



# **DTMS –Travel (Document Viewing)**

**Marine Forces Reserve  
Finance Office  
2000 Opelousas Ave.  
New Orleans, LA 70146**

**CWO4 Doug Hoelscher – Finance Officer  
WO Justin Molgaard – Travel OIC**



# Viewing Travel Claim History

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Using the “View History” option for the travel voucher as well as the travel package will help gain exact knowledge of the location of the particular travel voucher you are researching.



Document View

Generate PDF

Document Type: DD1351-2

Name: DAMBROW [redacted]

Assigned To: D6167

CPL JERAD C. LINDSEY

Document ID: 1968491

SSN: [redacted]

Last Updated: 2011/12/09 15:33:22

Current Status: Awaiting Travel Payment

DD1351-2 is now part of Travel Package 2001944, please click on this link to see the package.

Table with columns: Date, User, Unit, Received By, Action, Comments. Rows include actions like 'Ready to Package', 'Assigned to CPL JERAD C. LINDSEY', 'Forward to Disbursing Travel', etc.

When you see the last history says "ready to package" and time has passed and there seems to be no movement you need to follow the "TRAVEL PACKAGE"

MEMBERS RECEIVING ENDORSEMENT ATTACHED.



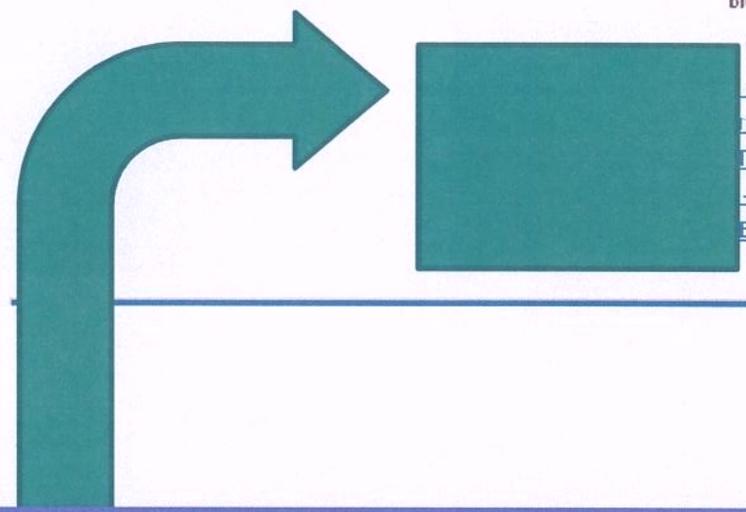
Travel Package Misc. Functions  
[View History](#)  
[Attachments \(2\)](#)  
[Return to DD1351 2 Search](#)

### Travel Package for DD1351-2 Documents

Document ID: 2001944  
Block Number: 11L02061

#### Child Documents:

- [Travel Voucher \(Customer Service\) - Created: 20111107](#)
- [Travel Voucher \(Customer Service\) - Created: 20111109](#)
- [Travel Voucher \(Customer Service\) - Created: 20111115](#)
- [Travel Voucher \(Customer Service\) - Created: 20111117](#)
- [RES E. - Travel Voucher \(Other\) - Created: 20111202](#)



Once you have chosen that "Package" you will see the Child Documents which will have a grouping of travel claims that the one you are searching for will be grouped in with. You will not select the Marine by clicking his name, you will click on "VIEW HISTORY" in the Travel Package Misc. Functions options in the top left. This will allow you to view where the entire package has traveled inside the finance office.

Browser address bar: <https://tfas.mol.usmc.mil/DTMS/travelpackage/switchModule.do?prefix=&page=/DocumentHistory.do>

Browser tabs: Document History, CEDMS Web Portal, Gmail - Inbox (2) - justinsmit..., Find Real Estate, Homes for ...

**DTMS** CIV JUSTIN R. SMITH - 46252 [MOL Home](#) [Logout](#)

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 [Document Search](#)  
 [New Document](#)  
 [Reports](#)  
 [Tools](#)

[Document View](#)

Document Type: Travel Package

Name:

Assigned To: D6167

CPL JERAD C. LINDSEY

Document ID: 2001944

SSN:

Last Updated: 2011/12/09 15:33:38

Current Status: Awaiting Travel Payment Processing

Date	User	Unit	Received By	Action	Comments
1/12/09 15:33:38	CPL TAMEKA A. JONES	D6167		DOV/EDA Process Executed	
1/12/08 08:11:06	SSGT PATRICK J. FREDERICK	D6167		Forward for Payment	
1/12/07 14:59:27	LCPL ISRAEL MOTA	D6167		Forward for Certification	
1/12/07 14:33:58	LCPL ISRAEL MOTA	D6167		This document has been locked by LCPL ISRAEL MOTA	
1/12/07 13:56:52	SSGT PATRICK J. FREDERICK	D6167		Reject to Reviewer	
1/12/05 16:43:36	LCPL ISRAEL MOTA	D6167		Forward for Certification	
1/12/05 14:59:15	LCPL ISRAEL MOTA	D6167		This document has been locked by LCPL ISRAEL MOTA	
1/12/02 15:27:13	CPL JERAD C. LINDSEY	D6167		Forward for Review	
1/12/02 15:27:10	CPL JERAD C. LINDSEY	D6167		Document Created	

\*\*\*Here gives you a detailed history statement of where the claim has been and the stages it has passed through for the finance department. This particular package has traveled from creation to payment. Before contacting the Disbursing Office ensure that you research the travel claim, as well as the travel package viewing the history to answer



# DTMS - Travel Definitions

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- ◆ Forward to Disbursing Travel – Awaiting travel certifier to screen claim and forward for processing
- ◆ Assigned to Preparer – Traveler’s Information is being downloaded from MCTFS to IATS (Travel System)
- ◆ Ready to Package – Claim is being blocked in IATS
- ◆ Document Created: Claim is now packaged in DTMS
  - \*\* From this point you will follow the  
“travel package” vice the traveler \*\*
- ◆ Forward for Review – Claim awaiting clerk to grab package
- ◆ Awaiting Travel Reviewer Action – Block is awaiting assignment from Travel Deck NCO



# DTMS - Travel Definitions

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- ◆ Claim is Locked By – Travel Clerk is processing claim
  - ◆ Forward for Certification – Claim has been worked up and awaiting audit and assigned to Productions SNCOIC for Audit
  - ◆ Awaiting Travel Certifier Action – Block is being audited
  - ◆ Rejected to Reviewer – Clerk did not compute entitlements correctly and auditor has returned for corrections
- \*\* This process may happen several times until comps are correct\*\*
- ◆ Forward for Payment – Claim is awaiting next business run
    - \*\* Business run is normally conducted at 1315 Daily \*\*
  - ◆ Awaiting Travel Payment Processing – Claim has been processed by Fiscal and Uploaded to Camp Pendleton



# DTMS - Travel Definitions

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- ◆ DOV/EDA Processing Executed – Claim has been paid and being uploaded to EDA
- ◆ Document Closed – Claim is confirmed as resident in EDA



# DTMS - Travel Definitions

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\*\* The following are actions when claims are returned to admin \*\*  
\*\* or further action is necessary by Travel Deck \*\*

- ◆ Document Split from Document #\_\_\_\_\_... Claim was paid, but rejected by Deployed Disbursing System (DDS) by Policy will be uploaded on next business run.
- ◆ Reject to Preparer – Claim was not paid and needed to be returned to Admin or Travel Section for processing.
- ◆ Awaiting Traveler Certifier Action (Rework) – Claim has been previously returned by Finance to Admin and is now being resubmitted to Finance for processing.
- ◆ Reject to Certifier – Claim is awaiting return to admin.
- ◆ Reject to Admin – Travel Unable to Process Claim and returned for Administrative Action.