

# DTS Guide

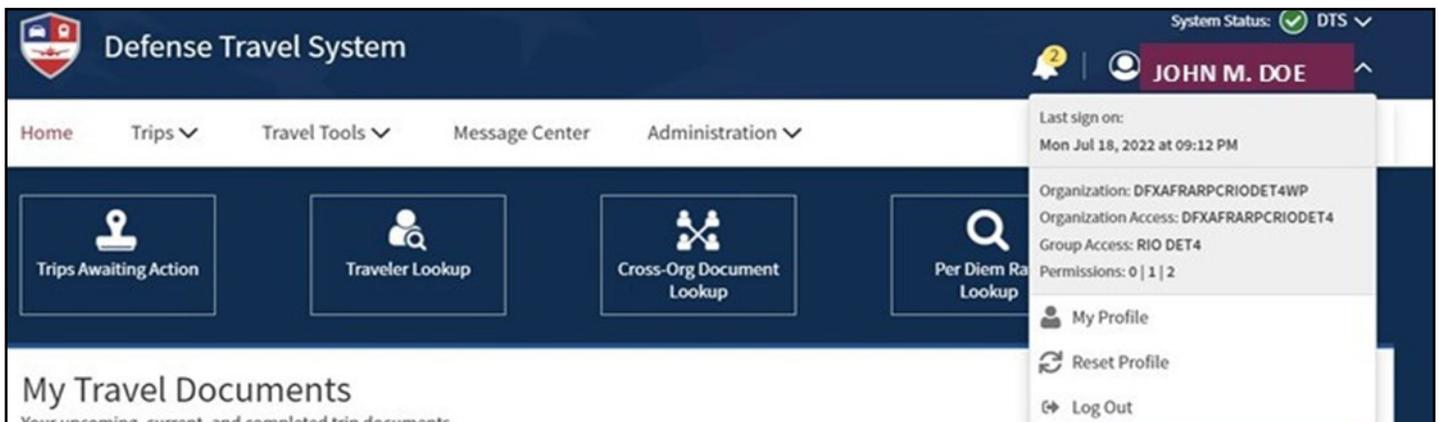
## A Quick Guide from HQ RIO

How to correctly use DTS for AT, MPA, RPA and Exercise CED travel reimbursement

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

*\*\*IDT Outside Normal Commuting Distance, mileage only, and IDT lodging will also be filed in DTS, but must follow separate instructions. Please use this [LINK](#) to find those quick guides.*

*\*\* If you are going TDY on an underlying RPA or MPA order, you will no longer request those orders in myFSS. Get with your owning RPA or MPA unit to get the appropriate Line of Accounting (LOA) and use that to create your DTS authorization according to this guide.*



## Generate Authorization

**Step 1:** Go to DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

**Step 2:** Click **your name** in the top right:

**2a.** Verify you are under RIO Det & not your RegAF or 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 8).

**DTS:** <https://www.defensetravel.osd.mil>

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

**Step 4:** The TDY location should be entered to match the location in block 12 of the AF938 Orders.

## — Itinerary —

### Create Itinerary

#### YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

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#### TRIP OVERVIEW

Leaving On <input type="text" value="MM/DD/YYYY"/>	Returning On <input type="text" value="MM/DD/YYYY"/>
Leaving From <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> <input type="text" value="City or Zip"/>	Returning To <input checked="" type="radio"/> My Residence <input type="radio"/> My Duty Station <input type="radio"/> <input type="text" value="City or Zip"/>
Trip Duration <input type="text" value="Nothing selected"/>	
Returning By <input type="text" value="Air"/>	
Time of Day <input type="text" value="Morning"/>	

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#### YOUR TRIP DETAILS

Type

Purpose

Description (optional)

Conference/Event Name  
 Not attending a conference

[Cancel](#) [Continue >](#)

# Reservations

**Step 5:** Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the method of travel that is applicable & authorized, see 938 Orders or DET AO for further guidance.

**Review Reservation Selections**

**Trip Details:** KJJBSARANDOLP091122\_A01

**Trip Type:** Temporary Duty Travel (Routine)

**Trip Description:**

**Dates:** 09/11/2022 - 09/23/2022

**DTS/TMC Confirmation ID:**

[Lodging Cancellation History](#)

[Add new flight](#)

[Add new rental car](#)

[Add new lodging](#)

[Add new rail](#)

[Add to Trip](#)

**Step 6:** If you're flying, make sure you choose the **GSA Contract Rate**. Any amount above that may not be fully reimbursed.

**6a:** If you were directed to fly, but elect to drive, your travel reimbursement will be limited to the GSA Contract Rate (one round trip ticket).

**6b.** 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. This does not apply if you provide a Non-Availability Letter from base lodging. DTS may generate a Certificate of Non-Availability (CNA), if it determines no base lodging is available. 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. *Note: you may receive a message that DTS was unable to connect to the lodging system. This DOES NOT constitute a non-availability and you must contact the on-base lodging facility directly.*

**Reservations**

[TSA Info](#)

**Flight: DAY - SAT**

[Flight: SAT - DAY](#)

[Lodging \(JBSA-RANDOLPH ...\)](#)

[Review Reservations](#)

**Finances**

[Expenses](#)

[Per Diem](#)

[Accounting](#)

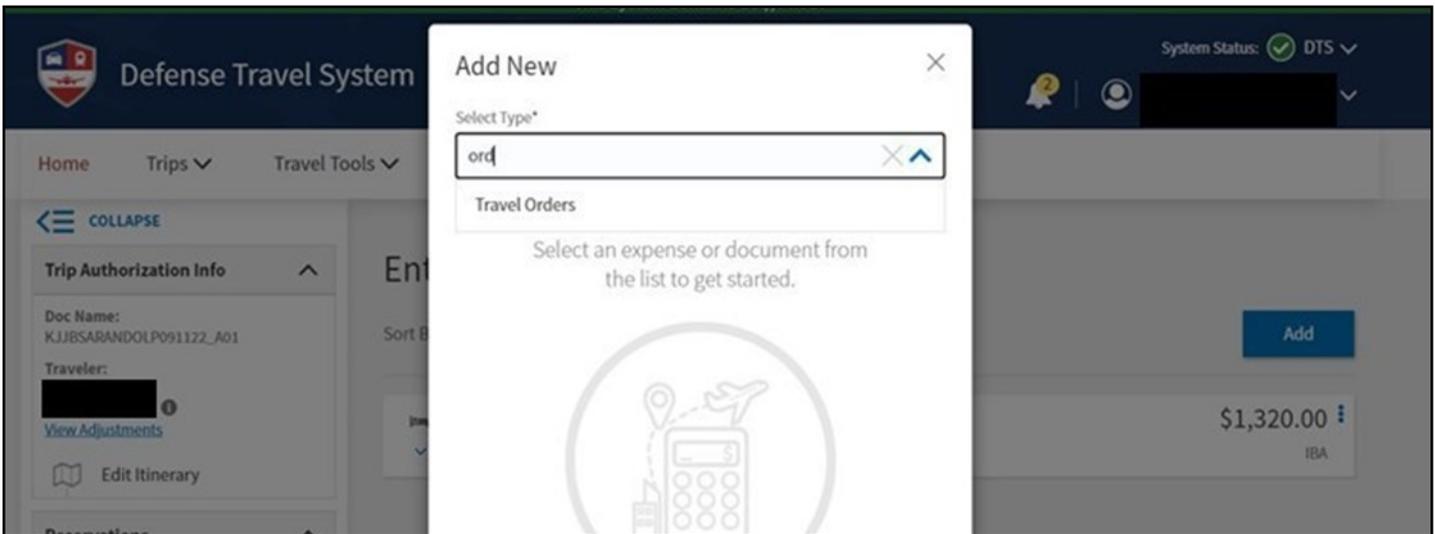
**DAY to SAT**

Sort by: [Cost \(Lowest\)](#)

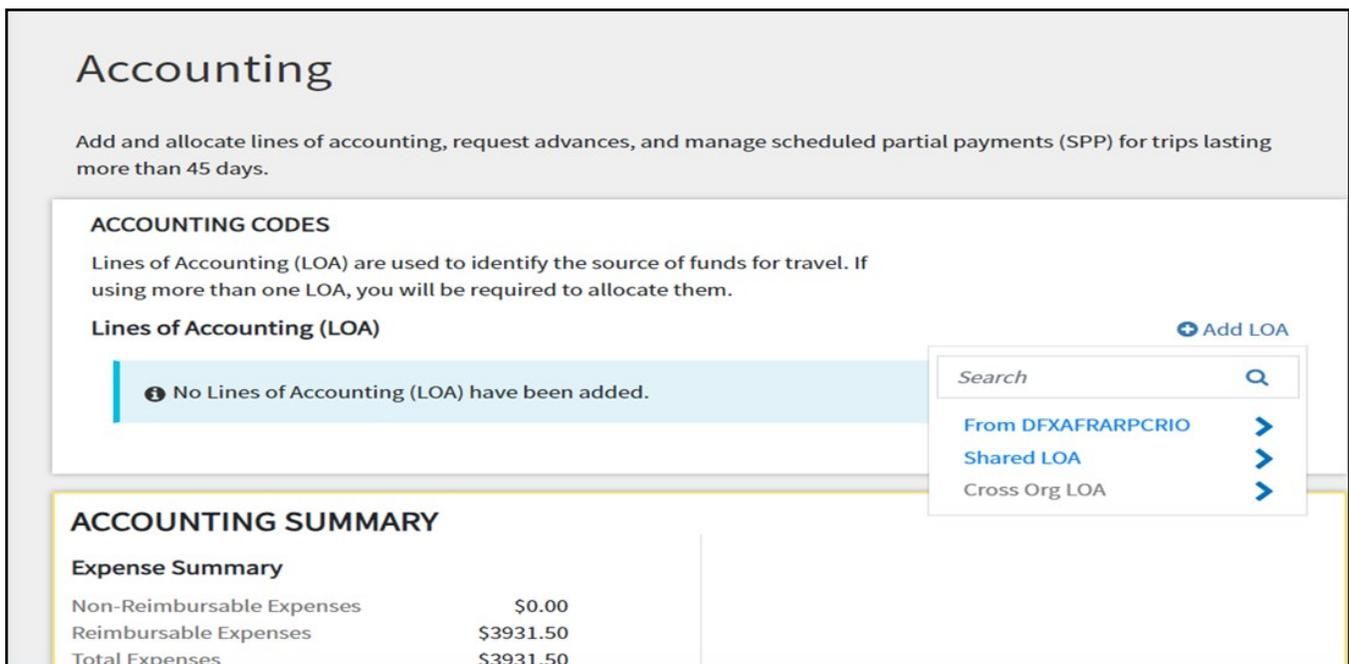
Airline	DAY	Stop	SAT	Rate	Total Cost
American Airlines	6:00 AM	1 Stop	11:04 AM	GSA Contract Rate w/ Limited Availability	\$147.10
American Airlines	11:41 AM	1 Stop	5:10 PM	GSA Contract Rate	\$248.10

# Expenses & Profile

**Step 7:** Click Next or **Expenses**. In this section **add your orders** & any other expenses you expect to incur (does not include meals). If you choose to or were directed 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. **You will also need to add your AF938 orders as an Expense. You MUST upload your orders in the authorization.**



**Step 8:** 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.



**Step 9:** 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.

The screenshot shows a user profile for JOHN DOE. On the left, there is a sidebar with navigation options: 'View Adjustments', 'Edit Itinerary', and a 'Reservations' section with items like 'TSA Info', 'Flight: DAY - SAT', 'Flight: SAT - DAY', 'Lodging (JBSA-RANDOLPH ...)', and 'Review Reservations'. The main profile area contains the following information:

- Personal Info:** JOHN DOE, 123 IMA Ln, DTS CITY, NY
- Permanent Duty Station:** 18429 E. SILVER CREEK AVE, BLDG 390 STOP 68, WRIGHT PATTERSON A, OH
- Email:** JOHN.DOE@US.AF.MIL
- Banking Info:** GTCC, Card ending in 1234 (VISA logo), Exp. Date 10/24, Checking Account, Account ending in 1234

A blue button labeled 'Open Profile' is located at the bottom right of the profile information area.

**Step 10:** If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page (see below), select the appropriate **Reason Code** and provide a **Justification** for the Approving Official to review. Once all flags are complete, click **Next**.

The screenshot shows the 'Pre-Audit' section of a system. It features a heading 'Pre-Audit' and a sub-heading '1 PRE AUDITS'. Below the heading, there is a text block: 'Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)'. The first pre-audit item is 'LODGING NOT USED' with the justification: 'BUCKLEY AFB,CO: No lodging reservations exist from 09/15/2023 to 09/29/2023.' Below this justification, there are two input fields: 'Reason Codes \*' with a '+ Add Reason Code' button, and 'Justification to Approving Official \*' with a '+ Add Justification' button.

# Sign & Submit

**Step 11:** On the **Sign & Submit** page is where you will select the appropriate routing list and add necessary comments. For cross-org'd LOAs, you should choose the RegAF routing list, if available. For AT and RPA, choose your DET routing list. After signing, the authorization goes to your **DTS Approver** at your Det. 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 TMC 72 hrs prior to departure. If your authorization is approved within 72 hrs of travel, you 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.

## Digital Signature

### Trip Authorization Status

See where your trip authorization currently is in the approval process.

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

09/08/2023 10:30AM  
**CREATED**  
NAME  
John Doe

(Pending)  
SIGNED

DOCUMENT STATUS \*  I agree to SIGN this document

ROUTING LIST \*  
DFXAFRARPCRIO  
DFXAFRARPCRIO [Add Comments](#)

Additional Comments

NAME: John Doe      TODAY'S DATE: 09/08/2023

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

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

**Submit Completed Document**

# Completing the Voucher

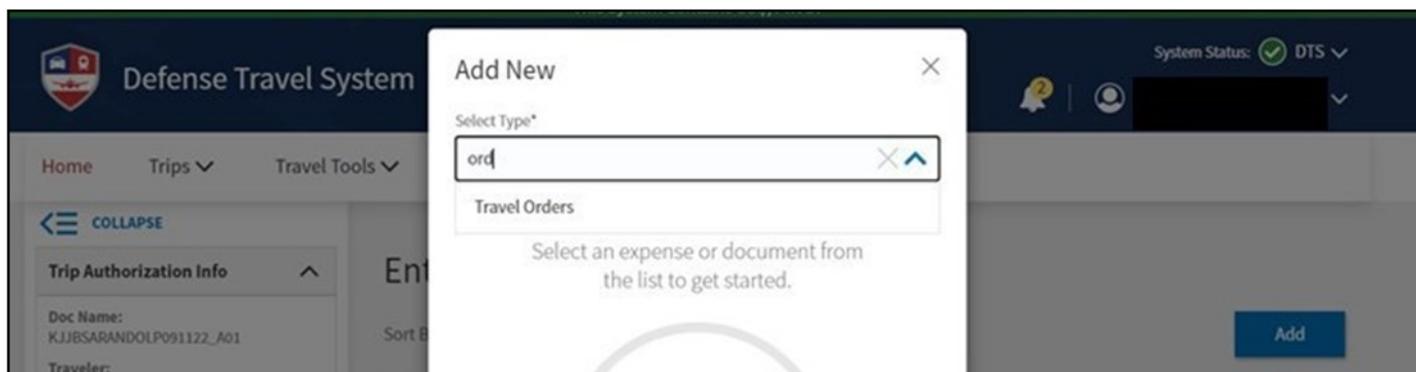
**Step 1:** You must have an approved authorization to file a voucher. Login to DTS: <https://www.defensetravel.osd.mil> & click **Create New Document**. After selecting Voucher, your approved authorizations will appear.

The screenshot shows the 'My Travel Documents' dashboard. On the left, there are summary cards for '26 Authorizations', '4 Vouchers', and '0 Local Vouchers'. The main area displays a list of authorizations, with the first one highlighted in red: 'KJJBALACKLAN091122\_A01' with a 'Created' status and a departure date of '09/11/2022'. A blue arrow points from this authorization to the 'Voucher' option in the 'Create New Document' dropdown menu on the right. The menu also includes options for 'Routine TDY Trip', 'Local Voucher', and 'Group Authorization'.

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

The screenshot shows a modal window titled 'Create Voucher from authorization'. It displays details for the selected authorization: 'KJOTHERCAN052510\_A01', 'Departing on 05/25/2010', and 'TA Number: 0ZSVLE'. A 'Pos Ack Received' status is shown in a grey box. A blue 'Create Voucher' button is prominently displayed. The background shows the 'My Travel Documents' dashboard with the '26 Authorizations' card visible.

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



**3a.** If you flew, 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 [HERE](#).

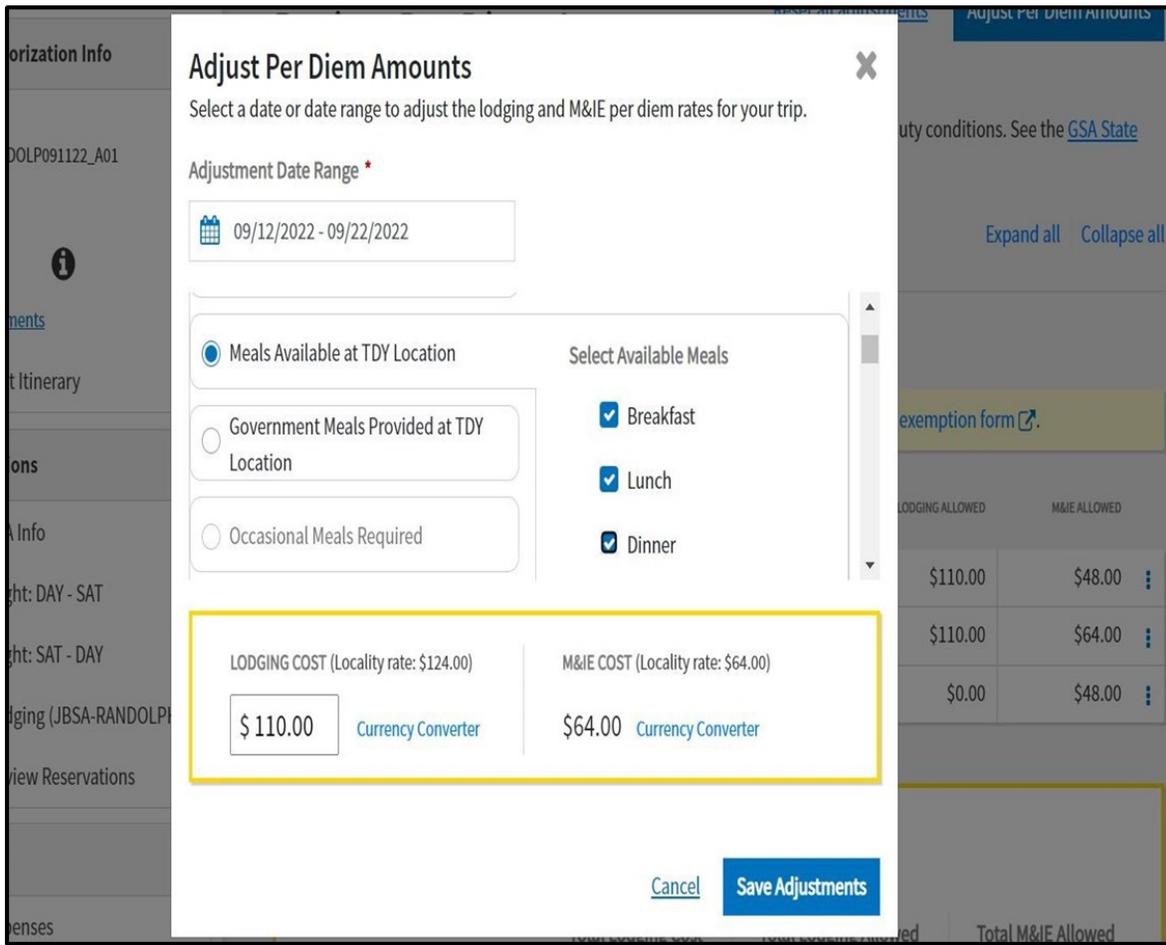
**3d.** If a MOD was issued after travel started, make sure you upload.

**3e.** If you were directed to fly, but drove, your reimbursement will be limited to the cost of the authorized mode of transportation. Create a mileage reimbursement expense up to the cost of the authorized mode of transportation. NOTE: if mileage driven was over 400 miles one way, you will need to complete a Constructed Travel Worksheet (CTW).

## Per Diem

**Step 4:** When complete with the expenses, proceed to **Per Diem**.

**4a.** Click **Adjust Per Diem Amounts**. Update your hotel nightly rate & annotate if meals were available. This is written on your orders & is determined by available facilities IAW AFMAN 34-102. Personal choice to not utilize the Dining Facility when lodged on base does not constitute full M&IE entitlement.



**4b.** Within the Per Diem options menu, scroll down to the **Training Type** drop down menu to select the appropriate duty status. If you were on **Annual Tour**, you will need to annotate that here. *Note: According to JTR Section 032302, while on AT & lodged at a base with a DFAC, no M&IE is payable. You'll have to follow the steps above to zero out that portion of per diem. Additionally, if IDTs were performed in conjunction, you will need to select Inactive Duty Training (Local) to zero out all lodging and M&IE for those days.*

**4c.** Check to make sure your Lodging Cost & Lodging Allowed matches. DTS estimates your costs, but they may not be what you actually incurred. You may need to click **Actual Lodging** in the edit window to force them to match.

TDY: JBSA-RANDOLPH AFB, TX (13 days)

⚠ TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE		LODGING COST	LODGING ALLOWED	M&E ALLOWED
> 09/11/2022	First Day Code: QTRS	\$110.00	\$110.00	\$48.00
> 09/12/2022 - 09/22/2022	Code: TRN (B) (L) (D)	\$110.00	\$110.00	\$0.00
> 09/23/2022	Last Day Code: QTRS	\$0.00	\$0.00	\$48.00

**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 a **Justification** for the Approving Official to review. Once all flags are complete, click **Next**.

**Step 7:** On the Sign & Submit page, provide any extra contact information (phone number and/or personal email) in the Additional Comments section. This is in case there is a question, the AO or Reviewer can reach out. Lastly, click **Submit**.

The screenshot shows a web application interface for document signing. On the left is a sidebar with navigation options: Flight: SAT - DAY, Rental Car (JBSA-LACKLAN...), Lodging (JBSA-LACKLAND ...), Review Reservations, Finances (Expenses, Per Diem, Accounting), and Review (Review Profile, Review Authorization, Other Auths and Pre-Audits). The main content area shows a document status of '(Pending) SIGNED'. Below this is a 'DOCUMENT STATUS' section with a checkbox 'I agree to SIGN this document'. To the right is a 'ROUTING LIST' dropdown menu showing 'DFXAFRARPRIODET4WP'. Below these is an 'Additional Comments' section with a text area and a 'Close' button. The text area contains the placeholder text 'Comments are saved after selecting Submit Completed Document' and a character count '0/2000'.

**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**.

Your voucher goes through two levels for approval. DTS Review is completed by the HQ RIO IR Travel Office & the DTS Approval is completed by your Det Approving Official.

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:** If you are directed to drive, make sure you claim mileage to & from the duty location. Unless you stayed in the area on another set of orders, you are entitled to both.
- 5. POC 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 or Approver With Any Other Questions**