



Defense Travel Management Office



Route and Review & Trip Cancellation

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only



Agenda

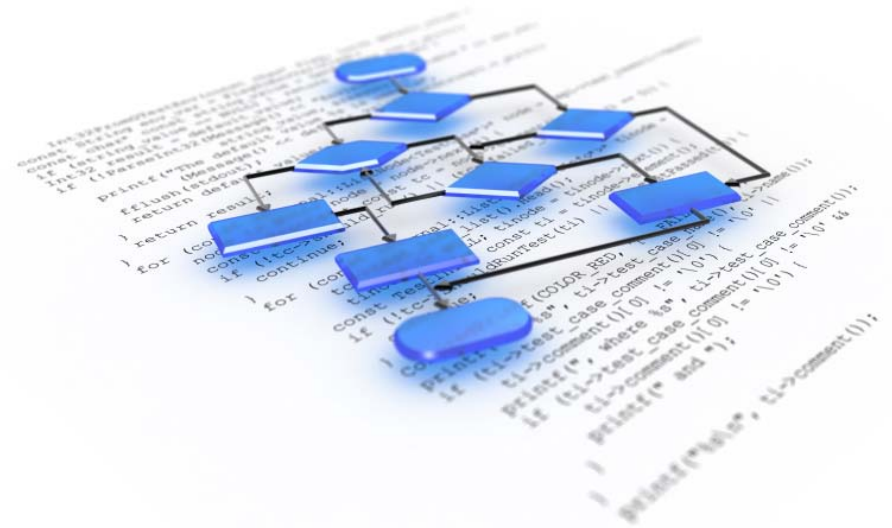
- Route and Review Overview
- Delegation of Authority
- Route and Review Demonstration
- Cancellation Procedures Overview
- Cancellation Procedures Demonstration
- Resources





Route and Review Overview

- Initiated by SIGNED or T-ENTERED stamp
- Email indicates action needed
- Traveler receives emails of actions taken





Delegating Authority

- Manual Process
- May only delegate to someone with permission level 2
- May only delegate to one person at a time
- Must revoke delegation manually
- May not be necessary if backups are placed in routing list





Delegate Authority

Defense Travel System
A New Era of Government Travel

Logoff

Official Travel | Official Travel - Others | **Traveler** | Administrative

- Form Preferences
- Available Routing
- Delegate Authority**
- User Preferences
- Rates Lookup

Welcome CHRIS A WASHINGTON

Organization: TDILTAA
Org Access:
Group Access: GP AA
Permission: 0,1,2

Documents Awaiting Your Approval --> [Click Here](#)

Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Check here for messages.





Delegate List

Defense Travel System
A New Era of Government Travel

Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

Delegate Authority User Preferences Form Defaults

Delegate Authority

Authority has been delegated to HELEN A WASHINGTON1.

Select	Name	Authority
▸ Select	ALEXANDER HARRIS	
	HELEN A WASHINGTON1	▸ Remove





Permission Levels

Defense Travel System
A New Era of Government Travel

Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

Delegate Authority User Preferences Form Defaults

Delegate Authority

Select a name to delegate your document signing authority.

Select	Name	Authority
▸ Select	ALEXANDER HARRIS	
	HELEN A WASHINGTON1	▸ Remove

Assign Authority

Click OK to delegate your document signing authority. You will be prompted for signature.

ALEXANDER HARRIS has permission level 0,1,2 and may be delegated.





Delegated

Defense Travel System
A New Era of Government Travel

Routing Lists Reports Additional Setup Rate Lookup Update Personal Profile

Delegate Authority User Preferences Form Defaults

Delegate Authority

Authority has been delegated to ALEXANDER HARRIS.

Select	Name	Authority
	ALEXANDER HARRIS	✶ Remove
✶ Select	HELEN A WASHINGTON1	





Resources

The logo for the Defense Travel Management Office website, featuring the text "DEFENSE TRAVEL MANAGEMENT OFFICE" in white on a dark blue background with a globe and flight paths.

DEFENSE TRAVEL MANAGEMENT OFFICE

www.defensetravel.dod.mil

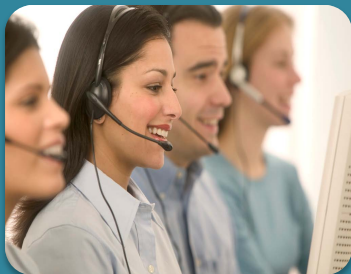
DTMO Website

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



Travel Explorer (TraX)

- Document Processing Manual, Chapter 4: Vouchers and Chapter 5: Local Vouchers
- Distance Learning Course T-102: Vouchers
- Quick Reference Guide: Creating a Voucher



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



CANCELLATION PROCEDURES





Cancellation Procedures

- What is current status of the document?
 - CREATED
 - SIGNED
 - APPROVED
- Does traveler need reimbursement?
- Has SPP or non-ATM advance been processed?



CREATED Status Cancellation

Does Not Need Reimbursement	Needs Reimbursement
<ol style="list-style-type: none">1) If reservations are present, cancel reservations2) Select "Remove" next to document on main Authorization/Orders page	<ol style="list-style-type: none">1) Ensure only expense(s) needing reimbursement listed in document2) Sign the document <i>- AO will stamp document APPROVED</i>3) Traveler submits a voucher



SIGNED Status Cancellation

Does Not Need Reimbursement

- 1) Click "Trip Cancel"
- 2) Select "No Expenses Were Incurred"
- 3) Click "OK"
- 4) Confirm understanding that action is non-reversible
- 5) Sign the document
 - *Routing Official applies CANCELLED stamp*

Note: Routing Official will only see CANCELLED and RETURNED stamps

Needs Reimbursement

- 1) Click "Trip Cancel"
- 2) Select "Expenses Were Incurred"
- 3) Click "OK"
- 4) Confirm understanding that action is non-reversible
 - All expenses ,entitlements zeroed out
 - Traveler is brought to Digital Signature Page of Authorization
- 5) Add any expenses needing reimbursing
- 6) Sign document
 - *AO applies APPROVED stamp*
- 7) Traveler submits Voucher





APPROVED Status Cancellation

Does Not Need Reimbursement	Needs Reimbursement
<ol style="list-style-type: none">1) Click “Trip Cancel”2) Select “No Expenses” Were Incurred”3) Click “OK”4) Confirm understanding that action is non- reversible5) Sign the document - Routing Official applies CANCELLED stamp	<ol style="list-style-type: none">1) Click “Trip Cancel”2) Select “Expenses Were Incurred”3) Click “OK”4) Confirm Understanding that action is non-reversible<ul style="list-style-type: none">- <i>Traveler is brought into Voucher</i>- <i>All expenses zeroed out except CTO fees and matched CBA transactions</i>5) Add expenses needing reimbursement6) Confirm:<ul style="list-style-type: none">- <i>Calculated trip cost = Correct traveler reimbursement</i>- <i>Amount Due US = SPP or Advance amount</i>7) Sign document<ul style="list-style-type: none">- <i>AO applies the APPROVED stamp</i>



Resources



DEFENSE TRAVEL MANAGEMENT OFFICE

www.defensetravel.dod.mil

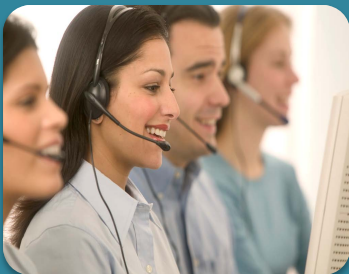
DTMO Website

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



Travel Explorer (TraX)

- Document Processing Manual, Chapter 10: DTS Cancellation Procedures
- Distance Learning Course T-105: Trip Cancellation
- Quick Reference Guide: Trip Cancellation



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

ROUTE AND REVIEW DEMONSTRATION





Welcome Screen



Defense Travel System

A New Era of Government Travel

[Logoff](#)

Official Travel ▾
Official Travel - Others ▾
Traveler Setup
Administrative ▾

Welcome CHRIS A WASHINGTON1

Organization: TDILTAA

Org Access:

Group Access: GP AA

Permission: 0,1,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Due to maintenance, EWTS will be unavailable for 12 hours beginning at 2300 EST on Friday, February 11, 2011. Please also be aware that EWTS will also be unavailable for 43 hours starting at 2300 ET, on February 16, 2011, through 1800 ET on February 18, 2011 due to DTS continuity of operations procedures (COOP) testing.



Documents in Routing

Defense Travel System
A New Era of Government Travel

Document List Route/Sign Adjustments Setup

Documents in Routing


Documents in Routing

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed
review	AUTH	EWALBUQUERQUE022111_A01	APPROVED			02/21/11	WASHINGTON1, ERIC	\$1,168.98	\$1,168.98	\$0.00	\$0.00



Preview Screen

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

[Document List](#) [Route/Sign](#) [Adjustments](#) [Setup](#)

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

[Print Document](#)

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

[Substantiating Records](#) [Document History](#)

Reference Information

Reference:	
------------	--

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	



Substantiating Records

Receipts

Below is a list of your receipts. Click "view" to view the receipts.

Date	CTW	Notes	View
------	-----	-------	------

[Return To Trip Preview](#)





Document History

Document Route Status

Following is the status details for the selected document.

Pending Routing Actions

Awaiting Status Change To	By	Level
APPROVED	HELEN V WASHINGTON22	25
APPROVED	CHRIS V WASHINGTON22	25
APPROVED	CHRIS A WASHINGTON1	25
APPROVED	HELEN A WASHINGTON1	25

Document History


Status	Date	Time	Name	Remarks
CREATED	02/09/2011	1050	ERIC WASHINGTON1	
SIGNED	02/09/2011	1102	ERIC WASHINGTON1	
CTO SUBMIT	02/09/2011	1102	ERIC WASHINGTON1	
CTO BOOKED	02/09/2011	1102	ERIC WASHINGTON1	

[Return To Trip Preview](#) [View Adjustments](#)





Preview-Part 1



Document List Route/ Sign Adjustments Setup

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

Substantiating Records Document History

Reference Information

Reference:	
------------	--

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	

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 otherwise not being used.





Preview-Part 2

Other Trip Information			
Trip Type:	AA-ROUTINE TDY/TAD		
Trip Purpose:	SITE VISIT		
Trip Description:	Visiting the site		
Overall Starting Point Time Zone: EST (06)			
Itinerary:	Leave From:	ARLINGTON,VA	
	Leave:	21-Feb-11	
Location 1 - ALBUQUERQUE,NM Time Zone: MST (08)			
Itinerary:	Leave From:	ALBUQUERQUE,NM	
	TDY/TAD Location:	ALBUQUERQUE,NM	
	Arrive:	21-Feb-11	
	Leave:	25-Feb-11	
Air Travel:	Carrier:	American Airlines	Comments to the Travel Agent:
Edit	Flight:	1979	
	Fare:	\$207.40	
	Airport Passenger facility charge included in ticket price		
	Depart:	DCA-Washington Ronald Reagan National Ap 21-Feb-11 10:00AM	
	Arrive:	DFW-Dallas/Fort Worth Intl Apt 21-Feb-11 12:25PM	
	Method Of Reimbursement:	GOVCC	
	Confirmation:	123456	





Preview-Part 3

Expenses								
Non-Mileage:								
No.	Expense Type	Date		Cost	Method Of Reimbursement			
1.	Gasoline-Rental/Govt. Car	02/25/11		\$80.00	GOVCC-Individual			
2.	Hotel Room Tax	02/25/11		\$50.00	GOVCC-Individual			
3.	Excess Baggage	02/25/11		\$50.00	GOVCC-Individual			
				Total:	\$180.00			
Mileage:								
No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles	
					Total:	\$0.00		
Per Diem Entitlements								
Lodging M&IE:								
	Start Date	End Date			Total Lodge	Total M&IE		
View	02/21/11	02/25/11			\$161.84	\$252.00		





Preview-Part 4

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code:	11 TRAVEL View	Accounting Code:	11 TRAVEL View
COM. CARR.-I:	\$413.30	COM. CARR.-I:	\$413.30
LODGING:	\$161.84	LODGING:	\$161.84
M&IE:	\$252.00	M&IE:	\$252.00
OTHER:	\$100.00	OTHER:	\$100.00
RENTAL CAR:	\$161.84	RENTAL CAR:	\$161.84
TRANSPORT:	\$80.00	TRANSPORT:	\$80.00
11 TRAVEL Sub Total:	\$1,168.98	11 TRAVEL Sub Total:	\$1,168.98
Calculated Trip Cost:	\$1,168.98	Calculated Trip Cost:	\$1,168.98
Document Totals			
Actual/Estimate		Baseline Trip	
COM. CARR.-I:	\$413.30	COM. CARR.-I:	\$413.30
LODGING:	\$161.84	LODGING:	\$161.84
M&IE:	\$252.00	M&IE:	\$252.00
OTHER:	\$100.00	OTHER:	\$100.00
RENTAL CAR:	\$161.84	RENTAL CAR:	\$161.84
TRANSPORT:	\$80.00	TRANSPORT:	\$80.00
Calculated Trip Cost:	\$1,168.98	Calculated Trip Cost:	\$1,168.98





Preview-Part 5

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

[Proceed To Other Auths](#)





Other Auths

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.

[View Unselected Authorizations For This Trip](#)

Other Authorizations for this trip do not exist.

Proceed to the following page:





Pre-Audit

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](#)

1 Items have been Flagged in this Travel Document


1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ POSSIBLE EXCESSIVE EXPENSE	→ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Gasoline-Rental/Govt. Car > 75.0	Gasoline for entire week as one expense

[Save And Proceed To Digital Signature](#)





Digital Signature

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[Document List](#) | [Route/ Sign](#) | [Adjustments](#) | [Setup](#)

[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:

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.

[View Results of Approval Action](#)

Proceed to the following page:





Returned Stamp

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:

[View Results of Approval Action](#)

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.





Cancelled Stamp

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:


[View Results of Approval Action](#)

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.





Adjustments

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

[Document List](#) | [Route/ Sign](#) | [Adjustments](#) | [Setup](#)

[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:

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.

[View Results of Approval Action](#)

Proceed to the following page:



View-Only

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

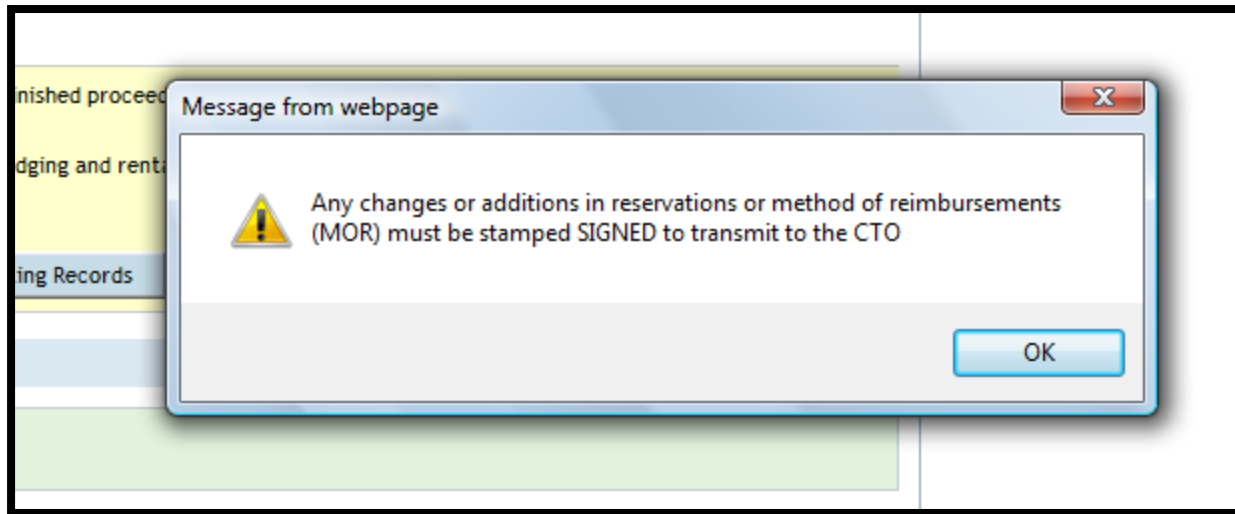
Open Document VIEW-ONLY:

OK Cancel






Pop-Up





Preview Editable



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. When you have finished proceed to Other Authorizations.

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

Substantiating Records
Document History

Reference Information

Reference:	
------------	--

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	

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 otherwise not being used.



Digital Signature-Approved

Defense Travel System
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[RETURN TO LIST](#)

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

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:

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.





Signed Stamp

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:


- APPROVED
- AUTHORIZED
- CANCELLED
- CERTIFIED
- RETURNED
- REVIEWED
- REVIEWED1
- REVIEWED2
- REVIEWED3
- SIGNED**
- TO REVIEWED FORN TVL

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.





Approved with Comments

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[RETURN TO LIST](#)

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

[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:

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.





Stamping Process Screen

Stamp Process

I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

Cancel

Save and Continue





Fund Authorization

Fund Authorization

Fund Authorization

Authorization EWALBUQUERQUE022111_A01 funded against:

Acc Label: 11 TRAVEL (TDILTAA) Budget: 11 TRAVEL (TDILTAA) [Previous Budget: 9,995,298.71 Amount: 1,138.98 Available: 9,994,159.73]

Ok





Stamping Results

Stamping Result

Document Name: EWALBUQUERQUE022111_A01

Document Type: AUTH

SSN: XXXXX9882

Desired Stamping Action: CTO BOOKED

Actual Stamping Status: PASS - Document was stamped CTO BOOKED

Close





Empty Documents in Routing

Defense Travel System
A New Era of Government Travel

Document List Route/Sign Adjustments Setup

Documents in Routing

Documents in Routing

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation bar at the top for additional tasks.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler	Total Cost	Net to Trav	Adv Requested	Max Adv Allowed




Backup screenshots

CANCELLATION DEMONSTRATION





Access Document List—No Expenses Incurred



[Logoff](#)

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

- [Authorizations/Orders](#)
- [Vouchers](#)
- [Local Vouchers](#)
- [Group Authorizations/Orders](#)

T CARSON
 DTMOCS

Org Access:
 Group Access:
 Permission:

My Signed Documents			
Document Name	Current Status	Departure Date	Type
ECBALTIMOREAN010509_A01	ADJUSTED	01/05/09	AUTH
ECCHICAGOIL010509_A01	ADJUSTED	01/05/09	AUTH



Document List

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](#)

> [NEXT 25](#)

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
ECUNK231208	N/A	CREATED		> edit	> print	> remove	
ECUNK241208	N/A	CREATED		> edit	> print	> remove	
ECBALTIMOREAN111909_A01	11/19/09	ADJUSTED		> view/edit	> print		
ECCLEVELANDOH020509_A01	02/05/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREANO11909_A02	01/19/09	POS ACK RECEIVED	ONZPSK	> view	> print		
ECKANSASCITYK012009_A02	01/19/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREANO11209_A01	01/12/09	CTO BOOKED		> view/edit	> print		





Decision Point

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

- | | |
|-----------------------|---|
| <input type="radio"/> | No Expenses were incurred |
| <input type="radio"/> | Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment |

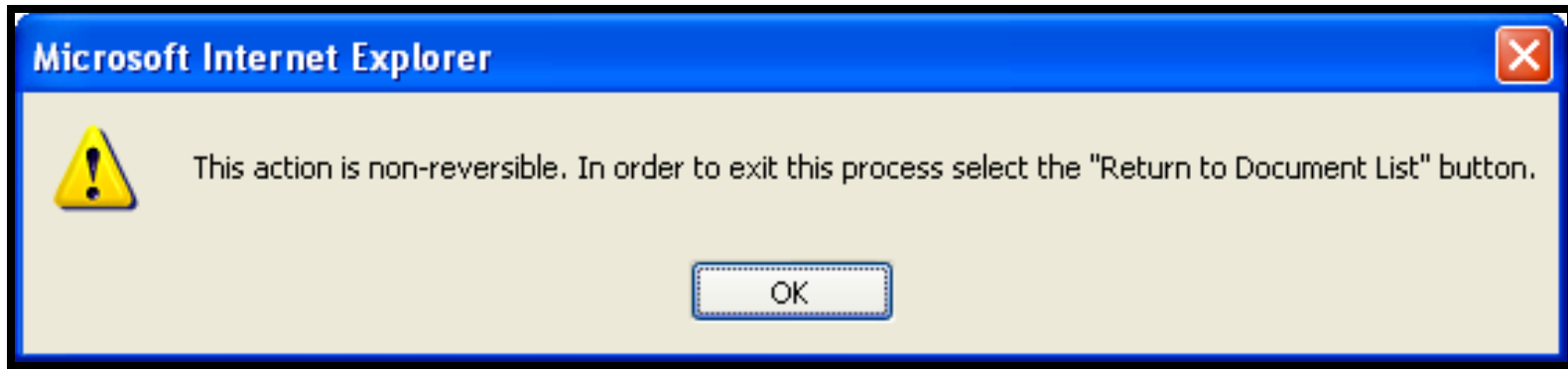
Return to Document List

Continue





Pop-Up





Traveler Signs

Digital Signature

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

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.





AO Stamps CANCELLED

Defense Travel System
A New Era of Government Travel

Document List Route/ Sign Adjustments Setup

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: **APPROVED**

Routing List:

Additional Remarks:

- APPROVED
- AUTHORIZED
- CANCELLED**
- CERTIFIED
- RETURNED
- REVIEWED
- REVIEWED1
- REVIEWED2
- REVIEWED3
- SIGNED
- TO REVIEWED FORN TVL


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.

[View Results of Approval Action](#)





Access Document List



[Logoff](#)

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

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Org Access:

Group Access:

Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
ECBALTIMOREAN010509_A01	ADJUSTED	01/05/09	AUTH
ECCHICAGOIL010509_A01	ADJUSTED	01/05/09	AUTH



Document List

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](#)

> [NEXT 25](#)

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
ECUNK231208	N/A	CREATED		> edit	> print	> remove	
ECUNK241208	N/A	CREATED		> edit	> print	> remove	
ECBALTIMOREAN111909_A01	11/19/09	ADJUSTED		> view/edit	> print		
ECCLEVELANDOH020509_A01	02/05/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREANO11909_A02	01/19/09	POS ACK RECEIVED	ONZPSK	> view	> print		
ECKANSASCITYK012009_A02	01/19/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREANO112009_A01	01/12/09	CTO BOOKED		> view/edit	> print		





Decision Point

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

- | | |
|-----------------------|---|
| <input type="radio"/> | No Expenses were incurred |
| <input type="radio"/> | Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment |

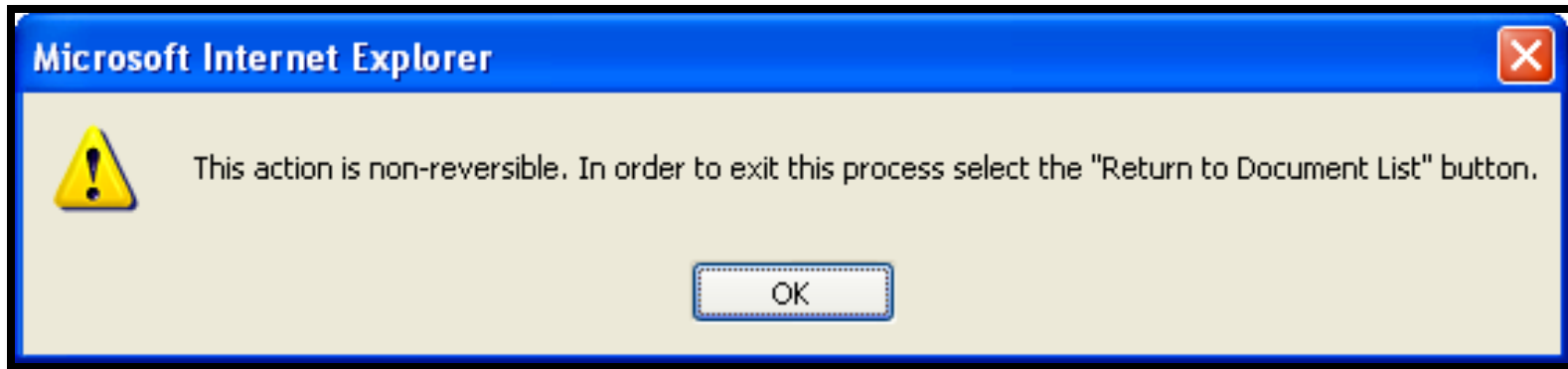
Return to Document List

Continue





Pop-Up





Expenses Automatically \$0

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" 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).

[→ create an expense item from a government charge card transaction](#)

Leave: 15-Dec-08 **Return:** 19-Dec-08 Add Expense

* Expense Type: ▼

- OR -

* Cost: \$

* Date: ▼
(mm/dd/yyyy)

* Method of Reimbursement: ▼

Expenses Summary

Expense Type	Date	Cost	E/R
Parking - Terminal	12/20/08	\$0.00	Edit Remove
Authorized Call Home	12/20/08	\$0.00	Edit Remove
Total Expenses:		\$0.00	





Per Diem Auto Zero

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
11/19/08	BALTIMORE CITY,MD	> Edit	> Reset	0.00	0.00 GOVCC- Individual	0.00 Personal	0 / 0	NONE				
11/20/08	BALTIMORE CITY,MD	> Edit	> Reset	0.00	0.00 GOVCC- Individual	0.00 Personal	0 / 0	NONE				
11/21/08	BALTIMORE CITY,MD	> Edit	> Reset	0.00	0.00 GOVCC- Individual	0.00 Personal	0 / 0	NONE				

Reset All

Edit All





Traveler Signs

Digital Signature

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

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.





AO Approves



Defense Travel System

A New Era of Government Travel

Document List
Route/Sign
Adjustments
Setup

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: APPROVED

Routing List: AA RL

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.

Submit Completed Document

[View Results of Approval Action](#)

