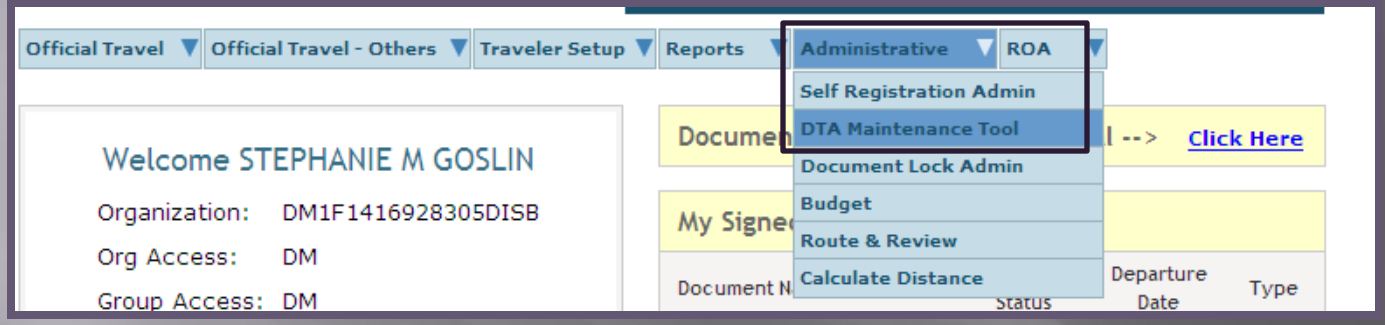
- A traveler can create a profile in DTS through "Self Registration".
  - Traveler must go to the DTS homepage
  - Under the "First Time Users" section, have the traveler click on the "Learn More" tab
  - Have the traveler follow step by step instructions on how to set up a DTS account



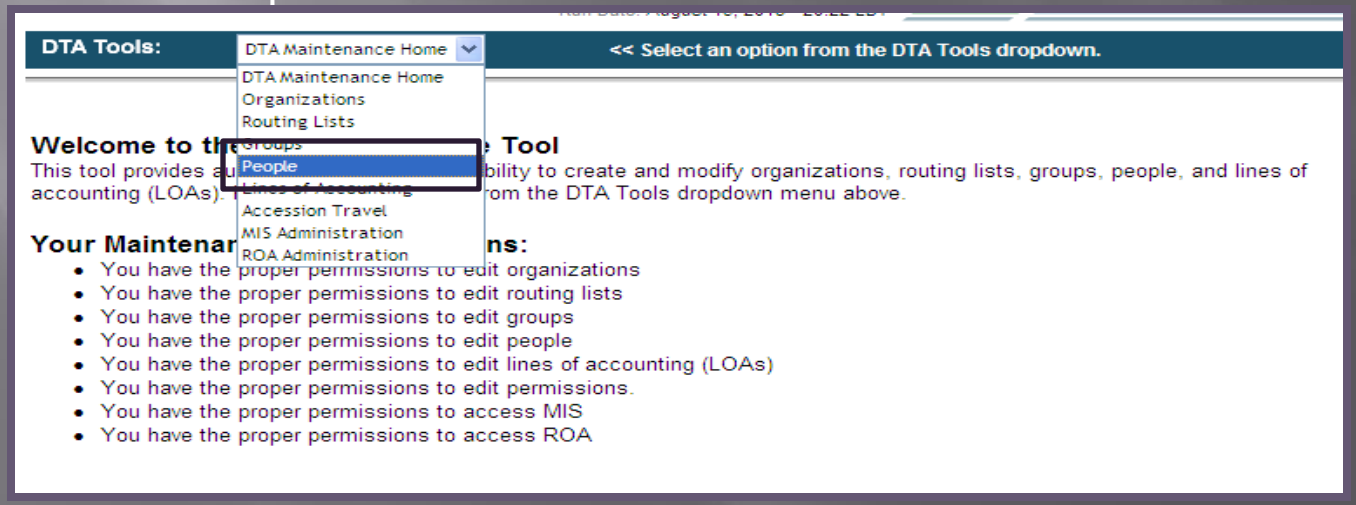
- If the traveler cannot create a DTS account for any reason (I.E. they do not have a CAC), you as the ODTA will be responsible for creating a DTS profile for them
  - Traveler must first fill out the "DTS Registration Worksheet" located on the I MEF DTS Help Desk website and submit it to ODTA

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"



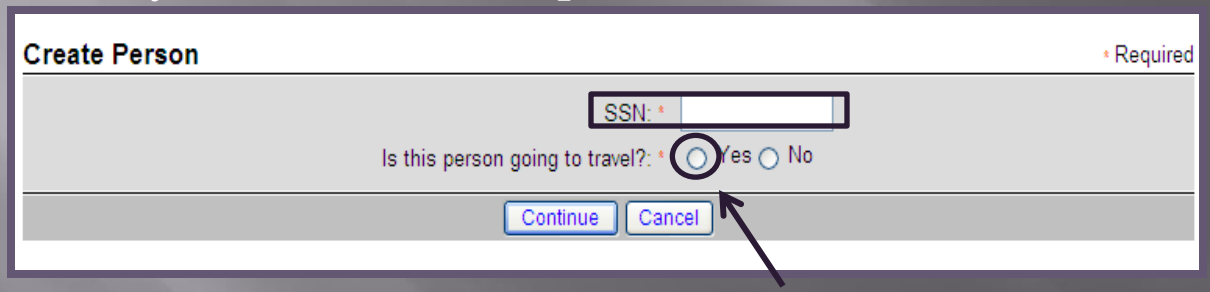
• Select the drop down box located at the top of the screen and select "People"



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



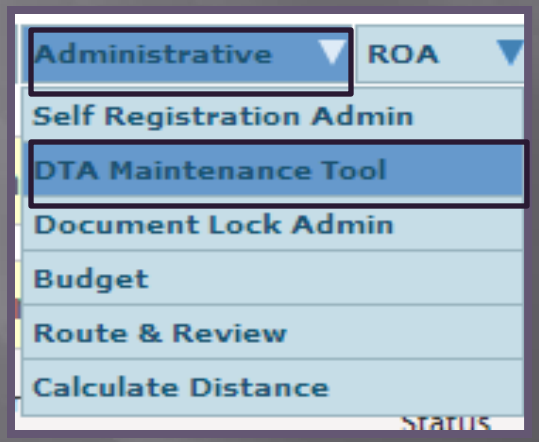
- Click the "Continue" tab
- Fill out all required fields
- When you are finished filling out all of the information, click the "Save Changes" tab located at the bottom of the screen

Note: The default routing list will *Always* be "CPEN"

Check Out Process

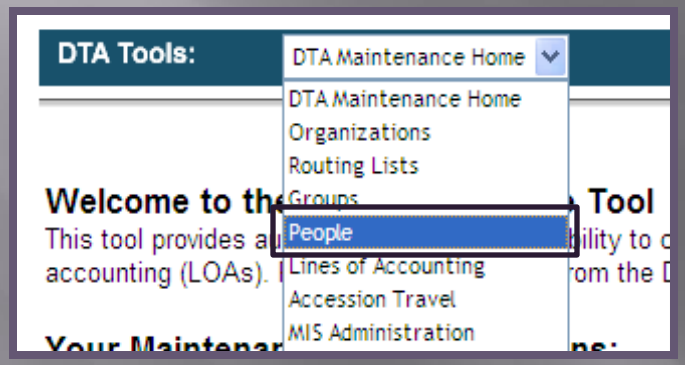
•When personnel are checking out of your unit you will need to verify if they have any outstanding documents or debt management issues.
Note: If they DO have outstanding documents or debt management issues they CANNOT be detached from your unit in DTS until their claim or debt has been settled

• To detach personnel from your unit in DTS:
    •Go to the "Administrative" tab and select "DTA Maintenance Tool"

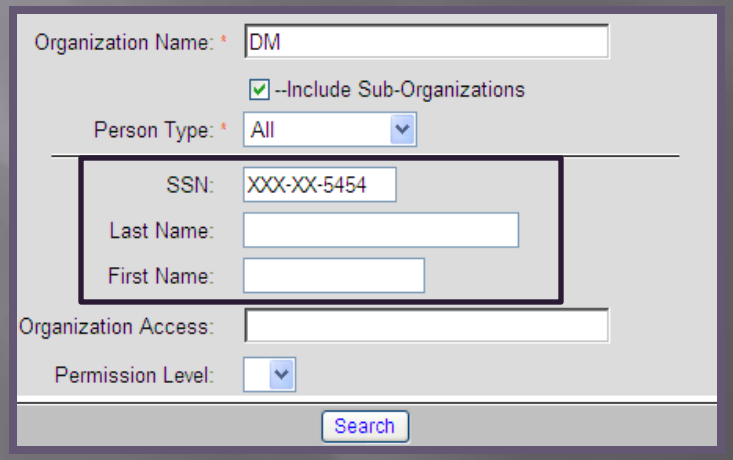


Check Out Process

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

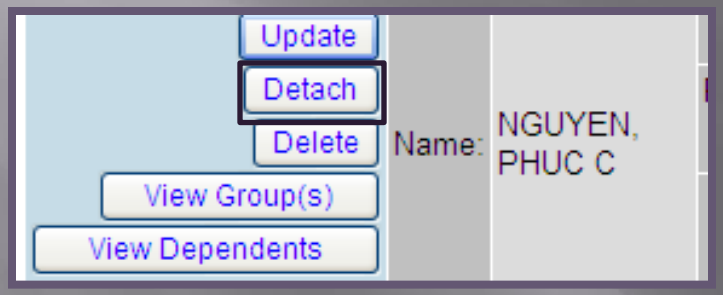


- Search personnel by full SSN or First and Last night



Check Out Process Cont'd

- Click "Detach" tab next to profile



- Then click on the "Detach Person" tab

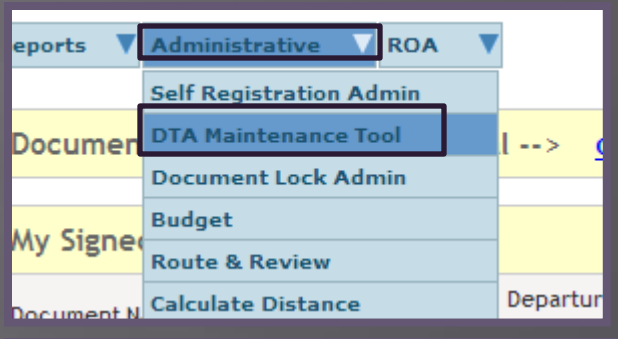
- **NOTE**: When detaching DTS billet holders (AO/RO/CO/ODTA), remove them from all unit & WWT routing lists and detach from unit in DTS

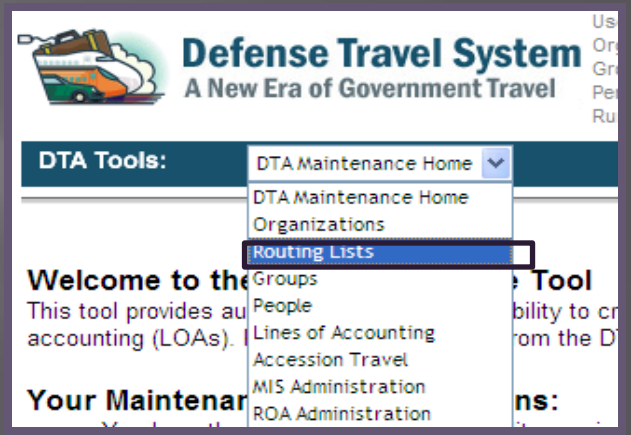
Assisting Travelers

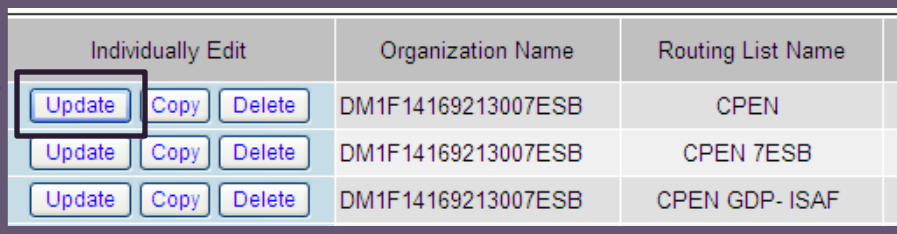
- Updating unit's routing lists(s)
- Creating Authorizations/Vouchers/Local Vouchers
- Correcting EFT information
- Trace request

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

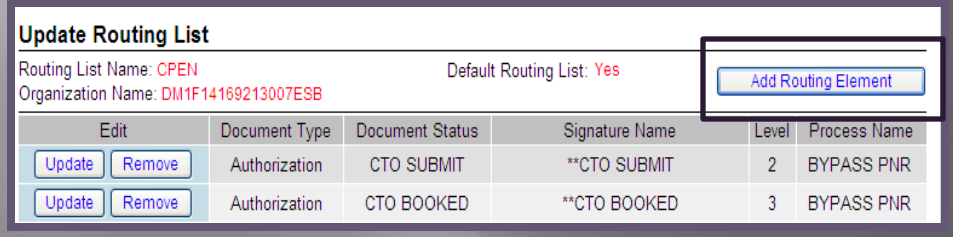






Update Routing Lists Cont'd

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



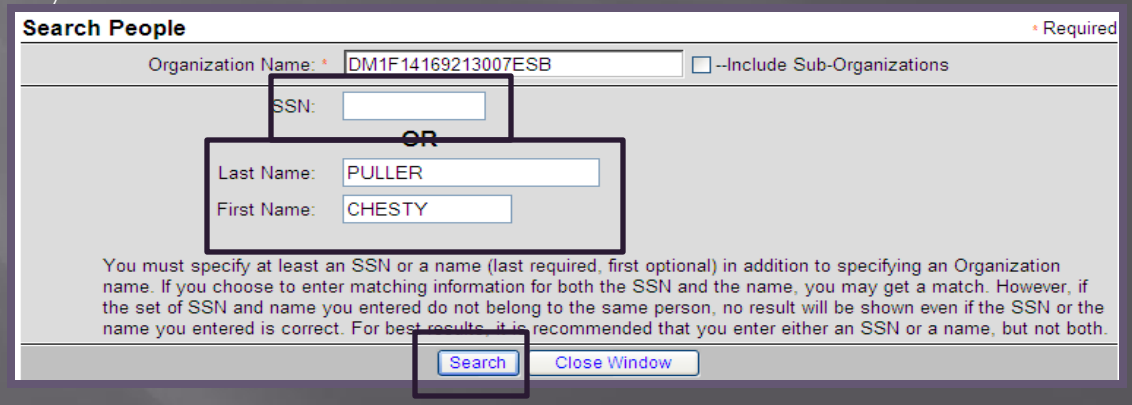
• Under the "Document Type" section utilize the drop down box to select Authorization, Voucher or Local Voucher

• 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.

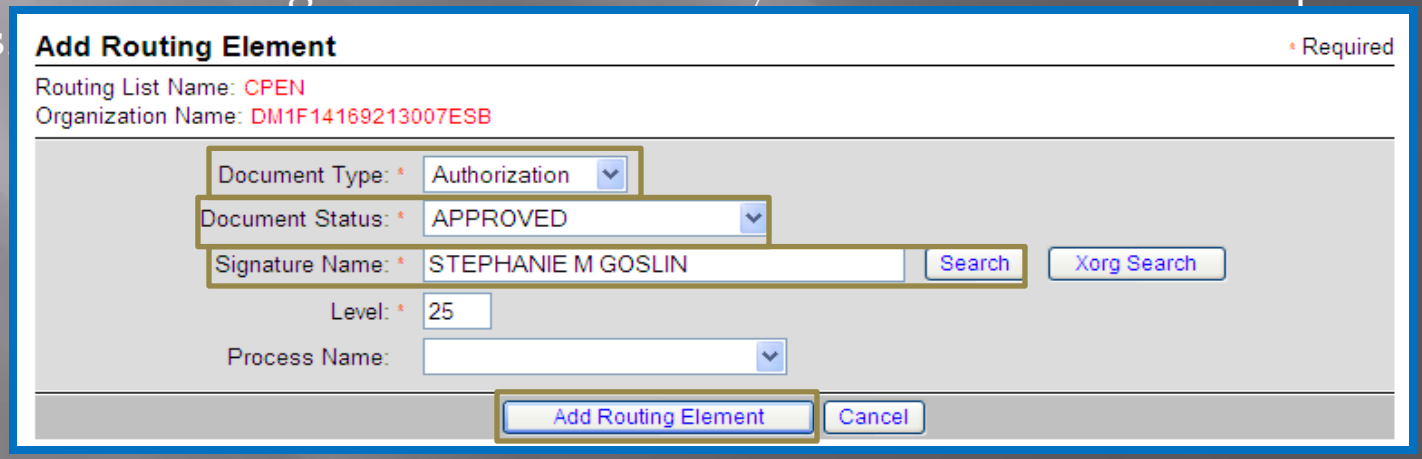
•Search DTS billet holder by full SSN or first and last name

• 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



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

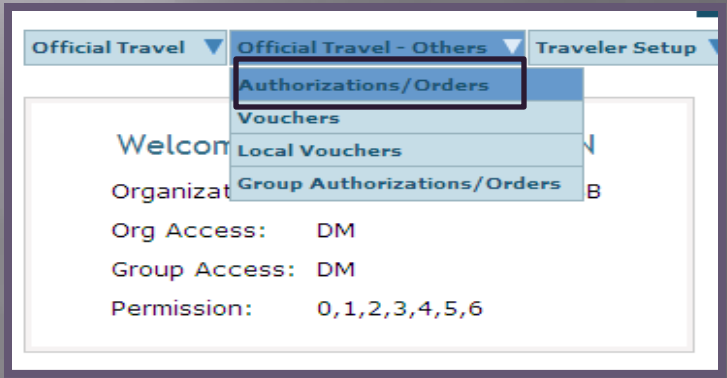
  Note: All the unit AO's will have "Authorized" stamp and be a level 25 on Vouchers and Local Vouchers.

Updating Routing Lists: Document Status Stamps

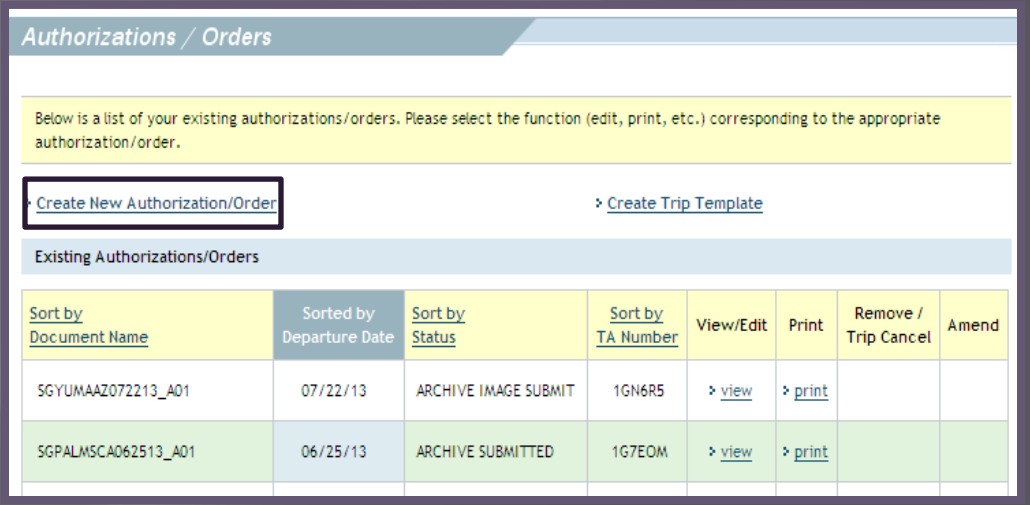
Update	Remove	Authorization	CTO SUBMIT	**CTO SUBMIT	3	BYPASS PNR
Update	Remove	Authorization	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
Update	Remove	Authorization	REVIEWED	TAKISHA N TOBY	5	BYPASS PNR
Update	Remove	Authorization	REVIEWED	SAMUEL L WARMAN	5	BYPASS PNR
Update	Remove	Authorization	REVIEWED	ANDREW 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

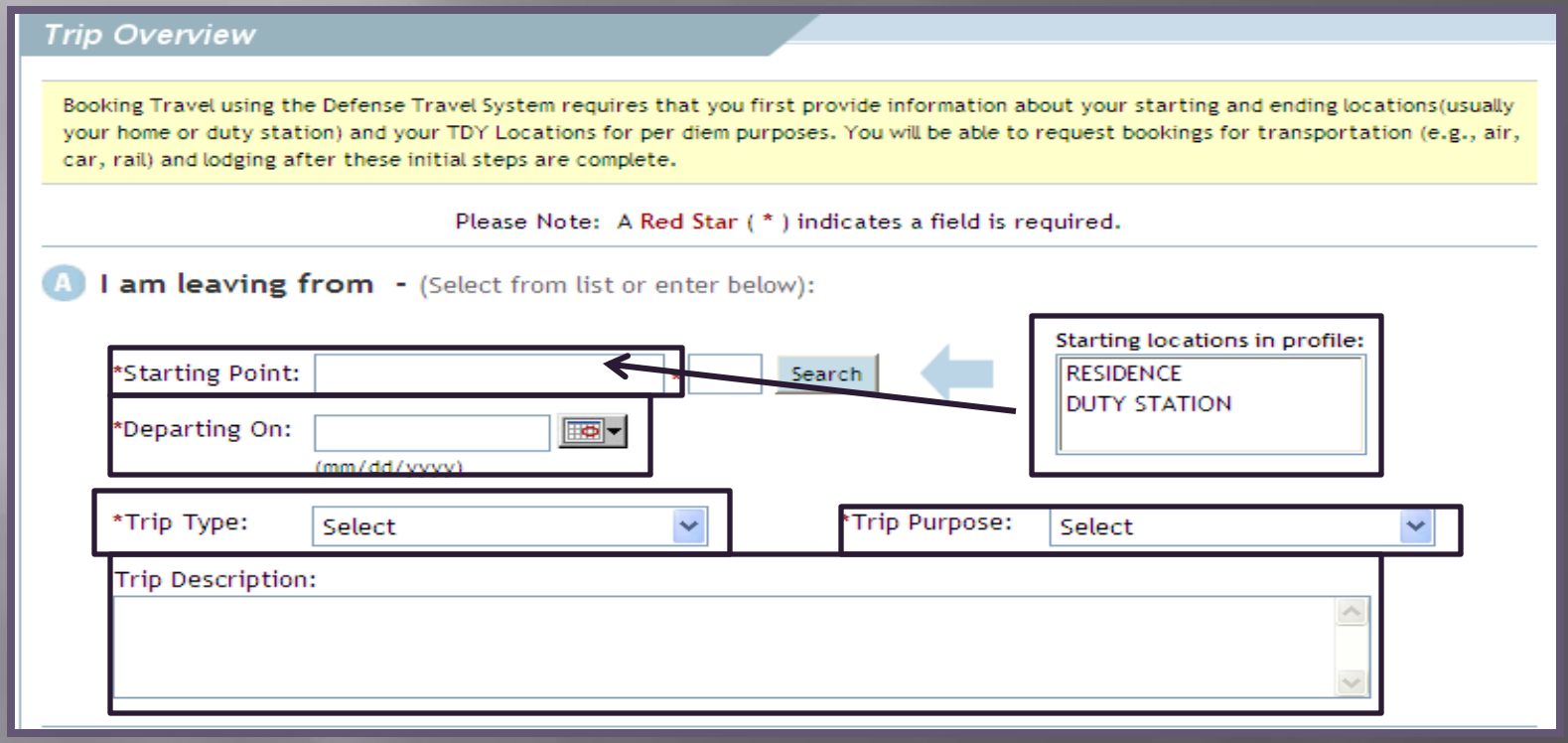
- Go to the "Official Travel-Others" tab and select "Authorization/Orders"



- 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

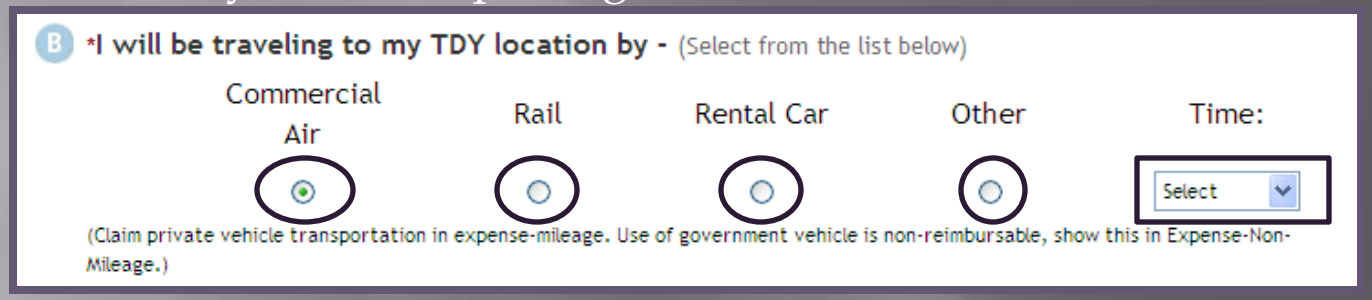


Note: Even though there is no "Red Star" for the Trip Description box, there must always be a brief detailed description of the TAD trip in that box without the usage of MOS related acronyms

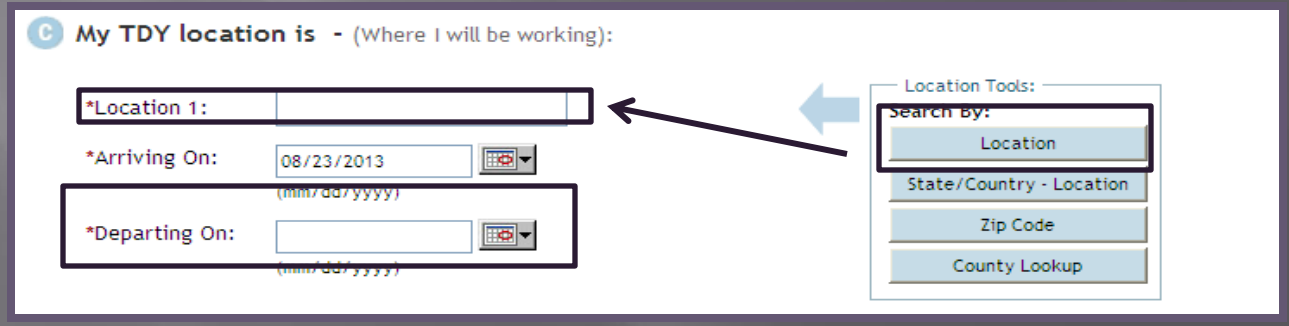
Example: "I went TAD to Pohang, South Korea to provide comm support for mission Deploy Disbursers More."

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

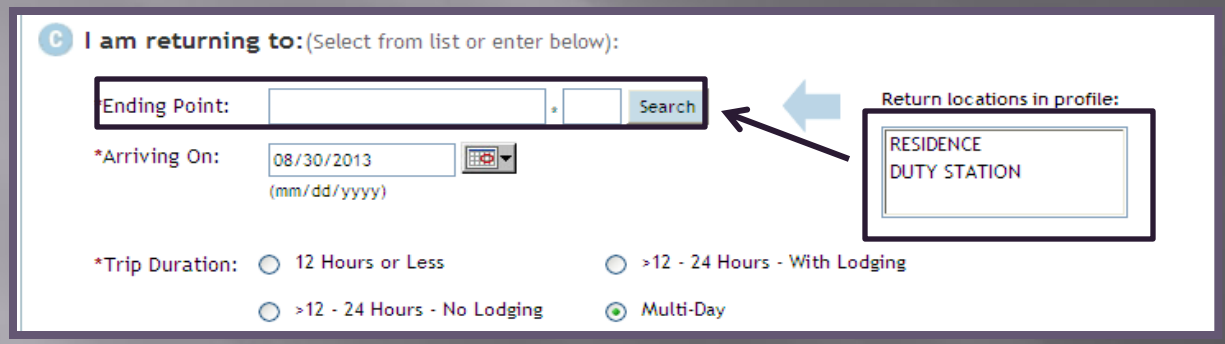


- **Section C:**
  - Type in the location of the TAD in the manual type in box or utilize the blue tab labeled "Location". Once you select the correct location click "Select and Close" tab
  - Select the date the traveler will be departing the TAD location.

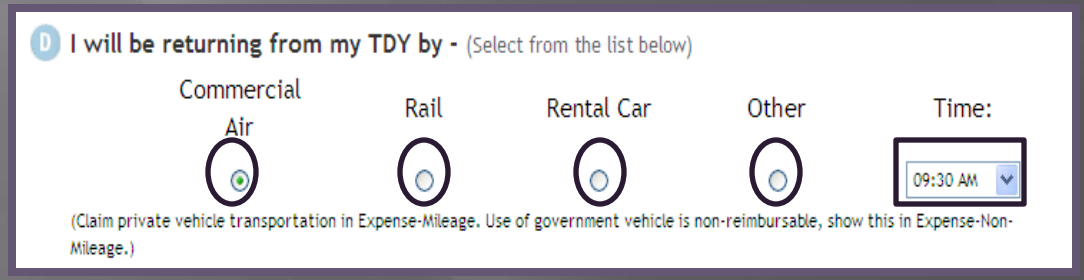


How to Create an Authorization Cont'd

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

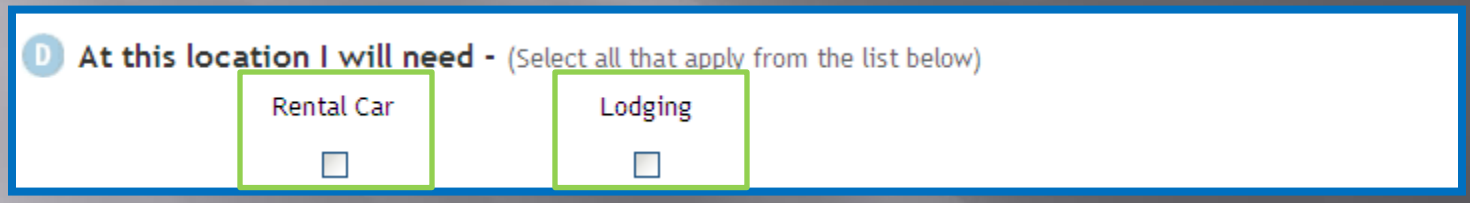


- **Section D:**
  - Select the traveler's mode of travel when returning from TAD trip

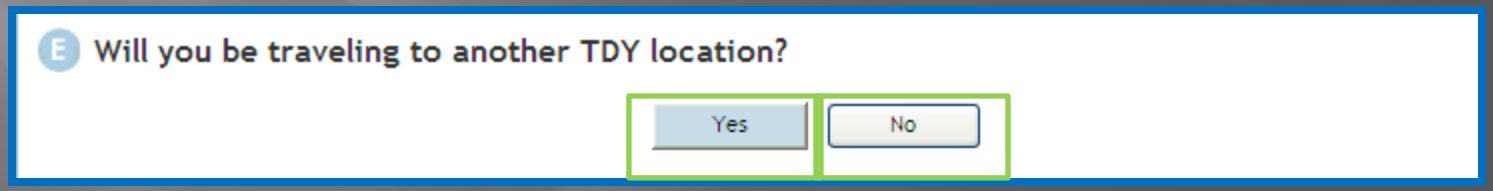


How to Create an Authorization Cont'd

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



- **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.



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.

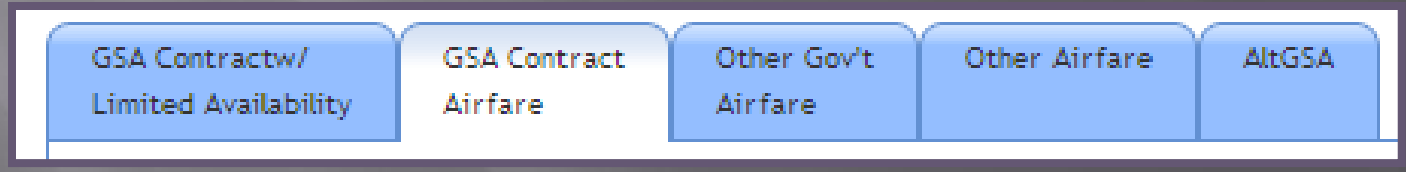
Commercial Travel Office (CTO)

- 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



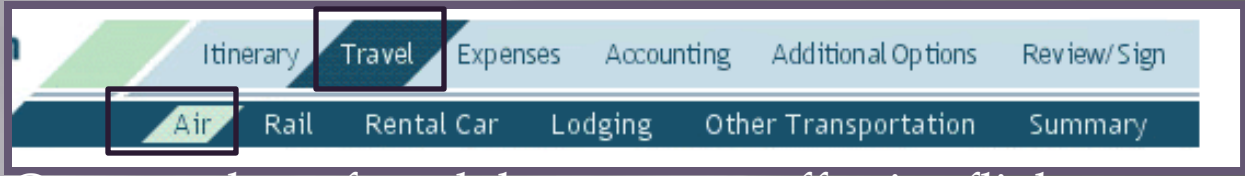
Commercial Air Cont'd

- 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.

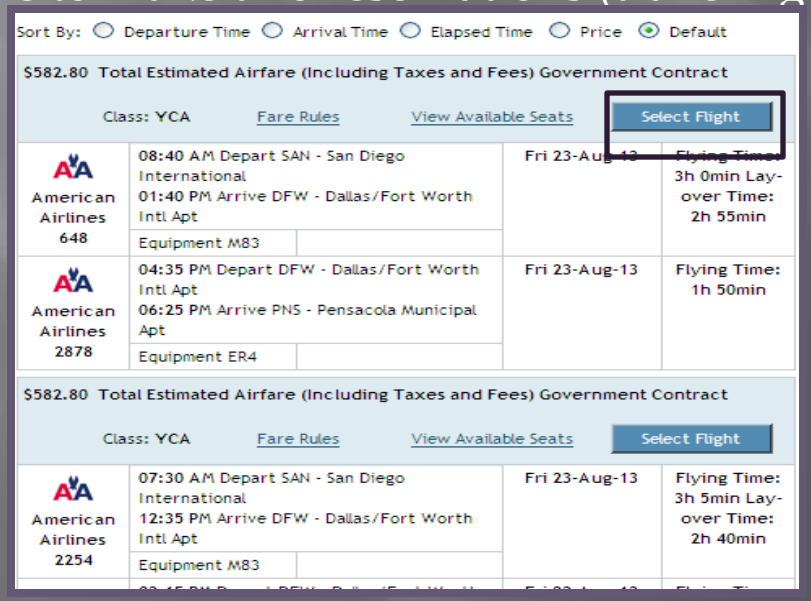
Note: tickets purchased outside of CTO will be limited to the GTR cost.

Commercial Air Reservations

- Select the "Travel" tab and click on "Air" sub-tab.

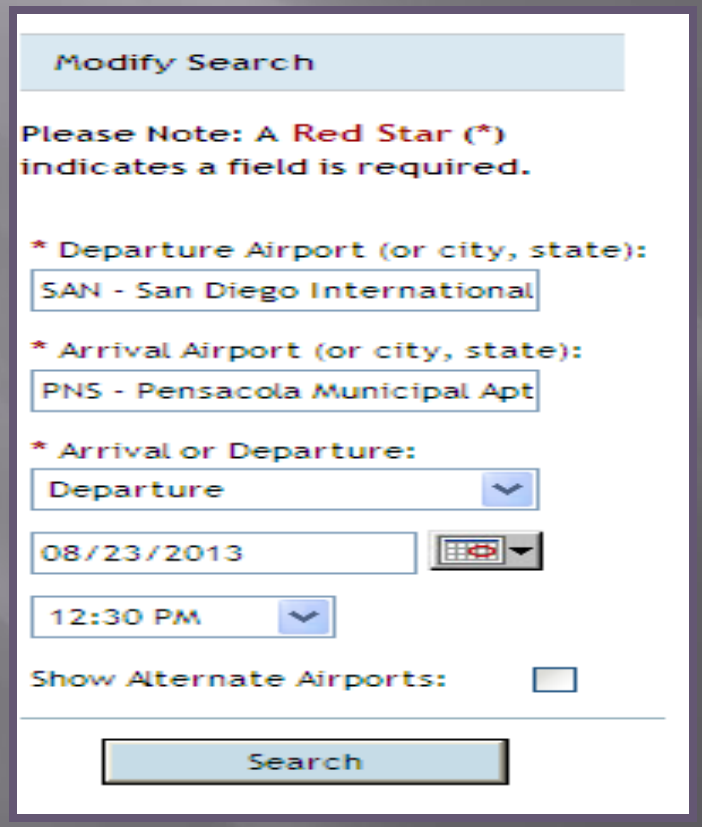


- Once you have found the most cost effective flight to accomplish the mission select the " Select Flight" tab.
- You can select seat preferences if available.
- You will have to make two reservations (traveling to and from TAD site).



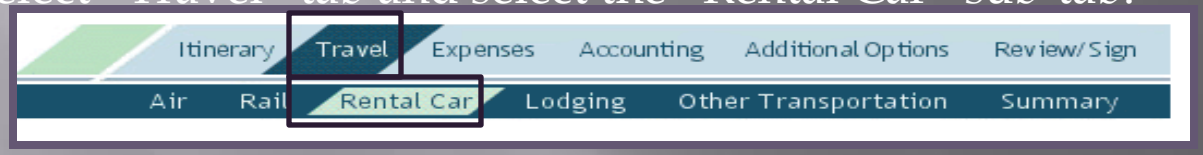
Commercial Air Reservations Cont'd

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



Rental Vehicle Reservations

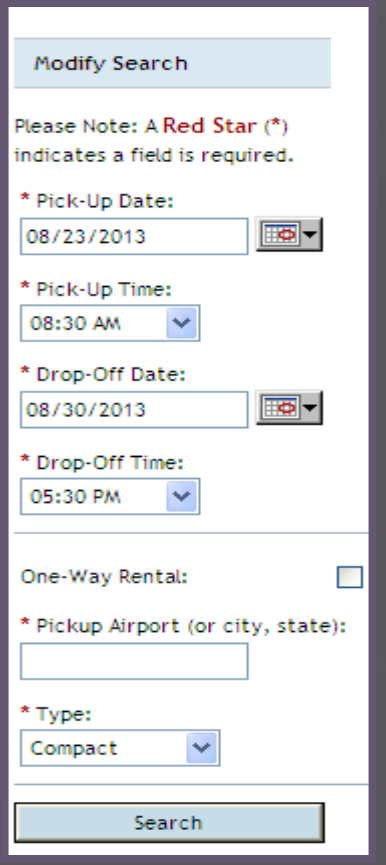
- Select "Travel" tab and select the "Rental Car" sub-tab.

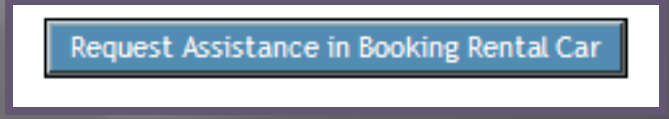


•Select a rental vehicle that is the most effective that will accomplish the mission. Select the "Select Car" tab next to the reservation.

•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.



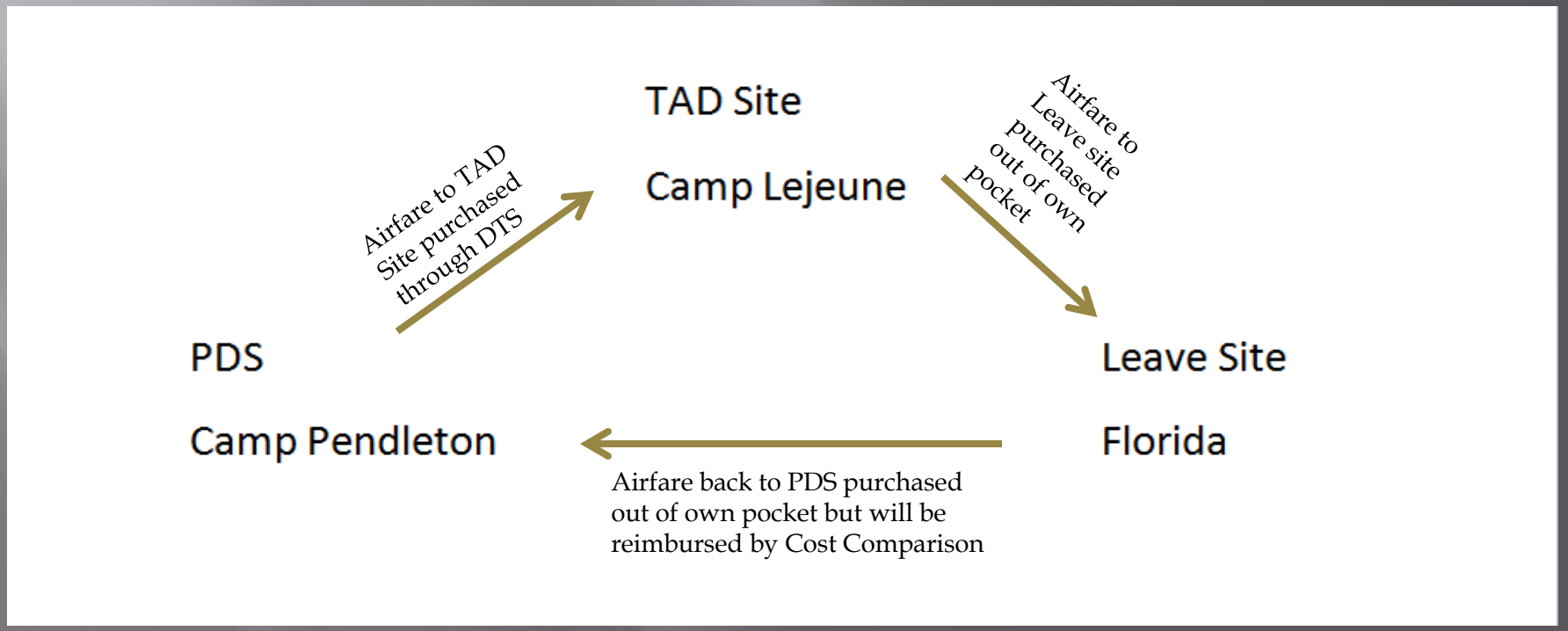


Rental Vehicle

- 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

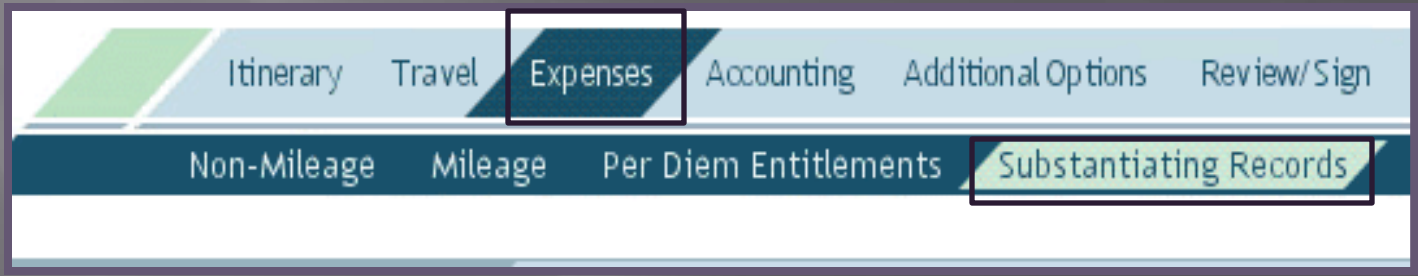
Special Circumstances

- 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.



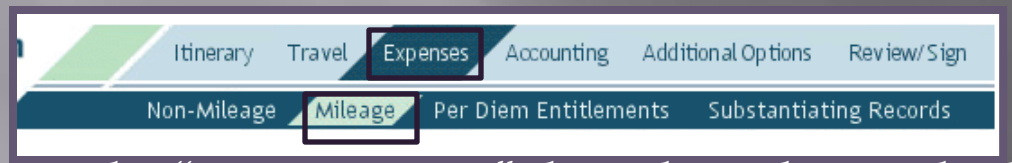
Personal Vehicle (POV)

- 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.

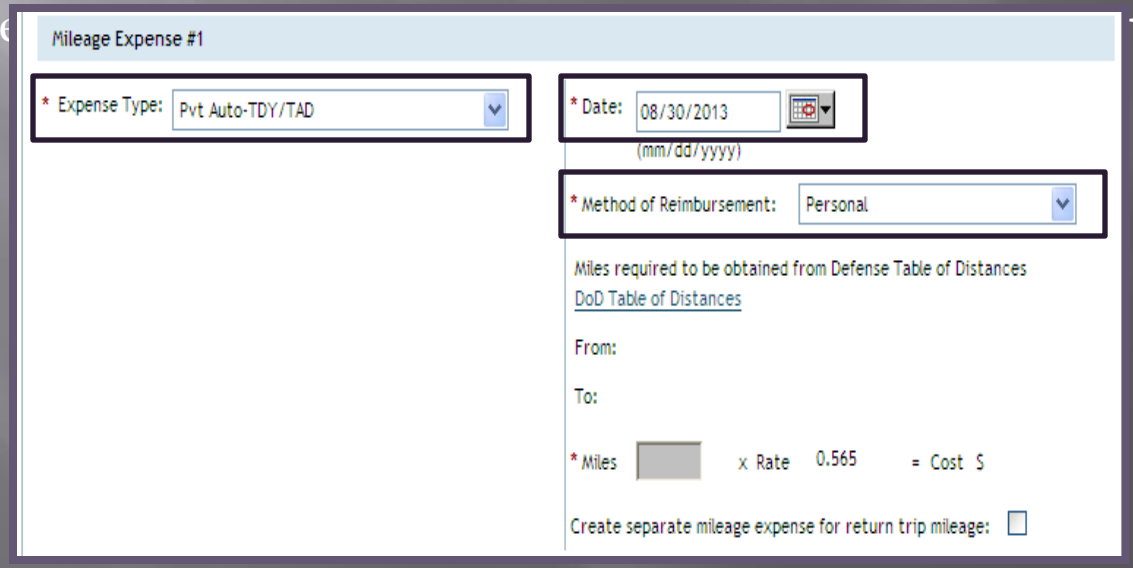


Personal Vehicle (POV) Cont'd

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



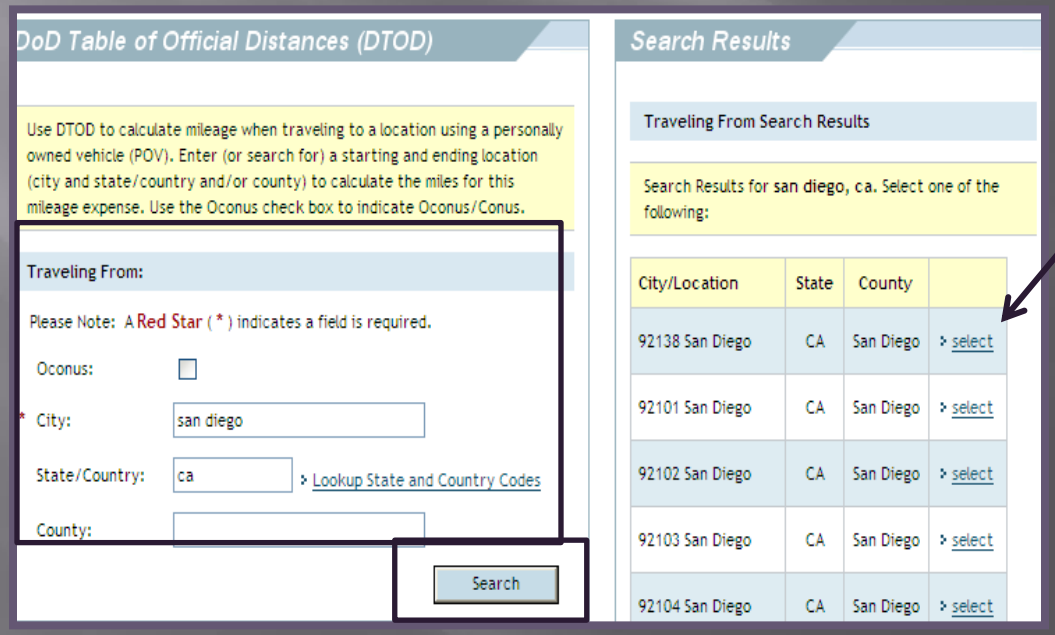
- Click on the "Expense Type" drop down box and select "Pvt Auto-TDY/TAD".
- Enter the date when the traveler will be leaving to TAD location.
- Click on the "Method of Reimbursement" drop down box and select the travele nal).



Personal Vehicle (POV) Cont'd

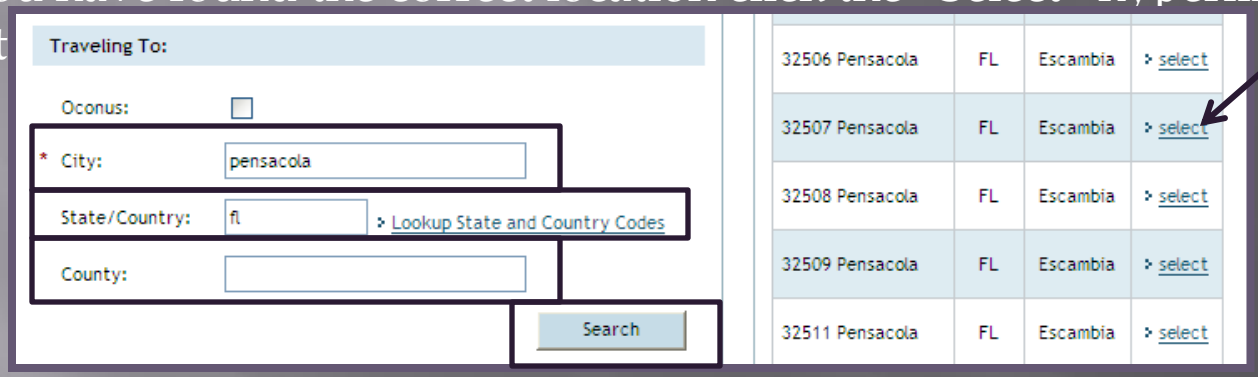
DoD Table of Distances

- 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.

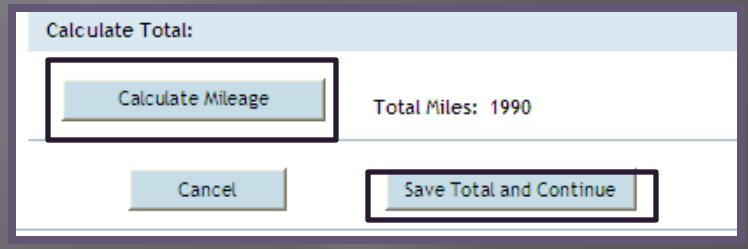


Personal Vehicle (POV) Cont'd

• 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

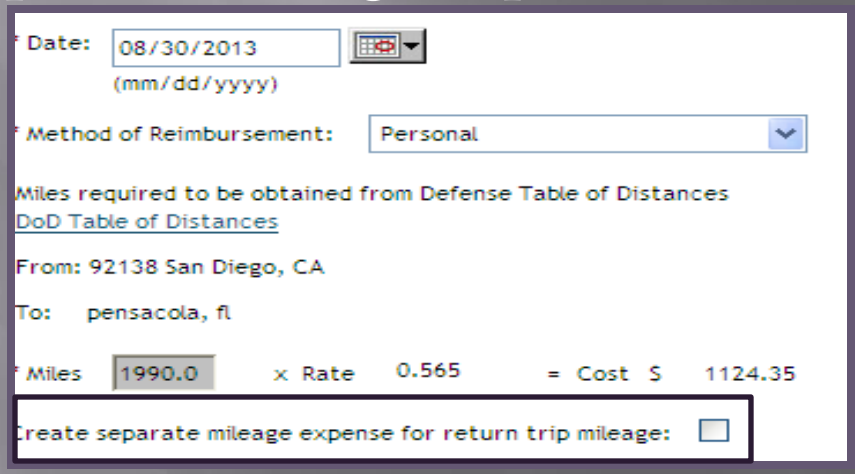


• After you have selected your locations click the "Calculate Mileage" tab and then click "Save Total and Continue".



Personal Vehicle (POV) Cont'd

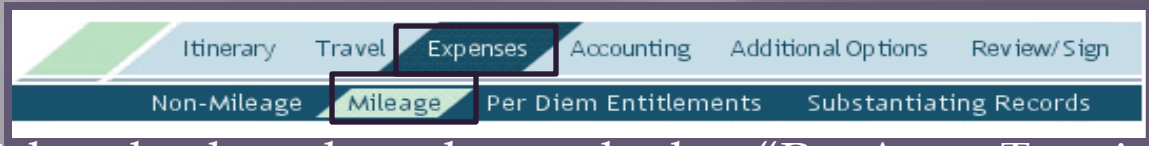
- Before you save the mileage expense, ensure to check "Create separate mileage expense for return trip mileage".



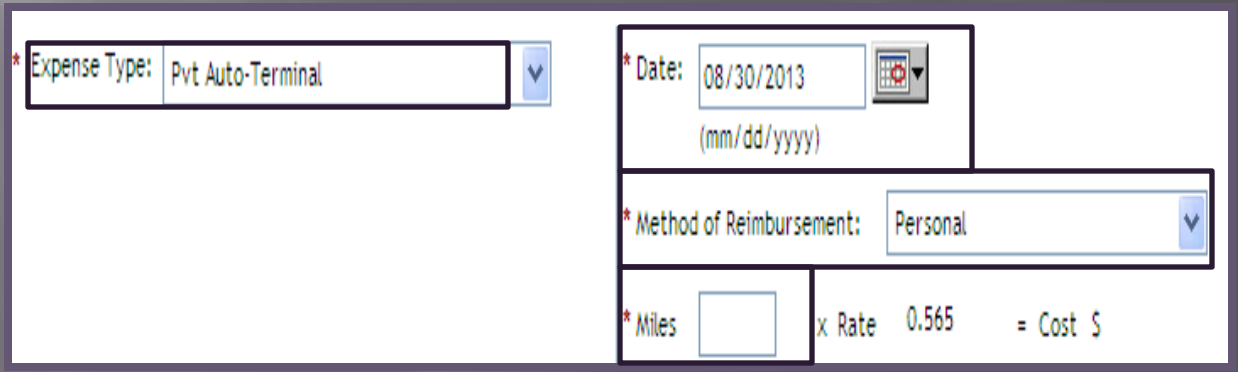
Personal Vehicle (POV) to Terminal

- 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.



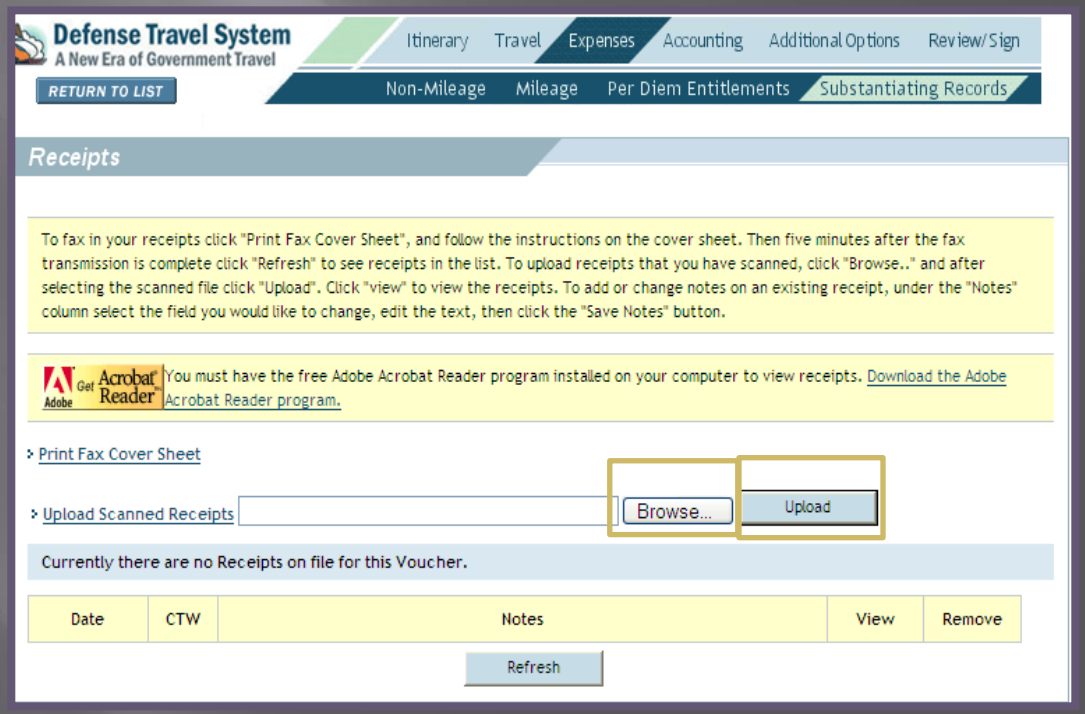
Per Diem Entitlements

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

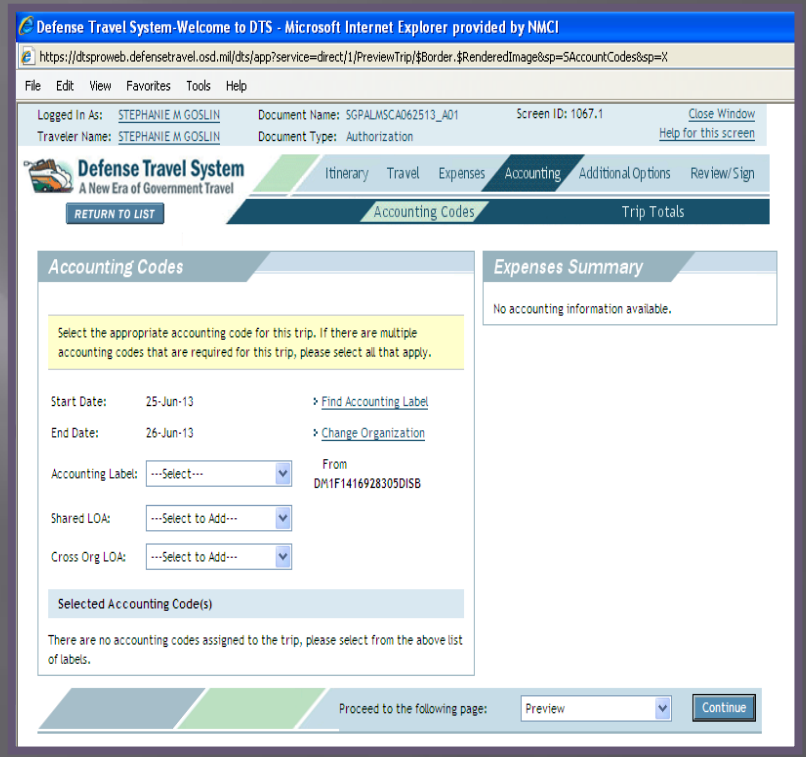
Upload Orders/ Funding Letter

- 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.



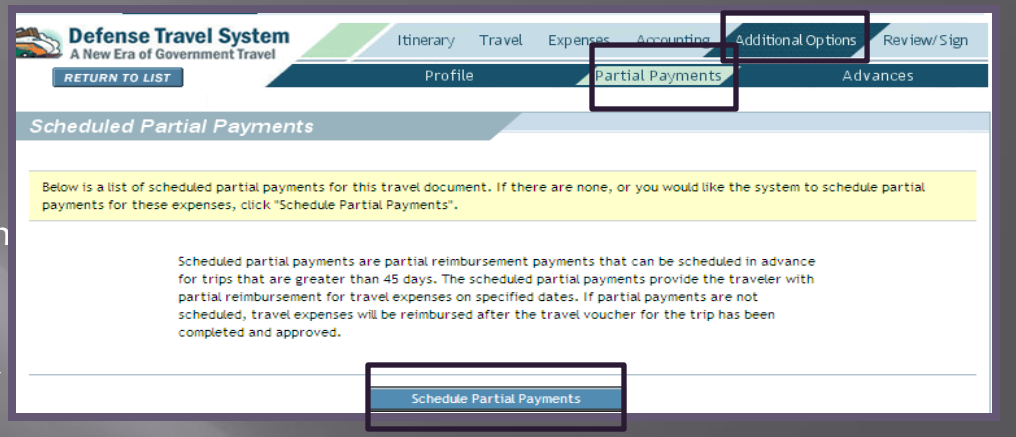
Line of Accounting (LOA)

- 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



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.

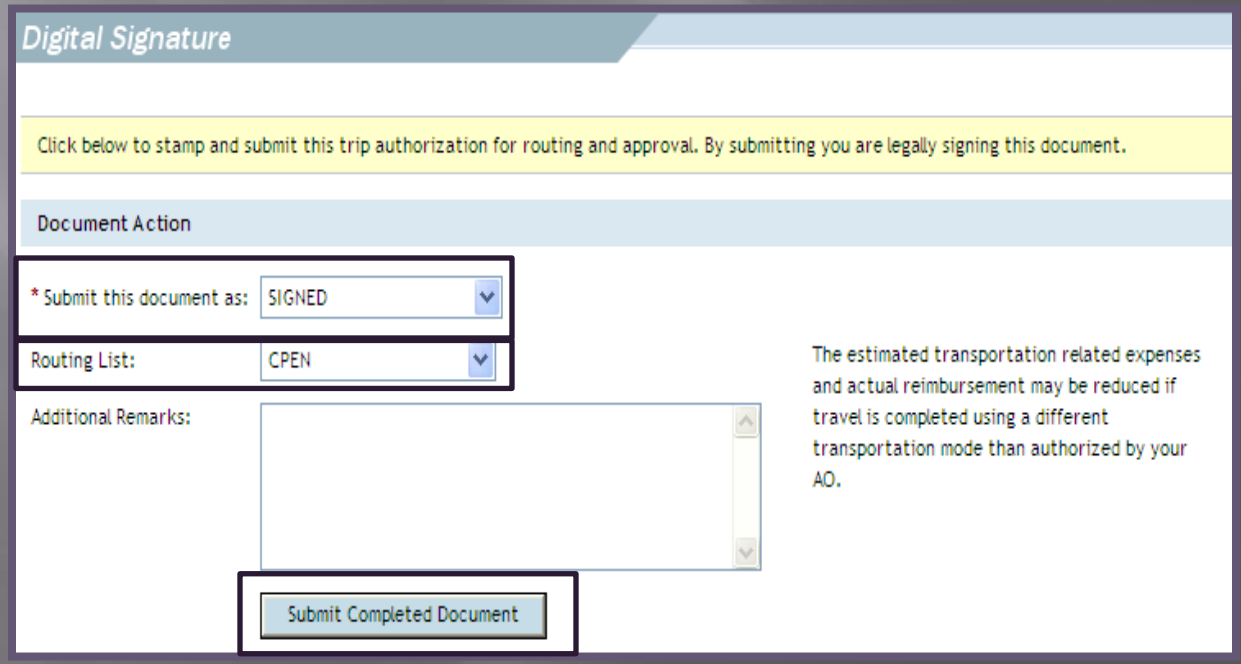
How to Sign an Authorization Cont'd

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.

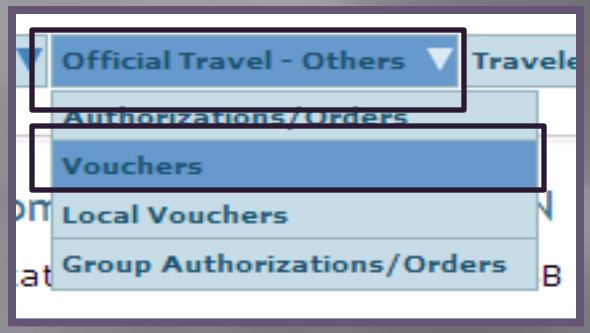
-Add any additional remarks that are necessary for your unit's AO's and RO's.

-Click "Submit Completed Document" to complete your digital signature.



How to Create a Voucher

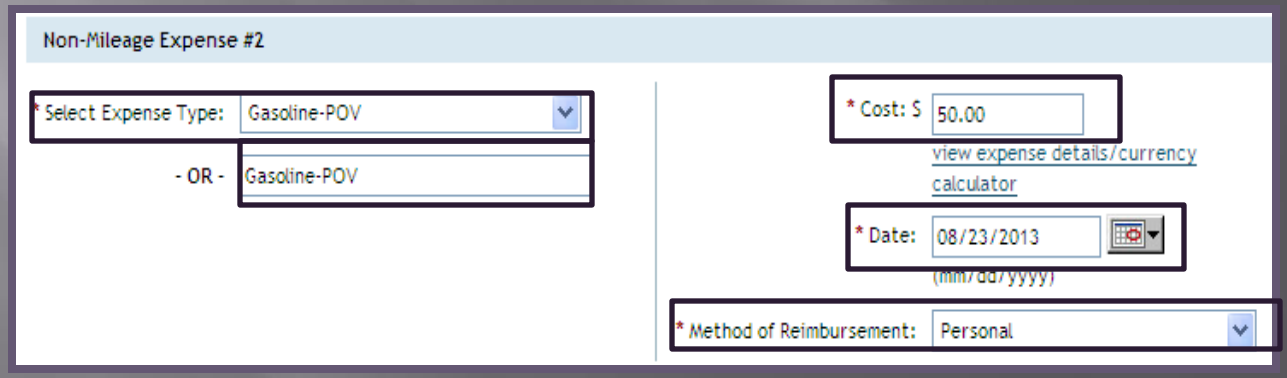
- Go to “Official Travel- Others” tab and select “Vouchers”



- 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.)

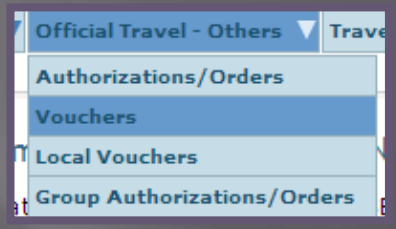
JTR 0204 Table 2-24 for Miscellaneous Expense
http://www.nps.edu/travel/documents/AppendixG.pdf

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.

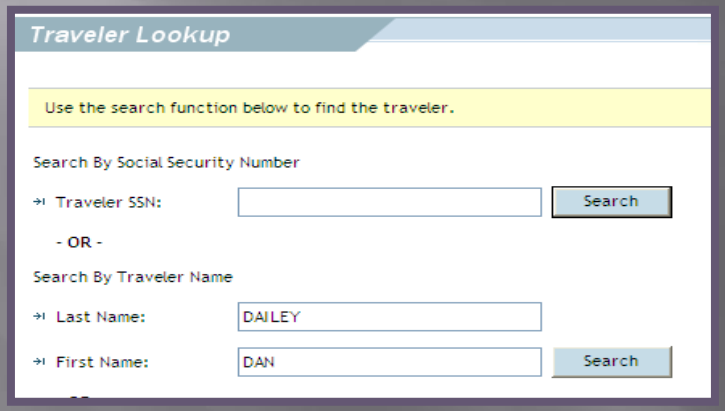
1. Go to the I MEF DTS Help Desk website and acquire a blank 1351-2 under the "Forms" Tab

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

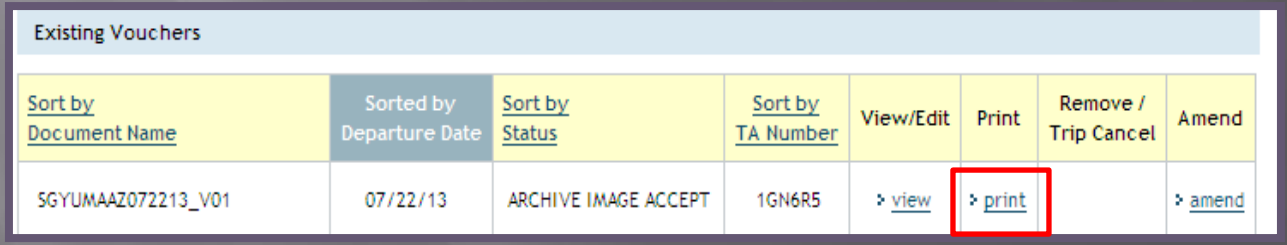


T-Entering Cont'd

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



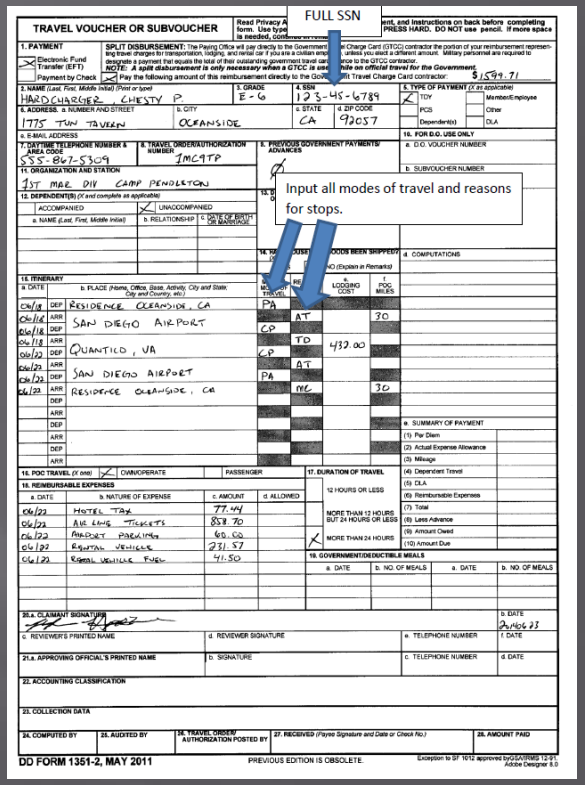
- Click the "Print" hyperlink next to that specific Voucher.

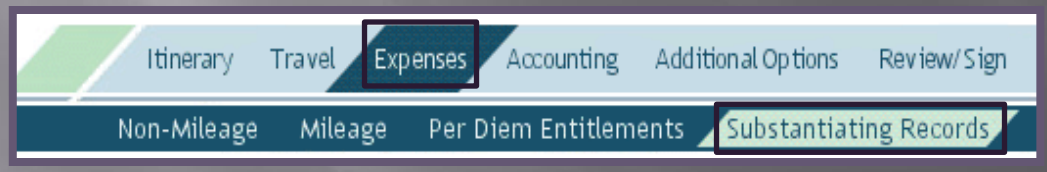


T-Entering Cont'd

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.

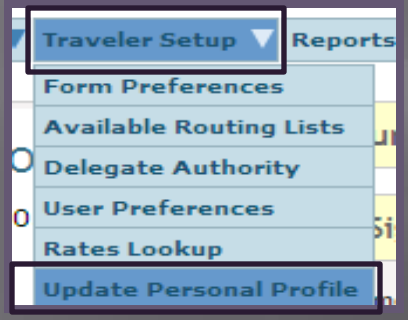




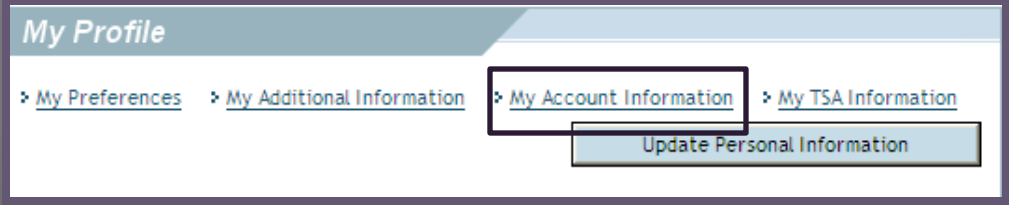
Assisting Travelers

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.



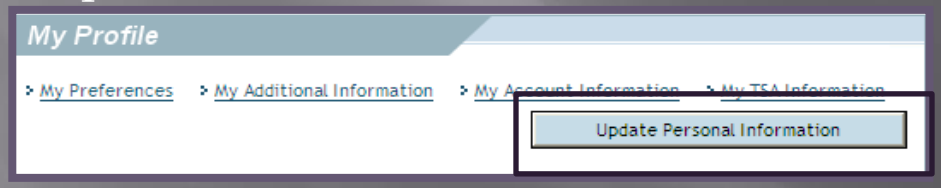
- Traveler will click on the "My Account Information" hyperlink located at the top of the screen



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.



- **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

I Marine Expeditionary Force (I MEF)

Hours of Operation:
Monday –Friday 0700-1700 PST

Organization Mail Box (OMB):
I MEF DTS HELP DESK@USMC.MI

Phone Numbers:
(760) 763-7152

DSN: 365-XXXX

Fax: (760) 725-6473