



GUIDE



# DTS Guide to Processing Authorizations for the New Fiscal Year

May 18, 2022

V22.1



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## Revision History

Revision	Date	Authorization	Change Description	Page, Section
12.0	07/19/11	Defense Travel Management Office (DTMO)	General updates for FY12 in various sections and graphics.	All
13.0	07/25/12	DTMO	Reviewed guide for updates. Updated screen shots for FY13.	All
14.0	08/30/13	DTMO	Updated screens shots for DTS Release 1.7.3.20 and FY14.	All
15.0	07/31/14	DTMO	Reviewed guide for updates.	All
16.0	06/20/16	DTMO	Reviewed guide for updates. Inserted new screenshots in Chapter 3	All Chapter 3
17.0	11/04/16	DTMO	Updated Commercial Travel Office (CTO) references to Travel Management Company (TMC), except where a DTS function or stamp is referenced.	Chapter 2 Chapter 3 Chapter 4
18.0	08/21/17	DTMO	Updated screenshots with new Expenses screen. Updated instructions for adding Other Transportation expenses.	Chapter 2 Chapter 3
19.0	07/13/18	DTMO	Updated screenshots with new DTS screens. Updated links.	Throughout
19.1	08/17/18	DTMO	Updated for access through DTS Dashboard and new DTS screens	Section 2.1, 3.1, and 3.2
20.0	08/26/19	DTMO	Updated screenshots with new DTS screens.	Throughout
21.0	08/21/20	DTMO	Updated screenshots with new DTS screens.	Throughout
22.0	07/26/21	DTMO	General update for FY22 screens	Throughout
22.1	05/18/22	DTMO	Updated formatting and branding only	Throughout

## Chapter 1: Overview of New Fiscal Year Funding and DTS

The fiscal year for DoD begins on 01 October and ends on 30 September of the following calendar year. Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires the processes described in this guide to ensure correct funding assignment for the following travel situations:

- *New fiscal year travel.* Travel that begins on or after 01 October and requires authorization and reservations prior to 01 October.
- *Cross-fiscal year travel.* Travel that begins 30 September or earlier and ends 01 October or later.

### 1.1 Reference Materials

The following documents provide supporting information on fiscal year travel topics:

- Defense Travel Administrator's (DTA) Manual
- *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*

These documents are available at <https://www.defensetravel.dod.mil/site/training.cfm>.

### 1.2 Accounting System Shutdown Periods

Many accounting systems interfacing with DTS become unavailable for processing for a period of time starting in late September. DTS does not plan shutdowns during the fiscal year crossover period. A list of accounting system shutdown periods are available at <https://www.defensetravel.dod.mil/site/fycross.cfm>.

DTS will hold documents approved during the accounting system shutdown period. Document processing should be complete before the shutdown to accomplish any needed transactions for the traveler.

## Chapter 2: Travel that Occurs in a New Fiscal Year

This chapter helps the traveler, Authorizing Official (AO), Lead DTA (LDTA), Finance DTA (FDTA), and Budget DTA (BDTA) create and process DTS authorizations in the current fiscal year for travel starting in the new fiscal year.

An example of this is a traveler who creates a travel authorization on 15 September of the current fiscal year for travel beginning on 01 October or after (i.e., in the new fiscal year).

The traveler can arrange travel for the entire trip, but should be aware of possible changes. The General Services Administration (GSA) Airline City Pair flights are not available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and those updates are loaded into DTS. These actions typically occur in September. The DTMO website posts notices when the new flight information is available. Travelers can also visit the GSA website at <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/city-pair-program-cpp> to view the City Pair Program awards and flights using the CPP Search Tool.

Travelers who try to make flight arrangements prior to the awarding and loading of the new contract fares will not be able to access GSA Airline City Pair fares. See Chapter 5 of this guide for more information.

Authorizations created in DTS for travel beginning in a future fiscal year should not be stamped **APPROVED** until the FDTA/BDTA establish the new fiscal year lines of accounting (LOAs) and funding for the budgets in DTS. Authorities outside of DTS make the funding determinations for the fiscal year.

**Note:** Organizations can approve new fiscal year travel documents (when new FY LOAs and Budgets established in DTS) in the current fiscal year for those organizations whose account system shuts down. DTS will hold the new fiscal year transactions until the date the accounting systems are ready to receive the transactions. This facilitates applying the Tickets Are Waiting (TAW) date for the Travel Management Company (TMC); [formerly known as Commercial Travel Office (CTO); DTS still refers to the TMC as the CTO].

For travel that requires ticketing before the new fiscal year funds are available and before the AO can approve the documents in DTS, the traveler should follow local business rules for obtaining transportation with verbal approval. The verbal approval allows the TMC to ticket the transportation booked using the DTS Travel module, which then updates DTS with the ticketed information. The Transportation Officer (TO) typically provides verbal approval; however, this may vary by site. The AO is still required to approve the document in DTS after new fiscal year funding is available.

## 2.1 Creating an Authorization for Travel in a New Fiscal Year

To create a travel authorization in the current fiscal year for travel starting in a new fiscal year, the traveler should:

1. Create the travel authorization in DTS (i.e., complete the itinerary, make travel reservations, and enter the expenses for the trip).
2. On the **Accounting** screen, if a current fiscal year LOA displays by default, remove it (Figure 2-1). DTS displays a **Confirm** message (Figure 2-2).

**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

ACCOUNTING LABEL	ORGANIZATION	
23 TRAINING	DTMOCSD	⋮

**Allocations**

☑ This trip is 100% allocated to 23 TRAINING

[Hide Details](#) ▲

23 TRAINING		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$356.00	\$356.00
M&IE	\$333.00	\$333.00
OTHER	\$65.00	\$65.00
RENTAL	\$293.18	\$293.18
CAR		
TRANSPORT	\$100.00	\$100.00
Sub Total	\$1147.18	\$1147.18

**ACCOUNTING SUMMARY**

Expense Summary		Calculated Trip Cost	
Non-Reimbursable Expenses	\$0.00	Allowed	Actual
Reimbursable Expenses	\$1147.18	<b>\$1147.18</b>	<b>\$1147.18</b>
Total Expenses	\$1147.18		
Disbursement Summary			
Advances Paid	\$0.00		
SPP Paid	\$0.00		
Total Prior Payments	\$0.00		

Figure 2-1: Accounting Screen

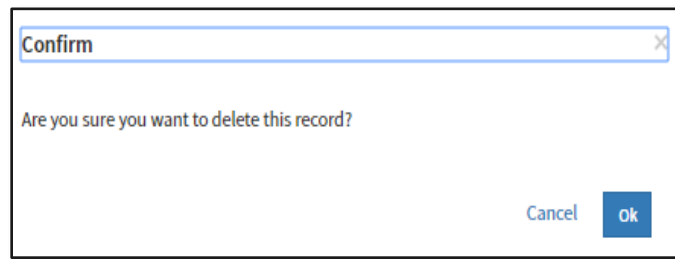


Figure 2-2: Confirm Message

3. If the label is available, then add a LOA for the new fiscal year. If a new fiscal year LOA is not available, then leave the LOA selection blank (Figure 2-3).

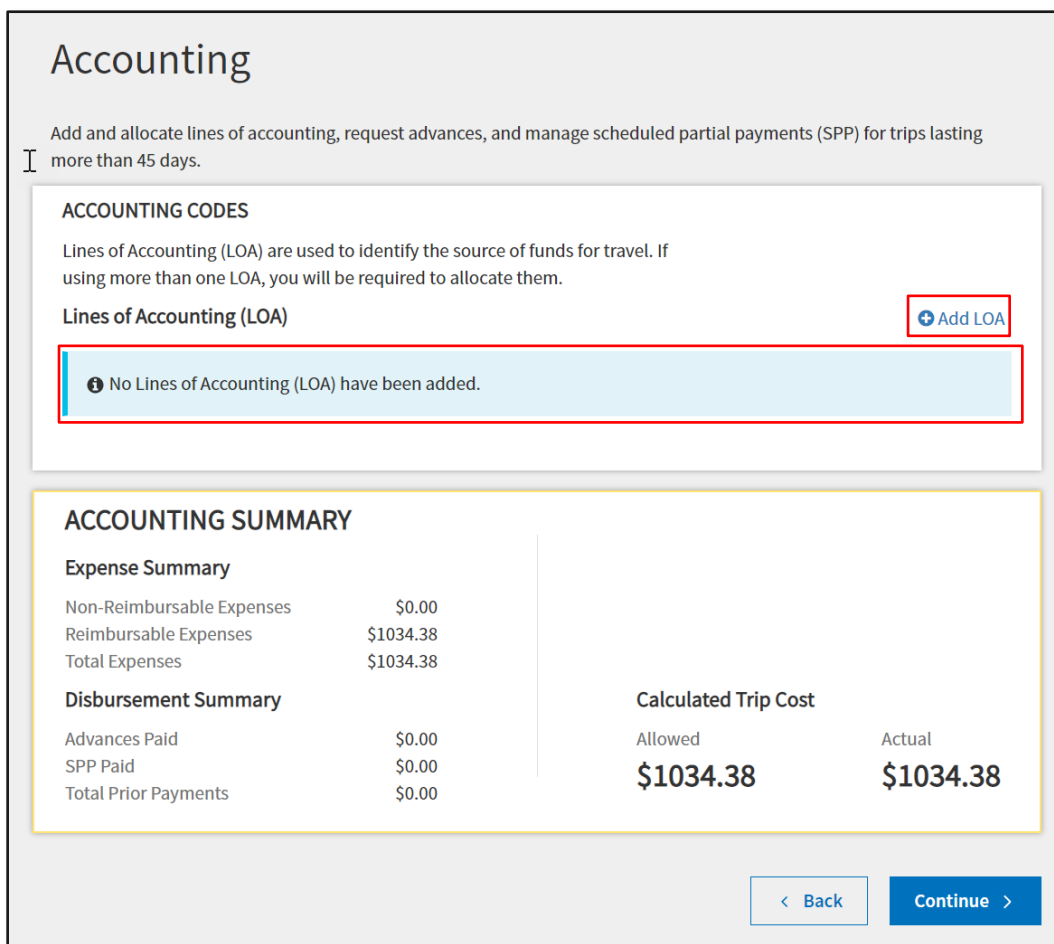


Figure 2-3: Accounting Screen – No LOA added

Leaving the LOA selection blank is acceptable in this situation. When the authorization is signed, DTS will trigger the advisory notice “NO ACCT CODE ASSIGNED” (Figure 2-4). **Note:** Prior to approval, the document must contain a valid LOA.

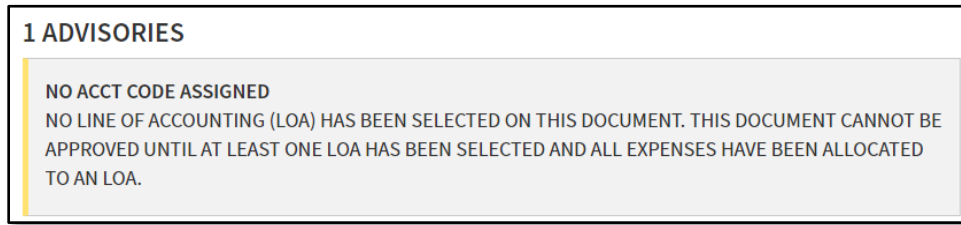


Figure 2-4: Advisory Notice – NO ACCT CODE ASSIGNED

4. Navigate to the **Review Trip Authorization** screen (Figure 2-5).

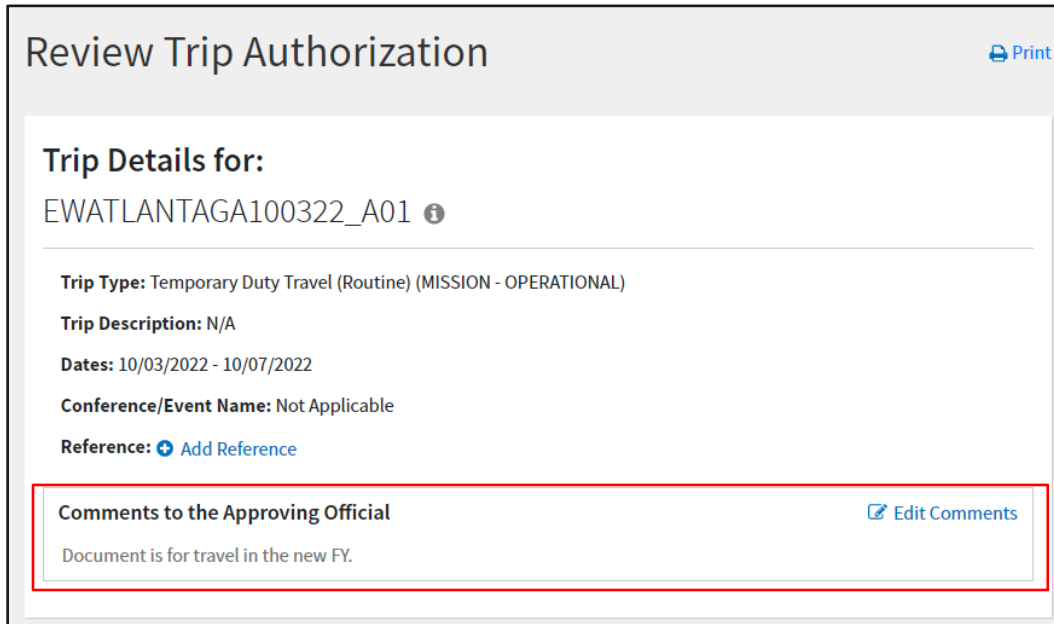


Figure 2-5: Review Trip Authorization Screen – Comments to the Approving Official

5. Enter a comment in the **Comments to the Approving Official** field – e.g., *Travel is for next fiscal year.*
6. After you sign the document, the TMC confirms the travel reservations and the normal routing process continues.

The AO will hold the document without approving it until the LDTA loads the new fiscal year funding in DTS. At that point, see Section 2.2.

## 2.2 Approving an Authorization When New Fiscal Year Funding Is Available

When the new fiscal year funding becomes available, the FDTA (possibly with help from a BDTA) will load new LOAs and budgets in DTS. An explanation of this process is in the [DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year](#).

The AO can approve the authorization in DTS after new fiscal year LOAs and budgets are loaded, even if the accounting system is not ready to process transactions. For pre-designated orgs, DTS will hold the new fiscal year obligation transactions until the accounting systems are ready to receive the files. **Note:** To identify if your accounting system experiences a shutdown period at the new FY start up, see the DTMO website [https://www.defensetravel.dod.mil/DTSOutreach/FY\\_Crossover\\_and\\_Affected\\_Partner\\_Systems.pdf](https://www.defensetravel.dod.mil/DTSOutreach/FY_Crossover_and_Affected_Partner_Systems.pdf).



**Note 1:** If the new fiscal year LOA is not already in the document, the AO must add it on the **Accounting** screen (Figure 2-1).

**Note 2:** Do not use prior year funds to pay for travel in the new fiscal year, unless given instructions by the FDTA. After the AO applies the **APPROVED** stamp, DTS applies the TAW date in the **Passenger Name Record (PNR)**. The TMC issues the tickets three business days prior to departure.

**Note:** If new fiscal year LOAs are not available, funding and approval in DTS cannot occur prior to departure. See Section 2.3 and 3.3.

### 2.3 Trips Departing Before New Fiscal Year Funding is Available

If new funding is not available before a trip's start date, a traveler may need to depart before electronic approval occurs on the DTS authorization. This may happen because the DTS LOAs and Budgets can't be loaded in time. The DTA should establish procedures in advance with the Transportation Office and the TMC on how to handle this situation.

Depending on your organization's local business rules and the TMC contract, verbal approval can be given to travel, and the TMC can ticket the trip based on instructions from the TO or other designated official. It is important the traveler and AO understand to create the DTS document and later approve (once the LOA is available) as explained in Section 2.1 and Section 2.2.

### 2.4 Funding Messages: No Budget Exists and Insufficient Funds

If the AO applies the approved stamp to an authorization with a funding issue, a funding message will display and the document will not accept the **APPROVED** stamp. The document will not continue routing.

- *No Budget Exists:* This message displays if there are no new budgets.
- *Insufficient Funds:* This message displays if there are insufficient funds available in the budget. The Budget Officer needs to add funds to the budget.

## Chapter 3: Fiscal Year Crossover Travel

This chapter provides guidance to the traveler and the AO for creating and approving DTS authorizations that extend across two fiscal years when using funds from a single year.

If a traveler creates an authorization in the current fiscal year for travel beginning on 26 September (current fiscal year), and ends on 06 October (new fiscal year) then this is considered crossing the FY. To enter the accounting information on an authorization with travel spanning across fiscal years is a multistep, coordinated process.

The traveler creates the authorization for the entire travel period. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA.

However, the new fiscal year LOA can't be added until after establishing the new fiscal year LOAs and budgets in DTS.

**Note:** This does not apply to travel funded by Multi-Year, or No-Year appropriations, when the LOA in the authorization can be used for a *previous* and *new fiscal year*. See Chapter 7 of this guide for further guidance.

### 3.1 Creating an Authorization for a Trip That Crosses Fiscal Years

If the trip begins in one fiscal year and ends in the next, the traveler should:

1. Create the itinerary using the actual **Leaving On, Arriving, Departing, and Returning On** dates. Figure 3-1 shows a trip from 26 September through 06 October.

Figure 3-1: Itinerary Screen

2. Select the **Reservations** module and make the necessary arrangements (e.g., departure and return flights, rail, rental car, and lodging reservations) per your travel needs.

**Note:** GSA City Pair flights only display in DTS after contract award. This generally transpires around September. If City Pair flights are not available in DTS, the traveler should not select a return flight. Follow your organization's local business rules. See Chapter 4 of this guide for more information.

- If the traveler made transportation reservations outside DTS, manually enter the cost under the **Enter Expenses** screen, by selecting **Add**. The **Add New** screen opens (Figure 3-2). Record the ticketing information. DTS provides the option to enter **Notes** to the entry. Scroll down the window to see the **Notes** option. The expense provides the **Attach Receipt** option to associate the ticketed receipt directly to the item. Once you are finished, select **Add** at the bottom of the window to save the entry.

Figure 3-2: Add New Screen

**Note 1:** If the manually ticketed flights are round-trip fare, manually enter the cost in DTS and allocate based upon ticketed date using the LOA for that fiscal year.

**Note 2:** All electronically ticketed flights charged in the current fiscal year, allocate to the current fiscal year LOA, even if the flight occurs in the new fiscal year.

- Using **Add**, enter the remaining expenses for the entire trip with the appropriate dates or date ranges.
- Under the **Enter Expenses** screen, using **Add** include any supporting trip documentation.
- Proceed to the **Per Diem** screen to verify that lodging accurately reflects for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.
- Advance to the **Accounting** screen and add both the current (if not already populated by defaults) and the new fiscal year LOA. This allows the appropriate funds to pay for each fiscal year's portion of the travel (Figure 3-3).

## Accounting

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

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### 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

ACCOUNTING LABEL 22 TRAINING	ORGANIZATION DTMOCSD	⋮
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ACCOUNTING LABEL 23 TRAINING	ORGANIZATION DTMOCSD	⋮
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### Allocations

[Edit LOA Allocations](#)

**Allocated by Fiscal Year Auto**  
 This trip involves a fiscal year crossover and will be automatically allocated. You still have the option to change the allocation method at any time.

[Hide Details](#) ▲

<p><b>22 TRAINING</b> 09/26/2022-09/30/2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">CATEGORY</th> <th style="width: 33%;">ALLOWED</th> <th style="width: 33%;">ACTUAL</th> </tr> </thead> <tbody> <tr> <td>COM.</td> <td>\$375.00</td> <td>\$375.00</td> </tr> <tr> <td>CARR.-1</td> <td></td> <td></td> </tr> <tr> <td>LODGING</td> <td>\$440.55</td> <td>\$440.55</td> </tr> <tr> <td>M&amp;IE</td> <td>\$327.75</td> <td>\$327.75</td> </tr> <tr> <td>Sub Total</td> <td>\$1143.30</td> <td>\$1143.30</td> </tr> </tbody> </table>	CATEGORY	ALLOWED	ACTUAL	COM.	\$375.00	\$375.00	CARR.-1			LODGING	\$440.55	\$440.55	M&IE	\$327.75	\$327.75	Sub Total	\$1143.30	\$1143.30	<p><b>23 TRAINING</b> 10/01/2022-10/06/2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">CATEGORY</th> <th style="width: 33%;">ALLOWED</th> <th style="width: 33%;">ACTUAL</th> </tr> </thead> <tbody> <tr> <td>LODGING</td> <td>\$440.55</td> <td>\$440.55</td> </tr> <tr> <td>M&amp;IE</td> <td>\$396.75</td> <td>\$396.75</td> </tr> <tr> <td>Sub Total</td> <td>\$837.30</td> <td>\$837.30</td> </tr> </tbody> </table>	CATEGORY	ALLOWED	ACTUAL	LODGING	\$440.55	\$440.55	M&IE	\$396.75	\$396.75	Sub Total	\$837.30	\$837.30
CATEGORY	ALLOWED	ACTUAL																													
COM.	\$375.00	\$375.00																													
CARR.-1																															
LODGING	\$440.55	\$440.55																													
M&IE	\$327.75	\$327.75																													
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LODGING	\$440.55	\$440.55																													
M&IE	\$396.75	\$396.75																													
Sub Total	\$837.30	\$837.30																													

Figure 3-3: Accounting Screen – Accounting Codes Section

Adding the new fiscal year LOA triggers a pop-up (Figure 3-4) that asks the traveler to accept or reject the FY Auto allocation.

### Fiscal Year Auto

×

Your action has made this an FY crossover trip. You may have previously entered one of the following non-mileage expenses: Rental Car (any type), Lodging Taxes (CONUS and Non-foreign), Hotel Room tax or Parking - At the Terminal. You should consider editing the date ranges for these expenses. Do you want DTS to use FY Auto to allocate your expenses based on the date ranges provided in your trip?

Cancel
OK

Figure 3-4: FY Auto Allocation Message

8. Select one of the following:

- **OK** allows DTS to automatically allocate the expenses to each LOA based on the expense date or date range.
- **Cancel**, then **Edit LOA Allocations** to choose the desired allocation method (Figure 3-5).

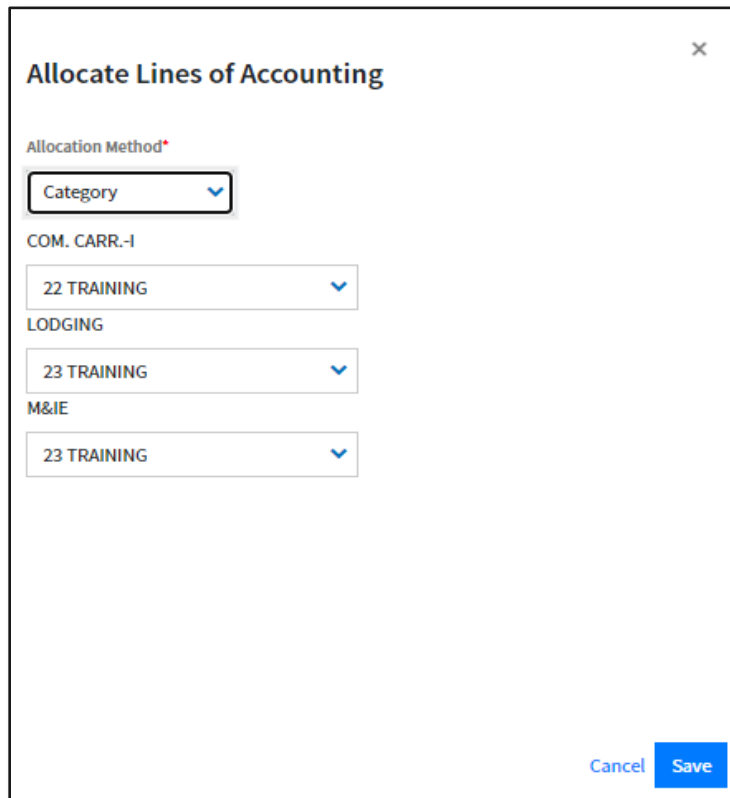


Figure 3-5: Allocate Lines of Accounting – Allocation Method Screen

9. On the **Review Trip Authorization** screen, enter a comment similar to one shown below in the **Comments to the approving Official** box:  
*Traveler is expected to return on <DD MM YYYY>. Because travel crosses fiscal years, this authorization includes the current and the new fiscal year expenses and LOAs.*
10. Review the **Other Auths and Pre Audits** page. Select Add Justification for any Fiscal Year Allocation flag and enter comments.
11. Sign the authorization. The document begins routing.

Upon AO approval, DTS updates the PNR with the TAW date, sends the information to the TMC and sends the current year obligation transactions to the accounting system. DTS holds the new fiscal year obligation transactions until the accounting system is ready to receive them.

## 3.2 Creating an Amendment for the Trip Portion that Occurs in a New Fiscal Year

An option for fiscal year crossover travel is for the traveler to:

1. Create an authorization for the portion of travel that occurs in the current fiscal year. The trip end date and TDY departure date are September 30, regardless of the actual trip end date. Only current fiscal year LOAs appear in the document. When the AO approves the authorization, the traveler can travel.
2. When the new fiscal year LOAs are available, the traveler amends the authorization to extend the trip end date and TDY departure date, and adds the new fiscal year LOAs.

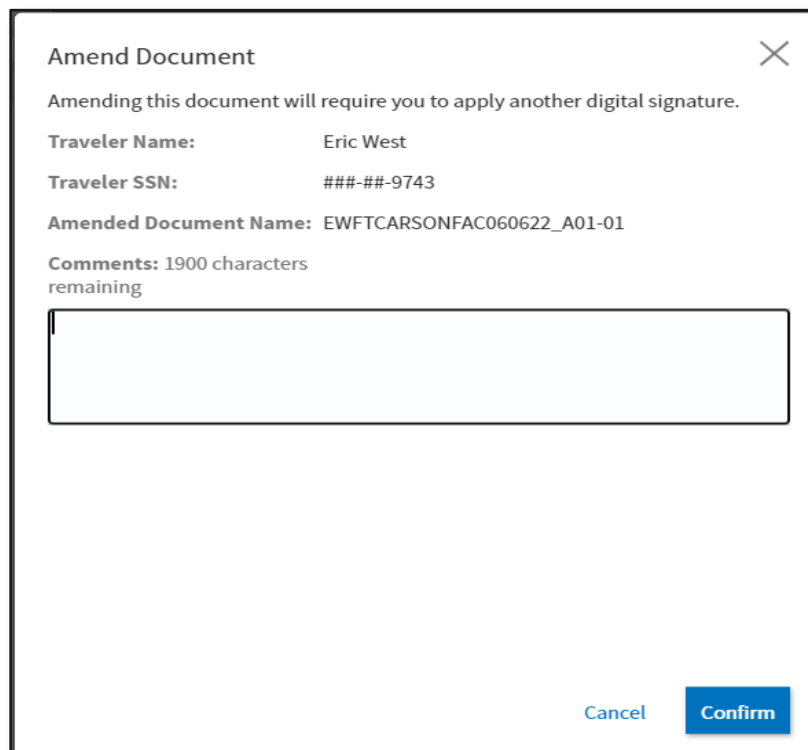
The organization's AOs and travelers should receive notification when the FDTA (or BDTA) loads the funds into the **Budget** module.

**Note:** If a trip includes scheduled partial payments (SPPs), when creating the amendment, be sure to review all expenses and then reschedule the SPPs. The SPPs will process normally once the amendment is approved. If a scheduled payment is during the shutdown of funds availability period (generally late September to the middle of October), it will process as soon as the amendment receives the **POSACK** stamp.

### 3.2.1 Adding New Fiscal Year Information

Use the steps below to add the new fiscal year information to an authorization:

1. On the DTS **Dashboard**, under the Authorizations section, select **Options** next to the authorization requiring changes. Then select **Create Amendment**.
2. The **Amend Document** window opens. Enter comments explaining the need for the amendment, and acknowledge any pop-ups. Select **Confirm** to proceed (Figure 3-6).



The screenshot shows a window titled "Amend Document" with a close button (X) in the top right corner. Below the title, there is a message: "Amending this document will require you to apply another digital signature." The form contains the following fields and labels:

- Traveler Name:** Eric West
- Traveler SSN:** ###-##-9743
- Amended Document Name:** EWFTCARSONFAC060622\_A01-01
- Comments:** 1900 characters remaining

At the bottom of the window, there is a large empty text area for entering comments. At the bottom right, there are two buttons: "Cancel" and "Confirm".

Figure 3-6: Amend Document Screen

3. The **Review Trip Authorization** screen opens.
4. From the **Progress Bar**, select **Edit Itinerary** to open the screen, then change the **Departing** and **Returning On** dates to reflect the correct return date in the new fiscal year (Figure 3-7)

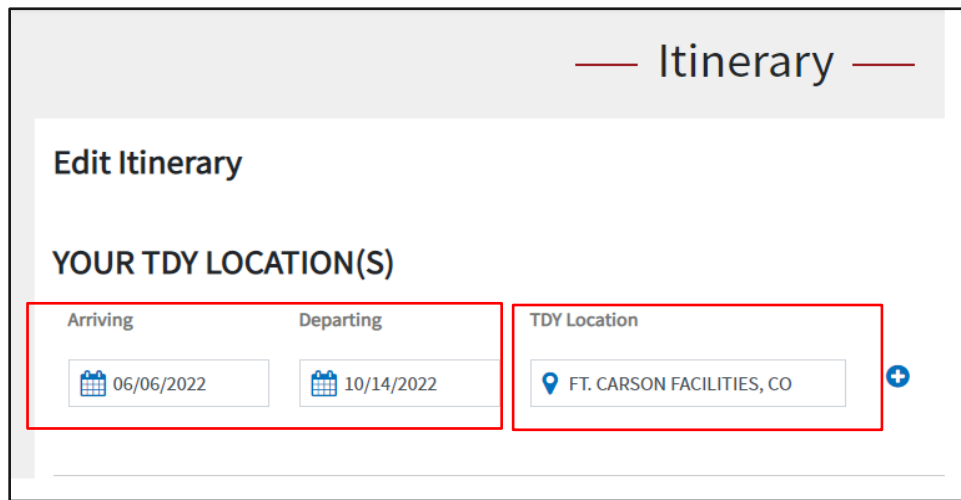


Figure 3-7: Edit Itinerary Screen

5. A DTS message appears (Figure 3-8). Select **OK**.

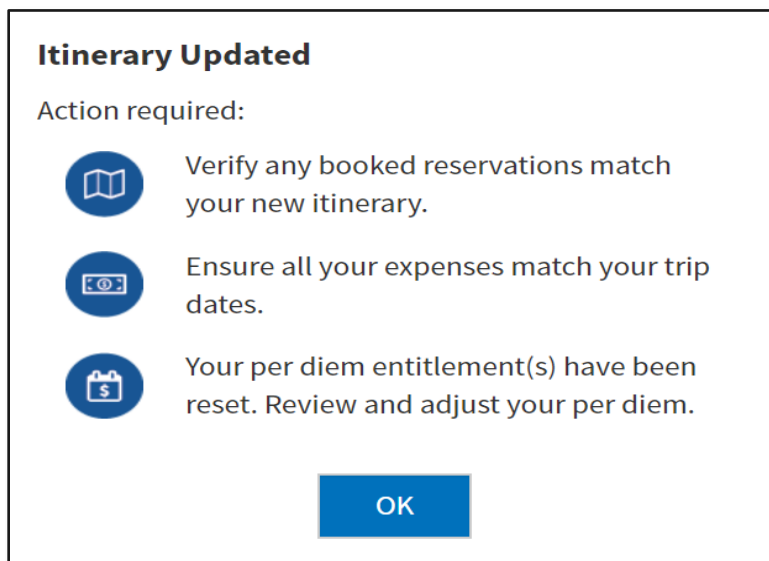


Figure 3-8: Action Required Message

6. View the other items on the page, then scroll to the bottom of the screen and select **Continue**.
7. Navigate to the **Review Trip Authorization** screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-9).

The screenshot displays an 'Itinerary' section with the following details:

- TRIP START:** Warrenton,VA (Residence) ☹, Leaving on Jun 06, 2022.
- TDY LOCATION 1:** FT. CARSON FACILITIES,CO ☹. The dates **06/06/2022 - 10/14/2022** are highlighted with a red box. Below this, there are three status buttons: 'Flight Booked', 'Rental Car Booked', and 'Lodging Booked', each with a green checkmark.
- TRIP END:** Warrenton,VA (Residence) ☹, Returning on Oct 14, 2022. A 'Flight Booked' status button with a green checkmark is shown below.

Figure 3-9: Preview Trip Screen – Trip Dates Cross Fiscal Year

8. If you made transportation reservations outside DTS, select **Expenses** from the **Progress Bar**. The **Enter Expenses** screen opens select **Add**. When the **Add New** screen appears (Figure 3-2), select **Ticketed Expenses**. Select the correct expense type, enter the required information and select **Add** to record the entry.
9. Update any additional expenses applicable to the new fiscal year.
10. Select **Per Diem** to verify that DTS correctly updated the lodging costs for the additional trip dates. Update if needed.
11. If any special duty conditions were selected previously (e.g., actual expenses, meals provided, leave), you must enter them again because DTS removed them when you created the amendment.
12. Select **Accounting** and add the LOAs required to fund the new fiscal year portion of the travel. DTS asks you whether you want to accept the FY Auto allocation or choose one of the other options to allocate expenses.
13. Select one of the options:
  - **OK** to allow DTS to allocate automatically the expenses to each LOA based on the expense date or date range.
  - **Cancel**, then **Edit LOA Allocations** to choose the desired allocation method.
14. From the **Progress Bar**, select **Review Authorization**. Verify the trip and proceed to **Other Auths and Pre-Audits**.
15. After justifying, any flagged items proceed to **Digital Signature** to sign the document and start the routing process.

### 3.3 Using Prior Fiscal Year Funds

Travelers should follow their organization’s local business rules, if using prior fiscal year funds. All documents using the prior year LOAs and if LOAs are available in DTS will fund to the associated prior year budget located in the **Budget** module. Additional justifications may be required.



## Chapter 4: Air Reservations and the New GSA City Pair Contract

GSA airline City Pair flight contracts change annually; this creates a need for additional considerations when making reservations in DTS for flights occurring in the new fiscal year.

Before publishing the new airline City Pair fares in DTS, GSA must first award the contracts, and the airlines must update the GDS. This typically occurs in September.

### 4.1 A Trip Crosses Into the New Fiscal Year

If a trip has a departure date earlier than 01 October and the return date is 01 October or later, then complete the authorization through the trip end date. If the travel arrangements on the authorization are made after the new airline City Pairs are published, normal fiscal year crossover selection and processing occurs. See Table 4-1 for guidance on booking flights for the trip.

Table 4-1

BOOKING FLIGHTS WHEN A TRIP CROSSES INTO A NEW FISCAL YEAR		
Flight Date	Use DTS	Contact TMC
Earlier than 01 October	X	
01 October or later and new fiscal year airline City Pair fares are in DTS	X	
01 October or later and new fiscal year airline City Pair fares are not in DTS		X

### 4.2 Entire Trip Occurs in the New Fiscal Year

Consideration of the departure timeframe is helpful when creating an authorization for a trip that will begin in the next fiscal year. See Table 4-2 for guidance on booking flights for the trip.

Table 4-2

BOOKING FLIGHTS WHEN THE ENTIRE TRIP OCCURS IN A NEW FISCAL YEAR		
Time Frame for Departure	When to Book Reservations	Follow-up Actions
Not immediate	Just prior to the current Fiscal Year approval	Once new Fiscal Year funds are available and loaded, the accounting systems process the transactions
Immediate, departure is in early October	As early as necessary, using the non-restricted fares shown in DTS	The Transportation Officer should enlist the TMC to monitor these trips and attempt to book GSA fares when they become available

## Chapter 5: Travel Advances and Scheduled Partial Payments

Many accounting systems shut down at the beginning of the new fiscal year so, it is necessary to give careful consideration when requesting travel advances and SPPs during the new fiscal year transition period. It is important to know that approving authorizations can proceed during a scheduled shutdown, but DTS holds the disbursements until the accounting system restarts. Note: If your accounting system has no expected downtime, then work with the FDTA to determine proper document processing actions during the new fiscal year transition period.

As the departure date approaches 30 September, the amount of the advance is reduced because it is calculated on the reimbursable costs through 30 September. Travelers departing later in September should obtain a GTCC, the AO and DTA should closely monitor the shutdown process, and the AO should approve the current fiscal year amendment as soon as possible.

### 5.1 New Fiscal Year Trips

Table 5-1 provides information for new fiscal year travel pertaining to authorizations requiring approval before the new fiscal year funds are available.

Table 5-1

ADVANCES AND SCHEDULED PARTIAL PAYMENTS FOR NEW FISCAL YEAR TRIPS				
Departure Date	Payment Type	Payment Delay	Disbursement Date	Mitigation
01 October through accounting system restart	Non-ATM advance	Yes	Three or more business days after the accounting system begins processing, if the disbursing system is also on line	Ensure that the traveler has a GTCC
	Scheduled Partial Payments	No	First Scheduled Partial Payment is scheduled to occur 30 days after departure	N/A

### 5.2 Crossover Fiscal Year Trips

Table 5-2 provides information pertaining to authorizations for trips that begin in the current fiscal year and continue into the new fiscal year.

Table 5-2

ADVANCES AND SCHEDULED PARTIAL PAYMENTS FOR CROSSOVER FISCAL YEAR TRIPS				
Payment Type	When To Request	When Disbursed	Risks for Late Fiscal Year Travel Dates	Mitigation
Non-ATM advance <i>(current FY LOA only)</i>	At least five business days before account system shutdown	As normal	If the authorization is approved, but processing is not completed, the payment will be delayed	Ensure that the traveler has a GTCC
Non-ATM advance <i>(split between current FY and new FY LOAs)</i>		Current fiscal advance invoice will not be submitted until the current fiscal year obligation receive a POSACK stamp	<p><i>Trips that start in late September.</i></p> <p>The first advance may not meet the traveler’s needs for the first few weeks in October. The next advance request submission won’t occur until the new fiscal year obligation receives the POSACK stamp, which will not occur until the accounting system is ready.</p>	
Scheduled Partial Payments	N/A	<p>Generally, Scheduled Partial Payments disburse on a schedule, but the schedule may be delayed due to:</p> <ul style="list-style-type: none"> <li>• Approval date</li> <li>• Departure date</li> <li>• Shutdown schedule</li> </ul>	<p><i>Applies to trips that start between 20 August and 20 September.</i></p> <p>The first Scheduled Partial Payment may not disburse on time due to the accounting system shutdown.</p>	Use an advance and Scheduled Partial Payments to ensure that the traveler has sufficient funds*

\*If the traveler is allowed an advance based on the *DoD Financial Management Regulations*, the advance will pay 80% of approved expenses for the first 30 days. Then, *Scheduled Partial Payments* will occur for the remainder of the trip. The traveler’s profile must include *Advance Authorized* before creating the authorization. The advance calculation is for up to the first 30 days and the last *Scheduled Partial Payment* adjusts to ensure that the total of the advance and *Scheduled Partial Payments* will not exceed the reimbursable expenses reflected in the authorization.

## Chapter 6: Local Vouchers

Process local vouchers within the fiscal year the expenses incurred. DTS will not process a local voucher containing two different fiscal year LOAs (FY21/FY22). Create and approve separate local vouchers for reimbursements from different fiscal year LOAs.

- *Local travel in the current fiscal year* – Approve local vouchers before the accounting system shutdown to ensure that processing is complete. If the account system processing is not complete prior to the shutdown, the payment will not process until the obligation has received the **POSACK** stamp after the shutdown.
- *Local travel in the new fiscal year* – Approval of local vouchers for new fiscal year should not occur until funds are available.

## Chapter 7: No-Year and Multi-Year Funds

Some organizations use funding that allows obligation of travel expenses from multiple years to the same LOA. Based on the Component and accounting system guidance, travelers who use the same LOA for the entire trip can create the authorization with beginning dates in the current fiscal year and ending date in the new fiscal year without creating an amendment after 30 September.

The entire crossover trip can be created and approved with no need for the procedure outlined in Chapter 3 of this guide. The [DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year](#) includes a discussion of this topic. \*The FDTA or BDTA will decide whether to continue using the current fiscal year LOA labels in the new fiscal year or rollover the labels (leaving the year-related data element the same).

\*This is a local organization decision.

## Chapter 8: Navy STARS-FL and STARS-HCM Lines of Accounting

When creating authorizations for fiscal year crossover trip, Navy travelers belonging to organizations that use LOAs processed in the STARS-FL and STARS-HCM accounting systems must use the new fiscal year LOA in their authorizations. This is necessary so that the new fiscal year expenses will have a Document Fiscal Year (DFY) that is the same as the current fiscal year.

All LOAs used during a trip will need to have the same DFY based on the departure date. The three possibilities are below:

- A current fiscal year trip has current fiscal year LOAs with a DFY, beginning fiscal year (BFY), and ending fiscal year (EFY) in the current fiscal year.
- A new fiscal year trip has all LOAs with a DFY/BFY/EFY in the new fiscal year.
- A fiscal year crossover trip has:
  - A current fiscal year LOA with a DFY in the current fiscal year
  - A new fiscal year LOA with a DFY in the current fiscal year
  - A BFY and EFY of the new fiscal year

The [DTS Guide to Establishing LOAs and Budget for the New Fiscal Year](#) discusses the options for creating crossover LOAs with budget items. The FDTA/BDTA will need to decide on the required approach.

## Chapter 9: Addressing Locality Rate Changes for Travel in a New Fiscal Year

In conjunction with the new fiscal year, the governing bodies that set per diem rates conduct an extensive update to existing lodging, meals, and incidental rates. New rates are loaded into DTS as soon as they are available. For trips created prior to the new rate upload, DTS updates the documents with the new rate when creating an amendment or voucher. Changes may not update automatically if creating a voucher before the rate changes are loaded into DTS. If this is the case, removing and re-entering the per diem location will allow the calculation of new rate in the document.

Report any issues with locations and per diem rates to the *Travel Assistance Center (TAC)* by either:

- Submitting a Help Ticket through [Travel Explorer \(TraX\)](#). The subject line of the ticket should start with **PER DIEM LOCATION RATE PROBLEM**. Provide details to assist with the resolution.
- Calling 1-888-HELP1GO (888-435-7146)