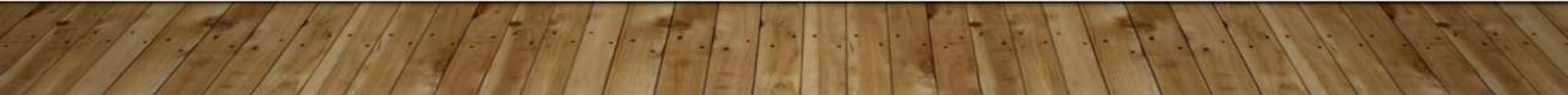
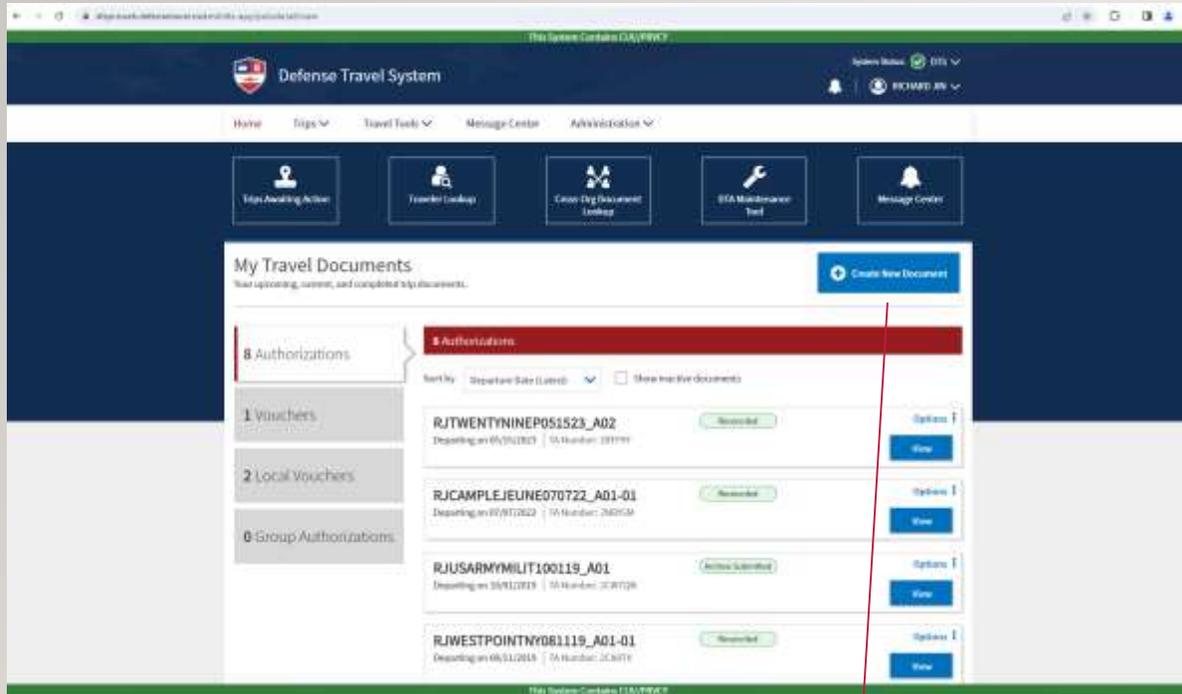


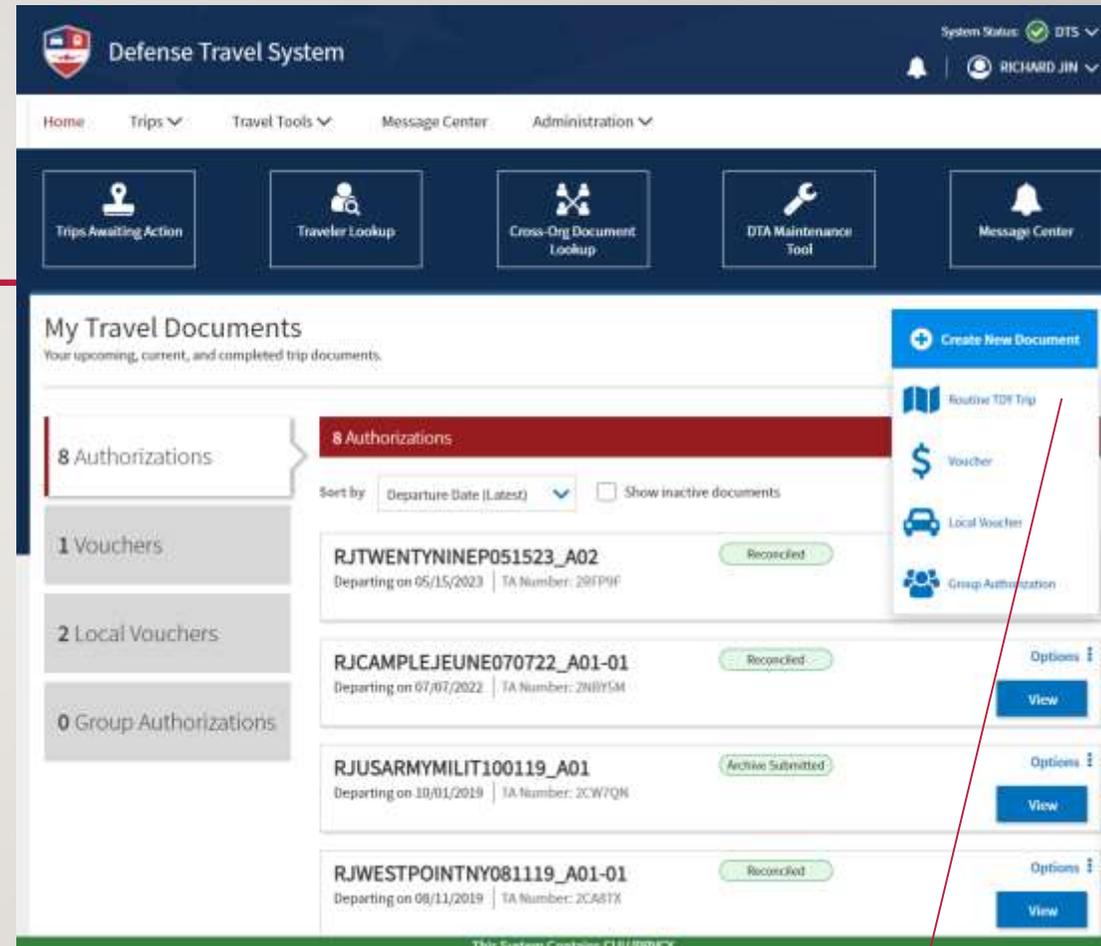
HOW TO CREATE AN AUTHORIZATION



GETTING STARTED



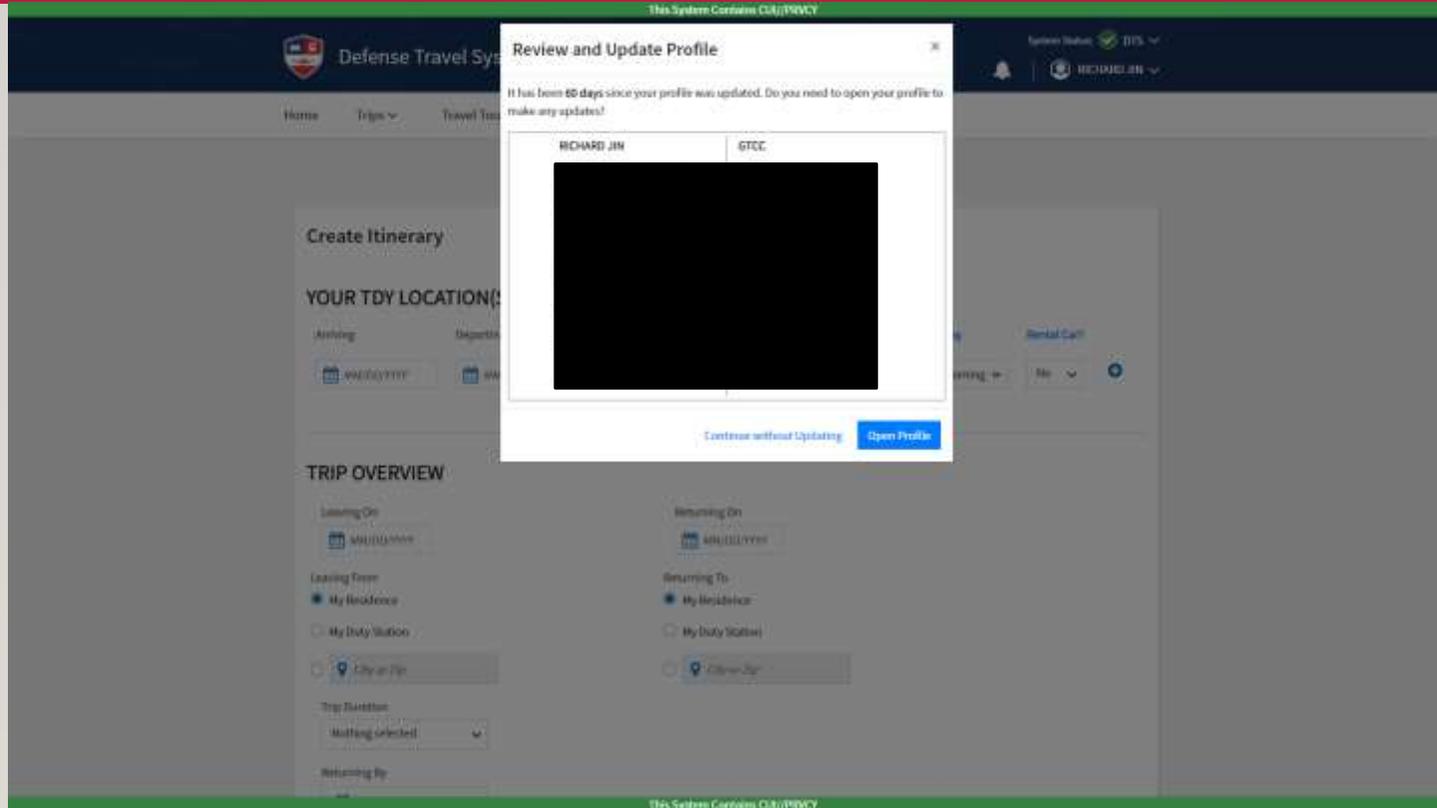
Select "Create New Document"



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"/> <input type="text" value="City or Zip"/>	<input type="radio"/> <input type="text" value="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"/> <input type="text" value="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. At the top, there are navigation links: Home, Trips, Travel Tools, Message Center, and Administration. Below this is a 'Trip Summary' section with a 'Skip this flight booking' link. The main heading is 'Flight Step 1 of 3: Select a Flight'. There are three input fields: 'DEPARTING FROM' (SAN - San Diego Intl...), 'ARRIVING AT' (OAJ - Jacksonville), and 'DEPARTING ON' (06/28/2023). There are also dropdown menus for 'Morning' and a 'Search' button. Below these are checkboxes for 'Include nearby airports'. 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.' Below the note, it says 'SAN to OAJ' and 'Sort by Cost (Lowest)'. There are three flight options listed. The first is Delta Air Lines, SAN 11:17 AM to OAJ 10:00 PM, 1 stop, 7h 51m, GSA Contract Rate, Total Cost \$471.20. The second is American Airlines, SAN 11:50 AM to OAJ 10:14 PM, 1 stop, 7h 24m, Other Gov't Rate, Total Cost \$877.70. The third is American Airlines, SAN 10:13 AM to OAJ 10:14 PM, 2 stops, 9h 1m, Other Gov't Rate, Total Cost \$884.00. There is a fourth option partially visible at the bottom: SAN 7:25 AM to OAJ 10:14 PM, 1 stop, Other Gov't Rate, Total Cost \$884.00. A red arrow points from the text 'Fill in flight information...' to the search filters. Another red arrow points from the text 'Once all options are presented...' to the 'Alternative Options' section.

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//PI/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//PI/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'. It shows a search filter for 'OAJ - Jacksonville' to 'SAN - San Diego Inte...' on '06/30/2023' in the 'Morning'. A 'Search' button is present. Below the search, 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 current selection is 'OAJ to SAN', sorted by 'Cost (Lowest)'. Three flight options are listed:

Airline	Origin	Time	Stops	Destination	Time	Duration	Rate	Total Cost
Delta Air Lines	OAJ	5:55 AM	1 Stop	SAN	9:52 AM	6h 57m	GSA Contract Rate w/ Limited Availability	\$247.20
Delta Air Lines	OAJ	5:55 AM	1 Stop	SAN	12:25 PM	9h 30m	GSA Contract Rate	\$471.20
American Airlines	OAJ	6:23 AM	1 Stop	SAN	10:55 AM	7h 32m	Other Gov't Rate	\$877.70

Each flight option includes a 'Select Flight' button. Below the flight options, a section titled 'None of those options work? Try these:' offers 'Alternative Options'. A note for this section states: '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' are sorted by 'Cost (Lowest)'. The sidebar on the left contains sections for Trip Authorization Info, Reservations, Finances, and Review.

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.

The screenshot displays a travel booking system interface. At the top, there are navigation links: Home, Trips, Travel Tools, Message Center, and Administration. A left sidebar contains a 'COLLAPSE' button and several menu items: Trip Authorization Info, Reservations, Finances, and Review. The 'Trip Authorization Info' section shows 'Doc Name: RJCAMPLEJEUNE062723_A01' and 'Traveler: RICHARD JIN'. The 'Reservations' section lists TSA Info, Flight: SAN - OAJ, Flight: OAJ - SAN, Rental Car (CAMP LEJEUNE...), and Lodging (CAMP LEJEUNE U...). The 'Finances' section includes Expenses, Per Diem, and Accounting. The 'Review' section includes Review Profile, Review Authorization, Other Auths and Pre-Audits, and Sign and Submit. The main content area is titled 'Select Lodging' and features a search bar with fields for 'Search By' (TDY Locati...), 'TDY Location*' (CAMP LEJEUNE USMCB, NC), and 'Check-in/Check-out*' (06/27/2023 - 06/30/2023). A 'Search' button is located to the right of the search bar. Below the search bar, there are 'View Map' and 'Filters' buttons. The search results are sorted by 'Rate Category'. The results list several lodging options with their respective rates and 'Select' buttons. The options are: Hampton Inn Sneads Ferry Topsail Beach, NC (Commercial (FedRooms), \$108 per night), Blue Water Inn & Suites, Bw Signature Collection (Commercial (FedRooms), \$194 per night), Days Inn Jacksonville NC (Commercial, \$67 per night), Red Roof Inn & Suites Jacksonville, NC (Commercial, \$72 per night), and Suburban Extended Stay - Camp Lejeune (Commercial, \$74 per night). A 'Skip booking' button is located at the top right of the search results area. A 'Request TMC Assistance' link is located at the bottom of the search results area. A 'TOP' button is located at the bottom right of the page.

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 sidebar on the left contains a 'COLLAPSE' button and several menu items: Trip Authorization Info, Reservations, Finances, and Review. The 'Reservations' section is expanded, showing a list of reservation types with green checkmarks: TSA Info, Flight: SAN - OAJ, Flight: OAJ - SAN, Rental Car (CAMP LEJEUNE...), and Lodging (CAMP LEJEUNE U...). The 'Review Reservations' item is highlighted in red. The main content area is titled 'Review Reservation Selections' and includes an 'Email Print' link. Below this, a box displays 'Trip Details: RJCAMPLEJEUNE062723_A01' with 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 at the bottom right of this box. A blue header bar indicates the date 'June 27, 2023'. The main content area shows flight details for a flight to Jacksonville, confirmed as 'Booked!'. The flight is for Tuesday, June 27, 2023, from SAN - San Diego to OAJ - Jacksonville, International. The confirmation code is G56JVD, and it is a 1 Stop flight with a duration of 7h 51m. Two flight segments are listed: Delta Air Lines Flight 725 (SAN - San Diego International) departing at 11:17 AM and arriving at 18:45 PM at ATL - Atlanta Hartsfield-Jackson Intl Apt, with a duration of 4h 28m; and Delta Air Lines Flight 1774 (ATL - Atlanta Hartsfield-Jackson Intl Apt) departing at 20:45 PM and arriving at 22:08 PM at OAJ - Jacksonville, with a duration of 1h 23m. Both flights have 'No Seat Selected' and a 'Frequent Flyer Number' field.

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

Review Reservation Selections

Email Print

Trip Details: RJCAMPLEJEUNE062723_A01

Trip Type: Temporary Duty Travel (Routine)

Trip Description:

Dates: 06/21/2023 - 06/30/2023

DTS/TMC Confirmation ID: HVOFGX

[Lodging Cancellation History](#)

Add to Trip

June 27, 2023

FLIGHT to Jacksonville Booked! **Confirmation:** G56JVD

Tuesday June 27, 2023

SAN - San Diego → **OAJ - Jacksonville** **1 Stop**

International 7h 51m [Fare Rules](#)

	Delta Air Lines	11:17 AM	18:45 PM	DURATION
	Flight 725 No Seat Selected	SAN - San Diego International	ATL - Atlanta Hartsfield- Jackson Intl Apt	4h 28m

Frequent Flyer Number

Frequent Flyer Number

2h 0m

	Delta Air Lines	20:45 PM	22:08 PM	DURATION
	Flight 1774 No Seat Selected	ATL - Atlanta Hartsfield- Jackson Intl Apt	OAJ - Jacksonville	1h 23m

Frequent Flyer Number

Frequent Flyer Number

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) Details 06/30/2023	\$247.20 IBA
Delta Air Lines (Flight 725 - SAN to ATL) Details 06/27/2023	\$471.20 IBA
Lodging (Camp Lejeune, USMCB, NC) Details 06/27/2023 - 06/30/2023	\$237.00 IBA
Dollar Rent-A-Car (OAJ) Details 06/27/2023 - 06/30/2023	\$185.79 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	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 06/27/2023 First Day	\$79.00	\$79.00	\$44.25
> 06/28/2023 - 06/29/2023	\$79.00	\$79.00	\$59.00
> 06/30/2023 Last Day	\$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-Audit
- 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

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

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

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"/> Currency Converter	<input type="text" value="\$44.25"/> Currency Converter

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

Defense Travel System

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
- Shared LOA
- Cross Org LOA

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$1347.69
Total Expenses	\$1347.69

Disbursement Summary

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

Calculated Trip Cost

Allowed	Actual
\$1347.69	\$1347.69

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 ℹ

[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
	<div style="background-color: black; width: 100px; height: 20px;"></div>	<div style="background-color: black; width: 100px; height: 20px;"></div>	<div style="background-color: black; width: 100px; height: 20px;"></div>
	Permanent Duty Station		
	<div style="background-color: black; width: 100px; height: 20px;"></div>		

[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 Usmcb Edit

Confirmation: K5353509054-

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

Estimated Total Cost

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.

Home Inps 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

- 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.