

Manual Process for Creating Travel Orders When DTS is Down

Authorizations / Orders

- 1) Use [DD Form 1610](#) of May 2003.
- 2) Fill out the following blocks on DD Form 1610:

Block 1 – Date of Request (Format in YYYYMMDD)

Block 2 – Name (of Traveler): Last, First, Middle Initial

Block 3 – Full Social Security Number

Block 4 – Position, Title, and Grade/Rate

Block 5 – Location of Permanent Duty Station (PDS)

Block 6 – Organization Code

Block 7 – Duty Phone Number

Block 8 – Type of Order (Authorization)

Block 9 – TDY Purpose

Block 10a – Approximate # of TDY Days

Block 10b – Proceed Date (Formant in YYYYMMDD)

Block 11 – Itinerary

Block 12 – Transportation Mode:

Block 12a – Commercial

Block 12b – Government

Block 12c – Local Transportation

Block 13a – Per Diem Authorized in Accordance with JFTR/JTR

Block 13b – Other Rate of Per Diem

Block 14 – Estimated Cost:

Block 14a – Per Diem

Block 14b – Travel

Block 14c – Other

Block 14d – Total

Block 15 – Advance (**An Advance is not authorized**)

Block 16 – Remarks must contain TSA information (name as it appears on ID card, gender and date of birth) and GTCC number. (Include the following statement: **“DTS is temporarily down. Travel will be liquidated in DTS, upon completion of trip.”**)

Block 17 – **Signature of PI or supervisor**

Block 18 – **Signature of SPFA**

Block 19 – Accounting Citation (LOA)

Block 20 – **Signature of AO**

Block 21 – Date Issued (Format in YYYYMMDD)

Block 22 – Travel Order (Authorization) Number - Leave Blank

- 3) If filling out as an NDEA give the original to the traveler, fax a copy to the appropriate CTO, and file a copy for future reference. You will use this copy to complete the Authorization once DTS comes back on-line.

Reservations (Transportation, Lodging, and/or Rental Car)

- 1) Contact SATO by phone (855 744-4657) or fax (866 352-9235) to make proper travel reservations. Advise SATO that DTS is down. Provide your GTCC card number to SATO as the form of payment.
- 2) Fax the DD Form 1610 to SATO.
- 3) If a Central Billed Account is to be used instead of the GTCC, the CBA administrator (Patricia Freeman (3211)) must be contacted to provide the CBA account number and CBA expiration date to SATO.
- 4) Go to SATO's web site, Virtually There, www.virtuallythere.com, (password is satotravel.com) to view your itinerary. To access Virtually There you will need the PNR locator (Ticket confirmation number) which should be provided by SATO after you make your reservation.

Completing the Authorization Once DTS Comes On-Line

- 1) Once traveler returns from TDY, create a new DTS Authorization using information provided from the DD Form 1610 that was previously prepared.
- 2) **Do not use the Reservation Module in DTS** for a trip that has already been completed. Ticketed transportation will have to be manually added in the Travel Module under "Other Transportation." (For CBA ticketed transportation, Ticket Amount, Number, and Date is critical for a proper CBA reconciliation).
- 3) Fax or upload a copy of the manual DD Form 1610 into DTS substantiating records and all travel receipts for lodging and any single item of \$75 or more.
- 4) Apply the SIGNED stamp and route to the AO for approval.

DTS Voucher Submission

Once the DTS Authorization has been approved and stamped **POS ACK RECEIVED**, create a voucher in DTS for payment.