

Approving/Reviewing Authorizations



Logistics Solutions for the Warfighter



AO/RO Authorization Processing

Defense Travel System - DTS - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address: <https://dtsproweb.defensetravel.osd.mil/vl/site/index.jsp>

Logged In As: [redacted] [Help for this screen](#)

Defense Travel System
A New Era of Government Travel Logoff

Official Travel | Official Travel - Others | Traveler Setup | Reports | Administrative

Welcome

Organization: DM3F921C229001COMP
Org Access: DM3F
Group Access: 3RD MLG
Permission: 0,1,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter the corrected expense.

Log in to DTS and Click Here on documents awaiting your approval



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

> review	AUTH	JMCAMPLESS02309_A01	REVIEWED		10/23/09		\$1,479.25	\$1,479.25	\$0.00	\$1,180.40
> review	AUTH	EANORFOLKNAVA112909_V01	REVIEWED		11/29/09		\$2,998.70	\$2,998.70	\$0.00	\$0.00
> review	AUTH	FHBANGKOKTHA122809_A01	REVIEWED		12/28/09		\$21,233.90	\$21,233.90	\$0.00	\$0.00
> review	AUTH	CRBANGKOKTHA122809_A01					81.10	\$0.00	\$0.00	
> review	VCH	RANORFOLKVA080109_V02					94.84	\$0.00	\$2,296.12	
> review	VCH	JGSEOUKOR090609_V01					19.68	\$0.00	\$0.00	
> review	VCH	MNDULLESINTER091209_V01					41.57	\$0.00	\$0.00	
> review	VCH	JFLAGUARDIAAI091609_V01					6.00	\$0.00	\$708.80	
> review	VCH	AAOTHERPHI092309_V01					0.95	\$0.00	\$132.20	
> review	VCH	RBOTHERPHI092309_V02					0.95	\$0.00	\$132.20	
> review	VCH	TEOTHERPHI092309_V03	REVIEWED	0WGH5V	09/23/09		\$403.95	\$403.95	\$0.00	\$0.00
> review	VCH	CHOTHERPHI092309_V02	REVIEWED	0WICKF	09/23/09		\$403.95	\$403.95	\$0.00	\$445.40
> review	VCH	JROOTHERPHI092309_V01	REVIEWED	0WGHUJ	09/23/09		\$520.95	\$520.95	\$0.00	\$132.20
> review	VCH	CUOTHERPHI092309_V01	REVIEWED	0WH560	09/23/09		\$2,065.12	\$2,065.12	\$0.00	\$0.00
> review	VCH	NDJAKARTAINA100309_V01	REVIEWED	0X4RZ0	10/03/09		\$2,672.01	\$2,672.01	\$0.00	\$0.00
> review	VCH	CRBANGKOKTHA101409_V01	REVIEWED	0WOW6J	10/14/09		\$8,129.80	\$8,129.80	\$0.00	\$0.00
> review	VCH	JTCHARLOTTESV110109_V01	REVIEWED	0WYUAY	11/01/09		\$3,437.13	\$3,437.13	\$0.00	\$0.00

Click [review](#) to the left of the traveler needing to be approved.

Done

Internet

start

Inbox - Microsoft Out...

Defense Travel Systa...

Defense Travel Systa...

Microsoft Office Pow...

https://dtsproweb.do...

15:53



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Document List

Route/Sign

Adjustments

Setup

Preview

Other Auths.

Pre-Audit

Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

Substantiating Records

Document History

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

None

Comments from the Travel Agent:

Air Comments: CTO BOOKED PLEASE REVIEW SEGMENTS DATES AND TIMES CTO REBOOKED YOUR OUTBOUND FLIGHT TO UTILIZE GOVERNMENT FARE.

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

By clicking review, DTS takes you to the traveler's **PREVIEW** screen

Done

Internet

start

Inbox - Microsoft Out...

Defense Travel System...

Defense Travel System...

Microsoft Office Pow...

https://dtsproweb.de...

15:57



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: CONFERENCE ATTENDANCE
Trip Description: MARFORCOM TFPDD Sourcing ConferencePNR Locator:BPJCFN

Overall Starting Point Time Zone: JST (17)

Itinerary:
Leave From: Camp Kinder, Okinawa, JPN
Leave: 29-Nov-09

Location 1 - NORFOLK NAVAL AIR STATION,VA Time Zone: EST (06)

Itinerary:
Leave From: NORFOLK NAVAL AIR STATION,VA
TDY/TAD Location: NORFOLK NAVAL AIR STATION,VA
Arrive: 29-Nov-09
Leave: 05-Dec-09

Air Travel: Carrier: ANA Comments to the Travel Agent
Flight: 2158
Fare: \$2,127.20
Airport Passenger facility charge included in ticket price
Tax: \$247.20
Facility Charges: \$4.50
Depart: OKA-Okinawa, Japan
29-Nov-09 12:30PM
Arrive: NRT-Tokyo, Japan (Narita Int'l)
29-Nov-09 07:00AM
Method Of Reimbursement: GOVCC

Done

start | Inbox - Microsoft Out... | Defense Travel Syst... | Defense Travel Syst... | Microsoft Office Pow... | https://dtsproweb.de... | 15:57

Internet

Ensure trip has a valid trip type, trip purpose, and trip description.

If traveler has flight booked, and is GTCC holder, ensure method of reimbursement is GTCC (Individual billed account).



AO/RO Authorization Processing

<https://dtsproweb.defensetravel.osd.mil> - Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Document List Route/Sign Adjustments Setup

Preview Other Auths. Pre-Audit Digital Signature

Amendment Preview Screen Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

Substantiating Report

Reference Information

Reference:

Document Comments

Comments to the Approving Official: CTO Generation needed to amend

Comments from the Travel Agent: Air Comments: MUST HAVE A BUDGET DENIED BOARDING PERMIT FOR IBA. ***18SEP09/1515 DECLINED. ***21 YOU MUST OBTAIN A GOVCC WWW.VIRTUAL

Done, but with errors on page.

start Hensen Qtr 1 BEA... AO,RO Authoriza... AO, RO Voucher Defense Travel S... Defense Travel S... https://dtsproweb... 14:47

To check if traveler is a GOVCC holder, click on Adjustments.

Always check CTO's comments before travel. If the traveler is a GOVCC holder and has selected CBA vice the DoD mandated use of IBA, CTO will have comments to the traveler instructing them they "must change method of payment to IBA or the flight will not be ticketed, or their IBA has been declined and must contact APC to activate GOVCC



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: ... Document Name: CUOTHEPFI092309_V01-01 Screen ID: 1003.1 [Close Window](#)
Traveler Name: ... Document Type: Voucher [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by **) may be further adjusted or routed. All other document versions are only "VIEW".

[Print All](#) [Print Current and Approved Versions](#) [Print Document History](#)

View/Edit	Print	Type	Level	D	Adjustor
> view/edit	> print	AMENDMENT	9	11/19/09	
> view	> print	ADJUSTMENT	8	11/19/09	
> view	> print	ADJUSTMENT	7	11/19/09	
> view	> print	ADJUSTMENT	6	11/19/09	2323
> view	> print	ADJUSTMENT	5	11/19/09	2202
> view	> print	ADJUSTMENT	4	11/19/09	2137
> view	> print	ADJUSTMENT	3	11/19/09	2004
> view	> print	ADJUSTMENT	2	11/18/09	2022
> view	> print	ORIGINAL	1	11/17/09	1845

[Return to Document List](#)

Click on view/edit

Done Internet

start Hensen Qtr 1 BEA ... AO,RO Authorization AO,RO Voucher Defense Travel Sy... Defense Travel Sy... https://dtsproweb... 14:53



AO/RO Authorization Processing

A screenshot of a Microsoft Internet Explorer browser window displaying the Defense Travel System. The address bar shows the URL "https://dtsproweb.defensetravel.osd.mil". The page header includes "Logged In As:", "Document Name: CUOTHERPH1092309_V01-01", and "Screen ID: 1008.1". The main content area features a "View-Only" dialog box with the following text: "Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document." Below this text is a checkbox labeled "Open Document VIEW-ONLY:" which is checked. At the bottom of the dialog box are two buttons: "OK" and "Cancel". A red arrow points from a text box to the "OK" button. The Windows taskbar at the bottom shows several open applications, including "Hensen Qtr 1 BEA...", "AO,RO Authorization", "AO, RO Voucher", "Defense Travel Sy...", and "Defense Travel Sy...". The system clock in the bottom right corner shows "14:57".

Click "OK" to continue



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

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

Preview Other Auths. Pre-Audit Digital Signature

Amendment Preview Screen Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to the previous screen.

Other Authorizations:

DoD mandates split disbursement for transportation, lodging and rental car expenses.

Reference Information

Reference:

Document Comments

Comments to the Approving Official: CTO Generation - AMENDMENT Received E-mail detailing that my voucher was rejected and I needed to amend by resubmitting. I don't understand what the problem is.

Comments from the Travel Agent: **Air Comments:** ***17SEP/1130*** PLEASE BE ADVISED ALL US CITIZENS TRAVELING VIA TAIWAN MUST HAVE A BLUE TOURIST PASSPORT WITH AT LEAST SIX MONTHS VALIDITY OR YOU WILL BE DENIED BOARDING. AIR FARE IS USD 1760.00 AS OF NOW, ***18SEP09/1039*** UNABLE TO ISSUE YOUR TICKET DUE TO IBA DECLINED. PLEASE CALL PTO AT 645-5304. THANK YOU. ***18SEP09/1515*** IBA DECLINED. ***18SEP09/1637*** IBA DECLINED. ***21SEP09/0936*** IBA DECLINED. ***21SEP09/1121*** IBA DECLINED. ***21SEP09/1400*** AN E-TICKET HAS BEEN ISSUED. YOU MUST OBTAIN YOUR RECEIPT TO FILE YOUR TRAVEL CLAIM. GO TO WWW.VIRTUALLYTHERE.COM AND RESERVATION CODE IS GXETON. THERE IS NO NEED TO GO TO CTO/PTO FOR A RECEIPT.

Click “Additional Options”

Done Internet

start Hensen Qtr 1 BEA ... AO,RO Authorization AO, RO Voucher Defense Travel Sy... Defense Travel Sy... https://dtsproweb... 15:01



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Profile Payment Totals Partial Payments Advances

My Account Information

> My Profile > My Preferences > My Additional Information > A

Complete the information below

Last Name:
First Name:
SSN:

Accounting Information

Default Accounting Code Label:

EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the user has access to an account at a financial institution that can receive EFT payments.

Account Type	Account Number	Routing Number
CHECKING		
GOVCC		

Enter only one account with a routing number.

Mandatory EFT Payment: Yes No

Review/Sign

If traveler is a GOVCC holder then the GOVCC account number will reflect as shown. Ensure all airfare, rental, and lodging are being paid via GOVCC.

Once GOVCC has been verified click “Review/Sign”

Error on page.

start Hensen Qtr 1 BEA ... AO,RO Authorization AO, RO Voucher Defense Travel Sy... Defense Travel Sy... https://dtsproweb... 15:15



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Air Travel:	
Carrier:	United
Flight:	9712
Depart:	NRT-Tokyo, Japan (Narita Apt) 06-Dec-09 06:15PM
Arrive:	OKA-Okinawa, Japan 06-Dec-09 09:25PM
Method Of Reimbursement:	GOVCC
Confirmation:	DCUA*LMMBXW
Seat Preference:	37C
Ticket:	BPJCFN-CP

Lodging	
Name:	
Cost:	\$0.00 / Night
Check-In:	29-Nov-09 12:00AM
Check-Out:	05-Dec-09 12:00AM
Method Of Reimbursement:	
Total Room & Tax:	\$0.00 / Night excluding additional fees

Overall End Point Time Zone: JST (17)

Itinerary:	
Leave From:	NORFOLK NAVAL AIR STATION, VA
Return Location:	Camp Kinser, Okinawa, JPN
Arrive:	05-Dec-09

Expenses

Done Internet

start | Inbox - Microsoft Out... | Defense Travel System... | Defense Travel System... | Microsoft Office Pow... | https://dtsproweb.de... | 15:58

Once returned to the preview page, **ENSURE A RETURN FLIGHT IS BOOKED** *or* traveler has left description they will be returning via MILAIR.



AO/RO Authorization Processing

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

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:	Start Date	End Date	Total Lodge	Total M&IE
View	11/29/09	12/05/09	\$475.00	\$396.50

Accounting Summary

Actual/Estimate	Accounting Code:	Allowed	Accounting Code:
COM. CARR.-I:	10 G3 MLG TAD View	COM. CARR.-I:	10 G3 MLG TAD View
LOGGING:	\$2,127.20	LOGGING:	\$2,127.20
M&IE:	\$475.00	M&IE:	\$475.00
10 G3 MLG TAD Sub Total:	\$396.50	10 G3 MLG TAD Sub Total:	\$396.50
Calculated Trip Cost:	\$2,998.70	Calculated Trip Cost:	\$2,998.70

Document Totals

Actual/Estimate	Baseline Trip
COM. CARR.-I:	COM. CARR.-I:
LOGGING:	LOGGING:
M&IE:	M&IE:
Calculated Trip Cost:	Calculated Trip Cost:

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

ENSURE A PROPER ACCOUNTING CODE IS SELECTED. If multiple LOAs are selected, ensure funds allocated to each appropriately.

If travelers TAD dates are 46 days or more, ensure partial payment is set up to minimize GOVCC delinquencies.



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Document List Router/Sign Adjustments Setup

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

Substantiating Records Document History

Reference Information

Reference:

Document Comments

Comments to the Approving Official: None

Comments from the Travel Agent: Air Comments: CTO BOOKED PLEASE REVIEW OUTBOUND FLIGHT TO UTILIZE GOVERNMENT

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel arrangements, the traveler must provide a statement in detail otherwise not being used.

Other Trip Information

Done Internet

start

Inbox - Microsoft Out... Defense Travel System... Defense Travel System... Microsoft Office Pow... https://dtsproweb.de... 15:57

Scroll to top of preview page and select Substantiating Records.



AO/RO Authorization Processing

https://dtsproweb.defensetravel.osd.mil/dts/app - Microsoft Internet Explorer provided by NMCI

Receipts

Below is a list of your receipts. Click "view" to view the receipts.

Date	CTW	Notes	View

Return To Trip Preview

After viewing substantiating records, click return to trip preview.

Ensure proper documentation for authorization is **UPLOADED**. Ex: Conference msg, TECOM training msg, exercise/individual augment reporting instructions, funding approval, medical letter with Co Ofc endorsement, constructive travel worksheet, etc.



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Document List Router/Sign Adjustments Setup

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

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

Substantiating Records Document History

Reference Information

Reference:

Document Comments

Comments to the Approving Official: None

Comments from the Travel Agent: **Air Comments:** CTO BOOKED PLEASE REVIEW SEGMENTS DATES AND TIMES CTO REBOOKED YOUR OUTBOUND FLIGHT TO UTILIZE GOVERNMENT FARE.

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Done Internet

start

Inbox - Microsoft Out... Defense Travel System... Defense Travel System... Microsoft Office Pow... https://dtsproweb.de... 15:57

ALWAYS check Document History to verify what action has been taken, i.e. if document has been cancelled, returned, additional comments, etc.



AO/RO Authorization Processing

https://dtsproweb.defensetravel.osd.mil/dts/app - Microsoft Internet Explorer provided by NMCI

Pending Routing Actions

Awaiting Status Change To	By	Level
REVIEWED		15
APPROVED		25
APPROVED		25
APPROVED		25

Document History

Status	Date	Time	Name	Remarks
CREATED	11/17/2009	2103		
SIGNED	11/17/2009	2324		
CTO SUBMIT	11/17/2009	2324		
CTO BOOKED	11/17/2009	2334	CTO	
ADJUSTED	11/17/2009	2334	CTO	Auto generation - no adjust comments entered.

Done

start | Internet | 16:00

Reflects pending routing action, as well as document history that shows remarks from travelers or previous comments from RO/AO.



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

View	11/29/09	12/05/09	\$475.00	\$396.50
----------------------	----------	----------	----------	----------

Accounting Summary

Actual/Estimate	Accounting Code	Allowed	Accounting Code
COM. CARR.-I:	10 G3 MLG TAD	COM. CARR.-I:	10 G3 MLG TAD
LODGING:		LODGING:	
MBJE:		MBJE:	
10 G3 MLG TAD Sub Total:		10 G3 MLG TAD Sub Total:	
Calculated Trip Cost:		Calculated Trip Cost:	

Document Totals

Actual/Estimate	Baseline Trip
COM. CARR.-I:	COM. CARR.-I:
LODGING:	LODGING:
MBJE:	MBJE:
Calculated Trip Cost:	Calculated Trip Cost:

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

[Proceed To Other Auths](#)

Proceed to the following page: [Continue](#)

Done Internet

start | Inbox - Microsoft Out... | Defense Travel System... | Defense Travel System... | Microsoft Office Pow... | https://dtsproweb.de... | 16:03

On trip preview, select view to see the Per Diem and entitlements.



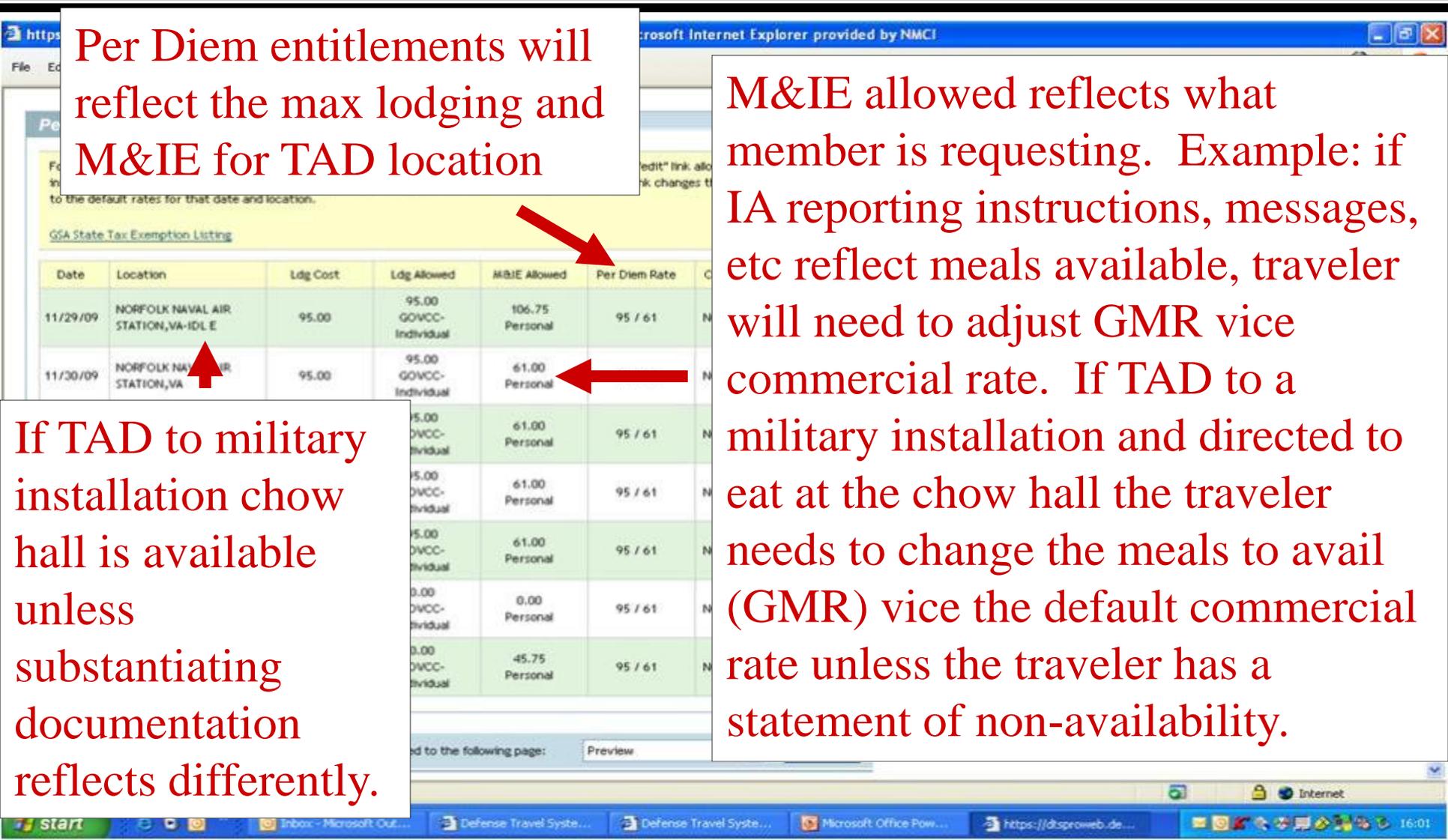
AO/RO Authorization Processing

Per Diem entitlements will reflect the max lodging and M&IE for TAD location

M&IE allowed reflects what member is requesting. Example: if IA reporting instructions, messages, etc reflect meals available, traveler will need to adjust GMR vice commercial rate. If TAD to a military installation and directed to eat at the chow hall the traveler needs to change the meals to avail (GMR) vice the default commercial rate unless the traveler has a statement of non-availability.

Date	Location	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate
11/29/09	NORFOLK NAVAL AIR STATION,VA-IDLE	95.00	95.00 GOVCC-Individual	106.75 Personal	95 / 61
11/30/09	NORFOLK NAVAL AIR STATION,VA	95.00	95.00 GOVCC-Individual	61.00 Personal	

If TAD to military installation chow hall is available unless substantiating documentation reflects differently.





AO/RO Authorization Processing

Date	Location	AO/RO	AO	RO	AO/RO	AO/RO	AO/RO	AO/RO	AO/RO
06/12/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/13/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/14/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/15/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/16/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/17/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/18/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/19/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/20/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/21/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/22/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/23/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/24/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/25/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/26/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/27/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/28/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/29/10	CAMP LE/EUNE USMCB,NC	> Edit	> Reset	\$0.00	\$0.00 Personal	\$46.00 Personal	70 / 46	NONE	
06/30/10	CAMP LE/EUNE USMCB,NC-IDL W	> Edit	> Reset	\$0.00	\$0.00 Personal	\$0.00 Personal	70 / 46	NONE	
07/01/10	IN TRANSIT	> Edit	> Reset	\$0.00	\$0.00 Personal	\$34.50 Personal	70 / 46	NONE	

Click on "Edit" next to the date traveler will be eating at the chow hall or click "Edit All" if traveler is directed to eat at the chow hall everyday.

Reset All

Edit All

Proceed to the following page:

Accounting Codes:

Continue



AO/RO Authorization Processing

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Click on “Quarters Available”

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area (Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range.

- Full Rate
- Elevated
- Available
- Provided
- Unassisted
- Special Rate

- Breakfast
- Lunch
- Dinner

Cost: \$0.00

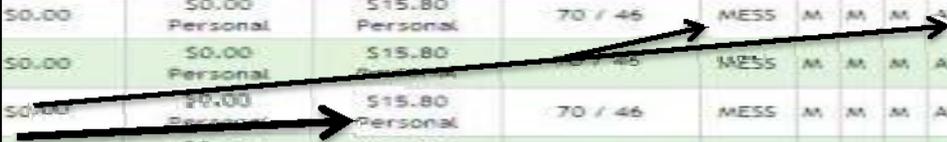
Click on “Available” and then select the meals that are avail “Breakfast, lunch, dinner”.



AO/RO Authorization Processing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
05/04/10	CAMP LEJEUNE USMCB,NC-IDLE	> Edit	> Reset	\$0.00	50.00 Personal	\$80.50 Personal	70 / 46	MESS	M	M	M	AVAIL
05/05/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/06/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/07/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/08/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/09/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/10/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/11/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/12/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/13/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/14/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/15/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/16/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/17/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/18/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/19/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/20/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/21/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/22/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/23/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL
05/24/10	CAMP LEJEUNE USMCB,NC	> Edit	> Reset	\$0.00	50.00 Personal	\$15.80 Personal	70 / 46	MESS	M	M	M	AVAIL

By changing the meals to available the authorization now reflects the GMR vice the commercial rate for M&IE





AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: [] Document Name: EANORFOLKNAVA112909_A01 Screen ID: 1022.1 [Close Window](#)
Traveler Name: [] Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

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

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	View	Reset	Ldg Cost	Ldg Allowed	MBIE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
11/29/09	NORFOLK NAVAL AIR STATION,VA-IDL E	> View	N/A	95.00	95.00 GOVCC-Individual	106.75 Personal	95 / 61	NONE				
11/30/09	NORFOLK NAVAL AIR STATION,VA	> View	N/A	95.00	95.00 GOVCC-Individual	61.00 Personal	95 / 61	NONE				
12/01/09	NORFOLK NAVAL AIR STATION,VA	> View	N/A	95.00	95.00 GOVCC-Individual	61.00 Personal	95 / 61	NONE				
12/02/09	NORFOLK NAVAL AIR STATION,VA	> View	N/A	95.00	95.00 GOVCC-Individual	61.00 Personal	95 / 61	NONE				
12/03/09	NORFOLK NAVAL AIR STATION,VA	> View	N/A	95.00	95.00 GOVCC-Individual	61.00 Personal	95 / 61	NONE				
12/04/09	NORFOLK NAVAL AIR STATION,VA-IDL W	> View	N/A	0.00	0.00 GOVCC-Individual	0.00 Personal	95 / 61	NONE				
12/05/09	NORFOLK NAVAL AIR STATION,VA	> View	N/A	0.00	0.00 GOVCC-Individual	45.75 Personal	95 / 61	NONE				

start | Defense Tra... | Inbox - Micr... | Microsoft Of... | https://dtspr... | I dont care - ... | apocalyptic... | a great song... | 9:25

Click here to get back to the Review/Sign page



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: _____ Document Name: EANORFOLKNAVA112909_A01 Screen ID: 1064.3 [Close Window](#)
Traveler Name: _____ Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

[Print Document](#)

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 any changes to Other Authorizations.

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

Reference Information

Reference:	
------------	--

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	Air Comments: CTO BOOKED PLEASE REVIEW SEGMENTS DATES AND TIMES CTO REBOOKED YOUR OUTBOUND FLIGHT TO UTILIZE GOVERNMENT FARE.

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Done

start | Defense Tra... | Inbox - Mic... | Microsoft Of... | https://dsp... | If it's boring ... | there nothin... | u can do(^... | Internet | 9:38

Click here to go to the Other Authorizations tab



AO/RO Authorization Processing

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#) [Document List](#) [Route/Sign](#) [Adjustments](#) [Setup](#)
[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the "Remarks" boxes provided.

> [Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks
1	ANNUAL LEAVE OR NON-DUTY DAYS	Previously Approved by cmd
2	MANUALLY ENTERED EXPENSE (S)	Reimbursement claimed for manually entered expense(s): State Tax, Transportation tax, Occupancy Tax. Authorizing Official has specifically approved reimbursement for the manually entered expense(s). auth hotel fees

[Save and Proceed to Pre-Audits](#)

If "Other Authorizations" are needed (*i.e. non-compact rental vehicle, excess baggage, etc.*) it needs to be on this page **WITH VALID VERBIAGE** of why it is needed





AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

A New Era of Government Travel

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

Below are any items that were "flagged" for this trip.

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

3 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official -Help
	IDL IN PER DIEM	Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel. See help.	AUTH
2.	TRAVEL MODES	CP EXCEEDS THRESHOLD - \$2127.20	

The following are provided for advisory purposes only

3.	Advisory	Advisory Description -Help
	FOREIGN TRAVEL	FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.

Proceed To Digital Signature

Proceed to the following page: Digital Signature

Pre-Audit reflects flagged items that could cause REJECTS if not corrected. If cheapest rental vehicle was not selected this will also cause a flagged item. Justification is required by traveler and AO. "AUTH" is NOT a valid justification.

If there is nothing in the justification, then this authorization will NOT go through until there is a valid justification.



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: [redacted] Document Name: EANORFOLKNAVA112909_A01 Screen ID: 1029.1 Close Window
Traveler Name: [redacted] Document Type: Authorization Help for this screen

Defense Travel
A New Era of Government
RETURN TO LIST

Digital Signature

Click below to stamp and submit this trip authorization for routing approval. By stamping, you certify that the information is true and correct.

Document Action

* Submit this document as: **REVIEWED**

Routing List: **GORL**

Additional Remarks:

Submit Completed Document

> View Reasons for Approval Failures

Proceed to the following page: [redacted]

start | Inbox - Microsoft Out... | Defense Travel System... | Microsoft Office Pow... | https://dtsproweb.de... | 16:04

Choose submission selection type for document, i.e. APPROVED, CANCELLED, RETURN.

Ensure proper routing list is selected. Examples: Unit (P&R, Director, Medical, TECOM (WWT Routing List))

Add any additional comments if necessary.

Submit Completed Document



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: Document Name: KBBALTIMORECC022509_V01-02 Screen ID: 1142.1 [Close Window](#)
Traveler Name: Document Type: Voucher [Help for this screen](#)

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

Stamping Result

Document Name: KBBALTIMORECC022509_V01-02
Document Type: VCH
SSN:
Desired Stamping Action: REVIEWED
Actual Stamping Status: PASS - Document was stamped REVIEWED

[Close](#)

Click [Close](#) and the reviewing process is done.

Done Internet

start u love america u ... love d cowboys ... MW2 and pay me ... https://dtsprowe... \$50.00 (>_<) lol ... Microsoft Office ... 10:09



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: [Nicholas G Hansen](#) Document Name: EKAMPLEJELINE111509_A01-03 Screen ID: 1049.1 [Close Window](#)
Traveler Name: [Eric J Kosmoski](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Fund Authorization

Fund Authorization

Approval of the document is not authorized because the LOA. Please contact your financial DTA for assistance on

LOA Label: 10 OIF2 (Org: DM3F)
Budget Label: 10 OIF2 (Org: DM3F)
Fiscal Year: 2010

Budget Item for 10 OIF2 (Org: DM3F)

Status	Budget Before Funding	Funding Amount	Budget After Funding
10 OIF2 / Insufficient Funds	\$0.00	\$310.90	-\$310.90

Cancel

This message will appear when the LOA being used for the document has **INSUFFICIENT FUNDS** available. Contact your fund manager and provide a screen print in order to increase LOA budgets on vouchers and authorizations.

Done Internet

start | Inbox - Microsoft... | Microsoft Office... | Defense Travel S... | https://dtsprowe... | 14:48



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: [Nicholas G Hansen](#) Document Name: MHMANILAPHI111409_A01-04 Screen ID: 1049.1 [Close Window](#)
Traveler Name: [MICAHP HUDSON](#) Document Type: Authorization [Help for this screen](#)

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

Fund Authorization

Fund Authorization

Authorization MHMANILAPHI111409_A01-04 funded against:
Acc Label: 10 MLG BK2 1106 (DM3F) Budget: 10 MLG BK2 1106 (DM3F) [Previous Budget: 7,526.20 Amount: 0.00 Available: 7,526.20]

Ok

Done Internet

start Microsoft Office Pow... Defence Travel Syst... Defence Travel Syst... https://dtsproweb.d... 17:44



If the necessary funds are available, this screen will appear. Click the OK button to proceed with the approval process.



AO/RO Authorization Processing

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

File Edit View Favorites Tools Help

Logged In As: _____ Document Name: MHMANILAPHI111409_A01-04 Screen ID: 1142.1 [Close Window](#)
Traveler Name: _____ Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

Stamping Result

Document Name: MHMANILAPHI111409_A01-04
Document Type: AUTH
SSN:
Desired Stamping Action: APPROVED
Actual Stamping Status: PASS - Document was stamped APPROVED

[Close](#)

Once this screen appears, the approval process is complete. Click the [Close](#) button to return to your document list.

Done Internet

start Microsoft Off... Defense Trav... Defense Trav... https://dtspro... Microsoft Offic... 17:45



COL Training

- Training for Accountable Officials & Certifying Officers (COL) is required for all new Approving Officials (AOs) and Certifying Officials.
- Refresher training is required *annually*
- Training can be found at <https://www.defensetravel.dod.mil/Passport>
- Instructions for Accessing Training in Travel Explorer (TraX) can be found at https://www.defensetravel.dod.mil/Docs/Training_Instructions.pdf
- Once logged into the Passport website:
 - Click TRAINING
 - Click DEMOS, INSTRUCTOR LED AND DISTANCE LEARNING in order to remove them from the view
 - Launch AO/RO TRAINING FOR ACCOUNTABLE OFFICIALS AND CERTIFYING OFFICERS (COL)
 - Once complete, click on MY COMPLETED in order to obtain a certificate
- **Certificate due to Denise West by COB Friday, 10 February 2012**



COL Training

- As your organization's AO, you are the individual that controls the mission, authorizes the trip, and controls TAD travel funds. It is the AO's responsibility to know if their travelers are making changes to orders. It is not appropriate for RMD, DTS personnel to make these changes in the absence of the proper approving official.
- Please remind your personnel to contact you, the AO, regarding travel documents. If needed, the AO should contact the DTS personnel regarding a traveler's document. The DTS personnel's responsibility is to functional train appointed officials and review travel authorizations and vouchers within a timely manner. This can be accomplished by redirecting the continuous physical and telephonic interaction from end users to their DTS organizational hierarchy.
- JTR/JFTR Appendix G, a copy of the LCO 4650.1N, and an AO Training Statement (as an AO you have read this Command Order and understand your responsibility) was previously provided via email from Karen Thomas (Mon 9/26/2011 1:37 PM). Please provide this statement with your COL training certificate by COB **10 February 2012**.



Questions?