

Travel Management

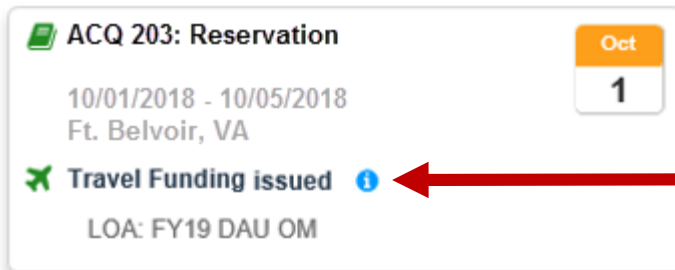


Available in August 2018, travel management will be available within the Defense Acquisition Talent Management System (DATMS) [<https://www.atrrs.army.mil/DATMS>]. This means employees will be able to view who is funding their training travel, the Defense Travel System (DTS) Line of Accounting (LOA), and travel reminder notifications in DATMS.

HIGHLIGHTED FEATURES

My Reminders (1)

Travel funding status can be found on a reminder tile on the employee's Dashboard.



For travel issued on centralized 4th Estate DACM funds, DATMS will display the Line of Accounting (LOA) that the employee should use when preparing travel orders in the Defense Travel System (DTS).

Travel Process



1. Travel funding issued by 4th Estate DACM in DATMS

2. Traveler prepares Authorization/Order in DTS

3. Agency Defense Travel Administrator approves travel in DTS

4. Once travel is complete, traveler files voucher in DTS

To prepare your orders:

1. Log in to DTS.
2. Choose "AA-Routine TDY/TAD" as your travel type under **My Trip Details**.
3. Continue preparing your travel orders as you normally would to prepare orders for other official travel.
4. When selecting the accounting codes for your travel, please choose the LOA issued by the DACM in DATMS.
5. Remember to sign your travel orders.

Note: The Agency's Defense Travel Administrator (DTA) is the final approval authority on all travel orders and makes the decision on whether the travel should be considered TDY or local.

Travel Management

Funding status for training will look like one of the following examples:

Travel on centralized 4th Estate DACM funding has been approved and a Line of Accounting (LOA) has been issued for use in the Defense Travel System (DTS).

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 **Travel Funding issued** ⓘ
LOA: FY19 DAU OM


Travel on centralized 4th Estate DACM funding has been disapproved.

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 **Travel Funding disapproved** ⓘ
Reason: Unit Funded

Travel associated with the training is ineligible for centralized 4th Estate DACM funding. For example, the DACM is currently funding P1's only and the employee's priority is P2.


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1

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 **Ineligible for travel funding** ⓘ

NOTE: Definitions of Priority Levels can be found in the 4th Estate DACM Operating Guide [<http://www.doddacm.mil>].


Travel on centralized 4th Estate DACM funding is currently under review by the Agency or DATMS Travel Manager.

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1


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 **Currently under review** ⓘ

Travel on centralized 4th Estate DACM funding is not reviewed until within 60 days of the class start date.

 **ACQ 203: Reservation** Oct
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 **Travel Funding will be reviewed within 60 days of the class start date.** ⓘ