# What is DTS?

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between bank accounts and the Government Travel Charge Card (GTCC) vendor. To access DTS use the following link: **https://dtsproweb.defensetravel.osd.mil/**.

When you log on to DTS, you want to make sure everything in the profile is correct. Click your name in the top right corner and select 'My Profile'.
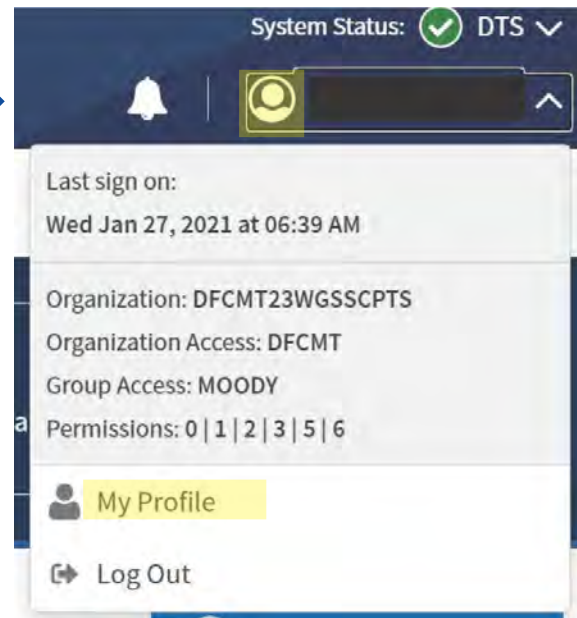
Navigate through each tab to ensure personal information is correct. The most important tab is 'EFT and Credit Card Accounts'. If the account numbers are incorrect the travel voucher will not pay out correctly.
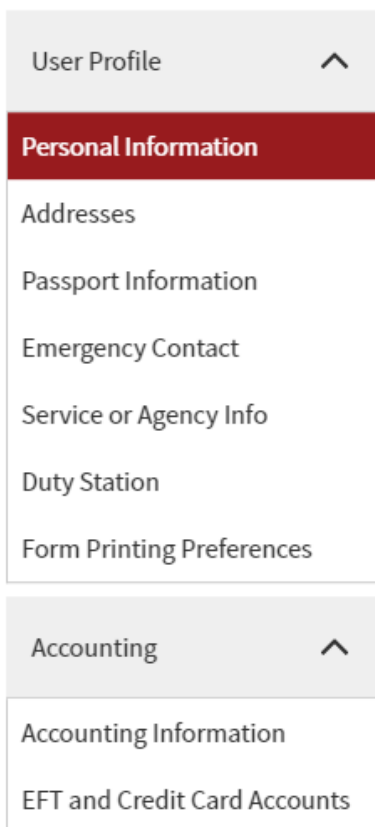
Government travel authorizes two different types of per diem.

• **Lodging Per Diem** is based off of the location for the maximum nightly reimbursable rate (excluding taxes). For example, if the lodging per diem is $85 and you paid $79 you will receive $79. If you paid $95 only $85 will be reimbursable.

• **Meals and Incidental Expenses Per Diem** is also based off of locality. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. The incidental expenses may include but are not limited to laundry, fees, and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel. The first and last day of travel will always be 75% of the local M&IE per diem.

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
$85.00	$85.00	$41.25

For more information on how to file a travel voucher in DTS visit:
https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/