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## 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 Department of Defense (DoD) travel.

Click here to visit the  
**DEFENSE TRAVEL MANAGEMENT OFFICE**  
www.defensetravel.dod.mil

\*\*\*Note: You must first set your form preferences to print your orders in the DD Form 1610 format.

### Login to the Defense Travel System

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

**LOGIN TO DTS**

### System Status

**DTS**  
DTS is available.

**EWTS**  
EWTS is available.

Click "Login to DTS"

### DoD Lodging

Military travelers going TDY to military installations must check DoD lodging availability before making other accommodations. Civilians are encouraged to use DoD lodging when available.

Click here to check availability.

### First Time Users

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

**LEARN MORE**

### Training

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

**TRAINING**

### Notices

- DTS Status: Software Maintenance Release Scheduled for 8/17; 6-Hour Downtime
- EWTS Status: Software Maintenance Release Scheduled for

### Recent Updates

- DTS Conference Data Disclaimer
- Spring Edition of the Dispatch, Now Available
- TraX Touch, A Mobile Version of Travel Explorer, Launches

**Travel Assistance Center**  
Serving the DoD Travel Community



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### Travel Assistance Center

Serving the DoD Travel Community

### Security Warning

The current Web page is trying to open a site in your Trusted sites list. Do you want to allow this?

Current site: <http://www.defensetravel.osd.mil>  
Trusted site: <https://dtsproweb.defensetravel.osd.mil>

 Warning: allowing this can expose your computer to security risks. If you don't trust the current Web page, choose No.

Click "Yes" on Security Warning popup



### Privacy and Ethics Policy

Please read the following DoD Privacy & Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS System, you agree to the terms and conditions of use.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, CD/ISSC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

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This IS includes security measures (e.g., authentication and access controls) to protect USG information for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychoanalysts, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

#### ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 8000.116, Chapter 4. Travelers may lose some or all of their benefits (as defined in applicable ethics regulations). Travelers may also lose benefits received for voluntarily vacating a position on overbooked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

#### PRIVACY ACT

**AUTHORITY:** 5 U.S.C. 57, Travel, Transportation, and Substances; 10 U.S.C. 138, Under Secretary of Defense (Comptroller); 10 U.S.C. 139, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 2013, Secretary of the Army; 10 U.S.C. 2013, Secretary of the Navy; 10 U.S.C. 2013, Secretary of the Air Force; DoD Directives 1000.14-R, and 1000.15-R; (25). **PRINCIPAL PURPOSE(S):** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.

**ROUTINE USE:** For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

**DISCLOSURE:** Voluntary. However, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

**DEPARTMENT OF DEFENSE:** Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept Decline

Click "Accept"

Logged In As:

[Help for this screen](#)



Logoff

Official Travel | Official Travel - Others | Traveler Set | Administrative

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders
- Restore Purged Documents

Group Access:  
Permission:

My Signed Documents			
Document Name	Current Status	Departure Date	Type
<a href="#">SPCRYSTALCITY081312_A01</a>	POSACK RECEIVED	08/13/12	AUTH

From "Official Travel" drop down list, select "Authorizations/Orders"

### Message Center

SYSTEM DOWNTIME NOTICE: Due to maintenance, DTS will be unavailable for 6 hours on Friday, August 17, 2012. (Updated 7/30/12).-----  
ATTENTION: TSA has expanded its Trusted Traveler program (known as PreCheck) to Service members flying



[View Vouchers](#) [View Local Vouchers](#) [View Group Authorizations](#)

### Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#) [Create Trip Template](#)

#### Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
SPCRYSTALCITY081312_A01	08/13/12	POS ACK RECEIVED	1BSZ1H	<a href="#">view</a>	<a href="#">print</a>	<a href="#">trip cancel</a>	<a href="#">amend</a>
SPNORFOLKVA072212_A02	07/22/12	CREATED		<a href="#">edit</a>	<a href="#">print</a>	<a href="#">remove</a>	
SPARLINGTONVA011712_A01	01/17/12	ARCHIVE IMAGE SUBMIT	182KGA	<a href="#">view</a>	<a href="#">print</a>		
SPARLINGTONVA072511_A04	07/25/11	ARCHIVE SUBMITTED	15EUWD	<a href="#">view</a>	<a href="#">print</a>		
SPHERNDONVA012411_A01	01/24/11	ARCHIVE SUBMITTED	12V7RE	<a href="#">view</a>	<a href="#">print</a>		
SPARLINGTONVA080910_A02	08/09/10	ARCHIVE SUBMITTED	10IAJ5	<a href="#">view</a>	<a href="#">print</a>		
SPARLINGTONVA072310_A01	07/23/10	ARCHIVE SUBMITTED	10IX8P	<a href="#">view</a>	<a href="#">print</a>		

Select "View" for the trip you want to print orders.

### Adjustments

Adjustments have been made to this document. Select one of the document versions listed below. Only the current version (marked by \*\*) may be further adjusted or routed. All other document versions are only "VIEW".

[Print All](#) [Print Current and Approved Versions](#) [Print Document History](#)

View/Edit	Print	Type	Level	Date	Time	Adjustor
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	12	08/08/12	0824	CTO
> <a href="#">view</a>	> <a href="#">print</a>	AMENDMENT	11	08/08/12	0824	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	10	08/08/12	0803	CTO
> <a href="#">view</a>	> <a href="#">print</a>	AMENDMENT	9	08/08/12	0803	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	8	08/08/12	0530	CTO
> <a href="#">view</a>	> <a href="#">print</a>	AMENDMENT	7	08/08/12	0530	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	6	06/15/12	0749	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	5	06/13/12	0857	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	4	06/13/12	0856	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	3	06/13/12	0842	
> <a href="#">view</a>	> <a href="#">print</a>	ADJUSTMENT	2	06/13/12	0815	CTO
> <a href="#">view</a>	> <a href="#">print</a>	ORIGINAL	1	06/12/12	0939	

Select "Print Document History"

08/10/12 TRAVEL AUTHORIZATION | Doc No. CLCRYSTALCITY081312\_A02-03

PAGE 1 \*\* Read Privacy Act On Last Page \*\* | ADJ LEVEL: 0  
AUTH NO: 1-----

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STATUS	DATE	TIME	SIGNATURE NAME
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CREATED	08/08/12	0824	
CREATED	08/08/12	0824	CTO
CTO AMENDMENT	08/08/12	0824	CTO
CTO TICKETED	08/08/12	0824	CTO
ADJUSTED	08/08/12	0824	CTO

If "Approved" does not show on the first page, scroll down.

Done Unknown Zone

08/10/12 TRAVEL AUTHORIZATION | Doc No. CLCRYSTALCITY081312\_A02-03

PAGE 1 \*\* Read Privacy Act On Last Page \*\* | ADJ LEVEL: 6  
AUTH NO: 1BEUJY

STATUS	DATE	TIME	SIGNATURE NAME
CREATED	06/12/12	0939	
SIGNED	06/13/12	0810	
CTO SUBMIT	06/13/12	0810	
ADJUSTED	06/13/12	0815	CTO
CTO BOOKED	06/13/12	0815	CTO
ADJUSTED	06/13/12	0842	Amanda
REVIEWED	06/13/12	0850	Amanda
ADJUSTED	06/13/12	0856	Nicolas
ADJUSTED	06/13/12	0857	Nicolas
ADJUSTED	06/15/12	0749	John R
AUDIT PASS	06/15/12	0750	John R
CERTIFIED	06/15/12	0750	John R
BUDGET ADJUSTED	07/19/12	1444	Ronald
APPROVED	07/19/12	1444	Ronald
PAY LINE	07/19/12	1445	Pay Mod Generated
OBLIG SUBMITTED	07/19/12	1446	Pay Mod Generated
POS ACK RECEIVED	07/19/12	1528	Pay Mod Generated

Find "Approved" and note the "Adj Level" above. Then close this window.

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View/Edit	Print	Type	Level	Date	Time	Adjustor
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	12	08/08/12	0824	CTO
<a href="#">view</a>	<a href="#">print</a>	AMENDMENT	11	08/08/12	0824	
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	10	08/08/12	0803	CTO
<a href="#">view</a>	<a href="#">print</a>	AMENDMENT	9	08/08/12	0803	
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	8	08/08/12	0530	CTO
<a href="#">view</a>	<a href="#">print</a>	AMENDMENT	7	08/08/12	0530	
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	6	06/15/12	0749	John .....
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	5	06/13/12	0857	Nicolas .....
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	4	06/13/12	0856	Nicolas .....
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	3	06/13/12	0842	Amanda .....
<a href="#">view</a>	<a href="#">print</a>	ADJUSTMENT	2	06/13/12	0815	CTO
<a href="#">view</a>	<a href="#">print</a>	ORIGINAL	1	06/12/12	0939	

Find the previous "Adj Level" number in "Level" column, then select "View" on the line.

[Return to Document List](#)

Logged In As: [redacted] Document Name: CLCRYSTALCITY081312\_A02-03 Screen ID: 1064.3 [Close Window](#)  
Traveler Name: [redacted] Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
RETURN TO LIST Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Select "Print Document".

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](#)

Reference Information

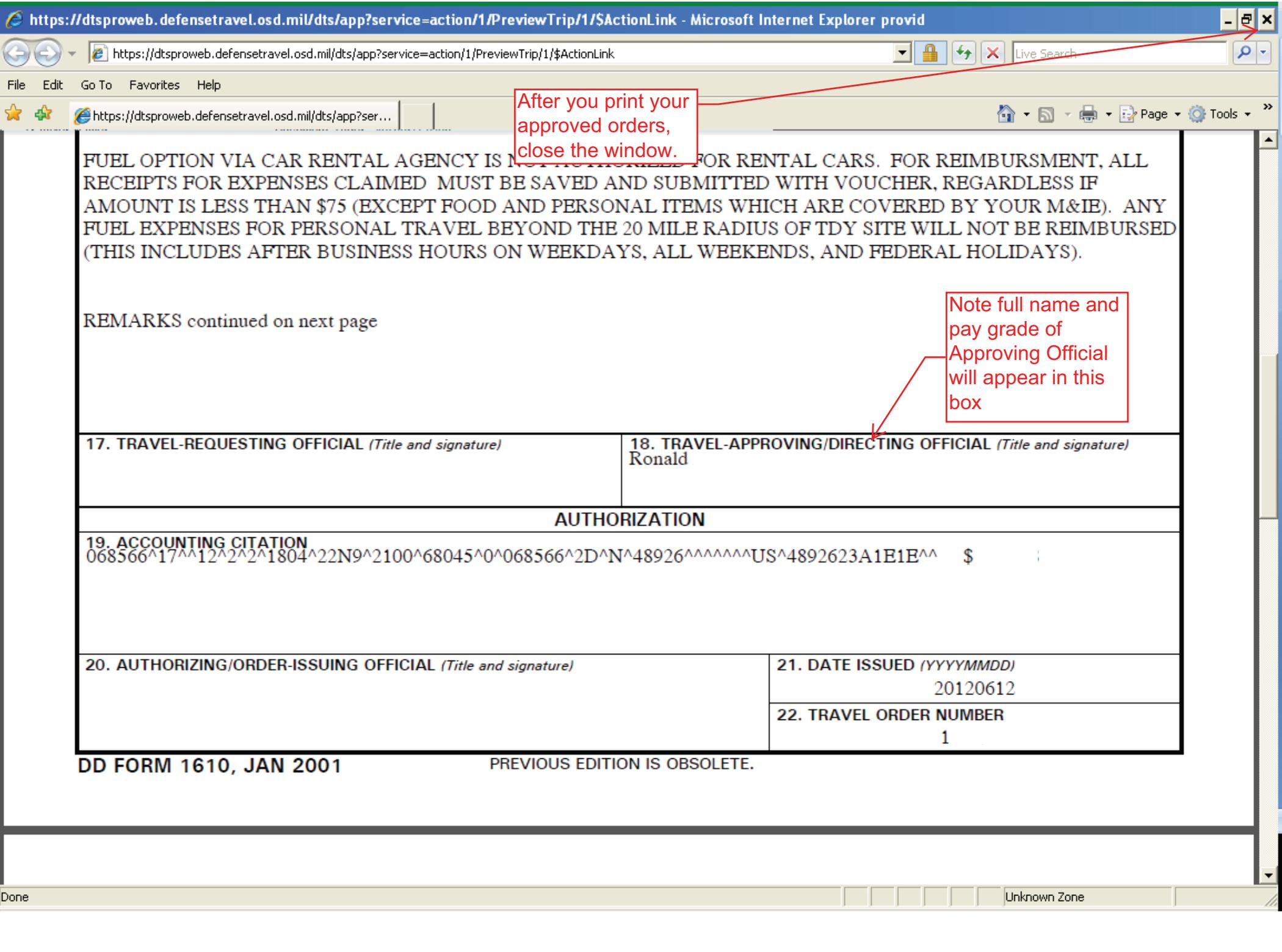
Reference: [redacted]

Document Comments

Comments to the Approving Official: NADP PROGRAM - 852 ENTRY LEVEL. ANNUAL INTERN CONFERENCE. Lodging provided and paid for by the NACC. FUEL OPTION VIA CAR RENTAL AGENCY IS NOT AUTHORIZED FOR RENTAL CARS. FOR REIMBURSEMENT, ALL RECEIPTS FOR EXPENSES CLAIMED MUST BE SAVED AND SUBMITTED WITH VOUCHER, REGARDLESS IF AMOUNT IS LESS THAN \$75 (EXCEPT FOOD AND PERSONAL ITEMS WHICH ARE COVERED BY YOUR M&IE). ANY FUEL EXPENSES FOR PERSONAL TRAVEL BEYOND THE 20 MILE RADIUS OF TDY SITE WILL NOT BE REIMBURSED (THIS INCLUDES AFTER BUSINESS HOURS ON WEEKDAYS, ALL WEEKENDS, AND FEDERAL HOLIDAYS).

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or



After you print your approved orders, close the window.

Note full name and pay grade of Approving Official will appear in this box

FUEL OPTION VIA CAR RENTAL AGENCY IS NOT ALLOWED FOR RENTAL CARS. FOR REIMBURSEMENT, ALL RECEIPTS FOR EXPENSES CLAIMED MUST BE SAVED AND SUBMITTED WITH VOUCHER, REGARDLESS IF AMOUNT IS LESS THAN \$75 (EXCEPT FOOD AND PERSONAL ITEMS WHICH ARE COVERED BY YOUR M&IE). ANY FUEL EXPENSES FOR PERSONAL TRAVEL BEYOND THE 20 MILE RADIUS OF TDY SITE WILL NOT BE REIMBURSED (THIS INCLUDES AFTER BUSINESS HOURS ON WEEKDAYS, ALL WEEKENDS, AND FEDERAL HOLIDAYS).

REMARKS continued on next page

17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>	18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> Ronald
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**AUTHORIZATION**

19. ACCOUNTING CITATION  
068566^17^^12^2^2^1804^22N9^2100^68045^0^068566^2D^N^48926^^^^^^US^4892623A1E1E^^ \$

20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>	21. DATE ISSUED <i>(YYYYMMDD)</i> 20120612
	22. TRAVEL ORDER NUMBER 1

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Traveler Name: [redacted] Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
RETURN TO LIST Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Select "Close Window"

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**Logoff**

- Official Travel
- Official Travel - Others
- Traveler Set
- Administrative

### Welcome

Organization: DN  
Org Access:  
Group Access:  
Permission:

### My Signed Documents

Document Name	Current Status	Departure Date	Type
<a href="#">SPCRYSTALCITY081312_A01</a>	POSACK RECEIVED	08/13/12	AUTH

Logoff

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