



# Defense Travel Management Office



## Authorizations in DTS

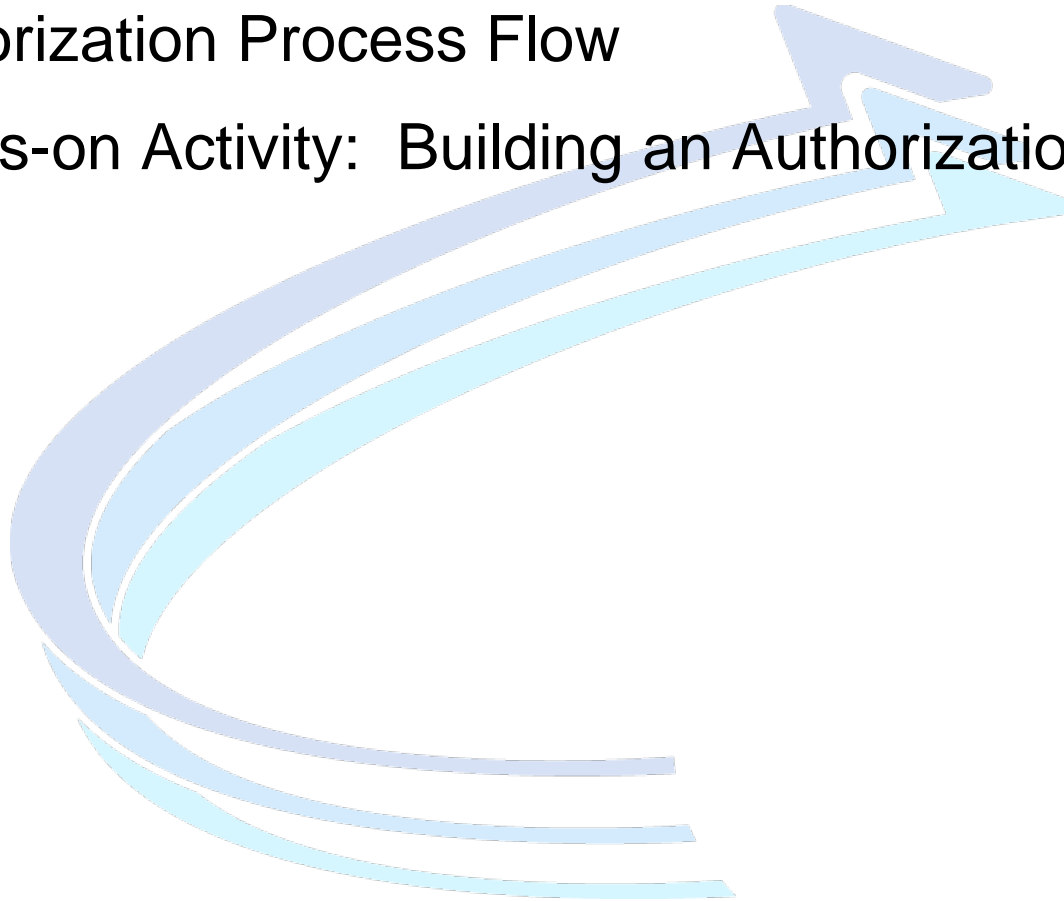
DTA JumpStart @ Connect 2011 Seminar  
April 2011

**For Official Use Only**



# Agenda

- Authorization Process Flow
- Hands-on Activity: Building an Authorization in EWTS





# DTS Authorization Process

Interface with CTO for transportation, lodging and rental car

2



AO stamps doc *APPROVED* using digital signature

3



Traveler receives completed authorization; can print if necessary

4



1

Traveler/Clerk/NDEA inputs authorization in DTS



ATM advance if required; ticketing

5



6  
TDY





# Resources



## DEFENSE TRAVEL MANAGEMENT OFFICE

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

## Travel Explorer (TraX)



- Document Processing Manual, Chapter 2: Temporary Duty (TDY) Authorization
- Distance Learning Course T-101: Authorization
- Quick Reference Guide: Creating an Authorization

## Travel Assistance Center (TAC)



- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX



Backup screenshots

# AUTHORIZATION DEMONSTRATION



Connect 2011  
DISCOVER NETWORK ENERGIZE





# Welcome Screen



**Defense Travel System**  
A New Era of Government Travel

[Logoff](#)

- [Official Travel](#) ▾
- [Official Travel - Others](#) ▾
- [Traveler Setup](#)
- [Administrative](#) ▾

Welcome ERIC WASHINGTON1

Organization: TDILTAA  
 Org Access:  
 Group Access:  
 Permission:

### My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

### Message Center


Please check here for messages.

[Back to Top](#)





# Official Travel



## Defense Travel System

A New Era of Government Travel

[Logoff](#)

**Official Travel** ▾

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group
- Restore Purged Documents

**Official Travel - Other** ▾

WASHINGTON1

TDILTAA

Group Access:

Permission:

**Traveler Setup**

**Administrative** ▾

**My Signed Documents**

Document Name	Current Status	Departure Date	Type
No documents found.			

**Message Center**

Please check here for messages.

[Back to Top](#)





# Authorizations/Orders

**Defense Travel System**  
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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


<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
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# Profile Validation

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### Profile Validation

Profile Information must be updated before creating documents for the first time.  
Please ensure your EFT information is accurate.  
Inaccurate EFT information may cause delays in payment of travel vouchers.  
Please contact your DTA for assistance or complete the information below.


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

Last Name : WASHINGTON1  
First Name : ERIC  
Middle Initial :  
SSN: XXXXX9882  
Gender:  M  F

#### Mailing

\*Address Line 1 :   
Address Line 2 :   
\*City :   
\*State / Country :    
Zip Code :

Message from webpage




Please review and confirm profile information before creating a document for the first time. Contact your DTA to update read-only information.





# Trip Overview


**Defense Travel System**  
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### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, 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:  \*   ← **Starting locations in profile:**  
RESIDENCE  
DUTY STATION

\*Departing On:    
(mm/dd/yyyy)

\*Trip Type:  \*Trip Purpose:

Trip Description:

---

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

Commercial      Rail      Rental Car      Other      Time:  
Air

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



# Trip Overview Section A

## Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, 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: RES: ARLINGTON \* VA Search

\*Departing On: 02/14/2011   
(mm/dd/yyyy)

\*Trip Type: AA-ROUTINE TDY/TAD

\*Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

Attending National Travel Forum

Starting locations in profile:

RESIDENCE  
DUTY STATION





# Trip Overview Section B


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

Commercial Air	Rail	Rental Car	Other	Time:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09:00 AM ▼


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




# Trip Overview Section C

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

\*Location 1: Use Location Tools at Right

\*Arriving On:    
(mm/dd/yyyy)

\*Departing On:    
(mm/dd/yyyy)

Location Tools:  
Search By:







# Location Search

**Search Location**

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.  
Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

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

Location Tools:

Search by:

- 
- 
-



# Location Search

**Search Location**

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location.  
 Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

---

**Search Results:**

"las vegas" produced 2 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area ( example: Manhattan ) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates	Lodge Rate	M&IE Rate
<input type="radio"/>	LAS VEGAS	SAN MIGUEL COUNTY	NM	C		01/01-12/31	77.00	46.00
<input type="radio"/>	LAS VEGAS	CLARK COUNTY	NV	C		01/01-12/31	93.00	71.00

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

Specific Place (Optional)





# Section C, D, E





# Trip Overview A, B

## Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, 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: RES: ARLINGTON \* VA

Starting locations in profile:

- RESIDENCE
- DUTY STATION

\*Departing On: 02/14/2011   
(mm/dd/yyyy)

\*Trip Type: AA-ROUTINE TDY/TAD

\*Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

Attending National Travel Forum

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

[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
<a href="#">Insert</a> 1	LAS VEGAS,NV	02/14/11	02/18/11	<a href="#">Edit</a>	<a href="#">Delete</a>





# Trip Overview C, D, E

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

\*Ending Point:  \*   Return locations in profile:

\*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:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="08:30 AM"/>

(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:





# Air Travel

### Air Travel

Modify Search

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

\* Departure Airport (or city, state):

\* Arrival Airport (or city, state):

\* Arrival or Departure:

Show Alternate Airports:

Search

### Air Travel

Please select flights for LAS - Las Vegas  
McCarran International Apt to DCA - Washington  
Ronald Reagan National Apt  
departing on 02/18/2011

Skip This Flight

**RESERVATIONS SUMMARY:**  
 AIR: \$260.40  
 DCA to LAS : 02/14/11 09:40 AM Arrive: 01:49 PM
 

[Cancel Flight](#)   [Change](#)

GSA Contractw/  
Limited Availability

GSA Contract  
Airfare

Other Gov't  
Airfare

Other Airfare

AltGSA

Sort By:  Departure Time  Arrival Time  Elapsed Time  Price  Default

\$260.40 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: TCADCA
[Fare Rules](#)
[View Available Seats](#)

Select Flight

 US Airways 438	09:05 AM Depart LAS - Las Vegas McCarran International Apt 04:47 PM Arrive PHL - Philadelphia International Apt Equipment 320	Fri 18-Feb-11	Flying Time: 4h 42min Lay-over Time: 53min
 US Airways 1775	05:40 PM Depart PHL - Philadelphia International Apt 06:35 PM Arrive DCA - Washington Ronald Reagan National Apt Equipment 319	Fri 18-Feb-11	Flying Time: 55min





# Seat Selection

**Seat Selector**  
Flight: US 2586 DCA -> PHL 02/14/2011 09:40

If a specific seat can not be selected, please choose which type of seat you prefer:


Seat Selection:

Advance seat selections are not guaranteed and are subject to change by the airline(s).





# Secure Flight Information

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**Travel/Ticket Identification Information**

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**TSA Secure Flight Information**

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at [www.tsa.gov](http://www.tsa.gov).

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

\* Last Name:

\* First Name:

Middle Name:   No Middle Name

\* DOB: (MM/dd/YYYY):

\* Gender:  M  F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information



# Return Flight

**Air Travel**

Modify Search

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

\* Departure Airport (or city, state):

\* Arrival Airport (or city, state):

\* Arrival or Departure:

Show Alternate Airports:

Search

**Air Travel**

Please select flights for LAS - Las Vegas  
McCarran International Apt to DCA - Washington  
Ronald Reagan National Apt  
departing on 02/18/2011

Skip This Flight

**RESERVATIONS SUMMARY:**

AIR: \$260.40

DCA to LAS : 02/14/11 09:40 AM Arrive: 01:49 PM [Cancel Flight](#) [Change](#)

GSA Contractw/  
Limited Availability

GSA Contract  
Airfare

Other Gov't  
Airfare

Other Airfare

AltGSA

Sort By:  Departure Time  Arrival Time  Elapsed Time  Price  Default

\$260.40 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: TCADCA [Fare Rules](#) [View Available Seats](#) Select Flight

 US Airways 438	09:05 AM Depart LAS - Las Vegas McCarran International Apt 04:47 PM Arrive PHL - Philadelphia International Apt Equipment 320	Fri 18-Feb-11	Flying Time: 4h 42min Lay-over Time: 53min
 US Airways 1775	05:40 PM Depart PHL - Philadelphia International Apt 06:35 PM Arrive DCA - Washington Ronald Reagan National Apt Equipment 319	Fri 18-Feb-11	Flying Time: 55min





# Rental Car

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

RETURN TO LIST
Air / Rail / Rental Car / Lodging / Other Transportation / Summary

### Rental Car

Modify Search

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

\* Pick-Up Date:  
02/14/2011

\* Pick-Up Time:  
02:00 PM

\* Drop-Off Date:  
02/18/2011

\* Drop-Off Time:  
08:00 AM

One-Way Rental:

\* Pickup Airport (or city, state):  
LAS - Las Vegas McCarran International

\* Type:  
Compact

Search

### Rental Car

Select Rental Car for  
LAS - Las Vegas McCarran International Apt, NV  
(United States)  
from 02/14/2011 through 02/18/2011

[Skip This Car](#)

**RESERVATIONS SUMMARY:**

AIR: \$520.80

DCA to LAS : 02/14/11 09:40 AM Arrive: 01:49 PM [Cancel Flight](#) [Change](#)

LAS to DCA : 02/18/11 09:05 AM Arrive: 06:35 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$0.00

Government Rates    Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

\$145.63 [Estimated Total Cost Including Taxes & Fees] <a href="#">Select Car</a>			
	FOX RAC Compact Car	Daily Rate: \$23.00 Air Conditioning Automatic	Extra Hour: \$11.00 Extra Day: \$33.00 Unlimited Miles/Kilometers
\$160.01 [Estimated Total Cost Including Taxes & Fees] <a href="#">Select Car</a>			
	PAYLESS Compact Car	Daily Rate: \$23.00 Air Conditioning Automatic	Extra Hour: \$10.00 Extra Day: \$23.00 Unlimited Miles/Kilometers

Connect 2011  
DISCOVER NETWORK ENERGIZE

23

Office of the Under Secretary of Defense (Personnel and Readiness)





# Lodging

Logged In As: ERIC WASHINGTON1 Document Name: EWLASVEGASHV021411\_A02 Screen ID: 1051.1 [Close Window](#)  
 Traveler Name: ERIC WASHINGTON1 Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
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[RETURN TO LIST](#)

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

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

---

**Lodging**

Modify Search

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

\* Check-in Date:

\* Check-Out Date:

Select By:

\* City / TDY Location:

\* Distance:  
 Miles

**Lodging**

Select Lodging for LAS VEGAS  
 from 02/14/2011 through 02/18/2011

RESERVATIONS SUMMARY:

AIR: \$520.80  
 DCA to LAS : 02/14/11 09:40 AM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)  
 LAS to DCA : 02/18/11 09:05 AM Arrive: 06:35 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$145.63  
 FOX RAC LAS - Las Vegas McCarran International Apt, NV (United States) Pickup: 02/14/11 [Cancel Car](#) [Change](#)  
 Drop-off: 02/18/11

LODGING: \$0.00

Govt Safety Compliant Lodging Other Published Rates

Sort By:  Distance  Rate Range  Hotel Name

Lodging Per Diem Rate Allowed is \$93.00 in LAS VEGAS,NV

> NEXT 10

\$24.00 - \$37.00	Rate Range	Additional Hotel Information	Select Hotel
Stratosphere Hotel & Casino 2000 South Las Vegas Blvd Las Vegas NV, 89104-2597		Phone: 702/380-7777 FEMA Approved	Approx. Distance: 5 Miles

\$40.00 - \$40.00	Rate Range	Additional Hotel Information	Select Hotel
California Hotel & Casino PO Box 630 Las Vegas NV, 89125-0630		Phone: 702/385-1222 FEMA Approved	Approx. Distance: 6 Miles





# Select Room

Logged In As: ERIC WASHINGTON1 Document Name: EWLASVEGASNV021411\_A02 Screen ID: 1050.1  
 Traveler Name: ERIC WASHINGTON1 Document Type: Authorization

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

RETURN TO LIST Air Rail Rental Car **Lodging** Other Transportation Summary

---

**Lodging**

Search By:

Check-in Date: 02/14/2011  
 Check-Out Date: 02/18/2011  
 Select By:  
 TDY Location  
 City: LAS VEGAS  
 State: NV  
 Country:  
 Distance: 10 Miles

[Return to Hotel Listing](#)

---

**Select Lodging for LAS VEGAS**  
 from 02/14/2011 through 02/18/2011 [Skip This Hotel](#)

**RESERVATIONS SUMMARY:**

AIR: \$520.80  
 DCA to LAS : 02/14/11 09:40 AM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)  
 LAS to DCA : 02/18/11 09:05 AM Arrive: 06:35 PM [Cancel Flight](#) [Change](#)

RENTAL CAR: \$145.63  
 FOX RAC LAS - Las Vegas McCarran International Apt, NV (United States) Pickup: 02/14/11 Drop-off: 02/18/11 [Cancel Car](#) [Change](#)

LODGING: \$0.00

Lodging Per Diem Rate Allowed is \$93.00 in LAS VEGAS,NV

Accommodations Selected

Luxor Hotel & Casino  
 3900 Las Vegas Blvd S  
 Las Vegas NV, 89119-1000  
 Phone: 702/262-4000  
 Toll Free: 888/777-0188  
 Web Site: [www.luxor.com](http://www.luxor.com)

[Additional Hotel Information](#)

For property check in/check out times, view 'Additional Hotel Information' or the property website.  
 Cancellations not received according to the hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view 'Additional Hotel Information' or the property website.

State/Local rates may not apply to Federal Government Travelers

Government Rates

MILITARY RATE DELUXE PYRAMID QUEEN ROOM-2 QUEEN BEDS-FULL SIZE BATH-VARIOUS CITY VIEWS	\$55.00/night	<a href="#">Select Room</a>
MILITARY RATE DELUXE TOWER QUEEN ROOM-2 QUEEN BEDS-FULL BATH-VARIOUS CITY VIEWS	\$75.00/night	<a href="#">Select Room</a>
MILITARY RATE LARGE SPA IN BDRM-1 KING OR 2 QUEENS-FULL BATH-VARIOUS CITY VIEW	\$105.00/night	<a href="#">Select Room</a>





# Trip Summary

**Defense Travel System**  
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RETURN TO LIST

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

Air | Rail | Rental Car | Lodging | Other Transportation | **Summary**

## Trip Summary

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

Payment Information

Final Trip Itinerary

### Air Travel Payment Summary:

[Add New Flight](#)

\$520.80 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

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

	Depart: 09:40 AM DCA-Washington Ronald Reagan National Apt		
US Airways 2586	Arrive: 10:30 AM PHL-Philadelphia International Apt	> <a href="#">Special Requests</a>	Mon
Frequent Flyer #: --Please Select--			
	Depart: 11:20 AM PHL-Philadelphia International Apt		
US Airways 1797	Arrive: 01:49 PM LAS-Las Vegas McCarran International Apt	> <a href="#">Special Requests</a>	Mon
Frequent Flyer #: --Please Select--			
	Depart: 09:05 AM LAS-Las Vegas McCarran International Apt		
US Airways 438	Arrive: 04:47 PM PHL-Philadelphia International Apt	> <a href="#">Special Requests</a>	Fri 0
Frequent Flyer #: --Please Select--			
	Depart: 05:40 PM PHL-Philadelphia International Apt		
US Airways 1775	Arrive: 06:35 PM DCA-Washington Ronald Reagan National Apt	> <a href="#">Special Requests</a>	Fri 0
Frequent Flyer #: --Please Select--			
*Type: (Required) Comm Air (Indiv Bill)		Method of Reimbursement: GOVCC	

### Rental Car Payment Summary:

[Add New Rental Car](#)

\$145.63 Estimated Total Cost (Including Taxes & Fees)

Daily Rate: \$23.00

[View Rental Car Details](#)

	FOX RAC LAS - Las Vegas McCarran International A				
	Frequent Renter #:	> <a href="#">Special Requests</a>	Pick-up Date: Mon 02/14/2011	Drop-off Date: Fri 02/18/2011	<a href="#">Cancel</a> <a href="#">Change</a>
*Type: (Required) GOVCC		Method of Reimbursement:		GOVCC	

### Lodging Payment Summary:

[Add New Lodging](#)

\$220.00 Estimated Total Cost (Excluding Taxes & Fees)

Rate: \$55.00 / Night

[View Lodging Details](#)

	Luxor Hotel & Casino				
	Frequent Guest #:	> <a href="#">Special Requests</a>	Check In: Mon 02/14/2011	Check Out: Fri 02/18/2011	<a href="#">Cancel</a> <a href="#">Change</a>
*Type: (Required) GOVCC		Method of Reimbursement:		GOVCC	

### Rail Payment Summary:

[Add New Rail](#)

### Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

[Change TDY Location](#)

[Save and Continue](#)





# Final Trip Itinerary

Logged In As: [ERIC WASHINGTON1](#) Document Name: EWLASVEGASNV021411\_A02 Screen ID: 1200.1 [Close Window](#)  
 Traveler Name: [ERIC WASHINGTON1](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

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

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

### Trip Summary

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

[Payment Information](#) [Final Trip Itinerary](#)

DTS Detailed Travel Itinerary for ERIC WASHINGTON1

DTS Document Name EWLASVEGASNV021411\_A02  
 DTS / CTO Confirmation: 02JTMP  
 (Please Reference this number when contacting the CTO.)

Travel / TDY Information:  
 Trip Type: AA-ROUTINE TDY/TAD  
 Trip Purpose: CONFERENCE ATTENDANCE  
 Trip Description: Attending travel seminar

Location - 1 LAS VEGAS,NV Time Zone: PST (09)  
 Leave From: LAS VEGAS,NV  
 Arrive: 14-Feb-11  
 Leave: 18-Feb-11

### 14-Feb-11

**Air:**

**US Airways - Flight: 2586**

09:40 AM DCA-Washington Ronald Reagan National Apt	Depart: Mon 14-Feb-11	Elapsed Travel Time: 50min	Seat: 17F	Air Confirmation: 123456
10:30 AM PHL-Philadelphia International Apt	Arrive: Mon 14-Feb-11	Lay-over Time: 50min	(changed)	Frequent Flyer: Special Requests:

**US Airways - Flight: 1797**

11:20 AM PHL-Philadelphia International Apt	Depart: Mon 14-Feb-11	Elapsed Travel Time: 5h 29min	Seat: 17F	Air Confirmation: 123456
01:49 PM LAS-Las Vegas McCarran International Apt	Arrive: Mon 14-Feb-11			Frequent Flyer: Special Requests:





# Must Sign in 24 Hours

**Defense Travel System**  
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[RETURN TO LIST](#)

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

Air / Rail / Rental Car / Lodging / Other Transportation / **Summary**

### Trip Summary

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

Payment Information / **Final Trip Itinerary**


DTS Document Name EWLASVEGASNV021411\_A02  
DTS / CTO Confirmation: 02.ITMP

**DTS Detailed Travel Itinerary for ERIC WASHINGTON1**

**Travel / TDY Information:**  
Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: CONFERENCE ATTENDANCE  
Trip Description: Attending travel seminar

**Location - 1 LAS VEGAS,NV Time Zone: PST (09)**  
Leave From: LAS VEGAS,NV  
Arrive: 14-Feb-11  
Leave: 18-Feb-11

Message from webpage


 Your confirmed travel reservations will be cancelled in 24 hours if your authorization remains unsigned.

OK





# Non-Mileage

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

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

### 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: 14-Feb-11 Return: 18-Feb-11

#### Non-Mileage Expense #1

* Select Expense Type: Gasoline-Rental/Govt. Car	* Cost: \$ 50.00
- OR - Gasoline-Rental/Govt. Car	<a href="#">view expense details/currency calculator</a>
	* Date: 02/18/2011 (mm/dd/yyyy)
	* Method of Reimbursement: GOVCC-Individual

#### Non-Mileage Expense #2

* Select Expense Type: Hotel Room Tax	* Cost: \$ 75.00
- OR - Hotel Room Tax	<a href="#">view expense details/currency calculator</a>
	* Date: 02/18/2011 (mm/dd/yyyy)
	* Method of Reimbursement: GOVCC-Individual







# Mileage

**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

### Mileage Expenses

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

Leave: 14-Feb-11 Return: 18-Feb-11

Mileage Expense #1

\* Expense Type: 

- POC Use-Dedicated Gov Veh
- POC Use-Gov Vehicle Avail
- Private Plane
- Pvt Auto-In/Around
- Pvt Auto-TDY/TAD
- Pvt Auto-Terminal**
- Mileage Expense Pvt Motorcycle-In/Around
- Pvt Motorcycle-TDY/TAD
- \* Expense Type: Pvt Motorcycle-Terminal

\* Date: 02/18/2011 (mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

\* Miles  x Rate = Cost \$

\* Date: 02/18/2011 (mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

\* Miles  x Rate = Cost \$

Save Expenses





# Per-Diem

**Defense T** Traveler Name:   
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST
Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

*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	Qtrs
02/14/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				
02/15/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$71.00 Personal	93 / 71	NONE				
02/16/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$71.00 Personal	93 / 71	NONE				
02/17/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$71.00 Personal	93 / 71	NONE				
02/18/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				

Reset All

Edit All





# Actual Lodging

## 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: LAS VEGAS,NV  
Values Apply From Date: 02/16/2011  
Values Apply Through:

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





# Actual Lodging

## 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.  
  
Actual Lodging costs limited to: \$421
- 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





# Actual Lodging



**Defense Travel System**  
A New Era of Government Travel

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST
Non-Mileage
Mileage
Per Diem Entitlements
Substantiating Records

*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	Qtrs
02/14/11	LAS VEGAS,NV	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				
02/15/11	LAS VEGAS,NV	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$71.00 Personal	93 / 71	NONE				
02/16/11	LAS VEGAS,NV	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$130.00	\$130.00 GOVCC-Individual	\$71.00 Personal	93 / 71	ACTL				
02/17/11	LAS VEGAS,NV	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$71.00 Personal	93 / 71	NONE				
02/18/11	LAS VEGAS,NV	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				

Reset All
Edit All





# Leave

## 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.

Leave Type:

- Annual  
 Other

Number Of Hours:







# Meal Provided

## 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
- Elected
- Available
- Provided
- Occasional
- Special Rate


- Breakfast
- Lunch
- Dinner

Cost: \$





# Meal and Leave



**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

*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	Qtrs
02/14/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				
02/15/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$43.00 Personal	93 / 71	MEAL		X		
02/16/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$130.00	\$130.00 GOVCC-Individual	\$71.00 Personal	93 / 71	ACTL				
02/17/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$0.00 Personal	93 / 71	ALVE				
02/18/11	LAS VEGAS,NV	<a href="#">Edit</a>	<a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$53.25 Personal	93 / 71	NONE				

Reset All
Edit All





# Accounting

**Defense Travel System**  
 A New Era of Government Travel

[Itinerary](#)
[Travel](#)
[Expenses](#)
[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: 14-Feb-11 [Find Accounting Label](#)  
 End Date: 18-Feb-11

Accounting Label:  From TDILTAA  
 Shared LOA:   
 Cross Org LOA: - No Other Accounts Available -

**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
11 TRAVEL	TDILTAA	<a href="#">view/edit</a>	<a href="#">remove</a>

### Expenses Summary

11 TRAVEL		
Category	Allowed	Actual
COM. CARR.-I	\$520.80	\$520.80
LODGING	\$240.00	\$240.00
M&IE	\$220.50	\$220.50
MILEAGE	\$15.00	\$15.00
OTHER	\$75.00	\$75.00
RENTAL CAR	\$145.63	\$145.63
TRANSPORT	\$50.00	\$50.00
<b>11 TRAVEL Sub Total:</b>	<b>\$1,266.93</b>	<b>\$1,266.93</b>
<b>Calculated Trip Cost:</b>	<b>\$1,266.93</b>	<b>\$1,266.93</b>



# Profile

**Defense Travel System**  
A New Era of Government Travel

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST
Profile
Partial Payments
Advances

## My Profile

[My Preferences](#)
[My Additional Information](#)
[My Account Information](#)
[My TSA Information](#)

Complete the information below.

\* Last Name:

\* First Name:

MI:

\* Gender:  M  F

SSN:

Mailing

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip Code:



# Scheduled Partial Payments

**Defense Travel System**  
A New Era of Government Travel

[RETURN TO LIST](#)

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Partial Payments Advances

### Scheduled Partial Payments

Below is a list of scheduled partial payments for this travel document. If there are none, or you would like the system to schedule partial payments for these expenses, click "Schedule Partial Payments".

Scheduled partial payments are partial reimbursement payments that can be scheduled in advance for trips that are greater than 45 days. The scheduled partial payments provide the traveler with partial reimbursement for travel expenses on specified dates. If partial payments are not scheduled, travel expenses will be reimbursed after the travel voucher for the trip has been completed and approved.





# Advances



**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Profile

Partial Payments

Advances

## Advances

Non-ATM Advances. Select the accounting Labels(s) that are associated to the Non-ATM Advance(s) for this trip.

Start Date: 14-Feb-11

End Date: 18-Feb-11

A non-ATM advance may not be requested on this travel document. The settings in the travelers profile in this document contains settings indicating possession of a Government charge card and a non-exempt status. This, in combination with settings attached to the line(s) of accounting, prohibits the request of non-ATM advances. If you need assistance, contact your Authorizing Official or Defense Travel Administration.

Shared LOA: - No Other Accounts Available -

Cross Org LOA: - No Other Accounts Available -

### Selected Non-ATM Accounting Label

Accounting Label	View Acctg Code	View/Edit	Remove


## Advances Summary







# Preview



**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

Print Document

**Preview Trip**

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

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

**Reference Information**

<b>Reference:</b>	<input style="width: 90%;" type="text"/>
-------------------	--


**Document Comments**

<b>Comments to the Approving Official:</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>
<b>Comments from the Travel Agent:</b>	<div style="border: 1px solid #ccc; height: 40px;"></div>

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or



# Other Auths



**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

### 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 Authorization	Remarks	Remove
1	ANNUAL LEAVE OR NON-DUTY DAYS	<input style="width: 95%; height: 20px;" type="text"/>	
2	MEALS PROVIDED	<input style="width: 95%; height: 20px;" type="text"/>	

Save and Proceed to Pre-Audits



# Pre-Audit

**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 field for flagged items. 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](#)

**3 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">&lt;Help&gt;</a>
	→ ACTUALS EXPENSE	→ ACTUAL EXPENSE ALLOWANCE REQUESTED.	<input type="text"/>
	→ LEAVE UNAPPROVED DATE	→ LEAVE NOT AUTHORIZED ON 02/17/2011	<input type="text"/>

**The following are provided for advisory purposes only**





# Digital Signature

**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

## 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: SIGNED ▼

Routing List: AA RL ▼

Additional Remarks:

Submit Completed Document

**Pending Routing Actions**

Awaiting Status Change To	By	Level
SIGNED	ERIC WASHINGTON1	0

**Document History**

Status	Date	Time	Name	Remarks
CREATED	01/19/11	1226	ERIC WASHINGTON1	

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.

Connect 2011

DISCOVER NETWORK ENERGIZE

Office of the Under Secretary of Defense (Personnel and Readiness)

45