

APPENDIX D: DEFENSE TRAVEL SYSTEM (DTS)

Defense Travel System (DTS)

The Defense Travel System (DTS) is the automated system used to process local and temporary duty (TDY) travel for DoD. CP-11 ACTEDS Interns must use DTS or all TDY pertaining to the ACTEDS Intern Program, regardless of their Command/Organization travel processing protocol.

DTS Organizational Hierarchy

All interns must be captured under the AG1-CP/ACTEDS Organizational Hierarchy in DTS to execute travel related to their ACTED Intern Program requirements. Interns new to the federal government will be automatically added under ACTEDS by AG1-CP upon entry.

NOTE: If intern has not been attached to ACTEDS in DTS within 30 days of Entry On-Duty (EOD) date, the intern's Immediate Supervisor should send an email to AG1-CP requiring the intern be attached under ACTEDS organizational hierarchy.

Interns coming into the program from federal employment under the DoD should verify that they are no longer captured under their prior organization in DTS.

NOTE: Interns still captured under their previous organization's hierarchy in DTS should contact their previous Command/Organization Lead Defense Travel Administrator (LDTA) and requested to be detached. Once detachment has been confirmed, the intern's Immediate Supervisor should send an email to AG1-CP requesting the intern be attached under ACTEDS organizational hierarchy in DTS. This should be complete during the intern's in-processing with the Command.

Government Travel Charge Card (GOVCC)

In order to be reimbursed for TDY travel, all civilian interns must have an active GOVCC account number uploaded into their DTS user profile. Use of Centrally Billed Account is prohibited. Travel authorizations without a GOVCC assigned to their account will not be approved.

To obtain a GOVCC, interns must complete an application through their Command LDTA. Issuance of the card may take up to 4 to 6 weeks so it's important for the GOVCC application process to be initiated immediately, typically during the intern's in-processing procedures, to ensure their account is active prior to their first TDY training.

Line of Accounting (LOA)

Once attachment under ACTEDS organizational hierarchy in DTS is established the associated LOA will execute against ACTEDS funds. AG1-CP does not provide Cross-Organization LOAs.

Accessing DTS

DTS (<http://www.defensetravel.osd.mil/dts/site/index.jsp>) is a Common Access Card (CAC) enabled website; computer must have CAC reader installed to access DTS.

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TDY and SF-182 Approvals

Any training instance that involves the use of DTS must have a corresponding SF-182 Training Request approved through AG1-CP in the Resource Allocation Selection System (RASS) and attached to the Travel Authorization under “Substantiating Documents”. AG1-CP will not approve DTS Travel Authorizations without a corresponding SF-182 attached. Interns submitting Local Travel authorizations for Command funded rotational assignments and/or training instances must submit a “zero-cost” SF-182 in RASS (Please see “Command Funded Travel” section below for more information). Local Travel is not supported by ACTEDS funding and requires the use of a Command provided Cross-Organization LOA.

Updating User Profile in DTS

Before any travel instance interns must log into DTS and ensure their account information is up-to-date and accurate, specifically GOVCC and personal account data. Inaccurate data may result in delayed or rejected travel approval and payment processing. Interns must be captured under the ACTEDS organizational hierarchy in DTS to execute travel against ACTEDS funds.

TDY Travel Authorization

A Travel Authorization in DTS must be generated to initiate a funded request for travel. Travel Authorizations are to be submitted by the traveler in DTS no later than 30 days prior to the start date of the training instance, and provide estimated travel costs to be incurred on TDY travel. Once the intern submits the TDY travel authorization, it is routed to their Immediate Supervisor notated in DTS for review. Once the Supervisor has submitted their review, the authorization will route to AG1-CP in DTS for approval. Approvals can take up to 30 days for processing to include time for possible adjustment. The intern is permitted to travel once approved the travel authorization reflects AG1-CP approval and CTO Booked in the “Digital Signature” section of the Travel Authorization in DTS.

TDY Travel Voucher

A Travel Voucher must be generated in DTS to conclude a travel request, and initiate travel cost reimbursement. Travel vouchers are to be submitted by the traveler within five (5) days of returning from TDY, and reflect adjustments for actual costs of travel expenses and substantiating documentation for lodging, transportation, and any expense over \$75 as per the Joint Travel Regulation (JTR). Vouchers must be initiated in DTS by the intern and correspond to the appropriate travel authorization. Voucher will also be processed to the intern's Immediate Supervisor for review, and to AG1-CP for final approval. Once approved, ACTEDS budget analyst will initiate funds disbursement with DFAS. Payments will be made to the intern's GOVCC and/or personal accounts as on file in DTS and allocated in the Travel Voucher.

Reimbursable Expenses in DTS under ACTEDS

The following expenses will be reimbursed under ACTEDS Funds when claimed properly on Travel Authorization/Vouchers in DTS:

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- Lodging Costs

Lodging costs must be procured through the booking options provided through DTS in the Travel Authorization or by using the Request Commercial Travel Office (CTO) Assistance option within the Travel Authorization in DTS. Lodging procured outside of DTS or CTO will not be reimbursed.

When lodging is provided at the training site, the Lodging Per Diem Entitlements must be notated in DTS. Lodging reservations should be secured prior to DTS Travel Authorization submission to ensure room availability. Interns are to include a copy of the hotel reservation confirmation email in under "Substantiating Records" within the Travel Authorization. Please see provided tutorial for instructions.

- Transportation Cost

Transportation costs must be procured through the booking options provided through DTS in the Travel Authorization or by using the Request Commercial Travel Office (CTO) Assistance option within the Travel Authorization in DTS. Transportation costs procured outside of DTS or CTO will not be reimbursed.

ACTEDS funds do not cover Local Travel or in-and-around mileage for TDY travel; if Command is willing to fund a non-ACTEDS supported expense, the intern's Immediate Supervisor must send a request to their Command LDTA to obtain a Cross-Organization LOA.

NOTE: Use of non-government booking agents and vendors (e.g. Expedia, Travelocity, etc) will not be approved nor reimbursed, and must not be procured on the GOVCC.

- Excess Baggage

Excess baggage fees are incurred when the amount of checked baggage and carry-on luggage permissible by the airline is exceeded. The permissible amount of checked bags and carry-on luggage allowed per flight varies per airline. Please check the website of the airline booked for their policies on baggage limitations, specifically for government travelers.

If excess baggage fees are applicable, ACTEDS funds will reimburse up to \$50 (\$25 each way).

Non-Reimbursable Expenses

The following expenses are not permitted and must not be procured using ACTEDS funding:

- Rental Car
- In-and-Around Mileage
- Local Travel
- Flights procured through non-government site
- Hotel costs procured through a non-government site/exceeds allowed per diem rate

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Command Funded Travel Requirements

Interns may coordinate with their Supervisor to inquire about Command funding for expenses not supported under ACTEDS funds. If the Supervisor/Command authorizes the non-reimbursable expense, the Command must fund the expense using a Cross Organizational LOA (Cross-Org LOA). If permitted, the Command LDTA will establish access for the Command Cross-Org LOA, which will be selected from the "Shared LOA" field under "Accounting" once available; this will result in two LOAs being reflected in the "Accounting" section of the DTS Travel Authorization/Voucher. The intern should work with their Command LDTA to reallocate funding disbursement for the non-ACTEDS funded expenses to the Command Cross-Org LOA. Interns must procure Command and ACTEDS funded expenses on their GOVCC to ensure proper disbursement.

Use of GOVCC

GOVCC must only be used for travel expenses a) related to ACTEDS TDY travel for ACTEDS requirements, b) will be funded via ACTEDS or Command funding, and c) captured in an approved travel voucher in DTS. All reservations must be made using the GOVCC and in accordance with JTR.

Travel charges not reflected in DTS Travel Authorization/Voucher will not be reimbursed. If the Command does not approve the non-ACTEDS funded expense, the intern must pay for the expense out of pocket.

Interns are responsible for payments to their GOVCC accounts. If ACTEDS or Command funding disbursement is not received in time for payment, the intern must either pay the cost out of pocket or advise Citibank that disbursement has not yet been made but is forthcoming. Intern's credit will not be affected unless the GOVCC account becomes delinquent.

Reconciling an Out-of-Pocket GOVCC Payment In Lieu of DTS Disbursement

In the case that out of pocket payment is made prior to DTS disbursement, interns should monitor their GOVCC account closing to ensure ACTEDS and/or Command funding is received. Once ACTEDS and/or Command funding has been disbursed to the GOVCC account, the account will be credited the amount paid out of pocket. The intern must contact Citibank to request that the credit be disbursed back to their personnel account; this may take up to 8 weeks for processing. Please contact Citibank for exact policy and procedure for completing this transaction.

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Question: What is Defense Travel System (DTS)?

Answer: The Defense Travel System (DTS) is the automated system used to process Temporary Duty (TDY) travel requests for Department of Defense (DoD) employees. DTS replaces the manual travel documenting processing for most Department of Army Commands for TDY travel and Local Travel request.

Question: How does an intern access DTS?

Answer: DTS is a Common Access Card (CAC) enabled website, and must be accessed using a CAC card. The DTS website is as follows:
<http://www.defensetravel.osd.mil/dts/site/index.jsp>.

Question: What is the difference between TDY travel and Local Travel?

Answer: TDY travel requires overnight stay and per diem entitlements. Local Travel is executed within the intern's current duty station.

Question: Does ACTEDS Support TDY travel?

Answer: ACTEDS funds support TDY travel associated with CP-11 ACTEDS Intern required training and up to 30 calendar days pertaining to rotational assignments.

Question: Does ACTEDS Support Local Travel?

Answer: No, ACTEDS does not support Local Travel. Interns must work with their Supervisor regarding Local Travel reimbursement. If the Command wishes to support, the Command Lead Defense Travel Administrator (LDTA) will provide the intern access to a Cross-Organization Line of Accounting (Cross-Org LOA) to apply in DTS.

Question: If the intern is traveling and there is a charge related to the TDY that requires a credit card reservation, can the intern use their personal card?

Answer: No, Interns should never pay with their personal credit card. All charges for official TDY expenses must be placed on the Intern's Government Travel Charge Card (GOVCC).

Question: What happens when an Intern does not have time to wait for training/travel approval from the IPM or G-1? May they proceed and submit their request upon their return?

Answer: ACTEDS will not fund training or travel not approved through AG1-CP in advance of the training start date. Training requests that involve tuition costs must be approved prior to execution of training. Training that requires TDY travel must have an approved DTS Travel Authorization approved prior to execution of training. No-cost training that involves TDY must have an SF-182 submitted for approval, but can submit TDY without the fully approved SF-182 attached.

Question: Where can Interns find information on the Defense Travel System (DTS)?

Answer: Interns can contact your local Defense Travel Administrator (DTA) for assistance. Interns can also find answers at:
<http://www.defensetravel.osd.mil/dts/site/index.jsp> or call the DTS help desk at 1-877-676-6742

Question: Who approves the Intern TDY request?

Answer: The Interns supervisor, at their location, will approve their TDY request in

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DTS. The Intern DTS account should be transferred to their duty location Defense Travel Administrator (DTA) for DTS view.

Question: Who provides the LOA for the ACTEDS Intern in DTS?

Answer: DA Intern Management Office, AG-1 (CP) provides the LOA. If the Intern is properly aligned in DTS to AG-1 (CP), during the DTS routing, AG-1 (CP) will automatically receive the Interns request.

The Intern should not create an authorization prior to being picked up by the ACTEDS Intern office. After the Intern is picked up by the AG-1 (CP) ACTEDS Intern office, the Intern should then begin the DTS registration process. Once the Intern's DTS registration is received by AG-1 (CP), the Intern can create a DTS authorization request.

Question: Are rental cars authorized?

Answer: No. ACTEDS funding will not be used for rental cars and local transportation in and around the training site. However, use of local or command mission funds may be authorized. For more info see [AR 690-950](#), chapter 3, paragraph 15.

Question: Must Interns wait until they received an approved SF 182 (training request) to make hotel and flight reservations?

Answer: A SF-182 training request must be submitted in RASS prior to creating the TDY travel authorization. Flight and hotel reservations should always be made in advance using the GOVCC. Reservations can always be cancelled.

Question: Are interns allowed to make reservations for flights outside of DTS?

Answer: No, ACTEDS funds will not reimburse flight costs reserved outside of DTS. GOVCC must not be used to procure flights outside of DTS.

Question: Are interns allowed to make reservations for hotels outside of DTS?

Answer: Yes, but it must be added as a manual expense in DTS, and cost per night must not exceed the allowable Lodging Per Diem reflected in DTS. If the cost per night is less than the allowable Lodging Per Diem rate, the Lodging Per Diem rate must be updated to reflect Actual Lodging Costs in DTS.

Questions: Where can Interns find answers to per diem, travel and transportation allowance questions?

Answer: Please access <https://www.defensetravel.dod.mil>

Question: What is the current DTS travel guidance for long term training?

Answer: IAW MAP/CAP 118-13, Flat Rate Per Diem for Long Term TDY, effective 1 NOV 2014, to encourage travelers to take advantage of cost saving opportunities available for long term travel, travelers performing TDY for more than 30 days in one location (CONUS and OCONUS) will receive a flat rate per diem. For Long-term TDY of 31 -180 days, the authorized flat rate is 75% of the locality rate (lodging and M&IE) payable for each full day of TDY at that location. When authorized flat rate per diem, travelers are not required to submit a lodging receipt, but are required to demonstrate that they incurred valid lodging expenses. Interns must be pre-approved through AG1-CP prior to scheduling TDY for longer than 30 days.

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Question: Where can I find guidance on what is creditable travel Comp Time?

Answer: Please access <http://archive.opm.gov/oca/compmemo/2005/2005-03-att2.asp>

Question: Where can I quickly find DTS Training and Resources?

The DTS homepage offers links to various resources related to DoD Travel. The following provides direct links to some of those most frequently used sources related to DoD travel:

Defense Travel Management Office (DTMO): <http://www.defensetravel.dod.mil/>

DTMO Travel Explorer: <http://www.defensetravel.dod.mil/site/trax.cfm>

DTMO Command Lead Defense Travel Administrator (LDTA) Search Tool:
<http://www.defensetravel.dod.mil/site/localSupport.cfm?CFID=28137212&CFTOKEN=98499469>

DTMO Training Search Tool: <http://www.defensetravel.dod.mil/site/training.cfm>

DTMO Joint Travel Regulation (JTR): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

Government Travel Charge Card (GOVCC):
<http://www.defensetravel.dod.mil/site/govtravelcard.cfm>