

Headquarters U.S. Air Force

Integrity - Service - Excellence

Understanding the Defense Travel System (DTS)



RIO/Det 6

13 January 2017 at 1000 EST

MacDill AFB

Bldg 296 (927th ARW)

CC Conf Rm (2nd Floor)

DCS link:

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

Telecon: (813) 828-8255 (Mtg ID & PIN: 808)



Agenda

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



Rules of Engagement

- **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 traditional means (scanned or faxed DD Form 1351-2 packages)**
- **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>



Support

- **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)

 - **Tier II Support**
 - **Lead Defense Travel Administrator (LDTA) -- IMA Travel Office**
 - (800) 808-5942 Opt 3 / DSN 625-5254 or Dobbins.imatravel@us.af.mil

 - **Approving Official (AO) – Lt Col Whigham (Det 6)**

 - **Supervising Authority**
 - **Your HQ RIO Det CC (i.e., Det 6 - Col Stargardt)**
-



Registration

- **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**



Authorization

- **1st 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**



Authorization Notification

Subject: Authority to Travel

Date: Friday, July 17, 2015 5:42:58 PM

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

Please visit the Defense Travel System website: 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>.



Authorization

- **Step 2: Member will log into DTS:**
<http://www.defensetravel.osd.mil/dts/site/index.jsp>

The screenshot shows a web browser window with the URL <http://www.defensetravel.osd.mil/dts/site/index.jsp>. The page header includes the "Defense Travel System" logo and a "Login to DTS" button. A left-hand navigation menu lists: Home, DTMO Website, Training, Travel Assistance, Travel Explorer, Programs and Services, and Contacts. The main content area features a "Welcome to DTS" section with a paragraph describing the system's capabilities and a "Login to the Defense Travel System" button. Below this are sections for "First Time Users" and "Training". On the right, a "System Status" box shows "DTS Status" as "DTS is available" and "EWTS Status" as "EWTS is available". A "Notable Policy Changes" section highlights "DoD Launches New Integrated Lodging". A "News" section also lists "DoD Launches New Integrated Lodging". A "DoD Lodging" banner is visible on the left side of the main content area.



Authorization (Cont)

- Step 3: From home page, select 'Official Travel', then 'Authorizations/Orders'

Defense Travel System
A New Era of Government Travel

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼

Welcome MICHELE D BOYD

Organization: DFXAFRRMGDET11AFDW
Org Access: DFXAFRRMG
Group Access: RMG
Permission: 0,1,2,3,4,5,6

Reset Profile

Official Travel ▼ Official Travel

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders



Authorization (Cont)

- **Step 4: Verify personal account information**
 - **Under EFT and Credit Card Accounts; click 'Refresh Account Data'**

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](#)



Authorization (Cont)

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

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



Authorization (Cont)

- **Step 6: Select authorization from list, then click ‘Edit’**
 - **Don’t click ‘Create New Authorization/Order’**

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

▷ [Create New Authorization/Order](#)

▷ [Create Trip Template](#)

Existing Authorizations/Orders


<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
FMSTLOUISMO091111_A23-01	09/11/11	CREATED	000Z09	▷ edit	▷ print	▷ remove	
↑ FMSTLOUISMO091111_A23		POS ACK RECEIVED		▷ view	▷ print		



Authorization (Cont)

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

Logged In As: [MICHELE D BOYD](#) Document Name: DCHURLBURTFIE071413_A01-01 Screen ID: 1064.3 [Close Window](#)
Traveler Name: [DAVID B COOK](#) Document Type: Authorization [Help for this screen](#)

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)



Authorization (Cont)

- Step 8: 'Trip Summary' Page - Select 'Add New Flight'
 - If not applicable, skip to Step 10.

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

[Add New Flight](#)

Rental Car Payment Summary:

[Add New Rental Car](#)

Lodging Payment Summary:

[Add New Lodging](#)

Rail Payment Summary:

[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue



Authorization (Cont)

- **Step 9: Enter city or airport code in 'Departure and Arrival.'** Then, select your travel date, then click 'Search'

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Air Travel

Modify Search

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

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departure:
Departure

Select

Show Alternate Airports:

Search

Air Travel

←

Please use the Modify Search area to find alternate flights

←



Authorization (Cont)

- **Step 10: 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, which are reimbursable**

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Air Travel

Modify Search

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

Select

Air Travel

Please select flights for TPA - Tampa International Apt to STL - St Louis Lambert Intl Apt departing on 08/31/2011

Skip This Flight

GSA Contractw/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

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](#)

	06:30 PM Depart TPA - Tampa International Apt	Tue 30-Aug-11	Flying Time: 4h 0min Lay-over Time:
Southwest	09:55 PM Arrive STL - St Louis Lambert Intl		



Authorization (Cont)

■ Step 11: Select 'Non-Mileage Expenses'

- Note: Airfare & rental car will default automatically to GTC

[RETURN TO LIST](#)

Non-Mileage

Mileage

Per Diem Entitlements

Substantiating Records

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 04-Jun-13 Return: 07-Jun-13

Non-Mileage Expense #1

* Select Expense Type:

- OR -

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

--Please Select--

Personal

Govt Funded/Contract

GOVCC-Individual

Non-Mileage Expense #2


Breaking Barriers ... Since 1947



Authorization (Cont)

- **Step 12: Select 'Mileage Expenses'**
 - **Once you have completed all your expenses, select 'Save expenses', then 'Continue'**

Logged In As: MICHELE D BOYD Document Name: MBOFFUTTAFBNE060413_A01 Screen ID: 1034.1 [Close Window](#)
Traveler Name: MICHELE D BOYD Document Type: Authorization [Help for this screen](#)

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


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

Mileage Expenses


Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.


Leave: 04-Jun-13 Return: 07-Jun-13

Mileage Expense #1

* Expense Type: 

- POC Use-Dedicated Gov Veh
- POC Use-Gov Vehicle Avail
- Private Plane
- Pvt Auto-In/Around
- Pvt Auto-TDY/TAD
- Pvt Auto-Terminal**

* Date: 
(mm/dd/yyyy)

* Method of Reimbursement: 

* Miles x Rate 0.565 = Cost \$ 19.77



Authorization (Cont)

- Step 13: 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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[Non-Mileage](#)
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[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	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$34.50 Personal	77 / 46	QTRS				AVAIL
06/05/13	OFFUTT AFB,NE	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/06/13	OFFUTT AFB,NE	Edit	Reset	\$55.00	\$55.00 GOVCC-Individual	\$16.70 Personal	77 / 46	MESS	M	M	M	AVAIL
06/07/13	OFFUTT AFB,NE	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$34.50 Personal	77 / 46	MESS	M	M	M	AVAIL



Authorization (Cont)

■ Step 14: '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: 50.00
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
Edit	06/04/13	06/07/13	\$165.00	\$102.40



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



Authorization (Cont)

- Step 15: Select 'Save', 'Proceed to Pre-Audits', & answer any "flagged items"



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 <Help>
	→ 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.	<p>Reason Codes</p> <p>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</p>



Authorization (Cont)

- Step 16: Click 'Save and Proceed to Digital Signature'...then 'Submit Completed Document', 'Ok', & 'Close'

The screenshot displays the 'Digital Signature' interface with two overlapping dialog boxes. The background interface includes a 'Document Action' section with a 'Submit this document as:' dropdown set to 'SIGNED', a 'Routing List' with 'DFXAFRRMG', and a 'Submit Completed Document' button. Below this is a 'Pending Routing Actions' table.

Awaiting Status Change To	By
SIGNED	MICHELE D BOYD

The 'Fund Authorization' dialog box has a title bar with 'IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS' and a 'Fund Authorization' header. It contains the text 'Funding bypassed.' and an 'Ok' button.

The 'Stamping Result' dialog box also has a title bar with 'IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS' and a 'Stamping Result' header. It displays the following information:

- Document Name: FMSCOTTAFBIL083111_A25-01
- Document Type: AUTH
- SSN: #####657R
- Desired Stamping Action: CTO BOOKED
- Actual Stamping Status: PASS - Document was stamped CTO BOOKED

A 'Close' button is located at the bottom right of the 'Stamping Result' dialog box.



Authorization Approval

Subject: Defense Travel System(DTS): Official Travel Document
Date: Wednesday, July 22, 2015 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.



Authorization Approval

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

Date: Wednesday, July 22, 2015 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 #	ORINATION/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



Voucher

- 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, select 'Official Travel' tab again, then click 'Vouchers'



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Voucher (Cont)

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

[View Authorizations / Orders](#)

[View Local Vouchers](#)

[View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

▷ [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by
[Document Name](#)

Voucher from Authorization/Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
FMSCOTTAFBIL083111_A25-01	03/31/11	POS ACK RECEIVED	000YXI	▷ create



Voucher (Cont)

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

[RETURN TO LIST](#)[Trip Overview](#)[Per Diem Locations](#)[IMPORTED 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	Edit
Leave:	31-Aug-11	

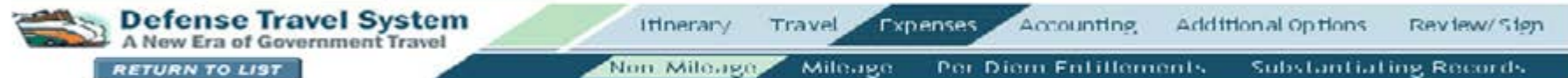
Location 1: SCOTT AFB, IL

Leave From:	Tampa, FL	Edit
TDY/TAD Loc:	SCOTT AFB, IL	
Arrive:	31-Aug-11	
Leave:	05-Sep-11	
Carrier/Flight:	Delta Air Lines (DL) 1872	Edit Remove
Conf/PNR:	123456	
Depart:	31 Aug 11 06:00AM TPA-Tampa International Apt	
Arrive:	31-Aug-11 07:30AM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1570	Edit Remove
Conf/PNR:	123456	
Depart:	31-Aug-11 08:40AM ATL-Atlanta Hartsfield-Jackson Intl Apt	



Voucher (Cont)

- Step 4 : Select 'Expenses Non-Mileage' & select 'Continue'
 - Add any new items that were not included in authorization
 - Edit expenses to reflect actual cost & remove expenses not incurred



IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: (10) Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IGA).

> [create an expense item from a government charge card transaction](#)

Leave: 31-Aug-11 Return: 05-Sep-11

Non-Mileage Expense #1

* Select Expense Type:	<input type="text"/>	* Cost: \$	<input type="text"/>
OR	<input type="text"/>	view expense details/currency calculator	
		* Date:	08/31/2011 <input type="text"/>
			(mm/dd/yyyy)
		* Method of Reimbursement:	Please Select <input type="text"/>



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Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[^i create an expense item from a government charge card transaction](#)

Leave: 31-Aug-11 Return: 05-Sep-11

Add Expense

* Expense Type:

- OR -

Expenses Summary

Expense Type	Date	Cost	C/R
Parking - Terminal	08/31/2011	\$74.00	Edit Remove
Baggage Tips	08/31/2011	\$10.00	Edit Remove
Public Transit	08/31/2011	\$34.00	Edit Remove
Registration Fees	08/31/2011	\$250.00	Edit Remove
Hotel Room Tax	08/31/2011	\$19.67	Edit Remove

Total Expenses: 5307.67



Voucher (Cont)

- Step 5: Select 'Expense Mileage', review & edit, then select 'Continue'

[RETURN TO LIST](#)

Non Mileage

Mileage

Per Diem Entitlements

Substantiating Records

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

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 31-Aug-11 Return: 05-Sep-11

Add Expense

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

* [View This Expense Type's Defaults](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	F/R
Pvt Auto-Terminal	08/31/2011	\$17.34	Edit Remove
Pvt Auto-Terminal	09/05/2011	\$17.34	Edit Remove

Total Expenses: \$34.68

Proceed to the following page:

Per Diem Entitlements

Continue



Voucher (Cont)

- Step 6: 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 DOCUMENT 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	MBIF Allowed	Per Diem Rate	Code	R	I	D	Qtrs
08/31/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$12.00 Personal	105 / 56	NONL				
09/01/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/02/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/03/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/04/11	SCOTT AFB,IL	> Edit	> Reset	\$39.00	\$39.00 GOVCC-Individual	\$15.80 Personal	105 / 56	MESS	M	M	M	AVAIL
09/05/11	SCOTT AFB,IL	> Edit	> Reset	\$0.00	\$0.00 GOVCC-Individual	\$12.00 Personal	105 / 56	NONL				

Reset All Edit All

Proceed to the following page: Accounting Codes [Continue](#)



Voucher (Cont)


- Step 7: Add 'Substantiating Documents'
 - Receipts of \$75.00 or more
 - Constructive Travel Worksheets (CTWs)
 - MFRs for unusual circumstances

[RETURN TO LIST](#) [Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

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

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

 You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

> [Print Fax Cover Sheet](#)

> [Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
<input type="button" value="Refresh"/>				

Proceed to the following page:



Voucher (Cont)

- Step 8: Review/Sign- Preview & click 'Continue'
 - Make any necessary adjustment before signing document

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

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

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

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

[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on Other Authorizations.

DoD mandates split disbursement for transportation, lodging & meals.

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Baseline Trip	View Worksheet
COM. CARR. I:	\$524.30
LODGING:	\$195.00
MEAL:	\$117.20
MIL FAC:	\$34.68
OTHER:	\$387.67
Calculated Trip Cost:	\$1,288.85

[Save And Proceed To Other Auths](#)

Proceed to the following page: [Continue](#)




Voucher (Cont)

■ Step 9: Continue to 'Pre-Audit'

https://dtsdcwebgov.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Internet Explorer provided by USAF

Logged In As: [Frank T MacDill-Y](#) Document Name: FMSCOTTAFBIL083111_V25 Screen ID: 1040.1 [Close Window](#)
Traveler Name: [Frank T MacDill-Y](#) Document Type: Voucher [Help for this screen](#)

 **Defense Travel System**
A New Era of Government Travel

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

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

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

Other Authorizations

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.

▶ [Add Additional Authorizations For This Trip](#)

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.

Proceed to the following page: [Continue](#)



Voucher (Cont)

- Step 10: 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

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](#)

Commercial Travel Worksheet

6 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	❖ COST COMPARISON	❖ VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTHORIZED COST (FMSCOTTAFDIL003111 A25-01)	All expenses were not known up front.
2.	❖ 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.	* Justification to Approving Official <Help> Reason Codes (R3) - Commercial lodging used 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. <u>Per Diem authorized on first and last day of travel.</u> The comments/justification does not have to be detailed, just simple enough for the AO to approve



Voucher (Cont)

- Step 11: Provide additional remarks, submit 'Digital Signature', & click 'Save and Continue'

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

IMPORTED DOCUMENT PARTNER SETTINGS COMMENTS

Digital Signature

Click below to stamp and submit this trip authorization for routing at

Document Action

* Submit this document as: **SIGNED** ▼

Routing List: **MSS** ▼

Additional Remarks:

Submit Completed Document

Stamp Process

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)

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 CIU as soon as possible for the applicable credit. Instructions may be found at www.dtc.mil/travelink

Cancel **Save and Continue**

Import the pre-authorized en route modes of travel claimed on the DTS document and the partner has the auto-approval feature turned on.



Voucher Checklist

- **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)**
 - **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**



Voucher Checklist

- **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**



Reminders

- **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**
 - **More bases have been added to the “Integrated Lodging Program”**



Questions?



HQ RIO Resources

- HQ/RIO public website: <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
- HQ RIO Facebook: www.facebook.com/HQRIO
- HQ RIO Twitter: www.twitter.com/HQRIO
- HQ RIO iPhone App: Search “HQ RIO”
- Det 6 Website:
<http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOdetachments.aspx>
- Det 6 Facebook Page: <https://www.facebook.com/RIO-Det-6-741390915926303/>





Det 6 Force Development Briefs

- **27 Jan 17 – Officer Promotion Board Preparation, specifically for the CY16 Lt Col Board (June 2017)**
- **10 Feb 17 – Enlisted Force Development**
- **24 Feb 17 – IR Utilization**
- **10 Mar 17 – Officer Force Development (Developmental Plans/Teams)**
- **24 Mar 17 – URC Responsibilities (Assignment Process)**
- **7 Apr 17 – Joint Officer Qualification**

- **Conducted at MacDill AFB – DCS available**

