 Changing allowances updates all displayed allowances (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If duty conditions differ from day to day, change the dates individually or in smaller blocks.

4. Repeat steps 1-3 until all allowances are correct.

9



Accounting

Note: Your organization may not allow you to select LOAs. Follow your local business rules.

Select **Accounting** from the **Progress Bar**, then:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you added multiple LOAs, select **Edit LOA Allocations**,
3. Allocate the expenses among the LOAs.
4. Select **Request Advance** to request a travel advance for payment to your bank account. This option is only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from using it.
5. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. This option is only available if your trip exceeds 45 days. Remember to track expenses regularly and if needed, amend the authorization to add additional charges to go to the GTCC.

10



Review Authorization

Select **Review Authorization** from the **Progress Bar**, then:

1. Enter **Comments to the Approving Official (AO)** (*optional*).
2. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
3. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.

11



Other Auths and Pre-Audits

The **Other Authorizations and Pre Audits** screen opens.

1. In the *Other Authorizations* section, add new official comments as necessary.
2. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.

12



Sign and Submit

The **Digital Signature** screen opens.

1. Ensure the correct **Document Status (SIGNED)** and **Routing List** are selected.
2. Under **Document Status** check mark, I agree to SIGN this document
3. **Add comments** is *optional*.
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN**, then select **OK**.

You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations.

Note: Refer to the trifold *Adjusting/Amending an Itinerary and Reservations in an Authorization* at <https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf> for help with date, per diem location, or reservation changes.

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.

This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>. Printed copies may be obsolete.



Create an Authorization: Traveler Instructions

November 29, 2019

A DTS authorization is a document used to generate a cost estimate for official travel outside your local area and obtain approval for the trip. This trifold will help you, with creating a basic authorization in DTS.

For more information, see DTS Guide 2: Authorizations https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf.

Log On to DTS

1. Open the DTS Home page at <https://www.defensetravel.osd.mil>.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN**, then select **OK**.
 - a. If the full DTS Dashboard opens, proceed to **Create an Authorization**.
 - b. If the User Activation screen opens, enter your SSN in both fields, then select **Submit** and proceed to **Create an Authorization**.
 - c. If the DTS Welcome screen opens with an **Administrative** menu:
 - i. Select **Administrative**, then **Self Registration**.
 - ii. Complete all required information, then select **SAVE AND PROCEED**.
 - iii. Select **Submit**. When you receive an email saying your self-registration was accepted, restart from Step 1.

Create an Authorization




1. On the DTS Dashboard, select **Routine TDY Trip** under **Create New Document**.

Note: If this is your first time using DTS, it's been over 30 days since you last validated your profile, or your GTCC is nearing or past expiration, the **Profile Validation** screen opens first. Confirm or update all information, then select **Update Personal Information**.

1 Create Itinerary

1. Complete the fields to enter your:
 - a. **Arriving and Departing** dates, **TDY Location**,
 - b. **Trip Type**, **Trip Purpose**, and **Description**.
 - c. Transportation modes and departure times.
 - d. **Conference** information (if applicable).
2. Select **Continue** to save your itinerary.

 You must enter the correct TDY location to receive accurate per diem allowances. For example, if you are TDY to an installation (e.g., Ft. Lee, VA), do not enter a nearby city (e.g., Richmond, VA).

2 Enter TSA Information

If you need air reservations, before you start booking them, the TSA Information screen opens.

1. Verify or correct your **TSA Secure Flight Information**, then select **Continue to Booking**.

3 Book Air Travel

If your itinerary reflects a need for air reservations, the Flight screen displays. If not, select **Add to Trip > Add new flight** on the **Review Reservation Selections** screen (see Section 2 **Enter TSA Information**).

1. Available flights display in a list, but you can search for different flights. Select an available flight.
2. Select a seat or seat type.
3. **Book flight**. Repeat steps 1-2 for all connecting flights.
4. Repeat steps 1-3 for all remaining flights.

4 Book Rental Car


If your itinerary reflects a need for a rental car, the **Rental Car** screen displays. If not, select **Add to Trip > Add new Rental car** on the **Review Reservation Selections** screen.


1. Available cars display in a list, but you can search for different cars. Select an available car.
2. **Book Car** to confirm your selection.


5 Book Lodging

The Lodging screen always displays last. You can also select **Add to Trip > Add new lodging** on **Review Reservation Selections** screen.

1. DTS displays the most appropriate lodging type for your trip, but you can display or search for different hotels.
2. To see lodging locations use **View Map** or **Filters**.
3. Select an available hotel.
4. Select an available room.
5. Select **Book** to confirm your selection.

 Selecting a lodging type that is not the recommended type may cause you to receive a reduced lodging reimbursement and require justification.

 Selecting a **Room** multiple times may result in multiple bookings, but they may not all reflect on your itinerary. Carefully check the itineraries DTS and the TMC email to you.

 If you cancel a lodging reservation, always check with the lodging provider to ensure they received the cancellation.

6 Review Your Reservations


After you make all your reservations, the **Review Reservation Selections** screen displays. You can also get here by selecting **Review Reservations** from the **Progress Bar**.

1. Review and update all reservation information, then select **Continue to Expenses**.
2. A pop-up message warns you that DTS will cancel your reservations in 24 hours if you haven't signed the authorization. Acknowledge the information.


7 Expenses

Select **Expenses** from the **Progress Bar** to display all your projected expenses and mileage allowances.

- The **Reservation Expenses** section shows the estimated costs of the reservations you booked in DTS. You can't change them from here.
- The **Other Expenses** section displays the rest of your expenses and mileage allowances. To enter an expense or mileage allowance:
 1. In the section header, select **Add Expense**.
 2. Use the drop-down menu to select an expense type and expense item, complete all required fields, and select **Add Expense**.
 3. Repeat until you have entered all expenses and mileage allowances.

 If you select **Pvt Auto-To/From TDY** or **Pvt Motorcycle-To/From TDY**, you must use the tools on the **Add New Expense** screen to calculate your official mileage. Use your vehicle's odometer for **Private Auto-At TDY Area**.

- The **Substantiating Documents** area contains documents (e.g., special approvals or permissions) you electronically attached to the authorization. Add new documents by uploading them or dragging them from **Uploads**.
- The **Uploads** area contains images that contain multiple documents (e.g., receipts) and tools to crop and save each document in a separate image. Add images by uploading them, faxing them, or dragging them from another location. Drag an image onto an expense in the **Reservation Expenses** or **Other Expenses** sections to associate it with that expense.

 You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** sections or move it to the **Substantiating Documents** area. Only you can see images saved in the **Uploads** area. Reviewers and AOs have no access to the **Uploads** area.

8 Per Diem

Select **Per Diem** from the **Progress Bar** to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:

1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust.
3. Make all necessary changes, then select **Save Adjustments**.