CREATING AN AUTHORIZATION TRAVELER GUIDE

READ BEFORE STARTING YOUR AUTHORIZATION!
If this is your first time using DTS, it's been over 30 days since you last your profile, or your GTCC is nearing or past expiration, you **must update/validate** your profile **before** starting your authorization.

1 Create an Authorization

On the **DTS Dashboard,** select **Create New Document** and then **Routine TDY Trip.**

When the Profile Validation screen opens:
- ❑ Select Update Personal Information.
- ❑ Confirm or update **ALL** information.
- ✓ Ensure your Address is Correct
- ✓ Ensure E-mail is a working e-mail
- ✓ GTCC # information is Correct
- ✓ GTCC Expiration has not expired
- ✓ Banking Information (routing and checking) Is correct
- ❑ Once you have confirmed that **ALL** information is correct, select Update Personal Information.

2 Create Itinerary

Complete the fields to enter your:
- ❑ Departure and arrival locations and dates.
- ❑ Trip type, purpose, and description. Must be specific with adequate detail
- ❑ Transportation modes and departure times.
- ❑ Conference information (if applicable)
- ❑ Save your itinerary.

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

3 Enter TSA Information

If you need air reservations, before you start booking them, the TSA Information screen opens.
- ❑ Verify or correct your TSA Secure Flight Information, Note your (DoD ID) on the back of your CAC is # used for your known traveler number.
- ❑ select **Continue to Booking.**

4 Book Air Travel

If your itinerary reflects a need for air reservations, the Flight screens display. If not, select **Add to Trip** > **Add new flight** on the Review Reservation Selections screen (see Section 2 **Enter TSA Information**).
- ❑ Available flights display in a list, but you can search for different flights. Select an available flight.
- ❑ Select a seat or seat type.
- ❑ Confirm the flight. Repeat steps 1-2 for all connecting flights.
- ❑ Repeat steps 1-3 for all remaining flights.

5 Book Rental Car

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

Available cars display in a list, select the least costly rental car. **Advanced Options** if you need to change the search criteria.

- ❑ Choose **Select Car**.
- ❑ Select **Book Car** to confirm your selection.
- ❑ Select **Request TMC Assistance** when there are no government rate rentals listed.

NOTE: Rental Cars MUST be approved by AO/CO.

USARAK Staff personnel on TDY will make every effort to utilize alternate means of ground transportation courtesy van or taxi before authorizing a rental vehicle. Additionally, if multiple individuals are traveling to the same location, limit the number of rental vehicles to minimum required to support he mission; every seat should be filled before an additional vehicle is authorized.

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6 Book Lodging

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

DTS displays the most appropriate lodging type for your trip, but you can search for different hotels.

- ❑ To see lodging locations use **View Map** or **Filters.**
- ❑ Choose **Select** for an available hotel.
- ❑ Choose **Select** for an available room.
- ❑ Select **Book** to confirm your selection.

It is **MANDATORY** for civilians and military members to reserve, the following order of availability at ILPP Sites:

1. Government quarters (DoD Lodging)
2. Public-Private Venture (privatized) Lodging
3. DoD Preferred Commercial Lodging at designated ILPP U.S. Installation and metro sites.

- DTS automatically provides available Government Lodging Program options based on locations entered in the travel authorization itinerary. Itinerary location(s) **must** be for the actual location(s) the TDY/TAD will be performed and **NOT** a Lodging location that is different than the TDY/TAD location.

- Selecting a lodging type that is not the recommended type *may* cause you to receive a reduced lodging reimbursement.

- Choosing **Select Room** multiple times *may* result in multiple bookings, but they may not all reflect on your itinerary.

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

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7 Review Your Reservations

After you make all your reservations, the Review Reservation Selections screen displays. You can also get here by selecting the **Trip Summary** link on any **Reservations** module screen.

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

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8 Expenses

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

- The **Lodging** entry displays. This feature provides a quick view of lodging per diem for TDY dates.
- The reservation expenses appear in a single list as the booked reservations in DTS. **Note:** You can only view reservations in the **Expenses** module.

- The rest of your expenses and mileage allowances appear in the same single list as the booked reservations on the **Enter Expenses** screen.

To enter an expense or mileage allowance:
- ❑ At the top of the page, select **Add**.
- ❑ In the **Add New** window, use the drop-down menu to select the **Expense** category and type.
- ❑ On the **Add New** screen, enter required fields, and select **Add**.
- ❑ Repeat until you enter all expenses and mileage allowances.

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

TIP: To duplicate an expense to save time:
- ❑ When you have a re-occurring expense, you can select the options (3-dots icon). The **Duplicate Expense** window opens.
- ❑ Add the date range for the replication.
- ❑ Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

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9 Receipts and Documents

- ▪ An expense item's **Details** allows you to enter **Notes** and attach a receipt directly to the expense using **Browse** and **Upload**, dragging them from another location or selecting the +sign (**Add)** to attach receipts.

- ▪ **Import a PDF** function allows you to search for and **Attach to Existing (**expense) or **Create New** (expense) and attach files.

NOTE: You must attach each finished image to an expense or attach it to **Documents** option in the **Add New** screen for items meeting receipt requirements

10 Per Diem

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

- ❑ Select **Adjust Per Diem Amounts** to change one or more allowances.
- ❑ Enter the **Date Range** you want to adjust**.**
- ❑ Make all necessary changes, and then select **Save Adjustments**.
- ❑ Repeat steps 1-3 until all allowances are correct.

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

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11 Accounting

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

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

12 Review Authorization

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

Enter **Comments to the Approving Official** *(optional)*.

❑ Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.

❑ When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.

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13 Other Auths and Pre-Audits

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

❑ In the *Other Authorizations* section, add new comments as necessary.

❑ In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.

❑ In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).

❑ Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar**.
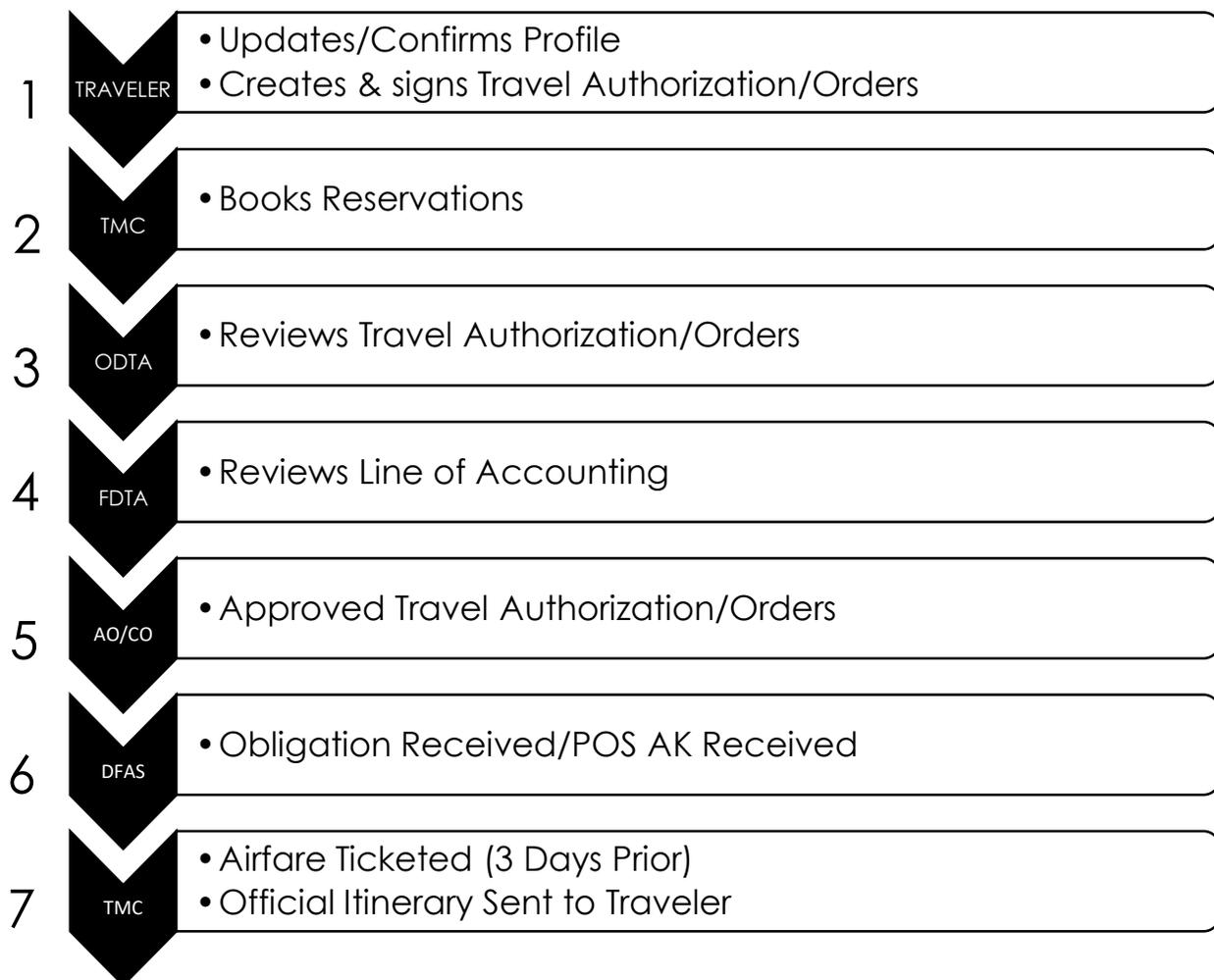
14 Sign and Submit

The **Digital Signature** screen opens.

- ❑ Ensure you select the correct **Document Status** (**SIGNED**) and **Routing List**.
- ❑ Under **Document Status** checkmark, **I agree to SIGN this document.**
- ❑ **Add Comments** is *optional*.
- ❑ Select **Submit Completed Document**.
- ❑ Read and acknowledge all pop-ups.
- ❑ If prompted, enter your CAC **PIN**, and then select **OK**.

⭐ **NOTE:** You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations

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DTS Travel Authorization Process

1 TRAVELER
- Updates/Confirms Profile
- Creates & signs Travel Authorization/Orders

2 TMC
- Books Reservations

3 ODTA
- Reviews Travel Authorization/Orders

4 FDTA
- Reviews Line of Accounting

5 AO/CO
- Approved Travel Authorization/Orders

6 DFAS
- Obligation Received/POS AK Received

7 TMC
- Airfare Ticketed (3 Days Prior)
- Official Itinerary Sent to Traveler

⭐ **NOTE:** Once you receive your **OFFICIAL** Itinerary 3 days prior to your departure date, you are good to go!

Airline Ticket Changes

Ticket changes before reservations are ticketed at TMC:
If changes are necessary prior to the authorization being ticketed by TMC, travelers should adjust/amend their authorization in DTS and the authorization re-approved by the AO/CO.

Traveler initiated changes after tickets are ticketed/issued by TMC:
- ❑ Changes made to travel arrangements after tickets have been issued should be made only due to mission requirements and by the TMC.
- ❑ The traveler/travel preparer should contact the TMC directly for requested changes after obtaining the AO/CO's approval.
- ❑ Each time TMC is contacted for assistance, an additional TMC fee will be incurred and reflected on the new official itinerary.
- ❑ Travelers who make ticket changes directly with the airline instead of with their respective TMC must indicate the reason why they did so in their voucher.
- ❑ It is the traveler's responsibility to accurately account for all changes and charges when submitting their voucher.

- ❑ **Mission-directed ticket changes after departure:**
  Travelers must contact the TMC to initiate any travel itinerary changes and notify the AO/CO of any additional costs incurred.
- ❑ An additional TMC fee will be incurred and reflected on the new official itinerary.
- ❑ It is the traveler's responsibility to accurately account for all changes and charges when submitting their voucher.

USARAK G8 TRAVEL

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CTO Fort Wainwright: 1.855.729.8688
CTO After Hours Emergency: 1.800.349.8231
DTMO / TAC: 1.888.435.7146
CITI/GTC Customer Svc: 1.800.200.7056

DTS Website:
https://dtsproweb.defensetravel.osd.mil

Citibank GTCC Website:
https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login

TRAX PASSPORT for Training:
https://www.defensetravel.dod.mil/Passport

Defense Finance and Accounting Service (DFAS)
https://www.dfas.mil/MilitaryMembers/