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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.



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.

Select "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



Search DTS Go!

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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.

Select "Yes" on Security Warning pop up box.



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.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

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 8800.17E, Chapter 4. Travelers may lose some of normal value (as defined in applicable ethics regulations). Travelers may also lose benefits received for voluntarily vacating a seat on an 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. 135, Under Secretary of Defense (Comptroller); 10 U.S.C. 136, 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 1000.14-1 and 1000.14-2 (2011); **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

Select "Accept"

Logged In As:

[Help for this screen](#)



Logoff

- Official Travel
- Official Travel - Others
- Traveler Setup**
- Administrative

- Form Preferences**
- Available Routing Lists
- User Preferences
- Rates Lookup
- Update Personal Profile

From "Traveler Setup" drop down list select "Form Preferences"

Welcome

Organization:

Org Access:

Group Access:

Permission:

Assigned Documents

Document Name	Current Status	Departure Date	Type
SPCRYSTALCITY081312_A01	POSACK RECEIVED	08/13/12	AUTH

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

Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

Authorizations /Orders

Select all forms that apply. When printing a document, see footnote (!) below for explanation.

Print Full SSN: NO YES

Authorizations: Default Govt + Form Govt

Cash Advance: Default Govt + Form Govt None

Group Auth: Summary Summary & Individual

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

Voucher

Select all forms that apply. When printing a document, see footnote (!) below for explanation.

Print Full SSN: NO YES

Select radio button for "Govt+Form", then scroll to the bottom of the page.

NO YES

Voucher:
 Default Govt + Form Govt

Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)

Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

- Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)
- Accounting Detail (Prints the subtotals of a document's expenses by accounting code and expense category.)
- Privacy Act (Prints the Privacy Act Statement)

Print Document Name

Following represent "attachment" or additional pages that will print with the document.

- Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)
- Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)

Default: Prints all the travel data in a comprehensive, easy-to-read format.

Govt+Form: Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency.

Govt: Prints the document on a pre-printed government form. Insert a government form into your printer and DTS "fills out" the form blocks.

None: *Cash Advance settings only. Turns off the printing of a cash advance.

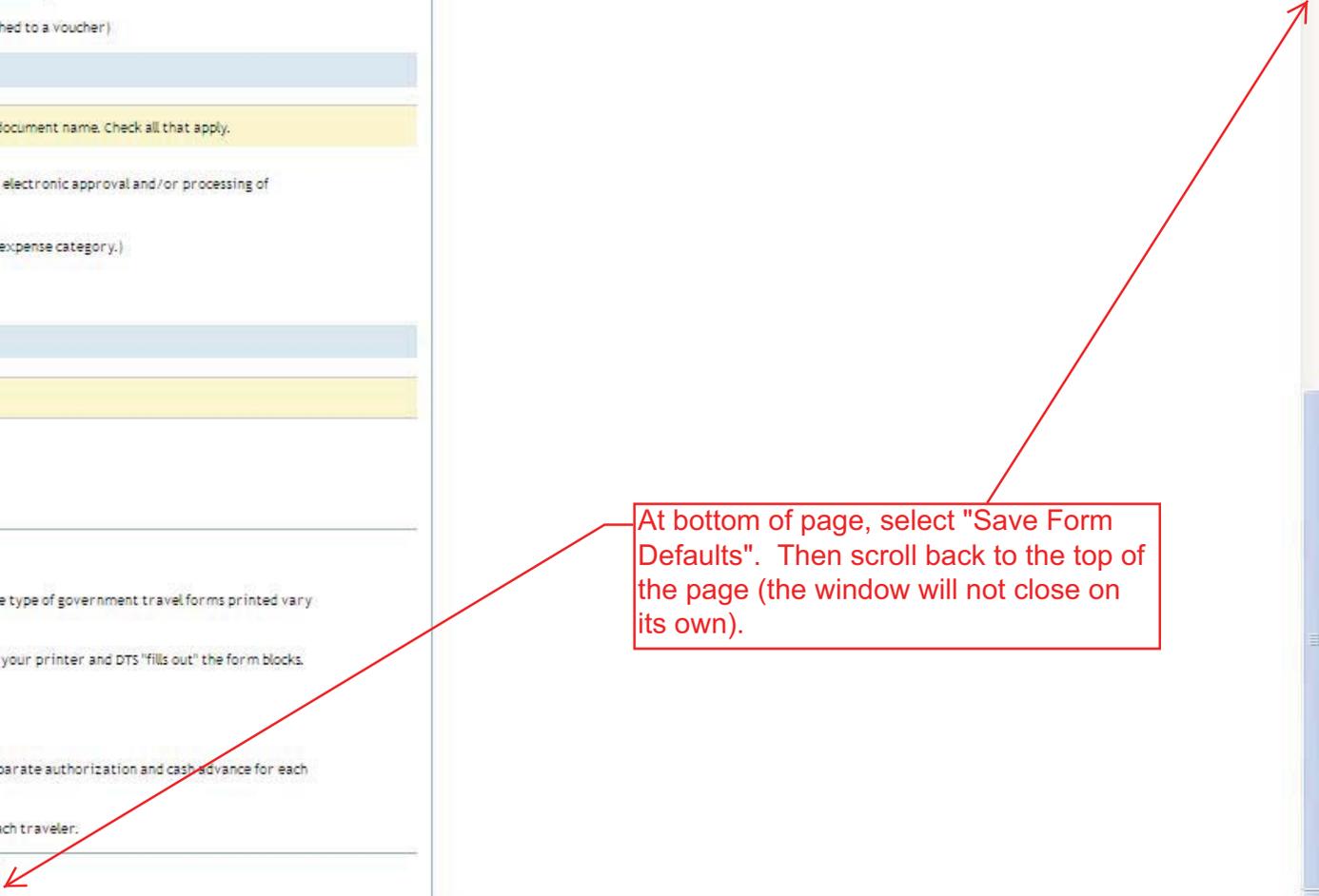
Summary: Prints the group authorization and one cash advance summary.

Summary & Individual: Prints the group authorization, one cash advance summary, and a separate authorization and cash advance for each traveler in the group authorization.

Note: You must choose a form type in the Cash Advance field for a cash advance to print for each traveler.

Save Form Defaults

At bottom of page, select "Save Form Defaults". Then scroll back to the top of the page (the window will not close on its own).



Form Defaults

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Group Auth: Summary Summary & Individual

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

Voucher

Select all forms that apply. When printing a document, see footnote (*) below for explanation.

Print Full SSN: NO YES

Select "Close Window"

Logged In As: [Help for this screen](#)



[Logoff](#)

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

Welcome

Organization: D
Org Access:
Group Access:
Permission:

My Signed Documents

Document Name	Current Status	Departure Date	Type
SPCRYSTALCITY081312_A01	POSACK RECEIVED	08/13/12	AUTH

Logoff or continue with any other options you wish to complete in DTS.

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