



US Army Garrison Schweinfurt



Defense Travel System Traveler Quick Reference Checklists

DTS Administrators
Resource Management Office

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DTS Authorization Checklist

Substantiating Records

	Documents Required
<i>Required for all TDYs</i>	<input type="checkbox"/> Course /conference info
<i>Additional requirements for CONUS TDYs only</i>	<input type="checkbox"/> Airport constructive cost worksheet <input type="checkbox"/> Travel comp time worksheet (Civilian only) <input type="checkbox"/> Approved leave form

DTS Authorization Checklist

Expenses

With Travel Card

	Expense	Corresponding DTS Menu
CONUS	<ul style="list-style-type: none"> <input type="checkbox"/> CTO (SATO) Fee (\$37) <input type="checkbox"/> Foreign currency fee (1% of Airfare) <input type="checkbox"/> "Airport constructive cost" <input type="checkbox"/> Taxi-Terminal (x2: Airport-Hotel and Hotel-Airport) <input type="checkbox"/> GTCC ATM Advance Fee <input type="checkbox"/> Hotel Tax (Check for GSA tax-exempt form first) <input type="checkbox"/> Mark meals provided <input type="checkbox"/> Mark leave days 	<ul style="list-style-type: none"> ➤ Travel / Other Ticketed Transportation/ "CTO Fee (Indiv Bill)" ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements
OCONUS	<ul style="list-style-type: none"> <input type="checkbox"/> Foreign Currency Fee (1% of dollar amount) (i.e. German hotel) <input type="checkbox"/> GTCC ATM Advance Fee <input type="checkbox"/> Private Auto- TDY/TAD (Mileage) <input type="checkbox"/> Mark OCONUS Incidental Amount <input type="checkbox"/> Mark meals provided 	<ul style="list-style-type: none"> ➤ Expenses / Non-Mileage ➤ 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	<ul style="list-style-type: none"> <input type="checkbox"/> CTO (SATO) Fee (\$37) <input type="checkbox"/> "Airport constructive cost" <input type="checkbox"/> Taxi-Terminal (x2: Airport-Hotel-Airport) <input type="checkbox"/> Hotel Tax (Check for GSA tax-exempt form first) <input type="checkbox"/> Mark meals provided 	<ul style="list-style-type: none"> ➤ Travel / Other Ticketed Transportation/ "CTO Fee (Central Bill)" ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Per Diem Entitlements
OCONUS	<ul style="list-style-type: none"> <input type="checkbox"/> Private Auto- TDY/TAD (Mileage) <input type="checkbox"/> Mark OCONUS Incidental Amount <input type="checkbox"/> Mark meals provided 	<ul style="list-style-type: none"> ➤ Expenses / Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements

DTS Voucher Checklist With Travel Card

CONUS

- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Change amount of airfare cost to match GTCC statement.
- Add all receipts.
- Add airfare invoice indicating payment.
- Add GTCC statement showing converted airfare.

OCONUS

- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Add all receipts.
- Add German Hotel Inquiry for TDY Travel.
- Add GTCC statement showing any foreign currency conversions.

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.

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>