



Today we will be going over your mandatory reports in depth but we always like to start with helpful resources.



As you should know by now, the DTMO website is a great resource. It has information on all aspects of government travel as well as tools for you and your travelers. Since we are focusing on required reports in this training, the most useful part of the DTMO website related to this is the

DTA Manual, Chapter 10 (blue arrows with pop-out windows)

This is where you can find information and instructions on reports in DTS. As you can see, the DTA Manual has a variety of helpful chapters you may utilize in managing DTS for your organization.

- When you click on the "Training Resources Lookup" link it will show the Quick Links to the DTA Manual on the right side of your screen. (1)
- Upon opening that, you can browse the available . (2)
- Chapter 10: Reports, has been underlined in the window on the far right (3)

DTS Login Button (red oval): this is recommended for DTS login instead of a favorited link in your browser. Why?...Two reasons:

- 1) When you login here, it opens a new tab for DTS and a DTMO tab remains open for easy reference.
- 2) It also gives you a fresh DTS link every time, which is a especially important after

updates.



The DTMO website can be somewhat overwhelming and doesn't contain information specific to the Marine Corps. Our website is focused on Marine Corps guidance and our needs. The website will give you access to reference links and downloads of manuals that will aid you in your duties as an ODTA/AO. It also contains Point of Contact (POC) for our office as well in case you need it

Another great resource to bookmark is our website. The URL is at the top right of the screen but the easiest way to find it is to Google "Quantico DTS Help Desk". It will typically be the first item that shows up in your search.



The Marine Corps Order requires these four reports to ensure the program runs successfully. ODTA's are required to work (with notes) and retain all reports on file for the current plus previous year either electronically or hard copy. Just in case you cannot remember, on the right, is where they are located in Report Scheduler.

We will be going over each report in the next few slides with the exception of the Complete Traveler Report. That report is covered in a different developmental training session.



AOs are required utilize these two reports per Marine Corps Order. Maradmin 336/21 provides updated guidance that we will discuss later on.



The Depart Status Report is required Weekly. The report is required to be worked by both the ODTA and the AO. The problem that occurs often is either the ODTA or AO assumes the other is working it when no one actually did. Recommend the ODTA work the report and provide to the AO.

The report shows all authorizations that are approaching their date of departure. Authorizations should be approved at least 72hrs prior to departing. This ensures that all reservations do not fall off and airfare is ticketed. It allows you to be proactive and identify any issues prior to travel occurring so travelers can focus on the TDY mission and not travel arrangements.

We have seen it before, a traveler gets to the airport and has no ticket and then proceeds to purchase one at the ticket counter. Now the traveler is coming out of pocket for the airfare! Do not be the one to let it happen to your travelers! This is your chance to prevent any travel issues. Some common issues we see a lot are documents being stuck at "CTO SUBMIT", or Travelers that have had their airline reservations cancelled.

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When requesting the report, you are able to select a date range, **recommended** to work 7 days ahead from the day **you** request the report.

It is recommended to reconcile this report twice a week at a minimum.

Pulling the report on the first day of your work week, this will allow you to identify who is scheduled to depart and determine if the authorization has or has not been approved and notify as appropriate.

Pull the report again on the next to last day of your work week (Thursday for example) for 7 days ahead. This should catch any last minute travelers, and authorizations that have not been properly processed.

You may also pull the report on the last day of the work week to ensure appropriate action has been taken and identify any problems with the start of the next week.

This may sound like a lot of work. Reality of this report it takes seconds to pull and only a few minutes to identify which authorizations require action. Looking at the Depart Status example on the screen there are 12 records, total of 5 records have not been

approved and of those 5, three are departing within the next 72 hours.

For simplicity I have hidden columns not needed, applied a filter and sorted by Column S and lastly highlighted points of interest.

On the example in front you there are 12 records departing btwn 16 to 21 Oct. Of the two records indicating a departure on 16 October, one is not approved. Of the four records departing on 18 October two are not approved.

If you choose to pull it once a week then I recommend pulling it prior to the end of the week to catch those last minute authorizations with travelers leaving during the weekend and need their Authorizations approved and the flights ticketed prior to their departure.

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DM6105A	HOWARD	KYLE	2K0HCI	KHCAMPLEJEUNE	OBLIG SUBM	10/4/2021			10/4/2021	10/4/2021	10/4/2021	10/4/2021	10/16/2021	
DM6105A	Flair	NICHOLAS	2JWN1L	NMWHITESANDSI	CTO AMEND	10/13/2021		HZZNAL	10/13/2021	10/13/2021	9/20/2021	10/13/2021	10/17/2021	
DM6105AI	Queen	DOUGLAS		DKLASCRUCESNM	ADJUSTED	10/7/2021	APPROVED		9/26/2021	10/1/2021			10/18/2021	
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DM6105AI	Steamboa	Matthew		MMYUMAAZ1019	CREATED	10/14/2021	SIGNED		10/14/2021				10/19/2021	
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Looking at the first record column S (in Red) indicates that travel will begin on 16 October and there is no TANUM or an Approval Date; there is a PNR (in Green). I can use column F (in blue) to determine that this traveler is going to Camp Lejeune, more than likely airfare is not needed yet there is a PNR. The PNR indicates that a reservation exist, (airfare, lodging, rental car). It may be necessary to view the document in DTS before taking next steps. Moving to column M (in purple) indicates this document is waiting action by the unit AO.

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DM6105A	HOWARD	KYLE	2K0HCI	KHCAMPLEJEUNE	OBLIG SUBM	10/4/2021			10/4/2021	10/4/2021	10/4/2021	10/4/2021	10/16/2021	
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DM6105A	Steamboa	Matthew		MMYUMAAZ1019	CREATED	10/14/2021	SIGNED		10/14/2021				10/19/2021	
DM6105A	THOMAS	JOHN		JTTWENTYNINEP1	CREATED	9/21/2021	SIGNED		9/21/2021				10/21/2021	
DM6105A	MCREA	KYLE	2K4TT5	KMTWENTYNINE	OBLIG SUBM	10/14/2021		SSTSLU	10/1/2021	10/1/2021	10/14/2021	10/14/2021	10/21/2021	
DM6105A	BIDEN	HUNTER	2K4TS5	HJTWENTYNINEP:	OBLIG SUBM	10/14/2021		YZSGZJ	10/1/2021	10/1/2021	10/14/2021	10/14/2021	10/21/2021	
DM6105A	Gallagher	Tommy	2K0EI4	TGTWENTYNINEP	REVIEWED	10/14/2021	APPROVED	EIBOWU	10/13/2021	10/13/2021	10/4/2021		10/21/2021	

Looking at the fourth record there is no TANUM (green), PNR (blue) or Approval Date (red). You would need to look at the record to determine why, this could an indication that the trip was cancelled and awaiting processing or someone is having a problem with booking.

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DM6105AI	HOWARD	KYLE	2K0HCI	KHCAMPLEJEUNE	OBLIG SUBM	10/4/2021			10/4/2021	10/4/2021	10/4/2021	10/4/2021	10/16/2021	
DM6105A8	Flair	NICHOLAS	2JWN1L	NMWHITESANDS	CTO AMEND	10/13/2021		HZZNAL	10/13/2021	10/13/2021	9/20/2021	10/13/2021	10/17/2021	
DM6105AI	Queen	DOUGLAS		DKLASCRUCESNM	ADJUSTED	10/7/2021	APPROVED		9/26/2021	10/1/2021			10/18/2021	
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DM6105AI	STALLING	KRIS	2K0C8T	KSCAMPLEJEUNE:	OBLIG SUBM	10/4/2021		XVKOIE	8/14/2021	9/20/2021	10/4/2021	10/4/2021	10/18/2021	
DM6105AI	Steamboa	Matthew		MMYUMAAZ1019	CREATED	10/14/2021	SIGNED		10/14/2021				10/19/2021	
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DM6105AI	BIDEN	HUNTER	2K4TS5	HJTWENTYNINEP:	OBLIG SUBM	10/14/2021		YZSGZJ	10/1/2021	10/1/2021	10/14/2021	10/14/2021	10/21/2021	
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Looking at the fifth & sixth record there is a traveler with two authorizations for different locations (Column F)(green) departing on the same date (Column S)(red). This would need to be looked into. If airfare is involved an auto cancellation could complicate matters. This is what this report is meant to pinpoint and prevent traveler issues at departure.

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Looking at the eighth record there is no TANUM, PNR or Approval Date (green). Looking at Column F (blue) indicates this is a trip to Yuma, potential for airfare is high; however the document is in a created status as reflected in Column K (Red). Column O (purple) indicates the auth was created on 14 October with a departure of 18 October in Column S. Recommend reviewing the record in DTS before contacting the traveler



The Pending Airline Cancellation report is a daily requirement for the ODTA. It serves as a preventative measure. **This report** shows a list of authorizations that have air reservations that will cancel if not approved by your AO. Working this report in conjunction with the depart status report will prevent travelers showing up to the airport without flights.

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The report provides a list of authorizations containing reservations in a confirmed status (CTO BOOKED) that the AO has not stamped APPROVED. These authorizations are in danger of CTO auto-canceling their reservations. It is recommended to utilize the max amount of hours when requesting the report to be proactive in emailing your routing officials to avoid the reservations from being cancelled.

If you see this report was ran Tuesday September 28th, Marshal Mathers is departing October 2nd and Dwanye Johnson is departing on October 3rd. Their Authorizations are still in a reviewed status and are close to the chopping block for cancellations



The Un-submitted Voucher report is required to be retrieved and reconciled weekly by the ODTA.

MARADMIN 336/21 updates guidance for this report, shifting the responsibility of reconciliation from the AO to the ODTA. The ODTA is now responsible to use the Un-Submitted Voucher Report as a tracking tool to contact your travelers when they return from travel and direct them to file their vouchers. Every contact date/time/method must be documented on the Un-Submitted Voucher report. Refer to MarAdmin 336/21 for more information.

This report will assist in reducing GTCC delinquencies when properly worked.

South Pe College			Un-S	Submi	tted	Vouc	her ((how)				
	A	В	C	DE	F	G	Н	1	J	K	L	
1	Report Title: Unsu	bmitted Vo	oucher									
2	Report Run Date:	Mon Sep 2	7 15:02:13 EDT	T 2021								
3	Search Criteria:											
4	EndDate=09/27/2	021 Organ	nization=DM61	LOSUSACMBT In	cludeSubOrg	s=Y Davs	SinceTrip=1	StartDate=08	/01/2021			
5												
6	Organization/Sub	Traveler	Traveler Trav	eler Traveler Fm	ailTANum	Documen	Approval Dat	Departure Dat	Dave Sinc	Amount of A	Authorization	
7	DM6105USACMB	LOPEZ	IENNIEER A	I OPEZI@ST	ATE 2 IEOV7	MGOLIAN	8/12/2021	8/6/2021	22	\$3 240 34	denonication	
8	DM6105USACMB	LOPEZ	IENNIFER A	LOPEZIØST	ATE 2 JEOSO	MGOUAN	8/12/2021	8/6/2021	25	\$3 075 34		
9	DM6105USACMB	LOPE7	IENNIEER A	LOPEZIØST	ATE 2 IFOV7	MGOUAN	8/12/2021	8/6/2021	25	\$3,075,34		
10	DM6105USACMB	CENA	IOHN I	CENAL@STA	TE 2IEDA3	IBCAPET(9/20/2021	9/12/2021	4	\$8,339.08		
11	DM6105USACMB	COOPER	BRADLEY	000		QUANT	9/13/2021	8/28/2021	16	\$1 684 36		
12	Childred of the line	cooren	on loce i i	om of 2 DM610	SMSGBN	to get	STISTLOLI	0/20/2021	10	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
			Rart Da - End Data Days Sin - Crepp - Creater - Create	de Sub Organizations te: ORI/01/2 (mm/dd p: OR/27/ (mm/dd p: OR/27/ (mm/dd p: OR/27/ To the request with construct t data requests with construct t data requests with construct t data requests sub-cites, the report data transmission sub-cites, the report data	1021	Access) He search criteria or i criteria is for an o ist of the most rece						
						Submit						16

When requesting the report DTS automatically defaults to 5 days since that's the amount of time the traveler has to submit the voucher after they return from TAD. We recommend changing that to 1 day so you are able to take a more proactive role in getting your travelers to submit their vouchers.

On this report, Column J should be your focus "Days since End of Trip". Looking at this report, I see Ms. Lopez has 3 vouchers past the 5 day requirement. Looking at the column to the left, I see the departure dates are all the same with different TANUMS. We definitely want to check into this a bit further. It could be as simple as not completing the trip cancel process, but we have seen in the past travelers with 11 multiple active authorizations.

This report may also be provided to your Agency Program Coordinator in an effort to reduce past dues or delinquencies.



True. Per MCO 4650.39A, The ODTA is responsible for their travel program and ensuring their travelers are executing travel smoothly is a part of that. Note, the ODTA does not have the capability to approve authorizations but they must work with ROs & AOs to ensure approvals are processed in a timely manner.



Answer is B, The AO is required to work the un-submitted voucher and depart status report. Maradmin 336/21, did not remove the requirement for the AO to pull the report, only the reconciliation portion was moved from the AO to the ODTA.



False. Lodging Reservations do not have an auto cancellation feature within DTS and must be manually resolved. The Depart Status Report is a tool that will help the ODTA identify and resolve issues.



Answer is C, 5 working days. A traveler has 5 working days to submit a voucher upon return from travel. The unit/organization has 2 working days to review and submit it to the Disbursing/Finance Office (DO/FO). Disbursing has 10 working days to take action on it (either approving or returning it).

Take note a voucher should be submitted immediately upon return in order to avoid delays in processing. You have to pay attention to timelines so your travelers do not go delinquent on their Government Travel Charge Cards (GTCCs).



Thank you for attending the training today.