

Lines of Accounting (LOAs)



1. Select **Accounting** from the navigation bar.
2. Select the **LOA(s)** from the appropriate drop-down list.

Multiple LOAs: When two or more LOAs are used:

3. Select **OK** to the pop-up window.
4. Select the **How To Allocate** drop-down list and choose an allocation method.
5. Select **Allocate Expenses**.
6. Allocate the expenses among the LOAs.
7. Select **Save Allocations**.

Additional Options



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 LOAs selected on the Accounting Codes screen display.
5. After entering any Additional Options, select **Continue** at the bottom of the screen.

Review/Sign



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 voucher.
3. Select **Save And Proceed To Pre-Audits** to save any remarks.
-OR-
Select **Pre-Audit** from the subnavigation bar.
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. Select the appropriate certificate from the **Choose Signing Certificate** box.

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* trifold for assistance with date, per diem location, and/or reservation changes.

This document is controlled and maintained on the www.defensetravel.dod.mil Web site. Printed copies may be obsolete. Please check revision currency prior to use.



Create an Authorization: Traveler Instructions

August 26, 2010

This trifold guides the traveler/travel clerk through creating 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 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. Select the appropriate certificate from the **Choose Signing Certificate** box.
6. First-time users will see the User Activation screen. Enter the traveler's SSN in both fields then select **Submit**.
7. The DTS User Welcome screen opens. Mouse over **Administrative** on the menu.
8. Select **Self Registration** from the drop-down menu.
9. Complete the **Basic** and **Additional Information** screens, then select **SAVE AND PROCEED**.
10. Select **Submit** on the last screen.
11. Log out of DTS. An e-mail will be sent when the registration has been accepted.
12. Log back in to DTS to create the authorization.

Create an Authorization



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 the traveler is using DTS for the first time, a pop-up window will appear to review or update the traveler's profile. Make any necessary changes, then select **Update Personal Information**.

1

Travel Itinerary



1. Enter the **Starting Point** by selecting a location in the **Starting Locations in Profile** box or by typing a location in the 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. Select the **mode of transportation** for travel to the location and the **departure time**.
6. Select **Location** in the Location Tools box on the right to search for and enter a location.

Note: DPM, Chapter 2 explains all search options:

Location, State/Country, ZIP Code, and County.

7. Enter all or part of the location name in the **Search Term** field.
8. Select **Search Location**.
9. Select the **radio button** next to the correct location, then choose **Select and Close**.
10. In the **Arriving On:** date field, use the calendar tool and select the **arrival date** for the location.
11. In the **Departing On:** date field, use the calendar tool and select the **departure date** for the location.
12. Check the **Rental Car** or **Lodging** box if reservations are needed at the location.
13. Select **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps 5 - 13.
14. After selecting No, 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 in the field.
15. Select the **mode of transportation** for travel to the **return location** and the **departure time**.
16. Check the **box** in Section E if other ticketed transportation will be used (such as a bus).
17. Select **Save and Proceed**.

-OR-

Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option. Select **OK** to proceed. Add additional comments if necessary and select **Send Comments to CTO**. The TSA Secure Flight Information screen displays. Enter or update the fields then select **Save TSA Information**. Proceed to Section 6, **Expenses**.

2

Book Air Travel



If indicated on the Trip Overview screen that Commercial Air is needed, the Air screen displays.

1. Use the Airfare tabs for different fares. Choose **Select Flight** for the preferred flight.
-OR-
Change the criteria on the left side of the screen; select **Search**, and then **Select Flight**.
2. The Seat Selector window will open if there is a seat map. Choose a **seat** 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.

Note: If no selections display for Air, Rental Car, Lodging, or Rail, use the **Request Assistance in Booking ...** button shown on the screen.

3

Book Rental Car



If indicated on the Trip Overview screen that a rental car is needed, the Rental Car screen displays.

1. Choose **Select Car** next to the preferred rental car.
-OR-
Change the rental car criteria on the left side of the screen, select **Search**, and then **Select Car**.

4

Book Lodging



If indicated on the Trip Overview screen that lodging is needed, the Lodging screen displays.

1. Choose **Select Hotel** for the preferred hotel.
-OR-
Select **Find More Hotels** at bottom of screen.
-OR-
Change lodging 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



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. Upon leaving reservations, select **OK** to the pop-up window warning reservations will be cancelled in 24 hours if the authorization remains unsigned.

6

Expenses



1. Select **Expenses** from the navigation bar.
 2. Select a **non-mileage** expense from the **Select Expense Type** drop-down list. If the expense is not listed, type it in the **-OR-** field.
 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. Change if necessary.
 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 the **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 of miles.
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 entitlements for lodging, duty conditions, meals, and leave. See the DPM, Section 2.7.3
 13. Select **Substantiating Records** from the subnavigation bar to add supporting documents by faxing or scanning and then uploading. See the DPM, Section 2.7.4.