

# DTS Instructions for CP-56 Funded Training

CP-56 will first have to create a Cross-Org in DTS prior to you creating your travel authorization. Once you have been notified the Cross-Org has been created, you will log into DTS to create your authorization. Prior to signing your authorization, please select the CP-56 routing list, so that your travel will be routed through CP-56 for review and approval.

When creating your authorization, please remember:

- Your TDY location in DTS must match the training location on the SF-182.
- CP-56 cannot fund a rental car. If you feel a rental car is needed, your command must agree to pay for the rental, and the command's LOA must be included on your authorization.
- Do not create DTS orders with a Centrally Billed Account (CBA). You must use an Individually Billed Account (IBA), which means your travel will be charged to your government travel card.
- You **MUST** include the following language in the comments to the Approving Official Field: “Mission Essential Travel” (and then add a reason for the travel and a description of the need for TDY)



DEPARTMENT OF DEFENSE

## YOUR TRAVEL & EXPENSE

MANAGEMENT HUB FOR DoD TRIPS

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)

Log into DTS at: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

## Privacy and Ethics Policy

Please read the following DoD Privacy and Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.

### STANDARD MANDATORY DOD NOTICE AND CONSENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

### ACKNOWLEDGEMENT OF RESPONSIBILITIES OF RECEIVING AND MAINTAINING PRIVACY ACT DATA

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You Must:

- Have completed the necessary training with regards to Security Awareness and safeguarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(l)(3)) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(l)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

### ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

### PRIVACY ACT

AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; DoD Directive 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management: Defense Travel System (DTS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoD Directive 4500.09E, Transportation and Traffic Management; DTR 4500.9-R, Defense Transportation Regulation, Parts I, Passenger Movement, II, Cargo Movement, III, Mobility, IV, Personal Property, V, Customs; 41 C.F.R. 300-304, The Federal Travel Regulation (FTR); Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSM), as amended.

PRINCIPAL PURPOSE(S): The purpose of DTS is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments. The system facilitates the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides information to financial systems to provide the reimbursement of travel expenses incurred by individuals while traveling on official business. DTS includes a tracking and reporting system whereby DoD can monitor the authorization, obligation, and payment for such travel.

ROUTINE USE: To Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. To the Internal Revenue Service to provide information concerning the pay of travel allowances which are subject to federal income tax. To banking establishments for the purpose of confirming billing or expense data. See the applicable system of records notice for a complete listing of routine uses: DMDC 28 DoD, Defense Travel System (DTS) located at <http://dpcld.defense.gov/Privacy/SORN/Index/DOD-wide-SORN/Article-View/Article/570689/dhra-08-dod/>.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

Decline

Accept >

Select "Accept."

  
Per Diem Rate  
Lookup

  
Distance Calculator

  
Routing Chain Lookup

  
Cross-Org  
Document Lookup

  
News and Notices

  
Message Center

## My Travel Documents

Your upcoming, current, and completed trip documents.

 [Create New Document](#)

- 7 Authorizations
- 4 Vouchers
- 1 Local Vouchers
- 0 Group Authorizations

7 Authorizations		
Sort by	Departure Date (Latest) 	<input type="checkbox"/> Show inactive documents
<b>SLARLINGTONVA091117_A02-01</b>	Reconciled	Options : <a href="#">View</a>
Departing on 09/11/2017   TA Number: 21E9L1		
<b>SLARLINGTONVA040317_A01-01</b>	Reconciled	Options : <a href="#">View</a>
Departing on 04/03/2017   TA Number: 1YW18I		
<b>SLARLINGTONVA091216_A01</b>	Archive Submitted	Options : <a href="#">View</a>
Departing on 09/12/2016   TA Number: 1VWDD		

Select "Create a New Document."

Per Diem Rate  
Lookup

Distance Calculator

Routing Chain Lookup

Cross-Org  
Document Lookup

News and Notices

Message Center

## My Travel Documents

Your upcoming, current, and completed trip documents.

7 Authorizations

4 Vouchers

1 Local Vouchers

0 Group Authorizations

7 Authorizations

Sort by   Show inactive documents

SLARLINGTONVA091117_A02-01	Reconciled
Departing on 09/11/2017   TA Number: 21E9L1	
SLARLINGTONVA040317_A01-01	Reconciled
Departing on 04/03/2017   TA Number: 1YW18I	
SLARLINGTONVA091216_A01	Archive Submitted
Departing on 09/12/2016   TA Number: 1VWDD	

Options

View

Create New Document

Routine TDY Trip

Special Circumstances

Voucher

Local Voucher

Group Authorization

Select "Routine TDY Trip."

## — Itinerary —

### Create Itinerary

#### YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

#### TRIP OVERVIEW

<p><b>Leaving On</b></p> <input type="text" value="MM/DD/YYYY"/>	<p><b>Returning On</b></p> <input type="text" value="MM/DD/YYYY"/>
<p><b>Leaving From</b></p> <p><input checked="" type="radio"/> My Residence</p> <p><input type="radio"/> My Duty Station</p> <p><input type="radio"/> <input type="text" value="City or Zip"/></p>	<p><b>Returning To</b></p> <p><input checked="" type="radio"/> My Residence</p> <p><input type="radio"/> My Duty Station</p> <p><input type="radio"/> <input type="text" value="City or Zip"/></p>
<p><b>Trip Duration</b></p> <input type="text" value=""/>	

### Your TDY Location

- Enter the date you will be arriving at/departing from TDY location (if traveling from CONUS, you will arrive one day prior to the start training date; if traveling from OCONUS, you will begin traveling two days prior to the training start date).
- Enter the TDY Location (must match the city, state that was indicated on the SF-182).
- Enter your mode of travel.
- You can enter the time of day you wish to travel, but this may limit your flight selections.
- **Select “Rental Car” only if you are authorized by your command and your command is funding the rental car. If you select a rental car, make sure to explain in the notes section that your command is funding the rental car and have the command’s LOA on the order.**

### Trip Overview

- Leaving On/Returning On Date should prepopulate, along with the trip duration and mode of travel.
- Indicate where you are leaving from/returning to.

### Your Trip Details

- Select “AA-Routine TDY/TAD” for Type.
- Select “Training Attendance” for Purpose.
- Enter description of the training you are attending.
- Select “Not attending a conference.”
- Select “Continue.”

## 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 \*

Last Name \*

Middle Initial

Gender \*

Male

Female

Date of Birth \*

Known Traveler Number 

Redress Number 

Save this TSA information to my profile

[Continue to Booking >](#)

Confirm or enter your TSA Information, if desired.

# Flight Step 1 of 3: Select a Flight

<b>DEPARTING FROM</b> GRK - Killeen/Fort Hc <input type="checkbox"/> Include nearby airports	<b>ARRIVING AT</b> DCA - Washington Rc <input type="checkbox"/> Include nearby airports	<b>DEPARTING ON</b> 📅 03/26/2018 Morning ▾	<input type="button" value="Q Search"/>
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GRK to DCA

Sort by

	GRK 5:15 AM	◆ — ◆ —> 1 Stop	DCA 10:55 AM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	<b>TOTAL COST</b> <b>\$298.00</b> <small>includes taxes and fees</small> <input type="button" value="Select Flight &gt;"/>
	TOTAL DURATION 🕒 4h 40m				

	GRK 10:30 AM	◆ — ◆ —> 1 Stop	DCA 5:24 PM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	<b>TOTAL COST</b> <b>\$298.00</b> <small>includes taxes and fees</small> <input type="button" value="Select Flight &gt;"/>
	TOTAL DURATION 🕒 5h 54m				

Book your flights and lodging in DTS.

If you have made lodging arrangement outside of DTS, you will need to enter a justification as to why prior to signing your authorization on the "Other Auths and Pre Audits" screen.

After booking your travel, select "Continue to Expenses."

# Enter Travel Expenses

## ^ Uploads

 Fax Cover Sheet

Drag and drop or [browse](#) for a new document

## ^ Reservation Expenses

Sort by

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

## ^ Other Expenses

Sort by

[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

## ^ Substantiating Documents

Sort by

[+ Add Document](#)

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

Select "Add Expense" to add expense estimates, including mileage, baggage, parking, hotel tax, etc. These items only have to be reasonable expenses, not exact amounts.

If you need to upload any Substantiating Documents, like a Constructed Travel Worksheet if driving more than 400 miles one way, you would do so here.

If you are taking leave in conjunction with the travel training, you need to upload an approved copy of your leave form.

You will continue to click through the "Review Authorization" and "Other Auths and Pre-Audits" pages.

On the “Digital Signature” page you will add the mission critical language (see below), SF-182 number, select the CP56 from the routing list, and check the box for “I agree to SIGN this document”:

The screenshot shows the 'Digital Signature' page for a 'Trip Authorization Status'. The page is divided into a left sidebar and a main content area. The sidebar contains sections for 'Trip Authorization Info', 'Reservations', 'Finances', and 'Review'. The main content area has a title 'Digital Signature' and a sub-header 'Trip Authorization Status'. Below this, there is a 'Check document for errors...' button. A table shows a status of 'CREATED' on '10/24/2018' for 'Sarilyn H Leary'. A 'SIGNED' status is indicated with a '(Pending)' note. There are two main form sections: 'DOCUMENT STATUS\*' with a checkbox for 'I agree to SIGN this document', and 'ROUTING LIST\*' with a dropdown menu set to 'CP56'. Below these is an 'Additional Comments' section with an 'Add Comments' button. At the bottom, there is a signature line for 'Sarilyn H Leary' dated '10/24/2018' and a disclaimer: 'By submitting you are legally signing this document to be submitted for routing and approval.' A blue banner at the very bottom states: 'The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a...'.

**You must indicate in the Additional Comments section the “Mission Essential Travel (and then add a reason for the travel and a description of the need for TDY)”**

If you are authorized a rental car paid for by your command, you must indicate in the comments box that your command is paying for the car.

Explain any other variances in travel dates, travel expenses, etc. in the comments box.

Select the “I agree to SIGN this document” and select CP56 from the routing list.

You will select “Submit Completed Document” to complete your authorization, digitally sign, and route for review and approval by the CP-56 office.