Reserve Use of Defense Travel System (DTS)

Authorization (FY19)

Defense Travel System

DTS Authorization
Cross-Org Process Flow

1

Create and route MROWS Orders.

APC/Reviewing Official activates GTCC

Authenticated Orders

2

IMA Member will create and sign DTS authorization

3

Interface with CTO if reservations are required.
(Air, hotel, rental car)

4

Authorization route determined by LOA/Cross-Org provider.

Traveler may receive emails indicating DTS authorization is approved and TMC/CTO reservations are ticketed.

5

Approved Authorization provided to traveler.

6

Paid ticket & secured reservations should be obtained via three Alamo emails. (Two business days prior to departure)

7

Execute TAD/TDY

UNCLASSIFIED

Defense Travel System

DTS Authorization
MROWS COVERSHEET

ORIGINAL

1320
MROWS/[redacted]/0/CDT
2018

FROM: RECON CO B 4TH RECON BN 4TH MARDIV
TO: SERGEANT JJDID.T. BUCKLE
1234567891/0321/0311/0323 USMC
PRIMARY RESIDENCE ADDRESS
777 IWO JIMA DRIVE
CHATTANOOGA, TN 246135

SUBJ: DEFENSE TRAVEL SYSTEM (DTS) COVER SHEET

1. THIS DTS COVER SHEET CONTAINS DATA FOR YOUR TRAVEL AUTHORIZATION AND TRAVEL VOUCHER.

2. YOU ARE REQUIRED TO UPLOAD YOUR MROWS ORDERS AND THIS DTS COVER SHEET INTO YOUR DTS AUTHORIZATION FOR THIS PERIOD OF DUTY. DTS AUTHORIZATION SHALL NOT BE APPROVED WITHOUT A COPY OF THE MROWS ORDERS AND THIS DTS COVER SHEET.

3. THE PRIMARY RESIDENCE ADDRESS (PRA) AS REPORTED IN MCTFS APPEARS IN THE "TO" LINE OF THE ADDRESS ABOVE. TRAVEL AND PER DIEM ENTITLEMENTS WILL BE LIMITED TO TRAVEL FROM THE PRA.

4. YOU DO HAVE A GOVERNMENT TRAVEL CHARGE CARD (GTCC). IF THIS IS NOT CORRECT YOU MUST CONTACT YOUR UNIT AGENCY PROGRAM COORDINATOR (APC) OR GTCC COORDINATOR.

5. ENTER THE FOLLOWING DATA IN DTS TO CREATE TRAVELER'S AUTHORIZATION.

A. ALL TRAVEL MUST START NO EARLIER THAN 20180301

B. ALL TRAVEL MUST BE COMPLETED NO LATER THAN 20180415

C. TDY LOCATION: QUANTICO, VA

D. TRIP TYPE: AA ROUTINE TDY/TAD

E. PURPOSE: TRAINING ATTENDANCE

F. DESCRIPTION: MROWS TRACKING NUMBER: 2220257

6. LINE OF ACCOUNTING DATA AND SELECTION CRITERIA.

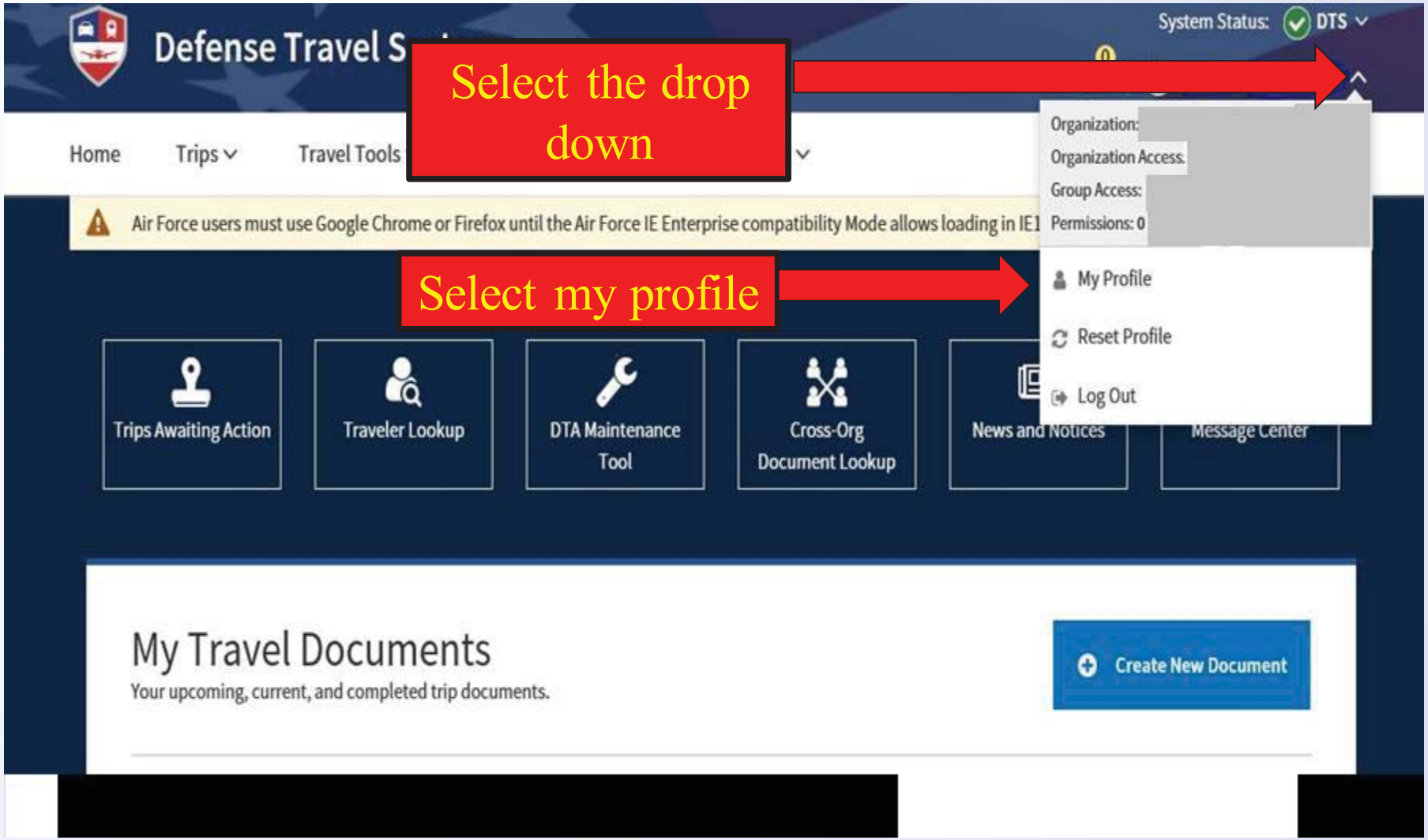
SPECIAL INSTRUCTIONS: N/A

A. FUNDING COMMAND FOR PAY AND ALLOWANCES: FORCE

B. ORDER TYPE: SCHOOL

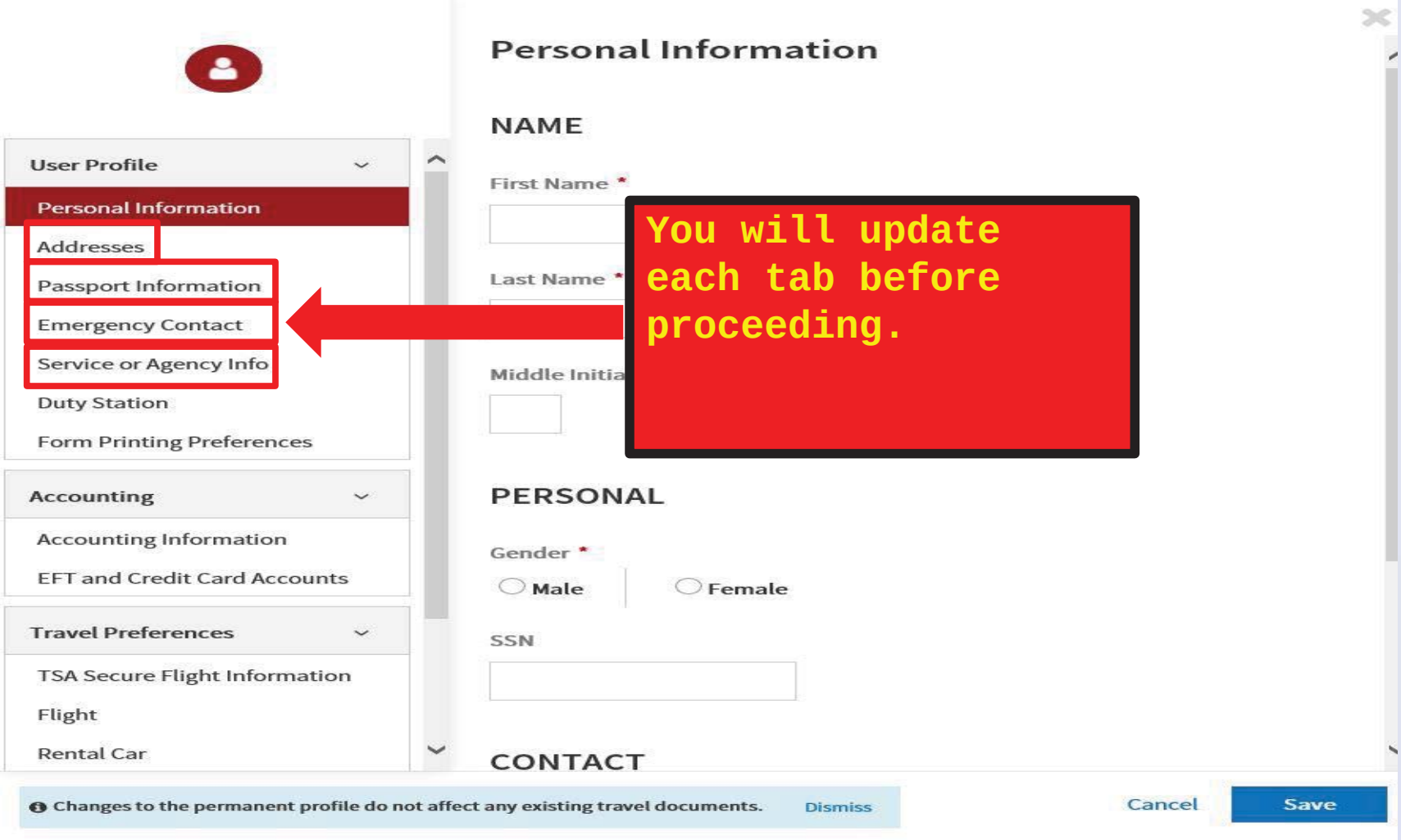
Defense Travel System

DTS Authorization Profile Update



Defense Travel System

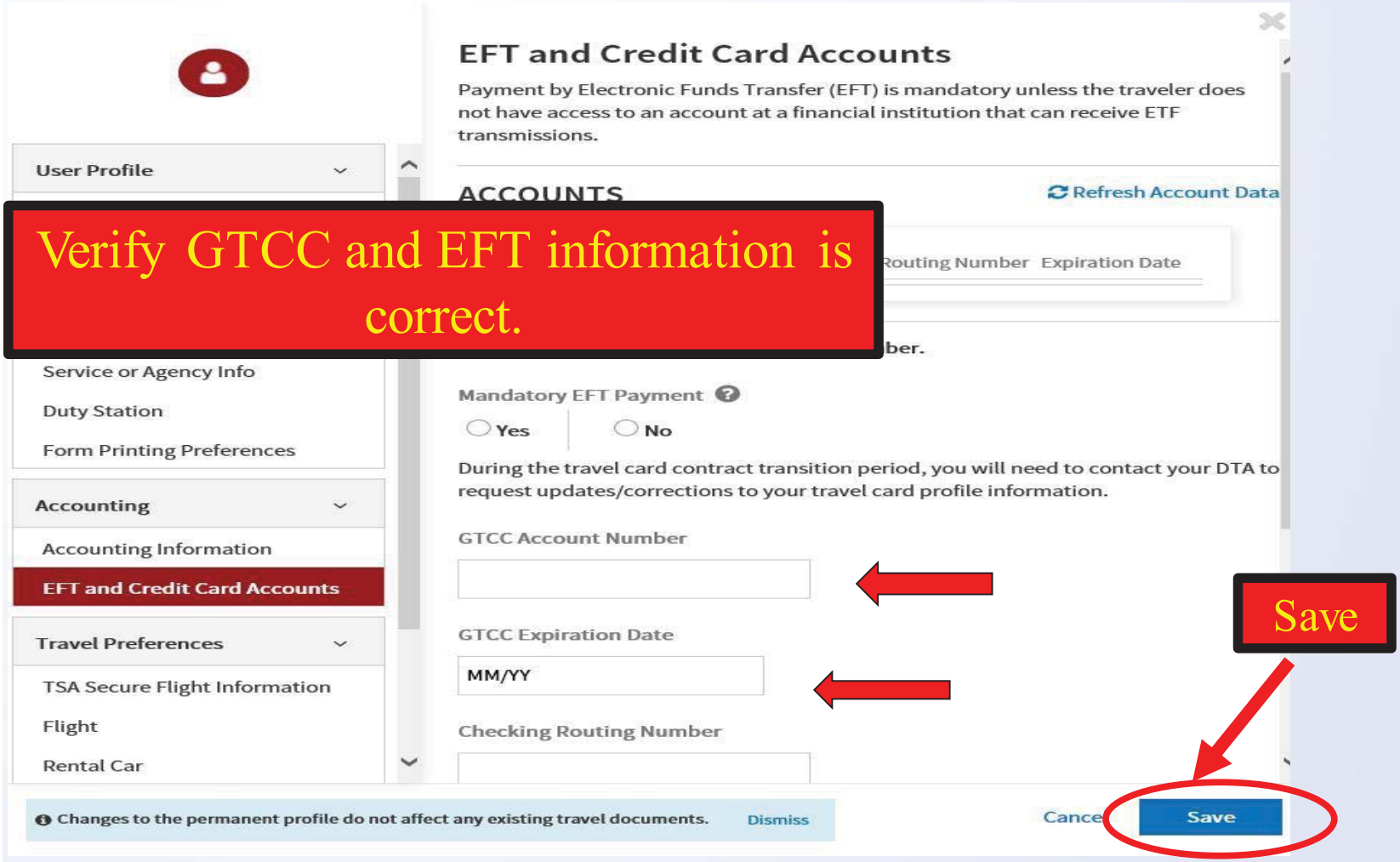
DTS Authorization Profile update



You will update each tab before proceeding.

Defense Travel System

DTS Authorization Profile update



Verify GTCC and EFT information is correct.

Save

Defense Travel System

DTS Authorization Form Preference

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST (YYYYMMDD): 20180408

REQUEST FOR OFFICIAL TRAVEL

2. NAME (Last, First, Middle Initial): [redacted]
3. SOCIAL SECURITY NUMBER: [redacted]
4. POSITION TITLE AND GRADE/RATING: [redacted]
5. LOCATION OF PERMANENT DUTY STATION (PDS): GREAT LAKES
6. ORGANIZATIONAL ELEMENT: 3D CAG/NO
7. DUTY PHONE NUMBER (Include Area Code): [redacted]
8. TYPE OF ORDERS: AA-ROUTINE TDY/TAD
9. TDY PURPOSE (See JTR, Appendix A): TRAINING ATTENDANCE See next page
10a. APPROX. NO. OF TDY DAYS (Including travel time): 6
b. PROCEED DATE (YYYYMMDD): 20180415

11. ITINERARY
FROM: GREENWOOD,IN
TO: QUANTICO,VA
RETURN TO: GREENWOOD,IN

VARIATION AUTHORIZED

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)
	X									RATE PER MILE:

AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas TDY only) [redacted]

ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR

13. [X] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR [X] b. OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$699.00	$ $513.50	$ $4.95	$ $1217.45

15. ADVANCE AUTHORIZED: $

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, reg[illegible], etc.)
The order type is for school and re[illegible]her course. The times chosen for flight were to stay coo[illegible]d with other marines flying to this course and return time was due to not be[illegible] able to fly till after 1600 on return [illegible]

Traveler is non-exempt from the mandatory provisions of the TTRA.

The 'Travel and Transportation Reform Act of 1998' stipulates that the government sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) for all costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.

REMARKS continued on next page

17. TRAVEL REQUESTING OFFICIAL (Title and signature)
18. TRAVEL APPROVING/DIRECTING OFFICIAL (Title and signature): [redacted]

AUTHORIZATION

19. ACCOUNTING CITATION
[redacted]

20. AUTHORIZING/ORDER ISSUING OFFICIAL (Title and signature)
21. DATE ISSUED (YYYYMMDD): 20180408
22. TRAVEL ORDER NUMBER: [redacted]

DD FORM 1610, JAN 2001 PREVIOUS EDITION IS OBSOLETE.

Gov't Form Preferred

06/14/18 TRAVEL AUTHORIZATION | DOC NO. MMQUANTICOVAD41518_A01-01
PAGE 1 ** Read Privacy Act On Last Page ** | AUTH NO. 241AR9

1) NAME. [redacted] SSN. [redacted]
ADDR. [redacted] PHONE. [redacted]
[redacted] MAIL CD.
ORG. 3D CAG
TITLE. Enlisted

DUTY. GREAT LAKES TZ. CST SEC CLR.
RES. GREENWOOD, IN CARD. Card Holder
HOURS. 8.0
Tech Statu NO Air Crew S NO

2) AUTH NO. 241AR9 DATE. 04/08/18 TYPE. AA-ROUTINE TDY/TAD

3) TRAVEL PURPOSE. TRAINING ATTENDANCE

4) GENERAL ITINERARY

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	PER DIEM RATE
04/15/18		D RES. GREENWOOD, IN	
04/15/18		A-QUANTICO, VA	$93.00/$51.00
04/20/18		D-QUANTICO, VA	
04/20/18		A RES. GREENWOOD, IN	

5) OTHER AUTHORIZATIONS

	EST COST	ADV AMT
COM. CHGE.	$513.50	$0.00
LODGING	$[illegible].50	$0.00
M&IE	$[illegible].50	$0.00
TOTAL	$1217.45	$0.00
ADVANCE AUTHORIZED		0.00

7) PRE-AUDIT JUSTIFICATIONS

PERSONAL INFO HAS CHANGED — PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE.PLEASE ENSURE ALL INFORMATION IS CORRECT. -- ROUTING LIST
JUSTIFICATIONS.

LODGING NOT USED — QUANTICO,VA. No lodging reservations exist from 04/15/2018 to 04/20/2018.
JUSTIFICATIONS. SNM FOUND LOWER RATE.

AVAIL PREFERRED LDG NOT USED — QUANTICO,VA. Available preferred lodging was not used for 04/15/2018 to 04/20/2018.
JUSTIFICATIONS. SNM FOUND LOWER RATE.

8) ACCOUNTING CLASSIFICATIONS — EST COST
18 EPT HNL A4 - 067443^17^18^18^1108^2731^2102^67861^^067443^2D^#
MRONG TN #^M26381^G3^MR^A4^MRTN^^^^^6102^AA^^^^^^ — $1217.45

9) REMARKS

Traveler is Non-Exempt from the mandatory provisions of the TTRA.
Transportation expenses on this itinerary indicated as GOVCC-Individual are billed to an individually billed account and are reimbursable to the traveler.
Transportation expenses on this itinerary indicated as GOVCC-Central Billed or AMC Billed are billed directly to the Government and are NOT reimbursable to the traveler.

DTS Default Form

Defense Travel System

DTS Authorization Form Preference

User Profile
- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences

Accounting
- Accounting Information
- EFT and Credit Card Accounts

Travel Preferences
- TSA Secure Flight Information
- Flight
- Rental Car
- Lodging
- Smoking Preference
- Rewards Programs
- Remarks

Form Printing Preferences

AUTHORIZATIONS

Review and update form printing preferences for authorizations and group authorizations.

Display full SSN?
(●) No ( ) Yes

Print itinerary information for reservations?
( ) No ( ) Yes

Authorizations Preferences
Govt+Form

Cash Advance Preferences
Default

Group Authorization Preferences
Summary

VOUCHER

Review and update form printing preferences for vouchers.

Display full SSN?
(●) No ( ) Yes

Print a list of receipts that are attached to the voucher?
( ) No ( ) Yes

Voucher Preferences
Govt+Form

Changes to the permanent profile do not affect any existing travel documents. Dismiss

Cancel Save

Select Govt + FORMS

Select Govt + FORMS

DTS Authorization Requirements Checklist

- ❑ Traveler must have a Reserve profile (10 Digit=SSN+R) created and/or accepted by Organization (ODTA).
- ❑ If the MROWS orders meet the DTS criteria, upon authentication, it will generate DTS coversheet.
- ❑ You must have a CAC, a CAC reader, and a printer to route an Authorization yourself (not T-entered).

Defense Travel System

DTS Authorization

Trips Awaiting Action

Traveler Lookup

DTA Maintenance Tool

Cross-Org Document Lookup

News and Notices

Message Center

Click "Create New Document"

My Travel Documents

Your upcoming, current, and completed trip documents.

Create New Document

11 Authorizations

11 Authorizations

Sort by Departure Date (Latest)

Show inactive documents

UNCLASSIFIED

Defense Travel System

DTS Authorization

My Travel Documents

Your upcoming, current, and completed trip documents.

11 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

11 Authorizations

Sort by Departure Date (Latest)

Show inactive documents

Create New Document

Routine TDY Trip

Special Circumstances

Voucher

Local Voucher

Group Authorization

After selecting "Create New Authorization," choose the top box to create travelers authorization.

Defense Travel System

DTS Authorization
Create Itinerary

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
MM/DD/YYYY	MM/DD/YYYY	City or Zip	Air	Morning	No

TRIP OVERVIEW

Leaving On: MM/DD/YYYY

Returning On: MM/DD/YYYY

Leaving From
- (●) My Residence
- ( ) My Duty Station
- ( ) City or Zip

Returning To
- (●) My Residence
- ( ) My Duty Station
- ( ) City or Zip

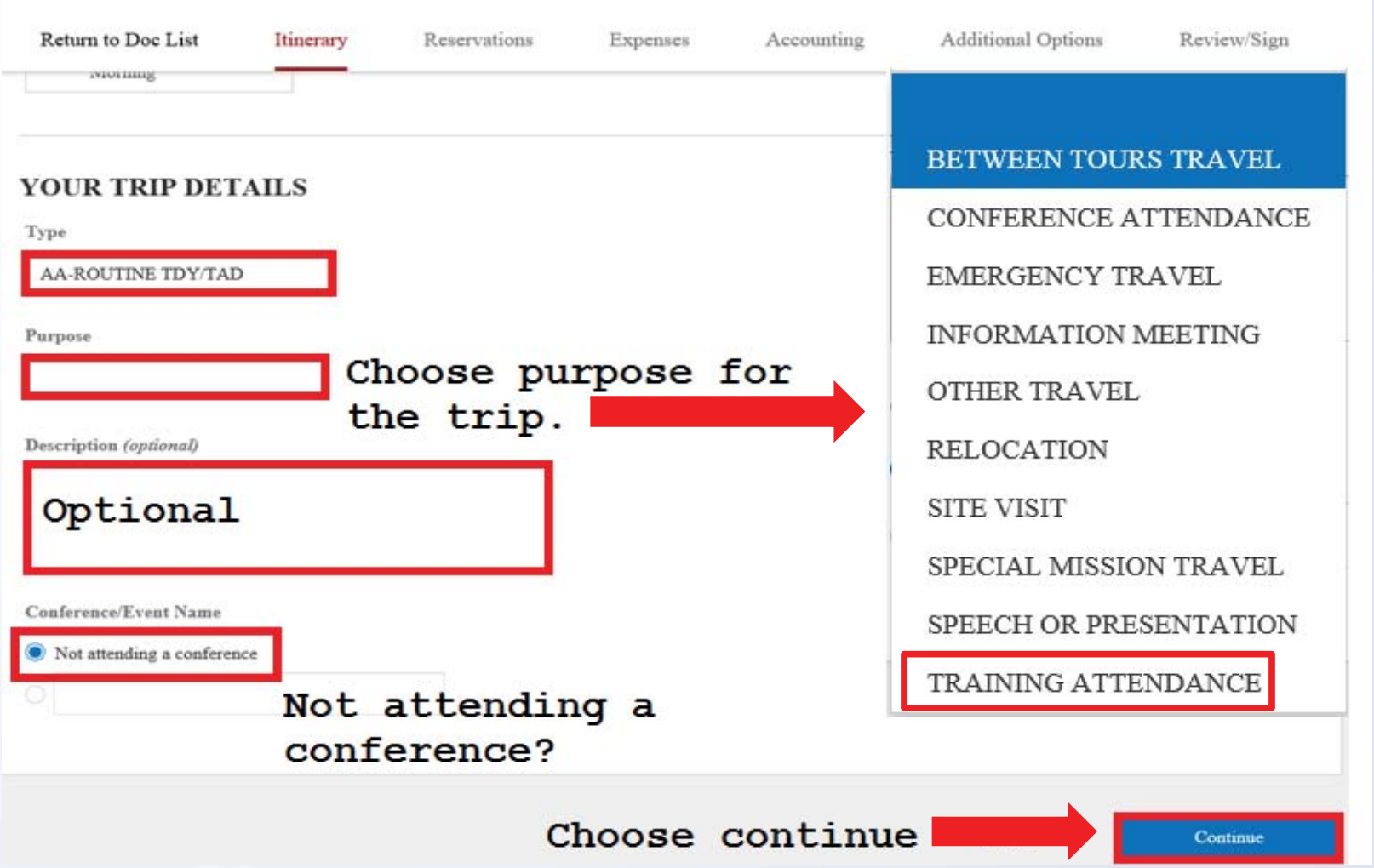
Insert travel dates, TDY location, mode of travel, time of day, and yes or no for rental car.

DTS Authorization
Create Itinerary

Choose the trip duration, how traveler is returning, and the time of day.

Defense Travel System

DTS Authorization
Create Itinerary, cont.



Defense Travel System

DTS Authorization
TSA info

COLLAPSE

DOC INFO

Doc Name:

Traveler:

ITINERARY

Create Itinerary

TRANSPORTATION TO TDY

TSA Info

Flight:

Flight:

RESERVATIONS: QUANTICO,VA

Lodging

REVIEW

Review Reservations

EXPENSES

Trip Costs

Per Diem

Enter Your TSA Info for This Trip

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

Boxes with red asterisks are filled in.

First Name *: First Name

Last Name *: Last Name

Middle Initial: MI

Gender *: Male / Female

Date of Birth *: MM/DD/YYYY

Known Traveler Number: EDIPI

Redress Number:

TSA information. The "Known Traveler Number" is your EDIPI. Choose save and continue.

Save this TSA information to my profile

Continue to Booking

Continue to Booking ›

Defense Travel System

DTS Authorization
Flight Booking

Reservations | Expenses | Accounting | Additional Options | Review/Sign

← Trip Summary

Skip this flight booking →

Flight Step 1 of 3: Select a Flight

Click Search to find flights.

DEPARTING FROM	ARRIVING AT	DEPARTING ON		
IND - Indianapolis, IN	DCA - Washington Rc	04/15/2018	Morning	Search
Include nearby airports	Include nearby airports			

Verify information is correct

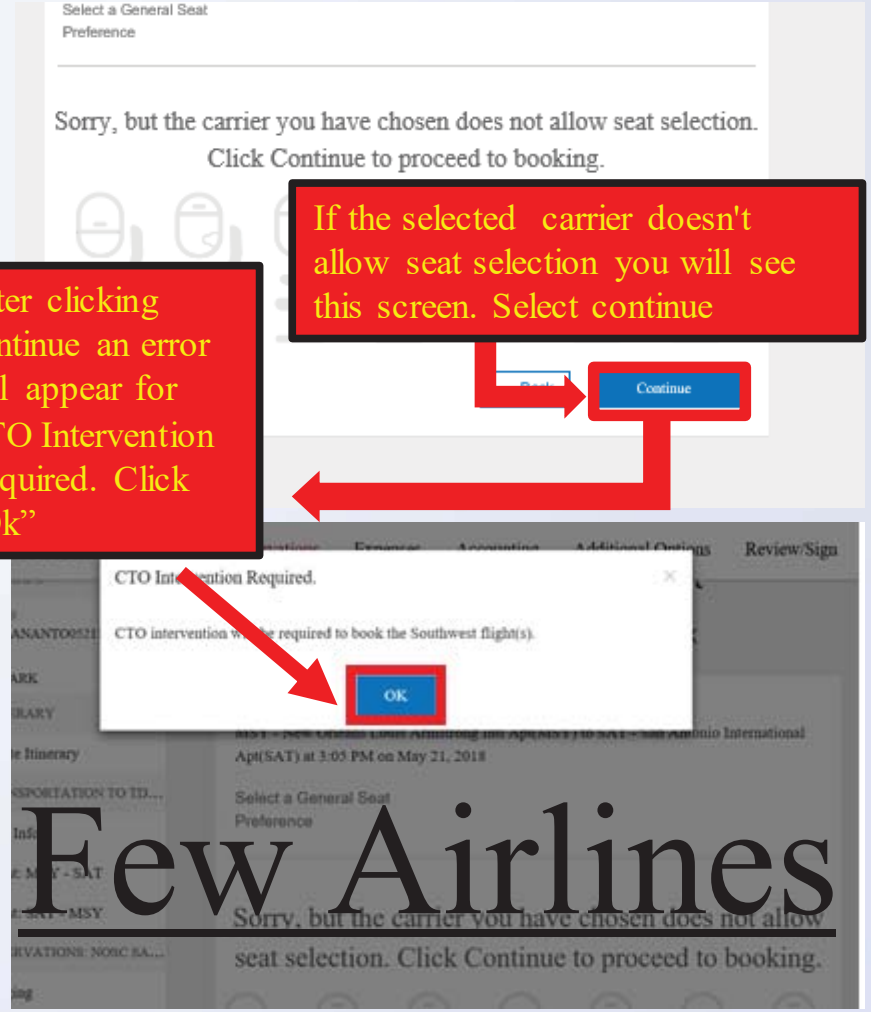
Select a flight that meets mission requirements.

Defense Travel System

DTS Authorization
Flight Booking

Most Airlines

Select the desired seat for each flight. Then select Confirm & Continue at the bottom of the page.



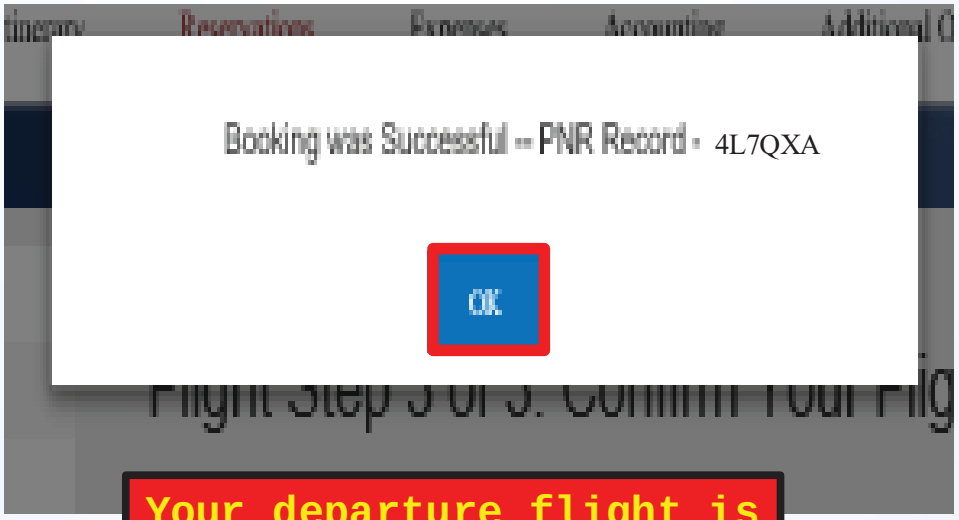
If the selected carrier doesn't allow seat selection you will see this screen. Select continue

After clicking continue an error will appear for CTO Intervention Required. Click "Ok"

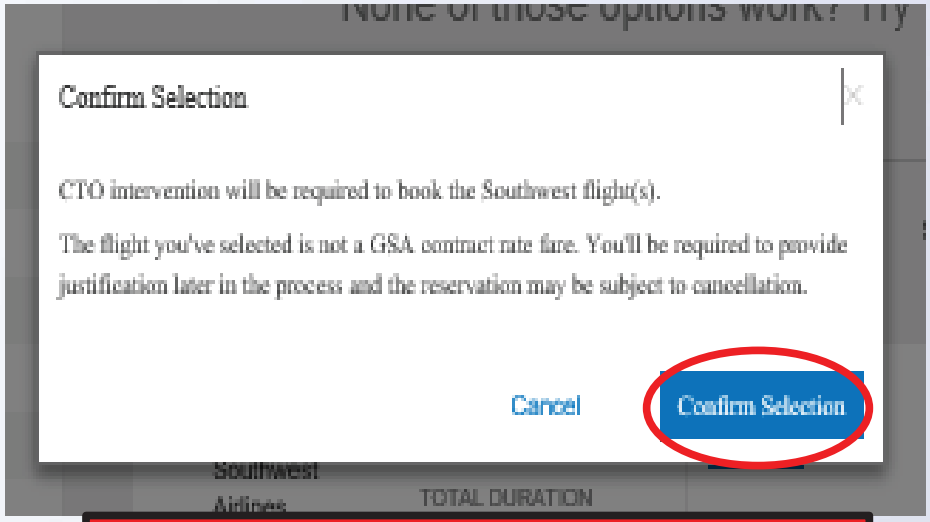
Few Airlines

Defense Travel System

DTS Authorization
Flight Booking



Your departure flight is complete. Now setup your return flight and follow the same process except with the cities reversed and date for your departure.



CTO intervention will be required to book the Southwest flight(s).
The flight you've selected is not a GSA contract rate fare. You'll be required to provide justification later in the process and reservation may be subject to cancellation.

Defense Travel System

DTS Authorization
Reservation Complete

April 15, 2018

FLIGHT to Washington Ronald Reagan National

Booked!

Confirmation: TULAALVOMAZ

Sunday April 15, 2018

1 Connection

IND - Indianapolis → DCA - Washington Ronald Reagan National Ap 56m

American Airlines Flight 4445 Seat 15D	10:29 AM IND - Indianapolis	12:13 PM CLT - Charlotte	DURATION 0m

Frequent Flyer Number

Select Frequent Flyer Number

56m

American Airlines Flight 1950 Seat 13C	13:09 PM CLT - Charlotte	14:36 PM DCA - Washington Ronald Reagan National Apt	DURATION 0m

If commercial lodging is required. Select "Book".

Total Cost

$513.50

Includes taxes and fees

LODGING in QUANTICO,VA

Book

April 20, 2018

FLIGHT to Indianapolis

Booked!

Confirmation: TULAALVOMAZ

Friday April 20, 2018

Non Stop

DCA - Washington Ronald Reagan National Ap → IND - Indianapolis 0m

American Airlines Flight 4702 Seat 14D	20:00 PM DCA - Washington Ronald Reagan National Apt	21:50 PM IND - Indianapolis	DURATION 0m

Frequent Flyer Number

Select Frequent Flyer Number

If commercial lodging is not required. Scroll to bottom of page. Select "Continue to Expenses".

April 15, 2018	$513.50
April 20, 2018	-

$513.50

Includes taxes and fees

Continue to Expenses

Defense Travel System

DTS Authorization Expenses

COLLAPSE

Trip Authorization Info

Doc Name:

Traveler:

Edit Itinerary

Reservations

TSA Info

Flight: IND - DCA

Flight: DCA - IND

RESERVATIONS: QUANTICO,VA

Review Reservations

Finances

Expenses

Per Diem

Enter Estimated Travel Expenses

Reservation Expenses

Expense Name	Date	Cost	Document
American Airlines (Flight st: IND – DCA	10/08/2018	$505.40	

Total $513.50

Reservations generate in Expenses.

Other Expenses

Expense Name	Date	Cost	Document	Actions

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

Total: $513.50

Defense Travel System

DTS Authorization
Per Diem

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE
DOC INFO
Doc Name:
Traveler:
ITINERARY
Create Itinerary
TRANSPORTATION TO TDY
TSA Info
Flight: IND - DCA
Flight: DCA - IND
RESERVATIONS: QUANTICO,VA
Lodging
REVIEW
Review Reservations
EXPENSES
Travel Expenses
Per Diem
Accounting
REVIEW
Review Profile
Review Trip
Other Auths and Pre-Audits
Sign and Submit

Review per diem amounts

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

Group similar days | Expand all | Collapse all

TDY: QUANTICO, VA (6 days)

TDY location exempt from state sales tax but requires exemption form. Download exemption form.

04/15/2018 First Day	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMENTS None	LODGING COST $83.70	LODGING ALLOWED $83.70 Reimbursement: GOVCC-Individual Locality Rate: $93.00	M&IE ALLOWED $38.25 Reimbursement: Personal Locality Rate: $51.00
04/16/2018 - 04/19/2018	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMEN None	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
04/20/2018 Last Day	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMENTS None		Reimbursement: GOVCC-Individual Locality Rate: $93.00	Reimbursement: Personal Locality Rate: $51.00

State sales taxes for lodging. Form required.

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
$418.50	$418.50	$280.50

< Back | Continue >

Defense Travel System

DTS Authorization
Per Diem

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE

DOC INFO

Doc Name:

Traveler:

ITINERARY

Create Itinerary

Review per diem amounts

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

Group similar days

Expand all | Collapse all

TDY: QUANTICO, VA (6 days)

DATE				LODGING COST	LODGING ALLOWED	M&IE ALLOWED
04/15/2018 First Day	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMENTS None	LODGING COST $83.70	LODGING ALLOWED $83.70 Reimbursement: GOVCC-Individual Locality Rate: $93.00	M&IE ALLOWED $38.25 Reimbursement: Personal Locality Rate: $51.00
04/16/2018 - 04/19/2018	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMENTS None	LODGING COST $83.70	LODGING ALLOWED $83.70 Reimbursement: GOVCC-Individual Locality Rate: $93.00	M&IE ALLOWED $51.00 Reimbursement: Personal Locality Rate: $51.00
04/20/2018 Last Day	MEALS Full Rate	DUTY CONDITIONS None	OTHER ENTITLEMENTS None	LODGING COST $0.00	LODGING ALLOWED $0.00 Reimbursement: GOVCC-Individual Locality Rate: $93.00	M&IE ALLOWED $38.25 Reimbursement: Personal Locality Rate: $51.00

By clicking the group similar button, you will be able to edit per diem fields individually

By clicking the EXPAND ALL/COLLAPSE ALL you will be able to view lodging and M&IE per day.

REVIEW

Review Profile

Review Trip

Other Auths and Pre-Audits

Sign and Submit

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
$418.50	$418.50	$280.50

Back | Continue

Defense Travel System

DTS Authorization
Per Diem

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE

DOC INFO

Doc Name:

Traveler:

ITINERARY
- Create Itinerary

TRANSPORTATION TO TDY
- TSA Info
- Flight: IND - DCA
- Flight: DCA - IND

RESERVATIONS: QUANTICO,VA
- Lodging

REVIEW
- Review Reservations

EXPENSES
- Travel Expenses
- Per Diem
- Accounting

REVIEW
- Review Profile
- Review Trip
- Other Auths and Pre-Audits
- Sign and Submit

Review per diem amounts

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

Group similar days | Expand all | Collapse all

TDY: QUANTICO, VA (6 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
04/15/2018 First Day	MEALS Full Rate; DUTY CONDITIONS None; OTHER ENTITLEMENTS None	LODGING COST $83.70	LODGING ALLOWED $83.70; Reimbursement: GOVCC-Individual; Locality Rate: $93.00	M&IE ALLOWED $38.25; Reimbursement Personal; Locality Rate: $51.00
04/16/2018 - 04/19/2018	MEALS Full Rate; DUTY CONDITIONS None; OTHER ENTITLEMENTS None	LODGING COST $83.70	LODGING ALLOWED $83.70; Reimbursement: GOVCC-Individual; Locality Rate: $93.00	M&IE ALLOWED $51.00; Reimbursement: Personal; Locality Rate: $51.00
04/20/2018 Last Day	MEALS Full Rate; DUTY CONDITIONS None; OTHER ENTITLEMENTS None	LODGING COST $0.00	LODGING ALLOWED $0.00; Reimbursement: GOVCC-Individual; Locality Rate: $93.00	M&IE ALLOWED $38.25; Reimbursement: Personal; Locality Rate: $51.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
$418.50	$418.50	$280.50

Back | Continue

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

Meals Hide Options

Specify whether any meals are available at your TDY location.

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

- Meals Available at TDY Location
- Government Meals Provided at TDY Location
- Occasional Meals Required

Select Available Meals

- [X] Breakfast
- [X] Lunch
- [X] Dinner

Duty Conditions

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

- [ ] Field Conditions
- [ ] Quarters Available

LODGING COST (Locality rate: $93.00) $ 92.00

M&IE COST (Locality rate: $38.25

Cancel

For this example meals is available for all three meals.

Commercial Meal Rate (CMR) = Full Rate
Proportional Meal Rate (PMR) = Available + one or two of the three
Government Meal Rate (GMR) = Available, B, L, and D

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

Duty Conditions Hide Options

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

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

Training Type

Select

Other Entitlements Hide Options

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

- [ ] Allowed Leave (no per diem)

LODGING COST (Locality rate: $93.00)	M&IE COST (Locality rate: $51.00)
$ 92.00	$38.25

Cancel

Select Quarters Available

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

Duty Conditions Hide Options

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

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

Training Type

Select

Other Entitlements Hide Options

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

- [ ] Allowed Leave (no per diem)

LODGING COST (Locality rate: $93.00) $ 92.00

M&IE COST (Locality rate: $51.00) $38.25

Cancel

Training Type

Select

Select

Annual training

Active duty training

Inactive duty training to a non-local area

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

Duty Conditions

Duty conditions affect your l

- Field Conditions
- Adverse Effects (Comme
- Inactive Duty Training (L
- Permissive TDY
- Hospital Stay

Training Type

Select

Training Type

Select

Select

Annual training

Active duty training

Inactive duty training to a non-local area

Other Entitlements

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

- Allowed Leave (no per diem)

LODGING COST (Locality rate: $93.00)	M&IE COST (Locality rate: $51.00)
$ 92.00	$38.25

Cancel

Training Type

Annual training

Quarters and Meals Available *

- X Quarters
- Quarters and Meals
- Commercial Qtrs

Select Authorize Quarters Available

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

Other Entitlements Hide Options

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

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

LODGING COST (Locality rate: $93.00)	M&IE COST (Locality rate: $51.00)
$ 92.00	$38.25

Select which is authorized from your orders

Defense Travel System

DTS Authorization
Per Diem

Adjust Per Diem Amounts

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

Adjustment Date Range *

04/15/2018 - 04/15/2018

OCONUS Incidental Amount (reduced rate)

In Place Travel (receive full per diem)

$ Expense Details — Hide Options

Edit expense details.

Lodging	M&IE
Reimbursable	Reimbursable
Expense Category: Lodging	Expense Category: M&IE
Method of Reimbursement*: GOVCC-Individual	Method of Reimbursement*: Personal

LODGING COST (Locality rate: $93.00) $ 92.00

M&IE COST (Locality rate: $51.00) $38.25

Cancel

Modify your method of reimbursement here to split your payment.

Once completed select Save Adjustments.

Defense Travel System

DTS Authorization
Accounting

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE
DOC INFO
Doc Name:
Traveler:
ITINERARY
Create Itinerary
TRANSPORTATION TO TDY
TSA Info
Flight: IND - DCA
Flight: DCA - IND
RESERVATIONS: QUANTICO,VA
Lodging
REVIEW
Review Reservations
EXPENSES
Travel Expenses
Per Diem
Accounting
REVIEW
Review Profile
Review Trip
Other Auths and Pre-Audits
Sign and Submit

Accounting

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

ACCOUNTING CODES

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

Lines of Accounting (LOA)

Add LOA

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary
Non-Reimbursable Expenses
Reimbursable Expenses
Total Expenses

Disbursement Summary
Advances Paid
SPP Paid
Total Prior Payments

Schools and training funded order by G3 and RA must select the LOA from the Cross-Org

< Back | Continue >

Defense Travel System

DTS Authorization
Accounting

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE
DOC INFO
Doc Name:
Traveler:
ITINERARY
Create Itinerary
TRANSPORTATION TO TDY
TSA Info
Flight: IND - DCA
Flight: DCA - IND
RESERVATIONS: QUANTICO,VA
Lodging
REVIEW
Review Reservations
EXPENSES
Travel Expenses
Per Diem
Accounting
REVIEW
Review Profile
Review Trip
Other Auths and Pre-Audits
Sign and Submit

Accounting

Add and allocate lines of accounting, request a
more than 45 days.

Schools and training funded order by G3 and RA must select the LOA from the Cross-Org

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify
using more than one LOA, you will be require

Lines of Accounting (LOA)

Add LOA

No Lines of Accounting (LOA) have been added.

Search
From DM6167MFR67861G3T3R
Shared LOA
Cross Org LOA

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	$0.00
Reimbursable Expenses	$1217.45
Total Expenses	$1217.45

Disbursement Summary

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

Calculated Trip Cost

Allowed	Actual
$1217.45	$1217.45

< Back | Continue >

Defense Travel System

DTS Authorization
Accounting

Return to Doc List | Itinerary | Reservations | Expenses | Per Diem | Accounting | Additional Options | Review/Sign

COLLAPSE
DOC INFO
Doc Name:
Traveler:
ITINERARY
Create Itinerary
TRANSPORTATION TO TDY
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Flight: IND - DCA
Flight: DCA - IND
RESERVATIONS: QUANTICO,VA
Lodging
REVIEW
Review Reservations
EXPENSES
Travel Expenses
Per Diem
Accounting
REVIEW
Review Profile
Review Trip
Other Auths and Pre-Audits
Sign and Submit

Accounting

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

ACCOUNTING CODES

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

Lines of Accounting (LOA)

ACCOUNTING LABEL	ORGANIZATION
18 SGT CRS	DM6167MFR678...

Allocations

This trip is 100% allocated to 18 SGT CRS

Hide Details

18 SGT CRS

CATEGORY	ALLOWED	ACTUAL
COM. CARR.-I	$518.45	$518.45
LODGING	$418.50	$418.50
M&IE	$280.50	$280.50
Sub Total	$1217.45	$1217.45

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	$0.00
Reimbursable Expenses	$1217.45
Total Expenses	$1217.45

Disbursement Summary

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

Calculated Trip Cost

Allowed	Actual
$1217.45	$1217.45

< Back | Continue >

Defense Travel System

DTS Authorization
Profile Review

COLLAPSE

Trip Authorization Info

Doc Name:

Traveler:

View Adjustments

Edit Itinerary

Reservations

- TSA Info
- Flight: IND - DCA
- Flight: DCA - IND
- RESERVATIONS: QUANTICO,VA
- Review Reservations

Finances

Review Profile

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

Profile

C C

NEW ORLEANS, LA

Permanent Duty Station
MARFORRES
2000 OPELOUSAS AVE
NEW ORLEANS, LA

Email

GTCC
Card ending VISA

Exp. Date

Checking Account
Account ending in

Open Profile

Back

Continue

Defense Travel System

COLLAPSE

Trip Authorization Info

Doc Name:

Traveler:

View Adjustments

Edit Itinerary

Reservations

TSA Info

Flight: IND - DCA

Flight: DCA - IND

RESERVATIONS: QUANTICO,VA

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Review Trip Authorization

Print

Trip Details for:

Trip Type: AA-ROUTINE TDY/TAD

Trip Description:

Dates:

Conference/Event Name: Not Applicable

Reference: Add Reference

Comments to the Approving Official Edit Comments

Itinerary

Expand All | Collapse All

Go to Itinerary

TRIP START IND - Indianapolis Leaving on

TDY LOCATION 1

Show Details

Flight Booked

Flight to ..

Edit

Confirmation:

Wednesday	DEPARTURE	ARRIVAL	DURATION
American Airlines Flight 4445	10:29 AM IND - Indianapolis	12:13 PM CLT - Charlotte	0m

Preview the entire trip by scrolling up and down. Ensuring the trip meets mission requirements.

Select Save and Proceed to Other Auths.

UNCLASSIFIED

Defense Travel System

DTS Authorization
Pre Audit

COLLAPSE

Trip Authorization Info

Doc Name:

Traveler:

View Adjustments

Edit Itinerary

Reservations

TSA Info

Flight: IND - DCA

Flight: DCA - IND

RESERVATIONS: QUANTICO,VA

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. View memorandum.

Other Authorizations

Add Other Authorization

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

No Other Authorizations have been added.

Pre-Audit

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

0 PRE AUDITS

There are no Pre-Audits.

0 ADVISORIES

There are no Advisories.

Back | Continue

Provide justification as required. NOTE THE REASON CODES – "..." or "NA" is not a justification. Then continue.

Proceed to Digital Signature.

Defense Travel System

DTS Authorization Routing List

Digital Signature

Trip Authorization Status

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

Check document for errors...

	NAME	COMMENT
CREATED		
(Pending) SIGNED		

DO NOT select the routing list ending in SMCR for G3 Schools

DOCUMENT STATUS *

I agree to SIGN this document

ROUTING LIST *

QUAN G3

Add Comments

Traveler, ensure the signed stamp box is marked

Sign your authorization.

UNCLASSIFIED

Defense Travel System

DTS Authorization Submit

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

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

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

Submit Completed Document

Select submit.

Please allow the system to cycle through your digital signature before closing the module.

Your authorizations document will be routed through the respective section for approval.

DTS Authorization
Monitor Routing Status

Digital Signature

Trip Authorization Status

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

Check document for errors...

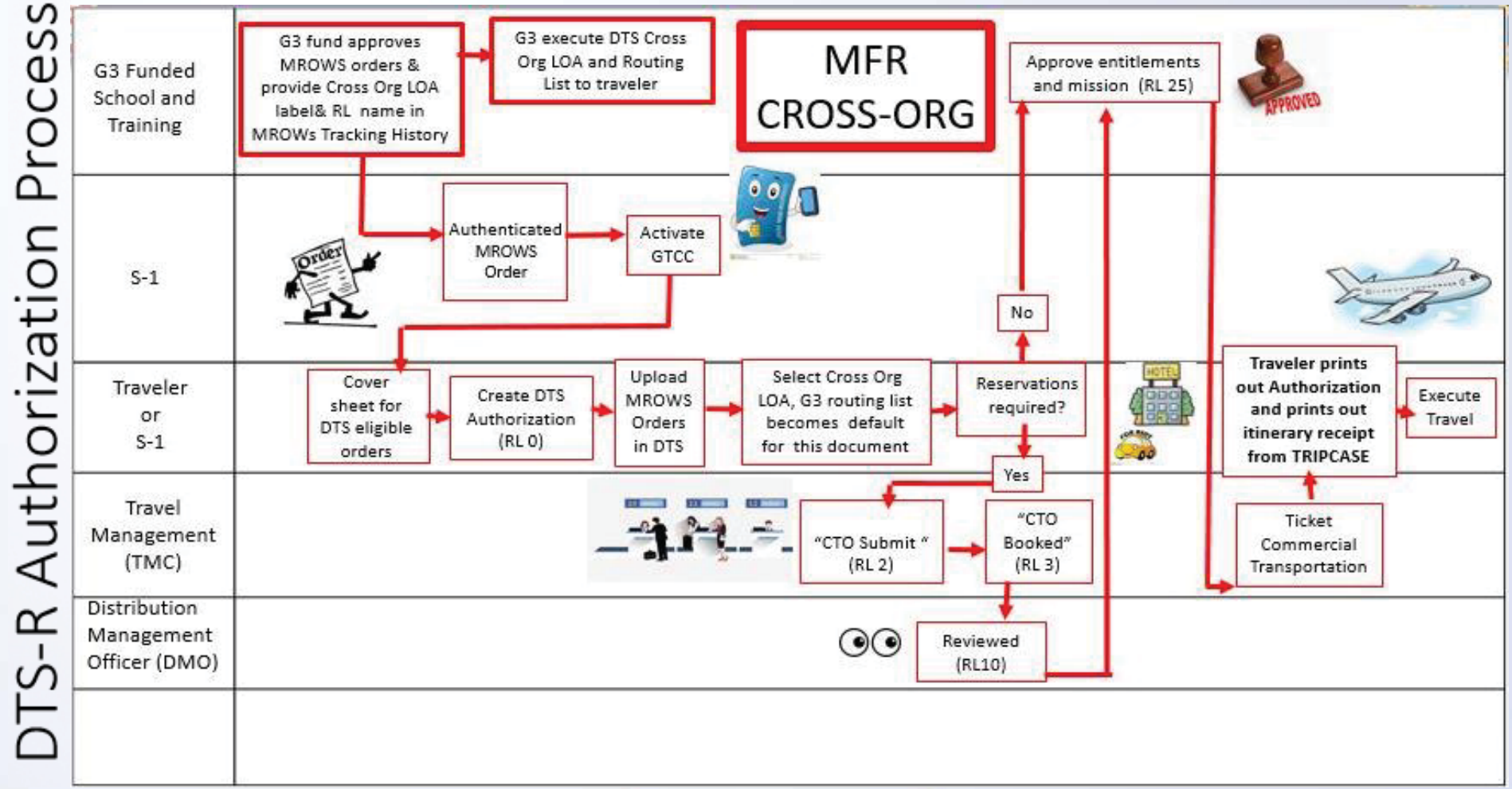
Hide Previous Stamp

	NAME	COMMENT
CREATED		resign
SIGNED		
PROCESSED	SYS	Routing for approval not required.

Back

Defense Travel System

DTS Authorization Flow Chart



References

- Details are located in:
  - JTR
  - DOD FMR 7000.14-R, Volume 5, Chapter 33
  - DOD FMR 7000.14-4, Appendix E
  - DOD FMR 7000.14-R, Volume 9, Chapters 2 and 3
  - MCO 4650.39A
  - MCO 4600.40A
  - MCTIMS (Lodging)

Points of Contact

MC DTS HELP DESK	HR 0700-2200	1-855-387-8762
ODTA JAD-RLSS	SSgt Moody	703-692-7436
LDTA HH-OpGrp	Sgt Torres	703-693-5360

Questions?