



Defense Travel Management Office



DTA Maintenance Tool – Routing Lists

DTA JumpStart @ Connect 2011 Seminar

April 2011

For Official Use Only



Agenda

- Routing List Overview
- Routing List Requirements
- Routing Stamps
- Conditional Routing
- Hands On Exercise





Routing Lists Overview

- Specifies order for electronic processing of documents
- Each organization must have at least one routing list
 - Can have multiple routing lists
- Labels cannot include ampersands “&” or commas “,”
- Permissions 1, 5 required to create or update routing list
- Empty when created





Minimum Routing List Requirements

- All authorizations must include the minimum stamps:
 - **CTO SUBMIT (Level 2)**- Routes document to Commercial Travel Office (CTO) when traveler has used Reservation Module
 - **CTO BOOKED (Level 3)**- CTO has performed quality checks
 - **APPROVED (Level 25)**- Final stamp which indicates obligation has been initiated and traveler is approved to travel
- All vouchers and local vouchers must include:
 - **APPROVED (Level 25)**- AO has accepted claim for reimbursement





Stamps to Initiate Routing

- **SIGNED**
 - Used by Traveler or Travel Clerk
 - Document stays in DTS Database for 15 months
 - Initiates electronic routing of document
- **T-ENTERED**
 - Used by Non-DTS Entry Agent (NDEA) on behalf of traveler
 - Only used for vouchers and local vouchers





Manual Routing Stamps

- REVIEWED/AUTHORIZED
 - Document has been examined for accuracy
 - Causes no action except for continued electronic routing
- CERTIFIED
 - Indicates availability of funds has been verified
- APPROVED
 - Used by AO
 - Required on all routing lists for all document types
 - Indicates document has been approved for final processing
 - TA Number assigned
 - Funds allocated in DTS Budget
 - Financial transactions sent DADS
 - Approval sent to ticketing queue of CTO





Manual Stamps not included in Routing List

- RETURNED*
 - Used by various ROs
 - Returns document to Traveler
 - Used when document needs travelers attention
 - Traveler must re-sign document to reinitiate routing process
- CANCELLED*
 - Used by various ROs
 - Terminates routing of document
 - De-obligates funds
 - Cancels reservations
 - Cancelled documents can only be viewed
 - Vouchers and local vouchers can not be cancelled

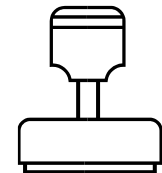
****Stamps should not be included in the routing list***





System Generated Routing Stamps

- CTO SUBMIT/CTO BOOKED
 - Required for all authorizations with reservations
 - Mandatory for authorizations utilizing reservation module
 - Routing list levels must be consecutive (2 and 3)
 - Confirms held reservations
 - Quality check
 - Provides most accurate “should-cost” estimate





System Generated Stamps Not in Routing List

- **CREATED***
 - Generated when document is first created
 - Indicates document has not yet been stamped SIGNED
 - Causes no action within DTS
 - Does not involve any processing of document
- **POS ACK RECEIVED***
 - Acknowledgement of fund obligation from DADS

**Stamps should not be included in the routing list*





System Generated Status Codes

- AUDIT PASS/AUDIT FAIL*
 - Document has passed or failed Payment Module audit
 - If document fails audit, email sent to traveler
- PAY LINK*
 - Document copied from DTS to Payment Module database
- VOUCHER SUBMITTED*
 - Awaiting PAID stamp applied upon Payment of Voucher

**Stamps should not be included in the routing list*





System Generated Status Codes

- PAID*
 - Generates when payment remittance generated
 - Email sent to traveler
- REJECT*
 - Indicates obligation or payment has not been made
 - Sends Reject email to the DTA ID and traveler

**Stamps should not be included in the routing list*





Routing List Components

- Document status
 - Stamp RO applies to document
 - Reviewed, approved, certified
- Signature name
 - Name of RO who applies stamp
 - DTS links RO by SSN and not DTS organization
- Level
 - Indicates sequence of routing
 - Do not need to be consecutive





Sample Routing List

Doc Type	Doc Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	CTO SUBMIT	2	BYPASS PNR
AUTH	CTO BOOKED	CTO BOOKED	3	BYPASS PNR
AUTH	REVIEWED	LEAH SMITH	10	
AUTH	REVIEWED	BILL TREMPER	10	
AUTH	APPROVED	ED CULLEN	25	
AUTH	APPROVED	JANET JOSEPH	25	
LVCH	REVIEWED	LEAH SMITH	10	
LVCH	REVIEWED	BILL TREMPER	10	
LVCH	APPROVED	ED CULLEN	25	
LVCH	APPROVED	JANET JOSEPH	25	
VCH	REVIEWED	LEAH SMITH	10	
VCH	REVIEWED	BILL TREMPER	10	
VCH	APPROVED	JANET JOSEPH	25	
VCH	APPROVED	ED CULLEN	25	





Conditional Routing (Optional)

- Routing element skipped if condition does not exist
- Condition is defined using a Process Name
- Examples:
 - Foreign Travel
 - Travel Mode Route
 - Traveler Number
 - Bypass PNR

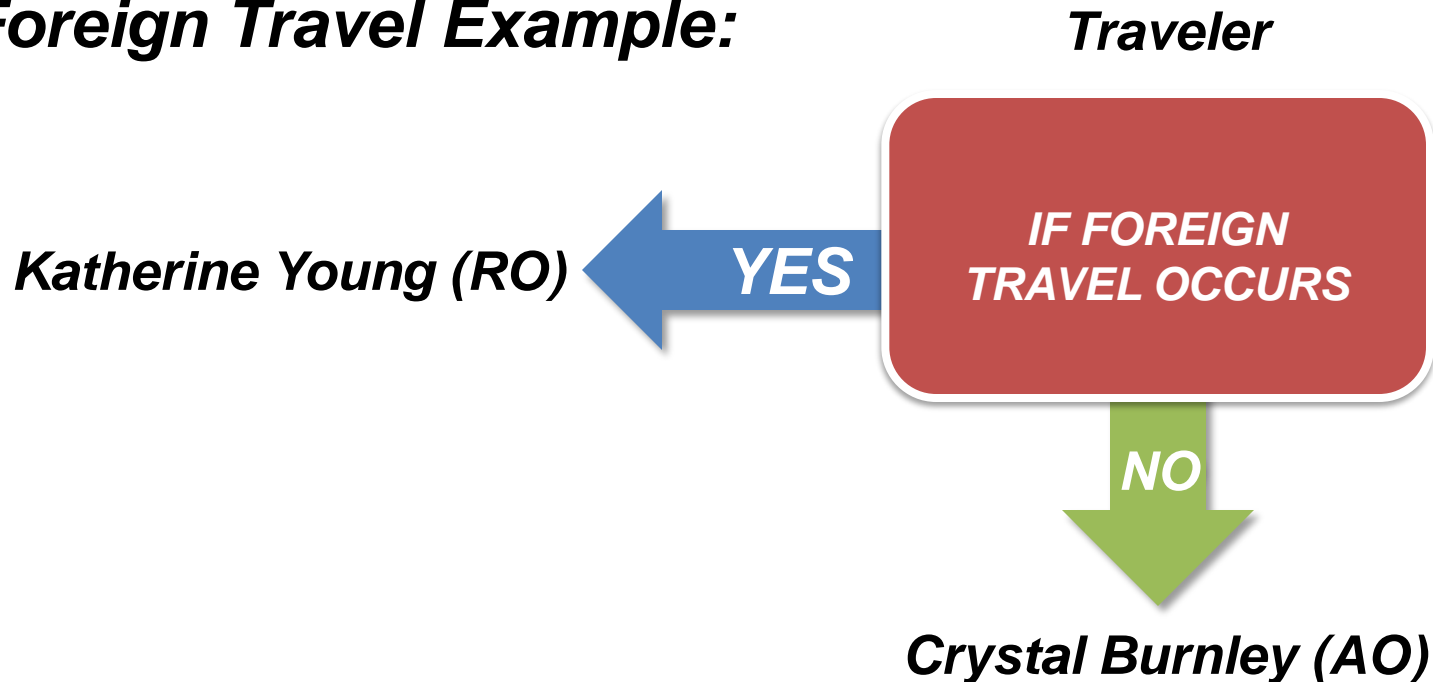




Conditional Routing — Foreign Travel

- Routes document to designated individual based on TDY location (OCONUS only)

Foreign Travel Example:





Sample Routing List

Doc Type	Doc Status	Signature Name	Level	Process Name
AUTH	CTO SUBMIT	CTO SUBMIT	2	BYPASS PNR
AUTH	CTO BOOKED	CTO BOOKED	3	BYPASS PNR
AUTH	REVIEWED	KATHERINE YOUNG	10	FOREIGN TRAVEL
AUTH	REVIEWED	CHRIS SAMPSON	10	FOREIGN TRAVEL
AUTH	APPROVED	CRYSTAL BURNLEY	25	
AUTH	APPROVED	MICHAEL HALL	25	
LVCH	REVIEWED	MARTHA CLIFT	10	
LVCH	REVIEWED	JOANNA ALLEN	10	
LVCH	APPROVED	CRYSTAL BURNLEY	25	
LVCH	APPROVED	MICHAEL HALL	25	
VCH	REVIEWED	KATHERINE YOUNG	10	FOREIGN TRAVEL
VCH	REVIEWED	CHRIS SAMPSON	10	FOREIGN TRAVEL
VCH	APPROVED	CRYSTAL BURNLEY	25	
VCH	APPROVED	MICHAEL HALL	25	



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



Traveler/Clerk/NDEA inputs authorization in DTS

1



ATM advance if required; ticketing

5



TDY

6





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)

- DTA Manual, Chapter 5: Routing Lists
- Training: DTA Maintenance Tool - Routing Lists

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

