CREATE AN AUTHORIZATION: SHARP TRAVELER INSTRUCTIONS

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: http://www.defensetravel.osd.mil.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. Select the appropriate certificate from the **Choose Signing Certificate** box.
6. First-time users will see the User Activation screen. Enter the traveler's SSN in both fields then select **Submit**.

Create an Authorization

1. On the DTS User Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.
3. Select **Create New Authorization/Order**.

Note: If the traveler is using DTS for the first time, a pop- up window will appear to review or update the traveler's profile. Review all information and make any necessary changes, then select **Update Personal Information**.

Travel Itinerary

1. Enter the **Starting Point** by selecting a location in the **Starting Locations in Profile** box or by typing a location in the field.
2. In the **Departing On** field, type the date or use the calendar tool to enter the departure date.
3. Select the **Trip Type** and **Trip Purpose** by using the drop-down lists.

Trip Type: AA-ROURTINE TDY/TAD

Trip Purpose: Training Attendance

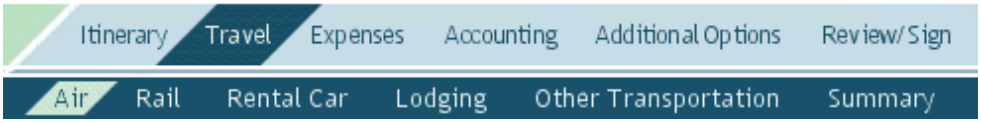
4. Complete the **Trip Description** field with details of the trip; for example, "attending SHARP Baseline Certification Course, class#, date"
5. Select the **mode of transportation (preferred mode is Air)** for travel to the location and the **departure time**.
6. Select **Location** in the Location Tools box on the right to search for and enter a location. Use the search option: State/Country, select **Kansas**, and then use the **radio button** to select **Ft. Leavenworth**.
7. In the **Arriving On:** date field, use the calendar tool and select the **arrival date** for the location.
8. In the **Departing On:** date field, use the calendar tool and select the **departure date** for the location.
9. **Do NOT check** the **Rental Car** or **Lodging** box, Rental Cars are not provided with SHARP funds and lodging is reserved by the SHARP Academy.

10. Select **Yes** or **No** for *Will you be traveling to another TDY Location?*
11. After selecting No**,** the Trip Overview screen refreshes. Enter the **Ending Point** by selecting the location from the **Return Locations in Profile** box or by typing in a location in the field.
12. Select the mode of transportation for travel to the return location and the departure time.
13. Check the **box** in Section E if other ticketed transportation will be used (i.e. bus).
14. Select **Save and Proceed.**

-OR-

Select **CTO Full Assistance Request** to receive assistance in booking reservations instead of using the DTS Travel section to select the reservations. An additional fee is charged for this option. Select **OK** to proceed. Add additional comments if necessary and select **Send Comments to CTO**. The TSA Secure Flight Information screen displays. Enter or update the fields then select **Save TSA Information**. Proceed to Section 6 **Expenses**.

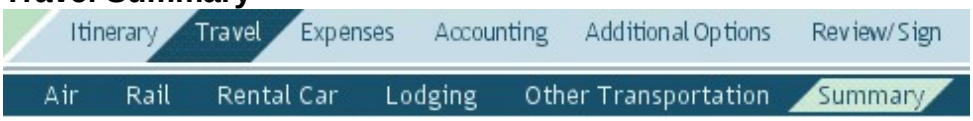
Book Air Travel



If indicated on the Trip Overview screen that Commercial Air is needed, the Air screen displays.
1. Use the Airfare tabs for different fares. Choose **Select Flight** for the preferred flight. -OR-Change the criteria on the left side of the screen; select **Search**, and then **Select Flight**.
2. The Seat Selector window will open if there is a seat map. Choose a **seat** then select **Done**.
3. The TSA Secure Flight Information screen displays. Enter or update the **required fields**.
4. Select **Save TSA Information**.
5. Select the return flight by repeating Steps 1 - 2.

Note: If no selections display for Air, Rental Car, Lodging, or Rail, use the **Request Assistance in Booking …** button shown on the screen.

Travel Summary



1. Review the information on the Payment Information tab and update if necessary.
2. Select **Save and Continue**.
3. Review the Final Trip Itinerary information.

4. Select **Continue**.
5. Upon leaving reservations, select **OK** to the pop-up window warning reservations will be cancelled in 24 hours if the authorization remains unsigned.

Expenses

Non-mileage Expenses:
1. Select **Expenses** from the navigation bar.
2. Select a **non-mileage** expense from the **Select Expense Type** drop-down list. If the expense is not listed, type it in the **-OR-** field.
3. Type the estimated **Cost** of the expense and select the **Date** the expense will be incurred.
4. The **Method of Reimbursement** field populates for the type of expense. Change if necessary. (For taxi or shuttle to the airport at home station, use Taxi Terminal. For shuttle to Ft. Leavenworth from the airport, use Taxi TDY.)
5. Select **Save Expenses**.

Mileage Expenses:
6. Select **Mileage** from the subnavigation bar.
7. Select the **Expense Type** drop-down list and select the **type of expense.**
8. Enter the **date** of the expense.
9. Enter the expected mileage if a POC will be used.

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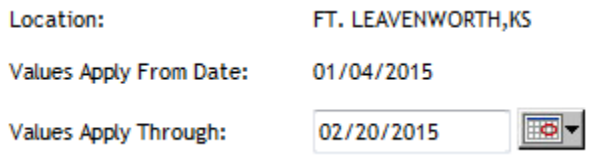
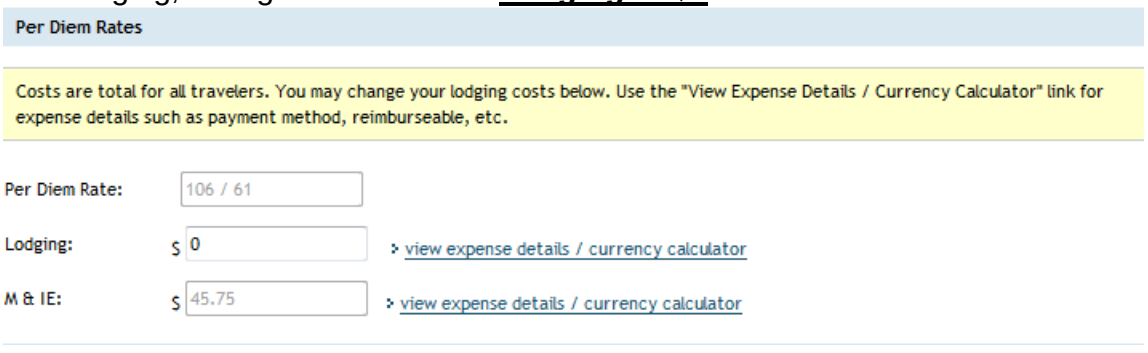
Lodging and M&IE

Note: Use Option 1 for Civilian Employees
Use Option 2 for Military Members

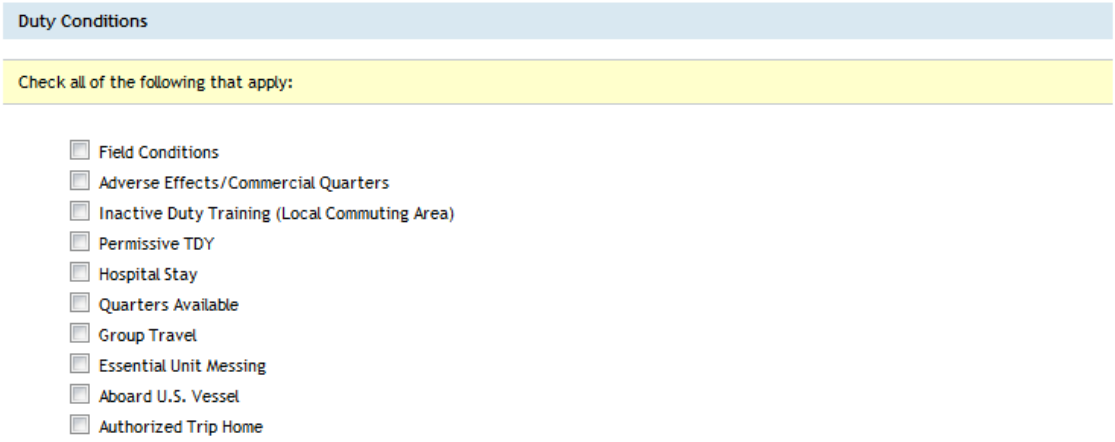
Option 1 Civilian Employees: Click on the **Per Diem Entitlements** tab. On day 1 of your trip, select **Edit**. You will see "Values Apply From Date" and "Values Apply Through". At "Values Apply Through," choose the calendar icon and select your departure date.



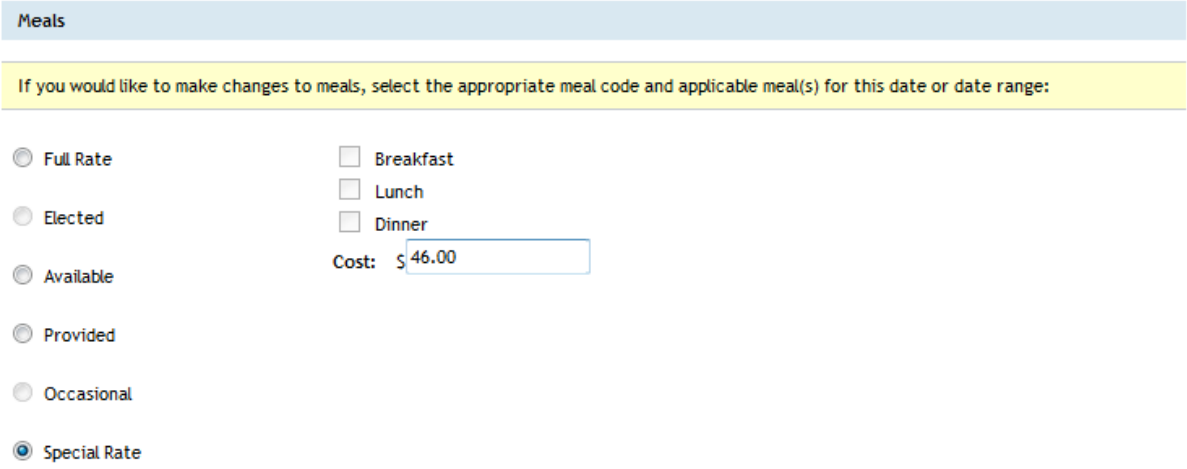
For Lodging, change the amount in **Lodging to $0**.



For the Duty Conditions, no boxes should be checked.



For flat rate per diem for M&IE, select Special Rate and in the box adjacent to Cost, type in $46.



Scroll to the bottom of the page and select “Save These Entitlements.”

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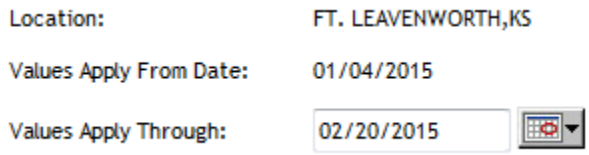
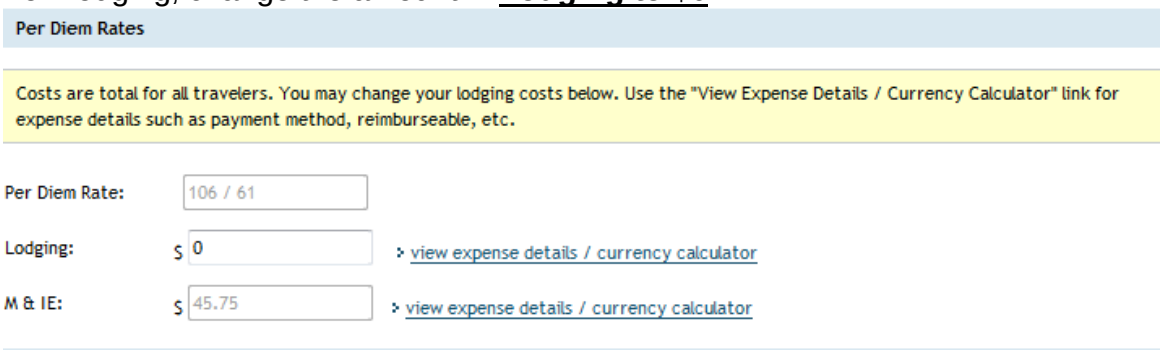
Option 2 Military Members:

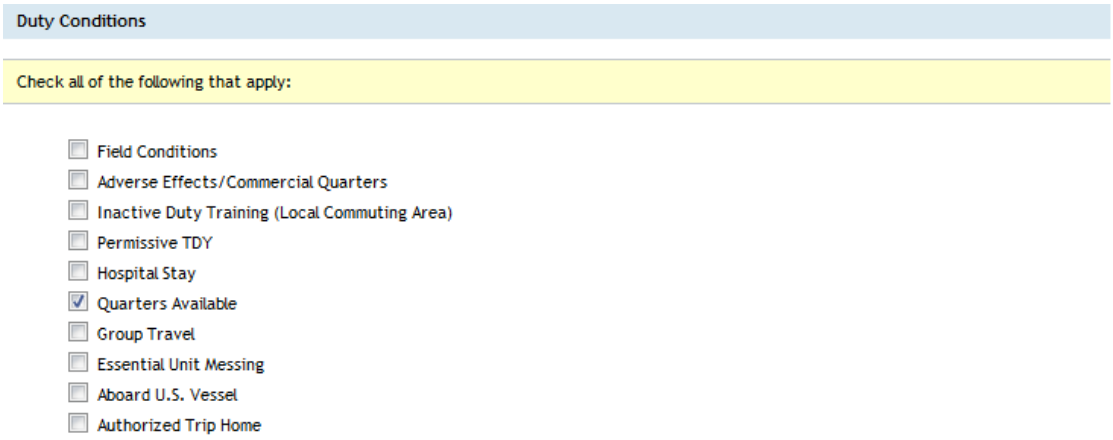
Click on the **Per Diem Entitlements** tab. On day 1 of your trip, select **Edit**. You will see “Values Apply From Date” and “Values Apply Through”. At “Values Apply Through,” choose the calendar icon and select your departure date.



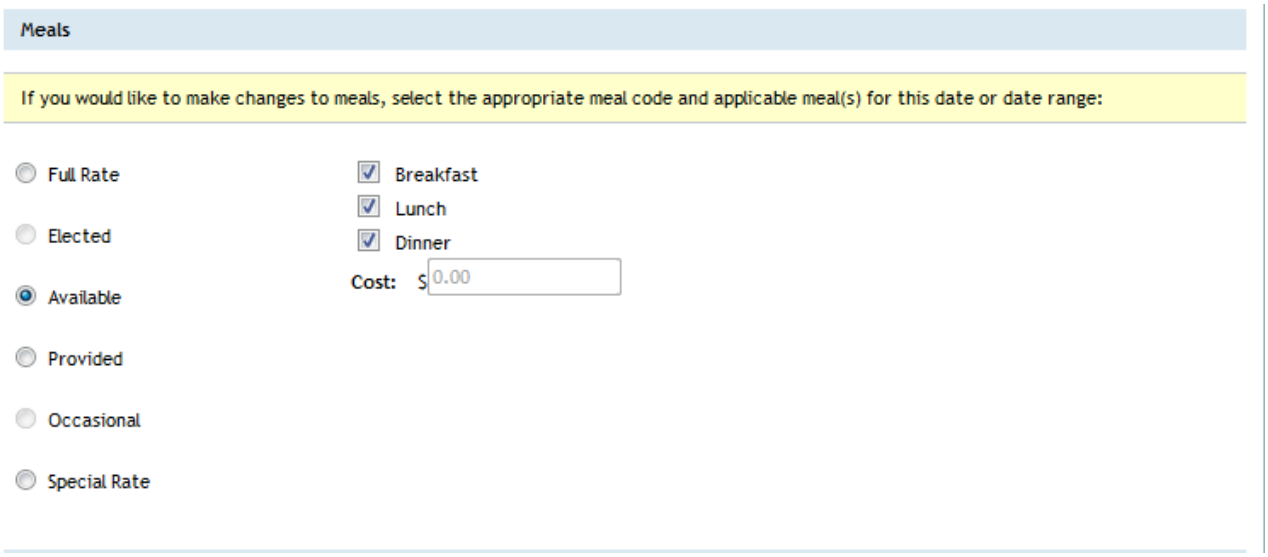
For Lodging, change the amount in **Lodging to $0**.



For Duty Conditions, select quarters available.



For the Government Meal Rate (GMR) plus incidentals, select the button adjacent to Available and select the box adjacent to Breakfast, Lunch, and Dinner.



Scroll to the bottom of the page and select “Save These Entitlements.” The amount in M&IE Allowed, should note $18.85 for each day, with the exception of travel dates that will remain at the rate of 75% of the full M&IE amount.

02/01/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL
02/02/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL
02/03/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL
02/04/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL
02/05/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL
02/06/15	FT. LEAVENWORTH,KS	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$18.85 Personal	106 / 61	MESS	M	M	M	AVAIL

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If driving POV instead of air transportation

Note: If your round trip mileage is 800 miles (one way 400 miles) or less a SHARP Academy Constructed Travel Worksheet is not required:

1. Select **Mileage** from the subnavigation bar.
2. The Defense Table of Official Distances (DTOD) must be used to calculate the number of miles.
3. Check the **Create separate mileage expense for return trip mileage** box, if appropriate.
4. Select **Save Expenses**.
5. You must upload the SHARP Academy **Constructed Travel Worksheet** to your authorization to show that it is cost effective to drive versus fly. You can find the SHARP Academy Constructed Travel Worksheet on the SHARP Academy website, Student Information page: http://usacac.army.mil/schools-and-centers/sharp-academy. To upload the worksheet, select **Substantiating Records** from the subnavigation bar to add supporting documents by faxing or scanning and then uploading.

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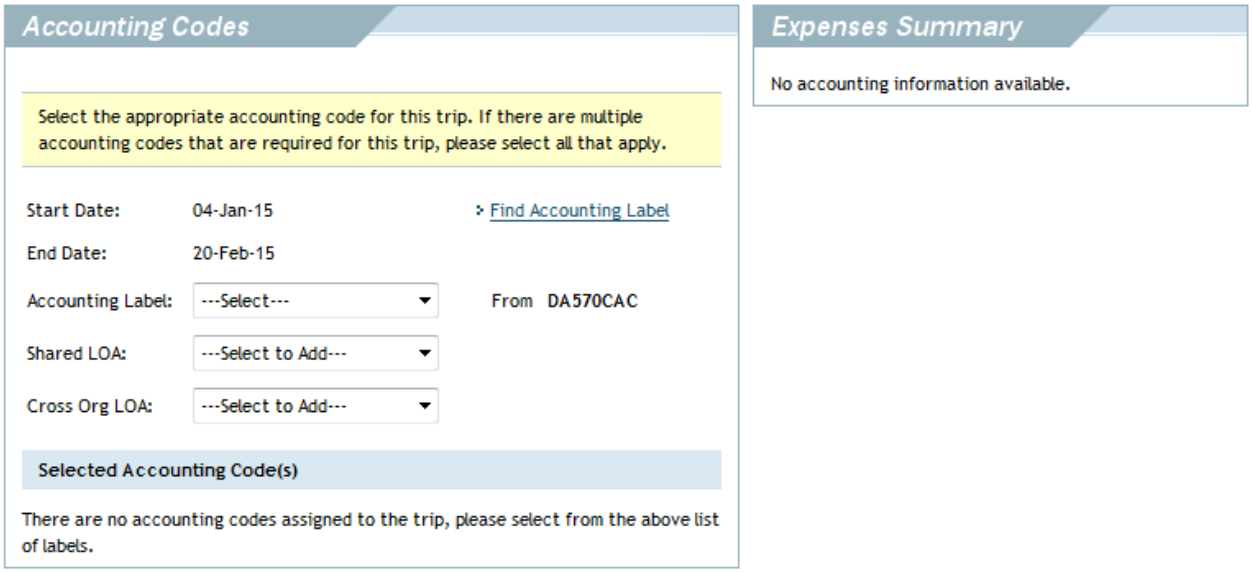
Lines of Accounting (LOAs)

Select the LOA from the Cross Org. LOA drop down option. Please select the following LOA associated with your course:

15 SHARP STUDNT

If your organization is authorizing a rental car please make sure you add their LOA to the rental car and any related expenses. Choose your organization's LOA from the first option, accounting label – it should exactly match what is noted on your Rental Car Authorization Form previously approved by your organization.

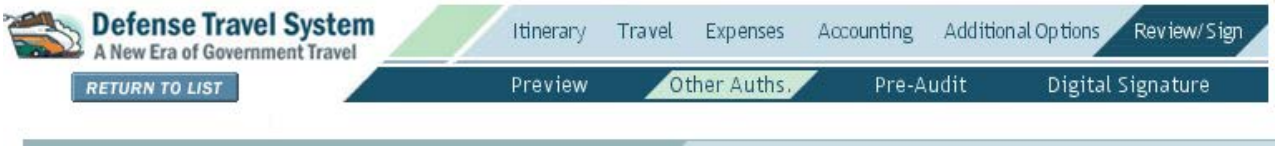


Additional Options

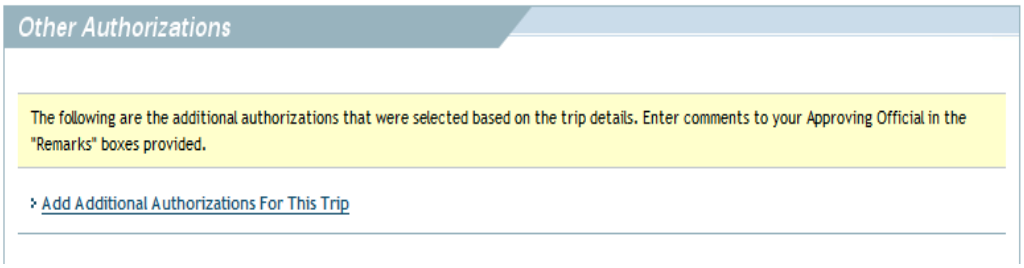
Skip this step.

Review/Sign

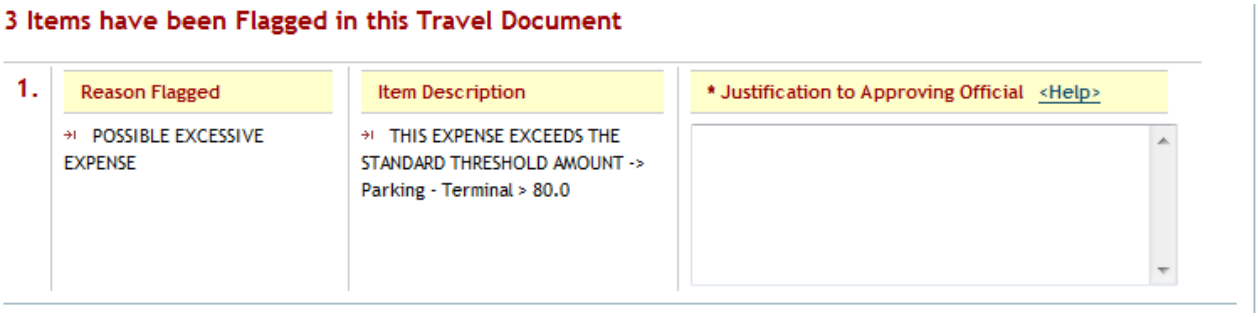
1. Review the itinerary.
2. Select **Other Auths.** from the subnavigation bar.



3. Select "Add Additional Authorizations for This Trip"



4. Place a check in the box next to "OTHER See remarks below." Scroll to the bottom of the screen and select "Add." A comments box will display. In the box type the following mandatory statement: **Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication, are not sufficient to accomplish travel objectives.**
5. Select **Save And Proceed To Pre-Audits** to save any remarks.



6. Enter **Justification** for any flagged items.
7. Select **Save And Proceed To Digital Signature**.
8. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.
9. (Optional) Select a **Routing List**, if different from the default.
10. (Optional) Enter Comments in the **Remarks** box.
11. Select **Submit Completed Document**.
12. Select the appropriate certificate from the **Choose Signing Certificate** box.

The authorization must be signed within 24 hours of booking or all reservations will be cancelled.

Note: Refer to the *Adjusting/Amending an Itinerary and Reservations in an Authorization* trifold for assistance with date, per diem location, and/or reservation changes.

If your transportation is air, you should receive a final confirmation at the time of ticketing from your Carlson/Sato Travel Office which is usually 72 hours prior to your departure. You can view and print your e-ticket invoice and itinerary from Virtually There at www.virtuallythere.com or your local travel office's website. If you do not receive this email (the one loaded in your DTS profile) you will need to contact your Carlson/Sato Travel office to find out why your tickets have not been purchased. The following sites https://www.cwtsatotravel.com/ or http://www.defensetravel.dod.mil/site/localSupport.cfm?sa=A are available to locate your local travel office's phone numbers.