Certify Fund Availability

Organizations must populate their quarterly targets into the DTS Budget module before travel begins. This module is a local tool used to track funds; it does not replace the DoD accounting system. At the time of approval, DTS checks the fund availability in the Budget module for the line(s) of accounting (LOA) on a document. If the funds are not available, a DTA who has permission level 3 may correct the situation. **Note:** All personnel using the **APPROVED** stamp must be appointed as Certifying Officials in accordance with local procedures.

AO Check List for Auth

- 1. Is this TDY trip necessary?
- 2. Is the number of travelers appropriate (Group Travel)?
- 3. Are funds available?
- 4. Is the LOA correct?
- 5. Were correct procedures followed for premiumclass air travel requests with flag officer (or civilian equivalent) approval?
- 6. Did the traveler choose a city-pair flight? If not, was DoD travel policy followed?
- 7. Is the mode of travel advantageous to the government or is reimbursement limited?
- 8. Is a rental car needed?
- 9. Will travelers to same site share the rental car?
- 10. Does the traveler require Variations Authorized?
- 11. Did the traveler justify a noncompact vehicle?
- 12. Did traveler depart at a reasonable time?
- 13. Is the per diem location correct? (TDY mission)
- 14. When military lodging is not available, is a nonavailability number provided (applies to military members only)?
- 15. Are lodging costs above per diem necessary?
- 16. Are non-FEMA lodging arrangements justified?
- 17. Are there registration fees? What is covered?
- 18. Is leave to be taken during TDY?
- 19. Are travel arrangements paid with appropriate form of payment (CBA, GTCC, personal)?
- 20. Foreign travel: Have clearances been obtained?

AO Check List for Voucher

- 1. Did traveler add expenses after the auth was approved?
- 2. Was voucher reviewed against auth?
- 3. Were all actual reimbursable expenses claimed?
- 4. Was the mode of travel consistent with auth?
- 5. Were claimed long distance calls authorized?
- Were claimed calls home in accordance with JTR - JFTR, Appendix O?
- 7. Did traveler claim gasoline and prepaid gas?
- Did traveler claim hotel taxes? (Foreign locations include all taxes.)
- 9. Did traveler claim CBA-charged ticket costs?
- 10. Are GTCC charges split disbursed?
- 11. Did traveler account for meals provided?
- 12. Are required receipts attached to the voucher? To check this, open the voucher and select the Substantiating Records link. Receipts are required for lodging and all expenses of \$75 or more.
- 13. Did traveler follow local procedures for returning unused or partially used tickets?

Actions That Occur When a Document Is Stamped APPROVED

- LOA is matched to a budget item from the funding org.
- Funds are decremented from the Budget module.
- Travel Authorization Number (TANUM) is permanently assigned.
- Key data is encrypted for auditing and legal use.
- Ticket Awaiting Date is assigned by CTO.
- Document is stamped with name of Approving Official and date.
- An e-mail is sent to the traveler.
- Transactions are initiated to financial systems.

This document is controlled and maintained on the <u>www.defensetravel.dod.mil/passport</u> website. Printed copies may be obsolete. Please check revision currency prior to use.



Review, Certify, and Approve DTS Documents: Instructions for AOs and COs

Version 6.0, June 24, 2009

This guide will assist Authorizing Officials (AOs), Certifying Officers (COs), and Reviewing Officials (ROs) in using the DTS Route & Review process. This guide uses the term AO to refer to situations where the AO and the CO is the same person.

Route & Review begins when the SIGNED stamp is applied to an authorization (auth), a voucher from authorization (voucher), or a local voucher. Signing the document prompts DTS to route the document through the routing list. Authorizations that require reservations will route to the Commercial Travel Office (CTO), if there is CTO connectivity. Next, authorizations will route to the AO for approval. If needed, any other steps in the routing process, e.g., REVIEWED or CERTIFIED must occur after the document routes to the CTO and before it routes to the AO.

Appendix O of the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) describe the rules for TDY travel in DTS.

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. Select Accept to the DoD Privacy & Ethics Policy.
- 5. The digital signature window opens.
- 6. Enter the **PIN** then select **OK**.

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Review Documents

Documents Awaiting Your Approval --> Click Here

- Select Click Here next to Documents Awaiting Your Approval on the DTS Welcome Screen. The Documents in Routing screen opens. Documents are sorted by Awaiting Status this is the default sort method.
- 2. Select the column header to sort the documents by type, traveler, or departure date.
- 3. Select **review** next to the document to be approved. The **Preview Trip** screen opens.

Document List Route/Sign Adjustments Setup
Preview Other Auths. Pre-Audit Digital Signature

- 4. Check the information in the traveler's itinerary.
- 5. Select the **Substantiating Records** link to view any attached documents.
- 6. Select **Document History** to see the status stamps applied to this document.
- 7. Select **view** next to the Accounting Code(s) in the Accounting Summary to see LOA details.



 Select Other Auths. on the subnavigation bar to view Other Authorizations added to this document.



- Select Pre-Audit on the subnavigation bar to view justifications.
- 10. Review the justifications and determine if any changes are necessary.

Docum	ent List Rou	ute/Sign	Adjustments	Setup
Preview	Other Auths.	Pre-Audit	Digital Signatu	ıre

- 11. Select **Digital Signature**. The Digital Signature screen opens.
- 12. Select **Submit this document as** drop-down arrow and choose **APPROVED**.

- OR -

If changes are required, select **RETURNED**. In the **Additional Remarks** text box, enter changes that need to be made before signing the document.

- 13. Select Submit Completed Document.
- 14. Enter the **PIN** in the Digital Signature window then select OK.
- 15. Select **Close** to complete the stamping process.

Adjust (or Change) Documents Before Approval

An AO can edit a travel document before approving it. This is called creating an adjustment.

- 1. Select Adjustments on the main navigation bar.
- 2. Select **view/edit** next to the document that needs to be adjusted.
- 3. Clear the check from the Open Document VIEW-ONLY check box.
- 4. Enter the **PIN** in the Digital Signature window. The Preview Trip screen opens.

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview Per Diem Locations

- 5. To make changes to trip dates, select **Itinerary** on the navigation bar.
- Select the calendar icon in the Trip Overview box and select the new start date of the trip and / or select the new end date of the trip.

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview Per Diem Locations

- 7. Select Proceed to Per Diem Locations.
- Select the calendar icon in the Per Diem Locations box and select the new Arriving On and/or Departing On date(s) for the selected location.
- 9. Select Save Changes then select OK.

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

- 10. To make changes to reservations, select **Travel** on the navigation bar.
- 11. Select Change next to the reservation that needs to be changed.
- 12. On the left side of the screen, edit search criteria within the **Modify Search** fields as necessary.
- 13. Select Search then select OK.
- 14. Choose **Select** to make new reservations then select **OK**.
- 15. Select **Other Trans.** on the navigation bar to change ticket data for reservations made outside DTS.
- 16. Select **Expenses** on the main navigation bar to update expenses and per diem entitlements.
- 17. Proceed to the Digital Signature Screen.
- If the adjustment included changes to reservations, select the Submit this document as: drop-down arrow and select SIGNED. The document will re-route to the CTO. -OR-

If the adjustment did not change the reservations, select the Submit this document as drop-down arrow and select **APPROVED**.

19. Complete the Remarks box to alert the traveler of adjustments made to the document.

Print Documents

- 1. Open the Preview screen.
- 2. Select Print.

Delegate Signature Authority

In accordance with service or local policy, the AO can delegate signature authority to another RO while unable to perform normal routing duties. When signature authority is delegated, DTS will route documents to the AO on the routing list as well as to the delegated authority. Once the document is stamped by either party, it is removed from both users' Route & Review lists.

- 1. Mouse over Traveler Setup on the navigation bar.
- 2. Select Delegate Authority.
- 3. Choose **Select** next to the name of the individual to whom the authority is to be assigned.
- 4. Select **OK** in the Assign Authority box.
- 5. Enter **PIN** in the Digital Signature Login box then select **OK**.

Note: In order for the AO to delegate authority, the individual selected to review documents for the AO must have the appropriate permissions to perform the required tasks.

Revoke Signature Authority

- 1. Mouse over **Traveler Setup** on the navigation bar.
- 2. Select Delegate Authority.
- 3. Select **Remove** to the right of the name on the Delegate Authority list.
- 4. Select **OK** to the question confirming revocation.