

Didja Know?



- Did know you can magically change your Authorization to appear as a DD Form 1610 or your Travel Voucher to appear as a DD Form 1351-2 ?
- Follow these instructions and you can be a DTS Magician!

Logged In As: DOROTHY G CLARK [Help for this screen](#)



Defense Travel System

A New Era of Government Travel

Logoff

- Official Travel
- Official Travel - Others
- Traveler Setup**
- Report
- Administrative

- Form Preferences
- Available Routing Lists
- Delegate Authority
- User Preferences
- Rates Lookup
- Travel Teams

Click

Welcome DOROTHY G CLARK

Organization: DA180KSAHR
Org Access: DA180KSA
Group Access: KSA
Permission: 0,1,2,3,4,5

Documents Awaiting Your Approval --> [Click Here](#)

Signed Documents

Document Name	Current Status	Departure Date	Type
DCRENONV060809_A01	POS ACK RECEIVED	06/08/09	AUTH
DCROSSLYNVA061409_A01	POS ACK RECEIVED	06/14/09	AUTH

Message Center

** UPDATE ** The OCONUS mileage calculation using the Defense Table of Official Distances (DTOD) link in DTS is now correctly calculating the distance between OCONUS locations. Travelers who used a private vehicle at OCONUS TDY/TAD locations after 3 April 2009 and have filed vouchers may need to amend their voucher for reimbursement of the full amount for mileage driven. If you were not reimbursed correctly, you should amend your voucher by removing the original mileage expense. Using the DTOD link, recalculate your mileage and enter



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Click the Govt + Form buttons

[Setup](#) [Rate Lookup](#)
[Form Defaults](#)

Form Defaults

Following information represents the type of form and/or attachment that will print for the various document types (Voucher, Authorizations, Cash Advance).

Authorizations / Orders

Select all forms that apply when printing a document, see footnote (*) below for explanation.

Authorizations:

Govt + Form Govt

Cash Advance:

Default: Govt + Form Govt None

Group Auth:

Summary Summary & Individual

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

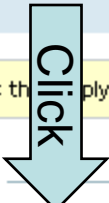
Voucher

**Now click on the Govt + Forms for the Voucher
(aka DD Form 1352-1)**

Itinerary Listing (Check this box if you want to print itinerary information for reservations.)

Voucher

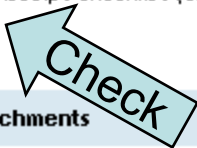
Select all forms that apply. When printing a document, see footnote (*) below for explanation.



Voucher:

- Default Govt + Form Govt

Receipt Checklist (Check this box if you want to print a page listing the receipts to be attached to a voucher)



Attachments

Following represent a specified section (block) on the corresponding form listed, to print the document name. Check all that apply.

- Document History (Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.)
- Accounting Detail (Prints the subtotals of a document's expenses by accounting code and expense category.)
- Privacy Act (Prints the Privacy Act Statement.)

Print Document Name

- Document History (Prints the electronic history of a document the document.)
- Accounting Detail (Prints the subtotals of a document's expenses.)
- Privacy Act (Prints the Privacy Act Statement.)

One more click and you are ready to scroll down to the bottom and click "Save Form Details"

Print Document Name

ing represent "attachment" or additional pages that will print with the document.

- Block 3 of SF1012 (Prints the document name on block 3 of form SF1012.)
- Block 2 of SF1164 (Prints the document name on block 2 of form SF1164.)
- Block 22 of DD1610 (Prints the document name on block 22 of form DD1610.)
- Block 1 of GSA87 (Prints the document name on block 1 of form GSA87.)

Default—Prints all the travel data in a comprehensive, easy-to-read format.

Govt+Form—Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency.

Govt—Prints the document on a pre-printed government form. Insert a government form into your printer and DTS "fills out" the form blocks.

None—**Cash Advance settings only. Turns off the printing of a cash advance.

Summary—Prints the group authorization and one cash advance summary.

Summary & Individual—Prints the group authorization, one cash advance summary, and a separate authorization and cash advance for each traveler in the group authorization.

Note: You must choose a form type in the **Cash Advance** section for a cash advance to print for each traveler.



Save Form Defaults

Ta-Da!



- Your Authorization now appears as a DD Form 1610 or your Travel Voucher appears as a DD Form 1351-2!
- You are a DTS Magician!