

Log in to DTS and select Create New Document / Routine TDY Trip

The screenshot shows the Defense Travel System (DTS) web application interface. At the top, there is a navigation bar with the DTS logo and the text "Defense Travel System". The system status is indicated as "DTS" with a green checkmark. The user is logged in as "BONNIE J SWANSON".

The main navigation menu includes "Home", "Trips", "Travel Tools", "Message Center", and "Administration". Below this, there are several action buttons: "Trips Awaiting Action", "Traveler Lookup", "Cross-Org Document Lookup", "Per Diem Rate Lookup", and "Message Center".

The "My Travel Documents" section is highlighted, showing "Your upcoming, current, and completed trip documents." A red arrow points to the "Create New Document" button in this section. The dropdown menu for "Create New Document" includes the following options:

- Routine TDY Trip
- Voucher
- Local Voucher
- Group Authorization

The "My Travel Documents" section also displays a summary of "48 Authorizations" and "3 Vouchers". A specific document is shown with the ID "BSSUFFOLKVA013124_A01" and the status "Reviewed", with a departure date of "01/31/2024".

The URL at the bottom of the browser window is: <https://dtsproweb.defensetravel.osd.mil/dts-app/document/createAuth?progReclId=602363&legacy=false>

Select dates, location of Washington, DC and the trip overview.

Then select in YOUR TRIP DETAILS “Dependent Invitational Travel – Transportation Expenses Only”

Purpose: Conference Non Training

Description: Capstone Spouse Course

The screenshot shows a 'Create Itinerary' form. At the top, it asks for 'YOUR TDY LOCATION(S)' with fields for Arriving (02/25/2024), Departing (03/01/2024), TDY Location (WASHINGTON, DC), Traveling By (Air), Time of Day (Morning), and Rental Car? (No). Below this is the 'TRIP OVERVIEW' section with fields for Leaving On (02/25/2024), Returning On (03/01/2024), Leaving From (My Residence), Returning To (My Residence), Trip Duration (Multi-Day), Returning By (Air), and Time of Day (Morning). A red box highlights the 'YOUR TRIP DETAILS' section, which includes: Type (Dependent Invitational Travel), Purpose (Conference- Non-training), Dependents (Add Dependents), Description (optional) (Capstone Spouse Course, 1878 characters remaining), and Conference/Event Name (Not attending a conference).

SELECT ADD DEPENDENT
And follow the prompts to CREATE,
Then SELECT the dependent
Then SAVE
See next page screen shots...

Add Name, relationship and DOB and then CREATE

Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below. ?

Create New Dependent

Name*

First name* Middle Initial Last name*

Relationship Spouse Relationship

DOB* MM/DD/YYYY

Passport ID Passport ID

Passport Exp Date MM/DD/YYYY

TSA KTN Known Traveler Number

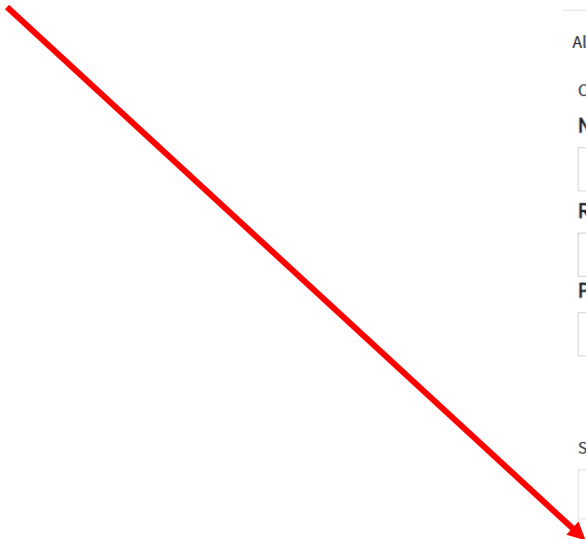
TSA Redress Number TSA Redress Number

Create

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress#	Actions
No data available in table							

Select dependent, then SAVE and proceed to create the orders



Add Dependents

All routing, accounting and reimbursement is made to the sponsor. Create a new dependent or select from the list below. ?

Create New Dependent

Name*

First name* Middle Initial Last name*

Relationship Spouse Relationship

DOB* MM/DD/YYYY

Passport ID Passport ID

Passport Exp Date MM/DD/YYYY

TSA KTN Known Traveler Number

TSA Redress Number TSA Redress Number

Create

Select An Existing Dependent

Select	Name	Relationship	DOB	Passport ID	KTN	Redress#	Actions
<input checked="" type="radio"/>	Bigtime, Paul	Spouse	08/01/1966				