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 (DO/FO)

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:
SNM:
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 S1, 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.

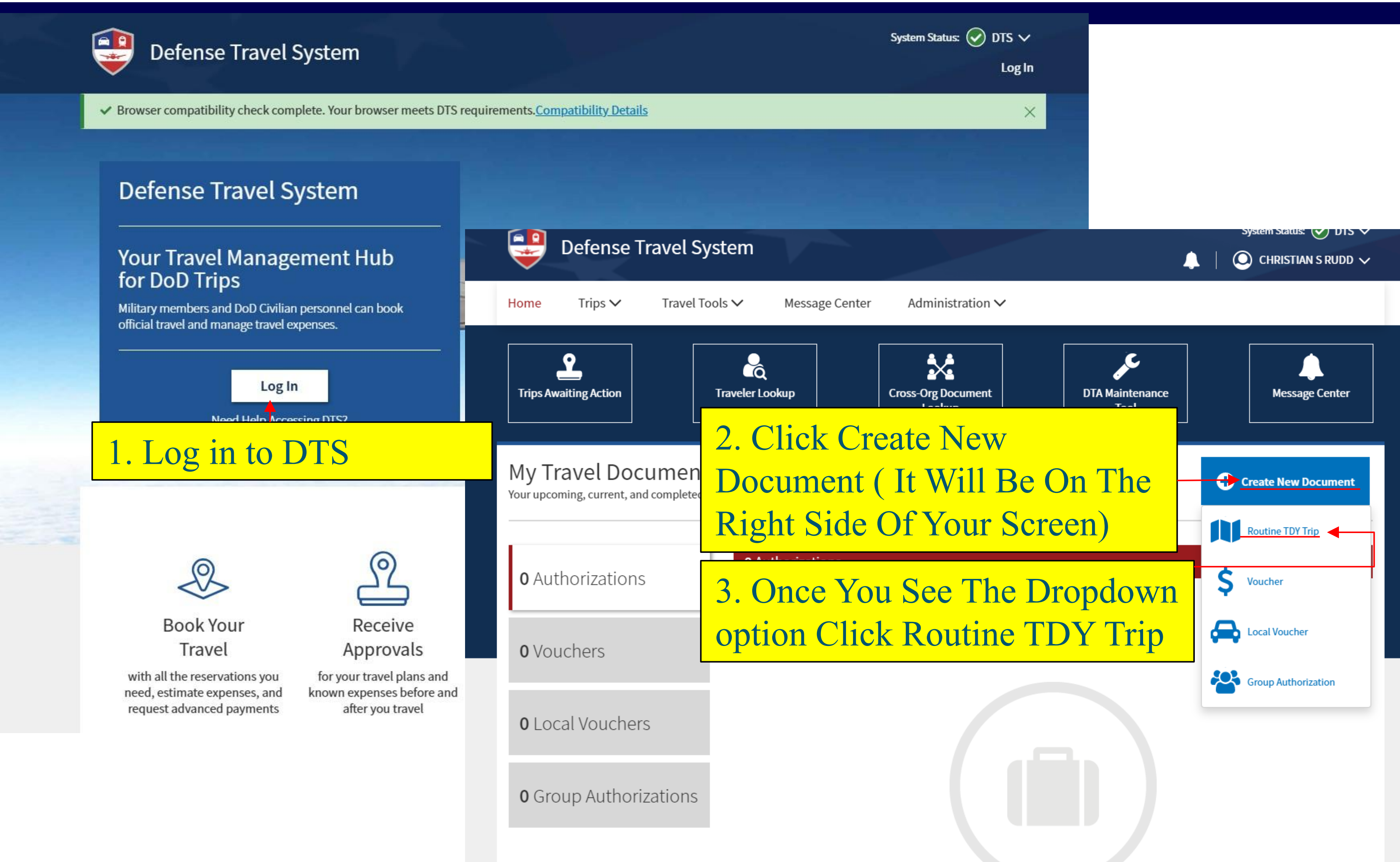
c. No later than 10 days prior to departure create your DTS travel authorization for the TEMINS period according to the TECOM funding authorization letter for directed expenses (e.g. Government lodging and meals provided). The DTS authorization is for reimbursement of lodging (if applicable), meals and 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.

I-1

TIMS DMO v1.0

PCS/TEMINS ORDERS

GO TO SLIDES 5 TO 8

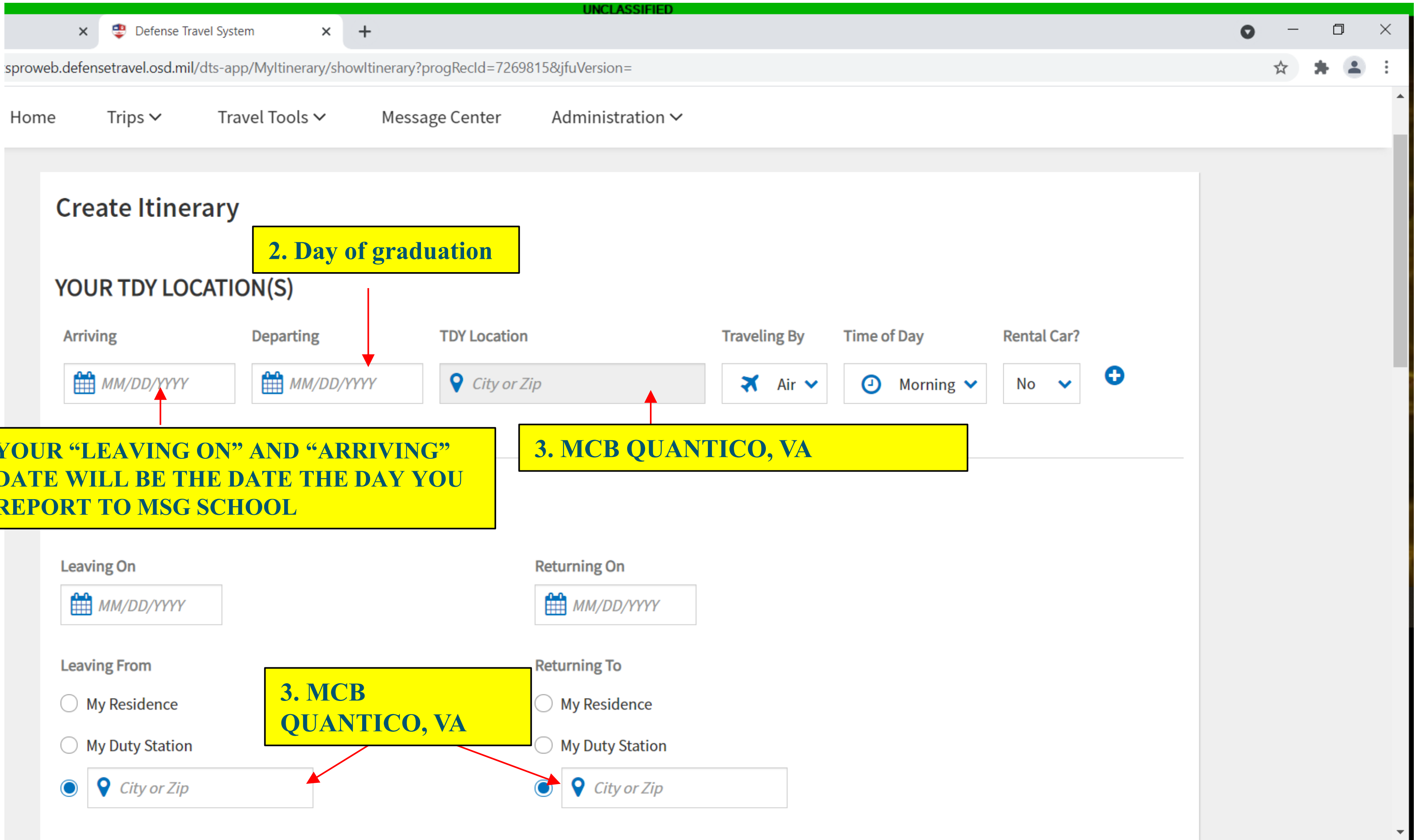


1. Log in to DTS

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

IF YOU ARE ON PCS/TEMINS ORDERS



IF YOU ARE ON PCS/TEMINS ORDERS

YOU WILL PURCHASE YOUR FLIGHTS TO MSG SCHOOL VIA SATO/DMO.

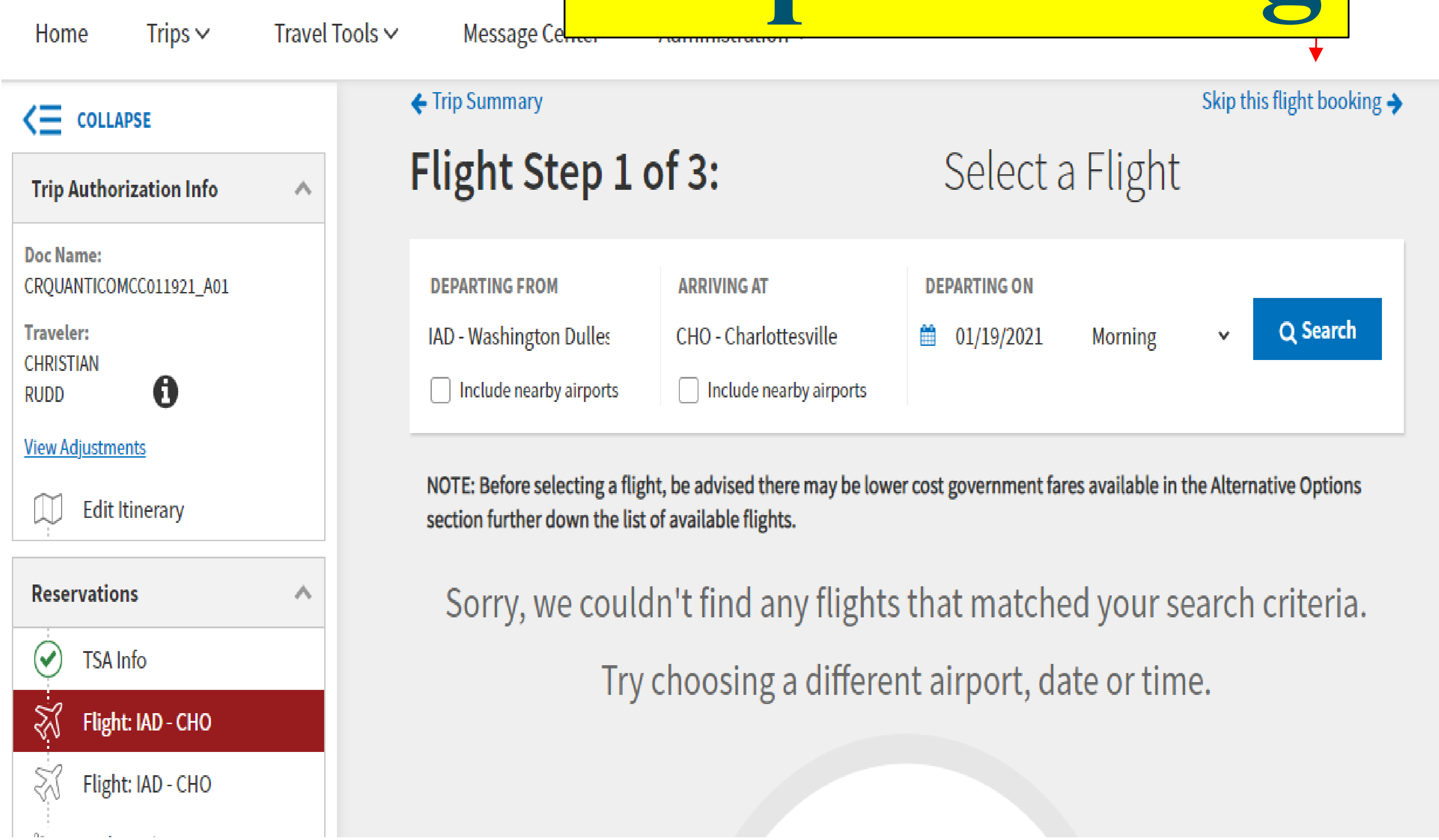
DO NOT BOOK FLIGHTS VIA DTS!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

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



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

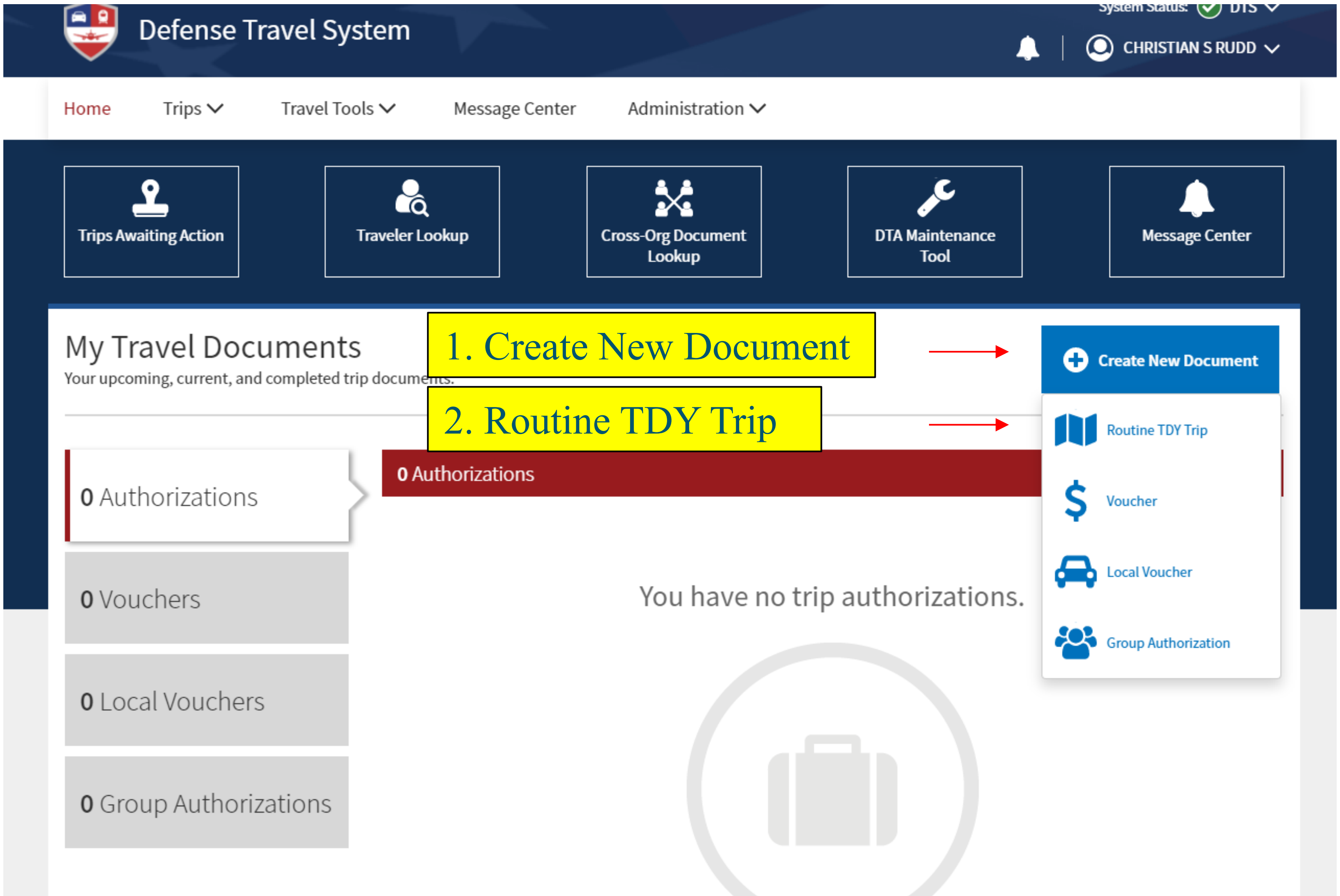
TDY LOCATION AIRPORT: DCA - Washington Ronald Reagan Nat'l orIAD - Washington Dulles International

MEAL RATE: Provided

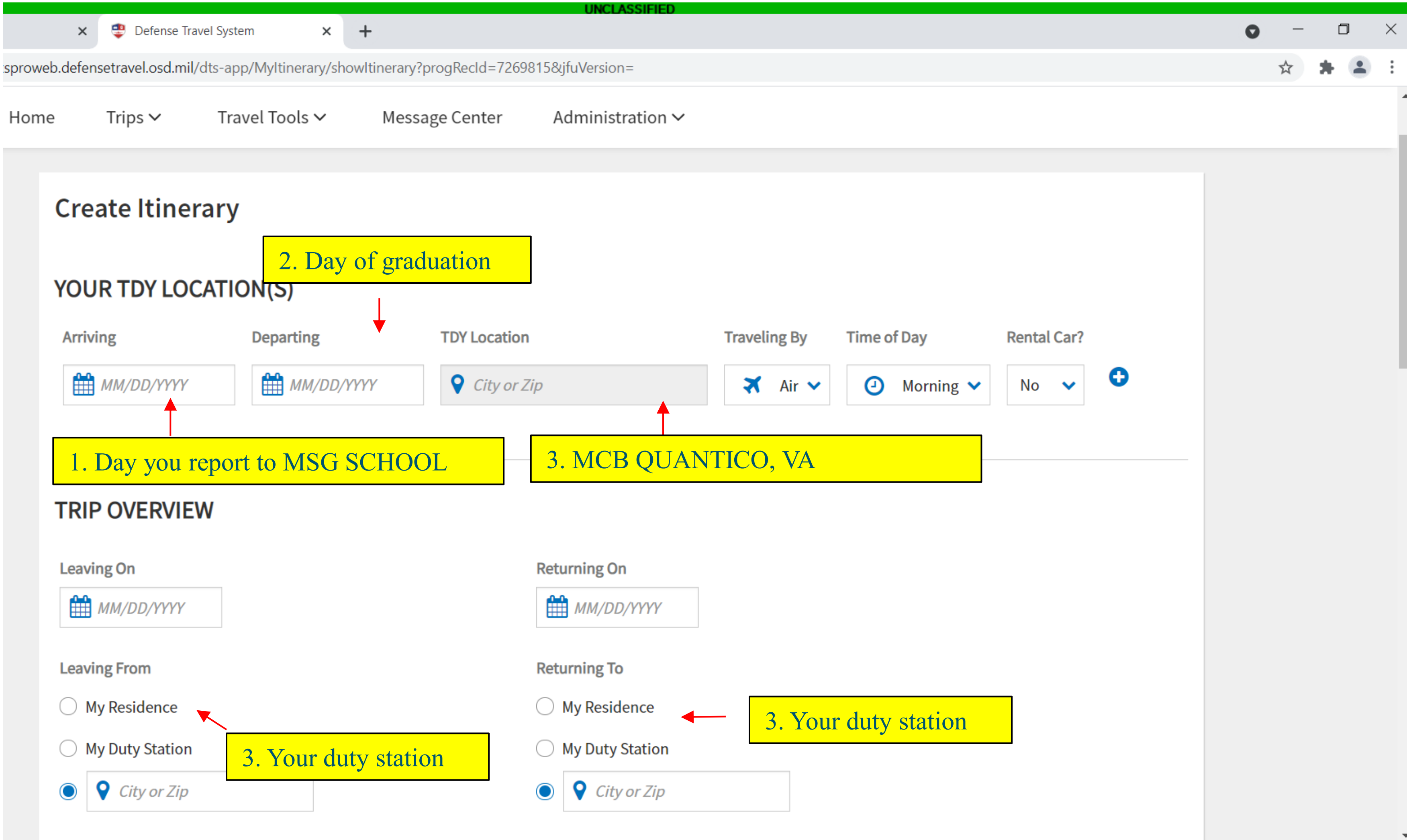
LODGING: Barracks

EST LODGING COST: $0.00

LODGING COMMENTS:


System Status: DTS
Defense Travel System
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

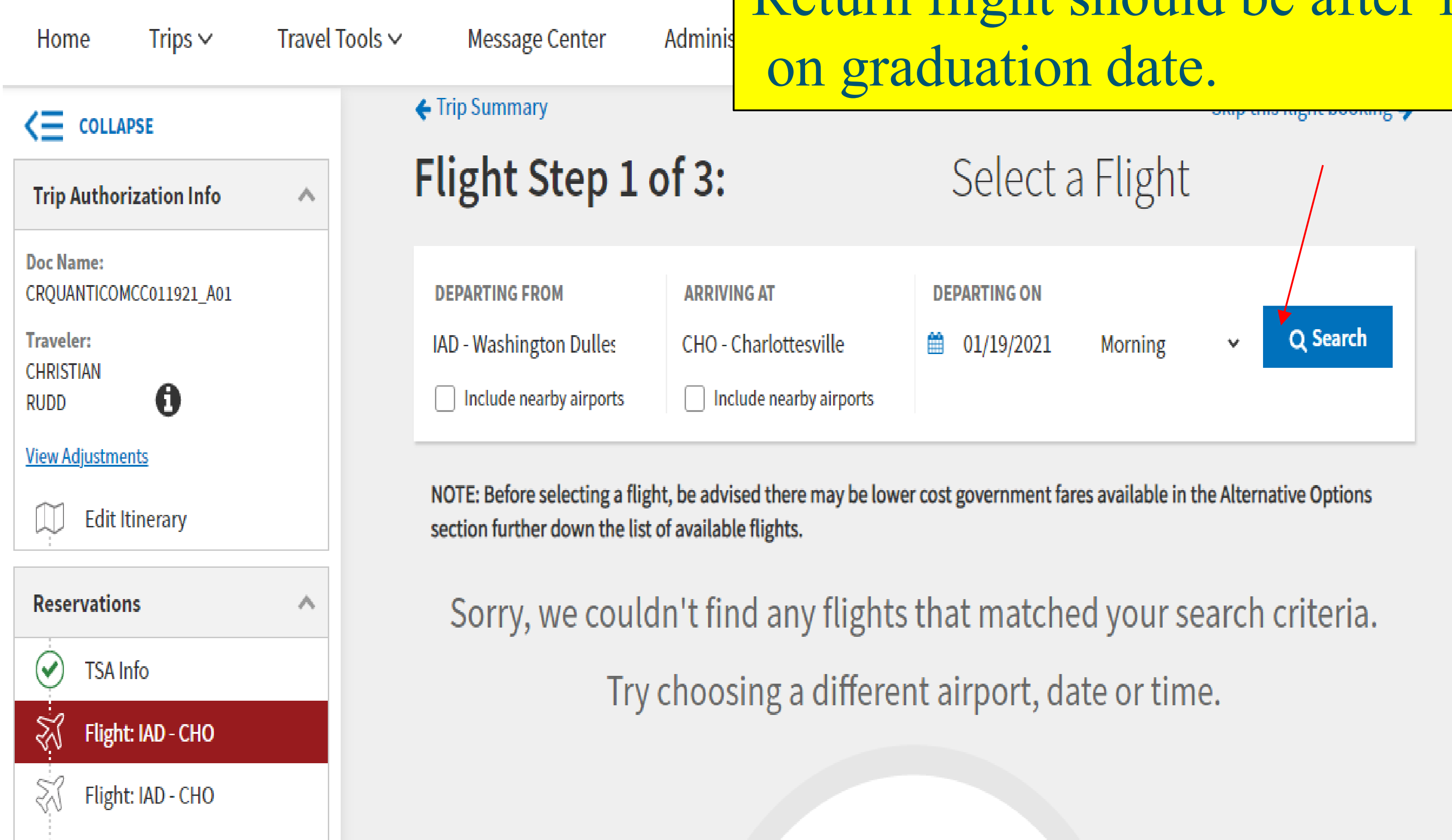


IF YOU ARE ON TAD ORDERS

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

IF YOU ARE ON TAD ORDERS

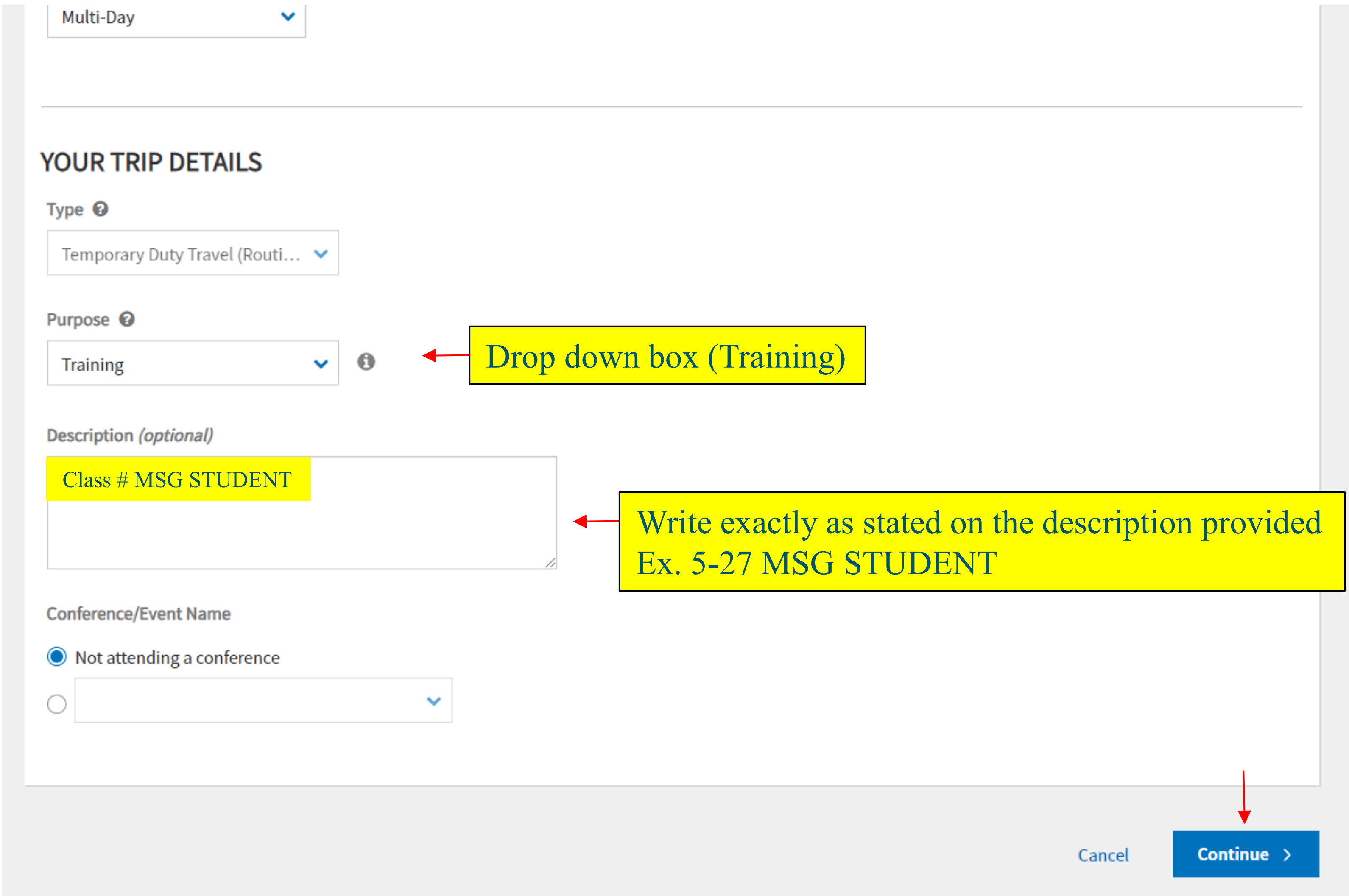
You will book a roundtrip ticket. Return flight should be after 1630 on graduation date.



ALL STUDENTS

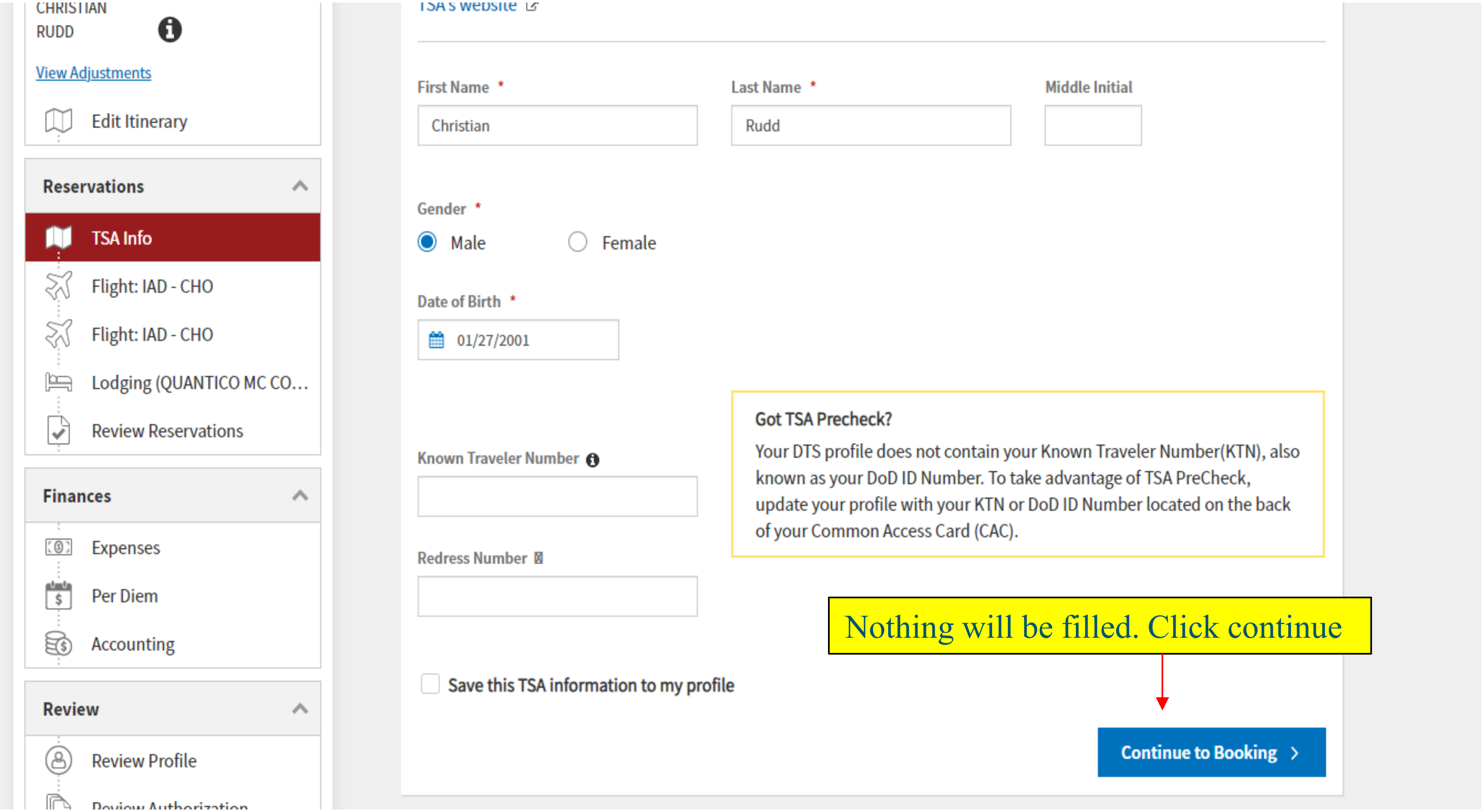
GO TO SLIDES 16 TO 29

ALL STUDENTS

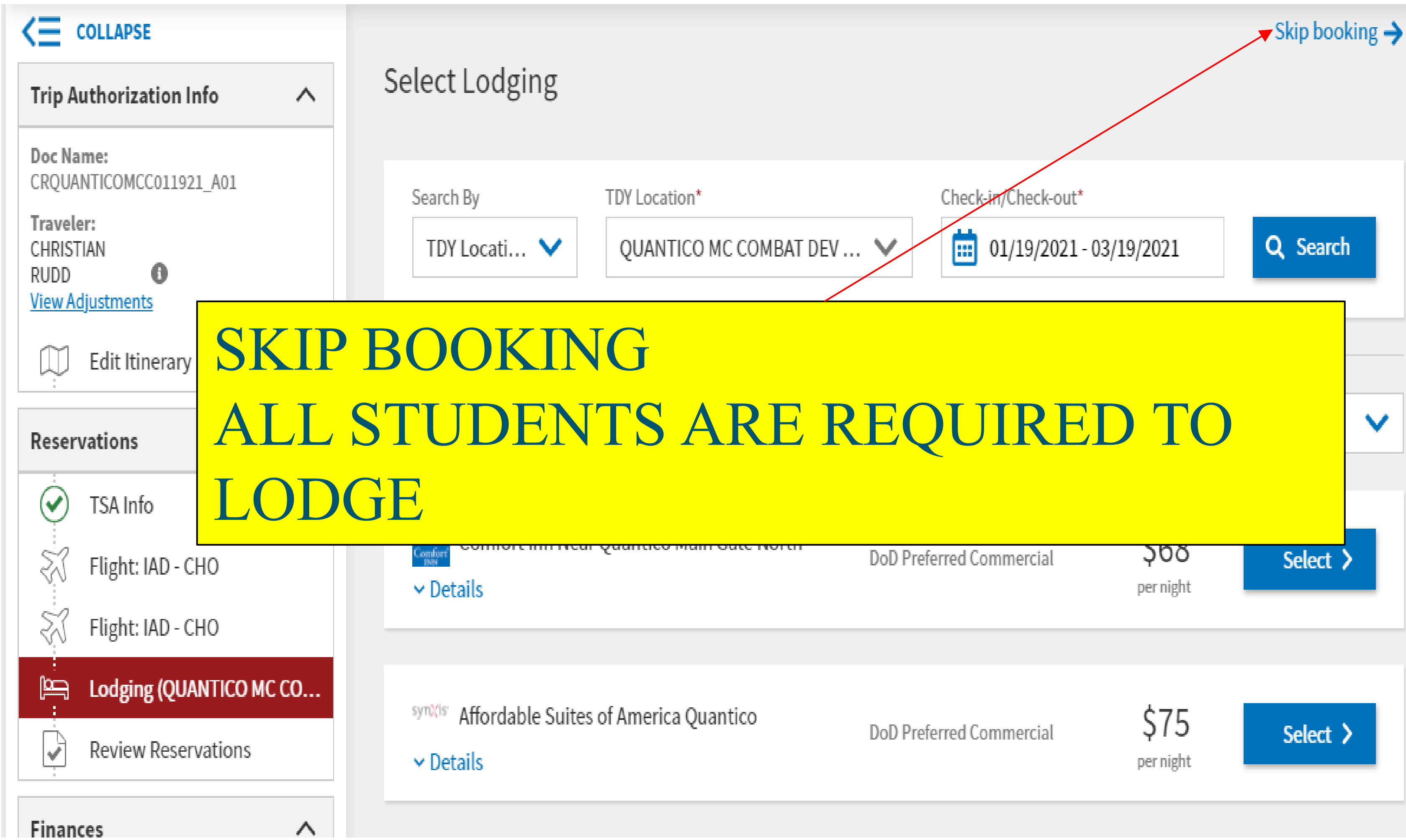


Drop down box (Training)

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


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
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).
Known Traveler Number
Redress Number
Save this TSA information to my profile
Nothing will be filled. Click continue
Continue to Booking

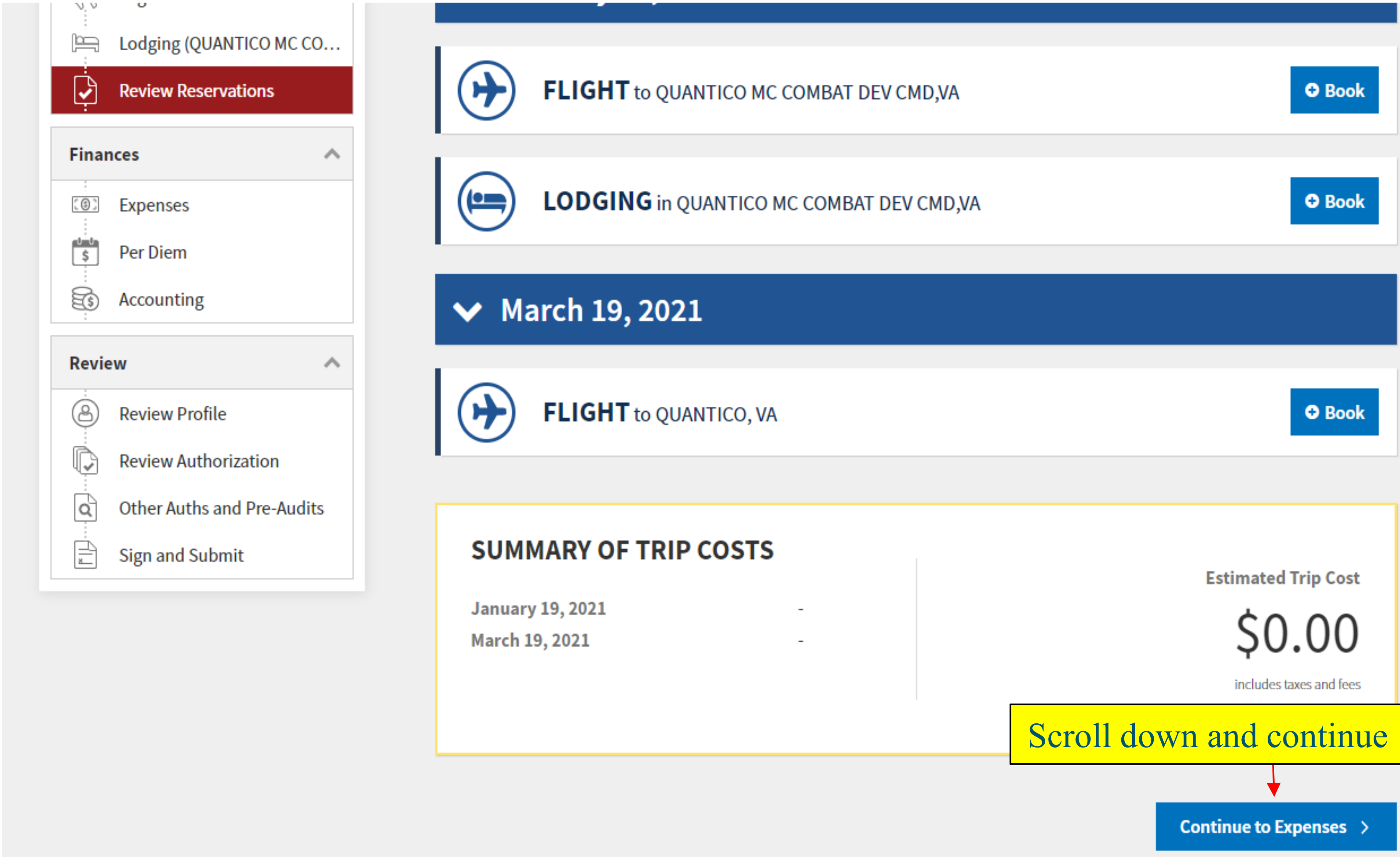
ALL STUDENTS



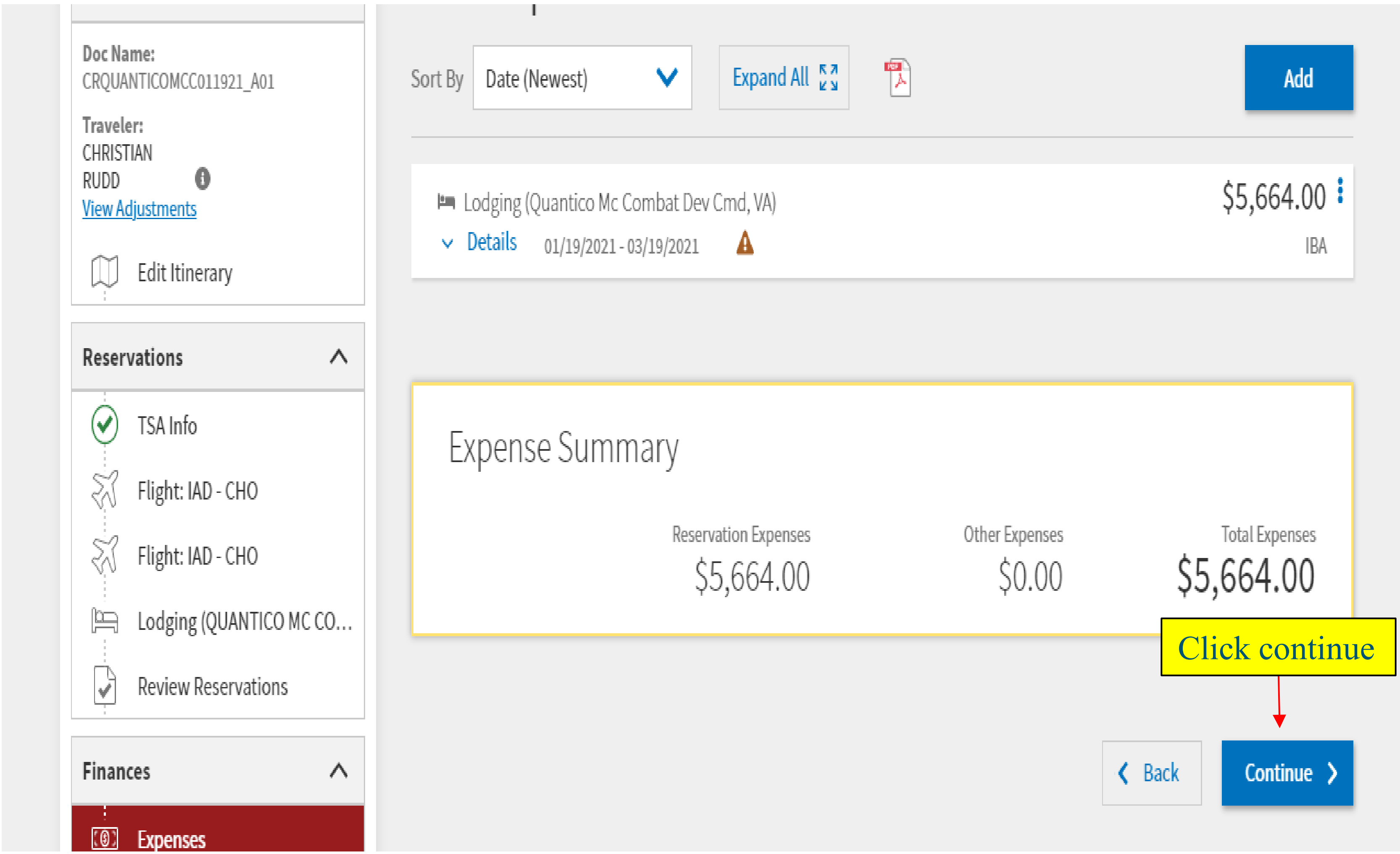
SKIP BOOKING

ALL STUDENTS ARE REQUIRED TO LODGE

ALL STUDENTS



ALL STUDENTS



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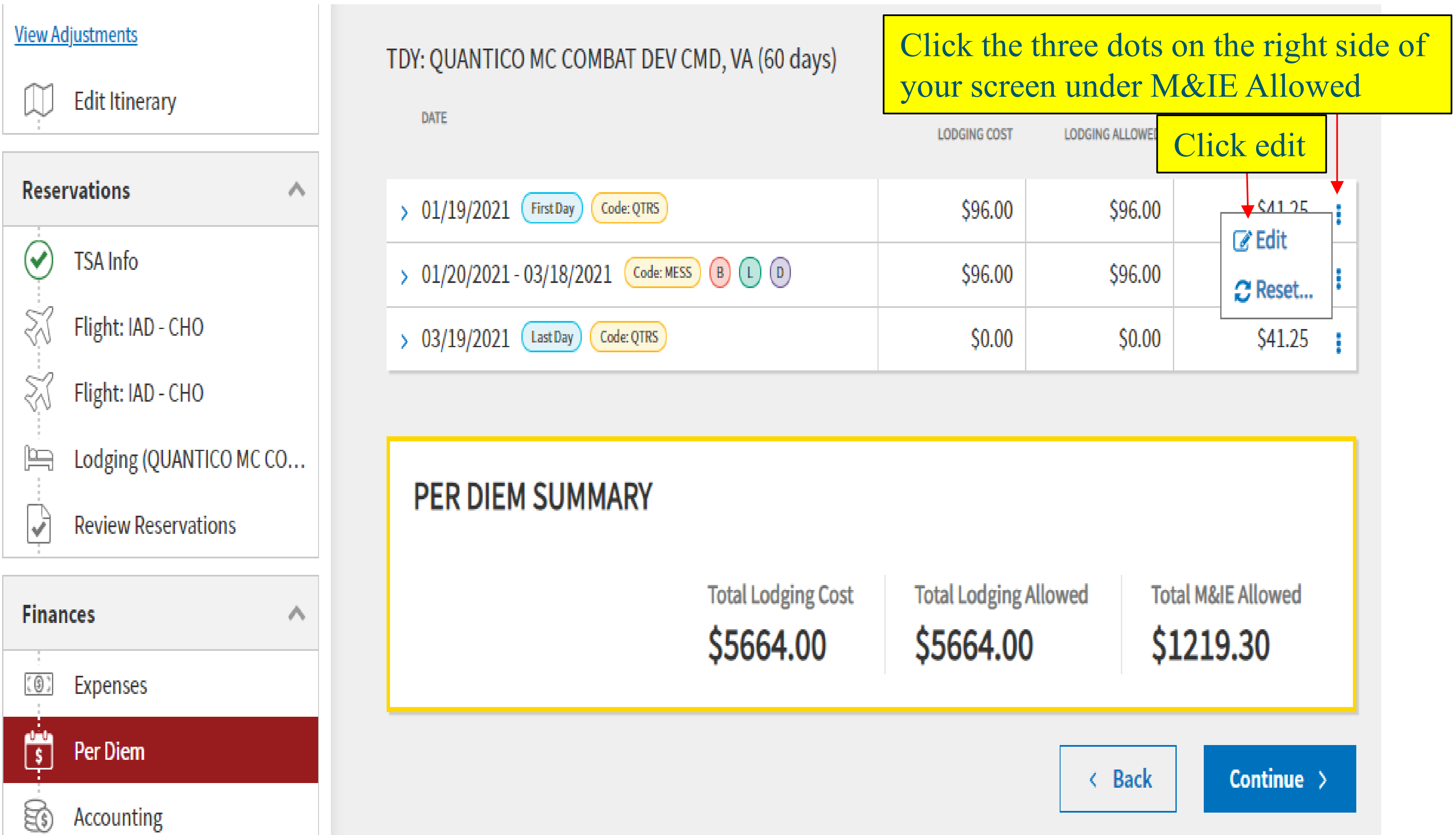
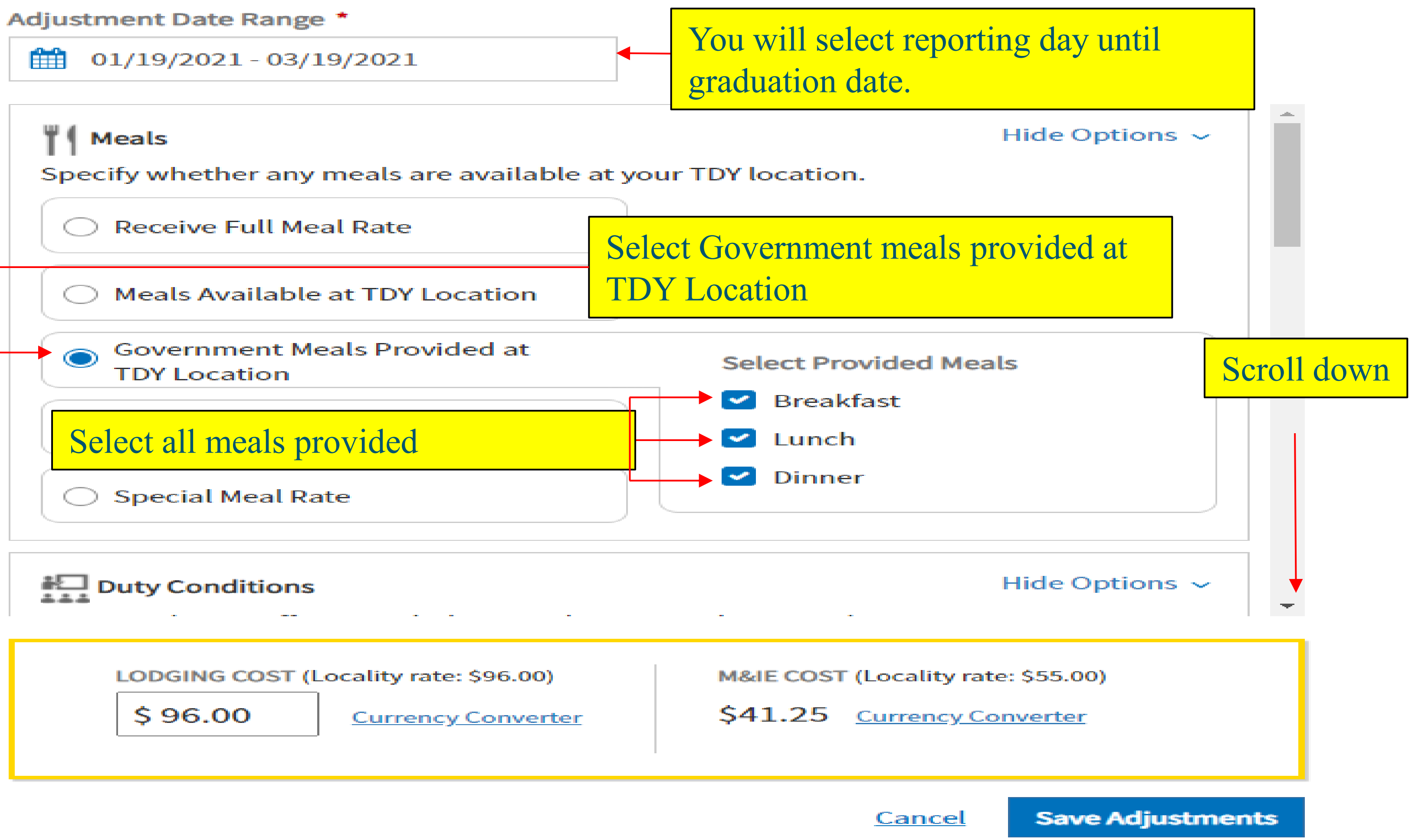


ALL STUDENTS



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 Hide Options

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

Select Quarters Available (Barracks are provided)

- [x] Quarters Available
- [ ] Group Travel
- [ ] Inactive Duty Training (Local)
- [ ] Essential Unit Messing
- [ ] Aboard a U.S. Vessel
- [ ] Hospital Stay
- [ ] Authorized Trip Home

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)
- [x] In Place Travel (receive full per diem)
- [ ] Back to Back

Select In Place Travel

LODGING COST (Locality rate: $96.00)

$ 0 Currency Converter

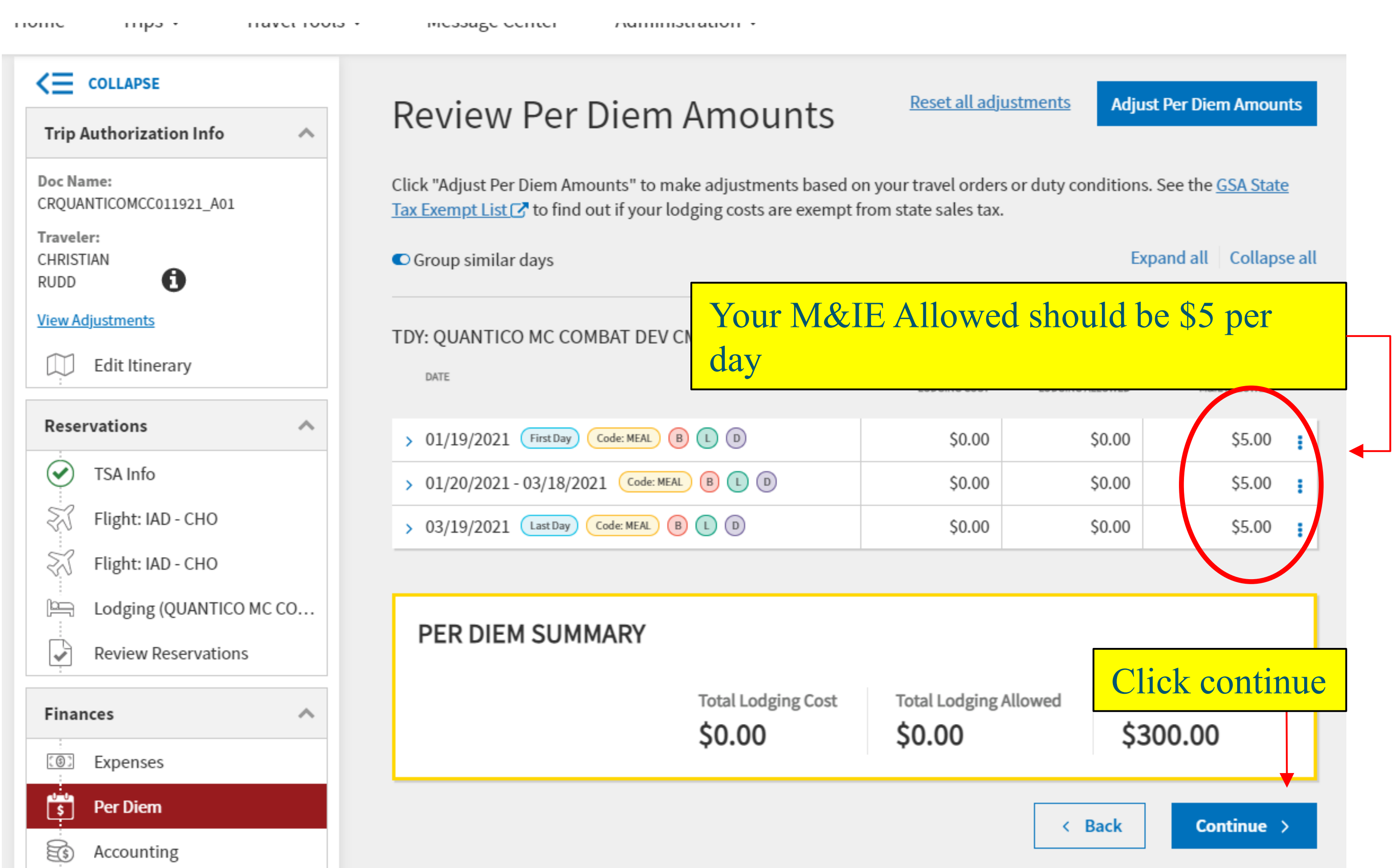
M&IE COST (Locality rate: $55.00)

$41.25 Currency Converter

ancel Save Adjustments

Delete 96 and type: 0.00. Then save adjustments.

ALL STUDENTS



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

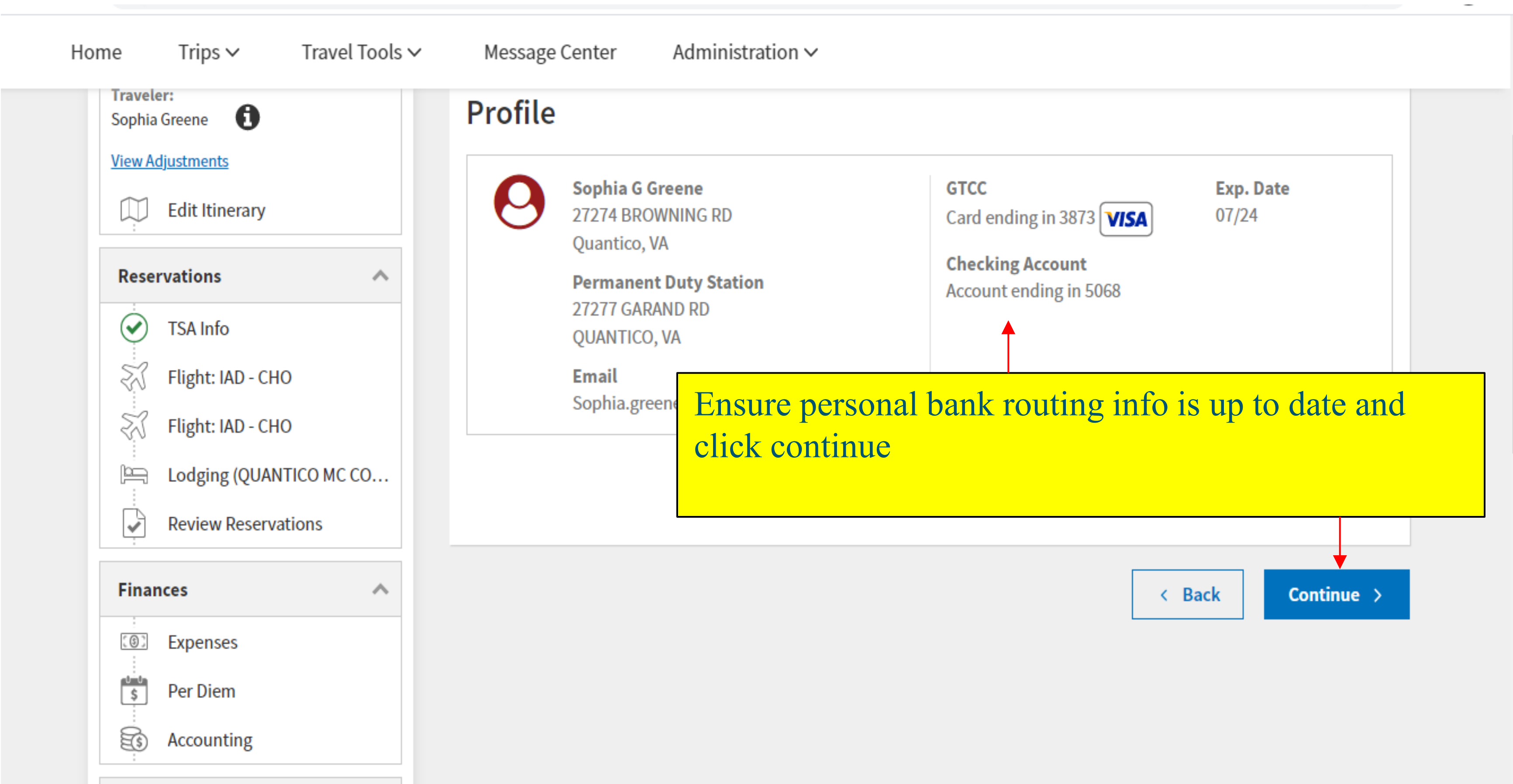
Advances Paid	$0.00
SPP Paid	$0.00
Total Prior Payments	$0.00

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

Scroll down and click continue

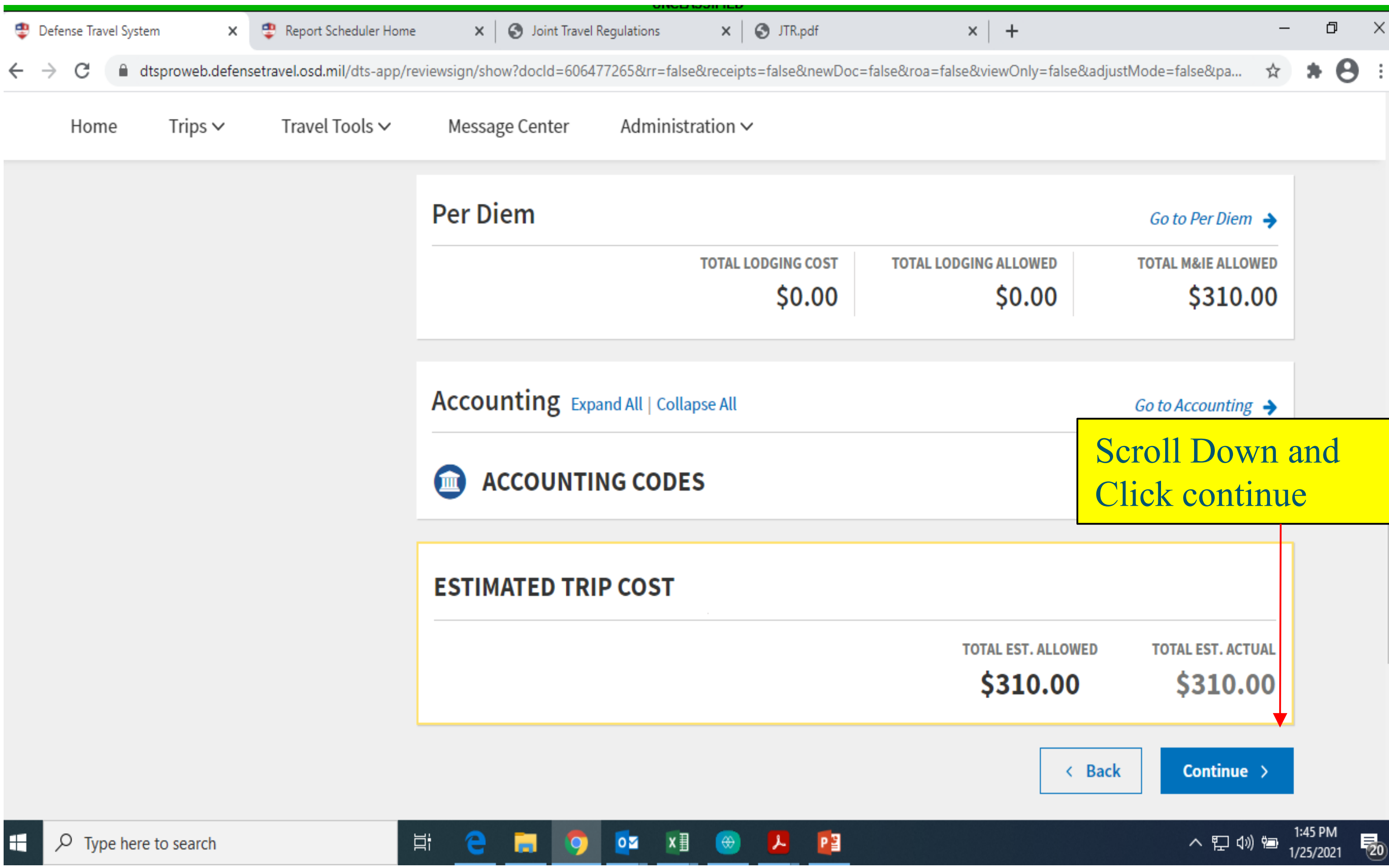
Back

Continue

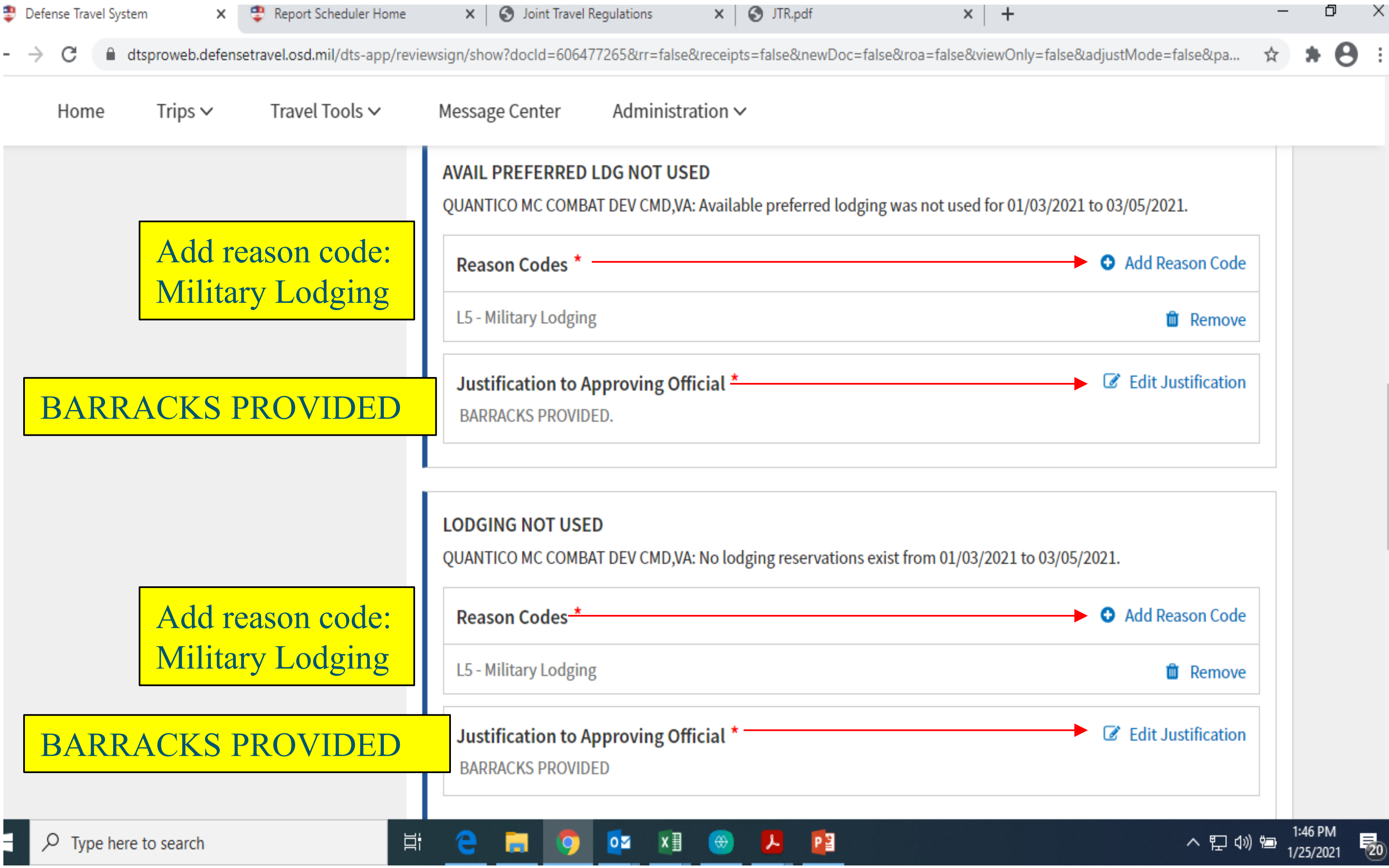


Ensure personal bank routing info is up to date and click continue

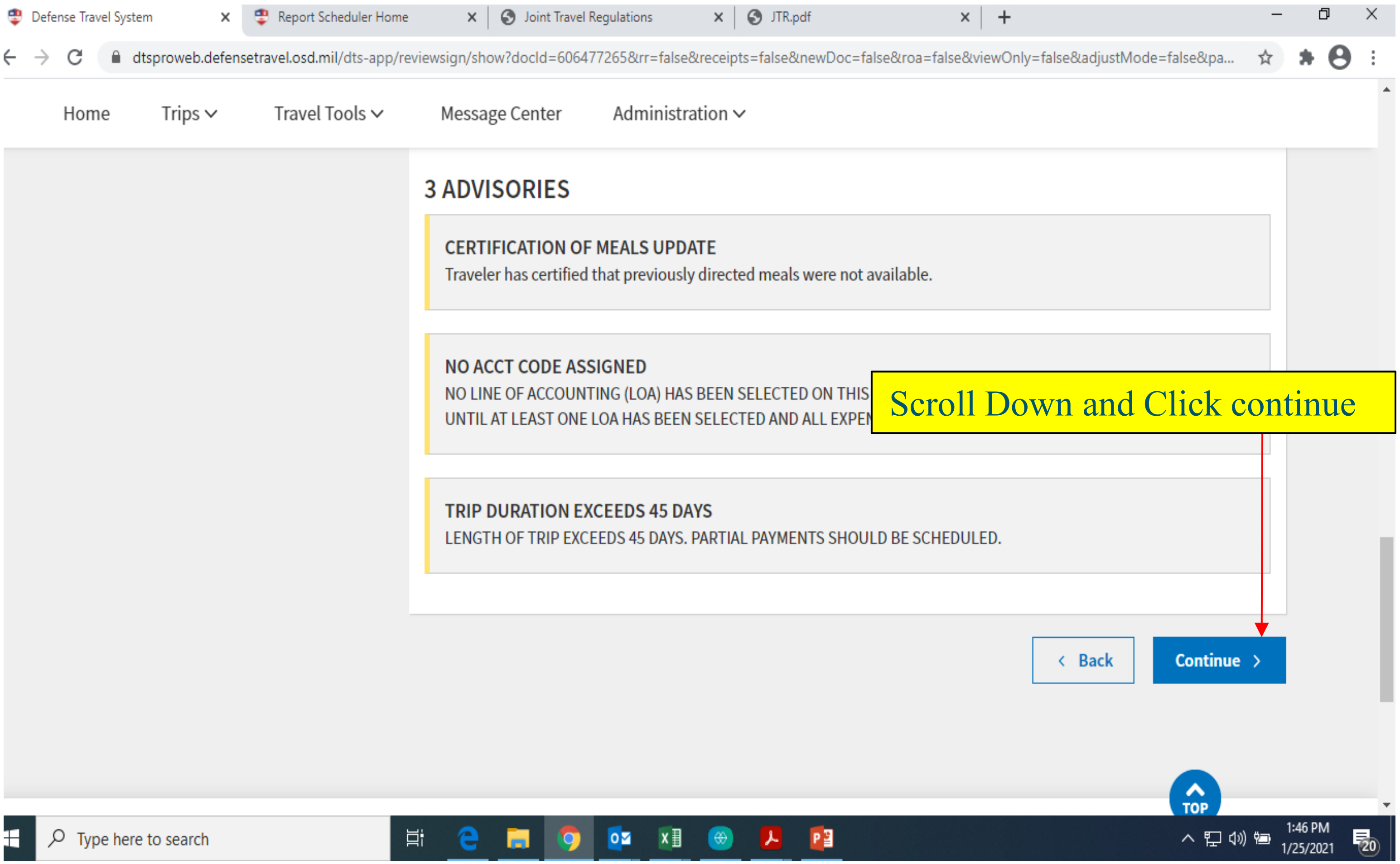
ALL STUDENTS



ALL STUDENTS



ALL STUDENTS



ALL STUDENTS