Defense Travel Management Office

Defense Travel Administration Overview

Connect 2011 Seminar

April 19 – 21, 2011

For Official Use Only

Agenda

- User Roles

- Functional Areas

- Permission Levels and Access

- Enterprise Web Training System

Traveler

- Uses DTS and Travels

- Creates Travel Documents

- Makes Travel Arrangements

- Submits/Signs Travel Documents

  - Authorization

  - Voucher

  - Local Voucher

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Travel Clerk/Travel Preparer

- Uses DTS for administrative purposes only

- Creates travel authorization for traveler

- Signs travel authorization for traveler

- Creates voucher from authorization for traveler

- Contractors and some foreign nationals cannot travel using DTS

- Cannot sign vouchers for traveler

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Non-DTS Entry Agents (NDEA)

- Creates and stamps authorization SIGNED for traveler

- Creates vouchers for traveler

- Applies T-ENTERED stamp rather than SIGNED

- Must be appointed in writing (DD 577)

- Electronically attaches signed DD 1351-2 to voucher

Authorizing Official (AO)

- Also known as "Approving Official"

- Directs/authorizes travel

- Obligates travel funds

- Certifies travel claims

- Approves trip arrangements/travel expenses

- Appointed in writing (DD 577)

- Only mandatory stamp, APPROVED

Other Routing Officials (RO)

- Reviews document for accuracy or local policy

- May be in routing list to apply line of accounting

- Services may use different stamps

  - Reviewed

  - Certified

  - Authorized

Lead Defense Travel Administrator (LDTA)

- Overall point of contact for setting up DTS

- Maintains

    - Organizations

    - Groups

    - Routing Lists

    - Personal Profiles

    - Lines of Accounting

    - Budgets

- Setting up/operating local Help Desk

- Must be appointed in writing (DD 577)

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Organization DTA (ODTA)

- Works closely with the actual users and LDTA

- Works with local help desk

- Must be appointed in writing (DD 577)

Finance DTA (FDTA)

- Works closely with LDTA

- Creates, updates, deletes, and rolls over LOA(s)

- Facilitates X-Org funding and direct cite funding

- Maintains reject emails

- Must be appointed in writing (DD 577)

Budget DTA (BDTA)

- Responsible for maintaining DTS Budget

- Periodically reconciles DTS Budget Module with official accounting records

- Loads quarterly and annual budget targets

- Must be appointed in writing (DD 577)

Functional Areas

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Functional Areas

Document Processing

- Authorizations
- Vouchers from Authorization
- Local Vouchers
- Group Authorizations
- Adjustments – changes to document before approval
- Amendments – changes to document after approval

Who would use this function?

Traveler / Travel Preparer / NDEA

Functional Areas

Route and Review

- Review

- Certify

- Authorize

- Approve

- Return

Who would use this function?

Routing Officials

Functional Areas

Budget Module

- View or Edit Budget

- Run Reports

Who would use this function?

BDTA / AO

Functional Areas

DTA Maintenance Tool

- Maintains organizations' resources:
  - Organizations
  - Routing Lists
  - Groups
  - People Profiles
  - Lines of Accounting

Who would use this function?

LDTA / ODTA / FDTA

Functional Areas

Self Registration Admin Tool

• Allows DTA to accept or reject people profiles into Org

Who would use this function?

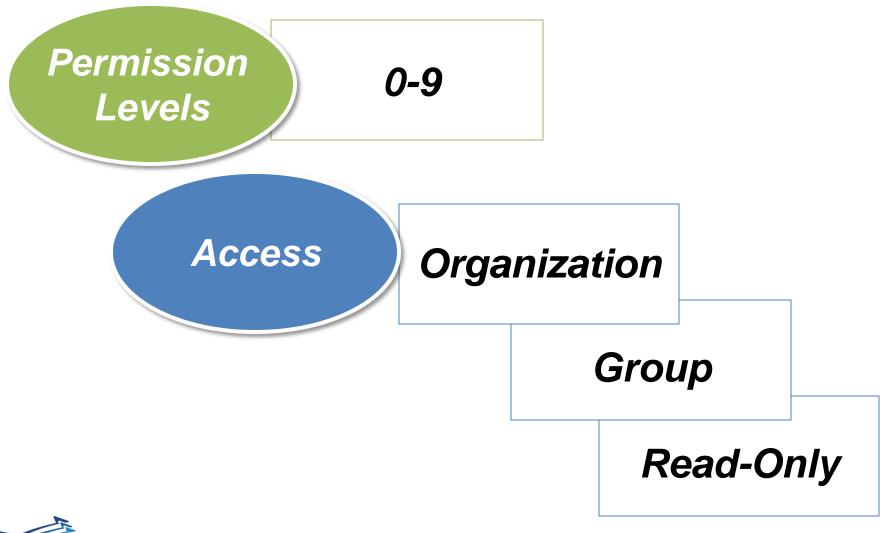*LDTA / ODTA*

Functional Areas

Report Scheduler

- Status

- Routing

- Individual

- CTO/Travel Related

- MIS Reports

Who would use this function?

BDTA / LDTA / ODTA / FDTA / AO

Permission Levels and Accesses

Permission Levels

0-9

Access

Organization

Group

Read-Only

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Permission Levels

- Defines who can perform specific tasks within DTS

- Controls accessibility of DTS modules and functions

- DTA assigns to each user

- Must have permission level to grant to another person

- Range from 0 to 9

- Are not inclusive

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Functions and Permission Levels

Functions	Permission Levels
Create/Sign Documents	0
Access DTA Maintenance Tool/<u>View</u> Budget	1
Access Route & Review	2
Delegate Authority	2
Edit Budget and Traveler's EFT data	3
Enter Manual Transactions in Budget	3
Reconcile Centrally Billed Account(s)* *account activation required by CBA DTA*	4

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Functions & Permission Levels (continued)

Functions	Permission Levels
Edit Organizations & Routing Lists	5
Edit Groups & People	5
Edit Lines of Accounting	6
Track Due US Vouchers	6
Reserved for PMO, DTMO, TAC and Service/Agency DTAs	7, 8, 9

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Types of Access

- **Organization Access**

  – Maintain <u>resources</u> for organizations

- **Group Access**

  – View, create, and edit <u>travel documents</u> for others

- **Read-Only Access**

  – View but not edit documents

  – Used by auditors and Transportation Officers

Enterprise Web Training System

Resources

DTMO Website

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

  www.defensetravel.dod.mil

Travel Explorer (TraX)

- DTA Manual: Chapter 7 – People
- Distance Learning Course: DTA Maintenance Tool – People

  www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX

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