

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Understanding DTS vs RTS**



**RIO/Det 6**

27 Sep 2019 at 1000 EST MacDill AFB

Bldg 296 (927<sup>th</sup> ARW)

CDR Conf Rm (2<sup>nd</sup> Floor)

Telecom# (813) 828-8255 Mtg ID/Pin: 813#

DCS: <https://conference.apps.mil/webconf/FDBriefing>

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**Please dial in 5-10 minutes prior to start time**



- **ROEs**
  - **Definition**
  - **Guidance**
  - **Support**
  - **Registration**
  - **Authorization**
  - **Voucher**
  - **Checklists**
  - **Reminders**
  - **Updates**
-



- **Announce attendance after you dial-in (Rank/Name & Unit Assigned)**
- **Mute your telephone**
- **DO NOT put your phone on hold**
- **Ask or type questions at any time**
  - **Start with your Rank/Name, if you verbally ask**
- **Use Customs & Courtesies**
- **Please no side bars**



- **Defense Travel System (DTS)**
  - Automated function to request travel & lodging and to file vouchers for reimbursement
    - Cannot submit authorization in DTS until AROWS-R orders are approved
    - Only utilized
      - On AT where IDTs are not included
      - If RPA & MPA orders are for 30 days or less
      - On back to back orders less than 45 days total
  - Reserve Travel System (RTS)
    - Only supports travel voucher submissions via myPers
      - DD Form 1351-2 packages submitted via myPers:  
<https://mypers.af.mil/app/dynamicforms/display/form/268>
    - Only utilized
      - RPA and MPA orders over 30 days in length
      - When IDTs performed in conjunction w/AT



- **Joint Travel Regulation (JTR)** <http://www.defensetravel.dod.mil/site/travelreg.cfm>
  
- **DOD Financial Management Regulation 7000.14-R Vol. 9 Travel Policy**  
<http://comptroller.defense.gov/FMR.aspx>
  
- **IMA Travel Companion Guide**  
<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide-2016.pdf>
  
- **DTS Self-Registration Instructions:**
  - <http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-DTS-Self-Registration-Instructions.pdf?ver=2016-04-18-113136-797>
  - **IR Travel Companion Guide**
  
- **Step-by-Step instructions w/screenshots for completing Authorization/Voucher**  
<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-Det6-FD-Understanding-DTS.pdf>



## ■ Tier I Support

### ■ Organizational Defense Travel Administrator (ODTA) – Your HQ RIO Detachment

- Det 6 (DSN 968/Comm 813-828-5035 Ext. 5 or [riodet6@us.af.mil](mailto:riodet6@us.af.mil))

## ■ Tier II Support

### ■ Travel Assistance Center (TAC)

- The [Travel Assistance Center \(TAC\)](#) is available to all DoD travelers 24 hours a day, seven days a week. Staffed by a team of trained analysts, the TAC offers assistance on the spectrum of DoD travel including DTS, Government Travel Charge Card, Commercial Travel Programs, Travel Policy, and 24-hour Recruit Assistance.

- The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the Tickets section of [Travel Explorer \(TraX\)](#). If you are calling from overseas, you can now directly dial the TAC at 1-888-Help1Go from any DSN line. The Tickets section of TraX maintains a record of a user's call center tickets, and provides the capability to track progress of tickets from creation to resolution. In addition, the traveler can access self-help resources such as, FAQs, user guides, and computer-based training aides through the Knowledge Center and Training sections of [TraX](#).
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- **Tier II Support/Travel Assistance Center (TAC) cont**
  - Travelers are encouraged to contact their [local help desk](#) or use these self-help resources in the Knowledge Center prior to contacting the TAC. The Knowledge Center provides instant access to hundreds of frequently asked questions and corresponding answers
  
- **Approving Official (AO) – Lt Col Heup & Lt Col Hreczkosij (Det 6)**
  
- **Supervising Authority**
  - Your HQ RIO Det CC (i.e., Det 6 – Col Delano)



- **Existing DTS Civil Servant account holder**
  - **Have unit DTS POC reset your user ID w/in your profile**
    - **Resetting your user ID won't affect Civil Service DTS profile & will allow for dual profiles**
    - **After reset has occurred, member will complete the IR self-registration steps located on the HQ RIO website**
- **Existing AD account holder**
  - **Have losing unit reset unit ID so Det 6 can gain your account**
- **New DTS account (IR Self-registration)**
  - **Log-in to DTS homepage (<http://www.defensetravel.osd.mil>) or type "DTS" into your web search engine**
  - **Complete self-registration**





- **1<sup>st</sup> DTS action - Prior to traveling (unless AROWS-R Order is not published prior to departure)**
    - Usually prompted by auto E-mail directing you to accomplish
    - Still has to be submitted prior to voucher submission
    - Don't submit without AROWS-R order published because there is no Line of Accounting (LOA) for the trip
  - Substantiating documents (e.g., receipts) not required to be submitted until voucher submission
  - Opportunity to provide brief comments to AO for unusual circumstances
  - The following is a step by step process for submitting
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# Authorization Notification

Subject: Authority to Travel

Date: Friday, July 17, 2019 5:42:58 PM

We have received notice from ROWSR that authorizes MEMBER NAME to travel to : MACDILLAFB,FL; MACDILLAFB,FL during the period 07/27/2015 to 07/31/2015.

Please visit the Defense Travel System website: [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil), and login using your Public Key Infrastructure (PKI) certificate and password to review, create travel arrangements and reservations, and complete the travel authorization for MHMACDILLAFBF072715\_A02.

If this is your first time using the Defense Travel System, you will be guided through a self-registration process that must be completed before you can access your travel document.

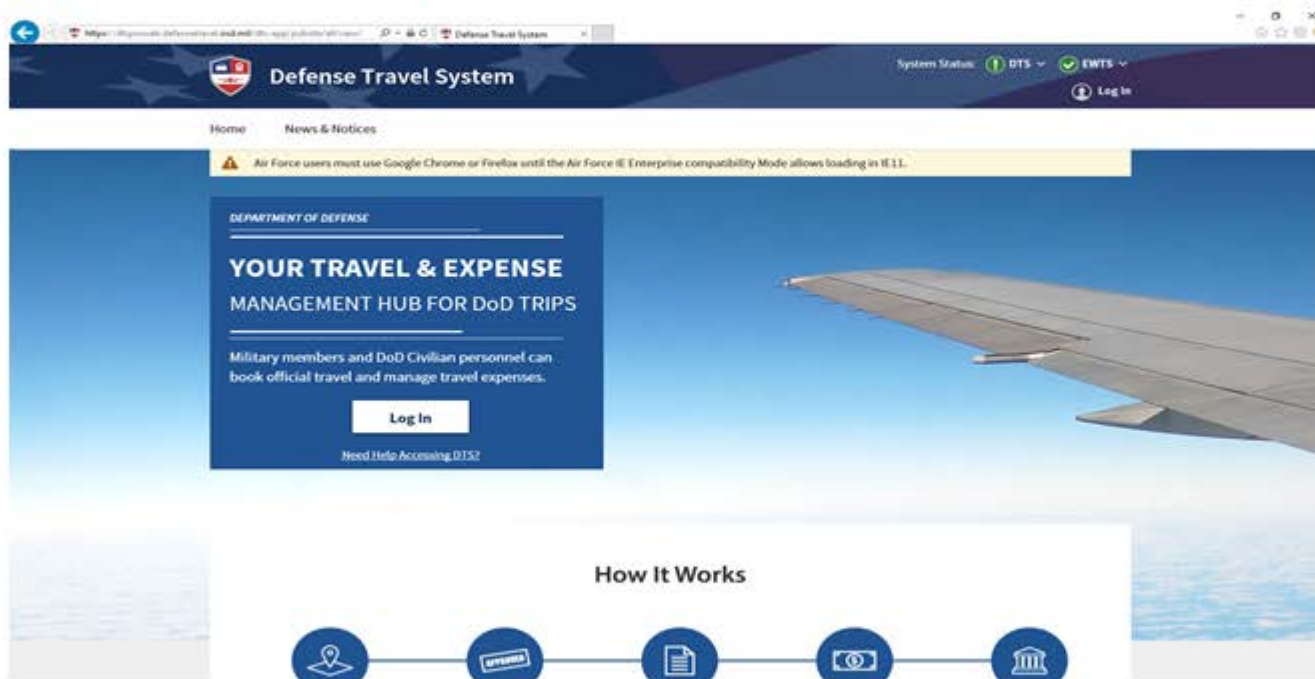
Instructions for completing this travel authorization can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System website. Within "Quick References" select "Create an Authorization/Order" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette).

Please do not respond to this email.

If you need assistance or have questions regarding this travel authorization, contact your Commander/Supervisor. To log into DTS, select the following link: <http://www.defensetravel.osd.mil>



- **Step 2: Member will log into DTS:** <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/> then select “Accept”





- Step 3: From home page, select 'Authorizations' followed by Edit

The screenshot shows the Defense Travel System interface. The top navigation bar includes 'Home', 'Trips', 'Travel Tools', 'News & Notices', and 'Administration'. A search bar is present with the text 'Managing Trips for:'. Below this, a sidebar on the left lists '9 Authorizations', '2 Vouchers', '0 Local Vouchers', and '0 Group Authorizations'. The main content area displays a list of authorizations with columns for ID, status, departure date, and TA number. The first entry is 'ALMACDILLAFBF092318\_A01-01' with a status of 'Created' and a departure date of '09/23/2018'. An 'Edit' button is visible next to this entry, highlighted by a blue arrow. Other entries include 'ALMACDILLAFBF092318\_A01' (Pos Ack Received), 'ALMACDILLAFBF042218\_A02-01' (Archive Submitted), 'ALMACDILLAFBF070917\_A01-01' (Archive Img Sub), and 'ALMACDILLAFBF071716\_A01-01' (Archive Img Sub).

ID	Status	Departing on	TA Number	Options
ALMACDILLAFBF092318_A01-01	Created	09/23/2018	26EEG7	Edit
ALMACDILLAFBF092318_A01	Pos Ack Received	09/23/2018	26EEG7	View
ALMACDILLAFBF042218_A02-01	Archive Submitted	04/22/2018	24MBQU	View
ALMACDILLAFBF070917_A01-01	Archive Img Sub	07/09/2017	1YAVSC	View
ALMACDILLAFBF071716_A01-01	Archive Img Sub	07/17/2016	111100	View



- **Step 4: Verify personal account information using drop down menu under members name**
  - **Under EFT and Credit Card Accounts; click 'save' once EFT and CC are updated**
  - **If authorization is already built, select edit followed by "Additional options" and "my account information"**

### EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

If the following account information is incorrect please click on the link below to update your account information from your permanent traveler profile. > [Refresh Account Data](#)



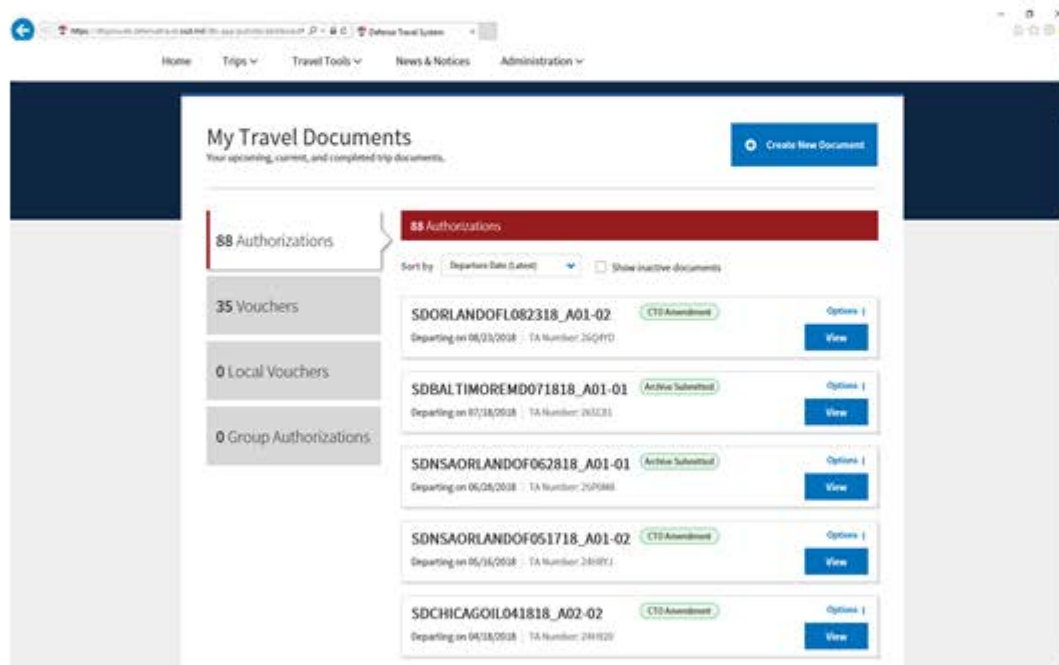
- **Step 5: Verify personal account information (Cont)**
  - **Your checking account & GTC information will appear**

If the following account information is incorrect please click on the link below to update your account information from your permanent travel profile. > [Refresh Account Data](#)

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC	[REDACTED]	[REDACTED]	[REDACTED]




- Step 6: Select authorization from list, then click 'Edit'
  - Don't click 'Create New Document'





- **Step 7: On main navigation bar (across the top), select 'Travel'**

Logged In As: [MICHELE D BOYD](#) Document Name: DCHURLBURTFIE071413\_AD1-01 Screen ID: 1064.3 [Close Window](#)  
Traveler Name: [DAVID B COOK](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#)

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

Preview Other Auths. Pre-Audit Digital Signature



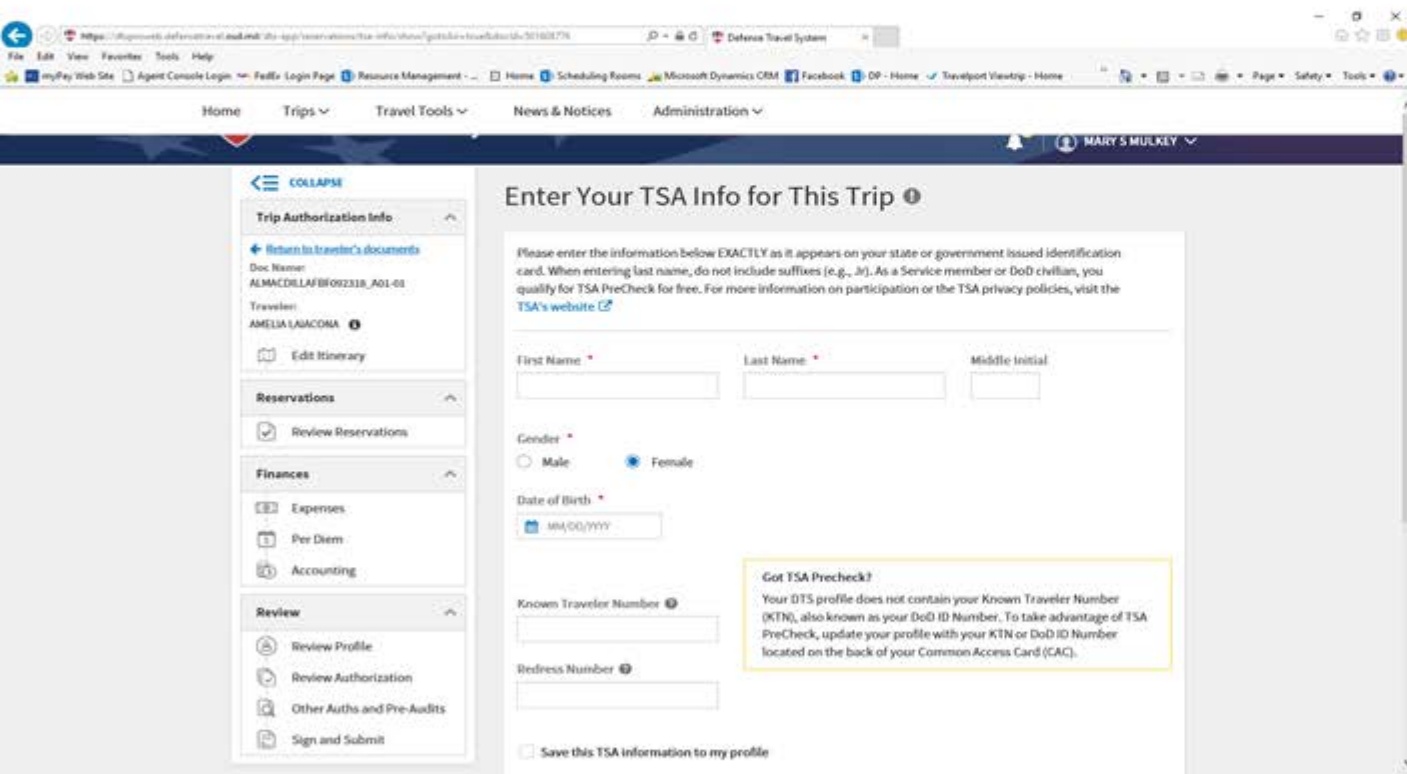


- **Step 8: ‘Trip Summary’ Page - Select ‘Add to Trip > Select Add New Flight’**
  - **If not applicable, skip to Step 10.**

The screenshot displays the 'Review Reservation Selections' page in the Defense Travel System. The left sidebar contains a navigation menu with sections: 'Trip Authorization Info', 'Reservations' (with 'Review Reservations' highlighted in red), 'Finances' (with 'Expenses', 'Per Diem', and 'Accounting'), and 'Review' (with 'Review Profile', 'Review Authorization', 'Other Auths and Pre-Audits', and 'Sign and Submit'). The main content area shows trip details for 'ALMACDILLAFBF092318\_A01-01', including trip type, description, dates, and confirmation ID. Below this is a 'SUMMARY OF TRIP COSTS' section with a total of '\$0.00'. A blue arrow points to the 'Add to Trip' dropdown menu, which is open and shows options: 'Add new flight', 'Add new rental car', 'Add new lodging', and 'Add new rail'. A 'Continue to Expenses' button is visible at the bottom right.



## Step 9: DOD ID Number can be used Known Traveler Number (KTN) and Redress Number for TSA Pre-check



Enter Your TSA Info for This Trip

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the [TSA's website](#)

First Name \*      Last Name \*      Middle Initial

Gender \*

Male     Female

Date of Birth \*

MM/DD/YYYY

Known Traveler Number ⓘ

Redress Number ⓘ

Save this TSA information to my profile

**Got TSA Precheck?**  
Your DTS profile does not contain your Known Traveler Number (KTN), also known as your DoD ID Number. To take advantage of TSA PreCheck, update your profile with your KTN or DoD ID Number located on the back of your Common Access Card (CAC).



**Step 10: Flight Step 1 of 3: Select a Flight**  
**Enter city or airport code in 'Departure and Arrival.' Then, select your travel date, then click 'Search'**

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a navigation bar with the DTS logo and the user's name, MARY S MULKEY. Below the navigation bar, there are several tabs: Home, Trips, Travel Tools, News & Notices, and Administration. The main content area is titled "Flight Step 1 of 3: Select a Flight". On the left side, there is a sidebar with a "COLLAPSE" button and several sections: "Trip Authorization Info" (with a link to "Return to traveler's documents" and details for Doc Name: ALMACDILLAFBF092318\_A01-01 and Traveler: AMELIA LAMCORA), "Reservations" (with a link to "Review Reservations"), "Finances" (with links to "Expenses", "Per Diem", and "Accounting"), and "Review" (with links to "Review Profile", "Review Authorization", and "Other Auths and Pre-Audits"). The main content area contains a form with three sections: "DEPARTING FROM" (Departing Location), "ARRIVING AT" (Arriving Location), and "DEPARTING ON" (MM/DD/YYYY, Morning). There are checkboxes for "Include nearby airports" under each location section and a "Search" button. Below the form, there is a large text prompt: "Enter a departure and arrival airport and the day you're planning on leaving to get started." and a large, faint graphic of an airplane and a clock.



# Authorization (Cont)

- **Step 11: Select a 'GSA Contract Airfare' & click 'Save'**
  - **Be careful: If you select 'Other Airfare', you're required to give justification & get approval by your Authorizing Official (AO) first**
  - **Note: You'll select your lodging & any approved rental car reservations through the same process as well.**
    - **Reminder: CTO charges for airfare & lodging reservations, are reimbursable**

The screenshot shows a web interface for searching flights. On the left, there is a search filter panel with the following fields:

- Modify Search** (button)
- Please Note: A Red Star (\*) indicates a field is required.**
- \* Departure Airport (or city, state):** TPA - Tampa International Apt
- \* Arrival Airport (or city, state):** STL - St Louis Lambert Intl Apt
- \* Arrival or Departure:** Departure
- 08/31/2011** (date field)
- Select** (dropdown menu)

The main search results area is titled "Air Travel" and contains the following information:

- Please select flights for TPA - Tampa International Apt to STL - St Louis Lambert Intl Apt departing on 08/31/2011** (red text)
- Skip This Flight** (button)
- Filter tabs: **GSA Contract/ Limited Availability**, **GSA Contract Airfare**, **Other Gov't Airfare**, **Other Airfare**, **ABGSA**
- GSA awarded fare is \$239.00**
- Sort By:**  Departure Time,  Arrival Time,  Elapsed Time,  Price,  Default
- \$253.40 Total Estimated Airfare (Including Taxes and Fees) Government Contract**
- Class: YCA**, [Fare Rules](#), [View Available Seats](#), **Select Flight** (button)
- Southwest** logo and flight details:
  - 06:30 PM Depart TPA - Tampa International Apt**
  - 09:55 PM Arrive STL - St Louis Lambert Intl**
  - Tue 30-Aug-11**
  - Flying Time: 4h 0min Lay-over Time:**



- **Step 12: Add 'My Expenses'**
  - Receipts of \$75.00 or more
  - Constructive Travel Worksheets (CTWs)
  - MFRs for unusual circumstances



- A. The My Expenses screen contains four major areas:**
- A. Reservation Expenses**
  - B. Other Expenses**
  - C. Substantiating Documents**
  - D. Trip Workbook**



- **Step 12: Add 'My Expenses' (Cont)**
  - **Reservation Expenses**
  - These expenses automatically populate as separate line items
  - You cannot manually add an expense in the Reservation Expenses area in any document
  - You can only edit or delete expenses in vouchers

Reservation Expenses					
Expense Name	Date	Cost	Document	Actions	
Enterprise Rent-A-Car (VPS Destin-Ft Walton Beach Apt)	07/24/2016	\$329.15			
United Airlines (Flight 1143 - CLE to IAH)	07/24/2016	\$1060.20			
		<b>Total:</b>			<b>\$1389.35</b>

### View Expense

**Expense Type\***  
Ticked Expense

**Expense\***  
Comm Air (incl 98)

**Description\***  
Air Fare (SOVCC)

**Ticket Number\*** 0107383813811      **Ticket Value\*** \$ 1060.20

**Ticket Date\*** 07/21/2016      **Departure Date\*** 07/24/2016



# Authorization (Cont)

- Step 12: Add 'My Expenses' (Cont)
- Other Expenses
- Other Expenses shows reimbursable expenses as separate line items
- In an authorization, you must manually enter expenses. The voucher initially displays expenses from the approved authorization
- On all docs, you can add, edit, or remove expenses as needed

Other Expenses				
Expense Name	Date	Cost	Document	Actions
Mileage Expense (Pvt Auto-Terminal)	07/24/2016	\$13.50		
Ticketed Expense (CTO FEE (GOVCC-I))	07/24/2016	\$13.85		
Mileage Expense (Pvt Auto-Terminal)	07/29/2016	\$13.50		
Non-Mileage Expense (Gasoline-Rental/Govt. Car)	07/29/2016	\$13.01		
Non-Mileage Expense (Parking - Terminal)	07/29/2016	\$66.00		
		Total:	\$119.86	

View Expense

Expense Type\*  
Non-Mileage Expense

Expense\*  
Parking - Terminal

Reimbursement Method\*  
Personal

Date\*  
07/29/2016

Cost\*  
\$ 66.00



- **Step 12: Add 'My Expenses' (Cont)**
  - **Substantiating Documents**
- **Substantiating Documents** contains electronic images of paper documents that you must attach to your travel document
- **Examples of documents** you might attach in this area include, but aren't limited to leave forms, constructed travel worksheets, etc.

Document Name	Notes	Submit Date	Document	Actions
	Airfare Receipt	08/06/16		
	AMMENDMENT TO ORDERS FOR RENTAL CAR	09/28/16		
	Budget Rental Car Receipt	08/06/16		
	Lodging Receipt	08/06/16		
	Non-Availability from Lodging	08/06/16		
	ORDER	09/01/16		
	Parking & Fuel for Rental Car Receipt	08/06/16		
	TRAVEL EXPENSE	08/06/16		

Cancel Continue

View Substantiating Document

Name\*

Notes

Submit Date

Download File

Preview

Cancel





- **Step 12: Add 'My Expenses' (Cont)**
  - **Trip Workbook**
- **Trip Workbook is a tool you can use to upload electronic images of paper documents**
- **After uploading them, use the tools in the Trip Workbook to crop them before you attach them to individual expenses in the **Reservation Expenses** or **Other Expenses** areas**
  - **For example, if multiple receipts appear in one image, you can crop the image and save each receipt individually**
  - **Important Note: Attaching images to individual expenses is very important because the Trip Workbook is only visible to people who are editing the document**





- Step 12: From Expenses, select 'Per Diem Entitlements'...then, click 'Edit'...finally 'Save these entitlements & "Continue'

Logged In As: [MICHELE D BOYD](#) Document Name: MBOFFUTTAFBNE060413\_A01 Screen ID: 1022.1 [Close Window](#)  
 Traveler Name: [MICHELE D BOYD](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#)    Itinerary    Travel    **Expenses**    Accounting    Additional Options    Review/Sign

Non-Mileage    Mileage    **Per Diem Entitlements**    Substantiating Records

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/04/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$34.50 Personal	77 / 46	QTRS				AVAIL
06/05/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/06/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/07/13	OFFUTT AFB,NE	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$34.50 Personal	77 / 46	MESS	M	M	M	AVAIL



## ■ Step 13: 'Preview Trip', then 'Save' & go to 'Other Auths'

**Preview Trip**

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

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

**Reference Information**

Reference:

**Document Comments**

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

**Other Trip Information**

Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: SITE VISIT  
Trip Description: DET 25 DTS Implementation

**Overall Starting Point** Time Zone: EST (06)

Itinerary: [Edit](#)  
Leave From: Marietta,GA  
Leave: 04-Jun-13



# Authorization (Cont)

### Location 1 - OFFUTT AFB,NE Time Zone: CST (07)

Itinerary: [Edit](#)  
 Leave From: OFFUTT AFB,NE  
 TDY/TAD Location: OFFUTT AFB,NE  
 Arrive: 04-Jun-13  
 Leave: 07-Jun-13

Rental Car: [Edit](#)  
 Company:  
 En-Route: No  
 Cost: \$0.00  
 Location:  
 Pick-Up: 04-Jun-13 12:00AM  
 Drop-Off: 07-Jun-13 12:00AM  
 Method Of Reimbursement:  
 Restrictions:

Comments to the Travel Agent:

### Overall End Point Time Zone: EST (06)

Itinerary: [Edit](#)  
 Leave From: OFFUTT AFB, NE  
 Return Location: Marietta,GA  
 Arrive: 07-Jun-13

### Expenses

No Expense Information Available.

### Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
<a href="#">Edit</a>	06/04/13	06/07/13	\$165.00	\$102.40



# Authorization (Cont)

## Accounting Summary

Actual/Estimate

No Accounting Information Available.

Accounting Code: NO ACCT CODE

LODGING: \$165.00

M&IE: \$102.40

NO ACCT CODE Sub Total: \$267.40

Calculated Trip Cost: \$267.40

## Document Totals

Actual/Estimate

No Accounting Information Available.

LODGING: \$165.00

M&IE: \$102.40

Calculated Trip Cost: \$267.40

## Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

Save And Proceed To Other Auths

Proceed to the following page:

Other Authorizations

Continue



## ■ Step 14: Select 'Save', 'Proceed to Pre-Audits', & answer any "flagged items"

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[RETURN TO LIST](#)

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

Preview | Other Auths. | **Pre-Audit** | Digital Signature

[IMPORTED DOCUMENT](#) | [PARTNER SETTINGS](#) | [COMMENTS](#)

### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

[Constructed Travel Worksheet](#)

**4 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">&lt;Help&gt;</a>
	MIL QTRS NOT USED	SCOTT AFB,IL has a military lodging facility. Per diem entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	<a href="#">Reason Codes</a> Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the AO to approve



- **Step 15: Click 'Save and Proceed to Digital Signature'...then 'Submit Completed Document', 'Ok', & 'Close'**

*Digital Signature*

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

**Document Action**

\* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Pending Routing Actions**

Awaiting Status Change To	By	Level
SIGNED	MICHELE D BOYD	0



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## *Authorization Approval*

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Subject: Defense Travel System(DTS): Official Travel Document

Date: Wednesday, July 22, 2019 9:06:43 PM

Subject: Defense Travel System Travel Document Approval Notification

This notification was generated to inform you that a Defense Travel System AUTH named MHMACDILLAFBF072715\_A02-01 for MEMBER NAME with authorization number of 1Q4WCR was just stamped APPROVED by APPROVING OFFICIAL NAME.

There is no action required in response to this notification.

To log into DTS, select the following link:

<http://www.defensetravel.osd.mil>. Please do not respond to this email.





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# Authorization Approval

Subject: Defense Travel System (DTS): Commercial Travel Office (CTO) Status Notification - CTO BOOKED

Date: Wednesday, July 22, 2019 9:22:36 PM

Dear MEMBER NAME,

Your travel authorization named: MHMACDILLAFBF072715\_A02-02 has been processed by the Commercial Travel Office (CTO) and will be forwarded to your authorization official (AO), if required. If your reservations include air or rail tickets, an electronic ticket will be issued by the CTO three (3) business days before the trip departure date. You should receive an email from your CTO confirming this and will also receive a DTS email when the CTO sends the ticket information to DTS. If you do not receive confirmation of ticketing, you should contact the CTO. Note: If you require your ticket earlier than the standard 3 business days, please notify the CTO after you receive approval from your AO.

The CTO booked segment(s) are listed below.

DATE	TIME	FLIGHT #	ORIGINATION/DESTINATION
07/27/2015	12:00	DL5356	Newport News/Atlanta Hartsfield-Jackson Intl Apt
07/27/2015	15:30	DL950	Atlanta Hartsfield-Jackson Intl Apt/Tampa International Apt
07/31/2015	11:40	DL1891	Tampa International Apt/Atlanta Hartsfield-Jackson Intl Apt
07/31/2015	15:55	DL5140	Atlanta Hartsfield-Jackson Intl Apt/Newport News



- Once you have an approved Authorization & have completed your trip, complete your Voucher
  - Have to submit within 5 duty days after trip return
- The following is a step by step process for submitting
  - Step 1: After logging-in to DTS, locate 'My Travel Documents', then click 'Vouchers'

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a navigation bar with the DTS logo and user information for Sierra J Davis. Below the navigation bar, there are several action buttons: Trips Awaiting Action, Traveler Lookup, DTA Maintenance Tool, Cross-Org Document Lookup, News and Notices, and Message Center. The main content area is titled 'My Travel Documents' and includes a 'Create New Document' button. On the left, there are filters for '88 Authorizations', '35 Vouchers', '0 Local Vouchers', and '0 Group Authorizations...'. The main list shows two vouchers:

35 Vouchers	
SDNEWORLEANSLO41817_V01 Departing on 04/18/2017   TA Number: 1208JQ	Archive Submitted   Options   View
SDDENVERCOUNT021517_V01 Departing on 02/15/2017   TA Number: 1Y1Q72	Archive Inq Sub   Options   View



- **Step 2: Select link to ‘Create New Voucher from Authorization/Order’...then, click ‘Create.’**

The screenshot shows the Defense Travel System interface. At the top, there's a navigation bar with links for Home, Trips, Travel Tools, News & Notices, and Administration. Below this is the 'Traveler Lookup' section, which includes a search form with fields for 'Name', 'FIRST NAME', and 'LAST NAME', and a 'Search' button. Below the search form is the 'Managing Trips for:' section, which is currently blank. To the right of this section is a blue button labeled 'Create New Document'. Below the 'Managing Trips for:' section is a list of documents. The first document is 'ALMACDILLAFBF071716\_V01', which is a voucher. It has a 'View' button and an 'Options' menu. The second document is 'ALOFFUTTAFBNE072615\_V02', which is also a voucher. It has a 'View' button and an 'Options' menu. A blue arrow points to the 'Create New Document' button.



## Step 3: Review 'Trip Overview' & select 'Edit' for changes

RETURN TO LIST      Trip Overview      Per Diem Locations

MPORTEL DOCUMENT    PARTNER SETTINGS    COMMENTS

### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

**Overall Starting Point Information**

Please Note: A **Red Star** (\*) indicates a required field.

\* Select a Location: **OR** \* Enter a Starting Point:

\* Start Date(mm/dd/yyyy):

**Overall Ending Point Information**

Please Note: A **Red Star** (\*) indicates a required field.

\* Select a Location: **-OR-** \* Enter an Ending Point:

\* End Date(mm/dd/yyyy):

### Trip Summary

**Overall Starting Point**

Leave From:	Tampa,FL	<a href="#">Edit</a>
Leave:	31-Aug-11	

**Location 1: SCOTT AFB,IL**

Leave From:	Tampa,FL	From
TDY/TAD Loc:	SCOTT AFB,IL	
Arrive:	31-Aug-11	
Leave:	05-Sep-11	
Carrier/Flight:	Delta Air Lines (DL) 1872	<a href="#">Edit</a> <a href="#">Remove</a>
Curr/PNR:	123456	
Depart:	31-Aug-11 06:00AM 1PA-Tampa International Apt	
Arrives:	31-Aug-11 07:30AM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1570	<a href="#">Edit</a> <a href="#">Remove</a>
Curr/PNR:	123456	
Depart:	31-Aug-11 08:40AM ATL-Atlanta Hartsfield-Jackson Intl Apt	



- Step 4: Add 'My Expenses'
  - Receipts of \$75.00 or more
  - Constructive Travel Worksheets (CTWs)
  - MFRs for unusual circumstances



- The My Expenses screen contains four major areas:
  - A. Reservation Expenses
  - B. Other Expenses
  - C. Substantiating Documents
  - D. Trip Workbook



- **Step 4: Add 'My Expenses' (Cont)**
  - **Reservation Expenses**
  - These expenses automatically populate as separate line items
  - You cannot manually add an expense in the **Reservation Expenses** area in any document
  - You can only edit or delete expenses in vouchers

Reservation Expenses				
Expense Name	Date	Cost	Document	Actions
Enterprise Rent-A-Car (VPS Destin-Ft Walton Beach Apt)	07/24/2016	\$329.15		
United Airlines (Flight 1143 - GLE to IAH)	07/24/2016	\$1060.20		
		<b>Total:</b>		\$1389.35

View Expense

Expense Type\*  
Ticket Expense

Expense\*  
Comm Air (Indiv DB)

Description\*  
Air Fare (GOVCC-G)

Ticket Number\*  
0167583013811

Ticket Value\*  
\$ 1060.20

Ticket Date\*  
07/24/2016

Departure Date\*  
07/24/2016



- Step 4: Add 'My Expenses' (Cont)
  - Other Expenses
- Other Expenses shows reimbursable expenses as separate line items
- In an authorization, you must manually enter expenses. The voucher initially displays expenses from the approved authorization
- On all docs, you can add, edit, or remove expenses as needed

Other Expenses					
Expense Name	Date	Cost	Document	Actions	
Mileage Expense (Pvt Auto-Terminal)	07/24/2016	\$13.50			
Ticketed Expense (CTO FEE (GOVCC-I))	07/24/2016	\$13.85			
Mileage Expense (Pvt Auto-Terminal)	07/29/2016	\$13.50			
Non-Mileage Expense (Gasoline-Rental/Govt. Car)	07/29/2016	\$13.01			
Non-Mileage Expense (Parking - Terminal)	07/29/2016	\$66.00			
		Total:	\$119.86		

View Expense

Expense Type\*  
Mileage Expense

Expense\*  
Parking - Terminal

Reimbursement Method\*  
Personal

Date\*  
07/29/2016

Cost\*  
\$ 66.00



- **Step 4: Add 'My Expenses' (Cont)**
  - **Substantiating Documents**
- **Substantiating Documents** contains electronic images of paper documents that you must attach to your travel document
- **Examples of documents** you might attach in this area include, but aren't limited to leave forms, constructed travel worksheets, etc.

A screenshot of a web application window titled "Substantiating Documents". It features a table with columns for Document Name, Notes, Submit Date, Document, and Actions. The table lists several documents such as "Airfare Receipt", "AMMENDMENT TO ORDERS FOR RENTAL CAR", "Budget Rental Car Receipt", "Lodging Receipt", "Non-Availability from Lodging", "ORDER", and "Parking & Fuel for Rental Car Receipt". Each row includes a document icon and an information icon. At the bottom of the window are "Cancel" and "Continue" buttons.

Document Name	Notes	Submit Date	Document	Actions
	Airfare Receipt	08/06/16		
	AMMENDMENT TO ORDERS FOR RENTAL CAR	09/26/16		
	Budget Rental Car Receipt	08/06/16		
	Lodging Receipt	08/06/16		
	Non-Availability from Lodging	08/06/16		
	ORDER	09/01/16		
	Parking & Fuel for Rental Car Receipt	08/06/16		







- **Step 4: Add 'My Expenses' (Cont)**
  - **Trip Workbook**
- **Trip Workbook is a tool you can use to upload electronic images of paper documents**
- **After uploading them, use the tools in the Trip Workbook to crop them before you attach them to individual expenses in the Reservation Expenses or Other Expenses areas**
  - **For example, if multiple receipts appear in one image, you can crop the image and save each receipt individually**
  - **Important Note: Attaching images to individual expenses is very important because the Trip Workbook is only visible to people who are editing the document**





- Step 5: Select 'Per Diem Entitlement', click "Edit" (if necessary), & then, 'Continue'
  - Input amount paid, but do not include taxes

RETURN TO LIST      Non-Mileage      Mileage      **Per Diem Entitlements**      Substantiating Records

IMPORTED BUDGETLINE      PARTNER SETTINGS      COMMENTS

### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IF Allowed	Per Diem Rate	Code	R	I	D	Qtrs
08/31/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$39.00	\$39.00 GOVCC-Individual	\$12.00 Personal	105 / 56	NONL				
09/01/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/02/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MLSS	M	M	M	AVAIL
09/03/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/04/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/05/11	SCOTT AFB, IL	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$0.00	\$0.00 GOVCC-Individual	\$12.00 Personal	105 / 56	NONL				

Proceed to the following page:      Accounting Codes



- Step 6: Review/Sign- Preview & click 'Continue'
  - Make any necessary adjustment before signing document

The screenshot shows the 'Defense Travel System' interface. At the top left is the logo and the text 'Defense Travel System A New Era of Government Travel' with a 'RETURN TO LIST' button. A navigation bar contains tabs for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this is a secondary bar with 'Preview', 'Other Auths.', 'Pre-Audit', and 'Digital Signature'. On the left, there are links for 'IMPORTED DOCUMENT', 'PARTNER SETTINGS', and 'COMMENTS'. A 'Print Document' button is on the right. The main content area is titled 'Preview Trip' and contains a yellow warning box with instructions to review details and a link for 'Click here for memorandum'. Below this are sections for 'Reference Information' with a 'Reference:' label and an input field, and 'Document Comments' with a 'Comments to the Approving Official:' label and a text area containing the alphanumeric string 'SDN - 99990766924070M'.



## ■ Step 7: Continue to 'Pre-Audit'

The screenshot shows the Defense Travel System (DTS) web interface. At the top, the browser address bar displays the URL: <https://dtsdcwebgov.defensetravel.osd.mil/> - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF. The user is logged in as Frank T. MacDill-Y. The document name is FMSCOTTAFBIL083111\_V25 and the document type is Voucher. The screen ID is 1040.1. There are links for 'Close Window' and 'Help for this screen'.

The main navigation bar includes: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this, there are buttons for 'RETURN TO LIST', 'Preview', 'Other Auths.', 'Pre-Audit', and 'Digital Signature'. The 'Other Auths.' button is highlighted.

Underneath the navigation, there are tabs for 'IMPORTED DOCUMENT', 'PARTNER SETTINGS', and 'COMMENTS'. The 'Other Authorizations' section is active, displaying a yellow message box: "The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the 'Remarks' boxes provided." Below this is a link: "> Add Additional Authorizations For This Trip".

A message at the bottom of the section states: "Other Authorizations for this trip do not exist. Select the link for 'Add Additional Authorizations For This Trip' to add other authorizations that may apply to this trip."

At the bottom of the interface, there is a section labeled "Proceed to the following page:" with a dropdown menu set to "Pre-Audit" and a "Continue" button.



- Step 8: Enter justification (if there are any flagged items) & then, 'Save and proceed to digital signature'

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

IMPORTED DOCUMENT    PARTNER SETTINGS    COMMENTS

### Pre-Audit Trip

Help for this screen:

Know are any items that were "flagged" for this trip. You must provide comments in the "Justification to Approving Official" text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

Continental Travel Worksheet

**6 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	1. COST COMPARISON	1. VOT COST (TRIP 1) IS NOT WITHIN 15% OF AUTHORIZED COST (FMSCOTTAFDIL003111 A25-01)	All expenses were not known up front.
2.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	2. MIL QTRS NOT USED	2. SCOTT AFB, IL has a military lodging facility. Per item entitlements indicates use of commercial lodging. Traveler must select one predefined reason and provide additional justification as indicated or needed.	Reason Codes (RC) - Commercial lodging cost instead of the military lodging facility. Traveler voluntarily accepts reimbursement at the military lodging facility 'on base rate' which must be entered into the justification. Per Diem authorized on first and last day of travel. The comments/justification does not have to be detailed, just simple enough for the RC to approve



- **Step 9: Provide additional remarks, submit 'Digital Signature', & click 'Save and Continue'**

The screenshot shows a web interface for the 'Digital Signature' step. At the top, there are navigation tabs: 'RETURN TO LIST', 'Preview', 'Other Auths.', 'Pre-Audit', and 'Digital Signature' (which is highlighted). Below the tabs are links for 'IMPORTED DOCUMENT', 'PARTNER SETTINGS', and 'COMMENTS'. The main heading is 'Digital Signature'. A yellow banner contains the text: 'Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally'. Underneath is a 'Document Action' section with a dropdown menu set to 'SIGNED'. Below that is a 'Waiting List:' dropdown set to 'MAY'. There is a large text area for 'Additional Remarks:' and a 'Submit Completed Document' button. On the right side, a 'Stamp Process' modal window is open, containing a legal disclaimer: 'This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)'. Below this is another disclaimer: 'Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CIO as soon as possible for the applicable credit. Instructions may be found at [www.dtc.mil/travelink](http://www.dtc.mil/travelink)'. At the bottom of the modal are 'Cancel' and 'Save and Continue' buttons. A text box on the right side of the main form contains the text: 'D1's bypassed Worksheet pre-authorized the en route modes of travel claimed on the DTS document and the partner has the auto-approval feature turned on.'



- **Did you attach?**
    - **Certified copy of AF Form 938 AROWS-R order (Statement of Tour of Duty; blocks 36 thru 42)**
    - **Airline ticket receipt/itinerary**
      - **Itinerary has to show an actual charged amount**
    - **All lodging receipts (regardless of amount with zero balance)**
    - **Any non-availability statements/contract quarters authorization numbers attached for off-base lodging (if applicable)**
    - **Any rental car receipts (if applicable)**
    - **All receipts for expenses \$75.00 or more**
    - **Any Constructed Travel Worksheet (CTW) for POC travel**
-



- **Did you claim?**
  - **Airfare & CTO Service/Processing Fees (Recommendation: Submit separately)**
  - **Taxi or shuttle service**
  - **Contract quarters (hotel) charges/taxes paid separately (CONUS only)**
  - **POC Mileage**
  - **Rental car fuel**
  - **Mileage to & from airport terminal**
  - **Parking charges (e.g., airport, hotel, etc.)**
  - **Currency conversion fees (OCONUS Travel)**
  - **Leave (in place), then provide signed AF Form 988**





- **Keep it simple, please**
- **Use comments sections to help paint the picture for unusual circumstances**
- **For foreign travel, please annotate the USD amount on receipt**
  - **Please go ahead & provide foreign currency conversion table, too**
- **Don't provide duplicates of the same attachment/substantiating document**
- **Tips are not reimbursable items**
- **CTO charge on lodging reservations made through DTS**



# Reserve Travel System (RTS)

U.S. AIR FORCE

## Reserve Travel System (RTS)

- Reserve Travel System (RTS):
  - AT, MPA or RPA vouchers – submitted to the IMA Travel Office via RTS **or** DTS as identified on the orders 2<sup>nd</sup> page line “E”
  - RTS: submit DD 1351-2, certified orders (AF 938) & receipts to travel office via myPERS
    - Orders longer than 30 days, file interim DD 1351-2 in 30-day increments to the IMA Travel Office
  - Travel Vouchers (DD 1351-2) must be signed by member & supervisor
  - Submit via myPERS the DD 1351-2, AF 938 (from AROWS) & receipts to IMA Travel for processing & payment
  - Fax and email submissions no longer accepted

myPERS:

<https://mypers.af.mil/app/dynamicforms/display/form/268>

**NOTE:** Do not use eFinance (the system). This is used by the TRs only

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy and Statement, Privacy Statement, and instructions on back before completing form. Use computer, ink, or ballpoint pen. PROCESS NUMBER. DO NOT use pencil. If make-up is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> SPLIT DISBURSEMENT The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing the travel charges for transportation, lodging and other per diem and other expenses, unless you need a different amount. Military personnel are required to pay the remaining amount of this reimbursement after a GTCC is used while on official travel for the Government. <input checked="" type="checkbox"/> Payment by Check <input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor.		2. TOTAL REIMBURSEMENT \$ 378.70		3. TRIP TYPE (Check one) <input checked="" type="checkbox"/> Other <input type="checkbox"/> Business/Program <input type="checkbox"/> Other <input type="checkbox"/> DLA		4. TRIP TYPE (Check one) <input type="checkbox"/> For D.O. Use Only <input type="checkbox"/> O.T. Occasional/Regular	
5. ADDRESS, A. TO WHOM AND STREET 213 Uptown St. Coden, AL 36523		6. CITY Codan, AL 36523		7. ZIP CODE 36523		8. PHONE NUMBER (A. HOME OR OFFICE) 123-45-6789	
9. E-MAIL ADDRESS g12345@mail.com		10. FEDERAL IDENTIFICATION NUMBER D79W21		11. PREVIOUS GOVERNMENT PAYMENTS/REMARKS		12. SUBVOUCHER NUMBER	
13. ORGANIZATION AND STATION 460 CPTS, Buckley AFB, Co		14. DEPARTMENTAL ADDRESS (A. RECEIPT OF BUREAU (Include Zip Code))		15. PAY TO		16. SIGNATURE (Digital or Wet) are required by the Claimant and Reviewer. Reviewer's signature can be substituted with Approver's signature if the individual holds both roles as supervisor and AO.	
17. ACCOMPANIED BY <input type="checkbox"/> ACCOMPANIED <input checked="" type="checkbox"/> UNACCOMPANIED A. NAME Last, First, Middle Initial B. RELATIONSHIP C. SIGNATURE		18. NAME (MEMBER/ENDORSEE BEING TRAVELING) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If yes, in Remarks)		19. COMPLETION DATE		20. SIGNATURE (Digital or Wet) are required by the Claimant and Reviewer. Reviewer's signature can be substituted with Approver's signature if the individual holds both roles as supervisor and AO.	
21. EMPLOYER A. OFFICE B. PLACE (Home, Office, Base, APO, City and State) 07/01 DEF Codan, AL 36523 07/01 ADD Keesley AFB, MS 39534 07/13 DEF Codan, AL 36523 07/13 ADD		22. MEALS A. MEALS PAID FOR BY MEMBER B. MEALS PAID FOR BY SUPERVISOR C. LOCAL CASH D. NO MEALS 07/13 DEF PA ID 0.00 53 07/13 ADD SPC 53		23. QUANTITY OF TRAVEL A. HOURS OR LESS B. MORE THAN 24 HOURS 07/13/17 See Attached DD1351-3		24. DURATION OF TRAVEL A. DLA B. Non-Durable Expense C. Travel Allowance D. Leave Advance E. Amount Used F. Amount Due 07/13/17 See Attached DD1351-3	
25. PERIOD OF TRAVEL (A. DATE) (B. CONSECUTIVE) (C. PASSENGER)		26. GOVERNMENT/INDUCTIBLE MEALS A. DATE B. NO. OF MEALS C. DATE D. NO. OF MEALS		27. DURATION OF TRAVEL A. DLA B. Non-Durable Expense C. Travel Allowance D. Leave Advance E. Amount Used F. Amount Due		28. SIGNATURE (Digital or Wet) are required by the Claimant and Reviewer. Reviewer's signature can be substituted with Approver's signature if the individual holds both roles as supervisor and AO.	
29. TRAVELER'S PRINTED NAME 30. APPROVING OFFICIAL'S PRINTED NAME		31. TRAVELER'S SIGNATURE 32. SIGNATURE		33. TELEPHONE NUMBER 34. TELEPHONE NUMBER		35. DATE 36. DATE	
37. ACCOUNTING CLASSIFICATION		38. COLLECTOR DATA		39. COMPUTED BY 40. APPROVED BY		41. TRAVEL ORDER NUMBER (If applicable) 42. RECEIVED (Phone Signature and Date or Check No.)	
43. AMOUNT PAID		44. AMOUNT PAID		45. AMOUNT PAID		46. AMOUNT PAID	

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Replaces DD FORM 1351-2, 1993 Edition, and DD FORM 1351-2, 1995 Edition.



# Reserve Travel System (RTS)

U.S. AIR FORCE

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## ■ OBLIGATION TO EXERCISE PRUDENCE IN TRAVEL

- In accordance with (IAW) Joint Travel Regulation (JTR) Chp, 1, Para 0101, a traveler must exercise the same care and regard for incurring Government-paid expenses as would a prudent person traveling at personal expense.
  - The following circumstances include, but are not limited to, opportunities for travelers to be good stewards of government funds and exercise prudence in travel. Travelers must consider the following for use when appropriate without disrupting the mission:
    - 1. Use of the least expensive transportation mode to and from a transportation terminal.
    - 2. Use of the least expensive parking (ordinarily the long-term lot) when privately-owned conveyance (POC) parking is authorized at the transportation terminal or at other facilities (i.e., valet parking must be justified when self-parking is available).
    - 3. Use of the least expensive public transportation in and around the TDY site (subway/streetcar/bus) in lieu of taxi.
    - 4. Use of the least expensive authorized/approved special conveyance/rental vehicle, a compact car is the standard for TDY travel, and use the least expensive vendor.
    - 5. Scheduling travel as far in advance as possible to take advantage of the best offered fare/rate.
-



# Reserve Travel System (RTS)

U.S. AIR FORCE

- RTS vouchers must be submitted via myPers: myPers:  
<https://mypers.af.mil/app/dynamicforms/display/form/268>

**myPers**

### ARPC (FOUO) IMA RPO/Travel Request

- Target SSAN (No Dashes)  **Step 1: Input SSAN**
- Officer or Enlisted:  **Step 2: Select Air Reserve (Officer or Enlisted)**
- Request Type:  **Step 3: Enter Type**
- Questions/Comments  **Step 4: Add brief description as to what your requesting. DO NOT include PII in comment area**
- Attach Documents  **Step 5: Upload Signed DD Form 1351-2 & Supporting Documentation**
- Step 6: Submit Voucher for Reimbursement**

Attachment limitations: Documents cannot be greater than 20 MB, maximum of 20 attachments and only the following document types are allowed: csv, doc, docx, gif, htm, html, jpg, jpeg, pdf, ppt, pptx, rtf, tif, tiff, txt, xls, xlsx, xml

Privacy Act Disclaimer appropriate to the information displayed. "This contains information which must be protected by IAW AFI 33-332 and DoD Regulation 5400.11; Privacy Act of 1974 as Amended Applies, and it is For Official Use Only (FOUO)." It must be protected or privacy act information removed prior to further disclosure.



# Reserve Travel System (RTS)

U.S. AIR FORCE

Welcome, MARY MULKEY [Logout](#) [My Account](#) STAY CONNECTED:

Select a product

[Advanced Search](#) [Search](#)

**ACTIVE DUTY AF**   AIR RESERVE   AIR NATIONAL GUARD   RETIREE   CIVILIAN   RESOURCES FOR P

**MY ACCOUNT**

Change your account view

- **Incidents/Messages**
- My Documents
- Notifications
- Change Password
- My Profile

Still Need Help?  
[Contact Us](#)

[Home](#) > [Incidents/Messages](#) [E-mail Us](#)

✔ Message successfully submitted!

⚠ Incidents are only viewable for 1 year from date closed.

**My Incidents**

**Results 1 - 10 of 185**

Subject	Status	Date Created	Date Last Updated	Reference #
<a href="#">IMA RPO Request</a>	Open	09/25/2019	09/25/2019	190925-00641
<a href="#">Force Development Briefing - Understanding DTS vs RTS</a>	Closed	09/25/2019	09/25/2019	190925-00163

**Once you submit voucher via myPers you can view it and check status by clicking on Incidents/Messages**



U.S. AIR FORCE

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*Questions??*





## Contacts for Det 6 IRs

**OL – JB Langley-Eustis VA**  
757-764-5101/DSN 574  
HQRIO.DET6OL-  
JBLE@us.af.mil

**IR Guide**  
<http://www.arpc.afrc.af.mil/Portals/4/DRIO/TheIRGuide-1.pdf?ver=2016-07-08-120549-033>  
**IR Travel Companion Guide**  
<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide-2016.pdf?ver=2016-07-08-120952-377>

**HQ RIO Website**  
<http://www.arpc.afrc.af.mil/hqrio.aspx>

**Main Customer Service Line**  
(813) 828-5035/DSN 968

**Opt 1 - Force Management**  
(Assignments, Enlisted Prom, UPMR Mgt)  
Riodet6forcemgmt@us.af.mil

**Opt 2 – Readiness & Integration**  
(Orders, Readiness, Waivers, Formal School)  
Riodet6.readiness@us.af.mil

**Opt 5 - Resource Management**  
(All other services , DTS)  
riodet6@us.af.mil

**Commander: Col Paul Delano (at MacDill)**  
(813) 828-5035 Opt 4/DSN 968;  
paul.delano@us.af.mil

**Superintendent: CMSgt Walisa Villarreal**  
(813) 828-5035 Opt 3/DSN 968  
warisar.villarreal.4@us.af.mil

**IR Travel**  
720-847-3501 (DSN 847)  
Fax: 720-847-3963 (DSN 847)  
Submit RTS Travel Vouchers via the following link:  
<http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx>

**OL - Hurlburt Field FL**  
850-884-2820/DSN 579  
RIODET6OLHURLBURT@us.af.mil

**Total Force Service Center (ARPC)**  
(800) 525-0102  
(210) 565-0102/DSN 665

**Orders**  
**Orders Writing Cell (OWC)**  
(813) 828-5035 opt 2/DSN 968  
RIOdet6.Order.Writers@us.af.mil

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