

US Army Garrison Schweinfurt



Defense Travel System Traveler Quick Reference Checklists

DTS Administrators
Resource Management Office

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Last Updated: 06/02/2011

DTS Authorization Checklist Substantiating Records

	Documents Required
Required for all TDYs	☐ Course /conference info
Additional requirements for CONUS TDYs only	 □ Airport constructive cost worksheet □ Travel comp time worksheet (Civilian only) □ Approved leave form

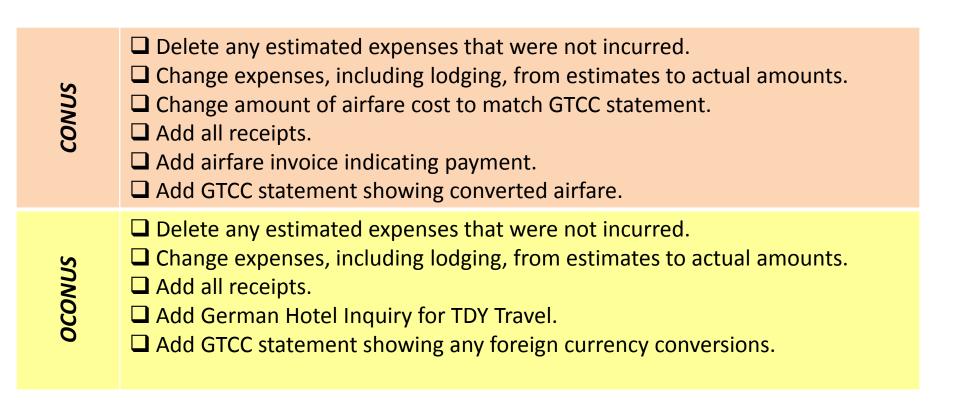
DTS Authorization Checklist Expenses With Travel Card

	Expense	Corresponding DTS Menu
SONUS	□ CTO (SATO) Fee (\$37) □ Foreign currency fee (1% of Airfare) □ "Airport constructive cost" □ Taxi-Terminal (x2: Airport-Hotel and Hotel-Airport) □ GTCC ATM Advance Fee □ Hotel Tax (Check for GSA tax-exempt form first) □ Mark meals provided □ Mark leave days	 ➤ Travel / Other Ticketed Transportation/ "CTO Fee (Indiv Bill)" ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements
OCONUS	☐ Foreign Currency Fee (1% of dollar amount) (i.e. German hotel) ☐ GTCC ATM Advance Fee ☐ Private Auto- TDY/TAD (Mileage) ☐ Mark OCONUS Incidental Amount ☐ Mark meals provided	 ➤ Expenses / Non-Mileage ➤ Expenses / Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements

DTS Authorization Checklist Expenses Without Travel Card

	Expense	Corresponding DTS Menu
CONUS	 □ CTO (SATO) Fee (\$37) □ "Airport constructive cost" □ Taxi-Terminal (x2: Airport-Hotel-Airport) □ Hotel Tax (Check for GSA tax-exempt form first) □ Mark meals provided 	 ➤ Travel / Other Ticketed Transportation/ "CTO Fee (Central Bill)" ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Per Diem Entitlements
OCONUS	☐ Private Auto- TDY/TAD (Mileage) ☐ Mark OCONUS Incidental Amount ☐ Mark meals provided	 ➤ Expenses / Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements

DTS Voucher Checklist With Travel Card



DTS Voucher Checklist Without Travel Card

CONUS	 □ Delete any estimated expenses that were not incurred. □ Change expenses, including lodging, from estimates to actual amounts. □ Add all receipts. □ Add airfare invoice indicating payment.
OCONUS	 □ Delete any estimated expenses that were not incurred. □ Change expenses, including lodging, from estimates to actual amounts. □ Add German Hotel Inquiry for TDY Travel. □ Add all receipts.

Resources

JFTR/JTR Travel Regulations

http://www.defensetravel.dod.mil/site/travelreg.cfm

GSA State Tax Exempt Forms

https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter

Per Diem Rates

www.gsa.gov/perdiem

266FMC Exchange Rates

http://www.21tsc.army.mil/266Finance/ExchangeCalculator/Default.aspx