

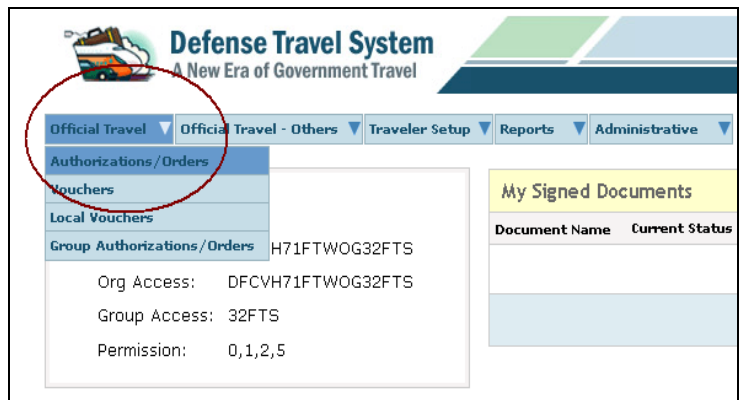
Creating An Authorization

Getting Started

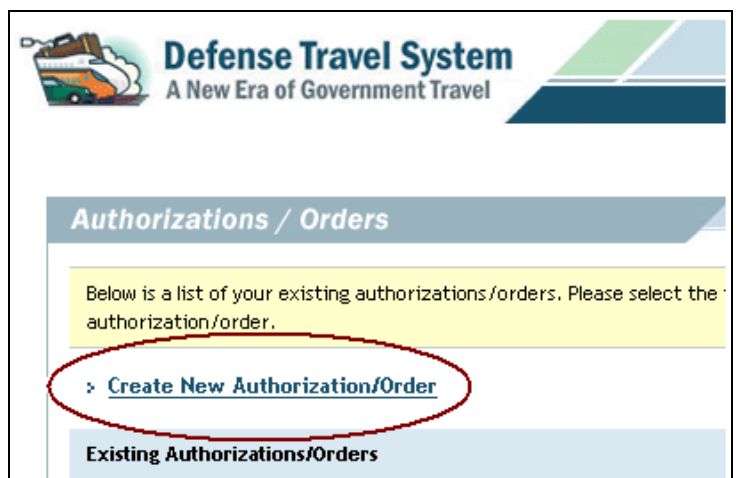
- Click the [Log In](#) block on the DTS homepage (Vance homepage has a link to DTS)
- Scroll to the bottom of the next page and click [Accept](#).
- Enter your PIN and click [OK](#).



- From the pull-down at the top of the page, click on [Official Travel](#), then [Authorizations/Orders](#)



- Select [Create New Authorization/Order](#)



Creating An Authorization

Trip Overview Page

I Am Leaving From

- *Starting Point - Select Duty Station
- *Departing on - Select from calendar view
- *Trip Type – Select **AA-Routine TDY/TAD**
- *Trip Purpose – Select applicable category (**Training Attendance** for XC)

A I am Leaving From - (Select From List or Enter Below):

*Starting Point: * OK Search

*Departing On: (mm/dd/yyyy)

*Trip Type: Select

*Trip Purpose: Select

Starting Locations in Profile:

RESIDENCE

DUTY STATION

MY TDY/TAD Location is

- *Arriving On/*Departing On
Enter dates you will be arriving/departing the field in which you will be remaining overnight. (DTS doesn't care where you stop for gas; only where you RON)
- *Location 1 - Click **Search Location** and type the location of the city or AFB where you will RON. Hit enter.
 - Click **Select & Close**
 - If you can not find the location you are looking for, Click **TDY/TAD Location Lookup**, then:
 - A) Select state
 - B) Select location
 - C) NOTE: To view all locations or Per Diem rates for the selected location, select one of the links under Location Details. Click on **Save Location and Return**.

B My TDY/TAD Location is - (Where I Will be Working):

*Location 1: Use Location Tools at Right

*Arriving On: (mm/dd/yyyy)

*Departing On: (mm/dd/yyyy)

Location Tools:

Search Location - OR -

TDY/TAD Location Lookup

Creating An Authorization

I Am Returning To

- *Ending Point – Select Duty Station
- *Returning on - Select from calendar view
- *Trip Duration- Select the appropriate option (usually multi-day for XC)

C I am Returning To:

*Ending Point: *

*Returning On: 02/19/2005 (mm/dd/yyyy)

*Trip Duration: ☐ 12 Hours or Less ☐ >12 - 24 Hours - With Lodging
☐ >12 - 24 Hours - No Lodging ☒ Multi-Day

Return Locations in Profile:
RESIDENCE
DUTY STATION

Where Would You Like To Go Next?

- Don't select anything here. Skip Section D and click on **Save & Proceed**.
- The Preview Trip page will come up next. Use the "Comments to the Approving Official" block for any additional comments you may have (ex: staying with family Fri. night, confirmatory, splitting room cost, etc.)

D Where would you like to go next? - (Click One):

☐ Air Travel ☐ Lodging ☐ Car Rental ☒ Preview Screen

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Pre-Audit.

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

Overall Starting Point Time Zone: CST (07)

Itinerary: Leave From: VANCE AFB, OK
Leave: 18-Feb-05

Comments to the Approving Official:

- Select **Additional Options** from upper menu, then **Per Diem Entitlements**

Logged In As: Document Name: Screen ID: 1022.1

Traveler Name: Document Type: Authorization

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

Profile **Per Diem Entitlements** Partial Payments Advances

Per Diem Rates are subject to change on the 1st through the 7th of each month. Rates can be verified via the Rates Lookup under Traveler Setup on the Welcome Page.

Per Diem Entitlements

- Click **edit** for each day and add the actual lodging cost
- Make sure to click **Save these Entitlements** at bottom of page

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
02/18/05	RANDOLPH AFB, TX	Edit	Reset	0.00	0.00 GOVCC	35.25 PERSONAL	93 / 47	QTRS				AVAIL
02/19/05	RANDOLPH AFB, TX	Edit	Reset	0.00	0.00 GOVCC	35.25 PERSONAL	93 / 47	NONE				

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

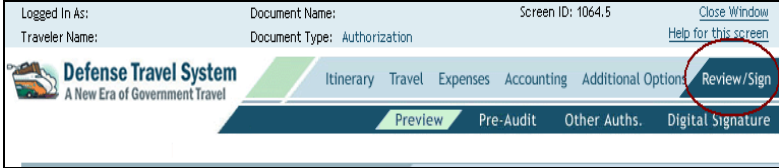
Per Diem Rate: 93 / 47

Lodging: \$0.00 [view / edit expense details](#)

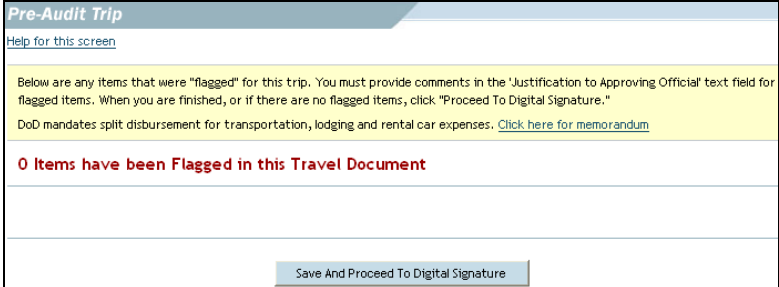
M & IE: \$35.25 [view / edit expense details](#)

Creating An Authorization

- Select **Review/Sign** on upper menu bar
- Since this is your last chance to review before signing, ensure all dates, locations, and lodging amounts are correct.
- Click on **Save and Proceed to PreAudit** at bottom



- Any item flagged should have a comment explaining it
- Sometimes a flag appears indicating no accounting code, to fix this:
 - Select **Accounting** on upper menu bar, then under **Accounting Label**, select “**03 32 FTS STU**” for students and “**03 32 FTS**” for IPs
- Click **Save And Proceed To Digital Signature** at the bottom of the page



- Ensure “signed” appears on Digital Signature page
- Click **Submit Completed Document**

