

UNCLASSIFIED

USAJFKSWCS

ASSESSMENT & SELECTION

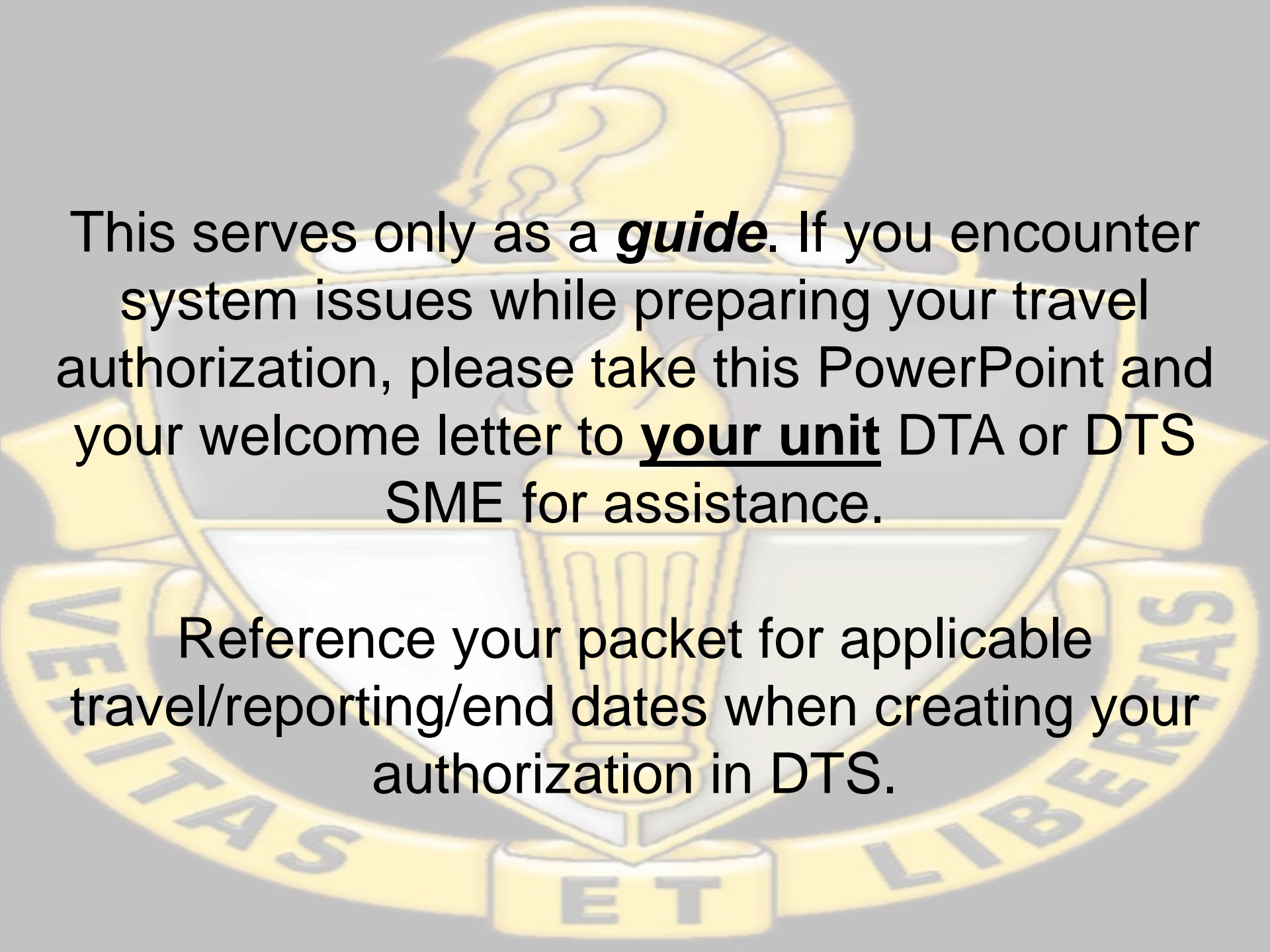
SFAS • CA • MISO

Defense Travel System Guide

Aide for preparation of travel authorizations

UNCLASSIFIED

26Oct11



This serves only as a **guide**. If you encounter system issues while preparing your travel authorization, please take this PowerPoint and your welcome letter to **your unit** DTA or DTS SME for assistance.

Reference your packet for applicable travel/reporting/end dates when creating your authorization in DTS.



Defense Travel System

A New Era of Government Travel

Search DTS

Go!

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Home

DTMO Website

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Training

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Center (TAC)

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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.

Login to the Defense Travel System

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

[LOGIN TO DTS](#)


Provide Feedback Here!



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

- Traveler's Unused Ticket Responsibility
- Two Days Prior to Travel, Check for CTO Ticketed

DTMO Website

DoD Center
for Travel
Excellence

Single Source
for Travel
Information

[Click Here
To Visit!](#)



System Status



DTS

DTS is Available



EWTS

EWTS is available

Recent Updates

- Click here to submit comments on the Defense Travel System
- More DTS Training Classes Now Available!
- Two Days Prior to Travel, Check for CTO Ticketed

Go to the DTS homepage
www.defensetravel.osd.mil.

Click "LOGIN TO DTS".

This system only works when CAC card is being utilized.

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

This is a DoD interest computer system. All DoD interest computing systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DoD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DoD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DoD interest computer system reveals possible evidence of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DoD interest computer system reveals any violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DoD interest computer systems are subject to appropriate disciplinary action.

ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

PRIVACY ACT

AUTHORITY: 5 U.S.C 57, Travel, Transportation, and Subsistence; 10 U.S.C. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

ROUTINE USE: For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

DEPARTMENT OF DEFENSE: Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Read and click "Accept" at the bottom.

Logged In As: [Help for this screen](#)



Logoff

Official Travel Official Travel - Others Traveler Setup Reports Administrative

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders

Org Access:
Group Access:
Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

The DoD Government Travel Charge Card (GTCC) program will transition to a new vendor this weekend. As a result, current DoD Government Travel Charge Cards will expire on November 29, 2008 at 11:59 p.m. Eastern Standard Time (EST); New cards issued by Citi, will be ready for use beginning November 30, 2008, at 12:00 a.m. EST. Please call to verify receipt of your new card to ensure it will be activated. For more information, please visit the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/Sections/TCTrans.cfm>.

This is your DTS homepage.

Prior to making travel reservations ensure your Government Travel Card is updated in your personal profile under Traveler Setup.

To create your travel authorization, place your mouse over 'Official Travel' and select 'Authorizations/Orders.'

[View Vouchers](#) [View Local Vouchers](#) [View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[> Create New Authorization/Order](#) [> Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
--	-----------------------------	-----------------------------------	--------------------------------------	-----------	-------	-------------------------	-------

[Close](#)

Click on the “Create New Authorization/Order” link.

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending location (your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (car, rail) and lodging after these initial steps are complete.

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

A I am leaving from - (Select from list or enter below):

*Starting Point: *

*Departing On:
(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Description:

SPECIAL FORCES ASSESSMENT & SELECTION

Starting locations in profile:

RESIDENCE
DUTY STATION

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Section A

1. Starting Point: You can click on 'Residence' or 'Duty Station' to fill in the blanks. Search for your state if it does not show up.
2. Departing On: Enter the date you depart for your TDY.
3. Trip Type: Select "Routine TDY"
4. Trip Purpose: Select "Training Attendance"
5. Trip Description:
 - For SFAS enter "Special Forces Assessment & Selection"
 - For MISO enter "Military Information Support Operations Assessment & Selection"
 - For CA enter "Civil Affairs Assessment & Selection"

(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: TRAINING ATTENDANCE

Trip Description:

SPECIAL FORCES ASSESSMENT & SELECTION

B I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:



Select

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-No Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On: 10/26/2011

(mm/dd/yyyy)

*Departing On:

(mm/dd/yyyy)

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car

Lodging



Section B

Travel Mode

-If using DTS to make a reservation, then select 'Commercial Air'.

- If calling the Commercial Travel Office (CTO),(SATO) to make your reservations select 'Other'.

- Select a time you plan to leave.

(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: TRAINING ATTENDANCE

Trip Description:

SPECIAL FORCES ASSESSMENT & SELECTION

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:



Select

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: Use Location Tools at Right

*Arriving On: 10/26/2011

(mm/dd/yyyy)

*Departing On:

(mm/dd/yyyy)

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car

Lodging



Section C

Select your TDY location using one of the four search methods to the left. In this example we will use "Zip Code".

As long as you get Ft Bragg, NC as your location you can use any method.

Find a TDY/TAD Location

Enter a 5-digit zip code, and select the "Search" button. All locations that match the entered zip code will be displayed, and you will be able to select the desired location.

A Enter Zip Code

5 Digit Zip Code

1. Type in 28310 and click search.

Select a location from the list below.

B Select Location

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates	Lodge Rate	M&IE Rate
<input checked="" type="radio"/>	FT. BRAGG	CUMBERLAND COUNTY	NC	C	Details	01/01-12/31	91.00	51.00

2. Ft. Bragg will be your only choice.

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)

Cancel

Select and Close

3. Click Select and Close.

If the desired location is not listed, please use one of the search tools below by selecting the link.

SPECIAL FORCES ASSESSMENT & SELECTION

B *I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air



Rail



Rental Car



Other



(Claim private vehicle transportation in expense-mileage. Use of government vehicles is non-reimbursable, show the Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: FAYETTEVILLE,NC

*Arriving On:

10/26/2011



10/26/2011

*Departing On:



(mm/dd/yyyy)

Location Tools:

Search By:

Location

State/Country - Location

Zip Code

County Lookup

D At this location I will need - (Select all that apply from the list below)

Rental Car



Lodging



E Will you be traveling to another TDY location?

Yes

No

Section C (cont'd)

Your TDY location now appears. Select 'Arriving On' and 'Departing On' dates.

Do **NOT** select Lodging or Rental Car

Section E

Select 'No'

B My TDY location is - (Where I will be working):[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	FT. BRAGG,NC	10/26/11	12/17/11	Edit	Delete

C I am returning to: (Select from list or enter below):*Ending Point: * *Arriving On:
(mm/dd/yyyy)*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day**D** I will be returning from my TDY by - (Select from the list below)Commercial
Air

Rail

Rental Car

Other

Time

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

CTO Full Assistance Request

Save and Proceed

Section C (cont'd)

-Enter your 'Ending Point', which is your duty station.

- Arriving On: Enter the date you are arriving back at your duty station.

- Trip Duration: Select 'Multi-Day'.

B My TDY location is - (Where I will be working):

[Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
Insert 1 FT. BRAGG,NC	10/26/11	12/17/11	Edit	Delete

C I am returning to:(Select from list or enter below):

*Ending Point: *

*Arriving On:
(mm/dd/yyyy)

Return locations in profile:

RESIDENCE
DUTY STATION

*Trip Duration: 12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

D I will be returning from my TDY by - (Select from the list below)

Commercial Air Rail Rental Car Other Time

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

CTO Full Assistance Request

Save and Proceed

Section D

-Select '**Commercial Air**' if using DTS for your flight arrangements.

-Select '**Other**' if you made flight arrangements using CTO (SATO).

If your DTS is not linked with CTO (SATO) then you must book a flight through CTO (SATO) outside of DTS.

-Select a time

Section E

-Check box if you called CTO (SATO). Do not check if you are using DTS to make reservation.

-Click on "Save and Proceed".

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information **Final Trip Itinerary**

Air Travel Payment Summary: [Add New Flight](#)

Rental Car Payment Summary: [Add New Rental Car](#)

Lodging Payment Summary: [Add New Lodging](#)

Rail Payment Summary: [Add New Rail](#)

Other Ticketed Transportation: [Add New Ticketed Transportation](#)

[Change TDY Location](#) [Save and Continue](#)

1. On previous screen, if you selected **Other** for mode of transportation (because you purchased your ticket thru CTO (SATO)) click on "Other Transportation" above to add your estimated airline cost . Advance to Slide 15.
 2. On the previous screen, if you selected **Commercial Air** for mode of transportation (because you are using DTS to make your flight reservations) click on "Air" above to be taken to the reservation module. Advance to Slide 17.
- DTS or CTO (SATO) MUST be used for official travel flights. DTS reservations are booked through CTO (SATO) so the preferred method is to request the flight in DTS rather than calling and adding it into your order.**

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):

* Ticket Date
(mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

Save

If you made flight arrangements by calling CTO (SATO), follow instructions below. Otherwise advance to next slide for guidance on using DTS.

1. Select 'Comm Air (**Indiv Bill**)' in the drop down menu if you **have** a Govn't Credit Card (GTC).
2. Select 'Comm Air (**Central Bill**)' in the drop down menu if you **do not have** a GTC.
3. Enter your CTO (SATO) airline estimate in "Ticket Value".
4. Enter the actual cost which is the CTO Booking Fee and Ticket Value.
5. Ensure you save your ticket/bill to upload on your voucher once trip is complete.
6. Click Save.

Logged In As: Document Name: ADFTBRAGGNC031611_A01 Screen ID: 1070.1
Traveler Name: Document Type: Authorization

Defense Travel System
A New Era of Government Travel
RETURN TO LIST
Itinerary **Air** Travel Expenses Accounting Additional Options Review/Sign
Rail Rental Car Lodging Other Transportation Summary

Air Travel

Modify Search

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

* Departure Airport (or city, state):
DFW - Dallas/Fort Worth Intl A

* Arrival Airport (or city, state):
FAY - Fayetteville Municipal Ap

* Arrival or Departure:
Departure

03/16/2011

10:30 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for DFW - Dallas/Fort Worth Intl Apt to FAY - Fayetteville Municipal Apt departing on 03/16/2011

Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contractw/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

GSA awarded fare is \$415.00

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$435.70 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA Fare Rules View Available Seats Select Flight

American Airlines 3259	11:45 AM Depart DFW - Dallas/Fort Worth Intl Apt	Wed 16-Mar-11	Flying Time: 2h 30min
	03:15 PM Arrive FAY - Fayetteville Municipal Apt	Non-Stop Flight	
Equipment ERD			

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

1. If using DTS for your travel reservations. Click on 'Air' under the 'Travel' selection
2. Follow instructions on screen to select your 'Departure Airport' and 'Arrival Airport'. If it doesn't automatically, fill the blocks with your home airport. Your arrival airport will be Fayetteville (FAY). Do not choose Raleigh (RDU). Fill in other blocks.
3. This will be done for two flights, one to get you to Ft. Bragg and one to get you home.
4. Select your flights. You must sign your authorization within 24 hours of making reservations through DTS or your reservations

Logged In As: Document Name: ADFTBRAGGNC031611_A01 Screen ID: 1070.1 [Close Window](#)
 Traveler Name: Document Type: Authorization [Help for this screen](#)



[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[RETURN TO LIST](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

[Modify Search](#)

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

* Departure Airport (or city, state):

FAY - Fayetteville Municipal Ap

* Arrival Airport (or city, state):

DFW - Dallas/Fort Worth Intl A

* Arrival or Departure:

Departure

03/27/2011

05:00 PM

Show Alternate Airports:

[Search](#)

Air Travel

Please select flights for **FAY - Fayetteville**
 Municipal Apt to DFW - Dallas/Fort Worth Intl
 Apt
 departing on 03/27/2011

[Skip This Flight](#)

GSA Contractw/
Limited Availability

GSA Contract
Airfare

Other Gov't
Airfare

Other Airfare

AltGSA

GSA awarded fare is \$510.00

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$435.20 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCA

[Fare Rules](#)

[View Available Seats](#)

[Select Flight](#)

 American Airlines 2859	03:50 PM Depart FAY - Fayetteville Municipal Apt	Sun 27-Mar-11	Flying Time: 3h 5min
	05:55 PM Arrive DFW - Dallas/Fort Worth Intl Apt	Non-Stop Flight	
Equipment ERD			

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

[Request Assistance in Booking Flights](#)

1. If using DTS for your travel reservations. Click on 'Air' under the 'Travel' selection.
2. Once again you must choose **Fayetteville (FAY)** as your airport of departure.
3. This is the return flight screen.
4. Select your flights.

You must sign your authorization within 24 hours of making reservations through DTS or your reservations will be cancelled.



[RETURN TO LIST](#)

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

[Add New Flight](#)

\$870.90 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

[Cancel](#) [Change](#)

	Depart: 11:45 AM DFW-Dallas/Fort Worth Intl Apt Arrive: 03:15 PM FAY-Fayetteville Municipal Apt Frequent Flyer #: <input type="text" value="--Please Select--"/>	Special Requests	Wed 03/16/2011	SEAT: 09C (changed)
--	---	----------------------------------	----------------	------------------------

[Cancel](#) [Change](#)

	Depart: 03:50 PM FAY-Fayetteville Municipal Apt Arrive: 05:55 PM DFW-Dallas/Fort Worth Intl Apt Frequent Flyer #: <input type="text" value="--Please Select--"/>	Special Requests	Fri 03/25/2011	SEAT: 05C (changed)
--	---	----------------------------------	----------------	------------------------

*Type: (Required) Method of Reimbursement: GOVCC

- Comm Air (Indiv Bill)
- Comm Air (Central Bill)
- Comm Air (Indiv Bill)**

Rental Car Payment Summary:

[Add New Rental Car](#)

Lodging Payment Summary:

[Add New Lodging](#)

Rail Payment Summary:

[Add New Rail](#)

Choose Comm Air (Central Bill) if you do not have a Government Travel Card

Choose Comm Air (Indiv Bill) if you do have a Government Travel Card.

Ensure that your Government Travel Card is updated in your personal profile.

DTS Detailed Travel Itinerary for Abigail L Daniels

DTS Document Name ADFTBRAGGNC031611_A01
DTS / CTO Confirmation:
(Please Reference this number when contacting the CTO.)

Travel / TDY Information:

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: TRAINING ATTENDANCE
Trip Description: FET ASSESSMENT AND SELECTION

Location - 1 FT. BRAGG,NC Time Zone: EST (06)

Leave From: FT. BRAGG,NC
Arrive: 16-Mar-11
Leave: 25-Mar-11

It is imperative that you sign this within 24 hours or you will have to re-select the flights that you have chosen.

16-Mar-11

Air:

American Airlines - Flight:

11:45 AM DFW-Dallas/Fort Worth Intl Apt
03:15 PM FAY-Fayetteville Municipal Apt

Windows Internet Explorer
! Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.
OK

27-Mar-11

Air:

American Airlines - Flight: 2859

03:50 PM FAY-Fayetteville Municipal Apt Depart: 03/27/2011
05:55 PM DFW-Dallas/Fort Worth Intl Apt Arrive: 03/27/2011
Non-Stop Flight Elapsed Travel Time: 3h 5min
Seat: 05C (changed)
Air Confirmation: ITPFXD
Frequent Flyer:
Special Requests:

Select continue or Expenses at the top of the page.

Proceed to the following page:

Expense - Non-Mileage

Continue

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" 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).

Leave: 12-Dec-08 Return: 23-Dec-08

Non-Mileage Expense #1

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #2

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #3

Non-Mileage Expenses

1. Select "Taxi-Terminal" from drop down
2. Enter estimated Taxi expenses to and from airport here. ***Receipts required for reimbursement on voucher. (You are only authorized a taxi from the Fayetteville Airport)***
3. Click 'Save Expenses' at bottom of screen when complete.

[RETURN TO LIST](#)

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Leave: 02-Jul-08 Return: 25-Jul-08

Add Expense

* Expense Type:

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	07/25/08	\$10.10	Edit Remove

Total Expenses: \$10.10

Click on Per Diem Entitlements or hit continue

Proceed to the following page:

12/03/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/04/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/05/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/06/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/07/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/08/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/09/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/10/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/11/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/12/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/13/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/14/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/15/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/16/11	FT. BRAGG,NC	Edit	Reset	\$55.00	\$55.00 Personal	\$15.80 Personal	94 / 51	MESS	M	M	M	AVAIL
12/17/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 Personal	\$38.25 Personal	94 / 51	MESS	M	M	M	AVAIL

Reset All

Edit All

Choose Edit All

Proceed to the following page:

Accounting Codes

Continue

Logged In As: Document Name: AKFTBRAGGNC112711_A01 Screen ID: 1021.1 [Close Window](#)Traveler Name: Document Type: Authorization [Help for this screen](#)[RETURN TO LIST](#)[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: FT. BRAGG,NC

Values Apply From Date: 11/27/2011

Values Apply Through: 12/17/2011

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 94 / 51

Lodging: \$ 0.00 [view expense details / currency calculator](#)M & IE: \$ 38.25 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

1. Change Lodging amount to \$0.00

2. Scroll down to adjust "Duty Conditions"

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

1. Select "Quarters Available"

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

2. Select "None"

Meals

3. Scroll down to adjust "Meals"

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate

Breakfast

Elected

Lunch

Available

Dinner

Cost: \$

Provided

1. Select "Provided"

Occasional

2. Check the boxes for Breakfast, Lunch and Dinner

Special Rate

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave

Check here if you are taking leave for the above date or date range.

Sick Leave - No Per Diem

Check here if you are taking Sick Leave without Per Diem for the above date or date range.

Sick Leave - Per Diem

Check here if you are taking Sick Leave with Per Diem for the above date or date range.

Duty Day(s)(No Per Diem)

3. Remain on this screen to adjust "Other Per Diem Entitlements"

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

- No Other Per Diem Entitlements**
- Leave**
Check here if you are taking leave for the above date or date range.
- Sick Leave - No Per Diem**
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- Sick Leave - Per Diem**
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- Duty Day(s)(No Per Diem)**
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- Non-Duty Day(s)**
Check here if you need to use Non-Duty Day for the above date or date range.
- Authorized Delay**
Check here if you need to use Authorized Delay for the above date or date range.
- Actual Lodging**
Check here if you need to use Actual Lodging for the above date or date range.
- OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)**
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)**
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements

1. Ensure "No Other Per Diem Entitlements" is selected
2. Click on "Save These Entitlements"

Proceed to the following page:

Accounting Codes

Continue

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtr
11/27/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$38.25 Personal	94 / 51	MEAL	X	X	X	AVAIL
11/28/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
11/29/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
11/30/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/01/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/02/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/03/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/04/11	FT. BRAGG,NC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
					\$0.00	\$5.00						

This is how your Per Diem Entitlements screen should look.

Lodging on all days will be \$0.00

A partial M&IE rate will reflect on travel days only

M&IE will equal \$5.00 on training days.

12/08/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/09/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/10/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/11/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/12/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/13/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/14/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/15/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/16/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$5.00 Personal	94 / 51	MEAL	X	X	X	AVAIL
12/17/11	FT. BRAGG,NC	> Edit	> Reset	\$0.00	Individual \$0.00 GOVCC- Individual	\$38.25 Personal	94 / 51	MEAL	X	X	X	AVAIL

Reset All

Edit All

Select "Continue" to proceed to "Accounting Codes"

Proceed to the following page:

Accounting Codes

Continue

Logged In As:

Traveler Name:


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**This slide is for Government
Travel Card Holders**

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 31-Oct-11

[Find Accounting Label](#)

End Date: 01-Nov-11

[Change Organization](#)

Accounting Label: ---Select---

From

DA500SWCCMDRMO

Shared LOA: - No Other Accounts Available -

Cross Org LOA: ---Select to Add---

Selected Accounting

12 CA (DA500SWCCA)
 12 CA A (DA500SWCCA)
 12 MISO (DA500SWCMISO)
 12 MISO A (DA500SWCMISO)
 12 SFAS KW03 (DA500SWCSFA)
 12 SFAS KW03 A (DA500SWCSFA)

There are no accounting codes available for this trip. Please select from the above list of labels.

Proceed to the following page

Expenses Summary

No accounting information available.

GOVCC Holders

**(NON-GOVCC Holders,
proceed to next screen)**

Use the drop down for "Cross Org LOA" to locate & select the appropriate Line of Accounting

- CA; select 12 CA only**
- MISO; select 12 MISO only**
- SFAS; select 12 SFAS KW** only**

This slide is for NON-Government Travel Card Holders

Close Window
Help for this screen

Accounting Additional Options Review/Sign

RETURN TO LIST

Accounting Codes

Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 31-Oct-11 [Find Accounting Label](#)

End Date: 01-Nov-11 [Change Organization](#)

Accounting Label: From DA500SWCCMDRMO

Shared LOA: - No Other Accounts Available -

Cross Org LOA:

Selected Accounting

There are no accounting codes of labels.

Proceed to the following

NON-GOVCC Holders

(GOVCC Holders proceed to next screen)

Use the drop down for "Cross Org LOA" to locate & select the appropriate Line of Accounting

- 1. CA; select 12 CA & 12 CA A**
- 2. MISO; select 12 MISO & 12 MISO A**
- 3. SFAS; select 12 SFAS KW** & 12 SFAS KW** A**

This slide is for Government Travel Card Holders

GOVCC Holders (NON-GOVCC Holders, proceed to next screen)

After selecting the appropriate Line of Accounting your screen should look similar to this one. Expenses should be allocated to only one LOA (Accounting Label)

***i.e., if MISO, 12 MISO would reflect only. No expenses should be allocated to 12 MISO A**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 24-Oct-11
End Date: 17-Dec-11

Accounting Label: - No Other Accounts Available - From DA180PAA28DMDA YIS
Shared LOA: - No Other Accounts Available -
Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
12 MISO	DAF885WCTNG3BN	view/edit	remove

Expenses Summary

Category	Allowed
12 MISO	
LODGING	\$2,210.00
M&IE	\$1,767.50
MILEAGE	\$673.20
12 MISO Sub Total:	\$4,650.70
Calculated Trip Cost:	\$4,650.70

Proceed to the following page:

Preview

Continue

This slide is for NON-Government Travel Card Holders

End Date:

Accounting Label: - No Other Account

Shared LOA: - No Other Account

Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
12 MISO A	DA5005WCTNG3BN	view/edit	edit	remove
12 MISO	DA5005WCTNG3BN	view/edit	edit	remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

Allocate Expenses

LODGING	\$0.00
M&IE	\$0.00
MILEAGE	\$0.00
12 MISO A Sub Total:	\$0.00
12 MISO	
Category	Allowed
LODGING	\$2,210.00
M&IE	\$1,767.50
MILEAGE	\$673.20
12 MISO Sub Total:	\$4,650.70
Calculated Trip Cost:	\$4,650.70

NON-GOVCC Holders (GOVCC Holders proceed to slide 34)*

After selecting the appropriate Line of Accounting your screen should look similar to this one. Expenses should be allocated to two LOA's (Accounting Labels)

***i.e., if MISO, 12 MISO & 12 MISO A would reflect.**

Ensure "By Expense Category" is selected, then click "Allocate Expenses"

This slide is for NON-Government Travel Card Holders

Close Window
Help for this screen

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Allocate Expenses By Category

Select the accounting code to use for each category for your trip.

Category	Amount	12 MISO	12 MISO A
COM. CARR.-C	\$1127.40	<input type="radio"/>	<input checked="" type="radio"/>
LODGING	\$55.00	<input checked="" type="radio"/>	<input type="radio"/>
M&IE	\$76.50	<input checked="" type="radio"/>	<input type="radio"/>

Save Allocations

Cancel

Expenses Summary

Expense allocated by Expense Category

12 MISO	
Category	Allowed
COM. CARR.-C	\$1,127.40
LODGING	\$55.00
M&IE	\$76.50
12 MISO Sub Total:	\$1,258.90

12 MISO A	
Category	Allowed
LODGING	\$0.00
M&IE	\$0.00
12 MISO A Sub Total:	\$0.00

Calculated Trip Cost: \$1,258.90 \$1,258.90

1. Select the Accounting Code with the "A" for Com. Carr-C
2. The Accounting code without the "A" (i.e., 12 MISO) should be selected for all other expenses
3. Click on "Save Allocations"

Proceed to the following page:

Preview

Continue

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 27-Nov-11 [Find Accounting Label](#)

End Date: 17-Dec-11 [Change Organization](#)

Accounting Label: From DA500SWCCMDRMO

Shared LOA: - No Other Accounts Available -

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
12 SFAS KW03	DA500SWCSFAS	view/edit	remove

Expenses Summary

12 SFAS KW03		
Category	Allowed	Actual
COM. CARR.-I	\$1,000.00	\$1,000.00
LODGING	\$0.00	\$0.00
M&IE	\$171.50	\$171.50
OTHER	\$50.00	\$50.00

12 SFAS KW03	Trip Overview	0	\$1,221.50
Sub	Per Diem Locations (TDY/TAD)		
	Travel - Air		
	Travel - Lodging		
Calc	Travel - Rental Car	0	\$1,221.50
Cost	Travel - Rail		
	Other Transportation		
	Expense - Non-Mileage		
	Expense - Mileage		
	Expense - Substantiating Reco		
	Accounting Codes		
	Profile		
	Per Diem Entitlements		
	Partial Payments		
	Advances		
	Other Authorizations		
	Preview		
	Pre-Audit		
	Digital Signature		
	Preview		

1. Select "Other Authorizations"

2. Select "Continue" to proceed

Proceed to the following page:

[Continue](#)

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[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#) ←

Other Authorizations for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.

Click on "Add Additional Authorizations for this Trip"

Proceed to the following page:

Pre-Audit

[Continue](#)

<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input checked="" type="checkbox"/>	OTHER (See remarks below)
<input type="checkbox"/>	OTHER PRIVATELY-OWNED VEHICLE
<input type="checkbox"/>	PER DIEM LOCATION FOOTNOTES
<input type="checkbox"/>	PERSONAL DEVIATION-ITINERARY/TRANS MODE
<input type="checkbox"/>	PERSTEMPO CODE A (Operation)
<input type="checkbox"/>	PERSTEMPO CODE B (Exercise)
<input type="checkbox"/>	PERSTEMPO CODE C (Unit Trng)
<input type="checkbox"/>	PERSTEMPO CODE D (Mission Support TDY)
<input checked="" type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/>	RAT TRAVEL IS FOR A DEPENDENT
<input type="checkbox"/>	RENEWAL AGREEMENT TRAVEL
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER (TRANS)
<input checked="" type="checkbox"/>	VARIATIONS AUTHORIZED

Choose :
1. Other
2. Variations Authorized.

Cancel Add

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Re
1	Other	MEALS PROVIDED TDY objective cannot be satisfactory accomplished less expensively by correspondence, teleconferencing, web-	
3	VARIATIONS AUTHORIZED	Variations authorized as required	

[Save and Proceed to Pre-Audits](#)

Type in as written below.

OTHER: "TDY objective cannot be satisfactory accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means; Selection requires physical presence."**** (MUST be typed in as written above)

VARIATIONS AUTHORIZED: "Variations authorized as required for OCONUS Travel Only"

Click on "Save and Proceed to Pre-Audits"

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Traveler Name:

Document Type: Authorization

[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/ Sign](#)[RETURN TO LIST](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text box for each flagged item. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

[Constructed Travel Worksheet](#)

0 Items have been Flagged in this Travel Document

[Save And Proceed To Digital Signature](#)

Proceed to the following page:

Digital Signature

[Continue](#)

1. You should not have any flags. If you do have flags, contact YOUR unit DTA or DTS SME.
2. Click "Save and Proceed To Digital Signature"

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

1. Select your normal unit routing
2. Submit Completed Document. It may take you back through Preview, Other Auths., & Pre-Audit again; simply choose submit again at the Digital Signature screen

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	SGT SFAS Candidate	0

Document History

Status	Date	Time	Name	Remarks
CREATED	10/26/11	1500	SGT SFAS Candidate	

[View Reasons for Audit Failures](#) [View Adjustments](#)

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[View Vouchers](#) [View Local Vouchers](#) [View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#) [Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
TLFTBENNINGGA070208_A01	07/02/08	CREATED		edit	print	remove	
TLFTBRAGGNC051208_A02	05/12/08	ARCHIVE IMAGE SUBMIT	05S2NN	view	print		
TLHUNTERARMYA111307_A01	11/13/07	ARCHIVE IMAGE SUBMIT	0ROTG2	view	print		
TLFTBRAGGNC102407_A01	10/24/07	ARCHIVE SUBMITTED	0RKGTGI	view	print		
TLFTJACKSONSC052907_A01	05/30/07	ARCHIVE SUBMITTED	0QSSPD	view	print		

Monitor the status of your orders by logging into DTS and coming to this screen.

If your orders have been approved they will have a "TA number".

Once the orders are approved, click on the 'print' link .

If your orders print out in an irregular format, follow the instructions to setup your print preferences.

