DTS Guide

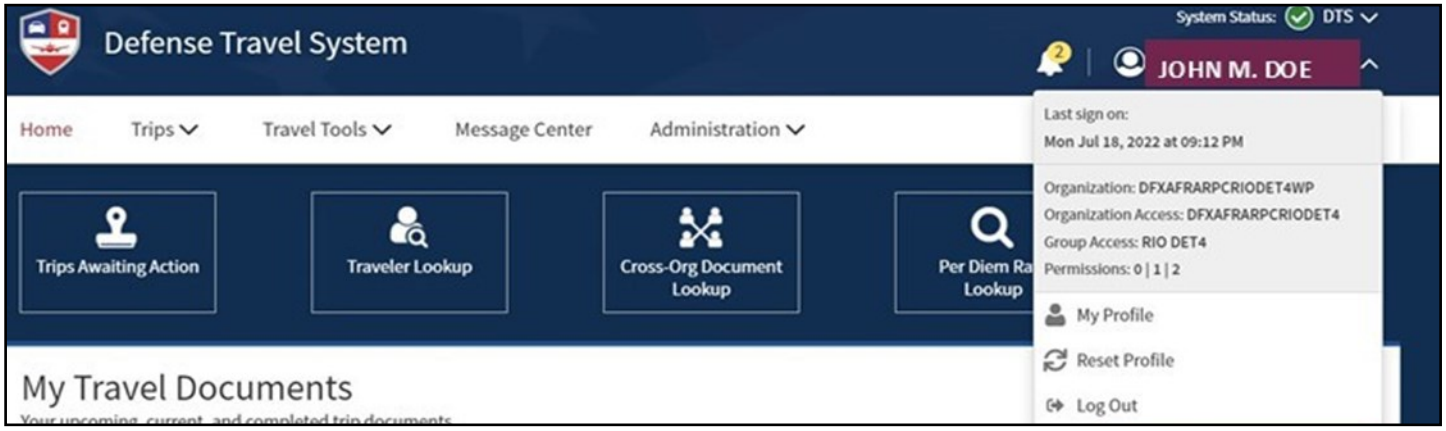
A Quick Guide from HQ RIO

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:

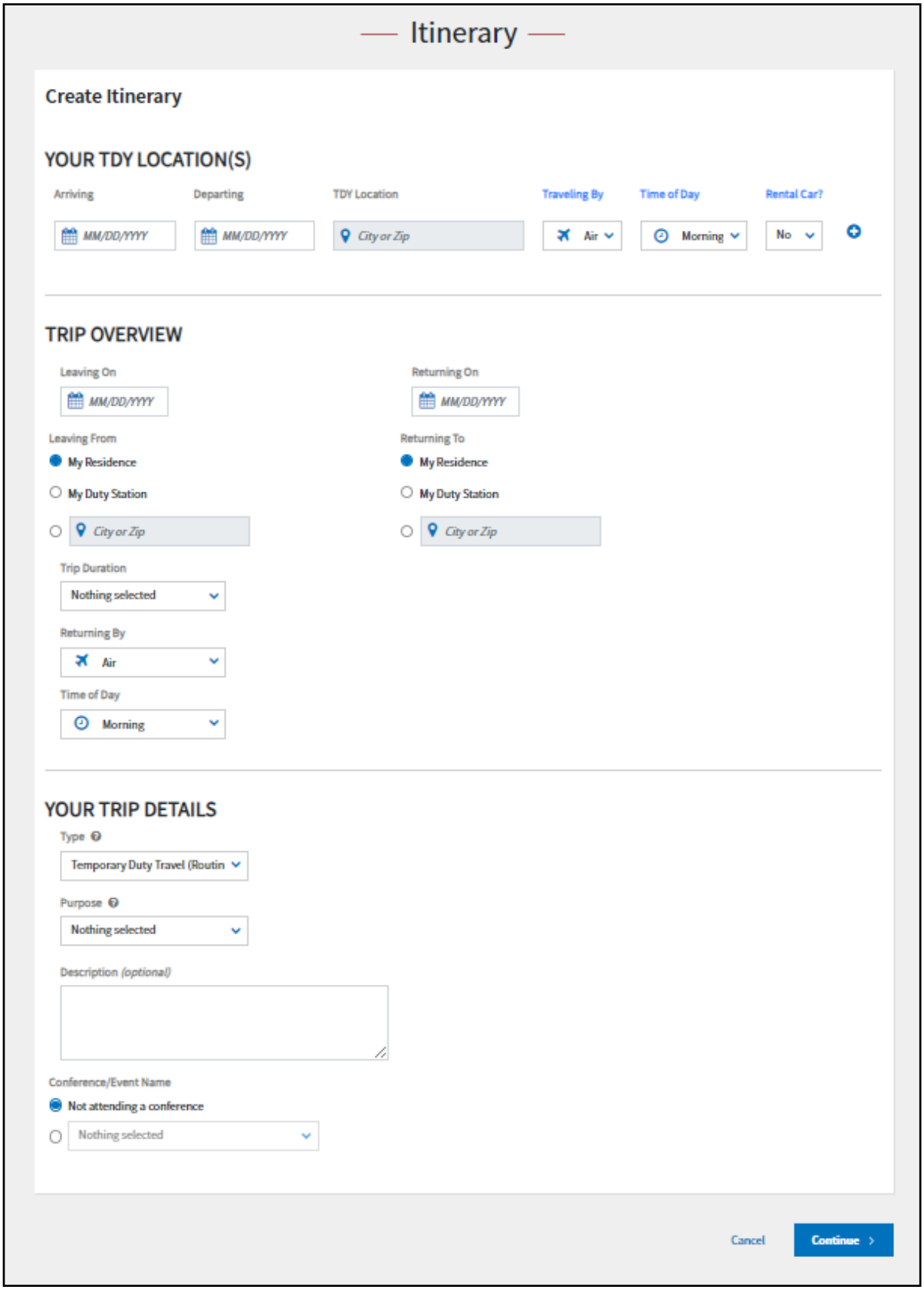
2a. Verify you are under RIO Det & not your RegAF or previous TR unit

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).

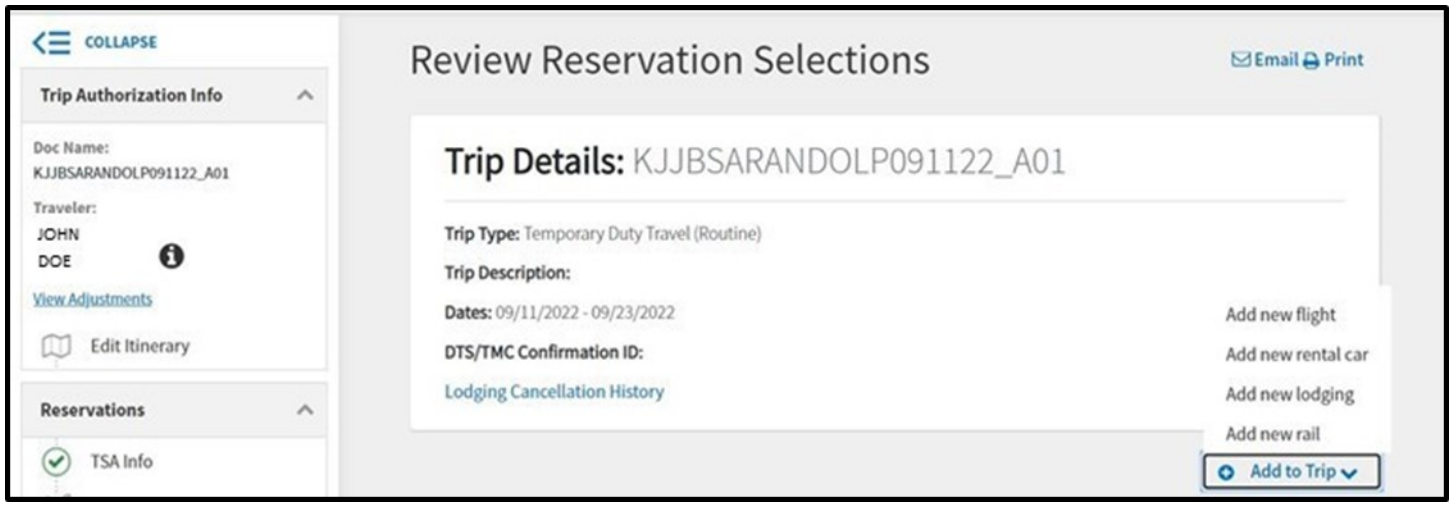
Step 3: Click **Create New Document** to create your own authorization and select **Routine TDY Trip**.

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



Reservations

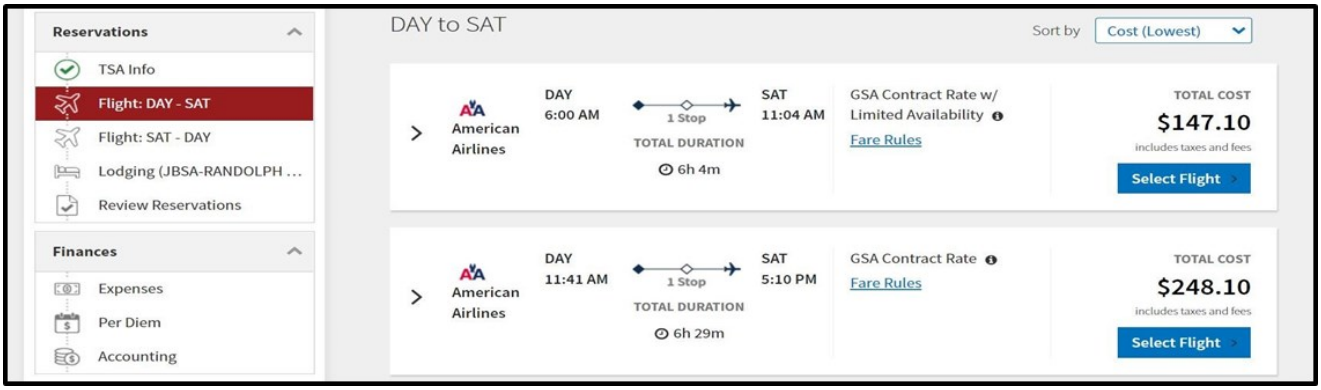
Step 5: Book your travel in DTS by clicking **Reservations** & then **Add to Trip**. Choose the method of travel that is applicable & authorized, see 938 Orders or DET AO for further guidance.



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

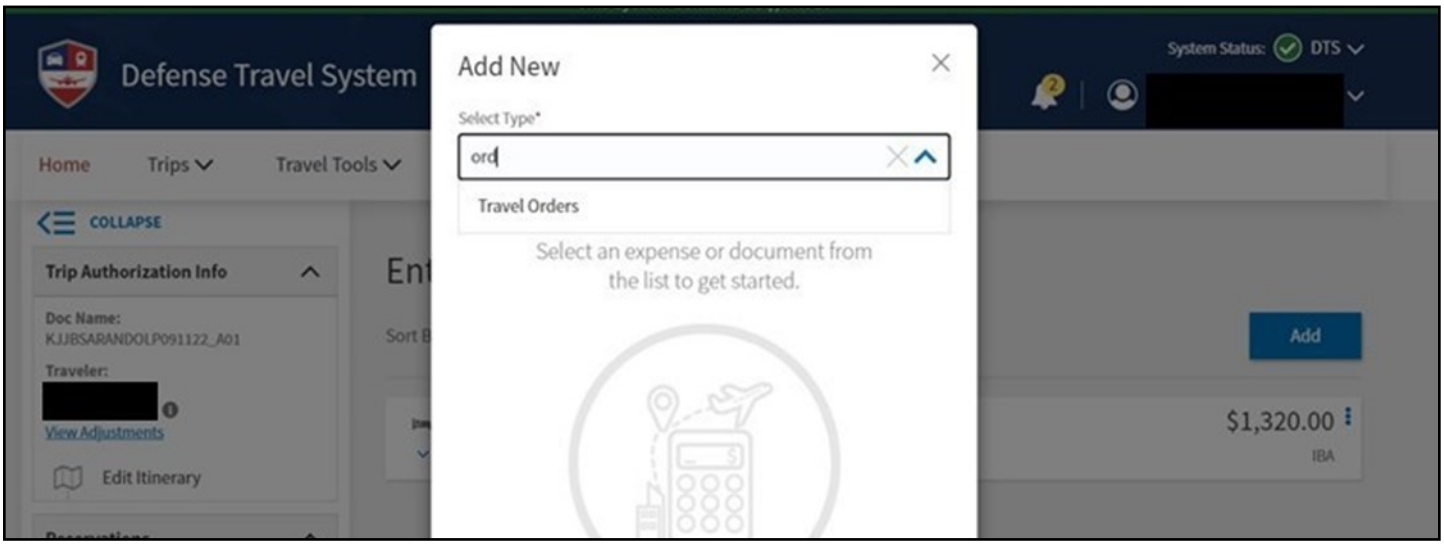
6a: If you were directed to fly, but elect to drive, your travel reimbursement will be limited to the GSA Contract Rate (one round trip ticket).

6b. If your TDY location is a military instillation, 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. *<u>Note:</u> 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.*

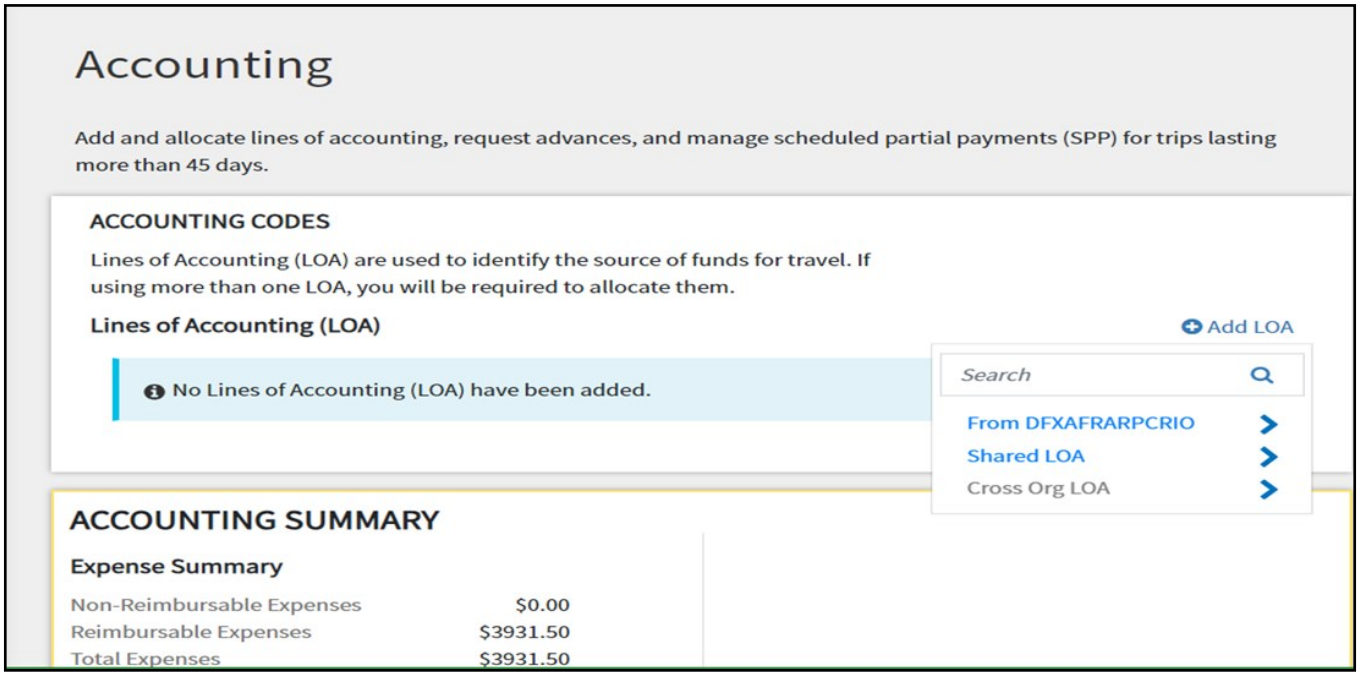


Expenses & Profile

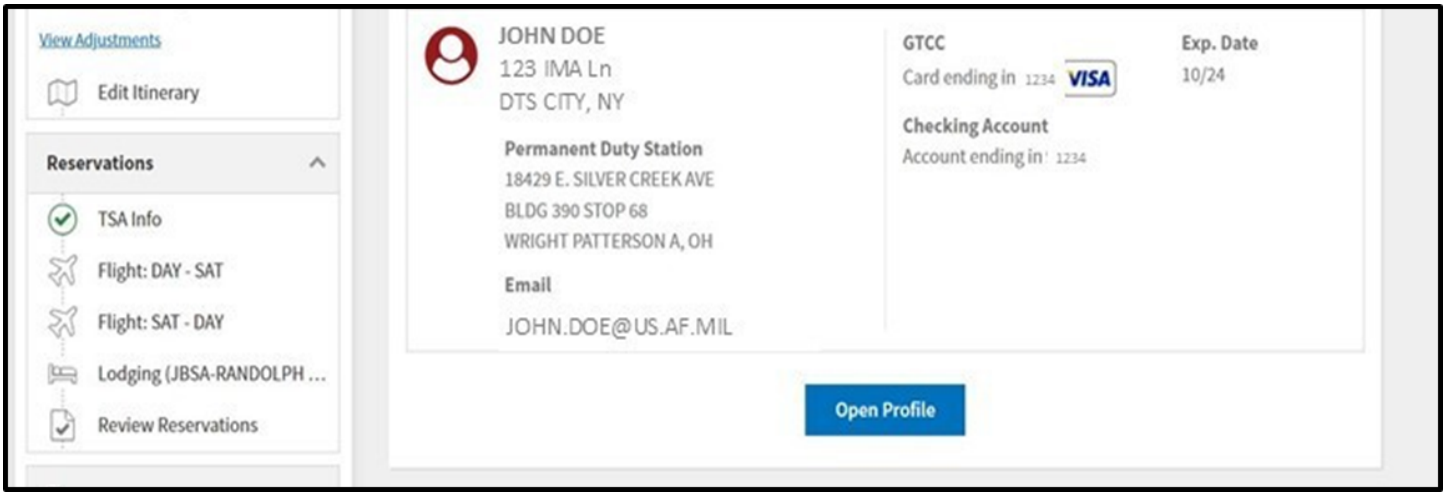
Step 7: Click Next or **Expenses**. In this section **add your orders** & any other expenses you expect to incur (does not include meals). If you choose to or were directed to drive, be sure to include your to/from mileage to the TDY area. Add items by clicking **Add** & then selecting the type of expense. 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.



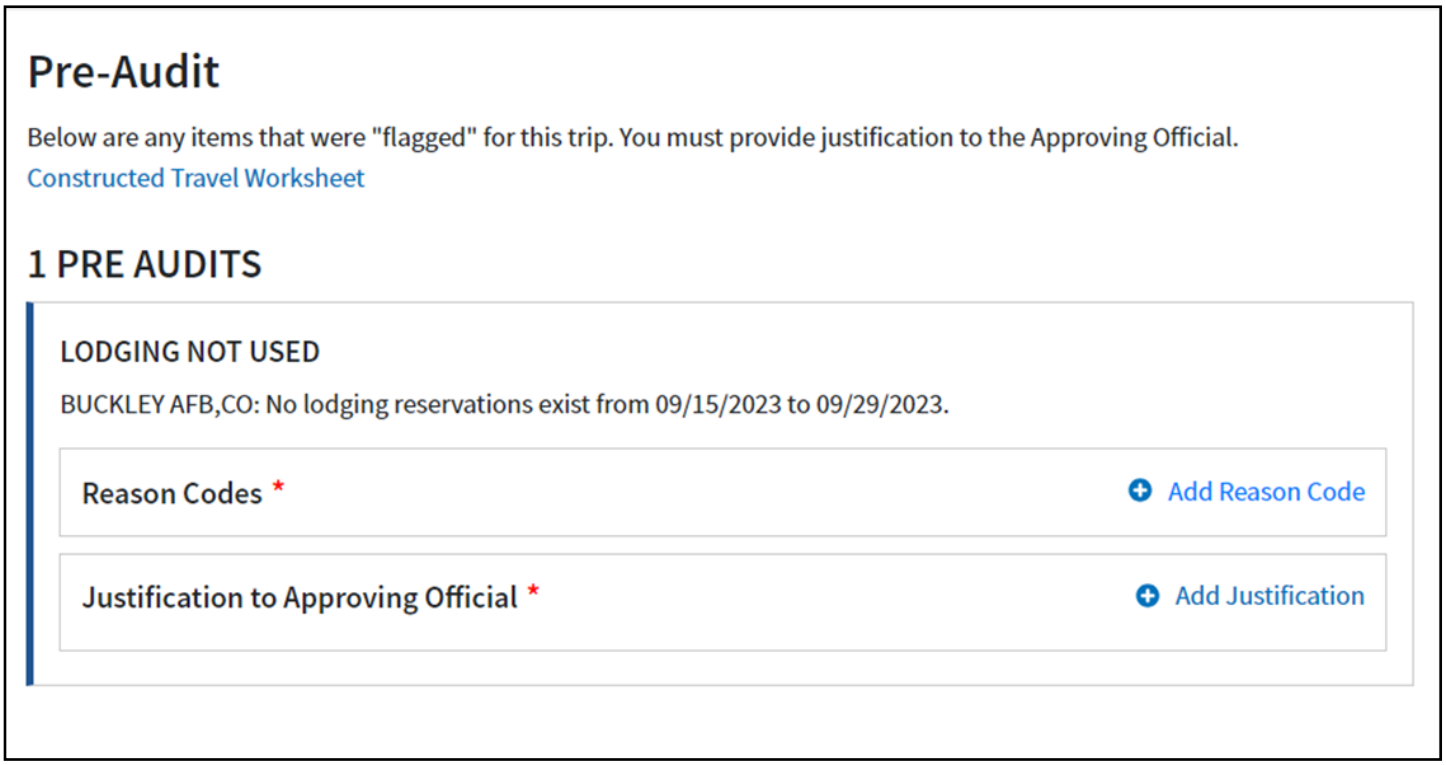
Step 8: On the **Accounting** page, click the **Add LOA** button and use the **Search bar** to enter the LOA that is listed on your AF938 orders (page 2 – DTS BUDGET LABEL) or the LOA that was provided by your RegAF unit and cross-org'd to you in DTS.



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.

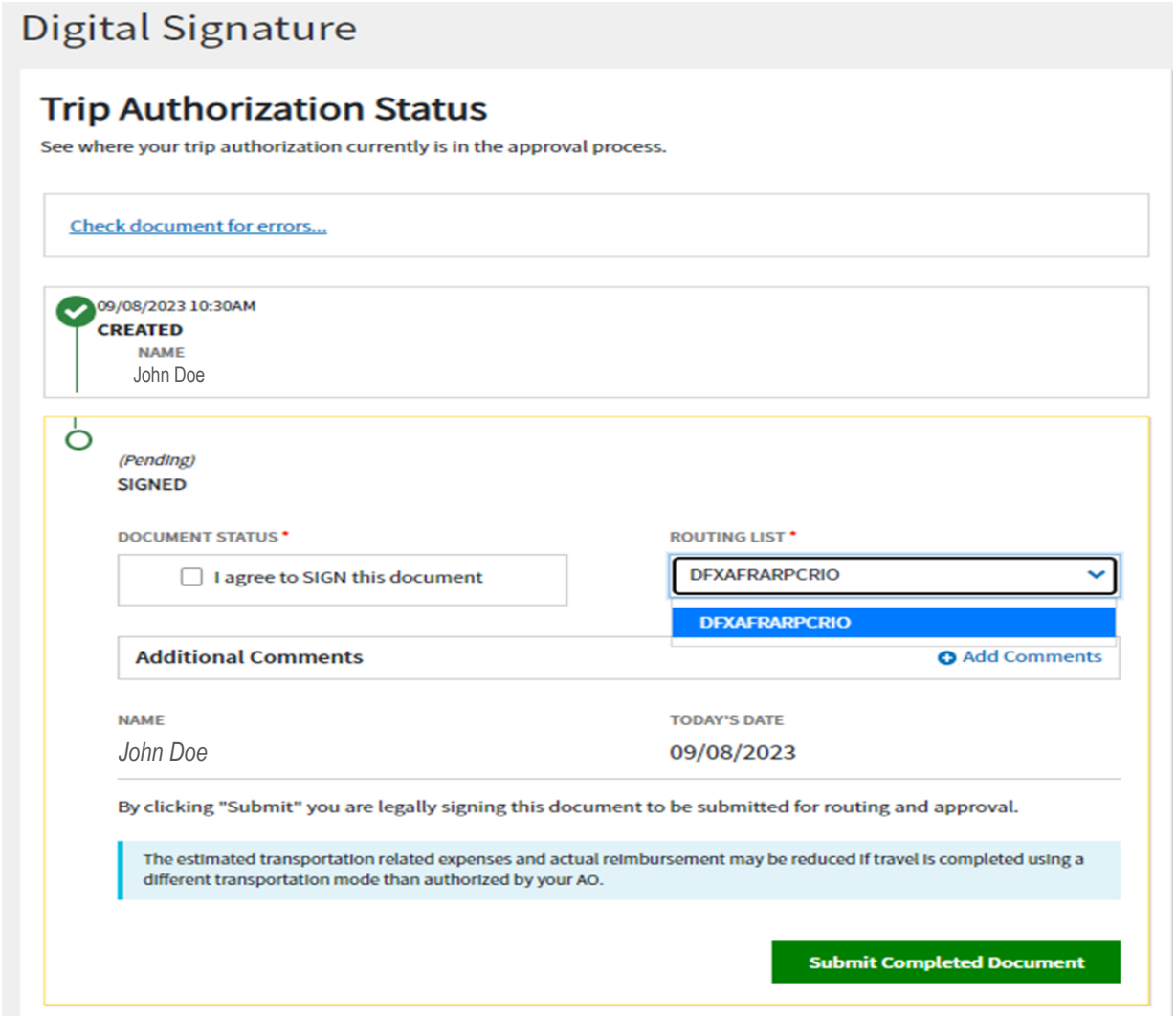


Step 10: If/when you receive a **Pre-Audit** flag on the **Other Auths & Pre-Audits** page (see below), select the appropriate **Reason Code** and provide a **Justification** for the Approving Official to review. Once all flags are complete, click **Next**.



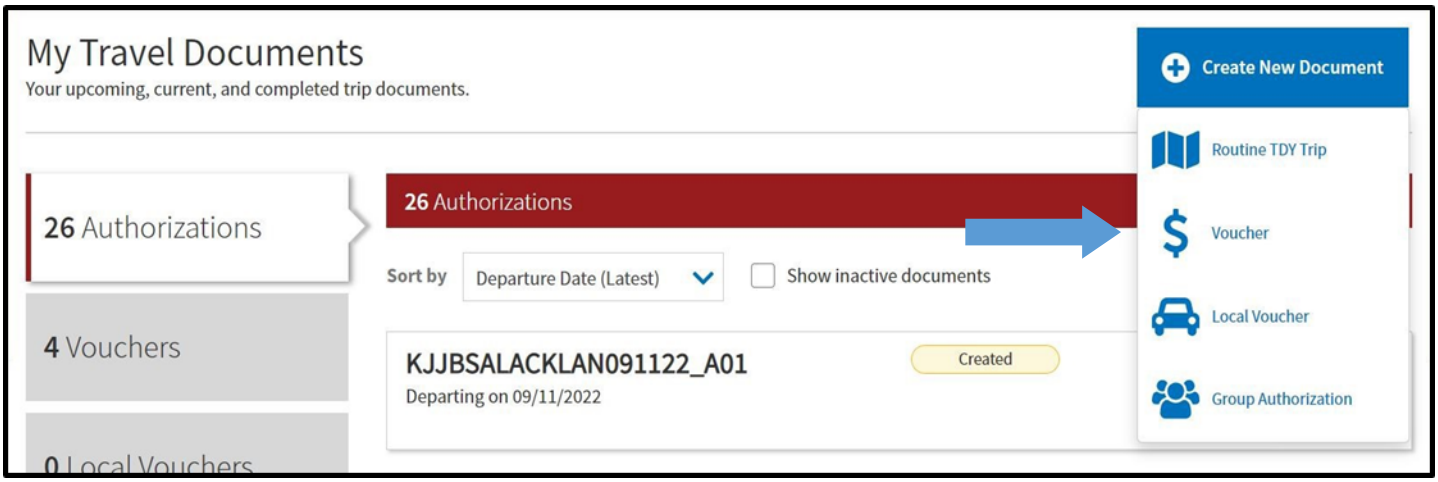
Sign & Submit

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.

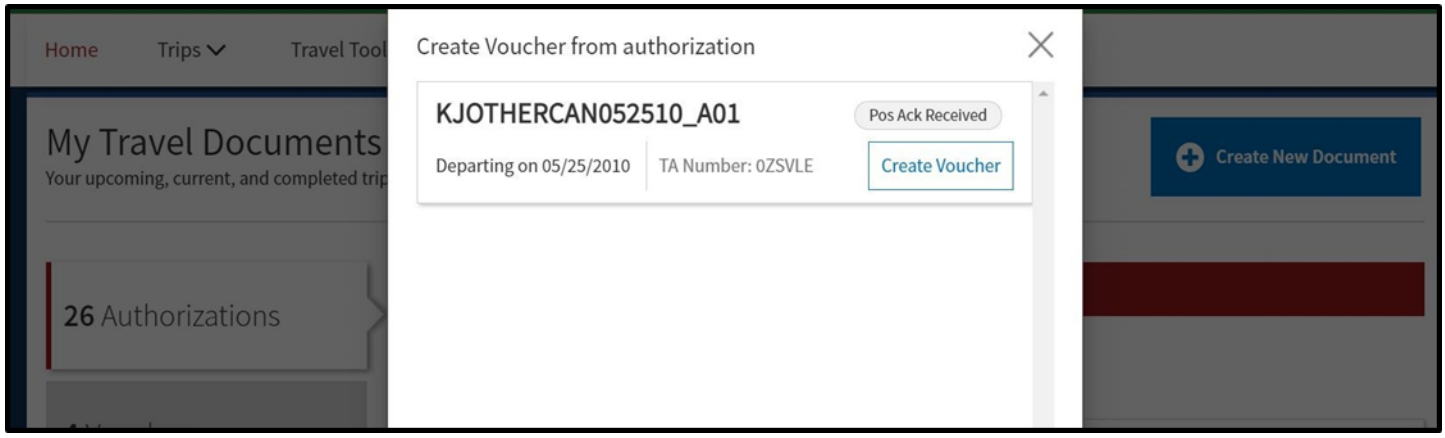


Completing the Voucher

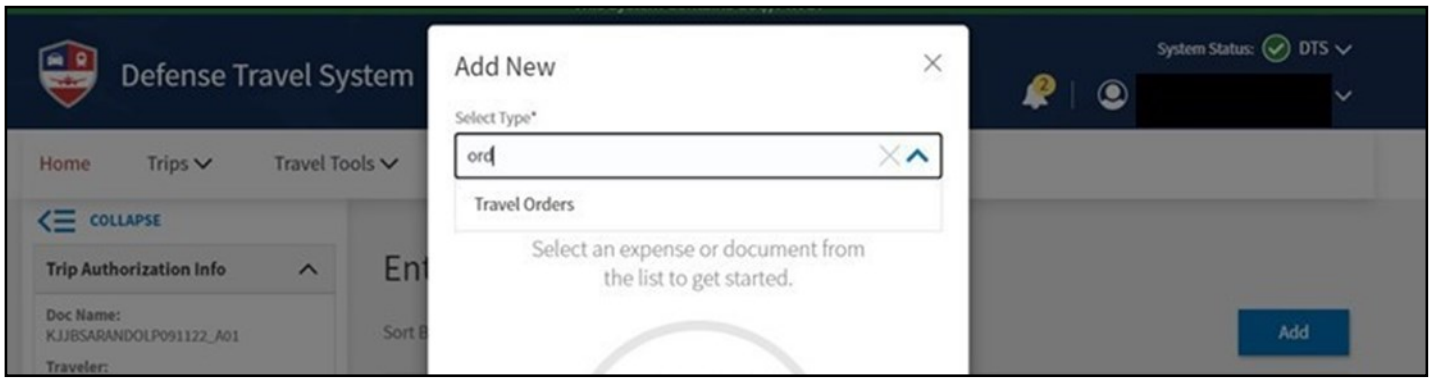
Step 1: You must have an approved authorization to file a voucher. Login to DTS: https://www.defensetravel.osd.mil & click **Create New Document**. After selecting Voucher, your approved authorizations will appear.



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



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

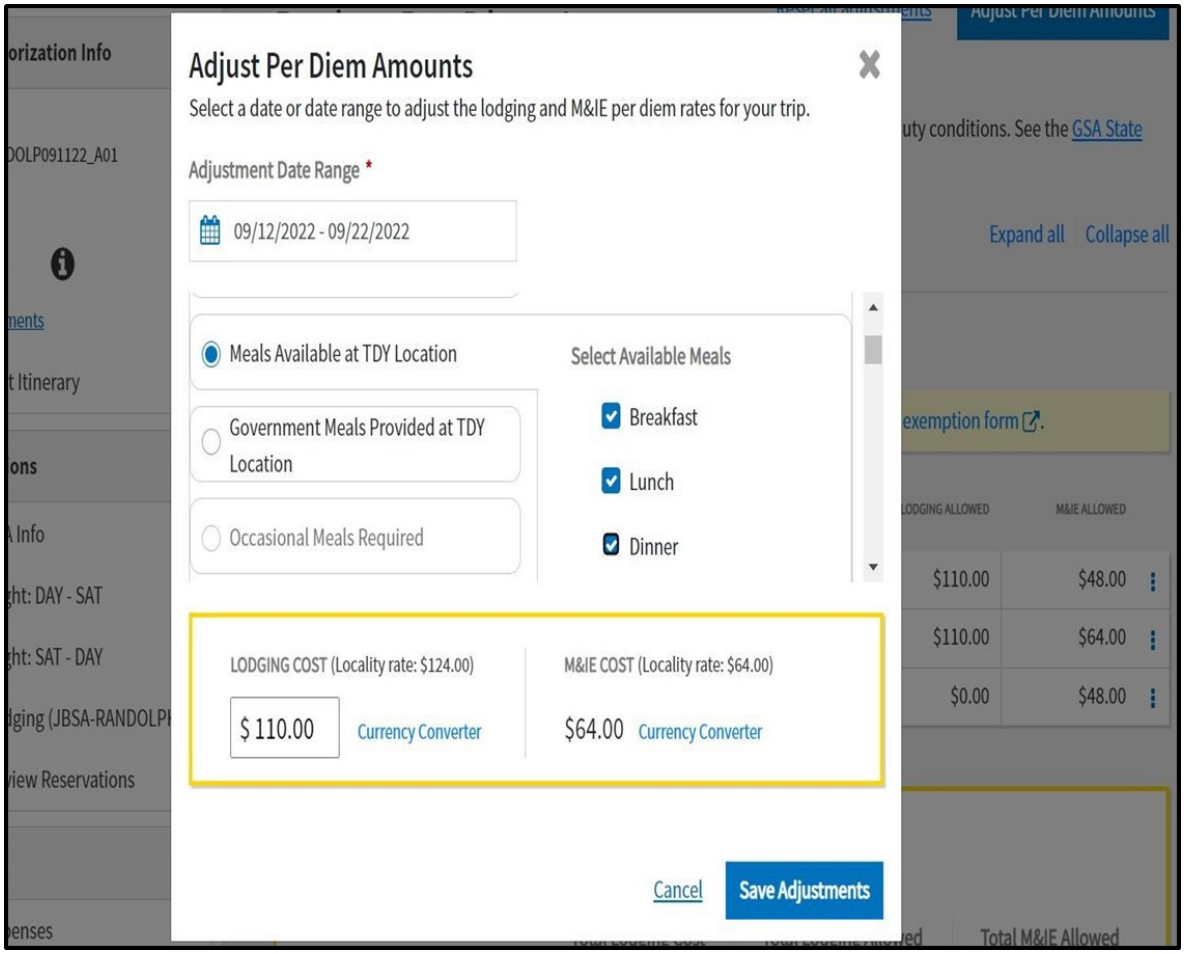


3a. If you flew, you will need to separate your **TMC Service Fee** from your airline ticket receipt & claim the expenses separately.
3b. If referred off-base for lodging, attach your base Non-Availability Letter or make sure the CNA number populates on the **Other Auths and Pre-Audit** page.
3c. If 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

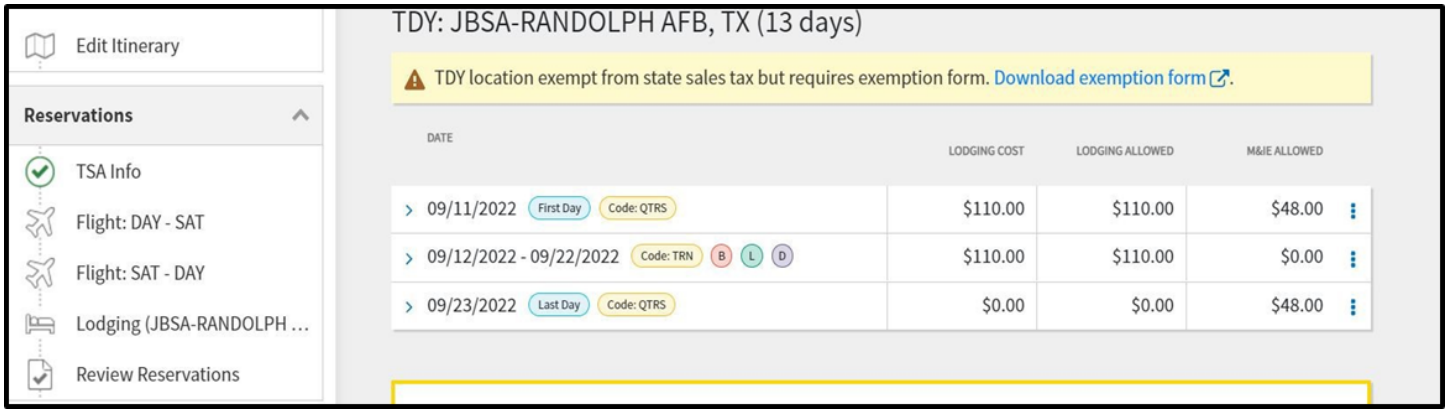
Step 4: When complete with the expenses, proceed to **Per Diem**.

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.



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**.

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.

<u>Call Your Det ODTA or Approver With Any Other Questions</u>