part of the IE entitlement and are not separate reimbursable expenses.

Other Reimbursable Expenses

Reimbursement is authorized for necessary travel expenses at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to the place of duty, trips to eat, and trips between duty locations. If a rental car is not authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the actual miles driven on the travel authorization.

The AO can authorize reimbursement for other miscellaneous travel expenses necessary to the successful completion of the mission. Travelers must itemize these expenses on the travel voucher. These include:

Airport Tax
Authorized Business Call*
Authorized Call Home*
Baggage Tips (military only)
Boarding Fees
Cancel Fee – Air Travel
Cancel Fee – Hotel
Cancel Fee – Rental Car
Checked Baggage Fee
Commercial Auto – In/Around*
Commercial Auto – TDY/TAD*
Commercial Auto – Terminal*
Dual Lodging Cost*
Excess Baggage*
Gasoline – Rental Car
GTCC ATM ADVANCE FEE
GTCC ATM SERVICE FEE
Government Auto
GPS*
Hotel Room Tax
Hotel Sales Tax
Laundry/Dry Cleaning
Lodging Late Check-out Fee
Non-GTCC ATM Advance Fee (military only)
Paper Ticket Fee
Parking – TDY/TAD
Parking – Terminal (limited to round-trip taxi fare)
Public Transit
Taxi – TDY/TAD
Taxi – Terminal
Tickets – Personally Procured*
Tolls (Highway, bridge, etc.)
Travel Agent Fee
Traveler's Check Fee

*Must be approved by AO on authorization

Transportation costs to and from the transportation terminal in the area of the PDS, to include parking at the terminal, are reimbursable not to exceed the cost of taxi fare to and from the terminal.

Only uniformed members may be reimbursed for customary tips for handling personal baggage at transportation terminals. All travelers may be reimbursed for tips for handling government property at terminals or hotels.

The AO may also authorize reimbursement for other necessary travel-related expenses when they are clearly in the government's interest.

Training

Training is treated the same as business travel, except that the training location commander, not the AO, decides if use of Government quarters for uniformed members is directed and if the *Government Mess Available* or *proportional meal rate* is appropriate. Use of Government quarters and/or Government mess may not be directed for civilian employees.

The Trip Record will indicate mess availability. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the proportional rate of the locality M&IE rate, depending on how many meals were missed. The traveler must note on the Trip Record how many meals, by date, were not available.

Definitions

TDY Travel is temporary travel away from the traveler's permanent duty station. There are three types of TDY travel:

Business Travel is travel by an individual to conduct business away from their PDS. It includes TDY travel not considered as schoolhouse training or deployment, group or unit travel.

Schoolhouse Training Travel is travel by an individual in connection with TDY attendance at a formal course of instruction.

Deployment, Group or Unit Travel is travel by a group of people. It includes units traveling in support of military operations (e.g., combat, peacekeeping, disaster relief,) for field or maneuver training, or for sea duty (when personnel involved are not permanently assigned to a vessel.)

Source: Joint Federal Travel Regulations/Joint Travel Regulations, Chap 1-4 and Appendices G and P. These publications are available at www.nps.edu/Services/Travel, under "Rules and SOPs."

This document is a guide only. The JFTR/JTR is updated monthly and should be reviewed for possible changes. The JFTR/JTR and Appendix G, should always be adhered to if differences exist.

Defense Travel System

Guide to Simplified Entitlements

**Travel Office
Naval Postgraduate School
1 University Circle
Monterey, CA 93943
831.656.2041**

15 October 2012

Applicable Categories of Travelers

All uniformed members and civilian employees of DoD except those categories outlined in JFTR/JTR, Appendix O, Section T4000.

Applicable Types of TDY Travel

Business
Schoolhouse Training
(*Not applicable to pre-employment travel, TDY performed as part of PCS travel, or when emergency conditions occur while temporary duty (TDY) is being performed.*)

Entitlements

Travelers will be provided transportation, lodging, and food to support official travel activities, or will be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. Travelers will use good judgment in incurring official travel-related expenses, as if traveling using their personal funds.

Transportation

The Authorizing Official (AO) may direct the traveler to travel by any mode, (e.g., government or commercial air, bus, train) for official travel except personal or rental vehicle. *If the traveler uses a mode other than that directed by the AO, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.*

The traveler is required to arrange commercial transportation in DTS (through SATO) based on contracted rates on US flag carriers and with coach accommodations. The traveler must use an available Capacity-Controlled (_CA) city-pair contract fare. If no _CA fare is available, traveler must use available city pair contract (YCA) fares. If a more expensive fare is used, the traveler will only be reimbursed for the _CA or YCA fare.

Excursion fares are allowed on the same routes as gov't. fares, if they are cheaper than the gov't. fares and **are available to the general public**. They are not available in DTS, but they must have AO approval and be purchased through SATO.

The AO may authorize other-than-contract flights to fulfill mission requirements.

The Fly America Act requires the use of US airlines (or code share flights) when available. **Violations result in the traveler's not being reimbursed for the flights.**

Business class must be approved by the President, NPS, then by the Director, Navy Staff. Only the traveler's Service or Agency Headquarters may authorize first-class accommodations. The one exception to this is when

OCONUS flights on foreign carriers do not have economy. In this case, the above approvals are not required.

When a rental vehicle is authorized by the AO, reimbursement is authorized for the rental costs, taxes, and local assessments. A rental vehicle obtained from a government-contracted agency includes collision damage waiver coverage in the rental rate, and additional coverage should be declined.

Travelers will not be reimbursed for the extra cost if the insurance is not declined, unless the rental is in a foreign country and is **required**. When a compact car (DoD standard size rental) will not meet requirements, the AO may authorize the size vehicle appropriate to the mission.

When a private vehicle is used, a constructive travel worksheet must be submitted if round trip is more than 800 miles. Reimbursement is authorized for the standard distance between the PDS and the temporary duty location, but it is limited to the should-cost estimate of the AO-approved transportation.

Lodging

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for meals and incidental expenses (M&IE.) Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

The AO may direct use of adequate, available Government quarters on an installation for uniformed members only if the traveler is TDY to that installation. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Travel Authorization notes quarters nonavailability (by confirmation number, if provided by the Service in its registration process.)

Civilian employees may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost. However, if Government quarters are available, the proper authority under C4550-C may prescribe a reduced per diem rate, which must be established before travel begins.

Commercial lodging reimbursement is authorized for the actual cost of lodging (single occupancy rate) up to the maximum for the TDY site or stopover location. All applicable room taxes are included in the cost of lodging in foreign OCONUS locations. However, taxes for lodging in the US are a separate reimbursable travel expense and must be listed separately.

If DTS only lists lodging that costs more than the published maximum rate, the AO may authorize the higher amount such that the combined lodging cost and M&IE do not exceed 300% of the published maximum rate (lodging plus M&IE.) SATO must put these rates on the Travel Authorization.

The traveler is responsible for any charges beyond the basic room fee and taxes.

Travelers are to keep all lodging receipts. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

Meals and Incidental Expenses (M&IE)

The M&IE entitlement for the day of departure is 75% of the M&IE rate for the first TDY location or stopover point. The entitlement for the day of return to the permanent duty station (PDS) is 75% of the M&IE rate for the last TDY location or stopover point.

On other days, the entitlement is the full M&IE for the TDY location or stopover point where lodgings are required, unless the AO specified one of two other meal rates based on Government mess availability. The two other rates are the *Government Mess Available* rate when all meals on a given day are available, or the *proportional meal* rate when at least one meal a day is available.

A Government mess is available only if (1) Government lodging on an installation is available and directed and (2) the command controlling the mess has made it available to travelers. A Government mess is not available on interim travel days.

The *Government Mess Available* rate is the amount of the food and operating expense cost, plus the incidental expense portion of the M&IE. The *proportional meal rate* is the average of the Government meal rate and the meals portion of the M&IE for the TDY location, rounded to the nearest dollar, plus the incidental expense portion of the M&IE. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from proportional meal rate to full M&IE rate.) The meal rate established can't be reduced after the fact except for a free meal.

When the Government through some means (e.g., a registration fee) purchases at least one meal, but not all three, on a given day, the proportional meal rate applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers (e.g., included in the fare) are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. Travelers are paid an allowance for miscellaneous expenses, such as tips, incurred while traveling. This is the IE part of M&IE. The daily IE entitlement in CONUS is $5.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or $3.50 when the AO determines $3.50 to be adequate. Laundry and dry cleaning are part of incidental expenses in CONUS except for civilians traveling requiring at least 4 consecutive nights lodging, or uniformed member requiring at least 7 nights lodging. In this instance the cost of laundry and dry cleaning while traveling, not after return to PDS, is a separately reimbursable expense. Laundry and dry cleaning costs for uniformed members are limited to $2.00/day. Laundry and dry cleaning costs during all other TDY travel conditions are

7 — Lines of Accounting (LOAs)

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

Accounting Codes

Single LOAs: When only one LOA is used:
1. Select **Accounting** from the navigation bar.
2. Select the **LOA** from the appropriate drop-down list.

Multiple LOAs: When two or more LOAs are used:
1. Select **OK** in the pop-up window.
2. Select the **How To Allocate** drop-down arrow and choose an allocation method.
3. Select **Allocate Expenses**.
4. Allocate the expenses among the LOAs.
5. Select **Save Allocations**.

8 — Additional Options

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

Profile   Partial Payments   Advances

1. Select **Additional Options** from the navigation bar.
2. Select **Profile** to view or edit personal profile data.
3. Select **Partial Payments** to receive partial reimbursement during the trip.
   Trip must exceed 45 days.
4. Select **Advances** to request an advance. Advances are typically for travelers who do not have a Government Travel Charge Card (GTCC). Only the LOA(s) that were selected on the Accounting Codes screen will display.
5. After entering any Additional Options, select **Continue** at the bottom of the screen.

9 — Review/Sign

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

Preview   Other Auths.   Pre-Audit   Digital Signature

1. Review the itinerary.
2. Select **Other Auths.** from the subnavigation bar. If necessary, select **Add Additional Authorizations For This Trip**. Place a check in the box next to the appropriate authorization(s), then select **Add** at the bottom of the screen. Enter any **Remarks** that must appear on the document.
   Note: Per Secretary of Defense memorandum, "Track Four Initiative Decisions" dated 14 March 2011, all authorizations must include the statement "Alternate means such as, Secure Video Teleconference (SVTC) or other web-based

communication, are not sufficiently able to accomplish travel objectives". Travelers should add this justification to travel authorizations based on their Service/Agency specific instructions.
3. Select **Save and Proceed to Pre-Audits** to save any remarks.
   -OR-
   Select **Continue.**
4. Enter **Justification** for any flagged items.
5. Select **Save And Proceed To Digital Signature**.
6. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.
7. (Optional) Select a **Routing List**, if different from the default.
8. (Optional) Enter Comments in the **Remarks** box.
9. Select **Submit Completed Document**.
10. If the traveler has made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens. The warning states that if the document is not APPROVED and tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation. Select **OK**.
11. Complete the **PIN** field then select **OK**.

The authorization must be signed within 24 hours of booking or all reservations will be cancelled.

Note: Refer to the *Adjusting/Amending an Itinerary and Reservations in an Authorization* tri-fold for assistance with date, per diem location, and/or reservation changes.

DEFENSE TRAVEL MANAGEMENT OFFICE

Create an Authorization: Traveler Instructions

October 9, 2013

This trifold is designed to guide the traveler/travel clerk through the steps to create a typical authorization. For modes of transportation other than air or rental car, see Chapter 2 in the Document Processing Manual (DPM).

Log On to DTS
1. Insert your CAC into the reader.
2. Access the DTS Home page: http://www.defensetravel.osd.mil.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy; select **Accept**.
5. Complete the **PIN** field then select **OK**.
6. Returning users skip remaining steps. First-time users will see the User Activation screen. Enter the traveler's SSN in both fields then select **Submit**.
7. If the DTS account has *not* been created, only an Administrative menu displays. Mouse over **Administrative** and select **Self Registration.**
8. Complete the **Basic** and **Additional Information** screens, then select **SAVE AND PROCEED**.
9. Select **Submit** on the last screen. An e-mail will be sent to the user when the registration has been accepted. Follow Steps 1 through 6 to activate the account.

Create an Authorization

| **Official Travel Authorizations/Orders** | Official Travel - Others | Traveler Setup | Reports ▼ | Administrative ▼ |

1. On the DTS User Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.

3. Select **Create New Authorization/Order**.
Note: If this is the first time that a document has been created for the traveler in DTS, the Profile Validation screen opens. Confirm or update the information then select **Update Personal Information**.

1   Travel Itinerary

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
	Trip Overview	Per Diem Locations			

1. Enter the **Starting Point** by selecting a location in the **Starting Locations in Profile** box or by typing a location in the open text field.
2. In the **Departing On** field, type the date or use the calendar tool to enter the departure date.
3. Select the **Trip Type** and **Trip Purpose** by using the drop-down lists.
4. (Optional) Complete the **Trip Description** field with details of the trip.
5. Check the **mode of transportation** for travel to the location and choose a **departure time**.
6. You may type the TDY location in the **Location 1** text field or use the Location Tools.
Note: DPM, Chapter 2 explains all search options: Location, State/Country, ZIP Code, and County.
7. The **Arriving On** date field will use the date that was entered in **Departing On** in Section A. If the arrival date for the location is different, select the calendar tool to correct the date.
8. In the **Departing On** date field, use the calendar tool and select the **departure date** for the location.
9. Check the **Rental Car** and/or **Lodging** box if reservations are needed at the location.
10. Select **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps 6 - 12.
11. When you have entered all TDY locations, the Trip Overview screen refreshes. Enter the **Ending Point** by selecting the location from the **Return Locations in Profile** box or by typing in a location.
12. Check the **mode of transportation** for travel to the **return location** and choose a **departure time**.
13. Check the **box** in Section E if other ticketed transportation will be used (e.g., bus, rail).
14. In Section F, select **Not Applicable** if you are not attending a conference.
    –OR–
    Select the **Search Conference/Event** button if you will be attending a conference. Locate the name of your conference and select its **event ID** or select **Other** if the conference is not on the list.
15. Select **Save and Proceed.**

-OR-
Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel module to select the reservations. An additional fee may be charged for this option. Select **OK** to proceed. Add additional comments if necessary, then select **Send Comments to CTO**.

2   Book Air Travel

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Rail	Rental Car	Lodging	Other Transportation	Summary
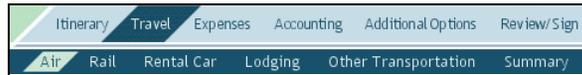
If commercial air was indicated on the Trip Overview screen, the Air screen displays.
1. Use the Airfare tabs to review the different fares. Choose **Select Flight** for the preferred flight.
   -OR-
   Modify the search criteria on the left side of the screen; select **Search**, and then **Select Flight** from the new list.
2. The Seat Selector window will open. Choose a **seat** or a general preference then select **Done**.
3. The TSA Secure Flight Information screen displays. Enter or update the **required fields**.
4. Select **Save TSA Information**.
5. Select the return flight by repeating Steps 1 - 2.

3   Book Rental Car

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

If rental car was indicated on the Trip Overview screen that a rental car is needed, the Rental Car screen displays next.
1. Choose Select Car next to the preferred rental car.
   -OR-
   Modify the search criteria on the left side of the screen, select Search, then choose your rental car from the new list.

4   Book Lodging

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

If Lodging was indicated on the Trip Overview screen, the Lodging screen displays next.
1. Choose **Select Hotel** for the preferred hotel.
   -OR-
   Select **Find More Hotels** at the bottom of the screen for a wider selection.
   -OR-

Modify the search criteria on the left of screen, select **Search** and then **Select Hotel**.
2. Choose **Select Room** to book the room.
Note: Military members must contact the lodging facility directly to reserve lodging at a military installation.

5   Travel Summary

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

When all reservations have been entered, the **Summary** screen displays next.
1. Review the information on the Payment Information tab and update if necessary.
2. Select **Save and Continue**.
3. Review the Final Trip Itinerary information.
4. Select **Continue**.
5. Select **OK** to acknowledge the pop-up window warning reservations will be cancelled in 24 hours if the authorization remains unsigned.

6   Expenses

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Non-Mileage	Mileage	Per Diem Entitlements		Substantiating Records	

1. Select **Expenses** from the navigation bar to open **Non-Mileage** screen.
2. Select an item from the **Select Expense Type** drop-down. If the expense is not listed, type it in the **-OR-** text box.
3. Type the estimated **Cost** of the expense and select the **Date** the expense will be incurred.
4. The **Method of Reimbursement** field populates for the type of expense. Repeat steps 2- 4 until all expenses are entered.
5. Select **Save Expenses**.
6. Select **Mileage** from the subnavigation bar.
7. Select the **Expense Type** drop-down list and select the **type of expense.**
8. Enter **Date** of the expense.
9. Enter the expected mileage if a POC will be used. **Note:** If Pvt Auto – TDY/TAD or Pvt Motorcycle – TDY/TAD is selected, the Defense Table of Official Distances (DTOD) must be used to calculate the number.
10. Check the **Create separate mileage expense for return trip mileage** box, if appropriate.
11. Select **Save Expenses**.
12. Select **Per Diem Entitlements** from the subnavigation bar to change allowances for lodging, duty conditions, meals, and leave. See the DPM, Section 2.7.3.

2. If you need to delete an LOA and there have been no payments against the LOA, select **remove** next to the LOA.
3. If you selected multiple LOAs and no payments have been made against the LOAs, follow the below steps:
   a. Select **OK** in the pop-up window.
   b. Select the **How To Allocate** drop-down list and choose an allocation method.
   c. Select **Allocate Expenses**.
   d. Allocate the expenses among the LOAs.
   e. Select **Save Allocations**.
The Expense Summary box will display a breakdown of the expenses pertaining to each LOA.

7   Additional Options

| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Profile | Payment Totals | Partial Payments | Advances |

The **Additional Options** tab allows you to view and change administrative/personal information in DTS.
1. Select **Profile** to view or edit the traveler's personal profile.
2. Select **Payment Totals** to view or edit the voucher totals. If necessary, complete the **Add'l GOVCC Amt** field then select **Calculate**.
3. Select **Partial Payments** to view a schedule of partial payments, if the auth included SPPs. You cannot request an advance after travel is completed.

8   Review / Sign

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

The **Review/Sign** feature initiates the routing process for a document.
1. Select **Review/Sign** from the navigation bar.
2. Review the information on the Preview screen. If necessary, select **Edit** to update information.
3. Select **Save and Proceed to Other Auths.** If necessary, select **Add Additional Authorizations For This Trip**. Place a check in the box next to the appropriate authorization(s), then select **Add** at the bottom of the screen. Enter any **Remarks** that must appear on the voucher.

4. Select **Save and Proceed to Pre-Audits** to save any remarks.
   -OR-
   Select **Continue**.
5. Review and justify any flagged items. *Justifications are mandatory*.
6. Select **Save and Proceed To Digital Signature**.
7. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.
8. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if different from the default.
9. (Optional) Enter comments in the **Additional Remarks** box.
10. Select **Submit Completed Document**.
11. The Stamp Process screen opens. Select **Save and Continue**.
12. Complete the **PIN** field then select **OK**.
The system will then refresh to the Welcome screen.

Adjust and Amend Vouchers

You can edit a document that has been stamped SIGNED. An **adjustment** is a change to a voucher *before* the AO applies the APPROVED stamp. An **amendment** is a change to a voucher *after* the AO applies the APPROVED stamp.

Create an Adjustment
1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **view/edit** next to the correct document.
4. Clear the **Open Document VIEW-ONLY** check box then select **OK**.
5. Complete the **PIN** field then select **OK**.
6. The Trip Preview screen opens. Select **Edit** next to the item(s) that need adjusting.
7. Make all necessary changes.
8. Proceed to Section 8 **Review/Sign**.

Create an Amendment
1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **amend** next to the correct document.
4. Enter justification in the **Comments** box then select **OK**.
5. Follow Steps 6 – 8 as described above.

Create a Voucher from an Authorization: Instructions for Travelers
August 29, 2013

(See Chapter 4 in the Document Processing Manual)

A voucher is a request for reimbursement of expenses incurred during travel. After travel, a traveler creates a voucher from an authorization (auth) to update the estimated costs with actual costs incurred on the trip.

Log On to DTS
1. Insert the CAC into the reader.
2. Access the DTS Home page: http://www.defensetravel.osd.mil.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept.**
5. Complete the **PIN** field then select **OK**.

Create a Voucher

| Official Authorizations/Orders Vouchers | Official Travel - | Traveler Setup | Reports ▼ | Administrative ▼ |

1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **Create New Voucher**. (This link will not display if there are no approved auths.)
4. Select **create** next to the auth from which you will create the voucher.

1   Itinerary

| Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign |
| Trip Overview | Per Diem Locations |

Note: Only follow the below steps if the trip dates changed from those approved on the auth.

1. Select **Edit** for the **Overall Starting Point** or **Overall Ending Point**, depending on the date that changed.
2. Change the **Start Date** or **End Date** field.
3. Select **Proceed to Per Diem Locations**.
4. Select **OK** (you may have to select **OK** twice based on date change made).
5. Select **Edit** for the location in the **Trip Summary** box on the right side of the screen. If there is more than one location, select the one that is affected by the new date. You may need to select **OK** based on date change made.
6. Select the calendar icon in the **Per Diem Locations** box and select the new **Arriving On** or **Departing On** date for the selected location.
7. Select **Save Changes**.
8. Select **OK** to the Entitlements Update prompt.

2 Air

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Air Lodging Rental Car Rail Other Trans.

To update air travel:
1. Select **Travel** from the navigation bar.
2. Select **Edit** next to any air segments requiring changes in the **Trip Summary** column.
3. Select **Change Ticket Data**.
4. Update the **fields** with the correct information.
5. Select **Save**.

To remove a flight:
1. Select **Remove** next to any air segments that were not used.
2. Select **OK** to the pop-up window.

To add ticket information for tickets purchased outside of DTS or a CTO fee:
1. Select **Other Trans.** from the subnavigation bar.
2. Select the **Type** drop-down list and select the correct type of transaction.
3. Enter the necessary information into the **Add Ticket Information** fields.
4. Select **Save**.

3 Lodging

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Air Lodging Rental Car Rail Other Trans.

Note: Add hotel sales tax or room tax, if any; under the **Expenses** tab (CONUS trips only). Make changes to lodging costs on the **Per Diem Entitlements** screen.

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select the **Update Actual Lodging Costs** link.
4. Select the **Edit** link next to the first date that needs the lodging cost edited.
5. Complete the **Values Apply Through** field if changes are for multiple days in a row.
6. Edit the **Lodging** cost box with the correct lodging expense.
7. Scroll to the bottom of the screen, and select **Save These Entitlements**.

4 Rental Car

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Air Lodging Rental Car Rail Other Trans.

If you included a rental car on the authorization, and the original information changed, use the **Rental Car** screen. If you booked a rental car offline or did not include it, use the **Expenses** tab to enter the costs as a Commercial Auto non-mileage expense.

To update a rental car:
1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Edit** next to the rental car that requires changes.
4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

To delete a rental car:
1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Remove** to delete the rental car entry.
4. Select **OK** to the pop-up window.

5 Expenses

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Non-Mileage Mileage Per Diem Entitlements Substantiating Records

After travel, add, edit, or delete expenses in the **Expenses** section to reflect actual trip costs.
1. Select **Expenses** from the navigation bar.
2. Select **Non-Mileage** from the subnavigation bar to edit or add expenses such as hotel taxes, parking fees, gasoline, and other non-mileage expenses that you did not originally enter on the auth.
3. Select **Save Expenses**.

Note: *See Document Processing Manual, Section 4.5.1.3 for instructions on adding expenses to the voucher directly from a list of previous GTCC charges.*

4. Select **Mileage** from the subnavigation bar to edit or add mileage expenses.
5. Select **Per Diem Entitlements** from the subnavigation bar to modify daily allowances.
6. Select **Substantiating Records** from the subnavigation bar to add supporting documents.

Fax Method
1. Select **Print Fax Cover Sheet**.
2. Choose the printer and select **Print**.
3. The bar code on the fax sheet is unique to each document name. You must print and attach a **cover sheet for each submission**. Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.
   Note: There is a processing time of about 5 minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code. You can complete the voucher in DTS during the processing time.
4. Select **Refresh**.
5. Enter descriptive information in the **Notes** field.
6. Select **Save Notes**.

Scan and Upload Method
1. Select **Browse**.
2. Select the **file** to be uploaded.
3. Select **Open**.
4. Select **Upload**. Once the file is uploaded a **Notes** field displays.
5. Enter descriptive information in the **Notes** field.
6. Select **Save Notes**. The screen will refresh.
See *Document Processing Manual,* Section 2.7.4 for supported file types.

6 Lines of Accounting

Itinerary Travel Expenses Accounting Additional Options Review/Sign
Accounting Codes

Note: If a payment has been made on a Line of Accounting (LOA), e.g., an Advance/SPP or voucher settlement, you should NEVER remove or change that LOA. If you must make a change, make it manually outside of DTS. If no payment has been made, you may change the LOA if necessary.
1. Select **Accounting** from the navigation bar.
2. Select the LOA(s) from the appropriate drop-down list.

8. Select **Save And Proceed To Other Auths**.
9. The Other Authorization screen opens. If necessary, edit or add any **Remarks**.
10. Select **Save And Proceed To Pre-Audits** to save any remarks.
    -OR-
    Select **Continue**.
11. The Pre-Audit Trip screen opens. Complete the **Justification to Approving Official** text boxes for any flagged items.
12. Select **Save And Proceed To Digital Signature.**
13. The Digital Signature screen opens. Select the Submit this document as drop-down list arrow and select **SIGNED.**
14. (Optional) Complete the **Additional Remarks** field.
15. Select **Submit Completed Document**.
16. The Stamp Process screen opens. Select **Save and Continue**.
17. Complete the **PIN** field then select **OK**.

The voucher will route to the AO for the appropriate action.

Section 5   **Authorizing Official Instructions**

The document routes to the AO after the traveler or NDEA completes the trip cancellation procedures. The traveler or NDEA must complete the trip cancellation procedures before the AO can proceed.

Cancel an Authorization – No Expenses Incurred

1. On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval.
2. The Documents in Routing screen opens. Select **review** located to the left of the document name.
3. The Preview Trip screen opens. Select **Other Auths.** from the subnavigation bar.
4. The Other Authorizations screen opens. Select **Continue**.
5. The Pre-Audit Trip screen opens. Select **Proceed To Digital Signature**.
6. Select **Submit this Document as:** drop-down list arrow and choose **CANCELLED**.
   -OR-

Select **RETURNED** to send the document back to the traveler for correction.
7. Select **Submit Completed Document**.
8. Complete the **PIN** field then select **OK**.

AO Approves a Document - Expenses Incurred

If the authorization had not been approved before trip cancel was initiated, it will route to the AO as an authorization. If the authorization had already been approved, it will route to the AO as a voucher.

1. On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval.
2. The Documents in Routing screen opens. Select **review** located to the left of the document name.
3. The Preview Trip screen opens. Review to ensure the traveler is only claiming expenses they incurred.
4. (If necessary) Select **Substantiating Records** to view receipts for lodging or individual expenses of $75 or more. Select **Return to Trip Preview** to continue.
5. Scroll down and select **Proceed To Other Auths.**
6. The Other Authorizations screen opens. Review any remarks and select **Continue**.
7. The Pre-Audit Trip opens. Review any justifications, and select **Proceed To Digital Signature**.
8. The Digital Signature screen opens. Select the **Submit this Document as:** drop-down list arrow and choose **APPROVED**.
   -OR-
   Select **RETURNED** to send the document back to the traveler for correction.
9. Select **Submit Completed Document.**
10. The Stamp Process screen opens. Select **Save and Continue**.
11. The Fund Authorization or Fund Voucher screen opens. Select **OK**.
12. The Stamping Result screen opens. Select **Close**.
13. **Complete the** PIN **field then select** OK**.

DEFENSE TRAVEL
MANAGEMENT OFFICE
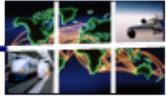
Instructions to Cancel a Trip

August 29, 2013

This trifold guides the traveler, travel clerk, NDEA or AO through cancelling a typical trip in DTS. For more information, see Chapter 10 in the Document Processing Manual (DPM).

Instructions to Cancel a Trip

The steps required to Cancel a Trip in DTS depend on the scenario that applies:

- ***Authorization is in a CREATED status***
- ***Authorization Signed or Approved - No Expenses were incurred***
- ***Authorization Signed – Expenses incurred***
- ***Authorization Approved - Expenses were incurred to the traveler and/or Government, or the traveler received a non-ATM advance or scheduled partial payment***

CTO disabled sites should refer to their local business rules to cancel any reservations.

Section 1   **Authorization is in a CREATED status**

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1. On the DTS Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorization/Orders** from the drop-down list.
3. Select **remove** next to the document to be deleted.
4. If no reservations were made in the document, a pop-up message appears asking for confirmation that the selected trip is to be deleted. Select **OK**.

DTS will remove the document and no further action is required.
-OR-
If reservations were made, a pop-up message will display letting you know that you must remove the reservations before you can delete the document. Select **OK**.

5. Select **edit** next to the document containing the reservations.
6. The Preview Trip screen opens. Select **Travel** from the navigation bar.
7. Select **Cancel** next to the reservation to be cancelled.
8. A pop-up message displays to confirm the cancellation. Select **OK**.
9. Repeat Steps 7–8 to remove the remainder of the reservations.
10. After you remove the reservations, you can go back to the Authorizations/Orders screen by selecting the **RETURN TO LIST** button on the top left corner.
11. Remove the document by following Steps 3 - 4.

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Section 2   **Authorization Signed or Approved – No Expenses Incurred**

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1. Follow Steps 1 – 2 in Section 1.
2. Select **trip cancel** next to the document to be cancelled.

3. The Trip Cancellation screen opens. Select the **No Expenses were incurred** radio button.
   Note: The No Expenses were incurred button is not available if DTS detects any incurred expenses.
4. A pop-up message appears informing you that this action is non-reversible. Once continue is selected, any reservations will be cancelled and you will no longer be allowed to access the reservations module. Select **OK**.
5. Select **Continue**.
6. The Digital Signature screen opens. Select **Other Auths.** from the subnavigation bar.
7. The Other Authorizations screen opens. Select **Continue**.
8. The Pre-Audit Trip screen opens. Select **Save And Proceed To Digital Signature**.
9. The Digital Signature screen opens. Select the **Submit this document as**: drop-down list arrow and choose **SIGNED**.
10. (Optional) Complete the **Additional Remarks** field.

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11. Select **Submit Completed Document**.
12. Complete the **PIN** field then select **OK**.
The authorization will route to the AO for the appropriate action.

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Section 3   **Authorization Signed – Expenses Incurred**

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1. Follow Steps 1 - 2 in Section 2.
   The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

2. A pop-up message appears informing you that this action is non-reversible. Once continue is selected, any reservations will be cancelled and you will no longer be allowed to access the reservations module. Select **OK**.
3. Select **Continue**.
4. A pop-up message appears informing you that after the AO approves the authorization, you must create a voucher and add incurred expenses to receive reimbursement. Select **OK**.
5. The Digital Signature screen opens. Select **Other Auths.** from the subnavigation bar.
6. The Other Authorizations screen opens. Select **Continue**.
7. The Pre-Audit Trip screen opens. Complete the **Justification to Approving Official** text boxes for any flagged items.
8. (If necessary) Select **Substantiating Records** from the subnavigation bar and attach receipts for lodging and any expenses of $75 or more. For more information, see the DPM, Chapter 2, Section 2.7.4.
9. Select **Save And Proceed To Digital Signature**.
10. The Digital Signature screen opens. Select the **Submit this document as:** drop-down list arrow and select **SIGNED**.
11. (Optional) Complete the **Additional Remarks** field.
12. Select **Submit Completed Document**.
13. Complete the **PIN** field then select **OK**.

The authorization is routed to the AO for approval. After you receive notification that the AO has approved the authorization, you must create a voucher and add or edit expenses to receive reimbursement.

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Section 4   **Authorization Approved – Expenses Incurred or Advance/SPP Received**

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1. Follow Steps 1 – 2 in Section 2.
2. The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

3. A pop-up message appears informing you that this action is non-reversible. This process will create a voucher and any reservations will be cancelled once continue is selected. Select **OK**.
4. Select **Continue**. DTS automatically creates the voucher. The Non-Mileage Expenses screen opens. All expenses on the voucher are set to $0 cost, except for CTO fees and any CBA transactions in a matched status. Add or edit any incurred expenses, then select **Save Expenses** at the bottom of the screen.
5. (If necessary) Select **Mileage** from the subnavigation bar; add/edit any mileage expenses, then select **Save Expenses** at the bottom of the screen.
6. Select **Review/Sign** from the navigation bar.
7. The Preview Trip screen opens. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received SPPs or Advances, verify that the **Balance Due US** is equal to payment minus any incurred expenses.