

- Home
- DTMO Website
- Training
- Travel Assistance
- Travel Explorer
- Programs and Services
- Contacts

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System

Begin using the Defense Travel System.

[Login to DTS](#)



COMING SOON
Book directly in DTS!

DoD Lodging

Military travelers going TDY to military installations must check DoD Lodging availability before booking other accommodations. Civilians are encouraged to use DoD Lodging when available.

[Check Availability](#)

Travel Assistance

Click button to contact your local help desk

- Army
- Air Force
- Navy
- DoD Agency
- Marine Corps
- Joint Command

Travel Assistance Center



System Status

 **DTS Status**
DTS is available
Updated: 11 Jul 2015

 **EWTS Status**
EWTS is available
Updated: 15 Jul 2015

First Time Users

Learn more about DTS and the tools required for use.

[First Time Users](#)

Training

Learn how to use DTS & find additional training resources.

[Training](#)



Notable Policy Changes

Notices

[DTS Status: 8-Hour Downtime on 7/24](#)

[EWTS Status: 8-Hour Downtime on 7/17](#)

[New Pre-Audit Flag for Lodging in DTS](#)

[Flat Rate Per Diem Calculation Change](#)

[JAVA Issues with DTS Logins](#)

News

- [DoD Launches New Integrated Lodging Program Pilot](#)
- [Chip and PIN GTCC Cards Issued Across DoD](#)
- [TSA PreCheck Program](#)
- [Travel Policy Compliance Program](#)
- [Instructions for Correcting Mission Related Expense Errors](#)

SELECT THE LOGIN BUTTON



Defense Travel System

A New Era of Government Travel

Logoff

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

CHOOSE OFFICIAL TRAVEL,



AUTHORIZATIONS/ORDERS
OPTION WILL APPEAR
BELOW THE ARROW

SELECT
AUTHORIZATION/ORDERS

Welcome ERIKA L BENKE

Organization: DA570CAC
 Org Access: No Org Access
 Group Access: AMSC
 Permission: 0,2

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

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Army personnel needing additional assistance for Army specific issues should contact the DFAS-Army Tier 2.5 Help Desk at dfas.bean.jft.mbx.in-army-dts-inquiries@dfas.mil (preferred) or 877-676-6742.

On June 15, 2015, the Department of Defense will launch a pilot of a new Integrated Lodging Program which includes preferred commercial lodging and integrates the ability to book government (DoD) lodging properties in DTS. Per the Joint Travel Regulations, travelers TDY to select pilot sites are directed to book government lodging or preferred commercial lodging before other lodging options. Pilot sites include: Charleston, SC/Joint Base Charleston, Dayton, OH/Wright-Patterson Air Force Base, Norfolk, VA/select area U.S. installations, Saratoga Springs, NY/Naval Support Activity Saratoga Springs, Seattle-Tacoma Airport area, WA, Tampa, FL/MacDill Air Force Base, or Twentynine Palms, CA/Marine Air/Ground

Logged In As: [ERIKA L BENKE](#)

Screen ID: 1001.1

[Close Window](#)

Traveler Name: [ERIKA L BENKE](#)

Document Type: Authorization

[Help for this screen](#)



Defense Travel System
A New Era of Government Travel

[View Vouchers](#)

[View Local Vouchers](#)

[View Group Authorizations](#)

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

› [Create New Authorization/Order](#)

› [Create Trip Template](#)

Existing Authorizations/Orders

SELECT
CREATE NEW
AUTHORIZATION/ORDER



Complete Trip Overview

A. Starting Point – where are you leaving from? Residence is most common

Date you are departing

Trip type: Routine TDY

Trip Purpose: Training Attendance

Trip Description: Name of Course: Basic Course, Intermediate Course, Advanced Course, CESL

B. How you will be traveling to TDY location and time: Usually Commercial Air, other modes of transportation will require a Constructive Travel Worksheet

uploaded in to Substantiating Records (CTW can be found on this link <http://usacac.army.mil/organizations/cace/amsc/administrative#tdy>)

C. TDY Location: usually easiest to find via Zip Code – Fort Leavenworth’s zip code is 66027. Include arrival and departure dates. (CONUS travel day before class and last day of class AFTER 1400, OCONUS may travel 2 days prior to class and depart 1 day after class)

D. DO NOT SELECT LODGING. If you select Rental Car – please download the “Rental Car Statement” form from the AMSC webpage TDY Information link <http://usacac.army.mil/organizations/cace/amsc/administrative#tdy> (ORDERS WILL BE RETURNED WITHOUT IT) Before uploading the rental statement into Substantiating Records, make sure all 3 signatures are on it as well as the sending unit’s LOA that matches the LOA used in DTS. Funds MUST BE available for the rental.

E. Traveling to another TDY location – usually NO

F. Choose Save and Proceed

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations(usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: * ← Starting locations in profile:
RESIDENCE
DUTY STATION

*Departing On:
(mm/dd/yyyy)

*Trip Type: *Trip Purpose:

Trip Description:

B I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail Rental Car Other Time:

(Claim private vehicle transportation in expense-mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):

*Location 1: ← Location Tools:
Search By:
Location
State/Country - Location
Zip Code
County Lookup

*Arriving On:
(mm/dd/yyyy)

*Departing On:
(mm/dd/yyyy)

D At this location I will need - (Select all that apply from the list below)

Rental Car Lodging

E Will you be traveling to another TDY location?

Please Note: A Red Star (*) indicates a field is required.

A I am leaving from - (Select from list or enter below):

*Starting Point: SAN ANTONIO * TX Search

*Departing On: 07/19/2015
(mm/dd/yyyy)

*Trip Type: AA-ROUTINE TDY/TAD

*Trip Purpose: TRAINING ATTENDANCE

Starting locations in profile:

RESIDENCE
DUTY STATION

Trip Description:

Attend CES Advanced Course

B My TDY location is - (Where I will be working):

[Add New Per Diem Location](#)

	Location	Arriving On	Departing On	Edit	Delete
Insert 1	FT. LEAVENWORTH,KS	07/19/15	07/25/15	Edit	Delete

C I am returning to:(Select from list or enter below):

*Ending Point: SAN ANTONIO * TX Search

*Arriving On: 07/25/2015
(mm/dd/yyyy)

*Trip Duration: 12 Hours or Less

>12 - 24 Hours - With Lodging

>12 - 24 Hours - No Lodging

Multi-Day

Return locations in profile:

RESIDENCE
DUTY STATION

D I will be returning from my TDY by - (Select from the list below)

Commercial
Air

Rail

Rental Car

Other

Time:

02:00 PM

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

E Check this box if you have other ticketed transportation not listed above:

F *Conference/Event Name: Not Applicable

Not Applicable

Search Conference/Event

CTO Full Assistance Request

Save and Proceed

- A. Fields have been populated with information you provided
- B. TDY location should say Ft. Leavenworth
- C. Fields auto-populated
- D. Make sure returning time is 2:00 PM or later
- E. Leave box unchecked
- F. Check the box Not Applicable, this automatically fills in Conference/Event Name box.
- G. Choose Save and Proceed.

Air Travel

Confirm airports are correct and choose your flights. Select your flights. Please look through the GSA 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.

* PLEASE NOTE THAT IF YOU ARE FROM THE FOLLOWING AREAS, YOU MUST USE THE AIRPORT LISTED THAT OFFERS GSA RATES.

FORT BENNING – Use Hartsfield Jackson International instead of Columbus Metropolitan Airport

FORT DRUM – Use Syracuse International instead of Watertown International

FORT IRWIN – Use Ontario International Airport

FORT LAUDERDALE/MIAMI AREA – Use Miami International Airport, no City Pair flights available out of Fort Lauderdale/Hollywood International

*LIST SUBJECT TO CHANGE

Logged In As: ERIKA L BENKE Document Name: EBFTLEAVENWOR071915_A01 Screen ID: 1070.1 [Close Window](#)
 Traveler Name: ERIKA L BENKE 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](#)
[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):

* Arrival Airport (or city, state):

* Arrival or Departure:
 Departure

Show Alternate Airports:

Air Travel

Please select flights for SAT - San Antonio International Apt to MCI - Kansas City International Apt departing on 07/19/2015 [Skip This Flight](#)

RESERVATIONS SUMMARY:
 AIR: \$0.00

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$159.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCA [Fare Rules](#) [View Available Seats](#)

American Airlines 1576	08:05 AM Depart SAT - San Antonio International Apt	Sun 19-Jul-15	Flying Time: 1h 16min Lay-over Time: 1h 5min
	09:21 AM Arrive DFW - Dallas/Fort Worth Intl Apt		
American Airlines 970	10:26 AM Depart DFW - Dallas/Fort Worth Intl Apt	Sun 19-Jul-15	Flying Time: 1h 40min
	12:06 PM Arrive MCI - Kansas City International Apt		

\$159.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCA [Fare Rules](#) [View Available Seats](#)

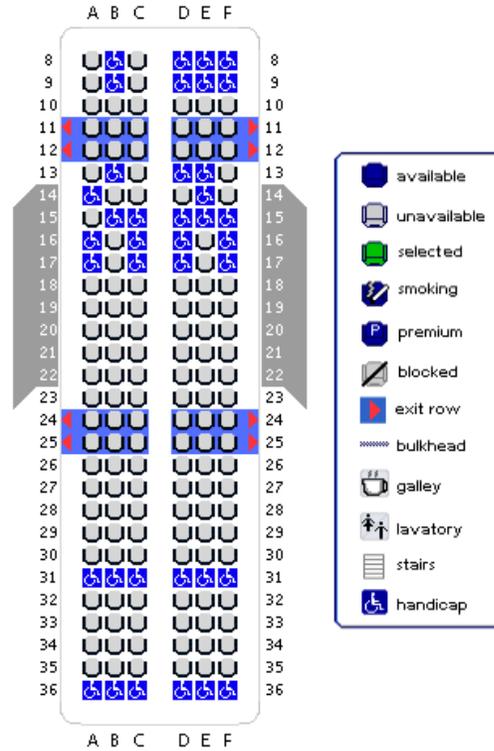
American Airlines 2412	08:42 AM Depart SAT - San Antonio International Apt	Sun 19-Jul-15	Flying Time: 1h 16min Lay-over Time: 2h 12min
	09:58 AM Arrive DFW - Dallas/Fort Worth Intl Apt		
American Airlines 340	12:10 PM Depart DFW - Dallas/Fort Worth Intl Apt	Sun 19-Jul-15	Flying Time: 1h 42min
	01:52 PM Arrive MCI - Kansas City International Apt		

\$159.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Seat Selector

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

Select your seat from those available and choose Done



The seat map displays rows 8 through 36 and columns A through F. Row 11 is highlighted in red, indicating it is an exit row. Row 24 is also highlighted in red. Seats are marked as available (blue square) or unavailable (grey square). Handicap seats are marked with a wheelchair icon. A legend on the right provides the key for these symbols.

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).



Confirm your flight information. Make sure those with a Red Star are filled. Choose Save TSA Information

Travel/Ticket Identification Information

TSA Secure Flight Information

The Transportation Security Administration of the U.S. Department of Homeland Security requires us to collect information from you for purposes of watch list screening, under the authority of 49 U.S.C. section 114, and the Intelligence Reform and Terrorism Prevention Act of 2004. Providing this information is voluntary; however, if it is not provided, you may be subject to additional screening or denied transport or authorization to enter a sterile area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA Privacy policies, or to view the system of records notice and the privacy impact assessment, please see TSA's Web site at www.tsa.gov.

Please enter the information below to EXACTLY match the state or government issued identification card/document the traveler will be using at airport security. When entering last name, do not include suffixes (e.g., Jr.).

* Last Name:

* First Name:

Middle Name: Check if no Middle Name

* DOB: (MM/dd/YYYY):

* Gender: M F

Redress Number:

Known Traveler Number:

Save changes to permanent traveler information

Save TSA Information

Next you will choose a return flight home. CONUS must depart the last day of class after 1400. OCONUS may choose to depart Saturday to avoid night time layovers.

\$158.10 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines 1936	06:59 AM Depart SAT - San Antonio International Apt	Sun 19-Jul-15	Flying Time: 2h 50min Lay-over Time: 2h 26min
	10:49 AM Arrive CLT - Charlotte		
	Equipment 319	Operated by US Airways	
 American Airlines 4492	01:15 PM Depart CLT - Charlotte International Apt	Sun 19-Jul-15	Flying Time: 2h 30min
	02:45 PM Arrive MCI - Kansas City		
	Equipment E70	Operated by US Airways	

\$159.60 Total Estimated Airfare (Including Taxes and Fees) GSA Contract w/Limited Availability

Class: GCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

 American Airlines 315	02:30 PM Depart SAT - San Antonio International Apt	Sun 19-Jul-15	Flying Time: 1h 14min Lay-over Time: 2h 36min
	03:44 PM Arrive DFW - Dallas/Fort Worth Intl Apt		
	Equipment 32B		
 American Airlines 1459	06:20 PM Depart DFW - Dallas/Fort Worth Intl Apt	Sun 19-Jul-15	Flying Time: 1h 40min
	08:00 PM Arrive MCI - Kansas City International Apt		
	Equipment M80		

If travel agent assistance is required, click on the button "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply. AirResults

[Request Assistance in Booking Flights](#)

DO NOT SELECT ANY LODGING

Although you will not be making your lodging arrangements, the system will still ask you to select lodging. **DO NOT CHOOSE ANY LODGING**, instead click mouse on button that says Skip This Hotel. Disregard any messages regarding DoD or Privatized Lodging. AMSC has already secured your lodging and this information will come to you via email approximately 2-3 weeks prior to the course start date.

Lodging

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:
09/04/2015

* Check-Out Date:
09/14/2015

Select By:
TDY Location

* City / TDY Location:
SAN ANTONIO TX

* Distance:
10 Miles

Search

Lodging

[Skip This Hotel](#)

RESERVATIONS SUMMARY:

AIR: \$319.20

MCI to SAT : 09/04/15 02:33 PM Arrive: 12:00 AM [Cancel Flight](#) [Change](#)

SAT to MCI : 09/14/15 02:30 PM Arrive: 06:32 PM [Cancel Flight](#) [Change](#)

LODGING: \$0.00

DoD Lodging

Preferred Lodging

Govt Safety Compliant Lodging

Other Published Rates

Sort By: Distance Rate Range Hotel Name

Lodging Per Diem Rate Allowed is \$115.00 in SAN ANTONIO, TX

> [NEXT 10](#)

	Rate Range	Additional Hotel Information			
	\$35.99 - \$169.99	Additional Hotel Information	Select Hotel		
	Travelodge Ft Sam ATT Center 3821 North Pan Am Expy (ih-35n) San Antonio TX, 78219	Phone: 210/224-5114 Fax: 210/224-6009 Toll Free: 800/525-4055	FEMA Approved	Approx. Distance: 6 Miles	
	\$40.49 - \$109.99	Additional Hotel Information	Select Hotel		
	Days Inn Northeast 3443 IH-35 North San Antonio TX, 78219	Phone: 210/225-4040 Fax: 210/225-4389 Toll Free: 800/329-7466	FEMA Approved	Approx. Distance: 6 Miles	
	\$58.18 - \$119.45	Additional Hotel Information	Select Hotel		
	Super 8 Downtown Riverwalk 1614 North St Marys St San Antonio TX, 78215	Phone: 210/222-8833 Fax: 210/354-2882 Toll Free: 800/454-3213	FEMA Approved	Approx. Distance: 7 Miles	

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

[Add New Flight](#)

\$319.20 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

[Cancel](#) [Change](#)

 American Airlines 340	Depart: 02:33 PM MCI-Kansas City International Apt Arrive: 04:11 PM DFW-Dallas/Fort Worth International Apt Frequent Flyer #: --Please Select--	> Special Requests	Fri 09/04/2015	SEAT: 7D
 American Airlines 243	Depart: 04:55 PM DFW-Dallas/Fort Worth International Apt Arrive: 06:04 PM SAT-San Antonio International Apt Frequent Flyer #: --Please Select--	> Special Requests	Fri 09/04/2015	SEAT: 8D
 American Airlines 315	Depart: 02:30 PM SAT-San Antonio International Apt Arrive: 03:48 PM DFW-Dallas/Fort Worth International Apt Frequent Flyer #: --Please Select--	> Special Requests	Mon 09/14/2015	SEAT: 8D
 American Airlines 1535	Depart: 04:55 PM DFW-Dallas/Fort Worth International Apt Arrive: 06:32 PM MCI-Kansas City International Apt Frequent Flyer #: --Please Select--	> Special Requests	Mon 09/14/2015	SEAT: 28A

*Type: (Required)

Comm Air (Indiv Bill)

Method of Reimbursement:

GOVCC

Rental Car Payment Summary:

[Add New Rental Car](#)

Lodging Payment Summary:

[Add New Lodging](#)

Reservation Skipped: SAN ANTONIO, TX

Dates: 09/04/15 - 09/14/15

[Add It Now](#)
[Remove](#)

Rail Payment Summary:

[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue

If you have a government credit card, please make sure that is reflected as the Method of Reimbursement. If you DO NOT have a government credit card, a Central Bill will be reflected. This means that your unit's Central Bill Account will be charged for the airfare and then be reimbursed by AMSC during the voucher processing. If funds are not available in the Central Bill, your ticket will be rejected.



The Trip Summary will still show a Lodging Payment Summary. To ensure reservations were not made in the DTS system, this summary will need removed. Use the mouse to select Remove.



American Airlines 340	Arrive: 04:11 PM DFW-Dallas/Fort Worth International Apt Frequent Flyer #: --Please Select--	Special Requests	Fri 09/04/2015	SEAT: 7D
American Airlines 243	Depart: 04:55 PM DFW-Dallas/Fort Worth International Apt Arrive: 06:04 PM SAT-San Antonio International Apt Frequent Flyer #: --Please Select--	Special Requests	Fri 09/04/2015	SEAT: 8D

[Cancel](#) [Change](#)

American Airlines 315	Depart: 02:30 PM SAT-San Antonio International Apt Arrive: 03:48 PM DFW-Dallas/Fort Worth International Apt Frequent Flyer #: --Please Select--	Special Requests	Mon 09/14/2015	SEAT: 8D
American Airlines 1535	Depart: 04:55 PM DFW-Dallas/Fort Worth International Apt Arrive: 06:32 PM MCI-Kansas City International Apt Frequent Flyer #: --Please Select--	Special Requests	Mon 09/14/2015	SEAT: 28A

*Type: (Required) Comm Air (Indiv Bill) Method of Reimbursement: GOVCC

Rental Car Payment Summary:

[Add New Rental Car](#)

Lodging Payment Summary:

[Add New Lodging](#)

Reservation Skipped: SAN ANTONIO, TX

Dates: 09/04/15 - 09/14/15

[Add It Now](#)
[Remove](#)

Rail Payment Summary:

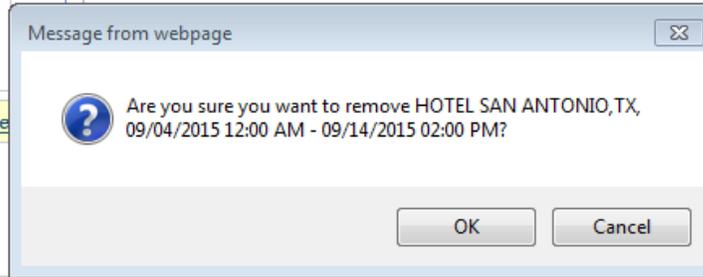
[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

Change TDY Location

Save and Continue



Choose OK



[RETURN TO LIST](#)

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information

Final Trip Itinerary

Air Travel Payment Summary:

[Add New Flight](#)

\$319.20 Total Cost (Including Taxes & Fees)

[View Flight Details](#)

[Cancel](#) [Change](#)

American Airlines 315	Depart: 02:30 PM SAT-San Antonio International Apt Arrive: 03:44 PM DFW-Dallas/Fort Worth Intl Apt Frequent Flyer #: --Please Select--	Special Requests	Sun 07/19/2015	SEAT: 8D
	Depart: 04:55 PM DFW-Dallas/Fort Worth Intl Apt Arrive: 06:33 PM MCI-Kansas City International Apt Frequent Flyer #: --Please Select--			

[Cancel](#) [Change](#)

American Airlines 340	Depart: 02:33 PM MCI-Kansas City International Apt Arrive: 04:11 PM DFW-Dallas/Fort Worth Intl Apt Frequent Flyer #: --Please Select--	Special Requests	Sat 07/25/2015	SEAT: 28A
	Depart: 04:55 PM DFW-Dallas/Fort Worth Intl Apt Arrive: 06:04 PM SAT-San Antonio International Apt Frequent Flyer #: --Please Select--			

*Type: (Required)

Method of Reimbursement: GOVCC

Rental Car Payment Summary:

[Add New Rental Car](#)

Lodging Payment Summary:

[Add New Lodging](#)

Rail Payment Summary:

[Add New Rail](#)

Other Ticketed Transportation:

[Add New Ticketed Transportation](#)

[Change TDY Location](#)

[Save and Continue](#)

Can email or print itinerary from this screen. If you need to change your dates or times, you have the option to do it from this screen.

Choose Save and Continue

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)[Payment Information](#) [Final Trip Itinerary](#)

DTS Detailed Travel Itinerary for ERIKA L BENKE

DTS Document Name EBFTLEAVENWOR071915_A01
DTS / CTO Confirmation: OLKXIL
(Please Reference this number when contacting the CTO.)**Travel / TDY Information:**Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: TRAINING ATTENDANCE
Trip Description: Attend CES Advanced Course

Location - 1 FT. LEAVENWORTH,KS Time Zone: CST (07)

Leave From: FT. LEAVENWORTH,KS
Arrive: 19-Jul-15
Leave: 25-Jul-15**19-Jul-15****Air:****American Airlines - Flight: 315**

02:30 PM SAT-San Antonio	Depart:	Elapsed Travel Time:	Seat:	Air Confirmation:
International Apt	Sun 19-Jul-15	1h 14min	8D	Frequent Flyer:
03:44 PM DFW-Dallas/Fort Worth	Arrive:	Lay-over Time:		Special Requests:
Intl Apt	Sun 19-Jul-15	1h 11min		

American Airlines - Flight: 1535

04:55 PM DFW-Dallas/Fort Worth	Depart:	Elapsed Travel Time:	Seat:	Air Confirmation:
Intl Apt	Sun 19-Jul-15	1h 38min	7D	Frequent Flyer:
06:33 PM MCI-Kansas City	Arrive:			Special Requests:
International Apt	Sun 19-Jul-15			

25-Jul-15**Air:****American Airlines - Flight: 340**

02:33 PM MCI-Kansas City	Depart:	Elapsed Travel Time:	Seat:	Air Confirmation:
International Apt	Sat 25-Jul-15	1h 38min	28A	Frequent Flyer:
04:11 PM DFW-Dallas/Fort Worth	Arrive:	Lay-over Time:		Special Requests:
Intl Apt	Sat 25-Jul-15	44min		

American Airlines - Flight: 243

04:55 PM DFW-Dallas/Fort Worth	Depart:	Elapsed Travel Time:	Seat:	Air Confirmation:
Intl Apt	Sat 25-Jul-15	1h 9min	7B	Frequent Flyer:
06:04 PM SAT-San Antonio	Arrive:			Special Requests:
International Apt	Sat 25-Jul-15			

Another itinerary option to view

Choose Continue

Proceed to the following page:

Expense - Non-Mileage

[Continue](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 19-Jul-15 Return: 25-Jul-15

Non-Mileage Expense #1

* Select Expense Type:

- OR -

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #2

* Select Expense Type:

- OR -

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #3

* Select Expense Type:

- OR -

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

* Method of Reimbursement:

Non-Mileage Expense #4

* Select Expense Type:

- OR -

* Cost: \$

[view expense details/currency calculator](#)

* Date:

(mm/dd/yyyy)

Add Non-Mileage Expenses

Possible Expenses

1. Taxi to and from airport
2. Baggage Fees (do not select Excess Baggage, manually type in Baggage Fees)

PLEASE NOTE THAT AMSC 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 RECORDS THAT PROVE OTHERWISE.

[RETURN TO LIST](#)

This page provides the link that will allow you to upload any required Substantiating Records (Constructive Travel Worksheet or Rental Car Statement).

If Expenses Summary is correct Choose Continue

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 19-Jul-15 Return: 25-Jul-15

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date:

* Method of Reimbursement:

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Baggage Fees	07/19/2015	\$25.00	Edit Remove
Taxi - Terminal	07/19/2015	\$50.00	Edit Remove

Total Expenses: \$75.00

Proceed to the following page:

Mileage Expenses

This is for mileage to and from airport

- OR -

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 the following link.

<https://www.defensetravel.dod.mil/CnstTvl/>

Upload the worksheet in to Substantiating Records (under Expense Tab)

Please note that you may be limited to the cost of the GSA airfare.

Save your Expenses

The screenshot shows the 'Mileage Expenses' form in the Defense Travel System. At the top, there is a navigation bar with tabs for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a secondary bar contains 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. The main form area is titled 'Mileage Expenses' and contains a yellow instruction box: 'Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.' Below this, the travel dates are 'Leave: 19-Jul-15' and 'Return: 25-Jul-15'. The form is divided into two sections, 'Mileage Expense #1' and 'Mileage Expense #2'. Each section has a dropdown for 'Expense Type', a date field (set to 07/25/2015), a 'Method of Reimbursement' dropdown (set to '--Please Select--'), and a calculation field: '* Miles' [input] x Rate = Cost \$'. A 'Save Expenses' button is located at the bottom of the form. At the very bottom of the page, there is a footer bar with the text 'Proceed to the following page:', a dropdown menu set to 'Per Diem Entitlements', and a 'Continue' button.

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	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
07/19/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$45.75 Personal	106 / 61	NONE				
07/20/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$61.00 Personal	106 / 61	NONE				
07/21/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$61.00 Personal	106 / 61	NONE				
07/22/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$61.00 Personal	106 / 61	NONE				
07/23/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$61.00 Personal	106 / 61	NONE				
07/24/15	FT. LEAVENWORTH,KS	Edit	Reset	\$106.00	\$106.00 GOVCC-Individual	\$61.00 Personal	106 / 61	NONE				
07/25/15	FT. LEAVENWORTH,KS	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$45.75 Personal	106 / 61	NONE				

[Reset All](#)

Per Diem Entitlements

Lodging will need to be zeroed out on this page. To do this, select the first Edit option. (continue to next page of instructions)

RETURN TO LIST

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: FT. LEAVENWORTH,KS

Values Apply From Date: 07/01/2015

Values Apply Through: 07/01/2015

Change the date that values apply through to the last date you need to \$0 out

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 106 / 61

Change lodging to \$0

Lodging: \$ 0.00

> view expense details / currency calculator

M & IE: \$ 45.75

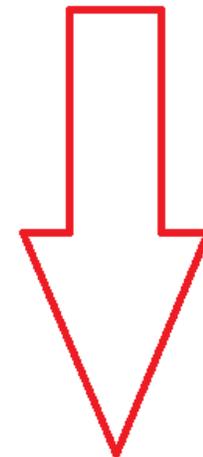
> view expense details / currency calculator

Duty Conditions

Check all of the following that apply:

- 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

Select one of the following:



SCROLL TO THE VERY BOTTOM OF THE SCREEN AND CLICK ON THE SAVE CHANGES BUTTON

How to Zero Out Lodging (continued)

Follow the instructions that are in red.

Selecting the LOA

The Line of Accounting for your specific course will be listed in the drop down Cross Org LOA box.

Basic Course – 17 AMSC BC

Intermediate Course – 17 AMSC IC

Advanced Course – 17 AMSC AC

Continuing Education for Senior Leaders – 17 AMSC CSL

If the LOA is not available, please call your course manager at AMSC to have the LOA reloaded.

After selecting the LOA, choose Continue

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

Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 30-Aug-15 [Find Accounting Label](#)

End Date: 04-Sep-15

Accounting Label: ---Select--- From DA570CAC

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No accounting information available.

Proceed to the following page: Preview **Continue**

[Print Document](#)

Preview Trip
(go to next page)

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 no changes proceed 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:

Comments from the Travel Agent:

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

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: TRAINING ATTENDANCE

Trip Description:

Conference/Event Name: Not Applicable

Overall Starting Point Time Zone: CST (07)

Itinerary: Leave From: LEAVENWORTH,KS

[Edit](#)

Leave: 30-Aug-15

Location 1 - SPRINGFIELD,VA Time Zone: EST (06)

This allows you to view your trip itinerary, all of your expenses and the amounts allocated to the Lines of Accounting (LOA). If your command is paying for a rental car, be sure the rental car and gas (transport fee) are allocated to your command's LOA.

Choose Continue

Arrive: 04-Sep-15

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
Edit 1.	baggage fees	08/30/15	\$25.00	GOVCC-Individual
Edit 2.	Taxi - Terminal	08/30/15	\$50.00	GOVCC-Individual
Total:			\$75.00	

Mileage:

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
Total:						\$0.00	

Per Diem Entitlements

Lodging M&IE:

Start Date	End Date	Total Lodge	Total M&IE
Edit 08/30/15	09/04/15	\$990.00	\$390.50

Accounting Summary

Actual/Estimate No Accounting Information Available.

Calculated Trip Cost: \$1,588.60

Document Totals

Actual/Estimate No Accounting Information Available.

COM. CARR.-I: \$133.10

LODGING: \$990.00

M&IE: \$390.50

OTHER: \$75.00

Calculated Trip Cost: \$1,588.60

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

[Save And Proceed To Other Auths](#)

Proceed to the following page:

Other Authorizations

[Continue](#)

[RETURN TO LIST](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	MANUALLY ENTERED EXPENSE (S)	MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s): baggage fees. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). <input type="text"/>	

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

Proceed to the following page:

Pre-Audit

[Continue](#)

Other Authorizations

Select the [Add Additional Authorizations For This Trip](#) link (a new window opens, see next page)

Other Authorizations Continued..

Select OTHER
and then click on the Add button

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

Other Authorizations

Following is a master list of Other Authorizations you can add to your travel authorization.

Other Authorizations Available

Select	Other Authorizations
<input type="checkbox"/>	ALTERNATE/DESIGNATED LOCATION
<input type="checkbox"/>	ATM Advance Authorized
<input type="checkbox"/>	E-INVITATIONAL (selection not allowed, requires E-INVITATIONAL trip)
<input type="checkbox"/>	EXCESS BAGGAGE
<input type="checkbox"/>	EXTRA AIR OR RAIL FARE
<input type="checkbox"/>	F6-RENEWAL AGREE LV SUPPORTING DOCUMENTS
<input type="checkbox"/>	Fiscal Year Funds
<input type="checkbox"/>	GOVT-OWNED VEHICLE AVAILABLE
<input type="checkbox"/>	MANUALLY ENTERED EXPENSE(S)
<input type="checkbox"/>	NON COMPACT CAR AUTHORIZED
<input type="checkbox"/>	NON-CONTRACT AIR FARE
<input type="checkbox"/>	Non-ATM Advance Authorized
<input type="checkbox"/>	Non-Govt Funded Permissive TDY (selection not allowed, requires permissive trip)
<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input checked="" type="checkbox"/>	OTHER (See remarks below)
<input type="checkbox"/>	OTHER PRIVATELY-OWNED VEHICLE
<input type="checkbox"/>	PER DIEM LOCATION FOOTNOTES
<input type="checkbox"/>	PERSONAL DEVIATION-ITINERARY/TRANS MODE
<input type="checkbox"/>	PERSTEMPO CODE A (Operation)
<input type="checkbox"/>	PERSTEMPO CODE B (Exercise)
<input type="checkbox"/>	PERSTEMPO CODE C (Unit Trng)
<input type="checkbox"/>	PERSTEMPO CODE D (Mission Support TDY)
<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/>	RAT TRAVEL IS FOR A DEPENDENT
<input type="checkbox"/>	RENEWAL AGREEMENT TRAVEL
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER (TRANS)
<input type="checkbox"/>	VARIATIONS AUTHORIZED

Non-Govt Funded Permissive TDY (selection not allowed, requires permissive trip)

<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input checked="" type="checkbox"/>	OTHER (See remarks below)
<input type="checkbox"/>	OTHER PRIVATELY-OWNED VEHICLE
<input type="checkbox"/>	PER DIEM LOCATION FOOTNOTES
<input type="checkbox"/>	PERSONAL DEVIATION-ITINERARY/TRANS MODE
<input type="checkbox"/>	PERSTEMPO CODE A (Operation)
<input type="checkbox"/>	PERSTEMPO CODE B (Exercise)
<input type="checkbox"/>	PERSTEMPO CODE C (Unit Trng)
<input type="checkbox"/>	PERSTEMPO CODE D (Mission Support TDY)
<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/>	RAT TRAVEL IS FOR A DEPENDENT
<input type="checkbox"/>	RENEWAL AGREEMENT TRAVEL
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER
<input type="checkbox"/>	TRAVEL IS FOR A FAMILY MEMBER (TRANS)
<input type="checkbox"/>	VARIATIONS AUTHORIZED

Cancel Add

Proceed to the following page: Preview Continue

[RETURN TO LIST](#)

In the empty box for OTHER, add the following message.

"Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficiently able to accomplish travel objectives."

Then choose Save and Proceed to Pre-Audits.

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	ANNUAL LEAVE OR NON-DUTY DAYS	ANNUAL LEAVE OR NON-DUTY DAYS <input type="text"/>	
2	OTHER (See remarks below)	OTHER (See remarks below) "Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not <input type="text"/>	remove

Save and Proceed to Pre-Audits

Proceed to the following page:

Pre-Audit

[Continue](#)

Pre-Audit Trip

The flagged items will vary. Justification must be provided for all of them or DTS will not allow you to submit the travel order.

Lodging Not Used and Available Privatized Lodging Not Used are two items that may be flagged. Click mouse on the words REASON CODES (see next page)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→1 LODGING NOT USED	→1 SPRINGFIELD, VA: No lodging reservations exist from 08/30/2015 to 09/04/2015.	Reason Codes

The following are provided for advisory purposes only

2.	Advisory	Advisory Description <Help>
	→1 NO ACCT CODE ASSIGNED	→1 NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

Save And Proceed To Digital Signature

Proceed to the following page:

Digital Signature

Continue

This is a list of Pre-Audit reason codes that apply to LODGING NOT USED.

Pre-Audit Reason Codes for LODGING NOT USED

Select	Reason Code & Description	Authority Source Reference
<input type="checkbox"/>	L1 - Too far away Available properties are too far from TDY work location. Details must be provided in the comments field.	Joint Travel Regulations
<input type="checkbox"/>	L2 - Mission requirements Available properties do not meet mission requirements. Details must be provided in the comments field.	Joint Travel Regulations
<input type="checkbox"/>	L3 - Lower rate available A lower hotel rate was available at another property. Property name and address must be provided in the comments field.	Joint Travel Regulations
<input type="checkbox"/>	L4 - Personal choice/limited reimbursement In accordance with the JTR, the reimbursement for a traveler that chooses to not use available government preferred lodging is limited to the negotiated rate that the government would have paid. Property name and address must be provided in the comments field.	Joint Travel Regulations
<input type="checkbox"/>	L5 - Military Lodging Staying in military lodging that includes barracks, medical treatment facilities (DoD, VA, or Fisher House). You must adjust the cost on the Per Diem Entitlements screen to reflect the amount you actually paid for the room.	Joint Travel Regulations
<input type="checkbox"/>	L6 - Lodging with family or friends In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host.	Joint Travel Regulations
<input type="checkbox"/>	L7 - Conference or Event Attending conference or event with prearranged lodging? Event name must be provided in the comments field if "Other" or "N/A" was selected when authorization was created.	Joint Travel Regulations
<input checked="" type="checkbox"/>	L8 - Contract Lodging Lodging has been contracted by a government organization and costs will be billed to that office. Property name and address must be provided in the comments field.	Joint Travel Regulations
	L9 - Rental Housing	

Please select L8 – Contract Lodging

Scroll to the bottom of page and choose Save



Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

[Constructed Travel Worksheet](#)

4 Items have been Flagged in this Travel Document

	Reason Flagged	Item Description	* Justification to Approving Official <Help>
1.	→ AVAIL PRIVATIZED LDG NOT USED	→ FT. LEAVENWORTH,KS: Available Government Privatized Lodging was not used for 04/23/2016 to 05/06/2016.	Reason Codes (L8) - Contract Lodging Lodging will be contracted.
2.	→ LODGING NOT USED	→ FT. LEAVENWORTH,KS: No lodging reservations exist from 04/23/2016 to 05/06/2016.	Reason Codes (L8) - Contract Lodging Lodging will be contracted.

You will be returned to the Pre-Audit Screen, in the empty boxes provide Justification for each item description to include the box under L8 – Contract Lodging

Choose Save and Proceed to Digital Signature

Before digitally signing, make sure the Routing List says 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, call the course manager. AMSC 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.

MAKE SURE IF YOU HAVE A RENTAL CAR THAT THE RENTAL FORM HAS ALL THREE (3) SIGNATURE BLOCKS SIGNED WITH FUNDING UNIT'S LOA AND UPLOADED INTO SUBSTANTIATING RECORDS

IF YOU ARE DRIVING A POV, THE CONSTRUCTIVE TRAVEL FORM (CTW) MUST BE UPLOADED INTO SUBSTANTIATING RECORDS

IF EITHER ARE MISSING, YOUR ORDERS WILL BE RETURNED TO AMEND AND RESUBMIT.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED

Routing List: LEAV-CES

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Choose Submit Completed Document



Approximately 3 days prior (72 hours) to your departure date, 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.