



Travel Advances for Restricted Airfares

Summary

When you request a restricted airfare, you generally have to pay for it within 24 hours. If you plan your trip well in advance of your trip start date, and if you use your GTCC to pay for the flight, then you may have to repay that charge before you file your voucher. For this reason, DTS accommodates requests for travel advances, even for travelers who are GTCC holders.

Note: In this info paper, unless stated otherwise “you” are a traveler, although anyone with access to traveler functions on your DTS documents can use them.

Requesting a Travel Advance for Restricted Fares

Here’s how to request a travel advance to pay for a restricted airfare:

1. Create your authorization, requesting a restricted airfare and other reservations as needed, then complete the authorization as usual and submit it for approval.
2. After the Authorizing Official (AO) approves the authorization, create an amendment, open it, and select **Accounting** on the **Progress Bar**. The **Accounting** screen opens. It includes the **Advances** section (Figure 1), with a **Request Advance** link in the upper right corner. **Note:** If you do not see that link, contact a Defense Travel Administrator (DTA) to update your travel profile settings.

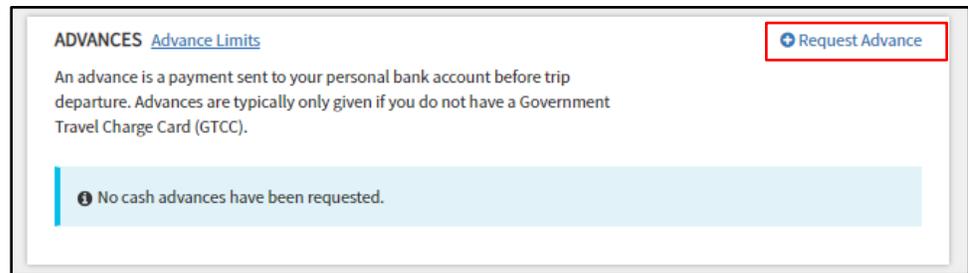


Figure 1: Accounting Screen – Advances Section

3. Select **Request Advance**. The **Advances** window (Figure 2) opens.

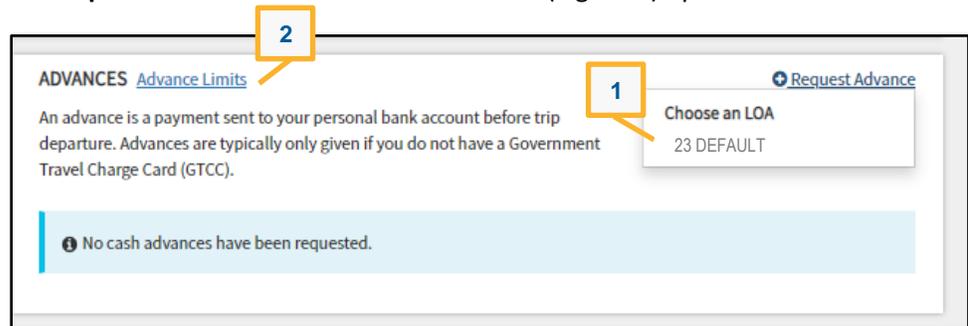


Figure 2: Accounting Screen – Advances – Choose an LOA Screen

Requesting a Travel Advance for Restricted Fares (continued)

4. Select the **Choose an LOA** you want to use for the advance payment (Figure 2, Indicator 1). The screen updates with the payment details (Figure 3).
 - The screen also has an **Advance Limits** link (Figure 2, Indicator 2). You can use it to request a smaller amount if needed, but in most cases, you won't need to use it.
 - Select the options (3-dots icon; Figure 3, Indicator 1), to **Edit**, **Cancel Request**, and see a **Print Preview**.

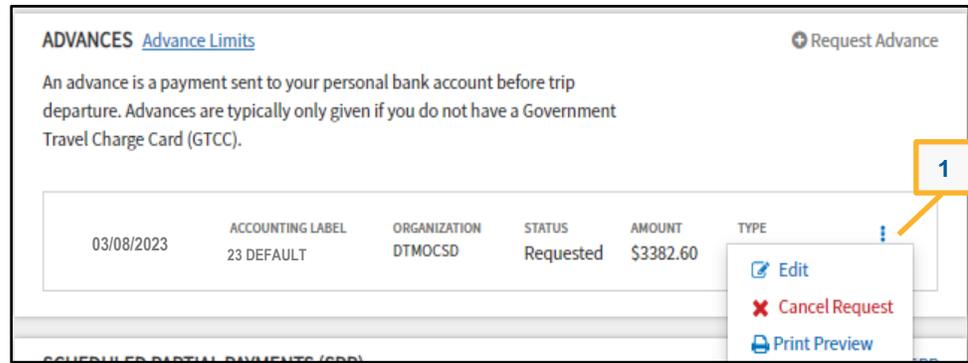


Figure 3: Advances (scheduled) Options Screen

5. Review the information then scroll down the page. Select **Continue** to proceed to the next screen.
6. After you make the request, DTS displays the request in several places. Unless stated otherwise, they all appear on both the authorization and voucher:
 - On the voucher's **Entitlement Summary** screen (Figure 4).
 - After approval, in the **Accounting** screen's *Disbursement* section (Figure 5).
 - In the **Review Trip Authorization** screen's *Advances* and *Estimated Trip Cost* sections (Figure 6). **Note:** On a voucher, those names change slightly to the **Review Trip Voucher** screen and the *Actual Trip Cost* section.
 - In the **Other Auths and Pre Audit** screen's *Other Authorizations* section (Figure 7) – you must **Add Comments** for the other authorization flag.

Requesting a Travel Advance for Restricted Fares (continued)

Entitlement Summary Adjust Disbursements			
	Personal	GTCC	Total
Total Expenses	\$189.00	\$794.06	\$983.06
Prior Payments	\$300.00	\$0.00	\$300.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$-111.00	\$794.06	\$683.06
Total Adjustments	\$0.00	\$0.00	
Previous Pmt Adjustments	\$111.00	\$-111.00	\$0.00
Net Distribution	\$0.00	\$683.06	\$683.06

Figure 4: Entitlement Summary Screen (Voucher Only)

Disbursement Summary	
Advances Paid	\$300.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$300.00

[Show Details](#)

Figure 5: Accounting Screen – Disbursement Summary Section

ADVANCES Total Advances: \$300.00				
Hide Details				
ACCOUNTING LABEL	TYPE	NOTES	DATE	AMOUNT
23 DEFAULT	EFT		03/08/2023	\$300.00

ESTIMATED TRIP COST			
TOTAL REQUESTED ADVANCE	CATEGORY	ALLOWED	ACTUAL
\$300.00	COM. CARR.-I	\$334.59	\$334.59
	LODGING	\$279.00	\$279.00
	M&IE	\$189.00	\$189.00
	RENTAL CAR	\$180.47	\$180.47
	TOTAL EST. ALLOWED		TOTAL EST. ACTUAL

Figure 6: Review Trip Authorization Screen – Advances and Estimated Trip Cost Sections

Requesting a Travel Advance for Restricted Fares (continued)

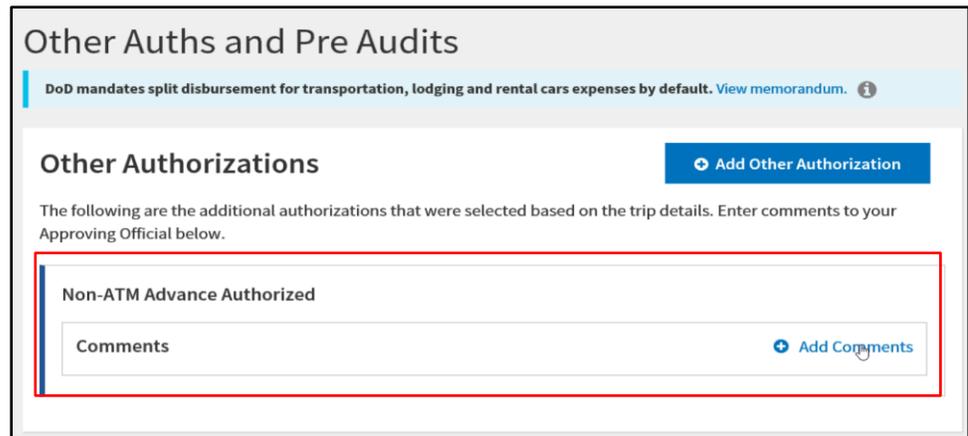


Figure 7: Other Auths and Pre Audits Screen – Other Authorizations Section

Audit Flag and Signing the Amended Authorization

On the **Auths and Pre Audit** page, verify the **Non-ATM Advance** flag displays, under the *Other Authorizations* section, you can **Add Comments**. View for other flags and provide justifications. Proceed to the **Digital Signature** screen.

On the **Digital Signature** screen:

- Verify the status *Current* **CREATED** and *Pending* **SIGNED**.
- Check the box, **I agree to SIGN this document**.
- Select **Submit Completed Document**.

After you stamp the amended authorization **SIGNED**:

- If there are new reservations selected, then the document routes to the Travel Management Company (TMC) for booking. You receive a TMC email confirming your reservations. Then routing continues as per your routing list.
- If you don't have any reservation changes, it routes to an AO for review and approval.

AO Approving the Amended Authorization

From the DTS **Dashboard**, the AO selects **Trips Awaiting Action** to search for and locate your amended authorization. The AO selects **Approve** to open the document and then:

- Reviews the amended authorization trip details.
- Verifies justifications and comments on the **Other Auths and Pre Audits** page.
- Selects **Sign and Submit** on the **Progress Bar**. The **Digital Signature** screen opens (Figure 8).

On the **Digital Signature** screen because you requested an advance, an **“Allow advances to be paid to traveler immediately”** check box (Figure 8, Indicator 1) appears. On the original authorization when the AO approved the use of the restricted airfare (remember, this is an

AO Approving the Amended Authorization (continued)

amendment), they cannot remove the check from this box. In other words, the AO must approve immediate payment of the advance.

(Pending)
APPROVED

DOCUMENT STATUS *
APPROVED

ROUTING LIST *
CSD

Additional Comments [+ Add Comments](#)

NAME
Chris A West

TODAY'S DATE
03/08/2023

Allow advances to be paid to traveler immediately

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Figure 8: AO's Digital Signature Screen

After the AO approves the advance to pay for a non-refundable restricted airfare:

- DTS does not allow document cancellation (a comment to that effect will appear beneath the checkbox).
- The traveler should monitor for **CTO TICKETED** email.

Resources

The [DTMO Training Search Tool](#) has several the training resources:

- DTS Guide 2: Authorizations: https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
- Create an Authorization/Order: https://media.defense.gov/2021/Nov/08/2002889413/-1/-1/0/AUTHORIZATION_TRI-FOLD.PDF
- DTS Guide 3: Vouchers: https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
- Restricted Airfares Checklist: <https://travel.dod.mil/Programs/Commercial-Air/Airfare-Types/>
- Making Changes to DTS Documents: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF