

*Defense Travel Training Resources*

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Desktop Guide for Authorizing  
Officials

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August 17, 2020

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## Revision History

Revision Number	Date	Authorization	Revision/Change Description	Chapter
4.4	06/09/15	DTMO	Inserted Integrated Lodging Program (ILP) information.	Chapter 5 Appendix C
4.5	06/29/15	DTMO	Corrected date typo (said "2105" vs. "2015").	Cover sheet
4.6	10/05/15	DTMO	Inserted updated screenshot in Chapter 6. Added some items to checklists.	Chapter 6 Appendix C
4.7	05/04/16	DTMO	Inserted new screenshots of new Documents in Routing screen.	Chapter 4 Chapter 5
4.8	11/04/16	DTMO	Updated Commercial Travel Office (CTO) references to Travel Management Company (TMC)	Chapter 2 Chapter 5 Appendix B
4.9	01/19/17	DTMO	Update AO training requirements and Additional Resources.	Chapter 4 Appendix D
4.10	01/24/17	DTMO	Insert correct reference for DD Form 577 Appointment and Termination. Added information that receipts for long-term TDY lodging are not required.	Chapter 2 Appendix A
4.11	02/14/17	DTMO	Updated regulatory reference Updated AO checklist	Chapter 2.2 Appendix C
4.12	02/22/17	DTMO	Added DoD IG report icon	Appendix A
4.13	05/01/17	DTMO	Removed reference to JTR for AO training, replaced with DoDFMR reference	Chapter 4
5.0	08/11/17	DTMO	Updated to include information from Document Processing Manual. Added several new chapters.	All
6.0	01/19/18	DTMO	<b>Jan 2018 limited DTS release (look-ahead):</b> 1. Edited for clarity & readability 2. Updated AO training available in TraX 3. Updated My Expenses screen info 4. Updated AO Checklists	Throughout Section 6.2 Sections 7.2.2 & 9.2 Appendix C
6.1	02/16/18	DTMO	<b>Feb 2018 full DTS release:</b> Removed look-ahead statement	Cover
6.2	02/23/18	DTMO	Updated screenshot in Figure 7-5	Section 7.2.2
6.3	06/15/18	DTMO	Added <b>RETURN FARE EXPIRED</b> stamp Updated links	Section 7.5.1 Throughout
6.4	07/12/18	DTMO	Updated for Expenses, Per Diem, and Accounting module changes	Sections 7.2.2, 9.2, 9.3, C.1, C.2
6.5	08/13/18	DTMO	Removed flat rate references	Sections 7.2.2, C.1, C.2
6.6	08/17/18	DTMO	Updated for dashboard and Review module changes	Sections 5 & 7
6.7	10/26/18	DTMO	Screenshot & minor text updates.	Section 7.2.2
7.0	01/04/19	DTMO	Major changes to DTS Route & Review module; update screenshots and wording for TraX training	Chapters 5-9, Appendix C
7.1	04/05/19	DTMO	DTS Release 3 updated wording and added new screenshots	Throughout

Revision History

7.2	05/21/20	DTMO	Updated screens due to DTS Expenses Release	Throughout
7.3	06/11/20	DTMO	Corrected date footnote	All
7.4	08/17/20	DTMO	Updated TraX screen shot and process details Added Training recommendation	Pages 15 and 16 Section 6.2

## Chapter 1: Introduction

Authorizing Officials (AOs) use DTS to examine official travel documents before applying their digital signature to approve the contents.

This guide informs and guides AOs about:

- General policy and liability
- Eligibility and qualifications
- Available training
- Using DTS to review and certify travel documents

As an AO, you function as a Certifying Officer when you approve a DTS document. This role obligates you to protect taxpayer funds from misuse. If you fail to exercise due diligence in this area, you may be liable for repaying the misused amount.

**Note:** Do not confuse a “Certifying Officer” with the DTS role “Certifying Official”. A Certifying Official typically only verifies the availability of funds, while a Certifying Officer certifies requests for payment.

This guide provides information and guidance on how to:

- Adopt a workflow to help you identify errors and intentional misrepresentations
- Approve payment disbursements for only legal, proper, and correct expenses to reimburse the traveler
- Protect yourself from financial consequences resulting from payments made on vouchers containing errors or misrepresentations

You should always focus on preventing fraud, waste, abuse, and mismanagement of taxpayer funds and protecting yourself from liability when approving authorizations and vouchers.

## Chapter 2: Review: Process Overview

For most trips, travelers create authorizations to receive approval for official travel, and create vouchers for reimbursement of official expenses and payment of earned allowances.

When a traveler signs a document, DTS routes the document to the personnel and offices named on a routing list. Most authorizations route to the Travel Management Company (TMC) for reservations and ticketing requests. **Note:** DTS sometimes refers to the TMC as the Commercial Travel Office (CTO). Almost all documents route to one or more Routing Officials, based on local business rules. The last Routing Official to review the document is always the AO, who approves the trip or payment.

DTS sends an email to each Routing Official when a travel document is waiting for them to review.



**Note:** AOs are personally accountable and responsible for verifying all payments they approve are legal, proper, and correct. The Improper Payments Elimination and Recovery Action of 2012 identifies a few key concepts that AOs must monitor in particular.

## Chapter 3: General Policy and Liability

To ensure your actions are within the parameters of the law, you should become familiar with the regulations governing your legal responsibilities. When approving documents, you should consult the *Joint Travel Regulations (JTR)* and the *Department of Defense Financial Management Regulation (DoD FMR)* to determine the validity of the traveler's transportation requests, reimbursable expenses, and trip allowances.

The *JTR* specifically identifies what you can approve, and it does so with the full force of the law behind it. It is your responsibility to track the monthly regulation changes.

The *DoD FMR* provides guidance for all financial management requirements, systems, and functions for all DoD financial activities.

The policies set forth in the *JTR* and the *DoD FMR* is the *basis* for this guide. It identifies how those policies affect you as an AO. It also identifies the potential liabilities that you may bear if you certify an erroneous payment.

### 3.1 Policy

In compliance with the *DoD FMR*, if any payment you approve (certify) is found to be erroneous, you may be held personally responsible for reimbursing the Government for the amount of the erroneous payment. This financial responsibility is called "pecuniary liability".

After your appointment as an AO, you become personally accountable and responsible for approving only legal, proper, and correct payments. You must adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives the correct reimbursement per the *JTR*.

All TDY travel policies are important. However, the following two reports single out specific policies for particular attention:



- The reports required by the Improper Payments Elimination and Recovery Act (IPERA) have identified some key concepts to which travelers and AOs must pay particular attention. In this guide, the key icon highlights these concepts.



- DoDIG report 2016-127 highlights items of particular concern related to Government Travel Charge Card (GTCC) misuse that AOs must double check when claimed by travelers. In this guide, the checkmark icon highlights these items.

### 3.2 Liability

The DTS Regulations (authorized by *DoDI 5154.31, Volume 3*) state the AO is performing a Certifying Officer function when they approve a DTS travel document containing a payment. *The DoD FMR, Volume 5, Chapter 5* states that a Certifying Officer has pecuniary liability for illegal, improper, or incorrect payments resulting from improper certification. You can find procedures and further guidance concerning the liability of accountable officials in *DoD FMR, Volume 5, Chapter 6*.

You should be aware that you have unlimited pecuniary liability for all payments made to travelers through the authorizations, vouchers, and local vouchers that you approve.

If you approve an illegal, improper, or incorrect expense resulting in a payment, you may have to pay all or part of the disputed expenses. Pecuniary liability is enforceable whether the erroneous payment occurred accidentally or intentionally.

An AO must be diligent and practice thorough work processes when approving documents to prevent erroneous payments.

Table 3-1 provides recommendations for protecting yourself from pecuniary liability.

Table 3-1

HOW TO PROTECT YOURSELF FROM PECUNIARY LIABILITY	
Do:	Don't:
<p><b>Minimize opportunities for errors:</b></p> <ul style="list-style-type: none"> <li>Establish procedures and controls.</li> <li>Document and distribute local business rules for using DTS properly.</li> <li>Monitor subordinates to make sure they follow procedures.</li> <li>Be alert to the possibility that a voucher is being processed a second time.</li> </ul>	<p>Assume all requests are valid and complete.</p> <p>Allow anyone else to use your personal certificate or CAC. You may be liable for an incorrect payment approved by another person using your identity.</p>
<p><b>Escalate questionable payment requests</b></p> <ul style="list-style-type: none"> <li>Follow your local policy to request an advance decision from the Comptroller General when you have doubts about the legality of payments.</li> </ul>	<p>Approve a payment when you have doubts.</p>
<p><b>Collect the evidence</b></p> <ul style="list-style-type: none"> <li>Verify funds before approving payments.</li> <li>Save fund availability certifications and other documentation proving that procedural safeguards regarding payments have been observed.</li> </ul>	<p>Approve reimbursements unless funds are available to cover the payment.</p>

### 3.2.1 Responsibilities of an AO

AOs act as stewards of Government funds, ensuring that travelers follow all DoD travel policies. Some of your responsibilities are to:

-  • Verify the trip and the expenses are necessary to accomplish your organization's mission.
- Verify the traveler booked reservations through the TMC, unless the TMC was not available.
- Approve authorizations in a timely manner so the TMC can book and ticket air and rail transportation.
- Ensure travelers follow DoD travel policy when requesting advances.
- Verify no duplication of expenses on the voucher.
-  • Approve payment of requested travel advances or a scheduled partial payment.
-  • Reviewing required receipts and other substantiating records with the voucher. These can be originals, copies, or a locally approved 'missing receipts' form if a traveler lost a receipt and cannot obtain a replacement. Required receipts include those for all lodging expenses and any expense of \$75 or more.
-  • Ensuring the voucher requests split disbursement of the requested payment between the GTCC vendor and the traveler's personal financial account.
- Approving amendments related to centrally billed account (CBA) payments initiated by the organization's CBA Specialist.
-  • Returning authorizations for correction when they contain inaccurate information or illegal requests.

### 3.2.2 Responsibilities of Other Accountable Officials

The *DoD FMR* allows Certifying Officers to rely on the help of other accountable officials when deciding whether to approve a trip, pay requested reimbursements and allowances, and approve requests for changes to standard travel procedures.

Such accountable officials can be held liable for erroneous payments, although not at the same level as the AO. In DTS roles, other roles that commonly carry pecuniary liability include CBA Specialists (CBA-Ss) and Reviewing Officials (ROs).

These individuals, when appointed as accountable officials have pecuniary liability for illegal, improper, or incorrect payments resulting from erroneous information, data, or services they provided, and upon which the AO directly relies. For this reason, it is important for accountable officials to perform their

responsibilities with accuracy, especially in the following areas:

- Explaining or justifying the purpose of a TDY trip
- Verifying reimbursable expenses are valid
- Ensuring policy compliance
- Verifying travelers abide by all procedures and controls, ensuring allowances and payments are processed correctly
- Complying with all applicable DoD regulations, policies, and procedures and local standard operating procedures
- Supporting AOs with timely and accurate data, and service to ensure proper payments, (i.e., payments that are supportable, legal, and correctly computed)

## Chapter 6: Training for Authorizing Officials

Every AO must meet some required and recommended training requirements. Required training includes both initial and annual refresher training.

If you are the supervisor of an AO, you are responsible for ensuring they complete their required training. Supervisors should periodically review the performance of the AO to verify compliance with regulations and policies, including local standard operating procedures.

### 6.1 Required Training

Per the DoD FMR, before certifying any documents, and annually thereafter, you must complete an approved Certifying Officer Legislation training course and give your supervisor a copy of the course completion certificate.

Your supervisor will identify which courses satisfy the training requirement. One of them may be the DTMO’s Training for Accountable Officials and Certifying Officers (TAOCO), which comes in two versions: an initial course and an annual refresher. You can access either TAOCO course from the DTMO website through **TraX**.

To access **TraX**, users must register through **Passport**, DTMO's web portal, at <https://www.defensetravel.dod.mil/Passport>. From the **Passport Home** page, select **TraX**. The **TraX Home** page loads (Figure 6-1). Select **Training** and the default **Available Training** page opens (Figure 6-2).

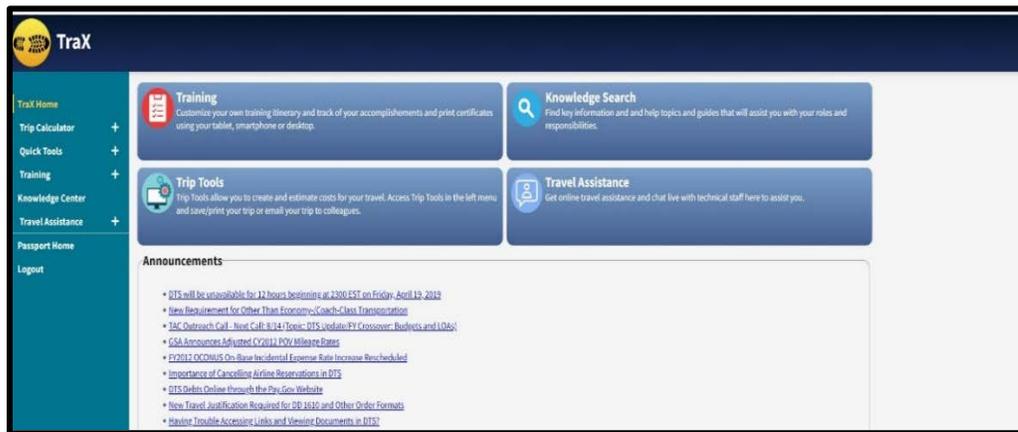


Figure 6-1: TraX Home Page

The **Recommend Only** class listing displays. To expand the course inventory, check the box for **Show All** and the page refreshes with additional courses. Look for the class **AO/RO – Training for Accountable Officials and Certifying Officers** followed by either *(Initial COL)* or *(Annual COL Refresher)*. To take the course, select **Launch** next to the class title (Figure 6-2). When finished, select **Completed** from the **Navigation Bar** to print the training certificate.

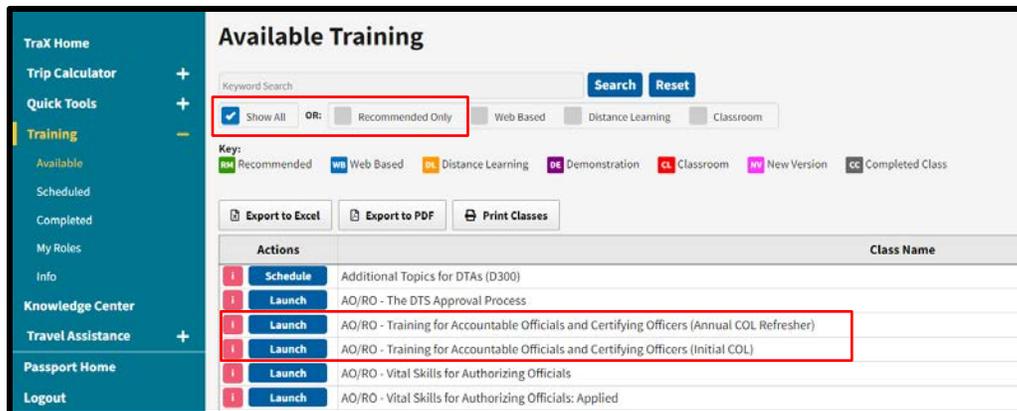


Figure 6-2: Available Training (TAOCO Classes) Screen

## 6.2 Additional Training (Comprehensive AO Training Package)

Table 2 in the DTS Regulations (Authorized by *DoDI 5154.31, Volume 3*), recommends several additional classes. Your Component’s training policy will ultimately decide which classes you should take, although TraX offers many web based training courses, providing excellent training for AOs (Figure 6-1). A complete training program for AOs should include at least one course from each category below.

**TAOCO** – These classes may satisfy the mandatory training requirements stated in Section 6.1.

- AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL)
- AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher)

**Travel Policy** – These classes provide an overview of travel regulations. Available classes are:

- Programs and Policies – TDY Travel Policy 101
- Programs and Policies – Joint Travel Regulation Overview

**DTS** – These classes provide an understanding of how to use DTS to authorize and approve travel. Although many DTS classes are available in TraX, the ones most pertinent to AOs are:

- AO/RO - The DTS Approval Process
- AO/RO - Vital Skills for Authorizing Officials
- AO/RO - Vital Skills for Authorizing Officials Applied
- AO/RO - Vital Skills for Authorizing Officials Assessment (*coming soon*)

## Chapter 7: Reviewing DTS Documents

As an AO, before you may approve a travel document, you must review its entire contents. These screens are, at a minimum, **Review Trip <document type>**, **Other Auths and Pre Audits** (does not appear on a local voucher), and **Digital Signature**. See the more detailed explanation of each screen in the following Sections.

### 7.1 Getting Started

The approval process begins when a document routes to you. DTS emails you that a document is waiting for you to review and approve. You must manually navigate to DTS to open the document for review and approval. To open a document for review and approval:

1. Log onto DTS. The **DTS Dashboard** (Figure 7-1) opens.

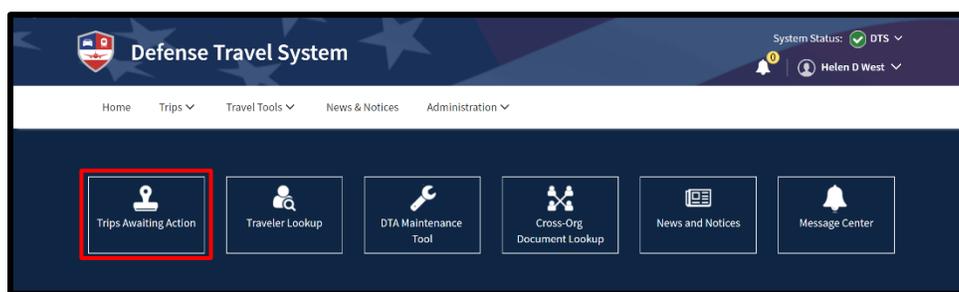


Figure 7-1: DTS Dashboard (Top)

2. Select the **Trips Awaiting Action** link in the quick links section. The **Trips Awaiting Action** screen (Figure 7-2) opens. **Note:** You can select **Sort By** and change the view to manage the document listing (Indicator 1). (Optional) To generate a document listing from your queue, select the download icon (Indicator 2). You can save **My TAA Queue** list to your pc.



Figure 7-2: Trips Awaiting Action Screen

3. Select the button on the right side of the card to identify the action you want to take to open a document (Indicator 3). The **Review Trip\*** screen opens.

**\*Note:** Although we refer to this screen as the “Review Trip” screen in this guide, the full screen title also contains the document type you’re looking at (e.g., Review Trip Authorization, Review Trip Voucher, etc.).

## 7.2 Review Trip Screen

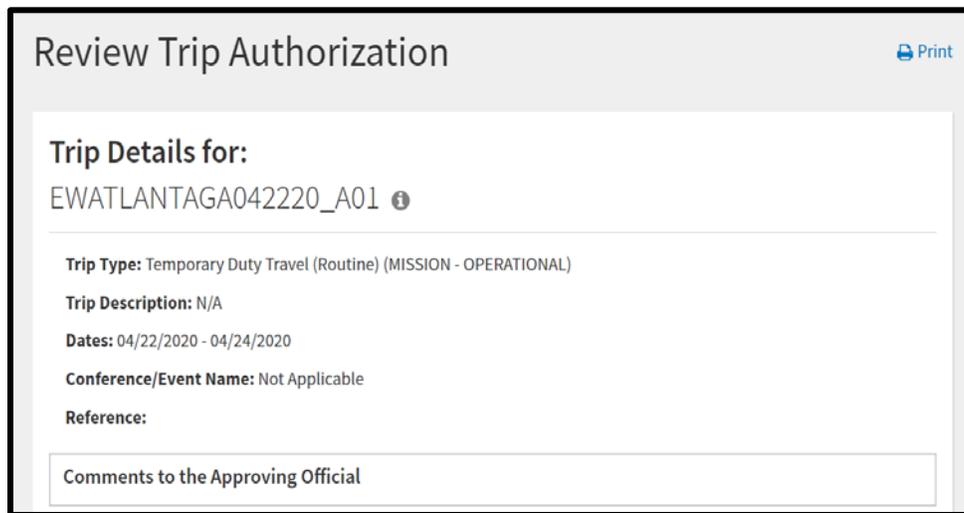
The document opens on the **Review Trip** screen, which is handy because that’s the best place to start your review. It can be a very long screen, because it displays everything from basic facts about the trip, to individual and total trip costs, to accounting and payment information. The following sections explain the screen in more detail.

See the checklists in Appendix C for details about what you need to check when you review a document. If the document contains any errors, you can fix them, but the best option is to return the document to the traveler for correction (see Section 7.5).

### 7.2.1 Trip Details Section

The first section of the **Review Trip** screen (Figure 7-3) contains details about the trip and the document. Specifically, it contains the:

- Document name
- Trip Type
- Trip Description (optional)
- Overall trip dates
- Conference / Event Name (optional)
- Reference (local use)
- Comments to the Approving Official



The screenshot shows a web interface titled "Review Trip Authorization" with a "Print" button in the top right corner. Below the title is a section labeled "Trip Details for:" followed by the document ID "EWATLANTAGA042220\_A01" and an information icon. The details listed are:

- Trip Type:** Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)
- Trip Description:** N/A
- Dates:** 04/22/2020 - 04/24/2020
- Conference/Event Name:** Not Applicable
- Reference:**

At the bottom of the details section is a text input field labeled "Comments to the Approving Official".

Figure 7-3: Review Trip Screen (Trip Details)

## 7.2.2 Itinerary Section

The **Itinerary** page contains basic itinerary information (Figure 7-4). If you want more details, select **Go to Itinerary**. This section provides:

- The trip start and end dates
- The TDY locations
- The arrival and departure dates for each TDY location
- Which reservations were booked at or to each location
- Details about each expense (You can choose to hide this information.)

**Note:** DTS initially lists all flights as one-way flights. However, when two one-way flights create a round trip, the TMC charges a single fare for the flights. When that happens, DTS attaches the round-trip fare to the outbound flight and shows the return flight with a \$0.00 cost. Because the return flight now has a \$0.00 cost, the return flight doesn't display in certain places, as seen in Figures 7-5 and 7-14. Other affected screens include the **Review Reservation Selections** screen and the **Enter Expenses** screen.

**TDY LOCATION 1** ATLANTA,GA

Show Details ^

04/22/2020 - 04/24/2020

✓ Flight Booked   ✓ Rental Car Booked   ✓ Lodging Booked

---

**Rental Car** in Atlanta

Confirmation: 12143252352

**Avis Rent-a-Car**  
Compact

**Pick-Up**  
Wed. 04/22/2020 at 08:30 AM

ATL - Atlanta Hartsfield-Jackson Intl Apt

**Drop-Off**  
Fri. 04/24/2020 at 14:00 PM

ATL - Atlanta Hartsfield-Jackson Intl Apt

**Cost Per Day**  
\$24.12

Compact

Estimated Total Cost  
**\$72.35**  
Includes taxes and fees

---

**Lodging** in Atlanta

CNA Number: Confirmation: 80582EC026760-

**Holiday Inn & Suites Atl**

**Check-In**  
Wed. 04/22/2020

Holiday Inn & Suites Atl  
1380 Virginia Ave ATLANTA, GA 30344  
[\(404\)669-1200](tel:(404)669-1200)

**Check-Out**  
Fri. 04/24/2020

**Cost Per Day**  
\$129.00

Standard Rate

Estimated Total Cost  
**\$258.00**  
Includes taxes and fees

---

**Flight** to Atlanta Hartsfield-jackson

Confirmation: None

	DEPARTURE	ARRIVAL	DURATION
<p>Wednesday April 22, 2020</p> <b>Delta Air Lines</b> Flight 548 Seat Window	<p><b>07:00 AM</b></p> <p>IAD - Washington Dulles International Apt</p>	<p><b>08:43 AM</b></p> <p>ATL - Atlanta Hartsfield-Jackson Intl Apt</p>	<p>⌚ 1h 43m</p>

Estimated Total Cost  
**\$87.31**  
Includes taxes and fees

---

**TRIP END** Warrenton,VA (Residence)

Show Details ^

Returning on Apr 24, 2020

✓ Flight Booked

---

**Flight** to Washington Dulles

Confirmation: None

	DEPARTURE	ARRIVAL	DURATION
<p>Friday April 24, 2020</p> <b>Delta Air Lines</b> Flight 1359 Seat Window	<p><b>15:20 PM</b></p> <p>ATL - Atlanta Hartsfield-Jackson Intl Apt</p>	<p><b>16:56 PM</b></p> <p>IAD - Washington Dulles International Apt</p>	<p>⌚ 1h 36m</p>

Estimated Total Cost  
**\$87.31**  
Includes taxes and fees

Figure 7-4: Review Trip Screen (Itinerary, Reservation Information Expanded)

## 7.2.3 Expenses > Reservation Expenses Section

The *Reservation Expenses* (Figure 7-5) displays information about the traveler's reservations (see **Note** in section 7.2.2). If you want more details, select **Go to Expenses**. This section identifies:

- Details about each expense, such as the vendor, date, method of reimbursement, and cost (You can choose to hide this information.)
- Whether the reservation requires a receipt, and if one is attached or missing. Select an attached receipt to view it.

Expenses		Expand All   Collapse All				Go to Expenses →
<b>RESERVATION EXPENSES</b>					\$342.58	
Hide Details ▲						
	FLIGHT Delta Air Lines (Flight 548 - IAD to ATL)	1 Receipt Attached View	DATE 04/22/2020	METHOD OF REIM. GTCC	COST \$174.62	Round trip airfare cost; no return flight
	RENTAL CAR Avis Rent-a-Car (ATL)	1 Receipt Attached View	DATE 04/22/2020	METHOD OF REIM. GTCC	COST \$72.35	
	LODGING Holiday Inn & Suites Atl (ATLANTA,GA)	Receipt Required	DATE 04/22/2020	METHOD OF REIM. GOVCC	COST \$258.00	
	FLIGHT Delta Air Lines (Flight 1359 - ATL to IAD)	1 Receipt Attached View	DATE 04/24/2020	METHOD OF REIM. GTCC	COST \$0	

Figure 7-5: Review Trip Screen (Reservation Expenses)

## 7.2.4 Expenses > Other Expenses Section

The *Other Expenses* (Figure 7-6) displays data about the traveler's mileage allowances and other reimbursable expenses.

If you want more details, select **Go to Expenses**. This section shows:

- Details about each expense or allowance, such as the type, date, method of reimbursement, and cost (You can choose to hide this information.)
- Whether an expense requires a receipt, and if there is an attached receipt (Select an attached receipt to view it.)

OTHER EXPENSES		Total: \$224.70	
Hide Details ^			
Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 04/22/2020	COST \$28.75 50.00 miles
Parking - At the Terminal	METHOD OF REIM. GTCC	DATE 04/22/2020	COST \$66.00
Lodging Taxes (CONUS and Non-foreign)	METHOD OF REIM. GTCC	DATE 04/22/2020	COST \$25.00
Baggage - 1st Checked Bag	METHOD OF REIM. GTCC	DATE 04/22/2020	COST \$25.00
Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 04/24/2020	COST \$28.75 50.00 miles

Figure 7-6: Review Trip Screen (Other Expenses)

### 7.2.5 Expenses > Substantiating Documents Section

The *Substantiating Documents* (Figure 7-7) contains information about any electronically attached paper documents. If you want more details, select **Go to Expenses**. This section provides details about each attached document, such as the document name, date attached, and notes the traveler entered. Select an attached document to view it.

SUBSTANTIATING DOCUMENTS		1 Document	
Hide Details ^			
DOCUMENT NAME Memo	Document Attached View	SUBMIT DATE 04/27/2020	NOTES Travel Memo

Figure 7-7: Review Trip Screen (Substantiating Documents)

### 7.2.6 Per Diem Section

The *Per Diem* section (Figure 7-8) shows the total of the per diem allowances the traveler will receive. If you want more details, select **Go to Per Diem**. This section shows the total (not daily) amount:

- The traveler must pay for their lodging
- The traveler will be reimbursed for their lodging

- The traveler will receive for meals and incidental expenses

Per Diem			<a href="#">Go to Per Diem</a> →
TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED	
\$258.00	\$258.00	\$165.00	

Figure 7-8: Review Trip Screen (Per Diem)

## 7.2.7 Accounting Section

The *Accounting* section (Figure 7-9) shows financial information about the trip. If you want more details, select **Go to Accounting**. Specifically, this section shows:

- All selected lines of accounting (LOAs) and the amount charged to each. (**Note:** Expand each to see the amount charged to each finance category.)
- The total amount of scheduled partial payments (Expand it to view all scheduled payments.)
- The amount, if any, the traveler requested as a travel advance.

Accounting		<a href="#">Expand All</a>   <a href="#">Collapse All</a>	<a href="#">Go to Accounting</a> →
<b>ACCOUNTING CODES</b>			
ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
20 DEFAULT	DTMOCS	\$894.67	\$894.67
<a href="#">Show Details</a> ▾			

Figure 7-9: Review Trip Screen (Accounting)

## 7.2.8 Estimated/Actual Trip Cost Section

The *Estimated (or Actual) Trip Cost* section (Figure 7-10) – specific wording varies for authorizations and vouchers – repeats most of the information contained in under **Accounting**, but adds the total cost of the trip. This figure is, of course, an estimated cost on an authorization, and the actual cost on a voucher. The information repeated from the *Accounting* section includes:

- The amount charged to each finance category
- The total amount of scheduled partial payments and travel advances

ACTUAL TRIP COST		<a href="#">Go to Financial Summary</a> →	
TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	COM. CARR.-I	\$174.62	\$174.62
	LODGING	\$258.00	\$258.00
	M&IE	\$165.00	\$165.00
	MILEAGE	\$57.50	\$57.50
	OTHER	\$141.00	\$141.00
	RENTAL CAR	\$72.35	\$72.35
	TRANSPORT	\$26.20	\$26.20
		ALLOWED TRIP COST	ACTUAL TRIP COST
		<b>\$894.67</b>	<b>\$894.67</b>

Figure 7-10: Review Trip Screen (Trip Cost)

### 7.3 AO Options on the Progress Bar

When you finish viewing the **Review Trip** screen, continue your review by visiting the other screens in the travel document. You can use the links on the **Review Trip** screen or the **Progress Bar** to visit these screens. For the most part, a full explanation of the content of those screens is available in [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#), though as an AO, you have two additional options on the **Progress Bar** (Figure 7-11).

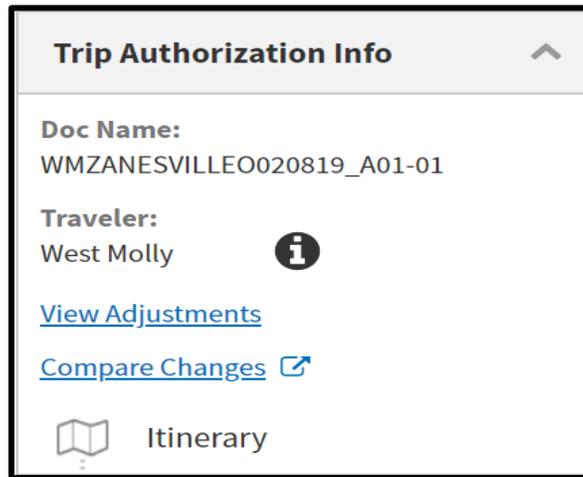


Figure 7-11: AO's Progress Bar (Top)

#### 7.3.1 View Adjustments

Although the most important information is on the current version of the document, you can easily view and print information on previous versions of the

document. Select the **View Adjustments** link to open the **View Adjustments** screen (Figure 7-12).

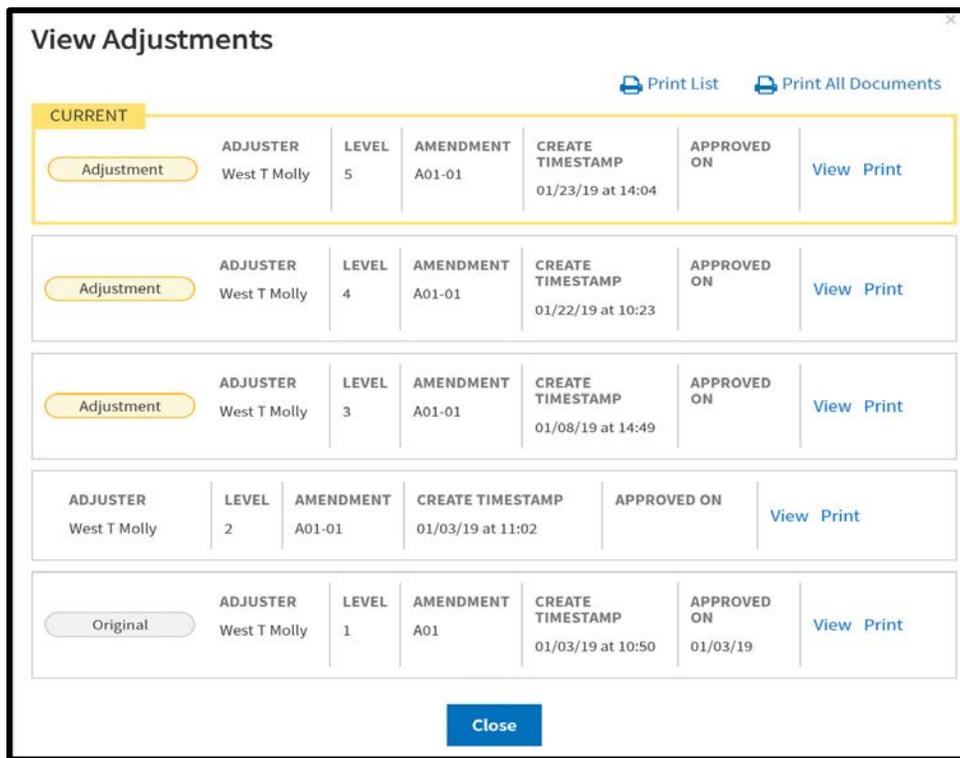


Figure 7-12: View Adjustments Screen

### 7.3.2 Compare Changes

Select the **Compare Changes** link to see a summary of key document information – **Trip Information, Itinerary, Expenses, Per Diem, and Accounting**. The screen shows you the original information and the current information, so you can see what changed from version to version. Figure 7-13 shows a **Compare Changes** screen with a change to the trip departure date and TDY Location 1 arrival date.

Compare Changes

Auth Name: WMZANESVILLE020819\_A01-01  
Traveler: Molly T West

### Trip Information

LEVEL	NAME	TRIP TYPE	TRIP PURPOSE
Approved	Chris A West	Temporary Duty Travel (Routine)	TRAINING ATTENDANCE
Current	West T Molly	Temporary Duty Travel (Routine)	TRAINING ATTENDANCE

### Itinerary

**TRIP START** RES: Arlington,VA Leaving on February 08, 2019

LEVEL	NAME	TDY/TAD LOCATION	DEPARTURE DATE
Approved	Chris A West	RES: Arlington,VA	02/08/2019
Current	West T Molly	RES: Arlington,VA	02/08/2019

**TDY LOCATION 1** ZANESVILLE,OH February 08, 2019 - February 15, 2019

LEVEL	NAME	TDY/TAD LOCATION	ARRIVAL DATE	DEPARTURE DATE
Approved	Chris A West	ZANESVILLE,OH	02/15/2019	02/08/2019
Current	West T Molly	ZANESVILLE,OH	02/15/2019	02/08/2019

**TRIP END** RES: Arlington,VA Returning on February 15, 2019

LEVEL	NAME	TDY/TAD LOCATION	ARRIVAL DATE
Approved	Chris A West	RES: Arlington,VA	02/15/2019
Current	West T Molly	RES: Arlington,VA	02/15/2019

Figure 7-13: Compare Changes Screen (Top)

## 7.4 View Attached Documents

Although you can see the traveler's expenses, as well as any attached and missing required documents directly from the **Review Trip** screen, you should always visit the **Expenses** module to get the big picture. To get there, select **Expenses** from the **Progress Bar** or **Go to Expenses** on the **Review Trip** screen.

The **Enter Expenses** screen (Figure 7-14) opens allowing you to view estimates in authorizations and verify final expenses in vouchers. The screen contains a single running list of booked reservations expenses, and entered other expenses and mileage allowances. For each entry, select **Details** to examine specific information, added **Notes**, and attachments (Figure 7-14, Indicator 4).

- With an authorization, there are projected expenses for the trip. Whereas on the voucher, the document should only contain valid expenses. To confirm all charges to the GTCC, select the **View GTCC Transactions** icon (Figure 7-14, Indicator 6). An **Import Expense** window opens presenting the charges to the traveler's GTCC. Review the charges in the list to the entered expenses on the voucher.

- The **Enter Expenses** screen displays attached supporting records (e.g., receipts, memo, CTW) as a paper clip (Figure 7-14, Indicator 1) in the **Document** column for an entry. The traveler is required to attach certain supporting documents to a trip. These include, but aren't limited to all lodging receipts, receipts for expenses \$75 or more, and various special permissions (e.g., business class travel). You can view each attachment using **Details** or select the **Download all attachments** icon. This feature creates a zip file allowing you to view the images from a single location (Figure 7-14, Indicator 5). Regardless of how you view the records, carefully check each one ensuring they're legible and accurate.
- DTS flags each expense, which meets the receipt requirement on an authorization and voucher. Entered expenses missing a receipt, flags as a *triangle* in the **Document** column (Figure 7-14, Indicator 2). **Note:** Expenses not meeting the receipt requirement appear as N/A in the **Document** column or no entry appears at all (Figure 7-14, Indicator 3). When a required receipt is missing, DTS alerts the AO when trying to approve the voucher. Recommend the AO return the document for corrective action with comments.
- On a voucher, a NDEA may stamp the document (T-Entered) on behalf of a traveler. However, policy dictates a completed *DD 1351-2* signed by the traveler must be included as supporting documentation. DTS implements the policy requirement with a hard stop preventing signing when the *DD 1351-2* indicator is missing. The missing receipt or *DD 1351-2* data appears as an audit fail on the **Digital Signature** page (Figure 7-17). The AO should not approve the voucher without the supporting documentation included. **Exception:** On voucher amendments, if it is a CBA only claim or a cost decrease, then DTS will not prevent signing without the *DD 1351-2* attached in the **Enter Expenses** page.

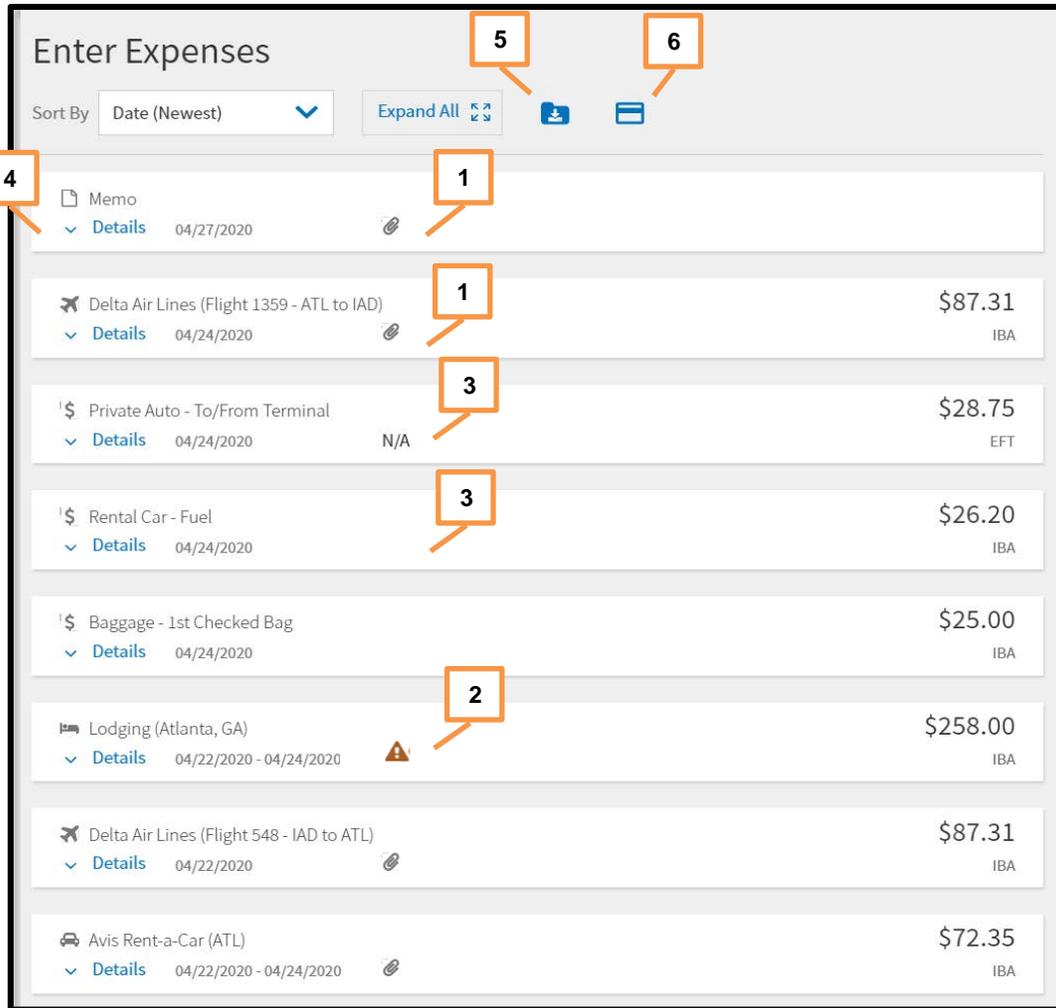


Figure 7-14: Enter Expenses Screen

You can find more information about the Expenses screen in the information paper, [Expenses Screen for AOs](#).

### 7.3 Other Auths and Pre Audits Screen

When the rest of the document looks good, you're on the home stretch. The **Other Auths and Pre Audits** screen (Figure 7-15) is the last screen you'll visit before applying your digital signature.

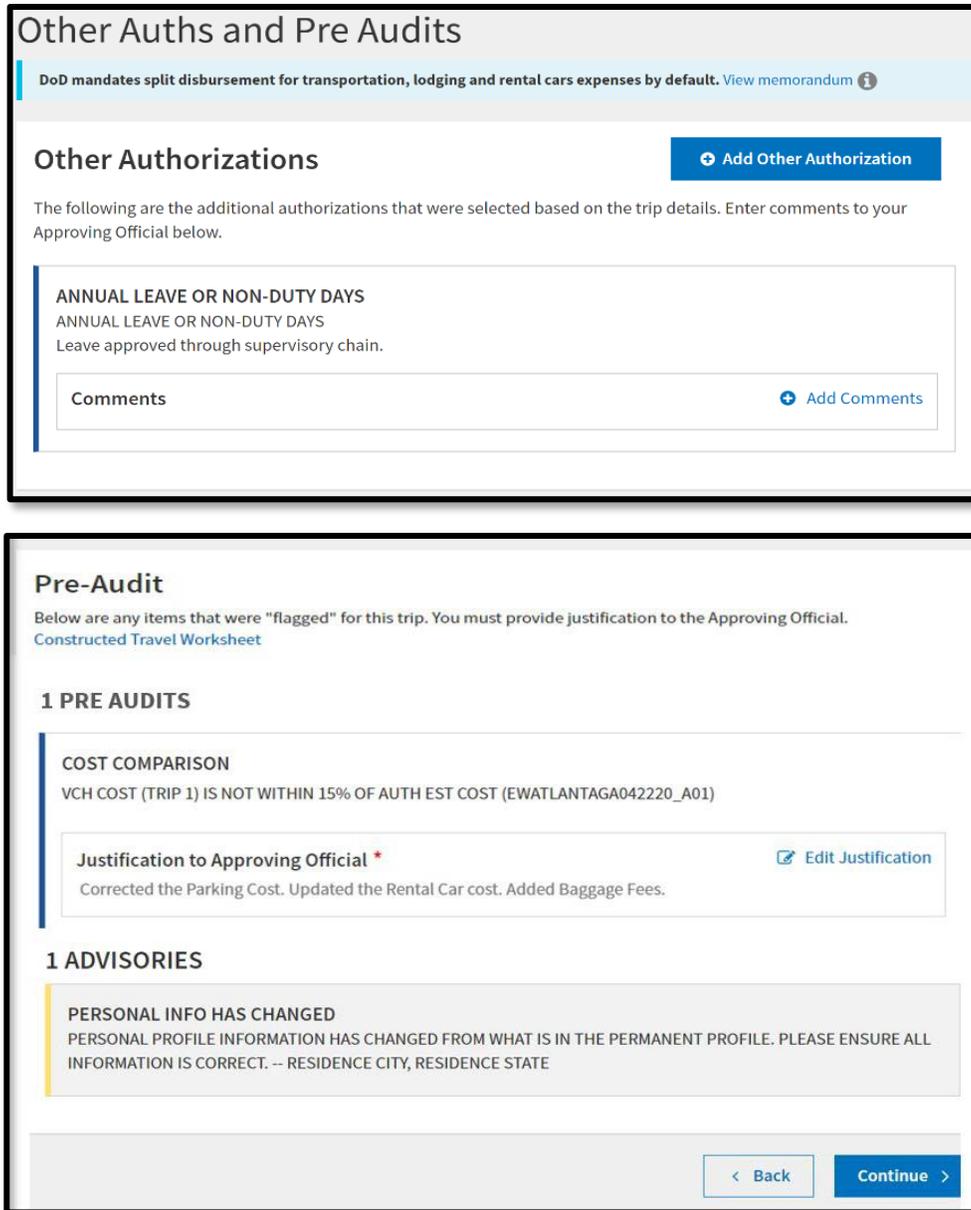


Figure 7-15: Other Auths and Pre Audits Screen

The **Other Auths and Pre Audits** screen contains three types of items:

1. **Other Authorizations** appear because the traveler selected them or because DTS displayed them in response to the traveler’s selections in the document. Their purpose is to capture any unusual conditions in a travel document, which may require clarification. The **Other Authorizations** title with the official comments appear on the printed travel document under **Remarks**.

When DTS automatically adds other authorizations, it also adds **Comments**, although the traveler can add additional comments. Items the traveler adds only contain the

comments the traveler provided.

2. **Pre Audits** are items DTS flagged as potentially breaking travel policy or exceeding established cost thresholds. The traveler must provide adequate justifications for claiming each of those items before you may authorize them.

**Note:** Certain pre-audits (e.g., non-GSA city pair flight, non-policy compliant lodging) also require the traveler to also select a **Reason Code** and justify their selection.

3. **Advisories** appear below the **Pre-Audit** flags. They require no action; they only provide information indicating a possible area of concern. Two examples include: 1) The traveler's profile information in the document differs from the profile information saved in the master profile, and 2) The traveler indicated a rental car, but did not claim a gas expense for it.

If any of these items contain an inadequate or missing justification, return the document to the traveler, (see Section 7.5). Otherwise, select **Sign and Submit** from the **Progress Bar** or **Continue** at the bottom of the screen to open the **Digital Signature** screen.

## 7.5 Digital Signature Screen

The **Digital Signature** screen (Figure 7-16) is the page you use to apply a status stamp and attach your digital signature, which forwards the document for further processing.

**Note:** When the traveler chooses a travel mode (e.g., driving - personal vehicle) other than by the directed mode, DTS flags for a constructed travel cost comparison. As the AO, you must determine if a CTW is required for the trip and approve the most cost effective means to accomplish the mission (**Government Preferred Transportation** or **Traveler Preferred Transportation**). See **Chapter 9, Constructed Travel** for more information.

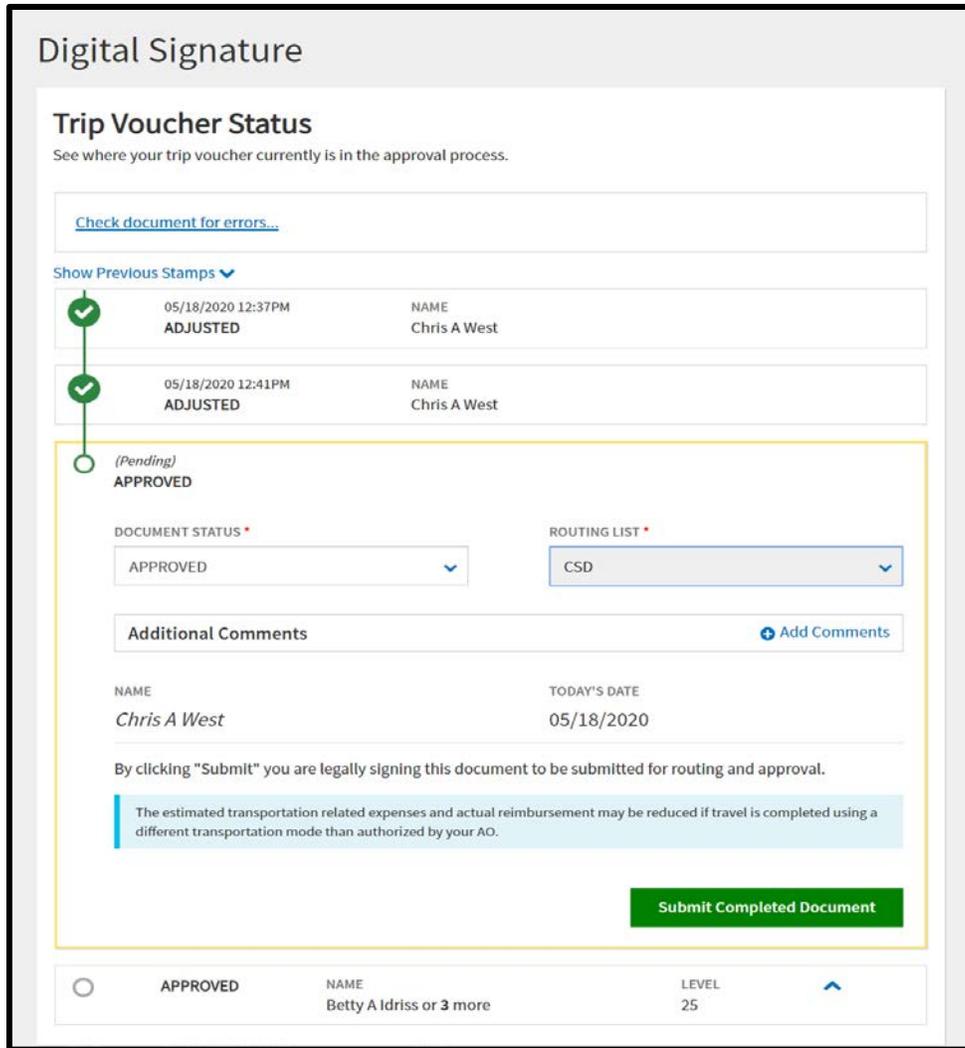


Figure 7-16: Digital Signature Screen (Voucher)

### 7.5.1 View Document History

The most recently applied status stamps appear near the top of the **Digital Signature** screen (Figure 7-16), but you can select **Show Previous Stamps** to see them all, as well as the date and time it was applied, and the person who applied it (Figure 7-17).

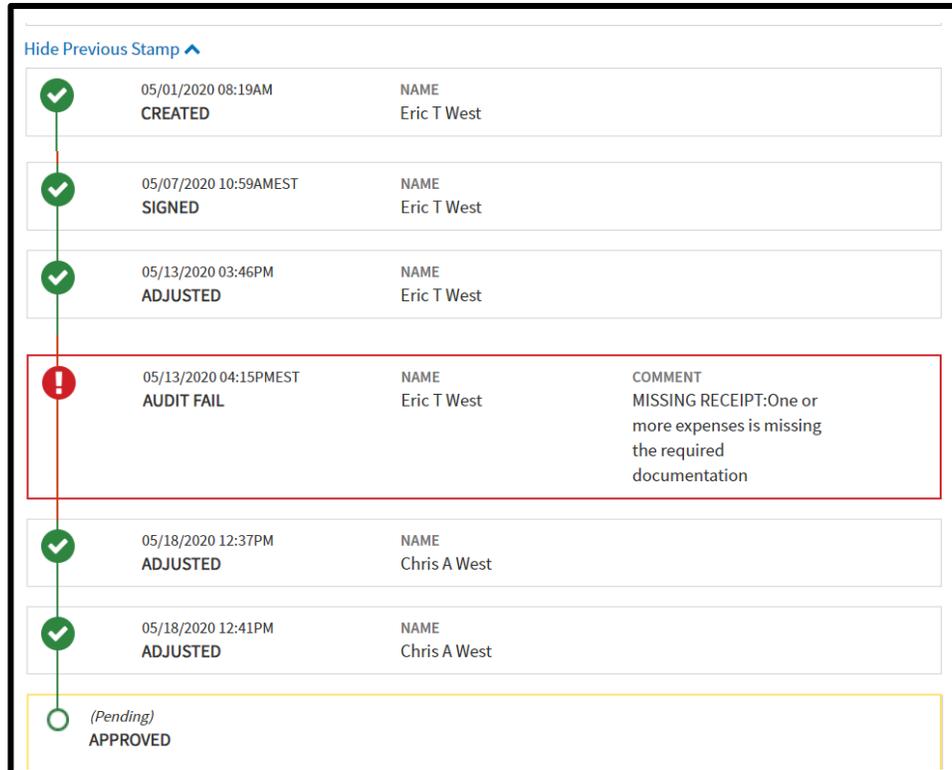


Figure 7-17: Digital Signature Screen (Top) with Document History Fully Expanded

### 7.5.2 Status Stamp Availability

The **Document Status** drop-down menu (see Figure 7-18) contains a number of status stamps. You must be careful which one you select, as some are dedicated to certain roles (e.g., only ROs may apply **REVIEWED**). Regardless of which status stamps appear on the list, as an AO, you are generally limited to **APPROVED** and **RETURNED**, though in the right circumstances, others may appear. Table 7-1 explains what they are and when you may select them.

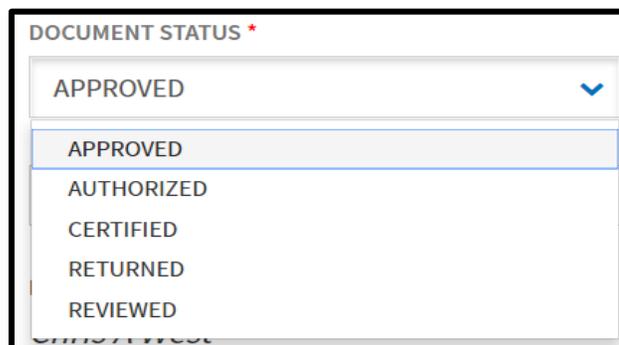


Figure 7-18: Digital Signature Screen (Top) with Status Stamp Selector Expanded

Table 7-1

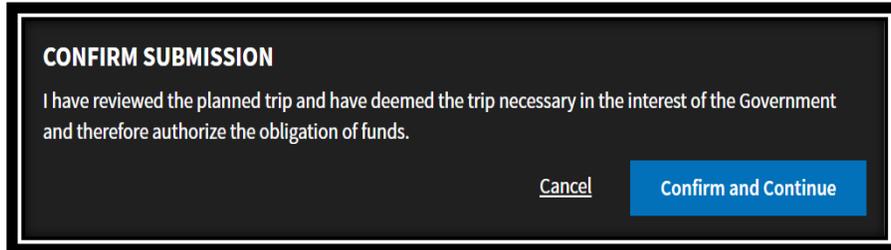
STATUS STAMPS AVAILABLE TO AOs	
Select ...	If...
<b>APPROVED</b>	Everything in the document is legal, proper, and correct, and you want to permit the trip to take place (authorizations) or the traveler to receive the requested payments (vouchers).  Selecting this stamp forwards the document for financial processing.
<b>CANCELLED</b>	The trip will not take place and neither the traveler nor the Government incurred any expenses. This stamp is only available on authorizations if the traveler has requested cancellation.  Selecting this stamp permanently stops all further processing on the authorization.
<b>RETURNED</b>	The document contains at least one error.  Selecting this stamp returns the document to the traveler, who must correct all errors that they can correct, then select <b>SIGNED</b> to restart the routing process. Others on the routing list may also need to correct errors.
<b>SIGNED</b>	You created an adjustment to correct one or more errors that the traveler cannot correct or doesn't need to know about (e.g., changing a line of accounting).  Selecting this stamp restarts the routing process so those on the routing list can correct the errors.
<b>RETURN FARE EXPIRED</b>	The stamp is available. It is only available if DTS cannot process the document because the ticketing time limit for a restricted fare expired before <b>APPROVED</b> .  Selecting this stamp returns the document to the traveler, who must cancel the authorization and create a new one.

### 7.5.3 Stamping and Signing a Document

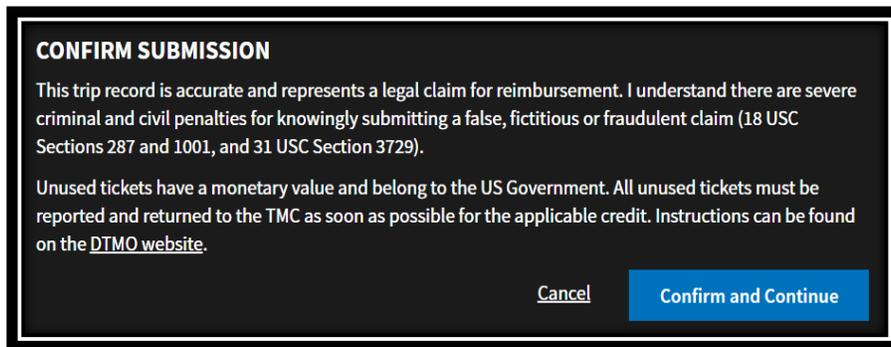
Follow the steps below to stamp the document:

1. Under **Document Status**, select an appropriate stamp. See Table 7-1 for permissible stamps. If you select any other stamp, DTS displays an error message.
2. (Optional) Select a **Routing List**. **Note:** The field is only editable if you created an adjustment.
3. (Optional) Enter **Additional Comments**. When selecting any stamp other than **APPROVED**, enter remarks to explain why you selected that stamp.

4. Select **Submit Completed Document** (see Figure 7-17). A **Confirm Submission** statement appears on the **Digital Signature** screen. The content of this statement varies between authorizations and vouchers. Figure 7-19a shows an authorization statement. Figure 7-19b shows a voucher.



*Figure 7-19a: Stamp Process Screen (Authorization)*



*Figure 7-19b: Stamp Process Screen (Voucher)*

5. Select **Confirm and Continue**. Two results are possible. They are shown in:
  - Figure 7-20a and 7-20b: A **Confirmation** screen. It shows successful completion, as well as the previous budget, the cost of approving the current document, and the resulting budget after approval. DTS removes the document from the **Trips Awaiting Action** screen (Figure 7-2) and emails the traveler the results of your action.
  - Figure 7-21: A **Submit Failed** screen. It shows unsuccessful completion, and identifies the reason for the failure. You must correct the failure before you may try again.

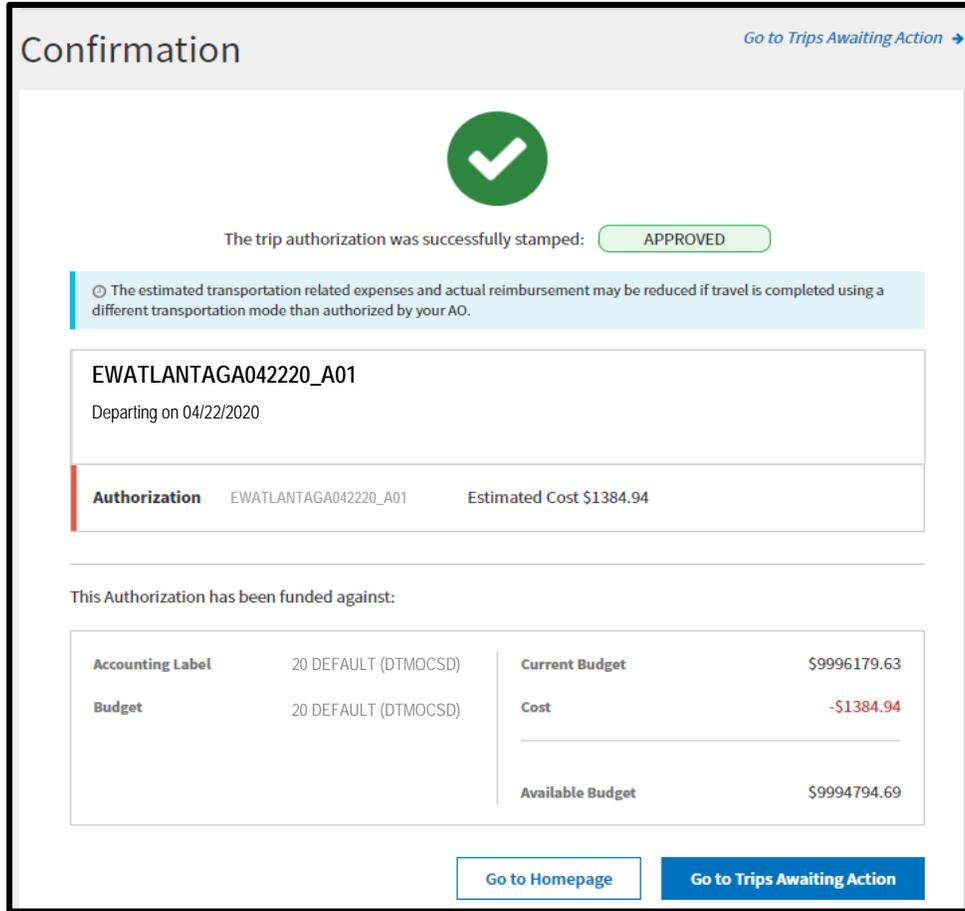


Figure 7-20a: Confirmation Screen (Authorization)

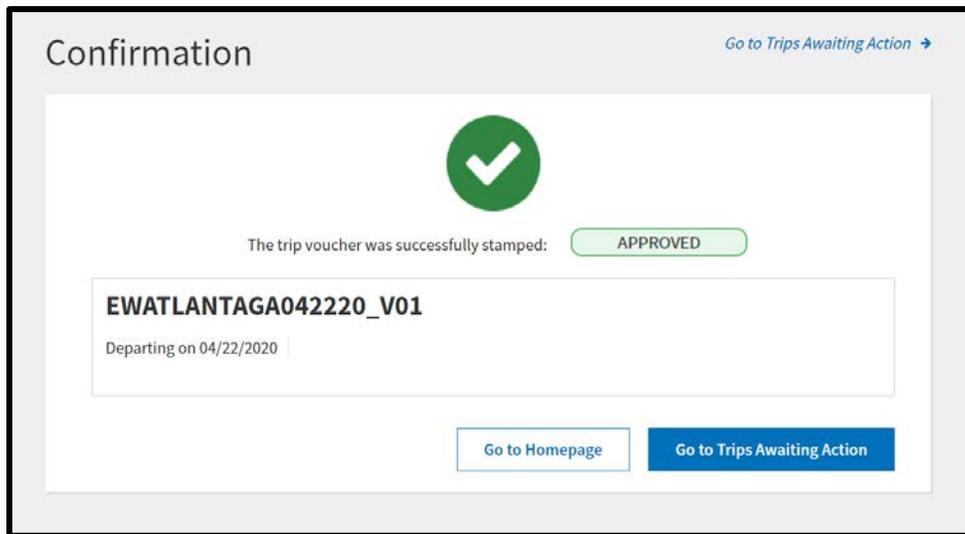


Figure 7-20b: Confirmation Screen (Voucher)

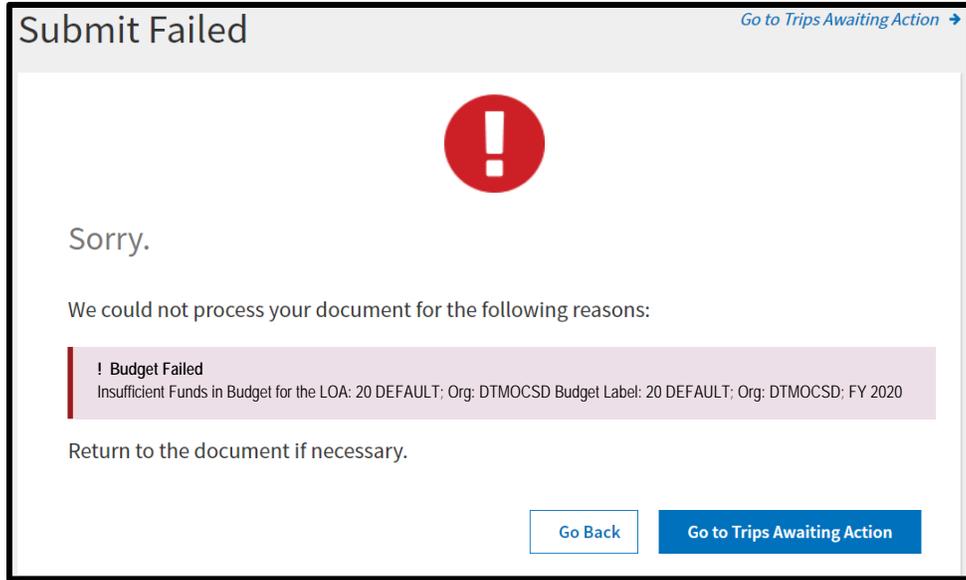


Figure 7-21: Stamping Result Screen

## Chapter 8: Authorizations for Cancelled Trips

When travel is no longer required, the traveler must decide whether to cancel their authorization in DTS. If an authorization routes to you as a cancelled document, and neither the traveler nor the Government has incurred any expenses needing reimbursement, then you can cancel the trip. However, if there are incurred expenses, the document will route for your approval, though you may see both an authorization and voucher, or just a voucher, depending on the actions completed before the trip cancellation.

### 8.1 Cancelled Trip – No Expenses Incurred

When you open the document, it opens on the **Review Trip** screen. Follow these steps to cancel the authorization:

1. Select **Other Auths and Pre Audits** from the **Progress Bar**. The **Other Auths and Pre Audits** screen opens.
2. Select **Continue**. The **Digital Signature** screen (Figure 8-1) opens. It identifies the trip as cancelled and offers use of the **CANCELLED** stamp.

**Digital Signature**

**Trip Authorization Status**  
See where your trip authorization currently is in the approval process.

**This trip has been cancelled.**

[Check document for errors...](#)

Show Previous Stamps ▾

✓	05/20/2020 10:38AM EST CTO CANCELLED	NAME CTO
✓	05/20/2020 10:39AM EST SIGNED	NAME Eric T West

(Pending)  
**APPROVED**

DOCUMENT STATUS \*  
CANCELLED  
CANCELLED  
RETURNED

ROUTING LIST \*  
CSD

[Add Comments](#)

NAME  
Chris A West

TODAY'S DATE  
05/20/2020

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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**

APPROVED

NAME  
Betty A Idriss or 4 more

LEVEL  
25

Figure 8-1: Digital Signature Screen (CANCELLED Stamp)

3. Ensure the **CANCELLED** stamp displays in the **Document Status** field.
4. (Optional) Enter **Additional Comments** to explain why you are cancelling the document.
5. Select **Submit Completed Document**. A **Confirmation** window opens. It is similar to Figure 7-21, but identifies the trip as **CANCELLED**, and provides no financial information. DTS emails the traveler once the authorized is stamped **CANCELLED**.

## 8.2 Cancelled Trip – Expenses Incurred

If the trip cancellation is required after the traveler incurred a reimbursable expense or received a payment (e.g., a travel advance), the appropriate procedure depends on the document's status.

1. If there is no approval on the authorization, the traveler must sign it to start the routing process. After you approve it, the traveler creates a voucher to request reimbursement for all incurred expenses. You must also approve the voucher (if it's accurate, of course).
2. If the AO approved the authorization at least once, DTS automatically creates a voucher. Once the traveler updates the voucher, they must sign it to start the routing process. You must thoroughly review the voucher, verifying all expenses are correct and valid before you approve it.

All of the above process follow the standard procedures.

**Note:** The **Cancel Trip** option is not available for group authorizations. Group authorizations always route to you as authorizations. DTS does not automatically create a voucher from a group authorization.

## Chapter 9: Constructed Travel

When approving a travel document includes a mode of en route transportation you did not direct or authorize, you may limit the traveler's transportation reimbursement. The limit is the constructed transportation cost for the authorized transportation mode, which only includes the transportation cost and the TMC fee. In addition to limiting the transportation cost, you may have to adjust the traveler's en route per diem allowance.

**Note 1:** Refer to your Component's Business Rules for guidance on approving full reimbursement for use of an unauthorized mode of en route transportation exceeding the constructed transportation cost.

**Note 2:** Using a privately owned vehicle (POV) – auto or motorcycle – for travel of 400 miles or less for each one-way trip to, from, or between official locations is always advantageous to the Government, so a cost comparison is not required. A cost comparison is only required for travel legs in which the one-way distance exceeds 400 miles.

**Note 3:** For additional information, see the Constructed Travel Worksheet (CTW) Instructions available in DTS or at:

[https://www.defensetravel.dod.mil/CnstTvl/CT\\_Authorization\\_Instructions.pdf](https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf) and [https://www.defensetravel.dod.mil/CnstTvl/CT\\_Voucher\\_Instructions.pdf](https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf).

### 9.1 Reviewing the Traveler's Documentation

The traveler must attach two forms of documentation to their DTS travel document when requesting constructed travel.

1. A constructed travel worksheet (CTW) provides the constructed cost of the authorized transportation mode and additional considerations for you.
2. Documentation validating the cost of the standard transportation mode, such as the DTS **Travel** module cost display or a statement from the TMC.

Open the DTS document and select **Expenses** from the **Progress Bar**. The documents should display in running list of items on the **Enter Expenses** screen (Figure 9-1).

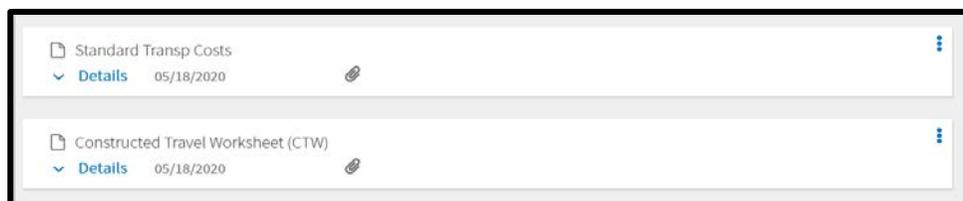


Figure 9-1: Enter Expenses Screen (Travel Cost Documentation Attached)

## 9.2 Updating En Route Per Diem Allowances

You must always ensure the traveler claimed the correct per diem allowances. If you approved a trip with limited transportation reimbursement, the travel allowance is usually just one en route travel day for each travel segment, as shown in Figure 9-2. The document may include additional days reflecting no per diem allowed and the non-per diem status directed by your business rules:

1. For all travelers, excess travel days are chargeable as leave, with a **Code** of **ALVE**.
2. For excess travel days that are not chargeable as leave, the proper **Code** varies:
  - a. For civilian employees, it should show a Non-Duty Day (**NDTY**) status.
  - b. For uniformed members, it should show a Duty Day (**DUTY**) status.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 05/23/2020 <span>First Day</span> <span>Code: DUTY</span>	\$0.00	\$0.00	\$0.00
> 05/24/2020	\$136.00	\$136.00	\$42.00
> 05/25/2020	\$136.00	\$136.00	\$56.00
> 05/26/2020	\$136.00	\$136.00	\$56.00
> 05/27/2020	\$136.00	\$136.00	\$56.00
> 05/28/2020	\$136.00	\$136.00	\$56.00
> 05/29/2020	\$0.00	\$0.00	\$42.00
> 05/30/2020 <span>Last Day</span> <span>Code: DUTY</span>	\$0.00	\$0.00	\$0.00

Figure 9-2: Per Diem Entitlements Screen (Duty Days Entered)

However, you should not update the traveler's en route per diem entitlements. Rather, you should return the document with comments to the traveler for corrective action.

## 9.3 Reviewing the Cost Comparison

If the traveler requested (authorization) or used (voucher) a transportation mode you did not authorize, the **Digital Signature** screen will display a Constructed Travel Worksheet (CTW) Cost Comparison tool (Figure 9-3 or 9-4). Use it to limit the traveler's transportation reimbursement or to allow the traveler to receive the

full reimbursement for their selected transportation mode.

### CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON \*

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 05/18/2020 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Transportation Costs (Box 2.D)*	\$ 400.00	Private Auto - To/From TDY	\$622.16
TMC Fee (Box 2.E)*	\$ 25.00	Tolls/Ferry Fees	\$15.00
<b>Total Allowed Cost</b>	<b>\$ 425.00</b>	<b>Total Allowed Cost</b>	<b>\$ 637.16</b>

Approve Government Amount ⓘ

Approve Traveler Amount

ⓘ Selecting "Approve Government Amount" will automatically limit reimbursement and adjust any advances and SPPs in this document.

NAME  
*Helen D DTMO*

TODAY'S DATE  
05/19/2020

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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

Figure 9-3: Cost Comparison Tool for Most Documents

### CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON \*

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

📄 CTW Added 05/18/2020 at 12:00:00 - [Download](#)

Government Preferred Transportation	Traveler Preferred Transportation
Transportation Costs (Box 2.D)*	Rental Car – To/From TDY
\$ 230	\$125.00
TMC Fee (Box 2.E)*	Parking – TDY Area
\$ 17.25	\$27.87
Total Official Mileage (Box 4)*	
430	
<a href="#">DTOD Calculator</a>	
x POC Mileage Rate	
0.575	
Allowed Rental Car Cost ⓘ	
234.35	
Total Allowed Cost	Total Allowed Cost
\$ 247.25	\$ 152.87
<input type="radio"/> Approve Government Amount ⓘ <span style="margin-left: 100px;"><input checked="" type="radio"/> Approve Traveler Amount</span>	

Figure 9-4: Cost Comparison Tool for Travel by Unauthorized En Route Rental Car

To complete the Cost Comparison tool:

1. For all documents:
  - Enter the amount from line **2D** of the CTW into the **Transportation Expenses** field.
  - Enter the amount from line **2E** of the CTW into the **Expense Cost Factors** field.
2. If the traveler filed a voucher with a claim for an en route rental car you did not authorize, enter the number of official miles from box **4** of the CTW into the **Allowed Rental Car Mileage** field.

**Note:** If the traveler requested use of a rental car for en route travel and the request is not advantageous to the Government, you may not authorize the request and limit the traveler's transportation reimbursement. Instead, you must return the authorization to the traveler with instructions to select a different transportation mode.

3. Compare cost of the **Government Preferred Transportation** to the cost of the **Traveler Preferred Transportation**. You must also consider cost avoidances and other considerations as listed on the CTW, when making your decision. Cost avoidances and other considerations may result in the trip costing less, even if the actual en

route transportation costs are higher.

- **Example cost avoidance:** The traveler can use their POV for transportation at the TDY location, so they won't need a rental car you previously authorized.
- **Example consideration:** The traveler can use his or her POV to transport another official traveler, saving the cost of traveler's air travel.

4. Decide whether you want to limit the traveler's transportation reimbursement:

- To limit it, select the **Approve Government Amount** radio button, then select **Submit Completed Document**.
- To proceed without limiting it, select the **Approve Traveler Amount** radio button, then select **Submit Completed Document**.

**Note:** If the traveler used an unauthorized rental car for en route travel:

- Select **Approve Government Amount** to make DTS treat the rental car as a POV (as the JTR directs). DTS limits the traveler's reimbursement to the official mileage listed on the CTW times the POV mileage rate, not the actual costs of the rental car. You must also make sure the traveler does not claim gas or oil for the rental car, as they payment is done through the mileage allowance.
- Select **Approve Traveler Amount** to authorize full reimbursement for the actual costs of the rental car.

## 9.4 Other Constructed Travel Approval Information

These subsections describe additional DTS and AO actions associated with constructed travel situations.

### 9.4.1 Reset Cost Comparison Tool Values

If you select **Approve Government Amount** on an authorization, the values you entered in the **CTW Cost Comparison** tool will reset to zero if the traveler amends the authorization. When this occurs, you must re-enter them.

Amending a voucher does not have the same effect. The voucher's **Total Allowed Cost** is unaffected by amendments.

### 9.4.2 Change your Approve Amount Decision

If any factors that led you select the **Approve Government Amount** or **Approve**

**Traveler Amount** change, you can always adjust or amend the document (authorization or voucher), navigate to the **Digital Signature** screen, and select the other radio button.

### 9.4.3 Review CBA Charges and Prepaid Expenses

When the traveler pays for transportation with a CBA or prepaid expense, you cannot limit the traveler's transportation reimbursement. Both payment types require full reimbursement. For this reason, the traveler must complete a CTW before booking or paying for the transportation.

**Example:** You want a traveler to fly, but the traveler wants to travel by commercial rail, which would be paid via CBA. The traveler must complete a CTW to provide a constructed cost for commercial air. Ultimately, if you decide that the travel should occur by commercial air, you should return the authorization to the traveler and direct travel by commercial air, since you do not have the ability to limit the reimbursement, because of the CBA payment.

### 9.4.4 Approve Mixed-Mode Constructed Travel

Mixed-mode constructed travel occurs when the traveler uses more than one en route transportation mode. For example, you direct a traveler to fly commercial air. The traveler flies to a TDY location, then purchases a POV and drives it home.

The traveler must provide a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly). If you don't limit the transportation reimbursement, the traveler will receive the total constructed cost for all transportation types used. If you approve the trip as limited, the traveler's transportation reimbursement may not exceed the constructed cost of travel by the directed mode.

## 9.5 Approving Constructed Travel on a Voucher

Typically, the approval process for a voucher including constructed travel is the same as the process for one that does not. However, a special consideration applies if the traveler used an en route transportation mode not included on the authorization during the trip.

If a traveler uses a transportation mode you did not authorize they must complete a CTW and attach it to the voucher. The standard exception for POV (car or motorcycle) use on trips 400 miles or less each way applies. You may either approve reimbursement for the cost of the transportation mode they used or limit it to the cost of the authorized mode. **Example:** You authorized the traveler to take a train, but the traveler chose to drive a POV and the one-way mileage exceeded 400 miles.

## Chapter 10: Foreign Military Sales

The Government uses the term *Foreign Military Sales (FMS)* when it sells defense items and services to a foreign country or international organization. When a travel document is created to support this effort, the travel is charged to a special fund cite. DTS LOAs charging FMS fund cites include the letters “FMS” in their label (Example: 21 DTMO FMS).

DTS processes documents using one or more FMS LOAs the same way as it processes other documents, with the exceptions noted below:

- Documents using FMS LOAs undergo a further level of review by the Defense Financial Accounting Service (DFAS); this review can cause a delay in processing and payments.
- DTS provides pop-ups to alert the traveler and AO about the potential delay.
- DTS also emails the traveler about the potential delay.
- DFAS will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

## Chapter 11: Summary

As an AO, you are a steward of taxpayer money and are responsible for exercising great care when approving payments and reimbursements to travelers. You have pecuniary liability for your errors, whether committed intentionally or not. The best ways to protect yourself from being held liable is to follow all established procedures, and to always be thorough, diligent, proactive, and honest when approving payments to travelers, on either authorizations or vouchers.

Taking the appropriate training courses will help you to understand the approval process, pecuniary liability, and your rights as an AO. In addition, you should become familiar with other documents establishing the policies that affect you in this role and the resources providing guidance and helping you to protect yourself from pecuniary liability. Appendix D provides several resources to assist you. Finally, we recommend reading the U. S. Treasury pamphlet titled *Now That You're a Certifying Officer*. This document is available on the U. S. Treasury website.

## Appendix A: Frequently Asked Questions

Q. *How much will I have to repay if I authorize an improper payment?*

A. Possibly the entire amount of the incorrect payment.

Q. *What should I do if there are not enough funds available in the DTS budget to fund a trip?*

A. Contact your Finance Defense Travel Administrator for guidance. They will either add funds to the DTS budget or advise you that you have to disapprove or modify the trip due to lack of funds.

Q. *Where can I find more information about policies?*

A. See the Defense Travel Management Office (DTMO) website and Appendix D of this guide.

Q. *What should I do if I am unsure about the legality of an expense?*

A. Refer to the *Joint Travel Regulations*. If you do not find the answer in the regulations, refer to your local business rules.

Q. *Is my DD Form 577 still valid if the appointing authority who signed it is no longer in my organization?*

A. Normally, it is still valid. The *DoD Financial Management Regulation, Volume 5, Chapter 5*, states that appointments made on a *DD Form 577* “remain in force until terminated by an appointee’s reassignment or for cause. An appointing authority’s reassignment does not affect existing appointments.”

## Appendix B: Glossary

TERM	DEFINITION
Accountable Official	A person appointed to provide a Certifying Officer with information, data, or services to support the payment certification process.
Authorizing Official (AO)	A DTS official appointed in writing to obligate funds to support mission-related TDY travel. The AO serves as a Certifying Officer when approving DTS documents that request payment. AOs may be held financially liable for erroneous payments resulting from the performance of their duties.
Business Travel	Business travel includes all official travel to support mission requirements other than schoolhouse training, deployment, or unit travel by DoD military personnel and civilian employees. It also includes certain local travel, but not leave or evacuation travel.
Centrally Billed Account (CBA)	An account established between the Government and a GSA SmartPay contractor for the purchase of official transportation tickets.
Certification	The act of attesting to the legality, propriety, and correctness of a voucher for payment as stated in 31 U.S.C. 3528.
Certifying Officer	An official designated in writing to certify official payments.
Commercial Travel Office (CTO)	A travel agent that provides official travel and ticketing services to official Government travelers. (Replaced in the JTR with "Travel Management Company (TMC)", although DTS sometimes still refers to the CTO).
Contiguous United States (CONUS)	The contiguous 48 states of the United States and the District of Columbia; does not include Alaska and Hawaii.
Defense Travel Administrator (DTA)	A DTS official who manages the administrative aspects of the travel process. For more information, see Finance, Lead, and Organization DTA.
Defense Travel System (DTS)	A system that creates authorizations and vouchers, and coordinates travel document approval, verification, payment, and archive.
Digital Signature	The analogue of a written signature on electronic documents.
Disbursing	The act of paying public funds to entities to which the Government is indebted; the safeguarding of public funds; and the documenting and reporting of these transactions.
Disbursing Office	An activity whose principal function consists of the disbursement and collection of official funds for the Government.
Document	A business record in hard copy or electronic form. In DTS, it refers to an authorization, group authorization, voucher, or local voucher.
Erroneous payment	A fiscal irregularity resulting from processed payments that do not comply with laws and regulations. Can be an overpayment or an underpayment.
Finance DTA (FDTA)	A DTS official who works with the financial aspects of travel in DTS – primarily lines of accounting and budgets.
Government Travel Charge Card	A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Government (CBA) or individual (IBA).
Joint Travel Regulations (JTR)	The regulation that prescribes travel and transportation allowances authorized for DoD employees while on official travel.
Legal, proper, and correct	A payment that is not prohibited by law; is for provided goods or services; and is represented accurately (e.g., amount, date, payee).
Line of Accounting (LOA)	A DTS construct that identifies a DoD account used to fund official travel (e.g., transportation, per diem).
Pecuniary Liability	Personal financial liability for fiscal irregularities of COs (in DTS, AOs) as protection for the Government against errors and theft.

TERM	DEFINITION
Pre-Audit Flag	Notification that some aspect of the travel document may not be in compliance with regulations or exceeds DoD-established cost thresholds.
Split Disbursement	Mandatory distribution of a traveler's voucher payment to both the GTCC vendor and the traveler.
Temporary Duty (TDY)	Official travel to one or more places away from the traveler's Permanent Duty Station (PDS).
Travel Management Company (TMC)	A travel agent that provides official travel and ticketing services to official Government travelers. DTS still refers to the TMC as the CTO (see "CTO" above).
Voucher	A document that is certified by a CO and provides the basis for the disbursing office to make a payment.

## Appendix C: Document Checklists

The checklists in this Appendix will help you review travel documents for accuracy and completeness. This appendix contains three checklists. Consult your local business rules for any additional required verifications.

The reports required by the Improper Payment Elimination and Recovery Act identify key concepts that AOs should pay particular attention to are marked with the key icon in the following checklists.

### C.1 Authorization Checklist

Table C.1

<b>Authorization Checklist</b>	
<b>Review Trip Authorization screen</b>	
<b>Trip Details</b>	
Trip Type	The trip type is correct. Most travel is <b>Temporary Duty Travel (Routine)</b> .
Trip Purpose/Description	If used, comments in the text box are sufficient.
Dates	The trip dates are accurate.
Conference/Event Name	If attending a conference, the correct conference name appears.
Reference	If used, comments in the text box are sufficient.
Comments to the AO	If used, comments in the text box are sufficient.
<b>Trip Start</b>	
Location	The trip starting location is correct.
Date	The trip starting date is correct.
<b>TDY Locations (One for each official location or trip stopover point)</b>	
Location	The official location is correct (e.g., if duty is at a base, location isn't a city).
Date	The date range is correct.
<b>Trip End</b>	
Location	The trip ending location is correct.
Date	The trip ending date is correct.
<b>Reservation Details (Select <u>Show Details</u> in TDY Locations and Trip End sections)</b>	
Flight or Rail (applies to all listed flights and trains)	Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).
	Only authorized options are used (e.g., no unauthorized premium class seating, flights are City Pairs OR are properly justified on the Other Auths and Pre Audits screen and the completed restricted airfare checklist is attached, if required).
Rental Car (applies to all listed cars)	Pick-up & drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location).
	The car is the least expensive compact car, OR is properly justified on the Other Auths and Pre Audits screen.
Lodging (applies to all listed hotels)	Hotel check-in & checkout dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).
	The lodging rate is at or below the locality per diem rate, OR actual lodging is authorized, OR the traveler will pay the extra cost.
	The traveler used the required lodging type (if applicable; e.g., uniformed traveler

<b>Authorization Checklist</b>	
	TDY to an installation must use DoD lodging or provide a non-availability number), OR their lodging reimbursement has been correctly limited.
	No exempted tax types are claimed if travel is to a tax-exempt state.
<b>Expenses (Appear in both Reservation Expenses and Other Expenses sections)</b>	
Non-Mileage (applies to all listed expenses)	The estimated reimbursable expense is legal, proper, and correct, and is not duplicated in any other part of the authorization (e.g., a reservation made in DTS does not also appear as a non-mileage expense). 
Mileage (applies to all listed allowances)	The estimated mileage allowance is legal, proper and correct, and is not duplicated in any other part of the authorization. The traveler used DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage. 
Attached receipts (applies to all expenses)	All required receipts (e.g., expenses of \$75+ & all lodging) are attached, legible, match the amount of the expense, and support official travel. *Note: Only applies to items authorized to be paid before travel (e.g., restricted airfare). 
<b>Substantiating Documents (Select <u>Go to Expenses</u> to see all.)</b>	
Electronically attached documents (applies to all)	If a CTW is required, it is attached, legible, and correctly filled out. All other required documentation is attached and legible (e.g., restricted airfare checklist). 
<b>Per Diem (Select <u>Go to Per Diem</u> to see all.)</b>	
For each official location	Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross-IDL travel), each day reflects the correct, adjusted amounts. 
<b>Accounting</b>	
Accounting Code	Every needed LOA is displayed, and every displayed LOA is needed. If multiple LOAs are displayed, costs are correctly distributed between them.
Reimbursement Limitation	If you limited the traveler's transportation reimbursement (constructed travel), the <b>Allowed</b> column accurately reflects the traveler's reimbursement limitation.
Partial Payments	If the traveler requested SPPs, trip expenses are correctly divided into 30-day increments and the LOA is correct. 
Advances	If the traveler requested an advance, the LOA is correct. 
<b>Other Auths and Pre Audits screen</b>	
Other Authorizations	All displayed Other Authorizations are necessary and all necessary Other Authorizations are displayed.
Comments	Remarks for all displayed Other Authorizations are sufficient, per local policy.
Justifications (applies to all flagged items)	Justification is sufficient, in your opinion and per local policy. Where required, all reason codes are present and are acceptable.
Advisory Notices	No advisory notice identifies a potential improper payment (e.g., traveler requested a rental car, but did not enter an estimated gas expense for it).
<b>Digital Signature screen</b>	
Document Status	The appropriate status stamp is displayed – either your default stamp ( <b>APPROVED</b> for AOs) OR an allowable alternate (e.g., <b>RETURNED, CANCELLED</b> ).

Authorization Checklist	
Additional Comments	All required information is in the <b>Additional Comments</b> field.

## C.2 Voucher Checklist

Table C.2

<b>Voucher Checklist</b>	
<b>Review Trip Voucher screen</b>	
<b>Trip Details</b>	
Trip Type	The trip type is correct. Most travel is <b>Temporary Duty Travel (Routine)</b> .
Trip Purpose/Description	If used, comments in the text box are sufficient.
Dates	The trip dates are accurate.
Conference/Event Name	If attending a conference, the correct conference name appears.
Reference	If used, comments in the text box are sufficient.
Comments to the AO	If used, comments in the text box are sufficient.
<b>Trip Start</b>	
Location	The trip starting location is correct.
Date	The trip starting date is correct.
<b>TDY Locations (One for each official location or trip stopover point)</b>	
Location	The official location is correct (e.g., if duty was at a base, location isn't a city).
Date	The date range is correct.
<b>Trip End</b>	
Location	The trip ending location is correct.
Date	The trip ending date is correct.
<b>Reservation Details (Select <u>Show Details</u> in TDY Locations and Trip End sections)</b>	
Flight or Rail (applies to all listed flights and trains)	Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).
	Only authorized options are used (e.g., no unauthorized premium class seating, flights are City Pair flights OR are properly justified on the Other Auths and Pre Audit screen and if required, there is an attached completed restricted airfare checklist.
Rental Car (applies to all listed cars)	Pick-up & drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location).
	The car is the least expensive compact car, OR is properly justified on the Other Auths and Pre Audit screen.
Lodging (applies to all listed hotels)	Hotel check-in & checkout dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).
	The lodging rate is at or below the locality per diem rate, OR actual lodging is authorized, OR the traveler will pay the extra cost.
	If travel is to tax-exempt states check that there is no claim for non exempted tax types.
<b>Expenses (Appear in both Reservation Expenses and Other Expenses sections)</b>	
Non-Mileage (applies to all listed expenses)	The expense is legal, proper, and correct; supports official travel; and is not duplicated in any other part of the voucher (e.g., a reservation made in DTS does not also appear as a non-mileage expense).  
	If required, a receipt is provided, and the claim matches the receipt exactly.
	Traveler used their GTCC whenever possible for reimbursable expenses.
	Lodging taxes are claimed correctly (e.g., taxes for CONUS lodging is claimed as a non-mileage expense, exempted taxes are not claimed at all).

Voucher Checklist	
	Expenses paid in a foreign country are converted to dollars, and the currency conversion rate is provided and correct (does not apply to purchases by GTCC).
Mileage (applies to all listed allowances)	The mileage allowance is legal, proper, and correct, and is not duplicated in any other part of the voucher. The traveler used DTOD for en route mileage and reasonable odometer mileage to official locations for in-and-around mileage.
Attached receipts (applies to all expenses)	All required receipts (i.e., for expenses of \$75+ & all lodging) are attached, legible, match the amount of the claim, fall within official travel dates (except for authorized early expenses, such as restricted airfare), and support official travel.  
Substantiating Documents (Select <u>Go to Expenses</u> to see all.)	
Electronically attached documents (applies to all)	If a CTW is required, it is attached, legible, and correctly filled out.
	All other required documentation is attached and legible (e.g., restricted airfare checklist). 
Per Diem (Select <u>Go to Per Diem</u> to see all.)	
For each official location	<p>Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross-IDL travel), each day reflects the correct, adjusted amounts. Of key interest:  </p> <ul style="list-style-type: none"> <li>• If required, a receipt is provided and matches the claim. </li> <li>• Excess travel days were taken as leave or duty/non-duty day.</li> <li>• For lodging: <ul style="list-style-type: none"> <li>○ The required lodging type was used, OR an alternate type is properly justified on the Pre-Audit screen, and a non-availability number is provided if required (unavailable DoD lodging).</li> <li>○ The lodging rate is at or below the locality per diem rate, OR actual lodging is authorized, OR the traveler will pay the extra cost.</li> <li>○ The lodging claim does not include non-reimbursable items (e.g. mini bar items, movies).</li> </ul> </li> </ul> <p>Reimbursable expenses on the lodging receipt are entered the correct Expense Category (e.g., CONUS room tax – <b>Lodging Expenses</b>, internet fees – <b>Other Expenses</b>).</p>
Accounting	
Accounting Code	Every needed LOA displays and every displayed LOA is necessary. If multiple LOAs display, then distribution of costs are correct between them.
Reimbursement Limitation	If you limited the traveler’s transportation reimbursement (constructed travel), the <b>Allowed</b> column accurately reflects the traveler’s reimbursement limitation.
Partial Payments	If the traveler requested SPPs, trip expenses are correctly divided into 30-day increments and the LOA is correct. 
Advances	If the traveler requested an advance, the LOA is correct. 
Review Financial Summary screen	
Balance Due US	If not \$0.00, traveler has been notified of the debt. 
Split Disbursement	Split disbursement amounts are reasonable and reflect an attempt to fully pay off the traveler’s GTCC. 
Other Auths and Pre Audits screen	

<b>Voucher Checklist</b>	
Other Authorizations	All displayed Other Authorizations are necessary and all necessary Other Authorizations display in the document.
Comments	Remarks for all displayed Other Authorizations are sufficient, per local policy.
Justifications (applies to all flagged items)	Justification is sufficient, in your opinion and per local policy. Where required, all reason codes are present and are acceptable.
Advisory Notices	No advisory notice identifies a potential improper payment (e.g., traveler requested a rental car, but did not enter an estimated gas expense for it).
<b>Digital Signature screen</b>	
Document Status	The appropriate status stamp is displayed – either your default stamp ( <b>APPROVED</b> for AOs) OR an allowable alternate (e.g., <b>RETURNED</b> ).
Additional Comments	All required information is in the <b>Additional Comments</b> field.

### C.3 Local Voucher Checklist

Table C-3

Local Voucher Checklist	
Review Local Voucher screen	
<b>Details for:</b>	
Document Name	
Local Voucher Dates	
Attending a Conference or Event	
Conference/Event Name	
Reference	
Comments to the AO	
Travel Expenses	
<b>Expenses (select <u>Go to Expenses</u>)</b>	
Non-Mileage (applies to all listed expenses)	The expense is legal, proper, and correct; supports official travel; and there is no duplication in any other part of the local voucher (e.g., a rental car reservation made in DTS does not also appear as a manually entered Transportation Expense). 
	Traveler used their GTCC whenever possible for reimbursable expenses.
	Expenses paid in a foreign currency are converted to dollars and the currency conversion rate is provided and correct (does not apply to purchases by GTCC).
Mileage (applies to all listed expenses)	The mileage allowance is legal, proper, and correct, and there is no duplication in any other part of the local voucher. The traveler used DTOD for en route mileage claims ( <b>From</b> and <b>To</b> locations are listed), and reasonable odometer mileage to official locations for in-and-around mileage claims. 
	If POV was used, daily commute mileage or cost was subtracted.
<b>Substantiating Documents (select <u>Go to Expenses</u>)</b>	
Electronically attached documents	Attached all required receipts (i.e., for expenses of \$75+) are legible, match the amount of the claim, fall within official travel dates, and support official travel 
	All other required attached documents are legible, and support official travel. 
<b>Accounting (select <u>Go to Accounting</u>)</b>	
Accounting Code	Every needed LOA displays the proper expense category and cost. Verify correct distribution of costs are between multiple LOAs.
<b>Allowed</b> column	If you limited the traveler's transportation reimbursement (constructed travel), the <b>Calculated Trip Cost</b> in the <b>Allowed</b> column accurately reflects the traveler's reimbursement limitation.
<b>Financial Summary</b>	
Expense Summary	Shows Reimbursable and Non-reimbursable and Total Expenses
Credit Summary	If this is a negative amount, you have notified the traveler of the debt. 

Entitlement Summary	Shows Personal, GTCC and Totals (Expenses, Prior Payments, Collections and Split Disbursements)
<b>Pre-Audit Trip screen</b>	
Justifications (applies to all flagged items)	Justification is sufficient, in your opinion and per local policy. Where required, all reason codes are acceptable.
Advisory Notices	No advisory notice identifies a potential improper payment (e.g., traveler requested a rental car, but did not enter an estimated gas expense for it).
<b>Digital Signature screen</b>	
Document Status	The appropriate status stamp is displayed – either your default stamp ( <b>APPROVED</b> for AOs) OR an allowable alternate (e.g., <b>RETURNED</b> ).
Additional Comments	All required information is in the <b>Additional Comments</b> field.

## Appendix D: Additional Resources

Public Law 104-106, 1996, [TITLE IX - Department of Defense Organization and Management, Subtitle B - Financial Management, SEC. 913. Designation and Liability of Disbursing and Certifying Officials]

- Link: <https://www.gpo.gov/fdsys/pkg/PLAW-104publ106/pdf/PLAW-104publ106.pdf>

Public Law 105-270, The Federal Activities Inventory Reform (FAIR) Act of 1998

- Link: <https://www.govinfo.gov/content/pkg/PLAW-105publ270/html/PLAW-105publ270.htm>

DoDI 5154.31: Commercial Travel Management, particularly Volume 3: Defense Travel System

- Link: <https://www.defensetravel.dod.mil/site/dodi5154.cfm>

DoD FMR Volume 5:

- Link [https://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_05.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf)  
Chapter 1: 0103 Accountability and Responsibility  
Chapter 5: 050304. Certifying Officers  
Chapter 6: Physical Losses of Funds, Erroneous Payments, and Overages

Joint Travel Regulation (JTR)

- Link: <https://www.defensetravel.dod.mil/site/travelreg.cfm>

GUIDES	
Title	URL
<b>DTS Guide 1: Getting Started</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf</a>
<b>DTS Guide 2: Authorization</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<b>DTS Guide 3: Voucher</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
<b>DTS Guide 4: Local Voucher</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf</a>
<b>DTS Guide 5: Group Authorization</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf</a>
<b>Desktop Guide for Authorizing Officials</b>	<a href="https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf">https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf</a>

OTHER RESOURCES	
Title	URL
<b>DTS Overview Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf</a>
<b>Import/Export Trifold Information Paper</b>	Trifold: <a href="https://www.defensetravel.dod.mil/Docs/Training/TriEAuth.pdf">https://www.defensetravel.dod.mil/Docs/Training/TriEAuth.pdf</a>  Information Paper: <a href="https://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf</a>
<b>Dependent Travel Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf</a>
<b>Renewal Agreement Travel Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf</a>
<b>*Adjustments &amp; Amendments Trifolds Information Paper</b>	Update Authorization Trifold: <a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf</a> Update Voucher Trifold: <a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf</a>  Information Paper: <a href="https://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf</a>
<b>Self-Approving Official Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf</a>
<b>Foreign Military Sales Information Paper</b>	<a href="https://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf</a>
<b>*Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper</b>	Instructions for Authorization CTW: <a href="https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf">https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf</a>  Instructions for Voucher CTW: <a href="https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf">https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf</a>  Information Paper: <a href="https://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf</a>
<b>*Cancellation Procedures Trifold Information Paper</b>	Trifold: <a href="https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf">https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf</a>  Information Paper: <a href="https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf</a>
* Web-based training module is also available in Travel Explorer (TraX) at <a href="https://www.defensetravel.dod.mil/passport">https://www.defensetravel.dod.mil/passport</a>	