

# Defense Travel System (DTS) Instructions for Army Management Staff College Students

You can find additional information  
about creating an Authorization in DTS at

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

Note: with DTS continuously making improvements, some images in these instructions may not be what you see in DTS



# Defense Travel System

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?](#)

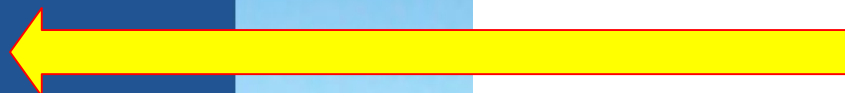
## Defense Travel System (DTS) Instructions for Army Management Staff College Students

This is a general set of instructions and due to continuous updates in DTS, these instructions may not reflect everything that you see when creating your travel authorization.

<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>

Ensure that your profile is correct and up to date to include your credit card information.

SELECT THE  
**LOGIN**  
BUTTON &  
ACCEPT





Authorizations

Vouchers

Local Vouchers

Group Authorizations

## — Authorizations —

These are authorization documents for your upcoming trips.

Show inactive documents

 Create New Authorization 

 Routine TDY Trip

 Voucher

 Local Voucher

 Group Authorization

SELECT  
CREATE NEW  
AUTHORIZATION –  
ROUTINE TDY TRIP



# Complete Trip Overview

## A. My TDY Locations \*

**Arriving:** date you will be leaving TO Fort Leavenworth

**Departing:** date you will be leaving FROM Fort Leavenworth

**TDY Location:** Ft. Leavenworth, KS

**Traveling by:** Air (preferred mode)

Other modes of transportation may require a Constructive Travel Worksheet uploaded in to Substantiating Documents

**Time of Day:** Your choice

**Rental Car:** ACCMA does not fund Rental Cars, if your command is funding a rental car, make sure the funding Line of Accounting is available otherwise the rental car will be removed from the authorization.

## B. My Trip Overview\*

**Leaving On:** date you will be leaving TO Fort Leavenworth

**Returning On:** date you will return FROM Fort Leavenworth

**Trip Duration:** Multi-Day

**Leaving From:** My Residence (usually)

**Returning To:** My Residence (usually)

**Returning by:** Air (or whatever mode you choose)

**Time of Day:** AFTERNOON or EVENING (for CONUS) Flight should be at 1400 or later

## C. My Trip Details

**Type\*** AA-ROUTINE TDY/TAD

**Purpose\*** TRAINING ATTENDANCE

**Description:** Name of Course attending (BASIC, INTERMEDIATE, ADVANCED OR CESL), along with course DATES.

The screenshot shows the 'Create Itinerary' form with several fields. A red circle highlights the 'Rental Car?' dropdown menu, which is currently set to 'No'. Another red circle highlights the 'Time of Day' dropdown menu, which is currently set to 'Morning'. A yellow arrow points to the 'Continue' button at the bottom right of the form.

**Create Itinerary**

**YOUR TDY LOCATION(S)**

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

**TRIP OVERVIEW**

Leaving On	Returning On
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>

**Leaving From**

- My Residence
- My Duty Station
- City or Zip

**Returning To**

- My Residence
- My Duty Station
- City or Zip

**Trip Duration**

**Returning By**

**Time of Day**

**YOUR TRIP DETAILS**

**Type**

**Purpose**

**Description (optional)**

**Conference/Event Name**

- Not attending a conference
- 

**Continue**

CHOOSE CONTINUE

Enter Your TSA Info for this Trip  
& Continue to Booking

## Air Travel

Confirm airports are correct and choose your flights. Select your flights. Please look through the GSA City Pair/Contracted flights before going to the Other Gov't Airfare as this will need justification in the pre-audits.

Students will be required to fly out of alternate locations if a less expensive City Pair rate with a savings of \$100 or more is available within 100 miles.

**\*Nonrefundable Restricted Flights are not authorized. If a Restricted flight is selected your authorization will not be processed.**

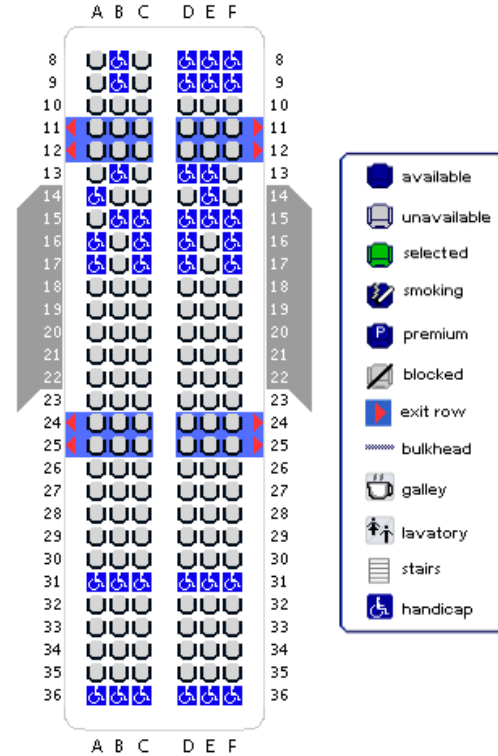
The screenshot shows the Defense Travel System interface. At the top, there is a header with the system logo, "Defense Travel System", and user information: "Logged In As: [redacted]", "Traveler Name: [redacted]", "Document Type: Authorization", and "Help ?". Below the header is a navigation bar with tabs: "Return to Doc List", "Itinerary", "Reservations" (highlighted), "Expenses", "Accounting", "Additional Options", and "Review/Sign". The main content area is titled "Flight Step 1 of 3: Select a Flight". On the left, there is a sidebar with a "COLLAPSE" button and sections for "DOC INFO" (Doc Name: CCSANANTONIOT061718\_A01, Traveler: CARRIE CRIQUI) and "ITINERARY" (Create Itinerary). The main form has a "Trip Summary" link and a "Skip this flight booking" link. The form fields include "DEPARTING FROM" (SAT - SAN ANTONIO, with a dropdown menu showing "MCI - KANSAS CITY, MO (USA) (INT'L. APT)"), "DEPARTING ON" (06/17/2018, Morning), and a "Search" button. There are also checkboxes for "Include nearby airports". A yellow arrow points to the "Search" button.

Select Search Flights –  
Selecting GSA Contracted outgoing and returning flights before going to the Other Gov't Airfare as this will need justification in the pre-audits.

Select your seat from those available.

**Seat Selector**

Flight: AA 315 SAT -> DFW 07/19/2015 14:30



Select

[Book Flight](#)

**RETURN FLIGHT:**

CONUS must depart the last day of class on or about 1400. OCONUS may choose to depart Saturday to avoid night time layovers.

If a specific seat can not be selected, please choose which type of seat you prefer:

Seat Selection:  Seat Number:

Advance seat selections are not guaranteed and are subject to change by the airline(s).

Rental Car:

**IF** your Command is Authorizing/Funding a Rental Car This is where you would reserve the Rental Car.

**ACCMA DOES NOT FUND RENTAL CAR.**

Select and Book Car

☰ **COLLAPSE**

📄 **DOC INFO** ▾

Doc Name:  
CCSANANTONIOT061118\_A01

Traveler:

📖 **ITINERARY** ▾

- ✔ Create Itinerary

📁 **TRANSPORTATION TO TDY** ▾

- ✔ TSA Info
- ✔ Flight: MCI - SAT
- ✔ Flight: SAT - MCI

📍 **RESERVATIONS: SAN ANTONIO, TX** ▾

- 🚗 Rental Car
- 🛏 Lodging

← Trip Summary [Skip this rental car booking](#) →



## Rental Car Step 1 of 2: Select a Rental Car

<b>PICK-UP LOCATION</b>	<b>PICK-UP</b>	<b>DROP-OFF</b>
SAT - San Antonio International Apt, TX (USA)	📅 06/11/2018 @ 10:30 AM ▾	📅 06/13/2018 @ 04:00 AM ▾

[Advanced Options](#) ^

SAT - San Antonio International Apt, TX (USA) Sort by

**RECOMMENDED**

 Compact <a href="#">Features</a> ▾	 <b>FOX RAC</b>	<b>PICK-UP</b>	Government Rate ⓘ <a href="#">Cost Details</a> ▾	<b>ESTIMATED COST</b>
		10:30 AM - On airport (SAT)		<b>\$93.97</b> <small>includes taxes and fees</small>
		<b>DROP-OFF</b>		
		04:00 AM - On airport (SAT)		

COLLAPSE

DOC INFO

Doc Name:  
CCSANANTONIOT061718\_A01

Traveler:

ITINERARY

Create Itinerary

TRANSPORTATION TO TDY

TSA Info

← Trip Summary

Skip this lodging booking →

### Lodging Step 1 of 3: Select Your Lodging

SEARCH BY	TDY LOCATION	CHECK IN	CHECK OUT
TDY Location	SAN ANTONIO, TX	06/17/2018	06/20/2018

Advanced Options

DOD LODGING GROUP ID	# OF ADULTS	# OF CHILDREN
<input type="text"/>	1	0

Search

**DO NOT SELECT ANY LODGING**

Although you will not be making your lodging arrangements, the system will still ask you to select lodging.

\*\*\*ACCMA has already secured your lodging and this information will come to you via email approximately 2-3 weeks prior to the course start date.

Choose

Skip this Lodging Booking

Review your Reservation Selections and select

Continue to Expenses



## EXPENSES PAGE EXAMPLE

# Enter Travel Expenses

### ^ Uploads

 Fax Cover Sheet

Drag and drop or [browse](#) for a new document

### ^ Reservation Expenses

Sort by

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

### ^ Other Expenses

Sort by

[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

### ^ Substantiating Documents

Sort by

[+ Add Document](#)

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

## EXPENSE SUMMARY

Total Reservation Expenses










Total Other Expenses

Total Expenses




[Return To List](#)

Current Date: 08-30-2017

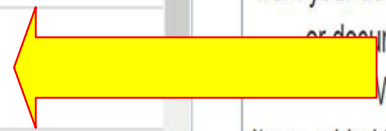
Reservation Expenses				
Expense Name	Date	Cost	Document	Actions
 Southwest Airlines (Flight 4447 - MCI to SAN)	09/17/20	\$217.3	 	
 ACE (SAN - San Diego International, CA (USA))	09/17/20	\$398.1	 	
 United Airlines (Flight 306 - SAN to DEN)	09/30/20	\$221.8	 	
		<b>Total:</b>	<b>\$837.</b>	

**Trip Workbook**

[Fax Cover Sheet](#)

Click  or drag and drop a file from your desktop to add a receipt or document to your Trip Workbook.

Items added to your Trip Workbook can be attached to an expense or substantiating document by drag and drop.



If you have a rental car Authorized by your Command you will click on the document and Add the Rental Car Agreement Form provided by ACCMA with signatures and Your Line of Accounting here.

Ensure the Rental Car Agreement Form is uploaded to **Substantiating Documents**.

## Possible Other Expenses

Click on the + sign to Add Expenses

1. Taxi to and from airport

2. Baggage Fees is under other Expense (do not select "Excess Baggage")

You are authorized reimbursement on two bags and must be within airline regulations for standard bag rate. **EXCESS BAGGAGE OR OVERSIZED/ OVERWEIGHT CHARGES WILL NOT BE REIMBURSED by ACCMA.**

**PLEASE NOTE THAT ACCMA DOES NOT FUND TERMINAL PARKING AS IT IS USUALLY LESS EXPENSIVE TO TAKE A TAXI/SHUTTLE TO THE AIRPORT.**

THREE QUOTES FROM TAXI/SHUTTLE COMPANIES MUST BE PROVIDED IN SUBSTANTIATING DOCUMENTS THAT PROVE OTHERWISE

Other possible expenses Tolls (highway, bridge, etc.), Tickets if **Personally Procured**, **Rental Car fuel** (if authorized by your Command).

## Enter Travel Expenses

### Uploads

 Fax Cover Sheet

Drag and drop or [browse](#) for a new document

### Reservation Expenses

Sort by

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

### Other Expenses

Sort by

[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

### Substantiating Documents

Sort by

[+ Add Document](#)

Substantiating documents are additional documentation relevant to my trip which may include constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

### EXPENSE SUMMARY

Total Reservation Expenses

Total Other Expenses

Total Expenses

## Enter Travel Expenses

### Uploads

 Fax Cover Sheet

Drag and drop or [browse](#) for a new document

### Reservation Expenses

Sort by

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

### Other Expenses

Sort by

[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

### Substantiating Documents

Sort by

[+ Add Document](#)

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

## EXPENSE SUMMARY

Total Reservation Expenses   Total Other Expenses   Total Expenses

To add mileage expenses Click on Other Expenses the Add Expense drop down will appear, select the expense Type, Mileage Expense Then choose mileage type (ex. Pvt Auto Terminal) (This is for someone taking you to the airport and returning to home. Put in date and number of miles, this will automatically total.

Then click the Add Expense

### Add New Expense

Expense Type \*

- International Travel Expenses
- Lodging Expenses
- Mileage Expenses
- Other Expenses
- Ticketed Expenses
- Transportation Expenses

Cancel

[+ Add Expense](#)

## POV

Authorized mode of transportation is air travel.  
IF YOU CHOOSE TO DRIVE YOUR POV.

A Constructive Travel Worksheet (CTW) is required for POV travel 400 miles or further each way. When creating your CTW, please make sure to use the least expensive airport within 100 miles with City Pair rates. The CTW can be found on Other Auths and Pre Audits page of your travel orders.

### ENSURE you Upload the CTW worksheet in to Substantiating Documents

Reimbursement for travel by other than the authorized transportation mode – AIR Travel and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. No other costs are added to the computation.

## CTW

THE TRAVELER IS PAID WHICHEVER (ACTUAL OR CONSTRUCTED) IS LESS. If the airfare is less than the mileage, you will add the Expense Name as - CTW ((your airport code) -to- MCI) and the amount of the city pair reimbursement rate.

### ENSURE you Upload the CTW worksheet in to Substantiating Documents

To compare rates use GSA Airline City Pair website - <https://cpsearch.fas.gsa.gov/>

Save your Expenses

### Add New Expense

POV

Expense Type \*  
Private Auto - To/From TDY

This expense may require a [Constructed Travel Worksheet](#) to be submitted with this document.

Expense Date \*  
12/22/2019

Start Location \*  
75398 Dallas, TX, Dallas

End Location \*  
66027 Fort Leavenworth, KS, Leavenw

Miles \*  
516 X \$0.58 = \$ 299.28

Method of Reimbursement \*

Cancel + Add Expense

### Expense Details

CTW

Expense Type \*  
Other - Create Your Own

Expense Name \*  
CTW AEX-MCI

Expense Date \*  
11/17/2019

Expense Amount \*  
\$ 482.17

Method of Reimbursement \*  
Personal

Close

## LEAVE IN CONJUNCTION WITH TDY:

When Leave in Conjunction is not at the TDY location or authorized layover location, the traveler must make their airfare arrangements outside of DTS/CTO. Government fares cannot be used to fly to/from a leave location not at the TDY location.

The traveler's authorization must indicate a Personally Procured Ticket with Comments to the Approving Official annotating the one way Government fare and that the traveler is reimbursed either the Government fare (GSA Airline City Pair website - <https://cpsearch.fas.gsa.gov/>) or full amount of Personally Procured ticket whichever is the **lesser**.


A copy of the Personally Procured airfare receipt and the Government fare must be attached to your authorization under Substantiating Documents submission to validate which is cheaper to the Government. **DO NOT use your government travel charge card for personally procured ticket.**

**Your personally procured airfare amount will be added under Expenses – Other Expenses select +Add Expense – Select – Other Expenses - Other Create Own – add Personally Procured Ticket (ensure you select personal for method of reimbursement) + Add Expense**

Add New Expense ✕

Expense Type \*  
Other - Create Your Own ▾

Expense Name \*  
PERSONALLY PROCURED TICKET ✕

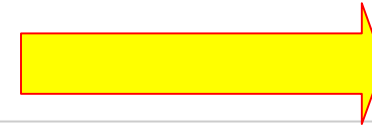
Expense Date \*  
 01/17/2020

Expense Amount \*  
\$ 1000  
[Currency Converter](#)

Method of Reimbursement \*  
Personal ▾

Cancel + Add Expense

## Per Diem



[Go to Per Diem](#) →

TOTAL LODGING COST

\$0.00


TOTAL LODGING ALLOWED

\$0.00



TOTAL M&IE ALLOWED

\$487.50

You are now ready to adjust lodging amounts.

Lodging will need to be zeroed out. To do this, Select  to edit.

TDY: FT. LEAVENWORTH, KS (7 days)

 TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#) .

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 11/16/2019 <span>First Day</span>	\$0.00	\$0.00	\$49.50 
> 11/17/2019 - 11/22/2019	\$0.00	\$0.00	\$0.00 



## Adjust Per Diem Amounts



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

### Adjustment Date Range \*

Adjust dates



### Sep 2018

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

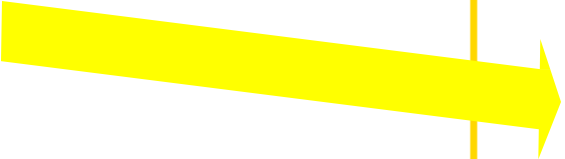
### Oct 2018

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Hide Options v



Change lodging cost to \$0.00



LODGING COST (Locality rate: \$93.00)

[Currency Converter](#)

M&IE COST (Locality rate: \$51.00)

\$38.25

[Currency Converter](#)

Save Adjustments

Select Continue

[Cancel](#)

[Save Adjustments](#)



# Accounting

Select +Add LOA then Cross Org LOA

Search your specific course LOA

Intermediate Course – 23 AMSC IC

Advanced Course – 23 AMSC AC

Continuing Education for Senior Leaders – 23 AMSC CSL

If the LOA is not available, please contact the ACCMA DTS Help Desk to have the LOA reloaded.

[usarmy.belvoir.chra-accma.mbx.ces-dts@army.mil](mailto:usarmy.belvoir.chra-accma.mbx.ces-dts@army.mil)

Ensure you add the Line of Accounting (LOA) if organization is funding RENTAL CAR

# Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

## ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to all

## Lines of Accounting (LOA)

+ Add LOA

**i** No Lines of Accounting (LOA) have been added.

Search



From DA570CAC



Shared LOA



Cross Org LOA



## ACCOUNTING SUMMARY

## **Review Profile and trip authorization.**

In Pre-Audit, flagged items will vary. Justification **MUST** be provided for all of them or DTS will not allow you to submit the travel order.

Then choose Save and Proceed to Pre-Audits.

***Lodging Not Used and Available - Privatized Lodging Not Used*** are two items that may be flagged.

Select + Add Reason Code - Check **L8 – Contract Lodging** – Add Justification – “Contracted Lodging” - Save

Scroll to the bottom of page and choose Continue

Before digitally signing, make sure the Routing List reads

**LEAV-CES**

If not, look in the drop down box as it should be at top of list (might have to scroll up). If you need assistance with the routing not being visible contact the ACCMA DTS Help Desk (Mailbox is below)

[usarmy.belvoir.chra-accma.mbx.ces-dts@army.mil](mailto:usarmy.belvoir.chra-accma.mbx.ces-dts@army.mil)

**SELECT SUBMIT COMPLETED DOCUMENT**

ACCMA funds the TDY so we must be the ones to approve your travel orders. If your organization approves your travel orders with OUR LOA, they may be held responsible for funding your TDY.



Approximately 3 days prior TO YOUR DEPARTURE DATE (72 hours, from your duty location), confirm with your CTO/SATO that you have been ticketed.

This allows for time to make necessary corrections for ticketing.

FAILURE TO CONFIRM YOUR TICKETS PRIOR TO ARRIVING AT THE AIRPORT MAY RESULT IN HIGHER TICKET PRICES THAT MAY NOT BE REIMBURSED WITHOUT AUTHORIZATION FROM THE APPROVING OFFICIAL. REMEMBER THE APPROVING OFFICIAL IS ACCMA.