

Dependent Student Travel in Defense Travel System

For questions or concerns about these procedures contact your local ODTA or LDTA



*Due to the frequent changes to DTS, the screen shots may not appear exactly as in these instructions.



Notes

- It is imperative that you read the captions along with reviewing the pictures in order to understand how to properly complete an authorization. There are different instructions for Service Members and Employees.
- These instructions do not provide every single step. The new interface is common among all travel types. DTS users are expected to have a general idea of how to create a DTS Authorization. If not, see your local Organizational Defense Travel Administrator (ODTA).
- If you do not have a GTCC, contact your ODTA to use the unit CBA. If the unit CBA cannot be used the ODTA should contact the 405th AFSB.



References

- Members – JTR Chapter 5, Part B Categories of PDT, 050816 Dependent Student Travel
- AER 55-46 Travel Overseas
- Employees – JTR Chapter 5, Part F PCS Alws, 053806 Dependent Student Travel
- DoDI 1400.25, Vol. 1250.4.b
- DSSR §280



Before Starting DTS Authorization-Service Member

- Follow the instructions as outlined in AER 55-46 Travel Overseas
- Member completes AE Form 55-46D with last 4 of SSN only and submits to S1 to validate eligibility
- Request college letter showing full time enrollment or freshman acceptance letter
- Gather your dependent travelers DOB, Passport Number and Passport Expiration Date



Create DTS Authorization

The screenshot displays the Defense Travel System (DTS) dashboard. At the top, the browser address bar shows the URL <https://dtsdcwebgov.defensetravel.osd.mil/dts-app/pubsite/dashboard>. The page header includes the "Defense Travel System" logo and a "System Status: EWTS" indicator. Below the header, a navigation bar contains links for Home, Trips, Travel Tools, News & Notices, and Administration. The main content area features a row of six utility buttons: Per Diem Rate Lookup, Distance Calculator, Routing Chain Lookup, Cross-Org Document Lookup, News and Notices, and Message Center. The "My Travel Documents" section is highlighted, showing a summary of "0 Authorizations", "0 Vouchers", and "0 Local Vouchers". A red banner across the middle of this section states "You have no trip authorization". A dropdown menu is open, showing options to "Create New Document", including "Routine TDY Trip", "Voucher", "Local Voucher", and "Group Authorization". The footer of the page contains the URL <https://dtsdcwebgov.defensetravel.osd.mil/dts-app/document/createAuth?progReclId=1065134&legacy=false> and a zoom level of 100%.

UNCLASSIFIED



Create DTS Authorization

Profile Validation

Please review and confirm profile information before creating a document for the first time. Contact your DTA to update read-only information.

ERIC INSTALLATION-B T	GTCC
Permanent Duty Station	Card ending in 4242
Sembach Kaserne	Exp. Date
Sembach Heuberg, DE 67681	01/21
Email	Checking Account
Eric.InstallationB@mail.mil	Account ending in 0101
	Savings Account
	Account ending in

[Continue without Updating](#) [Open Profile](#)

Review your profile and if it is not correct; update it at this time.



Create DTS Authorization

https://dts.cdwebgov.defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=1065134&jfuVersion=

Instructor Resources Defense Travel System

File Edit View Favorites Tools Help

AESD-E&A (119) - VPN Google Translate Joint Enterprise Network (...) Euro Exchange Rate Calcu... Defense Travel Managem... Home USAG WIESBADEN Agency Program Coord... AFN 360 Internet Radio ATAAPS Disclaimer

System Status: ✔ EWTS

ERIC T INSTALLATION-B

Home Trips Travel Tools News & Notices Administration

Itinerary

Create Itinerary

YOUR TDY LOCATION(S)

Arriving

Departing

TDY Location

Traveling By

Time of Day

Rental Car?

TRIP OVERVIEW

Leaving On

Returning On

Leaving From ☐ My Residence ☒ My Duty Station ☐ City or Zip

Returning To ☐ My Residence ☒ My Duty Station ☐ City or Zip

If student is departing for freshman year of college select same Departing On date as Arriving On date. Otherwise, select the date the student is returning to college. TDY Location is the location of the college.

For students departing CONUS follow the instructions below:

Civilian: If student is departing from CONUS type the name of the departing city in the box

Service Member: If student is departing from CONUS select Duty Station as the TDY location. DTS is designed this way. Otherwise the authorization cannot be complete. For example, if your Duty Station is Kleber Kaserne, input Kaiserslautern Military Community in TDY Location. (Don't think about it, I know it does not make sense)

If traveling from CONUS to Europe, "Returning On" is usually the next day after departing CONUS.



Create DTS Authorization

The screenshot shows the Defense Travel System (DTS) authorization form. The browser address bar displays the URL: <https://dts.cdwebgov.defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=1065134&jfuVersion=#>. The page has a navigation bar with links: Home, Trips, Travel Tools, News & Notices, and Administration. The main form area contains the following fields:

- Leaving From:** Radio buttons for "My Residence" and "My Duty Station". "My Duty Station" is selected.
- Returning To:** Radio buttons for "My Residence" and "My Duty Station". "My Duty Station" is selected.
- Trip Duration:** A dropdown menu with "Multi-Day" selected. A red arrow points to this dropdown.
- Returning By:** A dropdown menu with "Air" selected.
- Time of Day:** A dropdown menu with "Morning" selected.
- YOUR TRIP DETAILS:**
 - Type:** A dropdown menu with "Dependent Invitational Trave..." selected.
 - Purpose:** A dropdown menu with "Mission - Operational" selected.
 - Dependents:** A link labeled "Add Dependents".
 - Description (optional):** A text input field.
 - Conference/Event Name:** A text input field.

If student is departing for freshman year of college select 12 Hours or Less. Otherwise, select Multi-Day



Create DTS Authorization

https://dts.cdweb.gov/defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=1065134&jfuVersion=

Home Trips Travel Tools News & Notices Administration

Air

Time of Day

Morning

YOUR TRIP DETAILS

Type

- Dependent Invitational Trave...
- Temporary Duty Travel (Routine)
- Open Allotment
- Invitational Travel
- Dependent Invitational Travel - Transportation Expenses Only**
- Dependent Invitational Travel
- Government Funded Leave
- Invitational Travel - Transportation Expenses Only
- Student Requires Unaccompanied Baggage

1862 characters remaining

Conference/Event Name

☒ Not attending a conference

Service Members should select "Dependent Invitation Travel – Transportation Expenses Only" as the trip type.

Employee should select "Dependent Invitational Travel" as trip type.



Create DTS Authorization

YOUR TRIP DETAILS

Type ?
Dependent Invitational Trave... ▼

Purpose ?
Mission - Operational ▼
Conference- Non-training
Emergency - Personal
Mission - Operational
Special Agency Mission
Training

1862 characters remaining

Conference/Event Name
☒ Not attending a conference
☐

Cancel Continue >

Service Members and Employees should select “Mission – Operational” for Purpose



Create DTS Authorization

The screenshot shows the DTS web application interface. The browser address bar displays the URL: <https://dts.cdwebgov.defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=1065134&fuVersion=>. The page has a navigation bar with links: Home, Trips, Travel Tools, News & Notices, and Administration. The main form area contains the following sections:

- Type:** A dropdown menu with the selected value "Dependent Invitational Trave...".
- Purpose:** A dropdown menu with the selected value "Mission - Operational".
- Dependents:** A section with a link "Add Dependents" and a red error message "Dependent is Required". A red arrow points to the "Add Dependents" link.
- Description (optional):** A text input field containing the text "Student Requires Unaccompanied Baggage". Below the field, it says "1862 characters remaining".
- Conference/Event Name:** A section with a radio button selected for "Not attending a conference" and an empty text input field.

At the bottom right of the form, there are two buttons: "Cancel" and "Continue >".

Select "Add Dependents". If your dependents are already loaded into DTS you can select the traveler on the next screen. If you dependents are not already loaded into DTS select "Add Dependents" and you will add them on the next screen. You will need DOB, Passport Number and Passport Expiration Date.



Create DTS Authorization

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

Relationship

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress#	Actions
No data available in table							

If your dependents are not listed you will need to create. You will need DOB, Passport Number and Passport Expiration Date. The TSA KTN is not applicable so leave blank. The TSA Redress Number is the number assigned to the traveler if the traveler is listed on the TSA "No Fly List". Select create when complete.



Create DTS Authorization

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

First name* Middle Initial Last name*

Relationship DOB* Passport ID

Spouse MM/DD/YYYY Passport ID

Passport Exp Date TSA KTN TSA Redress Number

MM/DD/YYYY Known Traveler Number TSA Redress Number

Create

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress#	Actions
<input type="radio"/>	German, Herman T.	Child	01/01/2000	123658952			

Cancel **Save**

Once you create the dependent they will appear in the Existing Dependent field. Select the radio button next to the name and select Save



Create DTS Authorization

YOUR TRIP DETAILS

Type:

Purpose:

Dependents: 1 Dependents Selected

Description (optional):

Conference/Event Name: ☒ Not attending a conference

[Cancel](#) [Continue](#)

Input “Dependent Student Travel” and the name and full mailing address of the University/College. This can typically be found on the college letter.

If student requires Unaccompanied Baggage transportation or the sponsor will use the local transportation to arrange baggage storage at the students college, input this statement, “Student Requires Unaccompanied Baggage (UB)/Baggage Storage TAC.” in Trip Description. If unsure, put the statement in the trip description. Unaccompanied Baggage is baggage that the student will have delivered to the Sponsors PDS or the Student’s college. Baggage storage is the storage of the students household items, not to exceed 350lbs at the student’s college.



Create DTS Authorization

https://dts.cdwebgov.defense.travel/osd.mil/dts-app/reservations/tsa-info/show?docId=1342887&stripLeg=0&tdyRes=false&crop=false&uri=false&viewOnly=false&adjustMode=false

Instructor Resources Defense Travel System Article defensetravel.dod.mil

File Edit View Favorites Tools Help

AESD-E&A (119) - VPN Google Translate Joint Enterprise Network (...) Euro Exchange Rate Calcu... Defense Travel Managem... Home USAG WIESBADEN Agency Program Coord... AFN 360 Internet Radio ATAAPS Disclaimer

Home Trips Travel Tools News & Notices Administration

COLLAPSE

Trip Authorization Info

Doc Name:
EIBOSTONMA051719_A01

Traveler:
ERIC
INSTALLATION-B

[View Adjustments](#)

Edit Itinerary

Reservations

TSA Info

Flight: FRA - BOS

Flight: BOS - FRA

Lodging (BOSTON,MA)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

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. For more information on participation or the TSA privacy policies, visit the [TSA's website](#)

First Name *
Herman

Last Name *
German

Middle Initial
T

Gender *
☒ Male ☐ Female

Date of Birth *
01/01/2000

Known Traveler Number ⓘ

Redress Number

☐ Save this TSA information to my profile

Got TSA Precheck?
Your DTS profile does not contain your Known Traveler Number(KTN), also known as your DoD ID Number. To take advantage of TSA PreCheck, update your profile with your KTN or DoD ID Number located on the back of your Common Access Card (CAC).

[Continue to Booking](#)

Select the correct Gender; review other information to ensure it is correct.



Create DTS Authorization

The screenshot shows the Defense Travel System (DTS) interface. The top navigation bar includes links for Home, Trips, Travel Tools, News & Notices, and Administration. The main content area is titled "Flight Step 1 of 3: Select a Flight". The sidebar on the left contains sections for Trip Authorization Info, Reservations, and Finances. The Reservations section is expanded, showing options for TSA Info, Flight: FRA - BOS (selected), Flight: BOS - FRA, Lodging (BOSTON, MA), and Review Reservations. The main area displays flight options from FRA to BOS, sorted by Cost (Lowest). Two flight options are shown, both with a total cost of \$800.93. Red arrows point to the "Morning" departure time and the "Select Flight" button.

Trip Authorization Info

Doc Name: EIBOSTONMA051719_A01

Traveler: ERIC INSTALLATION-B

[View Adjustments](#)

[Edit Itinerary](#)

Reservations

- TSA Info
- Flight: FRA - BOS**
- Flight: BOS - FRA
- Lodging (BOSTON, MA)
- Review Reservations

Finances

- Expenses
- Per Diem
- Accounting

Flight Step 1 of 3: Select a Flight

DEPARTING FROM: FRA - Frankfurt Internat

ARRIVING AT: BOS - Boston Edward L

DEPARTING ON: 05/17/2019 Morning

☐ Include nearby airports

☐ Include nearby airports

[Q Search](#)

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

FRA to BOS

Sort by: Cost (Lowest)

Flight Option 1:

- American Airlines
- FRA 9:20 AM
- 1 Stop
- BOS 5:08 PM
- GSA Contract Rate
- Fare Rules
- TOTAL COST: \$800.93 (includes taxes and fees)
- [Select Flight](#)

Flight Option 2:

- American Airlines
- FRA 9:20 AM
- 1 Stop
- BOS 6:08 PM
- GSA Contract Rate
- Fare Rules
- TOTAL COST: \$800.93 (includes taxes and fees)
- [Select Flight](#)

If necessary, select the “Departing From” and “Arriving At” airports to search.

Select the least expensive flight that meets mission requirements.

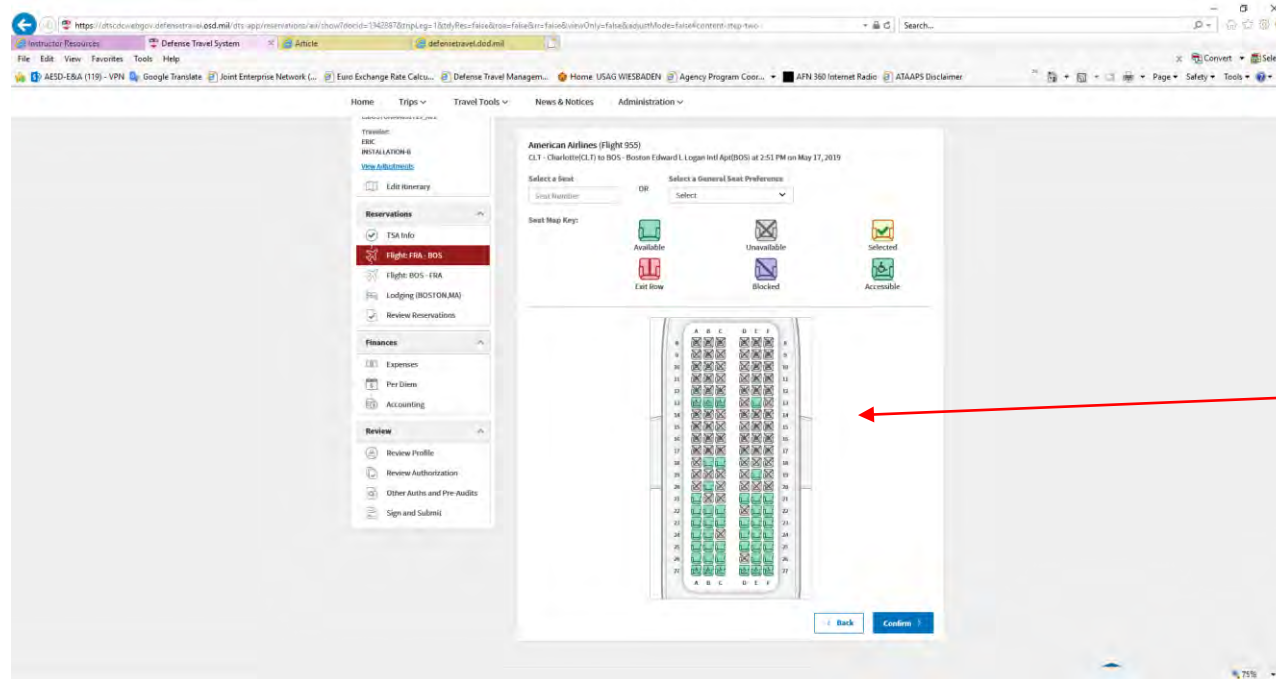
If the student traveler is returning to college be sure to select return flight and seat. You can modify the search, if necessary.

If student is departing to college for freshman year, skip the return flight if asked.

****If requesting reimbursement for personally procured ticket capture this price and return price. This is the maximum amount of reimbursement.**



Create DTS Authorization



Select Seat;

If the student traveler is returning to college be sure to select return flight and seat. You can modify the search as before if necessary.

If student is departing to college for freshman year, skip the return flight if asked. In essence, the student traveler is doing a one way trip to college.



Create DTS Authorization

The screenshot displays the Defense Travel System (DTS) interface. The left sidebar contains navigation links: Home, Trips, Travel Tools, News & Notices, and Administration. Under 'Trips', there are links for 'Traveler: ERIC INSTALLATION-B', 'View Adjustments', and 'Edit Itinerary'. The 'Reservations' section is expanded, showing 'Flight: FRA - BOS' (selected), 'Flight: BOS - FRA', 'Lodging (BOSTON, MA)', and 'Review Reservations'. The 'Finances' section includes 'Expenses', 'Per Diem', and 'Accounting'. The 'Review' section includes 'Review Profile', 'Review Authorization', 'Other Auths and Pre-Audits', and 'Sign and Submit'.

The main content area shows flight details for Friday, May 17, 2019, from FRA - Frankfurt International Apt to BOS - Boston Edward L Logan Intl Apt. The flight is a 1-stop journey with a total duration of 13h 48m. The first leg is American Airlines Flight 705, departing at 9:20 AM from FRA and arriving at 1:05 PM at CLT - Charlotte, with a duration of 9h 45m. The second leg is American Airlines Flight 955, departing at 2:51 PM from CLT and arriving at 5:08 PM at BOS, with a duration of 2h 17m. There is a 1h 48m layover in Charlotte.

Below the flight details is the 'INTERNATIONAL FLIGHT INFORMATION' section, which includes 'Passport Information'. It prompts the user to enter information exactly as it appears on their passport. Fields include First Name, Last Name, Middle Initial, Gender (Male/Female), Date of Birth (MM/DD/YYYY), Passport Number, Issuing Country, and Expiration Date.

Red arrows point from the text annotations to the flight details and the passport information section.

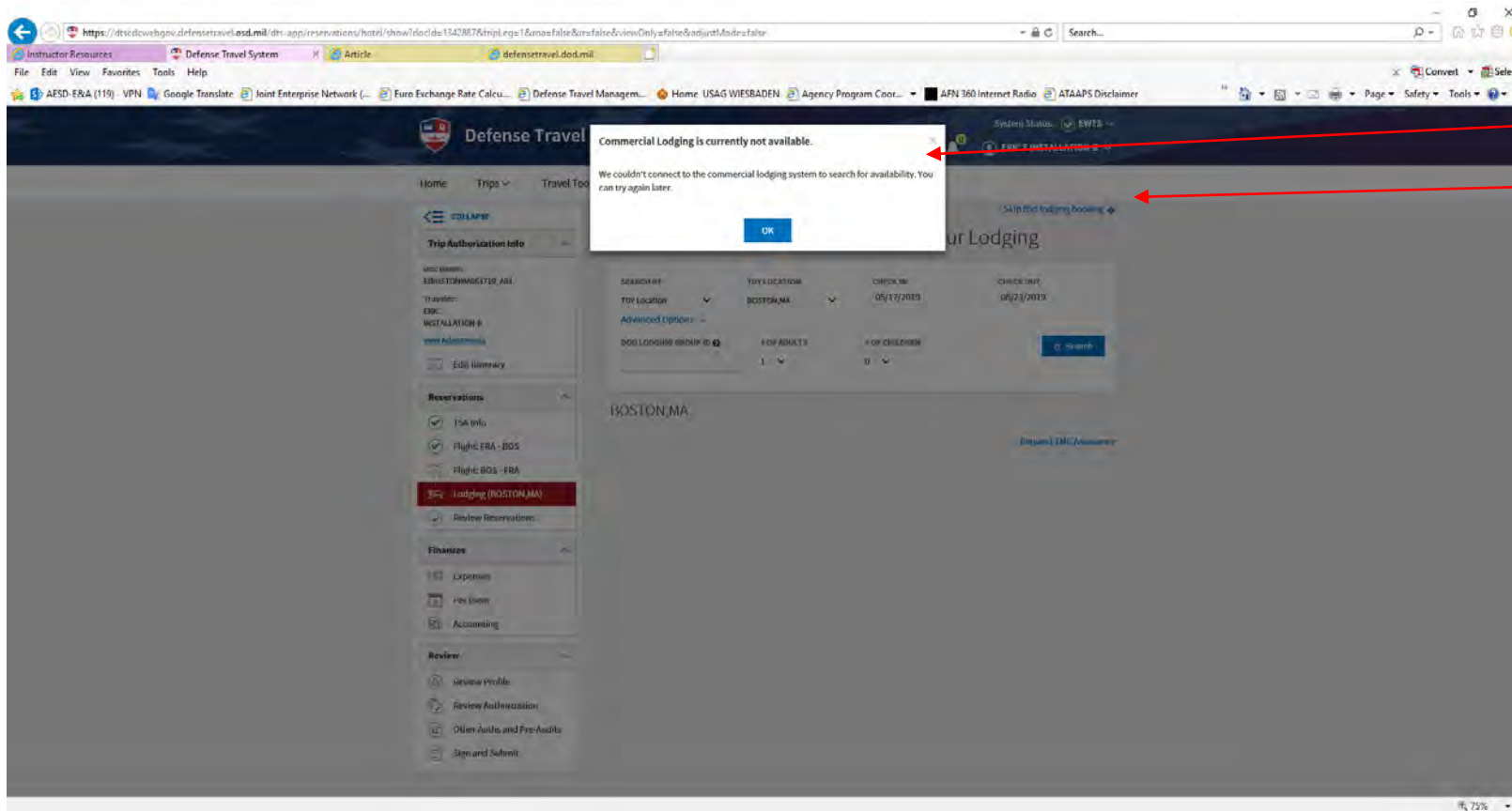
Review flight details

IMPORTANT:
If this information populates with the Sponsor's information, change to the travelers information.

If necessary, complete return flight booking following the same procedures.



Create DTS Authorization



If you receive this message that lodging could not be booked select OK. Otherwise, select "Skip this lodging booking". Lodging is not authorized except in very limited circumstances. Your ODTA can assist you with lodging if necessary.



Create DTS Authorization

Review your Reservation Selections. Lodging is not authorized unless the trip was interrupted. Contact your ODTA for requirements and guidance if this is the case. Military Dependent Students are not authorized Per Diem. Civilian Dependent Students are authorized per diem for required travel time by the authorized transportation mode at the same rates and percentages as for the civilian employee on a TDY, and no per diem is paid if travel is 12 or fewer hours

Review Reservation Selections

Trip Details: EIBOSTONMA051719_A01

Trip Type: Independent Institutional Travel - Transportation Expenses Only
Trip Description: Student requires Unaccompanied Passenger
Dates: 05/17/2019 - 08/24/2019
DTS/TMC Confirmation ID: 000010

May 17, 2019

FLIGHT to Boston Edward L. Logan

Friday May 17, 2019
FRA - Frankfurt International Apt
BOS - Boston Edward L. Logan Intl Apt

American Airlines
09:20 AM FRA - Frankfurt International Apt
13:05 PM CLT - Charlotte
17:08 PM BOS - Boston Edward L. Logan Intl Apt

Confirmation: NONE

1 Connection
1st Stop: CLT - Charlotte

Proposed Itinerary
Select frequent flyer number

Reservations

- TSA Info
- Flight FRA - BOS
- Flight BOS - FRA
- Lodging (BOSTONMA)

Finances

- Expenses
- Per Diem
- Accounting

Review

- Review Profile
- Review Authorization
- Other Auths and Pre Audits
- Sign and Submit

SUMMARY OF TRIP COSTS

Estimated Trip Cost

Date	Estimated Trip Cost
May 17, 2019	\$800.00
August 23, 2019	\$693.70
August 24, 2019	-
Total	\$1494.63

August 24, 2019

FLIGHT to Sembach Hsueberg DEU

Method of Payment *

Government Travel Charge Card (GTCC)

Total Cost

\$693.70

Cancel Flight

Continue to Expenses



Create DTS Authorization

The screenshot shows the DTS 'My Expenses' page. The left sidebar contains navigation links: Home, Trips, Travel Tools, News & Notices, and Administration. The main content area is divided into several sections:

- Uploads:** A box with the text 'Drag and drop or [browse](#) for a new document'.
- Reservation Expenses:** A table with columns for Airline, Amount, and Date. It lists two American Airlines flights.
- Other Expenses:** A section with a '+ Add Expense' button. A red arrow points to this button.
- Substantiating Documents:** A section with a '+ Add Document' button.
- EXPENSE SUMMARY:** A table showing the total expenses.

EXPENSE SUMMARY		
Total Reservation Expenses	Total Other Expenses	Total Expenses
\$1,494.63	\$0.00	\$1,494.63

Drag and Drop Student Travel Documents; ensure you remove PII, such as your SSN.

Documents Required:

Employees – CPAC signed RFO and college letter

Service Members – S1 verified C1 and college letter

Add Expense > Other Expense > Other – Create your Own, Type “Taxi – Terminal” in Expense Name.

Add Expense > International Travel Expense > Foreign Currency Conv Fees. This is a reimbursable expense for use of your GTCC.



Create DTS Authorization

The screenshot displays the 'Enter Travel Expenses' interface in the Defense Travel System. The left sidebar contains navigation links for Trip Authorization Info, Reservations, Finances, and Review. The main content area is divided into several sections: 'Uploads' with a drag-and-drop area and a 'Fax Cover Sheet' link; 'Reservation Expenses' showing a table of flight expenses; 'Other Expenses' with a description and an 'Add Expense' button; and 'Substantiating Documents' with a description and an 'Add Document' button. Two red arrows highlight the 'Add Document' button in the Substantiating Documents section and a PDF icon in the Uploads section.

Documents uploaded.

You still have to move them to Substantiating Documents

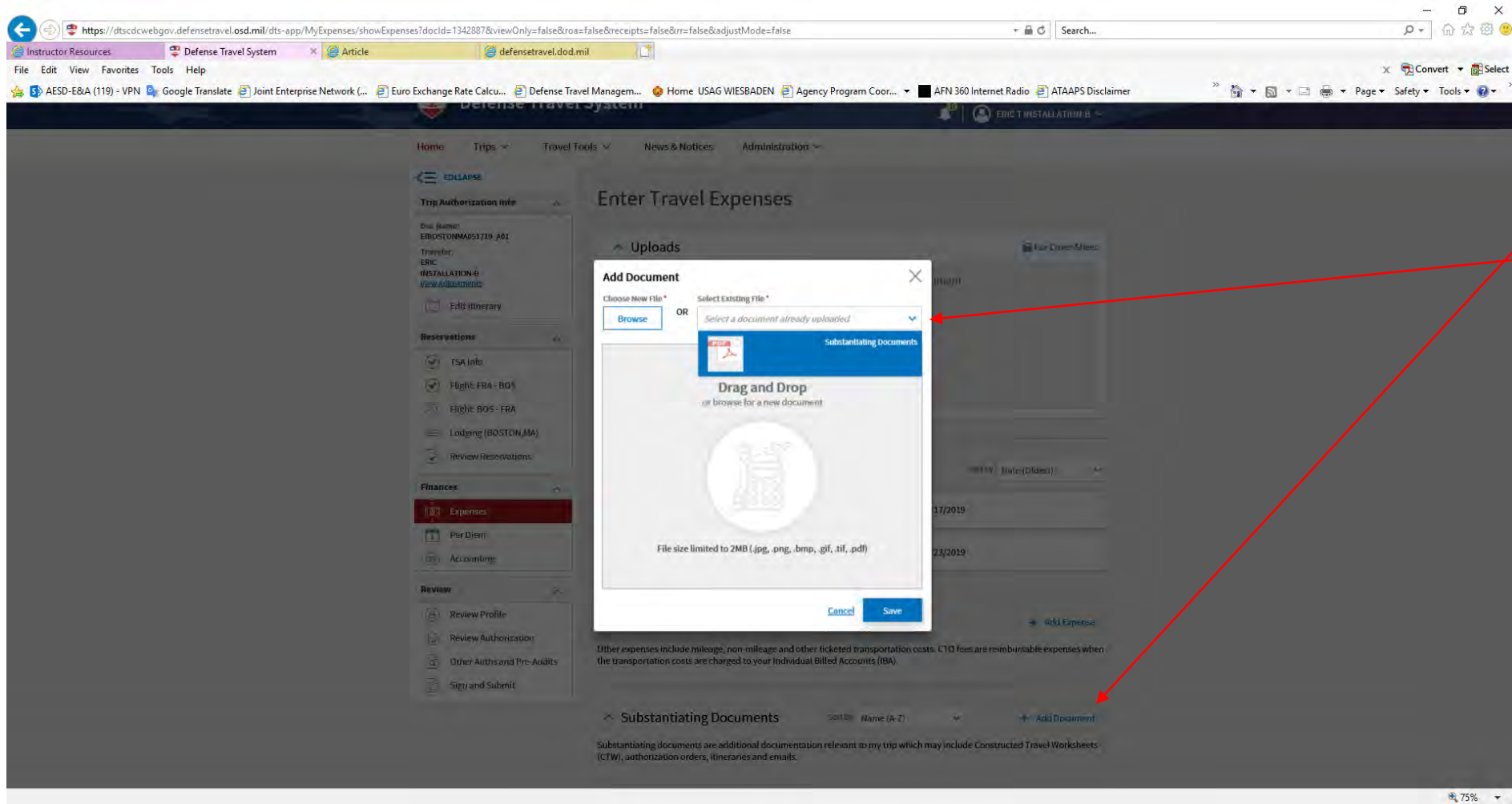
Documents Required:

Employees – CPAC signed RFO and college letter

Service Members – S1 verified C1 and college letter



Create DTS Authorization



To Add documents to substantiating records. Select Add Documents.

When the Pop-up appears Click the drop down under “Select Existing File”

Select Save.

Documents Required:

Employees – CPAC signed RFO and college letter

Service Members – S1 verified C1 and college letter



Create DTS Authorization

https://dts.cdweb.gov.defensetravel.osd.mil/dts-app/PerDiem/showPerDiem?docId=1342887&viewOnly=false&ros=false&receipts=false&rr=false&adjustMode=false

Defense Travel System

System Status: EWTS

ERIC T INSTALLATION-B

Home Trips Travel Tools News & Notices Administration

Review per diem amounts

Adjust 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

⚠ Per diem entitlements not available for the selected trip type of this document. Click "Continue" to proceed to the next step.

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
-	-	-

Back Continue

Service Member should receive this message. Per diem is not authorized for military dependent students. Proceed to slide 31.

Employees see next 5 slides



Create DTS Authorization

The screenshot displays the Defense Travel System (DTS) interface. The left sidebar contains navigation links for Reservations, Finances, and Review. The main content area shows travel details for TDY: BOSTON, MA (99 days). A table lists travel dates, lodging costs, and allowances. A red arrow points to the three dots next to the first travel day (05/17/2019). Below the table is a PER DIEM SUMMARY box showing Total Lodging Cost, Total Lodging Allowed, and Total M&IE Allowed. The bottom of the page includes links for About DTS, Browser Support, Accessibility, and Privacy Policy & Security Notice.

Traveler: ERIC
INSTALLATION-A
[View Adjustments](#)
[Edit Itinerary](#)

Reservations

- TSA Info
- Flight: FRA - BOS
- Flight: BOS - FRA
- Lodging (BOSTON,MA)
- Review Reservations

Finances

- Expenses
- Per Diem**
- Accounting

Review

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

News & Notices

[Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

[Group similar days](#) [Expand all](#) [Collapse all](#)

TDY: BOSTON, MA (99 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
05/17/2019 First Day	\$273.00	\$273.00	\$53.25
05/18/2019 - 08/22/2019	\$273.00	\$273.00	\$71.00
08/23/2019	\$0.00	\$0.00	\$71.00

IN TRANSIT (1 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
08/24/2019 Last Day In Transit	\$0.00	\$0.00	\$53.25

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$26754.00	\$26754.00	\$7064.50

[Back](#) [Continue](#)

[TOP](#)

[About DTS](#) [Browser Support](#) [Accessibility](#) [Privacy Policy & Security Notice](#)

Employees select the three dots next to the first day of travel.



Create DTS Authorization

The screenshot shows the Defense Travel System (DTS) interface. The browser address bar displays the URL: <https://dts.cdwebgov.defensetravel.osd.mil/dts-app/PerDiem/showPerDiem?docId=1342891&viewOnly=false&roa=false&receipts=false&rr=false&adjustMode=false>. The page title is "Defense Travel System".

The left sidebar contains the following navigation menu:

- Home
- Trips
- Travel Tools
- News & Notices
- Traveler: ERIC, INSTALLATION-A
- [View Adjustments](#)
- [Edit Itinerary](#)
- Reservations**
 - TSA Info
 - Flight: FRA - BOS
 - Flight: BOS - FRA
 - Lodging (BOSTON, MA)
 - Review Reservations
- Finances**
 - Expenses
 - Per Diem**
 - Accounting
- Review**
 - Review Profile
 - Review Authorization
 - Other Auths and Pre-Audits
 - Sign and Submit

The main content area shows the "TDY: BOSTON, MA (99 days)" section. A red arrow points to the "Edit" button in the "TDY: BOSTON, MA (99 days)" section. The table below shows the lodging costs and allowances for the trip.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
05/17/2019	\$273.00	\$273.00	
05/18/2019 - 08/22/2019	\$273.00	\$273.00	
08/23/2019	\$0.00	\$0.00	\$71.00

The "IN TRANSIT (1 days)" section shows the following table:

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
08/24/2019	\$0.00	\$0.00	\$53.25

The "PER DIEM SUMMARY" section shows the following totals:

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$26754.00	\$26754.00	\$7064.50

The bottom of the page contains links for "About DTS", "Browser Support", "Accessibility", and "Privacy Policy & Security Notice".

Employees select Edit



Create DTS Authorization

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 *

05/17/2019 - 05/17/2019

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

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

Lodging Cost (Locality rate: \$273.00) M&IE Cost (Locality rate: \$71.00)

\$ 0.00 [Currency Converter](#) \$53.25 [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

Employee change Lodging cost to 0.00; then
Select Save Adjustments



Create DTS Authorization

Employee - Select the three dots next to the next dates. Should be the dates the student is visiting.

The screenshot displays the Defense Travel System (DTS) interface. The left sidebar contains navigation links: Home, Trips, Travel Tools, News & Notices, Reservations, Finances, and Review. The main content area shows the 'Per Diem' section for a traveler named ERIC at INSTALLATION-A. It includes a table of lodging costs and a 'PER DIEM SUMMARY' box.

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total MME Allowed
\$26481.00	\$26481.00	\$7064.50

The lodging details table shows the following data:

DATE	LODGING COST	LODGING ALLOWED	MME ALLOWED
05/17/2019 (First Day)	\$0.00	\$0.00	\$53.25
05/18/2019 - 08/22/2019	\$273.00	\$273.00	\$71.00
08/23/2019	\$0.00	\$0.00	\$53.25

A red arrow points to the three dots next to the date 08/23/2019, indicating where to click to select the dates the student is visiting.



Create DTS Authorization

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 *
05/18/2019 - 08/22/2019

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

Meal Cost
\$ 0

☐ Duty Conditions
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
Public

LODGING COST (Locality rate: \$273.00)
\$ 0.00 [Currency Converter](#)

M&IE COST (Locality rate: \$71.00)
\$71.00 [Currency Converter](#)

Cancel Save Adjustments

Select Special Meal Rate and ensure the meal costs is 0; ensure lodging cost is 0; select Save Adjustments



Create DTS Authorization

Accounting

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

ACCOUNTING CODES

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

Lines of Accounting (LOA)

[Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION
19 DEFAULT	TAZIMCOMAE

Allocations

This trip is 100% allocated to 19 DEFAULT

[Hide Details](#)

19 DEFAULT	ALLOWED	ACTUAL
CATEGORY		
COM.	\$1494.63	\$1494.63
CARR-I		
Sub Total	\$1494.63	\$1494.63

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$1494.63
Total Expenses	\$1494.63

Disbursement Summary

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

Calculated Trip Cost

Allowed	Actual
\$1494.63	\$1494.63

[Back](#) [Continue](#)

Review LOA details

If an LOA is not populated you should continue with the authorization. It will be added by a RO upon review.



Create DTS Authorization

The screenshot shows the 'Review Profile' page in the Defense Travel System. The left sidebar contains a 'COLLAPSE' button and several sections: 'Trip Authorization Info' (Doc Name: EIBOSTONMA051719_A01, Traveler: ERIC INSTALLATION-B, View Adjustments, Edit Itinerary), 'Reservations' (TSA Info, Flight: FRA - BOS, Flight: BOS - FRA, Lodging (BOSTON,MA), Review Reservations), 'Finances' (Expenses, Per Diem, Accounting), and 'Review' (Review Profile, Review Authorization, Other Auths and Pre-Audits, Sign and Submit). The main content area is titled 'Review Profile' and includes a note: 'You can make changes to your profile for this document or save them permanently.' Below this is a 'Profile' section with a card for 'ERIC T INSTALLATION-B' showing 'Permanent Duty Station' (Sembach Kaserne, Sembach Heuberg, DE), 'Email' (Eric.InstallationB@mail.mil), 'GTCC' (Card ending in 4242, VISA, Exp. Date 01/21), and 'Checking Account' (Account ending in 0101). A red arrow points to the 'Continue' button at the bottom right of the profile card.

Review the profile information paying particular attention to the GTCC and banking data.

Select Continue



Create DTS Authorization

Review Trip Authorization

Trip Details for: EIBOSTONMA051719_A01

Dependent: Herman T. Connor
Trip Type: Dependent/Institutional Travel - Transportation/Approved Only (MISSION - OPERATIONAL)
Trip Description: Student Engineer Unaccompanied Support
Dates: 05/17/2019 - 06/24/2019
Conference/Event Name: Not Applicable
Reference: Add Reference
Comments to the Approving Official: Add Comments

Itinerary: Expanded All | Collapse All
TRIP START: Sembach Hsueberg, DEU (Duty Station) O Leaving on May 17, 2019
TDY LOCATION 1: BOSTON, MA O 05/17/2019 - 06/24/2019
Flight to Boston Edward J. Logan:
Confirmation: None
Friday May 17, 2019
American Airlines
Flight 118 @
No Suit Selected
09:25 AM
11:05 PM
O-T - Charlotte
BOSTON
Return

Review all the details of the trip; ensure your substantiating documents are uploaded.

OTHER EXPENSES No Additional Expenses

SUBSTANTIATING DOCUMENTS 1 Document
Hide Details
DOCUMENT NAME: Substantiating Documents
DOCUMENT ATTACHED: Yes
SUBMIT DATE: 04/02/2019
NOTES: Added 04/02/19 at 05:25:29

Per Diem [Go to Per Diem](#)
TOTAL LODGING COST: \$0.00
TOTAL LODGING ALLOWED: \$0.00
TOTAL MEAL ALLOWED: \$0.00

Accounting [Expand All](#) | [Collapse All](#) [Go to Accounting](#)
ACCOUNTING CODES
ACCOUNTING LABEL: ORGANIZATION
IS DEFAULT: Y
TAXINCCODE: 1494.63
ALLOWED: \$1494.63
ACTUAL: \$1494.63
[Show Details](#)

ESTIMATED TRIP COST
TOTAL PAID BY: CATEGORY: COM. CAR. - F
ALLOWED: \$1494.63
ACTUAL: \$1494.63
TOTAL EST. ALLOWED: \$1494.63
TOTAL EST. ACTUAL: \$1494.63
[Back](#) [Continue](#)



Create DTS Authorization

Other Auths and Pre Audits

Other Authorizations

TRAVEL IS FOR A FAMILY MEMBER (TRANS)
This travel authorization authorizes the dependent Herman T. German to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the dependent. If the dependent does not want to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization should be cancelled. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.

DEPENDENT TRAVEL
Name: Herman T. German, Date of Birth: 01/01/1961, Passport number: 12345678, Dependent of: ERIC T. INSTALLATION ELMC-06, XXX-XX-9997, is permitted travel on or about: 05/17/19 by military aircraft on a space available basis, from: SEMBACH HEUBERG, DEU to BOSTON, MA and return to: SEMBACH HEUBERG, DEU on: 05/24/19. Transportation is authorized only on travel days. No per diem authorized for Herman T. German.

Pre-Audit

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

1 PRE AUDITS

LOADING NOT USED
BOSTON, MA: No lodging reservations exist from 05/17/2019 to 05/23/2019.

Input comments to answer all Pre-Audit flags. All flags must be answered with enough detail for the AO to approve.

Pre-Audit

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

1 PRE AUDITS

LOADING NOT USED
BOSTON, MA: No lodging reservations exist from 05/17/2019 to 05/23/2019.

1 ADVISORIES

TRIP DURATION EXCEEDS 45 DAYS
17MAY2019-TRIP EXCEEDS 45 DAYS. PARTIAL. FINANCIAL DATA IS BE SCHEDULED.



Create DTS Authorization

Digital Signature

Trip Authorization Status

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

[Check document for errors...](#)

✓	10/18/2018 CREATED	NAME Eric T
---	-----------------------	----------------

(Pending)
SIGNED

DOCUMENT STATUS*

☐ I agree to SIGN this document

ROUTING LIST*

23TRAIN

Additional Comments [Add Comments](#)

NAME
Eric T

TODAY'S DATE
10/18/2018

By submitting 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

Check the box and
Submit



Create DTS Authorization

The screenshot displays the Defense Travel System (DTS) interface. The browser address bar shows the URL: <https://dts.cdwebgov.defensetravel.osd.mil/dts-app/review/sign/show?docId=1333927&viewOnly=false&roa=false&receipts=false&rr=false>. The page title is "Defense Travel System". The system status is "EWTS" and the user is "Eric T".

The main content area is titled "Confirmation". It features a large green checkmark icon and the text: "The trip authorization was successfully stamped: CTO BOOKED". Below this, there are two informational messages:

- 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.
- Your authorization is being processed by the Travel Management Center. Please allow 24 hours for the document status to change to "CTO Booked" before making adjustments.

The authorization details are displayed as follows:

ETKAISERSLAUT102218_A01	
Departing on 10/22/2018	
Edit	View

Buttons for "Print", "Edit", "View", and "Go to Homepage" are visible.

The left sidebar contains the following sections:

- Trip Authorization Info**: Doc Name: ETKAISERSLAUT102218_A01, Traveler: ERIC T, [Edit Itinerary](#)
- Reservations**: [Review Reservations](#)
- Finances**: [Expenses](#), [Per Diem](#), [Accounting](#)
- Review**: [Review Profile](#), [Review Authorization](#), [Other Auths and Pre-Audits](#), [Sign and Submit](#)

The footer includes links for "About DTS", "Browser Support", "Accessibility", and "Privacy Policy & Security Notice". A "TOP" button is also present.

The authorization has to be approved by an AO which will populate a TANUM in Block 22, before any arrangements outside of DTS can be made. If a TANUM is not populating in Block 22 see your local ODTA for assistance.



Baggage Storage

- During a student's annual trip between the school and the Service member's PDS, or during a different period in the same fiscal year selected by the Service member, a Service member may store the student's unaccompanied baggage, limited to 350 pounds, in the school vicinity in lieu of transporting the unaccompanied baggage.
- The Service Member may arrange for baggage storage with their local transportation office with the use of a TAC or;
- The Service Member may be reimbursed for the storage cost, limited to the cost of round-trip transportation for unaccompanied baggage, which typically is the smallest storage unit (such as a 5x5). Reimbursement of storage cost will be accomplished in DTS using the Local Voucher module. Itemized storage receipts must be uploaded.



Miscellaneous

- If you paid for the airfare using your GTCC and your student is visiting for the summer, or over multiple GTCC billing periods, you may have your GTCC put on mission critical status until the return flight. At that point a voucher should be done immediately upon the students departure so the GTCC can be paid.
- As soon as travel is complete, either for a freshman or returning student a voucher must be completed.



Instructions for Adding TAC for UAB

- If a dependent student traveler requires Unaccompanied Baggage (UAB) or transportation office arranged baggage storage then the Routing Official (Budget Analyst) that has access to the UAB Transportation Account Code (TAC) should input the TAC in the block labeled, “Comments to the Approving Official”. The comment should annotate the TAC and that it is being used for UAB and/or baggage storage.
- The traveler then prints the DTS Authorization and takes a copy to the local transportation office to arrange UAB transportation or baggage storage.
- If the TAC is not added to the authorization “DO NOT” complete your voucher. Amend your authorization and request the TAC be added.



Questions???

