



# TDY Processes Overview

U.S. Army Acquisition Support Center





## **DEFENSE TRAVEL SYSTEM (DTS)**

- As of 1 June 2005 required to use DTS
- To self register you need:
  - a) CAC card
  - b) Government Travel Card
  - c) Your bank routing info
- Online training is required and available at:  
<http://www.defensetravel.osd.mil/dtsWBT/site>
- Travel orders and travel vouchers will be prepared in DTS



## **POCs:**

TDY Request s & Funding Approval: Chandra Evans-Mitchell,  
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DSN: 655-1247, COM: 703/805-1247

DTS Helpdesk: 1-888-332-7366





## TDY FUNDING PROCEDURES

- Defense Travel System
  - CDG/AAF Fellows should be registered with their developmental organization DTS coordinator.
  - Fellows will be required to complete DTS online training <http://www.defensetravel.osd.mil/dtsWBT/site>
  - TDY required for developmental assignments will be funded by requesting Organization.
  - The CDG Program Manager will fund travel and training related to the program.





## **Six-Month Washington D.C. Assignment**

- Government Travel Card limit is increased to \$10,000 for the 6-month required TDY
- Per diem reimbursed at 100% of the applicable maximum daily locality per diem rate.
- Rental cars are not authorized; in/around mileage not authorized.



#### Developing Our Next Generation of Leaders

### Create an Authorization: Traveler Instructions



Version 3.0, January 5, 2007

(See Chapter 2 in Document Processing Manual)

This trifold guides the user through creating a typical authorization (AUTH). For modes of transportation other than air or rental car, see Chapter 2 in the Document Processing Manual.

#### Log On to DTS

- a. Insert the CAC into the reader  
-OR-  
Insert the diskette into the A: drive.
  - b. Access the DTS Home page:  
<http://www.defensetravel.osd.mil>.
  - c. Click **LOGIN TO DTS**.
  - d. Read the Security Alert screen. Select **Yes**.
  - e. Click **Accept** to the *DoD Privacy & Ethics Policy*.
  - f. The Digital Signature window opens. The Key File displays. Enter your PIN or password.
  - g. Click **OK**.
  - h. First-time users will see the User Activation screen. Enter your SSN in both fields. Click **Submit**. Your DTS User Welcome screen opens. (Go to Step 1a.)
- If your account has not been activated, only an Administrative menu displays on the screen.
- i. Click the **Administrative** menu.
  - j. Click **Self Registration**. Complete the Basic Information and Additional Information screens.
  - k. Click **Submit Self-Registration**.
  - l. Log off DTS.
  - m. You will receive an e-mail when the registration has been accepted. Once accepted, you may login to DTS to create your AUTH.

#### Create an Authorization



- a. On the DTS User Welcome screen, mouse over **Official Travel** on the navigation bar.

- a. Select **Authorization/Orders** from the drop-down menu.
- b. Click **Create New Authorization/Order**.  
**Note:** If using DTS for the first time, the system will prompt the user to review or update the traveler's profile. Make necessary changes and click **Update Personal Information**.

### 1

#### Travel Itinerary



- a. Enter the **Starting Point** by clicking a location in the **Starting Locations in Profile** box or by typing a location in the field.
- b. In the **Departing On** field type the date or click the calendar to enter the departure date.
- c. Select the **Trip Type** and **Trip Purpose** by using the drop-down menus.
- d. (Optional) Complete the **Trip Description** field with details of the trip.
- e. Select the **mode of transportation** for travel to the location and the departure **time**.
- f. Click **Location** in the Location Tools box on the right to search for and enter a location.  
**Note:** The *Document Processing Manual*, Chapter 2 explains all search options: Location, State/Country, ZIP Code, and County.
- g. In the Search Location window, enter city, state, county, country, or location name.
- h. Click **Search Location**.
- i. Click the **radio button** next to the preferred location, then click **Select and Close**.
- j. If the location is not in this list, search again by clicking one of the other **Search by:** buttons located at the bottom of the screen. Click **Save Location and Return**.
- k. In the **Arriving On:** date field click the calendar and select the **arrival date** for the location.
- l. In the **Departing On:** date field click the calendar and select the **departure date** for the location.
- m. Check the **check box(es)** if you need to reserve a rental car or lodging at the location.
- n. Click **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps a through m.
- o. Enter the **Ending Point** by clicking the location from the **Return Locations in Profile** box.

- a. Select the **mode of transportation** for travel to the return location and the departure **time**.
- b. Check the **check box** in Section E if you will use other ticketed transportation (such as a bus).
- c. Click **Save and Proceed**.

### 2

#### Book Air Travel



- a. Select one of the **flights** listed on the screen.  
-OR-  
Click one of the **fare tabs** to select a flight with a different type of fare.  
-OR-  
Change the criteria for the flight by entering changes on the left side of the screen under **Modify Search**. Select a **flight**.
- b. Select your return flight by repeating Step a.

### 3

#### Book Rental Car



- a. Select one of the **rental cars** listed on the screen.  
-OR-  
Change the criteria for the rental car by entering changes on the left side of the screen under **Modify Search**. Select a **rental car**.

### 4

#### Book Lodging



- Military members on TDY at a military installation must contact the lodging facility to reserve lodging (*Document Processing Manual*, Section 2.6.4).
- a. Select one of the **hotels** listed on the screen.  
-OR-  
Click one of the **tabs** to select a hotel from a list of other published rates.  
-OR-  
Click **Find More Hotels** at the bottom of the screen. Select a **hotel**.
  - b. Click **Find More Hotels** at the bottom of the screen. Select a **hotel**.  
-OR-  
Change the criteria for the lodging by entering changes on the left side of the screen under **Modify Search**. Select a **hotel**.
  - c. Select a **room** type on the Lodging screen.



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Search DTS  **Go!**

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- Home
- DTS Travel Center
- About DTS
- News & Events
- Training
- FAQs
- System Status
- Help Desk
- Documents & Downloads
- Contacts

### Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

**Phase I & II Sites Online**

**Visit the new DTS Travel Center Website**  
A complement to the Defense Travel System Website

Look for these features:  
Release Notes  
How-to... Guides  
Helpful Documents  
Milestone Schedule  
Deployment Schedule  
[Click here to visit the website.](#)

#### Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

**LOGIN TO DTS**

#### System Status

**DTS**  
DTS is Available-NMCI users may experience log in issues. Please contact NMCI for further guidance.

**EWTS**  
EWTS is Available

#### First Time Users

Click below to learn more about DTS and the tools required for use.

**LEARN MORE**

#### Training

Click below to learn how to use DTS and for additional training resources.

**TRAINING**

#### Recent Updates

- ➔ The DTS Migration to Reservation Refresh
- ➔ DTS Seminar in Raleigh, NC Sets New Attendance Mark

#### Notices

- ➔ The DTS Migration to Reservation Refresh
- ➔ Attach Electronic Travel Receipts to DTS Trip Record - Via FAX

USA ASC  
ACQUISITION SUPPORT CENTER

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https://dtsproweb.defensetravel.osd.mil - Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

#### Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-Mar-07 [Find Accounting Label](#)

End Date: 31-Aug-07

Accounting Label:  From **DA2201B05X0**

Shared LOA: - No Other Accounts Available -

#### Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
		<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>
		<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

#### Expenses Summary

**Expense allocated by Expense Category**

Category	Allowed	Actual
M&IE :	\$7,254.40	\$7,254.40
MILEAGE :	\$242.50	\$242.50
<b>07 RQQA-P Sub Total:</b>	<b>\$7,496.90</b>	<b>\$7,496.90</b>

Category	Allowed	Actual
LODGING :	\$21,892.00	\$21,892.00
OTHER :	\$2,250.00	\$2,250.00
<b>07 RQQD-P Sub Total:</b>	<b>\$24,142.00</b>	<b>\$24,142.00</b>

**Calculated Trip Cost:** \$31,638.90      \$31,638.90



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File Edit View Favorites Tools Help

Logged In As: [redacted] Document Name: [redacted] Screen ID: 1022.1 [Close Window](#)  
 Traveler Name: [redacted] Document Type: Authorization [Help for this screen](#)

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[Non-Mileage](#)   [Mileage](#)   [Per Diem Entitlements](#)   [Substantiating Records](#)

#### Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/05/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	48.00 Personal	188 / 64	NONE				
03/06/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/07/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/08/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/09/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				
03/10/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC-Individual	64.00 Personal	188 / 64	NONE				



Done    Internet

start    2 Mi...    Micro...    06 Cli...    CDG ...    M:\M...    Adob...    4 In...    11:29 AM



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File Edit View Favorites Tools Help

Logged In As: [redacted] Document Name: [redacted] Screen ID: 1021.1 [Close Window](#)  
Traveler Name: [redacted] Document Type: Authorization [Help for this screen](#)

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Non-Mileage    Mileage    **Per Diem Entitlements**    Substantiating Records

#### Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: ALEXANDRIA (ALEXANDRIA CITY),VA  
Values Apply From Date: 04/06/2007  
Values Apply Through: 08/31/2007

#### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 188 / 64  
Lodging: \$ 108.00 > [view expense details / currency calculator](#)  
M & IE: \$ 64.00 > [view expense details / currency calculator](#)

#### Duty Conditions

Check all of the following that apply:

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04/01/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/02/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/03/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/04/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/05/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	188.00	188.00 GOVCC- Individual	64.00 Personal	188 / 64	NONE			
04/06/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/07/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/08/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/09/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/10/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			
04/11/07	ALEXANDRIA (ALEXANDRIA CITY),VA	<a href="#">Edit</a>	<a href="#">Reset</a>	108.00	108.00 GOVCC- Individual	35.20 Personal	188 / 64	SPEC			

Done Internet



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<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
	RAT TRAVEL IS FOR A DEPENDENT (selection not allowed, requires F6-RENEWAL AGREE LV trip)
	RENEWAL AGREEMENT TRAVEL (selection not allowed, requires F6-RENEWAL AGREE LV trip)
	TRAVEL IS FOR A FAMILY MEMBER (selection not allowed, requires E2-ITA FAMILY FULL REIMB trip)
	TRAVEL IS FOR A FAMILY MEMBER (TRANS) (selection not allowed, requires E1-ITA FAMILY TRANS ONLY trip)
<input checked="" type="checkbox"/>	VARIATIONS AUTHORIZED

Cancel Add

Proceed to the following page:

Pre-Audit

Continue

Done

Internet

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Logged In As: Document Name: Screen ID: 1043.1 [Close Window](#)  
 Traveler Name: Document Type: Authorization [Help for this screen](#)



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[RETURN TO LIST](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

#### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

#### 5 Items have been flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">&lt;Help&gt;</a>
	→ ACTUALS EXPENSE	→ ACTUAL EXPENSE ALLOWANCE REQUESTED.	Actual lodging rate reviewed and approved by Program Manager
2.	→ CONSTRUCTIVE TRAVEL WORKSHEET	→ A transportation mode of other than Commercial Air or Government Transportation may require a constructive travel cost-comparison worksheet to be completed and included with the document via fax or	POV authorized to and from TDY location due to more advantageous mode of in/around transportation

Done

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http://www.dtstravelcenter.dod.mil - Constructed Travel Worksheet - Microsoft Internet Explorer

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### Defense Travel System

A New Era of Government Travel

#### Constructed Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

Worksheet	Description
<a href="#">Constructed Travel Worksheet - Authorization</a>	Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement.
<a href="#">Constructed Travel Worksheet - Voucher from Authorization</a>	Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s).

Done Internet

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http://www.dtstravelcenter.dod.mil - DTS Constructed Travel Comparison Worksheet - Authorizatio - Microsoft Internet Explorer

**DTS Constructed Travel Comparison Worksheet - Authorization**  
(refer to the worksheet instructions for completion guidance)

Name:  Locations and Dates of Travel:

**Transportation Expenses for the Standard Mode (Commercial Air):**  
Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

**Related Expense Cost Factors:**

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for **round trip** taxi or public transportation to and from the airports: \$

Total Expense Cost Factors (lines b+c): \$

**Per Diem cost factors required by your AO:**

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$

**Note: if you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.**

Add additional comments as needed:

Save To File for Upload to DTS

