



## Information Paper: Dependent Travel in DTS

### Background

Uniformed member's dependents and DoD civilian employee's family members who meet the [Joint Travel Regulations \(JTR\)](#) requirements for Invitational Travel can use DTS. Anyone who engages in official travel requires an authorization and voucher. For specific dependent allowances, see the *JTR, Chapter 3* for Invitational Travel before creating **Dependent Travel** in DTS.

You\* must create an authorization for every dependent that will be on official travel for one of the following trip type reasons:

- Dependent Invitational Travel
- Dependent Invitational Travel – Transportation Expenses Only

*\*For this information paper, "you" are a traveler; however, the actions also apply to anyone who creates documents for dependents – e.g., Non-DTS Entry Agent, travel clerk.*

### Getting Started

To create a new authorization, from the **DTS Dashboard** (Figure 1), select **Create New Document** (Indicator 1), then choose the type of authorization you want to create: **Routine TDY Trip** (Indicator 2).

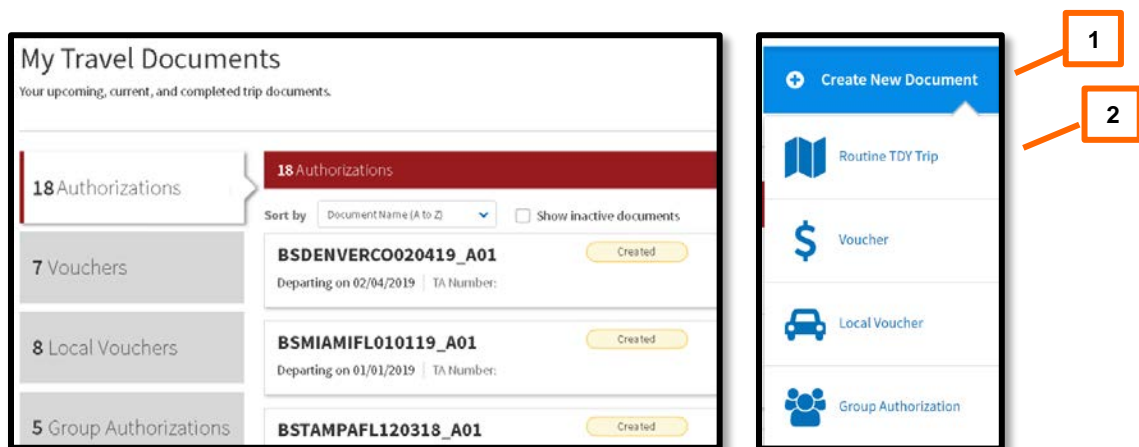


Figure 1: DTS Dashboard – My Travel Document Section

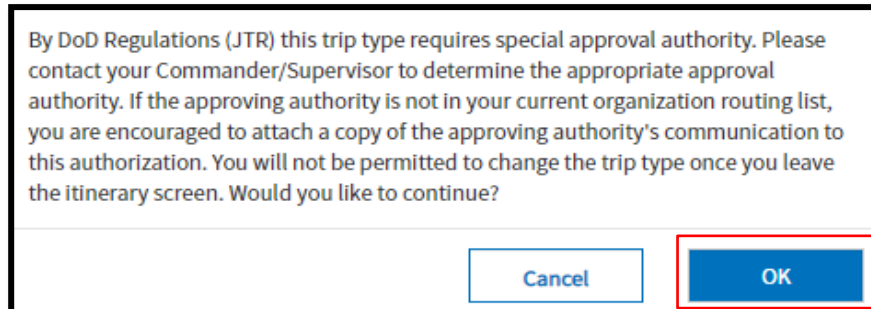
### Adding a Dependent to a document

The **Create Itinerary** screen opens. Starting at the top of the page, enter the travel dates, TDY location, mode of travel, and all other required fields, just as you would for any authorization. Then under **YOUR TRIP DETAILS**, select a **Trip Type** that



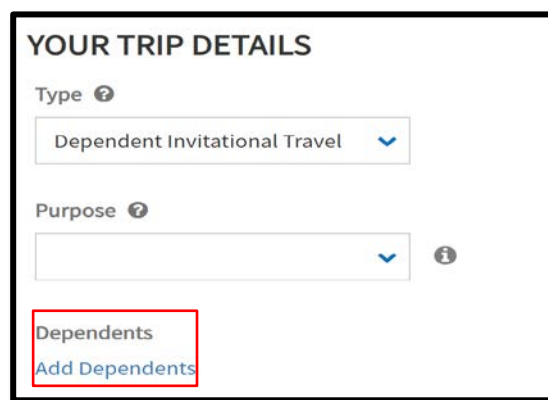
allows dependent travel based upon your allowances. A message immediately appears (Figure 2). Read the information and select **OK**.

**Adding a  
Dependent to  
a document  
(continued)**



*Figure 2: Itinerary Screen – Type Section Pop-Up*

An **Add Dependents** link appears (Figure 3). Select the link to include the dependent traveler for the authorization.



*Figure 3: Add Dependents Screen*

The **Add Dependents** screen (Figure 4) opens. You can do the following:

- Use the *Create New Dependent* section to add a dependent to the traveler's profile then select **Create** (Indicator 1). After that, you can add them to the authorization using the instructions below. You must create an authorization for each dependent traveling. Therefore, you can't add more than one dependent to any authorization.
- Select a **radio button** (Indicator 2) by the dependent's name then select **Save** (Indicator 3). This adds the selected dependent to the authorization using the displayed information.



## Adding a Dependent to a document (continued)

- Select the **pencil icon** (Indicator 4) if you need to edit a dependent's information before you add them to the authorization.

The screenshot shows the 'Add Dependents' interface. At the top, there is a title bar and a close button. Below that is a help icon and a note: 'All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below.' The 'Create New Dependent' section contains several input fields: 'Name' (split into First name, Middle Initial, and Last name), 'Relationship' (a dropdown menu currently showing 'Spouse'), 'DOB' (MM/DD/YYYY), 'Passport ID', 'Passport Exp Date' (MM/DD/YYYY), 'TSA KTN' (Known Traveler Number), and 'TSA Redress Number'. A blue 'Create' button is located at the bottom right of this section. Below the 'Create' button is a table titled 'Select An Existing Dependent'. The table has columns for 'Select', 'Name', 'Relationship', 'DOB', 'Passport ID', 'KTN', 'Redress', and 'Actions'. Three rows are visible, each with a radio button in the 'Select' column and a pencil icon in the 'Actions' column. Callout 1 points to the 'Create' button. Callout 2 points to the 'Select' column of the table. Callout 3 points to the 'Save' button at the bottom right. Callout 4 points to the pencil icon in the 'Actions' column of the first row.

Select	Name	Relationship	DOB	Passport ID	KTN	Redress	Actions
<input type="radio"/>	West, Christine	Spouse	03/22/1985				
<input type="radio"/>	West, Louisa	Child	07/07/2006				
<input type="radio"/>	West, Vance	Child	03/19/1992				

Figure 4: Add Dependents Screen

The **Create Itinerary** screen (Figure 5) updates with a link showing the added dependent (Indicator 1).

- Hover over the link to see the dependent's name and date of birth.
- Select the link to re-open the **Add Dependents** screen and select a different dependent.
- Before leaving the itinerary screen, to remove the dependent from the authorization, select a **Trip Type** that does not allow dependent travel such as **Temporary Duty Travel (Routine)**. **Note:** Once you save the itinerary, you can't remove or change the trip type. If you select the incorrect trip type, delete the document and create a new authorization.



**Adding a  
Dependent to  
a document  
(continued)**

**YOUR TRIP DETAILS**

Type ⓘ  
Dependent Invitational Travel

Purpose ⓘ  
Mission - Operational ⓘ

Dependents  
1 Dependent Selected

Figure 5: Dependent Added to Itinerary Screen

**Finalizing the  
Authorization**

Per the *JTR*, some **Trip Types** limit the travel and/or transportation allowances a traveler receives. When you select one of these, DTS blocks access to certain screens. For example, if you select **Dependent Invitational Travel – Transportation Expenses Only** or **Government Funded Leave**, DTS brings the Per Diem allowances to zero, and won't allow scheduling of Scheduled Partial Payments (SPPs). Refer to your Component's Business Rules for additional guidance on using trip types.

Once you create the itinerary and add the dependent, complete the authorization the same way you would complete any other document based upon the *JTR* allowances. If authorized, add reservations, verify per diem allowances, enter estimated expenses, attach supporting documents, and add the required LOA. To complete the authorization process do the following:

1. From the **Progress Bar**, select **Review Authorization**. The **Review Trip Authorization** page opens so you can review the entire authorization. You can **Add Comments** (Figure 6) to the AO or a **Reference** number regarding the trip. You can select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses. If you have no changes, scroll to the bottom of the screen and select **Continue**.



## Finalizing the Authorization (continued)

Review Trip Authorization Print

**Trip Details for:**  
EWATLANTAGA092120\_A01 ⓘ

**Dependent:** Christine West **DOB:** 03/22/1985  
**Trip Type:** Dependent Invitational Travel (MISSION - OPERATIONAL)  
**Trip Description:** N/A  
**Dates:** 09/21/2020 - 09/25/2020  
**Conference/Event Name:** Not Applicable  
**Reference:** [Add Reference](#)

Comments to the Approving Official [Add Comments](#)

Figure 6: Review Trip Authorization Screen

- The **Other Auths and Pre Audits** screen opens. DTS automatically flags and provides comments for **Dependent Invitational Travel**. Review the information and you can add additional comments to justify the travel (Figure 7). Be sure to review the page for additional flags, provide justifications, and when necessary add reason codes. **Select Continue.**

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ⓘ

**Other Authorizations** [Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

**TRAVEL IS FOR A FAMILY MEMBER**  
TRAVEL IS FOR A FAMILY MEMBER. Transportation, per diem, and other reimbursable expenses are authorized because the individual (Christine West)'s travel is mission essential and there is a benefit for DOD beyond fulfilling a representational role. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.

Comments [Add Comments](#)

Figure 7: Other Auths and Pre Audits Screen

- The **Digital Signature** page opens. Sign the authorization to route the document to the Authorizing Official for review and approval. For more information on processing documents, see [DTS Guide 2: Authorizations](#).



## Completing the Voucher

After completing the trip, use the standard voucher process to create the voucher, update incurred expenses, attach required receipts and any other supporting documentation. Just like the authorization, only claim items on your voucher allowable by the *JTR*. **Note:** All lodging and any expense \$75.00 or more require valid receipts per the *JTR*. DTS flags items meeting receipt requirements with a triangle icon.

After finalizing expenses, attaching receipts and documentation, complete the final review. Proceed to **Other Auths and Pre Audits** justifying any flags and adding comments where needed. The last step is **Sign and Submit** the voucher to initiate routing to the Authorizing Official for review and approval. For more details on processing vouchers, see [DTS Guide 3: Vouchers](#).

**Note:** On a voucher, a NDEA may stamp the document (T-Entered) on behalf of a traveler. However, policy dictates a completed *DD 1351-2* signed by the traveler must be included as supporting documentation in the voucher. DTS enforces the policy requirement with a hard stop preventing signing and approving when the *DD 1351-2* indicator is missing. The missing receipt or *DD 1351-2* data appears as an audit fail on the *Digital Signature* page.

## Resources

Table 1 shows where you can find more information about the standard processes mentioned in this information paper.

Table 1: Additional References

Process (Select hyperlink to view resource)	Reference Link (Copy URL to browser to view resource)
<a href="#">DTS Guide 2: Authorizations</a> explains how to: <ul style="list-style-type: none"> <li>• Create an itinerary</li> <li>• Book reservations</li> <li>• Complete and sign an authorization</li> </ul>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<a href="#">DTS Guide 3: Vouchers</a> explains how to claim a payment after your trip.	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
The information paper <a href="#">Dependent Travel</a> explains how to create an authorization for dependents.	<a href="https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf</a>
The <i>JTR Chapter 3, Part 0305</i> and sub-sets explains Invitational Travel.	<a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>