Defense Travel System (DTS) Instructions for Army Management Staff College Students

You can find additional information about creating an Authorization in DTS at
This is a general set of instructions and due to continuous updates in DTS, these instructions may not reflect everything that you see when creating your travel authorization.

https://dtsproweb.defensetravel.osd.mil/dts-app/pubsit.../all/view/

Ensure that your profile is correct and up to date to include your credit card information.
SELECT
CREATE NEW AUTHORIZATION – ROUTINE TDY TRIP
Complete Trip Overview

A. My TDY Locations *
Arriving: date you will be leaving TO Fort Leavenworth
Departing: date you will be leaving FROM Fort Leavenworth
TDY Location: Ft. Leavenworth, KS
Traveling by: Air (preferred mode)
Other modes of transportation may require a Constructive Travel Worksheet uploaded in to Substantiating Documents
Time of Day: Your choice
Rental Car: AMSC does not fund Rental Cars, if your command is funding a rental car, make sure the funding Line of Accounting is available otherwise the rental car will be removed from the authorization.

B. My Trip Overview*
Leaving On: date you will be leaving TO Fort Leavenworth
Returning On: date you will return FROM Fort Leavenworth
Trip Duration: Multi-Day
Leaving From: My Residence (usually)
Returning To: My Residence (usually)
Returning by: Air (or whatever mode you choose)
Time of Day: AFTERNOON or EVENING (for CONUS) Flight should be at 1400 or later

C. My Trip Details
Type* AA-ROUTINE TDY/TAD
Purpose* TRAINING ATTENDANCE
Description: Name of Course attending (BASIC, INTERMEDIATE, ADVANCED OR CESL)
Air Travel
Confirm airports are correct and choose your flights. Select your flights. Please look through the GSA City Pair/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.

*Nonrefundable Restricted Flights are not authorized. If a Restricted flight is selected your authorization will not be processed.

Select Search Flights –
Selecting GSA Contracted outgoing and returning flights before going to the Other Gov’t Airfare as this will need justification in the pre-audits.
Select your seat from those available.

If you have a government travel charge card (GTCC), 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.

RETURN FLIGHT:
CONUS must depart the last day of class on or about 1400. OCONUS may choose to depart Saturday to avoid night time layovers.
Rental Car:

**IF** your Command is Authorizing/Funding a Rental Car

This is where you would reserve the Rental Car.

AMSC DOES NOT FUND RENTAL CAR.

Select and Book Car
DO NOT SELECT ANY LODGING

Although you will not be making your lodging arrangements, the system will still ask you to select 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.

Choose

Skip this Lodging Booking

Review your Reservation Selections and select

Continue to Expenses
Enter Travel Expenses

^ Uploads

Drag and drop or browse for a new document

^ Reservation Expenses

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document’s itinerary.

^ Other Expenses

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

^ Substantiating Documents

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

EXPENSE SUMMARY

Total Reservation Expenses  Total Other Expenses  Total Expenses
If you have a rental car Authorized by your Command you will click on the document and Add the Rental Car Agreement Form provided by AMSC with signatures and Your Line of Accounting here.

Ensure the Rental Car Agreement Form is uploaded to Substantiating Documents.
Possible Other Expenses
Click on the + sign to Add Expenses

1. Taxi to and from airport
2. Baggage Fees is under other Expense (do not select "Excess Baggage")
   You are authorized reimbursement on two bags and must be within airline regulations for standard bag rate. EXCESS BAGGAGE OR OVERSIZED/OVERWEIGHT CHARGES WILL NOT BE REIMBURSED by AMSC.

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 DOCUMENTS THAT PROVE OTHERWISE

Other possible expenses: Tolls (highway, bridge, etc.), Tickets if Personally Procured, Rental Car fuel (if authorized by your Command).
To add mileage expenses, click on Other Expenses. The Add Expense drop-down will appear. Select the expense Type, Mileage Expense. Then choose mileage type (e.g., Pvt Auto Terminal) (This is for someone taking you to the airport and returning to home.) Put in date and number of miles; this will automatically total.

Then click the Add Expense.
POV
Authorized mode of transportation is air travel.
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 or in the information sent to you.
https://usacac.army.mil/organizations/cace/amsc/administrative#tdy

ENSURE you Upload the CTW worksheet in to Substantiating Documents

Reimbursement for travel by other than the authorized transportation mode – AIR Travel and/or route is limited to the cost the GOV’T would have paid for the authorized transportation mode and/or route. No other costs are added to the computation.

CTW
THE TRAVELER IS PAID WHICHEVER (ACTUAL OR CONSTRUCTED) IS LESS. If the airfare is less than the mileage, you will add the Expense Name as - CTW ((your airport code)-to-MCI) and the amount of the city pair reimbursement rate.

ENSURE you Upload the CTW worksheet in to Substantiating Documents

To compare rates use GSA Airline City Pair website - https://cpsearch.fas.gsa.gov/

Save your Expenses
LEAVE IN CONJUNCTION WITH TDY:

When Leave in Conjunction is not at the TDY location or authorized layover location, the traveler must make their airfare arrangements outside of DTS/CTO. Government fares cannot be used to fly to/from a leave location not at the TDY location.

The traveler’s authorization must indicate a Personally Procured Ticket with Comments to the Approving Official annotating the one way Government fare and that the traveler is reimbursed either the Government fare (GSA Airline City Pair website - https://cpsearch.fas.gsa.gov/) or full amount of Personally Procured ticket whichever is the lesser.

A copy of the Personally Procured airfare receipt and the Government fare must be attached to your authorization under Substantiating Documents submission to validate which is cheaper to the Government. DO NOT use your government travel charge card for personally procured ticket.

Your personally procured airfare amount will be added under Expenses – Other Expenses select +Add Expense – Select – Other Expenses - Other Create Own – add Personally Procured Ticket (ensure you select personal for method of reimbursement) + Add Expense.
You are now ready to adjust lodging amounts.

Lodging will need to be zeroed out. To do this, Select to edit.
Adjust dates

Change lodging cost to $0.00

Save Adjustments

Select Continue
Accounting

Select +Add LOA then Cross Org LOA

Search your specific course LOA

Basic Course – 20 AMSC BC
Intermediate Course – 20 AMSC IC
Advanced Course – 20 AMSC AC
Continuing Education for Senior Leaders – 20 AMSC CSL

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

Ensure you add the Line of Accounting (LOA) if organization is funding RENTAL CAR

After selecting the LOA, choose Continue
Review Profile and trip authorization.

In Pre-Audit, flagged items will vary. Justification MUST be provided for all of them or DTS will not allow you to submit the travel order.

Then choose Save and Proceed to Pre-Audits.

*Lodging Not Used and Available* - *Privatized Lodging Not Used* are two items that may be flagged.

Select + Add Reason Code - Check **L8 – Contract Lodging** – Add Justification – “Contracted Lodging” - Save

Scroll to the bottom of page and choose Continue
Before digitally signing, make sure the Routing List reads 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.

SELECT SUBMIT COMPLETED DOCUMENT
Approximately 3 days prior TO YOUR DEPARTURE DATE (72 hours, from your duty location), 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.

REMEMBER THE APPROVING OFFICIAL IS AMSC.