

Creating Dependant/Spouse Authorization for Capstone transportation reimbursement only

Go to **Official Travel Others– Authorizations/Orders**

The screenshot shows the Defense Travel System (DTS) website interface. The browser address bar indicates the URL: <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>. The user is logged in as BONNIE L SWANSON. The navigation menu is expanded to show 'Official Travel - Others' with a red circle highlighting the 'Authorizations/Orders' option. Other options in the menu include 'Vouchers', 'Local Vouchers', 'Group Authorizations/Orders', and 'Restore Purged Documents'. The main content area displays a 'Documents Awaiting Your Approval' table with the following data:

Document Name	Current Status	Departure Date	Type
<a href="#">BSPORTSMOUTHV092910_A01</a>	CANCELLED	09/27/10	AUTH
<a href="#">BSPORTSMOUTHV092810_A01</a>	POS ACK RECEIVED	09/28/10	AUTH
<a href="#">BSKEYWESTFL100410_A01-01</a>	ARCHIVE ACCEPTED	10/04/10	AUTH
<a href="#">BSKEYWESTFL100410_A02</a>	POS ACK RECEIVED	10/04/10	AUTH

Below the table, there is a 'Message Center' section with a 'SYSTEM DOWNTIME NOTICE' regarding scheduled maintenance on September 24 and 25, 2010. The page also includes a 'Travel Assistance Center' banner and an 'ICE' logo. The bottom of the page shows a form with fields for 'Arriving On:' and 'Departing On:'.

## Create New Authorization / Order

The screenshot displays the Defense Travel System (DTS) interface in a Windows Internet Explorer browser. The main page is titled "Defense Travel System - Welcome to DTS" and features a search bar and navigation links. A secondary window is open, showing the user's profile and document type as "Authorization". The user is logged in as "BONNIE J SWANSON". The page displays a list of existing authorizations and orders, with a yellow highlight and a red circle around the "Create New Authorization / Order" link. The link is accompanied by a right-pointing arrow icon. Other visible links include "View Vouchers", "View Local Vouchers", "View Group Authorizations", and "Create Trip Template".

Defense Travel System  
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Search DTS [ ] Go!

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Travel Assistance Center  
Serving the DoD Travel Community  
24 hours a day, 7 days a week  
Click here for more information

Logged In As: BONNIE J SWANSON Screen ID: 1001.1 Close Window  
Traveler Name: BONNIE J SWANSON Document Type: Authorization Help for this screen

View Vouchers View Local Vouchers View Group Authorizations

Authorizations / Orders

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

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

Select **Starting Point** and date **Departing On...**

Then select **TRIP TYPE (E1-ITA FAMILY TRANS ONLY)** (**I**nvitational **T**ravel **A**uthorization **T**ransportation **O**nly)

Then click **OK** in the pop up window.

Defense Travel System - Welcome to DTS - Windows Internet Explorer

http://www.defensetravel.osd.mil/dts/site/index.jsp

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Welcome to the DTS.

Featuring the Defense Travel Department of Defense

Login to the DTS

Click on the DTS and the use.

First Time Users

Click below the DTS and the use.

Notices

→ DTS/EWT  
→ Now Available  
→ Are you a...  
→ FY2010

Travel Assistance Center  
Serving the DoD Travel Community  
24 hours a day, 7 days a week  
Click here for more information

ICE  
Provide Feedback Here!

TRAX  
TRAVEL EXPLORER

Logged In As: BONNIE J SWANSON Document Name: BSUNK200910-08 Screen ID: 1151.1  
Traveler Name: BONNIE J SWANSON Document Type: Authorization

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Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, car, rail) and lodging after these initial steps are complete.

Please Note: A Red Star ( \* ) indicates a field is required.

I am leaving from - (Select from list or enter below):

\*Starting Point: RES: ALEXANDRIA + VA Search

\*Departing On: 09/27/2010 (mm/dd/yyyy)

\*Trip Type: E1-ITA FAMILY TRANS ONLY \*Trip Purpose: Select

Starting Locations in Profile:  
RESIDENCE  
DUTY STATION

By DoD Regulations (JFTR/JTR) this trip type requires special approval authority. Please contact your Commander/Supervisor to determine the appropriate approval authority. If the approving authority is not in your current organization routing list, you are encouraged to attach a copy of the approving authority's communication to this authorization. You will not be permitted to change the trip type once you leave the itinerary screen. Would you like to continue?

OK Cancel

**Create Dependant** if the spouse is not already listed under Choose Dependent

Input Last Name, First Name, relationship and spouse DOB (Date of Birth). Select **Save to Permanent Profile**, then **Create**

Travel System - Welcome to DTS - Windows Internet Explorer  
http://www.defensetravel.osd.mil/dts/site/index.jsp

https://dtsproweb.defensetravel.osd.mil/ - Dependent Selection - Windows Internet Explorer  
Logged In As: BONNIE J SWANSON Document Name: BSUNK200910-03 Screen ID: 1023.1 Close Window  
Traveler Name: BONNIE J SWANSON Document Type: Authorization Help for this screen

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### Dependent Search

All routing, accounting, and reimbursement is made to the sponsor. Please select a dependent from the list below or use the second section to create a new entry. Note that only one entry may be created outside of the permanent profile.

Choose a Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
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Create Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
<input type="button" value="Create"/>	Last: Swanson * First: Bret * Middle:	Spouse	* [DOB field]	[Passport ID field]	[Exp. Date field]

Save to Permanent Profile

Once dependent is created, the spouse will populate under Choose a Dependent. Click the radio button under the Select column, then select **Submit and Save**.

You can now proceed with the authorization as you normally would.

https://dtsproweb.defensetravel.osd.mil/ - Dependent Selection - Windows Internet Explorer

Logged In As: BONNIE J SWANSON Document Name: BSUNK240910-03 Screen ID: 1023.1 [Close Window](#)  
Traveler Name: BONNIE J SWANSON Document Type: Authorization [Help for this screen](#)

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### Dependent Search

All routing, accounting, and reimbursement is made to the sponsor. Please select a dependent from the list below or use the second section to create a new entry. Note that only one entry may be created outside of the permanent profile.

Choose a Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
<input checked="" type="radio"/>	Swanson, Bret	Spouse	09/30/58	Not Provided	Not Provided

Create Dependent:

Select	Dependent Name	Relationship	DOB	Passport ID	Exp. Date
<input type="radio"/>	Last: <input type="text"/> * First: <input type="text"/> * Middle: <input type="text"/>	Spouse	<input type="text"/> * <input type="text"/>	<input type="text"/>	<input type="text"/>

Save to Permanent Profile