

Defense Travel System (DTS) Traveler Information

- **Self-Registration.**
 - There is a one-time Self-Registration document that will be sent to the traveler at the time of the TDY.
 - This should be sent to the District Travel Administrator (DTA) in your Superintendents' office (See attachment for POC for each office.)
 - This document is mandatory.
 - Travel orders cannot be processed until the self-registration has been sent to the DTA in the district. (See the attached list)
 - Reimbursement of funds cannot be allocated without this information.
- **Traveler's Responsibilities:**
 - When the traveler is contacted by the POC/ISS the traveler will need to:
 - Complete and submit self-registration to your District Travel Administrator (DTA)
 - Complete and submit requested information regarding orders to the POC. To ensure orders are processed in a timely fashion please be sure to:
 - Identify desired departure date and airport/city you will travel from to the TDY Location and from TDY to Duty Station
 - Clearly identify early departure and/or delayed return dates.
 - If a traveler is traveling outside the travel days, leave must be applied for and approved/disapproved by the traveler's supervisor.
 - Even when electing to stay over a weekend leave must be indicated as a traveler is not entitled to per diem during personal leave
 - **Air Travel:**
 - When booking reservations, ticketing should reflect travel from duty station to TDY location and return only. If traveler wishes to travel to other personal destinations in conjunction with their TDY, separate ticketing should be obtained. This personal ticketing or overnight stays should NOT be in route to TDY location regardless of cost.
 - If **airline ticket** is being purchased **through DTS:**
 - Indicate AM or PM preferred travel time
 - Preferred seating
 - Departure Airport
 - If **airline ticket** is being purchased **by traveler:**
 - Tickets must be restricted coach fare tickets in Europe
 - Recommended restricted coach fare tickets for travel to CONUS locations
 - CONUS travel must be on a U.S. flag carrier
 - The traveler is strongly encouraged to use DTA for CONUS travel as this will automatically provide a government rate ticket

- Notification of intent of purchase has to be provided to DTA during the request for travel orders
 - For **full reimbursement** of the purchased, **restricted, ticket** the traveler is encouraged to use the local SATO
 - If the traveler uses SATO the “Virtually There e-invoice” needs to be sent to the DTA, via email, as confirmation of the ticket and the cost
 - If the traveler uses another source, the ticket information that includes cost and itinerary, must be sent, via email, to the DTA
 - Orders cannot be processed until the DTA has the above information
 - Any questions on reimbursement for an individually purchased ticket for TDY can be directed to samuel.dones@eu.dodea.edu or cary.billingslea@eu.dodea.edu
- **Ground Travel:**
 - Indicate either a government (leased) car or POV. If POV list round trip (RT) mileage in miles (a good source for determining miles is: <http://www.mapquest.com/maps/main.adp?country=DE>)
 - If you are a passenger or shuttle service is provided, indicate that you will not be claiming ground transportation costs
 - Taxi: List fare each way
 - Ferry/Tolls: List approximate costs
 - Rental Car/gasoline: List approximate costs for both
- **Advanced Pay:**
 - A Government Travel Card is the preferred method of “advance payment” for frequent travelers. ATM advances are readily available when in official TDY status. Please contact the local APC at the DSO for more information.
 - Contact the POC if advanced pay is needed by a non-Government Travel Card holder.
 - This process may take some time to complete. It is important to submit early!
- **Special Needs/Considerations:**
 - Indicate either on the spreadsheet under “Comments” or in the “Traveler Comments” box if the traveler has special needs or considerations such as medical requirements; lodging/meals provided
- The traveler should expect to receive orders within 5 days of travel. If orders have not been received the traveler should contact the POC/ISS