United States Air Force Reserve

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

DTS USER
How to Guide

JAN 2014

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- ➢ **DTS User Overview**

- ➢ **AFRC Defense Travel System Limitations**

- ➢ **Order Types DTS vs RTS**

- ➢ **DTS vs AROWs**

- ➢ **DTS HQ RMG POC Contacts**

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- ➢ # IMAs are now on DTS!
  - ➢ **DTS- is a fully integrated, electronic end-to-end travel management system that automates temporary duty (TDY) travel for DOD**
  - ➢ **Please contact your detachment for DTS registration guidance**
    - ➢ **"R" designator after social security number REQUIRED**

- ➢ **EFT and SPLIT DISBURSEMENT IS MANDATORY DODFMR Vol 9 Chp 2 para 020102**
  - ➢ **Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense**
  - ➢ **Split disbursement--which permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining**
  - ➢ **Public Law 105-264 makes use of GTC mandatory on official travel (DTS Defaults to GOVCC) for the following items**
    - ➢ **Airline Tickets**
    - ➢ **Rental Cars (if applicable)**
    - ➢ **Lodging**

- ➢ **Orders are requested through AROWS-R; if the order meets the current DTS criteria the order will flow via electronic transfer from AROWS-R to DTS**
  - ➢ **A email notification is sent to the traveler from DTS once the order has transferred**
    - ➢ **LOAs are housed and controlled in AROWS-R**
    - ➢ **AFRC does not have cross-org capabilities (no BUDGET in DTS)**
    - ➢ **DTS is CAC Card assessable only**

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- ➢ **DTS will be used for the following ORDER types:**
    - ➢ **Annual Tour Only (No IDT in conjunction)**
    - ➢ **RPA/MPA less than 30 Days**
    - ➢ **Back to Back Orders less than 45 Days Total**

- ➢ **DTS Travel Authorization created by AROWS-R, member may need to "EDIT" the authorization by adding the following:**
    - ➢ **Airfare via the DTS Reservation Module**
    - ➢ **Rental Car (Require pre-authorization from your AD Organization or Detachment PM)**
    - ➢ **POV mileage (if authorized as mode of travel in orders)**
    - ➢ **Cost Comparison Worksheet (if applicable)**
    - ➢ **Any Travel Related Expense (known up front cost)**
    - ➢ **ALL AF Reserve personnel will upload a copy of their certified orders and any mods associated with the initial order once duty is complete when filing the travel voucher via DTS**

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- **Please click**

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Home
DTMO Website
Training
Travel Assistance
Travel Explorer
Programs and Services
Contacts

DoD Lodging
Military travelers going TDY to military installations must check DoD lodging availability before making

Login to the Defense Travel System

Begin using the Defense Travel System.

Login to DTS

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- **If this error message pops up when you login to DTS:**

  - *"Login Error. There has been a problem with your login. Your user account could not be found or is locked. Please contact your DTS site administrator for assistance."*

- **This means that you already have an existing account in DTS or that you have been detached and put in a holding status**

- **For (DOD civilians) please have your organizations DTS POC Reset your User ID within your profile. "Resetting your user ID" will not affect your civilian DTS profile but will allow you to have dual profiles in DTS.**

- **For members in a military status that have DTS accounts with AD agencies please have that current organizations DTS POC "DETACH" you. Once that's done please contact your RMG Detachment ODTA for assistance.**

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Log On to DTS

- **Access the DTS Home page: http://www.defensetravel.osd.mil**

- **Insert your CAC**

- **Select LOGIN TO DTS.**

Login to the Defense Travel System

Begin using the Defense Travel System.

Login to DTS

- **Read the DoD Privacy & Ethics Policy; select Accept.**

Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.
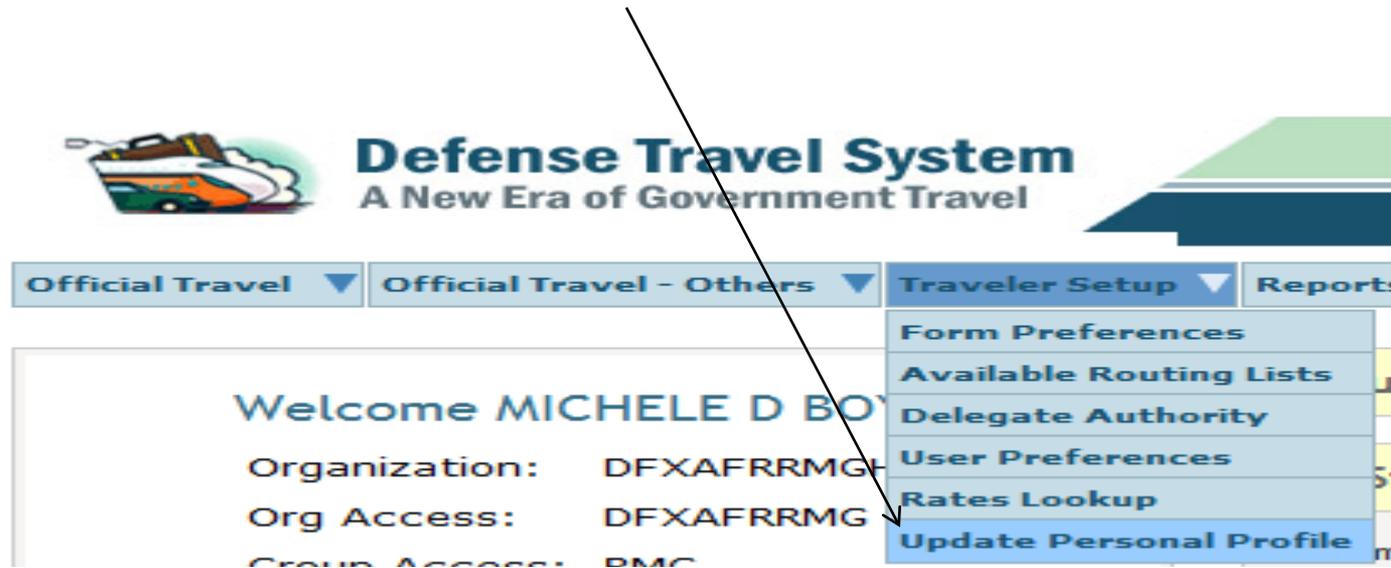
Accept   Decline

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- **The DTS Welcome page will appear**

- **To update your profile CLICK on TRAVELER Setup--Update Personal Profile**

How Update your Profile Cont.

- **Your Profile will appear; VERIFY YOUR INFORMATION; IF YOU NEED TO UPDATE ADDRESS OR PHONE click on UPDATE PERSONAL INFORMATION ONCE DONE**

How To Update Bank and GTC Info

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- **Click on My Account Information to update your GTC and Banking Information**

My Profile

> My Preferences   > My Additional Information   > My Account Information   > My TSA Information

Update Personal 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 permanant traveler profile. > Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC			

Enter only one account with a routing number.

Complete the GTC and Banking
Click on Update Personal Information

Mandatory EFT Payment: ● Yes   ○ No

GOVCC Account Number:

GOVCC Expiration Date (mm/dd/yyyy):

Checking Routing Number:

Checking Account Number:

Saving Routing Number:

Saving Account Number:
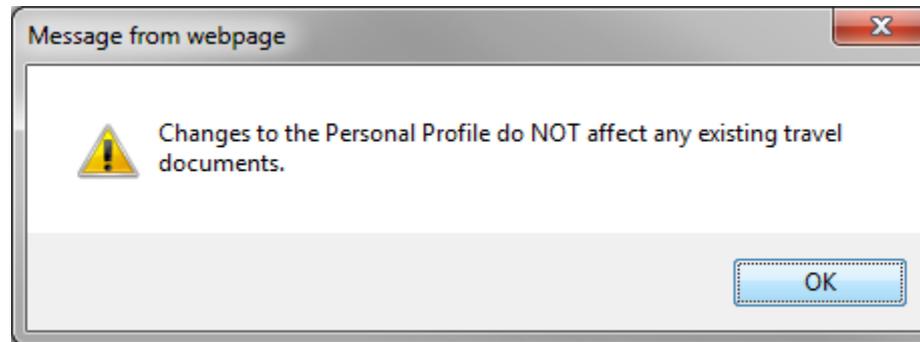
Update Personal Information

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- **Please note: You will need to update any documents that were imported prior to you updating your GTC and Banking information**

Message from webpage

⚠️ Changes to the Personal Profile do NOT affect any existing travel documents.

OK

How To Update Bank and GTC Info w/in a DoC

- **When the DTS User Welcome screen opens; move mouse over Official Travel and select Authorizations/Orders**

- **To update your GTC and Banking info within an existing document—click on Additional Options**

| Logged In As: | MICHELE D BOYD | Document Name: MBWASHINGTOND061812_A02 | Screen ID: 1064.5 | Close Window |
| Traveler Name: | MICHELE D BOYD | Document Type: Authorization | | 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

- **Your Account Information will appear; go to EFT and Credit Card Accounts and Click on the Refresh Account Data this will update your GTC and Banking Info within this document; your banking and GTC info will appear in the box below…**

EFT and Credit Card Accounts

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If the following account information is incorrect please click on the link below to update your account information from your permanant traveler profile. ▷ Refresh Account Data

Account Type	Account Number	Routing Number	Expiration Date
CHECKING			
GOVCC			

How To Edit Your Authorization/Order in DTS

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- **When the DTS User Welcome screen opens; move mouse over Official Travel and select Authorizations/Orders**

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- **Preview trip screen will appear for review**

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:	DTS TRAINING
Comments from the Travel Agent:	

How To Make Reservations in DTS Cont.

- **Click Travel then Air or click the link Add New Flight**

- **See DTS USER GUIDE for additional assistance**

Adding Reservations Made outside of DTS

- **Click the Travel Tab then Other Transportation**

- **Under Other Trans. Add Ticket Information**
  - **Select Type: Comm Air (Indiv Bill)**
    - **This will populate the Description**
    - **Ticket No: leave as is**
    - **Enter cost of Ticket (do not include the CTO FEE)**
    - **Leave departure date and ticket date the same**
    - **Click SAVE**
  - **Click Create a New Ticketed Transportation Entry**
    - **Select CTO FEE (Indiv Bill)**
    - **Follow same steps above**

How to Adjust your Per Diem Entitlements

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- When on AT at your assigned/attached base and meals are available and directed per your orders you must select the following in your DTS authorization

- Click on Expenses then Per Diem Entitlements

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A New Era of Government Travel

RETURN TO LIST

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

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

- Select EDIT on the first day

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
03/21/14	KEESLER AFB,MS	▸ Edit	▸ Reset	$55.00	$55.00 GOVCC-Individual	$34.50 Personal	83 / 46	QTRS				AVAIL
03/22/14	KEESLER AFB,MS	▸ Edit	▸ Reset	$55.00	$55.00 GOVCC-Individual	$16.70 Personal	83 / 46	MESS	M	M	M	AVAIL
03/23/14	KEESLER AFB,MS	▸ Edit	▸ Reset	$55.00	$55.00 GOVCC-Individual	$16.70 Personal	83 / 46	MESS	M	M	M	AVAIL

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- **Enter the values through date**

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. GSA State Tax Exemption Listing

Location: KEESLER AFB,MS

Values Apply From Date: 03/21/2014

Values Apply Through: 03/23/2014

- **Under Duty Conditions select Annual Training (Quarters and Meals Available)**

Duty Conditions

Select one of the following:

○ None

◉ Annual Training (Quarters and Meals Available)

- **Under Meals Select Special Rate and enter 0.00 in the Cost box**

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- ○ Full Rate
- ○ Elected
- ○ Available
- ○ Provided
- ○ Occasional
- ● Special Rate

☐ Breakfast
☐ Lunch
☐ Dinner

Cost: $ 0.00

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03/21/14	KEESLER AFB,MS	‣ Edit	‣ Reset	$58.25	$58.25 GOVCC-Individual	$34.50 Personal	83 / 46	SPEC				AVAIL
03/22/14	KEESLER AFB,MS	‣ Edit	‣ Reset	$58.25	$58.25 GOVCC-Individual	$0.00 Personal	83 / 46	SPEC				AVAIL
03/23/14	KEESLER AFB,MS	‣ Edit	‣ Reset	$58.25	$58.25 GOVCC-Individual	$0.00 Personal	83 / 46	SPEC				AVAIL

- **DTS SUPPORT**
  - **Tier 1 (Help Desk) Detachment ODTA**
  - **Tier 2 (Help Desk) IMA-TRAVEL OFFICE**
    - **Customer Service 1-800-808-5942 Opt 3 for DTS**
    - **DTS EMAIL: imatravel.dts@us.af.mil**