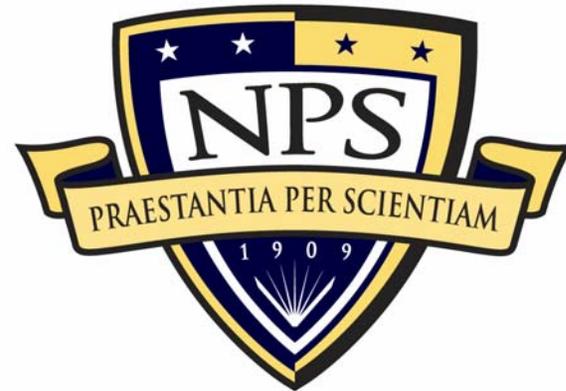




Defense Travel System ODTA Training





Objectives

- Intro
- Support and Help
- Adding a New Traveler
- Transferring and Deleting Travelers
- Changing Routing Lists
- Reorganizations
- Creating a Travel Authorization
- Questions



Support and Help

- Self-support
- Extensive context sensitive HELP
 - DTS Demonstration
 - DTS Web Based Training (WBT)
- Documentation—Document Preparation Guide
- Quick Reference Guides



Helpdesk Tiers

- Tier 1: User uses online resources
- Tier 2: Phone call to G2's DTS Help Desk
 - 619 222-8025 X2
 - DTS-HelpDesk@nps.edu
- Tier 3: DTS Helpdesk, Fairfax, VA
 - (Only Tier 2 call call)



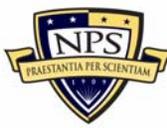
Adding New Travelers

- Follow SOP
- Account – EFT Information
 - Send EFT form to Travel Office
- Traveler MUST check GOVCC number and expiration date in profile
- ODTA can add/correct GOVCC data
- Default LOA
 - Multiple LOAs ok in DTS
- Travel Prefs – none



Transferring Travelers

- For transfer to another NPS organization
- Send email to Travel Office
- Indicate gaining organization
- Gaining organization must send email to Travel Office for proper traveler placement within DTS database



Routing List Changes

- Send email to Travel Office
- Routing List formats are standardized
 - SATO
 - Reviewer for academic departments and students, and other organizations if desired
 - AO



Authorizations

- Verify that CC#, expiration date and EFT info are correct in profile
- Overseas travel—put SSN in comments to SATO
- BOQ—request in comment to SATO
 - Include Base, Command, Rank, CC#, SSN



Vouchers

- Click on Expenses, then Receipts
- Print out cover page
- Fax all lodging receipts and others of \$75 or more to the fax number on cover sheet
- Receipts
 - Available to AO
 - Stay in DTS for 6 years and 3 months



Cancellations

- Doc Processing Manual, Chap 8
- Traveler/DTA initiates
- AO must approve cancellation
- Different procedures
 - Expenses incurred or not
 - Reservations made or not
- Follow instructions carefully



Create a Travel Authorization

- Create a Travel Authorization
- Follow Trifold



Web Resources

- Appendix O
 - <http://www.dtic.mil/perdiem/jtr/jtr-ao.txt>



- <http://www.defensetravel.osd.mil>
- NPS Travel Site
 - <http://www.nps.navy.mil/travel>



DTS Help

- Tier 2 Help Desk (San Diego)
 - 619 222-8025, X2
 - DTS-HelpDesk@nps.edu
- Nick Pavlina, Lead DTA
 - njpavlin@nps.navy.mil, X3600, 831 239-0967 cell
- Aimée DeLorimier (Monterey--full time)
 - amdeleri@nps.navy.mil, X1184



Summary

- Intro
- Support and Help
- Adding a New Traveler
- Transferring and Deleting Travelers
- Changing Routing Lists
- Reorganizations
- Creating a Travel Authorization
- Questions



Questions?

