



ADDING CTO FEES IN DTS

RESOURCE ADVISOR
SAUSHEC-GME



STEPS

- First check out the eInvoice in [Virtuallythere.com](https://www.virtuallythere.com)
- Make sure that the commercial airlines fee = that of what on eInvoice
- If not, need to add CTO fee under Travel, the following steps are highlighted



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Address: https://www.virtuallythere.com/new/einvoice.html

Carlson Wagonlit Travel
We have great rates for long term lodging! Ask your agent!
Phone: 210-225-6370 730-1600 M-F
FTSAMOFF@CARLSON.COM

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Electronic Invoice

Prepared For:
OLESZEWSKI RYAN T

SALES PERSON	67
INVOICE NUMBER	0557991
INVOICE ISSUE DATE	12MAY2010
RECORD LOCATOR	ENSNEA
CUSTOMER NUMBER	F4183KT

Delivery Address

RETURN ANY UNUSED TICKETS W/3 ORDERS TO
CWTSATOTRAVEL
FT. SAM HOUSTON OFFICIAL
P.O. BOX 341057
BLDG. 367
FT. SAM HOUSTON TX 78234-5000

eInvoice on Virtuallythere.com



Checking the eInvoice

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Address <https://www.virtuallythere.com/new/einvoice.html>

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Phone: 210-225-5370 730-1600 M-F
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RECORD LOCATOR	
SALES PERSON	67
INVOICE NUMBER	0557991
INVOICE ISSUE DATE	12MAY2010
RECORD LOCATOR	ENSNEA
CUSTOMER NUMBER	F4183KT

Note:
if you call
Carlson,
use this
number to
find record

Delivery Address

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Notes on eInvoice

Notes

TICKET PURCHASED WITH FOP VI*****5538
AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY
ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT.
THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.
FEES TOTALING 13.75PP CHARGED IN ADDITION TO TKT PRICE
FEE-USD13.75PP-AIR/RAIL/BUS AGENT ASSISTED

Note: the “Notes” state \$13.75 in addition to the TKT (ticket) price, so we need to add this cost to travel in DTS

DATE: Sun, May 16

Flight: AMERICAN AIRLINES 676

From	SAN ANTONIO, TX	Departs	9:40am
To	DALLAS FT WORTH, TX	Arrives	10:50am
Departure Terminal	2		
Duration	01hr(s) :10min(s)	Class	Economy
Type		Meal	
Stops	Non Stop		
Seat(s) Details	<input type="text"/>	Seat(s) -	12E

DATE: Sun, May 16

Flight: AMERICAN AIRLINES 1435

From	DALLAS FT WORTH, TX	Departs	12:00pm
To	NEW ORLEANS, LA	Arrives	1:25pm
Duration	01hr(s) :25min(s)	Class	Economy
Type		Meal	
Stops	Non Stop		



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Address http://www.defensetravel.osd.mil/dts/site/index.jsp

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- Home
- DTMO Website
- News & Events
- Training
- FAQs
- Travel Assistance Center (TAC)
- Document Library
- Contacts

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

DTMO Website

DoD Center for Travel Excellence
Single Source for Travel Information
[Click Here To Visit!](#)

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

[LOGIN TO DTS](#)

System Status

DTS
DTS is Available

EWTS
EWTS is Available.

Recent Updates

- Using Government Travel Charge Cards at ATMs on 6/6
- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Are you experiencing DTS login issues?

Travel Assistance Center

Serving the DoD Travel Community
24 hours a day, 7 days a week
[Click here for more information](#)

ICE

Provide Feedback Here!

TRAX

First Time Users

Click below to learn more about DTS and the tools required for use.

[LEARN MORE](#)

Training

Click below to learn how to use DTS and for additional training resources.

[TRAINING](#)

Notices

- Advantage Rent-A-Car Remains in U.S. Rental Car Program
- Using Government Travel Charge Cards at ATMs on 6/6
- Are you experiencing DTS login issues?

ON TO DTS



Under Travel

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Traveler Name: Document Type: Voucher [Help for this screen](#)

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

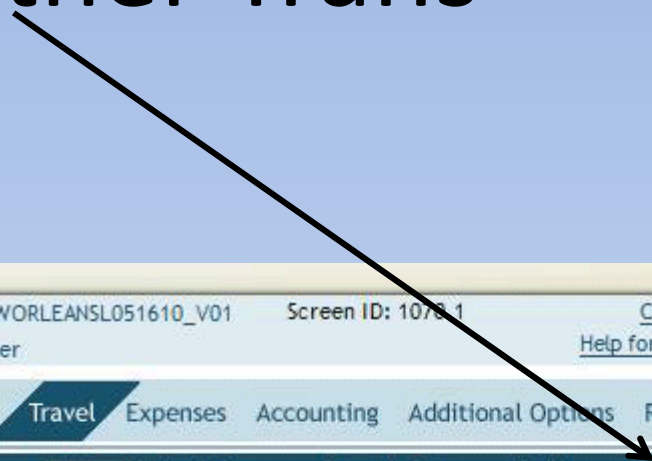
Preview Other Auths. Pre-Audit Digital Signature

[Print Document](#)

SELECT THE TRAVEL TAB



Select Other Trans



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

Air Lodging Rental Car Rail **Other Trans.**

Air Travel

Please select a flight from the trip summary on the right to edit air reservations.

Trip Summary

Overall Starting Point		
Leave From:	RES: SAN ANTONIO, TX	Edit
Leave:	16-May-10	



[RETURN TO LIST](#)

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:	--Select--
* Description:	--Select--
* Ticket No:	CTO Fee (Central Bill)
	CTO Fee (Indiv Bill)
* Ticket Value:	Comm Air (Central Bill)
	Comm Air (Indiv Bill)
Cost:	Comm Bus
(If different from ticket value)	Comm Rail (Central Bill)
	Comm Rail (Indiv Bill)
* Departure Date (mm/dd/yyyy):	Government Bus
	Government Plane
Issue Date (mm/dd/yyyy):	Government Vessel
	Prepaid Bus
	Prepaid Plane
	Prepaid Rail
	Prepaid Vessel
	Shin Fare (Indiv Bill)

Trip Summary

Overall Starting Point

Leave From: SAN ANTONIO
 Leave: 16-May-10

Location 1: NEW ORLEANS, LA

Leave From: NEW ORLEANS
 TDY/TAD Loc: NEW ORLEANS
 Arrive: 16-May-10
 Leave: 20-May-10

Carrier/Flight: American Airlines (AA) 676

Conf/PNR: DCAA^ENSNE
 Depart: 16-May-10
 SAT-San Antonio (USA)

Arrive: 16-May-10
 DFW-Dallas (TX) (USA) (In)

Carrier/Flight: American Airlines (AA) 1435

Conf/PNR: DCAA^ENSNE
 Depart: 16-May-10
 DFW-Dallas (TX) (USA) (In)

Arrive: 16-May-10
 MSY-New Orleans (USA) (Mois)

Type: Under DROP DOWN BOX, Select 'CTO FEE'



Ready to change “Ticket No.”

Add “890” in front of “See Attached Ticket 2”

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost:
(If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

Overall
Leave I
Leave:
Locati
Leave I
TDY/T
Arrive:
Leave:
Carrier
Conf/P
Depart
Arrive:
Carrier
Conf/P
Depart
Arrive:



Ticket No changed

As you can now see,
it has "890" in front

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CTO Fee (Indiv Bill)

* Description: CTO Fee (Indiv Bill)

* Ticket No: 890 See Attached Ticket 2

* Ticket Value: 0.00 Enter "CTO fee" \$13.75

Cost: 0.00
(If different from ticket value)

* Departure Date (mm/dd/yyyy): 05/16/2010

Issue Date (mm/dd/yyyy):

Overall Star
Leave From:
Leave:
Location 1:
Leave From:
TDY/TAD Lo
Arrive:
Leave:
Carrier/Flig
Conf/PNR:
Depart:
Arrive:
Carrier/Flig
Conf/PNR:
Depart:
Arrive:



SAVE IT

SAVE IT

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Please Note: A Red Star (*) indicates a field is required.

* Type: CTO Fee (Indiv Bill)

* Description: CTO Fee (Indiv Bill)

* Ticket No: 890 See Attached Ticket 2

* Ticket Value: 13.75

Cost: (If different from ticket value) 13.75

* Departure Date (mm/dd/yyyy): 05/16/2010

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 06/08/2010

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#) **CLICK "SAVE"**

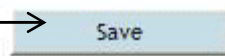
SAVE IT!

Carrier/Flight:	American Airtl (AA) 676
Conf/PNR:	DCAA*ENSNEA
Depart:	16-May-10 09: SAT-San Anton (USA)
Arrive:	16-May-10 10: DFW-Dallas / F TX (USA) (IntL
Carrier/Flight:	American Airtl (AA) 1435
Conf/PNR:	DCAA*ENSNEA
Depart:	16-May-10 12: DFW-Dallas / F TX (USA) (IntL
Arrive:	16-May-10 01: MSY-New Orle (USA) (Moisant
Carrier/Flight:	American Airtl (AA) 1575
Conf/PNR:	DCAA*ENSNEA
Depart:	20-May-10 07: MSY-New Orle (USA) (Moisant
Arrive:	20-May-10 08: DFW-Dallas / F TX (USA) (IntL
Carrier/Flight:	American Airtl (AA) 1037
Conf/PNR:	DCAA*ENSNEA
Depart:	20-May-10 09: DFW-Dallas / F TX (USA) (IntL
Arrive:	20-May-10 10: SAT-San Anton (USA)

CTO fee added

CLICK "SAVE"

SAVE IT!





If you put CTO Fee under Non Mileage?

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Traveler Name: [] Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

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Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 16-May-10 Return: 20-May-10 **Add Expense**

* Expense Type: []
- OR - []

* Cost: \$ []

* Date: (mm/dd/yyyy) 05/20/2010 []

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - TDY/TAD	05/16/10	\$20.00	Edit Remove
Taxi - Terminal	05/16/10	\$25.00	Edit Remove
Taxi to terminal home	05/20/10	\$25.00	Edit Remove
Hotel Room Tax	05/20/10	\$4.00	Edit Remove
Taxi - TDY/TAD	05/20/10	\$23.00	Edit Remove
CTO fee	05/20/10	\$13.75	Edit Remove
Total Expenses:		\$112.75	

REMOVE IT!!!!





REMOVE IT!

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 Traveler Name: [Redacted] Document Type: Voucher [Help for this screen](#)

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Non-Mileage Expenses

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Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Charge Card (IBAC).

DELETE!

[create an expense item from a government charge card transaction](#)

Leave: 16-May-10 Return: 20-May-10 [Add](#)

* Expense Type:
 - OR -
 * Cost: \$
 * Date:

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - TDY/TAD	05/16/10	\$20.00	Edit Remove
Taxi - Terminal	05/16/10	\$25.00	Edit Remove
Taxi to terminal home	05/20/10	\$25.00	Edit Remove
		\$4.00	Edit Remove
		\$25.00	Edit Remove
		\$13.75	Edit Remove
Total Expenses:		\$112.75	

Microsoft Internet Explorer

? Delete this expense (CTO fee 05/20/2010)?



ALMOST DONE!

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 Traveler Name: Document Type: Voucher [Help for this screen](#)

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[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

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 Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 16-May-10 Return: 20-May-10 **Add Expense**

* Expense Type:

- OR -

* Cost: \$

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - TDY/TAD	05/16/10	\$20.00	Edit Remove
Taxi - Terminal	05/16/10	\$25.00	Edit Remove
Taxi to terminal home	05/20/10	\$25.00	Edit Remove
Hotel Room Tax	05/20/10	\$4.00	Edit Remove
Taxi - TDY/TAD	05/20/10	\$25.00	Edit Remove
Total Expenses:		\$99.00	



How do you know if it added CTO fee?





What did the eInvoice say was ticket fee?

\$ 414.80



What did the eInvoice say was CTO fee?

\$ 13.75



SO?



$$\$414.80 + \$13.75 = \$428.55$$

SUCCESS
Would equal
above



[Edit](#) 3. Taxi - TDY/TAD 05/20/10 \$25.00 Personal



Miles

Per

Lodg

Accounting Summary

Actual/Estimate

Accounting Code: 10 KKBS 21T2 [Edit](#)

COM. CARR.-I: \$428.55
LODGING: \$532.00
M&IE: \$319.50
OTHER: \$99.00
10 KKBS 21T2 Sub Total: \$1,379.05
Calculated Trip Cost: \$1,379.05

Allowed

Accounting Code: 10 KKBS 21T2 [Edit](#)
SDN: OZG3FX
CIC: 203074KKBS41133

COM. CARR.-I: \$428.55
LODGING: \$532.00
M&IE: \$319.50
OTHER: \$99.00
10 KKBS 21T2 Sub Total: \$1,379.05
Calculated Trip Cost: \$1,379.05

Disbursing Summary



Any additional questions, contact us
via email