



# Defense Travel System (DTS)



**Purpose** : the DTS is a streamlined travel process designed to meet operational requirements, improve customer service, and reduce cost to the Department of Defense.

**Reference** : DoD FMR Volume 5, Chapter 33, Army Business Rules for DTS

## **Procedure**

**ORDER** : Create Order by traveler w/supporting document → Review and Fund citation by LTDA → Sign on order by traveler → Review by ROs → Approve by AO.

**VOUCHER**: Create Voucher by traveler w/uploading all receipts → Review by ROs → Approve by AO

## **ROLE OF Lead Defense Travel Administrator: (768-7858)**

- Day-to-day DTS operations at the activity.
- Provides customer support regarding system operation, procedures, etc.; sets permission levels for travel technicians
- Coordinates any system issues, including upgrades and system discrepancy reports
- Input Lines of Accounting (LOA) for all organizations and load the budgets by working closely with Directorate or Financial Management personnel.