



# DEPLOYMENT TRAVEL



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ORDERS)***



- **READ ORDERS FIRST**

- Look at the **Additional Instructions** on the order to determine deployment travel entitlements
- If there are questions on entitlements, refer to the Personnel Policy Guidance (PPG) at <http://www.armyg1.army.mil/MilitaryPersonnel/PPG.pdf>
- Questions on entitlements should be directed through your Personnel shop to Army G-1 who maintains the PPG. This is not a DTS issue.



# DEPLOYMENT TRAVEL WORKSHEET



- **FILL IN DEPLOYMENT TRAVEL SPREADSHEET**
  - A spreadsheet can be created by the DTA – use the example on the following slides
  - Fill out the top part of the spreadsheet if Soldier is entitled to 100% of the locality's per diem rate
  - Fill out the bottom of the spreadsheet if Soldier is entitled to the reduced **FLAT RATE** per diem rate of 55% - no matter what the Soldier does or does not pay.



# DEPLOYMENT TRAVEL WORKSHEET (ESTIMATES)



- Top portion of spreadsheet

		ESTIMATED LODGING EXPENSES (Based on Appendix O, para T4040-A1f) *				
		January-08	February-08	March-08	April-08	May-08
ITEM	Estimated Monthly Cost	31	29	31	30	31
LODGING-RENTAL/LEASE AGREEMENT (ACTUAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LODGING-MORTGAGE INTEREST PAYMENT (ACTUAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UTILITIES-ELECTRIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UTILITIES-GAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UTILITIES-WATER/SEWAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UTILITIES-PHONE/CABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FURNITURE RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEANING FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RV FEES-PARKING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RV FEES-DUMPING/SHOWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RV FEES-CABLE/PLUG IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIMESHARE FEE-EXCHANGE FEE FOR TIMESHARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>MONTHLY TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# DEPLOYMENT TRAVEL WORKSHEET (ESTIMATES)



- **Bottom portion of spreadsheet**

<b>55% REDUCED PER DIEM</b> (Enter Lodging Locality Rate in next column)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<b>55% REDUCED PER DIEM</b> (Enter M&IE Locality Rate in next column)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-



# ***DEPLOYMENT TRAVEL WORKSHEET (ACTUALS)***



- The **55% per diem portion of spreadsheet** should not change over the period of the long-term TDY
- No changes will occur in the Per Diem Entitlements module unless adjustments have to be made for any TDYs within TDYs that occurred within the last weeks of the long-term TDY



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **CREATE A ROUTING LIST FOR DEPLOYMENT TRAVEL**
  - Your Defense Travel Administrators (DTAs) may create a new routing list for deployment travel authorizations
  - This routing list will contain Reviewers and/or Approving Officials at your Command



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **ENTERING ENTITLEMENTS IN DTS**
- Quick reference guides on how to create authorizations or vouchers can be found on the Defense Travel Management Office (DTMO) website at <http://www.defensetravel.dod.mil/Training/DTS/QuickRef.cfm>



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **ENTERING ENTITLEMENTS IN DTS (cont'd)**
  - **STEP 1:** Create Authorization
  - **STEP 2:** Go to the Per Diem Entitlements module in DTS and **enter data from the Deployment Travel spreadsheet**
  - **STEP 3:** Go to the Non-Mileage expense module and enter any additional expenses **if authorized** (i.e., laundry, ATM fees, etc)



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **ENTERING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 4: Upload or fax in the Deployment Travel spreadsheet **and** any other documents into the Substantiating Records module under Expenses – then proceed to Additional Options
  - STEP 5: Under Additional Options, select Partial Payment and schedule the monthly payments – continue to Review/Sign



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **ENTERING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 6: At Review/Sign, verify accuracy of the authorization on the Preview page – continue to Other Auths
  - STEP 7: At Other Auths, add the PERSTEMPO data – continue to Pre-Audit
  - STEP 8: At Pre-Audit, justify any items that were flagged – proceed to the Digital Signature page



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (AUTHS)***



- **ENTERING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 9: Select routing list on Digital Signature page that contains your local Reviewing and Approving Officials and Submit Completed Document
  - STEP 10: Document is complete when the authorization is approved at your organization



# ***ACCOMPLISHING ADDITIONAL TDYs on Deployment Travel***



- **ACCOMPLISHING ADDITIONAL TDYs**
  - Create a new TDY authorization in DTS as normal using your organization's funding
  - Follow the instructions for adjustments to the long-term TDY authorization on the next few slides



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ADJ)***



- **ADJUSTING ENTITLEMENTS IN DTS**
  - This process is to reduce ONLY the Meals & Incidental Expenses (M&IE) on the long-term/deployment travel TDY authorization under the Per Diem Entitlements module when additional TDYs are accomplished
  - This is done once a month to ensure no overpayments to the Soldier – **must be adjusted and approved seven (7) days prior to or after the SPP payout**



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ADJ)***



- **ADJUSTING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 1: Sign in to DTS
  - STEP 2: Go to the Per Diem Entitlements module under Expenses
  - STEP 3: Select the date you wish to adjust and apply the values through the end date of the additional TDY



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ADJ)***



- **ADJUSTING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 4: Scroll down to Meals and select **Special Rate** - Leave the rate at \$0.00 to zero out M&IE
  - STEP 5: Scroll to bottom and Save Entitlements
  - STEP 6: Upload any additional documentation into the Substantiating Records module



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ADJ)***



- **ADJUSTING ENTITLEMENTS IN DTS (cont'd)**
  - STEP 7: Go to Additional Options and click on Partial Payments – CANCEL the current Scheduled Partial Payments (SPPs), let it refresh, then RE-SCHEDULE the SPPs again
  - STEP 8: Continue to Review/Sign and ensure all entitlements are complete on the Preview page



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (ADJ)***



- STEP 9: Continue past Other Auths to Pre Audits – justify any flags and continue to the Digital Signature page
- STEP 10: Select routing list on Digital Signature page that contains your local Reviewing and Approving Officials and Submit Completed Document



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (VCH)***



- **CREATING A VOUCHER FROM AUTHORIZATION IN DTS**
  - This process is to file a final voucher for deployment travel
  - This is done at the end of your tour
  - **Questions on entitlements for the return trip home should be directed through your local G-1 /Personnel shop.**



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (VCH)***



- **CREATE A VOUCHER FROM AUTHORIZATION IN DTS (cont'd)**
  - **STEP 1**: Fill out the **Actuals** tab on the Deployment Travel worksheet
  - **STEP 2**: Log on to DTS
  - **STEP 3**: Make any adjustments in the Per Diem Entitlements module (according to what was calculated on the Deployment Travel spreadsheet)



# DEPLOYMENT TRAVEL WORKSHEET (ACTUALS)



- Actuals portion of spreadsheet

ITEM	ACTUAL EXPENSES									
	January-08 31	February-08 29	March-08 31	April-08 30	May-08 31	June-08 30	July-08 31	August-08 31	September-08 30	
LODGING-RENTAL/LEASE AGREEMENT (ACTUAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
LODGING-MORTGAGE INTEREST PAYMENT (ACTUAL)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITIES-ELECTRIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITIES-GAS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITIES-WATER/SEWAGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UTILITIES-PHONE/CABLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FURNITURE RENTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PROPERTY TAX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CLEANING FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RV FEES-PARKING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RV FEES-DUMPING/SHOWER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
RV FEES-CABLE/PLUG IN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TIMESHARE FEE-EXCHANGE FEE FOR TIMESHARE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
MONTHLY TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	<b>ADJUSTED PER DIEM</b>									
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (VCH)***



- **CREATE A VOUCHER FROM AUTHORIZATION IN DTS (cont'd)**
  - STEP 4: Upload spreadsheet and any supporting documentation /receipts into the Substantiating Records module
  - STEP 5: Make any applicable adjustments to expenses under the Non-Mileage or Mileage expense modules - **if applicable & authorized**



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (VCH)***



- **CREATE A VOUCHER FROM AUTHORIZATION IN DTS (cont'd)**
  - **STEP 6**: Proceed to Review/Sign – review the accuracy of your voucher on the Preview Page
  - **STEP 7**: Continue to Other Auths – make no changes
  - **STEP 8**: Continue to Pre-Audits – justify any additional flags



# ***DEPLOYMENT TRAVEL INSTRUCTIONS (VCH)***



- **CREATE A VOUCHER FROM AUTHORIZATION IN DTS (cont'd)**
  - **STEP 9**: Continue to Digital Signature Page and Submit Completed Document
  - **STEP 10**: Select routing list on Digital Signature page that contains your local Reviewing and Approving Officials and Submit Completed Document . Voucher will route through the local organization's routing list.



# UPCOMING FUNCTIONALITIES



- Still create the long-term TDY for deployment travel
- Still create a separate auth for additional TDYs within the long-term TDY
- System will automatically adjust the long-term TDY to remove the per diem from the document. System will advise that this may need to be adjusted if dual lodging authorized.
- System will have the capability to automatically calculate the 55% per diem rates without having to do adjustments



# UPCOMING FUNCTIONALITIES



- If funding is centrally managed, system may have the capability to have funding loaded in a table and selections can be made at the Command in the Review process (details being worked at this time to match the same functionality as PCS/PDT)