



UNCLASSIFIED//FOUO



HOW TO CREATE AN AUTHORIZATION FOR MSG SCHOOL

LCpl Twumasiappiah / LCpl Brown
DTS/GTCC CLERK
703-432-6687

Overall Classification of this brief is:
UNCLASSIFIED//FOUO



NOTE!!!

Make sure your authorization is created, **SIGNED AND ROUTED before your travel date as the funding **EXPIRES** the day of you get to the MSG school house (or as annotated in your TECOM funding letter) !!!**



TECOM FUNDING LETTER!!!

From: Account Manager, TECOM Formal Schools Training Support (FSTS)
To: STUDENT TRAVELER, ORDERS WRITING OFFICIALS AND DISBURSING/FINANCE OFFICERS (DOFO)
Subject: INSTRUCTIONS FOR MARINES EXECUTING TEMINS IN ROUTE(TEMINS)
Reference: (a) Joint Travel Regulations (JTR)
(b) MARADMIN 575/15 - TECOM FORMAL SCHOOLS TRAVEL SUPPORT (FSTS) PROGRAM GUIDANCE
(c) MARADMIN 635/20 - TRAVEL CLAIM SETTLEMENT PROCEDURES FOR PERMANENT CHANGE OF STATION ORDERS W/ TEMPORARY DUTY UNDER INSTRUCTION

1. Approval Information

This letter contains instructions concerning the use of FSTS funding for student travel. FSTS funding is NOT Authorized for local travel under any circumstances. All provisions set forth in this letter must be adhered to. Funding has been authorized for TDY travel in conjunction with attending the training course identified below. This letter is issued for funding and informational purposes only and is **SUBJECT TO THE AVAILABILITY OF FUNDS**.

THIS LETTER DOES NOT CONSTITUTE AUTHORITY TO EXECUTE TRAVEL IN THE ABSENCE OF A PROPERLY ENDORSED TRAVEL AUTHORIZATION, in accordance with (IAW) reference (a).

Funding is limited to reimbursement of lodging, meals and incidental expenses (M&IE) while at the TDY location only.

COURSE: MARINE SECURITY GUARD

CID:

CLASS #:

ISSUE DATE:

AUTHORIZED TRAVEL DATE:

FUNDS EXPIRATION DATE:

GRADUATION DATE:

SSN:

TON/SDN Current FY: per diem to be PAID in DTS

LOA Current FY: per diem to be PAID in DTS

TON/SDN Next FY:

LOA Next FY:

ROLES and RESPONSIBILITIES

1. TRAVELER:

a. In order to receive DTS generated correspondences and to avoid payment delays, you must validate/update your DTS Profile information including email address, phone number, banking information (EFT) and government travel charge card (GOVCC) information. If you need assistance updating your DTS profile please contact your local SI, IPAC or DTS travel helpdesk.

b. The DTS authorization is for reimbursement of lodging, meals and incidental expenses (M&IE) while at the TDY location only. Transportation expenses in and around the TEMINS location are authorized when approved and funded by the member's parent command. DO NOT add transportation to/from the TEMINS location. This expense is part of the member's PCS move and must be claimed on the PCS travel claim. When applicable, Scheduled Partial Payments (SPP) will be made via the DTS travel authorization.

c. No later than 10 days prior to departure create your DTS travel authorization for the TEMINS period according to the TECOM funding authorization letter for directed expenses (e.g. Government lodging and meals provided). The DTS authorization is for reimbursement of lodging (if applicable), meals and incidental expenses (M&IE) and unit funded in and around transportation while at the TDY location only. All transportation requirements and/or expenses between duty locations are part of the PCS order and must not be added to the DTS authorization.





PCS/TEMINS ORDERS

GO TO SLIDES 5 TO 8



Defense Travel System

System Status: ✔ DTS ▼

[Log In](#)

✔ Browser compatibility check complete. Your browser meets DTS requirements. [Compatibility Details](#) ✕

Defense Travel System

Your Travel Management Hub for DoD Trips

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)



Book Your Travel

with all the reservations you need, estimate expenses, and request advanced payments



Receive Approvals

for your travel plans and known expenses before and after you travel



Defense Travel System

System Status: ✔ DTS ▼



[CHRISTIAN S RUDD](#) ▼

[Home](#)

[Trips](#) ▼

[Travel Tools](#) ▼

[Message Center](#)

[Administration](#) ▼



Trips Awaiting Action



Traveler Lookup



Cross-Org Document



DTA Maintenance



Message Center

My Travel Documents

Your upcoming, current, and completed

0 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

2. Click Create New Document (It Will Be On The Right Side Of Your Screen)

3. Once You See The Dropdown option Click Routine TDY Trip

[Create New Document](#)

[Routine TDY Trip](#)

[Voucher](#)

[Local Voucher](#)

[Group Authorization](#)



IF YOU ARE ON PCS/TEMINS ORDERS

UNCLASSIFIED

Defense Travel System

sproweb.defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=7269815&jfuVersion=

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

Create Itinerary

2. Day of graduation

YOUR TDY LOCATION(S)

Arriving Departing TDY Location Traveling By Time of Day Rental Car?

MM/DD/YYYY MM/DD/YYYY City or Zip Air Morning No

1. YOUR "LEAVING ON" AND "ARRIVING" DATE WILL BE THE DATE THE DAY YOU REPORT TO MSG SCHOOL

3. MCB QUANTICO, VA

Leaving On Returning On

MM/DD/YYYY MM/DD/YYYY

Leaving From Returning To

☐ My Residence ☐ My Residence

☐ My Duty Station ☐ My Duty Station

☒ City or Zip ☒ City or Zip

3. MCB QUANTICO, VA



IF YOU ARE ON PCS/TEMINS ORDERS

**YOU WILL PURCHASE YOUR
FLIGHTS TO MSG SCHOOL VIA
SATO/DMO.
DO NOT BOOK FLIGHTS VIA
DTS!!!!!!!!!!!!!!!!!!!!!!!!!!!!
DO NOT USE GTCC!!!!!!!!!!!!!!!!!!!!**

Find your nearest Travel office here:

<https://www.cwtsatotravel.com/OfficeSearch.aspx>

SATO Phone number: +1 866 950 1508

+1 866 928 1153



IF YOU ARE ON PCS ORDERS

Skip booking

[Home](#)[Trips](#) ▾[Travel Tools](#) ▾[Message Center](#)[Administration](#)[COLLAPSE](#)

Trip Authorization Info

Doc Name:
CRQUANTICOMCC011921_A01

Traveler:
CHRISTIAN
RUDD

[View Adjustments](#)[Edit Itinerary](#)

Reservations

[TSA Info](#)[Flight: IAD - CHO](#)[Flight: IAD - CHO](#)[Trip Summary](#)[Skip this flight booking](#) →

Flight Step 1 of 3:

Select a Flight

DEPARTING FROM

IAD - Washington Dulles

☐ Include nearby airports**ARRIVING AT**

CHO - Charlottesville

☐ Include nearby airports**DEPARTING ON**

01/19/2021

Morning ▾

[Q Search](#)

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

Sorry, we couldn't find any flights that matched your search criteria.

Try choosing a different airport, date or time.



TAD ORDERS

GO TO SLIDES 10 TO 13



TAD ORDERS

From: Program Manager, TECOM Formal Schools Training Support (FSTS)
To: STUDENT TRAVELER
Subject: TEMPORARY DUTY TRAVEL FUNDING FOR FORMAL SCHOOLS TRAINING
Reference: (a) Joint Travel Regulations (JTR)
 (b) MARADMIN 575/15
 (c) MCO 1000.6 (ACTS Manual)
 (d) MARADMIN 348/14

1. Approval Information

This letter contains policy concerning the use of FSTS funding for student travel. FSTS funding is NOT authorized for local travel under any circumstances. FSTS funding is not authorized for travel to a course when the same course is provided at the member's PDS or the local PDS area. All provisions set forth in this letter must be adhered to. Failure to follow provisions of this letter may result in authorized funding being revoked. In the case of revoked funding the parent command will be responsible for any expenses resulting from travel.

This letter is issued for information purposes only and is NOT a commitment of FSTS funding authority and is subject to cancellation by the program manager. All travel orders must be processed via the Defense Travel System (DTS). FSTS funds will be obligated upon approval of travel orders (SUBJECT TO AVAILABILITY OF FUNDS). Funding will only be authorized for TDY travel in conjunction with attending the training course identified below.

THIS IS NOT A TRAVEL ORDER. THIS LETTER DOES NOT CONSTITUTE AUTHORITY TO EXECUTE TRAVEL IN THE ABSENCE OF A PROPERLY ENDORSED TRAVEL AUTHORIZATION, in accordance with (IAW) reference (a). Per reference (b), funding is limited to expenses related to scheduled course dates only.

COURSE: DETACHMENT COMMANDER

CID: M0258L7

CLASS #: 2026326

AUTHORIZED TRAVEL DATE: 20260314

FUNDS EXPIRATION DATE: 20260316

GRADUATION DATE: 20260515

Personnel cited below are approved to attend training:

RANK FNAME LNAME

ISSUE DATE: 20260125

2. Travel Information

DTS TDY LOCATION: QUANTICO MC COMBAT DEV CMD, VA

TDY LOCATION AIRPORT: DCA - Washington Ronald Reagan Nat'l or IAD - Washington Dulles International

MEAL RATE: Provided

LODGING: Barracks

EST LODGING COST: \$0.00

LODGING COMMENTS:





Defense Travel System

System Status:  DTS

 |  CHRISTIAN S RUDD

Home

Trips

Travel Tools

Message Center

Administration



Trips Awaiting Action



Traveler Lookup



Cross-Org Document Lookup



DTA Maintenance Tool



Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

1. Create New Document

2. Routine TDY Trip

 Create New Document

 Routine TDY Trip

 Voucher

 Local Voucher

 Group Authorization

0 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

0 Authorizations

You have no trip authorizations.





IF YOU ARE ON TAD ORDERS

UNCLASSIFIED

Defense Travel System

sproweb.defensetravel.osd.mil/dts-app/MyItinerary/showItinerary?progRecId=7269815&jfuVersion=

Home Trips Travel Tools Message Center Administration

Create Itinerary

YOUR TDY LOCATION(S)

2. Day of graduation

Arriving Departing TDY Location Traveling By Time of Day Rental Car?

MM/DD/YYYY MM/DD/YYYY City or Zip Air Morning No

1. Day you report to MSG SCHOOL

3. MCB QUANTICO, VA

TRIP OVERVIEW

Leaving On

MM/DD/YYYY

Leaving From

☐ My Residence

☐ My Duty Station

☒ City or Zip

3. Your duty station

Returning On

MM/DD/YYYY

Returning To

☐ My Residence

☐ My Duty Station

☒ City or Zip

3. Your duty station



IF YOU ARE ON TAD ORDERS

**YOU WILL PURCHASE
YOUR FLIGHTS
TO/FROM MSG
SCHOOL VIA DTS.**



IF YOU ARE ON TAD ORDERS

You will book a roundtrip ticket.
Return flight should be after 1630
on graduation date.

Home Trips ▾ Travel Tools ▾ Message Center Adminis

COLLAPSE

Trip Authorization Info ^

Doc Name:
CRQUANTICOMCC011921_A01

Traveler:
CHRISTIAN
RUDD

[View Adjustments](#)

Edit Itinerary

Reservations ^

- TSA Info
- Flight: IAD - CHO**
- Flight: IAD - CHO

← Trip Summary

Flight Step 1 of 3: Select a Flight

DEPARTING FROM	ARRIVING AT	DEPARTING ON
IAD - Washington Dulles	CHO - Charlottesville	01/19/2021 Morning ▾
☐ Include nearby airports	☐ Include nearby airports	Search

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

Sorry, we couldn't find any flights that matched your search criteria.

Try choosing a different airport, date or time.



ALL STUDENTS

GO TO SLIDES 16 TO 29



ALL STUDENTS

Multi-Day



YOUR TRIP DETAILS

Type ?

Temporary Duty Travel (Rout...



Purpose ?

Training



Drop down box (Training)

Description (optional)

Class # MSG STUDENT

Write exactly as stated on the description provided
Ex. 5-27 MSG STUDENT

Conference/Event Name

☒ Not attending a conference

Cancel

Continue >

CHRISTIAN
RUDD[View Adjustments](#)

Edit Itinerary

Reservations



TSA Info



Flight: IAD - CHO



Flight: IAD - CHO



Lodging (QUANTICO MC CO...)



Review Reservations

Finances



Expenses



Per Diem



Accounting

Review



Review Profile



Review Authorization

TSA'S WEBSITE

First Name *

Christian

Last Name *

Rudd

Middle Initial

Gender *

☒ Male☐ Female

Date of Birth *

01/27/2001

Known Traveler Number ⓘ

Redress Number ⓘ

☐ Save this TSA information to my profile

Got TSA Precheck?

Your DTS profile does not contain your Known Traveler Number(KTN), also known as your DoD ID Number. To take advantage of TSA PreCheck, update your profile with your KTN or DoD ID Number located on the back of your Common Access Card (CAC).

Nothing will be filled. Click continue

Continue to Booking >



ALL STUDENTS

SKIP BOOKING
ALL STUDENTS ARE REQUIRED TO LODGE

UNCLASSIFIED//FOUO

ALL STUDENTS

SKIP BOOKING

ALL STUDENTS ARE REQUIRED TO LODGE

UNCLASSIFIED//FOUO



ALL STUDENTS

 Lodging (QUANTICO MC CO...

 **Review Reservations**

Finances

 Expenses

 Per Diem

 Accounting

Review

 Review Profile

 Review Authorization

 Other Auths and Pre-Audits

 Sign and Submit



FLIGHT to QUANTICO MC COMBAT DEV CMD,VA

[+ Book](#)



LODGING in QUANTICO MC COMBAT DEV CMD,VA

[+ Book](#)

▼ **March 19, 2021**



FLIGHT to QUANTICO, VA

[+ Book](#)

SUMMARY OF TRIP COSTS

January 19, 2021

-

March 19, 2021

-

Estimated Trip Cost

\$0.00

includes taxes and fees

Scroll down and continue

[Continue to Expenses >](#)



ALL STUDENTS

Doc Name:
CRQUANTICOMCC011921_A01

Traveler:
CHRISTIAN
RUDD

[View Adjustments](#)

Edit Itinerary

Reservations

- TSA Info
- Flight: IAD - CHO
- Flight: IAD - CHO
- Lodging (QUANTICO MC CO...)
- Review Reservations

Finances

Expenses

Sort By Date (Newest)



Expand All



Add

Lodging (Quantico Mc Combat Dev Cmd, VA)

\$5,664.00

Details

01/19/2021 - 03/19/2021



IBA

Expense Summary

Reservation Expenses
\$5,664.00

Other Expenses
\$0.00

Total Expenses
\$5,664.00

Click continue

Back

Continue



ALL STUDENTS

[View Adjustments](#)[Edit Itinerary](#)

Reservations



TSA Info



Flight: IAD - CHO



Flight: IAD - CHO



Lodging (QUANTICO MC CO...)



Review Reservations

Finances



Expenses



Per Diem



Accounting

TDY: QUANTICO MC COMBAT DEV CMD, VA (60 days)

DATE

LODGING COST

LODGING ALLOWED

Click edit

> 01/19/2021	First Day	Code: QTRS	\$96.00	\$96.00	\$41.25	⋮
> 01/20/2021 - 03/18/2021		Code: MESS	\$96.00	\$96.00		⋮
> 03/19/2021	Last Day	Code: QTRS	\$0.00	\$0.00	\$41.25	⋮

Edit

Reset...

PER DIEM SUMMARY

Total Lodging Cost

\$5664.00

Total Lodging Allowed

\$5664.00

Total M&IE Allowed

\$1219.30

< Back

Continue >



ALL STUDENTS

Adjustment Date Range *

01/19/2021 - 03/19/2021

You will select reporting day until graduation date.

Meals

Hide Options ▾

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☐ Meals Available at TDY Location

Select Government meals provided at TDY Location

☒ Government Meals Provided at TDY Location

Select all meals provided

☐ Special Meal Rate

Select Provided Meals

☒ Breakfast

☒ Lunch

☒ Dinner

Scroll down

Duty Conditions

Hide Options ▾

LODGING COST (Locality rate: \$96.00)

\$ 96.00

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$41.25

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



ALL STUDENTS

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

08/24/2021 - 08/24/2021

Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

Hide Options ▾

Select Quarters Available (Barracks are provided)

☒ Quarters Available

☐ Group Travel

☐ Inactive Duty Training (Local)

☐ Essential Unit Messing

☐ Aboard a U.S. Vessel ⓘ

☐ Hospital Stay

☐ Authorized Trip Home

Training Type

Scroll down

LODGING COST (Locality rate: \$96.00)

\$ 96.00

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$41.25

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



ALL STUDENTS

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

 01/19/2021 - 03/19/2021

- ☐ Allowed Leave (no per diem)
- ☐ Sick Leave (no per diem)
- ☐ Sick Leave
- ☐ Duty Days (no per diem)
- ☐ Non-duty Days (no per diem)
- ☐ Authorized Delay
- ☐ Actual Lodging Cost (over per diem)
- ☐ OCONUS Incidental Amount (reduced rate) ?
- ☒ In Place Travel (receive full per diem) ?
- ☐ Back to Back

Select In Place Travel

LODGING COST (Locality rate: \$96.00)

\$ 0

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$41.25

[Currency Converter](#)

Delete 96 and type: 0.00. Then save adjustments.

[Cancel](#)

[Save Adjustments](#)



ALL STUDENTS

Home | My Profile | Travel Tools | Message Center | Administration

COLLAPSE

Trip Authorization Info

Doc Name:
CRQUANTICOMCC011921_A01

Traveler:
CHRISTIAN RUDD

[View Adjustments](#)

[Edit Itinerary](#)

Reservations

TSA Info

Flight: IAD - CHO

Flight: IAD - CHO

Lodging (QUANTICO MC CO...)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review Per Diem Amounts

[Reset all adjustments](#) [Adjust 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: QUANTICO MC COMBAT DEV CH

DATE	First Day	Code: MEAL	B	L	D			
> 01/19/2021	First Day	Code: MEAL	B	L	D		\$0.00	\$0.00
> 01/20/2021 - 03/18/2021		Code: MEAL	B	L	D		\$0.00	\$0.00
> 03/19/2021	Last Day	Code: MEAL	B	L	D		\$0.00	\$0.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	
\$0.00	\$0.00	\$300.00

[Click continue](#)

[Back](#) [Continue](#)

Your M&IE Allowed should be \$5 per day

Click continue



ALL STUDENTS

- TSA Info
- Flight: IAD - CHO
- Flight: IAD - CHO
- Lodging (QUANTICO MC CO...)
- Review Reservations

Finances

- Expenses
- Per Diem
- Accounting

Review

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits
- Sign and Submit

SCHEDULED PARTIAL PAYMENTS (SPP)

[+ Request SPP](#)

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

No SPP(s) have been requested.

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$300.00
Total Expenses	\$300.00

Disbursement Summary

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

Note: Do not add any Lines Of Accounting (LOA)

Scroll down and click continue

[< Back](#)

[Continue >](#)



[Home](#) [Trips ▾](#) [Travel Tools ▾](#) [Message Center](#) [Administration ▾](#)

Traveler:
Sophia Greene

[View Adjustments](#)

[Edit Itinerary](#)

Reservations

- TSA Info
- Flight: IAD - CHO
- Flight: IAD - CHO
- Lodging (QUANTICO MC CO...)
- Review Reservations

Finances

- Expenses
- Per Diem
- Accounting

Profile

Sophia G Greene
27274 BROWNING RD
Quantico, VA

Permanent Duty Station
27277 GARAND RD
QUANTICO, VA

Email
Sophia.greene

GTCC
Card ending in 3873

Exp. Date
07/24

Checking Account
Account ending in 5068

[< Back](#) [Continue >](#)

Ensure personal bank routing info is up to date and click continue



ALL STUDENTS

Defense Travel System

Report Scheduler Home

Joint Travel Regulations

JTR.pdf

← → ↻ 🔒 dtsproweb.defensetravel.osd.mil/dts-app/review/sign/show?docId=606477265&rr=false&receipts=false&newDoc=false&roa=false&viewOnly=false&adjustMode=false&pa... ☆ ⚙️ 👤 ⋮

Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

Per Diem

Go to Per Diem →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$0.00	\$0.00	\$310.00

Accounting

Expand All | Collapse All

Go to Accounting →

ACCOUNTING CODES

ESTIMATED TRIP COST

TOTAL EST. ALLOWED

TOTAL EST. ACTUAL

\$310.00

\$310.00

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Type here to search

1:45 PM

1/25/2021

20

Scroll Down and Click continue





ALL STUDENTS

Defense Travel System x Report Scheduler Home x Joint Travel Regulations x JTR.pdf x

dtsproweb.defensetravel.osd.mil/dts-app/reviewsign/show?docId=606477265&rr=false&receipts=false&newDoc=false&roa=false&viewOnly=false&adjustMode=false&pa...

Home Trips v Travel Tools v Message Center Administration v

AVAIL PREFERRED LDG NOT USED
QUANTICO MC COMBAT DEV CMD,VA: Available preferred lodging was not used for 01/03/2021 to 03/05/2021.

Reason Codes * [Add Reason Code](#)

L5 - Military Lodging [Remove](#)

Justification to Approving Official * [Edit Justification](#)
BARRACKS PROVIDED.

LODGING NOT USED
QUANTICO MC COMBAT DEV CMD,VA: No lodging reservations exist from 01/03/2021 to 03/05/2021.

Reason Codes * [Add Reason Code](#)

L5 - Military Lodging [Remove](#)

Justification to Approving Official * [Edit Justification](#)
BARRACKS PROVIDED

Type here to search

1:46 PM 1/25/2021

Add reason code:
Military Lodging

BARRACKS PROVIDED

Add reason code:
Military Lodging

BARRACKS PROVIDED



ALL STUDENTS

Defense Travel System x Report Scheduler Home x Joint Travel Regulations x JTR.pdf x +

← → ↻ dtsproweb.defensetravel.osd.mil/dts-app/review/sign/show?docId=606477265&rr=false&receipts=false&newDoc=false&roa=false&viewOnly=false&adjustMode=false&pa... ☆ ⚙️ 👤 ⋮

Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

3 ADVISORIES

CERTIFICATION OF MEALS UPDATE
Traveler has certified that previously directed meals were not available.

NO ACCT CODE ASSIGNED
NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS TRIP. UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES ARE CATEGORIZED, THE TRIP WILL BE INCOMPLETE.

TRIP DURATION EXCEEDS 45 DAYS
LENGTH OF TRIP EXCEEDS 45 DAYS. PARTIAL PAYMENTS SHOULD BE SCHEDULED.

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[TOP](#)

Type here to search

1:46 PM 1/25/2021

Scroll Down and Click continue



ALL STUDENTS

Defense Travel System x Report Scheduler Home x Joint Travel Regulations x JTR.pdf x

→ dtsproweb.defensetravel.osd.mil/dts-app/review/sign/show?docId=606477265&page=1&roa=false&rr=false&viewOnly=false&adjustMode=false&pageState=sign

Home Trips v Travel Tools v Message Center Administration v

Flight: IAD - CHO
Flight: IAD - CHO
Lodging (QUANTICO MC CO...
Review Reservations

Finances

Expenses
Per Diem
Accounting

Review

Review Profile
Review Authorization
Other Auths and Pre-Audits
Sign and Submit

(Pending)
SIGNED

2. You will agree to sign your authorization

DOCUMENT STATUS *

☒ I agree to SIGN this document

1. Select WWT Routing List

ROUTING LIST *

WWT ROUTING LIST

Additional Comments [Add Comments](#)

NAME
Sophia G Greene

TODAY'S DATE
01/25/2021

By clicking "Submit" you are legally signing this document to be submitted.

The estimated transportation related expenses and actual reimbursement may be different transportation mode than authorized by your AO.

3. Select Submit once everything correct and Done

Submit Completed Document

Type here to search

2:23 PM
1/25/2021