



## Information Paper:

# January 2018 DTS Update Look-Ahead

### Summary

In January 2018, the DTS home page and reservations screens are undergoing major changes to incorporate a more modern look and improved navigation, data entry, and option selection tools. Additionally, the privacy page and document list screens will receive cosmetic updates. The schedule for rolling out the changes is as follows:

- **January 19:** All changes except the new home page were implemented in EWTS for everyone.
- **January 23:**
  - All users will see the new home page in EWTS.
  - All users will see the home page and cosmetically changed screens in DTS.
  - Some organizations (you'll be notified if you are part of this group) will see the reservations screens changes in DTS.
- **February 02:** The reservations screens changes will be available to all personnel who use DTS to create their travel orders.

**Note:** Personnel whose organizations use the DTS Import/Export module, meaning their travel orders are created by an order-writing system (e.g., AROWS, NROWS), will continue to use the legacy itinerary, reservations, and expense screens in DTS until further notice.

This information paper walks you through the new look from beginning to end, by following the steps to create a new authorization. In doing so, it points out in broad terms what is changing and what will remain the same.

To get started, you still access DTS at the old familiar URL: [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil).

### New DTS Home Screen

When DTS opens, you'll immediately notice a redesigned DTS Home screen (Figure 1). Beyond the cosmetic changes to the color scheme and imagery, more information is directly accessible from the Home screen. Roughly from top to bottom, it contains:

1. **DTS** and **ETWS** status icons (indicator #1) let you know when the systems are operational. When a yellow or red icon appears, select it to see specific system statuses (as seen on Figure 1).
2. **Travel alerts** (indicator #2) provide immediate information about current critical travel situations.
3. **Sign Up** (self-registration) and **Log In** buttons (indicator #3) launch DTS.



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4. **A step-by-step travel process summary** (indicator #4) is especially useful if you're new to DoD official travel.
5. **DoD Travel News** and **DTS Notices** (indicator #5) open travel information that – while important – is less urgent than the travel alerts, as well as information about DTS.
6. **Icon Buttons** (indicator #6) give you fast access to A) DTS training, B) a chat session with a Travel Assistance Center (DoD travel Help Desk) analyst, C) information about TSA's Precheck program, and D) the Joint Travel Regulations.
7. **Links** (indicator #1) lead to additional assistance and travel-related services.



The screenshot shows the DTS Home Screen with the following elements and callouts:

- 1:** System Status: DTS and EWTS dropdown menus in the top right corner.
- 2:** The main header area containing the "Defense Travel System" title and a navigation bar.
- 3:** The "Sign Up" and "Log In" buttons in the "YOUR TRAVEL & EXPENSE" section.
- 4:** The "How It Works" section, which is a five-step process flow:
  - BOOK YOUR TRAVEL
  - RECEIVE APPROVALS
  - KEEP AN UP TO DATE RECORD
  - INPUT FINAL TRAVEL EXPENSES
  - GET REIMBURSED
- 5:** The "DoD Travel News" and "DTS Notices" sections, which list recent updates and announcements.
- 6:** The "DTS Training on TraX" tile, which provides links to training resources.
- 7:** The "Live Chat" tile, which offers instant messaging support.

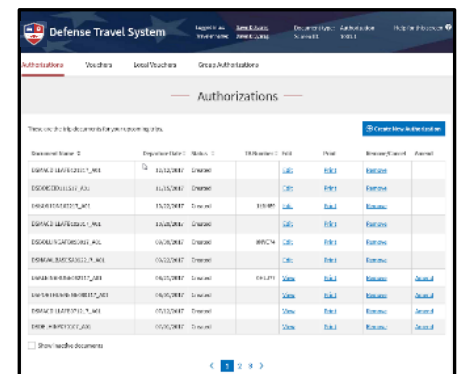
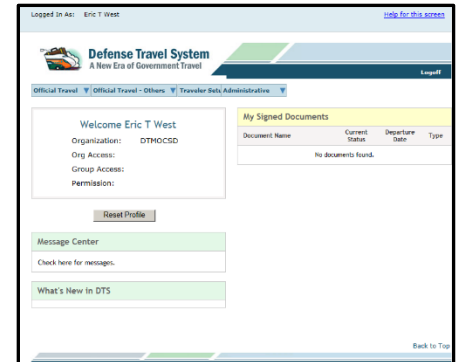
Figure 1: DTS Home Screen



## Familiar Document & Itinerary Creation Screens

When you log onto the updated DTS, here's what you'll see:

- The **DTS Welcome screen** (image on right) and most of the screens accessed directly from its top navigation bar (e.g., the Routing List screen, the Rate Lookup Menu screen) look and function the same way they do today. The only exceptions are listed below.
- The **Authorizations** (image on right), **Vouchers**, **Local Vouchers**, and **Group Authorizations** screens that you reach through **Official Travel** and **Official Travel – Others** options the same functionality, although their color scheme and general look and feel have been updated.
- When you select **Create New Authorization**, a new drop-down menu (center image in Figure 2) lets you choose between the new or legacy itinerary-creation paths:
  - If you select the **“Routine TDY”** path (selectable on any trip unless you need to use a Special Circumstances Travel trip type), you can use the newer, faster itinerary creation screen (right image in Figure 2). You'll be familiar with the tools on this screen, though it has been slightly updated with the new color scheme and a slight rearrangement of fields.
  - If you select the **“Special Circumstances”** path (selectable on any trip), you can use the legacy itinerary creation screens (left image in Figure 2).





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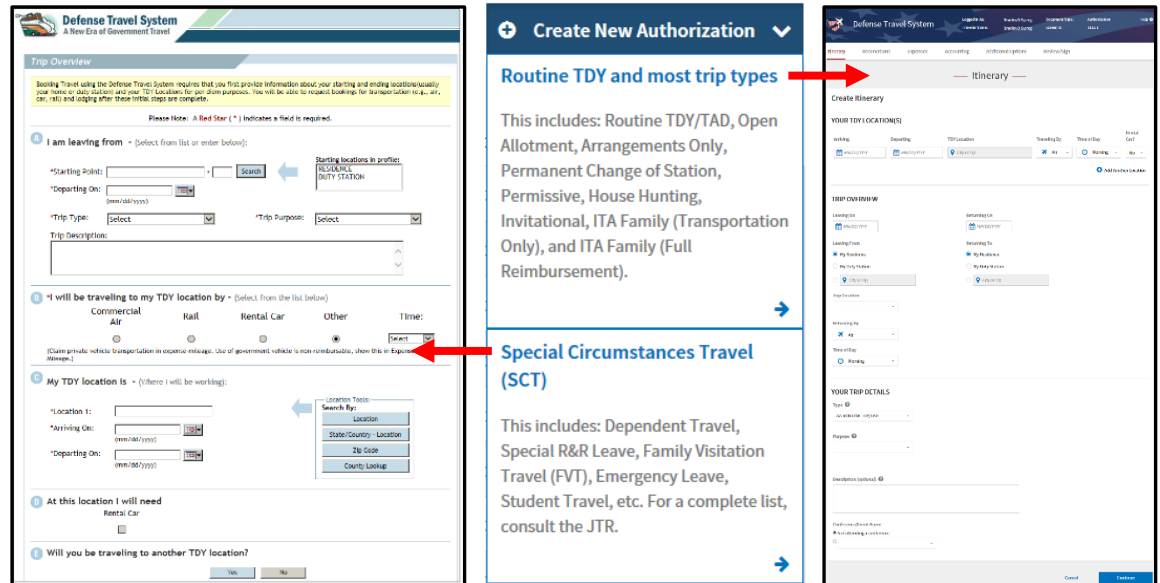


Figure 2: Itinerary Creation Decision Screen

### New Reservations Module

The first thing you'll notice in the DTS **Travel** module – which has been renamed the **Reservations** module on the revamped screens (see Figure 3) is that the screen is divided into two areas. On the left (indicator #1) is a narrow progress bar. For more information on the progress bar, see the [New Reservations Module – Progress Bar](#) section of this information paper. The right side is the working area (indicator #2), which takes up most of the screen space. The working area content changes depending on what part of your reservation you're currently working on. The bulk of this information paper is dedicated to the various tools that may appear in the right column.



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Defense Travel System

Logged In As: Oscar C Depp  
Traveler Name: Oscar C Depp  
Document Type: Authorization  
Screen ID: 0000.0  
Help

1 Reservations Expenses Accounting 2 Additional Options Review/Sign

COLLAPSE

DOC INFO

Doc Name: ODCHARLESTONS020118\_A01  
Traveler: Oscar Depp

ITINERARY

Create Itinerary

TRANSPORTATION TO TDY

TSA Info

Flight: IAD - CHS  
Flight: CHS - IAD

RESERVATIONS: CHARLESTON, SC

Rental Car

Lodging

REVIEW

Review Reservations

EXPENSES

Trip Costs

Per Diem

Accounting

TRIP FINALIZATION

Final Review

Other Auths

Pre Trip Audit

Sign and Submit

### Enter Your TSA Info for This Trip

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the [TSA's website](#)

First Name \* Oscar  
Last Name \* Depp  
Middle Initial C

Gender \*  
 Male  Female

Date of Birth \*  
12/13/1966

Known Traveler Number \*  
Redress Number \*

Save this TSA information to my profile

< Back Continue to Booking >

Figure 3: New Reservations Module Layout



## New Reservations Module –

The progress bar (Figure 4) shows what you have done, what you are currently working on, and what you still have to do to complete your authorization. Each section of the progress is independently collapsible.

In the example in Figure 4, you have only expanded the **Transportation to TDY** section, which shows that:

- You have finished entering your TSA information, as indicated by the **green** circle with a checkmark.
- You are currently booking your first flight reservation – a flight from Los Angeles to Miami, as indicated by the **red** icon.
- You still have to book your flights from Miami to Colorado Springs, and from Colorado Springs back to Los Angeles, as indicated by the **gray** icons.

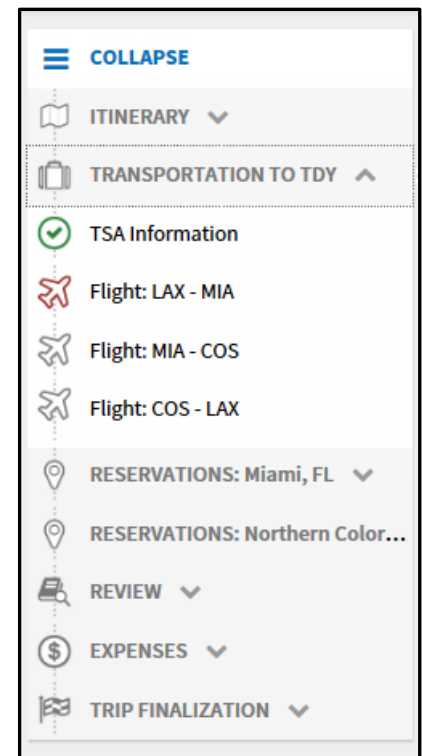


Figure 4: Progress Bar

Items on the progress bar are ordered, from top to bottom, as follows:

1. TSA information (only displays if you are flying)
2. En route transportation (e.g., flights, trains, rental cars)
  - Transportation to, from, and between official locations
3. Reservations at each TDY location (rental cars, lodging)
  - Includes “in-and-around” transportation
4. Reimbursable expenses and travel allowances
5. Accounting information (LOAs, advances, SPPs)
6. Other authorizations and justifications
7. Digital signature



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And in case you wondered, the navigation bars that you use to access the DTS modules do look different on the new screens, although the options on them remain the same. You'll find an example of the new navigation bar look in the [Familiar Modules](#) section of this information paper.

**New  
Reservations  
Module –  
TSA  
Information**

When you begin the process for selecting flight reservations, the first screen that appears is the Transportation Security Administration (TSA) Information screen. The tools on this screen have not changed, although the color scheme has.

If you do not need air reservations, this screen does not appear. Select **Continue to Booking** at the bottom left of the screen to begin making your air reservations.

Enter Your TSA Info for This Trip

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). For more information on TSA primary policies, visit the [TSA website](#).

First Name \* Last Name \* Middle Initial

Gender \*  
 Male  Female

Date of Birth \*

Minors  Military

Agency Transfer Number \* Welfare Number \*

Save this TSA information to my profile

**New  
Reservations  
Module – Air**

The major change for air reservations is that the tabs have been replaced by listing flights in just two categories – **GSA Contract Rates** appear before **Other Rates**. Each category is arranged by default from least to most expensive within each (see Figure 5).

Selecting an air reservation is a three-step process. The first step is to select your flight (indicator #1) or request Travel Management Company (TMC) assistance (indicator #2).





← Trip Summary Skip this flight booking →

### Flight Step 1 of 3: Select a Flight

DEPARTING FROM	ARRIVING AT	DEPARTING ON	
IAD - Washington Dul	CHS - Charleston	02/01/2018 Morning	<a href="#">Search</a>

IAD - Washington Dulles International Apt → CHS - Charleston

Sort by [Cost \(Lowest\)](#)

<a href="#">United Airlines</a>	IAD 8:15 AM → CHS 10:03 AM Non-Stop TOTAL DURATION 1h 48m	GSA Contract Rate w/ Limited Availability <a href="#">Fare Rules</a>	TOTAL COST <b>\$217.20</b> includes taxes and fees <a href="#">Select Flight &gt;</a>
<a href="#">United Airlines</a>	IAD 6:00 AM → CHS 11:18 AM 1 Stop TOTAL DURATION 5h 18m	GSA Contract Rate <a href="#">Fare Rules</a>	TOTAL COST <b>\$428.80</b> includes taxes and fees <a href="#">Select Flight &gt;</a>

None of those options work? Try these:

Alternative Options

NOTE: These flights should only be selected when GSA rates are not available or do not meet your travel needs. You'll be required to justify any of these flight selections to your Approval Officer.

Sort by [Cost \(Lowest\)](#)

<a href="#">American Airlines</a>	IAD 7:04 AM → CHS 10:29 AM 1 Stop TOTAL DURATION 3h 25m	Other Gov't Rate <a href="#">Fare Rules</a>	TOTAL COST <b>\$224.30</b> includes taxes and fees <a href="#">Select Flight &gt;</a>
<a href="#">American Airlines</a>	IAD 5:20 AM → CHS 8:51 AM 1 Stop TOTAL DURATION 3h 31m	Other Gov't Rate <a href="#">Fare Rules</a>	TOTAL COST <b>\$224.30</b> includes taxes and fees <a href="#">Select Flight &gt;</a>
<a href="#">American Airlines</a>	IAD 11:55 AM → CHS 6:19 PM 1 Stop TOTAL DURATION 6h 24m	Other Rate <a href="#">Fare Rules</a>	TOTAL COST <b>\$1124.80</b> includes taxes and fees <a href="#">Select Flight &gt;</a>

[Request TMC Assistance](#)

Figure 5: Flight Step 1 of 3



Step 2 (Figure 6) is to request a seat or seat type. This tool should be familiar to you, although the graphics have been updated.

**Note:** As before, booking a seat through DTS guarantees you a seat on a flight; however, the airline may not assign you the seat or seat type you requested.

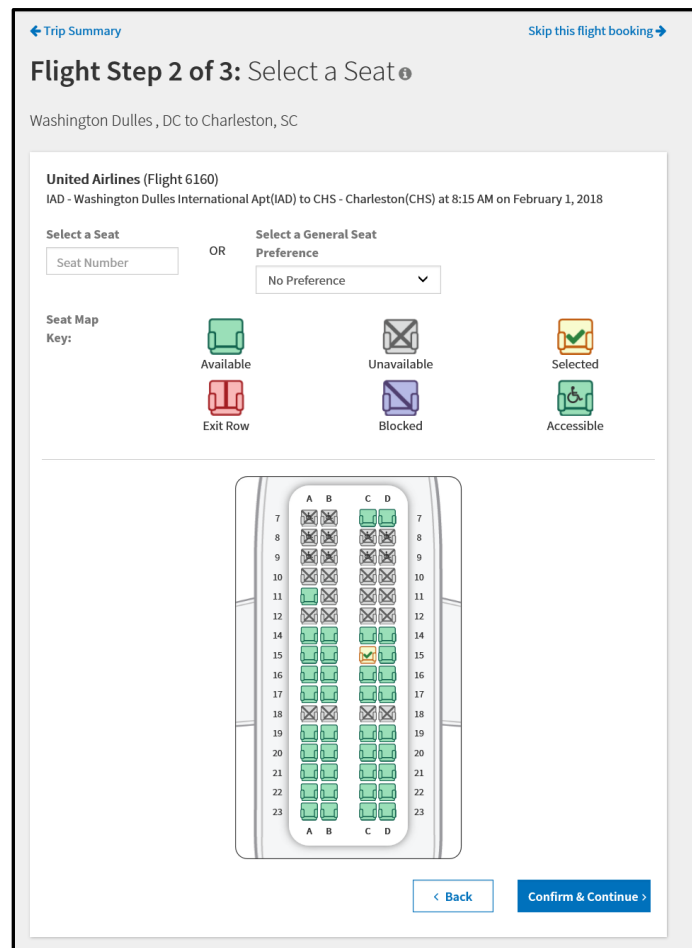


Figure 6: Flight Step 2 of 3



Step 3 (Figure 7) is to review your choice and book it (indicator #1). On this screen, you may also make special accommodation requests (indicator #2), enter or modify your rewards program information (indicator #3), which will prepopulate if saved in your DTS profile, and change your payment type, say if you're paying with a CBA (indicator #4).

← Trip Summary Skip this flight booking →

### Flight Step 3 of 3: Confirm Your Flight

IAD to CHS

Thursday, February 1, 2018 Non-Stop  
1h 48m total

IAD - Washington → CHS - Charleston  
Dulles International International Apt

[Fare Rules](#)

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**United Airlines** 8:15 AM → 10:03 AM DURATION  
1h 48m  
Flight 6160 ⓘ IAD - Washington Dulles CHS - Charleston  
International Apt

Seat 15A [Special Requests](#)

Frequent Flyer Number

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#### PAYMENT SUMMARY

Method of Payment

**TOTAL COST**  
**\$217.20**  
includes taxes and fees

Figure 7: Flight Step 3 of 3

## New Reservations Module – Rental Car or Train

Reserving a rental car or train follow very similar 2-step processes, the primary difference being that train requests, as always, go to the TMC for booking, while rental car reservations are automatically booked.

Step 1 (Figure 8) is similar to Flight Step 1. Look through the list of available options and select the car or train of your choice (indicator #1). For rental cars, you can also use the tools under “Advanced Options” (indicator #2) to indicate if this is a one-way rental and/or a rental car to, from, or between TDY locations (aka, an en-route rental car).



← Trip Summary Skip this rental car booking →

### Rental Car Step 1 of 2: Select a Rental Car

PICK-UP LOCATION: CHS - Charleston, SC (USA) **2**

PICK-UP: 02/01/2018 10:00 AM

DROP-OFF: 02/09/2018 09:30 AM

Advanced Options Search

CHS - Charleston, SC (USA) Sort by: Cost (Lowest)

Company	PICK-UP	DROP-OFF	ESTIMATED COST
THRIFTY	10:00 AM - On airport (CHS)	09:30 AM - On airport (CHS)	\$278.22
AVIS	10:00 AM - On airport (CHS)	09:30 AM - On airport (CHS)	\$353.65
BUDGET	10:00 AM - On airport (CHS)	09:30 AM - On airport (CHS)	\$361.88
HERTZ	10:00 AM - On airport (CHS)	09:30 AM - On airport (CHS)	\$372.74

Request TMC Assistance

Figure 8: Rental Car Step 1 of 2

In Step 2 (Figure 9), you can provide optional information for rewards programs (indicator #1), special requests (indicator #2), and an alternate payment method (indicator #3), then confirm your choice (indicator #4).



← Trip Summary Skip this rental car booking →

### Rental Car Step 2 of 2: Confirm Your Rental Car

Thursday, February 1, 2018 - Friday, February 9, 2018 8 days total  
CHS - Charleston, SC (USA)

**THRIFTY**

**PICK-UP**  
Thursday, February 1, 2018 at 10:00 AM  
On airport  
CHS - Charleston, SC (USA)

**DROP-OFF**  
Friday, February 9, 2018 at 09:30 AM  
On airport  
CHS - Charleston, SC (USA)

Frequent Renter Number: Select **1**  
Frequent Flyer Number: Select **1**

Compact  
Unlimited Miles  
A/C  
Automatic  
Government Rate  
DoD Rental Policy

**SPECIAL REQUESTS** **2**

**PAYMENT SUMMARY** **3**

Method of Payment: GTCC

Est. Cost Per Day: \$34.78  
Est. Total Cost: \$278.22 (includes taxes and fees) **4**

< Back Book Car >

Figure 9: Rental Car Step 2 of 2

## New Reservations Module – Lodging

The lodging screen, like the airfare screen, has also been modified to remove the tabs. Instead, you'll see a single listing of lodging types. Options include:

1. DoD Lodging
2. Government Privatized Lodging
3. DoD Preferred Commercial Lodging
4. Alternative Options (i.e., all other commercial lodging options)



Depending on who you are and where you're going, the JTR may direct you to use a particular lodging type. DTS automatically displays your directed lodging type, plus available lodging types that the JTR allows you to use without limiting your lodging reimbursement. For example, you are TDY to an Integrated Lodging Program Pilot metro area. The JTR directs you to use DoD Preferred commercial lodging, but also allows you to use DoD or Government Privatized lodging without limiting your lodging reimbursement, so DTS also displays those lodging types if it finds available rooms.

If a directed lodging type has no availability, DTS lets you know and offers other options.

Reserving lodging is a three-step process. Step 1 (Figure 10) is to select a lodging provider. In the example, DTS found available Government Privatized Lodging (indicator #1), but you can select **Get More Options** (indicator #2) to decline to use that directed lodging type and display commercial lodging, though you may receive a limited lodging reimbursement if you do. When you're ready, select a hotel (indicator #4).

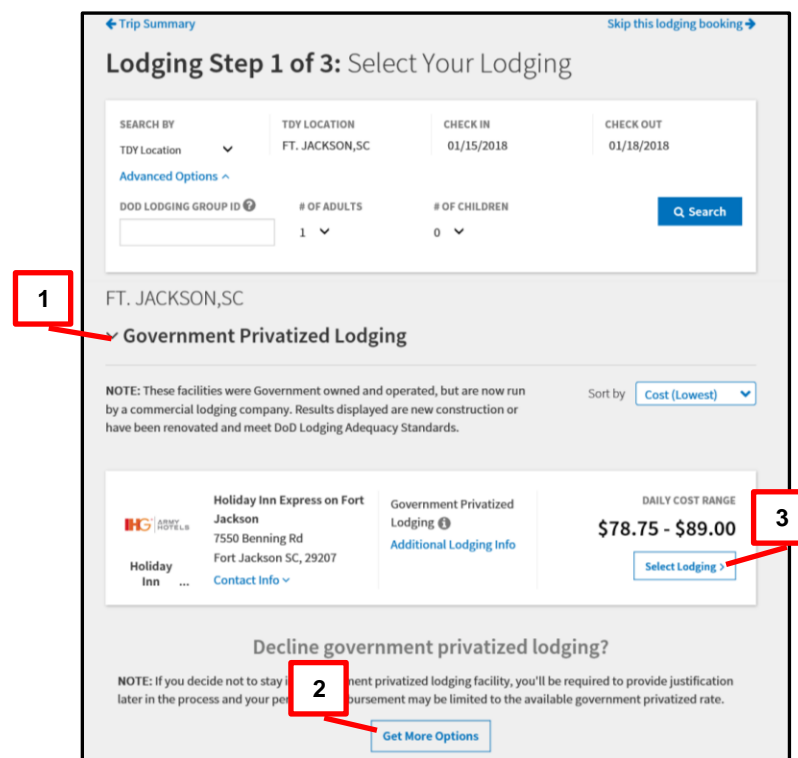


Figure 10: Lodging Step 1 of 3




Step 2 (Figure 11) is to select a room and rate (indicator #1).

← Trip Summary Skip this lodging booking →

### Lodging Step 2 of 3: Select a Room

CHARLESTON, SC



**Best Western Sweetgrass Inn**  
1540 Savannah Hwy




[Additional Lodging Info](#)  
FEMA Approved

For check-in/check-out times, click "Additional Lodging Info" or visit the website.

Phone: (843)571-6100    Fax: (843)766-6261    Toll-free: (800)528-1234    Website: [Hotel Website](#)

#### Room Options (Allowed Amount: \$129.00)

▼ Government Rates

2 Double Beds  <a href="#">Additional Room Info</a>	✕ Breakfast	Daily Cost <b>\$80.99</b> <a href="#">Select Room &gt;</a>
2 Queen Beds  <a href="#">Additional Room Info</a>	✕ Breakfast	Daily Cost <b>\$89.99</b> <a href="#">Select Room &gt;</a>
1 King Bed  <a href="#">Additional Room Info</a>	✕ Breakfast    ♿ Accessible	Daily Cost <b>\$89.99</b> <a href="#">Select Room &gt;</a>

[< Back](#)

1

Figure 11: Lodging Step 2 of 3



Step 3 (Figure 12) is the confirmation screen, with the usual options to enter rewards programs (indicator #1), special requests (indicator #2), and payment methods (indicator #3) before you book (indicator #4).

**Lodging Step 3 of 3: Confirm Your Lodging**

CHARLESTON, SC

Thursday February 01, 2018 - Friday February 09, 2018 8 nights total  
CHARLESTON, SC [Additional Lodging Info](#)  
FEMA Approved

**Best Western Sweetgrass Inn**  
1540 Savannah Hwy  
Charleston, SC 29407  
[Contact Us](#)

Check-in: Thu. 02/01/2018  
Check-Out: Fri. 02/09/2018

**1** Frequent Guest Number  **1** Frequent Flyer Number

Room Type: 2 Double Beds  Breakfast [Additional Room Info](#)

**DISCLAIMER**

Travelers must adhere to their agency's policy on the use of travel management services when considering booking online airline, hotel, and rental car reservations, including requesting special services and other travel services from the website.  
Please be advised that any travel changes required to your travel authorization must be made through DTS.

**2** [SPECIAL REQUESTS](#)

**3** **PAYMENT SUMMARY**

Method of Payment \*  Daily Cost: \$80.99  
Est. Total Cost: **\$647.92** (includes taxes and fees)

**4** [Book Lodging >](#)

Figure 12: Lodging Step 3 of 3





## New Reservations Module – Review

The last screen in the **Reservations** module is the Review Reservation Selections screen (Figure 13), where all your reservations are listed in one place. Here, you can add new reservations (indicator #1), book reservations you skipped earlier (indicator #2), remove existing reservations (indicator #3). The key difference is that the new layout is listed in date order (indicator #4), rather than by reservation type. This format makes it easier to visualize your entire trip, on the basis of your reservations.

The screenshot displays the 'Review Reservation Selections' interface. The top section shows 'Trip Details' for 'ODCHARLESTONS020118\_A01', including trip type, description, dates, and confirmation ID. A red box labeled '1' highlights the 'Add to Trip' button. Below this, a date filter for 'February 01, 2018' is shown, with a red box labeled '4' next to it. The main reservation list shows a 'FLIGHT to Charleston' on Thursday, February 01, 2018, with a 'Booked!' status. A red box labeled '3' points to a 'Cancel Flight' link at the bottom of the reservation details. The right side of the screen shows a summary of trip costs for July 2017, with a red box labeled '2' highlighting the 'Book' button for a 'RENTAL CAR' reservation. The summary table shows an estimated trip cost of \$2,038.93.

Month	Estimated Trip Cost
July 2, 2017	\$2,038.93
July 9, 2017	-
July 15, 2017	-
<b>Total</b>	<b>\$2,038.93</b>

Figure 13: Review Reservation Selections Screen (Top & Bottom – Note: Different Documents)



### Familiar Modules

The rest of the DTS modules remain more or less the same. Although this information paper does not show all screens in every module, the selections below should suffice to give you the general flavor.

- The **Expenses** module contains:
  - a. The My Expenses screen (image on right), which incorporates the brand new color scheme and updated navigation bars (Figure 14).

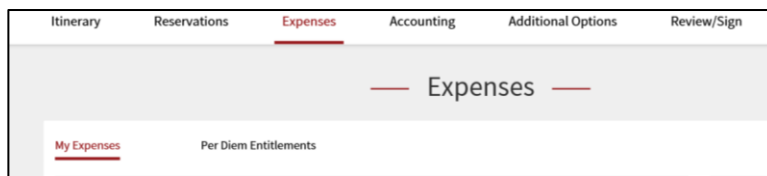
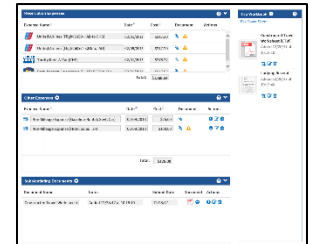
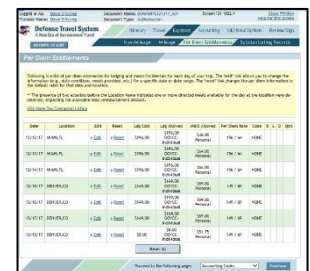


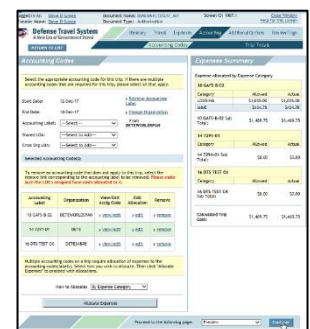
Figure 14: New Navigation and Subnavigation Bars



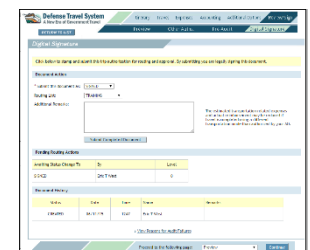
- b. The DTS Per Diem Entitlement screen (image on right), which remains the same, in original DTS colors.



- The DTS **Accounting** module (on the right), which also retains its familiar look and feel – and functionality.



- As does the **DTS Review/Sign** module, seen here on the right.





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## Final Words

We understand this is a lot to take in, but allow us to add a few additional comments:

1. This information paper makes no attempt to talk about the many pop-up confirmations, warnings, and information that DTS provides as you make reservations. Trust us, you'll see them, but they're self-explanatory.
2. Keep your eyes peeled for more information. We'll be releasing much more look-ahead information prior to the release.
3. As you can probably guess, the scope of this change means we'll have to update most of our training inventory. We'll be updating all pertinent data just as soon as we can.