

Dependent Authorization Walkthrough for all 1AF and 601/101 Personnel



Guarding America - Defending Freedom





U.S. AIR FORCE

Dependent Authorization Walkthrough

- Use the following slides to create a dependent voucher in DTS when necessary for dependent travel
- Follow specific guidance sent out for the type of travel that is being performed for items required to be included for submission.



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Entitlements at a Glance

- Date evacuation ordered = Date entitlement starts
- No order evacuation = No entitlements
- Entitlements only authorized for the specified time of the evacuation order
- Mileage reimbursement authorized “to and from” safe haven location
- Meals and incidental rates are reduced after 30 days
- Tolls are reimbursable if the evacuee takes the most direct route
- GTC is not authorized to protect or prepare home or personal property
- GTC cannot be incurred prior to evacuation order being issued
- Locality rates apply to designated evacuation areas
- Receipts are required for lodging and any charges \$75 or more
- No lodging reimbursement for staying with friends and relatives
- Departure and return day per diem is paid at 75%



SAVE HAVEN / EVAC FAQ

If you are directed to relocate to a local or remote Safe Haven, ensure both you and your family members understand the policies

- ❑ **How many cars/privately owned conveyance (POC) will I be reimbursed for?** Only one vehicle per legal driver from evacuated residence to Safe Haven locations are reimbursable.
- ❑ **Who is eligible for mileage reimbursement?** Reimbursement for POV use is to the operator. No reimbursement is allowed for passengers.
- ❑ **What is the maximum hotel rate I may receive?** The lodging rate of the Safe Haven location is used to determine lodging reimbursement. **Member/employee and each dependent age 12 and older is authorized 100%; age 12 and under is 50%.** Rates are reduced after 30 consecutive days at the Safe Haven locations.
- ❑ **Can the Hotel Charge Taxes?** The hotel may charge taxes, regardless of any 'tax exempt' status Government Travel Charge Card (GTCC) use may provide in certain states. It is the traveler's responsibility to request tax exemption in certain states and provide the required forms. If taxes are charged, it may be claimed and reimbursed as a separate travel expense.



SAVE HAVEN / EVAC FAQ

- ❑ **How many hotel rooms are authorized?** The number of rooms required is determined by the needs of each family but reimbursement of daily lodging expenses is limited to the authorized rate described in above.
- ❑ **Will I be reimbursed for pet fees charged by a hotel?** No.
- ❑ **Will I be reimbursed for phone calls at the hotel?** No, official phone calls are not reimbursable as a separate travel expense on the travel claim.
- ❑ **If I stay with a friend or family member during the evacuation, will I still receive lodging reimbursement?** No. Only lodging with a receipt will be reimbursed. No payments will be made whether or not any lodging payment is made to a friend or relative.
- ❑ **What will my Meals & Incidental Expense (M&IE) rate per day be?** M&IE rates are based on the locality rate of the Safe Haven location. Member/employee and each dependent age 12 and older is authorized 100%; age 12 and under is 50%. Rates are reduced after 30 consecutive days at the Safe Haven location. Any travel to other than the Safe Haven location may result in limited reimbursement of M&IE at the standard CONUS rate. Any travel to other than the safe haven location will result in limited reimbursement of lodging at the standard CONUS rate for the safe haven location.
- ❑ **Are my spouse and children entitled to M&IE, mileage, hotel room, etc.? Any eligible evacuee issued an evacuation order is authorized a portion of lodging and M&IE allowance.**



SAVE HAVEN / EVAC FAQ

- ❑ **Am I required to use my GTCC or can I use my personal credit card for evacuation expenses?** The DoD policy is that the government-sponsored, travel charge card will be used to pay for all official travel expenses while on TDY/TAD.
- ❑ **What expenses may my GTCC be used for?** The GTCC may be used to pay for authorized expenses such as POV fuel, food, and lodging. **Not to be used for:** non-travel related expenses such as clothing and leisure (i.e. Disneyworld tickets, gifts, souvenirs, movies, etc...) **** You must be on official TDY orders to use your GTCC!**
- ❑ **Can my spouse or family make purchases with my GTCC?** No, only the individual to which a Government Travel Charge Card (GTCC) is issued is authorized to make purchases.
- ❑ **If my personal vehicle breaks down during the evacuation, will I be reimbursed for repairs by the government?** No. The owner/operator is responsible for adequate and proper maintenance of their POV.
- ❑ **Is a rental car authorized if I do not own a vehicle?** No. A local travel allowance of \$25/day may be authorized to assist with unexpected local transportation needs at the Safe Haven location for a family without a POV.
- ❑ **Can I get reimbursed for in and around mileage?** No, only 1 round trip to and from HOR to the Safe Haven location (within authorized distance) is reimbursed.
- ❑ **Can I get an authorization to exceed allowance?** No, any overage of daily per diem rate is an out of pocket expense to the individual.



SAVE HAVEN / EVAC FAQ

- ❑ **How long can I be on evacuation orders?** The period of evacuation orders are determined by the event and issued based on the Commanding Officer's authority but in extreme cases will not exceed 180 days
- ❑ **Who will need to file a voucher upon return?** Within five business days after completion of travel, the member/employee will submit a voucher for both, member/employee and each authorized dependent(s).
- ❑ **What receipts do I need to turn in?** JTR requires any travel claim receipts for paid itemized lodging, transportation expenses, and receipts for other authorized expenses over \$75.00.
- ❑ **Who determines the evacuation Safe Haven location?** The Installation Commander and or FLNG TAG will specify the Safe Haven location and authorized travel distance.
 - ❑ **TITLE 10 MEMBER AND TITLE 5 EMPLOYEES FALL UNDER THE 125FW EVAC/SAFE HAVEN MILEAGE GUIDANCE AND MUST BE ATLEAST 50 MILES FROM TYNDALL AFB**
 - ❑ **TITLE 32 MEMBERS FALL UNDER THE TAG MILEAGE GUIDANCE AND DO NOT HAVE A MINIMUM MILEAGE REQUIREMENT**



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Log into DTS and create authorization under member's profile

Defense Travel System

System Status: ✔ DTS

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

⚠ Economy Rental Car Company does not participate in the U.S. Government Rental Car Program. Do not make any rental car reservations with this company

Trips Awaiting Action Traveler Lookup DTA Maintenance Tool Cross-Org Document Lookup News and Notices Message Center

My Travel Documents
Your upcoming, current, and completed trip documents.

Click Here → [+ Create New Document](#)

20 Authorizations

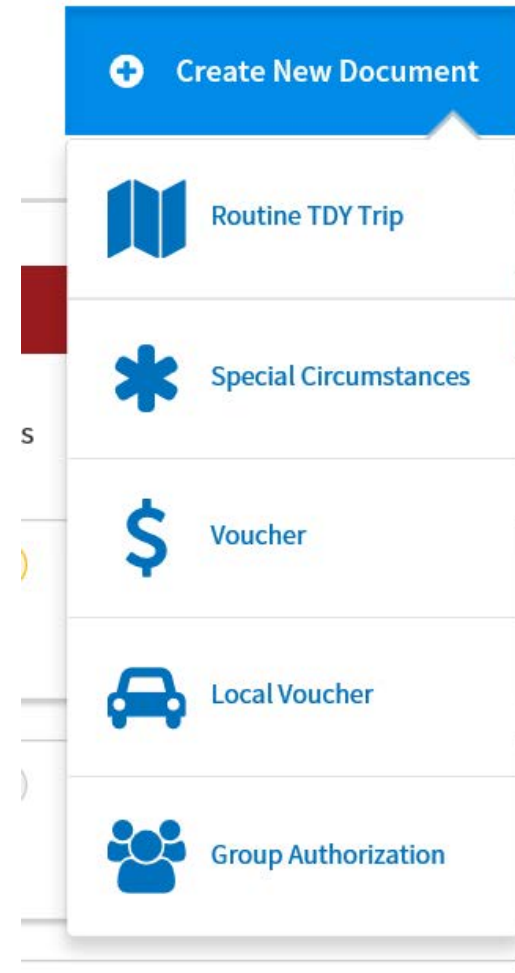
Sort by: Departure Date (Latest) ▼ Show inactive documents



Create new authorization by clicking on “Routine TDY Trip”.

Member’s are allowed to create and sign dependent authorizations and can create dependent vouchers but **CANNOT sign a dependent voucher.**

Each authorized dependent must file a separate travel claim.





Create itinerary according to authorized travel

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?	
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>	<input type="button" value="🗑️"/> <input type="button" value="⊕"/>

TRIP OVERVIEW

Leaving On

Returning On

Leaving From

My Residence

My Duty Station

Returning To

My Residence

My Duty Station



Select appropriate "Trip Duration"



Trip Duration
Multi-Day

Select appropriate travel mode



Returning By
Other

Time of Day
Morning

Select "E2- ITA Family Full Reimb" for Trip Type



YOUR TRIP DETAILS

Type
E2-ITA FAMILY FULL REIMB

Select appropriate "Purpose"



Purpose **Safe Haven** OR
EMERGENCY TRAVEL

Purpose **Yellow Ribbon**
OTHER TRAVEL

- For Safe Haven use "Emergency Travel"
- For Yellow Ribbon use "Other Travel"

Select "Add Dependents" to add dependent information




Dependents
Add Dependents



Add Dependents



All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below. 

Create New Dependent

Name*

Jane

B

Doe

Relationship

Spouse 

DOB*

01/23/1945 

Passport ID

Passport ID

Passport Exp Date

MM/DD/YYYY

TSA KTN

Known Traveler Number

TSA Redress Number

TSA Redress Number



Create



Create New Dependent

Name*

Relationship

DOB*

Passport ID

Passport Exp Date

TSA KTN

TSA Redress Number

Create

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress#	Actions
<input type="radio"/>	Doe, Jane B.	Spouse	01/23/1945				



Ensure the dependent populates, select the radial then click SAVE

Save



YOUR TRIP DETAILS

Type ?

E2-ITA FAMILY FULL REIMB ▼

Purpose ?

EMERGENCY TRAVEL ▼

Dependents

1 Dependent Selected

Description *(optional)*

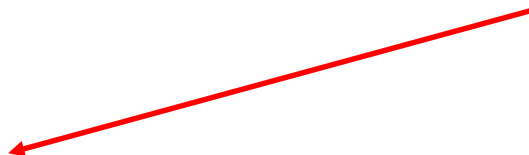
[Empty text box for description]

Conference/Event Name

Not attending a conference

[Empty dropdown menu]

Use the description box to explain the travel:
Annotate the sponsor/member duty status, reason for travel (Safe Haven/Yellow Ribbon/etc.), number of dependents traveling and how many vehicles used



Cancel

Continue >



Skip this page if: DTS Authorization is created post travel, lodging was reserved in sponsor's Authorization or if reserved outside of DTS

[← Trip Summary](#) [Skip this lodging booking →](#)

Lodging Step 1 of 3: Select Your Lodging

SEARCH BY TDY Location ▼	TDY LOCATION NASHVILLE,GA ▼	CHECK IN 10/10/2018	CHECK OUT 10/13/2018
Advanced Options ^			
DOD LODGING GROUP ID ? <input type="text"/>	# OF ADULTS 1 ▼	# OF CHILDREN 0 ▼	<input type="button" value="Search"/>

NASHVILLE,GA

Sorry, we couldn't find any hotels that matched your search criteria. Try choosing a different location or date range.



COLLAPSE

Trip Authorization Info

Doc Name:
JRNASHVILLEGA101018_A01

Traveler:

Edit Itinerary

Reservations

Lodging (NASHVILLE,GA)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Enter Estimated Travel Expenses

Trip Workbook Fax Cover Sheet Add File

Add files to your trip workbook. Items added to your Trip Workbook can be attached to an expense or substantiating document by drag and drop.

Upload ALL required documentation in your workbook here

These items must then be drug to “substantiating documents” section as referenced in the following slide

Reservation Expenses

Expense Name	Date	Cost	Document
Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.			

Required documents don't have to be loaded in the authorization but must be loaded in the voucher. They include Lodging receipts(if claiming), airfare, Certified DD 1172 for military members(Dependent verification for Title 5), AROWS orders if DSG(T32), MFR as to why you moved Evac/Safe Haven Locations, and any receipts over \$75

Total: \$0.00



Other Expenses ⓘ

Add Expense

Expense Name	Date	Cost	Document	Actions
Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).				

Total: \$0.00

Add all AUTHORIZED expense reimbursements here

Substantiating Documents ⓘ

Add Document

Document Name	Notes	Submit Date	Document	Actions
Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.				

Move attachments from "Workbook" to here

Add Substantiating Document

Select a file from your Trip Workbook or upload a new one.

Select from your Trip Workbook

Select a file from your Trip Workbook

Upload a new file

Cancel **Add & New** **Add**

< Back **Continue** >



Complete this section as necessary, only claim lodging as needed/authorized

[COLLAPSE](#)

Trip Authorization Info

Doc Name:
JRNASHVILLEGA101018_A01

JASON ROBshaw

[Edit Itinerary](#)

Reservations

[Lodging \(NASHVILLE,GA\)](#)

[Review Reservations](#)

Finances

[Expenses](#)

[Per Diem](#)

[Accounting](#)

Review

[Review Profile](#)

[Review Authorization](#)

[Other Auths and Pre-Audits](#)

[Sign and Submit](#)

Review per diem amounts

[Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days [Expand all](#) [Collapse all](#)

TDY: NASHVILLE, GA (4 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 10/10/2018 First Day	\$94.00	\$94.00	\$41.25
> 10/11/2018 - 10/12/2018	\$94.00	\$94.00	\$55.00
> 10/13/2018 Last Day	\$0.00	\$0.00	\$41.25

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$282.00	\$282.00	\$192.50

[< Back](#) [Continue >](#)

Press to edit lodging/per diem



Use directed line of accounting (LOA)

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

[+ Add LOA](#)

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary	
Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$474.50
Total Expenses	\$474.50

Disbursement Summary	
Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost		
	Allowed	Actual
	\$474.50	\$474.50

[< Back](#) [Continue >](#)

Add LOA. Select from "Cross Org" listing and choose 19 1AF SAFEHVN



Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	TRAVEL IS FOR A FAMILY MEMBER	TRAVEL IS FOR A FAMILY MEMBER. Transportation, per diem, and other reimbursable expenses are authorized because the individual (Jane Doe)'s travel is mission essential and there is a benefit for DOD beyond fulfilling a representational role. Note: In accordance with the JTR/JFTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval. <input type="text"/>	

Save and Proceed to Pre-Audits

Annotate trip purpose (ie Safe Haven) and list names of all authorized dependents who are filing a travel claim.



Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ LODGING NOT USED	→ NASHVILLE,GA: No lodging reservations exist from 10/10/2018 to 10/13/2018.	Reason Codes <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>



Select appropriate reason code and type in justification for each audit flag. If an flag appears for overlapping days for other dependents, please type "Voucher for additional dependent".



U.S. AIR FORCE



Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: SIGNED ▾

Select SEADS

Routing List: 125 FW ▾

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

You can sign the authorization, but DO NOT SIGN the voucher. Vouchers have to be signed by the finance office. All vouchers signed by members will be returned.

Verify that you are using the SEADS routing list