

CHANGING PREFERENCES FOR DTS ORDERS



✔ Browser compatibility check complete. Your browser meets DTS requirements. [Compatibility Details](#) ✕

Distance Calculator

Routing Chain Lookup

Cross-Org Document Lookup

DTA Maintenance Tool

News and Notices

Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

[+ Create New Document](#)

2 Authorizations

0 Vouchers

0 Local Vouchers

2 Authorizations

Sort by Departure Date (Latest) ▼ Show inactive documents

HKFTLEONARDI Created Options
Departing on 10/08/2019 Edit




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Distance Calculator


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DTA Maintenance Tool


News & Notices

Last sign on:
Wed Sep 25, 2019 at 04:13 PM

Organization:
Organization Access:
Group Access:
Permissions:

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My Travel Documents

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2 Authorizations

2 Authorizations

User Profile ✕

 < Personal Information

User Profile ^

Personal Information

Addresses

Passport Information

Emergency Contact

Service or Agency Info

Duty Station

Form Printing Preferences

Accounting ^

Accounting Information

EFT and Credit Card Accounts

Travel Preferences ^

Name

First Name*

Last Name*

Middle Initial

Personal

Gender* Male Female

SSN

Contact

Home Phone*


Email Address*

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save



User Profile

 < Form Printing Preferences

Authorizations

Review and update form printing preferences for authorizations and group authorizations.

Display full SSN?
 No Yes

Print itinerary information for reservations?
 No Yes

Authorizations Preferences

Default

Default
Prints all the travel data in a comprehensive, easy-to-read format

Govt+Form
Prints the document information and government travel form on plain paper. The type of government travel forms printed vary from agency to agency preferences for vouchers.

Cash Advance Preferences

Default

Display full SSN?
 No Yes

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

- Select and save

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2 Authorizations

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0 Local Vouchers

0 Group Authorizations

2 Authorizations

Sort by ▾

Show inactive documents

HKFTLEONAR

Departing on 10/08/2019

Created

Options ⋮

Edit

HKCAMP

Departing on 01/09/2019 | TA Number:

Archive Img Sub

Options ⋮

View

Show ▾ entries

1



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Lookup](#)[DTA Maintenance
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My Travel Documents

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[+ Create New Document](#)

2 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

2 Authorizations

Sort by

Departure Date (Latest) ▾

Show inactive documents

HKFTLEONAR

Departing on 10/08/2019

Created

Options ▾

Edit

HKCAMPLEJ

Departing on 01/09/2019 | TA Number

Archive Img Sub

Options ▾

 Print Authorization

 Manage Adjustments

Show 10 ▾ entries

1

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09/25/19 TRAVEL AUTHORIZATION | DOC NO:
PAGE 1 ** Read Privacy Act On Last Page ** | AUTH NO

=====

1) NAME: SSN:
ADDR: : 3 PHONE: 0000000000
MAIL CD:
Fort Leonard W 65473 ORG: USMC DET
TITLE: E
DUTY: Fort Leonard Wood TZ: CST SEC CLR:
RES: Fort Leonard Wood,MO CARD: NO ADVANCE
HOURS: 24.0
Tech Statu NO Air Crew S NO

=====

2) AUTH NO: DATE: 11/26/18
TYPE: Temporary Duty Travel (Routine)

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3) TRAVEL PURPOSE: TRAINING ATTENDANCE

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4) GENERAL ITINERARY

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	PER DIEM RATE
01/09/19		D Fort Leonard wood,MO	
01/09/19		A-CAMP LEJEUNE USMCB,NC	\$94.00/\$55.00
03/08/19		D-CAMP LEJEUNE USMCB,NC	
03/08/19		A Fort Leonard wood,MO	

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5) OTHER AUTHORIZATIONS	6)	EST COST	ADV AMT
PER DIEM LOCATION FOOTNOTES(1)	COM. CARR.-I	\$689.68	\$551.74