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

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

Route and Review Overview

- Initiated by SIGNED or T-ENTERED stamp

- Email indicates action needed

- Traveler receives emails of actions taken
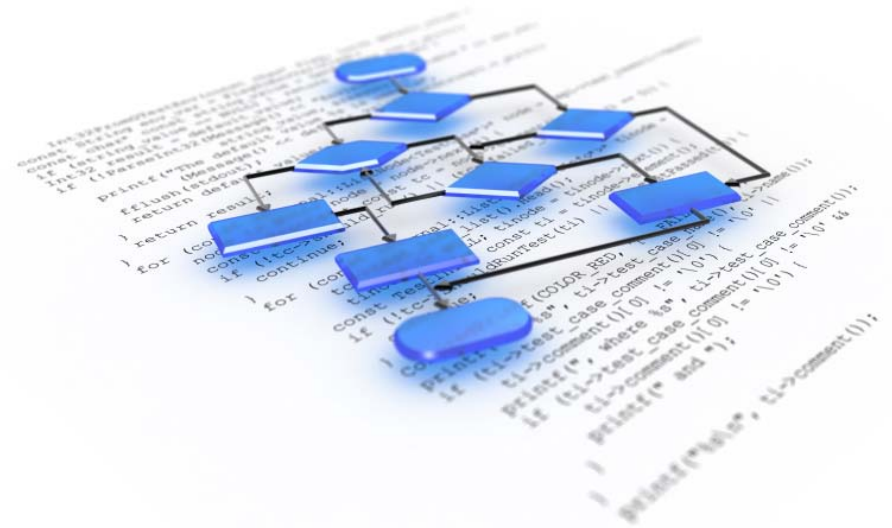
Delegating Authority

- 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

Delegate List

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Permission Levels

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Delegated

Resources

DTMO Website

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

www.defensetravel.dod.mil

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
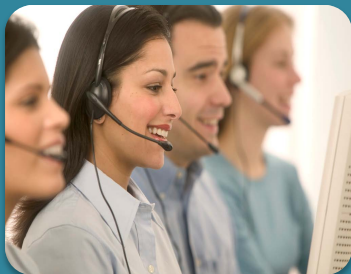
Travel Assistance Center (TAC)

- 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?

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CREATED Status Cancellation

Does Not Need Reimbursement	Needs Reimbursement
1) If reservations are present, cancel reservations 2) Select "Remove" next to document on main Authorization/Orders page	1) Ensure only expense(s) needing reimbursement listed in document 2) Sign the document *- AO will stamp document APPROVED* 3) Traveler submits a voucher

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SIGNED Status Cancellation

Does Not Need Reimbursement	Needs 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
	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
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	1) Click "Trip Cancel" 2) Select "Expenses Were Incurred" 3) Click "OK" 4) Confirm Understanding that action is non-reversible - *Traveler is brought into Voucher* - *All expenses zeroed out except CTO fees and matched CBA transactions* 5) Add expenses needing reimbursement 6) Confirm: - *Calculated trip cost = Correct traveler reimbursement* - *Amount Due US = SPP or Advance amount* 7) Sign document - *AO applies the APPROVED stamp*

Resources

DTMO Website

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

www.defensetravel.dod.mil

Travel Explorer (TraX)

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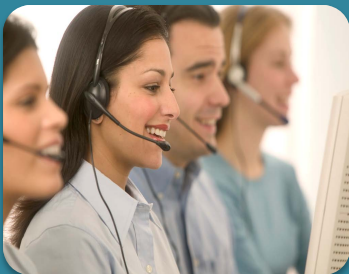
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Backup screenshots

ROUTE AND REVIEW DEMONSTRATION

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

Welcome Screen

Documents in Routing

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Preview Screen

Substantiating Records

Receipts

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

Date	CTW	Notes	View

Return To Trip Preview

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Document History

Preview-Part 1

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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: Edit			Comments to the Travel Agent:
	Carrier:	American Airlines	
	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

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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

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Other Auths

Pre-Audit

Digital Signature

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Returned Stamp

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Cancelled Stamp

Adjustments

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View-Only

Pop-Up

Preview Editable

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Digital Signature-Approved

Signed Stamp

Approved with Comments

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]

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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

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Empty Documents in Routing

Backup screenshots

CANCELLATION DEMONSTRATION

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Access Document List—No Expenses Incurred

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	
ECBALTIMOREAN011909_A02	01/19/09	POS ACK RECEIVED	0NZPSK	> view	> print		
ECKANSASCITYK012009_A02	01/19/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREAN011209_A01	01/12/09	CTO BOOKED		> view/edit	> print		

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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.

○ No Expenses were incurred

○ Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment
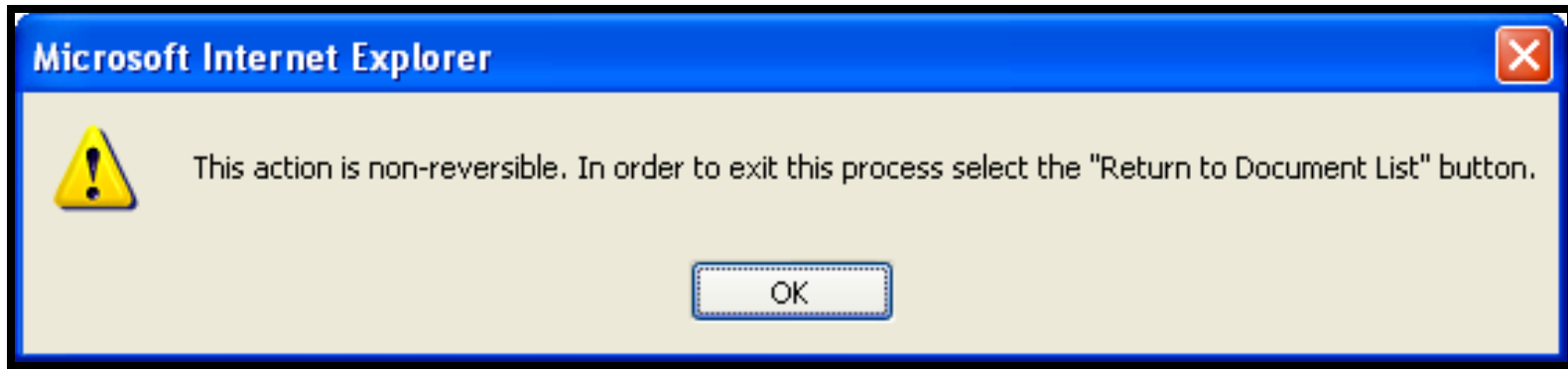
[Return to Document List]   [Continue]

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Pop-Up

Traveler Signs

AO Stamps CANCELLED

Access Document List

Document List

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ECBALTIMOREAN111909_A01	11/19/09	ADJUSTED		> view/edit	> print		
ECCLEVELANDOH020509_A01	02/05/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREAN011909_A02	01/19/09	POS ACK RECEIVED	0NZPSK	> view	> print		
ECKANSASCITYK012009_A02	01/19/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECBALTIMOREAN011209_A01	01/12/09	CTO BOOKED		> view/edit	> print		

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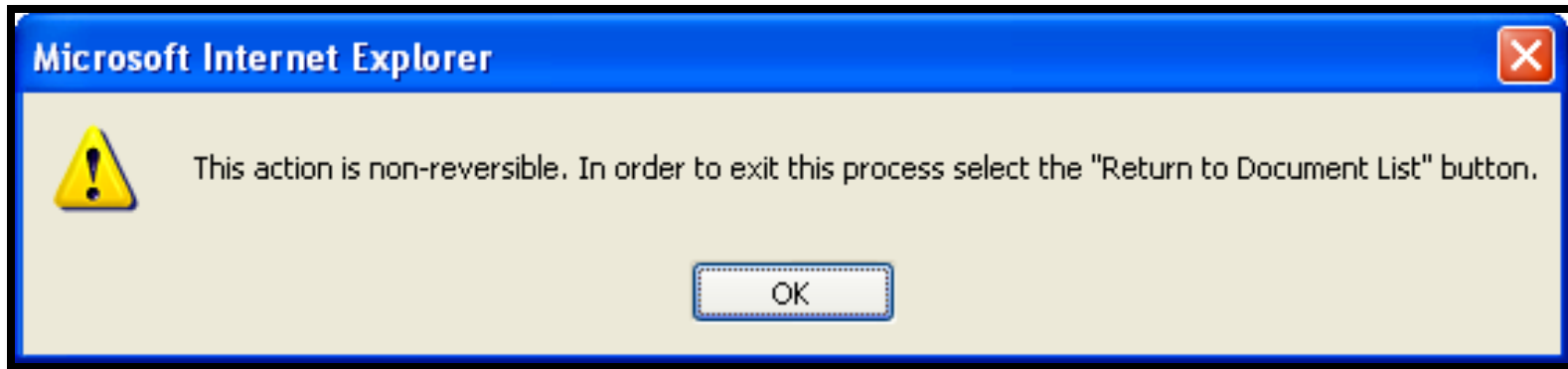| ○ | No Expenses were incurred |
| ○ | Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment |

[Return to Document List]   [Continue]

Pop-Up

Microsoft Internet Explorer

⚠ This action is non-reversible. In order to exit this process select the "Return to Document List" button.

OK

Expenses Automatically $0

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

AO Approves