

12. Select **Per Diem Entitlements** from the subnavigation bar to change allowances for lodging, duty conditions, meals, and leave. See the DPM, Section 2.7.3

Note: If your TDY exceeds 30 days in one location, you will use a flat rate per diem of 75% of the locality rate. If your TDY exceeds 180 days in one location, you will use a flat rate per diem of 55% of the locality rate.

7 Lines of Accounting (LOAs)



Single LOAs: When only one LOA is used:

1. Select **Accounting** from the navigation bar.

Multiple LOAs: When two or more LOAs are used:

1. Select **OK** in the pop-up window.
2. Select the **How To Allocate** drop-down arrow and choose an allocation method.
3. Select **Allocate Expenses**.
4. Allocate the expenses among the LOAs.
5. Select **Save Allocations**.

8 Additional Options



1. Select **Additional Options** from the navigation bar.
2. Select **Profile** to view or edit personal profile data.
3. Select **Partial Payments** to receive partial reimbursement during the trip. Trip must exceed 45 days.
4. Select **Advances** to request an advance. Advances are typically for travelers who do not have a Government Travel Charge Card (GTCC). Only the LOA(s) that were selected on the Accounting Codes screen will display.
5. After entering any Additional Options, select **Continue** at the bottom of the screen.

9



Review/Sign

1. Review the itinerary.
2. Select **Other Auths** from the subnavigation bar. If necessary, select **Add Additional Authorizations For This Trip**. Place a check in the box next to the appropriate authorization(s), then select **Add** at the bottom of the screen. Enter any **Remarks** that must appear on the document.
Note: Per Secretary of Defense memorandum, "Track Four Initiative Decisions" dated 14 March 2011; all authorizations must include the statement "Alternate means such as, Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives". Travelers should add this justification to travel authorizations based on their Service/Agency specific instructions.
3. Select **Save and Proceed to Pre-Audits** to save any remarks.
-OR-
Select **Continue**.
4. Enter **Justification** for any flagged items.
5. Select **Save And Proceed To Digital Signature**.
6. Select the **Submit this document as drop-down list** arrow and select **SIGNED**.
7. (Optional) Select a **Routing List**, if different from the default.
8. (Optional) Enter Comments in the **Remarks** box.
9. Select **Submit Completed Document**.
10. If the traveler has made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens. The warning states that if the document is not **APPROVED** and tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation. Select **OK**.
11. Complete the **PIN** field then select **OK**.

The authorization must be signed within 24 hours of booking or all reservations will be cancelled.

Note: Refer to the *Adjusting/Amending an Itinerary and Reservations in an Authorization* tri-fold for assistance with date, per diem location, and/or reservation changes.

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Create an Authorization: Traveler Instructions

April 20, 2017

This trifold is designed to guide the traveler/travel clerk through the steps to create a typical authorization. For modes of transportation other than air or rental car, see Chapter 2 in the Document Processing Manual (DPM).

Log On to DTS

1. Insert your CAC into the reader.
2. Access the DTS Home page: <http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy; select **Accept**.
5. Complete the **PIN** field then select **OK**.
6. Returning users skip remaining steps. First-time users will see the User Activation screen. Enter the traveler's SSN in both fields then select **Submit**. If the DTS account has *not* been created, only an Administrative menu displays. Mouse over **Administrative** and select **Self Registration**.
7. Complete the **Basic and Additional Information** screens, then select **SAVE AND PROCEED**.
8. Select **Submit** on the last screen. An e-mail will be sent to the user when the registration has been accepted. Follow Steps 1 through 6 to activate the account.

Create an Authorization



1. On the DTS User Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.
3. Select **Create New Authorization/Order**.

Note: If this is the first time you've used DTS, it has been more than 30 days since you last validated your profile, or your GTCC is nearing or past expiration, the Profile Validation screen opens. Confirm or update all information then select **Update Personal Information**.

1 My Itinerary

After you update or confirm your profile information, DTS takes you to the **My Itinerary** screen.



Choose your **Trip Creation Method**. You have two options.

One-Screen Itinerary Creation Process

Select the **CLICK HERE** link on the top line to follow the one-screen itinerary creation option. You can use the one-screen process if your trip meets the criteria below:

- Travel does not cross the International Date Line
- and you are performing one of these trip types
 - AA-Routine TDY/TAD
 - AB-Open Allotment
 - AX-Arrangements Only
 - B-Permissive
 - D-House Hunting
 - E-Invitational
 - E1—ITA FAMILY TRANS ONLY
 - E2 – ITA FAMILY FULL REIMB

Two-Screen Itinerary Creation Process

For any trip, you can select the **CLICK HERE** link at the bottom of the **My Itinerary** screen to choose the two-screen itinerary creation option.

2 Book Air Travel



If you selected commercial air on the Trip Overview screen, the Air screen displays.

1. Use the Airfare tabs to review the different fares. Choose **Select Flight** for the preferred flight. -OR- Modify the search criteria on the left side of the screen; select **Search**, and then **Select Flight** from the new list.
2. The Seat Selector window will open. Choose a **seat** or a general preference then select **Done**.
3. The TSA Secure Flight Information screen displays. Enter or update the **required fields**.
4. Select **Save TSA Information**.
5. Select the return flight by repeating Steps 1 - 2.

3 Book Rental Car



If you selected rental car on the Trip Overview screen, the Rental Car screen displays next.

1. Choose Select Car next to the preferred rental car. -OR- Modify the search criteria on the left side of the screen, select Search, and then choose your rental car from the new list.

4 Book Lodging



The Lodging screen always displays next. DTS determines the most appropriate lodging type for your trip and displays it.

1. Choose **Select Hotel** to identify a hotel.
 2. Choose **Select Room** to book a room.
- *Additional information on the lodging tabs and selecting other lodging is in DPM, Chapter 2.
- +IMPORTANT:** Choosing "**Select Room**" more than once may result in double booking, which may not be reflected on your itinerary. Carefully check the itinerary

you receive from DTS and the Travel Management Company.

You should always check your itinerary closely when your document has been cancelled to ensure that your lodging reservations have been completely cancelled.

5 Travel Summary



After you enter all your reservations, the **Summary** screen displays.

1. Review the information on the Payment Information tab and update if necessary.
2. Select **Save and Continue**.
3. Review the Final Trip Itinerary information.
4. Select **Continue**.
5. Select **OK** to acknowledge the pop-up window warning reservations will be cancelled in 24 hours if the authorization remains unsigned.

6 Expenses



1. Select **Expenses** from the navigation bar to open **Non-Mileage** screen.
2. Select an item from the **Select Expense Type** drop-down. If the expense is not listed, type it in the **-OR-** text box.
3. Type the estimated **Cost** of the expense and select the **Date** the expense will be incurred.
4. The **Method of Reimbursement** field populates for the type of expense. Repeat steps 2- 4 until all expenses are entered.
5. Select **Save Expenses**.
6. Select **Mileage** from the subnavigation bar.
7. Select the **Expense Type** drop-down list and select the **type of expense**.
8. Enter **Date** of the expense.
9. Enter the expected mileage if a POC will be used. **Note:** If Pvt Auto – TDY/TAD or Pvt Motorcycle – TDY/TAD is selected, the Defense Table of Official Distances (DTOD) must be used to calculate the number.
10. Check the Create separate mileage expense for **return trip mileage** box, if appropriate.
11. Select **Save Expenses**.