7 Lines of Accounting (LOAs)

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

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

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.

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DEFENSE TRAVEL
MANAGEMENT OFFICE

Create an Authorization: Traveler Instructions

October 31, 2014

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

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**.

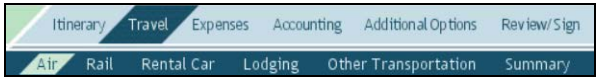
1 Travel Itinerary

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**.

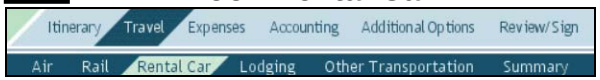
2 Book Air Travel



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.

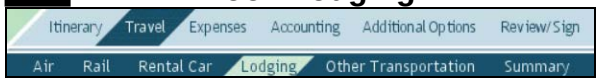
3 Book Rental Car



If rental car was indicated on the Trip Overview screen, 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

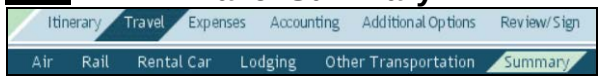


If Lodging was indicated on the Trip Overview screen, the Lodging screen displays next.

1. Choose **Select Hotel** for the preferred hotel.
   -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



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

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.

Note: If your TDY exceeds 30 days in one location, you will be directed to use flat rate per diem (75% of the locality rate). If your TDY exceeds 180 days in one location, you will be directed to use flat rate per diem (55% of the locality rate).