DTS Instructions for RAT

This is sent to the employee after budget has Cross-Org funded the trip.

Table of Contents

PART I. Getting Started

Type in the Navigation Bar

https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/

Defense Travel System

Your Travel Management Hub for DoD Trips

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

Click on "Log In" once this page loads.

Log In

Need Help Accessing DTS?

Defense Travel System

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- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
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ion-collections@mail.mil. Respondents should be aware that notwithstanding any other ~~~~~ ent for their use on individual projects.

ply with a collection of information if it does not display a currently valid OMB control ~~~~

need-to-know. In no case shall data be shared with persons or entities that do

Decline   Accept

Click on "Accept" once this page loads.

4

Windows Security

Select a Certificate

Site dtsproweb.defensetravel.osd.m

ID: TOCKEY.APRIL.SUZET

Issuer: DOD ID CA-42

Valid From: 6/29/2018 to

Click here to view certific

More choices

OK

Click "OK"

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

Economy Rental Car Company does not participate in the U.S. Government Rental Car Program. Do not make any rental car reservations with this company

Trips Awaiting Action

Traveler Lookup

Cross-Org Document Lookup

News and Notices

Message Center

My Travel Documents
Your upcoming, current, and completed trip documents.

➕ Create New Document

6

Click on "Create New Document".

Select "Routine TDY Trip"

Create New Document

Routine TDY Trip

Voucher

Local Voucher

Group Authorization

7

PART II. Creating the Departure Itinerary

Create itinerary by first selecting an arriving and departing date from Renewal Agreement Travel (RAT) destination (you need to identify the RAT destination site). Identify "Time of Day"; Morning, Afternoon, or Evening.

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
📅 12/26/2019	📅 01/24/2020	📍 HONOLULU, HI	✈ Air ⌄	🕐 Morning ⌄	No ⌄

Enter date you arrive at RAT destination

Enter date you depart from your RAT destination

Enter RAT destination

Pick Air

Pick the time you want to travel

Always select "No"

9

Select My Residence for both "Leaving From" and "Returning To". Select "Multi-Day"; "Air", and elect the "Time of Day" to Morning, Afternoon, or Evening.

TRIP OVERVIEW

Leaving On

📅 03/07/2020

Returning On

📅 03/28/2020

Leaving From

Select "My Residence"

⦿ My Residence

◯ My Duty Station

◯ 📍 City or Zip

Returning To

Select "My Residence"

⦿ My Residence

◯ My Duty Station

◯ 📍 City or Zip

Trip Duration

Select "Multi-Day"

Multi-Day ⌄

Returning By

Select "Air"

✈ Air ⌄

Time of Day

Select "Morning, Afternoon, or Evening"

🕐 Morning ⌄

10

YOUR TRIP DETAILS

Type ❓

Temporary Duty Travel (Routi... ⌄

Enter "Temporary Duty Travel (Routine)"

Purpose ❓

Special Agency Mission ⌄ ⓘ

Enter "Special Agency Mission"

Description *(optional)*

Renewal Agreement Travel

Type "Renewal Agreement Travel"

1876 characters remaining

Conference/Event Name

🔘 Not attending a conference

Select "Not attending a conference"

⚪ [⌄]

11

Enter Your TSA Info for This Trip ❶

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the TSA's website ↗

Enter first & last name & middle initial

First Name *	Last Name *	Middle Initial
Gungho	Marine	M

Gender *
● Male   ○ Female

Enter gender

Date of Birth *
📅 11/10/1975

Enter date of birth

Known Traveler Number ❶
1184827980

If the traveler is an employee type in the DoD ID Number located behind employee's CAC. If the traveler is a dependent leave blank.

Redress Number
1184827980

This number is issued by TSA; fill in as appropriate. If no number was received from TSA; leave blank.

12

Flight Step 1 of 3:

Select a Flight

Click on "Search". System will present your departing flight options.

Select departure area.

OKA – Okinawa Naha Apt

OKA – Okinawa Naha ✕

☐ Include nearby airports

ARRIVING AT

Select arrival area.

HNL – Honolulu

☐ Include nearby airports

Select departure date.

DEPARTING ON

📅 12/26/2019

Select "Morning, Afternoon, or Evening".

Morning ⌄

🔍 **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.

OKA to HNL

Sort by **Cost (Lowest)** ⌄

Try to stay within the GSA Contract Rate.

> Hawaiian Airlines

OKA
11:35 AM

◆———◇———✈
1 Stop

TOTAL DURATION
🕐 19h 15m

HNL
11:50 AM

GSA Contract Rate ⓘ

Fare Rules

Once you find a flight, click on "Select Flight".

TOTAL COST

$1273.35

includes taxes and fees

Select Flight ›

You have two options when selecting flights:
Option 1: Select your own flights.
Option 2: Request for CTO Assistance.

13

Flight Step 2 of 3:

Select a Seat ⓘ

Okinawa Naha , 00 to Tokyo (Haneda), 00

Hawaiian Airlines (Flight 5417)
OKA - Okinawa Naha Apt(OKA) to HND - Tokyo Intl (Haneda)(HND) at 11:35 AM on December 26, 2019

Select a General Seat Preference

| Window Seat | ⌄ |

Select your Seat Number if permissible or Seat Preference as applicable.

You will be able, if permissible, to select a Seat Number or Seat Preference for each flight.

Sorry, there is not a seat map available for this flight, but you can still select a seat preference from the drop down.

14

Flight Step 3 of 3:   Confirm Your Flight

OKA to HNL

Thursday, December 26, 2019   1 Stop
OKA - Okinawa Naha Apt   ✈   HNL - Honolulu   ⏱ 19h 15m total
                                                                        Fare Rules

---

Hawaiian Airlines   11:35 AM   ✈   1:45 PM   DURATION
Flight 5417 ⓘ   HND - Tokyo Intl (Haneda)   ⏱ 2h 10m
Seat Preference: OKA - Okinawa Naha Apt
Window
Special Requests

- - - - - - - - - - - ⏱ 10h 10m layover - - - - - - - - - - - - - - - - - - -

Hawaiian Airlines   11:55 PM   ✈   11:50 AM   DURATION
Flight 856 ⓘ   HNL - Honolulu   ⏱ 6h 55m
Seat 37H   HND - Tokyo Intl (Haneda)
Seat Preference:
Window
Special Requests

Review your travel info for each part of your trip to confirm that everything is in order.

15

INTERNATIONAL FLIGHT INFORMATION

Passport Information

Please enter the information EXACTLY as it appears on your passport.

First Name
Gungho

Last Name
Marine

Middle Initial
M

Gender
◉ Male   ○ Female

Date of Birth
📅 11/10/1975

Passport Number
548738920

Issuing Country
UNITED STATES ⌄

Expiration Date
📅 11/10/2026

Contact Information

Emergency Contact:

Full Name
Ima Marine

Country
Select ⌄

Phone Number
808-123-4567

Point of Contact at Destination:

Enter requested passport Information exactly as it appears on your passport.

Enter an Emergency Contact.

16

Part III. Paying for the Departing Flight

Per the MCIPAC-MCBBO 4650.3 of 7 Jan 20:

Mandatory use of the GTCC for all card holders for the sponsor and dependents traveling on RAT. If an employee does not have a GTCC, a request for use of a Centrally Billed Account (CBA) for RAT travel must be submitted in writing to the AO a minimum of 2 weeks prior to travel start date. The request must have justification and be signed by the employee's chain-of-command and addressed to the CTO Supervisor at the MCIPAC Central Travel Office, located in Bldg 495, Camp Foster.

PAYMENT SUMMARY

Per the MCIPAC-MCBBO 4650.3 of 7 Jan 20; mandatory use of GTCC is required for RAT travel.

Method of Payment

Government Travel Charge Card (GTCC) ⌄

TOTAL COST

$1273.35

includes taxes and fees

‹ Back

Book Flight ›

Once you've selected method of payment; click on "Book Flight".

Part IV. Creating the Return Itinerary

Flight Step 1 of 3:

Select a Flight

You already made arrangements for your departure from Okinawa. Now you have to make arrangements for your return to Okinawa.

Click on "Search". System will present your departing flight options.

DEPARTING FROM

HNL - Honolulu

HNL - Honolulu ✕

☐ Include nearby airports

Select departure area.

ARRIVING AT

OKA - Okinawa Naha Ap

☐ Include nearby airports

Select arrival area.

DEPARTING ON

📅 01/24/2020   Morning ⌄

Select departure date.

Select "Morning, Afternoon, or Evening".

🔍 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.

HNL to OKA

Sort by   Cost (Lowest) ⌄

> 🟣 Hawaiian Airlines

HNL 11:05 AM ◆——◇——◇——✈ OKA 9:10 AM
2 Stops

TOTAL DURATION
🕐 27h 5m

GSA Contract Rate w/ Limited Availability ⓘ

Fare Rules

Try to stay within the GSA Contract Rate.

TOTAL COST
$1027.50
includes taxes and fees

Select Flight ›

You have two options when selecting flights:
Option 1: Select your own flights.
Option 2: Request for CTO Assistance.

Once you find a flight, click on "Select Flight".

21

Flight Step 2 of 3: Select a Seat ⓘ

Kona, HI to Tokyo (Haneda), 00

Select your Seat Number if permissible or Seat Preference as applicable.

Hawaiian Airlines (Flight 851)
KOA - Kona(KOA) to HND - Tokyo Intl (Haneda)(HND) at 4:50 PM on January 24, 2020

Select a Seat

Seat Number

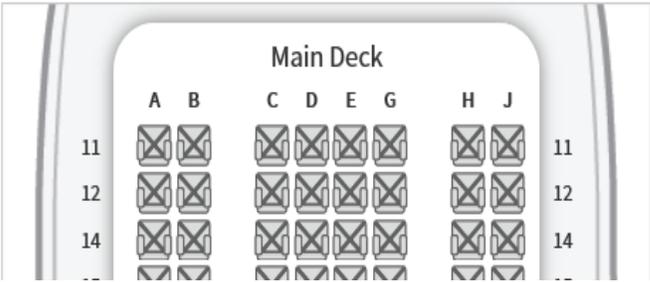OR

Select a General Seat Preference

Window Seat ⌄

Seat Map Key:

Available   Unavailable   Exit Row

Main Deck

A B   C D E G   H J

11
12
14

Flight Step 2 of 3:

Select a Seat ⓘ

Tokyo (Haneda), 00 to Okinawa Naha , 00

Hawaiian Airlines (Flight 5414)
HND - Tokyo Intl (Haneda)(HND) to OKA - Okinawa Naha Apt(OKA) at 6:15 AM on January 26, 2020

Select a General Seat Preference

Window Seat ⌄

You will be able, if permissible, to select a Seat Number or Seat Preference for each flight.

Sorry, there is not a seat map available for this flight, but you

can still select a seat preference from the drop down.

&rr=false&adjustMode=false

Flight Step 3 of 3:   Confirm Your Flight

HNL to OKA

Friday, January 24, 2020   2 Stops
HNL - Honolulu   ✈   **OKA - Okinawa Naha Apt**   ⏱ 27h 5m total
                                                                                  Fare Rules

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Hawaiian Airlines   11:05 AM   11:55 AM   DURATION
Flight 248 ⓘ   HNL - Honolulu   ✈   KOA - Kona   ⏱ 50m
Seat Preference:
Window
Special Requests

- - - - - - - - - - - ⏱ 4h 55m layover - - - - - - - - - - - - - -

Hawaiian Airlines   4:50 PM   10:00 PM   DURATION
Flight 851 ⓘ   ✈   HND - Tokyo Intl (Haneda)   ⏱ 10h 10m
Seat Preference: KOA - Kona
Window
Special Requests

- - - - - - - - - - - ⏱ 8h 15m layover - - - - - - - - - - - - - -

Hawaiian Airlines   6:15 AM   9:10 AM   DURATION
Flight 5414 ⓘ   ✈   OKA - Okinawa Naha Apt   ⏱ 2h 55m
Seat Preference: HND - Tokyo Intl (Haneda)
Window
Special Requests

Review your travel info for each part of your trip to confirm that everything is in order.

24

INTERNATIONAL FLIGHT INFORMATION

Passport Information

Please enter the information EXACTLY as it appears on your passport.

First Name	Last Name	Middle Initial
Gungho	Marine	M

Gender

● Male   ○ Female

Date of Birth

📅 11/10/1975

Passport Number	Issuing Country	Expiration Date
548738920	UNITED STATES ⌄	📅 11/10/2026

Enter requested passport Information exactly as it appears on your passport.

Contact Information

Emergency Contact:

Full Name	Country	Phone Number
Ima Marine	Select ⌄	808-123-4567

Enter an Emergency Contact.

Point of Contact at Destination:

Full Name	Country	Phone Number
	Select ⌄	

Part V. Paying for the Returning Flight

PAYMENT SUMMARY

Per the MCIPAC-MCBBO 4650.3 of 7 Jan 20; mandatory use of GTCC is required for RAT travel.

Method of Payment

Government Travel Charge Card (GTCC) ⌄

TOTAL COST

$1027.50

includes taxes and fees

< Back

Book Flight >

Once you've selected method of payment; click on "Book Flight".

27

Select Lodging

Skip booking →

Lodging is not authorized for RAT Travel.

Search By	TDY Location*	Check-in/Check-out*	
TDY Location ▼	HONOLULU,HI ▼	📅 12/26/2019 - 1/24/2020	Search

Click on "Skip booking".

Review Reservation Selections

Trip Details: RSHONOLULUHI122619_A01

Trip Type: Temporary Duty Travel (Routine)

Trip Description: Renewal Agreement Travel

Dates: 12/26/2019 - 01/24/2020

DTS/TMC Confirmation ID: CKAMNW

Lodging Cancellation History

Review your reservations, dates of travel, flights, total costs of travel, etc.

SUMMARY OF TRIP COSTS

		Estimated Trip Cost
December 26, 2019	$1273.35	**$2300.85**
January 24, 2020	$1027.50	includes taxes and fees

Once you confirm everything is good to go with your reservations; click on "Continue to Expenses".

Continue to Expenses >

29

Uploads   📠 Fax Cover Sheet

Upload your Request for Travel Orders (RFO). Click on "browse" and search for documents in your computer files.

Drag and drop or browse for a new document

✈ Hawaiian Airlines (Flight 5417 - OKA to HND) $ 1,273.35   📅 12/26/2019

✈ Hawaiian Airlines (Flight 248 - HNL to KOA) $ 1,027.50   📅 01/24/2020

⌃ **Other Expenses**   Sort by [Date (Oldest) ▼]   **+ Add Expense**

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

Upload any substantiating documents. (i.e. CBA letter, RFO, Leave Authorization, etc.)

⌃ **Substantiating Documents**   Sort by [Name (A-Z) ▼]   **+ Add Document**

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

EXPENSE SUMMARY

Total Reservation Expenses	Total Other Expenses	Total Expenses
$2,300.85	$0.00	$2,300.85

‹ Back   Continue ›

Once you've uploaded your documents; click on "Continue".

31

Part VI. Per Diem

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: HONOLULU, HI (30 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
› 12/26/2019 [First Day] [IDL East]	✕.00	✕.00	$111.75 ⋮
› 12/27/2019 - 01/23/2020	✕.00	✕.00	✕49.00 ⋮
› 01/24/2020 [Last Day] [IDL West]	$0.00	$0.00	$111.75 ⋮

You are only authorized to draw Per Diem (M&IE) for the first and last day of travel, nothing in between. You will need to adjust the Per Diem for the non-travel days. No lodging costs allowed.

33

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: HONOLULU, HI (30 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 12/26/2019 (First Day) (IDL East)		$177.00	$177.00	$111.75	⋮
> 12/27/2019 - 01/23/2020		$177.00	$177.00	$149.00	⋮
				☑ **Edit**	
> 01/24/2020 (Last Day) (IDL West)		$0.00	$0.00	⟳ Reset...	⋮

Adjust your Per Diem for the days during your RAT vacation by clicking on the 3 dots to the right of the dollar amount and click "Edit"

34

Review Per Diem Amounts

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: HONOLULU, HI (30 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
> 12/26/2019 First Day IDL East		$0.00	$0.00	$111.75	⋮
> 12/27/2019 - 01/23/2020 Code: SPEC		$0.00	$0.00	$0.00	⋮
> 01/24/2020 Last Day IDL West		$0.00	$0.00	$111.75	⋮

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
$0.00	$0.00	$223.50

Your Per Diem screen should resemble something look like this. No Lodging Costs and only Per Diem for M&IE for first and last day of travel.

35

Part VII. Line of Accounting (LOA)

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)   ➕ Add LOA

ACCOUNTING LABEL	ORGANIZATION	⋮
19 CHROADMIN	DM6160092202...	

(20 CHRORAT)

Allocations

⊘ This trip is 100% allocated to *(20 CHRORAT)*

Hide Details ▲

(20 CHRORAT)

CATEGORY	ALLOWED	ACTUAL
COM. CARR.-I	$2300.85	$2300.85
M&IE	$223.50	$223.50
Sub Total	$2524.35	$2524.35

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	$0.00
Reimbursable Expenses	$2524.35

Now do a review of your accounting data for your RAT trip.

You will need to annotate the right org funding code for RAT; historically the accounting label should read: "19, 20, 21, etc. - CHRORAT" – the number refers to the FY the rest of the label is specific to the type of travel. You will need to request the cross org from the CHRO; please contact mcipac_chro_usemplrel@usmc.mil for that information.

Ensure that the accounting label matches with the allocations .

37

More review of your accounting data and total expenditure that will be charged to your GTCC.

Allocations

⊘ This trip is 100% allocated to

20 CHRORAT

Hide Details ▲

19 CHROADMIN

CATEGORY	ALLOWED	ACTUAL
COM. CARR.-I	$2300.85	$2300.85
M&IE	$223.50	$223.50
Sub Total	$2524.35	$2524.35

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	$0.00
Reimbursable Expenses	$2524.35
Total Expenses	$2524.35

Disbursement Summary

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

Calculated Trip Cost

Allowed	Actual
$2524.35	$2524.35

‹ Back   Continue ›

Part VIII. Review Profile

Review your profile to ensure that all information is correct.

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

PSC 557 BOX
FPO AP, JP

Permanent Duty Station
MCIPAC UNIT 35001
FPO AP
OKINAWA, JP

Email
@usmc.mil

GTCC
Card ending in VISA

Exp. Date
02/

Checking Account
Account ending in

Open Profile

‹ **Back**   **Continue** ›

Part IX. Signing Authorization & Routing

Trip Authorization Status

See where your trip authorization currently is in the approval process.

Check document for errors...

✓ 12/11/2019 01:18AM   NAME
CREATED

○ *(Pending)*
SIGNED

DOCUMENT STATUS *
☐ I agree to SIGN this document

ROUTING LIST *
WPAC CHRO OFFICE ▼

Additional Comments   ⊕ Add Comments

NAME

TODAY'S DATE

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Final review and signature. Your name should appear here.

Ensure that you check this box.

The date should auto populate to the date you sign off on the authorization.

Part X. Dependents

Creating authorizations for dependents traveling under RAT

When you plan for your dependents RAT travel; ensure that you select, "Dependent Invitational Travel – Transportation Expenses Only" for Type of Trip.

Select "Special Agency Mission" for Purpose of Trip.

Click on "Add Dependents" - a screen will open that will allow you to add your dependents' information. See next page.

Type "Renewal Agreement Travel" under Description of Trip.

Select "Not attending a conference".

YOUR TRIP DETAILS

Type ❓

Dependent Invitational Trave... ⌄

Purpose ❓

Special Agency Mission ⌄ ℹ️

Dependents

Add Dependents

Description *(optional)*

RENEWAL AGREEMENT TRAVEL

1876 characters remaining

Conference/Event Name

🔘 Not attending a conference

⭘ [⌄]

***Per Diem is not authorized for dependents for RAT travel. Only the sponsor will receive Per Diem for M&IE and only for the first day and last day of travel. ***

45

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.

Create New Dependent

Name*

First name*

Middle Initial

Last name*

Relationship

Spouse

DOB*

MM/DD/YYYY

Passport ID

Passport ID

Passport Exp Date

MM/DD/YYYY

TSA KTN

Known Traveler Number

TSA Redress Number

TSA Redress Number

Create

Add your dependent's information: Name, Relationship, Date of Birth, Passport ID, Passport Expiration Date.

TSA KTN & Redress Numbers are issued by TSA, if you have this info fill in the box, if not, leave blank.

46

Once you've added a dependent to an authorization for RAT travel you will be taken to the screens to make selections for round trip air transportation. You will follow the same steps that you did for your itinerary when creating your dependents' travel itinerary. ***Per Diem is not authorized for dependents for RAT travel. Only the sponsor will receive Per Diem for M&IE and only for the first day and last day of travel. ***

Remember to change the Line of Accounting (LOA) accounting label to the appropriate data; i.e. 20 CHRORAT.   You should get notification from your ODTA or RO that the Cross Org has been completed prior to you setting up your RAT travel. The CHRO will advise you on what the appropriate accounting label should be for the LOA.

Good luck! Enjoy your trip and may you and your family have a safe journey to and from your RAT destination!