# CREATING FIELD TRAINING DETACHMENT (FTD) FUNDED AUTHORIZATIONS/ORDERS IN DTS

1) Log onto Defense Travel System (http://www.defensetravel.osd.mil/dts/site/index.jsp)

2) Ensure all personal profile information (email address, travel card/CSA account info, TSA secure flight info, etc) is updated prior to creating an order. Profile changes made later will not refresh for existing documents. Some items may require your unit ODTA to update (such as Mandatory Use of GOVCC and Advance Authorization).

3) Go to drop-down "Official Travel" and choose "Authorizations/Orders"

4) Click "Create a New Authorization/Order"

5) Complete the following:

   a) Starting Point section "A", (Choose "Duty Station")
   b) Enter the date you are departing Duty Station. NOTE: members authorized 1 travel day to/from TDY location (CONUS) or 2 travels days (OCONUS-CONUS).
   c) Type: Choose "AA - Routine TDY/TAD"
   d) Trip Purpose: Choose "Training Attendance"
   e) Trip Description: List the training course(s) you'll be attending, course dates, and Training Line Number (TLN). Contact detachment to get TLN. 15-digit course number starts with J4. (See ETCA website https://etca.randolph.af.mil for course info)

   **Trip Description (example):**
   F-16 Tactical Aircraft Maintenance, J4AMP2A3X3BH26B, Class# 13001, CSD: 01/31/2012, CGD: 02/24/2012 TLN: TX1C300367

   f) Choose your mode of transportation and the estimated time of departure section "B"
   g) Identify your TDY location section "C", Click "Location" on the right hand side, type in your TDY location. Click search, select a location from the search results, and then click "Select and Close" (NOTE: if TDY is at base installation, then you must use the base, not the city, as TDY location).
   h) Enter the date you are arriving to and departing from your TDY location.
   i) Section "D", select all that apply.
   j) In section "E", If you have only one course/location select "No", If you have additional locations, back-to-back TDY's, then select "Yes". You'll be taken to Section C of Trip Overview screen to add additional TDY locations.
   k) Scroll down to section "C" and choose your ending point. (Should be "Duty Station")
   l) Choose your mode of transportation in section "D" for your return trip and the estimated time of departure
   m) Skip Section "E", for (Check this box if you have other ticketed transportation not listed above).
   n) Click "Save and Proceed"

6) If flying, you will now book your air travel. Select your flights and choose your seats.

   - When the Travel/Ticket Identification Information screen pops up, ensure all blocks with a red asterisks are properly completed, then click "Save TSA Information". Without this information, CTO cannot ticket your flights.

7) Click the **Itinerary/Trip Overview** on DTS tool bar. On the left column, scroll down to Trip Description box. Copy course # & dates and paste into **Comments for Travel Order** block towards the bottom. Click **Proceed to Per Diem Locations** to SAVE. When a pop-up message about Per Diem comes up, click OK, and you will be taken to Trip Summary.

8) The left column is the Per Diem Locations and the right column is the Trip Summary. If there are no corrections to be made, click Travel on the tool bar to be taken to Trip Summary.

9) If all the information is correct on Trip Summary, click "Save and Continue"

10) Scroll down on the Final Trip Itinerary page and click "Continue". You'll be taken to the Expenses Non-Mileage tab.

11) For Non-Mileage, add any non-mileage expenses (GOVCC ATM service fee, Taxi-Terminal, laundry, etc.) and then click "Save Expenses" at the bottom of the page.

**NOTE**:
Mileage + terminal parking will be reimbursed up to the cost of a taxi (roundtrip) in accordance with JFTR, par. U3320

12) On the Expense Summary page, if all your non-mileage expenses are accounted for, then click "Continue". You will be taken to the Expenses-Mileage tab.

13) If driving your POV to TDY location, choose "PVT Auto TDY/TAD". On the right side, click "DoD Table of Distances". To search location, you may input zip code and/or city and state, then click Search. Select departure location and TDY location for DTS to calculate mileage. Save total and Continue. Check the box "create separate mileage expense for return trip mileage". Click Save Expenses.

14) If driving your POV to the airport terminal, choose "PVT Auto-Terminal". Must show mileage to the terminal (departure date) and mileage returning to duty station (return date) as separate line items.

15) Click "Continue". You will be taken to the Per Diem Entitlements tab.

16) In order to change the lodging costs and the M&IE rates follow the following directions a through f:

**NOTE**:
Government meal rate and on-base lodging are considered available and directed. Travelers must provide memo from dining facility manager stating dining facility closed/unavailable or Non-Availability memo from base lodging for full rate per diem.
The following locations are authorized proportional meal rate due to Food Transformation Initiative (FTI) at base dining facility: Little Rock AFB, AR / Travis AFB, CA / Fairchild AFB, WA / Elmendorf AFB, AK / Patrick AFB, FL / MacDill AFB, FL.

   a) Click "**Edit All**" at the bottom of the screen or **Edit** to change by date, then you can select values apply through date.
   b) The **Value Apply Through** allows for consecutive dates to be changed at the same time.
   c) Under **Per Diem Rates**, change "Lodging" from $55 default to TDY location base lodging rate. (Normal lodging $34.75)
   d) Under **Duty Conditions**, ensure "Quarters Available" is checked and in "Select one of the following" None is selected.
   e) Under Meals, choose "Available" and then check all the meal boxes (Breakfast, Lunch, & Dinner). Load lodging and meals by dates of course(s), Class Start Date (CSD) and Class Grad Date (CGD). Meals All = Breakfast + Lunch + Dinner, Proportional select Breakfast and Dinner, None = Full Rate Per Diem.
   f) Under Other Per Diem Entitlements, check "No Other Per Diem Entitlements".

17) Click "Save These Entitlements" Button.

18) If you are taking leave enroute, follow a similar process; however, under Other Per Diem Entitlements, check "Leave" and then "Annual".

19) Click Continue to be taken to Accounting Tab.

20) Select the drop down for Cross Org LOA, select Accounting Label you were assigned by 982 TRG (i.e. 12 PACAF Student, 12 PACAF Enroute).

**NOTE**:
If traveler has Unit funded expenses, select Unit Accounting Label for Expenses.
Ensure unit funded items allocated to proper Accounting Label.
If you are crossing FYs or unit funding is provided, then you should have two Accounting Labels. See

Example: For crossing fiscal years, only the first 2 numbers change, (example in Red)
Fiscal Year 2012 = DTS Cross Org LOA (12 PACAF) 12 = Fiscal Year 2012
Fiscal Year 2013 = DTS Cross Org LOA (13 PACAF) 13 = Fiscal Year 2013

21) Click "Continue" at the bottom of the screen. You'll be taken to the Review/Sign Preview Screen.

22) On the Preview Screen, check to make sure all known expenses have been added. Make adjustments if needed.

23) If supporting documents are required to be uploaded, click "Expenses" tab at the top of the screen and select "Substantiating Records". You may print a fax cover sheet or upload documents directly from your computer. Required documents may include Leave Part II (if leave taken), Constructed Travel Worksheet (CTW) if using POV to TDY, etc. CTW link is available on the Review/Sign/Pre-Audit screen. Once all your Substantiating Records have been updated, select proceed to the following page "Preview" and click "Continue" at the bottom of the screen.

24) From the Preview Screen scroll to the bottom of the page. Click "Save and Proceed to Other Authorizations" at the bottom of the page.

25) Click "Add Additional Authorizations for this Trip" text link.

26) Check the Box next to PERSTEMPO CODE E (Individual Training) and Other, the click the Add Button.

27) Please Copy and paste the following AFAFO mandatory "Alternate Means" statement in the remarks block of Other.

"Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives. Justification: FTD course requires hands-on training."

28) Additional Authorizations that can be added: ATM Advance Authorized (if using GTC/CSA for an ATM advance), or Fiscal Year Funds (if travel crosses FYs). Some Authorizations are automatically entered by DTS in certain cases (Manually Entered Expense(s), Leave Authorization if leave requested).

29) **The following authorizations are Not Approved to be added into DTS orders: Variations Authorized, Excess Baggage (Unless Unit Funded), official CTO not used, non compact car authorized.**

30) Click "**Save and Proceed to Pre-Audits**" at the bottom of the page.

31) For all flagged items, a **justification** to the approving official is required, before proceeding to Digital Signature.

32) Click "**Save and Proceed To Digital Signature**"

33) Click drop down **Submit this document as** and select the **SIGNED** option.

34) Select **Routing List** for 982 TRG FTD Student Travel.

35) Add Comments in **Additional Remarks** block if needed

36) Click "**Submit Completed Document**".