Government Funded Leave
Funded Environmental Morale Leave (FEML)
JTR Chapter 4, 0404
DTS Procedures

I. Login DTS, make sure the homepage IS showing you're attached to a proper overseas organization (For example III MEF Org is DM3M921C120128G1). If your organization is incorrect, contact your DTS POC to update your profile.

II. To start a FEML travel order, log into DTS in the home screen under Authorizations, select Create New Document and select Routine TDY Trip and follow the steps listed below.

1. Create Itinerary- enter in Arriving (Date you get to your leave location) and in Departing (Date you are leaving from your leave location), lastly enter TDY location (Place you are going for leave)

2. Trip Overview-The dates will auto-populate from the Create Itinerary section, Starting point has to be Okinawa and Ending point is Okinawa (Identified as "My Duty Station"), Trip duration will auto-populate to Multi-Day for any travel over 2 days.

3. Your Trip Details – Type select Government Funded Leave, Purpose leave Blank (Special Agency Mission) Dependents (select your dependents here) **YOUR DEPENDENTS MUST BE ENTERED IN YOUR DTS PROFILE BEFORE YOUR START YOUR TRAVEL REQUEST** Description enter (Funded Environmental Morale Leave) Conference/Event Name Do Not Touch

4. TSA Info - Ensure your travel information are correct (i.e. passport number, correct spelling of your name)

5. Select a flight-

6. Lodging- Select Skip booking

7. Expenses-
To properly document the usage of the AMC flight in DTS:
- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
• Expense Name: Patriot Express
• Expense Date: Date of Departure
• Expense Amount Below: $0.00
• Method of Reimbursement: Personal
• Enter the estimated ticket cost in the "Comments to the AO box" on Review Trip Auth tab
By following these steps, the DD form 1610 will identify the information that AMC will need to secure a seat for the traveler.
Okinawa Local AMC rates to notify Approving Official in Review Trip Authorization tab:
INBOUND: OUTBOUND:

• SEA – DNA : $1, 252.00   • DNA – SEA: $1,252.00

8. Per-Diem- For this portion, Travelers do not rate Per-Diem or Lodging nothing will show on this screen, select Continue

9. Line Of Accounting (LOA)- You will select your unit's LOA for FEML. Ex: 22 FEML ***

10. Review Profile- This portion will show your DTS profile, if everything is correct press Continue

11. Review Trip Authorization- In this portion you will have a chance to view your flight itinerary and ensure you entered the correct LOA. You will not need to check anything else as no lodging or per diem will be entered. When you are finished Select Continue

12. Other Auths and Pre Audits- On this screen you enter justifications for this trip
NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.

13. Trip Authorization Status- On this screen you will sign the authorization to submit to your Authorizing Official (AO) for approval. Check the box that says "I agree to SIGN this document" then press the "Submit Completed Document" button to finish your step in the process.

I. You must file a FEML travel voucher in DTS upon return from leave. Need to attach all airline ticket receipts. If you paid less than the amount on your order, you need to adjust the amount before submitting the voucher.

II. Travel information:

1. The GTCC must be used for all official travel arrangements when traveling on orders (orders are associated with FEML).

2. When making official travel arrangements, travelers should use the following in priority order: A CTO or in house travel offices.

3. Based on the number of dependents that you have, your GTCC card may need to be increased to allow for the purchase. Your Unit APC has the ability to increase the card limit to $10,000. If more than $10,000 is needed (more than 3 dependents) a limit increase request must be send to the next Major Command for approval up to $15,000. If this route is needed, please allow for additional time for the request to be handled prior to purchasing your airline tickets.

III. Please contact ***************at ******** or *******************if there are any DTS or pay related issues.

Here is what the screens will look like after completing steps 1-3:

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
📅 12/02/2021	📅 12/30/2021	📍 SEATTLE, WA	✈ Air ∨	🕐 Morning ∨	No ∨ ➕

TRIP OVERVIEW

Leaving On

📅 12/02/2021

Returning On

📅 12/30/2021

Leaving From

○ My Residence

⦿ My Duty Station

○ 📍 City or Zip

Returning To

○ My Residence

⦿ My Duty Station

○ 📍 City or Zip

Trip Duration

Multi-Day ∨

Returning By

✈ Air ∨

Time of Day

🕐 Morning ∨

Here is what the screens will look like after completing steps 1-3 (con't):

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YOUR TRIP DETAILS

Type ⊘

Government Funded Leave ⌄

Purpose ⊘

Special Agency Mission ⌄ ⓘ

Dependents

Add Dependents

Description *(optional)*

Funded Environmental Morale Leave

1867 characters remaining

Conference/Event Name

🔘 Not attending a conference

⚪ Nothing selected ⌄

Cancel   **Continue** ❯

This screen is for Step 6

Home   Trips ⌄   Travel Tools ⌄   Message Center   Administration ⌄

❮ COLLAPSE

Trip Authorization Info ⌃

Doc Name:
JDSEATTLEWA120221_A01

Traveler:
Jorge De Los
Rios ⓘ
View Adjustments

🗺 Edit Itinerary

Reservations ⌃

✓ TSA Info

✈ Flight: ISG - BFI

✈ Flight: BFI - ISG

🛏 **Lodging (SEATTLE,WA)**

📄 Review Reservations

Finances ⌃

💷 Expenses

$ Per Diem

Accounting

Skip booking →

Select Lodging

Search By   TDY Location*   Check-in/Check-out*

TDY Locati... ⌄   SEATTLE,WA   ⌄   📅 12/02/2021 - 12/30/2021   **Search**

View Map   ⚙ Filters   Sort By   Rate Category ⌄

Per Diem: $0
🏨 Hampton Inn Seattle/Airport   DoD Preferred Commercial   **$105** per night   Select ❯
⌄ Details

Per Diem: $0
🏨 Crowne Plaza Seattle Airport   DoD Preferred Commercial   **$121** per night   Select ❯
⌄ Details

Per Diem: $0
🏨 Staybridge Suites Seattle Downtown - Lake Union   DoD Preferred Commercial   **$126** per night   Select ❯
⌄ Details

Per Diem: $0

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Here is what the screen will look like after completing step 12

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
Constructed Travel Worksheet

3 PRE AUDITS

AVAIL PREFERRED LDG NOT USED

SEATTLE,WA: Available preferred lodging was not used for 12/02/2021 to 12/30/2021.

Reason Codes *	⊕ Add Reason Code
L10 - Not required, in accordance with JTR	🗑 Remove

Justification to Approving Official *	✎ Edit Justification
Executing FEML, I do not rate lodging	

IDL IN PER DIEM

Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel. See help.

Justification to Approving Official *	✎ Edit Justification
No per diem authorized with FEML	

Here is what the screen will look like for step 13

Trip Authorization Status

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

Check document for errors...

✓ 12/01/2021 09:30PM
CREATED
NAME
Jorge De Los Rios

(Pending)
SIGNED

DOCUMENT STATUS *   ROUTING LIST *

☑ I agree to SIGN this document   WPAC G1   ⌄

Additional Comments   ⊕ Add Comments

NAME   TODAY'S DATE
Jorge De Los Rios   12/02/2021

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.

Submit Completed Document