

The following steps are to be used once an authorization is created or during the creation phase in DTS.

1. Select Reviews Sign
2. Select Other Auths
3. Select "Add Additional Authorizations For This Trip"

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

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 for this trip do not exist. Select the link for "Add Additional Authorizations For This Trip" to add other authorizations that may apply to this trip.

Proceed to the following page: Pre-Audit

1. Check "OTHER" (See remarks below) on the bottom of the pick list
2. Select Add from the bottom of the screen

Other Authorizations Available	
Select	Other Authorizations
<input type="checkbox"/>	ALTERNATE/DESIGNATED LOCATION
<input type="checkbox"/>	ATM Advance Authorized
	E-INVITATIONAL (selection not allowed, requires E-INVITATIONAL trip)
<input type="checkbox"/>	EXCESS BAGGAGE
<input type="checkbox"/>	EXTRA AIR OR RAIL FARE
<input type="checkbox"/>	F6-RENEWAL AGREE LV SUPPORTING DOCUMENTS
<input type="checkbox"/>	Fiscal Year Funds
<input type="checkbox"/>	GOVT-OWNED VEHICLE AVAILABLE
<input type="checkbox"/>	MANUALLY ENTERED EXPENSE(S)
<input type="checkbox"/>	NON COMPACT CAR AUTHORIZED
<input type="checkbox"/>	NON-CONTRACT AIR FARE
<input type="checkbox"/>	Non-ATM Advance Authorized
	Non-Govt Funded Permissive TDY (selection not allowed, requires permissive trip)
<input type="checkbox"/>	OFFICIAL CTO NOT USED
<input type="checkbox"/>	OTHER (See remarks below) 
<input type="checkbox"/>	OTHER PRIVATELY-OWNED VEHICLE
<input type="checkbox"/>	PER DIEM LOCATION FOOTNOTES
<input type="checkbox"/>	PERSONAL DEVIATION-ITINERARY/TRANS MODE
<input type="checkbox"/>	PERSTEMPO CODE A (Operation)
<input type="checkbox"/>	PERSTEMPO CODE B (Exercise)
<input type="checkbox"/>	PERSTEMPO CODE C (Unit Trng)
<input type="checkbox"/>	PERSTEMPO CODE D (Mission Support TDY)
<input type="checkbox"/>	PERSTEMPO CODE E (Individual Trng)
<input type="checkbox"/>	PERSTEMPO CODE F (Home Station Trng)
<input type="checkbox"/>	PERSTEMPO CODE G (Duty in Garrison)
<input type="checkbox"/>	PERSTEMPO CODE H (Hosp in area of PDS)
<input type="checkbox"/>	PERSTEMPO CODE I (Disciplinary Event)
<input type="checkbox"/>	PERSTEMPO CODE J (Inactive Duty Trng)
<input type="checkbox"/>	PERSTEMPO CODE K (Muster Duty)
<input type="checkbox"/>	PERSTEMPO CODE L (Funeral Honors Duty)
<input type="checkbox"/>	PERSTEMPO CODE Z (Unknown)
<input type="checkbox"/>	POV USE NOT ADVANTAGEOUS TO GOVERNMENT

Cancel
Add 

1. Add the following statement in the remarks block **followed by Specific justification for this TDY: "Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objective."**
2. Select Save and Proceed to Pre-Audits

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	OTHER (See remarks below)	<div style="border: 1px solid #ccc; padding: 2px;"> Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications are not </div>	› remove

Save and Proceed to Pre-Audits
←

Proceed to the following page:

Pre-Audit ▼

Continue

The Following steps can be used to verify that the requirement has been added to a traveler’s DTS authorizations.


1. Select Print on the desired authorization – A separate screen will open with the electronic DoD Form 1610. In the remarks section (item 16), the required statement will appear

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)
[Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
KFNELLISAFBNV110711_A01	11/07/11	CREATED		edit	print 		
KFALEXANDRIAV041811_A02	04/18/11	ARCHIVE IMAGE SUBMIT	14DF5Z	view	print		
KFELLSWORTHAF041111_A01-01	04/11/11	RECONCILED	13WBYK	view	print		
KFDENVERCO110210_A01-03	11/02/10	RECONCILED	11WZMP	view	print		
KFMOUNTAINHOM082310_A01-01	08/23/10	RECONCILED	10K8XJ	view	print		
KFSHAWAFBSC072610_A01	07/26/10	ARCHIVE IMAGE SUBMIT	10CEVD	view	print		
KFBEALEAFBCA062810_A01-01	06/28/10	RECONCILED	0ZU86U	view	print		

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)
 Alternate means, such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objective. Justification: Conducting a staff assistance visit (SAV) at Nellis AFB that requires team to be on site to audit their processes in preparation for UCI.