



# Educational Technician Training Defense Travel System

---





# Defense Travel System (DTS) Process & Access

---



## Objectives:

- Describe the key features and advantages of DTS
- Identify the roles and responsibilities of Ed Techs
- Learn how to register and access DTS for the 1<sup>st</sup> time
- Learn how to log into DTS after self-registration
- Additional training resources for DTS users



# Introduction

---

---



DTS simplifies TDY/TAD travel by providing a single source for DoD's most important travel functions.

- **Before going TDY:** DTS allows travelers to create their travel order, which DTS calls an *authorization*. The authorization contains any trip arrangements: itinerary, travel and lodging reservations, etc. It is a request to go on official travel.
- **While on TDY:** Travelers maintain expense receipts, which they will need to file their voucher.
- **Upon return from TDY:** travelers create a travel claim – or *voucher* – in DTS to claim reimbursement for incurred expenses and payment of travel allowances.

DTS electronically routes all travel documents to the proper authorities for approval and payment and, at the end of the process, automatically stores all travel documents for audit purposes. The traveler, Ed Tech, and DTS Approving Officials have separate roles in preparing and submitting DTS travel requests and vouchers.



# Travel Process, Roles & Responsibilities



## PHASE I BEFORE GOING TAD

**TRAVELER:** [Dpt Funded: 70 Days out; Gift Funded: 45 Days

- Out** Prepare & submit details of your trip to LCD Ed Tech (**Trip Purpose, Departure Date, Total Days of Trip, Total Trip Expenses, Location, Trip Description**) Scratchpad entry
- In order to obtain flight estimates for FY19 by visiting City Pair: <https://cpsearch.fas.gsa.gov/>
- You can determine your per diem estimate for FY19 on: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

**ED TECH:**

- Enter traveler's info on scratchpad for approval. Notify traveler of status ASAP, supply approval for them to upload in DTS
- Complete Conf. Approval Pkg. (brief sheet) with travelers details, routes form to Dean, Associate Dean, Division Head, Fund Manager, Department Chair to authorize spending of Direct Funds
- Routes PCO's to AcDean budget for pre-approval along with copy of conference site then pays conference fees with GPC
- Confirms Line of Accounting is selected and routed correctly
- Routes SF 182 to Karin Ventresca along with copy of conference site. **(goes to HR-comes back to traveler).**

**TRAVELER:**

- Obtain overseas clearance through IPO (if applicable)
- Create DTS authorization & route approval.
- Print a copy of approved DTS authorization, flight ticket, car rental and hotel reservations emailed from SATO
- Save SATO's and Navy Worldwide Helpdesk emergency numbers and contact them if issues arise with confirmed flights

**Approving Official (LCD Chair/Vice-Chair)**

- Review & approve both scratchpad package & DTS authorization.
- Assign appropriate DTS Line of Accounting to trip.

## PHASE II WHILE ON TAD

**TRAVELER:**

- Maintain all receipts for expenses over \$75 that pertain to the official TAD trip:
  - Flight
  - Excess baggage
  - Parking at the airport
  - Lodging
  - Rental car (if applicable)
  - Gas for car rental
  - Taxi/Metro/Buses
  - Etc...
- Contact AO if any arranged accommodations changes while on TAD. This will ensure there are funds available if additional expenses must be incurred.
  - Lodging condition
  - Flight cancellation
  - Car rental upgrade
  - Etc...

**ED TECH:**

- None

**Approving Official (LCD Chair/Vice-Chair)**

- None

## PHASE III UPON RETURN FROM TAD

**TRAVELER:** [5 days from return date]

- Complete DTS voucher within (5) days of returning from TAD.
- Ensure all expenses claimed are substantiated with a receipt or a written justification annotated in DTS.
- **ED TECH**
- Assist traveler by reviewing their DTS voucher when necessary.
- Do not sign traveler's DTS voucher on their behalf if they have access to the system and can do it themselves.
- Ensure traveler's DTS voucher is properly routed through the system.

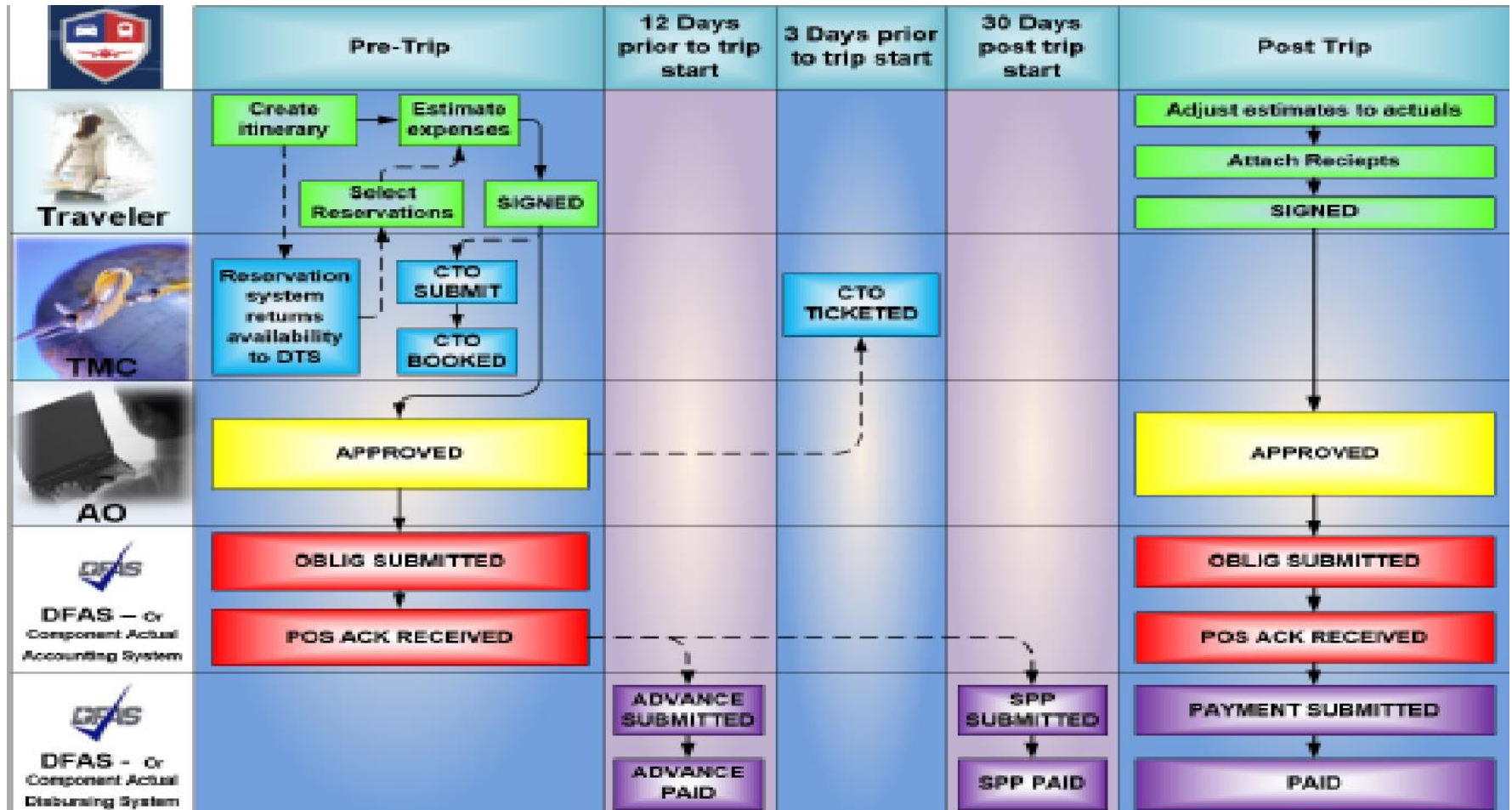
**Approving Official (LCD Chair/Vice-Chair)**

- Review traveler's DTS voucher for accuracy and completeness.
- Approve correct voucher for payment and return document to traveler if additional receipt(s) or justification is warranted.



# Travelers Who Can Access DTS

Figure 1-1 depicts the trip process for a DTS-connected traveler.





## A brief explanation of the DTS **authorization** (pre-trip) process is:

---

Figure 1-1: DTS Trip Process A brief explanation of the authorization (pre-trip) process is:

1. Traveler. Logs into DTS using their CAC and PIN. Creates an itinerary. Selects all necessary reservations (air, hotel, rental car, train) or requests TMC help. Enters reimbursable expense estimates and per diem allowances to create an estimated cost. Requests a travel advance and/or Scheduled Partial Payments (SPPs) if needed and allowed. Digitally signs the authorization. DTS status stamp: SIGNED.
1. TMC. If the traveler requested reservations, books the reservations immediately, and issues tickets after AO approval, but usually no sooner than 3 business days before the trip start date. DTS status stamps: CTO SUBMIT, CTO BOOKED, CTO TICKETED. (Note: DTS calls the TMC a “commercial travel office” or CTO.)
1. AO. Reviews and approves the authorization. DTS status stamp: APPROVED.
4. DFAS (or the servicing finance system). Acknowledges that it made an obligation and scheduled any requested advances and SPPs. DTS status stamps: OBLIGSUBMITTED, POS ACK RECEIVED, ADVANCE (or SPP) SUBMITTED (or PAID).





A brief explanation of the **voucher** (post-trip) process is:

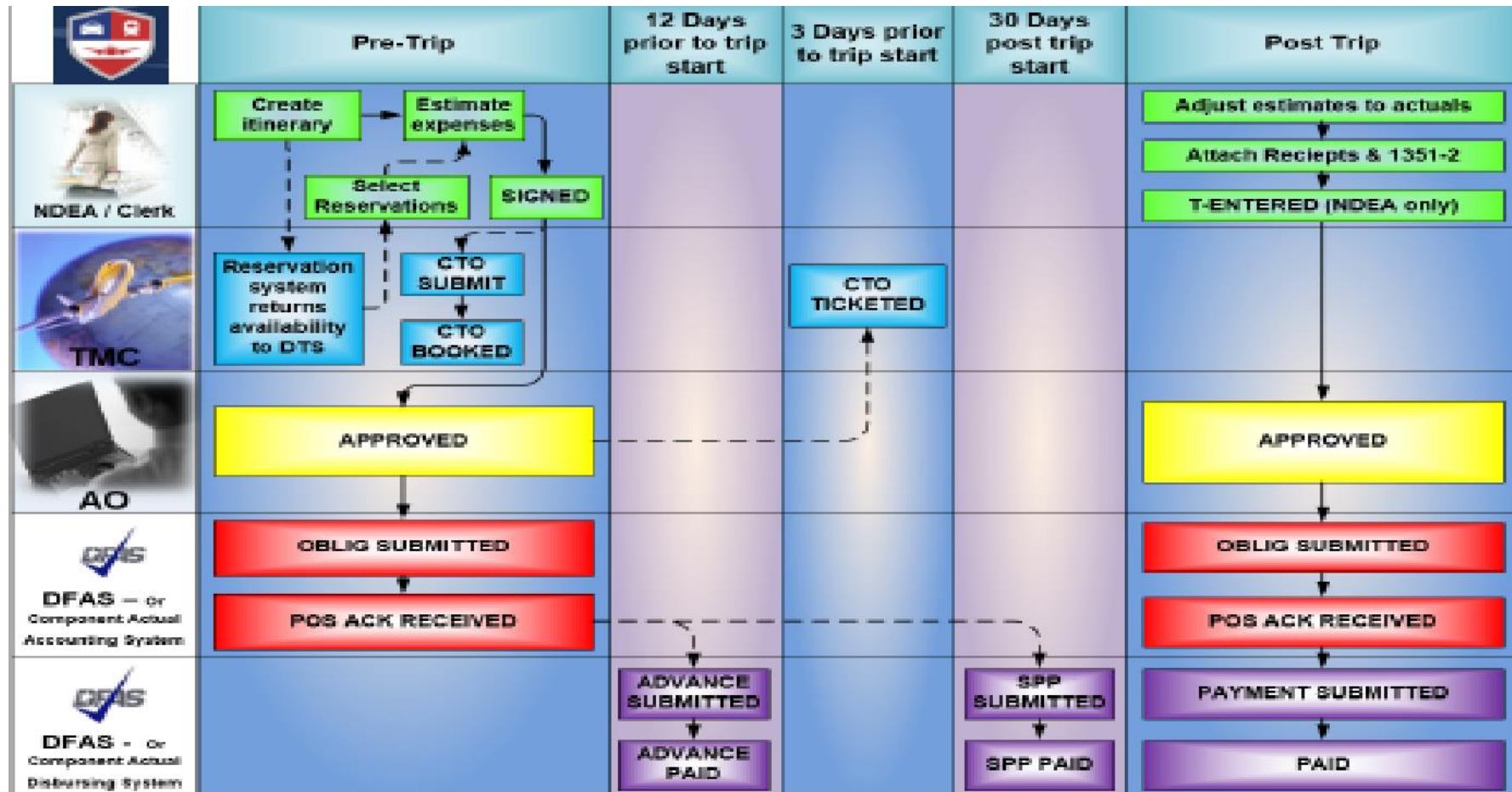
---

1. Traveler. Updates estimated expenses with actual costs. Attaches receipts and digitally signs the voucher. DTS status stamps: SIGNED.
1. AO. Reviews and approves the voucher. DTS status stamp: APPROVED.
3. DFAS (or the servicing finance system). Acknowledges that it adjusted to the amount for disbursement and has split disbursed the payment to the traveler's bank account and the GTCC vendor. DTS status stamps: OBLIG SUBMITTED, POS ACK RECEIVED, PAYMENT SUBMITTED, PAID.



# Travelers Who Cannot Access DTS

Figure 1-2 depicts the trip process for a traveler who is not DTS-connected and reflects the NDEA/Travel Clerk role in the DTS Trip Process







*Faculty should be entering their own travel. We can assist them if they are having trouble or unable to access DTS for some reason such as being out of the country.*

---

In general, the NDEA process is the same for a DTS-connected traveler; however, the following differences apply:

1. During the authorization process, a travel clerk or NDEA creates and signs the document for the traveler, generally using information the traveler provided.
2. A few additional steps apply to the voucher process:
  - a. The traveler must complete a DD Form 1351-2 and give it to the travel clerk or NDEA.
  - b. The travel clerk or NDEA uses the information in the 1351-2 to complete the voucher, then attaches an electronic image of the 1351-2 to the DTS voucher.
  - c. The traveler or NDEA signs the voucher (a travel clerk cannot). If the NDEA signs it, DTS applies the status stamp T-ENTERED.

All other steps remain identical to those outlined in Figure 1-1.



# DTS - NDEA Guidelines for Travel Requests

---

Responsible to create and sign or T-Enter authorizations, vouchers, and local vouchers (**documents shall only be signed or T-Entered for travelers without reasonable access to DTS such as non-CAC holders**). Receive a manually prepared and signed DD Form 1351-2, Voucher or SF1164, Local Voucher from the traveler. You shall scan or fax these documents, supporting documents, and all applicable receipts into the DTS voucher which is electronically archived at Defense Manpower Data Center for 6 years 3 months, eliminating the requirement to keep the paper copy. When you sign the DTS voucher for the traveler, you certify that the information contained in the traveler's manually prepared and signed voucher is entered as claimed on that voucher. You are not responsible for the validity of the data for the manual voucher signed by the traveler. **You do not have the authority to obligate funds or to certify travel documents for payment. The NDEA must comply with all requirements of the Privacy Act of 1974.** Any use of DTS information for other than official business may subject the NDEA to possible criminal penalties and/or administrative sanctions.



# Defense Travel Management Office - NDEA Role Guidance

**DEFENSE TRAVEL MANAGEMENT OFFICE**  
THE DoD CENTER FOR TRAVEL EXCELLENCE

About | Travel Programs | Customer Support & Training | Policy & Regulations | Allowances | Search:  **Go**

Defense Travel System  
A New Era of Government Travel

Home | DTMO Website | News & Events

Welcome to  
Welcome to the new era of government travel.

**Defense Travel System**

**User Roles**

[Travel Programs](#) > [Defense Travel System](#) > User Roles

This page provides a brief overview of DTS user roles. For resources (i.e., training materials, quick reference guides, etc.) associated with user roles, please visit the Training page of the DTMO website.

<b>Authorizing Official</b>	<b>Finance Defense Travel Administrator</b>	<b>Organizational Defense Travel Administrator</b>	
<b>Debt Management Monitor</b>	<b>Lead Defense Travel Administrator</b>	<b>Routing Official</b>	<b>Transportation Officer</b>
<b>Non-DTS Entry Agent</b>	<b>Traveler</b>	<b>CBA Defense Travel Administrator</b>	<b>CBA Specialist</b>

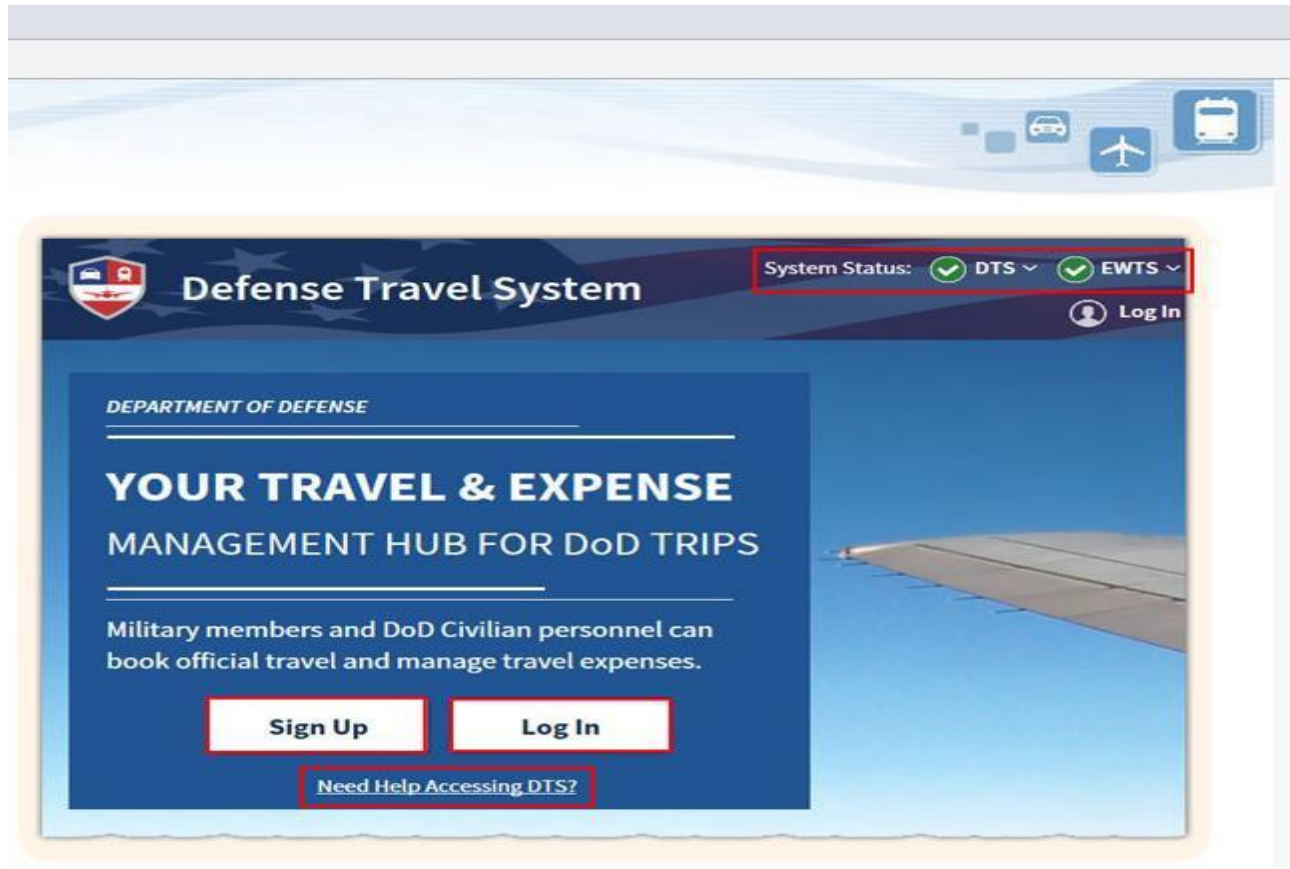
A **Non-DTS Entry Agent** is a military member, DoD employee, or Contractor, designated by local command authority who will input and digitally sign trip requests and claims for reimbursement in the DTS on behalf of travelers who do not have reasonable access to DTS. A Non-DTS Entry Agent Must be appointed in writing. Responsibilities include:

- Receive a manually prepared and signed paper voucher (DD Form 1351-2) with all receipts from the traveler
- Fax electronically or upload the traveler's manually prepared and signed DD Form 1351-2 and all receipts that should be attached to the DTS voucher
- Sign vouchers for other travelers by selecting the T-ENTERED stamp instead of the SIGNED stamp from the document status list

**Quick Links** | Newsletter | JTR | BAH | Per Diem | COLA | OHA | Training | RSS Feeds | TAC



# Accessing DTS For the 1<sup>st</sup> Time



- Sign up if you do not have a DTS account. Contact the Travel Office for additional assistance
- Log in if you have a DTS account. CAC required.

The DTS Home page, located at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil), allows you to log into DTS, shows you the current system status, offers guidance on accessing DTS, and provides training recommendations.



# Accessing DTS For the 1<sup>st</sup> Time



**Defense Travel System**

— Privacy and Ethics Policy —

Please read the following DoD Privacy and Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.

at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORNArticle-View/Article/570689/dhra-08-dod/>.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

About DTS Accessibility Privacy Policy & Security Notice TAC Help: 1-888-HELP1GO

Select 'Next' to continue. Back 4 of 8 Next

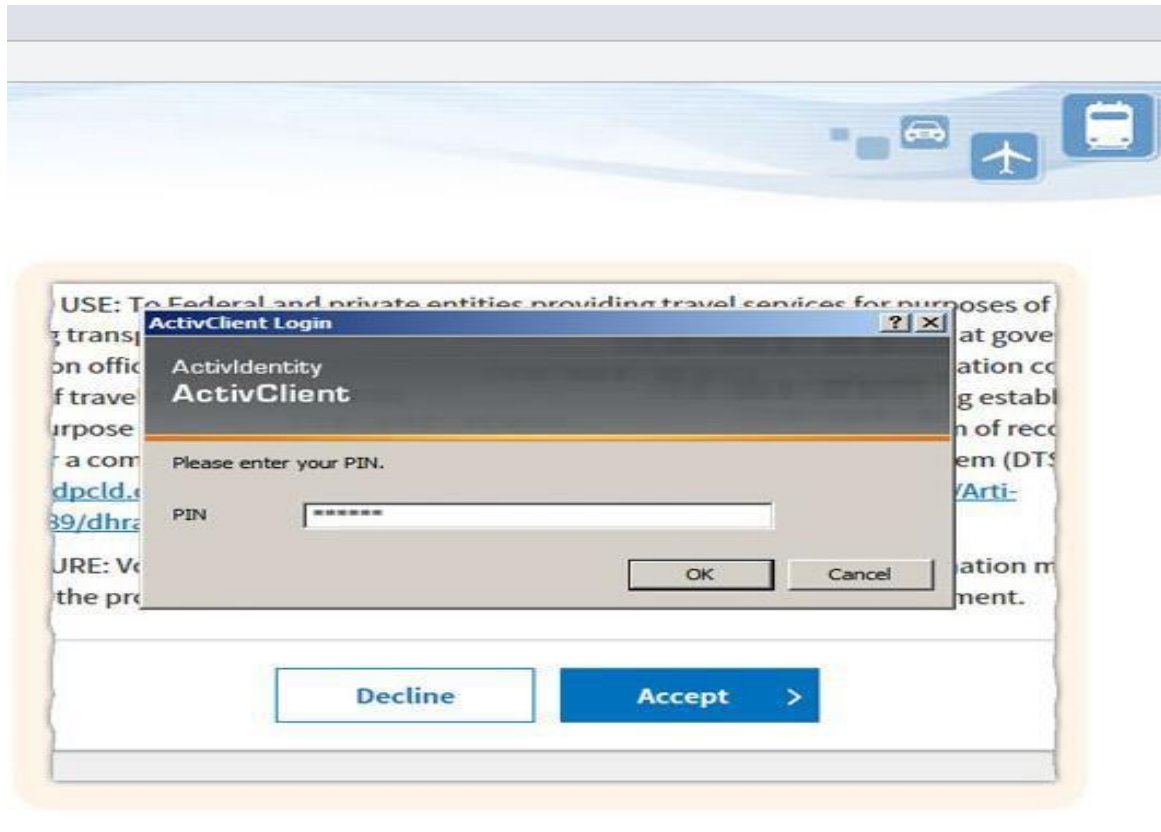
## Privacy and Ethics Policy

Each time you enter DTS, you are required to review and accept the Privacy and Ethics Policy. You must accept the terms to continue





# Accessing DTS For the 1<sup>st</sup> Time




DTS verifies your identity at login and at certain other key points in the travel document creation and approval process by reviewing your CAC certificates. **Leave your CAC in the reader at all times while using DTS.** After DTS validates your CAC certificates, you must further verify your identify by entering your CAC Personal Identification Number (PIN). The CAC and PIN process also allows you to digitally sign electronic travel documents in lieu of putting a handwritten signature on a paper travel document.



# Accessing DTS For the 1<sup>st</sup> Time



 **Defense Travel System**  
A New Era of Government Travel

### User Activation

**Your user account needs to be activated.**

If you would like your account activated, complete the form below. The form requires that you enter your social security number twice. **Please enter your SSN exactly as it appears in your profile and indicate whether you are a member of the Reserve Component (Reservist or National Guard)**

Enter Social Security Number:

Reenter Social Security Number:

Reserve/National Guard:

Note: Do not check this box if the last character of the SSN entered above contains a letter

If the values entered match an account in Defense Travel System, you will automatically be logged in.

Selecting the "Cancel" button will terminate the activation process.

All DTS users must have a personal profile on record. Although a DTA may create a profile for you, most first-time DTS users must begin by *self-registering*, which simply means that you create your own DTS personal profile.

(To gain access to DTS – please contact USNA Travel Help Desk at x3-1642 or email: [travel@usna.edu](mailto:travel@usna.edu))






# Logging Into DTS



 **Defense Travel System** System Status:  DTS  EWTS   
 [Log In](#)

[Home](#)   [News & Notices](#)

 Browser compatibility check complete. Your browser meets DTS requirements. [Compatibility Details](#) 

 Economy Rental Car Company and NuCar do not participate in the U.S. Government Rental Car Program. Do not make any rental car reservations with this company

*DEPARTMENT OF DEFENSE*

---

## YOUR TRAVEL & EXPENSE

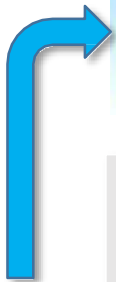

### MANAGEMENT HUB FOR DoD TRIPS

---

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)



Once self-registration is completed, you will be directed to the DTS homepage.

- Keep your CAC Card inserted.
- Click on “Log In”



# Logging Into DTS



Home    News & Notices

## — Privacy and Ethics Policy —

**Please read the following DoD Privacy and Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.**

STANDARD MANDATORY DOD NOTICE AND CONSENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG collects, interprets and maintains communications on this IS for purposes including, but not limited to, operational testing, COMSEC protection,

The public reporting burden for this collection of information, 0704-AAEF, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mcalex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.



- Accept the terms of Privacy and Ethics Policy



# Logging Into DTS



[ew/Article/570689/gmra-08](#)

DISCLOSURE: Voluntary, he reimbursement.

OMB CONTROL NUMBER: 0  
OMB EXPIRATION DATE: XX  
AGENCY DISCLOSURE NOTI  
The public reporting burde  
instructions, searching exis  
comments regarding the b  
esd.mbx.dd-dod-informati  
to any penalty for failing to

## Select a certificate

Select a certificate to authenticate yourself to dtsproweb.defensetravel.osd.mil:443

Subject	Issuer	Serial
SHAVEL.JOSEPH.CHARLES.15010312...	DOD ID CA-43	1B0723
BURT.CLARISSA.C.1267330014	DOD ID CA-41	2791C0
MCCORVEY.PHILLIP.GEORGE.12461	DOD ID CA-42	1269EC
DEPEKWATE.POLYCARPE.1386186185	DOD ID CA-34	0ACC02

Certificate information

OK

Cancel

est and the claim for

time for reviewing  
f information. Send  
vices, at whs.mcalex.  
erson shall be subject

dbsign  
Data Security Suite  
<http://www.gradholt.com>

DTS

Browser Support

Accessibility

Privacy Policy & Security Notice



- Select the correct CAC Card certificate and click "OK"





# Logging Into DTS

[ew/Article/510689/dnra-us-000/](#)

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

OMB CONTROL NUMBER: 0704-AAEF

OMB EXPIRATION DATE: XX/XX/XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-AAEF, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mcalex.esd.mbx.dd-dod-information-collec law, no person shall be subject to any penalty for failing to comply

Windows Security

### Smart Card

Please enter your PIN.

[Click here for more information](#)

OK

Cancel

ut DTS

Privacy Policy & Security

## DEFENSE TRAVEL SYSTEM

- Enter your CAC Card PIN and click "OK"





# Logging Into DTS



- You are logged in and can start creating/reviewing DTS authorizations and vouchers
- Go to the next slide for additional instructions.



# LCD DTS Process

---

---



Go back to the main ED Tech Folder on TEAM DRIVE to access step by step instructions on the following DTS actions:

- How to create a DTS Authorization
- How to create a DTS Voucher
- How to create a DTS Local Voucher

Go to the next slide for additional DTS training resources



# Additional DTS



## Training

ADDITIONAL RESOURCES	PURPOSE	WEBSITE – PHONE – LINK
Defense Travel System (DTS)	DTS Access	<a href="https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/">https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/</a>
Travel Explore (TRAX)	DTS Training Website	<a href="https://www.defensetravel.dod.mil/Passport">https://www.defensetravel.dod.mil/Passport</a>
GSA City Pair	Cost Estimate for TAD/TDY Flight	<a href="https://cpsearch.fas.gsa.gov/cpsearch/search.do">https://cpsearch.fas.gsa.gov/cpsearch/search.do</a>
Joint Travel Regulations Manual (JTR) <i>Updated 1 Sept 2018</i>	Statutory Regulations Governing Travel of DoD Personnel	<a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>
USNA Travel Office  (DD Form 577 appointment as NDEA)	Contact for DTS Account Access/Activation/Deactivation  All questions or issues with Government Travel Charge Cards (GTCC) , personal credit card use, or any travel questions should be directed to USNA Travel Office	<a href="https://www.usna.edu/Comptroller/Travel/index.php">https://www.usna.edu/Comptroller/Travel/index.php</a>  Email: <a href="mailto:travel@usna.edu">travel@usna.edu</a>  Phone: 410-293-1642
CWTSATO Travel & Navy Worldwide Helpdesk (24 hours a day)	To check/Inquire About Travel Reservations Submitted via DTS (Flights, Rental Car, Lodging, Etc...)	<a href="https://www.cwtsatotravel.com/home.aspx">https://www.cwtsatotravel.com/home.aspx</a> Phone: 1-800-827-7777 SATO <b>After Hours: Navy Worldwide Helpdesk</b> Phone: 1-800-359-9999 (from US) 1-210-877-3255 (from OCONUS call collect)



# Important Links



ADDITIONAL RESOURCES	PURPOSE	WEBSITE – PHONE – LINK
Conference Approval Package (Brief sheet)	Allows Dean, Associate Dean, Division Head, Fund Manager, Department Chair to authorize spending of Direct Funds	<a href="https://docs.google.com/spreadsheets/d/1bHDtiihmu6IQxmzYwNQdYpryLXmXaSo7vvV-w7J0pvc/edit#gid=380881789">https://docs.google.com/spreadsheets/d/1bHDtiihmu6IQxmzYwNQdYpryLXmXaSo7vvV-w7J0pvc/edit#gid=380881789</a>
AcDean Travel Submission (Scratchpad)	Enter traveler details for Dean approval of government appropriated and gift funds	<a href="https://docs.google.com/spreadsheets/d/1rB2m8_o25ZpprTvRy88nfUg_j_tJCBVZhtTwliGEY8k/edit#gid=116506714">https://docs.google.com/spreadsheets/d/1rB2m8_o25ZpprTvRy88nfUg_j_tJCBVZhtTwliGEY8k/edit#gid=116506714</a>
AcDean Travel Requests (Spreadsheet) <b>Where you find Scratchpad approvals for travelers to upload in DTS</b>	Working spreadsheet prioritizes all travel requests on the yard via Deanery Official Scratchpad Approval	<a href="https://docs.google.com/spreadsheets/d/1xoMJpS-8ABY9wopk5MbrmFIPEeawkMXxD3n4ev2EfJg/edit?ts=595fa8c7#gid=147520252">https://docs.google.com/spreadsheets/d/1xoMJpS-8ABY9wopk5MbrmFIPEeawkMXxD3n4ev2EfJg/edit?ts=595fa8c7#gid=147520252</a>
AcDean Approved Conferences <b>Where you will go to find approved brief sheets submitted</b>	Provides Dean authorized justification to be uploaded by travelers in DTS substantiating documents once approvals are sent by Ed Tech	<a href="https://drive.google.com/drive/folders/0APT0teU4V12kUk9PVA">https://drive.google.com/drive/folders/0APT0teU4V12kUk9PVA</a>
A-TEN site (Dean Nardi's Summer Labor Report)	This is a limited-distribution site, used to keep everyone on the same page with respect to various aspects of operations within the cost center	ATEN Site: <a href="https://sites.google.com/usna.edu/a-ten/">https://sites.google.com/usna.edu/a-ten/</a>  Summer Labor Reports: <a href="https://sites.google.com/usna.edu/a-ten/home/summer-labor">https://sites.google.com/usna.edu/a-ten/home/summer-labor</a>





# Defense Travel System (DTS) Guides

---

## **DTS Guide 1: Getting Started**

[https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_1\\_Overview.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf)

## **DTS Guide 2: Authorizations**

[https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_2\\_Authorization.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf)

## **DTS Guide 3: Vouchers**

[https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_3\\_Voucher.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf)

## **DTS Guide 4: Local Vouchers**

[https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_4\\_Local\\_Voucher.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf)

## **Desktop Guide for Authorizing Officials (AO) Chairs and Associate Chair Guidance**

[https://www.defensetravel.dod.mil/Docs/Training/AO\\_CO\\_Guide.pdf](https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf)



# Travel Central Billed Account (CBA) SELECTION INFORMATION FOR DTS DOCUMENT PREPARATION AND PROCESSING

---

---

**\*\*\*THIS IS A FRIENDLY NDEA REMINDER\*\*\***

When preparing DTS travel authorizations for travelers who use the USNA CBA Charge Card Accounts (Midshipmen, Faculty, Staff, and Invitational Travelers) please ensure the correct CBA account is selected as follows:

**All MIDN travelers, regardless of the Department funding the trip or program traveling for MUST use the MIDN CBA account ending in x0458.**

**All Faculty, Staff, and Invitational Travelers MUST use the CBA account ending in x9898.**

If you have the option to select a CBA account, you should make your selection based on the information above. If you ***do not have the option***, your organization should be configured correctly in DTS and no further action is necessary as it defaults to the correct CBA account. **ALL MIDN are listed under the DTS CMDT Organization in DTS. If you do NOT have the ability to select the MIDN CBA account ending in x0458**, please email [travel@usna.edu](mailto:travel@usna.edu) immediately with subject line: CBA ACCOUNT MIDN. Do not proceed with creating the document.

**You can also verify you have selected the correct CBA card by reviewing the "Form of Payment" information on the itinerary and/or invoice which shows the last four digits of the card used.**

**If you select the incorrect CBA account the RO or AO MUST return the document to the originator for correction.**