

## Frequently Asked Questions

### Defense Travel System (DTS)

#### **What is the link to DTS?**

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

#### **How do I know if my orders are approved?**

In the DTS document, review the Digital Signature page to see what action is awaiting status. Actions that are completed will show under the document history.

#### **What if my temporary duty (TDY) dates changed but the ticket has already been issued?**

If the change is going to be in a week or less, change your reservations directly; not in DTS. Then make all your changes on your order when you return from travel.

If the change will be longer than a week, cancel your order and create a new order.

#### **When will I be ticketed?**

The normal ticketing date is three working days before your TDY begins. If you need to be ticketed earlier, contact the Transportation Office.

#### **When will the ticket be charged to my Government Credit Card (GVCC)?**

The Government credit card is charged at the time of ticketing.

#### **I am going TDY and enroute to my official trip I would like to make an unofficial stop to visit relatives; can I book the official travel on the same ticket?**

If the unofficial stop location is different than the TDY location, Government airfares are not to be used for that portion of the trip. In this situation, only list your TDY mission

dates and travel on the orders. When the orders are approved request to be ticketed to make changes. Any excess cost is paid by the traveler.

If leave days will be taken at the TDY location, then official and unofficial travel can be ticketed at the same time when it meets both of the following criteria:

- The leave dates must be clearly identified and approved before travel begins. Per diem cannot be paid for days of leave.
- The actual airfare must be equal or less than the airfare charged for the official days of travel.

### **How do I know how much I'm allowed for meals and incidentals?**

In DTS on the preview trip page, it is listed under per diem.

### **How do I get my orders to print in a DD1610 format?**

When you log on to the welcome page, go to the Traveler Setup Module. Click on the drop down for the traveler setup then click on form preferences. On this next page it shows form defaults. Mark as follows: under authorization, click on Gov & Form and Summary & Individual. Click on the left for each of the remaining options to the bottom of the page and save.

### **How do I attach my receipts to my voucher?**

Under the Expense Module, click on substantiating documents. Click the link to download your documents saved on your computer.