

81st RSC
Yellow Ribbon
DTS Authorization for Soldiers

DTS Authorization for Soldiers

1. Login to DTS
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10. Upload Orders (**TPU Soldiers only**)
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14. Pre-Audit Trip
15. Digital Signature

Step 1: Login to DTS

<http://www.defensetravel.osd.mil/>

http://www.defensetravel.osd.mil/dts/site/index.jsp

Defense Travel System - Welcome to DTS

Defense Travel System
A New Era of Government Travel

Search DTS

Web Accessibility | Privacy and Security Notice

Home

DTMO Website

Training

Travel Explorer

Travel Assistance Center (TAC)

References

Contacts

Find your Local DTA

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global defense (DoD) travel.

CAC required, Use up-to-date or updated

Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

DoD Lodging

Military travelers going TDY to military installations must check DoD lodging availability before making other accommodations.

First Time Users

Click below to learn more about DTS and the tools required for

Training

Click below to learn how to use DTS and for additional training

System Status

DTS

DTS is a

EWTS

EWTS is

Verify that web browser has most up to date requirements to access DTS.

Browser Compatibility Check

- Javascript..... ✓
- Browser Version..... ✓
- Cookies..... ✓

Java - [Click here for more information](#)

Step 2: Create Authorization

(1) Click

“Official Travel”



Defense Travel System

A New Era of Government Travel

Logoff

Official Travel

Official Travel - Others

Traveler Sets

Administrative

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Organization: DAZ40ARC081RSCCHAP

Org Access:

Group Access:

Permission:

(2) Select “Authorization/Orders” under
“Official Travel” drop down tab.

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Next: Select Create New Authorization/Order

Defense Travel System
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Official Travel

Authorizations Vouchers Local Vouchers Group Authorizations

Authorizations / Orders

Below is a list of your existing authorizations / orders. Please select the function (Edit, Print, etc.) corresponding to the line item. An authorization that contains a past dated trip cannot be processed. Changes and or updates must be made after the trip is completed.

[Create New Authorization / Order](#)

(3) Select “Create New Authorization / Order”

Existing Authorizations/Orders

Step 2: Create Authorization

scr

Defense Travel System
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Official Travel

Current Date: 03-02-

My Itinerary

Choose Your Trip Creation Method

If you're selecting one of the following trip types and your travel does not cross the International Date Line  **CLICK HERE**

to access the new itinerary system.

- AA-ROUTINE TDY/TAD
- AB-OPEN ALLOTMENT
- AX-ARRANGEMENTS ONLY
- B-PERM CHG STA
- D-HOUSE HUNTING

For all other options, **CLICK HERE** to continue to the legacy itinerary system

Click here

 **CLICK HERE**

Step 3: TDY Location

(1) Enter Arriving/Departing date and Location "Davenport, FL 33896"

My TDY Locations*

Arriving	Departing	TDY Location
<input type="text" value="06/01/2017"/>	<input type="text" value="06/04/2017"/>	<input type="text" value="Davenport, FL 33896"/>

(2) Select "Travel Mode"

Traveling by:

Time of Day:

Rental Car:

My Trip Overview*

Leaving On

Returning On

Trip Duration

Leaving From

My Residence

My Duty Station

Returning To

My Residence

My Duty Station

Returning by

Time of Day

My Trip Details

Type*

Purpose*

(3) Select "Training Attendance"

Description

1860 characters remaining

(4) Type in Yellow Ribbon Event with dates of training

Conference/Event Name*

Not attending a conference

(5) Click here

(6) Click here

[Cancel](#)

Step 4: Rental Car

Rental Car is **NOT** authorized with out an Approved ETP.

Rental Car

Modify Search

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

* Pick-Up Date:
06/01/2017

* Pick-Up Time:
05:30 AM

* Drop-Off Date:
06/01/2017

* Drop-Off Time:
05:30 PM

Rental Car

Select Rental Car for
CAE - Columbia Metropolitan Apt, SC (USA)
from 06/01/2017 through 06/01/2017

RESERVATIONS SUMMARY:

RENTAL CAR: \$0.00

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by

Click here

Step 5: Lodging

Lodging thru DTS is **NOT** authorized. Strong Bonds staff will make reservation for all attendees.



The screenshot shows the Defense Travel System (DTS) interface. The top navigation bar includes links for Itinerary, Travel, Expenses, Accounting, Additional Options, Review/Sign, Air, Rail, Rental Car, Lodging (which is the active tab), Other Transportation, and Summary. The main content area is titled 'Lodging' and displays a search for 'Select Lodging for ORLANDO from 10/07/2016 through 10/09/2016'. A 'RESERVATIONS SUMMARY' section shows 'LODGING: \$0.00'. Two buttons labeled 'Skip This Hotel' are highlighted with red boxes and arrows pointing to them, indicating they should not be used.

Step 6: Trip Summary

Trip Summary

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

[Payment Information](#) [Final Trip Itinerary](#)

Air Travel Payment Summary: [Add New Flight](#)

Rental Car Payment Summary: [Add New Rental Car](#)

Reservation Skipped: RES: Columbia, SC	Dates: 06/01/17 - 06/01/17	Add It Now Remove
Reservation Skipped: MYRTLE BEACH, SC	Dates: 06/04/17 - 06/04/17	Add It Now Remove

Lodging Payment Summary: [Add New Lodging](#)

Reservation Skipped: MYRTLE BEACH, SC	Dates: 06/01/17 - 06/04/17	Add It Now Remove
---------------------------------------	----------------------------	--

Rail Payment Summary: [Add New Rail](#)

Other Ticketed Transportation: [Add New Ticketed Transportation](#)

[Change TDY Location](#) [Save and Continue](#)

Click here 

Proceed to the following page: [Expense - Non-Mileage](#) [Continue](#)

Step 7: Non-mileage Expenses

Add only authorized expenses per the MOI on this screen, i.e. parking and toll expenses.

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: 01-Jun-17 Return: 04-Jun-17

Non-Mileage Expense #1

* Select Expense Type: * Cost: \$
- OR - [view expense details/currency calculator](#)

Non-Mileage Expense #5

* Select Expense Type: * Cost: \$
- OR - [view expense details/currency calculator](#)

* Date: 06/01/2017 (mm/dd/yyyy)

* Method of Reimbursement: GOVCC-Individual

(1) Click here to save any expenses you entered

(2) Click here

Save Expenses

Continue

Proceed to the following page: **Expense - Mileage**

Step 8: Mileage Expenses

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 01-Jun-17 Return: 04-Jun-17

Mileage Expense #1

* Expense Type: (1) Select "Pvt Auto-TDY/TAD"

* Date: (2) Enter Start Date
(mm/dd/yyyy)

* Method of Reimbursement:

Miles required to be obtained from Defense Table of Distances
[DoD Table of Distances](#) (3) Click here: New page will open

From:

To:

* Miles x Rate 0.535 = Cost \$

Create separate mileage expense for return trip mileage:

Mileage Expense #2

* Expense Type:

* Date: (4) Enter End Date
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

Save Expenses

Proceed to the following page: [Per Diem Entitlements](#) [Continue](#)

Step 8: Mileage Expenses



DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter the Zip Code or City, State/Country for the "Traveling From" and "Traveling To" locations to calculate the mileage.

Enter City, and 2 character State/Country code to search within North America (e.g. Atlanta, GA)

Enter City, and 3 character State/Country code to search outside North America (e.g. Paris, FRA)

Enter **(1) Enter zip code**

Traveling From:

29207

Traveling To:

Calculate Total:

From :
To :

**(2) Click
Here**

Step 8: Mileage Expenses

Defense Travel System
A New Era of Government Travel

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle.

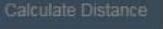
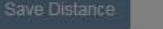
Enter City, and 2 character State/Country code to search within North America (e.g. A)

Enter City, and 3 character State/Country code to search outside North America (e.g. A)

Enter City ONLY to search World Wide (e.g. Paris)

Traveling From: 29207 

Traveling To: 33896 

Calculate Total: From : To :  

(3) Select Location

Select the location

Show 10 entries

City	State / Country	Location
Columbia	SC	29207 Columbia, SC, Richland

Showing 1 to 1 of 1 entries

Previous 1 Next

(4) Enter Zip code

(5) Click here

Step 8: Mileage Expenses

g to a location using a personally owned
e to search within North America (e.g. A
e to search outside North America (e.g.
Paris)

Showing 1 to 5 of 5 entries

City	State / Country	Location
Bromölla	SWE	295 72 Bromölla, SWE, Skåne Län
Gualöv	SWE	295 72 Gualöv, SWE, Skåne Län
Kristianstad	SWE	295 72 Kristianstad, SWE, Skåne Län
Myrtle Beach	SC	29572 Myrtle Beach, SC, Horry
Turbah	SAU	29572 Turbah, SAU

From : 29207 Columbia, SC, Richland
To :

Calculate Distance

Save Distance

(6) Select Location

Step 8: Mileage Expenses

Current Date:

Vehicle (POV). Enter the Zip Code or City, State/Country for the "Traveling From" and "Traveling To" locations to calculate the miles for the entered mileage expense.

Atlanta, GA)

Paris, FRA)

Traveling To:

Calculate Total:

From : 29207 Columbia, SC, Richland
To : 29572 Myrtle Beach, SC, Horry

(7) Click here 

Calculate Distance

Total Miles : 143 

Save Distance

(8) Click here 

Step 8: Mileage Expenses

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 01-Jun-17 Return: 04-Jun-17

Mileage Expense #1

* Expense Type: Pvt Auto-TDY/TAD

* Date: 06/01/2017 (mm/dd/yyyy)

* Method of Reimbursement: Personal

Miles required to be obtained from Defense Table of Distances
[DoD Table of Distances](#)

From: 29209,

To: 29572, (1) Mileage is visible now

* Miles 146.0 x Rate 0.535 = Cost \$ 78.11

Create separate mileage expense for return trip mileage: (2) Check this box to add return mileage

Mileage Expense #2

* Expense Type:

* Date: 06/04/2017 (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

* Miles x Rate = Cost \$

(3) Click here

Save Expenses

Proceed to the following page: Per Diem Entitlements Continue

Step 8: Mileage Expenses

Constructed Travel Cost-Comparison Worksheet (CTW) “is not required” for POV travel under 400 miles one way.

The screenshot shows a mileage expense submission form on the left and a 'Message from webpage' dialog box on the right.

Form Fields (Left):

- From: 29509 Columbia, SC
- To: 29572 Myrtle Beach, SC
- * Miles: 146.0
- x Rate: 0.535
- Create separate mileage expense for return
- * Date: 06/04/2017 (mm/dd/yyyy)
- * Method of Reimbursement: --Please Select
- * Miles: [empty input field]
- x Rate: [empty input field]

Message from webpage (Right):

You have selected a transportation mode that may require a Constructed Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at <http://www.dtstravelcenter.dod.mil/cnsttvl/> or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?

Buttons:

- OK (highlighted with a red box and arrow)
- Cancel

Buttons at the bottom of the form:

- Save Expenses
- Proceed to the following page: Per Diem Entitlements
- Continue

Step 8: Mileage Expenses

(1) Verify that Mileage expense to/from TDY location is listed.

Expense Type	Date	From	To	Miles	Cost	E/R
Pvt Auto-TDY/TAD	06/04/2017	29209 Columbia, SC	29572 Myrtle Beach, SC	146.0	\$78.11	Edit Remove
Pvt Auto-TDY/TAD	06/04/2017	29572 Myrtle Beach, SC	29209 Columbia, SC	146.0	\$78.11	Edit Remove

Total Expenses: \$156.22

Leave: 01-Jun-17 Return: 04-Jun-17 **Add Expense**

* Expense Type:

* Date: 06/04/2017

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Proceed to the following page:

(2) Click here

Step 9: Per Diem Entitlements

Lodging and meals are provided at no expense to attendees. Edit each day to reflect correct Per Diem.

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.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/02/17	MYRTLE BEACH,SC	Edit	Reset	\$156.00	\$156.00 GOVCC-Individual	\$44.25 Personal	156 / 59	NONE				
06/03/17	MYRTLE BEACH,SC	Edit	Reset	\$156.00	\$156.00 GOVCC-Individual	\$59.00 Personal	156 / 59	NONE				
06/04/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$44.25 Personal	156 / 59	NONE				

Click here 

[Reset All](#)

Proceed to the following page: [Accounting Codes](#) [Continue](#)

Step 9: Per Diem Entitlements

Lodging and meals are provided at no expense to attendees. Edit each day to reflect correct Per Diem.

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: MYRTLE BEACH,SC
Values Apply From Date: 06/02/2017
Values Apply Through: 06/04/2017 

(1) Select last day of the TDY

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, reimbursable, etc.

Per Diem Rate: 156 / 59 

Enter "0"

Lodging: \$ 0  [View expense details / currency calculator](#)

M & IE: \$ 44.25  [View expense details / currency calculator](#)

UCONUS Incidental Amount - (used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentally.

In Place - (used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station. **(2) Click here**

Cancel These Entitlement Changes and Return **Save These Entitlements**

Proceed to the following page: [Accounting Codes](#)  **Continue**

Step 9: Per Diem Entitlements

Lodging and meals are provided at no expense to attendees. Edit each day to reflect correct Per Diem.

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.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were deselected, impacting the allowable meal reimbursement amount.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/02/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$44.25 Personal	156 / 59	NONE				
06/03/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$59.00 Personal	156 / 59	NONE				
06/04/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$44.25 Personal	156 / 59	NONE				

(1) Verify that Lodging cost is "0"

(2) Click here

[Reset All](#)

Proceed to the following page: [Accounting Codes](#) [Continue](#)

Step 9: Per Diem Entitlements

Lodging and meals are provided at no expense to attendees. Edit each day to reflect correct Per Diem.

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate Breakfast (2) Check meals provided per MOI
 Elected Lunch
 Available Dinner Cost: \$ 0.00
 Provided (1) Select "Provided"
 Occasional
 Special Rate

OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station (3) Click here

Step 9: Per Diem Entitlements

Lodging and meals are provided at no expense to attendees. Edit each day to reflect correct Per Diem.

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.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were deselected, impacting the allowable meal reimbursement amount.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/02/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$44.25 Personal	156 / 59	MEAL			X	
06/03/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$5.00 Personal	156 / 59	MEAL	X	X	X	
06/04/17	MYRTLE BEACH,SC	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$44.25 Personal	156 / 59	MEAL	X			

(2) Verify that Lodging cost is "0"

**(1) Repeat steps in previous slide to add provided meals:
Saturday: All 3 meals
Sunday: Breakfast**

Reset All

Proceed to the following page: [Accounting Codes](#) [Continue](#) **(3) Click here**

Step 10: Upload MOI (All Soldiers)

All Soldiers **must upload** the Event MOI.

The screenshot shows the Defense Travel System interface for uploading receipts. The top navigation bar includes links for Itinerary, Travel, Expenses (highlighted with a red box and labeled (1) Click here), Accounting, Additional Options, Review/Sign, Non-Mileage, Mileage, Per Diem Entitlements, and Substantiating Records (highlighted with a red box and labeled (2) Click here). Below the navigation is a 'Receipts' section with instructions for faxing or uploading receipts. It features a note about using Adobe Acrobat Reader and links for 'Print Fax Cover Sheet' and 'Upload Scanned Receipts'. The 'Upload Scanned Receipts' section is highlighted with a red box and labeled (3) Click here to access your computer and select the MOI (PDF). A file input field is labeled (4) File name appears here. Below this is a table for 'Existing Receipts' with columns for Date, CTW, and notes. A row for 02-Mar-2017 has a notes field labeled (6) Type in appropriate notes and a 'MOI' link. The bottom of the page includes buttons for Refresh, Save Notes (highlighted with a red box and labeled (7) Click here), Continue (highlighted with a red box and labeled (8) Click here), and Accounting Codes.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

RETURN TO LIST

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

Get Acrobat Reader You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> Print Fax Cover Sheet

> Upload Scanned Receipts (4) File name appears here

(3) Click here to access your computer and select the MOI (PDF)

Browse... Upload (5) Click here

Existing Receipts

Date	CTW	Notes	View	Remove
02-Mar-2017	<input type="checkbox"/>	(6) Type in appropriate notes MOI	> View	> Remove

Refresh Save Notes (7) Click here Continue (8) Click here

Proceed to the following page: Accounting Codes Continue

Step 11: Accounting Codes

Select appropriate Line of Accounting (LOA) from “ Cross Org LOA”

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: 02-Jun-17 [Find Accounting Label](#)

End Date: 04-Jun-17

Accounting Label:

From DA240ARC081RSCCHAP

Shared LOA:

Cross Org LOA:

Selected Account

There are no account labels.

Expenses Summary

No accounting information available.

Accounting Codes

AGR Enlisted and Officers	18 DHR YR TDY
Civilian Family members	18 DHR YR TDY
TPU Enlisted	18 DHR YRE ADT
TPU Officer	18 DHR YRO ADT

Proceed to the following page:

Step 11: Accounting Codes

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: 02-Jun-17 [Find Accounting Label](#)

End Date: 04-Jun-17

Accounting Label: From DA240ARC081RSCCHAP

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
17 G SB TDY	DA240ARC081RSCCHAP	view/edit	remove

Expenses Summary

(2) Verify expenses and amount

17 G SB TDY		
Category	Allowed	Actual
LODGING	\$0.00	\$0.00
M&IE	\$93.50	\$93.50
MILEAGE	\$156.22	\$156.22
17 G SB TDY Sub Total:	\$249.72	\$249.72
Calculated Trip Cost:	\$249.72	\$249.72

(3) Click here

Continue

Step 12: Preview Trip

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](#)

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: TRAINING ATTENDANCE

Trip Description: Strong Bonds Staff support

Conference/Event Name: Not Applicable

(1) Review your trip detail on this screen

Overall Starting Point Time Zone: EST (06)

Itinerary: [Edit](#) Leave From: Columbia, SC

Leave: 02-Jun-17

Rental Car: [Edit](#) Company:
En-Route: No
Cost: \$0.00
Location:
Pick-Up: 01-Jun-17 12:00AM

Comments to the Travel Agent:

...the budget does not allow for a detailed travel summary.

[Save And Proceed To Other Auths](#)

(2) Click here

Proceed to the following page:

Other Authorizations

[Continue](#)

Step 13: Other Authorizations

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-I 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 checked="" 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"/>	TRAVEL IS FOR A FAMILY MEMBER (TRANS)
<input type="checkbox"/>	VARIATIONS AUTHORIZED

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](#) (1) Click link

	Other Authorization	Remarks
1	MEALS PROVIDED	MEALS PROVIDED Meals Provided
2	PERSTEMPO CODE E (Individual Trng)	PERSTEMPO CODE E (Individual Trng) Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, or other appropriate means

(2) Select: PERSTEMPO CODE E (Individual Trng)

(3) Click: Add

(4) Type: Meals Provided

(5) Copy and paste:
Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, or other appropriate means

[Save and Proceed to Pre-Audits](#) (6) Click here

Proceed to the following page: [Pre-Audit](#) [Continue](#)

[Cancel](#) [Add](#)

Step 14: Pre-Audit Trip

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 → CONSTRUCTED TRAVEL WORKSHEET	Item Description → A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.	* Justification to Approving Official <Help> CTW not required. Travel is less than 400 miles one way
2. Reason Flagged → LODGING NOT USED	Item Description → MYRTLE BEACH,SC: No lodging reservations exist from 06/02/2017 to 06/04/2017.	* Justification to Approving Official <Help> Reason Codes (L7) - Conference or Event Lodging directed per MOI

(1) Type as shown

(2) Click to select reason code "L7"

(3) Type as shown

(4) Click here → **Save And Proceed To Digital Signature**

Proceed to the following page: [Digital Signature](#) [Continue](#)

Step 15: 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: (1) Select "Yellow Ribbon"

Routing List: 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.

Additional Remarks:

Submit Completed Document (2) Click here to submit

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED		0

Document History

Status	Date	Time	Name	Remarks
CREATED	03/02/17	1156		

[View Reasons for Audit Failures](#)

Proceed to the following page:

QUESTIONS

PLEASE CONTACT
81st RSC Yellow Ribbon Team

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