

81st RSC
Yellow Ribbon
DTS Authorization for Soldiers

DTS Authorization for Soldiers

1. Login to DTS
2. Create authorization
3. TDY Location
4. Rental Car
5. Lodging
6. Trip Summary
7. Non-Mileage Expenses
8. Mileage Expenses
9. Per Diem Entitlements
10. Upload Orders **(TPU Soldiers only)**
11. Accounting Codes
12. Preview Trip
13. Other Authorizations
14. Pre-Audit Trip
15. Digital Signature

Step 1: Login to DTS

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

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.

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 Set Administrative

Authorizations/Orders

Vouchers

Local Vouchers

Group Authorizations/Orders

Organization: DA240ARC081RSCCHAP

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
A New Era of Government Travel

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 function you want to perform. An authorization that contains a past dated trip cannot be processed. Changes and or updates must be made after the trip date.

Create New Authorization / Order

Existing Authorizations/Orders

(3) Select "Create New Authorization / Order"

Step 2: Create Authorization



Defense Travel System
A New Era of Government Travel

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 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

My Itinerary

My TDY Locations*

Arriving: 06/01/2017 | Departing: 06/04/2017 | TDY Location: [Location Input] | Traveling by: Car | Time of Day: Morning | Rental Car: No

My Trip Overview*

Leaving On: 06/01/2017 | Returning On: 06/04/2017 | Trip Duration: Multi-Day

Leaving From: ☒ My Residence | Returning To: ☒ My Residence

☐ My Duty Station | ☐ My Duty Station

☐ City or Zip | ☐ City or Zip

My Trip Details

Type: AA-ROUTINE TDY/TAD | Purpose: TRAINING ATTENDANCE

Description: Yellow Ribbon Event 21-23 January 2018

Conference/Event Name*: ☒ Not attending a conference

☐ [Other Option]

[Cancel](#) [Continue](#)

Annotations:

- (1) Enter Arriving/Departing date and Location "Davenport, FL 33896"
- (2) Select "Travel Mode"
- (3) Select "Training Attendance"
- (4) Type in Yellow Ribbon Event with dates of training
- (5) Click here
- (6) Click here

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

Click here

Skip This 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

Government Rates Non-Government Rates

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

Step 5: Lodging

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

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

Lodging

[Modify Search](#)

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

* Check-in Date:
10/07/2016

**Select Lodging for ORLANDO
from 10/07/2016 through 10/09/2016**

RESERVATIONS SUMMARY:
LODGING: \$0.00

[Skip This Hotel](#)

[Skip This Hotel](#)

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

Continue

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

Save Expenses

(2) Click here

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

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

(1) Select
"Pvt Auto-TDY/TAD"

* Date: 06/01/2017 (2) Enter Start Date
(mm/dd/yyyy)

* Method of Reimbursement: Personal

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: 06/04/2017 (4) Enter End Date
(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

* 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 n

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)

Ent **(1) Enter zip code**

Traveling From:

29207



Traveling To:



Calculate Total:

From :
To :

Calculate Distance

Save Distance

**(2) Click
Here**


Step 8: Mileage Expenses


Defense Travel System
A New Era of Government Travel


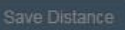
DoD Table of Official Distances (DTOD)

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	<u>29207 Columbia, SC, Richland</u>

Showing 1 to 1 of 1 entries

Previous 1 Next

(4) Enter Zip code

(5) Click here

Step 8: Mileage Expenses

Select the location

Show 10 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, مكة

Showing 1 to 5 of 5 entries

Previous 1 Next

(6) Select Location

Calculate Total:

From : 29207 Columbia, SC, Richland

To :

Calculate Distance

Save Distance

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.

anta, GA)

ris, FRA)

Traveling To:

29572



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,

* Miles 146.0 x Rate 0.535 = Cost \$ 78.11

Create separate mileage expense for return trip mileage: ☒

Mileage Expense #2

* Expense Type:

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

* Method of Reimbursement: --Please Select--

* Miles x Rate = Cost \$

Save Expenses

Proceed to the following page: Per Diem Entitlements

Continue

(1) Mileage is visible now

(2) Check this box to add return mileage

(3) Click here

Step 8: Mileage Expenses

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


From: 29209 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
* Miles x Rate

Save Expenses

Proceed to the following page: Per Diem Entitlements ▼ Continue

Message from webpage

 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/cnsttv/> or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?

Click here
OK Cancel

Step 8: Mileage Expenses


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

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 **Add Expense**

* Expense Type:

* Date:  (mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

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

Save Expense

Expenses Summary

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

Proceed to the following page:

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 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				

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, reimburseable, etc.

Per Diem Rate: 156 / 59

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

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


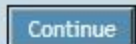
☐ **UCONUS INCIDENTAL AMOUNT** - (used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **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.

(2) Click here

Cancel These Entitlement Changes and Return

Save These Entitlements

Proceed to the following page: Accounting Codes  

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](#)

(2) Click here

(1) Verify that Lodging cost is "0"

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				

Reset All

Proceed to the following page: Accounting Codes

Step 9: Per Diem Entitlements

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

The screenshot shows the 'Meals' section of a travel system. It includes a title bar 'Meals', an instruction box, a list of meal codes with radio buttons, a 'Cost' field, and two checkboxes with descriptive text. At the bottom are two buttons and a navigation bar.

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

☐ Elected

☐ Available

☒ **Provided** (1) Select "Provided"

☐ Occasional

☐ Special Rate

☐ Breakfast

☐ Lunch

☒ Dinner

Cost: \$0.00

(2) Check meals provided per MOI

☐ 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 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

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 de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

(2) Verify that Lodging cost is "0"

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			

(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. At the top, there is a navigation bar with tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this is a sub-navigation bar with tabs: Non-Mileage, Mileage, Per Diem Entitlements, and Substantiating Records. The main content area is titled "Receipts" and contains a text box with instructions on how to upload receipts. Below the instructions is a section for "Existing Receipts" which includes a table with columns for Date, CTW, Notes, View, and Remove. The table has one row with the date 02-Mar-2017 and a checkbox in the CTW column. The Notes column contains the text "MOI". At the bottom of the page, there is a "Proceed to the following page:" section with a dropdown menu for "Accounting Codes" and a "Continue" button. Red callouts with numbers 1 through 8 point to specific elements: (1) Click here (pointing to the Expenses tab), (2) Click here (pointing to the Substantiating Records tab), (3) Click here to access your computer and select the MOI (PDF) (pointing to the Browse... button), (4) File name appears here (pointing to the text input field next to the Upload button), (5) Click here (pointing to the Upload button), (6) Type in appropriate notes (pointing to the Notes input field), (7) Click here (pointing to the Save Notes button), and (8) Click here (pointing to the Continue button).

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

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

Non-Mileage Mileage Per Diem Entitlements **Substantiating Records**

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.

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

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

(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: ---Select--- From DA240ARC081RSCCHAP

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

Cross Org LOA: ---Select---

- 17 CHAPTRIT OFF
- 17 G ADT ENL
- 17 G ADT OFF
- 17 G AT ENL
- 17 G AT OFF
- 17 G CHAP TDY
- 17 G SB TDY
- 17 G SBE ADT
- 17 G SBO ADT

Selected Account:
There are no accounting labels.

please select from the above list

Expenses Summary

No accounting information available.

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: Preview [Continue](#)

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

(1) Verify LOA

Expenses Summary

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

(2) Verify expenses and amount

(3) Click here

Proceed to the following page:

Preview

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:

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 type="checkbox"/>	permissive trip)
<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input 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 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
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

(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

(4) Click here

Save And Proceed To Digital Signature

Proceed to the following page:

Digital Signature

Continue

(1) Type as shown

(2) Click to select reason code "L7"

(3) Type as shown

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: SIGNED

Routing List:

STRONG BOND

Additional Remarks:

Submit Completed Document

(1) Select "Yellow Ribbon"

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.

(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:

Preview

Continue

QUESTIONS

PLEASE CONTACT
81st RSC Yellow Ribbon Team

Donna McGhee

donna.m.mcgee2.civ@mail.mil

Office: (803) 751-9546

Norris Thomas

Norris.d.thomas.civ@mail.mil

Office: (803) 751-9929

Katherine Wilkins

Katherine.a.wilkins.ctr@mail.mil

James Martin

James.j.martin207.ctr@mail.mil