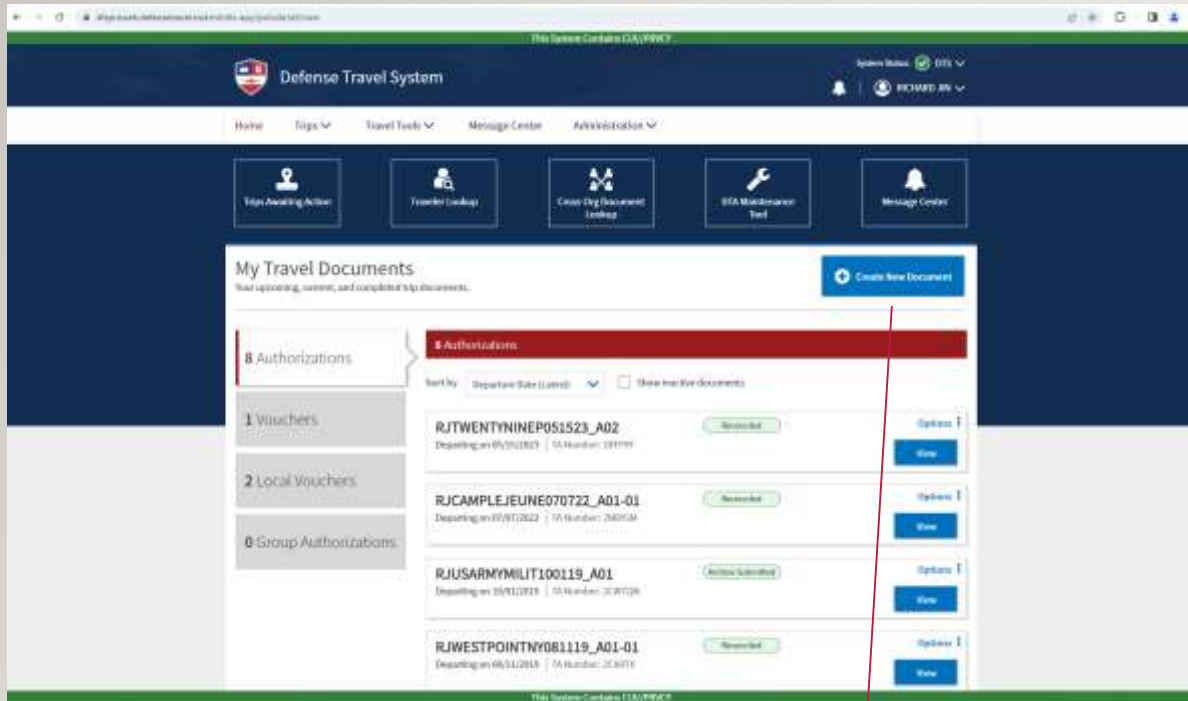


# HOW TO CREATE AN AUTHORIZATION

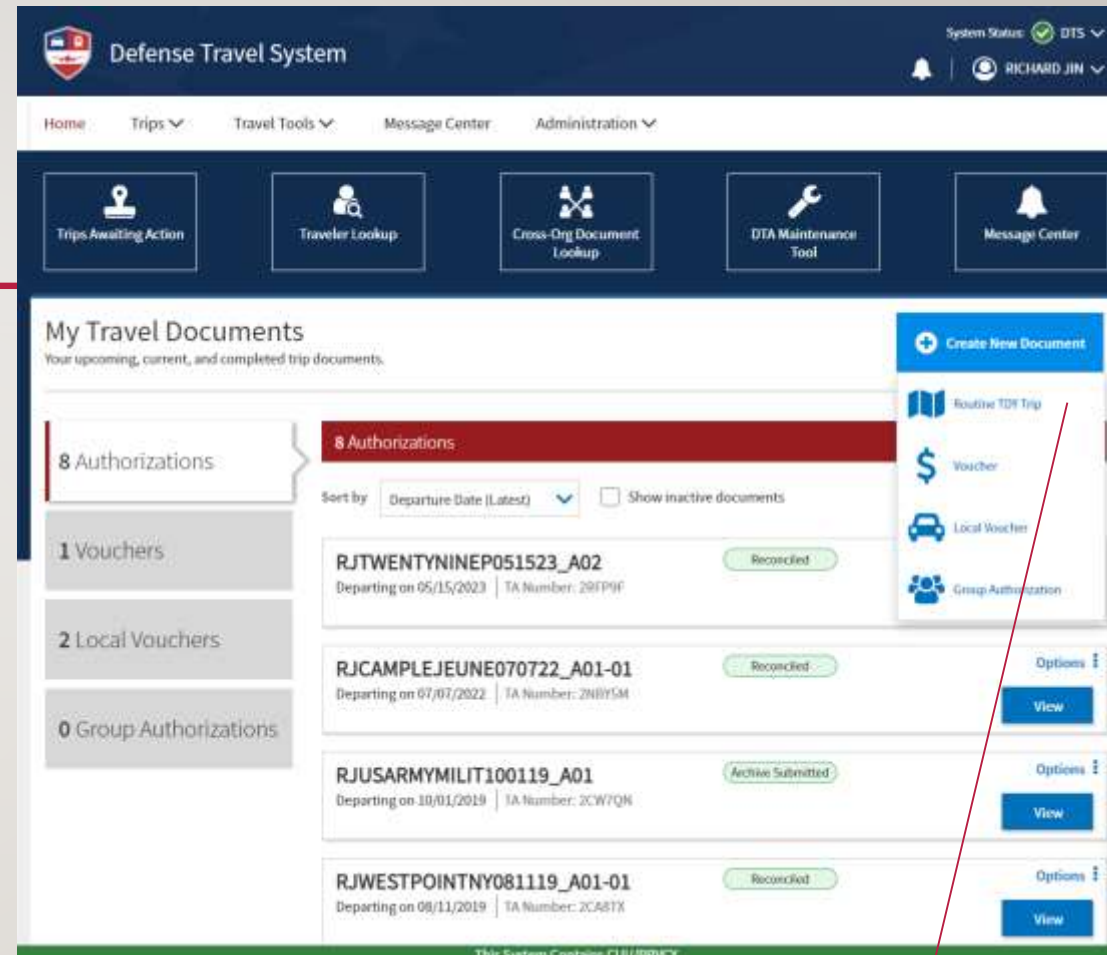
---



# GETTING STARTED



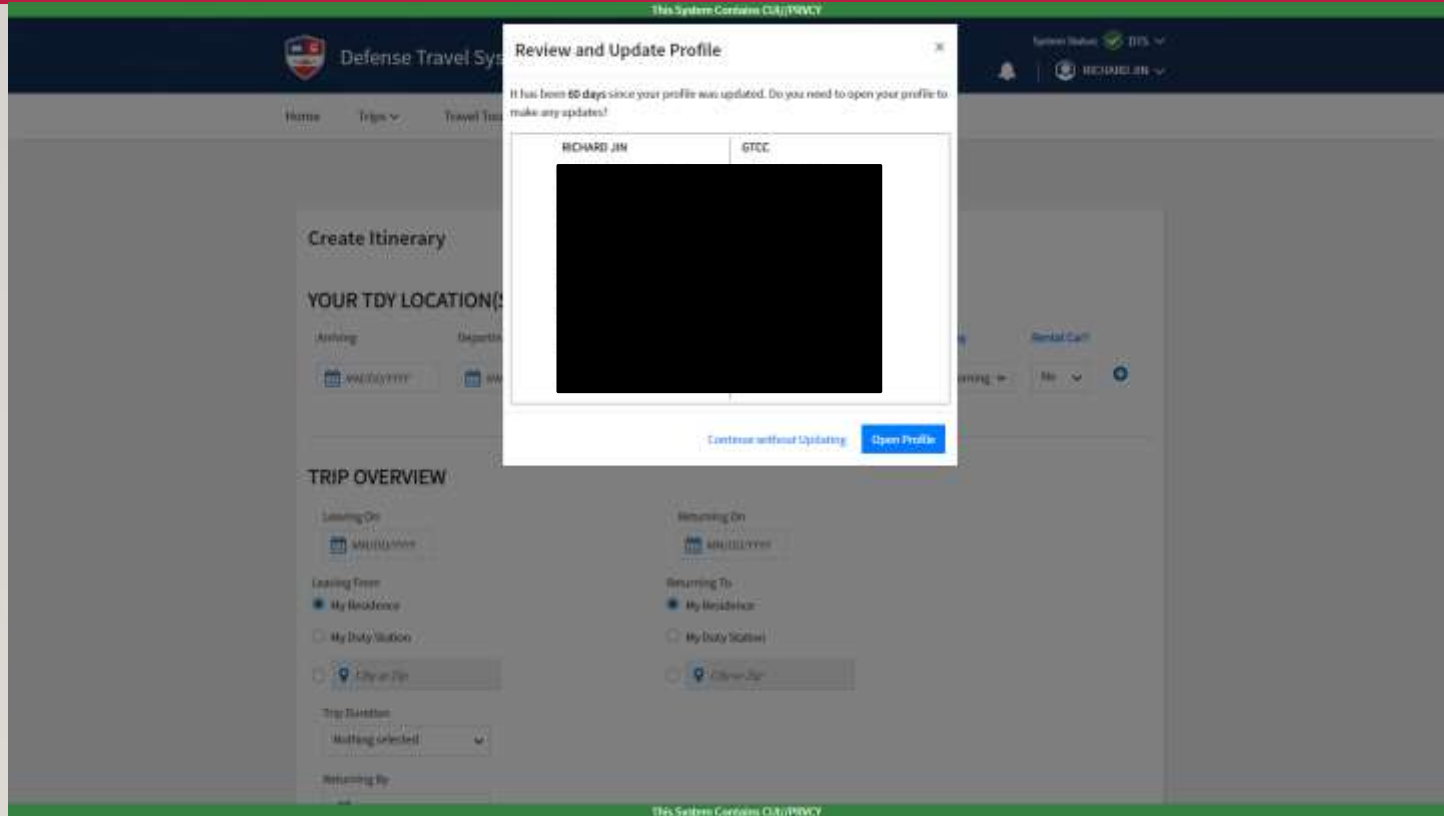
Select "Create New Document"



Select "Routine TDY Trip"

# GETTING STARTED

Information such as Duty Station Address, EFT, GTCC, etc. is important for the accuracy of the authorization.



This will be the first screen to appear. Verify all personal information is correct and either click “Continue without updating” or “Open Profile” to update your personal information.

# BASICS

## Create Itinerary

Method of Travel

### YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

Rental Car?

### TRIP OVERVIEW

Leaving On	Returning On
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
Leaving From	Returning To
<input checked="" type="radio"/> My Residence	<input checked="" type="radio"/> My Residence
<input type="radio"/> My Duty Station	<input type="radio"/> My Duty Station
<input type="radio"/> City or Zip	<input type="radio"/> City or Zip
Trip Duration	
<input type="text" value="Nothing selected"/>	
Returning By	
<input type="text" value="Air"/>	
Time of Day	
<input type="text" value="Morning"/>	

Fill in all required information

Type/Purpose of the Authorization. A description is optional.

### YOUR TRIP DETAILS

Type
<input type="text" value="Temporary Duty Travel (Routin)"/>
Purpose
<input type="text" value="Nothing selected"/>
Description (optional)
<input type="text"/>
Conference/Event Name
<input checked="" type="radio"/> Not attending a conference
<input type="radio"/> Nothing selected



☰ COLLAPSE

**Trip Authorization Info** ▲

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN ⓘ

[View Adjustments](#)

📖 Edit Itinerary

**Reservations** ▲

📖 **TSA Info**

✈️ Flight: SAN - OAJ

✈️ Flight: OAJ - SAN

📖 Rental Car (CAMP LEJEUNE...)

🏠 Lodging (CAMP LEJEUNE U...)

📄 Review Reservations

**Finances** ▲

💰 Expenses

📅 Per Diem

📊 Accounting

**Review** ▲

👤 Review Profile

📄 Review Authorization

🔍 Other Auths and Pre-Audits

📄 Sign and Submit

## Enter Your TSA Info for This Trip ⓘ

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the [TSA's website](#) ↗

First Name \*       Last Name \*       Middle Initial

Gender \*  
 Male       Female

Date of Birth \*

Known Traveler Number ⓘ

Redress Number ⓘ

Save this TSA information to my profile

[Continue to Booking](#) ➤

Enter all information regarding TSA, if prompted. Known traveler number is your DOD EDIPI.

Fill in flight information at the top to search for flights for specific departing days. Preference on what time of the day can be included, as well as nearby airports.

Once all options are presented, click “Select Flight” for best flight suited for you. Remember, there are rules/regulations regarding the type of flight “GSA Contract Rate, Other Gov’t Rate, etc.” Ensure you are up to date on the type of flight you are authorized to book.

The screenshot displays a flight booking interface with a sidebar on the left and a main content area on the right. The sidebar contains sections for Trip Authorization Info, Reservations, Finances, and Review. The main content area shows the flight search results for SAN to OAJ, including flight details, total cost, and alternative options.

**Trip Authorization Info**

- Doc Name: RJCAMPLEJEUNE062723\_A01
- Traveler: RICHARD JIN
- [View Adjustments](#)
- [Edit Itinerary](#)

**Reservations**

- TSA Info
- Flight: SAN - OAJ**
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE I...)
- Review Reservations

**Finances**

- Expenses
- Per Diem
- Accounting

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

**Trip Summary** [Skip this flight booking](#)

### Flight Step 1 of 3: Select a Flight

DEPARTING FROM: SAN - San Diego Inte...  
ARRIVING AT: OAJ - Jacksonville  
DEPARTING ON: 06/28/2023 Morning

Include nearby airports

Include nearby airports

[Search](#)

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

SAN to OAJ Sort by: Cost (Lowest)

Airline	Origin	Time	Stops	Destination	Time	Rate	Total Cost
Delta Air Lines	SAN	11:17 AM	1 Stop	OAJ	10:00 PM	GSA Contract Rate	\$471.20

[Select Flight](#)

TOTAL DURATION: 7h 51m

None of those options work? Try these.

**Alternative Options**

NOTE: These flights should only be selected when GSA rates are not available or do not meet your travel needs. You'll be required to justify any of these flight selections to your Approving Official.

Sort by: Cost (Lowest)

Airline	Origin	Time	Stops	Destination	Time	Rate	Total Cost
American Airlines	SAN	11:50 AM	1 Stop	OAJ	10:14 PM	Other Gov't Rate	\$877.70
American Airlines	SAN	10:13 AM	2 Stops	OAJ	10:14 PM	Other Gov't Rate	\$884.00
American Airlines	SAN	7:25 AM	1 Stop	OAJ	10:14 PM	Other Gov't Rate	\$884.00

[Select Flight](#)

If TMC assistance is required, click the “Request TMC Assistance” link at the bottom, type comments, then send the TMC Request.

This System Contains CUI//PII/NCY

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

**Request TMC Assistance**

Flight (SAN to OAJ)

SEND TMC REQUEST      AGENT BOOKS TRAVEL      RESERVATIONS BOOKED

The Travel Management Company (TMC) provides assistance with booking and ticketing official travel for your organization and can help with your reservation.  
**NOTE:** Requesting TMC assistance may add additional fees to the cost of your trip.

**If necessary, provide additional comments to the TMC:**

TMC please assist traveler with the flight request from SAN - San Diego International to OAJ - Jacksonville departing on 06/28/2023 in the morning.

Back      **Send TMC Request**

**TOTAL COST \$877.70**  
Includes taxes and fees  
Select Flight >

**TOTAL COST \$884.00**  
Includes taxes and fees  
Select Flight >

**TOTAL COST \$884.00**  
Includes taxes and fees  
Select Flight >

**TOTAL COST \$884.00**  
Includes taxes and fees  
Select Flight >

Request TMC Assistance

About DTS      Browser Support      Accessibility      Privacy Policy & Security Notice

**DEFENSE TRAVEL SYSTEM**

DEFENSE TRAVEL SYSTEM

Website of the Department of Defense

This System Contains CUI//PII/NCY

Do the exact same for the returning flight. If no flight is booked, click “Skip this flight booking” at the top.

The screenshot displays the Defense Travel System interface. At the top, the system status is 'DTS' with a green checkmark, and the user is identified as 'RICHARD JIN'. The navigation menu includes Home, Trips, Travel Tools, Message Center, and Administration. The main content area is titled 'Flight Step 1 of 3: Select a Flight' and includes a search bar with filters for 'DEPARTING FROM' (OAJ - Jacksonville), 'ARRIVING AT' (SAN - San Diego Inte...), and 'DEPARTING ON' (06/30/2023 Morning). A 'Search' button is present. Below the search bar, a note states: 'NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.' The flight selection is for 'OAJ to SAN', sorted by 'Cost (Lowest)'. Three flight options are listed:

- Delta Air Lines:** OAJ 5:55 AM, SAN 9:52 AM, 1 Stop, TOTAL DURATION 6h 57m, GSA Contract Rate w/ Limited Availability, TOTAL COST \$247.20 (includes taxes and fees), Select Flight button.
- Delta Air Lines:** OAJ 5:55 AM, SAN 12:25 PM, 1 Stop, TOTAL DURATION 9h 30m, GSA Contract Rate, TOTAL COST \$471.20 (includes taxes and fees), Select Flight button.
- American Airlines:** OAJ 6:23 AM, SAN 10:55 AM, 1 Stop, TOTAL DURATION 7h 32m, Other Gov't Rate, TOTAL COST \$877.70 (includes taxes and fees), Select Flight button.

At the bottom, a section titled 'None of those options work? Try these:' includes 'Alternative Options' with a note: 'NOTE: These flights should only be selected when GSA rates are not available or do not meet your travel needs. You'll be required to justify any of these flight selections to your Approving Officer.' The 'Alternative Options' section is sorted by 'Cost (Lowest)'.

The left sidebar contains the following sections:

- Trip Authorization Info:** Doc Name: RJCAMPLEJEUNE062723\_A01, Traveler: RICHARD JIN, View Adjustments, Edit Itinerary.
- Reservations:** TSA Info, Flight: SAN - OAJ, Flight: OAJ - SAN (highlighted), Rental Car (CAMP LEJEUNE...), Lodging (CAMP LEJEUNE U...), Review Reservations.
- Finances:** Expenses, Per Diem, Accounting.
- Review:** Review Profile, Review Authorization, Other Auths and Pre-Audits, Sign and Submit.



Defense Travel System

Home · Trips · Travel Tools · Message Center · Administration

COLLAPSE

Trip Authorization Info

Doc Name: RJCAMPLEJEUNE062723\_A01

Traveler: RICHARD JIN

View Adjustments

Edit Itinerary

Reservations

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...**
- Lodging (CAMP LEJEUNE U...
- Review Reservations

Finances

- Expenses
- Per Diem
- Accounting

Review

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

Trip Summary

Skip this rental car booking →

### Rental Car Step 1 of 2: Select a Rental Car

PICK-UP LOCATION: OAJ - Jacksonville, NC (USA)

PICK-UP: 06/27/2023 08:30 AM

DROP-OFF: 06/30/2023 05:30 PM

Advanced Options →

Search

OAJ - Jacksonville, NC (USA)

Sort by: Cost (Lowest)

RECOMMENDED

Vehicle	PICK-UP	DROP-OFF	Government Rate	ESTIMATED COST
Compact DOLLAR	08:30 AM - In airport (OAJ)	05:30 PM - In airport (OAJ)	Cost Details	\$247.71
Compact Hertz	08:30 AM - In airport (OAJ)	05:30 PM - In airport (OAJ)	Cost Details	\$247.72
Compact AVIS	08:30 AM - In airport (OAJ)	05:30 PM - In airport (OAJ)	Cost Details	\$297.25
Compact	08:30 AM - In airport (OAJ)	05:30 PM - In airport (OAJ)	Cost Details	\$297.57

If getting a rental car, put in pick-up location, pick-up/drop-off

Select vehicle to rent. Read all rules/regulations on types of rental car you are authorized (Compact unless with justification, Gov't Rate, etc.)

For lodging, type in TDY location and check in/check out dates at the top.

Choose lodging based on authorized lodging. If staying in military lodging/DOD Lodging not in DTS, click “Skip Booking” and add justification. Ensure all rules/regulations are followed regarding lodging rates/allowance.

Home Trips Travel Tools Message Center Administration

COLLAPSE

**Trip Authorization Info**

Doc Name: RJCAMPLEJEUNE062723\_A01

Traveler: RICHARD JIN [View Adjustments](#)

[Edit Itinerary](#)

**Reservations**

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)**
- Review Reservations

**Finances**

- Expenses
- Per Diem
- Accounting

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

Skip booking →

### Select Lodging

Search By: TDY Locati... TDY Location\*: CAMP LEJEUNE USMCB, NC Check-in/Check-out\*: 06/27/2023 - 06/30/2023 [Search](#)

[View Map](#) [Filters](#) Sort By: Rate Category

Hotel	Room Type	Rate	Per Diem	Action
Hampton Inn Sneads Ferry Topsail Beach, NC	Commercial (FedRooms)	\$108 per night	\$98	<a href="#">Select &gt;</a>
Blue Water Inn & Suites, Bw Signature Collection	Commercial (FedRooms)	\$194 per night	\$98	<a href="#">Select &gt;</a>
Days Inn Jacksonville NC	Commercial	\$67 per night		<a href="#">Select &gt;</a>
Red Roof Inn & Suites Jacksonville, NC	Commercial	\$72 per night		<a href="#">Select &gt;</a>
Suburban Extended Stay - Camp Lejeune	Commercial	\$74 per night		<a href="#">Select &gt;</a>

[Request TMC Assistance](#)

[TOP](#)

About DTS Browser Support Accessibility Privacy Policy & Security Notice

Review Reservations tab will allow you to see all reservations (Flights, Rental Cars, Lodging). Ensure all of these are accurate, and summary of trip costs are accurate as well. Fix if not.

The screenshot displays a web application interface for reviewing travel reservations. At the top, there is a navigation bar with links for Home, Trips, Travel Tools, Message Center, and Administration. A left-hand sidebar contains a 'COLLAPSE' button and several menu items: Trip Authorization Info, Reservations, Finances, and Review. The 'Reservations' menu item is highlighted in red. The main content area is titled 'Review Reservation Selections' and includes an 'Email Print' link. Below the title, there is a box for 'Trip Details: RJCAMPLEJEUNE062723\_A01' containing information such as Trip Type (Temporary Duty Travel (Routine)), Trip Description, Dates (06/21/2023 - 06/30/2023), DTS/TMC Confirmation ID (HVOFGX), and a link for Lodging Cancellation History. An 'Add to Trip' button is located to the right of this box. A blue header bar indicates the date 'June 27, 2023'. The main content area below this header shows a flight confirmation for 'FLIGHT to Jacksonville' on 'Tuesday June 27, 2023'. The flight is confirmed with a 'Booked!' badge and a confirmation code 'G56JVD'. The route is 'SAN - San Diego' to 'OAJ - Jacksonville' via 'International'. The flight details are as follows:

Airline	Flight	Time	Origin	Destination	Duration
Delta Air Lines	Flight 725	11:17 AM	SAN - San Diego International	ATL - Atlanta Hartsfield-Jackson Intl Apt	4h 28m
Delta Air Lines	Flight 1774	20:45 PM	ATL - Atlanta Hartsfield-Jackson Intl Apt	OAJ - Jacksonville	1h 23m

Each flight segment includes a 'Frequent Flyer Number' input field. The total duration for the entire flight is 2h 0m.



COLLAPSE

**Trip Authorization Info** ▲

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN   
[View Adjustments](#)

[Edit Itinerary](#)

**Reservations** ▲

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)
- Review Reservations

**Finances** ▲

- Expenses**
- Per Diem
- Accounting

**Review** ▲

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

## Enter Expenses

Sort By Date (Newest) ▼

[Expand All](#)



[Add](#)

Delta Air Lines (Flight 1469 - OAJ to ATL)	\$247.20
<a href="#">Details</a> 06/30/2023	IBA
Delta Air Lines (Flight 725 - SAN to ATL)	\$471.20
<a href="#">Details</a> 06/27/2023	IBA
Lodging (Camp Lejeune, USmcb, NC)	\$237.00
<a href="#">Details</a> 06/27/2023 - 06/30/2023	IBA
Dollar Rent-A-Car (OAJ)	\$185.79
<a href="#">Details</a> 06/27/2023 - 06/30/2023	IBA

### Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$1,141.19	\$0.00	\$1,141.19

[Back](#)

[Continue](#)



TOP

The triangle with the “!” means you need documentation (receipts) for those expenses AFTER your trip (through your voucher).

Add any additional foreseeable expenses and documentation (Funding Letters, Orders, etc.).



COLLAPSE

Trip Authorization Info

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN

[View Adjustments](#)

Edit Itinerary

Reservations

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)
- Review Reservations

Finances

- Expenses
- Per Diem
- Accounting

Review

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

## Review Per Diem Amounts

[Reset all adjustments](#)

[Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days

[Expand all](#) | [Collapse all](#)

TDY: CAMP LEJEUNE USMCB, NC (4 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 06/27/2023 <span style="border: 1px solid #00a0e3; border-radius: 10px; padding: 2px;">First Day</span>	\$79.00	\$79.00	\$44.25
> 06/28/2023 - 06/29/2023	\$79.00	\$79.00	\$59.00
> 06/30/2023 <span style="border: 1px solid #00a0e3; border-radius: 10px; padding: 2px;">Last Day</span>	\$0.00	\$0.00	\$44.25

### PER DIEM SUMMARY

Total Lodging Cost  
**\$237.00**

Total Lodging Allowed  
**\$237.00**

Total M&IE Allowed  
**\$206.50**

[Back](#)

[Continue](#)

Adjust Per-Diem tab and rates based on JTR. Click the three little dots to edit per diem. Review per-diem rates according to the JTR.

Depending on different situations, MBR will either rate Full Meal Rate, Government Meal Rate, or Proportional Meal Rate. There are also duty conditions to be considered, as well as other options. Scroll through and ensure all options reflect the trip.

**Defense Travel**

Home Trips Travel

COLLAPSE

**Trip Authorization Info**

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN

[View Adjustments](#)

[Edit Itinerary](#)

**Reservations**

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE)
- Lodging (CAMP LEJEUNE)
- Review Reservations

**Finances**

- Expenses
- Per Diem**
- Accounting

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

**Adjust Per Diem Amounts**

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*  
06/27/2023 - 06/27/2023

**Meals** [Hide Options](#)

Specify whether any meals are available at your TDY location.

- Receive Full Meal Rate
- Meals Available at TDY Location
- Government Meals Provided at TDY Location
- Occasional Meals Required
- Special Meal Rate

**Duty Conditions** [Hide Options](#)

Duty conditions affect your lodging and M&IE per diem entitlements.

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

Training Type  
Select

**Other Entitlements** [Hide Options](#)

Specify whether any other entitlements are available at your TDY location.

LODGING COST (Locality rate: \$98.00) | M&IE COST (Locality rate: \$59.00)

\$79.00 [Currency Converter](#) | \$44.25 [Currency Converter](#)


[Cancel](#) [Save Adjustments](#)

## Continuation of last slide's Adjust Per Diem Amount

### Adjust Per Diem Amounts ✕

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

 06/27/2023 - 06/27/2023

---

**Other Entitlements** Hide Options ▾

Specify whether any other entitlements are available at your TDY location.

- Allowed Leave (no per diem)
- Sick Leave (no per diem)
- Sick Leave
- Duty Days (no per diem)
- Non-duty Days (no per diem)
- Authorized Delay
- Actual Lodging Cost (over per diem)
- OCONUS Incidental Amount (reduced rate) ⓘ
- In Place Travel (receive full per diem) ⓘ

---

**Expense Details** Hide Options ▾

Edit expense details.

Lodging	M&IE
<input checked="" type="checkbox"/> Reimbursable	<input checked="" type="checkbox"/> Reimbursable
Expense Category	Expense Category
Lodging ▾	M&IE ▾
Method of Reimbursement *	Method of Reimbursement *

---

LODGING COST (Locality rate: \$98.00)	M&IE COST (Locality rate: \$59.00)
<input type="text" value="\$ 79.00"/> <a href="#">Currency Converter</a>	<input type="text" value="\$44.25"/> <a href="#">Currency Converter</a>

[Cancel](#) [Save Adjustments](#)

System Status: ✔ DTS 🔔 | 👤 RICHARD JIN ▼

Home | Trips ▼ | Travel Tools ▼ | Message Center | Administration ▼

### Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

**ACCOUNTING CODES**

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

**Lines of Accounting (LOA)** ➕ Add LOA

🚫 No Lines of Accounting (LOA) have been added.

Search 🔍

- From XXXXXXXXXX ➤
- Shared LOA ➤
- Cross Org LOA ➤

**ACCOUNTING SUMMARY**

Expense Summary	
Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$1347.69
<b>Total Expenses</b>	<b>\$1347.69</b>

Disbursement Summary	
Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost		
	Allowed	Actual
<b>Total</b>	<b>\$1347.69</b>	<b>\$1347.69</b>

< Back Continue >

In the Accounting Tab, click on the Line of Accounting (essentially where the money is coming from) and choose your Line of Accounting.

If you are using a Cross Org LOA (another unit's account), contact their G8 so they can add their Line of Accounting Information to your account, so you are able to choose it in "Cross Org LOA"





COLLAPSE

Trip Authorization Info ▲

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN

[View Adjustments](#)

Edit Itinerary

Reservations ▲

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)
- Review Reservations

Finances ▲

- Expenses
- Per Diem
- Accounting

Review ▲

- Review Profile**
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

## Review Profile

You can make changes to your profile for this document or save them permanently.

### Profile

	RICHARD JIN	GTCC	Exp. Date
	Permanent Duty Station		

[Open Profile](#)

[< Back](#)

[Continue >](#)

Do a final check of your profile and click "Continue" when finished.



COLLAPSE

**Trip Authorization Info**

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN

[View Adjustments](#)

Edit Itinerary

**Reservations**

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)
- Review Reservations

**Finances**

- Expenses
- Per Diem
- Accounting

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

## Review Trip Authorization

Print

### Trip Details for:

RJCAMPLEJEUNE062723\_A01

**Trip Type:** Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

**Trip Description:** N/A

**Dates:** 06/27/2023 - 06/30/2023

**Conference/Event Name:** Not Applicable

**Reference:** Add Reference

**Comments to the Approving Official**

Add Comments

### Itinerary [Expand All](#) | [Collapse All](#)

[Go to Itinerary](#)

**TRIP START** Vista, CA (Residence)

Leaving on Jun 27, 2023

**TDY LOCATION 1** CAMP LEJEUNE USMCB, NC

06/27/2023 - 06/30/2023

Hide Details

Flight Booked Rental Car Booked Lodging Booked



**Rental Car** in Camp Lejeune Usmb

Confirmation: K5353509054-

Edit

	Pick-Up	Drop-Off	Cost Per Day
	Tue. 06/27/2023 at 22:00 PM	Fri. 06/30/2023 at 04:30 AM	\$61.93
	OAJ - Jacksonville	OAJ - Jacksonville	Compact

**Dollar Rent-A-Car**  
Compact

Estimated Total Cost

\$105.70

Review the Authorization for any errors.

- Review any Pre-Audits and put justifications if any. Same for advisories.

**Defense Travel System**

System Status: ✔ DTS ▼

RICHARD JIN ▼

Home | Trips ▼ | Travel Tools ▼ | Message Center | Administration ▼

**Other Auths and Pre Audits**

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ⓘ

**Other Authorizations** ➕ Add Other Authorization

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

ⓘ No Other Authorizations have been added.

**Pre-Audit**

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)

**0 PRE AUDITS**

👍 There are no Pre-Audits.

**0 ADVISORIES**

👍 There are no Advisories.

< Back Continue >

**Left Sidebar:**

- Trip Authorization Info
- Doc Name: RJCAMPLEJEUNE062723\_A01
- Traveler: RICHARD JIN ⓘ
- [View Adjustments](#)
- 📖 Edit Itinerary
- Reservations
  - ✔ TSA Info
  - ✔ Flight: SAN - OAJ
  - ✔ Flight: OAJ - SAN
  - ✔ Rental Car (CAMP LEJEUNE ...)
  - ✔ Lodging (CAMP LEJEUNE U...)
  - 📄 Review Reservations
- Finances
  - 💰 Expenses
  - 📅 Per Diem
  - 📊 Accounting
- Review
  - 👤 Review Profile
  - 📄 Review Authorization
  - 🔍 Other Auths and Pre-Audits**
  - 📄 Sign and Submit

- In the “Sign and Submit” Tab, click “I agree to SIGN this document”, choose the correct routing list, add any additional comments to the AO/Level 30, and click Submit Completed Document.

For Routing List, “CPEN” is for most TDY trips. “WWT” is for all TECOM Funded Trips. If you have any questions, ask your unit AO.

The screenshot shows a web application interface for digital signatures. At the top, there is a navigation bar with links for Home, Trips, Travel Tools, Message Center, and Administration. The main content area is titled "Digital Signature" and "Trip Authorization Status". It includes a "Check document for errors..." link, a "CREATED" status for 06/26/2023 06:04PM by RICHARD JIN, and a "SIGNING" section with a "DOCUMENT STATUS" checkbox for "I agree to SIGN this document" and a "ROUTING LIST" dropdown menu set to "CPEN". Below this is an "Additional Comments" field with an "Add Comments" button. The user's name "RICHARD JIN" and "TODAY'S DATE" "06/26/2023" are displayed. A warning message states: "By clicking 'Submit' you are legally signing this document to be submitted for routing and approval." Two informational boxes provide details about transportation expenses and cancellation policies. A prominent green "Submit Completed Document" button is at the bottom right. A footer note says "Your next steps will be determined based on the Routing List you submit." A "Back" button is located at the bottom right corner.

Home Trips Travel Tools Message Center Administration

COLLAPSE

**Trip Authorization Info**

Doc Name:  
RJCAMPLEJEUNE062723\_A01

Traveler:  
RICHARD JIN

[View Adjustments](#)

Edit Itinerary

**Reservations**

- TSA Info
- Flight: SAN - OAJ
- Flight: OAJ - SAN
- Rental Car (CAMP LEJEUNE...)
- Lodging (CAMP LEJEUNE U...)
- Review Reservations

**Finances**

- Expenses
- Per Diem
- Accounting

**Review**

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit**

## Digital Signature

### Trip Authorization Status

See where your trip authorization currently is in the approval process.

[Check document for errors...](#)

06/26/2023 06:04PM  
**CREATED**  
NAME  
RICHARD JIN

(Pending)  
**SIGNED**

DOCUMENT STATUS \* ROUTING LIST \*

I agree to SIGN this document CPEN

**Additional Comments** [Add Comments](#)

NAME TODAY'S DATE  
RICHARD JIN 06/26/2023

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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.

If your document is not approved or ticketed at least 72 hours prior to departure, your air reservations will be cancelled. Air reservations booked within 72 hours of trip departure must be approved and ticketed within 24 hours to avoid cancellation.

**Submit Completed Document**

Your next steps will be determined based on the Routing List you submit.

[Back](#)

# FINISHED

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- You can view the status of your authorization in the “Sign and Submit” tab. Ensure you do not “Edit” the Authorization, but rather click “View.” If you edit the Authorization, it will need to route up from the start. “Viewing” it allows you to see what level it is at.
- If you have any further questions, contact your DTS representative at your unit. They are normally located within your S-I (either AOs or ODTAs).
- If your unit cannot assist for any reason, please have them contact the I MEF DTS Help Desk.