



Defense Travel System

DTS Guide to Processing Authorizations for the New Fiscal Year

July 25, 2012

Revision History

Revision	Date	Authorization	Change Description	Page, Section
7.0	7/24/08	DTMO	General update for FY09 in various sections and graphic. Updated document number to version 7.0 throughout.	ALL
8.0	9/6/08	DTMO	Update to show new functionality in the accounting module and how to allocate expenses.	Chapters 3 & 4
9.0	7/15/09	DTMO	General updates to manual.	ALL
10.0	7/29/10	DTMO	General updates for FY11 in various sections and graphics.	ALL
11.0	1/12/11	DTMO	Update to Web site link.	Section 2.1
12.0	7/19/11	DTMO	General updates for FY12 in various sections and graphics.	ALL
13.0	7/25/12	DTMO	Reviewed guide for updates. Updated screenshots for FY13	ALL

Table of Contents

CHAPTER 1: OVERVIEW OF NEW FISCAL YEAR FUNDING AND DTS	1-1
1.1 Reference Materials	1-1
1.2 Accounting System Shutdown Periods	1-1
CHAPTER 2: TRAVEL THAT OCCURS IN A NEW FISCAL YEAR	2-1
2.1 Creating an Authorization for Travel in a New Fiscal Year	2-2
2.2 Approving an Authorization When New Fiscal Year Funding Is Available	2-5
2.3 Trips Departing Before New Fiscal Year Funding Is Available	2-5
2.4 Funding Messages: No Budget Exists and Insufficient Funds	2-5
CHAPTER 3: FISCAL YEAR CROSSOVER TRAVEL	3-1
3.1 Creating an Authorization for a Trip That Crosses Fiscal Years	3-1
3.2 Creating an Amendment for the Trip Portion That Occurs in a New Fiscal Year	3-6
3.2.1 Adding New Fiscal Year Information	3-7
3.3 Using Prior Fiscal Year Funds	3-12
CHAPTER 4: AIR RESERVATIONS AND THE NEW GSA CITY PAIR CONTRACT	4-1
4.1 A Trip Crosses Into the New Fiscal Year	4-1
4.2 Entire Trip Occurs in the New Fiscal Year	4-1
CHAPTER 5: ADVANCES AND SCHEDULED PARTIAL PAYMENTS	5-1
5.1 New Fiscal Year Trips	5-1
5.2 Crossover Fiscal Year Trips	5-2
CHAPTER 6: LOCAL VOUCHERS	6-1
CHAPTER 7: NO-YEAR AND MULTI-YEAR FUNDS	7-1
CHAPTER 8: NAVY STARS-FL AND STARS-HCM LINES OF ACCOUNTING	8-1
CHAPTER 9: ADDRESSING LOCALITY RATE CHANGES FOR TRAVEL IN A NEW FISCAL YEAR.	9-1

CHAPTER 1: OVERVIEW OF NEW FISCAL YEAR FUNDING AND DTS

The fiscal year for the Department of Defense (DoD) begins on 1 October and ends on 30 September of the following calendar year. Preparing DTS documents for travel that occurs in a new fiscal year or crosses fiscal years requires the processes described in this guide to ensure that funding is assigned correctly for the following travel situations:

- *New fiscal year travel.* Travel that begins on or after 1 October and requires authorization and reservations prior to 1 October.
- *Cross-fiscal year travel.* Travel that begins 30 September or earlier and ends 1 October or later.

1.1 Reference Materials

The following documents provide additional supporting information on fiscal year travel topics:

- *Defense Travel Administrator's (DTA) Manual*
- *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*

These documents can be found at <http://www.defensetravel.dod.mil/site/training.cfm>.

1.2 Accounting System Shutdown Periods

Many accounting systems that interface with DTS become unavailable for processing for a period of time starting in late September. DTS shutdowns are not planned to occur during the fiscal year crossover period. A list of shutdown periods can be found at <https://www.defensetravel.dod.mil/site/fycross.cfm>.

DTS will hold documents approved during the accounting system shutdown period. Document processing should be complete before the shutdown to accomplish any needed transactions for the traveler.

CHAPTER 2: TRAVEL THAT OCCURS IN A NEW FISCAL YEAR

This chapter guides the traveler, Authorizing Official (AO), and Finance Defense Travel Administrator (FDTA)/Budget DTA (BDTA) in creating and processing DTS authorizations in the current fiscal year for travel that will start in the new fiscal year.

An example of this is when a traveler creates a travel authorization on 15 September (current fiscal year) for travel that will start 1 October or after (new fiscal year).

The traveler can make arrangements for the entire trip; however, General Services Administration (GSA) Airline City Pair flights will not be available for the new fiscal year until the airlines enter the GSA contract award information into their Global Distribution System (GDS) and the DTS database is updated. These actions typically occur in September, and the Defense Travel Management Office (DTMO) will issue a Customer Service Notification (CSN) when the information is available in DTS.

Travelers making flight arrangements prior to the awarding and loading of the new contract fares will not be able to access GSA Airline City Pair fares. This occurs in non-DTS situations as well, and local business rules should be reviewed for applicability. See Chapter 5 for more information.

Authorizations created in DTS for travel that begins in a future fiscal year should not be stamped APPROVED until the FDTA/BDTA establishes both the new fiscal year lines of accounting (LOAs) and funding for the budget(s) in DTS. Funding for a new fiscal year is made available by a funding authority external to DTS.

Note: All organizations can approve new fiscal year travel documents in the current fiscal year. DTS will hold the new fiscal year obligation transactions until the accounting systems are ready to receive the transactions. This facilitates applying the Tickets Are Waiting (TAW) date for the Commercial Travel Office (CTO).

For travel that requires ticketing before the AO can approve the document in DTS, and new fiscal year funding has not been approved, the traveler should follow local business rules for approving transportation with verbal approval. The verbal approval allows the CTO to ticket the transportation already booked in the DTS Travel module, which then updates DTS with the ticketed information. The Transportation Officer (TO) typically provides verbal approval; however, this may vary by site. The AO is still required to digitally approve the document after new fiscal year funding is made available.

2.1 Creating an Authorization for Travel in a New Fiscal Year

Use the following steps to create a travel authorization in the current fiscal year for travel that starts in a new fiscal year.

1. Create the travel authorization in DTS (i.e., complete the itinerary, make travel reservations, and enter the expenses for the trip).
2. On the Accounting screen, select an **LOA** for the new fiscal year (Figure 2-1). If the current fiscal year LOA displays by default, remove it. If a new fiscal year LOA is not available (i.e., the FDTA has not loaded it into DTS), then leave the LOA selection blank.

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA101512_A01 Screen ID: 1067.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 15-Oct-12 [Find Accounting Label](#)
 End Date: 19-Oct-12
 Accounting Label: From DTMOCS D
 Shared LOA:
 Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
13 DEFAULT	DTMOCS D	view/edit	remove

Expenses Summary

13 DEFAULT		
Category	Allowed	Actual
COM. CARR.-I	\$2,511.60	\$2,511.60
LODGING	\$532.00	\$532.00
M&IE	\$319.50	\$319.50
MILEAGE	\$30.53	\$30.53
OTHER	\$100.00	\$100.00
RENTAL CAR	\$97.68	\$97.68
13 DEFAULT Sub Total:	\$3,591.31	\$3,591.31
Calculated Trip Cost:	\$3,591.31	\$3,591.31

Proceed to the following page: [Continue](#)

Figure 2-1: Accounting Screen

Leaving the LOA selection blank is acceptable in this situation. When the authorization is signed, DTS will trigger the following advisory: *NO ACCT CODE ASSIGNED* (Figure 2-2).

Logged In As: Eric T West
 Traveler Name: Eric T West
 Document Name: EWSANDIEGOC101512_A01
 Document Type: Authorization
 Screen ID: 1094.1
[Close Window](#)
[Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Air Rail Rental Car Lodging Other Transportation Summary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.
 DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost: (If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: > [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Trip Summary

Overall Starting Point

Leave From:	Woodbridge,VA	Edit
Leave:	15-Oct-12	

Location 1: SAN DIEGO,CA

Leave From:	Woodbridge,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Oct-12	
Leave:	19-Oct-12	
Carrier/Flight:	US Airways (US) 65	Edit
Conf/PNR:	123456	
Depart:	15-Oct-12 08:55AM DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Oct-12 11:27AM SAN-San Diego International	
Rental Car:	ENTERPRISE	Edit
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Oct-12 12:00PM	
Dropoff:	19-Oct-12 12:00PM	
Lodging:	HOLIDAY INN ON THE BAY	Edit
Confirmation:	12345678-	
Check-In:	15-Oct-12 11:59PM	
Check-Out:	19-Oct-12 10:30AM	

Overall Ending Point

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	Woodbridge,VA	
Arrive:	19-Oct-12	
Carrier/Flight:	US Airways (US) 66	Edit
Conf/PNR:	123456	
Depart:	19-Oct-12 12:30PM SAN-San Diego International	
Arrive:	19-Oct-12 08:14PM DCA-Washington Ronald Reagan National Ap	

Proceed to the following page:

Figure 2-2: Advisory - NO ACCT CODE ASSIGNED

3. Access the Preview Trip screen (Figure 2-3).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 15-Oct-12 > Find Accounting Label
End Date: 19-Oct-12

Accounting Label: ---Select--- From DTMOCS D
Shared LOA: ---Select to Add---
Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
12 DEFAULT	DTMOCS D	> view/edit	> edit	> remove
13 DEFAULT	DTMOCS D	> view/edit	> edit	> remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: By Expense Category

Allocate Expenses

Expenses Summary

Expense allocated by Expense Category

12 DEFAULT

Category	Allowed	Actual
COM. CARR.-I	\$2,511.60	\$2,511.60
OTHER	\$100.00	\$100.00
12 DEFAULT Sub Total:	\$2,611.60	\$2,611.60

13 DEFAULT

Category	Allowed	Actual
LODGING	\$532.00	\$532.00
M&IE	\$319.50	\$319.50
MILEAGE	\$30.53	\$30.53
RENTAL CAR	\$97.68	\$97.68
13 DEFAULT Sub Total:	\$979.71	\$979.71

Calculated Trip Cost: \$3,591.31

Proceed to the following page: Preview Continue

Figure 2-3: Preview Trip Screen

4. Complete the **Comments to the AO** field with text similar to the following: *Travel is for next fiscal year.*
5. Proceed to the Digital Signature screen to sign the document. After the document is signed, the CTO confirms the travel reservation(s) and the normal routing process continues.

The AO must hold the document for approval until notified by the FDTA/BDTA that new fiscal year funding is available and loaded in DTS. See Section 2.2 for steps when funding becomes available.

2.2 Approving an Authorization When New Fiscal Year Funding Is Available

When the new fiscal year funding becomes available, the FDTA/BDTA must establish the new fiscal year LOA(s) and budget item(s) in the DTS Budget module. This process is explained in the *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*.

DTS will hold the new fiscal year obligation transactions until the accounting systems are ready. Thus, the AO can approve authorizations in DTS after the FDTA/BDTA has established the new fiscal year LOAs and budget items, even if the accounting system is not ready to process transactions.

Once the authorization has electronically routed to the AO, the AO can approve the authorization via the following steps:

1. If the new fiscal year LOA has not been added to the document, update the accounting data:
 - a. Access the Accounting screen and select the LOA(s) for the new fiscal year (Figure 2-1).
 - b. If more than one LOA is required, allocate the expenses accordingly.
 - c. Do not use prior year funds to fund travel in the new fiscal year.
2. Continue the approval process.

When the AO applies the APPROVED stamp, DTS applies the TAW date and the Passenger Name Record (PNR). The CTO issues the tickets three business days prior to departure.

If the LOAs cannot be added, and funding and approval cannot be accomplished prior to departure, see Section 3.3.

2.3 Trips Departing Before New Fiscal Year Funding Is Available

If the new fiscal year funding is not available before a trip's start date, a traveler may need to depart before the authorization is approved. This may occur because the LOA rollover and Budget module updates cannot be made in time. The DTA should establish procedures in advance with the TO and the CTO to facilitate this situation.

Depending on the organization's local business rules and the CTO contract, verbal approval can be given to travel, and the CTO tickets the trip based on instructions from the TO or other designated official. A DTS document is then created and approved as explained in Section 2.1 and Section 2.2.

2.4 Funding Messages: No Budget Exists and Insufficient Funds

If the AO applies the approved stamp to an authorization with a funding issue, a funding message will display and the document will not accept the APPROVED stamp. The document will not route. DTS will display one of the following messages when an AO attempts to approve an authorization with new fiscal year budget or funding issues:

- *No Budget Exists*: This message displays if the FDTA/BDTA did not create new budgets during fiscal year rollover.
- *Insufficient Funds*: This message displays if the document has a budget, but the funds have not yet been entered, and there is no available balance. The BDTA must be contacted to update the affected budget.

CHAPTER 3: FISCAL YEAR CROSSOVER TRAVEL

This chapter provides guidance to the traveler and Authorizing Official (AO) on creating and approving DTS authorizations for travel that extends across two fiscal years when using funds from a single year.

For example, a traveler may need to create an authorization in the current fiscal year for travel that begins on 18 September (current fiscal year), and ends on 6 October (new fiscal year). Entering the accounting information to an authorization with travel that spans across fiscal years is a multistep, coordinated process.

The traveler creates the authorization for the entire portion of the travel that crosses fiscal years. This step requires the traveler to include both the current fiscal year LOA and the new fiscal year LOA.

However, the new fiscal year LOA cannot be added until after the Finance Defense Travel Administrator (FDTA)/Budget DTA (BDTA) has established the new fiscal year LOA(s) and budget(s) in DTS.

This does not apply to travel funded by Multi-Year, or No-Year appropriations, when the LOA in the authorization can be used in both the old and new years. See Chapter 7.

3.1 Creating an Authorization for a Trip That Crosses Fiscal Years

If the trip begins in one fiscal year and ends in the next, use the following steps:

1. Create the travel authorization in DTS.

2. Enter **start date** and **end date** of the trip. For example, the traveler indicates on the Trip Overview screen that the travel starts 18 September and ends 6 October (Figure 3-1).

Logged In As: Eric T West | Document Name: EWSANDIEGOCA101512_A01 | Screen ID: 1039.1 | Close Window | Help for this screen

Traveler Name: Eric T West | Document Type: Authorization

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST | Trip Overview | Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g.,air,rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter a Starting Point:

RES: Woodbridge VA Search

* Start Date(mm/dd/yyyy): 10/15/2012

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter an Ending Point:

RES: Woodbridge VA Search

* End Date(mm/dd/yyyy): 10/19/2012

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):

* Trip Purpose: INFORMATION MEETING

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Authorization Number: []

Authorization Date: 07/26/2012 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order: []

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point

Leave From:	Woodbridge,VA	Edit
Leave:	15-Oct-12	

Location 1: SAN DIEGO,CA

Leave From:	Woodbridge,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Oct-12	
Leave:	19-Oct-12	
Carrier/Flight:	US Airways (US) 65	Edit
Conf/PNR:	123456	
Depart:	15-Oct-12 08:55AM	
	DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Oct-12 11:27AM	
	SAN-San Diego International	
Rental Car:	ENTERPRISE	Edit
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Oct-12 12:00PM	
Dropoff:	19-Oct-12 12:00PM	
Lodging:	HOLIDAY INN ON THE BAY	Edit
Confirmation:	12345678-	
Check-In:	15-Oct-12 11:59PM	
Check-Out:	19-Oct-12 10:30AM	

Overall Ending Point

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	Woodbridge,VA	
Arrive:	19-Oct-12	
Carrier/Flight:	US Airways (US) 66	Edit
Conf/PNR:	123456	
Depart:	19-Oct-12 12:30PM	
	SAN-San Diego International	
Arrive:	19-Oct-12 08:14PM	
	DCA-Washington Ronald Reagan National Ap	

Proceed to the following page: Per Diem Locations (TDY/T) Continue

Figure 3-1: Trip Overview Screen

3. Advance to the DTS Travel module, and select departure and return flights using the trip itinerary dates. Hotel and rental car reservations can also be selected for the entire trip.

GSA Airfare City Pair availability in the new fiscal year is dependent upon contract award and loading into the Reservation System. These fares may not display in DTS for the new fiscal year travel until September.

If Airline City Pair flights are not yet available in DTS, the traveler should not select a return flight unless the return date is in early October. In this case, the traveler may select a coach class ticket due to the nonavailability of GSA fares. See Chapter 4.

Note: The traveler cannot use the Travel module to add a return flight after the departure date; they must contact the CTO offline and then manually enter the flight information in the amendment or voucher. See Section 3.2.

- If the traveler has made transportation reservations outside DTS, enter the cost in the Other Transportation screen (Figure 3-2).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA101512_A01 Screen ID: 1094.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/ Sign

RETURN TO LIST Air Rail Rental Car Lodging **Other Transportation** Summary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: --Select--

* Description:

* Ticket No:

* Ticket Value:

Cost: (If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

Trip Summary

Overall Starting Point

Leave From:	Woodbridge,VA	Edit
Leave:	15-Oct-12	

Location 1: SAN DIEGO,CA

Leave From:	Woodbridge,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Oct-12	
Leave:	19-Oct-12	
Carrier/Flight:	US Airways (US) 65	Edit
Conf/PNR:	123456	
Depart:	15-Oct-12 08:55AM DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Oct-12 11:27AM SAN-San Diego International	
Rental Car:	ENTERPRISE	Edit
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Oct-12 12:00PM	
Dropoff:	19-Oct-12 12:00PM	
Lodging:	HOLIDAY INN ON THE BAY	Edit
Confirmation:	12345678-	
Check-In:	15-Oct-12 11:59PM	
Check-Out:	19-Oct-12 10:30AM	

Overall Ending Point

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	Woodbridge,VA	
Arrive:	19-Oct-12	
Carrier/Flight:	US Airways (US) 66	Edit
Conf/PNR:	123456	
Depart:	19-Oct-12 12:30PM SAN-San Diego International	
Arrive:	19-Oct-12 08:14PM DCA-Washington Ronald Reagan National Ap	

Proceed to the following page:

Figure 3-2: Other Trans. Screen

DTS will allocate each ticketed transportation expense to the LOA(s) for the fiscal year in which the expense is ticketed. If the return flight will occur in the next fiscal year, but it is ticketed in the current fiscal year, it will be charged against the current fiscal year LOA.

Note: Once the air reservations have been selected, the traveler will not need to adjust the itinerary dates for the new fiscal year crossover procedures.

5. Enter the expenses for the entire trip with the appropriate dates or date ranges.
6. Access the Per Diem Entitlements screen to verify that lodging is accurate for all dates. If necessary, add any special duty conditions, actual expenses, meals provided, or leave.
7. Access the Accounting Codes screen and enter the current fiscal year LOA (if it was not already populated by default), then add the next fiscal year LOA. These actions allow the appropriate funds to pay for the current and new fiscal year portion of the travel (Figure 3-3).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 15-Oct-12 > [Find Accounting Label](#)

End Date: 19-Oct-12

Accounting Label: From DTMOCS D

Shared LOA:

Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
12 DEFAULT	DTMOCS D	> view/edit	> edit	> remove
13 DEFAULT	DTMOCS D	> view/edit	> edit	> remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

Expenses Summary

Expense allocated by Expense Category

12 DEFAULT		
Category	Allowed	Actual
COM. CARR.-I	\$2,511.60	\$2,511.60
OTHER	\$100.00	\$100.00
12 DEFAULT Sub Total:	\$2,611.60	\$2,611.60

13 DEFAULT		
Category	Allowed	Actual
LODGING	\$532.00	\$532.00
M&IE	\$319.50	\$319.50
MILEAGE	\$30.53	\$30.53
RENTAL CAR	\$97.68	\$97.68
13 DEFAULT Sub Total:	\$979.71	\$979.71

Calculated Trip Cost: \$3,591.31 \$3,591.31

Proceed to the following page:

Figure 3-3: Accounting Codes Screen

With the addition of the new fiscal year LOA, DTS prompts the traveler to either accept the FY Auto allocation or cancel (Figure 3-4).



Figure 3-4: FY Auto Allocation Message

8. If using a single LOA for each fiscal year, select **OK** to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs.
-OR-
If two more LOAs are required for the document, select **Cancel**. The expenses must be allocated by Category/Date or by the other methods.

9. On the Preview Trip screen, enter the following comment to the AO:

Traveler is expected to return on <DD MM YYYY>, so travel crosses fiscal years. This authorization includes the current and the new fiscal year itinerary and expenses.

10. Sign the authorization.

The document routes to the CTO to review reservation arrangements.

11. The authorization routes to the AO for approval.

Upon AO approval, DTS routes the Passenger Name Record (PNR) to the CTO and sends the current year obligation transactions to the accounting system. DTS holds the new fiscal year obligation transactions until the accounting system is ready to receive them.

3.2 Creating an Amendment for the Trip Portion That Occurs in a New Fiscal Year

In fiscal year crossover travel, where only the current fiscal year portion of the authorization was created and approved (with the current fiscal year LOA), the traveler must wait for funds to become available, and then amend the original authorization and make the following updates:

- Update the itinerary to include the portion of travel that takes place in the new fiscal year
- Apply the additional LOA(s) for the new fiscal year

The organization's AO and travelers should receive notification from the BDTA when the appropriate budget item(s) have been loaded in the DTS Budget module.

Note: If a trip includes scheduled partial payments (SPPs), they should be rescheduled on the amendment. The SPPs will process normally once the amendment is approved. If a payment is scheduled during the shutdown of fund availability period (generally late September to the middle of

October), it will be delayed and processed to disbursing as soon as the amendment receives a POSACK stamp from the accounting system.

3.2.1 Adding New Fiscal Year Information

Use the steps below to add the new fiscal year information to an authorization:

1. Create the amendment for the authorization. Add comments to identify the purpose of the amendment (Figure 3-5).

Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: West, Eric T
Traveler SSN: ###-##-9743
Amendment Name: EWDALLASTX092412_A01-01

Comments:

OK Cancel

Figure 3-5: Create Amendment Screen

2. Access the Trip Overview screen and change the End Date to reflect the correct return date in the new fiscal year (Figure 3-6).

Logged In As: [Eric T West](#) Document Name: EWDALLASTX092412_A01-01 Screen ID: 1039.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) **Trip Overview** [Per Diem Locations](#)

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.
 * Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.
 * Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.
 * Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Authorization Number:

Authorization Date:
 (mm/dd/yyyy)

Trip Number:

Comments for Travel Order:

Trip Summary

Overall Starting Point

Leave From: **Woodbridge,VA**
 Leave: 24-Sep-12

Location 1: DALLAS,TX

Leave From: **Woodbridge,VA**
 TDY/TAD Loc: **DALLAS,TX**
 Arrive: 24-Sep-12
 Leave: 05-Oct-12

Carrier/Flight: **American Airlines (AA) 1345**
 Conf/PNR: 123456
 Depart: 24-Sep-12 11:55AM
 DCA-Washington Ronald Reagan National Ap
 Arrive: 24-Sep-12 02:15PM
 DFW-Dallas/Fort Worth Intl Apt

Rental Car: **NATIONAL**
 Airport: **DFW - Dallas/Fort Worth Intl Apt, TX (US)**
 Confirmation: ABCD1234678-
 Pickup: 24-Sep-12 03:00PM
 Dropoff: 05-Oct-12 09:00PM

Lodging: **HILTON GI LEWISVILLE**
 Confirmation: 12345678-
 Check-In: 24-Sep-12 11:59PM
 Check-Out: 05-Oct-12 10:30PM

Overall Ending Point

Leave From: **DALLAS,TX**
 Return Loc: **Woodbridge,VA**
 Arrive: 05-Oct-12

Carrier/Flight: **American Airlines (AA) 1088**
 Conf/PNR: 123456
 Depart: 05-Oct-12 09:15PM
 DFW-Dallas/Fort Worth Intl Apt
 Arrive: 06-Oct-12 12:55AM
 DCA-Washington Ronald Reagan National Ap

Proceed to the following page:

Figure 3-6: Trip Overview Screen

3. Scroll to the bottom of the screen and select **Proceed to Per Diem Locations**.

The Per Diem Locations screen opens (Figure 3-7). The Trip Summary on the right side of the screen is the starting point for updating the end date for the per diem location on the document.

Figure 3-7: Per Diem Locations - Edit

4. Select **Edit** for the location that needs to have the end date updated, and then change the **Departing On** date.

5. Access the Trip Overview screen and verify that the itinerary reflects that the trip crosses the fiscal year (Figure 3-8).

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST | Trip Overview | Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter a Starting Point:

RES: Woodbridge VA Search

* Start Date(mm/dd/yyyy): 09/24/2012

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter an Ending Point:

RES: Woodbridge VA Search

* End Date(mm/dd/yyyy): 10/08/2012

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):

* Trip Purpose: TRAINING ATTENDANCE

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Authorization Number: 0011K7
 Authorization Date: 07/26/2012 (mm/dd/yyyy)
 Trip Number: 1
 Comments for Travel Order:

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point

Leave From: Woodbridge, VA
 Leave: 24-Sep-12 Edit

Location 1: DALLAS, TX

Leave From: Woodbridge, VA
 TDY/TAD Loc: DALLAS, TX
 Arrive: 24-Sep-12
 Leave: 05-Oct-12 Edit

Carrier/Flight: American Airlines (AA) 1345 Edit

Conf/PNR: 123456
 Depart: 24-Sep-12 11:55AM
 DCA-Washington Ronald Reagan National Ap
 Arrive: 24-Sep-12 02:15PM
 DFW-Dallas/Fort Worth Intl Apt

Rental Car: NATIONAL Edit

Airport: DFW - Dallas/Fort Worth Intl Apt, TX (US)
 Confirmation: ABCD1234678-
 Pickup: 24-Sep-12 03:00PM
 Dropoff: 05-Oct-12 09:00PM

Lodging: HILTON GI LEWISVILLE Edit
 Confirmation: 12345678-
 Check-In: 24-Sep-12 11:59PM
 Check-Out: 05-Oct-12 10:30PM

Overall Ending Point

Leave From: DALLAS, TX
 Return Loc: Woodbridge, VA
 Arrive: 08-Oct-12 Edit

Carrier/Flight: American Airlines (AA) 1088 Edit

Conf/PNR: 123456
 Depart: 05-Oct-12 09:15PM
 DFW-Dallas/Fort Worth Intl Apt
 Arrive: 06-Oct-12 12:55AM
 DCA-Washington Ronald Reagan National Ap

Proceed to the following page: Per Diem Locations (TDY/T) Continue

Figure 3-8: Trip Overview Screen - Trip Dates Cross Fiscal Year

6. If transportation reservations were made outside DTS, select **Travel** on the navigation bar and then **Other Transportation** on the subnavigation bar and enter the costs on the Other Trans. screen (Figure 3-2).

7. Access Mileage Expenses and the Non-Mileage Expenses screens and update only the expenses applicable to the new fiscal year (Figure 3-9).

Logged In As: [Eric T West](#) Document Name: EWDALLASTX092412_A01-01 Screen ID: 1036.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 24-Sep-12 Return: 08-Oct-12 **Add Expense**

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Hotel Sales Tax	09/24/2012 to 10/05/2012	\$55.00	Edit Remove
Taxi - Terminal	10/08/2012	\$35.00	Edit Remove
Total Expenses:		\$90.00	

Proceed to the following page:

Figure 3-9: Non-Mileage Expenses Screen

8. Access the Per Diem Entitlements screen and verify that lodging is updated for all dates.
9. If any special duty conditions were selected previously (e.g., actual expenses, meals provided, leave), these must be entered again because DTS removed them when the trip dates were changed.
10. Access the Accounting screen and add LOA(s) to fund the new fiscal year portion of the travel.

With the addition of the new fiscal year LOA, the traveler is prompted to either accept the FY Auto allocation method or decline.

11. If using a single LOA for each fiscal year, select **OK** to allow DTS to automatically allocate the expenses based on the date or date ranges between the two LOAs (Figure 3-10).
-OR-
If two more LOAs are required for the document, select **Cancel**. The expenses must be allocated by Category/Date or by the other methods.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 24-Sep-12
End Date: 05-Oct-12
Accounting Label: - No Other Accounts Available - From DTMOCS
Shared LOA: ---- View Only ----
Cross Org LOA: ---- View Only ----

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code
12 DEFAULT	DTMOCS	view
13 DEFAULT	DTMOCS	view

Expenses Summary

Expense allocated by FY Auto

12 DEFAULT		
Category	Allowed	Actual
COM. CARR.-I	\$252.80	\$252.80
LODGING	\$735.00	\$735.00
M&IE	\$479.25	\$479.25
OTHER	\$62.42	\$62.42
RENTAL CAR	\$274.70	\$274.70
12 DEFAULT Sub Total:	\$1,804.17	\$1,804.16

13 DEFAULT		
Category	Allowed	Actual
COM. CARR.-I	\$1,452.80	\$1,452.80
LODGING	\$420.00	\$420.00
M&IE	\$337.25	\$337.25
MILEAGE	\$28.86	\$28.86
OTHER	\$44.58	\$44.58
RENTAL CAR	\$196.21	\$196.21
13 DEFAULT Sub Total:	\$2,479.70	\$2,479.71

Calculated Trip Cost: \$4,283.87 \$4,283.87

Proceed to the following page:

Figure 3-10: Allocate Expenses by FY Auto Summary Screen

12. Proceed to the Digital Signature screen to sign the document.

After the document is signed, the normal routing process continues.

3.3 Using Prior Fiscal Year Funds

Documents may be funded with prior fiscal year funds. All documents that use prior year LOAs and the LOA label is available in DTS, will fund to the associated prior year budget in the Budget module.

CHAPTER 4: AIR RESERVATIONS AND THE NEW GSA CITY PAIR CONTRACT

GSA airline City Pair flight contracts change annually; this creates a need for additional considerations when making reservations in DTS for flights that will occur in the new fiscal year.

Before the new airline City Pair fares can be published in DTS, GSA must award the contracts, and the airlines must update the Global Distribution System (GDS). This typically occurs in September. A DTS Customer Service Notification is issued when the information is available in DTS.

4.1 A Trip Crosses Into the New Fiscal Year

If a trip has a departure date earlier than October 1 and the return date is October 1 or later, then complete the authorization through the trip end date. If the travel arrangements on the authorization are made after the new airline City Pairs are published, normal fiscal year crossover selection and processing occurs. See Table 4-1 for guidance on booking flights for the trip.

Table 4-1: Booking Flight Reservations When A Trip Crosses Into A New FY

BOOKING FLIGHT RESERVATIONS WHEN A TRIP CROSSES INTO A NEW FY		
Flight Date	Use DTS	Contact CTO
Earlier than 1 October	X	
1 October or later and new FY Airline City Pairs are in DTS	X	
1 October or later and new FY Airline City Pairs are not yet in DTS		X

Note: After departure, changes to flights cannot be made in DTS. Any flight not booked in the original fiscal year authorization cannot be added in DTS after departure.

4.2 Entire Trip Occurs in the New Fiscal Year

Consideration of the departure time frame is helpful when creating an authorization for a trip that will begin in the next fiscal year. See Table 4-2 for guidance on booking flights for the trip.

Table 4-2: Booking Flight Reservations When The Entire Trip Occurs In A New FY

BOOKING FLIGHT RESERVATIONS WHEN THE ENTIRE TRIP OCCURS IN A NEW FY		
Time Frame for Departure	When To Book Reservations	Follow-Up Actions
Not immediate	Just prior to the current FY approval	Once new FY funds are available and loaded, the accounting systems process the transactions.
Immediate, departure is in early October	As early as necessary, using the non-restricted fares shown in DTS	The TO should enlist the CTO to monitor these trips and attempt to book GSA fares when they become available.

CHAPTER 5: ADVANCES AND SCHEDULED PARTIAL PAYMENTS

Because of the accounting system shutdown, it is necessary to give careful consideration when requesting advances and scheduled partial payments (SPPs) during the new fiscal year transition period. It is important to know that authorizations can be approved during the shutdown, but financial disbursements will be held until the accounting system restarts.

As the departure date approaches 30 September, the amount of the advance is reduced because it is calculated on the reimbursable costs through 30 September. Travelers departing later in September should obtain a Government Travel Charge Card (GTCC), and the Authorizing Official (AO) and Defense Travel Administrator (DTA) should closely monitor the shutdown process and, as soon as possible, have the current fiscal year amendment approved and processed.

5.1 New Fiscal Year Trips

Table 5-1 provides information pertaining to authorizations for new fiscal year travel that need to be approved before the new fiscal year funds are available.

Table 5-1: Advances and SPPs for New Fiscal Year Trips

ADVANCES AND SPPs FOR NEW FISCAL YEAR TRIPS				
Departure Date	Payment Type	Payment Delay	Disbursement Date	Mitigation
1 October through accounting system restart	Non-ATM Advance	Yes	Three or more business days after the accounting system begins processing, if the disbursing system is also online	Ensure that the traveler has a GTCC
	SPPs	No	First SPP is scheduled to occur 30 days after departure	N/A

5.2 Crossover Fiscal Year Trips

Table 5-2 provides information pertaining to authorizations for trips that begin in the current fiscal year and continue into the new fiscal year.

Table 5-2: Advances and SPPs for Crossover Fiscal Year Trips

ADVANCES AND SPPs FOR CROSSOVER FISCAL YEAR TRIPS				
Payment Type	When To Request	When Disbursed	Risks for Late FY Travel Dates	Mitigation
Non-ATM Advance <i>(current FY LOA only)</i>	At least 5 business days before accounting system shutdown	As normal	If the authorization is approved, but processing is not completed, the payment will be delayed.	Ensure that the traveler has a GTCC
Non-ATM Advance <i>(split between current FY and new FY LOAs)</i>		Current fiscal year advance invoice will not be submitted until the current fiscal year obligation receives a POSACK stamp.	<i>Trips that start in late September:</i> The first advance may not meet the traveler's needs for the 2-3 weeks of October. The next advance invoice will not be submitted until the new FY obligation receives a POSACK stamp, which will not occur until the accounting system is ready.	
SPPs	N/A	Generally, SPPs disburse on schedule, but may be delayed due to: <ul style="list-style-type: none"> • approval date • departure date • shutdown schedule 	<i>Trips that start between 20 August and 20 September:</i> The first SPP may not pay on time due to the accounting system shutdown.	Use an advance and SPPs to ensure that the traveler has sufficient funds.*

*If the traveler is allowed an advance in accordance with the *DoD Financial Management Regulation*, the advance will pay 80% of the expenses for the first 30 days. Then, SPPs will be scheduled for the remainder of the trip. The traveler's profile must include Advance Authorized before the authorization is created. The traveler will not be overpaid when requesting an advance and SPP. The advance is calculated for up to the first 30 days and the last SPP is adjusted to ensure that the total of the advance and SPPs does not exceed the reimbursable expenses reflected in the authorization.

CHAPTER 6: LOCAL VOUCHERS

DTS cannot process a local voucher that contains two fiscal year lines of accounting (LOAs). Separate local vouchers must be created and approved for each fiscal year LOA, as follows:

- *Local travel in the current fiscal year.* Local vouchers should be approved well before the accounting system shutdown to ensure that processing is complete prior to the shutdown. If the accounting system processing cannot be completed prior to the shutdown, the payment will not be processed until the obligation has received the POSACK stamp after the shutdown.
- *Local travel in the new fiscal year.* Local vouchers for new fiscal year travel should not be approved until funds are available.

CHAPTER 7: NO-YEAR AND MULTI-YEAR FUNDS

Some organizations use funding that allows obligation of travel expenses from multiple years to the same line of accounting (LOA). Based on service/agency and accounting system guidance, users who can use the same LOA for the entire trip can create the authorization with beginning dates in the current fiscal year and ending date in the new fiscal year without creating an amendment after 30 September.

The entire crossover trip can be created and approved with no need for the procedure outlined in Chapter 3. The *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*, Section 2.6, includes a discussion of this topic. The Finance Defense Travel Administrator (FDTA) or Budget DTA decides whether to continue using the current fiscal year LOA labels in the new fiscal year or to rollover the labels (leaving the year-related data element the same). This is a local business decision.

CHAPTER 8: NAVY STARS-FL AND STARS-HCM LINES OF ACCOUNTING

When creating authorizations for fiscal year crossover trips, Navy travelers belonging to organizations that use lines of accounting (LOAs) processed in the STARS-FL and STARS-HCM accounting systems must use the new fiscal year LOA in their authorizations. This is necessary so that the new fiscal year expenses will have a document fiscal year (DFY) that is the same as the current fiscal year. All LOAs on a trip have to have the same DFY based on the departure date. The three possibilities are listed below:

- A current fiscal year trip has current fiscal year LOAs with a DFY, beginning fiscal year (BFY), and ending fiscal year (EFY) in the current fiscal year.
- A new fiscal year trip has all LOAs with a DFY/ BFY/EFY in the new fiscal year.
- A fiscal year crossover trip has:
 - A current fiscal year LOA with a DFY in the current fiscal year
 - A new fiscal year LOA with a DFY in the current fiscal year
 - A BFY and EFY of the new fiscal year

The *DTS Guide to Establishing LOAs and Budgets for the New Fiscal Year*, Section 2.7, discusses the options for creating crossover LOAs with budget items. The Finance Defense Travel Administrator (FDTA)/ Budget DTA needs to decide on the approach.

CHAPTER 9: ADDRESSING LOCALITY RATE CHANGES FOR TRAVEL IN A NEW FISCAL YEAR

In conjunction with the new fiscal year, the governing bodies that set per diem rates conduct an extensive update to existing lodging, meals, and incidental rates. New rates are loaded into DTS as soon as they are available. For trips created prior to the new rate upload, any changed rates are updated in the DTS document the next time an amendment or voucher is created. However, changes may not update automatically if a voucher is created before the rate changes are loaded into DTS. If this is the case, removing and re-entering the affected per diem location will allow the new rate to be calculated in the document.

Report any issues with locations and per diem rates to the Travel Assistance Center (TAC) by either:

- Calling 1-888- HELP1GO (888-435-7146).
- Submitting a help desk ticket through the Tickets section of Travel Explorer (TraX). The subject line of the ticket should start with *PER DIEM LOCATION RATE PROBLEM*.