



THE PERFECT TRIM

DISCLAIMER

THIS UNOFFICIAL GUIDE IS INTENDED TO PROVIDE SUPPORT AND OFFER GUIDANCE FOR COMPLETING DTS VOUCHERS FOR TDYS TO RANDOLPH AFB.

THE PERFECT TRIM IS NOT RESPONSIBLE FOR ANY IMPROPERLY COMPLETED AND/OR SUBMITTED DTS VOUCHERS.



Log In to Defense Travel System (DTS)

Select “Create New Document”

The screenshot displays the Defense Travel System (DTS) homepage. At the top, the header includes the DTS logo, the text "Defense Travel System", and a "System Status: DTS" indicator with a green checkmark. A red arrow points from the "Log In" link in the top right corner to the "Log In" button on the main content area. Below the header, a navigation bar contains links for "Home", "Trips", "Travel Tools", and "Message Center". The main content area features a grid of tool icons: "Per Diem Rate Lookup", "Distance Calculator", "Routing Chain Lookup", "Cross-Org Document Lookup", and "Message Center". Below this grid is a section titled "My Travel Documents". A red arrow points from the text "Select 'Create New Document'" to a blue button with a plus icon and the text "Create New Document" in the top right corner of the "My Travel Documents" section. Below this section, there are "Authorizations" tabs and a "Sort by" dropdown menu set to "Departure Date (Latest)".

THE PERFECT TRIM

Select "Voucher"

Select "Edit Itinerary"





Defense Travel System

System Status: ✔ DTS ▼



Home Trips ▼ Travel Tools ▼ News & Notices Administration ▼

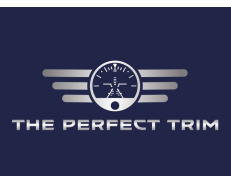
Update Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location
 	 	 ALTUS AFB, OK 

TRIP OVERVIEW

Leaving On *	 
Leaving From *	My Duty Station ▼ JBLM, WA
Returning On *	 
Returning To *	My Duty Station ▼ JBLM, WA



Edit the dates as needed.

Note: "Leaving From" and "Returning To" will be your Duty Station

Description may be PIT, RPA,
PIQ, PCO, LAC, LIQ, etc.

Select "Continue"

Trip Details for [REDACTED]

TRIP DETAILS

Trip Type: Temporary Duty Travel (Routine)

Travel Authorization Number (TANUM) [REDACTED]

Purpose * 

Training  

Description (optional)

Trip Duration *

Multi-Day 

Reference

Are You Attending a Conference or Event? *

No 

[Continue](#)

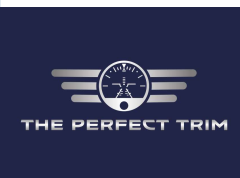
Continue to Follow DTS Guide
starting on page 8

I could continue to do a frame for
frame instruction, but as far as
guides go...this one is pretty good!

Special Note:

DTS Guide:

https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF



If you DO NOT
have Non -
Availability
(Non-A)

Select

Check All

Select

Select



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 *

Meals Hide Options

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&IE per diem entitlements

☒ Quarters Available

☐ Adverse Effects (Commercial Qtrs)

☐ Group Travel

☐ Inactive Duty Training (Local)

☐ Essential Unit Messing

☐ Aboard a U.S. Vessel @

☐ Hospital Stay

☐ Authorized Trip Home

Training Type

Active duty training

Quarters and Meals Available

☐ Quarters

☒ Quarters and Meals

☐ Commercial Qtrs

Select "Receive Full Meal Rate"

If you DO have
Non -
Availability
(Non-A)

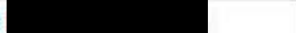
(pg 32)



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 *

Meals Hide Options

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☐ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☐ Breakfast

☐ Lunch

☐ Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&IE per diem entitlements.

☐ Field Conditions

☐ Adverse Effects (Commercial Qtrs)

☐ Inactive Duty Training (Local)

☐ Aboard a U.S. Vessel @

☐ Authorized Trip Home

☐ Quarters Available

☐ Group Travel

☐ Essential Unit Messing

☐ Hospital Stay

Training Type

Active duty training

Quarters and Meals Available

☐ Quarters

☒ Quarters and Meals

☐ Commercial Qtrs

SPECIAL NOTES & AUTHORIZATION CODES

(pg 41)

Note: You may receive the following “Flags” in the Pre-Audit section. If you do, insert the following as “Reason Codes” from the drop down and text boxes.

Available DoD Lodging was not used for:

Reason Code (drop down): L4 - Personal Choice/Limited Reimbursement

Justification (typed): “Stayed off base for better living conditions”

No Lodging Reservations Exist From:

Reason Code (drop down): L4 - Personal Choice/Limited Reimbursement

Justification (typed): “Stayed off base for better living conditions”

VCH COST (TRIP 1) IS NOT WITHIN 15% of AUTH EST COST:

Justification (typed): “Drove POV to save money on rental car”

TRIP START/END DATE NOT AUTHORIZED

Justification (typed): “Dates changed due to training pipeline backup”

Special Note: If you drive to your TDY location (compared to flying), you must complete a Constructed Travel Worksheet (CTW).



USEFUL LINKS & RESOURCES

Constructed Travel Worksheet Home page:

<https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>

Update Authorization Trifold:

<https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF>

Update Voucher Trifold:

<https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER FROM AUTHORIZATION.PDF>



USEFUL CONTACTS

502 CPTS may provide guidance and answer specific questions pertaining to completing your travel authorization and/or vouchers.

JBSA-Randolph AFB-DFCSA, TXSite POC

210-221-4321/0858 DSN 471

210-221-4321 DSN 487

usaf.jbsa.502-abw.mbx.502-cpts-dts@mail.mil

The Installation Management Office at Ft. Sam Houston may also provide relevant guidance for U.S. Army and other personnel temporarily stationed in the area.

HQ IMCOM G8 OCO TCS

sarmy.jbsa.imcom-hq.mbx.ocotcs-dts-orders@mail.mil

