

R 201530Z FEB 09 ZYB
FM DFAS INDIANAPOLIS IN//JJFT//
TO AIG 4579
TCC JACKSON
BT
UNCLAS

MSGID/GENADMIN/DFAS-IN-JJFT//
SUBJ/ TRANSITION FROM MANUAL TRAVEL PROCESSING USING THE DEFENSE
TRAVEL SYSTEM (DTS) FOR CONUS DEPLOYMENT TRAVEL ORDERS (TTM 09-03)//
RMKS/

REF A. ARMY BUSINESS RULES FOR THE DEFENSE TRAVEL SYSTEM (DTS),
APPENDIX F PART V.

1. WHEN TRANSITIONING FROM MANUAL DEPLOYMENT TRAVEL PROCESSING TO DTS, THE SUPPORTING ORGANIZATION WILL ENSURE THAT THE TRAVELER (SOLDIER OR CIVILIAN) FILES A FINAL MANUAL ACCRUAL VOUCHER WITH DFAS FOR THE TRAVEL PERFORMED UNDER THE MANUAL ORDER. THE TRAVELER/USER WILL WRITE FINAL MANUAL DEPLOYMENT TRAVEL VOUCHER TRANSITIONING TO DTS. ACROSS THE TOP OR SIDE OF THE PAPER VOUCHER (DD FORM 1351-2).

2. THE TRAVELER MUST ELECTRONICALLY ATTACH A COPY OF THE FINAL MANUAL ACCRUAL VOUCHER (INCLUDING RECEIPTS) TO THE FIRST DTS DEPLOYMENT TRAVEL AUTHORIZATION. THE SUPPORTING ORGANIZATION REVIEWS THE INFORMATION ON THE TRAVEL/MOBILIZATION ORDER, DETERMINES ENTITLEMENTS FROM THE TRAVEL ORDER AND MANUAL VOUCHER, AND CREATES THE AUTHORIZATION IN DTS OR ASSISTS THE TRAVELER IN CREATING THE AUTHORIZATION.

3. THIS PROCEDURE HAS BEEN APPROVED BY THE DEPUTY ASSISTANT SECRETARY OF THE ARMY FOR FINANCIAL OPERATIONS AND IS INCLUDED IN ARMY BUSINESS RULES FOR DTS, APPENDIX F (REF A). REF A CAN BE FOUND ON THE ASA(FM&C) WEB SITE AT [HTTP://WWW.ASAFM.ARMY.MIL/FO/FOD/DTS/DTS-WP/DR/BR/BR.ASP](http://www.asafm.army.mil/fo/fod/dts/dts-wp/dr/br/br.asp).

THE ASA(FM&C) OFFICE HAS ALSO DEVELOPED RECOMMENDED AND APPROVED GUIDANCE ON HOW TO PROCESS DEPLOYMENT TRAVEL DOCUMENTS. VIEW THE GUIDANCE AT [HTTP://WWW.ASAFM.ARMY.MIL/FO/FOD/DTS/DTS-WP/DR/DT/DT.ASP](http://www.asafm.army.mil/fo/fod/dts/dts-wp/dr/dt/dt.asp). THE WEB SITE ALSO PROVIDES AN EXPENSE SPREADSHEET THAT ASSIST USERS AND TRAVELERS IN TRACKING AND CLAIMING ALLOWANCES.

5. QUESTIONS CONCERNING DEPLOYMENT TRAVEL FUNDING SHOULD BE ADDRESSED TO IMCOM BY EMAILING IMCOM.CT@HQDA.ARMY.MIL.

6. POC/CIV/DFAS-IN/JJFT/TEL:DSN 699-5090/5094 TEL:(317) 510-5090/5094//