



Defense Travel System

DEFENSE TRAVEL SYSTEM (DTS) SIMPLIFIED TRAVELER USER GUIDE



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What is DTS

The Defense Travel System (DTS) is a fully automated travel request, authorization, reservation, and reimbursement system that replaces the current process of travel orders, requests, paper travel orders, paper travel vouchers, and manual reimbursement. The DTS allows the traveler that has a common access card (CAC) reader, to work in a paperless environment 24 hours a day.

Travelers will request trip authorizations, reserve their own airline tickets, hotels, and rental cars, and request reimbursement online. The DTS will store all documentation online for the required six years and three months; thereby eliminating the need to file paper copies.

DTS Requirements

- Common Access Card (CAC)
- CAC Pin
- CAC Reader
- Software *dbsign* – from DTS website – in Ohio, you must have administrative rights to load *dbsign*. Submit a help desk ticket to request it be loaded on your computer
- Website: <http://www.defensetravel.osd.mil>

DTS Business Rules

- All routing list personnel notified by email
- Traveler can check status of trip request at any time
- Traveler can print approved authorization/order or voucher
- Traveler can request airline tickets, hotel, and/or rental car through DTS
- You must digitally SIGN your authorization/order or it will not process through DTS
- If you change organization, please let your Lead DTS Administrator (LDTA) know. Your profile must be updated in the DTS by your LDTA.
- If your banking information changes please let your LDTA know. We must update your profile in the DTS. DTS is not connected to MyPay.
- If your Government Travel Card has expired you must contact your LDTA as soon as you get your new Government Travel Card.
- If you receive your initial Government Travel Card after self-registering in DTS, contact your LDTA to update your profile.
- Ensure your Government Travel Card is turned on at least three business days **prior** to your trip

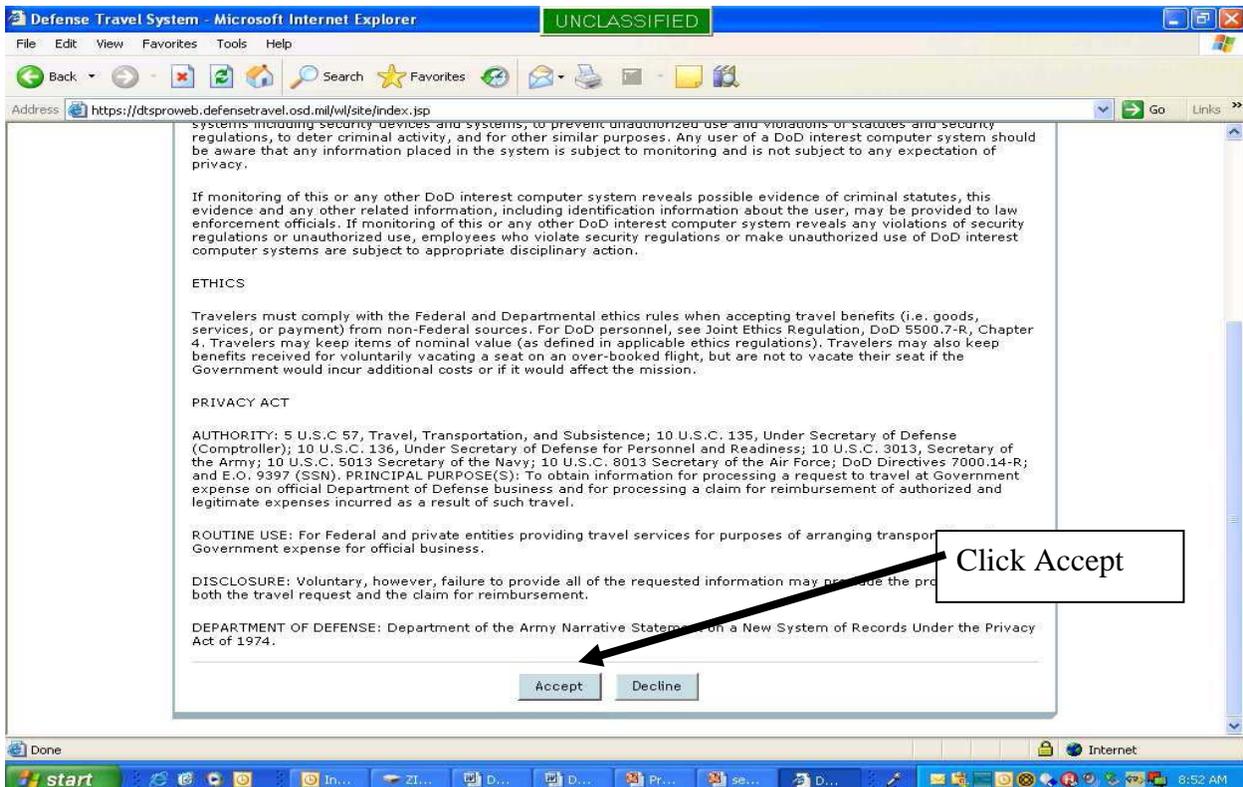
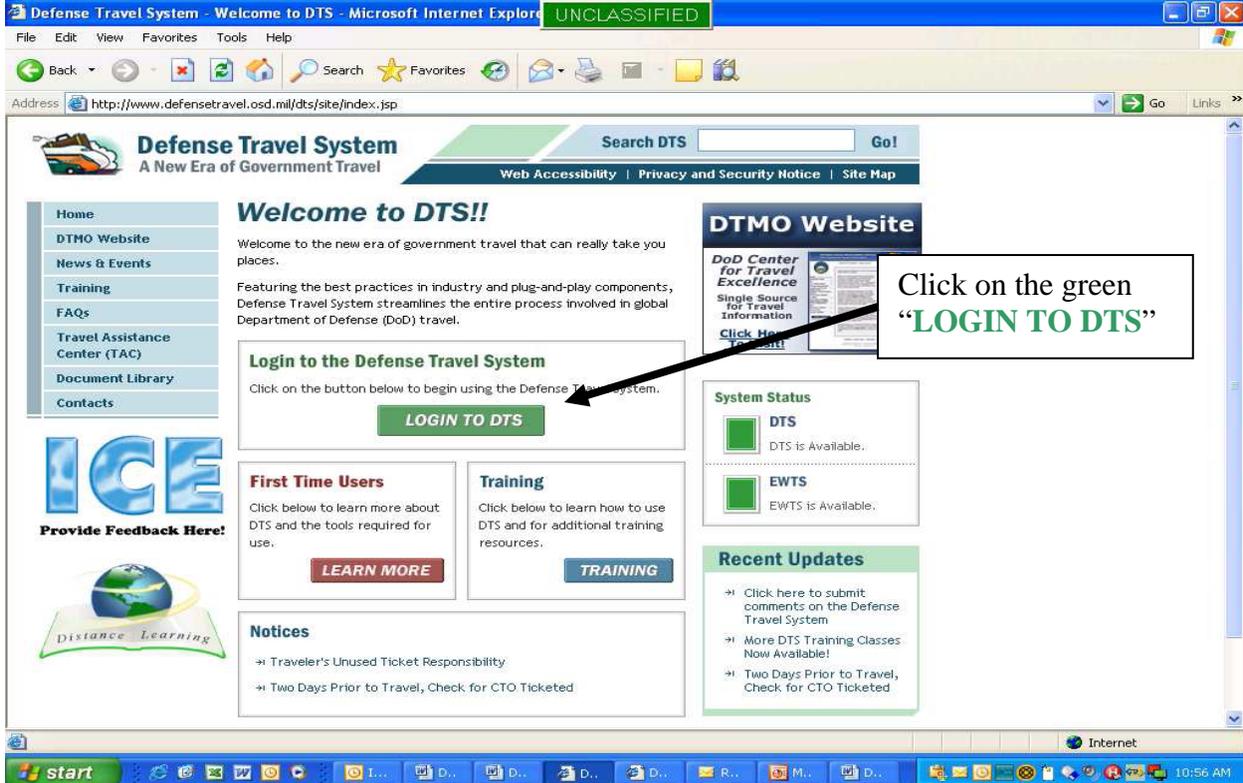


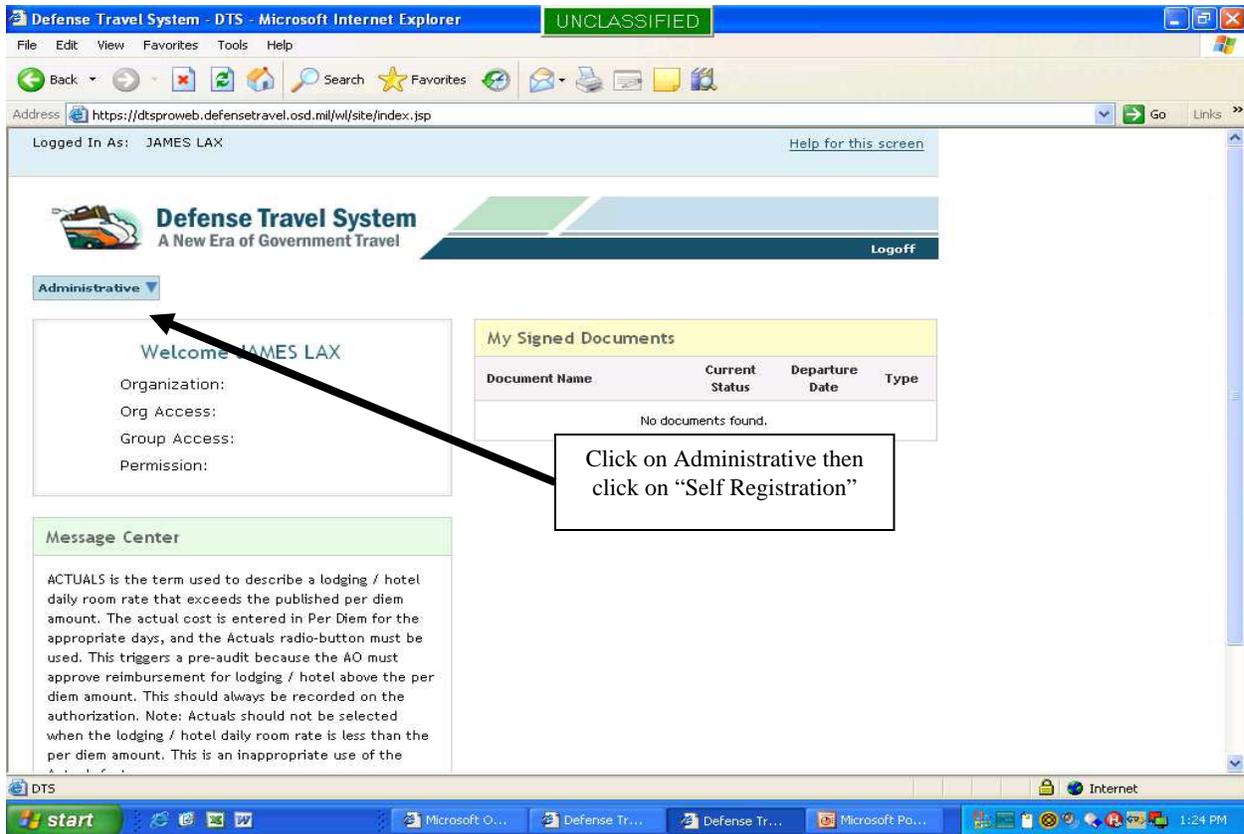
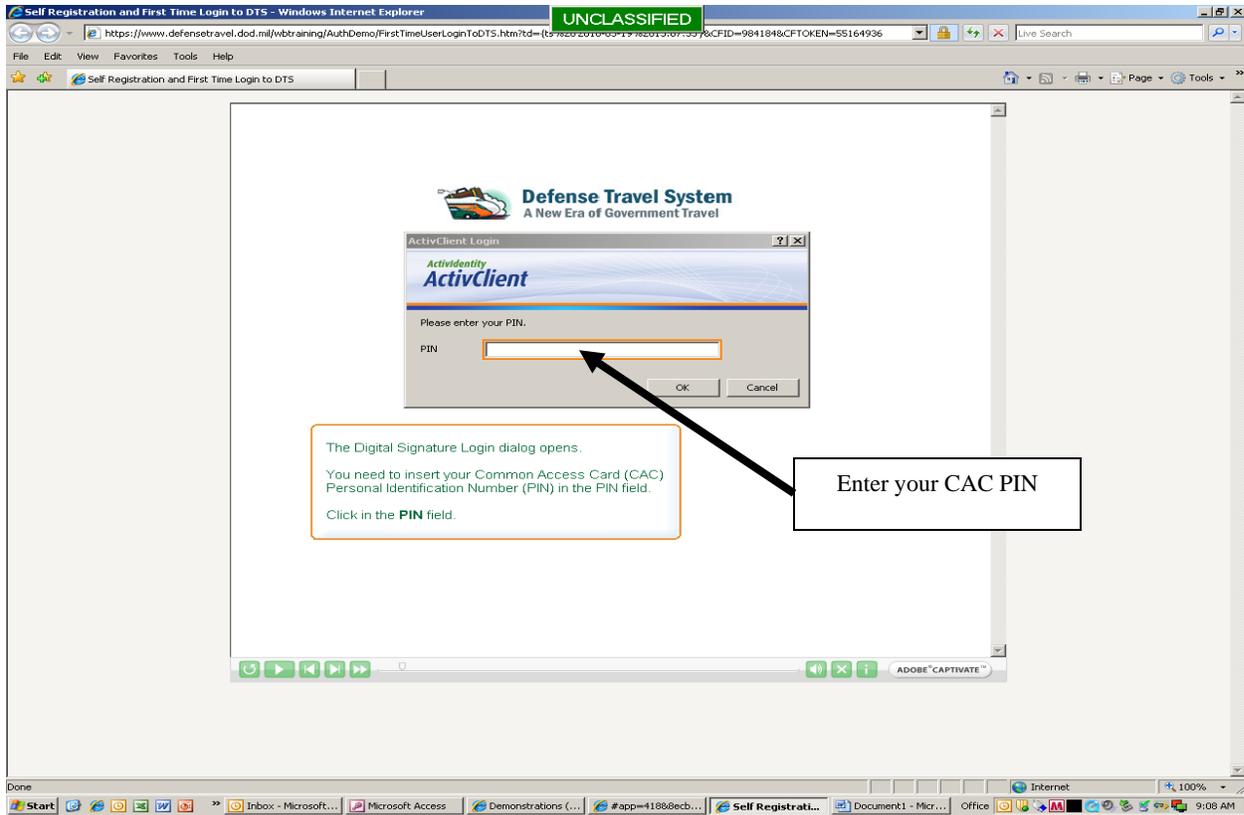
Log On to DTS – Self Registration

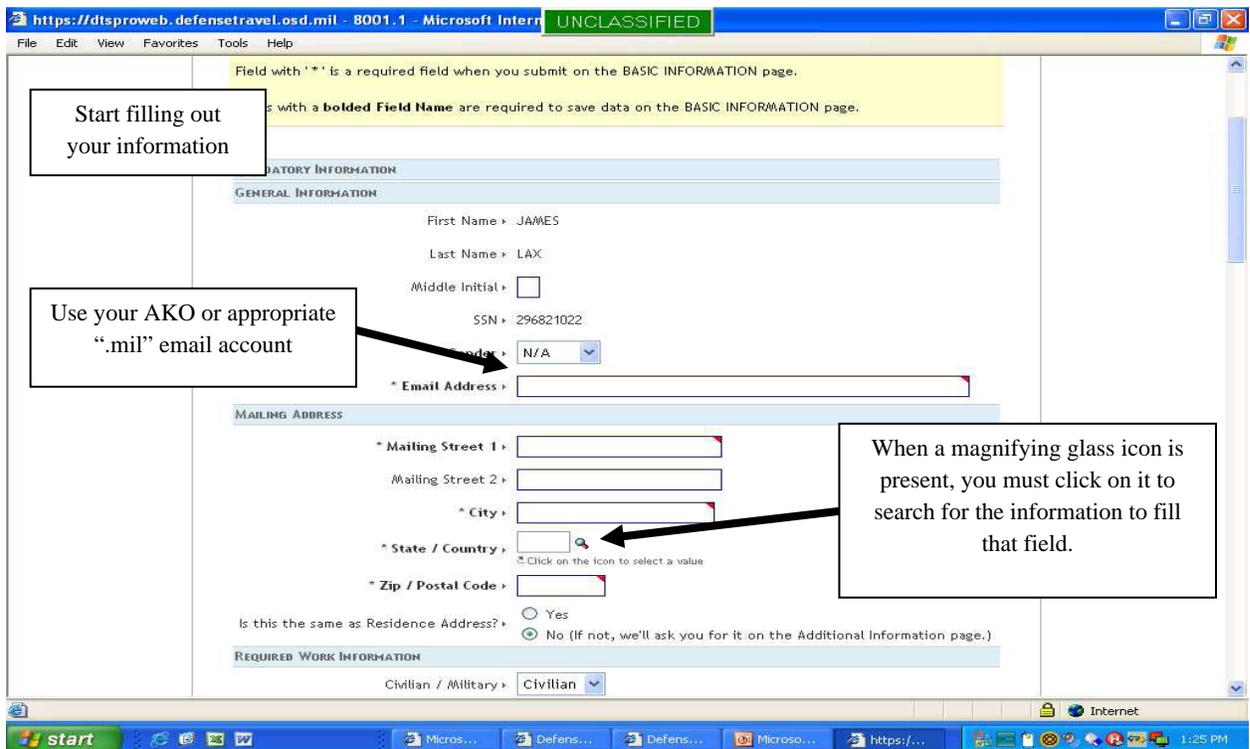
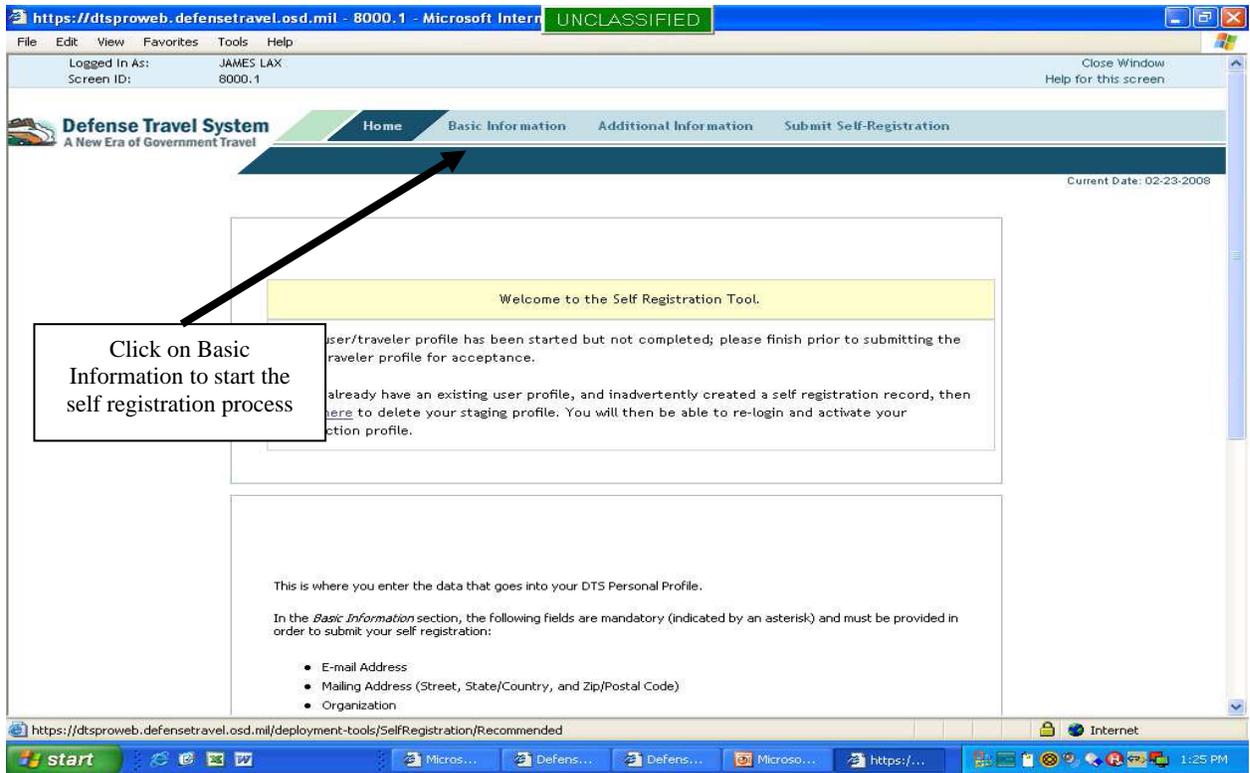
- Insert the CAC into the reader.
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS** (green button center of page).
- Click **Accept** on the *DoD Privacy & Ethics Policy*. The digital signature window opens. Enter your PIN and click **OK**.
- First-time users will see the User Activation screen. Enter your SSN in both fields.
- Click **Submit**. Your User Welcome screen opens.
- Mouse over **Administrative** on the menu.
- Select **Self Registration** from the drop-down menu.
- Complete the Basic and Additional Information screens
- Click **Submit Self-Registration** on the last screen.
- Log off DTS. You will receive an e-mail when the registration has been accepted.
- Log back on to DTS to create your travel documents.

See Step-By-Step instructions following page(s)

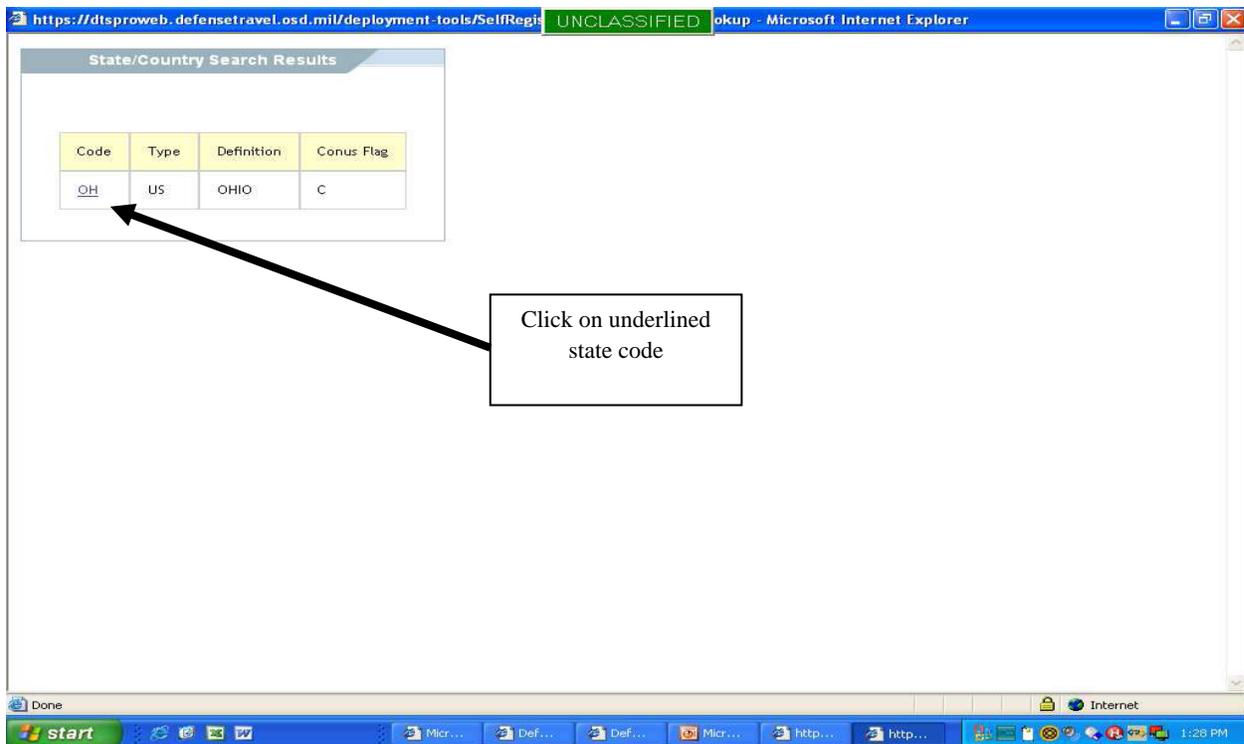
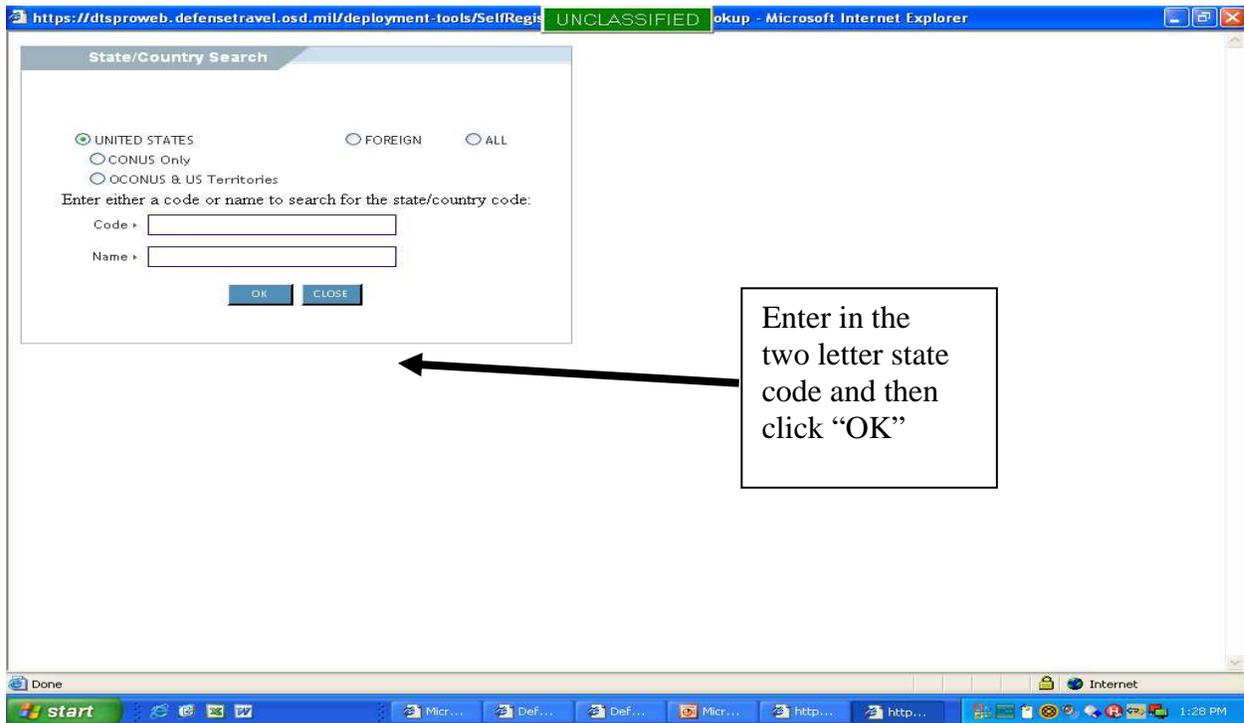
Step-By-Step DTS Self Registration Instructions







When you click on the magnifying glass above, this window will open.



https://dtsproweb.defensetravel.osd.mil - 8001.1 - Microsoft Internet Explorer UNCLASSIFIED

File Edit View Favorites Tools Help

Gender: N/A

* Email Address: [text box]

MAILING ADDRESS

* Mailing Street 1: [text box]

Mailing Street 2: [text box]

* City: [text box]

* State / Country: [dropdown]

* Zip / Postal Code: [text box]

Use as Residence Address? Yes No (If not, we'll ask you for it on the Additional Information page.)

WORK INFORMATION

Civilian / Military: Civilian

Title / Rank: AD-00

Tech Status: Yes No

* Organization: [text box with magnifying glass icon]

Service / Agency of Assignment

Office Street 1: [text box]

Office Street 2: [text box]

City: [text box]

State / Country: [dropdown]

start | Defens... | Defens... | Microso... | https://...

NDS & DS technicians select "civilian" and then select pay grade

AGR select "military" and then select pay grade

"Tech Status" should ALWAYS be NO

Click on magnifying glass to find your Organization

When you click on the magnifying glass for "Organization", this window opens:

https://dtsproweb.defensetravel.osd.mil/deployment-tools/SelfRegistration - UNCLASSIFIED okup - Microsoft Internet Explorer

Search for Organizations

Service / Agency: United States Army - ARMY

Type: US -- US

State: OHIO

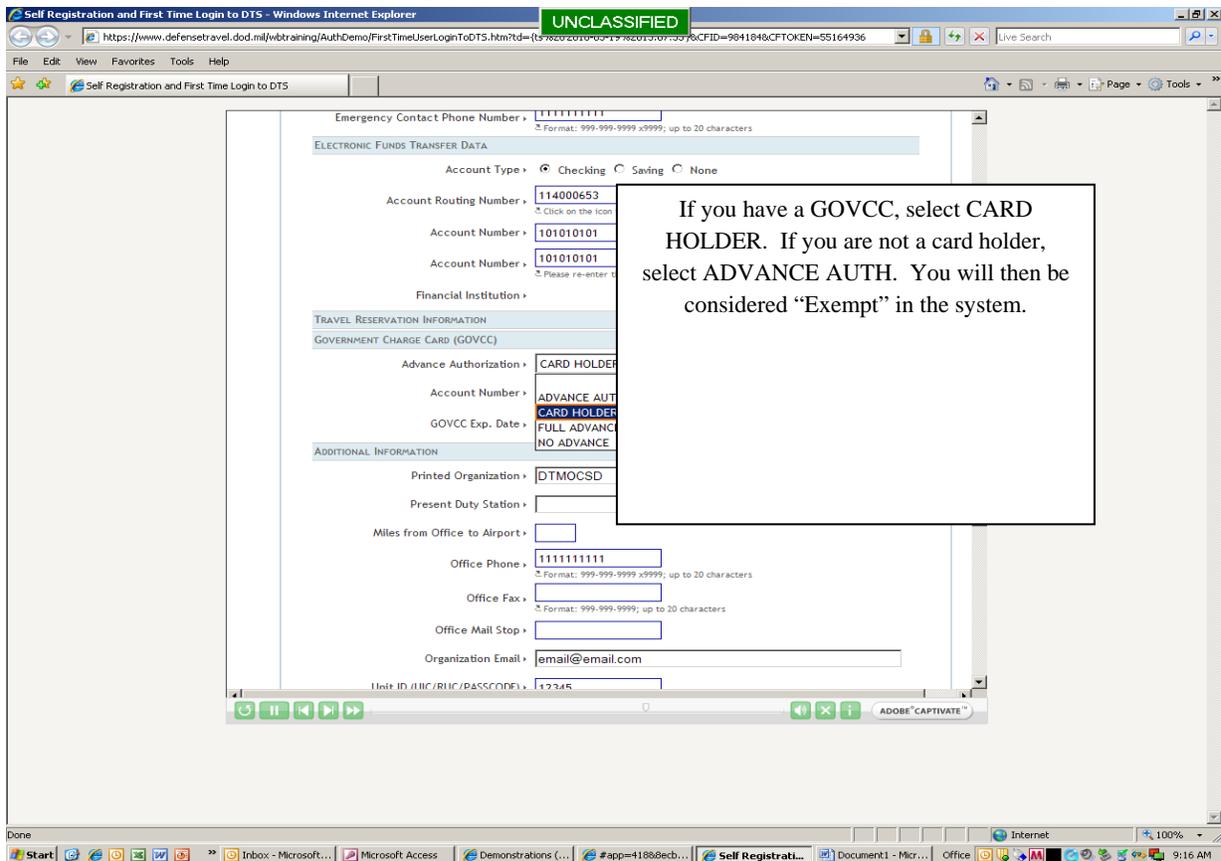
Site: OHIO NATIONAL GUARD

OK CANCEL

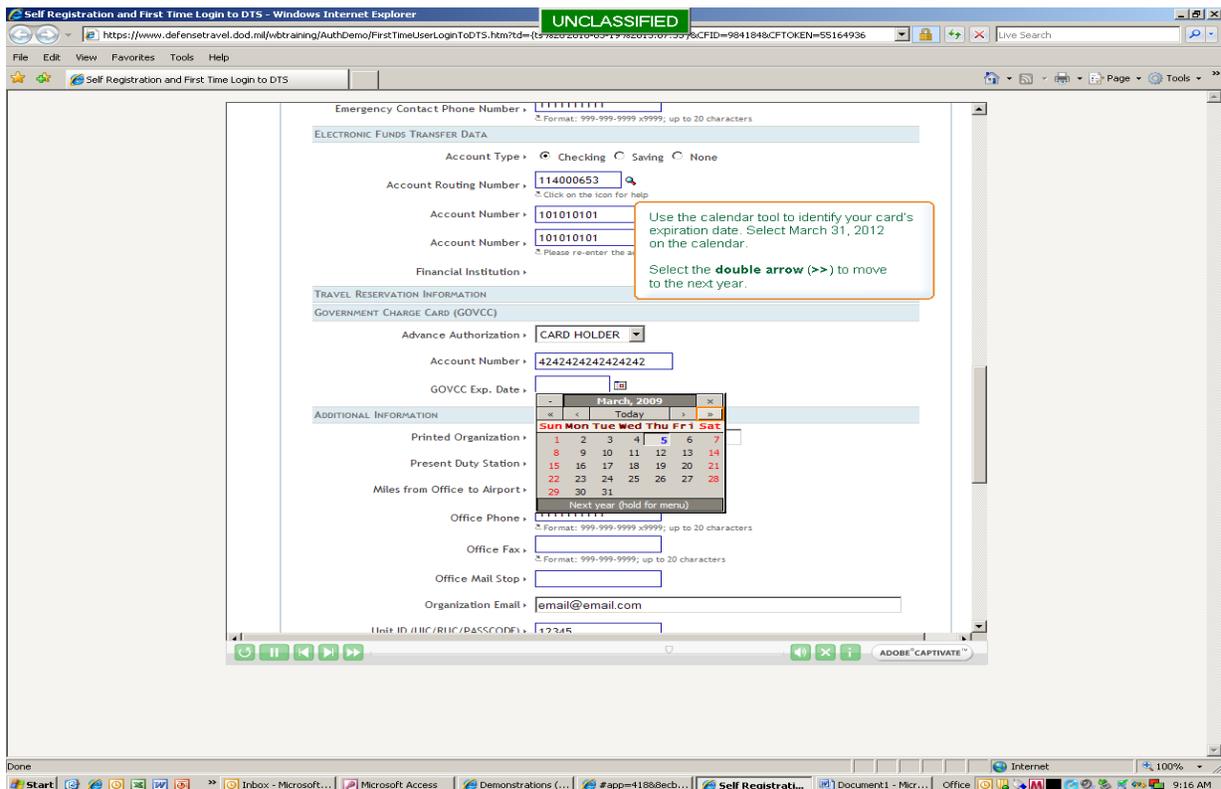
Done | Internet

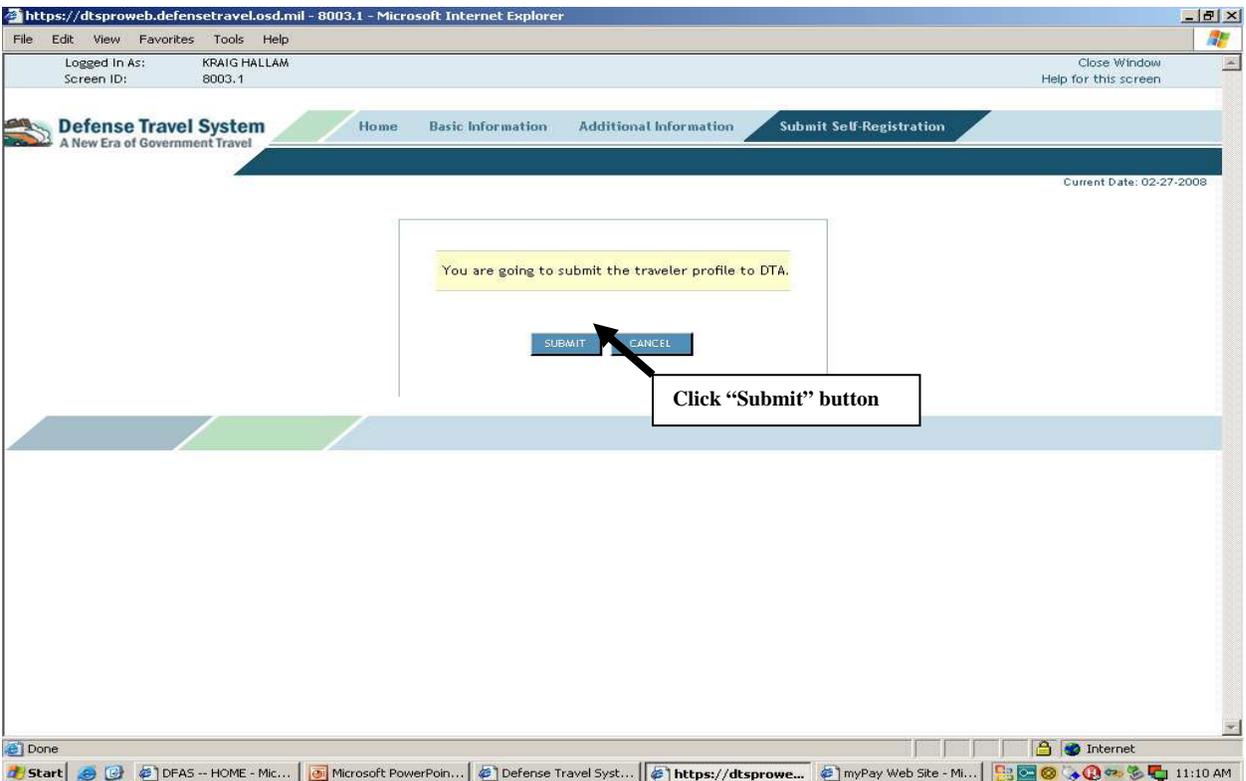
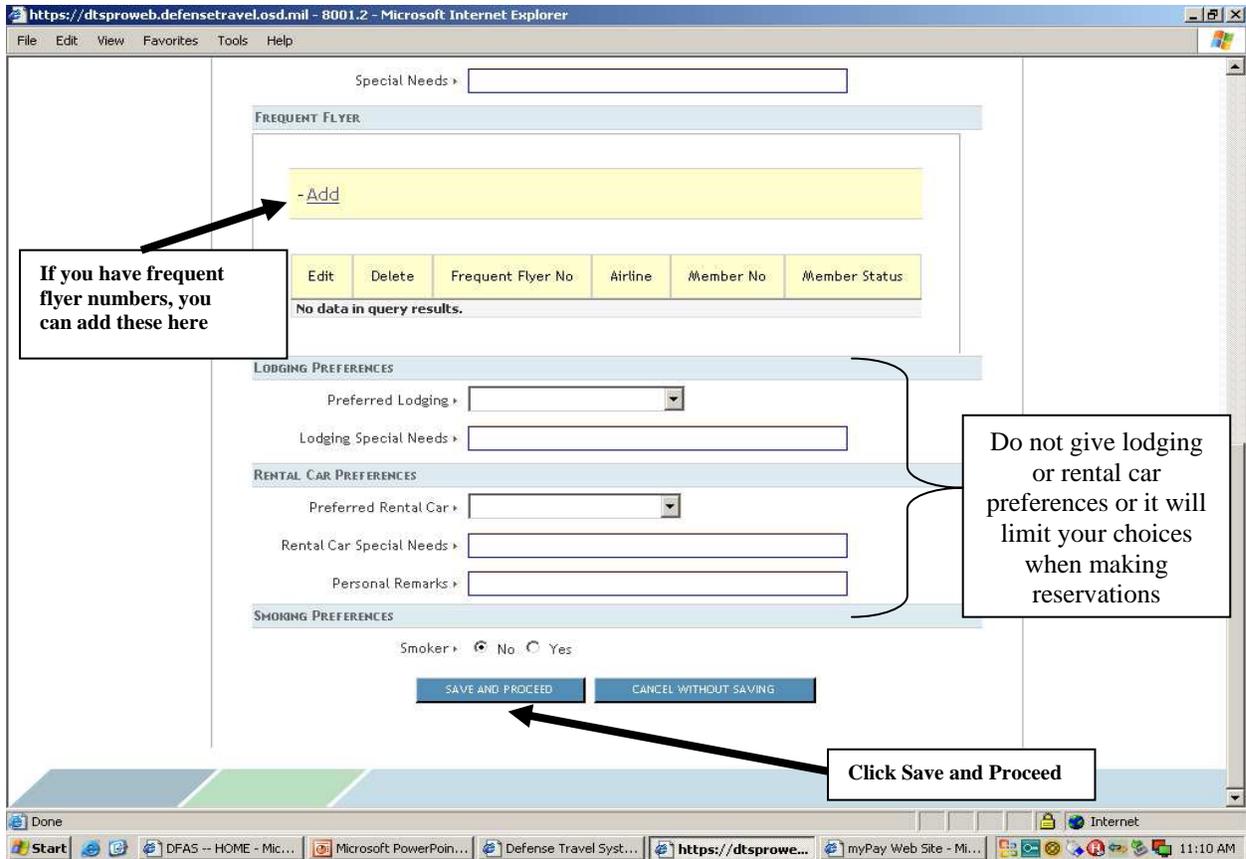
Use the drop down arrows to select the appropriate service, State, and Site

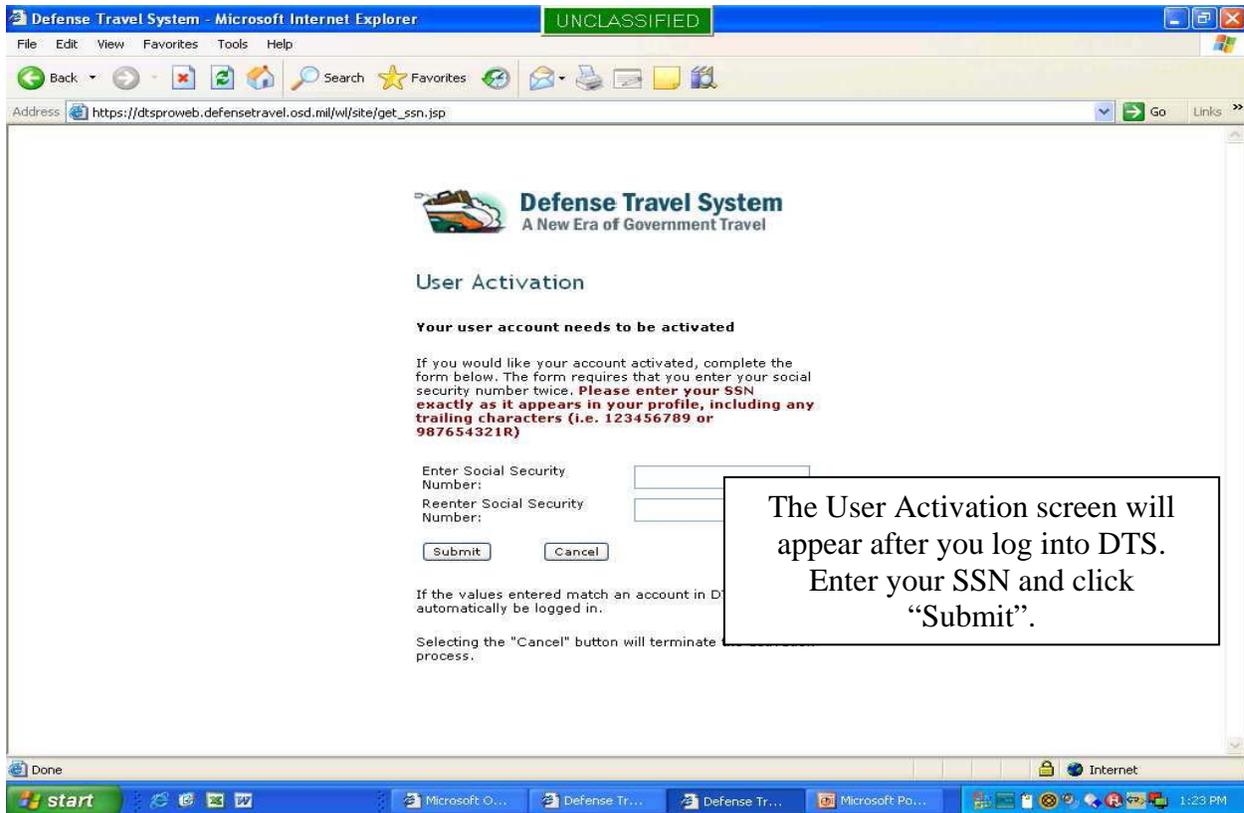
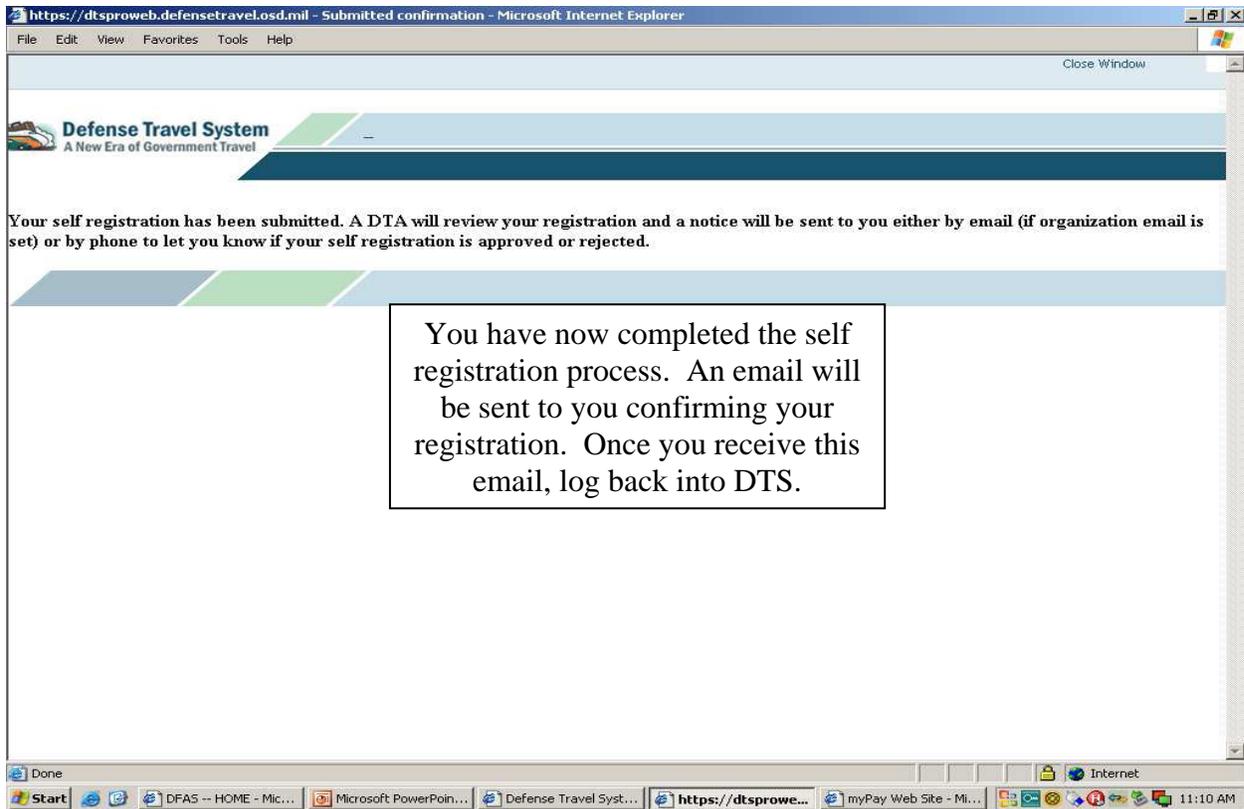
Click OK



NOTE: If you are NOT a GOVCC holder when you self register but later become a card holder, you must contact your Approving Official in order to have your GOVCC information updated in your profile.







Self Registration and First Time Login to DTS - Windows Internet Explorer

UNCLASSIFIED

https://www.defensetravel.dod.mil/wbtraining/AuthDemo/FirstTimeUserLoginToDTS.htm?td={ts=12020210-00-12702021077&CFID=9841848&CFTOKEN=55164936}

File Edit View Favorites Tools Help

Self Registration and First Time Login to DTS

Logged In As: Terry T Carson [Help for this screen](#)

Defense Travel System
A New Era of Government Travel [Logoff](#)

Official Travel | Official Travel - Others | Traveler Set, Administrative

Welcome Terry T Carson
Organization: TDZDTMOCSD
Org Access:
Group Access:
Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center
Welcome to DTS

Back to Top

ADOBE CAPTIVATE™

Done

Start | Internet | 100%

Inbox - Microsoft... | Microsoft Access | Demonstrations (... | #app=4188&ecb... | Self Registrati... | Document1 - Micr... | Office | 9:22 AM

Congratulations!
You can now begin using the system to input your travel requirements.

Understanding the DTS Home Page

Defense Travel System
A New Era of Government Travel

Search DTS **Go!**

Web Accessibility | Privacy and Security Notice | Site Map

Welcome to DTS!!
Welcome to the new era of government travel that can really take you places.
Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System
Click on the button below to begin using the Defense Travel System.
LOGIN TO DTS

DTMO Website
DoD Center for Travel Excellence
Single Source for Travel Information
Click Here

System Status
DTS is Available.
EWTS is Available.

Recent Updates
Click here to submit comments on the Defense Travel System
More DTS Training Classes Now Available!
Two Days Prior to Travel, Check for CTO Ticketed

ICE
Provide Feedback Here!

Distance Learning

First Time Users
Click below to learn more about DTS and the tools required for use.
LEARN MORE

Training
Click below to learn how to use DTS and for additional training resources.
TRAINING

Notices
Traveler's Unused Ticket Responsibility
Two Days Prior to Travel, Check for CTO Ticketed

UNCLASSIFIED

Address: <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>

systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purpose of Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept **Decline**

Defense Travel System - DTS - Microsoft Internet Explorer

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File Edit View Favorites Tools Help

Address: https://dtsproweb.defensetravel.osd.mil/wj/site/index.jsp

Logged In As: DAVID A. DELAUTER

Defense Travel System
A New Era of Government Travel

Logoff

Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative | DMM

Welcome DAVID A. DELAUTER

Organization: DA1800HAHRO
Org Access: DA1800HA
Group Access: OHA
Permission: 0,1,2,3,5,6

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
TG032008_L01.1	VOUCHER SUBMITTED	03/20/08	LVCH
TGHAMPTONHAMP050208_A01	CTO BOOKED	05/02/08	AUTH
TGSANNNAHGA081708_A01	POS ACK RECEIVED	08/17/08	AUTH

Message Center

Please remember to check for messages when dialing other subscribers.

DTS - open document: TGHAMPTONHAMP050208_A01

start | In-box - Micro... | Defense Tra... | Defense Tra... | Microsoft Po... | 6:52 AM

This is the navigation bar. Each bar has a drop down menu that will give you additional options

If you are a Reviewer, you can view the documents awaiting your action.

This area shows the organization to which you are assigned. It also shows your permission levels if you are a Reviewer or Approver

This area shows your signed documents for travel. Check often to see the status of your document. For a detailed explanation of status codes, refer to "Understanding Stamps and Status Codes" in the Table of Contents.

Navigating through DTS – Using the Navigation Tool Bar

Use the Navigation Tool Bar at the top of the DTS screen to Navigate through DTS. When you are creating an authorization for orders, a voucher or local voucher, you will always have a navigation bar at the top of the page. The top light blue bar is the main navigation menu. The dark blue bar is the sub-navigation.

When you click on a light blue top navigation tab the top tab turns dark blue and opens sub navigation tabs on the dark blue bar below. This is the easiest way to move around in DTS. Below are pictures of the navigation bars and what you can find in each one.



Itinerary Tab: When you click this tab you are able to view the following sub-tabs:

- The trip overview screen
- The Per Diem locations screen



Travel Tab: When you click this tab you are able to view the following sub-tabs:

- Air or Rail travel reservations
- Rental Car reservations
- Lodging reservations
- Other transportation
- Summary of travel itinerary



Expenses Tab: When you click this tab you are able to view the following sub-tabs:

- Non-Mileage expenses (for hotel room tax, travel agent fee, parking TDY etc.)
- Mileage expense: This is where you will claim your mileage for driving your POV (if authorized).
- Per Diem Entitlements: Identifies what the Per Diem rate is for your travel location.
- Substantiating Records: This is where you upload your receipts and any other documentation needed to justify your trip expenses.



Accounting Option Tab: When you click on this tab you are able to view the following sub-tabs:

- Accounting Codes: This section of the authorization provides the ability to select a Line of Accounting (LOA).
- Trip Totals: quick check of the projected total trip cost in this section.



Additional Option Tab: When you click this tab you are able to view the following sub-tabs:

- Profile: you can make changes to your profile information here.
- Payment totals: Provides the opportunity for you to direct additional funding be applied to your Government Travel Card (split disbursement).
- Partial Payments: View partial payments made during extended TDY trips (over 30 days)
- Advances: Advances are used for individuals that do not have a Government Travel Card



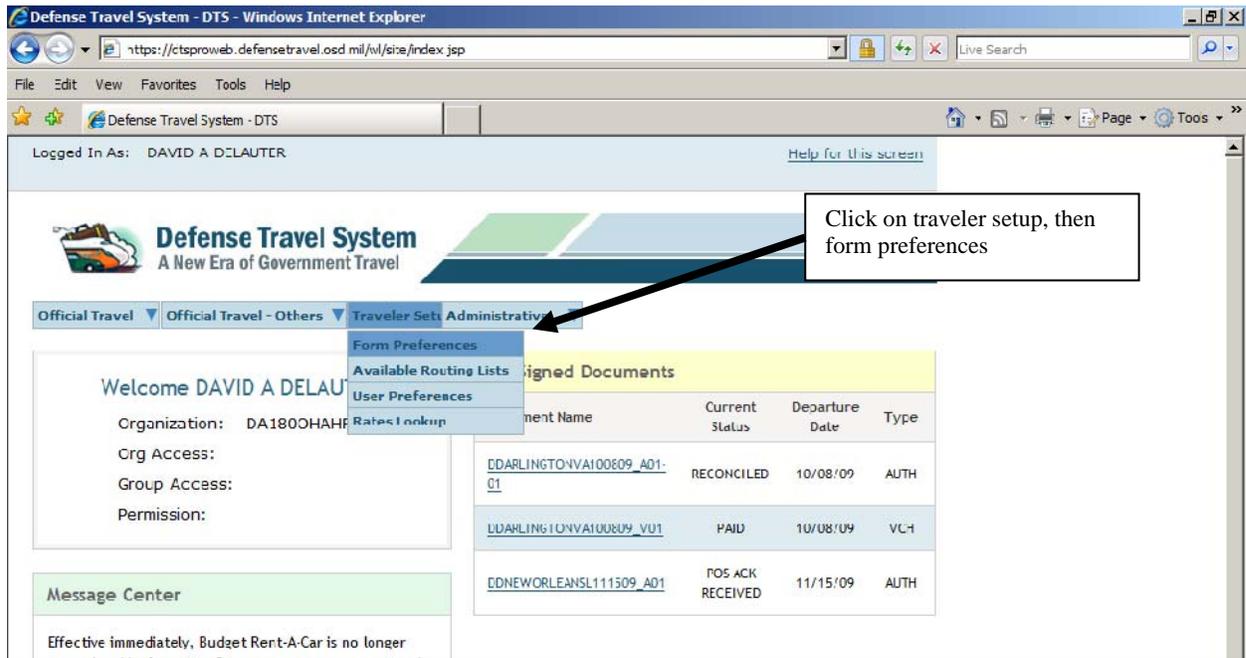
Review/Sign: When you click this tab you are able to view the following sub-tabs:

- Preview: Preview your trip.
- Other Auths: Complete list of other authorizations available for selection (variations, excess baggage etc.)
- Pre-Audit: Validates information and identifies any potential problems with the authorization or voucher that may need justification
- Digital-Signature: This is the final step where you “digitally sign” (or submit) your authorization or voucher.

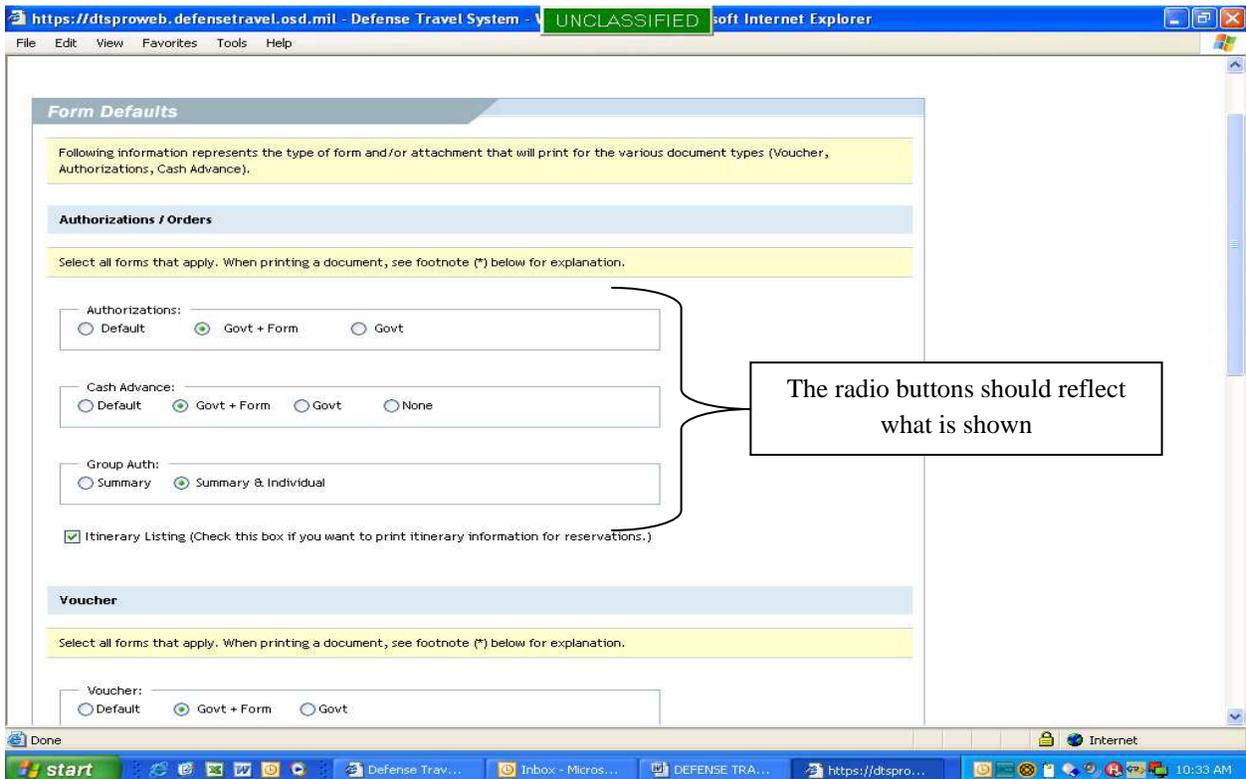
Setting Form Defaults in DTS

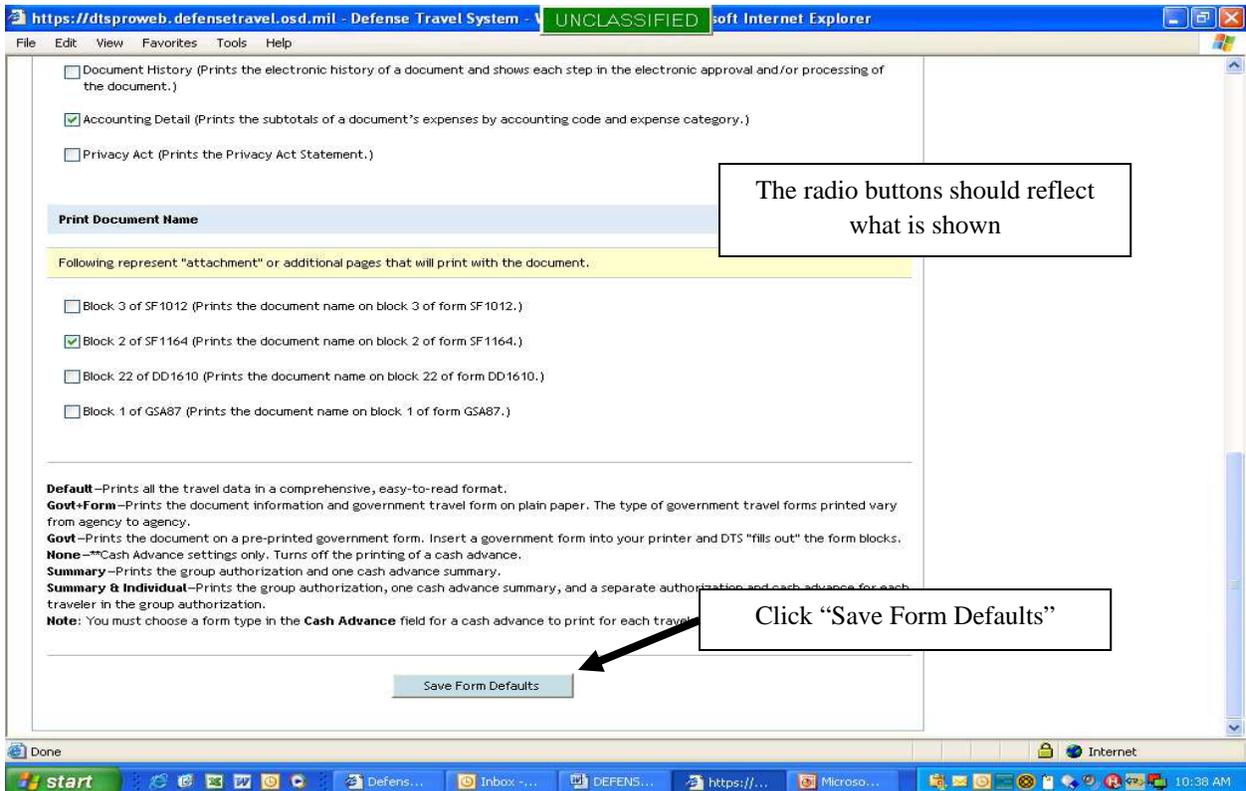
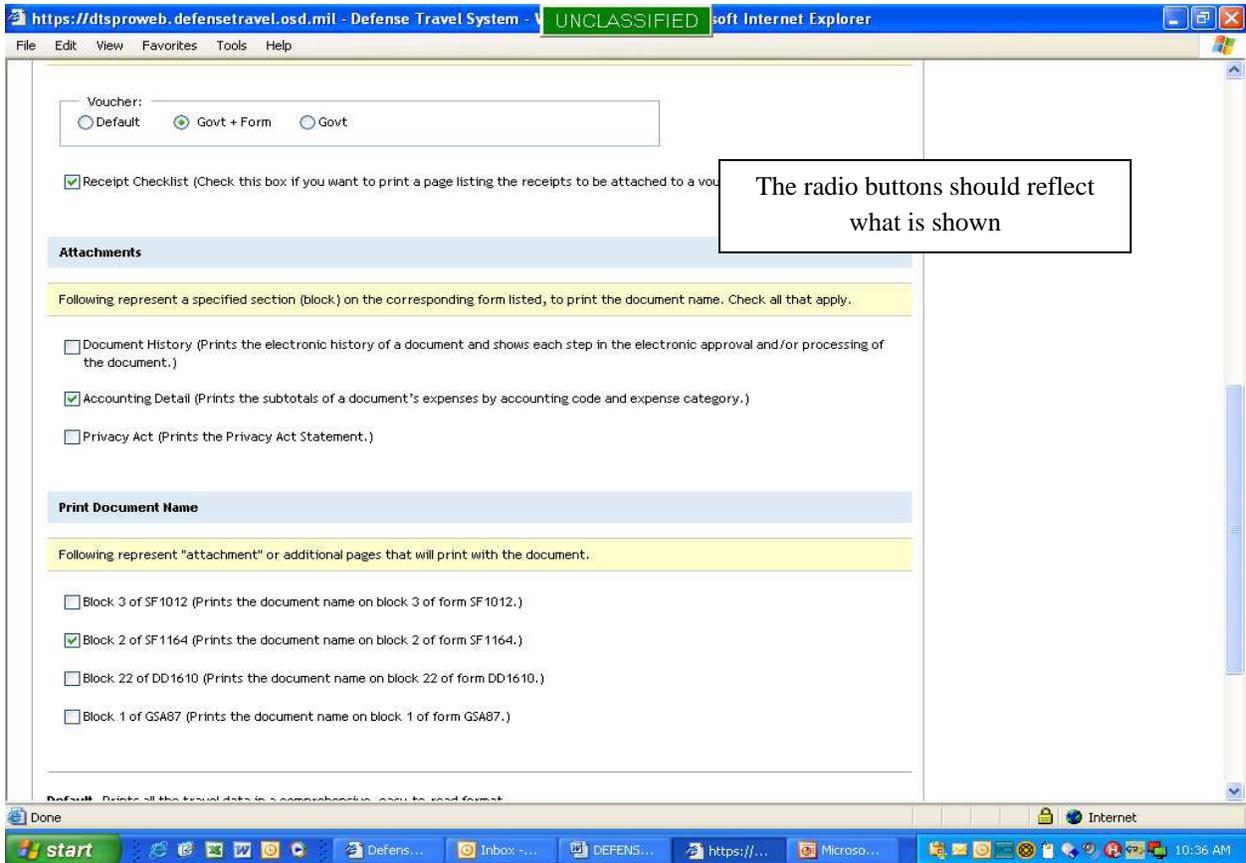
Setting the form default will allow the user to print various documents in the government format (i.e.; orders – DD 1610 // travel vouchers – DD 1351-2 //local vouchers – SF 1164)

Your default form setting only need to be established once!



NOTE: Use the next three screen shots as an example of how to correctly set your form defaults.





Understanding Terms, Stamps and Status Codes

Your authorization/order and voucher goes through many different processes. Below are the stamps and status codes to help you understand where your document is in the process:

CTO: Commercial Travel Office. Carlson Wagonlit, Ft Campbell KY. 1-800-296-2959

AO: Approving Official. The person designated in DTS to approve travel.

PNR: Passenger Name Record. Reference code assigned to an individual's travel document.

LOA: Line of Accounting.

STAMP: Represents document status.

CREATED: New document had been generated. No actions will occur until it is digitally signed.

SIGNED: Used by the traveler to initiate a document. Makes the document a permanent part of the DTS database for 15 months and initiates routing of the document following the specified routing list in the traveler's profile.

T-ENTERED: Similar to "Signed" except used exclusively by the Non DTS Entry Agent (NDEA) when signing voucher claims for a traveler.

CTO SUBMIT/CTO BOOKED: Conditional for all routing of authorizations that use the reservation module and needing travel counselor action to make reservations and provide "should cost data."

CTO AMENDMENT: Identifies that a travel document has been changed after it has been approved.

CTO CANCELLED: Identifies that a travel document has been cancelled and queued back to DTS by the CTO.

REVIEWED/AUTHORIZED: Used by various routing officials, such as supervisors and clerks, to indicate a document has been opened and examined for accuracy and completeness.

POS-ACK RECEIVED: Acknowledgement that an obligation of funds has been submitted for this document.

CERTIFIED: Typically used by budget officials to indicate a document has been opened and some offline (outside DTS) action has occurred such as line of accounting selection, certification of funds availability in a separate system, etc.

APPROVED: Must be used for each document type to indicate the document has been approved for final processing

RECONCILED: Indicates that a voucher has been processed against an approved authorization.

RETURNED: Used by various routing officials to send a document back to whomever assigned the stamp "Signed" to the document, for lack of information or other problem. The document can be resubmitted, once necessary changes are made, by re-signing the document starting the routing process over again.

CANCELLED: Used by routing officials or travelers to terminate a travel authorization.

ARCHIVE IMAGE ACCEPT: All actions are complete and the document has been archived.

Creating an Authorization for Orders (DD 1610)

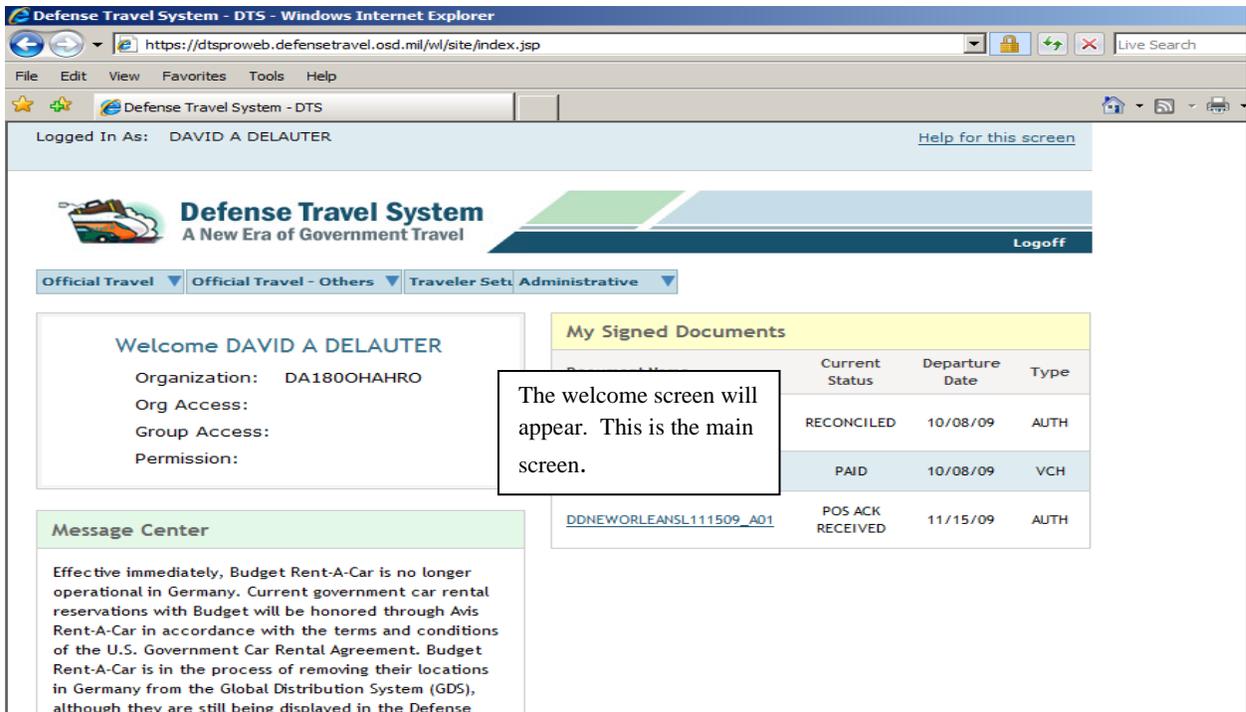
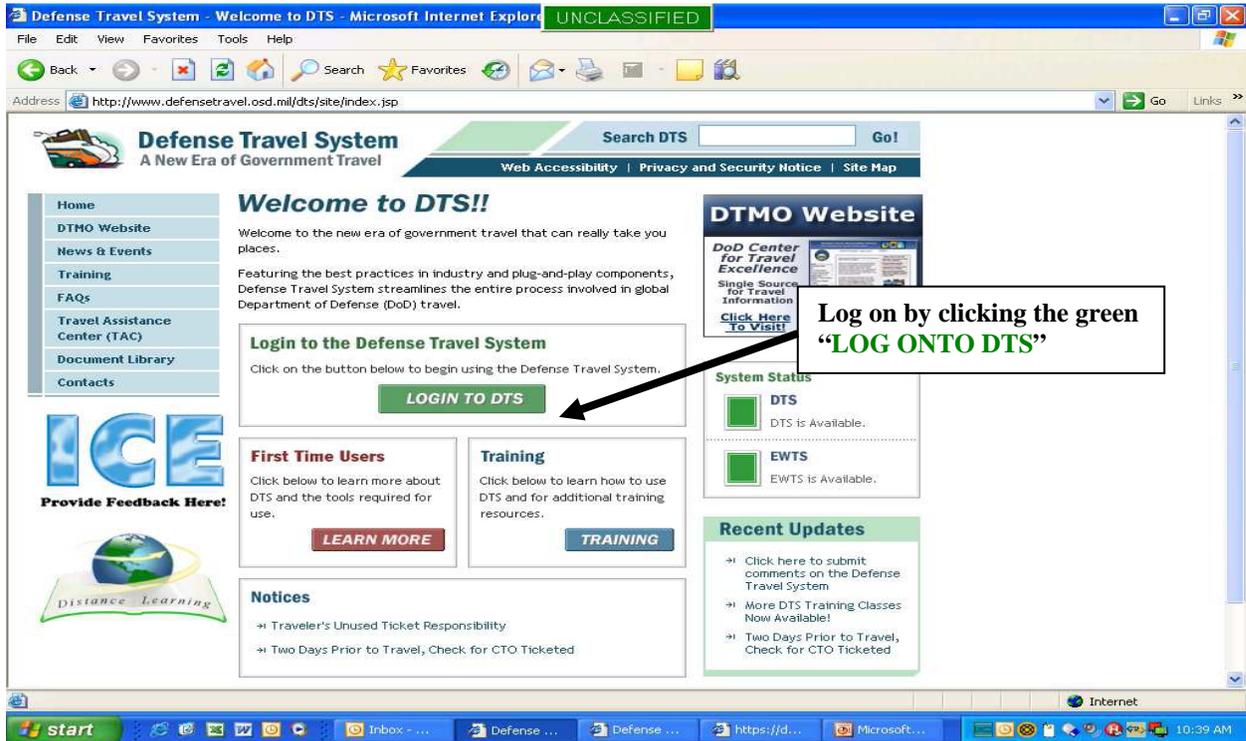
An Authorization for orders is a request for approval to travel.

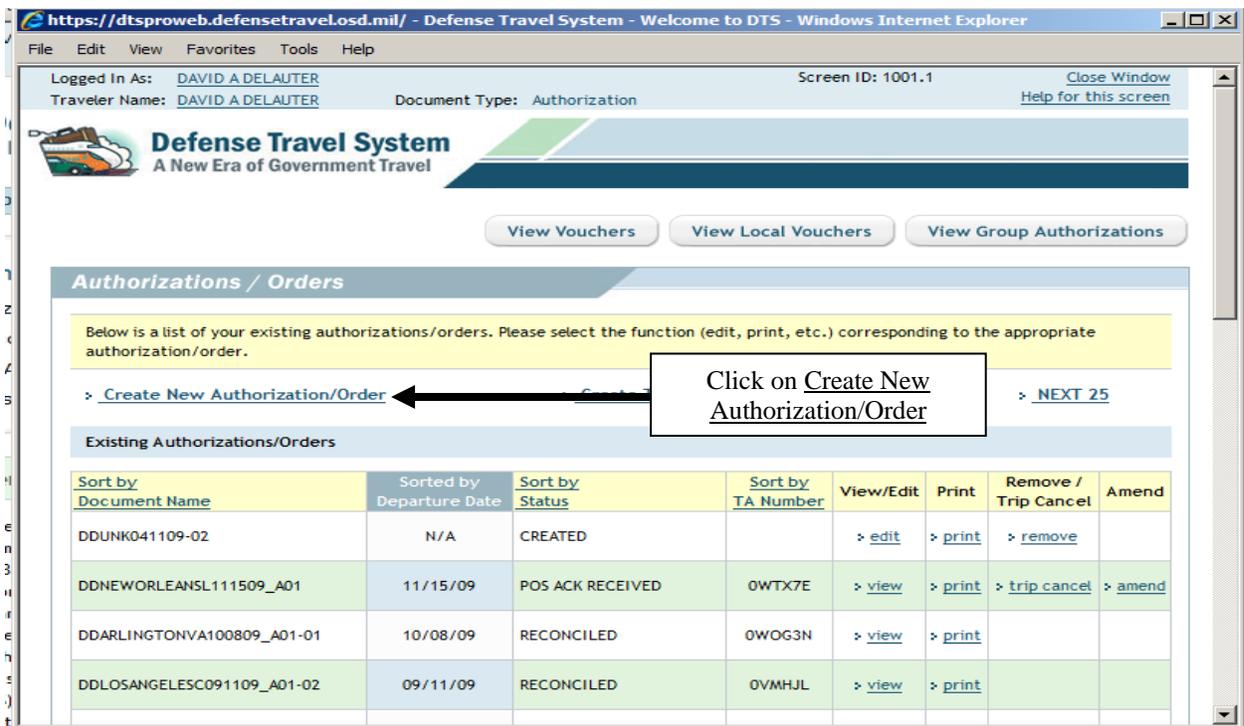
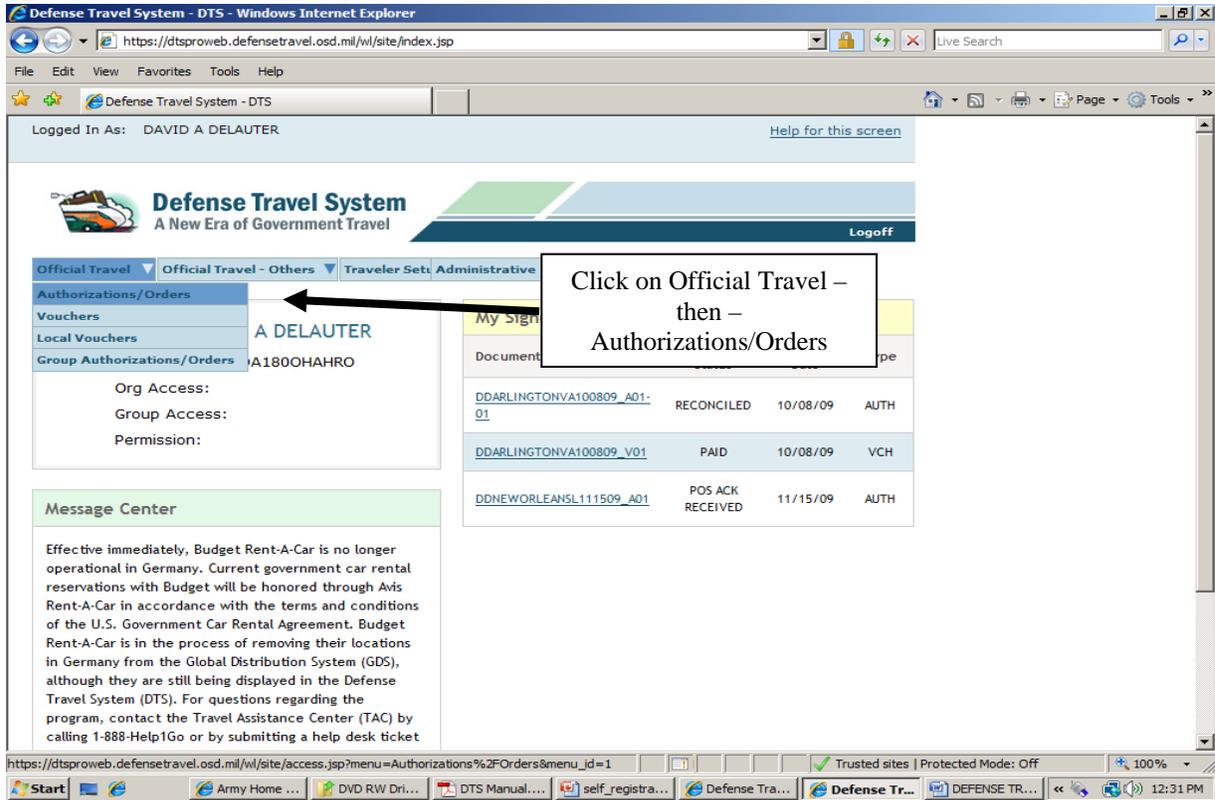
Important points about certain aspects of authorizations:

- Do not use quotation marks (“.”) in the comments fields and do not copy and paste text from a word document into the authorization. This sometimes enters unusual text characters that can cause problems.
- Be sure to look carefully at the Trip Summary. If a reservation is missing from the summary, then it will not be booked by the Commercial Travel Office (CTO).
- If you do not digitally sign your authorization within 24 hours of selecting reservations for air travel, hotel or rental car, the reservations will be cancelled and must be selected again. To verify that you have digitally signed the authorization, the status code will change to one of three different codes: “Signed” or “CTO Submit” or “CTO Booked”.
- Three business days prior to travel, you should receive an email informing you that you have been ticketed by the CTO. If you do not receive an email by this time, contact your LDTA.
- DTS is a paperless process therefore, the Comments/Remarks block should be used as a communication tool between the traveler and the Approving Official (AO). Comments/Remarks should be made by the traveler to the AO when an entry on the Authorization may be questioned or require clarification by the AO prior to approval.

SEE STEP-BY-STEP INSTRUCTIONS ON THE FOLLOWING PAGES

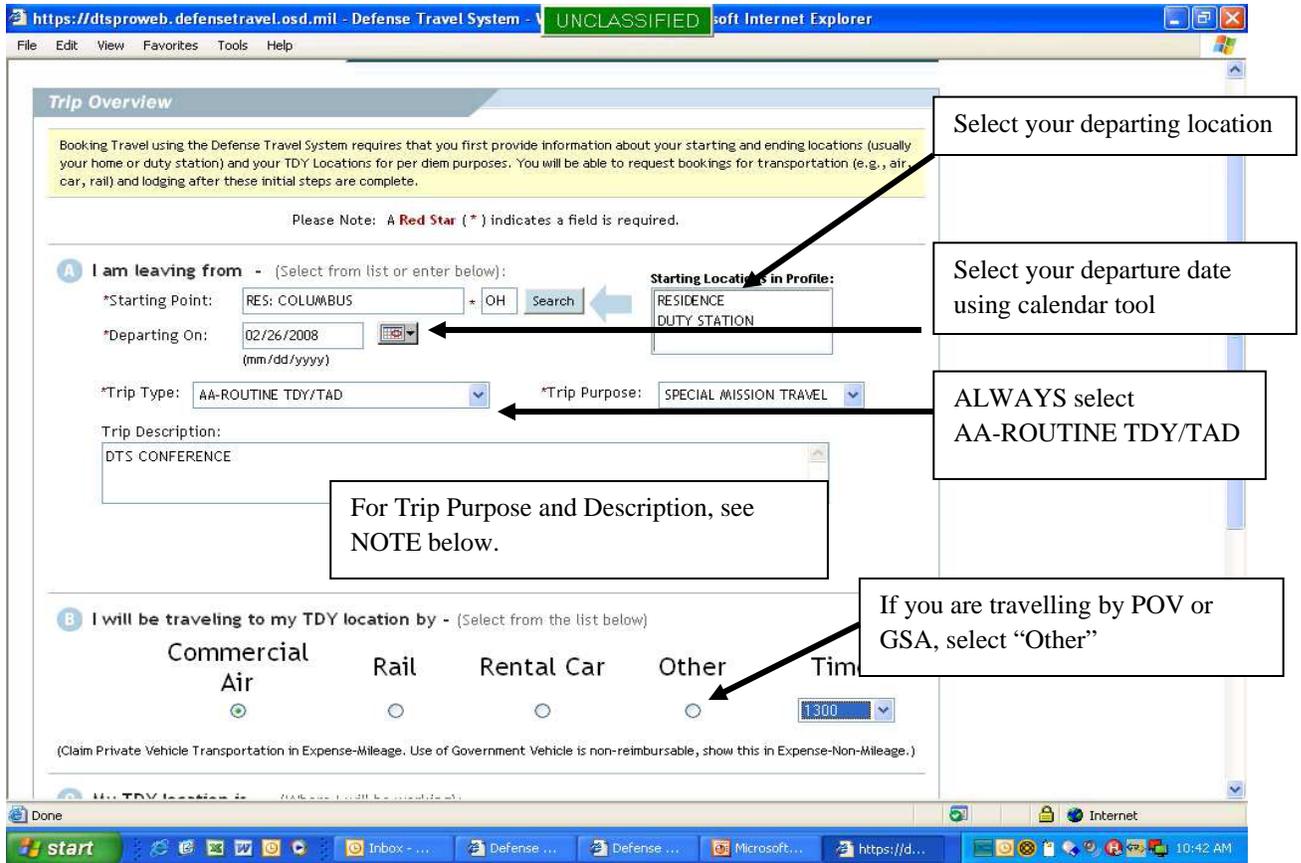
Create an Authorization for Orders – Step-by-Step



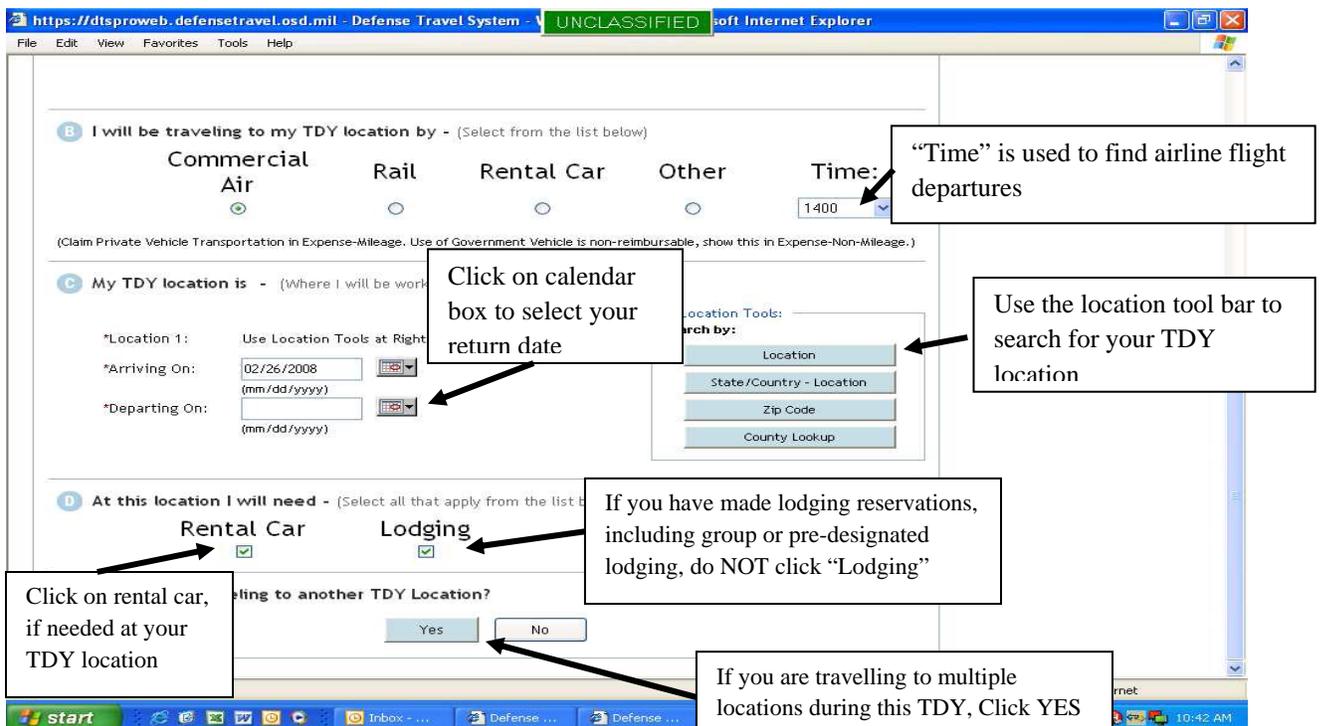


Note: If you are using DTS for the first time, you will be prompted to review or update your Profile information. Make necessary changes and click **Update Personal Information**.

You CANNOT make changes to your EFT or Government Travel Card information. Contact your LDTA!



NOTE: A complete description of the purpose of your TDY must be entered under "Trip description". If you are attending a centrally funded course at PEC, you MUST list Course Number, Course Name, Class Number, and the PEC Line of Accounting Label.



diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Search Results:

"SAINT LOUIS" produced 8 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates		
<input type="radio"/>	SAINT LOUIS (ST. LOUIS CITY)	ST. LOUIS CITY	MO	C		01/01 - 12/31	70.00	39.00
<input checked="" type="radio"/>	SAINT LOUIS (ST. LOUIS)	ST. LOUIS	MO	C		01/01 - 12/31	106.00	59.00
<input type="radio"/>	SAINT LOUIS PARK	HENNEPIN	MN	C		01/01 - 12/31	121.00	64.00
<input type="radio"/>	SAINT LOUISVILLE	LICKING	OH	C		01/01 - 12/31	70.00	39.00
<input type="radio"/>	SAINT LOUIS	GRATIOT	MI	C		01/01 - 12/31	70.00	39.00
<input type="radio"/>	SAINT LOUIS	POTTAWATOMIE	OK	C		01/01 - 12/31	70.00	39.00
<input type="radio"/>	SAINT LOUIS	MARION	OR	C		01/01 - 12/31	70.00	39.00
<input type="radio"/>	SAINT LOUIS	SMITH	TX	C		01/01 - 12/31	70.00	39.00

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)

If the desired location is not listed, please use one of the search tools below by selecting the link.

Type in the city and state code of your TDY location and click "Search Location"

Select the required location radio button

Click "Select and Close"

My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
Insert 1 SAINT LOUIS (ST. LOUIS),MO	02/29/08	03/04/08	Edit	Delete

I am returning to: (Select from list or enter below):

*Ending Point: + OH

*Arriving On:

(mm/dd/yyyy)

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Mileage.)

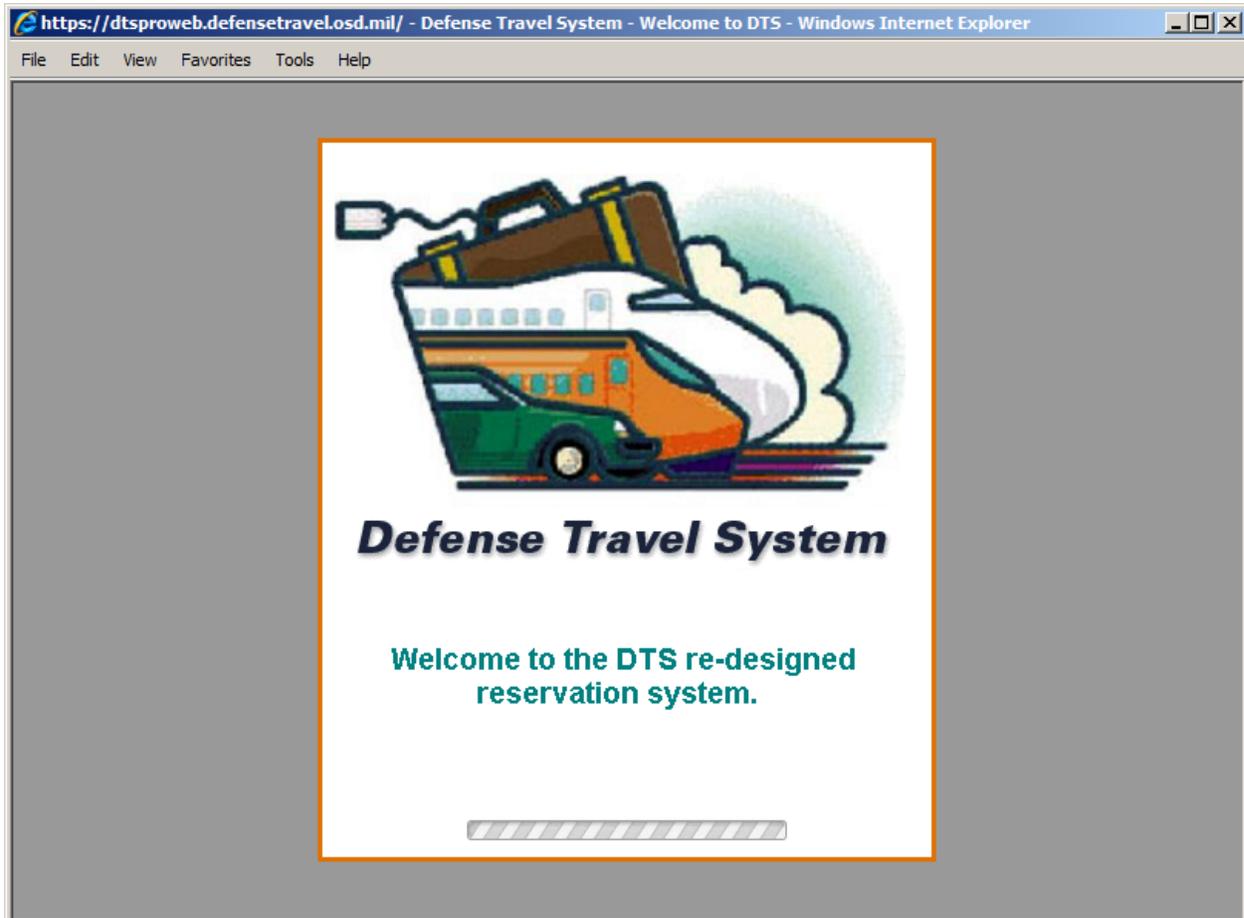
Check this box if you have other ticketed transportation not listed above:

Select your return travel location, transportation, and time.

If you made your travel arrangements directly with CTO (via phone) check this box. You will be prompted to enter your ticket info

Click "Save and Proceed".

This screen will appear while DTS is searching for travel information.



Booking Air Travel

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1043.1

Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging Other Transportation Summary

Air Travel

Modify Search

Please Note: A Red Star in a field is required.

*Departure Airport (or city, state):
CMH - Columbus Port Columbus

*Arrival Airport (or city, state):
STL - St Louis Lambert Intl Apt

*Arrival or Departure:
Departure

02/29/2008

01:30 PM

Show Alternate Airports:

Search

RESERVATIONS SUMMARY:

AIR: \$0.00

GSA Contract w/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare ALTGSA

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$94.50 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCA Fare Rules View Available Seats Select Flight

12:15 PM Depart CMH - Columbus Port
Columbus Intl Apt

12:45 PM Arrive STL - St Louis Lambert Intl Apt

Fri 29-Feb-08 **Flying Time: 1h 30min**

Non-Stop Flight

American 5293
Equipment ERD

\$94.50 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Done

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1503.1

Traveler Name: DAVID A DELAUTER Document Type: Authorization

Defense Travel System
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Seat Selector

Flight: US 3573 CMH -> PHL 12/24/2009 15:45

A C D F

2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9
10 10
11 11
12 12
13 13

A C D F

- available
- unavailable
- selected
- smoking
- premium
- blocked
- exit row
- bulkhead
- galley
- lavatory
- stairs
- handicap

If a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection: Aisle Seat Number: Done

Advance seat selections are not guaranteed and are subject to change by the airline(s).

Start Army H... DVD R... DTS Ma... self_re... Defens... DEFENS... Defens... https:// Present... 1:54 PM

After you select your flight to your TDY location, the following screen appears.

Enter your Birth Date info and click “Save”

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name: No Middle Name

* DOB: (MM/dd/YYYY):

* Gender: M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

Save TSA Information

Click "Save TSA Information" to proceed

Follow the same procedures to select your return air travel.

Booking a Rental Car

If you indicated in the Trip Overview that you will need a rental car, the Rental Car screen displays.

STL - St Louis Lambert Intl Apt, MO (United States) from 02/29/2008 through 03/04/2008

RESERVATIONS SUMMARY:
AIR: \$189.00
CMH to STL : 02/29/08 12:15 PM Arrive: 12:45 PM
STL to CMH : 03/04/08 01:45 PM Arrive: 04:15 PM
RENTAL CAR: \$0.00

Government Rates Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of

Compact is the default. If you select any other size, you will be prompted to provide justification later in the process. If you need to request a larger sized vehicle, select type and then click search.

Rental Cars will display in cost order. If you do NOT select the least expensive, you will need to provide justification.

\$93.56 [Estimated Total Cost Including Taxes & Fees]

	ENTERPRISE IN TERMINAL/SHUTTLE TO CAR Compact Car	Week End Rate: \$15.00 Air Conditioning Automatic	Extra Hour: \$3.76 Extra Day: \$15.00 Unlimited Miles/Kilometers
--	---	--	--

NOTE: Compact car is the default. You will be prompted for justification in a later screen if you change to a larger car or vehicle.

NOTE: You DO NOT have to book your rental car through DTS, however, you must book through the Commercial Travel Office (CarlsonWagonlit/SATO) in order to meet the government rental car policy requirements.

Booking Lodging

If you indicated in the Trip Overview that you will need lodging, the Lodging screen displays.

Note: For lodging at a military installation, eligible travelers must contact the installation directly to make reservations.

Note: If rooms are blocked for reservations for an event, travelers should NOT use DTS to book lodging. Contact hotel directly with group reference information.

The screenshot shows the Defense Travel System (DTS) Lodging search interface. The browser address bar indicates the URL is <https://dtsproweb.defensetravel.osd.mil>. The page title is "Lodging".

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date: 02/29/2008

* Check-Out Date: 03/04/2008

Select By: TDY Location

* City / TDY Location: SAINT LOUIS MO

* Distance: 10 Miles

Search

Select Lodging for SAINT LOUIS from 02/29/2008 through 03/04/2008 Skip This Hotel

RESERVATIONS SUMMARY:

AIR: \$189.00
CMH to STL : 02/29/08 12:15 PM Arrive: 12:00 AM
STL to CMH : 03/04/08 01:45 PM Arrive: 04:15 PM

RENTAL CAR: \$93.56
ENTERPRISE STL - St Louis Lambert Intl Apt, MO (United States)
Pickup: 02/29/08
Drop-off: 03/04/08

LODGING: \$0.00

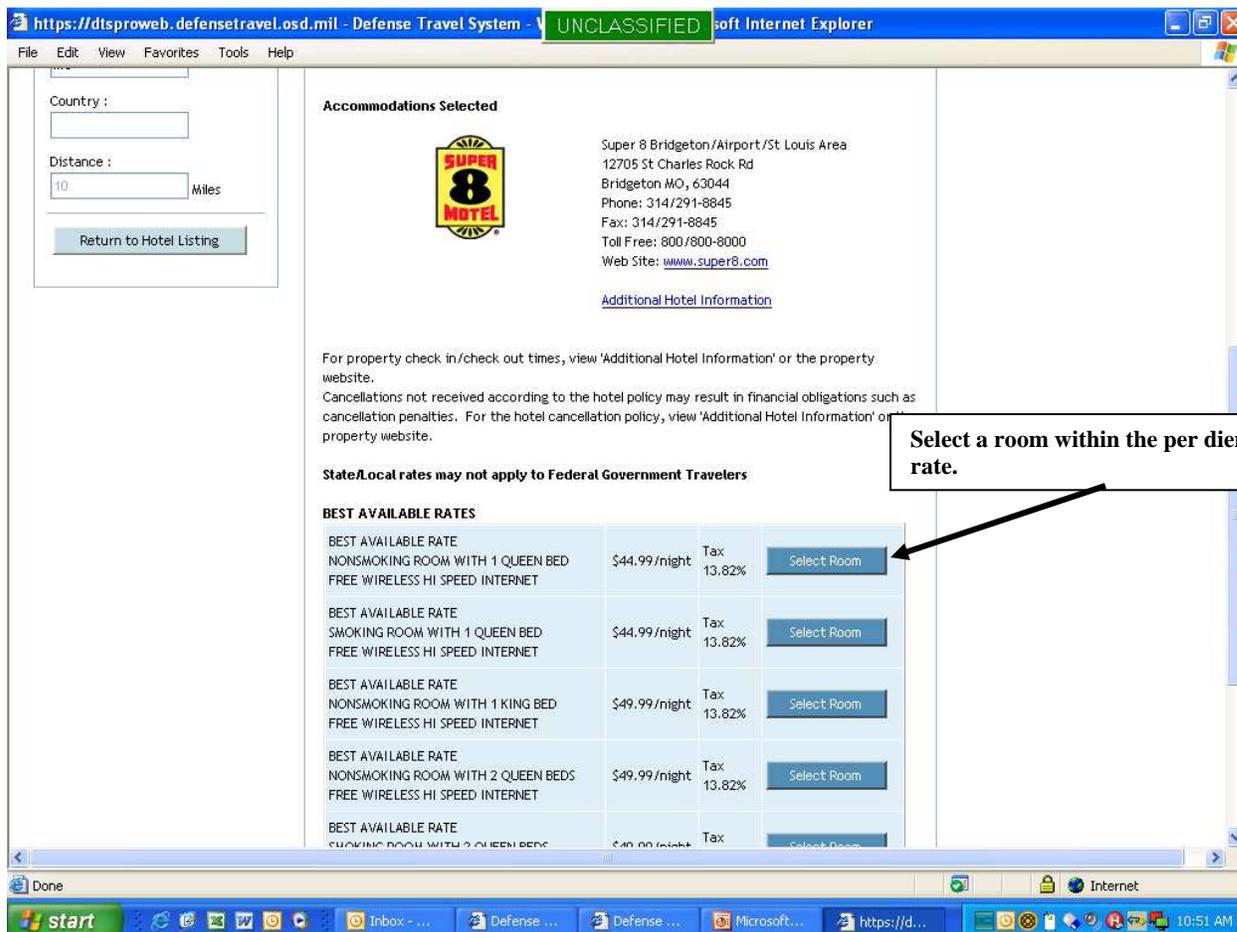
Govt Safety Compliant Lodging Other: Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Per Diem Rate Allowed is \$106.00 in SAINT LOUIS (ST. LOUIS), MO

Next 10

Rate Range	Additional Hotel Information	Select Hotel
\$40.49 - \$79.99	Super 8 Bridgeton/Airport/St Louis Area 12705 St Charles Rock Rd Bridgeton MO, 63044 Phone: 314/291-8845 Fax: 314/291-8845 Toll Free: 800/800-8000	FEMA Approved Approx. Distance: 4 Miles



Note: If you are required to stay at a hotel in which the per night cost exceeds the per diem rate, an Actual Expense Allowance letter must be submitted to the United States Property & Fiscal Officer for approval. Failure to obtain approval will result in not being reimbursed for the amount exceeding the per diem rate.

**For sample letter, see Reviewer section of this manual

Other Transportation:

If traveler arranges airline transportation directly with Carlson Wagonlit / SATO, the airline ticket information must be entered under “Other Transportation”. For assistance, contact your Lead DTA.

Travel Summary

Air Travel Payment Summary: Add New Flight

\$189.00 Total Cost (Including Taxes & Fees) View Flight Details

		Cancel	Change
	Depart: 12:15 PM CMH-Columbus, OH (USA) (Int'l. Apt) Arrive: 12:45 PM STL-St. Louis, MO (USA) (Lambert Int'l.) Frequent Flyer #: <input type="text"/> American Airlines - 514bk16	> Special Requests	Fri 02/29/2008 SEAT: Window
	Depart: 01:45 PM STL-St. Louis, MO (USA) (Lambert Int'l.) Arrive: 04:15 PM CMH-Columbus, OH (USA) (Int'l. Apt) Frequent Flyer #: <input type="text"/> American Airlines - 514bk16	> Special Requests	Tue 03/04/2008 SEAT: 05C (changed)

*Type: (Required) Comm Air (Indiv Bill) Method of Reimbursement: GOVCC

Rental Car Payment Summary: Add New Rental Car

\$93.56 Estimated Total Cost (Including Taxes & Fees) **Week End Rate: \$15.00** View Rental Car Details

		Cancel	Change
	ENTERPRISE STL - St Louis Lambert Intl Apt, MO (Uni) Frequent Renter #: <input type="text"/>	> Special Requests	Pick-up Date: Fri 02/29/2008 Drop-off Date: Tue 03/04/2008

*Type: (Required) GOVCC Method of Reimbursement: GOVCC

Lodging Payment Summary: Add New Lodging

\$179.96 Estimated Total Cost (Excluding Taxes & Fees) **Rate: \$44.99 / Night** View Lodging Details

		Cancel	Change
	Super 8 Bridgeton/Airpor Frequent Guest #: <input type="text"/>	> Special Requests	Check In: Fri 02/29/2008 Check Out: Tue 03/04/2008

For travelers WITHOUT an individual Government Travel Card, proceed to next page for procedures.

For travelers WITH an individual Government Travel Card, scroll to the bottom of “Trip Summary” screen and select “Save and Continue”.

Centrally Billed Account (CBA)

If you do not have an Individual Government Travel Card, you will need to pay for your flight using a Centrally Billed Account (CBA).

NOTE: The Centrally Billed Account can only be used for the airfare ticket cost.

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED - Internet Explorer

Air Travel Payment Summary: Add New Flight

\$1,170.50 Total Cost (Including Taxes & Fees) View Flight Details

	Cancel	Change
Delta 4868 Depart: 09:45 AM CLE-Cleveland, OH (USA) (Hopkins Apt) Arrive: 11:36 AM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Frequent Flyer #: --Please Select--	> Special Requests	Mon 03/31/2008 SEAT: 14A
Delta 4579 Depart: 01:30 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Arrive: 02:11 PM CSG-Columbus, OH (USA) (Rickenbacker Int'l.) Frequent Flyer #: --Please Select--	> Special Requests	Mon 03/31/2008 SEAT: 14B
Delta 4334 Depart: 02:40 PM CSG-Columbus, OH (USA) (Rickenbacker Int'l.) Arrive: 03:31 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Frequent Flyer #: --Please Select--	> Special Requests	Fri 04/04/2008 SEAT: 00
Delta 4250 Depart: 04:14 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Arrive: 06:07 PM CLE-Cleveland, OH (USA) (Hopkins Apt) Frequent Flyer #: --Please Select--	> Special Requests	Fri 04/04/2008 SEAT: 00

*Type: (Required) Comm Air (Central Bill) Method of Reimbursement: CENTRAL BILL
CBA Label: CBA Account: > CBA Accounts

Rental Car Payment Summary: Add New Rental Car
Lodging Payment Summary: Add New Lodging
Rail Payment Summary: Add New Rail
Other Ticketed Transportation: Add New Ticketed Transportation

Verify "Comm Air (Central Bill)" is listed

Click [CBA Accounts](#)

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAULTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1043.1
Traveler Name: DAVID A DELAULTER Document Type: Voucher

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign
Air Rail Rental Car Lodging Other Transportation Summary

CBA Accounts

Below is a list of CBA accounts for your organization. Please select one of them for your trip document to use.

Master CBA Accounts for organization DA1800HAHRO

Select	Account Label	CBA Account	Expiration Date
> select	NGHQ OHIO	4486160000227626	30-Apr-09

Click Select

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED soft Internet Explorer

Delta 4868	Depart: 09:45 AM CLE-Cleveland, OH (USA) (Hopkins Apt) Arrive: 11:36 AM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Frequent Flyer #: --Please Select--	> Special Requests	Mon 03/31/2008	SEAT: 14A	Cancel Change
Delta 4579	Depart: 01:30 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Arrive: 02:11 PM CSG-Columbus, GA (USA) Frequent Flyer #: --Please Select--	> Special Requests	Mon 03/31/2008	SEAT: Window	Cancel Change
Delta 4334	Depart: 02:40 PM CSG-Columbus, GA (USA) Arrive: 03:31 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Frequent Flyer #: --Please Select--	> Special Requests	Fri 04/04/2008	SEAT: 00	Cancel Change
Delta 4250	Depart: 04:14 PM ATL-Atlanta, GA (USA) (Hartsfield Int'l.) Arrive: 06:07 PM CLE-Cleveland, OH (USA) (Hopkins Apt) Frequent Flyer #: --Please Select--	> Special Requests	Fri 04/04/2008	SEAT: 00	Cancel Change

*Type: (Required) Comm Air (Central Bill) Method of Reimbursement: CENTRAL BILL
CBA Label: NGHQ OHIO CBA Account: XXXXXXXXXXXX7626 > CBA Accounts

Rental Car Payment Summary: [Add New Rental Car](#)
Lodging Payment Summary: [Add New Lodging](#)
Rail Payment Summary: [Add New Rail](#)
Other Ticketed Transportation: [Add New Ticketed Transportation](#)

Change TDY Location Save and Continue

Click Save and continue

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1043.1
Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Trip Summary

Payment Information Final Trip Itinerary

DTS Detailed Travel Itinerary for TAMARA L GERARDI
DTS Document Name TGSAINSTLOUIS022908_A01
DTS / CTO Confirmation: CVLKMP
(Please Reference this number when contacting the CTO.)

Travel / TDY Information:
Trip Type: AA-ROUTINE TDY TRAVEL
Trip Purpose: TRAINING ATTENDANCE
Trip Description: DTS TRAINING

Location - 1 SAINT LOUIS (ST. LOUIS)
Leave From: ST. LOUIS, MO (USA) (Lambert Int'l.)
Arrive: ST. LOUIS, MO (USA) (Lambert Int'l.)
Leave: ST. LOUIS, MO (USA) (Lambert Int'l.)

29-Feb-08

Air:
American - Flight: 5293
12:15 PM CMH-Columbus, OH (USA) (Intl. Apt) Depart: **Fri 29-Feb-08** Non-Stop Flight Elapsed Travel Time: **1h 30min** Seat: **Window** Air Confirmation: **CVLKMP**
12:45 PM STL-St. Louis, MO (USA) (Lambert Int'l.) Arrive: **Fri 29-Feb-08** Frequent Flyer: **514bk16** Special Requests:

Car:
ENTERPRISE

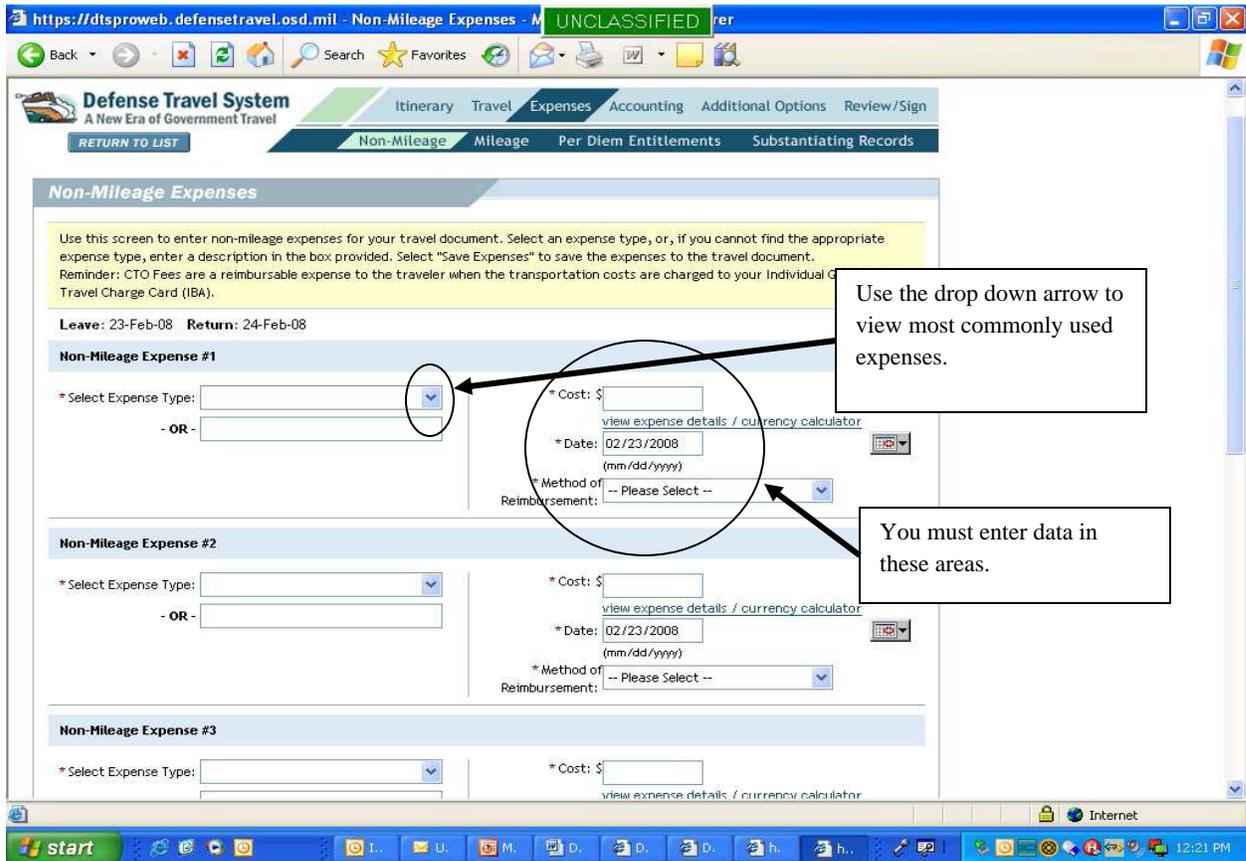
Microsoft Internet Explorer

Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.

OK

If you fail to DIGITALLY SIGN this Authorization within 24 hours, your reservations will be CANCELLED!

Non-Mileage Expenses



Note: It is important to identify as many projected expenses as you may anticipate. Costs should be estimates ONLY.

REMEMBER this helps establish dollar amounts to be reserved for your trip. Actual costs will be entered when you file your Voucher.

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https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/nu-start-ejfs.w

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1037.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.
 Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 24-Dec-09 Return: 25-Dec-09

Non-Mileage Expense #1

* Select Expense Type: Cost: \$ 20.00
 - OR - Internet Access Fee view expense details / currency calculator

* Date: 12/24/2009 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --
 -- Please Select --
 GOVCC-Individual
 Govt Funded/Contract
 Personal

Non-Mileage Expense #2

* Select Expense Type: Cost: \$
 - OR - view expense details / currency calculator

* Date: 12/24/2009 (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --
 -- Please Select --

Non-Mileage Expense #3

Done Internet 100%

start Defense Travel ... Defense Travel ... Defense Travel ... 1:47 PM

Expenses not listed in the Drop Down box (ie; Internet access fees) should be entered manually in the "OR" box

When entering a manual expense, you will be given the option "Govt Funded / Contract". This option is ONLY used when the expense is contracted as part of an event. Normally NOT selected by traveler!

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED soft Internet Explorer

File Edit View Favorites Tools Help

* Select Expense Type: Taxi - TDY/TAD Cost: \$ 20.00
 - OR - Taxi - TDY/TAD view expense details / currency calculator

* Date: 02/29/2008 (mm/dd/yyyy)

* Method of Reimbursement: Personal

Non-Mileage Expense #4

* Select Expense Type: Hotel Room Tax Cost: \$ 45.00
 - OR - Hotel Room Tax view expense details / currency calculator

* Date: 02/29/2008 (mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

Non-Mileage Expense #5

* Select Expense Type: Parking - Terminal Cost: \$ 50.00
 - OR - Parking - Terminal view expense details / currency calculator

* Date: 02/29/2008 (mm/dd/yyyy)

* Method of Reimbursement: Personal

Save Expenses

Proceed to the following page: Continue

start Internet 9:35 AM

Click Save Expenses

Mileage Expenses

- PVT AUTO – Terminal – when you drive your car to the airport
- PVT AUTO – TDY/TAD – when POV use is approved to drive to your TDY location. Expense CANNOT exceed the Constructive Cost of Airfare (see Instructions for completing Constructed Cost Worksheet section of this manual).
- PVT AUTO – IN and AROUND – Must be identified as required along with POV Usage Approval (from supervisor). POV Approval must be annotated in Remarks to Approving Official (see page 41 of this manual)
 - You must keep a daily log of each segment of mileage. The written approval and mileage log must be uploaded with your substantiating documents when processing your Voucher upon return (See Log Sheet for In and Around Mileage in Reviewer section of this manual)

The screenshot shows the 'Mileage Expenses' form in the Defense Travel System. The form is titled 'Mileage Expenses' and includes a 'RETURN TO LIST' button. It has tabs for 'Non-Mileage', 'Mileage', and 'Per Diem'. The 'Mileage' tab is selected. The form contains the following fields and instructions:

- Leave:** 23-Feb-08 **Return:** 24-Feb-08
- Mileage Expense #1**
 - * Expense Type: **Pvt Auto-TDY/TAD** (dropdown menu)
 - * Date: 02/24/2008 (calendar icon)
 - * Method of Reimbursement: Personal (dropdown menu)
 - Miles required to be obtained from Defense Table of Distances [DoD Table of Distances](#)
 - * Miles: x Rate .485 = Cost \$
- Mileage Expense #2**
 - * Expense Type: (empty dropdown menu)
 - * Date: 02/24/2008 (calendar icon)
 - * Method of Reimbursement: -- Please Select -- (dropdown menu)
 - * Miles: x Rate = Cost \$

Callouts in the image provide additional instructions:

- Use Drop Down menu to select type of expense (pointing to the Expense Type dropdown for Mileage Expense #1)
- When expense type is Pvt Auto - Terminal, enter mileage from residence to airport (pointing to the Expense Type dropdown for Mileage Expense #1)
- When expense type is Pvt Auto - TDY/TAD, you MUST use DoD Table of Distances (pointing to the 'DoD Table of Distances' link)

When you select DoD Table of Distances, the following window opens:

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1020.1 Close Window
Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A Red Star (*) indicates a field is required.

Oconus:

* City: 43016 Dublin

State/Country: OH > Lookup State and Country Codes

County: Franklin

Search

Traveling To:

Oconus:

* City: arlington

State/Country: va > Lookup State and Country Codes

County:

Search

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.

Calculate Total:

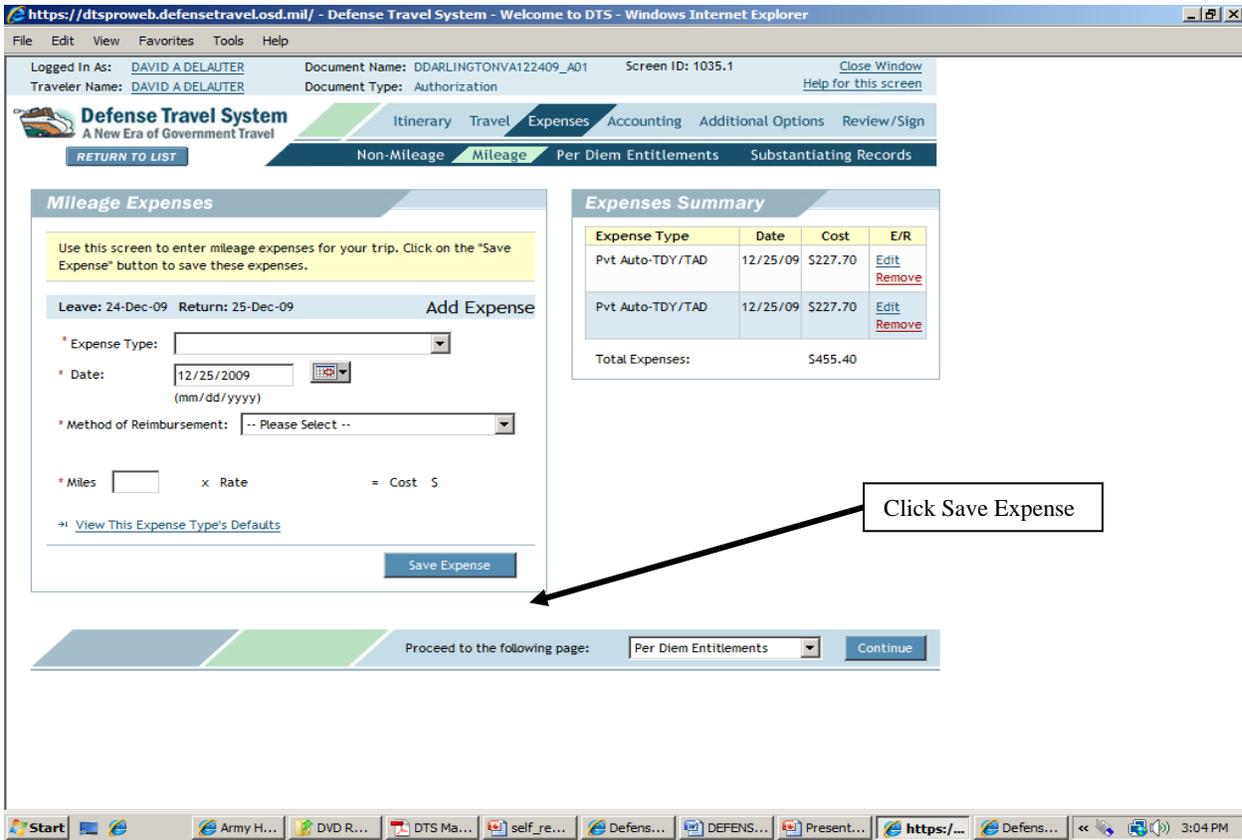
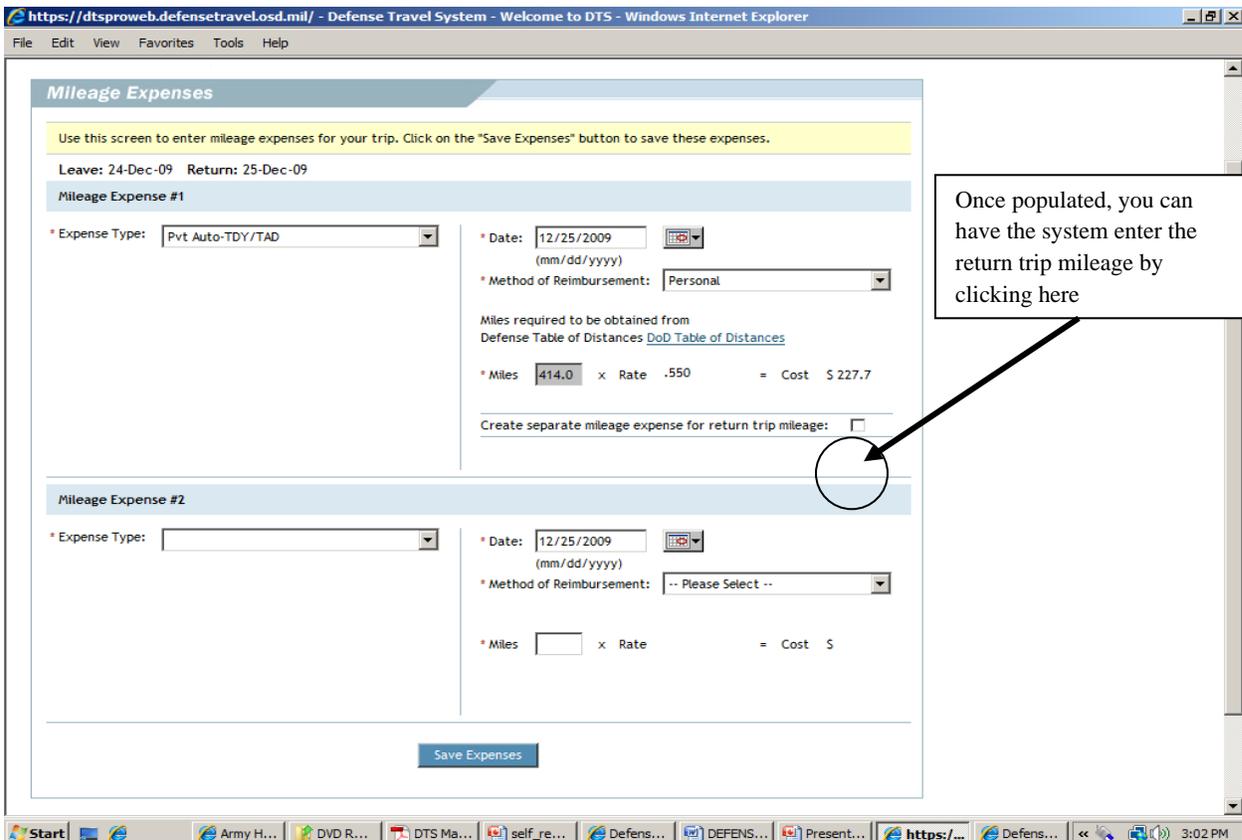
Calculate Mileage Total Miles: 414

Cancel Save Total and Continue

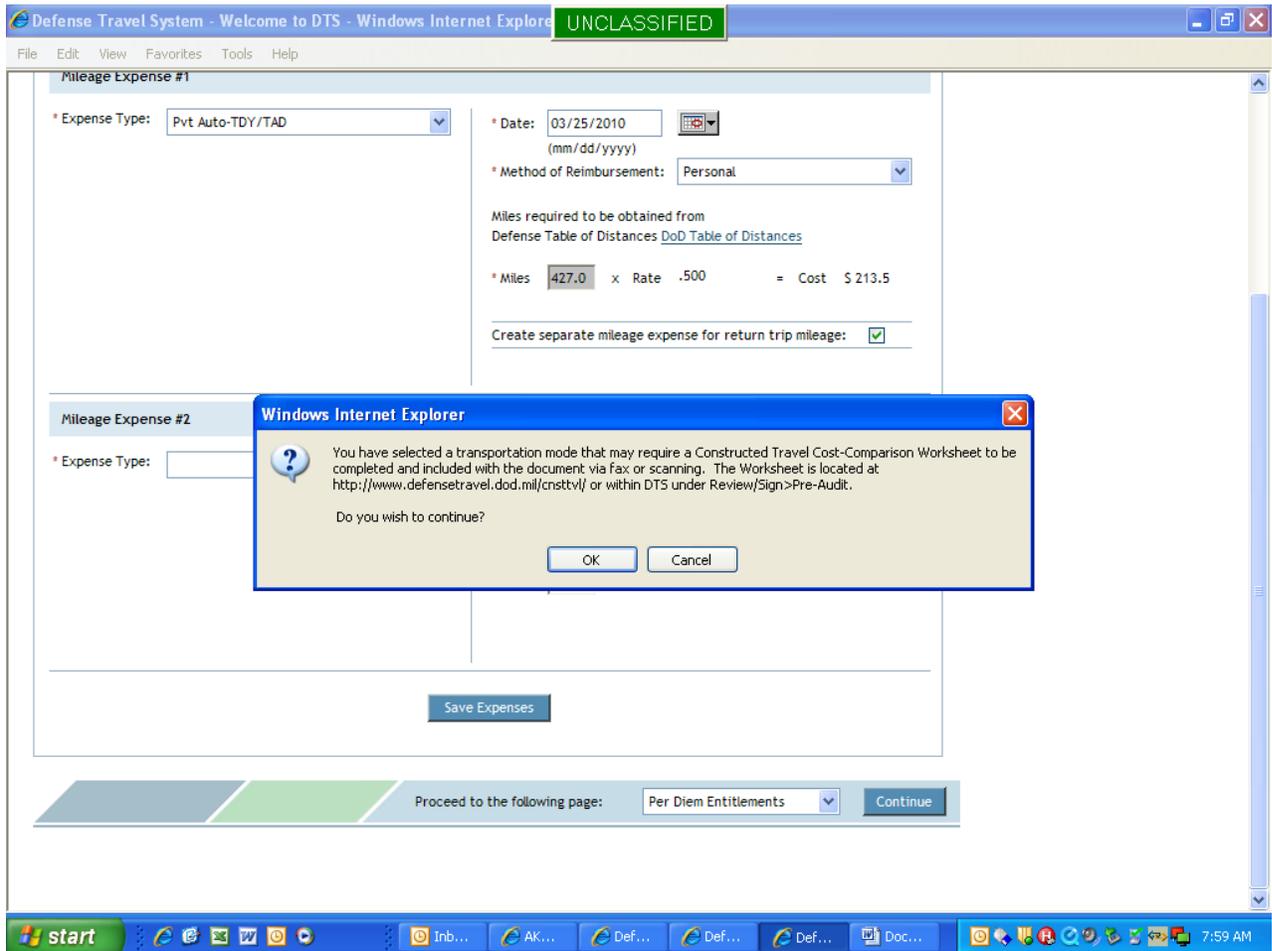
Proceed to the following page: Accounting Codes Continue

Annotations:

- Enter departure city, state code, and county
- Enter destination city, state code
- Click Calculate Mileage
- Official mileage will appear
- Click Save Total and Continue



This screen will appear when “Pvt Auto-TDY/TAD” is selected.



See “Pre Audit” Section for instructions on completing the Constructed Cost Worksheet.

NOTE: Travel within the state does NOT require a Constructed Cost Worksheet.

Per Diem Entitlements – Lodging and M&IE (Meals & Incidental Expenses)

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Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1022.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
12/24/09	ARLINGTON, VA	> Edit	> Reset	207.00	207.00 GOVCC- Individual	53.25 Personal	207 / 71	NONE				
12/25/09	ARLINGTON, VA	> Edit	> Reset	0.00	0.00 GOVCC- Individual	53.25 Personal	207 / 71	NONE				

Reset All Edit All

Proceed to the following page: Accounting Codes [Continue](#)

Per Diem entitlements are the lodging and M&IE rates for your TDY location. The system automatically populates this based on your TDY location.

Click Continue

Accounting

This section identifies the Line of Accounting (LOA) that will be used to pay for your TDY.

Leave this area blank and the proper LOA will be entered by your Approving Official.

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https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1067.1 Close Window
Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 24-Dec-09 : Find Accounting Label
End Date: 25-Dec-09

Accounting Label: ---Select--- From DA180OHAHRO
Shared LOA: ---Select to Add---
Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No Accounting Information Available.

Proceed to the following page: Preview **Continue**

Done Internet 100% 2:54 PM

Preview

Defense Travel System - Welcome to DTS - Windows Internet Explorer UNCLASSIFIED

https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1064.5 Close Window
Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: EMERGENCY TRAVEL
Trip Description: Package Delivery for high ranking customers!

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From: DUBLIN, OH
[Edit](#) Leave: 24-Dec-09

Location 1 - ARLINGTON, VA Time Zone: EST (06)

Itinerary: Leave From: ARLINGTON, VA
[Edit](#) TDY/TAD Location: ARLINGTON, VA
Arrive: 24-Dec-09
Leave: 25-Dec-09

Overall End Point Time Zone: EST (06)

Itinerary: Leave From: ARLINGTON, VA
[Edit](#) Return Location: DUBLIN, OH
Arrive: 25-Dec-09

Review and validate your travel selections and entitlements

Use this block to provide specific information to your Approving Official (ie. Clarification and justification for POV use, GSA use, reason for not using GSA contracted airfare, etc)

Defense Travel System - Welcome to DTS - Windows Internet Explorer UNCLASSIFIED
https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

LODGING:	\$207.00
M&IE:	\$106.50
OTHER:	\$20.00
Sub Total:	\$333.50
Accounting Code:	NO ACCT CODE Edit
MILEAGE:	\$455.40
NO ACCT CODE Sub Total:	\$455.40
Calculated Trip Cost:	\$788.90

Document Totals

Actual/Estimate No Accounting Information Available.

LODGING:	\$207.00
M&IE:	\$106.50
MILEAGE:	\$455.40
OTHER:	\$20.00
Calculated Trip Cost:	\$788.90

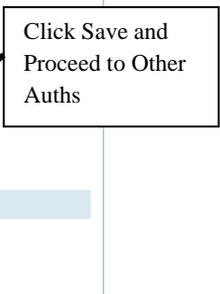
Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths](#)

Proceed to the following page: Other Authorizations [Continue](#)



Other Auths

Defense Travel System - Welcome to DTS - Windows Internet Explorer UNCLASSIFIED
https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/fnu-start-ej-fs.w

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1040.1
Traveler Name: DAVID A DELAUTER Document Type: Authorization

Defense Travel System
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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Preview Other Auths Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

> [Add Additional Authorizations For This Trip](#)

	Other Authorization	Remarks	Remove
1	MANUALLY ENTERED EXPENSE (5)	Reimbursement claimed for manually entered expense(s): Internet Access Fee. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). <input type="text"/>	

Save and Proceed to Pre-Audits

Proceed to the following page: Pre-Audit

Done Internet 100%

start D... D... D... H... D... D... 3:14 PM

Defense Travel System - Welcome to DTS - Windows Internet Explorer UNCLASSIFIED

https://dtsproweb.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_PROD202_ws_d/nu-start-ej-fs.w

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDARLINGTONVA122409_A01 Screen ID: 1025.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Other Authorizations

Following is a master list of Other Authorizations you can add to your travel authorization

Other Authorizations Available

Select	Other Authorizations
<input type="checkbox"/>	ALTERNATE/ DESIGNATED LOCATION
<input type="checkbox"/>	ATM Advance Authorized
<input type="checkbox"/>	E-INVITATIONAL (selection not allowed, requires E-INVITATIONAL trip)
<input type="checkbox"/>	EXCESS BAGGAGE
<input type="checkbox"/>	EXTRA AIR OR RAIL FARE
<input type="checkbox"/>	F6-RENEWAL AGREE LV SUPPORTING DOCUMENTS
<input type="checkbox"/>	Fiscal Year Funds
<input type="checkbox"/>	GOVT-OWNED VEHICLE AVAILABLE
<input type="checkbox"/>	NON COMPACT CAR AUTHORIZED
<input type="checkbox"/>	NON-CONTRACT AIR FARE
<input type="checkbox"/>	Non-ATM Advance Authorized
<input type="checkbox"/>	Non-Govt Funded Permissive TDY (selection not allowed, requires permissive trip)
<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input type="checkbox"/>	OTHER (See remarks below)
<input type="checkbox"/>	PER DIEM LOCATION FOOTNOTES
<input type="checkbox"/>	PERSONAL DEVIATION-ITINERARY/TRANS MODE
<input type="checkbox"/>	PERSTEMPO CODE A (Operation)
<input type="checkbox"/>	PERSTEMPO CODE B (Exercise)
<input type="checkbox"/>	PERSTEMPO CODE C (Unit Trng)
<input type="checkbox"/>	PERSTEMPO CODE D (Mission Support TDY)
<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/>	RAT TRAVEL IS FOR A DEPENDENT
<input type="checkbox"/>	RENEWAL AGREEMENT TRAVEL
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER (TRANS)
<input type="checkbox"/>	VARIATIONS AUTHORIZED

Cancel Add

Proceed to the following page: Preview Continue

Check the appropriate authorization(s) that is/are relevant to your trip.

NOTE: "Other" should be used for registration fee authorized for reimbursement or other authorizations not listed.

Variations Authorized is commonly used to safeguard against delays in travel due to weather or mechanical problems.

Defense Travel System - Welcome to DTS - Windows Internet Explorer

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File Edit View Favorites Tools Help

Logged In As: [DAVID A DELAUTER](#) Document Name: DDSAVANNAHGA050110_A01 Screen ID: 1040.1 [Close Window](#)
 Traveler Name: [DAVID A DELAUTER](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options [Review/Sign](#)

[RETURN TO LIST](#) Preview [Other Auths.](#) Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorization	Remarks	Remove
1 MANUALLY ENTERED EXPENSE (S)	Reimbursement claimed for manually entered expense(s): Internet access fee. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). <input type="text" value="Require internet access for work."/>	
2 OTHER (See remarks below)	<input type="text" value="Reimbursable registration fee of \$50.00."/>	remove
3 VARIATIONS AUTHORIZED	<input type="text" value="Incidental to severe weather or plane delays."/>	remove

[Save and Proceed to Pre-Audits](#)

Proceed to the following page: [Continue](#)

Enter remarks for each authorization selected.

Click "Save and Proceed".

Pre-Audit the trip

Defense Travel System - Welcome to DTS - Windows Internet Explorer

UNCLASSIFIED

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDSAVANNAHGA050110_A01 Screen ID: 1043.1 Close Window
Traveler Name: DAVID A DELAUTER Document Type: Authorization Help for this screen

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here](#)

[Constructed Travel Worksheet](#)

1 Items have been Flagged in this Travel Document

The following are provided for advisory purposes only

1.	Advisory	Advisory Description <Help>
→	NO ACCT CODE ASSIGNED	NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature

The Pre-Audit screen will identify any items that require correction or additional information.

Click "Save and Proceed".

NOTE: This is an Advisory Notice. No action is necessary by the traveler.

Instructions for Completing Constructed Cost Worksheet

When Pvt Auto TDY/TAD is the mode of travel, you must submit a Constructed Cost Worksheet. Click on this link

Below are any items that were "flagged" items. When you are finished with this screen, click on the "Save And Proceed To Digital Signature" button.

DoD mandates special disbursement.

Justification to Approving Official' text field for Digital Signature."

here for memorandum

Constructed Travel Worksheet

1 Items have been Flagged in this Travel Document

Reason Flagged	Item Description	* Justification to Approving Official <Help>
CONSTRUCTED TRAVEL WORKSHEET	A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

Worksheet	Description
Constructed Travel Worksheet - Authorization	Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement.
Constructed Travel Worksheet - Voucher from Authorization	Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s).

DTS Constructed Travel Comparison Worksheet - Authorization - W1 UNCLASSIFIED

https://www.defensetravel.dod.mil/CnstTv/auth.cfm

File Edit View Favorites Tools Help

DTS Constructed Travel Comparison Worksheet - Aut...

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[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):
Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the allowable travel days for your preferred transportation mode(s): \$

e. Per diem amount for the allowable travel days for travel by commercial air: \$

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

[Save To File for Upload to DTS](#)
(this will take a few minutes)

Contact CTO to determine airfare cost. 1-800-296-2959

Enter CTO fee. Ask CTO for current charges.

Enter normal costs for round trip mileage to and from airport.

If applicable, contact your AO.

Click here to save as a .pdf file to your computer.

Defense Travel System - Welcome to DTS - Windows Internet Explorer UNCLASSIFIED

Logged In As: Dana A Pharis Document Name: DPARLINGTONVA032210_A01 Screen ID: 1043.1
 Traveler Name: Dana A Pharis Document Type: Authorization

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign
 RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' field for each flagged item. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature".

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Constructed Travel Worksheet

1 Items have been Flagged in this Travel Document

Reason Flagged	Item Description	* Justification to Approving Official <Help>
CONSTRUCTED TRAVEL WORKSHEET	A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature Continue

Note: After you have uploaded your worksheet, return to the Review/Sign tab to complete your authorization.

Defense Travel System - Welcome to DTS - Windows Internet Explorer

UNCLASSIFIED

File Edit View Favorites Tools Help

Logged In As: [DAVID A DELAUTER](#) Document Name: DDSAVANNAHGA050110_A01 Screen ID: 1059.1 [Close Window](#)
 Traveler Name: [DAVID A DELAUTER](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
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[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. **YOU MUST DIGITALLY SIGN THE AUTHORIZATION!!!**

The document is NOT signed until you click "Submit"

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

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.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	DAVID A DELAUTER	0

Document History

Status	Date	Time	Name	Remarks
CREATED	02/17/10	0915	DAVID A DELAUTER	

[View Reasons for Audit Failures](#)

Proceed to the following page:

You have now digitally signed your authorization. You will receive an email letting you know when it has been reviewed and approved. Once it is approved, you can print your order (DD Form 1610) from the Authorization section under Official Travel.

Remember to do your voucher within 5 business days after you return from your trip!

Adjustments and Amendments to Authorizations

An adjustment/amendment should only be done BEFORE travel begins!

NOTE: For assistance with processing an adjustment or amendment, contact your Approving Official.

To create an ADJUSTMENT – BEFORE the authorization for orders is APPROVED

- Mouse over the Official Travel tab on the menu bar
- Select **Authorizations/Orders**
- Click **View/Edit** next to the document to adjust
- Clear the **View-Only** check box
- Enter your CAC PIN
- Preview Trip screen opens with a reminder to stamp SIGNED after changes. Click **OK**
- Click **edit** next to item(s) that need to be changed or use the navigation bar to access the area that need adjusted
- Click **Review/Sign** tab on the navigation bar
- You will be prompted to provide justification for any changes made
- Click **Save and Proceed to Digital Signature**
- Select **SIGNED** on the Digital Signature screen
- Click **Submit Completed Document**
- Enter your CAC PIN and click **OK**

To Create an AMENDMENT – AFTER the authorization has been APPROVED

An adjustment/amendment should only be done BEFORE travel begins!

NOTE: For assistance with processing an adjustment or amendment, contact your Approving Official.

- Mouse over the Official Travel tab on the menu bar
- Select **Authorizations/Orders**
- Click **Amend** next to the desired document
- Click **OK**
- Enter reason for edit in the **Comment** box
- Enter CAC PIN and click **OK**
- Preview Trip screen opens with a reminder to stamp **SIGNED** after changes. Click **OK**
- Click **edit** next to item(s) that need to be changed or use the navigation bar to access the area that need adjusted
- Click **Review/Sign** tab on the navigation bar
- You will be prompted to provide justification for any changes made
- Click **Save and Proceed to Digital Signature**
- Select **SIGNED** on the Digital Signature screen
- Click **Submit Completed Document**
- Enter your CAC PIN and click **OK**

Create a Voucher (DD 1351-2)

In DTS, your Travel Voucher is called a Voucher. A voucher is a request for reimbursement of expenses incurred during travel. This is your DD Form 1351-2.

After the trip the traveler must:

- Submit a voucher within **5 business days**
- Provide receipts for:
 - Lodging
 - Airfare (see FAQ 15 in Reviewer section of this manual on how to obtain e-invoice)
 - Rental car
 - Registration fees
 - Baggage fees
 - Single expenditures of \$75 or more
- Digitally sign the voucher

See Step-By-Step instructions on the following page(s)

Create a Voucher (DD Form 1351-2)

Defense Travel System - Welcome to DTS - Windows Internet Explorer

http://www.defensetravel.osd.mil/dts/site/index.jsp

File Edit View Favorites Tools Help

Defense Travel System - Welcome to DTS

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Search DTS Go!

Web Accessibility | Privacy and Security Notice | Site Map

Home
DTMO Website
News & Events
Training
FAQs
Travel Assistance Center (TAC)
Document Library
Contacts

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, the Defense Travel System streamlines the entire process involved in Department of Defense (DoD) travel.

DTMO Website

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

Travel Assistance Center
Serving the DoD Travel Community
24 hours a day, 7 days a week
Click here for more information

ICE
Provide Feedback Here!

TRAX
TRAVEL EVOLVED

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

System Status

DTS
DTS is Available

EWTS
EWTS is Available.

Recent Updates

- GSA Announces 2010 Mileage Rates
- Registration Now Open for 2010 DTA Seminar - Alexandria, VA
- Budget Rent-A-Car Ends Service in Germany

Trusted sites | Pr

Start DVD RW Drive (D:) 1... DEFENSE TRAVEL SY... DTS Manual.pdf - Ad... Defense Travel Sy... Defe

Defense Travel System - DTS - Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/vl/site/index.jsp

File Edit View Favorites Tools Help

Defense Travel System - DTS

Logged In As: DAVID A DELAUTER Help for this screen

Defense Travel System
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Official Travel Official Travel - Others Traveler Set Administrative

Authorizations/Orders
Vouchers
Local Vouchers
Group Authorizations/Orders

A DELAUTER

Org Access:
Group Access:
Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
DDREN0V043010_A01	CTO BOOKED	04/30/10	AUTH
DDREN0V050110_A01	CANCELLED	05/01/10	AUTH

Message Center

Please be advised that the following new mileage reimbursement rates for official travel will go into effect on January 1, 2010: privately owned automobiles (POA): \$0.50; motorcycles \$0.47; and airplanes \$1.29. Any voucher from a document created in 2009 with mileage will need to be updated. Remove the mileage expense in the voucher and then add it back in. DTS will update the cost appropriately. If you have any questions, please contact your Defense Travel Administrator or the Travel Assistance Center.

Trusted sites | Protected Mode: Off

Start DVD RW Drive (D:) 10... DEFENSE TRAVEL SYS... DTS Manual.pdf - Ado... Defense Travel Sys... Defense Travel Sys... 9:24 AM

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View Authorizations / Orders View Local Vouchers

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with

There are no Authorizations/Orders available to create Vouchers from

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit
SBAUSTINTX110607_V01-D1	11/06/07	CREATED	DRM6QA	> edit
tSBAUSTINTX110607_V01		ARCHIVE IMAGE ACCEPT		> view > print

If this notice appears, your authorization is either:
Created" but not signed
OR
It has not been reviewed/approved.
Contact your Approving Official for further guidance.

<https://dtsproweb.defensetravel.osd.mil/> - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Screen ID: 1001.3 Close Window
Traveler Name: DAVID A DELAUTER Document Type: Voucher Help for this screen

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View Authorizations / Orders View Local Vouchers View Group Authorizations

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
TGSAVANNAHGA081708_V01	08/17/08	CREATED	05F36L	> edit	> print	> remove	
DDARLINGTONVA011410_V01	01/14/10	ARCHIVE IMAGE ACCEPT	0XVRDQ	> view	> print		> amend
DDBORDENTOWNN121509_V01	12/15/09	ARCHIVE IMAGE ACCEPT	0XJV51	> view	> print		> amend
DDNEWORLEANSL111509_V01	11/14/09	ARCHIVE IMAGE ACCEPT	0WTX7E	> view			
DDARLINGTONVA100809_V01	10/08/09	ARCHIVE IMAGE ACCEPT	0WOG3N	> view			
DDLOSANGELESC091109_V01	09/11/09	ARCHIVE IMAGE ACCEPT	0VMHJL	> view			
DDCRYSTALCITY082409_V01	08/25/09	ARCHIVE IMAGE ACCEPT	0W0OPA	> view	> print		> amend
DDARLINGTONCO072009_V02	07/20/09	ARCHIVE IMAGE ACCEPT	0VRWGX	> view	> print		> amend

Click here to view approved authorizations available to create your voucher.

If you have already created a voucher, click "edit" to resume completing your voucher.

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED soft Internet Explorer

Logged In As: DAVID A DELAUTER Document Type: Voucher Screen ID: 1010.1

Traveler Name: DAVID A DELAUTER

Defense Travel System
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Voucher from Authorization / Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
TGHAMPTONHAMP050208_A01	05/02/08	POS ACK RECEIVED	0SHR55	>create

Click here to create your voucher.

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED soft Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: TGHAMPTONHAMP050208_V01 Screen ID: 1039.1

Traveler Name: DAVID A DELAUTER Document Type: Voucher

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Trip Overview Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

RES: COLUMBUS OH Search

* Start Date(mm/dd/yyyy): 05/02/2008

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

RES: COLUMBUS OH Search

* End Date(mm/dd/yyyy): 05/09/2008

Trip Summary

Overall Starting Point

Leave From: RES: COLUMBUS,OH Edit
Leave: 02-May-08

Location 1: HAMPTON (HAMPTON CITY),VA

Leave From: RES: COLUMBUS,OH Edit
TDY/TAD Loc: HAMPTON (HAMPTON CITY),VA
Arrive: 02-May-08
Leave: 09-May-08

Carrier/Flight: Delta Air Lines Inc. (DL) 6485 Edit
Conf/PNR: DCDL*P3V12F Remove

Depart: 0830 - 02-May-08
CWH-Columbus, OH (USA) (Int'l. Apt)

Arrive: 1009 - 02-May-08
ATL-Atlanta, GA (USA) (Hartsfield Intl.)

Carrier/Flight: Delta Air Lines Inc. (DL) 1564 Edit
Conf/PNR: DCDL*P3V12F Remove

Depart: 1220 - 02-May-08
ATL-Atlanta, GA (USA) (Hartsfield Intl.)

Arrive: 1355 - 02-May-08
PHF-Newport News, VA

This is your Trip Overview page. If your travel dates or location changed, make any adjustments here. Once changes are made or if there are no changes, select "Expenses" from the navigation bar.

https://dtsproweb.defensetravel.osd.mil - Defense Travel System - UNCLASSIFIED - Internet Explorer

File Edit View Favorites Tools Help

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[+ create an expense item from a government charge card transaction](#)

Leave: 02-May-08 Return: 09-May-08 **Add Expense**

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

[+ view expense details / currency calculator](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	05/02/08	\$20.00	Edit Remove
Parking - Terminal	05/02/08	\$60.00	Edit Remove
Hotel Room Tax	05/02/08	\$60.00	Edit Remove
Total Expenses:		\$140.00	

Proceed to the following page: Expense - Mileage **Continue**

Edit or remove any non-mileage expenses to reflect actual costs incurred during your trip.

Add any additional non-mileage expenses incurred during your trip.

Make sure you SAVE after every action!

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDNEWORLEANSL012010_V01 Screen ID: 1035.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Voucher Help for this screen

Defense Travel System
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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to view mileage expenses for your trip.

Leave: 20-Jan-10 Return: 21-Jan-10

* Expense Type:

* Date:

* Method of Reimbursement: -- Please Select --

* Miles x Rate = Cost \$

[+ View This Expense Type's Defaults](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	01/20/10	\$10.00	View
Pvt Auto-Terminal	01/21/10	\$10.00	View
Total Expenses:		\$20.00	

Proceed to the following page: Per Diem Entitlements **Continue**

Edit or remove any mileage expenses to reflect actual costs incurred during your trip.

Use **PVT Auto-Terminal** for mileage to and from the airport.

Make sure you SAVE after every action!

to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L
05/01/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	42.00 Personal	106 / 56	NONE		
05/02/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/03/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/04/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/05/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/06/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/07/10	SAVANNAH,GA	> Edit	> Reset	106.00	106.00 GOVCC-Individual	56.00 Personal	106 / 56	NONE		
05/08/10	SAVANNAH,GA	> Edit	> Reset	0.00	0.00 GOVCC-Individual	42.00 Personal	106 / 56	NONE		

Reset All Edit All

Proceed to the following page: [Accounting Codes](#)

If your lodging expenses are over the per diem rate, contact your Approving Official for guidance.

If your lodging expenses are equal to the per diem rate, you don't need to make any changes.

If your lodging expenses are less than the per diem rate, you need to edit the lodging rate by clicking on "Edit" or "Edit All"

Logged In As: DAVID A DELAUTER Document Name: J:\DS\SAVANNAH\GA\050110_A01 Screen ID: 1021.1

Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
A New Era of Government Travel

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or the distribution to travelers, use the distribution method link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: SAVANNAH,GA
 Values Apply From Date: 05/01/2010
 Values Apply Through: 05/01/2010

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 106 / 56
 Lodging: \$ 106.00 [view expense details / currency calculator](#)
 M & IE: \$ 42.00 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

Field Conditions
 Adverse Effects/Commercial Quarters

Change the Lodging cost to reflect the actual cost of ROOM RATE ONLY. Do NOT include taxes in this cost.

When lodging is over the per diem rate, click the radio button for Actual Lodging located under the Other Per Diem Entitlements section below.

Attach an approved Actual Expense Allowance Letter with your receipts under Substantiating Records.

Click "Save These Entitlements" at bottom of screen.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1148.1 Close Window Help for this screen
 Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet". Then five minutes after the fax transmission is complete click "Re-upload Scanned Receipts". After selecting the scanned file click "Upload". In the "Existing Receipts" column select the field you would like to view.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

Print Fax Cover Sheet

Upload Scanned Receipts Browse... Upload

Existing Receipts

Date	CTW	View	Remove
22-Dec-2009		> View	

Save Notes

Accounting Codes

You can print a fax cover sheet here if you are going to fax your documents to DTS.

If you scan your documents, save them to your computer as a .pdf file and then you can upload them here.

After uploading your receipts, select "Additional Options" from the navigation bar.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1063.1 Close Window Help for this screen
 Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Payment Totals Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$865.23
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$865.23

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver/Appeals:	\$0.00
Net To Traveler:	\$865.23
Balance Due US:	\$0.00

Entitlement Summary

Personal(\$) Individual GOVCC(\$) Total(\$)

Trip Summary

Overall Starting Point

Leave From: RES: DUBLIN, OH
 Leave: 15-Dec-09

Location 1: BORDENTOWN, NJ

Leave From:	RES: DUBLIN, OH	View
TDY/TAD Loc:	BORDENTOWN, NJ	
Arrive:	15-Dec-09	
Leave:	17-Dec-09	
Carrier/Flight:	US Airways (US) 3573	View
Conf/PNR:	DCUS*GMPRD7	
Depart:	3:40PM - 15-Dec-09 CMH-Columbus, OH (USA) (Intl. Apt)	
Arrive:	5:05PM - 15-Dec-09 PHL-Philadelphia, PA (USA) (Intl. Apt)	
Carrier/Flight:	US Airways (US) 3573	View
Conf/PNR:	DCUS*GMPRD7	
Depart:	1:40PM - 17-Dec-09 PHL-Philadelphia, PA (USA) (Intl. Apt)	
Arrive:	3:14PM - 17-Dec-09 CMH-Columbus, OH (USA) (Intl. Apt)	
Rental Car:	Enterprise Rent-A-Car	View

In "Additional Options", select "Payment Totals".

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1063.1
 Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile Payment Totals Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses: \$865.23
 Non-Reimbursable Expenses: \$0.00
 Reimbursable Expenses: \$865.23

Disbursement Summary

Gov't Advance Paid: \$0.00
 Scheduled Partial Pmts Paid: \$0.00
 Previous Voucher Payments: \$0.00
 Total Prior Payments: \$0.00

Credit Summary

Collections: \$0.00
 Waiver/Appeals: \$0.00
 Net To Traveler: \$865.23
 Balance Due US: \$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$182.50	\$682.73	\$865.23
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$182.50	\$682.73	\$865.23
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add GOVCC Amt:	\$-98.87	<input type="text" value="98.87"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to			
Net Distribution:	\$		

Trip Summary

Overall Starting Point

Leave From: RES: DUBLIN, OH View
 Leave: 15-Dec-09

Location 1: BORDENTOWN, NJ

Leave From: RES: DUBLIN, OH View
 TDY/TAD Loc: BORDENTOWN, NJ
 Arrive: 15-Dec-09
 Leave: 17-Dec-09

Carrier/Flight: US Airways (US) 3573 View
 Conf/PNR: DCU5*GMPRD7
 Depart: 3:40PM - 15-Dec-09
 CMH-Columbus, OH (USA) (Int'l. Apt)
 Arrive: 5:05PM - 15-Dec-09
 PHL-Philadelphia, PA (USA) (Int'l. Apt)

Carrier/Flight: US Airways (US) 3573 View
 Conf/PNR: DCU5*GMPRD7
 Depart: 1:40PM - 17-Dec-09
 PHL-Philadelphia, PA (Int'l. Apt)
 Arrive: 3:14PM - 17-Dec-09
 CMH-Columbus, OH (Int'l. Apt)

Rental Car: Enterprise Rent-A-Car
 Airport: PHL Philadelphia International Airport
 Confirmation: RZT633-
 Pick-Up: 15-Dec-09 5:00PM
 Drop-Off: 17-Dec-09 1:00PM

Overall Ending Point

Leave From: BORDENTOWN, NJ
 Return Loc: RES: DUBLIN, OH
 Arrive: 17-Dec-09

If you have a larger balance on your GOVCC than the calculation shows, you can request additional disbursement be made to your GOVCC by entering the requested amount here and select "Calculate".

The amount requested cannot exceed the amount identified as "Net to Traveler."

page: Preview Continue

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspr... 11:17 AM

NOTE: Split Disbursement is used in DTS to assist cardholders with timely payment of travel card accounts. Split Disbursement is MANDATORY for all DoD travelers. When preparing your voucher using DTS, you need to review the Split Disbursement amounts to ensure money is being disbursed to completely pay all charges made to the travel charge card.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1064.2 Close Window Help for this screen
 Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
 A New Era of Government Travel

RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official: CTO Generation - AMENDMENT

Comments from the Travel Agent: Air Comments: CTO BOOKED-PLS REVIEW SEGMENT DATES AND TIMES

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspro... 11:10 AM

Review the Preview Trip page to ensure you have made all the necessary adjustments.

Click "Save and Proceed" at bottom of page.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DDBORDENTOWNN121509_V01 Screen ID: 1040.1 Close Window Help for this screen
 Traveler Name: DAVID A DELAUTER Document Type: Voucher

Defense Travel System
 A New Era of Government Travel

RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign
 Preview Other Auths. Pre-Audit Digital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

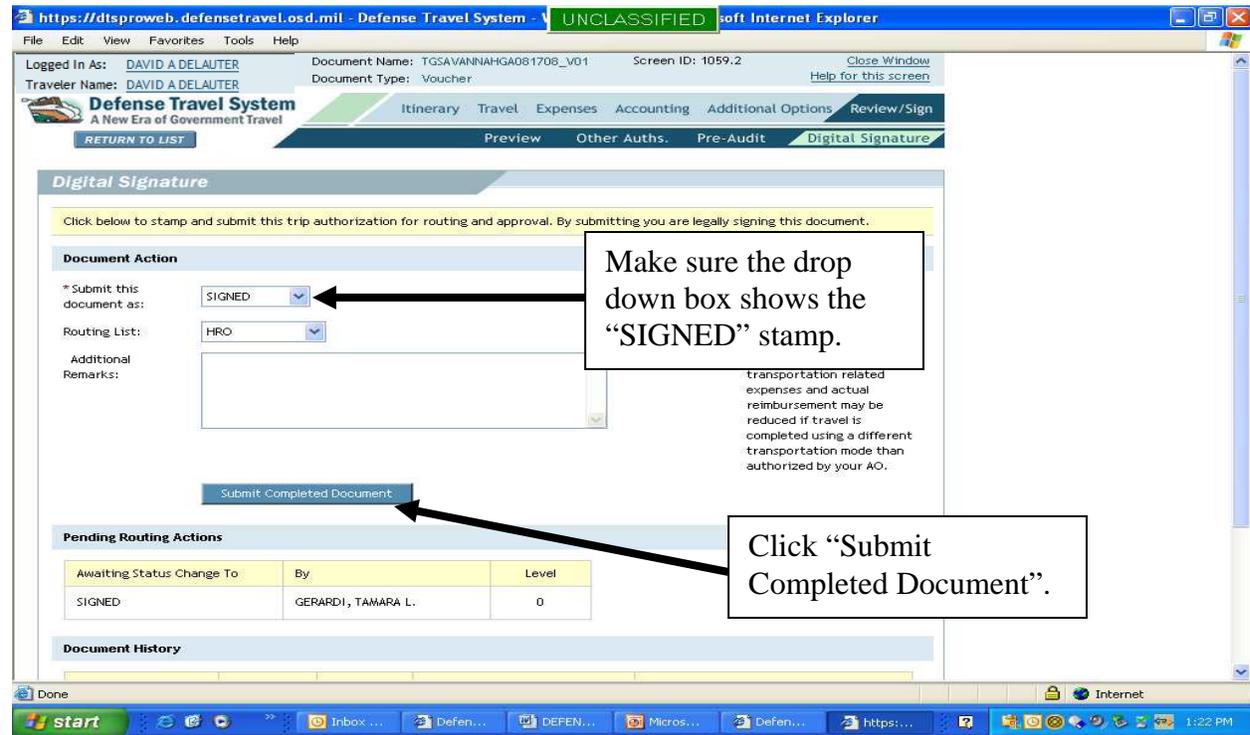
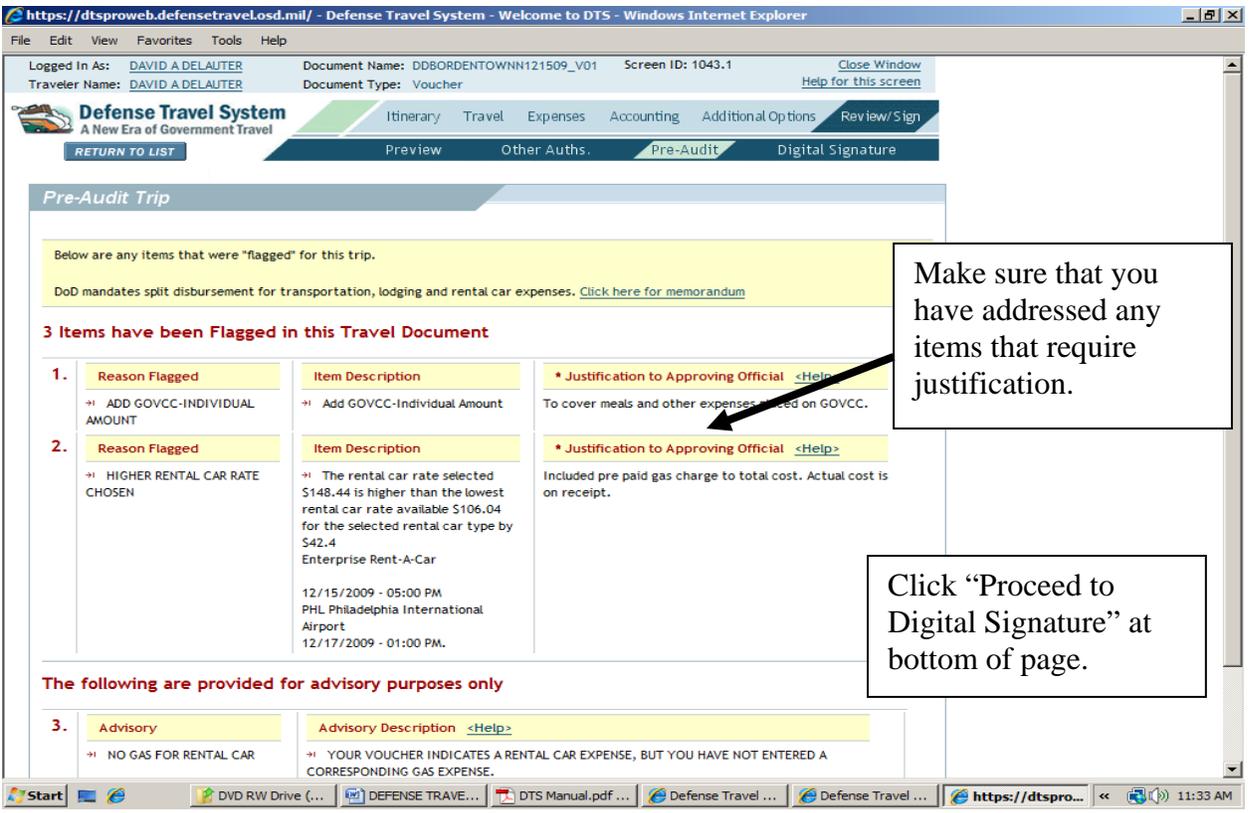
> View Unselected Authorizations For This Trip

Other Authorizations for this trip do not exist.

Proceed to the following page: Pre-Audit Continue

Start DVD RW Drive (...) DEFENSE TRAVE... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspro... 11:31 AM

Click Continue.



You have now digitally signed your voucher. You will receive an email letting you know when it has been reviewed and approved. You can print your voucher (DD Form 1351-2) from the Voucher section under Official Travel.

Create a Local Voucher (SF 1164)

A Local Voucher SF 1164 is a document submitted to claim reimbursement for miscellaneous expenses incurred while conducting official business in the locality of the permanent duty station (PDS). Examples of such expenses might include parking, toll charges, or privately owned vehicles (POVs) mileage. Normally, a Local Voucher is used when the travel is for a period of less than 24 hours and no lodging or air transportation is used.

Government transportation (GSA or military vehicle) is the preferred method of transportation. When government transportation is not available, travel by POV must be approved, IN ADVANCE, by the organization's senior full time supervisor.

Note: You may claim expenses for multiple dates on one local voucher as long each expense precedes the local voucher date.

Step By Step Instructions below and on following page(s)

The screenshot shows the Defense Travel System (DTS) homepage in a Windows Internet Explorer browser. The browser's address bar displays the URL <http://www.defensetravel.osd.mil/dts/site/index.jsp>. The page header includes the DTS logo, the text "Defense Travel System A New Era of Government Travel", a search bar, and links for "Web Accessibility", "Privacy and Security Notice", and "Site Map".

The main content area is titled "Welcome to DTS!!" and includes a "DTMO Website" link. A prominent green button labeled "LOGIN TO DTS" is highlighted by a callout box that says "Click on the LOGIN TO DTS Button". Below this button are sections for "First Time Users" (with a "LEARN MORE" button), "Training" (with a "TRAINING" button), "System Status" (showing "DTS" and "EWTS" as available), and "Recent Updates" (listing news items like "GSA Announces 2010 Mileage Rates").

The browser's taskbar at the bottom shows the Start button and several open applications, including "DEFENSE TRAVEL SY...", "DTS Manual.pdf - Ad...", and "Defense Travel Sy...".

Defense Travel System - DTS - Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

Logged In As: DAVID A DELAUTER

Defense Travel System
A New Era of Government Travel

Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Cur	St		
DDRENONV043010_A01	REVIEWED	04/30/10	AUTH	
DDRENONV050110_A01	CANCELLED	05/01/10	AUTH	

Message Center

Please be advised that the following new mileage reimbursement rates for official travel will go into effect on January 1, 2010: privately owned automobiles (POA): \$0.50; motorcycles \$0.47; and airplanes \$1.29. Any voucher from a document created in 2009 with mileage will need to be updated. Remove the mileage expense in the voucher and then add it back in. DTS will update the cost appropriately. If you have any questions, please contact your Defense Travel Administrator or the Travel Assistance Center.

Trusted sites | Protected Mode: Off | 100%

From the Official Travel section, select "Local Vouchers"

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER
Traveler Name: DAVID A DELAUTER
Document Type: Local Voucher
Screen ID: 1001.4

Defense Travel System
A New Era of Government Travel

View Authorizations / Orders | View Vouchers | View Group Authorizations

Local Vouchers

Below is a list of your existing local vouchers. Please select the function (edit, print, etc.) corresponding to the application.

> [Create New Local Voucher](#)

Existing Local Vouchers

Sort by Document Name	Sorted by Begin Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
DD062309_L01.3	06/23/09	ARCHIVE ACCEPTED	0VN3CP	> view	> print		> amend
DD040509_L01.2	04/05/09	ARCHIVE ACCEPTED	0V1A27	> view	> print		> amend

Click on "Create New Local Voucher"

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDUNK022510 Screen ID: 1024.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher Help for this screen

Defense Travel System
 A New Era of Government Travel

Local Voucher Date

Enter the local voucher date and click OK or Return to Document List to abort.

* Local Voucher Date:
 (mm/dd/yyyy)

Enter your travel date and click "OK"

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspr... 12:17 PM

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1217.1 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher Help for this screen

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign
 Non-Mileage Mileage Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

create an expense item from a government charge card transaction

Non-Mileage Expense #1

* Select Expense Type:
 - OR
 * Event Purpose:

* Cost: \$
 * Date:
 (mm/dd/yyyy)
 * Method of Reimbursement:

* Select Expense Type:
 - OR
 * Event Purpose:

* Cost: \$
 * Date:
 (mm/dd/yyyy)
 * Method of Reimbursement:

Proceed to the following page:

Enter any non-mileage expenses and click "Save Expenses"

Select "Mileage" from the navigation bar if you have mileage expenses.

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspr... 12:18 PM

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1219.1
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign
 Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. The In-and-around expense is used to record miles driven while at location. An event purpose is required to describe the reason for local voucher travel. Click on the "Save Expenses" button expenses.

Mileage Expense #1

* Expense Type: **[Dropdown]** * Date: 02/24/2010 (mm/dd/yyyy)
 * Event Purpose: **[Dropdown]** * Method of Reimbursement: Personal
 * Miles x Rate = Cost \$

Mileage Expense #2

* Expense Type: * Date: 02/24/2010 (mm/dd/yyyy)
 * Event Purpose: Site visit * Method of Reimbursement: Personal
 * Miles x Rate = Cost \$

Save Expenses

Using drop down box, select applicable expense type.

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1219.1
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign
 Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. The In-and-around expense is used to record miles driven while at location. An event purpose is required to describe the reason for local voucher travel. Click on the "Save Expenses" button expenses.

Mileage Expense #1

* Expense Type: Private Auto Mileage - Owner/Operator * Date: 02/24/2010 (mm/dd/yyyy)
 * Event Purpose: Site visit * Method of Reimbursement: Personal
 * From: Profile Locations: DUTY STATION RESIDENCE
 * To: Profile Locations: DUTY STATION RESIDENCE
 * Miles x Rate: 5 = Cost \$
 Check box to create a separate expense for round trip:

Mileage Expense #2

* Expense Type: * Date: 02/24/2010 (mm/dd/yyyy)
 * Event Purpose: Site visit * Method of Reimbursement: Personal
 * Miles x Rate = Cost \$

Enter "Event Purpose", "From" and "To" info

NOTE: If Residence is selected in the "From" field, you will be prompted to input the normal mileage to your duty station.

Enter POV mileage for one way only

Check box to automatically enter round trip info.

Click "Save Expenses" at bottom of page.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1220.1
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign

Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Add Expense

* Expense Type:
 * Event Purpose: Site visit
 * Date: 02/24/2010 (mm/dd/yyyy)
 Method of Reimbursement: Personal
 * Miles x Rate = Cost \$

Expenses Summary

Expense Type	Date	Cost	E/R/C
Private Auto Mileage - Owner / Operator From: BEIGHTLER ARMORY To: RICKENBACKER ENCLAVE	02/24/10	\$12.50	Print Remove Copy
Private Auto Mileage - Owner / Operator From: RICKENBACKER ENCLAVE To: BEIGHTLER ARMORY	02/24/10	\$12.50	
Total Expenses:		\$25.00	

Proceed to the following page: Accounting Codes

Navigate to Substantiating Records and upload documents . (i.e. Command Authorization Letter, In and Around Mileage Log)

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1148.1
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign

Non-Mileage Mileage Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet". After the transmission is complete click "Upload Scanned Receipts". Selecting the scanned file click "Browse" and then click "Upload". In the column select the field you want to change.

You must have the Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

Print Fax Cover Sheet

Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.

Date	View	Remove

Proceed to the following page: Accounting Codes

You can print a fax cover sheet here if you are going to fax your documents to DTS.

If you scan your documents, save them to your computer as a .pdf file and then you can upload them here.

Navigate to Additional Options.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1004.1 [Close Window](#)
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign
 RETURN TO LIST Comments Payment Totals Profile

Comments for Local Voucher

Add comments below to the Approving Official.

Comments for Local Voucher:

Travel to Rickenbacker Enclave to have a meeting with all residents to discuss nothing in particular>

Save Comments and Proceed to Payment Totals

Proceed to the following page: Preview

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspro... 12:50 PM

Provide a brief description of your required local travel.

Click Save Comments and Proceed to Payment Totals.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1063.2 [Close Window](#)
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review / Sign
 RETURN TO LIST Comments Payment Totals Profile

Payment Totals

Following is the calculated totals for the voucher - Local Voucher Payment Totals

Expense Summary

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

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$0.00
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$0.00	\$0.00	\$0.00
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$0.00	\$0.00	\$0.00

Trip Summary

Overall Starting Point

Leave From:	LOCAL LOCATION
Leave:	24-Feb-10

Overall Ending Point

Leave From:	LOCAL DESTINATION
Return Loc:	LOCAL LOCATION
Arrive:	24-Feb-10

Start DVD RW Drive (...) DEFENSE TRAVE... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspro... 1:07 PM

Unless a Line of Accounting has been selected, payment totals will show as 0.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

File Edit View Favorites Tools Help

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1065.6 Close Window
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher Help for this screen

Defense Travel System
 A New Era of Government Travel

Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Trip Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Comments to Approving Official

Comments: [Edit](#)

Travel to Rickenbacker to meet with resident units to meet about nothing in particular.

Expenses

Non-Mileage:

	Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Edit	02/24/10	Parking - Local	Site visit	\$15.00	\$15.00	Personal
Total:					\$15.00	

Mileage:

	Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
Edit	02/24/10	BEIGHTLER ARMORY	Rickenbacker Enclave	Private Auto Mileage - Owner/Operator	Site visit	25.0	0	0.5	\$12.50
Edit	02/24/10	Rickenbacker Enclave	BEIGHTLER ARMORY	Private Auto Mileage - Owner/Operator	Site visit	25.0	0	0.5	\$12.50
Total:									\$25.00

Accounting Summary [Edit](#)

Accounting Code: NO ACCT CODE

MILEAGE: \$25.00

OTHER: \$15.00

NO ACCT CODE Sub Total: \$40.00

Calculated Trip Cost: \$40.00

Disbursing Summary

Total Prior Payments: \$0.00

Balance Due US: \$0.00

When the Preview Trip screen appears, expense totals will populate.

Select "Save and Continue to Pre Audit"

Start DVD RW Drive (...) DEFENSE TRAVE... DTS Manual.pdf ... Defense Travel ... Defense Travel ... https://dtspro... 1:11 PM

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1043.2
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Trip Pre-Audit Digital Signature

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' for any flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

1 Items have been Flagged in this Travel Document

The following are provided for advisory purposes only

1.	Advisory	Advisory Description <Help>
+	NO ACCT CODE ASSIGNED	NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature

Review any advisory notices. Enter justification if required.

Select "Save and Proceed to Digital Signature"

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DD022410_L01.4 Screen ID: 1059.4
 Traveler Name: DAVID A DELAUTER Document Type: Local Voucher

Defense Travel System
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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Trip Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: HRO

Additional Remarks:

Submit Completed Document

Make sure the drop down box shows the "SIGNED" stamp.

Click "Submit Completed Document"

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	DELAUTER, DAVID A.	0

Document History

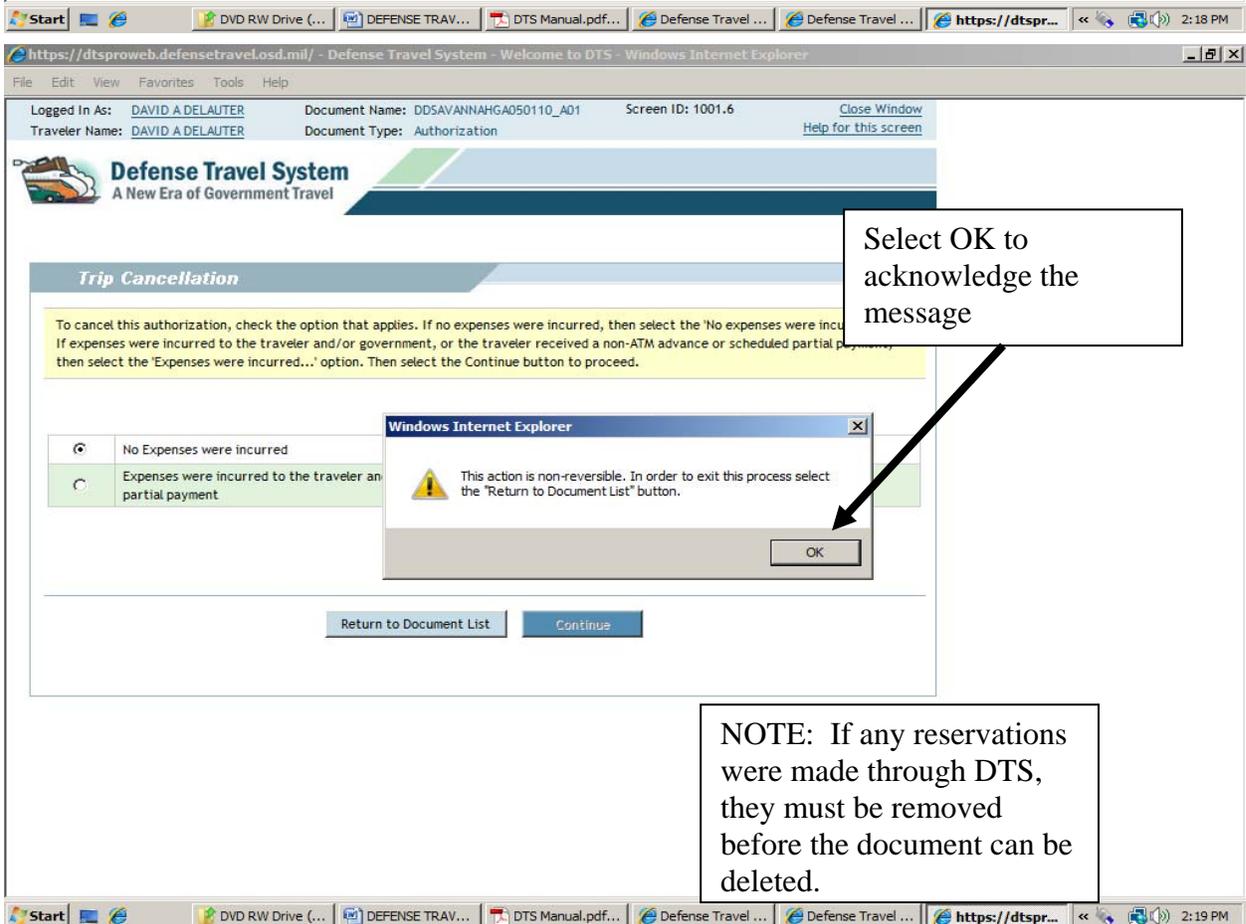
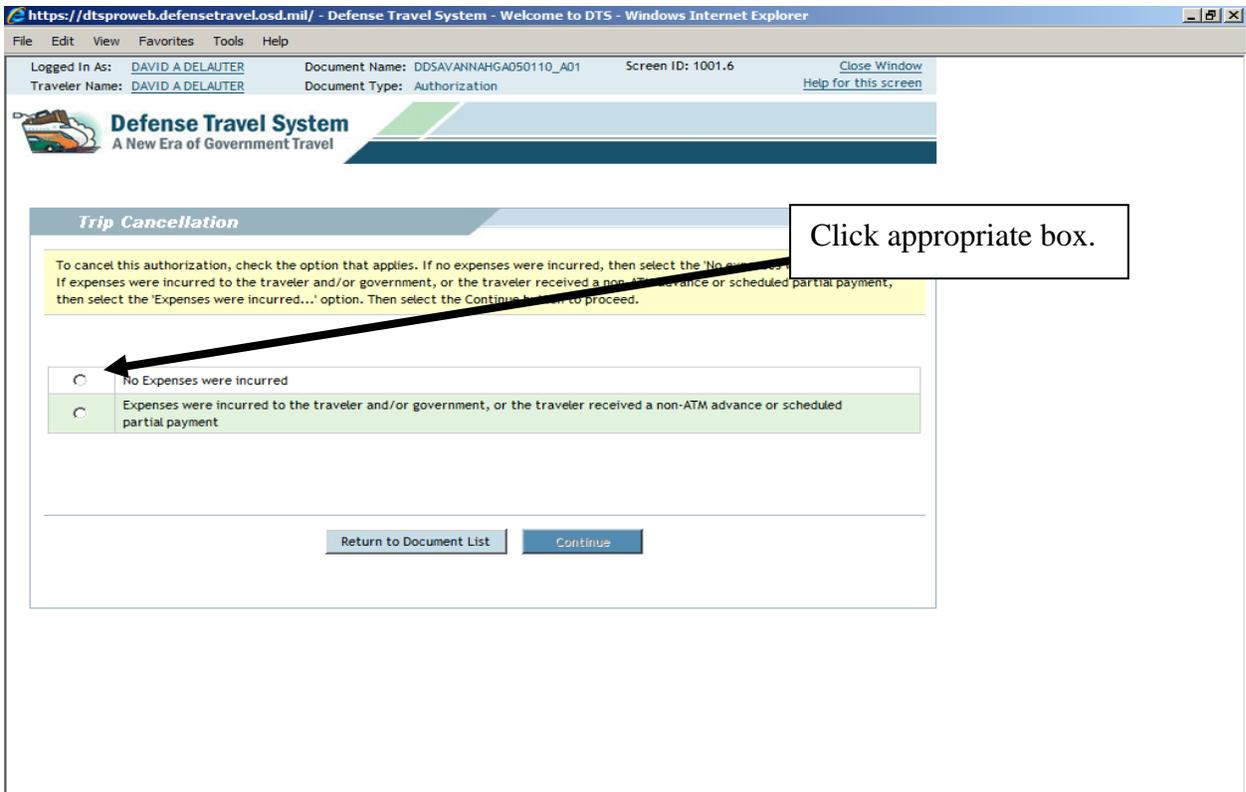
Status	Date	Time	Name	Remarks
CREATED	02/25/10	1301	DAVID A DELAUTER	

Canceling an Authorization

Prior to cancelling an authorization, verify if any expenses were incurred. (i.e. CTO booking fees, cancellation fees, travel advance, etc.). The process is slightly different when expenses are incurred.

From the Authorization page, select the appropriate authorization and click "Trip Cancel"

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
DDRENONV050110_A01	05/01/10	CANCELLED		> view	> print		
DDSAVANNAHGA050110_A01	05/01/10	OBLIG SUBMITTED	OYFZ2L	> view	> print	> trip cancel	> amend
DDRENONV043010_A01	04/30/10	REVIEWED		> view/edit	> print	> trip cancel	
DDNEWORLEANSL012010_A01-01	01/20/10	RECONCILED	0XPBQI	> view	> print		
DDARLINGTONVA011410_A01	01/14/10	ARCHIVE IMAGE SUBMIT	0XVRDQ	> view	> print		
DDBORDENTOWNN121509_A01-01	12/15/09	ARCHIVE IMAGE SUBMIT	0XJV51	> view	> print		
DDNEWORLEANSL111509_A01-01	11/14/09	ARCHIVE IMAGE SUBMIT	0WTX7E	> view	> print		
DDARLINGTONVA100809_A01-01	10/08/09	ARCHIVE IMAGE SUBMIT	0WOG3N	> view	> print		



https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Name: DDSAVANNAHGA050110_A01-01 Screen ID: 1059.1

Traveler Name: DAVID A DELAUTER Document Type: Authorization

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: HRO

Additional Remarks:

Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AD.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	DAVID A DELAUTER	0
SIGNED	DAVID A DELAUTER	0

Document History

Status	Date	Time	Name	Remarks
--------	------	------	------	---------

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspr... 2:21 PM

Ensure the "SIGNED" stamp appears. Submit Completed Document.

https://dtsproweb.defensetravelosd.mil/ - Defense Travel System - Welcome to DTS - Windows Internet Explorer

Logged In As: DAVID A DELAUTER Document Type: Authorization Screen ID: 1001.1

Traveler Name: DAVID A DELAUTER

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View Vouchers View Local Vouchers View Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the app authorization/order.

> Create New Authorization/Order > Create Trip Template

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
DDRENONV050110_A01	05/01/10	CANCELLED		> view	> print		
DDSAVANNAHGA050110_A01-01	05/01/10	SIGNED	OYFZ2L	> view/edit	> print		
↑ DDSAVANNAHGA050110_A01		OBLIG SUBMITTED		> view	> print		
DDRENONV043010_A01	04/30/10	REVIEWED		>			
DDNEWORLEANSL012010_A01-01	01/20/10	RECONCILED	0XPBQI				
DDARLINGTONVA011410_A01	01/14/10	ARCHIVE IMAGE SUBMIT	0XVRDQ				
DDBORDENTOWNN121509_A01-01	12/15/09	ARCHIVE IMAGE SUBMIT	0XJV51	> view	> print		
DDNEWORLEANSL111509_A01-01	11/14/09	ARCHIVE IMAGE SUBMIT	0WTX7E	> view	> print		

Start DVD RW Drive (...) DEFENSE TRAV... DTS Manual.pdf... Defense Travel ... Defense Travel ... https://dtspr... 2:24 PM

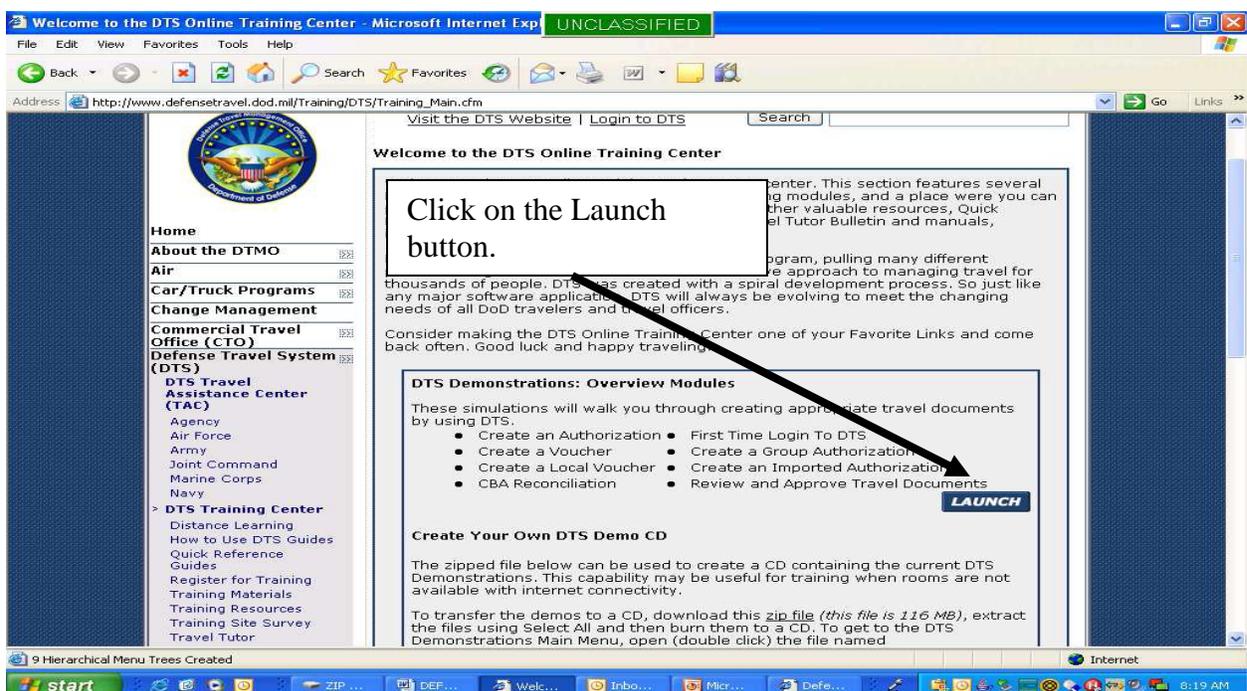
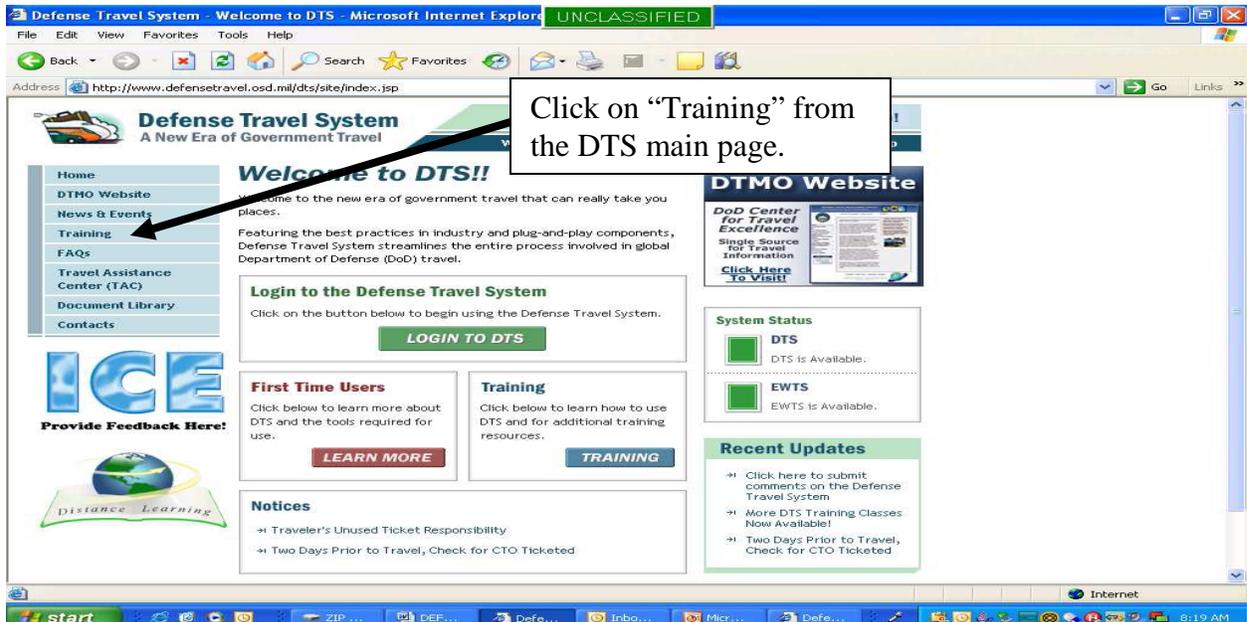
Once the action has been approved, the trip will show up with a "Cancelled" status.

When expenses have been incurred, the traveler must complete a voucher to finalize the action.

Additional Training

On-line simulation training for creating authorizations, vouchers, and local vouchers can be accessed:

- Go to www.defensetravel.osd.mil (this will display the Welcome to DTS home Page)
- Click on “Training” in the upper left side of the home page
- All online training is listed
- Click “Launch” to view the DTS demonstrations, overview modules and follow instructions



CaptivateDemoMenu - Microsoft Internet Explorer UNCLASSIFIED

File Edit View Favorites Tools Help

Address <http://www.defensetravel.dod.mil/Training/DTS/Docs/AuthDemo/DTSDemoMenu.htm> Go Links



DTS DEMONSTRATIONS

The menu below links to numerous navigated demonstrations of DTS functionality.

Click a heading for the process you wish to demonstrate. When finished close the window to return to the menu.

- [First Time Log Into DTS](#)
- [Create an Authorization](#)
- [Create a Voucher](#)
- [Create a Local Voucher](#)
- [Create a Group Authorization](#)
- [Create an Imported Authorization](#)
- [Route and Review](#)
- [CBA Reconciliation](#)

Done Internet

start ZI... D... W... In... M... D... C... 8:20 AM

Click on the subject you want to learn about.