

# 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 is 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 or your previous command travel clerks to be dropped from their organization, then talk to your YN to be gained.

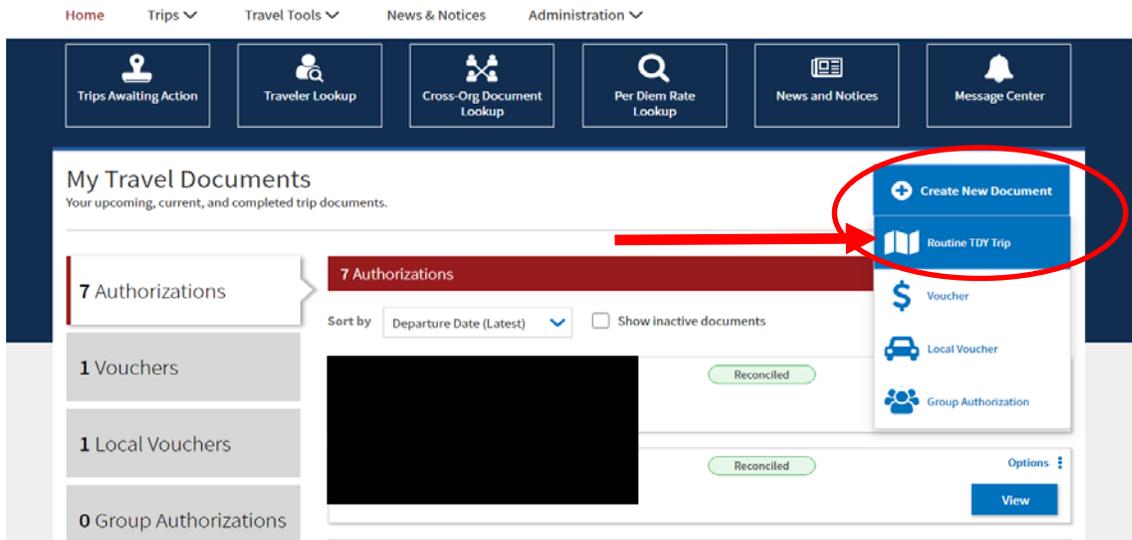
Problem 2: You have not been gained by your current command.

Solution 2: Talk to your YN to be gained.

- 4) Do not travel without an approved authorization. You will not be reimbursed for that 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. 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.

- **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, refer to DTS for the current rate.

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

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

- 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\* DCA - Washington Ronald Reagan N 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 >

On the confirm Lodging screen:

The screenshot shows the 'Confirm Lodging' interface. On the left is a navigation sidebar with sections: Trip Authorization Info, Reservations (with 'Lodging (WASHINGTON, DC)' selected), Finances, and Review. The main content area includes: a header with 'Return to room selection' and 'Skip booking'; a location box for 'DCA - Washington Ronald Reagan National Apt, VA (USA)' with check-in on Wednesday, January 15, 2020 and check-out on Friday, January 17, 2020; a red-bordered box with 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.'; a room summary for '2 Queen Beds' with amenities like Breakfast, TV, Wi-Fi, and No Smoking, priced at '\$176.64 per night'; 'Reward Programs' dropdowns for Frequent Guest Number and Frequent Flyer Number, both set to 'None selected'; 'Special Requests' dropdown; a 'Disclaimer' section; and a 'Payment Summary' box. The 'Payment Summary' shows 'Method of Payment' as 'Government Travel Charge Card (GTCC)', 'Estimated Total Cost' of '\$353.28' (excluding taxes and fees), and a breakdown of '\$176.64 x 2 nights'. Red annotations include: an arrow pointing to the 'Nightly Rate within per diem' text; a circle around the 'Nightly rate \$176.64' and another circle around the 'x 2 nights' text, with an arrow pointing to the text 'Appropriate number of nights'; and a 'Book' button at the bottom right.

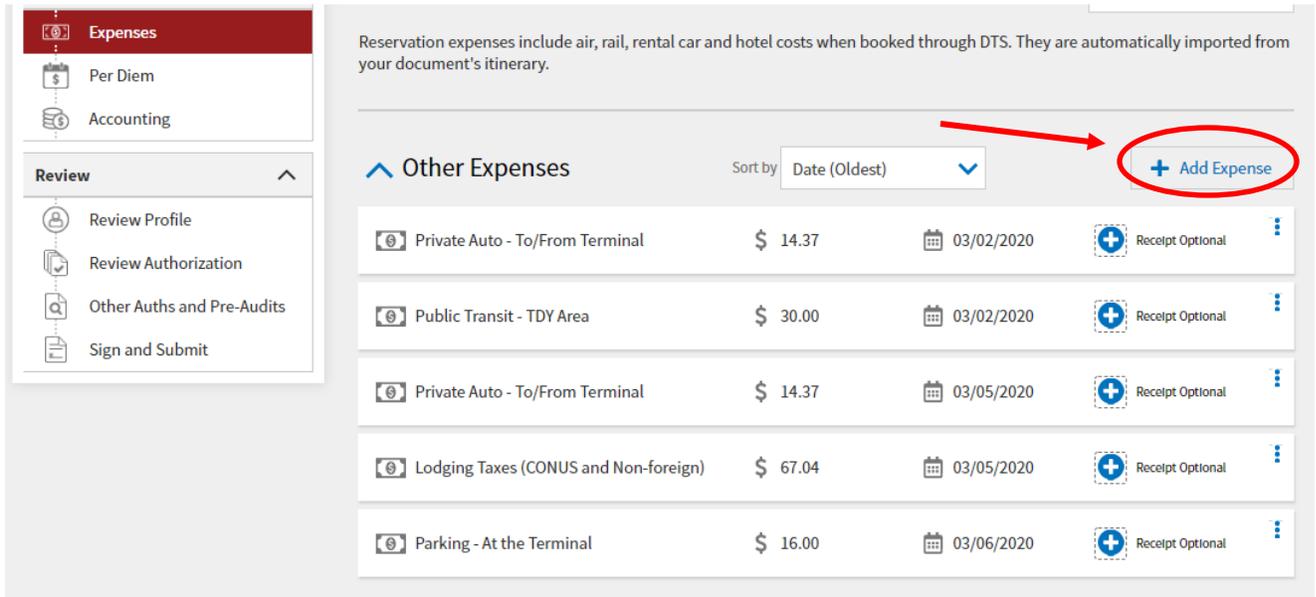
Select "Book"

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)”
    - 13.25% combined taxes per night in D.C.
      - $.1325 * [\text{nightly rate}] * [\# \text{ nights}]$
      - Example:  $.1325 * \$253 * 2 \text{ nights} = \$67.04$
      - Can split into charges per night or one charge
    - Method of Reimbursement should be GTCC (use your GTCC to pay)
  - SAVE YOUR RECIEPT. 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
  - “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”
    - The total amount of reimbursement in the DC area from all sources is \$30.
    - 3 day metro pass in DC (\$30, January 2020)

- Even if you ride share or taxi, you will be reimbursed up to \$30. I.E., if you use the taxi twice at \$17 each way, you will be reimbursed up to \$30 (\$4 out of pocket).
    - Method of Reimbursement should be GTCC if you can (use your GTCC to pay)
  - SAVE YOUR RECEIPTS. They are not required now but may be required when submitting the Voucher IAW the JTR.
- IF DRIVING POV:
  - “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 (\$30, January 2020)
  - 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 IAW the JTR.

The screenshot shows a table titled "Other Expenses" with a "Sort by" dropdown set to "Date (Oldest)" and an "Add Expense" button. The table contains four rows of expense entries. The first two rows are for "Private Auto - To/From TDY" with amounts of \$504.28. The third row is for "Parking - TDY Area" with an amount of \$50.00. The fourth row is for "Public Transit - TDY Area" with an amount of \$30.00. A red circle highlights the \$504.28 amount in the first row, and a red note "Amount depends on mileage" is placed next to it. Each row also includes a "Receipt Optional" button and a vertical ellipsis menu icon.

Expense Category	Amount	Date	Receipt Status
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”

**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.

Group similar days Expand all Collapse all

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

Back Continue

- 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!

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

This is the limit for per diem!

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 2020 interviews will use “20 SEA08 INTERV”, but October 2020 interviews will use “21 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 (DN24000 24SEA08)

16 BUS ADM (DN7057020527 30)

10 ACCT CODE (DN6057012S TFN9)

- 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

**19 SEA08 INTERV**

CATEGORY	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!

✓	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 should submit your *voucher* within 5 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: Call Mr. Thomas Pacileo to request the LOA. (thomas.b.pacileo@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. (thomas.b.pacileo@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 non *standard* 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.

Copy To:

PNEO Sharepoint Site

NPC Website (also update the PNEO Scheduling document)