



GUIDE



Desktop Guide for Authorizing Officials

September 2024

Version 9.0



Table of Contents

Chapter 1: Introduction	4
1.1 Defense Travel Management Office (DTMO).....	4
Chapter 2: Trip Process Overview	6
Chapter 3: General Policy and Liability	8
3.1 Policy.....	8
3.1.1 Audits.....	9
3.2 Liability	9
3.2.1 Responsibilities of an Authorizing Official.....	10
3.2.2 Responsibilities of Other Accountable Officials	12
Chapter 4: Eligibility and Qualifications	13
Chapter 5: Training for Authorizing Officials	14
5.1 Required Training.....	14
5.1.1 Training Settings Under My Roles	15
5.2 Additional Training (Comprehensive AO Training Package).....	16
Chapter 6: Reviewing DTS Documents.....	17
6.1 Getting Started	17
6.2 Review Trip Screen	18
6.2.1 Trip Details Section	18
6.2.2 Itinerary Section.....	19
6.2.3 Expenses > Reservation Expenses Section.....	20
6.2.4 Expenses > Other Expenses Section	21
6.2.5 Expenses > Substantiating Documents Section.....	23
6.2.6 Per Diem Section.....	24
6.2.7 Accounting Section.....	26
6.2.8 Estimated/Actual Trip Cost Section	27
6.3 AO Options on the Progress Bar	28
6.3.1 View Adjustments	28
6.3.2 Compare Changes	29
6.4 View Attached Documents	30
6.4.1 Authorizations.....	30
6.4.2 Vouchers	32
6.5 Other Auths and Pre Audits Screen	34
6.5.1 Other Authorizations.....	35
6.5.2 Pre Audits	36
6.5.3 Advisories	39
6.6 Digital Signature Page.....	42

6.6.1 Check for Errors	43
6.6.2 View Document History	44
6.6.3 Status Stamp Availability	45
6.6.4 Apply a Digital Signature Stamp	46
Chapter 7: Cancelling Trips	50
7.1 Cancelled Trip - No Expenses Incurred	50
7.2 Cancelled Trip - Expenses Incurred	52
Chapter 8: Constructed Travel	53
8.1 Joint Travel Regulations (JTR)	53
8.2 Constructed Travel Resources	54
8.2.1 Constructed Travel Worksheet (CTW) Location	57
8.3 Review Travel Documentation	58
8.4 Update En Route Per Diem Allowances	60
8.5 Review the Trip	61
8.6 Cost Comparison	62
8.6.1 Scenario 1 POV to Airfare	62
8.6.2 Scenario 2 Rental Car to Airfare	65
8.7 Other Constructed Travel Approval Information	68
8.7.1 Reset Cost Comparison Tool Values	68
8.7.2 Change Your Approve Amount Decision	69
8.7.3 Review CBA Charges and Prepaid Expenses	69
8.7.4 Approve Mixed-Mode Constructed Travel	70
8.7.5 Approving Constructed Travel on a Voucher	70
8.7.5.1 Transportation Change	70
8.7.5.2 Transportation Approval	71
Chapter 9: Delegating Your Authority in DTS	72
9.1 How to Delegate Your Authority	72
9.2 Remove Delegated Authority	73
Chapter 10: Foreign Military Sales	75
Chapter 11: Summary	76
Appendix A: Frequently Asked Questions	77
Appendix B: Glossary	78
Appendix C: Document Checklists	81
C.1 Authorization Checklist	81
C.2 Voucher Checklist	85
C.3 Local Voucher Checklist	90
Appendix D: Additional Resources	93

Revision History

Revision	Date	Authorization	Change Description	Page, Section
8.7	06/05/23	DTMO	Updated ILP Guide link Updated screen shots Updated View Attachments for Authorizations and Vouchers Updated CT Home page screen shot Removed warning message	Page 9 Pages 16 – 31 Pages 27-29 Page 40 Page 40
8.8	11/16/23	DTMO	Updated Dashboard screen shote Added new TMC Request Assistance screen shot Updated Chapter 7 with new Per Diem table details screens, new Pre-Audit screen shots, Submit Fail screen shot, and wording Updated CT Home page	Page 18 Page 22 Pages 17 - 42 & Page 48 Page 52
8.9	04/01/24	DTMO	General Review Updated Chapter 1 Updated Chapter 2 Updated Expenses Updated Constructed Travel Updated Auth, Voucher and Local Voucher Checklists	Throughout Page 4 & 5 Page 6 & 7 Page 22 Pages 51-61 Pages 64-72
9.0	09/18/24	DTMO	Converted the document to the new 508 template. Updated screen shots support DTS changes for constructed travel and expenses.	Throughout Throughout

Chapter 1: Introduction

The purpose of this guide is to inform Authorizing Officials (AOs) about their role requirements which include:

- General policy and liability
- Eligibility and qualifications
- Available training courses
- How to review and certify travel documents

Authorizing Officials (AOs) use the Defense Travel System (DTS) to examine official travel documents (i.e., authorizations, vouchers, and local vouchers) before applying their digital signature to approve the contents.

As an AO, you* function as a Certifying Officer when you approve a DTS document for payment. This role obligates you to protect taxpayer funds from misuse. If you fail to exercise due diligence in this area, you may be liable for repaying the misused amount.

**In this guide, “you” are the AO, unless stated otherwise.*

Note: Do not confuse a “Certifying Officer” with the DTS role “Certifying Official.” A Certifying Official typically only verifies the availability of funds, while a Certifying Officer certifies requests for payment.

This guide discusses how to:

- Adopt a workflow to help you identify errors and intentional misrepresentations.
- Approve payment disbursements for only accurate, authorized, and allowable expenses to reimburse the traveler.
- Protect yourself from financial consequences resulting from payments made on vouchers containing errors or misrepresentations.

You should always focus on preventing fraud, waste, abuse, and mismanagement of taxpayer funds, as well as protecting yourself from liability when approving authorizations and vouchers.

1.1 Defense Travel Management Office (DTMO)

The Defense Travel Management Office (DTMO) serves as the single focal point for commercial travel within the Department of Defense (DoD). DTMO maintains central oversight for travel programs, travel policy and implementation, travel card program management, customer support, training resources, and functional oversight of the Defense Travel System (DTS).

The [DTMO](#) website provides an abundance of training (i.e., TraX Web-based trainings [WBTs]) and information (i.e., guides, manuals, information papers, trifold) to support DTS users: Defense Travel Administrators (DTAs), Routing Officials (ROs), AOs, Non-DTS Entry Agents (NDEAs), and travelers.

Below is a list of policy, program, and training resource links to aid AOs with their DTS duties ensuring proper document approval and help lessen improper payments. **Note:** Policies and regulations can change, so it is recommended to access the DTMO website to obtain the current online version.

- [Joint Travel Regulations \(JTR\)](#)
- [DoD Financial Management Regulations \(FMR\)](#)
- [DTS Regulations](#)

- [GTCC Regulations](#)
- [Travel Policy Compliance Program](#)
- [General Service Administration \(GSA\) City Pair Program](#)
- [Rail Program](#)
- [Amtrak](#)
- [DoD Integrated Lodging Program \(ILP\)](#)
- [Rental Car Program](#)
- [DTS Guide 2: Authorizations](#)
- [DTS Guide 3: Vouchers](#)
- [DTS Guide 4: Local Vouchers](#)
- [What is a Valid Receipt](#)
- [Authorizing Official Checklist](#)
- [Trip Cancellation Procedures AO](#)
- [TraX \(WBTs and Knowledge Search - FAQs\)](#)

Note: In addition to the *JTR*, AOs should follow their Component or local business rules for processing travel documents.

Visit the [DTMO](#) website and learn more about [Programs](#), [Policy & Regulations](#), [Compliance](#), and see the full list of document resources under the DTMO [Training Search Tool](#) (Figure 1-1).

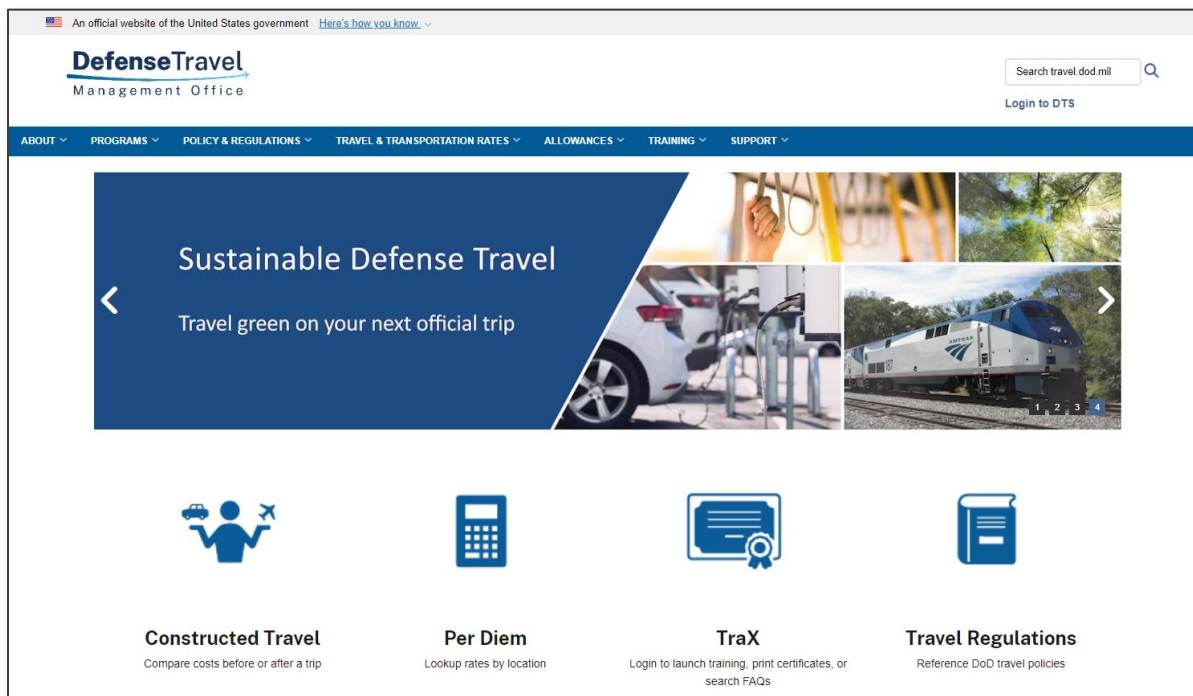


Figure 1-1: DTMO Website

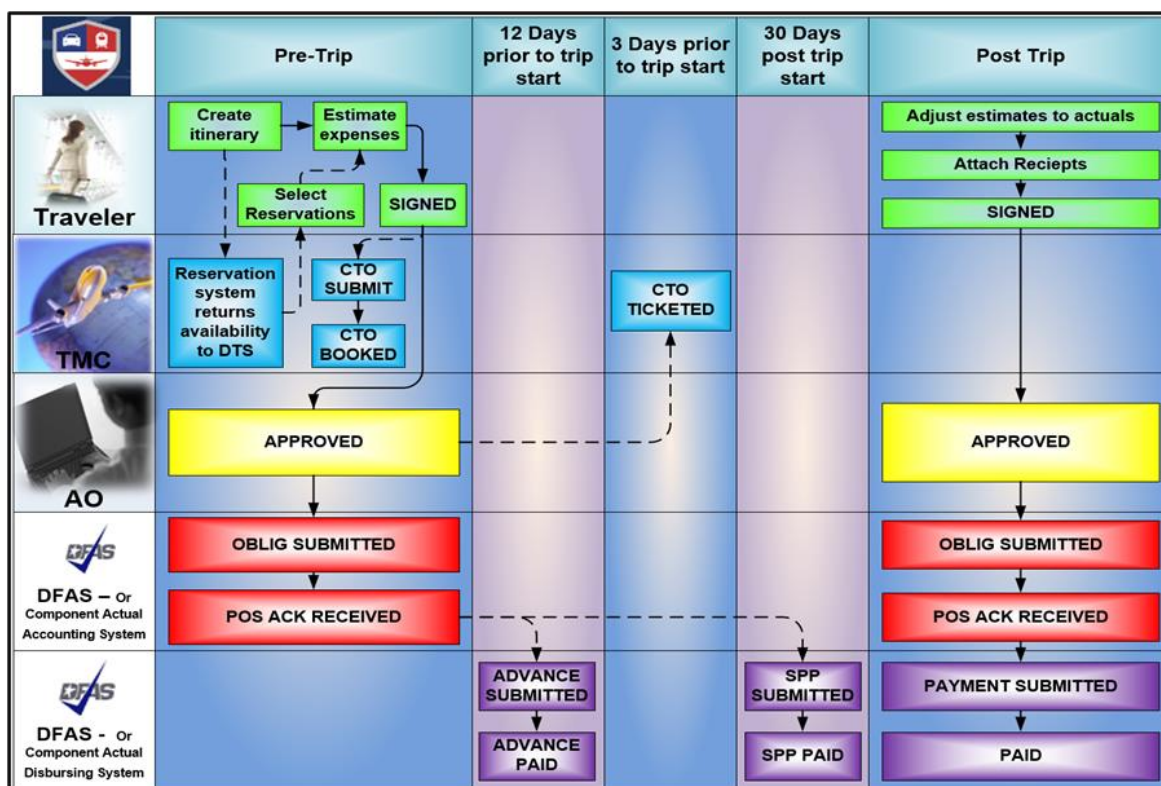
Chapter 2: Trip Process Overview

Per the [Joint Travel Regulations \(JTR\)](#), par. 010201, official travel involves three key participants: the traveler, the authorizing or approving official, and the Travel Management Company (TMC). *Table 2-1: DTS Trip Process* outlines the main steps for an authorization and voucher.

For most trips, a traveler creates an authorization with reservations, expenses, and supporting documents (as necessary) to request approval for official Temporary Duty (TDY) travel. When a traveler signs a document, DTS routes it as directed by the routing list. For authorizations containing reservations, the document routes to the TMC for action. **Note:** DTS sometimes refers to the TMC as the Commercial Travel Office (CTO). Once the TMC completes the quality control checks, confirms the requests, and returns the reservation information or Passenger Name Record (PNR) to DTS, the document continues routing to the required personnel.

Almost all authorizations route to multiple Routing Officials (based upon local business rules) to take some action (e.g., review, approve). DTS emails each Routing Official when a document requires their attention. They access the **Trips Awaiting Action** module when it is their turn to act on documents. The Authorizing Official (AO) is always the last Routing Official to view a document. The AO must review the authorization for compliance (e.g., transportation mode, estimated expenses, Individually Billed Account (IBA) use) and approves the trip based upon mission, funding, and policy. The AO should use a standardized checklist and follow the *JTR* and their local business rules to reduce errors resulting in improper payments. After AO approval and if the authorization contains air or rail reservations, three business days prior to travel, the TMC issues the tickets and the document updates to **CTO TICKETED**. **Note:** For restricted or lowest logical cost (LLC) airfare, the ticketing rules differ. To learn more about lowest logical cost (LLC) airfare, see the information paper, [Restricted Airfares in DTS](#).

Table 2-1: DTS Trip Process



Once travel concludes, the traveler completes and signs a voucher (i.e., update estimates to actuals, attaches required receipts, and justifies any policy exceptions) sending the document to the AO for review and approval. The AO should use a standardized checklist to thoroughly review all aspects of the voucher for policy compliance. If the document contains inaccurate costs, duplicate entries, missing supporting documentation or receipts, the AO returns the voucher for traveler correction and resubmission. Otherwise, the AO approves the voucher, so the traveler can receive reimbursement for incurred expenses and payment for earned allowances based upon the [JTR](#). The voucher processes through the appropriate financial and accounting system, with the payment occurring typically within 2 to 3 business days.

Note 1: For more information on creating DTS documents, see the [DTS Guide 2: Authorizations](#), [DTS Guide 3: Vouchers](#), and [DTS Guide 4: Local Vouchers](#).



Note 2: AOs are personally accountable and responsible for verifying all payments they approve are accurate, authorized, allowable, and supported by required documentation. Other Routing Officials may be similarly responsible for items they review on the AO's behalf. The *Improper Payments Elimination and Recovery Action of 2012* identifies a few key concepts that AOs must monitor.

Chapter 3: General Policy and Liability

To ensure your actions are within the parameters of the law, you should become familiar with the regulations governing your legal responsibilities. When approving documents, you should consult the *JTR* and the *Department of Defense Financial Management Regulation (DoD FMR)* to determine the validity of the traveler's transportation requests, reimbursable expenses, and trip allowances.

The *JTR* specifically identifies what you can approve, and it does so with the full force of the law behind it. It is your responsibility to track the monthly regulation changes.

The *DoD FMR* provides guidance for all financial management requirements, systems, and functions for all DoD financial activities.

In addition to those documents, the DTS Regulations (authorized by [DoDI 5154.31, Volume 3](#)) establishes policy, assigns responsibilities, and provides procedures for the functional management of DTS.

The policies set forth in the [JTR](#), [DoD FMR](#), and the [DTS Regulations](#) are the basis for this guide. This document identifies how those policies affect you as an AO. It also recognizes the potential liabilities that you may bear, if you certify an erroneous payment.

3.1 Policy

The *Improper Payment Elimination and Recovery Act of 2010*, states "The term 'improper payment' —

(A) means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and

(B) includes any payment to an ineligible recipient, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), and any payment that does not account for credit for applicable discounts."

In compliance with the [DoD FMR](#), if any payment you approve (certify) is found to be erroneous, you may be held personally responsible for reimbursing the Government for the amount of the erroneous payment. This financial responsibility is called "pecuniary liability."

After your appointment as an AO, you become personally accountable and responsible for approving only accurate, authorized, and allowable payments. You must adhere to policies and procedures, use good judgment in obligating unit funds, and ensure the traveler receives the correct reimbursement per the [JTR](#).

All TDY travel policies are important. However, the following two reports single out specific policies for particular attention:



- The reports required by the *Improper Payments Elimination and Recovery Act (IPERA)* identify some key concepts to which travelers and AOs must pay particular attention. In this guide, the key icon highlights these concepts.



- *DoDIG report 2016-127* highlights items of particular concern for Government Travel Charge Card (GTCC) misuse requiring AOs to double check those items if presented in documents. In this guide, the checkmark icon highlights these items.

3.1.1 Audits

Travel documents are subject to internal (per local business rules) and external audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance.

The *Defense Finance and Accounting Service (DFAS) Post Payment Review (PPR)* is a quarterly review of a percentage of all DoD travel payments and the findings are sent to DoD. As an AO, you should be aware of the common document mistakes and seek to minimize non-compliance for travel payments. If a *DFAS PPR* identifies document inaccuracies or improper payments, you should work with your Lead DTA and follow your Component business rules to make document corrections.

The Defense Travel Management Office (DTMO) manages the *DoD Travel Policy Compliance Program* in coordination with headquarters-level officials from the Components. The [DTMO Compliance Tool \(CT\)](#) detects key mistakes on DTS documents (after approval) and notifies travelers and AOs by email with the findings. If you approve a DTS document for payment, which does not comply with travel policy, the CT will audit and report the errors. You should work with your CT Administrator and/or Lead DTA to make the corrective actions necessary to clear the CT error(s) and stop the notifications. Although the CT aids in identifying document errors, it does not replace the formal *DFAS PPR*.

An audit finding can occur for many reasons including, but not limited to when a traveler:

- Claims an unauthorized expense (e.g., uniforms).
- Enters an incorrect amount for a valid expense (e.g., estimate for fuel \$40.00; actual was \$32.50).
- Records the same expense twice (e.g., once in **Expenses** for lodging and in the **Per Diem** table).
- Fails to attach valid receipts (e.g., provides TMC itinerary and not the TMC invoice).
- Fails to provide supporting documentation (e.g., *DD 1351-2*).

When the AO approves the non-compliant submission, it results in an improper payment.

To find out more about the CT error checks, see the [Compliance Tool User Guide](#).

To learn more about receipts, see the information paper, [What is a Valid Receipt?](#)

To read about Travel Policy Compliance, see the [Implementation of the Department of Defense Travel Pay Remediation Plan](#).

To learn more about improper payments, see the [Preventing Travel Pay Improper Payments and Enforcing Recovery](#) (2016 memo) and contact your Component.

3.2 Liability

The DTS Regulations (authorized by *DoDI 5154.31, Volume 3*) state the AO is performing a Certifying Officer function when they approve a DTS travel document containing a payment. The *DoD FMR, Vol. 5, Ch. 5, par. 05070-B*, states, "Under 31 U.S.C. § 3528, certifying officers are pecuniarily liable for payments resulting from improper certifications." You can find procedures and further guidance concerning the responsibilities of accountable officials in [DoD FMR, Vol. 5, Ch. 5](#) and *Vol. 9, Ch. 5* and 8.

You have unlimited pecuniary liability for all payments made to travelers through the authorizations, vouchers, and local vouchers that you approve.

If you approve an improper expense or allowance resulting in a payment, you may have to pay all or part of the disputed amount. Pecuniary liability is enforceable whether the erroneous payment occurred accidentally or intentionally.

An AO must be diligent and practice standardized work processes when approving documents to prevent erroneous payments. This guide includes the *DFAS PPR* common errors in DTS documents, on pages 11-12 and *Appendix C: Document Checklists* to assist AOs with their approval duties. Table 3-1 provides recommendations for protecting yourself from pecuniary liability.

Table 3-1: Protecting Yourself from Pecuniary Liability





HOW TO PROTECT YOURSELF FROM PECUNIARY LIABILITY	
DO:	DON'T
Minimize opportunities for errors: <ul style="list-style-type: none">Establish procedures and internal controls.Document and distribute local business rules for using DTS properly.Monitor subordinates to make sure they follow procedures.Be alert to the possibility that a voucher is being processed a second time.	<ul style="list-style-type: none">Assume all requests are valid and complete.Allow anyone else to use personal certificate or CAC. You may be liable for an incorrect payment approved by another person who uses your identity.Approve a payment without proper receipts.
Escalate questionable payment request: <ul style="list-style-type: none">Follow your local policy to request an advance decision from the Comptroller General or DFAS when you have doubts about the legality of payments.	<ul style="list-style-type: none">Approve a payment when you have doubts.
Collect the evidence: <ul style="list-style-type: none">Verify funds before approving payments.Save fund availability certifications and other documentation proving that procedural safeguards regarding payments have been observed.	<ul style="list-style-type: none">Approve reimbursements unless funds are available to cover the payment.

3.2.1 Responsibilities of an Authorizing Official

An Authorizing Official (AO) acts as a steward of Government funds, ensuring that travelers follow all DoD travel policies. The [JTR](#), [DOD FMR](#), and the [DTS Regulations](#) address AO responsibilities. As an AO using the Defense Travel System (DTS), some of your responsibilities are to:



- Verify the trip and the expenses are necessary to accomplish your organization’s mission and are compliant with the [JTR](#) and your Component’s business rules.
- Verify the traveler booked reservations through the TMC, unless the TMC was not available.
- Confirm the transportation mode used and review the *JTR, par. 020203*.

- Check the traveler used an Individually Billed Account (IBA) for all valid travel expenses, unless a GTCC exception applies.
- Verify all requests for other than economy/coach class travel are approved in accordance with the [JTR](#). If restricted airfare use is appropriate, approve the trip to meet the fare rules.
- Ensure the traveler follows the [JTR](#) regarding the *DoD Integrated Lodging Program (ILP)* when directed lodging is available, provides proper justification when declining directed, available lodging and when warranted, obtains a certificate of non-availability number “CNA”, or the system electronically retains documentation of DoD Lodging non-availability.
- When constructed travel rules apply, confirm the traveler attached a CTW and supporting documentation, so you can determine proper transportation reimbursement.
- Confirm the DTS lines of accounting are assigned correctly.
- Ensure travelers follow DoD travel policy when requesting advances.
-  • Return authorizations for correction when they contain inaccurate information or unauthorized requests.
-  • Approve requested travel advances or scheduled partial payments when within policy.
- Approve authorizations timely, so the TMC can book and ticket air and rail requests.
- Verify no duplication of expenses on the voucher.
-  • Review required receipts and other substantiating records within the voucher. These can be originals, copies, or a locally approved ‘missing receipts’ form, if a traveler lost a receipt and cannot obtain a replacement. Required receipts include all lodging expenses and any expense of \$75.00 or more.
-  • Check the voucher request split disbursement of the requested payment between the GTCC vendor and the traveler’s personal financial account, fully pays the GTCC for the specific trip expenses.
- Approve amendments related to centrally billed account (CBA) payments initiated by the organization’s CBA Specialist.
- Ensure vouchers stamped **T-ENTERED** contain a *DD Form 1351-2* signed by the traveler.
- Confirm travelers do not process a duplicate voucher (for the same trip).

When reviewing and approving DTS documents be sure to avoid the common mistakes identified through the *DFAS PPRs* that include:

- Airfare - paid with an invalid or no receipt.
- Airfare - not paid or paid incorrectly.
- Lodging - paid with an invalid or no receipt.
- Lodging - not paid or paid incorrectly.
- Lodging Tax (CONUS) - not paid or paid Incorrectly.
- Rental Car - paid with an invalid or no receipt.
- Rental Car - paid but not an unauthorized expense.
- Meals - paid correctly.
- **T-ENTERED (NDEA)** - No signed *DD 1351-2* or *OF 1164* attached or in incorrect format.

- Incomplete voucher - data missing or incorrect information.
- Local travel - should not have been paid or paid incorrectly.
- Duplicate expense - on a voucher.
- Duplicate voucher.

3.2.2 Responsibilities of Other Accountable Officials

The [DoD FMR](#) allows Certifying Officers to rely on the help of other accountable officials when deciding whether to approve a trip, pay requested reimbursements and allowances, and approve requests for changes to standard travel procedures.

Such accountable officials can be held liable for erroneous payments, although not at the same level as the AO. In DTS, other roles carrying pecuniary liability include Routing Officials and CBA Specialists (CBA-Ss). **Note:** CBA Specialists (CBA-Ss) can approve document amendments, and when they do, they meet the criteria as Certifying Officials. See the [DTS Regulations](#), *JTR par. 020402*, for more information about (CBA-Ss).

These individuals, when appointed as accountable officials have pecuniary liability resulting from erroneous information, data, or services they provided, and upon which the AO directly relies. For this reason, it is important for accountable officials to perform their responsibilities with accuracy, especially when:

- Explaining or justifying the purpose of a TDY trip.
- Verifying reimbursable expenses are valid.
- Ensuring policy compliance.
- Verifying travelers abide by all procedures and controls, ensuring allowances and payments process correctly.
- Complying with all applicable DoD regulations, policies, and procedures and local standard operating procedures.
- Supporting AOs with valid data and timely service to ensure proper payments, (i.e., payments that are accurate, authorized, and allowable).

Chapter 4: Eligibility and Qualifications

The Certifying Officer must meet and follow the policies governing the role. [Public Law 104-106](#), *National Defense Authorization Act for Fiscal Year 1996* provides the authority to certify vouchers. The [DoD FMR, Volume 5](#) addresses the *Accountability and Responsibility* of the *Accountable Official* in *Chapter 1*, and outlines the qualifications and requires that an appointee be trained and knowledgeable in the responsibilities of a *Certifying Officer* in *Chapter 5*. In addition to completing required training, a *Certifying Officer* appointment must be in writing using a *DD Form 577* (“Appointment/Termination Record-Authorized Signature”). The completed *DD Form 577* must identify the payment types the Certifying Officer has the authority to certify, such as CBA, transportation, or travel expenses. Retain these *DD Form 577s* as directed by the [DoD FMR](#).

The remainder of this guide only uses the term “AO” as an AO typically serves as a Certifying Officer.

Eligibility requirements specify that an AO:

- Must be a federal Government employee.
- Must be a U.S. citizen if stationed in the contiguous United States (CONUS) or non-foreign area outside the contiguous United States (OCONUS), such as Hawaii or Guam.
- May be a local national if stationed in a foreign OCONUS location.

To strengthen internal controls an AO should have a minimum working knowledge of:

- Travel policy ([JTR](#)).
- Appropriations, other funds, and accounting classifications ([DoD FMR](#)).
- The payment process (e.g., availability of funds and location of designated disbursing and accounting offices).

Chapter 5: Training for Authorizing Officials

Every AO must meet some required and recommended training requirements. Required training includes both initial and annual refresher training.

If you are the supervisor of an AO, you are responsible for ensuring they complete their required training. Supervisors should periodically review the performance of the AO to verify compliance with regulations and policies, including local standard operating procedures.

5.1 Required Training

Per the [DoD FMR](#), before certifying any documents and annually thereafter, you must complete an approved Certifying Officer Legislation training course and give your supervisor a copy of the course completion certificate.

Your supervisor will identify which courses satisfy the training requirement. One of them may be the DTMO's Training for Accountable Officials and Certifying Officers (TAOCO), which comes in two versions: an initial course and an annual refresher. You can access both TAOCO courses from the DTMO website through **Travel Explorer (TraX)**.

TraX is available from the DTMO website. You can find TraX at the bottom of the main [DTMO Home](#) page and under **HOME > TRAINING > ELEARNING**, as just two examples. **Note:** Users must register through the DTMO's web portal *Passport* to access **TraX**.

1. Once logged into **Passport**, from the **Passport Home** page, select **TraX**. The **TraX Home** page loads (Figure 5-1).

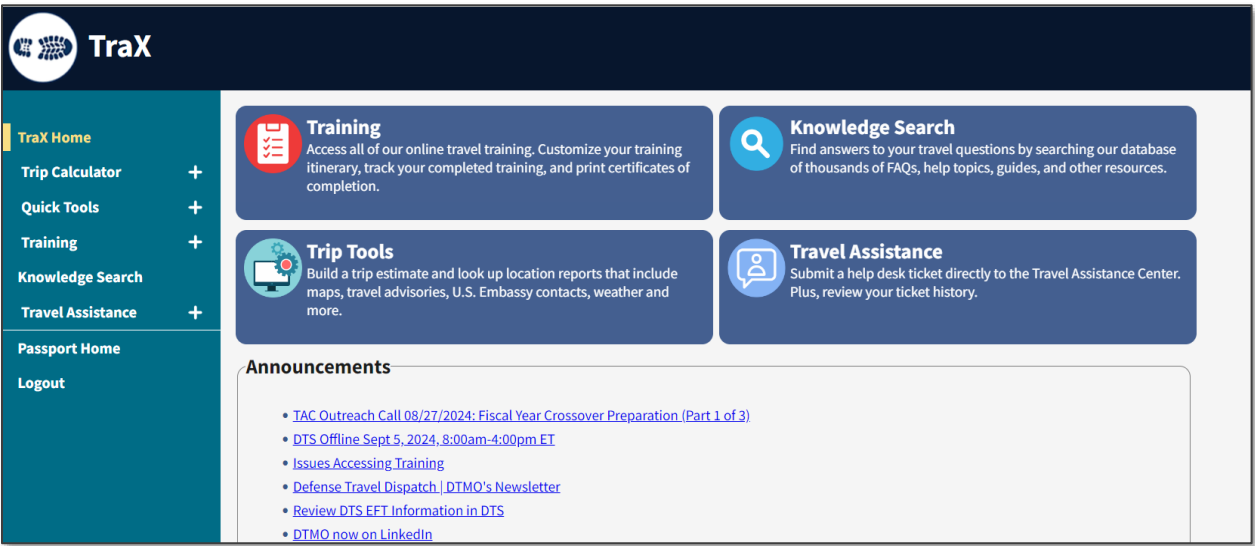


Figure 5-1: TraX Home Page

2. Select **Training** and the default **Available Training** page opens (Figure 5-2). On this page you can:

Actions	Class Name	Version	Type
Launch	Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training	9.01	WB RM NV
Launch	Approver (COL/TAOCO) - Initial TAOCO (COL) Training	7.01	WB RM
Launch	Approver (DTS) - DTS Vital Skills for Authorizing Officials	3.05	WB RM CC
Launch	Approver (DTS) - DTS Vital Skills for Authorizing Officials: Applied	3.03	WB RM
Launch	Approver (DTS) - DTS Vital Skills for Authorizing Officials: Assessment	1.03	WB RM CC

Figure 5-2: Available Training Screen - Approver Class

- 2.1. View classes by **Recommended Only** listing which is the default display. Look for the class **Approver (COL/TAOCO) – Initial TAOCO (COL) Training** or **Annual TAOCO (COL) Refresher Training**.
- 2.2. Expand the course inventory, check the box for **Show All** and the page refreshes with additional courses. Look for the class **Approver (COL/TAOCO) – Initial TAOCO (COL) Training** or **Annual TAOCO (COL) Refresher Training**.
- 2.3. Under **Actions** to learn more about a course, select the information icon (Figure 5-2). A window opens with a course title and description. Select the **X** to close the window.
- 2.4. Under **Actions** to take the course, select **Launch** next to the class title (Figure 6-2). The class loads for you to take the training.
- 2.5. When you finish a course, select **Completed** from the **Navigation Bar** to print the training certificate.

There are several courses available within TraX. If you know the exact class name but don't see it on the list, you can use the **Keyword Search** feature (top of the page) to locate the course. Another option is to scroll to the bottom of the page and select **Next** to view classes on the additional pages.

5.1.1 Training Settings Under My Roles

Based upon your required duties, you may need to take different training classes. If you don't see the classes appear when the **Recommended Only** box is checked, select **My Roles** from the **Navigation Bar**.

1. When the **My Roles** screen opens, check the role boxes that apply.
2. Select **Update Roles**.
3. Return to the **Available Training** section and you should see the class you need appear under **Recommended Only**. If not, check the box for **Show All** and the page refreshes to list all the classes.

5.2 Additional Training (Comprehensive AO Training Package)

Table 2 in the *DTS Regulations* (Authorized by *DoDI 5154.31, Volume 3*), recommends several additional classes. To prepare AOs for their DTS role, your Component's training policy will ultimately decide which classes you should complete.

TraX offers many web-based training courses, providing excellent training opportunities for AOs (Figure 5-1). A complete training program for AOs should include at least one course from each of the first three categories listed below.

1. **TAOCO** – These classes may satisfy the mandatory training requirements stated in Section 5.1.
 - Approver (COL/TAOCO) - Initial TAOCO (COL) Training
 - Approver (COL/TAOCO) - Annual TAOCO (COL) Refresher Training
2. **Travel Policy** – These classes provide an overview of travel regulations.
 - Programs & Policies - TDY Travel Policies 101
 - Programs & Policies - Joint Travel Regulations Overview
3. **DTS** – These classes show how to use DTS to authorize and approve travel. Although many DTS classes are available in TraX, the ones most pertinent to AOs are:
 - Approver (DTS) - The DTS Approval Process
 - Approver (DTS) - DTS Vital Skills for Authorizing Officials
 - Approver (DTS) - DTS Vital Skills for Authorizing Officials: Applied
 - Approver (DTS) - DTS Vital Skills for Authorizing Officials: Assessment
4. **Additional Suggestions** - Here are some other classes which may assist you with travel compliance.
 - Programs & Policies - Compliance Tool Administration
 - Programs & Policies - Sustainable Travel
 - Programs & Policies - U.S. Government Rental Car Program

Chapter 6: Reviewing DTS Documents

As an AO, before you approve a travel document, you should review its entire contents. Verify the trip meets mission requirements (i.e., trip dates, TDY location, entered expenses allowable per the [JTR](#), transportation mode, reservations, and per diem entitlements). At a minimum, exam the **Review Trip <document type>**, **Other Auths and Pre Audits** (**Other Auths** does not appear on a local voucher), and **Digital Signature** sections. Below provides a detailed explanation of each DTS screen.

6.1 Getting Started

The approval process begins when a document routes to you. DTS emails you that a document is waiting for your action. To open a document for review and approval:

1. Log onto DTS. The **DTS Dashboard** (Figure 6-1) opens.

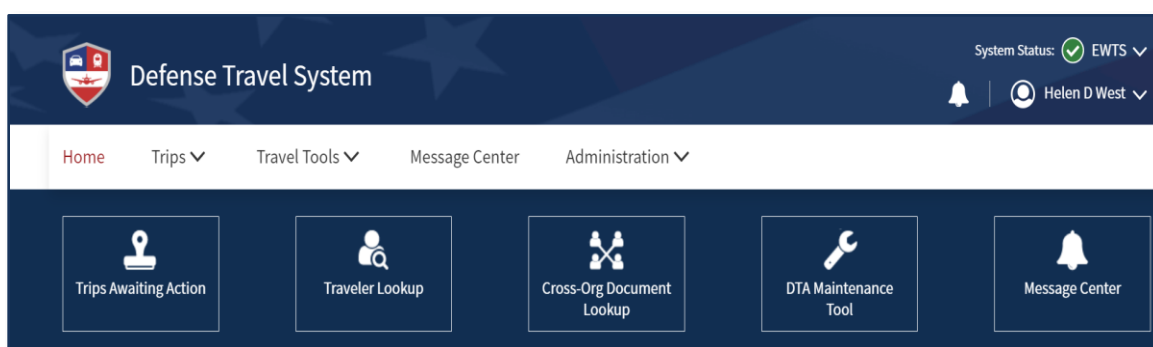


Figure 6-1: DTS Dashboard - Top

2. Select the **Trips Awaiting Action** link in the quick links section. The **Trips Awaiting Action** screen (Figure 6-2) opens. **Note:** You can select **Sort By** and change the view to manage the document listing (Indicator 1). (Optional) To generate a document listing from your queue, select the download icon (Indicator 2). You can save **My TAA Queue** list to your pc.

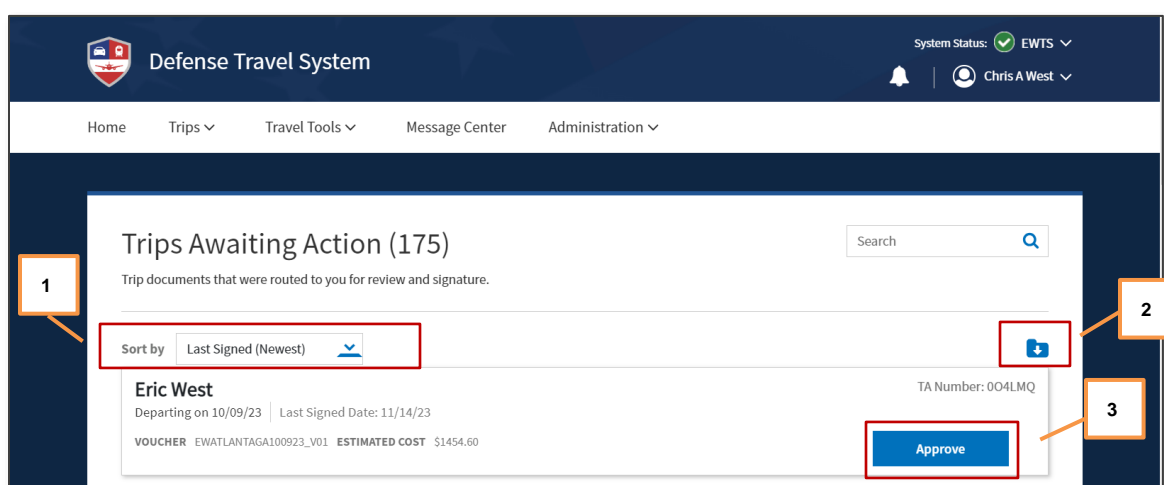


Figure 6-2: Trips Awaiting Action Screen

3. Select the button on the right side of the card to identify the action you want to take to open a document (Indicator 3). The **Review Trip*** screen opens.

***Note:** Although we refer to this screen as the “**Review Trip**” screen in this guide, the full screen title also contains the document type you’re looking at (e.g., **Review Trip Authorization** or **Review Trip Voucher**).

6.2 Review Trip Screen

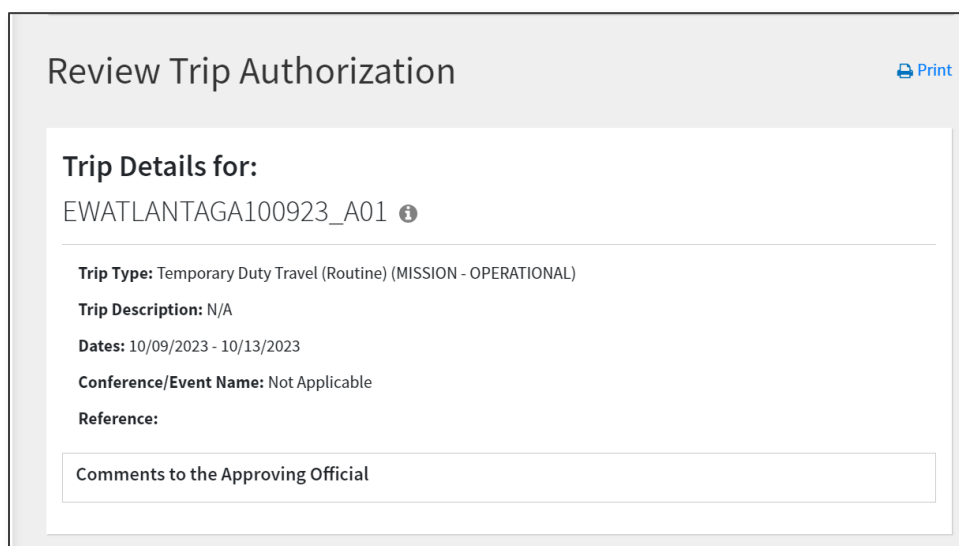
The document opens on the **Review Trip <document type>** screen, which is an overview of the trip. The page displays basic trip facts, each individual expense and total trip costs, accounting and payment information, and indicates attachments. The below sections explain the screen in much more detail.

When you view a DTS trip, you should use a standardized process to verify the document meets the mission, adheres to the [JTR](#) policy, and your local business rules. Included in this guide is *Appendix C: Document Checklists* to aid Authorizing Officials (AOs) in their approval tasks for authorizations, vouchers, and local vouchers. If you identify any document errors, the best practice is to return the document (with comments) to the traveler for correction (see *Section 6.5*).

6.2.1 Trip Details Section

The *Trip Details* (Figure 6-3) contains basic trip data. Using your standardized process or *Appendix C: Document Checklists*, verify the information. Specifically, you see:

- Document Name
- Trip Type
- Trip Purpose (combined on the row with Trip Type)
- Trip Description (data entry optional)
- Overall trip Dates
- Conference / Event Name (may not be applicable)
- Reference (local use)
- Comments to the Approving Official



The screenshot shows a web interface titled "Review Trip Authorization" with a "Print" button in the top right. Below the title is a section "Trip Details for:" followed by the document ID "EWATLANTAGA100923_A01" and an information icon. The details are listed as follows:

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)
Trip Description: N/A
Dates: 10/09/2023 - 10/13/2023
Conference/Event Name: Not Applicable
Reference:
Comments to the Approving Official

Figure 6-3: Review Trip Screen - Trip Details

6.2.2 Itinerary Section

The *Itinerary* section contains the TDY location and travel information (Figure 6-4a and 6-4b). If you want more details, select **<Go to Itinerary>**. In this section, you can view the following:

- Trip Start and Trip End Dates
- TDY location (s)
- TDY location Arrival and Departure Dates
- Booked reservations
 - Show or Hide Details

The screenshot shows the 'Itinerary' section with a header bar containing 'Expand All | Collapse All' and a 'Go to Itinerary' link. Below the header, there are three main sections: 'TRIP START' (Warrenton, VA (Residence) with a location pin icon and 'Leaving on Oct 09, 2023'), 'TDY LOCATION 1' (ATLANTA, GA with a location pin icon and dates '10/09/2023 - 10/13/2023'), and 'TRIP END' (Warrenton, VA (Residence) with a location pin icon and 'Returning on Oct 13, 2023'). Under the TDY location, there is a 'Show Details' link and three status buttons: 'Flight Booked', 'Rental Car Booked', and 'Lodging Booked', each with a green checkmark.

Figure 6-4a: Review Trip Screen - Itinerary

Note: DTS initially lists all flights as one-way flights. However, when two one-way flights create a round trip, the TMC charges a single fare for the flights. When that happens, DTS attaches the round-trip fare to the outbound flight and shows the return flight with a \$0.00 cost. Because the return flight now has a \$0.00 cost, the return flight doesn't display in certain places, as seen in Figures 6-5 and 6-14. Other affected screens include the **Review Reservation Selections** screen and the **Enter Expenses** screen.

The screenshot shows the 'TDY LOCATION 1' section for ATLANTA, GA, with dates '10/09/2023 - 10/13/2023'. It includes a 'Hide Details' link and 'Flight Booked' and 'Lodging Booked' status buttons. Below this, a flight detail box is shown for 'Flight to Atlanta Hartsfield-jackson' with confirmation number '12345678'. The flight is scheduled for 'Monday October 09, 2023' on 'Delta Air Lines' (Flight 2332, Seat Window). The departure is at '10:00 AM' from 'IAD - Washington Dulles International Apt'. The arrival is at '11:44 AM' at 'ATL - Atlanta Hartsfield-Jackson Intl Apt'. The duration is '1h 44m'. At the bottom right of the flight detail box, the 'Estimated Total Cost' is '\$145.90' (includes taxes and fees). The 'TRIP END' section at the bottom shows 'Warrenton, VA (Residence)' and 'Returning on Oct 13, 2023'.

Figure 6-4b: Review Trip Screen Reservation Information - Partial Air Segment

6.2.3 Expenses > Reservation Expenses Section

The *Reservation Expenses* (Figure 6-5a and Figure 6-5b) displays information about the traveler's reservations (see **Note** in *Section 6.2.2*). Carefully review the data. Determine if the traveler's selections are within compliance and meet the mission (e.g., rail, airfare, rental car, lodging). To view details, select **<Go to Expenses>**.

Here are a few *JTR* references to keep in mind when reviewing transportation modes within a document.

Note 1: Per the *JTR*, *par. 020203*. "When Government transportation is not directed, commercial travel by airplane, rail, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types the most preferable is travel by airplane if the distance is greater than 250 miles. If the distance is 250 miles or less, then travel by rail is preferred if available; if not available, then travel by rental vehicle is preferable." As the AO, you will use several factors to determine which type of transportation is most advantageous to the Government for TDY travel.

Note 2: Under the *JTR*, *par. 020206-O*. "*Sustainable Travel Modes*. To promote sustainable transportation, the traveler should consider using ZEVs over other automobiles; rail over air travel if the distance is less than 250 miles or long-distance automobile travel; and public transit over automobiles." As the AO, you will use several factors to determine which type of transportation is most advantageous to the Government for TDY travel.

Note 3: If the traveler selected a restricted or lowest logical airfare (LLA) fare, then be sure to follow the fare rules for timely approval and ticketing.

Note 4: If the traveler booked other than a compact car, verify a proper justification is included in the document.

Note 5: When a traveler uses a POV instead of an authorized type of transportation deemed most advantageous to the Government, a cost comparison is done to determine reimbursement. A Constructed Travel Worksheet (CTW) is required. See the *JTR*, *par. 020210* and *Table 2.11* for details.

When you review the *Reservation Expenses* (depending upon the traveler's selections), you may see:

- Details about each expense which include the vendor, date, method of reimbursement, and cost. **Note:** you have the option to collapse or expand the data selection.
- Receipt requirements, and if one is attached, or missing. You can view an attached receipt by selecting the view link or the receipt icon. *DFAS PPR check. See *Section 6.4* on how to attach receipts to expenses.
- TMC Assistance Requests which appear under the **Review Reservations** section and the **Review Trip <document type>** section.
- Rail *TMC Assistance Requests*. DTS provides a static listing as there is not a direct connect to Amtrak. Travelers send the rail request to the TMC for booking and ticketing actions.

Expenses

[Expand All](#) | [Collapse All](#)

[Go to Expenses](#)

\$

RESERVATION EXPENSES

2 items

Hide Details





	FLIGHT Delta Air Lines (Flight 2332 - IAD to ATL)	 Receipt Required	DATE 10/09/2023	METHOD OF REIM. GTCC	COST \$145.90
	LODGING Holiday Inn Express & Su (ATLANTA,GA)	 Receipt Required	DATE 10/09/2023	METHOD OF REIM. GTCC	COST \$476.00

Figure 6-5a: Review Trip Screen - Reservation Expenses

Expenses

[Expand All](#) | [Collapse All](#)

[Go to Expenses](#)

\$

RESERVATION EXPENSES

3 items

Hide Details





	FLIGHT TMC Assist (Flight - IAD to AGS)		DATE 10/23/2023	METHOD OF REIM. GTCC	COST \$0.00
	LODGING REQUEST ASSISTANCE (AUGUSTA, GA)	 Receipt Required	DATE 10/23/2023	METHOD OF REIM. GTCC	COST \$0.00
	FLIGHT TMC Assist (Flight - AGS to IAD)		DATE 10/27/2023	METHOD OF REIM. GTCC	COST \$0.00

Figure 6-5b: Review Trip Screen - TMC Request Assistance

6.2.4 Expenses > Other Expenses Section

The *Other Expenses* (Figure 6-6) section displays data about the traveler’s mileage allowances and other reimbursable expenses.

1. For the authorization, use a standardized workflow or checklist to verify the traveler:
- Entered estimates necessary to support the trip and within policy. For example, if the traveler is authorized a **Rental Car**, then check they estimated **Rental Car-Fuel**.
 - Used the Individually Billed Account (IBA) for all official travel expenses, unless a GTCC exception applies.
 - Claimed the CONUS and non-foreign OCONUS locations lodging taxes separately from the daily lodging cost in the **Per Diem** table.
 - Claimed OCONUS lodging taxes with the daily lodging cost in the **Per Diem** table.
2. For the voucher, use a standardized workflow or checklist to validate the traveler:

- Removed estimated expenses.
- Updated or added new costs to reflect actual incurred expenses.
- Attached receipts to the entered expenses and they match (i.e., all lodging and any expenses of \$75.00 or more).
- Didn't manually enter daily lodging cost under the **Expenses** module. Daily lodging is captured in the **Per Diem** table.
- Did claim the CONUS and non-foreign OCONUS locations lodging taxes separately from the daily lodging cost in the **Per Diem** table.
- Did claim OCONUS lodging taxes with the daily lodging cost in the **Per Diem** table.
- Attached a CTW and supporting records if constructed travel rules apply.

Note: In a voucher, you have an option to check the IBA charges using the **View GTCC Transactions** icon. You can use this feature to verify the claimed amount on the voucher is the GTCC transaction amount. See *Section 6.4* on how to view the GTCC transactions.

If you are not sure what constitutes a valid receipt there is an information paper, [What is a Valid Receipt?](#) to help you. Remember some of the common *DFAS PPR* findings are listed on page 11-12 of this document and CT errors are listed in the [Compliance Tool Users Guide](#).

3. If you cannot ascertain enough information from the **Review Trip** screen, you can view the expense details by selecting the short cut link **<Go to Expenses>**. This section provides:
 - Details about each expense or allowance, such as the type, date, method of reimbursement, and cost.
Note: Select the **Details** link to open the window, then select **Details** link again to close the window.
 - Whether an expense requires a receipt, and if there is an attached receipt. **DFAS PPR* check. See *Section 6.4* for more information.


<div> <div>\$</div> OTHER EXPENSES </div> <div>Total: \$326.20</div>			
Hide Details ^			
Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 10/09/2023	COST \$13.10 20.00 miles
Baggage - 1st Checked Bag	METHOD OF REIM. GTCC	DATE 10/09/2023	COST \$35.00
Public Transit - Terminal	METHOD OF REIM. GTCC	DATE 10/09/2023	COST \$15.00
Lodging Taxes (CONUS and Non-foreign)	METHOD OF REIM. GTCC	DATE 10/09/2023	COST \$45.00
Private Auto - To/From Terminal	METHOD OF REIM. Personal	DATE 10/13/2023	COST \$13.10 20.00 miles
Baggage - 1st Checked Bag	METHOD OF REIM. GTCC	DATE 10/13/2023	COST \$35.00
Public Transit - Terminal	METHOD OF REIM. GTCC	DATE 10/13/2023	COST \$15.00
Airline Ticket (IBA)	 Receipt Required	METHOD OF REIM. GTCC	DATE 10/13/2023 COST \$155.00

Figure 6-6: Review Trip Screen - Other Expenses

6.2.5 Expenses > Substantiating Documents Section

The *Substantiating Documents* (Figure 6-7) section contains information about any electronically attached document. From the **Review Trip** screen you can see:

- The document name, date attached, and **Notes** the traveler entered. Examples include a **Constructed Travel Worksheet (CTW)**, Leave Form, Memo or Other (supporting records).
 - Icon to select to see the attached document (Figure 6-7). We discuss more about *Constructed Travel* later in this guide.
- If you cannot determine enough information from the **Review Trip** screen, you can view the expense details by selecting the short cut link **<Go to Expenses>**. This section provides:
 - The document name and date attached. Select **Details** for **Notes** the traveler entered. You select the **paper clip** icon to view the attached document.

Note 1: If a traveler used their *POV* as the transportation mode to and from the TDY Location a CTW is required.

Note 2: For vouchers stamped **T-Entered**, it is mandatory to attach a *DD 1352-1* signed by the traveler acknowledging the trip authenticity and reimbursement for incurred expenses and earned allowances. *DTS flags this policy requirement and is a *DFAS PPR check.

Note 3: Do not approve the voucher without the proper supporting documentation and required receipts. *DFAS PPR check.

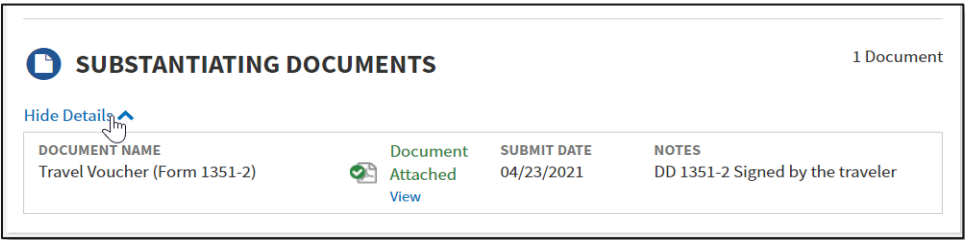


Figure 6-7: Review Trip Screen - Substantiating Documents

6.2.6 Per Diem Section

The *Per Diem* section (Figure 6-8a) shows the total of the per diem allowances the traveler will receive. This area shows the total (not daily) amount:

- Total Lodging Cost - The amount the traveler must pay for their lodging.
- Total Lodging Allowed - The amount the traveler will be reimbursed for their lodging.
- Total M&IE Allowed - The amount traveler will receive for meals and incidental expenses.

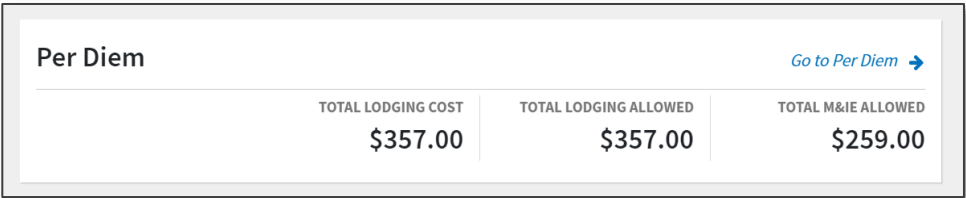


Figure 6-8a: Review Trip Screen - Per Diem

Recommend you view the lodging and M&IE details, by selecting <Go to Per Diem> or choosing **Per Diem** on the **Progress Bar**.

For the authorization, use a standardized workflow or checklist to verify:

- Leave days (if applicable) are indicated in the **Per Diem** table. *DFAS PPR check.
- Meals provided (if applicable) are indicated in the **Per Diem** table. *DFAS PPR check.
- If the TDY Location is OCONUS, then the estimated hotel tax is included in the daily lodging rate and not a separate item in **Expenses**.
- If the TDY Location is at an ILP Site. Check that the entered TDY location is correct and DTS calculated the amounts correctly in the **Per Diem** table. Use the DTMO website to look up ILP Locations and Rates at <https://www.travel.dod.mil/Programs/Lodging/Integrated-Lodging-Program-Sites/>.
- If DoD Lodging is required the traveler used, declined, or a DoD Lodging facility provided a Certificate of Non-availability (CNA) due to no availability for lodging. **Note:** When TDY at an ILP location, if the traveler declines to use an available, directed lodging type and there is no approved exception, the lodging and meal reimbursements will be limited as directed by the *JTR, Table 2-15*.
- Lodging booking method. If the lodging is booked through DTS, the **Per Diem** table will update to the booked amount. If lodging is booked outside of DTS, the traveler must manually enter the cost under the **Per Diem** table, daily lodging amount.

For the voucher, use a standardized workflow or checklist to verify:

- Leave days (if applicable) are indicated in the **Per Diem** table. *DFAS PPR check.
- Meals provided (if applicable) are indicated in the **Per Diem** table. *DFAS PPR check.
- Daily lodging is only claimed in the **Per Diem** table and there is no separate manual entry under **Expenses**.
- OCONUS lodging taxes are combined with the daily lodging amount under **Per Diem** table.
- CONUS and non-foreign OCONUS lodging taxes are claimed separately under **Expenses**.
- The traveler provided required receipts. Per the *JTR, par. 010301, Receipt Requirements*. "The DoD Financial Management Regulation, Vol. 9, "Travel Policy," requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more."
- The amount charged on the itemized receipt is correctly entered into the **Per Diem** table daily lodging amount (Figure 6-8b and Figure 6-8c).
 - Example 1: If the hotel charged \$173.00 per day, the TDY location is CONUS, there is no required limitation for lodging (e.g., not an ILP Site with declined, directed lodging, or Leave day) then you should see the **Lodging Cost** and **Lodging Allowed** columns reflect \$173.00.
Note: If the traveler entered the incorrect amount, return it for an explanation or correction.

Review Per Diem Amounts

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☐ Group similar days

[Expand all](#)
[Collapse all](#)

TDY: ATLANTA, GA (5 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/09/2023 First Day	\$173.00	\$173.00	\$55.50
> 10/10/2023	\$173.00	\$173.00	\$74.00
> 10/11/2023	\$173.00	\$173.00	\$74.00
> 10/12/2023	\$173.00	\$173.00	\$74.00
> 10/13/2023 Last Day	\$0.00	\$0.00	\$55.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$692.00	\$692.00	\$333.00

Figure 6-8b: Review Per Diem Amounts Screen

- Example 2: If the hotel charged \$119.00 per day, the TDY location is CONUS, there is no required limitation for lodging (e.g., not an ILP Site with declined, directed lodging), but there is a Leave day then the traveler should edit the daily **Lodging Cost** and **Lodging Allowed**

columns to reflect \$119.00 daily rate and Leave. **Note:** If the traveler entered the incorrect amount, return it for an explanation or correction.

Review Per Diem Amounts

[Reset all adjustments](#)
[Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☐ Group similar days
 [Expand all](#)
[Collapse all](#)

TDY: ATLANTA, GA (5 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/09/2023 First Day	\$119.00	\$119.00	\$55.50
> 10/10/2023	\$119.00	\$119.00	\$74.00
> 10/11/2023 Code: ALVE	\$0.00	\$0.00	\$0.00
> 10/12/2023	\$119.00	\$119.00	\$74.00
> 10/13/2023 Last Day	\$0.00	\$0.00	\$55.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$357.00	\$357.00	\$259.00

[< Back](#)
[Continue >](#)

Figure 6-8c: Review Per Diem Amounts Screen - Leave Day

Remember the *DFAS PPR common findings for lodging are:

- Lodging - Paid with invalid or no receipt.
- Lodging - Not paid or paid incorrectly.
- Lodging Tax (CONUS) - Not paid or paid Incorrectly.
- Duplicate lodging entry (i.e., lodging entered in the **Per Diem** table and under **Expenses**).

6.2.7 Accounting Section

The *Accounting* section (Figure 6-9) shows financial information about the trip. You can select **Show Details** or **Hide Details** of the expenses. To view details, select **<Go to Accounting>**. Specifically, this section displays:

- All selected lines of accounting (LOAs) and the amount charged to each. **Note:** Choose **Show Details** to expand to see the amount charged to each finance category.
- The total amount of scheduled partial payments (expand to view all scheduled payments).
- The amount, if any, the traveler requested as a travel advance.

For the document, use a standardized workflow or checklist to verify:

- The correct LOA is selected for the mission.

- If there are multiple LOAs, then ensure expenses are allocated to the appropriate LOAs.

Accounting Expand All Collapse All Go to Accounting →				
ACCOUNTING CODES				
ACCOUNTING LABEL	ORGANIZATION		ALLOWED	ACTUAL
24 ROUTINE TVL	DTMOCSD		\$1369.41	\$1369.41
Hide Details ^				
	CATEGORY		ALLOWED	ACTUAL
	COM. CARR.-I		\$300.90	\$300.90
	LODGING		\$357.00	\$357.00
	M&IE		\$259.00	\$259.00
	MILEAGE		\$26.20	\$26.20
	OTHER		\$145.00	\$145.00
	RENTAL CAR		\$281.31	\$281.31

Figure 6-9: Review Trip Screen - Accounting

6.2.8 Estimated/Actual Trip Cost Section

The *Estimated* or *Actual Trip Cost* section (Figure 6-10) repeats most of the information contained under **Accounting**, but adds the total cost of the trip. **Note:** The specific wording varies for authorizations and vouchers. For the authorization the total is an *Estimate*, but on the voucher is the *Actual* trip cost. The information repeated from the **Accounting** section includes:

- The amount charged to each finance category.
- The total amount of scheduled partial payments and travel advances.

ESTIMATED TRIP COST				
	CATEGORY		ALLOWED	ACTUAL
	COM. CARR.-I		\$300.90	\$300.90
	LODGING		\$357.00	\$357.00
	M&IE		\$259.00	\$259.00
	MILEAGE		\$26.20	\$26.20
	OTHER		\$145.00	\$145.00
	RENTAL CAR		\$281.31	\$281.31
			TOTAL EST. ALLOWED	TOTAL EST. ACTUAL
			\$1369.41	\$1369.41
			< Back	Continue >

Figure 6-10: Review Trip Screen - Trip Cost

6.3 AO Options on the Progress Bar

When you finish the **Review Trip** screen, continue your checks by visiting the other sections in the travel document. You can use the links on the **Review Trip** screen or the **Progress Bar** to examine these pages. A full explanation of the content of each section is available in [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#), though as an AO, you have two additional options on the **Progress Bar** (Figure 6-11).

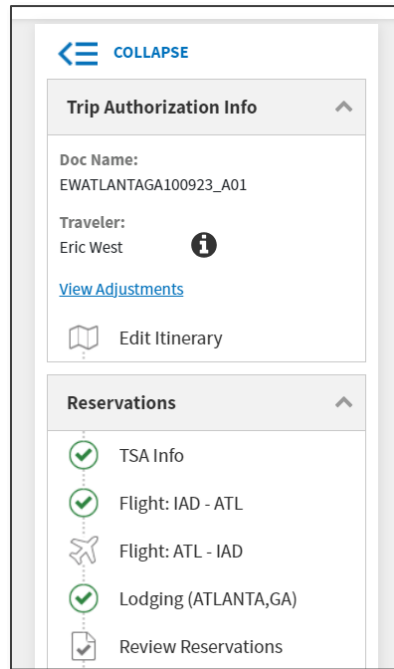


Figure 6-11: AO's Progress Bar -Top

6.3.1 View Adjustments

Although the most important information is on the current version of the document, you can easily view and print information on previous versions of the trip. Select the **View Adjustments** link to open the **View Adjustments** screen (Figure 6-12).

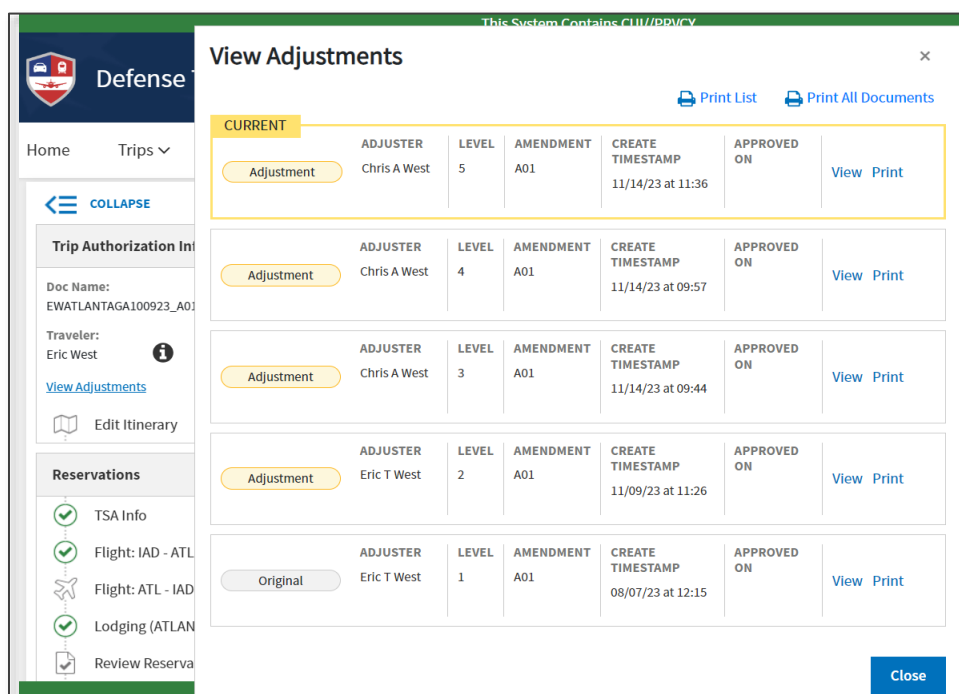


Figure 6-12: View Adjustments Screen

6.3.2 Compare Changes

Select the **Compare Changes** link to see a summary of key document information (i.e., **Trip Information**, **Itinerary**, **Expenses**, **Per Diem**, and **Accounting**). The screen displays the original information and the current data, so you can see what changed from version to version. Figure 6-13 shows a **Compare Changes** screen with a modification to the trip dates.

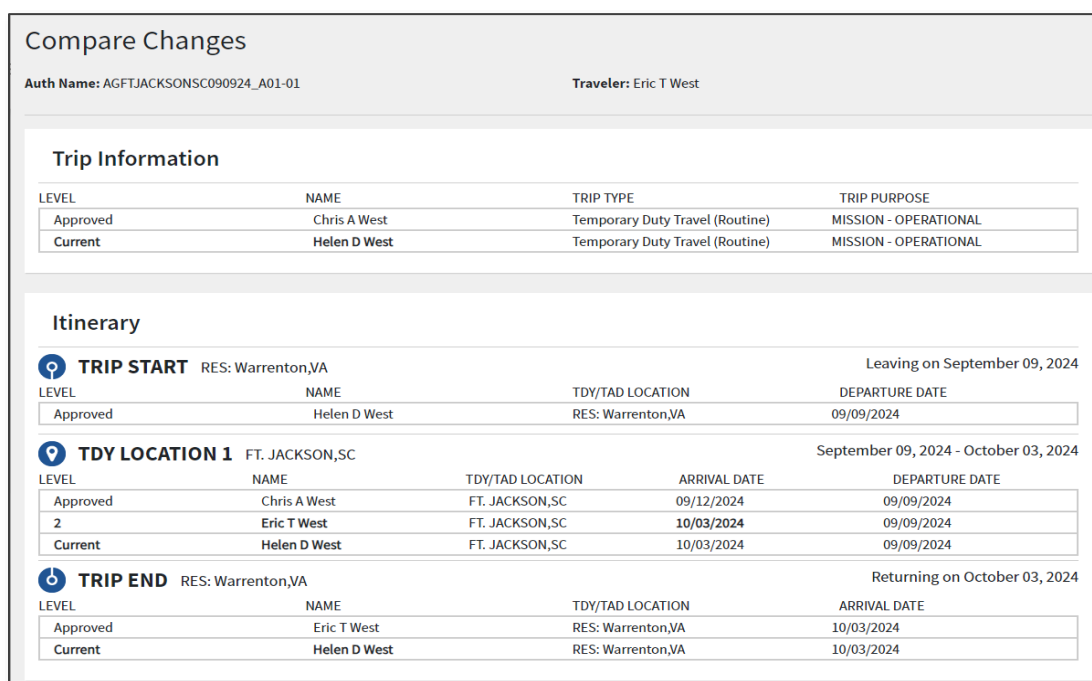


Figure 6-13: Compare Changes Screen - Top

6.4 View Attached Documents

Although you can see the traveler's expenses, as well as any attached and missing required documents directly from the **Review Trip <document type>** screen, you should always examine the **Expenses** module to get the full picture. To access it, select **Expenses** on the **Progress Bar** or **Go to Expenses** directly from **Review Trip <document type>** screen.

6.4.1 Authorizations

The **Enter Expenses** screen (Figure 6-14a) opens allowing you to view the estimates. The screen contains a single running list of booked reservations expenses, entered other expenses, and mileage allowances.

- Select the entry **Details** to view specific information, added **Notes**, and attachments (Figure 6-14a, Indicator 1).
 - **Reservations:** You can view details and notes. The option to attach an air receipt for the booked flight appears later after ticketing or for the voucher. For manually entered flights, booked lodging and rental car, the option is available to attach a receipt on both the authorization and voucher.
 - The TMC provides an invoice after ticketing. This email is a valid receipt as it has the final fees applied and should be included with the voucher. The TMC itinerary email is not the valid receipt as it is only the estimated cost.
- Review the **Document** column (3rd from the left side of the **Expenses** list):
 - Expenses meeting the receipt requirements (e.g., all lodging receipts, receipts for expenses \$75 or more), display a triangle identifier (Figure 6-14a, Indicator 2).
 - Attached supporting records (e.g., receipts, memo, **CTW**, premium class approval) display a paper clip (not shown in Figure 6-14a).
 - Mileage expenses display a N/A identifier (Figure 6-14a, Indicator 3).
 - Expenses not meeting the receipt requirement have no identifier (Figure 6-14a, Indicator 4).
- Verify the document includes the necessary estimates (Figure 6-14a, Indicator 5). For example, baggage fee for flights and if a **Rental Car** is authorized, then the traveler estimated **Rental Car-Fuel**.
- Use the **Download all attachments** feature to create a zip file to view the images from a single location. (See *Section 6.4.2 Vouchers*)
- Use the **Import a PDF** icon feature to import a document such as a leave form or signed *DD 1351-2* (Figure 6-14a, Indicator 6).
- Use the **Sort By** drop-down feature to change the listing of the expenses (Figure 6-14a, Indicator 7).

Regardless of how you view the entry's attachments (**Details** or **Download all attachments**) carefully check each one ensuring they are legible and accurate.

7

1

5

5

Enter Expenses

Sort By Date (Newest) Expand All PDF

6

Add

\$ Airline Ticket (IBA)	10/13/2023	\$155.00	IBA
\$ Baggage - 1st Checked Bag	10/13/2023	\$35.00	IBA
\$ Public Transit - Terminal	10/13/2023	\$15.00	IBA
\$ Private Auto - To/From Terminal	10/13/2023	\$13.10	EFT
\$ Lodging (Atlanta, GA)	10/09/2023 - 10/13/2023	\$357.00	IBA
\$ Rental Car - Terminal	10/09/2023	\$281.31	IBA
\$ Delta Air Lines (Flight 2332 - IAD to ATL)	10/09/2023	\$145.90	IBA
\$ Lodging Taxes (CONUS and Non-foreign)	10/09/2023	\$45.00	IBA
\$ Baggage - 1st Checked Bag	10/09/2023	\$35.00	IBA
\$ Public Transit - Terminal	10/09/2023	\$15.00	IBA
\$ Private Auto - To/From Terminal	10/09/2023	\$13.10	EFT

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$502.90	\$607.51	\$1,110.41


< Back
Continue >

Figure 6-14a: Enter Expenses Screen - Authorization

6.4.2 Vouchers

The **Enter Expenses** screen (Figure 6-14b) opens allowing you to view and verify final expenses along with supporting documentation. At the top of the page, a blue banner provides non-receipt examples to reduce the risk of audit failure (Figure 6-14b, Indicator 1). **Note:** The blue information banner only appears on the voucher.

Check the **Enter Expenses** items including those charged to the GTCC. **Note:** The **GTCC** icon appears in a view mode. In the yellow banner, if you select edit to make an adjustment, the GTCC icon doesn't display. Return to the view mode to see the GTCC charges.

- Select the **View GTCC Transactions** icon  (Figure 6-14b, Indicator 2).
 - An **Import Expense** window opens presenting the charges to the traveler's GTCC.
 - Review the charges in the list to the entered expenses on the voucher.
 - Make sure the traveler fully pays the GTCC charges incurred for the trip. They can move additional funds to the GTCC under the **Financial Summary, Entitlements Summary, Adjust Disbursement** section.
- Select the expense entry **Details** to view specifics, added **Notes**, and attachments (Figure 6-14b, Indicator 3).
- Review the **Document** column (3rd from the left side of the **Expenses** list):
 - Verify all expenses meeting the receipt requirements (e.g., all lodging receipts, receipts for expenses \$75 or more) have a paper clip and the totals match the entered expense (Figure 6-14b, Indicator 4).
 - Verify the voucher contains all supporting records (e.g., receipts, leave, memo, **CTW**, premium class approval).
 - Verify there are no expenses displaying a triangle identifier for a required, but missing receipt (as shown in Figure 6-14a).
- Verify the voucher contains only valid, correct expenses.
- Verify the voucher contains the correct mileage expense type, if used.
- Use the **Download all attachments** feature to create a zip file allowing you to view the images from a single location (Figure 6-14b, Indicator 5).
- Use the **Import a PDF** icon if you need to import a document such as a leave form or signed *DD 1351-2*.
- Verify a proper *DD 1351-2* is included with the voucher when a NDEA stamps the voucher (**T-Entered**).
 - Policy dictates a completed *DD 1351-2* signed by the traveler must be included as supporting documentation.
 - DTS implements the policy requirement with a hard stop preventing signing when the *DD 1351-2* indicator is missing.
 - The missing receipt or *DD 1351-2* data appears as an **Audit Fail** on the **Digital Signature** page (See *Section 6.6*).
 - You shouldn't approve the voucher without the required documents. **Exception:** On voucher amendments, if it is a CBA only claim or a cost decrease, then DTS will not prevent signing without the *DD 1351-2* attached on the **Enter Expenses** page.

Review the document and proceed to the Sign and Submit page to stamp. To make an adjustment, click [edit](#).

Enter Expenses 1

1 Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: airfare itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

Sort By: Date (Newest) ▾ Expand All **2**

Approved Leave Memo **5**

[Details](#) 11/14/2023

3	\$ Airline Ticket (IBA)	\$155.00	IBA
	Details 10/13/2023 		
	Delta Air Lines (Flight 2332 - IAD to ATL)	\$145.90	IBA
	Details 10/13/2023 4		
	\$ Rental Car - Fuel	\$45.00	IBA
	Details 10/13/2023		
	\$ Baggage - 1st Checked Bag	\$35.00	IBA
	Details 10/13/2023		
	\$ TMC Fee (IBA)	\$30.00	IBA
	Details 10/13/2023		
	\$ Public Transit - Terminal	\$15.00	IBA
	Details 10/13/2023		
	\$ Private Auto - To/From Terminal	\$13.10	EFT
	Details 10/13/2023 N/A		
	Lodging (Atlanta, GA)	\$357.00	IBA
	Details 10/09/2023 - 10/13/2023 		
	\$ Rental Car - Terminal	\$291.50	IBA
	Details 10/09/2023 		
	\$ Lodging Taxes (CONUS and Non-foreign)	\$45.00	IBA
	Details 10/09/2023		
	\$ Baggage - 1st Checked Bag	\$35.00	IBA
	Details 10/09/2023		
	\$ Public Transit - Terminal	\$15.00	IBA
	Details 10/09/2023		
	\$ Private Auto - To/From Terminal	\$13.10	EFT
	Details 10/09/2023 N/A		

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$502.90	\$692.70	\$1,195.60

Figure 6-14b: Enter Expenses Screen - Voucher

Note: When a required receipt is missing, DTS alerts the AO during voucher approval. The best practice is for the AO to return the document to the traveler for corrective action. Be sure to add comments.

For more information about the **Expenses**, see the [Expenses Screen for AOs](#) information paper and the [DTA Manual, Appendix K](#).

When you finish your review, select **Continue** to advance.

6.5 Other Auths and Pre Audits Screen

When the rest of the document looks good, you're on the home stretch. The **Other Auths and Pre Audits** screen is the last screen you will visit before applying your digital signature. If you try to skip the screen, DTS provides a message alerting to you to view the **Other Auths and Pre Audits** page (Figure 6-15a).

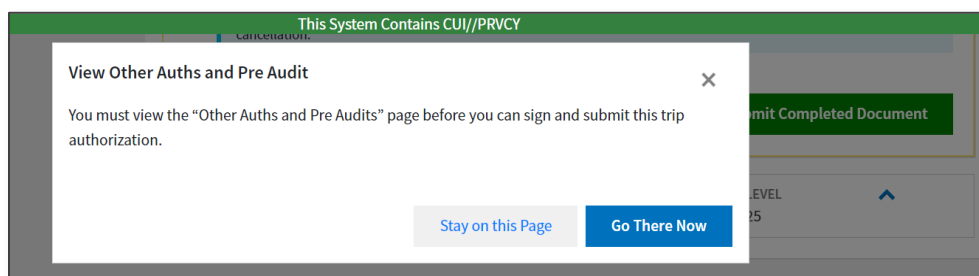


Figure 6-15a: View Other Auths and Pre Audits Page (Message)

1. If the traveler's selections are within policy (e.g., a simple trip, no leave, no CTW required) then there may not be any flags on the **Other Auths and Pre Audits** screen (Figure 6-15b). If so, then just go to the bottom of the page, select **Continue** to advance to the **Digital Signature** page.

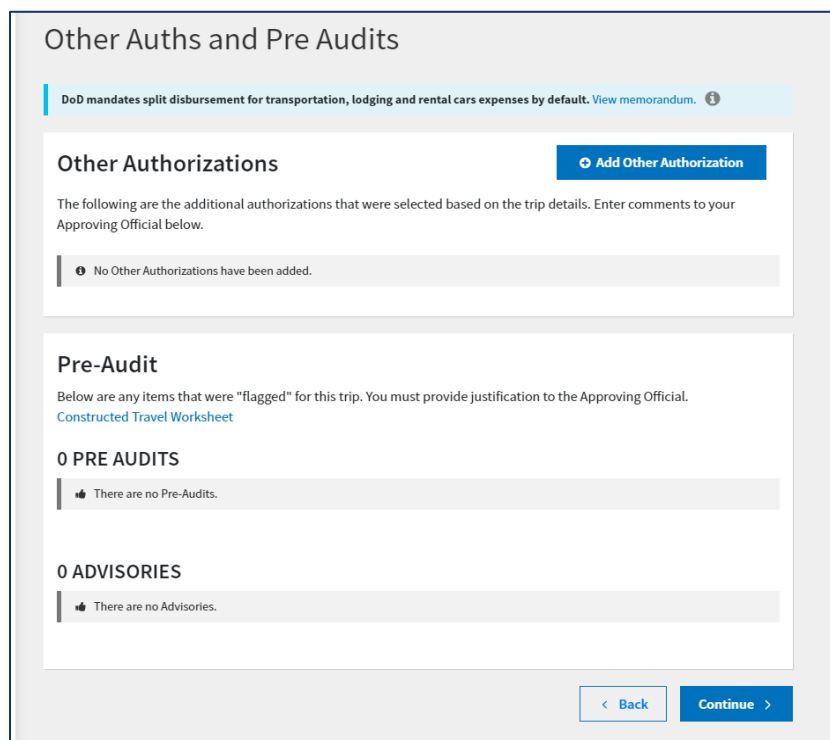


Figure 6-15b: Other Auths and Pre Audits Page

2. If the traveler selections or omissions causes DTS to impose **Pre-Audit** flags and **Reason Codes**, then justifications are necessary and **Advisories** may apply. You will review **Pre-Audit** flags, **Reason Codes**, **Advisories** and justifications ensuring they support compliance. **Note:** If your organization imposes standard comments, then confirm the traveler applies those for auditability.

The three **Other Auths and Pre Audits** sections includes *Other Authorizations*, *Pre-Audits*, and *Advisories*. In the remainder of this section, we provide some common document flags (Figures 6-15c, through 6-15o). Know that unless the condition applies to a trip you are reviewing, you may not see these flags, but we include them just to make you aware. For a more complete list of document flags, see the [DTA Manual, Appendix K: DTS Tables](#)

6.5.1 Other Authorizations

Other Authorizations appear because the traveler selected them or because DTS displayed them in response to the traveler's selections or lack thereof, in the document. Their purpose is to capture any unusual conditions in a travel document, which may require clarification. The **Other Authorizations** title with the official comments appear on the printed travel document under **Remarks**.

When DTS automatically adds **Other Authorizations**, it also includes **Comments**, although the traveler can also add additional comments.

1. If the traveler, adds **Other Authorization** items, then the comments display only those the traveler provided. In this example (Figure 6-15c), the traveler is claiming leave during the trip. DTS added the **Other Authorizations** to the document.

Figure 6-15c: Other Authorizations - Annual Leave or Non-Duty Days

- Check the **Per Diem** table.
 - Verify the traveler selected the correct leave dates within the **Review Per Diem Amounts** screen.
 - Verify DTS zeroed out the leave days on the **Review Per Diem Amounts** screen.
- Ensure the traveler follows your local business rules for requesting leave.
- View **Comments** (if any) from the traveler.

6.5.2 Pre Audits

Pre Audits are items DTS flagged as potentially not adhering to travel policy. The traveler must provide adequate justifications for claiming each of those items before you may authorize them.

Note: Certain Pre-Audits (e.g., non-GSA city pair flight, non-policy compliant lodging) also require the traveler to also select a **Reason Code** and justify their selection.

1. In the first example (Figure 6-15d), the traveler claimed leave on the voucher, but had not indicated leave on the authorization. This is not against policy to take leave at the location, but DTS is requesting you have a look.

The screenshot shows a 'Pre-Audit' interface. At the top, it says 'Pre-Audit' in bold. Below that, a message states: 'Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.' A link 'Constructed Travel Worksheet' is provided. Under the heading '1 PRE AUDITS', there is a section titled 'LEAVE UNAPPROVED DATE' with the text 'LEAVE NOT AUTHORIZED ON 06-28-23'. At the bottom, there is a text input field labeled 'Justification to Approving Official *' and a button labeled '+ Add Justification'.

Figure 6-15d: Pre-Audit Flag - Leave Not Authorized (Date)

- Verify the traveler selected the correct leave dates within the **Review Per Diem Amounts** screen.
 - Ensure the traveler follows your local business rules for taking leave.
 - View **Comments** (if any) from the traveler.
2. In the second example (Figure 6-15e), the traveler created an OCONUS trip and searched for DoD lodging. There is no DoD lodging available at the TDY location and the facility issued the traveler a certificate of non-availability number (CNA). You will need to:

Pre-Audit

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

1 PRE AUDITS

MIL QTRS NOT USED

KAISERSLAUTERN MILITARY COMMUNITY, DEU has a military lodging facility. Itinerary indicates commercial lodging used in place of available military quarters. Traveler must select one predefined reason and provide additional justification for non-use of available quarters.

R1 - Military lodging facility has issued an appropriate statement of non-availability. The reference number is provided in the justification.

Justification to Approving Official *

No lodging available. CNA:23NGN62688

Figure 6-15e: Pre-Audit Flag - Mil Quarters Not Used

- Verify the traveler used the required lodging type (if applicable, e.g., uniformed traveler TDY to an installation must use DoD lodging or provide a certificate of non-availability number [CNA]), OR their lodging reimbursement has been correctly limited. See the *JTR, Table 2-14. Government Quarters Use*.
- For DoD lodging when not available, check for the manually entered CNA under **Comments to the AO**, or under the **Pre Audits** section (Figure 6-15f). System generated number should appear under the **Review Reservation Selections**.

DoD lodging unavailable. Certificate of non-availability (CNA: 23NGN62688) created.

Figure 6-15f: Select Lodging Screen - CNA Displayed

3. In the third example (Figure 6-15g), the traveler created and submitted the authorization, but there were no LOAs available due to Fiscal Year (FY) start up. The traveler could not select the appropriate LOA and the previous AO could not electronically approve the trip timely. You will need to verify:

Pre-Audit

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

3 PRE AUDITS

APPROVAL AFTER TRIP START DATE

Approval of Travelers AUTH is after trip start date. Traveler must provide name of AO and the date the AO provided oral approval to proceed on travel (or supporting documentation indicating date and person who provided approval)

OO10 - Other

Previously entered Justification

Chris West AO FDTA had not loaded the LOAs and Budgets yet in DTS.

Justification to Approving Official

Figure 6-15g: Pre-Audit Flag - Approval After Trip Start Date

- Confirm the itinerary contains the actual trip dates and what approved method was followed.
 - Review supporting documentation for end-of-year processing.
 - Ensure the correct LOA is on the authorization and voucher prior to approval. Check with the FDTA if uncertain of which LOA to use. **Note:** If the traveler submits the document with wrong the LOA, the AO can switch the LOA prior to approval.
 - Review the selected **Pre Audit** flag and justification or comments.
 - Check for any **Reason Codes** and justification to the AO.
4. In the fourth example, (Figure 6-15h), the traveler created the authorization, but didn't book lodging in DTS. Unless there is an approved exception, per the *JTR, par. 010201 C.1*. A DoD traveler must make travel arrangements through an electronic travel system when it is available or through the TMC if it is not available. You should:

LODGING NOT USED

FT. JACKSON, SC: No lodging reservations exist from 09/09/2024 to 09/12/2024.

Reason Codes * [+ Add Reason Code](#)

Justification to Approving Official * [+ Add Justification](#)

Figure 6-15h: Pre-Audit Flag - Lodging Not Used

- Review the selected **Pre Audit** flag and justification or comments for non-use of lodging.
- Determine how lodging arrangements were made.
- Check for any **Reason Codes** and justification to the AO.
- View **Comments** (if any) from the traveler.

5. In the fifth example, (Figure 6-15i), the traveler created the authorization and constructed travel rules apply. The individual did attach the worksheet. You should:

The screenshot shows a notification box titled "2 PRE AUDITS". Inside, there is a section titled "CONSTRUCTED TRAVEL WORKSHEET" with the text: "A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents." Below this text is a box labeled "Justification to Approving Official *" containing the text "CTW added".

Figure 6-15i: Pre-Audit Flag - CTW

- Understand when constructed travel rules apply, follow the *JTR, par. 0202* for transportation modes and the *JTR. par. 020206.O Sustainable travel*.
- Review the attached CTW and determine the transportation reimbursement most advantageous to the Government. See *Chapter 8, Constructed Travel* for more information.
- Review the selected **Pre Audit** flag and justification or comments from the traveler.
- Check for any **Reason Codes** and justification to the AO.

6.5.3 Advisories

Advisories appear below the **Pre-Audit** flags. They provide information indicating a possible area of concern, but don't require justifications or additional comments. This can occur when the traveler updates their email address or GTCC in the profile of the document, but not in the master profile. In some cases, the **Advisories** can help prevent possible errors.

1. In the first example (Figure 6-15j), the traveler booked a rental car reservation, but didn't claim **Rental Car-Fuel**. In addition, the traveler requested leave. You will want to:

The screenshot shows a notification box titled "2 ADVISORIES". It contains two advisory messages. The first is titled "NO GAS FOR RENTAL CAR" and states: "YOUR VOUCHER INDICATES A RENTAL CAR EXPENSE, BUT YOU HAVE NOT ENTERED A CORRESPONDING GAS EXPENSE." The second is titled "LEAVE REQUESTED" and states: "LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS."

Figure 6-15j: Advisories Gas (Fuel) and Leave Requested

- Contact the traveler and ask if they had any fuel expenses.
- Check the **View GTCC Transactions** options to see if there are fuel charges to the GTCC.

- If the traveler had fuel charges but didn't enter them, return the document to the traveler for correction.
 - Check the **Per Diem** table to see if the traveler requested the correct leave days.
2. In the second example (Figure 6-15k), the traveler's TDY is OCONUS. When the traveler created the authorization, DTS provided a pop-up message alerting them to follow the **Foreign Travel Clearance Guide**. You should:



Figure 6-15k: Advisories - Foreign Travel

- Contact the traveler and ask if they completed all necessary actions for OCONUS travel before approving the authorization.
 - Follow your local guidance for managing OCONUS travel.
3. In the third example (Figure 6-15l), the traveler created the authorization, then booked the lodging reservations and at some point, the itinerary dates and lodging dates were changed and are no longer in sync. DTS provided an **Advisory** to alert the traveler of the problem. In addition, the *Electronic Processing (EP)* audit ran a check, flagged the trip with **Audit Fail**, and prevented the traveler from stamping the authorization **SIGNED**. DTS requires the traveler to fix problem before the signing action is permitted.

Even though the traveler resolved the trip date and reservation date issue, DTS still records the information for the AO to view 1) the **Advisory** on the **Other Auths and Pre Audits** screen and 2) the **Audit Fail** on the **Digital Signature** page. To see more about **Audit Failures**, see *Section 6.6 Digital Signature Screen*. You will:

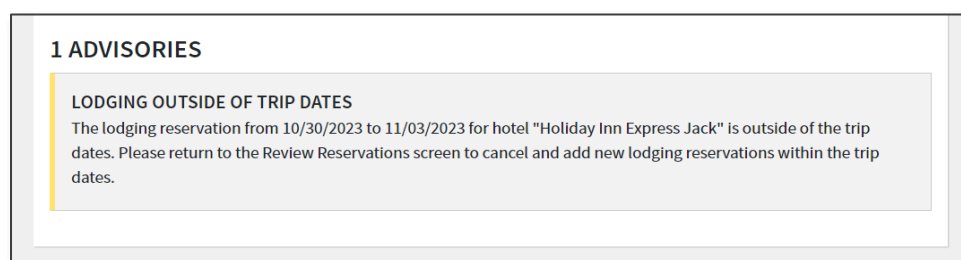


Figure 6-15l: Advisories - Lodging Outside of Trip Dates

- Verify with the traveler's trip dates are valid and lodging meets mission.
 - In some cases, the document will need to be cancelled if the reservation dates are not in sync with the trip dates. Process a new authorization and new voucher for the trip.
4. In the fourth example (Figure 6-15m), the traveler created the authorization and within the **Adjust Per Diem Amounts** screen, they changed the **Meals** setting to indicate meals were not available. Be sure to:

- Verify with the traveler what the meal status is at the TDY location.
- Verify the **Adjust Per Diem Amounts** screen reflects the proper meal allowance.

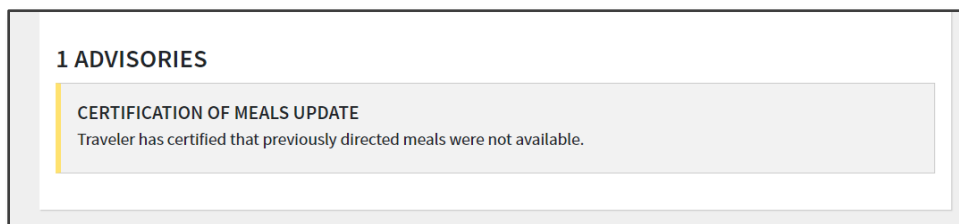


Figure 6-15m: Other Auths and Pre Audits Screen - Advisories

- In the fifth example (Figure 6-15n), the traveler created the authorization and tried to book the Government Privatized lodging, but it was not available at the TDY location. The non-availability number was recorded in the document. You will need to:
 - Verify the non-availability number appears in document.
 - Check commercial lodging is booked within per diem unless an exception applies.

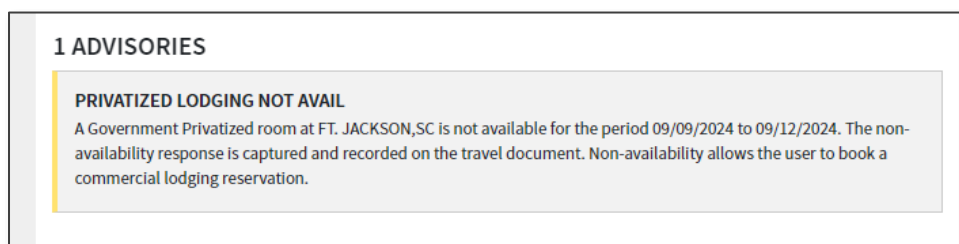


Figure 6-15n: Other Auths and Pre Audits Screen - Advisories

- In the sixth example (Figure 6-15o), the traveler created the authorization and constructed travel rules applied, but the individual didn't attach the required documentation. DTS triggered not only the **Pre Audit** flag, but also the **Advisory**. In addition, the **Audit Fail** imposed a hard stop preventing signing.

Once the traveler attached the documentation and justified the **Pre Audit** flag, then allowed signing. **Note:** In the **Other Auths and Pre Audits** screen, you will see the **Pre Audit** flag and the traveler must provide a justification. **Note:** You won't see the **Advisory** as DTS removed it after corrective action occurred. We include it, so you are aware of what the traveler was provided as part of the **Audit Fail**. In the **Digital Signature** page, you can see the **Audit Fail** message, just select check for errors link. You should be aware of the *JTR* and CTW rules:

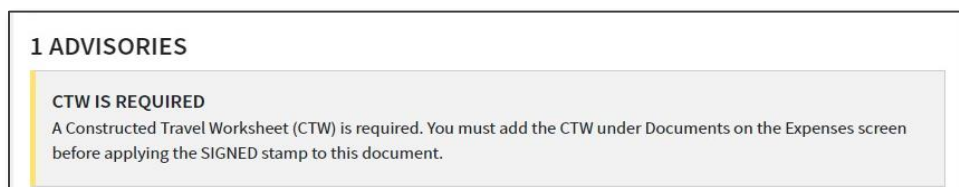


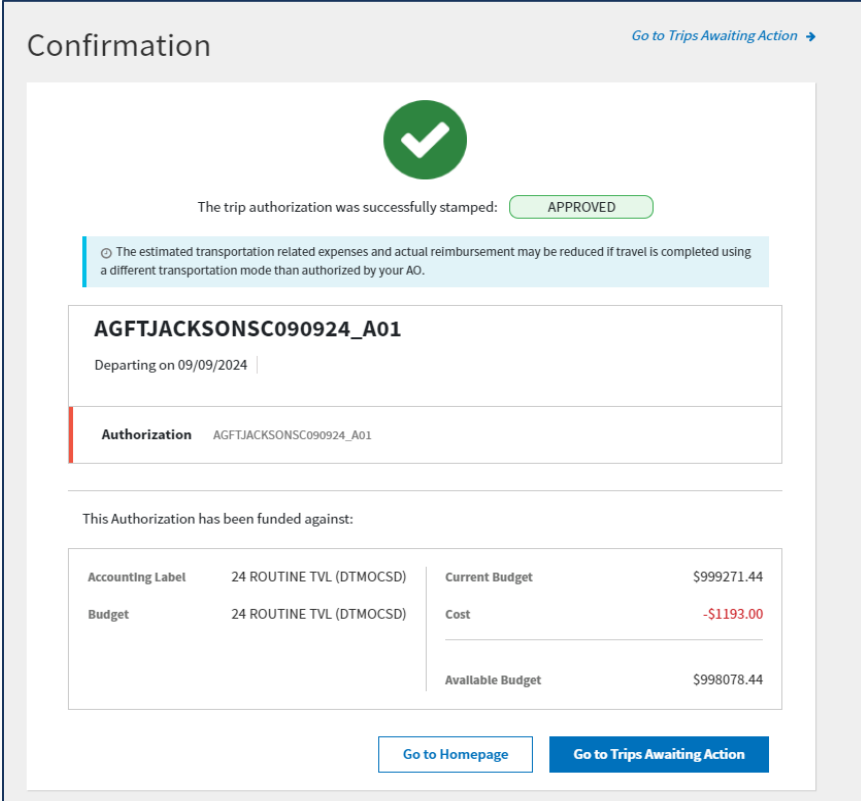
Figure 6-15o: Other Auths and Pre Audits Screen (Advisories)

- When constructed travel rules apply, follow the *JTR, par. 0202* for transportation modes and the *JTR, par. 020206-O. Sustainable travel*.

- Review the attached CTW and determine the transportation reimbursement most advantageous to the Government. See *Chapter 8, Constructed Travel* for more information.
- Review the selected **Pre Audit** flag and justification or comments from the traveler.
- Check for any **Reason Codes** and justifications to the AO.

6.6 Digital Signature Page

The **Digital Signature** screen (Figure 6-17) is the page you use to apply a status stamp and attach your digital signature, which forwards the document for further processing. The **Digital Signature** screen will display **Trip Authorization Status** or **Trip Voucher Status** at the top of the page. DTS performs checks for authorizations during the approval process such as **Budget** funding (Figure 6-16) and assigns the **Tickets are Waiting (TAW)** date (not shown). For the voucher, DTS checks for missing receipts, and verifies the DTS **Budget** has ample funding.



The screenshot shows a 'Confirmation' screen with a green checkmark icon. Below the icon, it states 'The trip authorization was successfully stamped: APPROVED'. A note indicates that estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by the AO. The authorization ID is 'AGFTJACKSONSC090924_A01' with a departure date of '09/09/2024'. A table shows the authorization has been funded against, with accounting labels '24 ROUTINE TVL (DTMOCS)' and budget details: Current Budget (\$999271.44), Cost (-\$1193.00), and Available Budget (\$998078.44). Navigation buttons for 'Go to Homepage' and 'Go to Trips Awaiting Action' are at the bottom.

This Authorization has been funded against:	
Accounting Label	24 ROUTINE TVL (DTMOCS)
Budget	24 ROUTINE TVL (DTMOCS)
Current Budget	\$999271.44
Cost	-\$1193.00
Available Budget	\$998078.44

Figure 6-16: Funding Action After Approval

The remainder of this section addresses:

- Routing Official's **Status Stamps**
- **Error Message** examples
- Typical **Confirmation Messages**
- Viewing **Document History**

Here is the **Digital Signature** page, with the **Trip Voucher Status** screen (Figure 6-17). For this example, it is a standard trip for the AO to approve.

You are adjusting this document.

Digital Signature

Trip Voucher Status

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

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

Show Previous Stamp ▾

(Pending)
APPROVED

DOCUMENT STATUS *

APPROVED ▾

ROUTING LIST *

CSD ▾

Additional Comments [Add Comments](#)

NAME: Chris A West TODAY'S DATE: 08/14/2024

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

Figure 6-17: Digital Signature Screen - Voucher

Note: When the traveler chooses a travel mode (e.g., driving - personal vehicle) other than by the directed mode, DTS flags for a constructed travel cost comparison. In the **Digital Signature** page, you will be presented with links to the attached locally approved form or the DTMO CTW version. In addition, a **CTW Decision Tool** appears. Before you can **Approve** and **Submit Completed Document**, you will use the CTW or form to compare the **Traveler Preferred Transportation** to the **Government Preferred Transportation**. You will determine the transportation reimbursement as either full or limited. See *Chapter 8, Constructed Travel* for more information and a screen with the **Digital Signature** and **CTW Decision Tool**.

Note: If you have any problem opening the documents within the **Digital Signature** page, you can also access the attached CTW and supporting documents under **Expenses**.

6.6.1 Check for Errors

You should check for errors before trying to stamp a document **APPROVED**. You do so, by selecting the [Check the document for errors](#) link. The window opens. If there are any problems, DTS flags them (Figure 6-18). To collapse the window, select **Hide Details**.

Our example refers to a voucher. The traveler has an expense item which meets receipt requirements, but the individual failed to attach a receipt.

The screenshot shows a web interface titled "Digital Signature" with a sub-header "Trip Voucher Status". Below the sub-header is a descriptive sentence: "See where your trip voucher currently is in the approval process." A link "Check document for errors..." is present. Below this is a red exclamation mark icon followed by the text "1 error were flagged in this document." and a "Hide Details" link with an upward arrow. A table displays the error details:

SYSTEM PROCESS	STATUS	COMMENTS
MISSING RECEIPT	FAIL	One or more expenses is missing the required documentation

Below the table is a "Show Previous Stamps" link with a downward arrow. At the bottom, there is a "DOCUMENT STATUS" dropdown menu set to "APPROVED" and a "ROUTING LIST" dropdown menu set to "CSD".

Figure 6-18: Digital Signature Screen - Error Message

- View the reason for the error.
- Determine if you or the traveler will need to make the correction under the **Expenses** module.
Correction: Attach the missing receipt to the expense item.
- Determine if the traveler attached the receipt to the wrong expense item. **Correction:** Attach the receipt to the correct expense and remove it from the incorrect expense item.
- If the problem is lack of funding, contact the FDTA. **Correction:** FDTA adds funds into the DTS budget.
- Once the error is resolved, try to approve the trip.

6.6.2 View Document History

The most recently applied status stamps appear near the top of the **Digital Signature** screen (Figure 6-19), but you can select **Show Previous Stamps** to see them all, the person, applied date, and time (Figure 6-18).

Digital Signature

Trip Authorization Status

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

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

✓

No errors flagged in this document

Hide Previous Stamp ^

✓

08/20/2024 12:00PM

CREATED

NAME

Allison T Garcia

COMMENT

✓

08/20/2024 12:06PMEST

SIGNED

NAME

Allison T Garcia

COMMENT

✓

08/20/2024 12:11PM

ADJUSTED

NAME

Helen D West

COMMENT

✓

08/20/2024 12:27PMEST

APPROVED

NAME

Helen D West

COMMENT

✓

08/20/2024 12:27PMEST

BUDGET ADJUSTED

NAME

Helen D West

COMMENT

Trip #1 DTMOCS D 24
ROUTINE TVL 2024 QTR:
4 \$728.56

✓

08/20/2024 12:28PMEST

PAY LINK

NAME

Pay Mod Generated

COMMENT

Document data-linked to
Payment Module

✓

08/20/2024 12:33PMEST

Show Details ▾

OBLIG SUBMITTED

NAME

Pay Mod Generated

COMMENT

By XML Proc

✓

08/20/2024 12:33PMEST

POS ACK RECEIVED

NAME

Pay Mod Generated

COMMENT

Figure 6-19: Digital Signature Screen (Top) with Document History Fully Expanded

6.6.3 Status Stamp Availability

The **Document Status** drop-down menu (see Table 6-1) contains several status stamps. You must be careful which one you select, as some are dedicated to certain roles (e.g., only ROs may apply **REVIEWED**). Regardless of which status stamps appear on the list, as an AO, you are generally limited to **APPROVED** and **RETURNED**, though in the right circumstances, **CANCELLED** is also available. **Note:** The AO is the only Routing Official who

Defense Travel Management Office

45

travel.dod.mil

may apply the **CANCELLED** stamp to a DTS document. See *Chapter 7* for more on the cancellation process. Table 6-1 explains what they are and when you may select them.

Table 6-1: Status Stamps for AOs

STATUS STAMPS AVAILABLE TO AOs	
SELECT...	IF...
APPROVED	<ul style="list-style-type: none"> Everything in the document is accurate, authorized, allowable, and you want to permit the trip to take place (authorizations) or the traveler to receive the requested payments (vouchers). Selecting this stamp forwards the document for financial processing.
CANCELLED	<ul style="list-style-type: none"> The trip will not take place and neither the traveler nor the Government incurred any expenses. This stamp is only available on authorizations if the traveler has requested cancellation. Note: Only an AO may apply CANCELLED to an authorization or amended authorization. Other routing officials can't apply CANCELLED in DTS. Selecting this stamp permanently stops all further processing on the authorization.
RETURNED	<ul style="list-style-type: none"> The document contains at least one error. Selecting this stamp returns the document to the traveler, who must correct all errors that they can correct, and then select SIGNED to restart the routing process. Others on the routing list may also need to correct errors.
SIGNED	<ul style="list-style-type: none"> You created an adjustment to correct one or more errors that the traveler cannot correct or doesn't need to know about (e.g., changing a line of accounting). Selecting this stamp restarts the routing process, so those on the routing list can correct the errors.
RETURN FARE EXPIRED	<ul style="list-style-type: none"> The stamp is available. It is only available if DTS cannot process the document because the ticketing time limit for a restricted fare expired before APPROVED. Selecting this stamp returns the document to the traveler, who must cancel the authorization and create a new one.

6.6.4 Apply a Digital Signature Stamp

Follow the steps below to stamp the document:

- Under **Document Status**, when it is your time for action your designated stamp should automatically appear. For example, **APPROVED** should automatically display, if its time for you to **APPROVE** the trip. If you need to apply a different stamp such as **RETURNED** or **CANCELLED**, then select an appropriate stamp. **Note:** Only an AO can apply the **CANCELLED** stamp. See Table 6-1 for permissible stamps. In addition, if you see a different stamp appear such as **REVIEWED** and you are to stamp **APPROVED**, then log out and wait for your turn. **Note:** **APPROVED** is the last stamp to apply to a document. Never skip steps in the routing as this will cause an **Audit Fail**.
- (Optional) Select a **Routing List**. Only change the routing list if the document was incorrectly routed to you and understand, you must stamp the document **SIGNED** to start the new routing process. **Note:** The field is only editable if you created an adjustment.

3. (Optional) Enter **Additional Comments** for standard travel, if you need to clarify or provide additional information. However, if you choose any stamp other than **APPROVED** such as **RETURNED**, enter remarks to explain why you selected that stamp. **Note:** If you limit transportation reimbursement a comment will be automatically applied to your signature line.
4. Select **Submit Completed Document** (see Figure 6-17). A **Confirm Submission** statement appears on the **Digital Signature** screen. The content of this statement varies between authorizations and vouchers. Figure 6-20a shows an authorization statement. Figure 6-20b shows a voucher.

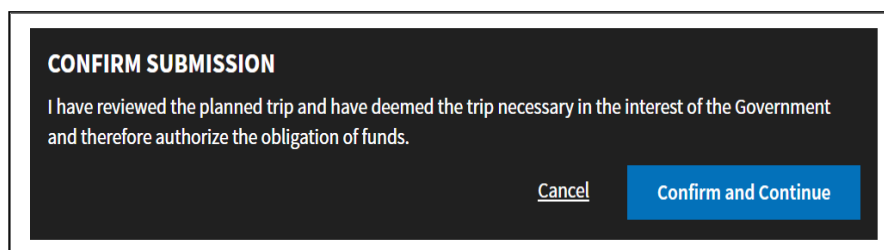


Figure 6-20a: Stamp Process Screen - Authorization

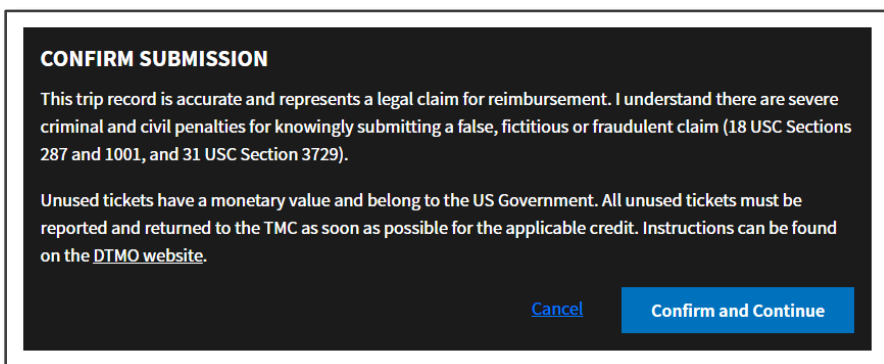



Figure 6-20b: Stamp Process Screen - Voucher


5. Select **Confirm and Continue**. Two results are possible. They are shown in:
 - 5.1. Figure 6-21a and 6-21b: A **Confirmation** screen. It shows successful completion, as well as the previous budget, the cost of approving the current document, and the resulting budget after approval. DTS removes the document from the **Trips Awaiting Action** screen and emails the traveler the results of your action.

Confirmation

[Go to Trips Awaiting Action](#)



The trip authorization was successfully stamped: **APPROVED**

 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.

AGFTJACKSONSC090924_A01

Departing on 09/09/2024

Authorization

AGFTJACKSONSC090924_A01

This Authorization has been funded against:


Accounting Label	24 ROUTINE TVL (DTMOCSD)	Current Budget	\$999271.44
Budget	24 ROUTINE TVL (DTMOCSD)	Cost	-\$1193.00
		Available Budget	\$998078.44

[Go to Homepage](#) [Go to Trips Awaiting Action](#)

Figure 6-21a: Confirmation Screen - Authorization

Confirmation

[Go to Trips Awaiting Action](#)



The trip voucher was successfully stamped: **APPROVED**

EWNEWORLEANSLO62624_V01

Departing on 06/26/24

[Go to Homepage](#) [Go to Trips Awaiting Action](#)

Figure 6-21b: Confirmation Screen - Voucher

- 5.2. Figure 6-22: A **Submit Failed** screen. It shows unsuccessful completion and identifies the reason for the failure. Contact the FDTA or BDTA for a Budget issue. Once the correction is complete, you may try again to approve the trip.

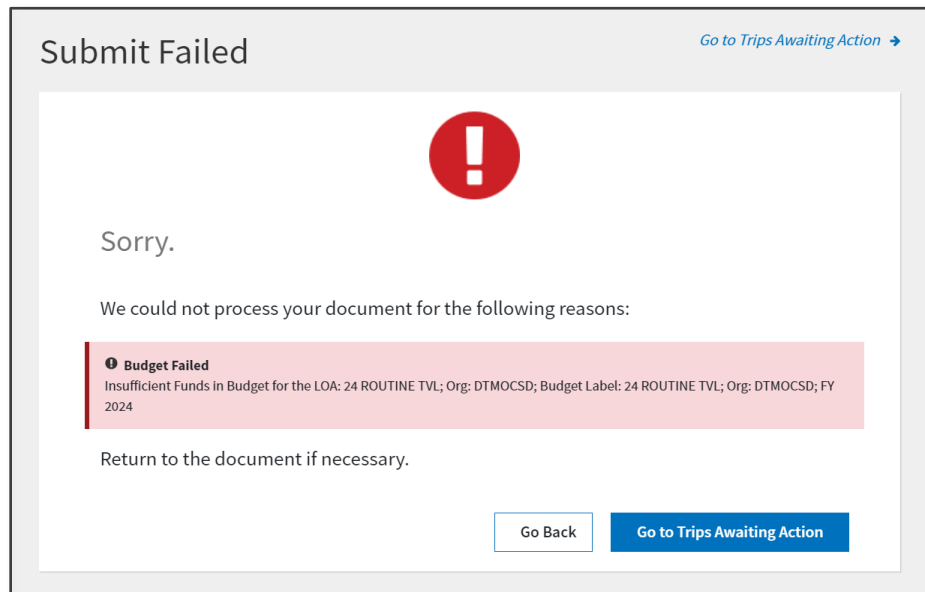


Figure 6-22: Stamping Result Screen - Submit Failed

Chapter 7: Cancelling Trips

When travel is no longer required, the traveler must decide whether to cancel their authorization in DTS and close out the record completely (i.e., no expenses incurred) or file a voucher (i.e., claim only incurred expenses). If an authorization routes to you as a cancelled document, and neither the traveler nor the Government has incurred any expenses necessitating reimbursement, then you can cancel the trip. However, if there are incurred expenses (e.g., TMC fee), the document will route for your approval, though you may see both an authorization and voucher, or just a voucher, depending on the actions completed before the trip cancellation.

There are two resources which explain the cancellation process more in depth: the [Trip Cancellation Procedures in DTS](#), information paper and the [Trip Cancel Procedures - AOs](#), trifold.

Note: Only an AO can apply the **CANCELLED** stamp to an authorization or amended authorization. No other routing official may apply **CANCELLED** to a DTS document. Vouchers may not be stamped **CANCELLED**.

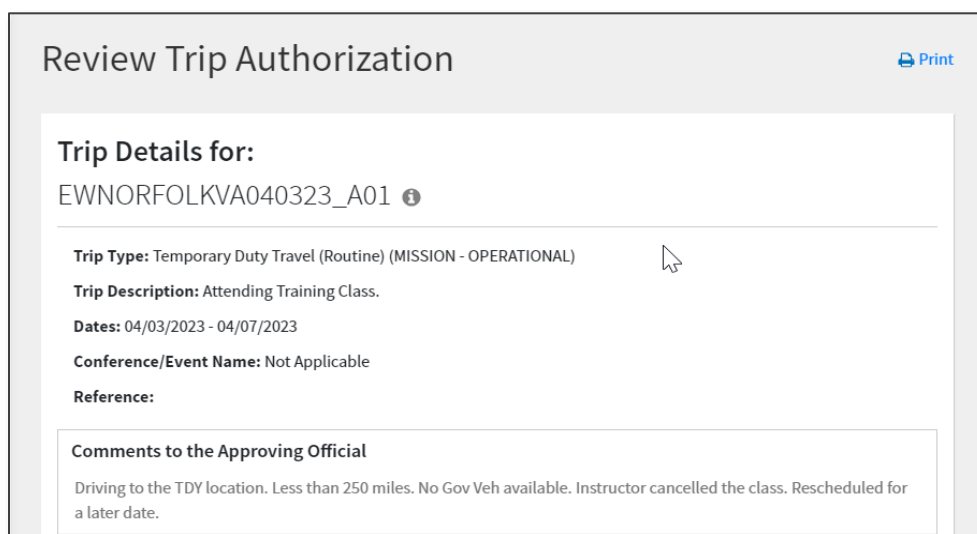
7.1 Cancelled Trip - No Expenses Incurred

For our example, the traveler created the authorization and signed it. The document was not approved yet. The traveler selected **Cancel Trip**, re-signed and re-routed the document to the AO. You received the document for action. You review why the trip is not occurring: Due to non-availability for training rooms and scheduling challenges, the instructor cancelled the class. The traveler didn't take the trip as planned.

Here's how you cancel the trip in DTS:

When you open the document, it displays on the **Review Trip** screen.

1. View the page for trip specifics (Figure 7-1).



Review Trip Authorization Print

Trip Details for:
EWNORFOLKVA040323_A01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

Trip Description: Attending Training Class.

Dates: 04/03/2023 - 04/07/2023

Conference/Event Name: Not Applicable

Reference:

Comments to the Approving Official
Driving to the TDY location. Less than 250 miles. No Gov Veh available. Instructor cancelled the class. Rescheduled for a later date.

Figure 7-1: Review Trip Authorization

2. Trip essentials may include **Comments to the AO**, Transportation mode, expenses, reservations, and cancellation confirmation numbers. For our example:
 - No Government Vehicle was available for the trip.
 - The traveler planned to drive their POV and attached a CTW. A **Pre Audit** flag displayed for CTW required. The traveler provided justifications for flagged items.

- The Training POC booked on base lodging reservations for the student. A **Pre Audit** flag displayed for lodging booked outside of DTS. The traveler provided justifications for flagged items.
 - No other expenses claimed for the trip.
 - Estimated Trip Cost was \$841.00.
- Due to the class cancellation:
 - The traveler had to cancel the authorization in DTS.
 - The traveler verified and provided a cancellation confirmation number for on base lodging and no cost was incurred. Attached supporting documents under **Expenses**.
 - No cost incurred for any expenses.
 - Actual Trip Cost is \$0.
 - When you finish the review, go the bottom of the page, and select **Continue**.
 - The **Other Auths and Pre Audits** window opens. **Note:** The **Other Auths and Pre Audits** screen is always available on the **Progress Bar**.
 - Check all the **Pre Audit** flags and **Reason Codes**. Verify the justifications meet the mission and pass compliance.
 - Select **Continue**. The **Digital Signature** screen (Figure 7-2) opens. It identifies the trip as cancelled and offers use of the **CANCELLED** stamp.

Digital Signature

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

This trip has been cancelled.

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

[Show Previous Stamps](#) ▼

(Pending)
APPROVED

DOCUMENT STATUS *
CANCELLED ▼

ROUTING LIST *
CSD ▼

Additional Comments [Add Comments](#)

NAME
Chris A West

TODAY'S DATE
09/09/2024

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

Figure 7-2: Digital Signature Screen - CANCELLED Stamp

8. Ensure the **CANCELLED** stamp displays in the **Document Status** field.
9. (Optional) Enter **Additional Comments** to explain why you are cancelling the document.
10. Select **Submit Completed Document**. A **Confirmation** window opens. It is like Figure 6-20a, but identifies the trip as **CANCELLED**, and provides no financial information. DTS emails the traveler once the authorized is stamped **CANCELLED**.

7.2 Cancelled Trip - Expenses Incurred

If the trip cancellation is necessary after the traveler incurred a reimbursable expense (e.g., TMC fee) or received a payment (e.g., a travel advance), the appropriate procedure depends on the document's status. If the AO approved the authorization at least once, DTS automatically creates a voucher. Once the traveler updates the voucher and signs it then the routing process initiates. You must thoroughly review the voucher, verifying all expenses are accurate and allowable before you approve it.

For this example, the traveler created the authorization and it was approved. The reservations were ticketed. The traveler didn't start the trip. The day after travel, the traveler created an amended authorization to cancel the reservations and have you approve the trip for incurred fee. Then a voucher routes to you to request reimbursement for only the allowed incurred expenses (i.e., TMC fee).

Here's how you review the voucher in DTS:

1. You must also review the voucher for accuracy following the standard review and approve procedures.
 - In cases where lodging is booked and requires cancellation, look for the confirmation number.
 - Ensure the traveler requested a refund for un-used rail or air tickets with the TMC.
 - Ensure the traveler removes expenses not incurred.
 - Ensure the traveler only claims incurred expenses.
 - Check the traveler's GTCC charges.
 - Verify the **Per Diem** is set properly.
 - If any expenses meet receipt requirements, then check that the receipt is attached to the voucher.
 - Verify all supporting documentation is attached to the voucher.
2. If the voucher is correct select **APPROVED** -OR- if the voucher is not correct, select **RETURNED** as the **Document Status** to send the voucher back to the traveler.
 - 2.1. When stamping **RETURNED** provide comments explaining the reason for corrective action. Remind the traveler to stamp the voucher **SIGNED** to return the document back to you for action.

Note: The **Cancel Trip** option is not available for group authorizations.

- Group authorizations always route to you as authorizations.
- Group authorizations are limited to 40 travelers per document.
- DTS does not automatically create a voucher from a group authorization.

Chapter 8: Constructed Travel

You should provide the directed or authorized transportation mode to the traveler before they start their DTS document. The *JTR* does allow the traveler to use a selected transportation type, but it also gives you, the AO the authority to limit the transportation reimbursement. When you receive a travel document that includes a mode of en route transportation you did not direct or authorize, you will need to determine the reimbursement as either limited or full.

DTS supports constructed travel by allowing the traveler the opportunity to present their intention and cost and the AO the means to compare the costs (e.g., Constructed Cost Worksheet [CTW], comments to the AO and make an educated decision (i.e., **Traveler Preferred Transportation** vs **Government Preferred Transportation**) of the same trip using different transportation modes (e.g., air vs. POV) along with other factors (e.g., time, mission impact) and approve as full or limited reimbursement.

This section provides *JTR* references that will help you understand the different *Transportation Types*, available **Constructed Travel** resources, and explore how constructed travel works in DTS.

8.1 Joint Travel Regulations (JTR)

The [JTR](#) lays out the different transportation types and which ones are presumed most advantageous to the Government, unless the AO determines otherwise. Recommend reviewing these *JTR* policy references for travel modes and determining factors.

- The *JTR*, *par. 0202*, it states, “If the traveler selects an alternate mode other than as specified in *par. 020203*, then they must demonstrate to the AO’s satisfaction that the selected mode of travel was the most efficient or economical option reasonably available.”
- *JTR*, *par. 020203. Transportation Types Most Advantageous to the Government*
- The *JTR*, *par. 020203-A, Preferred Transportation* lists the transportation types as most advantageous to the Government, unless the AO determines otherwise.
 - Per the *JTR*, *par. 020203-A.1*, “Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available and meets mission requirements.”
 - Per the *JTR*, *par. 020203-A.2*, “When Government transportation is not directed, commercial travel by airplane, rail, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types the most preferable is travel by airplane if the distance is greater than 250 miles. If the distance is 250 miles or less, then travel by rail is preferred if available; if not available, then travel by rental vehicle is preferable.”
- Per the *JTR*, *par. 020203-A.3*, “When travel must be by automobile, a Government automobile is most advantageous.” If a Government automobile is not available, then:
 - *JTR*, *par. 020203-A.3.a*. Consider a rental car. See the *DTMO Rental Car Agreement* and *DTR 4500.9-R, Part I (Passenger Movement)*, for instructions and guidance for rental car selection.
 - *JTR*, *par. 020203-A.3.b*. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

- The *JTR, par. 020203-B, Determination Factors* is for the AO to use in making the decision on which type of transportation is most advantageous to the Government for TDY travel.
- The *JTR, par. 020206-O, Sustainable Travel Modes*. Provides the order of transportation types. The *JTR, par. 020206-O*. states, “To promote sustainable transportation, the traveler should consider using ZEVs over other automobiles; rail over air travel if the distance is 250 miles or less or long-distance automobile travel; and public transit over automobiles.”

When air or rail is the authorized mode, but you want to drive your own POV review the *JTR* for policy requirements which include but not limited to:

- The *JTR, par. 020210. Privately Owned Vehicles (POV)* and the *Table 2-11. Cost Comparison Rules for Using a POV*. This table provides the POV v. Rental Car, POV v. Bus, POV v. Commercial Airplane, and Vehicle v. Train.
- The *JTR par. 020210* explains, “Any use of a POV is considered a personal choice by the traveler. If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation, see par. 020203-A3.”
- *JTR, par. 020210. Privately Owned Vehicles (POVs)*
- *JTR, par. 020302. Allowable Travel Time As It Affects Per Diem*
- *JTR, Table 2-12. Mixed-Mode Allowances and Reimbursements*

Note: If you were prompted to limit the travel on the authorization and did not, then you are not allowed to limit it on the voucher. See the *JTR, par. 010206. Travel Authorizations and Orders, A* and the *JTR Supplement, Travel Orders, Amending a Travel Order, B*.

8.2 Constructed Travel Resources

The DTMO provides a few resources which assist with understanding **Constructed Travel**. These resources include:

- [DTS \(Special Topics\) Constructed Travel](#), TraX WBT- This web-based training explains how to fill out a Constructed Travel Worksheet CTW for TDY travel and requesting approval to use a transportation mode other than the one directed by the Authorizing Official (AO). The class outlines how using constructed travel may affect trip allowances.
 - Access TraX at the bottom of any DTMO Page.
 - Access TraX under Training and [eLearning](#) from the Navigation Bar (Figure 8-1).
 - Access TraX under Support from the Navigation Bar.

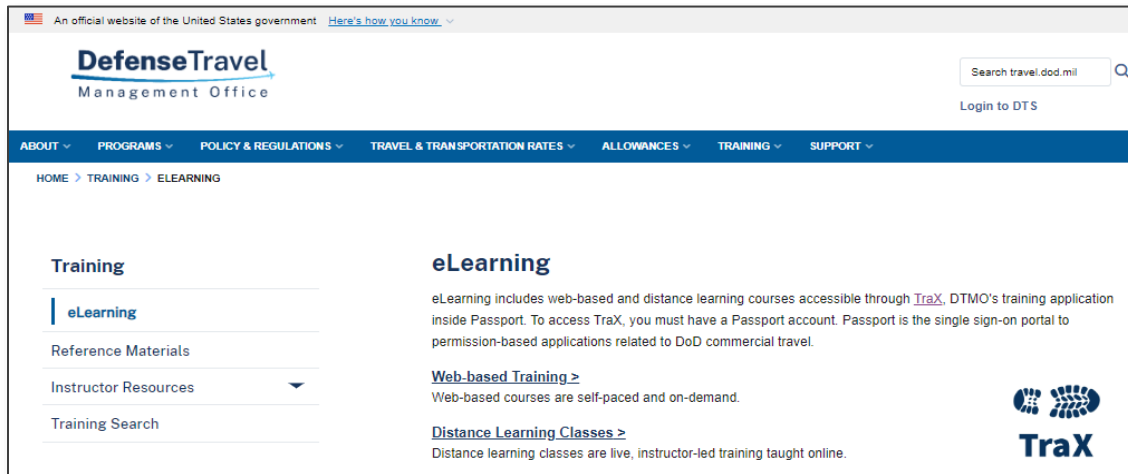


Figure 8-1: Travel Explorer (TraX)

- [Constructed Travel Worksheet and Instructions zip](#) - The zip file provides the instructions and the actual blank worksheet used to compare costs between travel modes. Once completed and uploaded in DTS, an Authorizing Official (AO) uses information from the worksheet to determine the authorized travel mode and establish any limits on reimbursement.
 - Access the zip file from the DTMO website under Programs, Defense Travel System, [Constructed Travel](#)

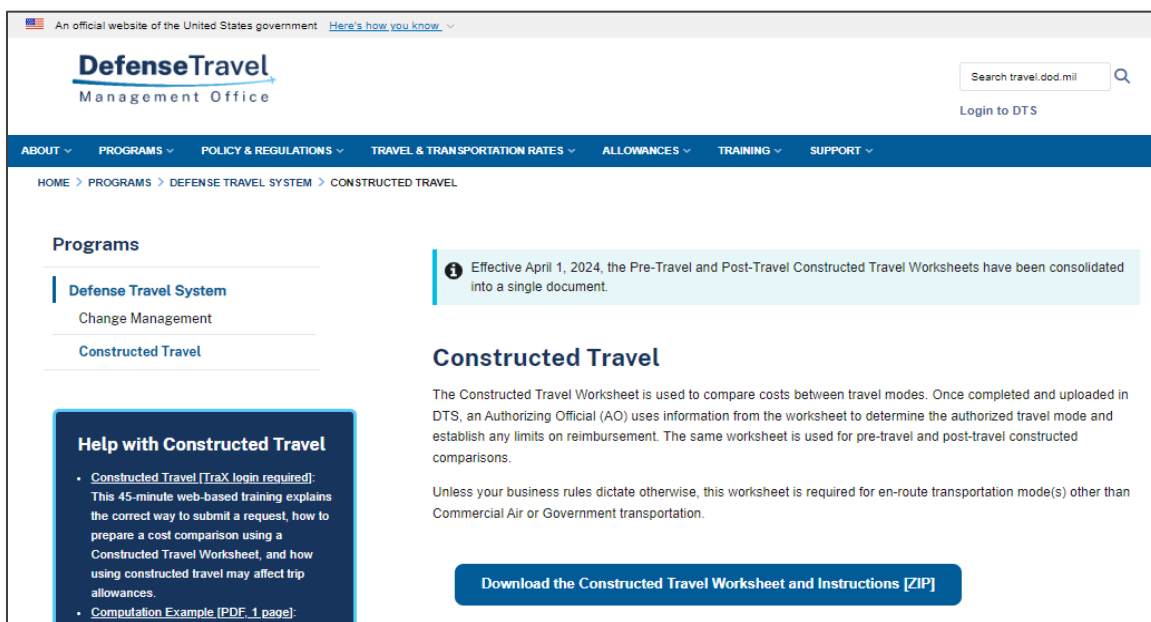


Figure 8-2: Constructed Travel Home Page

- [Introduction to Constructed Travel](#), information paper - This document explains how to complete a CTW and provides different transportation mode examples for cost comparisons. In addition, describes how the AOs uses the CTW Decision Tool to make the determination to approve as full or limited reimbursement.
 - Access the DTMO [Training Search Tool](#) and search for the information paper.

Training Search Tool

Search for training resources by keyword, user role, or type. If no options are selected, all training will display below.

When searching by keyword, include quotation marks around search terms to return only results with exact phrasing (i.e. "travel card" will yield results that contain the exact phrase "travel card"). Without quotation marks, the database will search for both "travel" and "card" (results will include terms separately).

Keyword

Role

Type

- ☐ Distance Learning
- ☐ Web-based
- ☐ Tri-fold
- ☐ Information Paper
- ☐ Guide
- ☐ Manual
- ☐ Instructor Resources
- ☐ Instructor-led

Topic

Series

Sort

Search

Sept. 3, 2024

Introduction to Constructed Travel in DTS

Recommended for: AO, RO, Traveler, NDEA, Travel Clerk | Series: DTS (Special Topics)

This information paper lays out the process of constructed travel in DTS. In addition, it provides examples on how to use the Pre- and Post-Travel Worksheet.

Figure 8-3: Training Search Tool Page

- [DTMO Computation Example](#), paper - This document demonstrates how to calculate constructed travel costs using City Pair Program Fares.
 - Access the zip file from the DTMO website under Programs, Defense Travel System, [Constructed Travel](#)

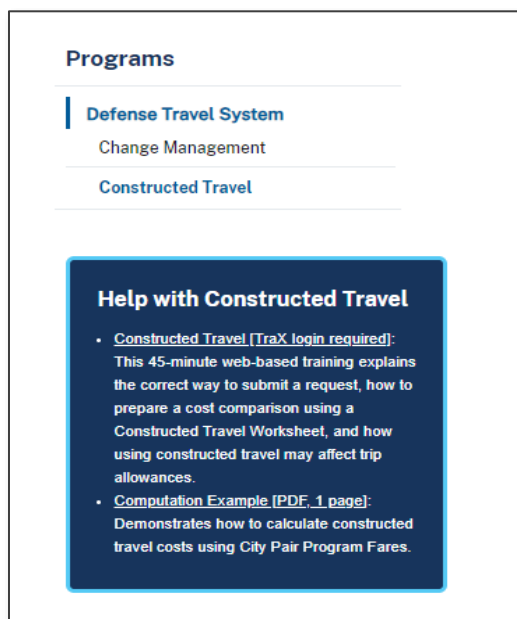


Figure 8-4: DTMO Constructed Travel Home Page

8.2.1 Constructed Travel Worksheet (CTW) Location

There are two ways to locate and open a blank Constructed Travel Worksheet (CTW). One way is within a DTS document. The other way is from the **DTMO Constructed Travel Home** page from the zip file see screen shot in *Section 8.2*.

1. Access through *DTS*.

- 1.1. In a document, from the **Expenses** table when a transportation mode activates the constructed travel rules then the link is available to choose (Figure 8-5).

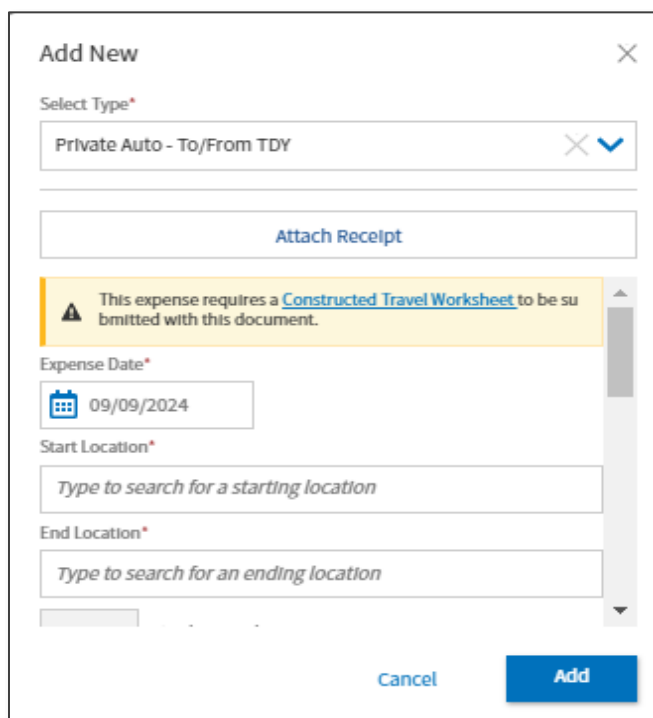
The image shows a web-based form titled "Add New" with a close button (X) in the top right corner. The form contains several fields: "Select Type*" with a dropdown menu showing "Private Auto - To/From TDY" and a blue checkmark icon; an "Attach Receipt" button; a yellow warning box with a triangle icon stating "This expense requires a [Constructed Travel Worksheet](#) to be submitted with this document."; "Expense Date*" with a calendar icon and the date "09/09/2024"; "Start Location*" with a text input field containing the placeholder "Type to search for a starting location"; and "End Location*" with a text input field containing the placeholder "Type to search for an ending location". At the bottom right are "Cancel" and "Add" buttons.

Figure 8-5: Expenses Screen - Expense Type Prompts CTW Requirement with Link

- OR -

navigate to the **Other Auths and Pre Audits** screen and **Constructed Travel Worksheet** link appears. (Figure 8-6).

Pre-Audit

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

[Constructed Travel Worksheet](#)

1 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *

0/2000

Cancel Save

1 ADVISORIES

CTW IS REQUIRED

A Constructed Travel Worksheet (CTW) is required. You must add the CTW under Documents on the Expenses screen before applying the SIGNED stamp to this document.

Figure 8-6: Pre Audit Page - CTW link

1.2. Choose the **Constructed Travel Worksheet** link.

- The **Constructed Travel Home** page opens (Figure 8-2).
- The CT worksheet and instructions are combined into a zip file. Select Download the Constructed Travel Worksheet and Instructions.
- A Save As widow opens. Select Save to a folder on your PC or dedicated location.
- Open the file from the saved folder location.

2. Access through the [DTMO](#) website.

2.1. Select **Programs, Defense Travel System, Constructed Travel**.

- The **Constructed Travel Home** page displays (Figure 8-2).
- The CT worksheet and instructions are combined into a zip file. Select Download the Constructed Travel Worksheet and Instructions.
- A Save As widow opens. Select Save to a folder on your PC or dedicated location.
- Open the file from the saved folder location.

8.3 Review Travel Documentation

When constructed travel rules apply, the traveler must attach two forms of documentation to their DTS travel document.

1. A locally approved version or a DTMO **Constructed Travel Worksheet (CTW)** with the constructed cost of the authorized transportation mode, other costs, and additional considerations, if applicable.

- Documentation validating the cost of the standard transportation mode, such as the DTS **Reservations** module, **Amtrak** website cost display, or a statement from the TMC for authorization and the GSA City Pair Program (CPP) airfare for vouchers.

Here is how to access the travel worksheet and sources.

Begin by logging into DTS.

- From the **Trips Awaiting Action** screen, locate the traveler's document. Select **Approve** to open.
- The document appears on the **Review Trip Authorization** or **Voucher** screen.
- To locate the supporting records:
 - On the **Progress Bar** select **Expenses**. The supporting documents should display in running list of items on the **Enter Expenses** screen (Figure 8- 7).

The screenshot shows the 'Enter Expenses' interface. At the top, there's a 'Sort By' dropdown set to 'Date (Newest)', an 'Expand All' button, and a blue 'Add' button. Below this is a list of expense items, each with a description, date, amount, and status. The items are:

Description	Date	Amount	Status
\$ Private Auto - To/From TDY Details 09/13/2024 N/A	09/13/2024	\$301.50	EFT
Lodging (Ft. Jackson, SC) Details 09/09/2024 - 09/12/2024	09/09/2024 - 09/12/2024	\$336.00	IBA
\$ Private Auto - To/From TDY Details 09/09/2024 N/A	09/09/2024	\$301.50	EFT
\$ Tolls/Ferry Fees Details 09/09/2024	09/09/2024	\$30.00	IBA
Constructed Travel Worksheet (CTW) Details 08/21/2024	08/21/2024		
Airfare Cost Comparison Details 08/21/2024	08/21/2024		

Each item has a 'Details' link and a status indicator (EFT or IBA). The last two items, 'Constructed Travel Worksheet (CTW)' and 'Airfare Cost Comparison', have a document icon and a status indicator.

Figure 8-7: Enter Expenses Screen - Supporting Documentation Attached

- You can also see the information on the **Review Trip Authorization** or **Voucher** screen (Figure 8-8).



SUBSTANTIATING DOCUMENTS 2 Documents			
Hide Details			
DOCUMENT NAME		SUBMIT DATE	NOTES
Constructed Travel Worksheet (CTW)	 Document Attached View	08/21/2024	CTW
DOCUMENT NAME		SUBMIT DATE	NOTES
Airfare Cost Comparison	 Document Attached View	08/21/2024	Airfare cost comparison

Figure 8-8: Review Trip Authorization Screen - Supporting Documentation Attached

- You will review the document per the AO checklist, trifold or your locally approved checklist for compliance.

8.4 Update En Route Per Diem Allowances

You must always ensure the traveler claimed the correct per diem allowances. If you approved a trip with limited transportation reimbursement, the travel allowance is usually just one en route travel day for each travel segment. See the *JTR, par. 020302. Allowable Travel Time As It Affects Per Diem*. The document may include additional days reflecting no per diem allowed and the non-per diem status directed by your local business rules:

- For all travelers, excess travel days are chargeable as leave, with a **Code of ALVE** as shown in Figure 8-9.
- For excess travel days that are not chargeable as leave, the proper Code varies:
 - For civilian employees, it should show a **Non-Duty Day (NDTY)** status.
 - For uniformed members, it should show a **Duty Day (DUTY)** status.

Review Per Diem Amounts

[Reset all adjustments](#)
[Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

☒ Group similar days
 [Expand all](#)
[Collapse all](#)

TDY: FT. JACKSON, SC (25 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 09/09/2024 First Day	\$112.00	\$112.00	\$48.00
> 09/10/2024 - 10/01/2024	\$112.00	\$112.00	\$64.00
> 10/02/2024 Code: ALIVE	\$0.00	\$0.00	\$0.00
> 10/03/2024 Last Day	\$0.00	\$0.00	\$48.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$2576.00	\$2576.00	\$1504.00

[< Back](#)
[Continue >](#)

Figure 8-9: Per Diem Entitlements Screen - Duty Days Entered

Note: If you determine that the per diem entitlements are not correct, return the document to the traveler with comments for corrective action.

8.5 Review the Trip

Carefully check the sections of the **Review Trip Authorization** or **Review Trip Voucher, Expenses, Supporting Documentation/Receipts**, and **Per Diem** table. Remember if you need to re-check some area, just use the **<Go to** section link **>** or choose an item from the **Progress Bar**. Review the **Estimated** or **Actual Trip Cost** at the bottom of the **Review Trip Authorization** or **Voucher** to verify the amounts align with the mission. Once satisfied, navigate to the **Other Auths and Pre Audits** page.

On the **Other Auths and Pre Audits** screen, validate the traveler justified all **Pre Audit** flags or **Reason Codes** to meet compliance. Also, view any **Advisories** displayed.

Note 1: When constructed travel rules apply, the CTW **Pre Audit** flag will trigger even when the worksheet is attached. Check the traveler justifications and comments.

Note 2: When constructed travel rules apply and the CTW is missing the traveler is provided an **Advisory** and prevented from signing the document until the required document is provided. DTS removes the **Advisory** once the attachments are added.

Note 3: Your organization may use standard wording for justifications, so check your local business rules or contact your DTA.

Once you complete the checks, select **Continue** to proceed to the **Digital Signature** page.

8.6 Cost Comparison

If the traveler requested or used a transportation mode you did not authorize, the **Digital Signature** screen will display a **Constructed Travel Worksheet (CTW) Cost Comparison Tool**. In *Section 8.6.1* and *Section 8.6.2* are two scenarios for the AO to review and determine the transportation reimbursement as full or limited. If you have situations not seen in the document, see the [Introduction to Constructed Travel](#), information paper, the [CTW and Instructions](#) for more examples. In addition, contact your DTA and AO for local business rules regarding constructed travel.

8.6.1 Scenario 1 POV to Airfare


For the TDY trip, the authorized transportation mode is *airfare*. The traveler wants to drive their *POV*. Remember a *POV* is not a directed travel mode.

You have reviewed the document for compliance. You are presented with the **Constructed Travel Worksheet (CTW) Cost Comparison** tool on the **Digital Signature** screen (Figure 8-10).

The screenshot shows the 'Digital Signature' page. At the top, a yellow banner says 'You are adjusting this document.' Below this, the 'Trip Authorization Status' section indicates the document is 'Checking document for errors...' and shows a 'Show Previous Stamps' button. The main content area displays the document status as '(Pending) APPROVED' and the routing list as 'CSD'. There are dropdown menus for 'DOCUMENT STATUS' (set to 'APPROVED') and 'ROUTING LIST' (set to 'CSD'). Below these is an 'Additional Comments' field with an 'Add Comments' button. At the bottom, the 'CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON' section is visible, with a note stating: 'The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.'

Figure 8-10: Digital Signature Page - Top

1. For the DTS authorization, the traveler entered expenses to include *POV* mileage \$603.00 and tolls that equal the cost of \$663.00.
2. You download and open the CTW from the **Decision Tool** or obtain it from the **Expenses** page. You see the attached **Constructed Travel Worksheet** constructed airfare cost with **Section 1** and **Section 2** entries is \$871.20. The individual entered nothing in **Section 3 Additional considerations** (Figure 8-11).



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	09/09/2024	Washington, DC (IAD)	Columbia SC (CAE)	Air	\$313.10
TDY to PDS	09/13/2024	Columbia, SC (CAE)	Washington, DC (IAD)	Air	\$313.10

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$313.10
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$313.10
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$626.20
E. Fee normally charged by your TMC	\$35.00
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$30.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$80.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$30.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$70.00
L. Total individual constructed transportation cost	\$871.20
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) 0	\$0.00
N. Total constructed cost of the standard transportation mode	\$871.20

3. Additional considerations (non-monetary):

Check all that apply to this trip:

- Standard mode departure time, arrival time, or total travel time would negatively impact the mission ☐
- Standard mode is/was not available or is/was not practical to support the mission ☐
- Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission ☐
- POV use was more efficient, more economical, or result in a more expeditiously accomplished mission ☐

April 2024
travel.dod.mil

Figure 8-11: CTW Details- Airfare and Costs

3. You review the details of the CTW and other supporting documentation for the mission.
4. Within the CTW Cost Comparison Decision Tool:
 - Under the **Government Preferred Transportation** column, select the **Approve Government Amount** radio button to activate the screen.
 - Take the amount from Line 2N of the CTW and enter the amount in the **Total Constructed Cost** field (Figure 8-12).
 - View the **Traveler Preferred Transportation** to the **Government Preferred Transportation**.
- 4.1. If your choice limits the reimbursement a blue banner appears below the **Approve Government Amount** radio button (Figure 8-12).
5. **Comparison:** Drive = **\$663.00** Fly=\$626.20 + Section 2 entries for **Total Constructed Cost** from Line 2N = **\$871.20**.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 08/21/2024 at 12:00:00 - [Download](#)
 CTW Added 08/21/2024 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 871.20	Private Auto - To/From TDY	\$603.00
		Tolls/Ferry Fees	\$30.00
Total Allowed Cost	\$ 871.20	Total Allowed Cost	\$ 633.00
<input checked="" type="radio"/> Approve Government Amount ⓘ		<input type="radio"/> Approve Traveler Amount	

ⓘ Selecting "Approve Government Amount" will automatically limit reimbursement and adjust any advances and SPPs in this document.

NAME: *Chris A West* TODAY'S DATE: 08/21/2024

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

Figure 8-12: Cost Comparison for Transportation - Government Preferred Selected

6. **Result:** After considering all the information, you select the **Approve Traveler Amount** radio button, under the **Traveler Preferred Transportation** column (Figure 8-13). You approve full **Traveler Preferred Transportation** reimbursement, so the individual will receive **\$663.00** if they drive for this mission. **Note:** The data in the **Government Preferred Transportation** is cleared when you select the **Traveler Preferred Transportation** radio button and approve as full.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 08/21/2024 at 12:00:00 - [Download](#)
 CTW Added 08/21/2024 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N) *	\$ 0.00	Private Auto - To/From TDY	\$603.00
		Tolls/Ferry Fees	\$30.00
Total Allowed Cost	\$ 0.00	Total Allowed Cost	\$ 633.00
<input type="radio"/> Approve Government Amount ⓘ		<input checked="" type="radio"/> Approve Traveler Amount	

NAME: Chris A West TODAY'S DATE: 08/21/2024

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.

CONFIRM SUBMISSION

I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

[Cancel](#) [Confirm and Continue](#)

Figure 8-13: Cost Comparison for Transportation - Traveler Preferred Selected


7. Select **Confirm and Continue** to proceed. Once you approve the trip, the traveler can view their document and see if their transportation reimbursement reflects full or limited in the **Review Trip Authorization** or **Trip Voucher** screen, under the *Estimated* or *Actual Trip Cost* section.

8.6.2 Scenario 2 Rental Car to Airfare

For the TDY trip, it is less than 250 miles and *Commercial Rail* is an authorized, available transportation mode. The traveler wants to drive their *POV*.

You have reviewed the document for compliance. You are presented with the **Constructed Travel Worksheet (CTW) Cost Comparison** tool on the **Digital Signature** screen.

1. For the DTS authorization, the traveler entered expenses to include *POV* mileage, and some allowable reimbursable expenses that equal the cost of \$288.62.
2. You download and open the CTW from the Decision Tool or obtain it from the **Expenses** page. You see the attached **Constructed Travel Worksheet** constructed rail cost with **Section 1** and **Section 2** entries is \$208.00 (Train \$73 + Transportation total \$60 + \$40 + \$35 TMC fee). The individual did not include anything under **Section 3 Additional considerations** (Figure 8-14).



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name: Allison Garcia

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	08/20/2024	WAS (Union Station)	Norfolk, VA	Rail	\$43.00
TDY to PDS	08/23/2024	Norfolk, VA	WAS (Union Station)	Rail	\$30.00

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$43.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$30.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$73.00
E. Fee normally charged by your TMC	\$35.00
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$30.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$40.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$30.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	
K. Baggage Fees (Service member's first checked bag is normally free)	
L. Total individual constructed transportation cost	\$208.00
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) 0	\$0.00
N. Total constructed cost of the standard transportation mode	\$208.00

3. Additional considerations (non-monetary):

Check all that apply to this trip:

Standard mode departure time, arrival time, or total travel time would negatively impact the mission	
Standard mode is/was not available or is/was not practical to support the mission	
Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission	
POV use was more efficient, more economical, or result in a more expeditiously accomplished mission	

Figure 8-14: CTW Details - Rail and Costs

3. You review the details of the CTW and other supporting documentation for the mission.
4. Within the CTW Cost Comparison Decision Tool (Figure 8-15):
 - Under the **Government Preferred Transportation** column, select the **Approve Government Amount** radio button to activate the screen (Figure 8-15).
 - Take the amount from Line 2N of the CTW and enter the amount in the **Total Constructed Cost** field (Figure 8-15).
 - View the **Traveler Preferred Transportation** to the **Government Preferred Transportation**.
- 4.1. If your choice limits the reimbursement a blue banner appears below the Approve Government Amount radio button.
5. **Comparison:** Drive = **\$288.62**. Train=\$73.00 + Section 2 entries for **Total Constructed Cost** from Line 2N = **\$208.00**.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 08/30/2024 at 12:00:00 - [Download](#)
CTW Added 08/30/2024 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 0.00	Private Auto - To/From TDY	\$233.16
		Tolls/Ferry Fees	\$55.46
Total Allowed Cost	\$ 0.00	Total Allowed Cost	\$ 288.62
<input type="radio"/> Approve Government Amount ⓘ		<input type="radio"/> Approve Traveler Amount	

NAME: *Helen D West* TODAY'S DATE: 08/30/2024

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](#)

Figure 8-15: Cost Comparison for Transportation - No Data Added Yet

6. **Result:** After you enter the \$208.00, you stay on the **Government Preferred Transportation** selection (Figure 8-16). You approve as **Government Preferred Transportation** and limit the transportation reimbursement, so the individual will receive \$208.00 if they use a *POV* for this mission.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 08/30/2024 at 12:00:00 - [Download](#)
 CTW Added 08/30/2024 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 208.00	Private Auto - To/From TDY	\$233.16
		Tolls/Ferry Fees	\$55.46
Total Allowed Cost	\$ 208.00	Total Allowed Cost	\$ 288.62
<input checked="" type="radio"/> Approve Government Amount ⓘ		<input type="radio"/> Approve Traveler Amount	

ⓘ Selecting "Approve Government Amount" will automatically limit reimbursement and adjust any advances and SPPs in this document.

NAME: Helen D West TODAY'S DATE: 08/30/2024

Figure 8-16: Cost Comparison for Transportation - Government Preferred Selected

7. Select **Confirm and Continue** to proceed. Once you approve the trip, the traveler can view their document and see if their transportation reimbursement reflects full or limited in the **Review Trip Authorization** or **Trip Voucher** screen, under the *Estimated* or *Actual Trip Cost* section.

Note 1: If you were prompted to limit the travel on the authorization and did not, then you are not allowed to limit it on the voucher. See the *JTR, par. 010206. Travel Authorizations and Orders*, and the *JTR Supplement, Travel Orders*.

8.7 Other Constructed Travel Approval Information

These subsections describe additional DTS and AO actions associated with constructed travel situations.

8.7.1 Reset Cost Comparison Tool Values

If the traveler amends the authorization, after if you select **Approve Government Amount** on an authorization, the values you entered in the **CTW Cost Comparison tool** will reset to zero. When the document routes back to you for action, you will:

1. Review the trip details.
2. Verify the transportation information entered in the document.
3. Review the attached CTW.
4. Check the attached supporting documentation.

5. When constructed travel rules apply, on the **Digital Signature** page, the **CTW Cost Comparison tool** appears.
6. Within the **CTW Cost Comparison tool** enter the information from line 2N of the CTW into of the **Approve Government Amount**.
7. Compare the **Traveler Preferred Transportation** to the **Government Preferred Transportation**.
8. Determine the transportation mode most advantageous to the **Government**.
9. Approve as either **Traveler Preferred Transportation** or the **Government Preferred Transportation**.
10. Once you approve the document, the traveler receives an email.

Amending a voucher does not have the same effect. The voucher's **Total Allowed Cost** is unaffected by amendments.

8.7.2 Change Your Approve Amount Decision

There may be changes to factors that led you select the **Approve Government Amount** or **Approve Traveler Amount**. Depending upon the situation, the authorization or voucher may require changes.

Example: You approved use of a **Government** vehicle on the authorization, but when the departure date arrived, there were none available for the traveler to use. The traveler had to contact the TMC for a commercial air reservation to proceed with the mission. On the voucher, the traveler had to update the transportation mode to reflect commercial plane, manually add the flight cost, attach the airfare receipt, provide comments for the change in travel mode, as well as justify any **Pre-audit** flags and **Reason Codes**.

You review the voucher using a standardized checklist or locally approved process to ensure the document meets travel compliance. Once you go through the **Review Voucher** steps, proceed to the **Other Auths and Pre Audits** page, validating the **Pre-audit** flags and **Reason Codes** before navigating to the **Digital Signature** screen. View the information appearing on the page, if the **Approve Government** or **Approve Traveler** option appears, be sure the proper radio button is engaged for reimbursement of commercial air before completing the approval process.

8.7.3 Review CBA Charges and Prepaid Expenses

When the traveler pays for transportation with a CBA or prepaid expense, you cannot limit the traveler's transportation reimbursement. Both payment types require full reimbursement. For this reason, the traveler must complete a CTW before booking or paying for the transportation.

Example: You want a traveler to fly, but the traveler wants to travel by commercial rail, which would be paid via CBA.

For this example you will want to review the *JTR, par. 020203-A.2*, "When Government transportation is not directed, commercial travel by airplane, rail, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types the most preferable is travel by airplane if the distance is greater than 250 miles. If the distance is 250 miles or less, then travel by rail is preferred if available; if not available, then travel by rental vehicle is preferable.

Determine the distance of travel, mission, and transportation most advantageous. Remember, if the distance is greater than 250 and air is directed, then the traveler must complete a CTW to provide a constructed cost for commercial air.

Ultimately, if you decide that the travel should occur by commercial air, you should return the authorization to the traveler and direct travel by commercial air, since you do not have the ability to limit the reimbursement, because of the CBA payment.

8.7.4 Approve Mixed-Mode Constructed Travel

Mixed-mode constructed travel occurs when the traveler uses more than one en route transportation mode. For example, you direct a traveler to fly commercial air. The traveler flies to a TDY location, then purchases a POV and drives it home. The traveler must provide a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly) and include it in the document. If you don't limit the transportation reimbursement, the traveler will receive the total constructed cost for all transportation types used. If you approve the trip as limited, the traveler's transportation reimbursement may not exceed the constructed cost of travel by the directed mode.

8.7.5 Approving Constructed Travel on a Voucher

Typically, the approval process for a voucher including constructed travel is the same as the process for one that does not a CT situation. However, a special consideration applies if the traveler used an en route transportation mode not included on the authorization during the trip.

8.7.5.1 Transportation Change

On the authorization you directed *commercial air* as the transportation mode. The traveler used a *POV* instead. For the voucher, the traveler will need to complete and attach a CTW for constructed air cost and attach supporting documentation from DTS for air cost. The traveler will enter the *POV* mileage to and from the TDY location in Expenses. The traveler will update the voucher for actual expenses and remove any expenses not incurred. In addition, they will need to attach receipts, add comments, justify **Pre Audit** flags and **Reason Codes** before signing the document so it will route for AO action.

When the document routes to you for action, constructed travel rules apply:

1. Review the attached CTW.
2. Check the attached supporting documentation.
3. Verify the **Pre Audit** flags and **Reason Codes**. DTS will flag for the CTW, and for the transportation mode change requiring the traveler provide a justification.
4. On the **Digital Signature** page, the **CTW Cost Comparison** tool appears.
5. Within the **CTW Cost Comparison** tool enter the information from line 2N of the CTW into of the **Approve Government Amount**.
6. Compare the **Traveler Preferred Transportation** to the **Government Preferred Transportation**.
7. Determine the transportation most advantageous to the **Government**.

8. Approve as either **Traveler Preferred Transportation** or the **Government Preferred Transportation**.
You may either approve as full reimbursement for the cost of the transportation mode if it is advantageous to the Government or limit it to the cost of the authorized mode.
9. Once you approve the document, the traveler receives an email.

8.7.5.2 Transportation Approval

There is a situation when the reimbursement amount can't be overridden which is why carefully reviewing an authorization is vital. If the traveler selected a transportation mode (e.g., POV) and you were prompted to limit the travel on the authorization and did not, but instead you approved as full, then you are not allowed to limit it on the voucher. For more information, see the *JTR, par. 010206. Travel Authorizations and Orders, A* and the *JTR Supplement, Travel Orders, Amending a Travel Order, B*.

Chapter 9: Delegating Your Authority in DTS

All routing lists should contain more than one Routing Official at each action level to prevent document delays. When an individual expects a prolonged absence and there is no alternate on the routing list, the Authorizing Official (AO) can delegate their signature authority to another AO to ensure document review and approval actions continue.

The individual you delegate to perform your duties must meet all role requirements to serve in your place, including having the appropriate DTS permission levels, receiving the correct appointment letter (DD Form 577), and meeting all mandatory training requirements, but they do not need to be on your routing list.

9.1 How to Delegate Your Authority

To delegate your authority to another AO:

1. Begin on the **DTS Dashboard** (Figure 9-1) and select **Administration** in the administrative tools section. The **Administration** menu (Figure 9-2) opens.

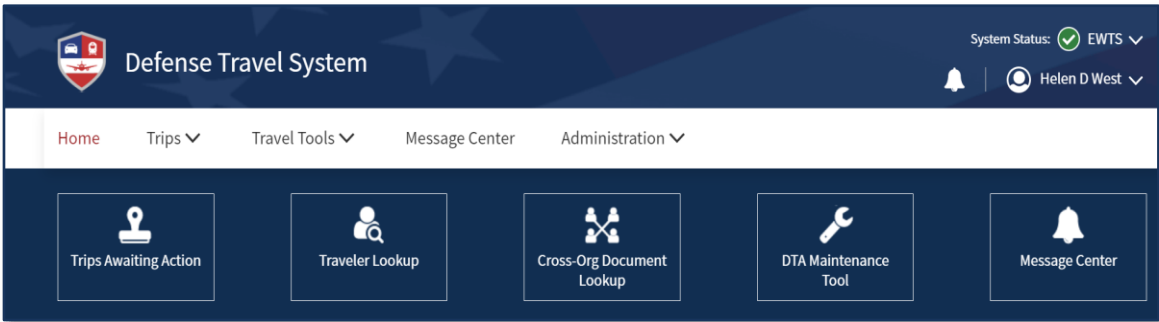


Figure 9-1: DTS Dashboard (Top)

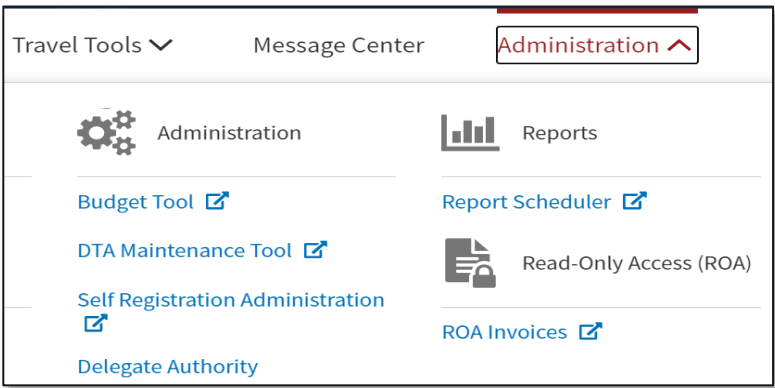


Figure 9-2: Delegate Authority Option

2. Select **Delegate Authority**. The **Delegate Authority** screen (Figure 9-3) opens. The **Name** drop-down list the names of people to whom you can delegate your signature authority.

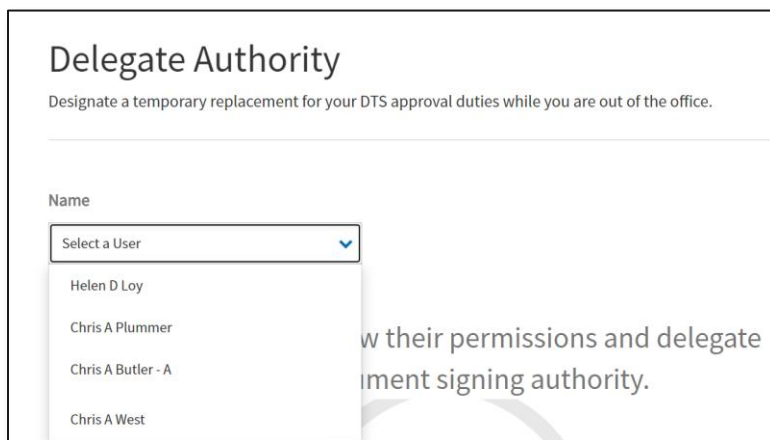


Figure 9-3: Delegate Authority Screen

3. Select the name of the person who should receive the transfer of authority. A confirmation screen (Figure 9-4) opens. It shows the individual's name, email address, and permission levels, so you can verify you are delegating your signature authority to the correct person.

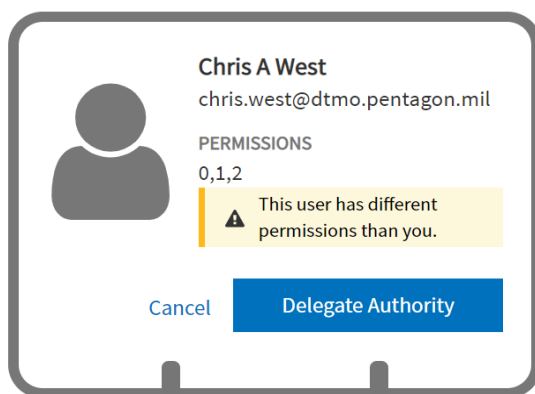


Figure 9-4: Confirmation Screen

4. To confirm your decision, select **Delegate Authority**. After you do, the confirmation screen updates to what you see in Figure 9-5, and the selected individual can review and approve travel documents for you.

9.2 Remove Delegated Authority

When you return to work, you must remove your delegated signature authority as soon as possible. To do this, follow the above steps 1-2. The updated **Confirmation** screen (Figure 9-5) opens.

1. Select **Remove Authority**. A pop-up opens allowing you to verify your selection.

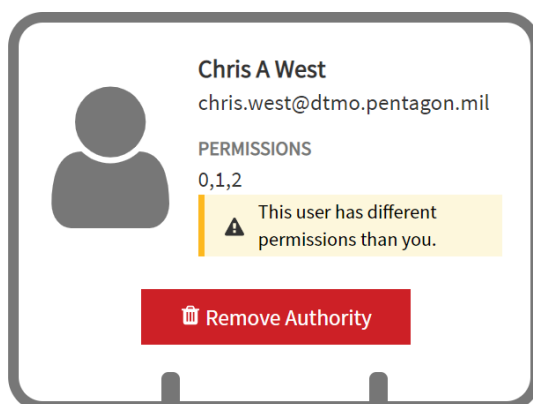


Figure 9-5: Delegate Authority Screen

2. Select **Remove Authority** (Figure 9-6) then acknowledge the pop-up message to remove the delegated signature authority.

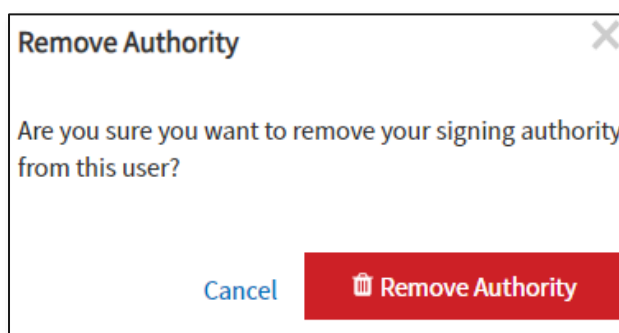


Figure 9-6: Confirm Revocation of Delegated Authority

Note: An AO should remove the delegation upon return to work or when no longer applicable. If the AO does not remove their **Delegated Authority**, then the delegated individual continues to receive DTS emails for documents requiring action. If the AO fails to remove the delegation and there is no longer a need, then DTS provides the option for removal by the DTA. The DTA can access the **DTA Maintenance Tool, People** and **Detach** the profile. Detaching the profile will remove all accesses, permissions, and **Delegated Authority**.

Chapter 10: Foreign Military Sales

The Government uses the term *Foreign Military Sales (FMS)* when it sells defense items and services to a foreign country or international organization. When a travel document is created to support this effort, the travel is charged to a special fund cite. A DTS LOA charging FMS fund cite include the letters “FMS” in the label (Example: 25 DTMO FMS).

DTS processes documents using one or more FMS LOAs the same way as it processes other documents, with the exceptions noted below:

- Documents using FMS LOAs undergo a further level of review by the Defense Financial Accounting Service (DFAS); this review can cause a delay in processing and payments.
- DTS provides pop-ups to alert the traveler and AO about the potential delay.
- DTS also emails the traveler about the potential delay.
- DFAS will send a Transaction Control Number (TCN) to DTS for paid FMS vouchers.

Chapter 11: Summary

As an AO, you are a steward of taxpayer money and are responsible for exercising great care when approving payments and reimbursements to travelers. You have pecuniary liability for your errors, whether committed intentionally or not. The best ways to protect yourself from being held liable is to follow all established procedures, and to always be thorough, diligent, proactive, and honest when approving payments to travelers, on authorizations and vouchers.

Taking the appropriate training courses will help you to understand the approval process, pecuniary liability, and your rights as an AO. In addition, you should become familiar with other documents establishing the policies that affect you in this role and the resources providing guidance and helping you to protect yourself from pecuniary liability. Appendix D provides several resources to assist you. Finally, we recommend reading the U. S. Treasury pamphlet titled, *Now That You're a Certifying Officer*. This document is available on the U. S. Treasury website.

Appendix A: Frequently Asked Questions

How much will I have to repay if I authorize an improper payment?

A. Possibly the entire amount of the incorrect payment.

Q. What should I do if there are not enough funds available in the DTS budget to fund a trip?

A. Contact your Finance Defense Travel Administrator for guidance. They will either add funds to the DTS budget or advise you that you must disapprove or modify the trip due to lack of funds.

Q. Where can I find more information about policies?

A. See the Defense Travel Management Office (DTMO) website and *Appendix D* of this guide.

Q. What should I do if I am unsure about the legality of an expense?

A. Refer to the Joint Travel Regulations. If you do not find the answer in the regulations, refer to your local business rules.

Q. Is my *DD Form 577* still valid if the appointing authority who signed it is no longer in my organization?

A. Normally, it is still valid. The *DoD Financial Management Regulation, Volume 5, Chapter 5*, states that appointments made on a *DD Form 577* “remain in force until terminated by an appointee’s reassignment or for cause. An appointing authority’s reassignment does not affect existing appointments.”

Q. What stamp can only the APPROVER apply to DTS document?

A. Beside their APPROVED stamp, only an Authorizing Official or AO may stamp a DTS authorization or amended authorization CANCELLED. No other Routing Official may apply the CANCELLED Stamp to a DTS document.

Q. What receipts are required for approving official travel documents?

A. All lodging receipts and receipts for individual expenses of \$75.00 or more.

Q. What expense should a traveler charge to the GTCC?

A. The GTCC should be used to pay for all of the cardholder’s official travel expenses, including but not limited to meals, lodging, rental vehicles, and airfare. The Joint Travel Regulations (JTR) outlines which expenses are reimbursable, and under what circumstances.

Q. Do civilians on official travel have to stay in Government DoD Lodging when traveling to an Integrated Lodging Program (ILP) site?

A. Yes, the Joint Travel Regulations (JTR) par. 020303 requires DoD civilians that are TDY/TAD to a military installation at an Integrated Lodging Program location to book government quarters (if available) unless an exemption (as outlined in the JTR) applies.

Q. Does it matter if the traveler enters city or TDY location into the authorization?

A. Yes, travelers should verify that the TDY location is correct. When TDY is to a military installation or location then the authorization must reflect that. A nearby city/town should not be included on the authorization if TDY is to the installation. Only list a city/town as your TDY location if you are TDY to a non-installation location in that city/town. Failure to properly reflect the actual TDY location is not in adherence with the JTR.

Appendix B: Glossary

Here are some common terms for Authorizing Officials (AOs) to become familiar when using DTS and those with DTS roles.

GLOSSARY	
TERM	DEFINITION
Accountable Official	An appointed person who provides a Certifying Officer with information, data, or services to support the payment certification process.
Authorizing Official (AO)	A DTS official appointed in writing to obligate funds to support mission-related TDY travel. The AO serves as a Certifying Officer when approving DTS documents that request payment. AOs may be held financially liable for erroneous payments resulting from the performance of their duties.
Budget Defense Travel Administrator (DTA)	A person responsible for managing the funding for one or more organizations. They typically work with the FDTA. Note: Some organizations may only have a FDTA who manages both the LOAs and Budgets.
Business Travel	Business travel includes all official travel to support mission requirements other than schoolhouse training, deployment, or unit travel by DoD military personnel and civilian employees. It also includes certain local travel, but not leave or evacuation travel.
Centrally Billed Account (CBA)	An account established between the Government and a GSA SmartPay contractor for the purchase of official transportation tickets.
Certification	The act of attesting to the legality, propriety, and correctness of a voucher for payment as stated in 31 U.S.C. 3528.
Certifying Officer	An official designated in writing to certify official payments.
City Pair Program (CPP)	The GSACity Pair Program (CPP) is a contract between the Government and certain airlines for routes frequently traveled for Government business. Airfares are priced on one way routes permitting multiple destination travel, require no minimum or maximum length of stay, and the tickets are fully refundable with no cancellation fees. Many City Pair routes have two contract fares: a YCA and a -CA.
Commercial Travel Office (CTO)	A travel agent that provides official travel and ticketing services to official Government travelers. (Replaced in the JTR with "Travel Management Company (TMC)", although DTS sometimes still refers to the CTO).
Contiguous United States (CONUS)	The contiguous 48 states of the United States and the District of Columbia; does not include Alaska and Hawaii.
Defense Table Of Official Distances (DTOD)	Defense Table Of Official Distances is the official source for worldwide distance information used by the DoD

GLOSSARY	
TERM	DEFINITION
Defense Travel Administrator (DTA)	A DTS official who manages the administrative aspects of the travel process. A DTA may be Lead DTA or Organization DTA depending on the level of support. For more information, see Finance and Budget DTA.
Defense Travel System (DTS)	The DoD travel system supporting authorizations, vouchers, local vouchers processing, coordinating document approval, verifying payments, reporting for data management, and issuing record retention for 10 years.
Digital Signature	The analogue of a written signature on electronic documents.
Disbursing	The act of paying public funds to entities to which the Government is indebted; the safeguarding of public funds; and the documenting and reporting of these transactions.
Disbursing Office	An activity whose principal function consists of the disbursement and collection of official funds for the Government.
Document	A business record in hard copy or electronic form. In DTS, it refers to an authorization, group authorization, voucher, or local voucher.
Erroneous payment	A fiscal irregularity resulting from processed payments that do not comply with laws and regulations. Can be an overpayment or an underpayment.
Finance DTA (FDTA)	A person responsible for managing the Lines of accounting (LOA) for one or more organizations. The role may also include managing the budgets.
Government Travel Charge Card	A charge card the traveler used to pay for official travel and transportation related expenses for which the card contractor bills the Government centrally billed (CBA) or individually billed (IBA).
Joint Travel Regulations (JTR)	The regulation that prescribes travel and transportation allowances authorized for DoD employees while on official travel.
Legal, proper, and correct	A payment that is not prohibited by law; is for provided goods or services; and is represented accurately (e.g., amount, date, payee).
Line of Accounting (LOA)	A DTS construct that identifies a DoD account used to fund official travel (e.g., transportation, per diem).
Pecuniary Liability	Personal financial liability for fiscal irregularities of COs (in DTS, AOs) as protection for the Government against errors and theft.
Pre-Audit Flag	Notification that some aspect of the travel document may not comply with regulations.
Split Disbursement	Mandatory distribution of a traveler's voucher payment to both the GTCC vendor and the traveler.

GLOSSARY	
TERM	DEFINITION
Temporary Duty (TDY)	Official travel to one or more places away from the traveler's Permanent Duty Station (PDS).
Travel Management Company (TMC)	A travel agent that provides official travel and ticketing services to official Government travelers. DTS still refers to the TMC as the CTO (see "CTO" above).
Voucher	A document that is certified by a CO and provides the basis for the disbursing office to make a payment.
Zero-emission vehicles (ZEVs)	Zero-emission vehicles (ZEVs) is a vehicle that when operating produces zero tailpipe exhaust emissions of any criteria pollutant (or precursor pollutant) or greenhouse gas.

Appendix C: Document Checklists

This appendix contains a checklist for authorizations, vouchers, and local vouchers to aid you in reviewing travel documents for accuracy and completeness. Consult your local business rules for any additional required workflows and verifications.

The reports required by the *Improper Payment Elimination and Recovery Act* identify key concepts that AOs should pay particular attention to are marked with the key icon within the following checklists.






C.1 Authorization Checklist



You can print out the pdf and use this checklist to verify data is complete within the authorization.

Table C-1

AUTHORIZATION CHECKLIST		
REVIEW TRIP AUTHORIZATION SCREEN		
TRIP DETAILS	REVIEW	✓
Document Name	The document name is the traveler's initials, TDY location, trip start date and trip type (A for authorization and version number (01).	
Trip Type	The trip type is correct. Most travel is Temporary Duty Travel (Routine) .	
Trip Purpose	The correct reason for traveling is identified. Most common is Mission Operational .	
Description	If used, comments in the text box are sufficient.	
Dates	The trip dates are accurate for the mission. Note: If travel is over 45 days, SPPs are required.	
Conference/Event Name	If attending a conference, the correct conference name appears. If Other is selected, then comments are added to clarify conference/event.	
Reference	If used, comments in the text box are sufficient.	
Comments to the AO	If used, comments in the text box are sufficient.	
TRIP START	REVIEW	✓
Location	The trip starting location is correct.	
Date	The trip starting date is correct.	
TDY LOCATIONS	REVIEW (Document should reflect an entry for each official location or trip stopover point)	✓
Location	The official location is correct (e.g., if duty is at a base, location is not a city).	
Date	The date range is correct.	

AUTHORIZATION CHECKLIST		
REVIEW TRIP AUTHORIZATION SCREEN		
TRIP END	REVIEW	✓
Location	The trip ending location is correct.	
Date	The trip ending date is correct.	
RESERVATION DETAILS	REVIEW (Select Show Details in TDY Locations and Trip End sections to view more reservation information or Go to Expenses)	✓
Flight or Rail (applies to all listed flights and trains)	Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).	
	Only authorized options are used (e.g., no unauthorized premium class seating), flights are City Pairs OR are properly justified on the Other Auths and Pre Audits screen and the completed restricted airfare checklist is attached, if required.	
	Traveler used their IBA to secure air or rail reservations.	
	If IBA is not attainable, then the CBA was used to make air or rail reservations.	
Rental Car (applies to all listed cars)	Pick-up & drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location).	
	The car is the least expensive compact car OR is properly justified on the Other Auths and Pre Audits screen.	
Lodging (applies to all listed hotels)	Hotel check-in & checkout dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).	
	The lodging rate is at or below the locality per diem rate OR actual lodging is authorized. If actuals not authorized, the traveler is responsible for the extra cost.	
	If meals provided as part of lodging, then ensure the document reflects the appropriate allowance.	
	DTS correctly limited the lodging reimbursement, if ILP rules apply. See the DoD Lodging Program information on the DTMO website. Ensure the traveler followed the <i>JTR</i> regarding Government Quarters use (when applicable) and obtained a certificate of non-availability number (CNA) or the system electronically retained documentation of Government Quarters availability.	
	If travel is to a tax-exempt state, check that there is no claim for non-exempted tax types.	
EXPENSES	REVIEW (These items appear in both Reservation Expenses and Other Expenses sections or select Go to Expenses)	✓

AUTHORIZATION CHECKLIST		
REVIEW TRIP AUTHORIZATION SCREEN		
Non-Mileage (applies to all listed expenses)	The estimated reimbursable expense is accurate, authorized, allowable, and is not duplicated in any other part of the authorization (e.g., a reservation made in DTS does not also appear as a non-mileage expense). 	
	CONUS lodging taxes are separately listed in Expenses and not combined with the daily lodging in the Per Diem table.	
	OCONUS lodging taxes are not separately listed in Expenses and are combined with the daily lodging in the Per Diem table.	
Mileage (applies to all listed allowances)	The estimated mileage allowance is accurate, authorized, allowable, and is not duplicated in any other part of the authorization. The traveler used DTOD for en route mileage, and reasonable odometer mileage to official locations for in-and-around mileage. 	
	If POV used as mode of travel to and from the TDY Location a CTW is completed and attached to the document.	
Attached receipts (applies to all expenses)	All required receipts (e.g., expenses of \$75+ & all lodging) are attached, legible, match the amount of the expense, and support official travel. Note: Only applies to items authorized payment before travel (e.g., restricted airfare). 	
SUBSTANTIATING DOCUMENTS	REVIEW (Select Go to Expenses to see all attachments)	✓
Electronically attached documents (applies to all)	If a CTW is required, it is attached, legible, and correctly filled out.	
	All other required documentation is attached and legible (e.g., restricted airfare checklist, directed travel cost, memos). 	
PER DIEM	REVIEW (Select Go to Per Diem to see all allowances)	✓
For each official location	Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross-IDL travel), each day reflects the correct, adjusted amounts. 	
	OCONUS lodging taxes are not separately listed in Expenses and are combined with the daily lodging in the Per Diem table.	
ACCOUNTING	REVIEW (Select Go to Accounting to see all details)	✓
Accounting Code Label	Every necessary LOA displays the proper expense category and cost. Verify correct distribution of costs are between multiple LOAs.	

AUTHORIZATION CHECKLIST		
REVIEW TRIP AUTHORIZATION SCREEN		
Partial Payments	If the traveler requested SPPs, trip expenses are correctly divided into 30-day increments and the LOA is correct. 	
Advances	If the traveler requested an advance, check the LOA is correct. 	
Calculated Trip Cost	The Allowed and the Actual cost columns for the trip. If you approve <u>full</u> reimbursement then the columns reflect the same amount. If you <u>limit</u> the transportation reimbursement (constructed travel) then the Allowed column reflects the traveler's transportation amount. Note: You will see the option to limit in the CTW Decision Tool in the Digital Signature page.	
Other Auths and Pre Audits Screen	REVIEW	✓
Other Authorizations	All displayed Other Authorizations are necessary.	
Comments	Remarks for all displayed Other Authorizations are sufficient, per local policy.	
Justifications (applies to all flagged items)	Justifications for Pre Audit flags are sufficient and per local policy. Where required, all Reason Codes are present and are acceptable.	
Advisory Notices	No advisory notice identifies a potential improper payment (e.g., traveler requested a rental car, but did not enter an estimated fuel expense for it).	
Digital Signature Screen	REVIEW	✓
Document Status	The appropriate status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternate (e.g., RETURNED , CANCELLED). Note: Only an AO may stamp a document CANCELLED . Other routing officials may use their default stamp (e.g., REVIEWED) or allowable alternate (RETURNED).	
CTW Decision Tool	When constructed travel rules apply, DTS provides the CTW Decision Tool , you use the CTW, check supporting documentation and then determine the transportation mode most advantageous before you approve the trip.	
Additional Comments	All required information is in the Additional Comments field.	




C.2 Voucher Checklist







You can print out the pdf and use this checklist to verify data is complete within the voucher.




Table C-2

VOUCHER CHECKLIST		
REVIEW TRIP VOUCHER SCREEN		
TRIP DETAILS	REVIEW	✓
Document Name	The document name is the traveler's initials, TDY location, trip start date and trip type (V for voucher) and version number (01).	
Trip Type	The trip type is correct. Most travel is Temporary Duty Travel (Routine) .	
Trip Purpose	The correct reason for traveling is identified. Most common is Mission Operational .	
Description	If used, comments in the text box are sufficient.	
Dates	The trip dates are accurate for the mission. Note: If travel is over 45 days, SPPs are required.	
Conference/Event Name	If attending a conference, the correct conference name appears. If Other is selected, then comments are added to clarify conference/event.	
Reference	If used, comments in the text box are sufficient.	
Comments to the AO	If used, comments in the text box are sufficient.	
TRIP START	REVIEW	✓
Location	The trip starting location is correct.	
Date	The trip starting date is correct.	
TDY LOCATIONS	REVIEW (Document should reflect an entry for each official location or trip stopover point)	✓
Location	The official location is correct (e.g., if duty is at a base, location is not a city). Note: If the information changed from the authorization to the voucher, comments should clarify the change.	
Date	The date range is correct.	
TRIP END	REVIEW	✓
Location	The trip ending location is correct.	
Date	The trip ending date is correct.	
RESERVATION DETAILS	REVIEW (Select <u>Show Details</u> in TDY Locations and Trip End sections to view more reservation information or <u>Go to Expenses</u>)	✓

VOUCHER CHECKLIST		
REVIEW TRIP VOUCHER SCREEN		
Flight or Rail (applies to all listed flights and trains)	Travel schedules are reasonable and support the trip (e.g., no extra travel time without leave indicated, no unauthorized circuitous travel).	
	Only authorized options are used (e.g., no unauthorized premium class seating), flights are City Pairs OR are properly justified on the Other Auths and Pre Audits screen and the completed restricted airfare checklist is attached, if required.	
	If the traveler used their IBA to secure air or rail reservations, then reimbursement is to the IBA. If air or rail tickets were exchanged, correct costs indicated, appropriate receipts with ticket exchange documented and attached.	
	If an IBA was not attainable, then the CBA was used to make air or rail reservations and the CBA is reimbursed. If air or rail tickets were exchanged, correct costs indicated, appropriate receipts with ticket exchange documented and attached.	
Rental Car (applies to all listed cars)	Pick-up & drop-off locations, dates, and times are reasonable and support the trip (e.g., required for daily transportation at the TDY location). If rental car authorized and used, traveler refueled the car prior to return. Verify fuel expense claimed OR a proper justification for not claiming fuel.	
	The car is the least expensive compact car OR is properly justified on the Other Auths and Pre Audits screen.	
Lodging (applies to all listed hotels)	Hotel check-in & checkout dates and times are reasonable and support the trip (e.g., no unauthorized days without leave indicated).	
	The lodging rate is at or below the locality per diem rate OR actual lodging is authorized. If actuals not authorized, the traveler is responsible for the extra cost.	
	If meals provided as part of lodging, ensure the document reflects the appropriate allowance.	
	DTS correctly limited the lodging reimbursement, if ILP rules apply. See the DoD Lodging Program information on the DTMO website. Ensure the traveler followed the <i>JTR</i> regarding Government Quarters use (when applicable) and obtains a certificate of non-availability number (CNA) or the system electronically retains documentation of Government Quarters availability.	
	If travel is to a tax-exempt state, check that there is no claim for non-exempted tax types.	
EXPENSES	REVIEW (These items appear in both Reservation Expenses and Other Expenses sections or select Go to Expenses)	✓

VOUCHER CHECKLIST		
REVIEW TRIP VOUCHER SCREEN		
Non-Mileage (applies to all listed expenses)	The expense is accurate, authorized, and allowable; supports official travel; and is not duplicated in any other part of the voucher (e.g., a reservation made in DTS does not also appear as a non-mileage expense). 	
	Expenses paid in a foreign country are converted to dollars, and the currency conversion rate is provided and correct (does not apply to purchases by GTCC).	
	If required, a receipt is provided, and the cost matches the receipt exactly.	
	No unauthorized expenses claimed for a Rental Car (e.g., XM Radio, PrePaid fuel).	
	Traveler used their GTCC to pay for all official travel expenses, unless exempt under the GTCC regulations. View the GTCC Charges link to verify or contact APC for support.	
	CONUS lodging taxes are separately listed in Expenses and not combined with the daily lodging in the Per Diem table.	
	OCONUS lodging taxes are not separately listed in Expenses and are combined with the daily lodging in the Per Diem table.	
Mileage (applies to all listed allowances)	The mileage allowance is accurate, authorized, allowable, and is not duplicated in any other part of the voucher. The traveler used DTOD for en route mileage and reasonable odometer mileage to official locations for in-and-around mileage.	
	If POV used as mode of travel to and from the TDY Location a CTW is completed and attached to the document.	
Attached receipts (applies to all expenses)	All required receipts (i.e., for expenses of \$75+ & all lodging) are attached, legible, match the amount of the claim, fall within official travel dates (except for authorized early expenses, such as restricted airfare), and support official travel. 	
SUBSTANTIATING DOCUMENTS	REVIEW (Select Go to Expenses to see all attachments)	✓
Electronically attached documents (applies to all)	If a CTW is required, it is attached, legible, and correctly filled out.	
	All other required documentation is attached and legible (e.g., restricted airfare checklist, directed travel cost, memos). 	
	If the voucher is T-ENTERED a <i>DD 1351-2</i> is signed by the traveler and attached.	
PER DIEM	REVIEW (Select Go to Per Diem to see all allowances)	✓



VOUCHER CHECKLIST		
REVIEW TRIP VOUCHER SCREEN		
For each official location	Each day reflects the appropriate allowances. If duty conditions require changes to the standard allowances (e.g., leave, field duty, provided meals, cross-IDL travel), each day reflects the correct, adjusted amounts.  	
	Excess travel days are indicated as leave or duty/non-duty day	
	Lodging receipt is valid, attached, and matches the claim. 	
	The required lodging type was used, OR an alternate type is properly justified on the Pre-Audit screen, and a non-availability number is provided if required (unavailable DoD lodging).	
	The lodging rate is at or below the locality per diem rate, OR actual lodging is authorized. If actuals are not authorized, the traveler will pay the extra cost.	
	The lodging claim does not include non-reimbursable items (e.g., mini bar items, movies).	
	OCONUS lodging taxes are combined with the daily lodging in the Per Diem table. They are not separately listed in Expenses .	
	Ensure reimbursable expenses on the lodging receipt are entered correctly. Internet fees (when authorized by the AO) are broken out and claimed under Other Expenses . CONUS lodging taxes are broken out and claimed under Lodging Expenses .	
ACCOUNTING	REVIEW (Select Go to Accounting to see all details)	✓
Accounting Code Label	Every necessary LOA displays the proper expense category and cost. Verify correct distribution of costs are between multiple LOAs.	
Partial Payments	If the traveler requested SPPs, trip expenses are correctly divided into 30-day increments and the LOA is correct. 	
Advances	If the traveler requested an advance, check the LOA is correct. 	
Calculated Trip Cost	The Allowed and the Actual cost columns for the trip. If you approve <u>full</u> reimbursement then the columns reflect the same amount. If you <u>limit</u> the transportation reimbursement (constructed travel) then the Allowed column reflects the traveler's transportation amount. Note: You will see the option to limit in the CTW Decision Tool in the Digital Signature page.	
Balance Due US	If the amount is not \$0.00, ensure the traveler has been notified of the debt. 	





VOUCHER CHECKLIST		
REVIEW TRIP VOUCHER SCREEN		
Split Disbursement	Split disbursement amounts are reasonable and reflect an attempt to <u>fully</u> pay off the traveler's GTCC. 	
FINANCIAL SUMMARY	REVIEW (Select from <u>Progress Bar</u> to see all details)	✓
Expense Summary	Reimbursable, Non-reimbursable, and Total Expenses are correct.	
Credit Summary	If this is a negative amount, notify the traveler of the debt. 	
Entitlement Summary	Personal, GTCC, and Totals (includes Expenses, Prior Payments, Collections, and Split Disbursements) are correct.	
Split Disbursement	Split disbursement amounts are reasonable and reflect an attempt to <u>fully</u> pay off the traveler's GTCC. 	
Other Auths and Pre Audits Screen	REVIEW	✓
Other Authorizations	All displayed Other Authorizations are necessary.	
Comments	Remarks for all displayed Other Authorizations are sufficient, per local policy.	
Justifications (applies to all flagged items)	Justifications for Pre Audit flags are sufficient and per local policy. Where required, all Reason Codes are present and are acceptable.	
Advisory Notices	No advisory notice identifies a potential improper payment (e.g., traveler requested a rental car, but did not enter an estimated fuel expense for it).	
Digital Signature Screen	REVIEW	✓
Document Status	The appropriate status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternate (e.g., RETURNED). Other routing officials may use their default stamp (e.g., REVIEWED) or allowable alternate (RETURNED).	
CTW Decision Tool	When constructed travel rules apply, DTS provides the CTW Decision Tool , use the CTW, check supporting documentation and then determine the transportation mode most advantageous before you approve the trip.	
Additional Comments	All required information is in the Additional Comments field.	

C.3 Local Voucher Checklist

You can print out the pdf and use this checklist to verify data is complete within the local voucher.

Table C-3

LOCAL VOUCHER CHECKLIST		
REVIEW LOCAL TRIP VOUCHER SCREEN		
DETAILS	REVIEW	✓
Document Name	The document name is the traveler's initials and create date.	
Local Voucher Dates	The trip dates are accurate. Note: DTS does not allow a future create date.	
Attending a Conference or Event	There is a Yes or No indicated. If Yes , see Conference/Event Name listed.	
Conference/Event Name	If attending a conference, the correct conference name appears. Note: When No is selected, then the Conference/Event Name reflects N/A .	
Reference	If used, comments in the text box are sufficient.	
Comments to the AO	If used, comments in the text box are sufficient.	
EXPENSES	REVIEW (Select to Go to Expenses)	✓
Non-Mileage (applies to all listed expenses)	The expense is accurate, authorized, and allowable; supports official travel; and is not duplicated in any other part of the local voucher (e.g., the traveler didn't use the Import Expense option and Add to enter the same non-mileage expense). 	
	Expenses paid in a foreign country are converted to dollars, and the currency conversion rate is provided and correct (does not apply to purchases by GTCC).	
	Traveler used their GTCC to pay for all official travel expenses, unless exempt under the GTCC regulations. View the GTCC Charges link to verify.	
	Expenses meeting receipt requirements have a valid receipt attached and the cost matches the receipt exactly.	
Mileage (applies to all listed allowances)	The mileage allowance is accurate, authorized, allowable, and is not duplicated in any other part of the local voucher. The traveler used DTOD for en route mileage claims (From and To locations are listed), and reasonable odometer mileage to official locations for in-and-around mileage claims. 	
	If POV was used, daily commute mileage or cost was subtracted.	

LOCAL VOUCHER CHECKLIST		
REVIEW LOCAL TRIP VOUCHER SCREEN		
SUBSTANTIATING DOCUMENTS	REVIEW (Select Go to Expenses to see all attachments)	✓
Electronically attached documents (applies to all)	If the voucher is T-ENTERED a <i>DD 1351-2</i> is completed, signed by the traveler and attached.	
	All other required documentation is attached and legible and support official travel. 	
Attached receipts (applies to all expenses)	All required receipts (i.e., for expenses of \$75+) are attached, legible, match the amount of the claim, fall within official travel dates and support official travel. 	
ACCOUNTING	REVIEW (Select Go to Accounting to see all details)	✓
Accounting Code Label	Every necessary LOA displays the proper expense category and cost. Verify correct distribution of costs are between multiple LOAs.	
Calculated Trip Cost	The Allowed and the Actual cost columns for the trip. If you approve <u>full</u> reimbursement then the columns reflect the same amount. If you <u>limit</u> the transportation reimbursement (constructed travel) then the Allowed column reflects what traveler's transportation limited. Note: You will see this option to limit in the CTW Decision Tool in the Digital Signature page.	
FINANCIAL SUMMARY	REVIEW (Select from Progress Bar to see all details)	✓
Expense Summary	Reimbursable, Non-reimbursable, and Total Expenses are correct.	
Credit Summary	If this is a negative amount, notify the traveler of the debt. 	
Entitlement Summary	Personal, GTCC, and Totals (includes Expenses, Prior Payments, Collections, and Split Disbursements).	
Split Disbursement	Split disbursement amounts are reasonable and reflect an attempt to <u>fully</u> pay off the traveler's GTCC. 	
Pre Audits Screen	REVIEW	✓
Justifications (applies to all flagged items)	Justifications for Pre Audit flags are sufficient and per local policy. Where required, all Reason Codes are present and are acceptable.	

LOCAL VOUCHER CHECKLIST		
REVIEW LOCAL TRIP VOUCHER SCREEN		
Advisory Notices	No advisory notice identifies a potential improper payment.	
Digital Signature Screen	REVIEW	✓
Document Status	The appropriate status stamp is displayed – either your default stamp (APPROVED for AOs) OR an allowable alternate (e.g., RETURNED). Other routing officials may use their default stamp (e.g., REVIEWED) or allowable alternate (RETURNED).	
Additional Comments	All required information is in the Additional Comments field.	

Appendix D: Additional Resources

This appendix contains three sections: Additional Resources, Guides and Manuals, and Other Resources which you may find useful as an Authorizing Official (AO).

ADDITIONAL RESOURCES	
TITLE	URL
Public Law 104-106, 1996, [TITLE IX - Department of Defense Organization and Management, Subtitle B - Financial Management, SEC. 913. Designation and Liability of Disbursing and Certifying Officials]	https://www.gpo.gov/fdsys/pkg/PLAW-104publ106/pdf/PLAW-104publ106.pdf
Public Law 105-270, The Federal Activities Inventory Reform (FAIR) Act of 1998	https://www.govinfo.gov/content/pkg/PLAW-105publ270/html/PLAW-105publ270.htm
DoDI 5154.31: Commercial Travel Management	https://www.travel.dod.mil/Policy-Regulations/DoD-Instruction-515431/
DTS Regulations volume 3:	https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d
GTCC Regulations Volume 4:	https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPblwlaXw4V1jg%3d%3d

ADDITIONAL RESOURCES	
TITLE	URL
DoD FMR Volume 5: <ul style="list-style-type: none"> Chapter 1: 0103 Accountability and Responsibility Chapter 5: 050304. Certifying Officers Chapter 6: Physical Losses of Funds, Erroneous Payments, and Overages 	https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_05.pdf
Joint Travel Regulations (JTR):	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

GUIDES and MANUALS	
TITLE	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
TITLE	URL
Cancellation Procedures, Information Paper	https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
Cancellation Procedures, Trifold	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Constructed Travel Home Page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/
Dependent Travel, Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
DTS Overview, Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export, Trifold	https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
Import/Export, Information Paper	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
Making Changes to DTS, Documents Information Paper	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/
Renewal Agreement Travel, Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
Updating an Authorization, Trifold	https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF
Updating a Voucher, Trifold	https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF
Self-Approving Official, Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
TraX Web-based Training	https://www.defensetravel.dod.mil/neoaccess/login.php