

# PNEO DTS Travel Authorization Help Guide

## Important notes upfront:

- 1) This is meant to be a helpful guide in creating travel and is subject to change as DTS changes. This is not a substitution for reviewing the governing document for travel, the Joint Travel Regulations (JTR). Before booking travel, you should review the JTR for applicable guidance.
- 2) You are personally financially liable for all transactions on your government credit card even if someone else sets up your travel. You are also responsible to pay off your government travel card within the pay period even if you are not reimbursed. Late fees are generally not applied until 2 months after the expense. Detrimental effects to your credit are generally not applied until 3 months.
- 3) Start booking your travel early. Two common problems take several days to resolve. If you wait until the week before you travel, you may not resolve the problems in time.

**Problem 1:** You were not dropped from DTS by your previous command (you are high risk for this if you attended the USNA).

**Solution 1:** Contact your previous command travel clerks to be dropped from their organization, then talk to your YN to be gained.

**Problem 2:** You have not been gained by your current command.

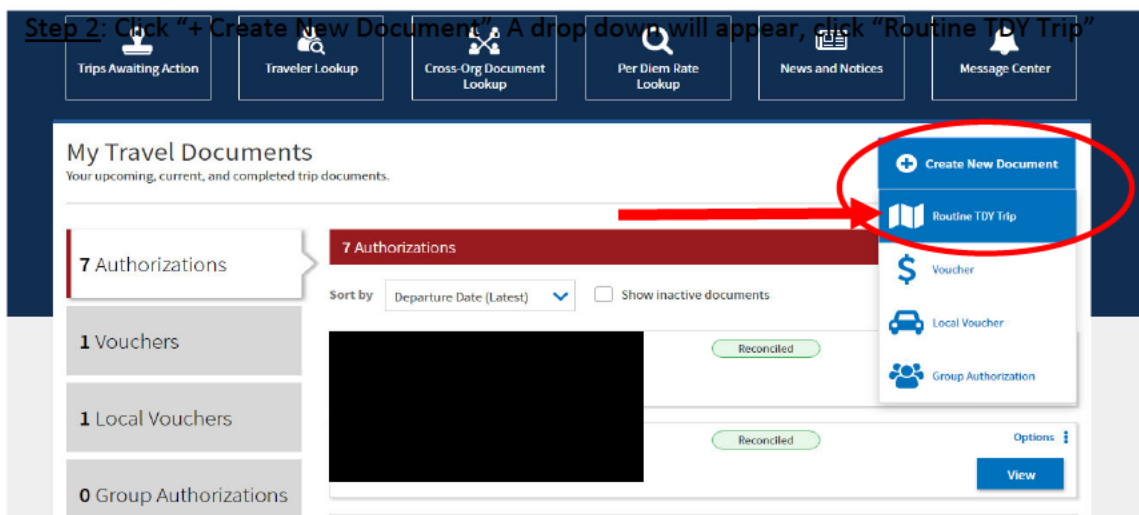
**Solution 2:** Talk to your YN to be gained.

4) Do not travel without an approved authorization. The week before AND day before you travel, login to DTS to verify it is approved. You will not be reimbursed for unapproved travel.

5) There are two steps to traveling. The first is creating an *Authorization* that sets aside money to travel and authorizes you to travel on the NR line of accounting. After you complete your trip, you create a *Voucher* that pays off the charges from your travel. The *Voucher* is required to be submitted within 5-10 days after your travel. You must create both to be reimbursed!

**Step 1:** Log in to DTS using a CAC enabled computer at: <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>

**Step 2:** Click "+ Create New Document". A drop down will appear, click "Routine TDY Trip"



Step 3: Fill out the “Itinerary” page that appears.

- YOUR TDY LOCATION (S)
    - Departing and Arriving dates depend on which interview day you have. For example, if you have a Thursday interview, you depart on Wednesday and return on Friday. If you travel from OCONUS, you are authorized one additional travel day so you would depart on Tuesday.
    - Your TDY location is “WASHINGTON, DC” or “WASHINGTON NAVAL DISTRICT, DC”.
    - Fill out the applicable mode of travel and when you will depart
    - You are NOT authorized a rental car for PNEO while in D.C.
  - TRIP OVERVIEW
    - “Leaving On” and “Returning On” will auto-populate from above
    - You will more than likely leave from and return to “My Residence”, which you should update in DTS.
    - Trip duration will be Multi-Day
    - Fill out the applicable mode of travel and when you will return
  - YOUR TRIP DETAILS
    - Type: Temporary Duty Travel (Routine)
    - Purpose: Training
    - Description: PNEO
    - Conference/Event Name: “Not attending a conference”
- Click “Continue”

Step 4: Enter your TSA Info if flying

You can enter your DODID in the Known Traveler Number to get TSA Pre-Check

Click “Continue to Booking”

Step 5: Book your method of transport. Proceed to steps 5a if flying, step 5b if taking the train, or step 6 if driving.

Step 5a.1: Select a flight to DC that works for you.

- You must fly into DCA – Washington Ronald Reagan National Airport.
- On the “Flight Step 3 of 3” page, under PAYMENT SUMMARY you must use your Government Travel Charge Card (GTCC) as the Method of Payment.
  - If you do not have this as a payment option, STOP and proceed to Common Issue #1 at the end of this document.

Step 5a.2: Select a return flight that works for you.

- You must fly out of DCA – Washington Ronald Reagan National Airport.
- Verify your PAYMENT SUMMARY Method of Payment is your GTCC.

Select “Book Flight”

Step 5b: Train tickets cannot be booked directly through DTS. These reservations are booked through the Travel Management Company (TMC). You will have to fill out a Constructed Travel Worksheet.

**Step 6:** Select your lodging. Per diem changes quarterly; refer to DTS for current rate. If you cannot find a hotel within per diem, try changing the location you are searching in to a larger area. I.E., you can start looking in Washington Navy Yard, but if there is nothing within per diem, try also searching within Washington D.C. Per diem rates can be found by going to <https://www.gsa.gov/travel/plan-book/per-diem-rates> and searching the 20374 zip code.

- **YOU ARE ONLY AUTHORIZED LODGING AT THE PER DIEM RATE. YOU WILL ONLY BE REIMBURSED AT THE PER DIEM RATE. IF YOU BOOK ABOVE PER DIEM, YOU WILL NOT BE REIMBURSED THE DIFFERENCE AND WILL BE REQUIRED TO PAY OUT OF POCKET.**
  - Actual Expense Allowance (AEA) will not be authorized. Recurring events that cause hotels to book up (i.e. Cherry Blossom Festival) are not a valid excuse for AEA.
  - If the hotel rate is above per diem, the price will display in red and a flag showing the per diem rate amount appears above the “Select” button. Per diem is subject to change. If GSA and DTS rates conflict, *GSA is the correct rate.*

Only displays if above per diem → Per Diem: \$184

Embassy Suites by Hilton Washington DC Chevy Chase ... Commercial (FedRooms) \$214 per night Select >

Details

- There are no required hotels but it is recommended to find a hotel close to the metro blue line for easy transportation. Enable “Transit” on [Google Maps](https://www.google.com/maps/@38.8775521,-77.0378503,14z/data=!5m1!1e2) to view the metro lines and stops. <<https://www.google.com/maps/@38.8775521,-77.0378503,14z/data=!5m1!1e2>>
- **To maximize your search efficacy, it is recommended to “Search By” Airport, TDY Location and Location.**

Skip booking →

### Select Lodging

Search By Airport\* Airport\* Check-in/Check-out\* 1/15/2020 - 1/17/2020 Search

View Map Filters Sort By Rate Category

Courtyard Alexandria Pentagon South Commercial (FedRooms) \$95 per night Select >

Details

On the confirm Lodging screen:

The screenshot shows the 'Confirm Lodging' interface. At the top, there are navigation links: Home, Trips, Travel Tools, News & Notices, and Administration. A sidebar on the left contains sections for Trip Authorization Info, Reservations (with 'Lodging (WASHINGTON, DC)' selected), Finances, and Review. The main content area shows the location 'DCA - Washington Ronald Reagan National Apt, VA (USA)', check-in on Wednesday, January 15, 2020, and check-out on Friday, January 17, 2020. A red-bordered box contains the text: 'There are no specific recommended or required hotels. The only requirement is they must be within per diem and it is recommended to be walking distance to the Navy yard or near a Metro stop.' Below this, room details include '2 Queen Beds', 'Breakfast', 'TV', 'Wi-Fi', and 'No Smoking', with a price of '\$176.64 per night'. There are sections for 'Reward Programs' and 'Special Requests'. A 'Disclaimer' section states that travelers must adhere to their agency's policy. The 'Payment Summary' section shows 'Method of Payment' as 'Government Travel Charge Card (GTCC)'. The 'Estimated Total Cost' is broken down into 'Nightly rate' of '\$176.64' and '\$176.64 x 2 nights' for a total of '\$353.28' (excluding taxes and fees). Red annotations with arrows point to the 'Nightly rate' and '2 nights' in the cost breakdown, and another points to the 'Nightly Rate within per diem' text. At the bottom, there are links for 'Request TMC Assistance', 'Back', and 'Book', along with a 'TOP' button.

Select "Book"

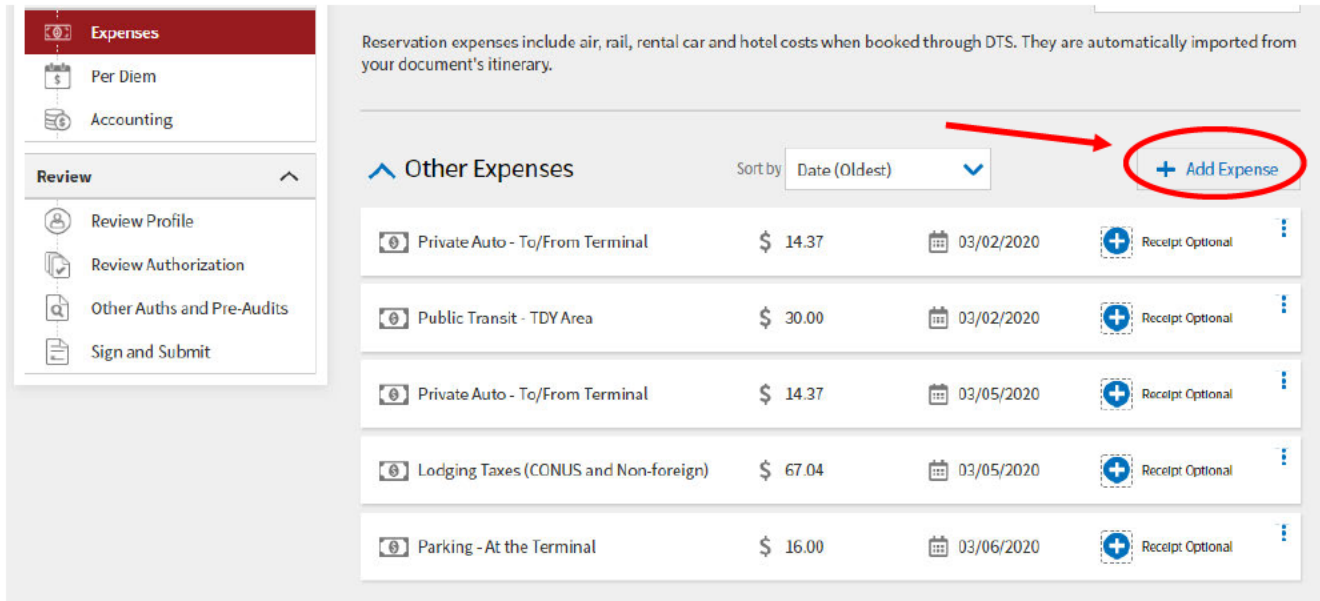
Step 7: Review Reservation Selections

- Verify your flights (if applicable) and hotel:

- Dates are correct
- Method of Payment is GTCC

Select “Continue to Expenses”

**Step 8: Enter Travel Expenses**



- **Hotel Tax (depends on nightly rate)**
  - “Lodging Expenses” > “Lodging Taxes (CONUS and Non-Foreign)”
    - 14.5% combined taxes per night in D.C.
      - $0.145 * [\text{nightly rate}] * [\# \text{ nights}]$
      - Example:  $0.145 * \$276 * 2 \text{ nights} = \$80.04$
      - Can split into charges per night or one charge
    - Method of Reimbursement should be GTCC (use your GTCC to pay)
  - **SAVE YOUR RECEIPT.** It will be required for your voucher.
- **Commonly permitted Other Expenses:**
  - “Mileage Expenses” > “Private Auto – To/From Terminal”
    - Travelling to/from the airport and your residence
    - One expense for “To”, one for “From” based on date. Google Maps can be used for calculating mileage.
    - Method of Reimbursement will be Personal (direct to your bank account)
  - “Transportation Expenses” > “Parking – At the Terminal”
    - Lump it into one charge dated for when you retrieved your car
    - Method of Reimbursement should be GTCC (use your GTCC to pay)
  - “Transportation Expenses” > “Public Transit – TDY Area”
    - Add a \$35.00 expense for a 3-day DC metro card (March 2025 price). This can be removed or revised during the voucher process, but it’s better to have possible expenses already authorized.

- Method of Reimbursement should be GTCC if you can (use your GTCC)
  - **SAVE YOUR RECEIPTS.** They are not required now but may be required when submitting the Voucher. All expenses greater than \$75 will require receipts.
- **IF DRIVING POV** (coordinate with command to ensure this is authorized):
  - “Mileage Expenses” > “Private Auto – To/From TDY”
    - One expense for “To”, one for “From” based on date.
    - Method of Reimbursement will be Personal
  - “Transportation Expenses” > “Parking – TDY Area”
    - One expense for checkout date
    - Method of Reimbursement should be GTCC (use your GTCC to pay).
  - “Transportation Expenses” > “Public Transit – TDY Area”
    - Allowed metro cost for a 3 day pass in DC (\$33.75, March 2025)
  - Do not try to drive to the Navy Yard. You will not be reimbursed for parking there. You should use the metro from your hotel.
    - “Transportation Expenses” > “Public Transit – TDY Area”
    - Allowed metro cost for a 3 day pass in DC
    - Method of Reimbursement should be GTCC (use your GTCC to pay).
  - **SAVE YOUR RECEIPTS.** They are not required now but may be required when submitting the Voucher. All expenses greater than \$75 will require receipts.

Other Expenses		Sort by	Date (Oldest)	+ Add Expense
Private Auto - To/From TDY	\$ 504.28			Receipt Optional
Private Auto - To/From TDY	\$ 504.28		02/05/2020	Receipt Optional
Parking - TDY Area	\$ 50.00		02/05/2020	Receipt Optional
Public Transit - TDY Area	\$ 30.00		02/05/2020	Receipt Optional

Select “Continue”

More on next page

**Step 9: Review Per Diem Amounts**

**Review Per Diem Amounts**

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

TDY: WASHINGTON, DC (3 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
01/15/2020	\$176.64	\$176.64	\$57.00
01/16/2020	\$176.64	\$176.64	\$76.00
01/17/2020	\$0.00	\$0.00	\$57.00

**PER DIEM SUMMARY**

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$353.28	\$353.28	\$190.00

**Annotations:**

- Lodging Allowed should match Lodging Cost since below per diem, displayed below Lodging Allowed. No Lodging for last day (travel day)
- Partial payments since travel days

- If you try to book a hotel above per diem and request actual expense allowance (ACTL), your authorization will be returned! Book a new hotel in step 6 or pay out of pocket!

01/15/2020	Code: ACTL	\$500.00	\$500.00	\$57.00
01/16/2020	Code: ACTL	LODGING COST \$500.00	LODGING ALLOWED \$500.00	M&IE ALLOWED \$76.00
01/17/2020	Code: ACTL	\$0.00	\$0.00	\$57.00

**Annotations:**

- Code: ACTL (marked with red X)
- This is the limit for per diem! (pointing to LODGING ALLOWED \$500.00)

Select "Continue"

**Step 10: Accounting.** This is where you assign the NR Cross-Org Line of Accounting (LOA).

- Click "+ Add LOA" > Cross Org LOA

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**ACCOUNTING CODES**

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

No Lines of Accounting (LOA) have been added.

Search

- From DN226298062980P42
- Shared LOA
- Cross Org LOA**

- Select the XX SEA08 INTERV account, where XX is the *fiscal year*. October is the first month of each fiscal year. For example, March 2025 interviews will use “25 SEA08 INTERV”, but October 2025 interviews will use “26 SEA08 INTERV”.

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
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19 SEA08 INTERV (DN2400024SEA08)

16 BUS ADM (DN705702052730)

10 ACCT CODE (DN60570125TFN9)

- If you do not have the appropriate LOA, see Common Issue #3.
- Once successful, you should see a confirmation that 100% of your trip is allocated to XX SEA08 INTERV.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) [Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION
19 SEA08 INT...	DN2400024SEA08

Allocations

☑ This trip is 100% allocated to 19 SEA08 INTERV

Hide Details

19 SEA08 INTERV	ALLOWED	ACTUAL
COM.	\$359.60	\$359.60
CARR.-I		
LODGING	\$368.00	\$368.00
M&IE	\$190.00	\$190.00
MILEAGE	\$23.00	\$23.00
OTHER	\$46.00	\$46.00
Sub Total	\$986.60	\$986.60

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$986.60
Total Expenses	\$986.60

Disbursement Summary

Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost

Allowed	Actual
\$986.60	\$986.60

Allowed and actual must be equal. I.E. all costs must be shown to be paid by something (the LOA in the case of PNEO travel)

Select “Continue”

Step 11: Review profile. Ensure your information is correct:

- Address, GTCC and checking account for split disbursements. (See the FAQ for an explanation of split disbursement.)
- Select “Open Profile” if you need to make changes

Select “Continue”

Step 12: Review Trip Authorization

- This is the summary of all costs associated with your trip. Verify the dates of travel, hotel reservation, other expenses, per diem, and accounting code LOA. If anything is incorrect, click “Go to Section” to edit whichever section is incorrect.

Select “Continue”

Step 13: Other Auths and Pre Audits

- DTS checks for errors and shows them in the Pre Audits. You must read them and either correct the issue or provide justification to the approving officials (AO). DTS will not allow you to submit without justification. If your justification is bogus, the authorization will be returned by an AO!
- IF DRIVING POV: You will get a Constructed Travel Worksheet (CTW) Pre Audit. The CTW is not required for trips less than 400 miles one-way, which should be the justification given to the AO.
- IF TRAIN: You will also get a CTW Pre Audit. You must fill out a CTW. A helpful CTW guide can be found on the Defense Travel Website. They’re not difficult but are required.
  - [https://www.defensetravel.dod.mil/CnstTvl/CT\\_Authorization\\_Instructions.pdf](https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf)

## Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

### 2 PRE AUDITS

#### CONSTRUCTED TRAVEL WORKSHEET

A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.

**Justification to Approving Official \***

Not required because travel is less than 400 miles one-way

[Edit Justification](#)

Once you have addressed any Pre Audits, click “Continue”.

Step 14: Digital Signature

- This is where you digitally sign and submit your authorization.
  - Click the “I agree to SIGN this document” box
  - Verify the Routing List is “NUCPWR INTERVIEWS”

- Otherwise, your authorization will not go to the right people and will not be approved.
- If you do not see NUCPWR INTERVIEWS, see Common Issue #4.

01/08/2020 09:40AM  
CREATED

NAME  
[REDACTED]

(Pending)  
SIGNED

DOCUMENT STATUS \*

I agree to SIGN this document

ROUTING LIST \*

NUCPWR INTERVIEWS

Additional Comments [+ Add Comments](#)

NAME  
[REDACTED]

TODAY'S DATE  
01/08/2020

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

If your document is not approved or ticketed at least 72 hours prior to departure, your air reservations will be cancelled. Air reservations booked within 72 hours of trip departure must be approved and ticketed within 24 hours to avoid cancellation.

**Submit Completed Document**

Your next steps will be determined based on the Routing List you submit.

- Select "Submit Completed Document". You will get a confirmation once it is submitted and your "Sign and Submit" screen will now display the status of your authorization. This is where you can check if your authorization has been approved. You do not need to call to check the status.
- Once approved, the "Sign and Submit" screen will look something like the picture below. YOU MUST VERIFY YOUR AUTHORIZATION IS APPROVED BEFORE TRAVELING! LOGIN TO DTS THE WEEK BEFORE AND THE DAY BEFORE YOU TRAVEL.

✓	11/26/2013 02:31PMEST SIGNED	NAME [REDACTED]	
✓	11/26/2013 02:31PM CTO SUBMIT	NAME [REDACTED]	
✓	11/26/2013 02:35PM ADJUSTED	NAME CTO	
✓	11/26/2013 02:35PMEST CTO BOOKED	NAME CTO	
✓	11/26/2013 03:53PM ADJUSTED	NAME [REDACTED]	
✓	11/26/2013 03:55PMEST APPROVED	NAME [REDACTED]	COMMENT Prior to commencing travel, review your orders carefully. [REDACTED] [REDACTED] 901-874-4080

Green check mark

- If you see the following, your authorization is still awaiting approval. If you selected the correct routing chain in step 14, our processing takes 1-4 days. If your authorization has not been approved after 4 days, call PERS-42.

○ APPROVED    NAME [REDACTED] or 5 more    LEVEL 25 ^

No green check mark

- YOUR AUTHORIZATION WILL BE RETURNED IF THERE ARE ERRORS. YOU MAY NOT BE CONTACTED IF IT IS RETURNED; THAT IS WHY IT IS VITAL THAT YOU VERIFY IT IS APPROVED PRIOR TO TRAVEL!** (If you provide an email address in your DTS profile, it should notify you of any changes to your authorization (returned or approved))

**After travel action required:** Once you return from travel, you are required to submit your *voucher* within 5-10 days of returning. A voucher is required for reimbursement. This can be completed from the DTS site and is based on your PNEO authorization. DTS saves you time by importing the information you entered on your authorization to establish the framework of your voucher, but you must verify or update that information to ensure that your voucher is accurate.

Home    Trips ▾    Travel Tools ▾    News & Notices    Administration ▾

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## My Travel Documents

Your upcoming, current, and completed trip documents.

16 Authorizations

6 Vouchers

0 Local Vouchers

6 Vouchers

Sort by: Departure Date (Latest) ▾

MNPHOENIXAZ012719\_V01

Departing on 01/27/2019    TA Number: 002S

MNFARGOND012019\_V01

Departing on 01/20/2019    TA Number: 002S

## **COMMON ISSUES:**

1. GTCC not available as a payment option.
  - Cause: Your GTCC has not been uploaded to DTS as a payment option.
  - Solution: In the upper right of DTS, click the drop-down arrow next to your name. Then click 'My Profile'. On the left side under "Accounting" select "EFT and Credit Card Accounts". Enter your GTCC Account Number and GTCC Expiration Date in the corresponding blocks. Save.
  - If you do not have a valid GTCC, talk to your YN immediately.
  
2. No valid GTCC.
  - Solution: Talk to your YN immediately. If it is determined you do not have enough time to receive a valid GTCC prior to being required to travel, contact your PNEO instructor and PERS-42 immediately.
  
3. Cross-org LOA not present.
  - Cause: You have not been assigned the correct LOA.
  - Solution: Contact Mr. Thomas Pacileo, PERS-42N to request the LOA. ([thomas.b.pacileo2.civ@us.navy.mil](mailto:thomas.b.pacileo2.civ@us.navy.mil))
  
4. NUCPWR INTERVIEWS Routing List not present
  - Cause: You do not have the correct LOA assigned. You must use the XX SEA08 INTERV LOA to have the correct routing list. Repeat step 10 or see Common Issue #3.
  - Solution: Call Mr. Thomas Pacileo, PERS 42N. ([thomas.b.pacileo2.civ@us.navy.mil](mailto:thomas.b.pacileo2.civ@us.navy.mil))

## **FAQ:**

- Split disbursement is required by the JTR. Your transportation and lodging will be charged and paid off from your GTCC. Per diem for meals will be paid to your personal account. It's a fancy way of saying how they will split where the payments go (disbursement).
- Constructed Travel Worksheet (CTW) is required when using a *nonstandard* method, which is flying for PNEO. This is used to compare the cost of your *preferred* method vs. flying. Flying is usually the more cost effective method of traveling long distances and is therefore the standard method of travel to TDY locations. If you elect to take your preferred method and the CTW shows flying would be less expensive, you will be limited in reimbursement to what the cost to fly (the standard method) would have been. See the JTR or this [helpful guide](#) for more information. CTWs are not required for one-way driving trips less than 400 miles.