# DTS Guide

### A Quick Guide from HQ RIO

How to correctly fill out & submit a DTS Travel Voucher for Reimbursement

All travel to include AT, AT w/ IDTs in conjunction, RPA, and MPA will be processed through DTS. Exceptions to using DTS include PCS (Permanent Change of Station) travel claims as these will remain in RTS.

- IDT Outside Normal Commuting Distance travel will also be filed in DTS, but must follow separate instructions. Please use this LINK.
- CED travel will also now be completed in DTS. Follow the Quick Guide HERE.

**Step 1:** Go to DTS Website (<u>https://www.defensetravel.osd.mil</u>) and **log in**. **Step 2:** Click **your name** in the top right:



2a. Verify you are under your RIO Det & not your RegAF/previous TR unit \*Contact your Det DTS ODTA to update, if necessary
2b. Click My Profile. Verify your email (add personal email), address, banking & GTC info here and in the profile tab of any open travel documents (See step 9).

## **Generate Authorization**

**Step 3:** Click **Create New Document** to create your own authorization and select **Routine TDY Trip**.

**Step 4:** The TDY location needs to be entered to match the location in block 12 of the AF938 Orders. If duty is at a base, <u>DO NOT</u> enter the local city as the TDY location.

Create Itinerary YOUR TDY LOCATION(S) Arriving Departing TDY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY C Leaving On MM/DD/YYYY Leaving From MM Residence My Residence My Duty Station C C Ctry or Zip	Location <i>Gity or Zip</i> Returning On <i>MM/DD/YYYY</i> Returning To <i>My Residence</i> <i>My Duty Station</i> <i>Y Gity or Zip</i>	Traveling By	Time of Day	Rental Car?
YOUR TDY LOCATION(S) Arriving Departing TDY	City or Zip Returning On ∭ MM/DD/YYYY Returning To My Residence My Duty Station ○ My Duty Station	Traveling By	Time of Day	Rental Car?
Arriving     Departing     TDV            MM/DD/YYYY           MM/DD/YYYY           MM/DD/YYYY             TRIP OVERVIEW        Leaving On            MM/DD/YYYY             Leaving From             My Residence             My Duty Station	Location Gity or Zip Returning On MM/DD/YYYY Returning To My Residence My Duty Station My Duty Station	Traveling By	Time of Day	Rental Car?
MM/DD/YYYY MM/DD/YYYY  TRIP OVERVIEW Leaving On MM/DD/YYYY Leaving From My Residence My Duty Station  C City or Zip	City or Zip  Returning On  MM/DD/YYYY  Returning To My Residence My Duty Station  C Sty or Zip	Air ∨	⊘ Morning ∨	No 🗸
TRIP OVERVIEW         Leaving On	Returning On MM/DD/YYYY Returning To My Residence My Duty Station City or Zip			
Leaving On MM/DD/YYYY Leaving From My Residence My Duty Station C P City or Zip	Returning On MM(/DD/YYYY) Returning To My Residence My Duty Station City or Zip			
MM(DD)/YYYY Leaving From My Residence My Duty Station	MM/DD/YYYY Returning To My Residence My Duty Station			
Leaving From My Residence My Duty Station O Grity or Zip	Returning To My Residence My Duty Station C Gity or Zip			
My Residence     My Duty Station     Q <i>City or Zip</i>	My Residence     My Duty Station     Gity or Zip			
My Duty Station     Gity or Zip	My Duty Station City or Zip			
○ ♀ City or Zip	○ ♀ City or Zip			
Trip Duration				
Nothing selected				
Returning By				
🛪 Air 🗸				
Time of Day				
O Morning				
YOUR TRIP DETAILS Type ♥ Temporary Duty Travel (Routin ♥ Purpose ♥				
Nothing selected				
Description (antipost)				
former (shreened)	2			
Conference/Event Name				
Not attending a conference				
O Nothing selected V				

**4a.** Purpose will be *Training* for AT or AT w/ IDT and *Mission-Operational* for RPA or MPA

# **Finding Official Distance**

As of 1 March 2024, travel by POV is no longer automatically considered most advantageous. To find the official distance from your HOR to duty location, log into DTS and click Travel Tools at the top. In the drop down list, select Distance

Calculator.



Input the city & state of your starting location as well as the city & state of your duty location. You can input the base in place of city & state. Click the magnifying glasses next to each entries and find the applicable zip code. Click Calculate Distance.



# **Cost Comparison Documentation for CTW**

As an example, F.E. Warren AFB, WY is 108 miles from Buckley SFB, CO. Since this is less than 250 miles, rail is considered most advantageous. If POV



is used, a <u>Constructed Travel Worksheet</u> (CTW) will need to be uploaded with the authorization. To find the cost of a rail ticket, you will need to use AMTRAK.com. *NOTE: AMTRAK may use buses instead of trains for the route. Both are considered most advantageous over POV.* 

For the starting and ending locations, type in the base (if that is the duty location) and AMTRAK will choose the closest train station for you. Input your dates



and then click on Travelers. You will need to select the military rate. Click Done and then Find Trains.

If trains/buses are available for your route and travel is during normal business hours/meets mission requirements, you will use this cost for your CTW; mileage will be limited to this amount. If AMTRAK does not offer transportation to your duty location, you will get something similar to this message:

▲	This bus-only trip cannot be booked. (Ref.TULDGGQ5)	
	Round-Trip ▼ Rall Passes	
		Use Points
	DEN Denver, CO Union Station $\rightleftharpoons$ COS Colorado Springs, CO	
	8/12/2024 — 8/23/2024	
	1 △ Traveler     ✓     Passenger with Disability or Assistance ③     ⊕     Add Trip       Needed?     ✓     ✓     ✓     ✓	Advanced Search
	FIND TRAINS	

Your next step is to provide a cost estimate for a rental car through DTS. You will input your search as a one-way cost as this is ONLY for your travel to your duty location. If rental cars are available, you will use this amount on your CTW. If no rental cars are available, POV will be considered most advantageous and you will receive reimbursement for your mileage at the TDY rate (\$0.67/mile for car or \$0.65/mile for motorcycle for 2024).



### Reservations

**Step 5:** Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the method of travel that is applicable & authorized, contact DET AO for guidance or refer to JTR para 020203. Transportation Types Most Advantageous to the Government.



**Step 6:** If you are flying, make sure you choose the **GSA Contract Rate**. A more expensive flight may not be fully reimbursed.

**6a.** If you were directed to fly, but elect to drive, your travel reimbursement will be limited to the <u>GSA Contract Rate</u> (one round trip ticket). You will also need to complete a Constructed Travel Worksheet (CTW).

Reservations	DA	AY to SAT				Sort by Cost (Lowest) 💙
<ul> <li>TSA Info</li> <li>Flight: DAY - SAT</li> <li>Flight: SAT - DAY</li> <li>Lodging (JBSA-RANDOLPH .</li> <li>Review Reservations</li> </ul>		A <sup>X</sup> A American Airlines	DAY 6:00 AM	SAT 11:04 AM	GSA Contract Rate w/ Limited Availability <b>0</b> Fare Rules	TOTAL COST \$147.10 includes taxes and fees Select Flight >
Finances Fin		American Airlines	DAY 11:41 AM	SAT 5:10 PM	GSA Contract Rate <b>O</b> Fare Rules	TOTAL COST \$248.10 includes taxes and fees Select Flight >

**Step 7.** If your TDY location is a military installation, you must choose base lodging, if it's available. If you don't, you will only be reimbursed up to the on base rate.

			Recommended
<ul> <li>WESTWIND INN - TRAVIS AFB</li> <li>Details</li> </ul>	DoD Lodging	\$89 per night	Select >

This does not apply if you provide a Non-Availability Letter from base lodging or if DTS generates a Certificate of Non-Availability (CNA). If DTS generates a CNA (visible on the **Other Auths and Pre-Audit** page) you are not required to contact base lodging for a Non-Availability Letter.

1	1 ADVISORIES
	<b>DOD LODGING NOT AVAILABLE</b> A room at the Govt DoD lodging facility is not available for the period 06/20/2023 to 06/23/2023. CNA 23AF97074033 was issued authorizing use of commercial lodging.

<u>Note:</u> you may receive a message that DTS was unable to connect to the lodging system. This <u>DOES NOT</u> constitute non-availability and you must contact the on-base lodging facility directly.

If while booking lodging, no on-base lodging **AND** no DoD Preferred hotels are available, you will get this advisory on the Other Auths and Pre-Audit page. This message allows you to book lodging at the max locality rate and be fully reimbursed.

#### 1 ADVISORIES

#### PREFERRED LDG NOT AVAIL

Rooms at properties in the preferred commercial lodging program are not available at the TDY location for the time period from 05/28/2024 to 06/01/2024. User provided option to select Commercial Fire Safety Act Compliant or Commercial Other Published Rates properties. Reimbursement Limitations are not applicable.

# **Per Diem**

**Step 8:** When complete with the reservations, proceed to the **Per Diem** tab. Depending on the type of duty and quarters/meal statement on your AF938 orders, you will need to adjust your per diem.

**8a.** If your duty is MPA or RPA, refer to your quarters/meal statement on orders. If meals are available and you are lodged on base, you are only entitled to the on base rate for meals (\$22.40 as of 1 Jan 2024).

**8b.** If your duty is AT or AT w/IDTs in conjunction, your M&IE rate is \$0 if meals are available and you are lodged on base.

**8c.** Click **Adjust Per Diem Amounts**. Confirm your hotel nightly rate based on reservations made & annotate if meals will be available. This is written on your orders & is determined by available facilities IAW AFMAN 34-102c. Personal choice to not utilize the Dining Facility when lodged on base does not constitute full M&IE entitlement.

orization Info DOLP091122_A01	Adjust Per Diem Amounts Select a date or date range to adjust the Adjustment Date Range • (m) 09/12/2022 - 09/22/2022	lodging and M&IE per diem rates for your trip.	uty conditions. See the <u>GSA State</u> Expand all Collapse all	1		
nents t Itinerary ons	Meals Available at TDY Location     Government Meals Provided at TDY     Location	Select Available Meals	exemption form C.			
A Info ght: DAY - SAT	O Occasional Meals Required	Dinner	¥110.00 \$48.00 ;			
;ht: SAT - DAY Iging (JBSA-RANDOLP) riew Reservations	LODGING COST (Locality rate: \$124.00) \$110.00 Currency Converter	M&IE COST (Locality rate: \$64.00) \$64.00 Currency Converter	\$110.00 \$64.00 <b>;</b> \$0.00 \$48.00 <b>;</b>	Click <b>S</b>	wo Adiuo	tmanta
venses		Cancel Save Adjustr	tments	CIICK 3d	ive Aujus	linenis.
Edit Itine	erary	TDY: JBSA-RANDOLP	PH AFB, TX (13 days) m state sales tax but requires exe	emption form. Downl	oad exemption form (	C.
Reservations TSA Info	^	DATE		LODGING COST	LODGING ALLOWED	M&/E ALLOWED
Flight: D	AY - SAT	> 09/11/2022 (First Day) Code	de: QTRS	\$110.00	\$110.00	\$48.00
Flight: S	AT - DAY	> 09/12/2022 - 09/22/2022	Code: TRN B L D	\$110.00	\$110.00	\$0.00
🖳 Lodging	(JBSA-RANDOLPH	> 09/23/2022 (Last Day) Code	de: QTRS	\$0.00	\$0.00	\$48.00
Review I	Reservations					

## **Per Diem During IDTs**

\*\*No M&IE is authorized while performing IDTs. In order to zero out the lodging and meals, you will need to select **Inactive Duty Training (Local)** and remove the lodging cost.

Adjust Per Diem Amounts Select a date or date range to adjust the lodgin	ng and M&IE per diem rates for your trip.
Adjustment Date Range *	
09/18/2022 - 09/22/2022	
Occasional Meals Required	1
O Special Meal Rate	
Duty Conditions	Hide Options 🗸
Duty conditions affect your lodging and M&IE	per diem entitlements.
Field Conditions	Quarters Available
Adverse Effects (Commercial Qtrs)	Group Travel
Inactive Duty Training (Local)	Essential Unit Messing
🗌 Aboard a U.S. Vessel 🍘	Hospital Stay
Authorized Trip Home	
L	Ţ
LODGING COST (Locality rate: \$124.00)	M&IE COST (Locality rate: \$64.00)
\$0 Currency Converter	\$48.00 Currency Converter
	Cancel Save Adjustments

For this example, IDTs were performed 19-22 Sep. IDT lodging is authorized starting the night prior to IDTs being performed. You can see that 9/18 has no lodging or per diem; lodging for this night will be claimed with the IDT lodging claim. Per diem for that day has shifted to 9/22 as the member returned home.

TDY: JBSA-RANDOLPH AFB, TX (12 days)				
TDY location exempt from state sales tax but requires exe	mption form. Down	load exemption for	rm 🛃.	
DATE	LODGING COST	LODGING ALLOWED	M&/E ALLOWED	
> 09/11/2022 First Day Code: QTRS	\$110.00	\$110.00	\$48.00	+
> 09/12/2022 - 09/17/2022 Code: TRN	\$110.00	\$110.00	\$0.00	
> 09/18/2022 - 09/21/2022 Code: INDT	\$0.00	\$0.00	\$0.00	:
> 09/22/2022 Last Day	\$0.00	\$0.00	\$48.00	

## **Expenses & Profile**

Step 9: Click Next or Expenses. In this section add your AF938 orders, CTW if you plan to drive your POV & any other expenses you expect to incur (does not include meals). If you choose to drive, be sure to include your to/from mileage to the TDY area. Add items by clicking Add & then selecting the type of expense. The selection box has a search function to assist you.

Defense Travel System	Add New ×	System Status: ⊘ DTS ∨
Home Trips V Travel Tools V	ord	
	Travel Orders	
Trip Authorization Info	Select an expense or document from the list to get started.	
Doc Name: KJJBSARANDOLP091122_A01 Sor Traveler:		Add
• View Adjustments		\$1,320.00
Edit Itinerary		101

**Step 10**: On the **Accounting** page, click the **Add LOA** button and use the **Search bar** to enter the LOA that is listed on your AF938 orders (page 2 – DTS BUDGET LABEL) or the LOA that was provided by your RegAF unit and cross-org'd to you in DTS.

Add and allocate lines of accounti more than 45 days.	ing, request advances, and ma	inage scheduled part	ial payments (SPP) for trips la	asting
ACCOUNTING CODES				
Lines of Accounting (LOA) are us using more than one LOA, you w	ed to identify the source of fur vill be required to allocate ther	nds for travel. If m.		
Lines of Accounting (LOA)			• •	dd LO
No Lines of Accounting	(LOA) have been added		Search	Q
e no Enes of Accounting	(Lovy) have been daded.		From DFXAFRARPCRIO	>
			Shared LOA	>
			Cross Org LOA	>
	VV			
ACCOUNTING SUMMAR	XI			
ACCOUNTING SUMMAR				
ACCOUNTING SUMMAR Expense Summary	50.00			
ACCOUNTING SUMMAR Expense Summary Non-Reimbursable Expenses Reimbursable Expenses	\$0.00 \$3931.50			

**Step 11**: Click through & stop at **Review Profile**. Here you will find another section to confirm your **bank account**, GTC & billing information. This may differ from the main profile, so click **Open Profile** & review again to be sure.

View Adjustments  Edit Itinerary  Reservations	O JOHN DOE 123 IMA Ln DTS CITY, NY Permanent Duty Station 18429 E. SILVER CREEK AVE BLDC 200 STOP CP	GTCC Exp. Date Card ending in 1234 VISA 10/24 Checking Account Account ending in 1234	
TSA Info     Flight: DAY - SAT     Flight: SAT - DAY	WRIGHT PATTERSON A, OH Email JOHN.DOE@US.AF.MIL		
Lodging (JBSA-RANDOLPH Review Reservations		Open Profile	

**Step 12**: If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page (see below), select the appropriate **Reason Code** and provide an adequate **Justification** for the Approving Official to review. Once all flags are complete, click **Next**.

### Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. Constructed Travel Worksheet

Reason Codes *	Add Reason Code
Justification to Approving Official *	• Add Justification

# Sign & Submit

**Step 13:** On the **Sign & Submit** page, you will need to select the appropriate routing list and add necessary comments.

For this duty: AT RPA MPA

After signing, the authorization goes to the DTS Approver within the routing list. Please ensure your authorization is approved at least 72 hrs prior to travel. Although your travel is booked in DTS. airline tickets are typically purchased by the TMC 72 hrs prior to departure. If your authorization is approved within 72 hrs of travel, you

choose this routing: DFXAFRARPCRIOIMAAT DFXAFRARPCRIORPA DFXAFRARPCRIODET# \*your assigned DET\*

#### **Digital Signature**

eck document for errors	
09/08/2023 10:30AM	
CREATED	
John Doe	
)	
(Pending)	
SIGNED	
DOCUMENT STATUS *	ROUTING LIST *
I agree to SIGN this document	DFXAFRARPCRIO ~
	DFXAFRARPCRIO
Additional Comments	Add Comments
NAME	TODAY'S DATE
John Doe	09/08/2023
By clicking "Submit" you are legally signing t	his document to be submitted for routing and approval.
The estimated transportation related expenses a	and actual reimbursement may be reduced if travel is completed using a

must contact TMC directly to ensure your ticket is issued. Note that the TMC which services your DTS profile may be different than the TMC that services the base you're assigned to. Be sure to call the correct one for assistance.

# **Completing the Voucher**

**Step 1:** You must have an approved authorization to file a voucher. Login to DTS: <u>https://www.defensetravel.osd.mil</u> & click **Create New Document**. After selecting Voucher, your approved authorizations will appear.

My Travel Documents Your upcoming, current, and completed tr	5 ip documents.	Create New Document
		Routine TDY Trip
26 Authorizations	26 Authorizations	\$ Voucher
		Local Voucher
4 Vouchers	KJJBSALACKLAN091122_A01 Created Departing on 09/11/2022	Group Authorization
0 Local Vouchers		

#### Step 2: Identify the correct trip and click Create Voucher.

Home Trips 🗸 Travel Tool	Create Voucher from authorization	×	
My Travel Documents Your upcoming, current, and completed trip	KJOTHERCAN052510_A01 Departing on 05/25/2010 TA Number: 0ZSVLE	Pos Ack Received Create Voucher	Create New Document
<b>26</b> Authorizations			

**Step 3:** Click **Expenses** & update what you provided in the Authorization. Click **Add** for any new expenses & attach receipts for any expense over \$75.

Dofonco Traval System	Add New	×	Syster	m Status: 🧭 DTS 🗸
	Select Type*		🥐   🔘	~
Home Trips V Travel Tools V	ord	$\times$		
	Travel Orders			
Trip Authorization Info	Select an expense or docum the list to get started	nent from d.		
Doc Name: KJJBSARANDOLP091122_A01 Sort E				Add
Trip Authorization Info         Ent           Doc Name:         KJJBSARANDOLP091122_A01         Sort B	the list to get started	d.		Add

**3a.** If you flew and booked your airfare through DTS, you will need to separate your **TMC Service Fee** from your airline ticket receipt & claim the expenses separately.

**3b.** If referred off-base for lodging, attach your base Non-Availability Letter or make sure the CNA number populates on the **Other Auths and Pre-Audit** page.

**3c.** If you have hotel taxes, remember to separate those from the hotel costs as its own expense. Some states shouldn't charge you hotel taxes. DTS should flag this, however, there's more info <u>HERE.</u>

3d. If a MOD was issued after travel started, make sure you upload.
3e. If you were directed to fly, but drove, your reimbursement will be limited to the cost of the authorized mode of transportation. You will enter your full mileage and the AO will limit to the government cost for airfare upon approval. *NOTE*: if POV was used for travel other than to/from the airport terminal, ensure your Constructed Travel Worksheet (CTW) is uploaded and correct.

**Step 4:** Adjust lodging amount to reflect actual cost. Ensure per diem is appropriate according to duty type and lodging/meal availability.

Edit Itinerary	TDY: JBSA-RANDOLPH AFB, TX (13 days)			
Reservations	TDY location exempt from state sales tax but requires of	exemption form. Downlo	oad exemption form	C <sup>2</sup> .
TSA Info		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
Flight: DAY - SAT	> 09/11/2022 (First Day) Code: QTRS	\$110.00	\$110.00	\$48.00
Flight: SAT - DAY	> 09/12/2022 - 09/22/2022 Code: TRN B L D	\$110.00	\$110.00	\$0.00
Lodging (JBSA-RANDOLPH	> 09/23/2022 (Last Day) Code: QTRS	\$0.00	\$0.00	\$48.00
Review Reservations				

**Step 5:** Double check your information in the Profile section to make sure it is correct.

**Step 6:** If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page, select the appropriate **Reason Code** and provide an adequate **Justification** for the Approving Official to review. Once all flags are complete, click **Next**.

Step 7: On the Sign & Submit page, click Submit.



**Congratulations!** You've submitted your voucher, but you're not done yet.

You will need to monitor the email associated with your DTS profile in case it is returned for errors. You can also login to **DTS** and click **Vouchers**. Common stamps are **Created**, **Signed**, **Reviewed**, **Returned**, and **Approved**.

If you require further assistance, direct DTS questions to your Det **Organization Defense Travel Administrator (ODTA)**.

Det Contact List

DTS Home Page: Live Chat M-F 8am-6pm ET

DTMO: Per Diem, constructed travel for trip costs, FAQs

# **Top 10 DTS Concerns**

**1. Orders:** Attach your orders in the expenses section. Be sure to include any & all mods.

**2. Incorrect DTS Account:** You're using the wrong DTS account or don't have a DTS Reserve account. Contact your Detachment ODTA to work through this.

**3. Per Diem:** When performing Annual Tour while staying in lodging on a base with a DFAC, no per diem is authorized. Review **Step 4** to set the correct per diem rate.

**4. Mileage:** Ensure a Constructed Travel Worksheet is uploaded and includes the correct rates for comparison if you drove your POV to/from your duty location. POV is no longer automatically most advantageous.

**5. POV Use:** If you choose to drive instead of fly, your reimbursement will be limited to the GSA Contract Rate (City Pair).

**6. AirBnB, VRBO...** These types of lodging options are normally not allowed due to safety concerns, but can be allowed due to limited lodging availability. Unless explicitly authorized in advance, reimbursement will be limited. Coordinate with your detachment AO for approval.

**7. Hotel Taxes:** Claim hotel taxes separately from your hotel rate. This applies for CONUS and non-foreign OCONUS locations ONLY.

**8. TDY In/Around Mileage/Travel:** In/Around mileage/travel is normally not authorized, but if so, it has to be marked on your orders for reimbursement.

**9. Off Base Lodging:** You can choose to stay off base **without** a Non-Availability Letter, but you will only be reimbursed (nightly rate + taxes) up to the on-base lodging rate. Per Diem will only be authorized if the base has no DFAC.

**10. TMC:** You can always call your base's Travel Management Company, otherwise known as CTO, to book your travel. However, you will still file for reimbursement in DTS. NOTE: TMC fee needs to be claimed separately from airfare.

### Call Your Det ODTA With Any Other Questions