

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



Guarding America - Defending Freedom



Member Authorization Walkthrough

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

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/private 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

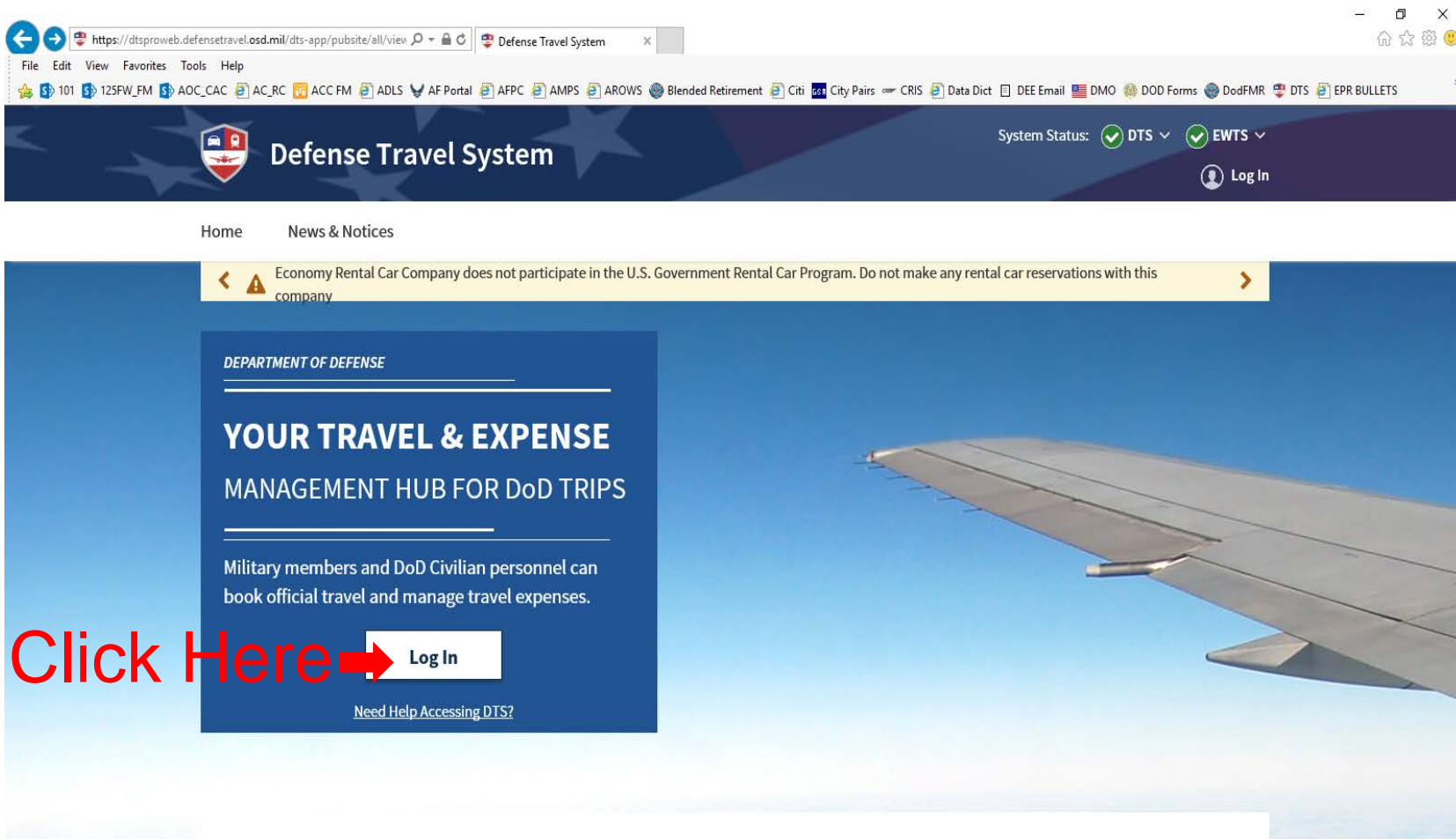
- ☐ **Am I required to use my GTCC or can I use my personal credit card for evacuation expenses?** The DoD policy is that the government-sponsored, travel charge card will be used to pay for all official travel expenses while on TDY/TAD.
- ☐ **What expenses may my GTCC be used for?** The GTCC may be 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**

Log In on the DTS homepage



The screenshot shows the Defense Travel System (DTS) homepage. At the top, there is a navigation bar with the U.S. Air Force logo and the text "U.S. AIR FORCE". Below this is a header section with the "Defense Travel System" logo and a "Log In" button. The main content area features a large blue box with the text "YOUR TRAVEL & EXPENSE MANAGEMENT HUB FOR DoD TRIPS" and a "Log In" button. A red arrow points to the "Log In" button with the text "Click Here". The background of the main content area is a blue sky with a white airplane wing.

https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view

Defense Travel System

File Edit View Favorites Tools Help

101 125FW_FM AOC_CAC AC_RC ACC FM ADLS AF Portal AFPC AMPS AROWS Blended Retirement Citi City Pairs CRIS Data Dict DEE Email DMO DOD Forms DodFMR DTS EPR BULLETS

System Status: ✓ DTS ✓ EWTS

Log In

Home News & Notices

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

DEPARTMENT OF DEFENSE

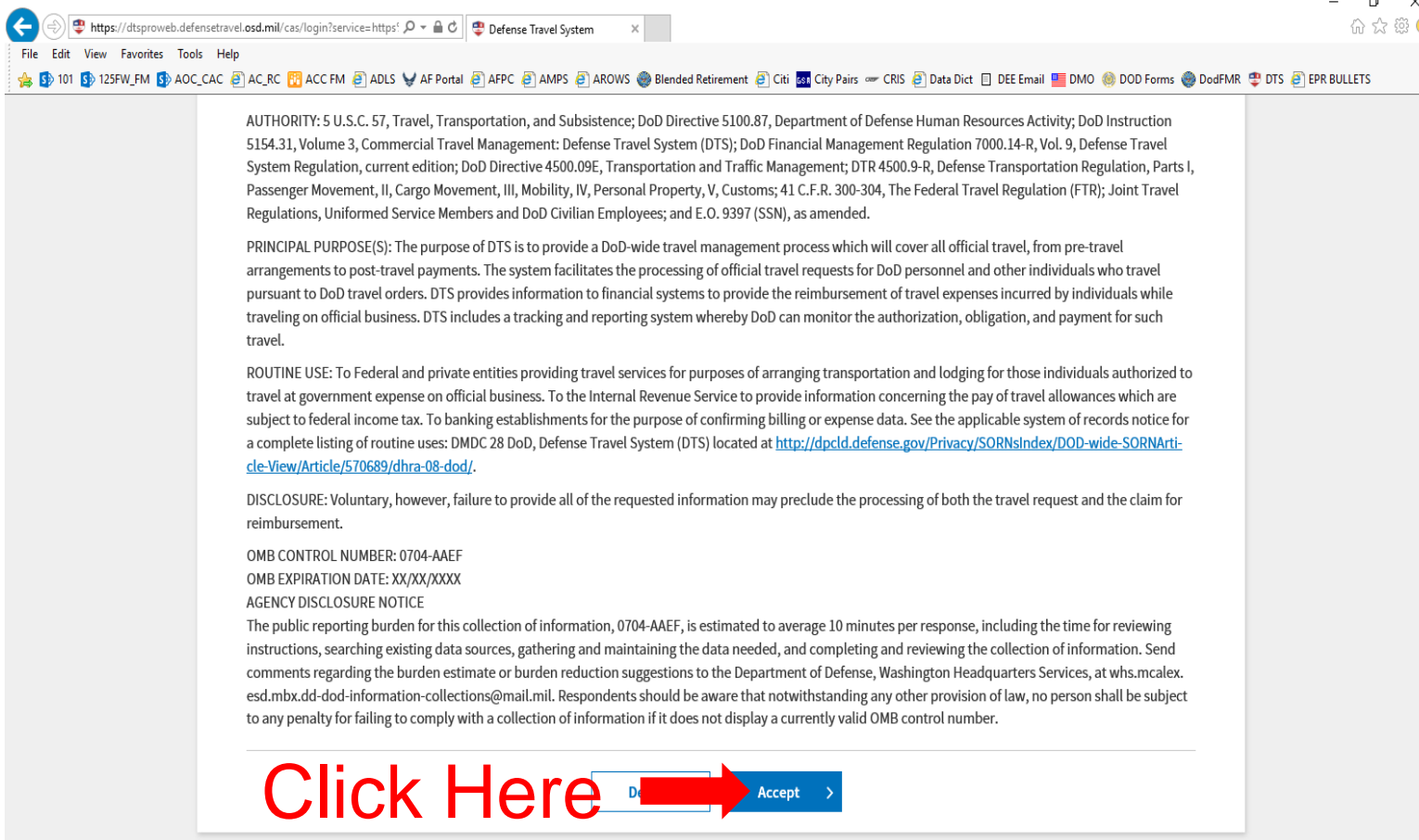
YOUR TRAVEL & EXPENSE
MANAGEMENT HUB FOR DoD TRIPS

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

Click Here → **Log In**

[Need Help Accessing DTS?](#)

Click Accept on Privacy Screen



https://dtsproweb.defensetravel.osd.mil/cas/login?service=https%3A%2F%2F... Defense Travel System

File Edit View Favorites Tools Help

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AUTHORITY: 5 U.S.C. 57, Travel, Transportation, and Subsistence; DoD Directive 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management: Defense Travel System (DTS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoD Directive 4500.09E, Transportation and Traffic Management; DTR 4500.9-R, Defense Transportation Regulation, Parts I, Passenger Movement, II, Cargo Movement, III, Mobility, IV, Personal Property, V, Customs; 41 C.F.R. 300-304, The Federal Travel Regulation (FTR); Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): The purpose of DTS is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments. The system facilitates the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides information to financial systems to provide the reimbursement of travel expenses incurred by individuals while traveling on official business. DTS includes a tracking and reporting system whereby DoD can monitor the authorization, obligation, and payment for such travel.

ROUTINE USE: To Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. To the Internal Revenue Service to provide information concerning the pay of travel allowances which are subject to federal income tax. To banking establishments for the purpose of confirming billing or expense data. See the applicable system of records notice for a complete listing of routine uses: DMDC 28 DoD, Defense Travel System (DTS) located at <http://dpcl.d.defense.gov/Privacy/SORNSIndex/DOD-wide-SORNArticle-View/Article/570689/dhra-08-dod/>.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

OMB CONTROL NUMBER: 0704-AAEF
OMB EXPIRATION DATE: XX/XX/XXXX
AGENCY DISCLOSURE NOTICE


The public reporting burden for this collection of information, 0704-AAEF, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mcalex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Click Here








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Click on Create New Document






Defense Travel System

System Status:  DTS 


  

[Home](#) [Trips !\[\]\(d89806e8e6e0394ca5db0070430fc156_img.jpg\)](#) [Travel Tools !\[\]\(ab1df1eaf5742ac69f28e63a8d8f8551_img.jpg\)](#) [News & Notices](#) [Administration !\[\]\(32efee54dd6de59e593d4222068ca676_img.jpg\)](#)


 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



20 Authorizations

20 Authorizations

Sort by

Departure Date (Latest) 

☐ Show inactive documents

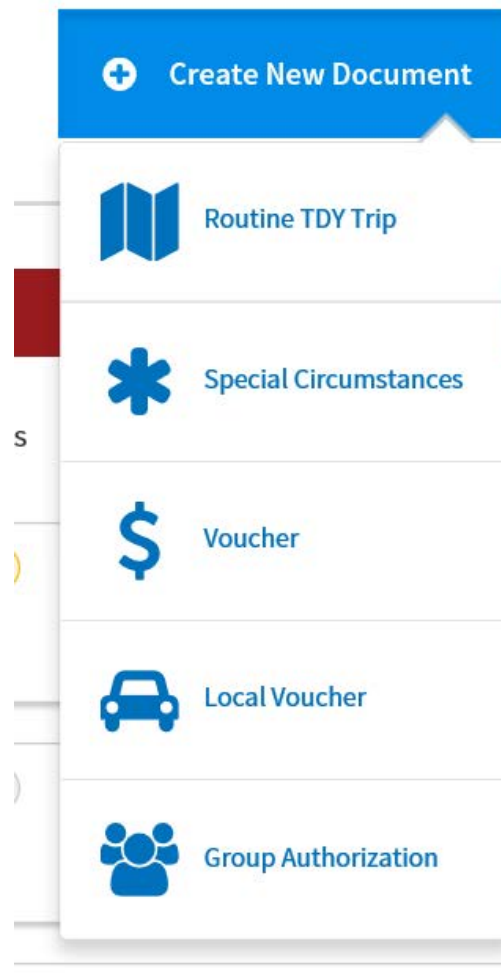
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Create new authorization by clicking on “Routine TDY Trip”.





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Create itinerary according to authorized travel

Create Itinerary

YOUR TDY LOCATION(S)

Click here to add multiple locations



Arriving

Departing

TDY Location

Traveling By

Time of Day

Rental Car?



MM/DD/YYYY



MM/DD/YYYY



City or Zip



Air ▼



Morning ▼

No ▼



TRIP OVERVIEW

Leaving On



MM/DD/YYYY

Returning On



MM/DD/YYYY

Leaving From



My Residence



My Duty Station



City or Zip

Returning To



My Residence



My Duty Station



City or Zip

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Input correct itinerary options

https://dtsproweb.defensetravel.osd.mil/dts-app/MyItinerary/shc Defense Travel System

File Edit View Favorites Tools Help

101 125FW_FM AOC_CAC AC_RC ACC_FM ADLS AF Portal AFPC AMPS AROWS Blended Retirement Citi City Pairs CRIS Data Dict DEE Email DMO DOD Forms DodFMR DTS EPR BULLETS

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

Trip Duration
Multi-Day ▾ ← Select appropriate "Trip Duration"

Returning By
Other ▾ ← Select appropriate travel mode (POV is Other)

Time of Day
Morning ▾

YOUR TRIP DETAILS

Type ⓘ
AA-ROUTINE TDY/TAD ▾ ← Select AA-Routine TDY/TAD

Purpose ⓘ
EMERGENCY TRAVEL ▾ ← Select Emergency Travel

Description (optional)
Hurricane Michael Evacuation / alternate location ← Input Hurricane Michael Evacuation / alternate duty location for description



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Skip this page if: DTS Authorization is created post travel start date, or if reserved outside of DTS

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

Lodging Step 1 of 3: Select Your Lodging

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

NASHVILLE,GA

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

Click continue to expenses

Browser address bar: <https://dtsproweb.defensetravel.osd.mil/dts-app/reservations/trip>

Navigation menu: Home, Trips, Travel Tools, News & Notices, Administration

COLLAPSE

Trip Authorization Info

Doc Name: DMOMAHANE102218_A02

Traveler: Daniel Morgan

Edit Itinerary

Reservations

Lodging (OMAHA,NE)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Review Reservation Selections

Email Print

Trip Details: DMOMAHANE102218_A02

Trip Type: AA-ROUTINE TDY/TAD

Trip Description: hurricane Michael evac / alt duty location

Dates: 10/22/2018 - 01/31/2019

DTS/TMC Confirmation ID:

[Lodging Cancellation History](#)

Add to Trip


October 22, 2018

LODGING in OMAHA,NE

Book

SUMMARY OF TRIP COSTS

	Estimated Trip Cost
October 22, 2018	\$0.00
	<small>Includes taxes and fees</small>

Click Here  [Continue to Expenses >](#)



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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.			
<div>Required documents don't have to be loaded in the authorization but must be loaded in the voucher. They include Lodging receipts, airfare, missed meals form(AF 2282), AROWS orders if DSG(T32), MFR as to why you moved Evac/Safe Haven Locations, and any receipts over \$75</div>			
			Total: \$0.00

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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

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.				

< Back **Continue** >

Add all AUTHORIZED expense reimbursements here: This includes hotel taxes, mileage to and from locations, official parking, etc...

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**

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Complete this section as necessary, only claim lodging as needed/authorized(next page)

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 allCollapse 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

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ANG
AIR NATIONAL GUARD



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If you have to update lodging/meal rate

Defense Travel System

AF Portal AFPC AMPS AROWS Blended Retirement Citi GSA City Pairs CRIS Data Dict DEE

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

10/22/2018 - 10/22/2018

← Select the dates you need to change lodging/meal rates

☒ Receive Full Meal Rate

☐ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

← If you stayed on base select special rate and change it to \$18.90

LODGING COST (Locality rate: \$109.00)	M&IE COST (Locality rate: \$61.00)
<input type="text" value="\$ 109.00"/> Currency Converter	<input type="text" value="\$45.75"/> Currency Converter

← Input correct amounts you paid for lodging up to max authorized

[Cancel](#)

Save Adjustments

← Save



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Use directed line of accounting (LOA)

COLLAPSE

Trip Authorization Info ^

Doc Name:
JRNASHVILLEGA101018_A01

Traveler:
JASON RUBENOW

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

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

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AIR NATIONAL GUARD



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Scheduling Partial Pays

Defense Travel System

https://dtsproweb.defensetravel.osd.mil/dts-app/MyAccounting/showAccounting?docId=516102737&viewOnly=false&roa=false&receipts=false&rr=false

Home

Trips ▾

Travel Tools ▾

News & Notices

Administration ▾



Review Authorization



Other Auths and Pre-Audits



Sign and Submit

SCHEDULED PARTIAL PAYMENTS (SPP)

[+ Request SPP](#)

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

If TDY more than 45 days (or you think you might) request SPP so that your GTC can get the items you marked to go towards your card paid to it every 30 days

Your unpaid scheduled Partial Payments have been cancelled.

PAYMENT 1

10/22/2018 - 11/20/2018

[Show Details ▾](#)

STATUS

Cancelled

AMOUNT

\$0.00

PAYMENT 2

11/21/2018 - 12/20/2018

[Show Details ▾](#)

STATUS

Cancelled

AMOUNT

\$0.00

PAYMENT 3

12/21/2018 - 01/19/2019

[Show Details ▾](#)

STATUS

Cancelled

AMOUNT

\$0.00

ACCOUNTING SUMMARY

Expense Summary

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Adding Mandatory Statement

Defense Travel System

https://dtsproweb.defensetravel.osd.mil/dts-app/review/sign/show?docId=516102737&viewOnly=false&roa=false&receipts=false&rr=false

System Status: ✓ DTS ▼

0 Daniel E Morgan ▼

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

≡ COLLAPSE

Trip Authorization Info ▲

Doc Name:
DMOMAHANE102218_A02

Traveler:
Daniel Morgan

📖 Edit Itinerary

Reservations ▲

🏠 Lodging (OMAHA, NE)

✓ Review Reservations

Finances ▲

💰 Expenses

📅 Per Diem

📊 Accounting

Review ▲

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ℹ

Other Authorizations

1) Select ➔ ➕ Add Other Authorization

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

PERSTEMPO CODE A (Operation) ⏏ Remove

PERSTEMPO CODE A (Operation)

Alternate means such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives.

Comments ➔ ➕ Add Comments

3) Add comment then type out alternate means statement above

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

PRE Audits

Defense Travel System

https://dtsproweb.defensetravel.osd.mil/dts-app/review/sign/show?docId=516102737&viewOnly=false&roa=false&receipts=false&rr=false

Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

Review

- Review Profile
- Review Authorization
- Other Auths and Pre-Audits**
- Sign and Submit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

2 PRE AUDITS

APPROVAL AFTER TRIP START DATE
Approval of Travelers AUTH is after trip start date. Traveler must provide name of AO and the date the AO provided oral approval to proceed on travel (or supporting documentation indicating date and person who provided approval)

Reason Codes * ➕ Add Reason Code

Previously entered Justification

Justification to Approving Official * ➕ Add Justification

LODGING NOT USED
OMAHA,NE: No lodging reservations exist from 10/22/2018 to 01/31/2019.

Reason Codes * ➕ Add Reason Code

Justification to Approving Official * ➕ Add Justification

If you have any pre audits select the reason code that best matches your circumstances and input comments so the approver knows exactly what's going on

Completion/Signing

Defense Travel System

https://dtsproweb.defensetravel.osd.mil/dts-app/reviewsign/show?docId=516102737&viewOnly=false&roa=false&receipts=false&rr=false

Home Trips Travel Tools News & Notices Administration

Reservations

Lodging (OMAHA,NE)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

10/29/2018
CREATED

NAME
Daniel E Morgan

(Pending)

SIGNED

DOCUMENT STATUS*
☐ I agree to SIGN this document

ROUTING LIST*
SEADS

Additional Comments

Add Comments

NAME
Daniel E Morgan

TODAY'S DATE
10/29/2018

By submitting you are legally signing this document to be submitted for routing and approval.

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

Your next steps will be determined based on the Routing List you submit.

Select

Select SEADS

Submit