

Creating your ISR200/SOS Authorization and Voucher in DTS

- Book Flights if required: Flights will be allocated to SOS TDY TO SCHOOL LOA
- Book rental car if approved by home unit: Rental car will be allocated to home unit LOA
- Skip lodging reservations: Lodging reservations will be handled by SOS/ISR 200 staff. Disregard Non-A notification in DTS. See next three slides for SOS guidance from SOS Reporting Instructions

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

Trip Authorization Info

Doc Name:
CLMAXWELLAFBA102719_A01

Traveler:
CORY LECKRONE ⓘ

[View Adjustments](#)

Edit Itinerary

Reservations

- ✓ TSA Info
- ✓ Flight: DAY - MGM
- ✓ Flight: MGM - DAY
- Lodging (MAXWELL AFB,AL)**
- Review Reservations

Finances

← Trip Summary

Lodging Step 1 of 3: Select Your Lodging

[Skip this lodging booking →](#)

SEARCH BY TDY LOCATION CHECK IN CHECK OUT

TDY Location ▾ MAXWELL AFB,AL ▾ 10/27/2019 12/21/2019

[Advanced Options](#) ^

DOD LODGING GROUP ID ⓘ # OF ADULTS # OF CHILDREN

1 ▾ 0 ▾

MAXWELL AFB,AL

^ DoD Lodging

⚠ Rooms at Govt DoD lodging are not available. CNA 20AF351401539, has been issued authorizing your use of commercial lodging. If lodging becomes available, the lodging facility may contact you to see if you desire to stay on the installation. If you elect to use Govt DoD Lodging and have already booked a reservation with a commercial hotel, you must cancel the corresponding commercial reservation in accordance with the property's cancellation policy and procedure.



Do not book Lodging through DTS! See next slide

• Fund site & Travel Orders

- POC for these issues are your UTM & MAJCOM/A1
- You wont be cross-orged until you return your signed training RIP
- A Proportional Meal rate is authorized. (Breakfast & Dinner available)

1. On DTS, under Per Diem,

Click,

| LODGING ALLOWED | M&IE ALLOWED |
|-----------------|--------------|
| \$70.00 | \$41.25 |
| \$70.00 | \$37.00 |
| \$0.00 | \$41.25 |

2. Select Meals available at TDY location (Breakfast and Dinner)

Adjustment Date Range *

03/13/2019 - 03/19/2019

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Select Available Meals

Breakfast

Lunch

Dinner

3. M&IE should be \$37.00

| M&IE ALLOWED |
|--------------|
| \$41.25 |
| \$37.00 |
| \$41.25 |

Select Duty Conditions (Quarters Available)

Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions

Quarters Available

Adverse Effects (Commercial Qtrs)

Group Travel

Inactive Duty Training (Local)

Essential Unit Messing

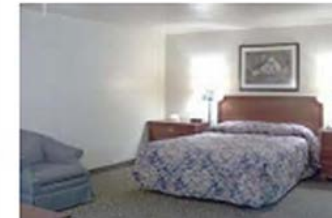


Lodging



Do not book Lodging through DTS!

- Single lodging rooms are **automatically** reserved for students
 - Shared buildings and floors w/ flight (usually)
 - Room keys assigned during In-Processing
 - All rooms have refrigerators & microwaves, some have kitchenettes
 - Children & pets are **NOT** allowed in SOS lodging rooms
- **Non-A slips NOT** received through or in coordination with SOS will not be honored
 - Ignore anything generated through DTS or system generated email
 - SOS will coordinate with lodging if Non-A slips are required and will distribute to you by the end of the course.



- All Students are **required** to stay on-base. You must receive pre-approval from SOS to stay off-base.
* * *This does **NOT** mean you are entitled to a Non-A.* * *
 - c E-mail SOS Student services at soc.dps@us.af.mil to request approval and state why you need to be off base
 - Request should be sent in **NLT 14** days prior to class start
 - Reasons include bringing; Children, pets, etc...
 - c You will then be required to book your own lodging off-base
 - Be aware, you will only receive up to \$77.00 per day for lodging (Cost of Govt Quarters)
- Local students are **NOT** required/authorized base lodging or per diem



Accompanied Students



Develop America's Airmen Today ... for Tomorrow

- **Accompanied students are always welcome, but....**
 - Lodging, child care, & costs incurred **are student's responsibility**
 - E-mail SOS Student services at soc.dps@us.af.mil and ask to be placed in the accompanied Squadron
 - We **MUST** receive request NLT 14 days prior to class start
 - SOS will **NOT** move you after Day 1
- **Bringing someone other than your spouse? (kids and/or pets)**
 - You must tell us and will have to arrange lodging off-base or FamCamp
 - SOS **can't** recommend off-base lodging
 - You will be paid up to the cost of govt quarters (\$70/day), you pay difference out of pocket
 - **Need childcare?** Contact Maxwell CDC (**Students' children are Space-A Only**)
- **PCSing en route? (With Dependents?)**
 - TLF may be available (You'll need orders)
 - call lodging at 334-953-1690 ext 6016
 - If TLF is full....Lodging will provide a Non-Availability Letter through SOS



ALWAYS e-mail Student Services if you are bringing your family!
★ soc.dps@us.af.mil

IMPORTANT NOTICE


SOS is **NOT** an accompanied TDY
Being in the accompanied SQ is a courtesy SOS extends to students. Being in the accompanied SQ does **NOT** guarantee childcare or lodging will be available. It is **YOUR** responsibility to coordinate special accommodations.

Spouses please join the SOS Accompanying Spouses' FB Group


<https://m.facebook.com/groups/2157339691247004?ref=bookmarks>

(Note: further information is available at [Accompanied Spouses Guide](#))


Add additional expenses as required (i.e. mileage, rental car fuel, taxi's, etc)

 Review Reservations


Finances ^

 Expenses


 Per Diem


 Accounting



Review ^



 Review Profile

 Review Authorization

 Other Auths and Pre-Audits

 Sign and Submit


 Delta Air Lines (Flight 1070 - DAY to ATL) \$ 463.00  10/27/2019



 Delta Air Lines (Flight 4043 - MGM to ATL) \$ 463.00  12/21/2019

^ Other Expenses

Sort by Date (Oldest) ▾

[+ Add Expense](#)

 Private Auto - To/From Terminal \$ 14.50  10/27/2019  Receipt Optional 

 Private Auto - To/From Terminal \$ 14.50  12/21/2019  Receipt Optional 

^ Substantiating Documents

Sort by Name (A-Z) ▾

[+ Add Document](#)

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

EXPENSE SUMMARY

- Follow SOS guidance for lodging and partial per diem rates in the per diem section of DTS (Slide 3)
- ISR 200 follows the same partial per diem guidance as SOS

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

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[View Adjustments](#)

Edit Itinerary

Reservations ^

- TSA Info
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- Review Reservations

Finances ^

- Expenses
- Per Diem
- Accounting

REVIEW OF PER DIEM AMOUNTS

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days [Expand all](#) | [Collapse all](#)

TDY: MAXWELL AFB, AL (56 days)

| DATE | LODGING COST | LODGING ALLOWED | M&E ALLOWED |
|---|--------------|-----------------|-------------|
| > 10/27/2019 First Day | \$70.00 | \$70.00 | \$41.25 ⋮ |
| > 10/28/2019 - 12/20/2019 Code: MESS B D | \$70.00 | \$70.00 | \$37.00 ⋮ |
| > 12/21/2019 Last Day | \$0.00 | \$0.00 | \$41.25 ⋮ |

PER DIEM SUMMARY

| | | |
|--------------------|-----------------------|-------------------|
| Total Lodging Cost | Total Lodging Allowed | Total M&E Allowed |
| \$3850.00 | \$3850.00 | \$2080.50 |

< Back
Continue >

Add appropriate LOA's to authorization/voucher

- You should have a TDY to School LOA for SOS (you will obtain this after signed SOS Training RIP is loaded into the system)
- You should have an ISR 200 LOA from LeMay Center
- If approved for a rental car you should have a home unit LOA

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- Expenses
- Per Diem
- Accounting

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) + Add LOA

ⓘ No Lines of Accounting (LOA) have been added.

SCHEDULED PARTIAL PAYMENTS (SPP)

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

ⓘ No SPP(s) have been requested. + Request SPP


ACCOUNTING SUMMARY

Expense Summary






Click on Edit LOA Allocations

Traveler:
CORY LECKRONE ⓘ




[View Adjustments](#)

 Edit Itinerary

Reservations ^

-  TSA Info
-  Flight: DAY - MGM
-  Flight: MGM - DAY
-  Lodging (MAXWELL AFB,AL)
-  Review Reservations

Finances ^

-  Expenses
-  Per Diem
-  Accounting

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.


Lines of Accounting (LOA)


[+ Add LOA](#)

| | | |
|------------------------------------|-----------------------------|---|
| ACCOUNTING LABEL 19 IN01 MSN | ORGANIZATION DFCMGHQAFDC | ⋮ |
| ACCOUNTING LABEL 19 IN03 MSN | ORGANIZATION DFCMGHQAFDC | ⋮ |
| ACCOUNTING LABEL 19 NEW ISR 200 | ORGANIZATION DFCMGHQAFDC | ⋮ |

Allocations

[✎ Edit LOA Allocations](#)

 Ensure All LOA's are allocated

 Allocated by Category

- Select Specific Expenses

The screenshot displays the 'Allocate Lines of Accounting' dialog box. The 'Allocation Method*' dropdown menu is open, with 'Specific Expense' selected and highlighted by a red border. The dialog also shows two rows of expense categories: 'LODGING' and 'MILEAGE', each with a dropdown menu set to '19 NEW ISR 200'. The background interface includes a 'Defense T' header, a 'System Status: DTS' indicator, a user profile for 'CORY A LECKRONE', and a 'Trip Authorization Info' section with details for Doc Name (CLMAXWELLAFBA102719_A01) and Traveler (CORY LECKRONE). A 'Reservations' list shows TSA Info, Flight: DAY - MGM, Flight: MGM - DAY, Lodging (MAXWELL A), and Review Reservations. At the bottom, there are 'Cancel' and 'Save' buttons.

MOST IMPORTANT STEP!!! (LOA's in picture are just an example, do not reflect actual LOA)

- **Go through each day and each expense and allocate appropriately**
 - **All travel costs (airfare, mileage, travel day per diem) should be allocated to TTS SOS LOA**
 - **All lodging for ISR 200 will be allocated to ISR 200 LOA (17 Jul – 24 Jul)**
 - **All partial per diem for ISR 200 will be allocated to ISR 200 LOA (16 Jul – 23 Jul) does not included travel day because already covered above**
 - **All lodging during days of SOS will be allocated to TTS SOS LOA**
 - **All partial per diem for SOS will be allocated to TTS SOS LOA**
 - **All Rental Car/Fuel costs will be allocated to home unit LOA if approved**

Allocate Lines of Accounting

Allocation Method*
Specific Expense

10/27/2019

MILEAGE \$14.50
 19 IN01 MSN 19 IN03 MSN
 19 NEW ISR 200

LODGING \$70.00
 19 IN01 MSN 19 IN03 MSN
 19 NEW ISR 200

M&IE \$41.25
 19 IN01 MSN 19 IN03 MSN
 19 NEW ISR 200

COM. CARR.-I \$463.00
 19 IN01 MSN 19 IN03 MSN

Cancel Save

Home Trips

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View Adjustments

Edit Itinerary

Reservations

TSA Info

Flight: DAY - MGM

Flight: MGM - DAY

Lodging (MAXWELL)

Review Reservations

Finances

Allocations

CORY A LECKRONE

ents (SPP) for trips lasting

Add LOA

Edit LOA Allocations