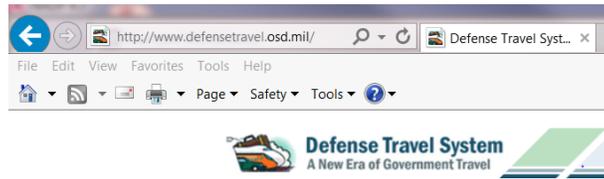


# USING THE CROSS ORG LINE OF ACCOUNTING (LOA) IN DTS

1. Go to <http://www.defensetravel.osd.mil/>



2. Click "Login to DTS" button

## Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

### Login to the Defense Travel System

Begin using the Defense Travel System.

Login to DTS

3. Click "Accept" on the Privacy and Ethics Policy

**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, COMSEC 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 interests--not 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, psychotherapists, 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 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked 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 Subsistence; 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. 3013, Secretary of the Army; 10 U.S.C. 5013 Secretary of the Navy; 10 U.S.C. 8013 Secretary of the Air Force; DoD Directives 7000.14-R; and E.O. 9397 (SSN).

**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.

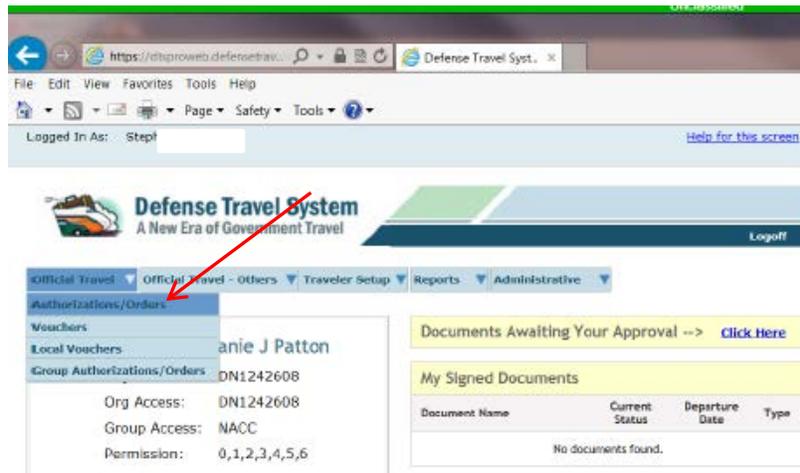
**ROUTINE USE:** For Federal and private entities providing travel services for purposes of arranging transportation at Government expense for official business.

**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.

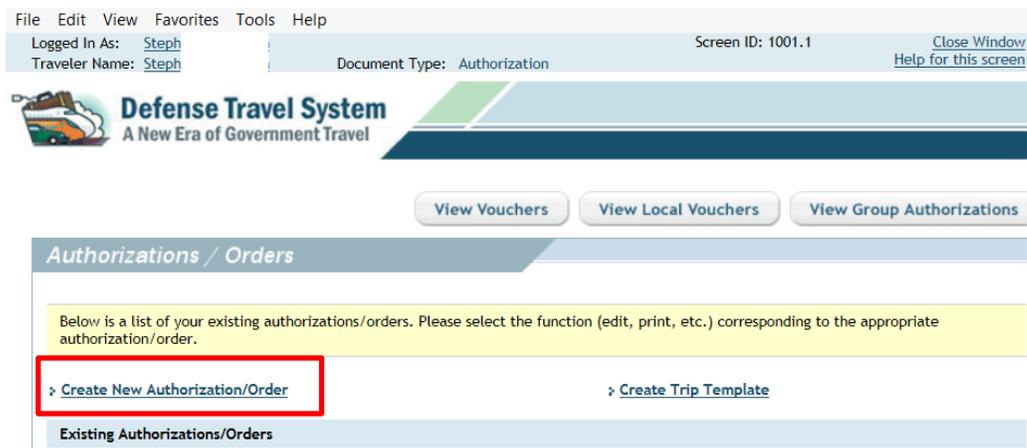
**DEPARTMENT OF DEFENSE:** Department of the Army Narrative Statement on a New System of Records Under the Privacy Act of 1974.

Accept Decline

4. Hover your mouse over “Official Travel” located in the blue tab area then select “Authorizations/Orders” from the drop down menu



5. Select the hyperlinked “Create New Authorization/Order” (blue underlined text)

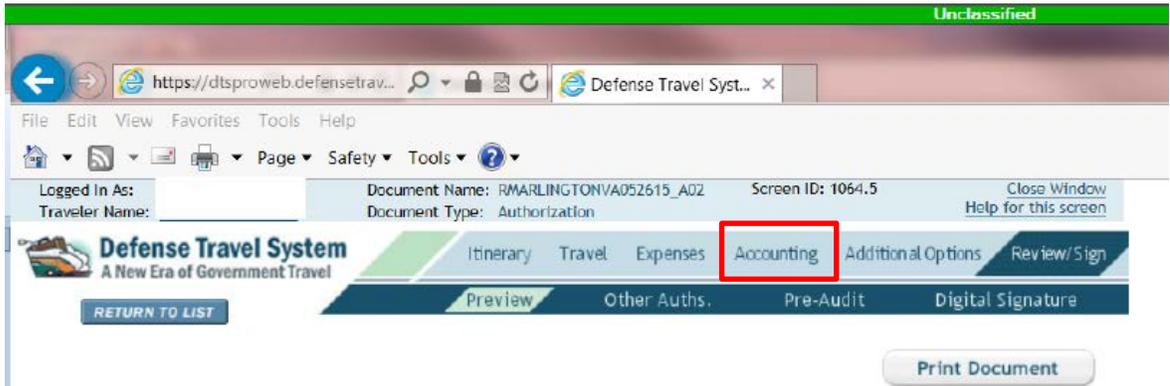


6. You may be prompted to update your profile information. After you have reviewed and/or updated your information select “Update Personal Information” button at either the top or bottom of the screen

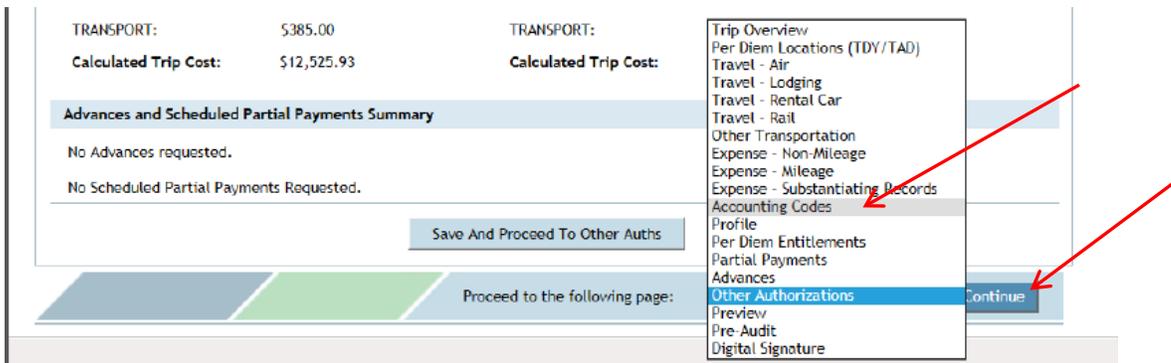


7. Create your authorization as you normally do with all the dates and reservations

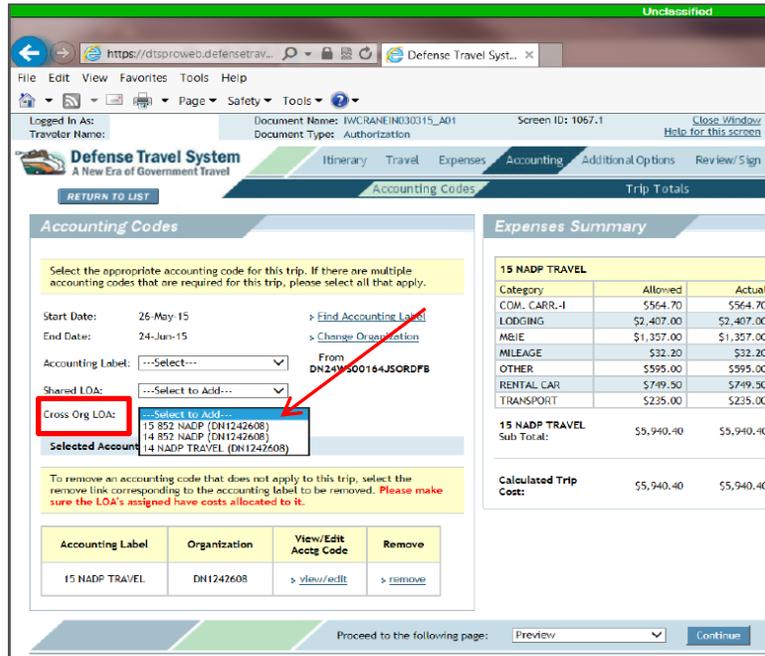
8. After you have created your authorization and all the information is correct, select “Accounting” in the light blue area at the top of the screen



Or select “Accounting Codes” from the drop down menu at the bottom of the screen then select the “Continue” button

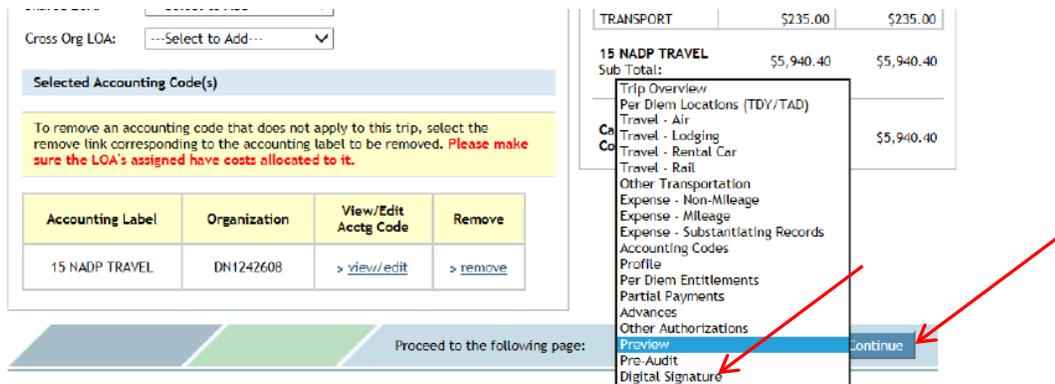


- In the “Accounting Codes” section on the left-side of the screen, there is a drop down menu next to “Cross Org LOA”. Select the appropriate LOA from the listed options.

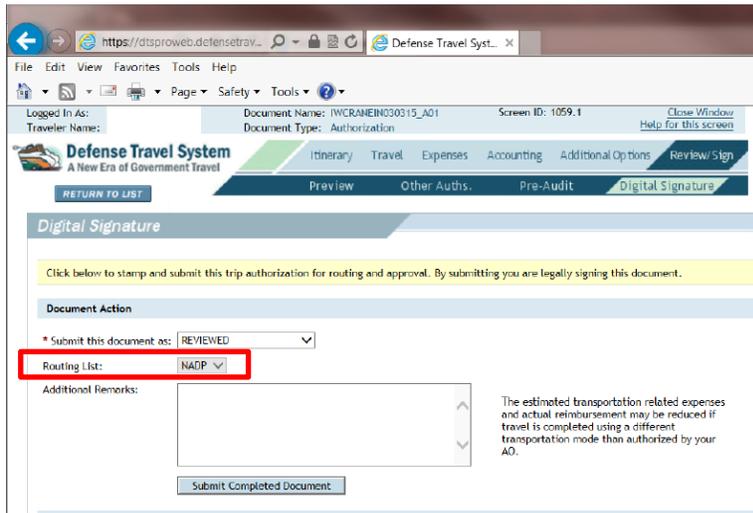


NOTE: The first two digits of the LOAs change with each fiscal year. For example, during FY15 you will see “15 NADP Travel” and “15 852 Travel”; during FY16 you will see 16 NADP Travel” and “16 852 Travel”. Ensure you select the appropriate LOA for your situation

- Select the “Digital Signature” from the drop down menu at the bottom of the screen then click on “Continue”



11. "NADP" will automatically populate in the "Routing List"



12. If applicable, provide any additional remarks, select "Signed" from the "Submit this document as" drop down menu then click on "Submit Completed Document" button

