

Leave in Conjunction with TDY

Leave Scenario		Flight Reservation	Payment Method	Type of Ticket	Additional Requirements/Info
Taken in TDY city		Reserve travel for actual flight dates through DTS.	CBA/GOVCC	Government	
Taken as long layover in a different city	Same flight path as official travel would be.	See SATO for assistance in making reservations.	CBA/GOVCC	Government	You must check with SATO to ensure the layover is at no additional cost. If additional cost, see triangle route for instructions.
Taken in alternate city	Personal round-trip flight booked back to TDY city	Reserve travel to/from TDY location for actual flight dates in DTS. Book personal tickets on your own.	CBA/GOVCC	Government / Commercial	It is not necessary to include the personal ticket information in DTS.
Taken in alternate city. (Triangle route)	Taken as triangle route. (i.e. Duty station – TDY – leave location – Duty Station)	Book personal tickets on your own. ***TICKETS ARE NOT REIMBURSABLE OR REFUNDABLE IF TDY IS CANCELLED***	Personal – Reimbursement limited to cost of government tickets to/from TDY location.	Commercial	You must get a statement from SATO giving the official travel cost. A copy of your itinerary must be included in DTS. Enter the amount claimed under Non-Mileage expenses in DTS as “Tickets – Personally Procure”