⚠ 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.

4. Repeat steps 1-3 until all allowances are correct.

⚠ If your TDY exceeds 30 (180) days in one location, your per diem rate is usually 75% (55%) of the locality rate.

9 Accounting
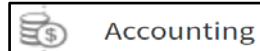
 Accounting

Note: Your organization may not allow you to select LOAs. Follow your local business rules.

Select **Accounting** on the Progress Bar, then:
1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you added multiple LOAs, select **Edit LOA Allocations**, then select an **Allocation Method**.
3. Allocate the expenses among the LOAs**.**
4. Select **Request Advance** to request a travel advance for payment to your bank account. This option is only available if you don't have a Government Travel Charge Card (GTCC) or are exempt from using it.
5. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to help your account going delinquent on long trips. This option is only available if your trip exceeds 45 days.

10 Review Authorization
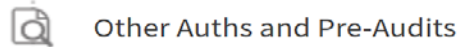
 Review Authorization

Select **Review Authorization** on the Progress Bar, then:
1. Enter comments to the AO *(optional)*.
2. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
3. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** on the Progress Bar.

11 Other Auths and Pre-Audits

 Other Auths and Pre-Audits

The Other Authorizations and Pre Audits screen opens.
1. In the **Other Authorizations** section, add new official comments as necessary and remarks as required.
    Note: This can be a good place to add the mandatory statement, "Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives."
2. In the **Pre-Audits** section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
3. 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).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** on the Progress Bar.

12 Sign and Submit

 Sign and Submit

The Digital Signature screen opens.
1. Ensure the correct **Document Status** (**SIGNED**) and **Routing List** are selected.
2. Enter comments *(optional)*.
3. Select **Submit Completed Document**.
4. Read and acknowledge all pop-ups.
5. If prompted, enter your CAC **PIN**, then select **OK**.

> *You must sign the authorization within 24 hours of booking to prevent cancellation of all reservations.*

Note: Refer to the trifold *Adjusting/Amending an Itinerary and Reservations in an Authorization* at https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf for help with date, per diem location, or reservation changes.

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.
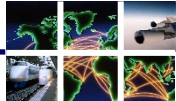
# Create an Authorization: Traveler Instructions

January 04, 2019

A DTS authorization is a document used to generate a cost estimate for official travel outside your local area and obtain approval for the trip. This trifold will help you, the traveler, create a basic authorization in DTS. If you need more detail, see DTS Guide 2: Authorizations at *https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf.*

Log On to DTS

1. Open the DTS Home page at https://www.defensetravel.osd.mil.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN**, then select **OK**.
    a. If the full DTS Dashboard opens, proceed to **Create an Authorization**.
    b. If the User Activation screen opens, enter your SSN in both fields, then select **Submit** and proceed to **Create an Authorization**.
    c. If the DTS Welcome screen opens with an **Administrative** menu:
        i.   Select **Administrative**, then **Self Registration.**
        ii. Complete all required information, then select **SAVE AND PROCEED**.
        iii. Select **Submit**. When you receive an email saying your self-registration was accepted, restart from Step 1.

Create an Authorization
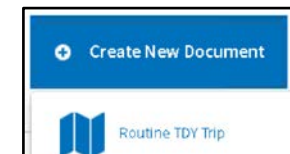
1. On the DTS Dashboard, select **Routine TDY Trip** under **Create New Document**.

Note: If this is the first time you've used DTS, it's been over 30 days since you last validated your profile, or your GTCC is nearing or past expiration, the Profile Validation screen opens first. Confirm or update all information, then select **Update Personal Information**.

1 **Create Itinerary**

— Itinerary —

1. Complete the fields to enter your:
   a. Departure and arrival locations and dates.
   b. Trip type, purpose, and description.
   c. Transportation modes and departure times.
   d. Conference information (if applicable).
2. Save your itinerary.

⚠ 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).

2 **Enter TSA Information**

TSA Info

If you need air reservations, before you start booking them, the TSA Information screen opens.
1. Verify or correct your TSA Secure Flight Information, then select **Continue to Booking**.

3 **Book Air Travel**

Flight

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**).
1. Available flights display in a list, but you can search for different flights. Select an available flight.
2. Select a seat or seat type.
3. Confirm the flight. Repeat steps 1-2 for all connecting flights.
4. Repeat steps 1-3 for all remaining flights.

4 **Book Rental Car**

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.

1. Available cars display in a list, but you can search for different cars. Select an available car.
2. Confirm your selection.

5 **Book Lodging**

Lodging

The Lodging screens always display last. You can also select **Add to Trip** > **Add new lodging** on Review Reservation Selections screen.
1. DTS displays the most appropriate lodging type for your trip, but you can display or search for different hotels. Select an available hotel.
2. Select an available room.
3. Confirm your selection.

⚠ If available, select **Get More Options** to see more hotel types. 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. Carefully check the itineraries DTS and the TMC email to you.

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

6 **Review Your Reservations**

Review 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.
1. Review and update all reservation information, then select **Continue to Expenses**.
2. 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.

7 **Expenses**

Expenses

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

- The **Transportation Expenses** section shows the estimated costs of the reservations you booked in DTS. You can't change them from here.
- The **Other Expenses** section displays the rest of your expenses and mileage allowances. To enter an expense or mileage allowance:
  1. In the section header, select **Add Expense**.
  2. In the pop-up window, select an expense type, complete all required fields, and select **Save**.
  3. Repeat until you have entered all expenses and mileage allowances.

⚠ If you select **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD**, you must use the tools on the Select Location pop-up screen to calculate your official mileage; otherwise, use your vehicle's odometer.

- The **Substantiating Documents** section contains documents (e.g., special approvals or permissions) you electronically attached to the authorization. Add new documents by uploading them or dragging them from another location.
- The **Trip Workbook** contains images that contain multiple documents (e.g., receipts) and tools to crop and save each document in a separate image. Add images to the Workbook by uploading them, faxing them, or dragging them from another location. Drag an image onto an expense in the **Transportation Expenses** or **Other Expenses** sections to associate it with that expense.

⚠ You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas or move it to the **Substantiating Records** area. Only you can see images saved in the **Trip Workbook**. Reviewers and AOs have no access to the Trip **Workbook.**

8 **Per Diem**

$ Per Diem

Select **Per Diem** on the Progress Bar to view your per diem (i.e., lodging, meals, and incidental expenses) allowances. To change those allowances:
1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust**.**
3. Make all necessary changes, then select **Save Adjustments**.