

# Defense Travel System

OMB Control Number 0704-0577

[Privacy and Ethics Policy Disclaimer](#)

## Privacy and Ethics Policy

Please read the following DoD Privacy and Ethics Policy concerning DTS website, travel, and usage. By signing in to the DTS Systems, you agree to the terms and conditions of use.

### STANDARD MANDATORY DOD NOTICE AND CONSENT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

### ACKNOWLEDGEMENT OF RESPONSIBILITIES OF RECEIVING AND MAINTAINING PRIVACY ACT DATA

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You Must:

- Have completed the necessary training with regards to Security Awareness and safeguarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a)(3) as amended and other applicable DoD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (42 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application (s) under false pretenses.

### ETHICS

Travelers must comply with the Federal and Departmental ethics rules when accepting travel benefits (i.e. goods, services, or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers may also keep benefits received for voluntarily vacating a seat on an over-booked flight, but are not to vacate their seat if the Government would incur additional costs or if it would affect the mission.

### PRIVACY ACT

**AUTHORITY:** 5 U.S.C. 57, Travel, Transportation, and Subistence; DoD Directive 5100.87, Department of Defense Human Resources Activity; DoD Instruction 5154.31, Volume 3, Commercial Travel Management: Defense Travel System (DTS); DoD Financial Management Regulation 7000.14-R, Vol. 9, Defense Travel System Regulation, current edition; DoD Directive 4500.09E, Transportation and Traffic Management; DTR 4500.9-R, Defense Transportation Regulation, Parts I, Passenger Movement, II, Cargo Movement, III, Mobility, IV, Personal Property, V, Customs; 41 C.F.R. 300-304, The Federal Travel Regulation (FTR); Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** The purpose of DTS is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments. The system facilitates the processing of official travel requests for DoD personnel and other individuals who travel pursuant to DoD travel orders. DTS provides information to financial systems to provide the reimbursement of travel expenses incurred by individuals while traveling on official business. DTS includes a tracking and reporting system whereby DoD can monitor the authorization, obligation, and payment for such travel.

**ROUTINE USE:** To Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. To the Internal Revenue Service to provide information concerning the pay of travel allowances which are subject to federal income tax. To banking establishments for the purpose of confirming billing or expense data. See the applicable system of records notice for a complete listing of routine uses: DMDC 28 DoD, Defense Travel System (DTS) located at <http://dpckl.defense.gov/Privacy/SORNstindex/DOO-wide-SORN-Article-View/Article/570689/dhra-08-dod/>.

**DISCLOSURE:** Voluntary, however, failure to provide all of the requested information may preclude the processing of both the travel request and the claim for reimbursement.

**OMB CONTROL NUMBER:** 0704-0577

**OMB EXPIRATION DATE:** 09/30/2021

### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0704-0577, is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Decline

Accept >

User Selects "Decline" System Response:



## Defense Travel System

### Your Travel Management Hub for DoD Trips

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)

### How It Works



#### Book Your Travel

with all the reservations you need, estimate expenses, and request advanced payments



#### Receive Approvals

for your travel plans and known expenses before and after you travel



#### Keep Records Up to Date

with your travel plans and expenses before and during your trip



#### Input Final Expenses

and attach receipts and records when you return from your trip



#### Get Reimbursed

back to your bank account, Government Travel Charge Card (GTCC), or both

### DoD Travel News

- [▶ Spring Issue of Dispatch, the DTMO Newsletter](#)
- [▶ Defense Travel Enterprise Customer Satisfaction Survey Launches](#)
- [▶ DoD Dine Smart Traveler Rewards - Enroll Today!](#)
- [▶ Travel Information - Coronavirus](#)
- [▶ How to Disinfect Your Space on an Airplane](#)

[More news →](#)

### DTS Notices

There are no DTS Notices available.

### Travel Resources



#### DTS Training on TraX

Learn how to use the DTS system through online videos and more



#### Live Chat

Instant message with a real person  
Mon - Fri 8am - 6pm ET



#### TSA PreCheck

Save time at the airport and find out how you can participate for free



#### Travel Policy

Access the Joint Travel Regulations and other travel policies

### Need More Assistance?

- [Accessing DTS: First-Time Users](#)
- [Travel Assistance: Local Level Support Lookup](#)
- [Contacts: DTS Service/Agency Offices](#)

### Services for You

- [Allowances Information](#)
- [Other Programs & Services for You](#)
- [Customer Support Home](#)

# Welcome to the Self Registration Tool



## My Travel Documents

Your upcoming, current, and completed trip documents.

0 Authorizations

0 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

### DoD Travel News

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### Services for You

- [Allowances Information](#)
- [Other Programs & Services for You](#)
- [Customer Support Home](#)
- [DoD Travel Training Resource Center](#)

## New Profile Creation

The following is a series of screens to populate a profile for a new user:

Screen 1:

Field with '\*' is a required field when you submit on the BASIC INFORMATION page.  
Fields with a **bolded Field Name** are required to save data on the BASIC INFORMATION page.

**MANDATORY INFORMATION**

**GENERAL INFORMATION**

First Name › [REDACTED]

Last Name › [REDACTED]

Middle Initial › [ ]

SSN › [REDACTED]

Gender › Male ▾

\* Email Address › [ ]

**MAILING ADDRESS**

\* Mailing Street 1 › [ ]

Mailing Street 2 › [ ]

\* City › [ ]

\* State / Country › [ ] 🔍  
Click on the icon to select a value

\* Zip / Postal Code › [ ]

Is this the same as Residence Address? ›  
 Yes  
 No (If not, we'll ask you for it on the Additional Information page.)

**REQUIRED WORK INFORMATION**

Civilian / Military › Civilian ▾

Title / Rank › AD-00 ▾

Tech Status ›  
 Yes  
 No

\* Organization › [ ] 🔍  
Click on the icon to select a value

Service / Agency of Assignment ›

Office Street 1 › [ ]

Office Street 2 › [ ]

City › [ ]

State / Country › [ ] 🔍  
Click on the icon to select a value

Zip / Postal Code :

Time Zone :

Work Hours :

\* Emergency Contact Name :

\* Emergency Contact Phone Number :   
Format: 999-999-9999 x9999; up to 20 characters

**ELECTRONIC FUNDS TRANSFER DATA**

Account Type :  Checking  Saving  None

Account Routing Number :   
Click on the icon for help

Account Number :

**TRAVEL RESERVATION INFORMATION**

**GOVERNMENT CHARGE CARD (GOVCC)**

CSA/TTR : No

Advance Authorization :

Account Number :

GOVCC Exp. Date :   
Format is mm/dd/yyyy

**ADDITIONAL INFORMATION**

Printed Organization :

Present Duty Station :

Miles from Office to Airport :

Office Phone :   
Format: 999-999-9999 x9999; up to 20 characters

Office Fax :   
Format: 999-999-9999; up to 20 characters

Office Mail Stop :

Organization Email :

Unit ID (LIC/RUC/PASSCODE) :

**FOREIGN TRAVEL INFORMATION**

**OFFICIAL (NO-FEE) PASSPORT INFORMATION**

First Name :

Last Name :

Middle Initial :

Birth Date :   
Format is mm/dd/yyyy

Passport Number :

Issuing City :

Issuing State / Country :   
Click on the icon to select a value

Expiration Date :   
Format is mm/dd/yyyy

**REGULAR (TOURIST) PASSPORT INFORMATION**

First Name :

Last Name :

Middle Initial :

Birth Date :   
Format is mm/dd/yyyy

Passport Number :

Issuing City :

Issuing State / Country :   
Click on the icon to select a value

Expiration Date :   
Format is mm/dd/yyyy

## Civilian/Military List of Values Screen:

Field with "\*" is a required field when you submit on the BASIC INFORMATION page.  
Fields with a bolded Field Name are required to save data on the BASIC INFORMATION page.

**MANDATORY INFORMATION**

**GENERAL INFORMATION**

First Name \*

Last Name \*

Middle Initial \*

SSN \*

Gender \*  Male  Female

\* Email Address \*

**MAILING ADDRESS**

\* Mailing Street 1 \*

Mailing Street 2 \*

\* City \*

\* State / Country \*

\* Zip / Postal Code \*

Is this the same as Residence Address?  Yes  No (If not, we'll ask you for it on the Additional Information page.)

**REQUIRED WORK INFORMATION**

Civilian / Military \*  Civilian  Officer  Enlisted

Title / Rank \*

Tech Status \*  Yes  No

\* Organization \*

## Title/Rank List of Values Screen

Civilian: if user selects "civilian", the list of values shows the following:

Is this the same as Residence Address?  Yes  No (If not, we'll ask you for it on the Additional Information page.)

**REQUIRED WORK INFORMATION**

Civilian / Military \*  Civilian  Officer  Enlisted

Title / Rank \*

Tech Status \*  Yes  No

\* Organization \*

**Service / Agency of Assignment**

Office Street 1 \*

Office Street 2 \*

City \*

State / Country \*

Zip / Postal Code \*

Time Zone \*

Work Hours \*

\* Emergency Contact Name \*

\* Emergency Contact Phone Number \*

**ELECTRONIC FUNDS TRANSFER DATA**

Account Type \*  Saving  None

Officer: if user selects “officer”, the list of values shows the following:

The screenshot shows a web browser window with the URL <https://gtest.defensetravel.com/deployment-tools/SelfRegistration/Recommended>. The page title is "Defense Travel System" and the user ID is "8001.1". The form is titled "REQUIRED WORK INFORMATION" and contains the following fields:

- Civilian / Military: **Officer** (dropdown)
- Title / Rank: **MO-01** (dropdown)
- Active Reserve Category: **MO-02** (dropdown)
- Military Branch of Service: **MO-04** (dropdown)
- Tech Status: **MO-07** (dropdown)
- Air Crew Status: **MO-10** (dropdown)
- \* Organization: **MO-01** (dropdown)
- Service / Agency of Assignment: **MW-01** (dropdown)
- Office Street 1:
- Office Street 2:
- City:
- State / Country:
- Zip / Postal Code:
- Time Zone: **GMT** (dropdown)
- Work Hours: **8** (input)
- \* Emergency Contact Name:
- \* Emergency Contact Phone Number:

Below the "REQUIRED WORK INFORMATION" section is the "ELECTRONIC FUNDS TRANSFER DATA" section, which includes:

- Account Type:  Checking  Saving  None
- Account Routing Number:
- Account Number:

Enlisted: if user selects “enlisted”, the list of values shows the following:

The screenshot shows the same web browser window as above, but with the "Civilian / Military" dropdown set to "Enlisted". The form fields are:

- Civilian / Military: **Enlisted** (dropdown)
- Title / Rank: **ME-01** (dropdown)
- Active Reserve Category: **ME-02** (dropdown)
- Military Branch of Service: **ME-04** (dropdown)
- Tech Status: **ME-07** (dropdown)
- Air Crew Status: **ME-10** (dropdown)
- \* Organization: **ME-01** (dropdown)
- Service / Agency of Assignment: **ME-01** (dropdown)
- Office Street 1:
- Office Street 2:
- City:
- State / Country:
- Zip / Postal Code:
- Time Zone: **GMT** (dropdown)
- Work Hours: **8** (input)
- \* Emergency Contact Name:
- \* Emergency Contact Phone Number:

The "ELECTRONIC FUNDS TRANSFER DATA" section is identical to the previous screenshot:

- Account Type:  Checking  Saving  None
- Account Routing Number:
- Account Number:



Screen 2: Advanced Authorization List of Values: Option "Card Holder":

* Emergency Contact Name ›	<input type="text"/>
* Emergency Contact Phone Number ›	<input type="text"/>
	<small>Format: 999-999-9999 x9999; up to 20 characters</small>
<b>ELECTRONIC FUNDS TRANSFER DATA</b>	
Account Type ›	<input type="radio"/> Checking <input type="radio"/> Saving <input checked="" type="radio"/> None
Account Routing Number ›	<input type="text"/>
	<small>Click on the icon for help</small>
Account Number ›	<input type="text"/>
<b>TRAVEL RESERVATION INFORMATION</b>	
<b>GOVERNMENT CHARGE CARD (GOVCC)</b>	
CSA/TTR ›	No
Advance Authorization ›	<input type="text" value="CARD HOLDER"/>
Account Number ›	<input type="text"/>
GOVCC Exp. Date ›	<input type="text"/>
	<small>Format is mm/dd/yyyy</small>
<b>ADDITIONAL INFORMATION</b>	
Printed Organization ›	<input type="text"/>
Present Duty Station ›	<input type="text"/>
Miles from Office to Airport ›	<input type="text"/>
Office Phone ›	<input type="text"/>
	<small>Format: 999-999-9999 x9999; up to 20 characters</small>
Office Fax ›	<input type="text"/>
	<small>Format: 999-999-9999; up to 20 characters</small>
Office Mail Stop ›	<input type="text"/>
Organization Email ›	<input type="text"/>
Unit ID (UIC/RUC/PASSCODE) ›	<input type="text"/>
<b>FOREIGN TRAVEL INFORMATION</b>	
<b>OFFICIAL (NO-FEE) PASSPORT INFORMATION</b>	


Advance Authorization List of Values: Option "Advanced Authorization":

Close Tab (Ctrl+W) Emergency Contact Name ›

\* Emergency Contact Phone Number ›   
Format: 999-999-9999 x9999; up to 20 characters

**ELECTRONIC FUNDS TRANSFER DATA**

Account Type ›  Checking  Saving  None

Account Routing Number ›    
Click on the icon for help

Account Number ›


**TRAVEL RESERVATION INFORMATION**

**GOVERNMENT CHARGE CARD (GOVCC)**

CSA/TTR › No

Advance Authorization › **ADVANCE AUTH** ▼

Account Number ›

GOVCC Exp. Date ›    
Format is mm/dd/yyyy

**ADDITIONAL INFORMATION**

Printed Organization ›

Present Duty Station ›

Miles from Office to Airport ›

Office Phone ›   
Format: 999-999-9999 x9999; up to 20 characters

Office Fax ›   
Format: 999-999-9999; up to 20 characters

Office Mail Stop ›

Organization Email ›

Unit ID (UIC/RUC/PASSCODE) ›

**FOREIGN TRAVEL INFORMATION**

**OFFICIAL (NO-FEE) PASSPORT INFORMATION**

Screen 3:

Organization Email

Unit ID (UIC/RUC/PASSCODE)

**FOREIGN TRAVEL INFORMATION**

**OFFICIAL (NO-FEE) PASSPORT INFORMATION**

First Name

Last Name

Middle Initial

Birth Date

Format is mm/dd/yyyy

Passport Number

Issuing City

Issuing State / Country

Click on the icon to select a value

Expiration Date

Format is mm/dd/yyyy

**REGULAR (TOURIST) PASSPORT INFORMATION**

First Name

Last Name

Middle Initial

Birth Date

Format is mm/dd/yyyy

Passport Number

Issuing City

Issuing State / Country

Click on the icon to select a value

Expiration Date

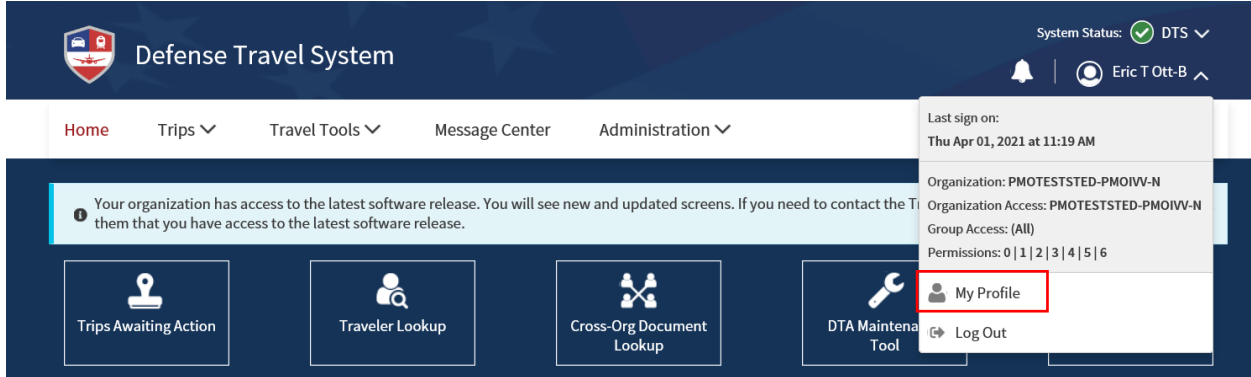
Format is mm/dd/yyyy

**SAVE AND PROCEED**

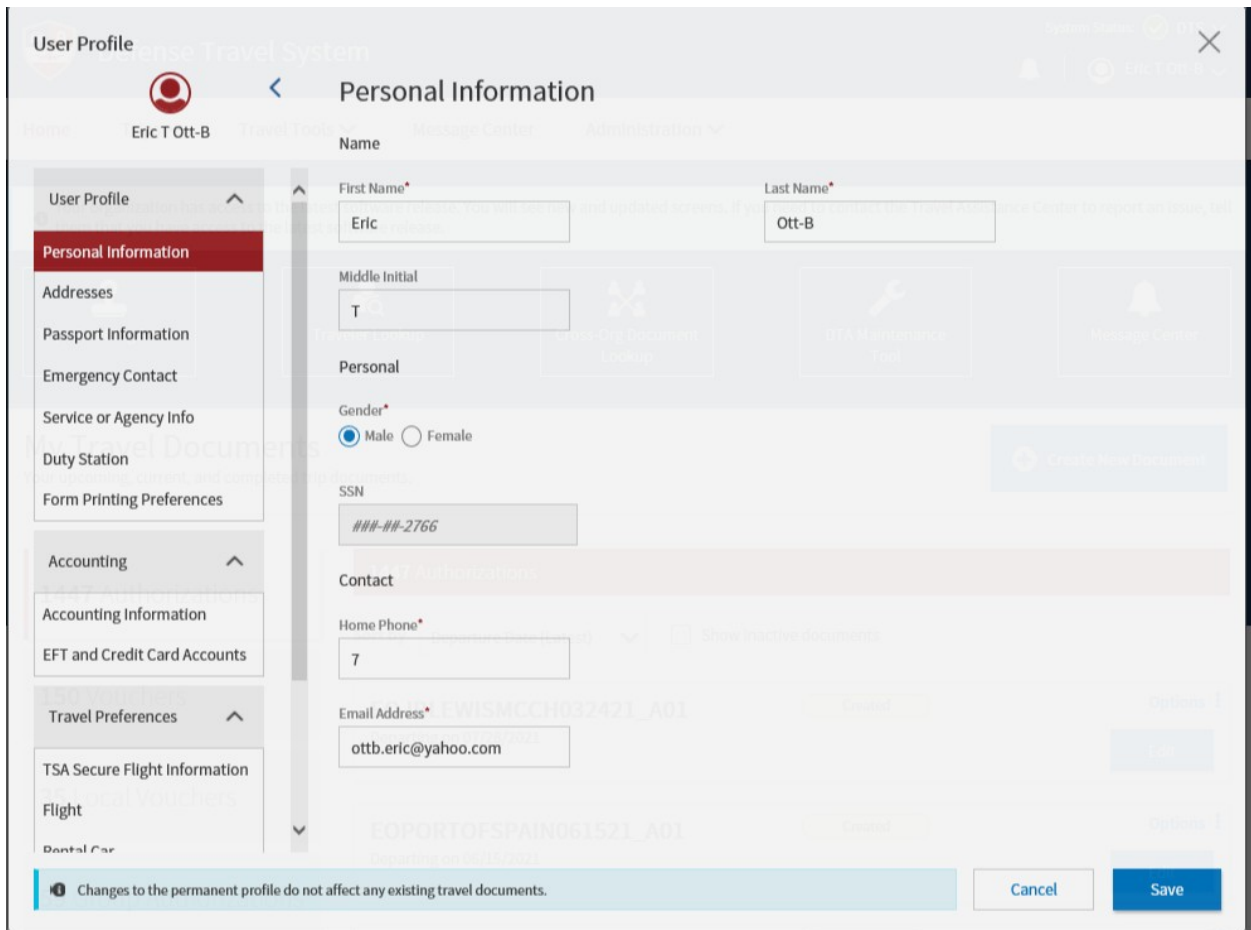
**CANCEL WITHOUT SAVING**

# Edit Profile

Existing users access this screen to change any profile information



Personal Information:



Address screen:

User Profile

Eric T Ott-B

### Addresses

Mailing Address

Address Line 1\*  
1365 Elison Pike

Address Line 2

City\*  
Fairfax

State / Province / Region\*  
VA

Zip / Postal Code\*  
22033

Residence Address

Same as mailing address

Address Line 1  
1365 Elison Pike

Address Line 2

City  
Fairfax

State / Province / Region  
VA

Zip / Postal Code  
22033

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Passport Information screen:

User Profile System Status: 11:11  
Eric T Ott-B Eric T Ott-B

### Passport Information

Official Passport (No Fee)

Passport Number	Expiration Date
<input type="text"/>	01/02/1991
First Name	Middle Name
Eric	T
Last Name	Date of Birth
OttB	04/03/1990
City	Country
Gaithersburg	ABW

Regular Passport (Tourist)

Passport Number	Expiration Date
<input type="text"/>	12/30/2020
First Name	Middle Name
<input type="text"/>	<input type="text"/>
Last Name	Date of Birth
<input type="text"/>	04/03/1990
City	Country
<input type="text"/>	<input type="text"/>

EQJBLEWISMCCCH032421\_A01  
Departing on 01/02/2021

EOPORTOFSPAIN061S21\_A01  
Departing on 06/15/2021

EOCHICAGO11060121\_A01  
Departing on 05/01/2021 | TA Number: 21200

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Emergency Contact screen:

User Profile Eric T Ott-B

## Emergency Contact

Enter an emergency contact for your agency or organization.

Emergency Contact Name\* 156'hj

Emergency Contact Phone\* 703-570-5558

Traveler Lookup Cross-Org Document Lookup DTA Maintenance Tool Message Center

1447 Authorizations

Document ID	Status	Options
E0JBLEWISMCC032421_A01	Created	Full
E0PORTOFSPAIN061521_A01	Created	Full
E0CHICAGO11060121_A01	No Act Enclosed	Options

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Service or Agency info screen:

**User Profile** | Service or Agency Information

Eric T Ott-B |  Civilian  Officer  Enlisted

**Service or Agency Information**

Title / Rank\*: ME-05

Tech Status\*: NO

Air Crew Status\*: NO

Active/Reserve Category\*: A-Active Duty

Reserve Category: Nothing selected

Service / Agency\*: AFIS

Unit\*: A123454

**144T Authorizations**

Document ID	Status	Departure Date	Action
EOJBLEWISMCC032421_A01	Created	Departing on 07/26/2021	Edit
EOPORTOFSPAIN061521_A01	Created	Departing on 06/15/2021	Edit
EOCHICAGOIL060121_A01	Not Act. Reviewed	Departing on 06/01/2021	Edit

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save



Duty Station screen:

**User Profile** | **Duty Station**

Eric T Ott-B

**Organization**  
PMOTESTSTED-PMOIV-N

**Printed Org**  
PMOTESTSTED-PMOIV-N

**Routing List\***  
NROWI

**Self AO Approval\***  
false

**Advance Authorization\***  
ADVANCE AUTH

**Mandatory use of GTCC\***  
E

**Duty Station Address**

**Address Line 1\***  
4800 Mark Center Dr

**Address Line 2**

**City\***  
Alexandria

**State / Province / Region\***  
VA

**Zip / Postal Code\***  
22350

**Duty Station Contact**

**Phone Number\***  
7031923456

**Fax Number**

**Other Information**

**Mail Code**

**Clearance**

**Number of Work Hours**

**Time Zone\***  
EST (06)

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Form Printing Preferences screen:

User Profile Eric T O'B-B

## Form Printing Preferences

Authorizations

Review and update form printing preferences for authorizations and group authorizations.

Display full SSN?  
 No  Yes

Print Itinerary information for reservations?  
 No  Yes

Authorizations Preferences: Govt+Form

Cash Advance Preferences: Govt+Form

Group Authorization Preferences: Summary and Individual

Voucher

Review and update form printing preferences for vouchers.

Display full SSN?  
 No  Yes

Print a list of receipts that are attached to the voucher?  
 No  Yes

Voucher Preferences: Govt+Form

Attachments

The following options are specific sections that can be included in a printed document. Check all that apply.

- Document History  
Prints the electronic history of a document and shows each step in the electronic approval and/or processing of the document.
- Accounting Detail  
Prints the subtotals of a document's expenses by accounting code and expense category.
- Privacy Act  
Prints the Privacy Act Statement.

Print Document Name

The following options are attachments or additional pages that will print with the document.

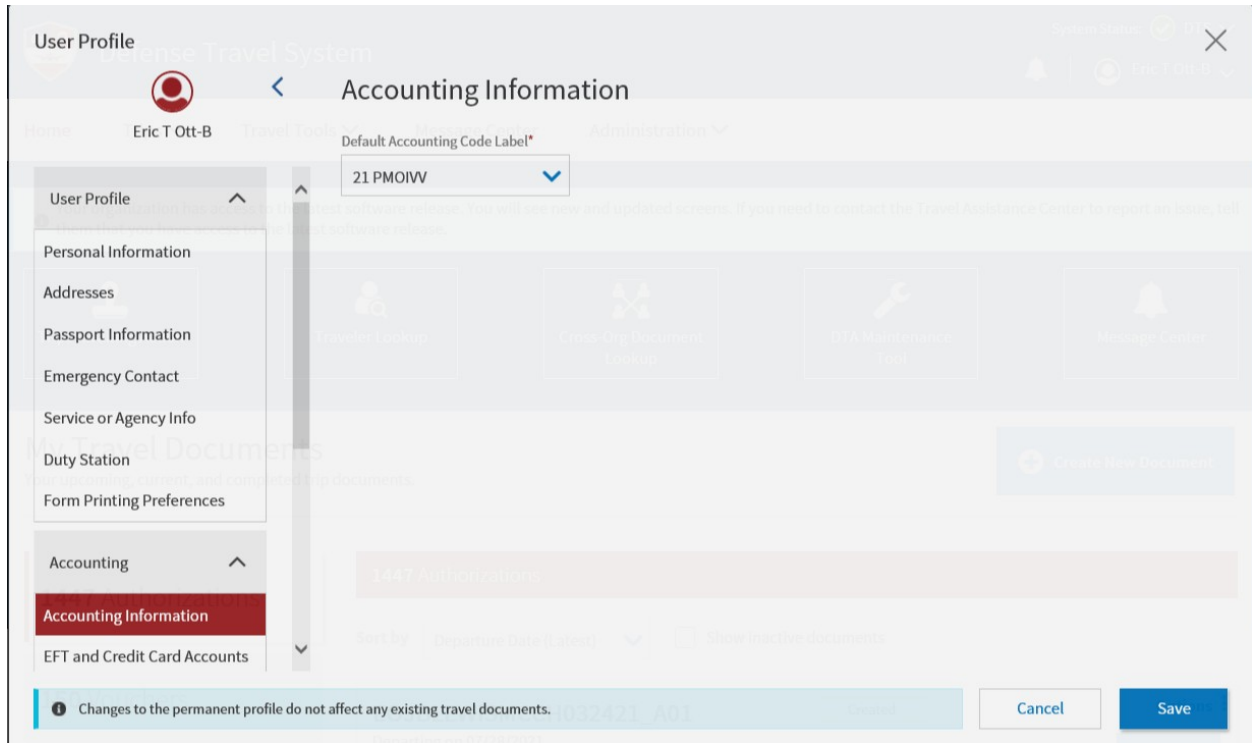
- Block 2 of SF1164  
Prints the document name on block 2 of form SF1164.
- Block 22 of DD1610  
Prints the document name on block 22 of form DD1610.

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

# Accounting

Accounting Information screen:



EFT and Credit Card Accounts screen:

**User Profile** | **EFT and Credit Card Accounts**

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive ETF transmissions.

Account Type	Account Number	Routing Number	Expiration Date
GOVCC	4614220019283120	N/A	09/21
Checking	1419066421	256074974	N/A

**Mandatory EFT Payment\***  
 Yes  No

GTCC Account Number: 4614220019283120 | GTCC Expiration Date: 09/21

Checking Routing Number: 256074974 | Checking Account Number: 1419066421

Saving Routing Number: | Saving Account Number: |

Changes to the permanent profile do not affect any existing travel documents.

Buttons: Cancel, Save

# Travel Preferences

TSA Secure Flight Information screen:

The screenshot shows a web application interface for a user profile. The user is Eric T Ott-B. The main heading is "TSA Secure Flight Information". A message instructs the user to enter information exactly as it appears on their state or government issued identification card, with a link to the TSA's Website. The form contains the following fields:

- First Name\*: Eric
- Last Name\*: OttB
- Middle Initial: T
- Gender\*:  Male  Female
- Date of Birth\*: 04/03/1990
- Known Traveler Number: 123456
- Redress Number: (empty)

At the bottom, there is a warning: "Changes to the permanent profile do not affect any existing travel documents." and buttons for "Cancel" and "Save".

Flight screen:

The screenshot shows a web application interface for a user profile. The user is Eric T Ott-B. The main heading is "Flight Preferences". On the left, there is a navigation menu with categories: Form Printing Preferences, Accounting, Accounting Information, EFT and Credit Card Accounts, Travel Preferences, TSA Secure Flight Information, Flight (highlighted), Rental Car, Lodging, Smoking Preference, Rewards Programs, and Remarks. The main content area contains several sections: "Preferred Airport" (empty text box), "Special Meal Request" (dropdown menu set to "No Preference"), "Accessibility & Disabilities" (checkboxes for "Blind", "Deaf/Hard of Hearing", and "Meet and Assist"), and "Special Needs" (text box containing "test"). Below these is the "Miles to Airport" section with "From Home" and "From Office" text boxes, both containing "0". At the bottom, there is a blue bar with a message: "Changes to the permanent profile do not affect any existing travel documents." and "Cancel" and "Save" buttons.

User Profile Eric T Ott-B

### Flight Preferences

Preferred Airport: [Text Box]

Select a General Seat Preference: **Alsle Seat** [Dropdown]

Special Meal Request: **No Preference** [Dropdown]

Accessibility & Disabilities

- Blind
- Deaf/Hard of Hearing
- Meet and Assist ⓘ

Special Needs: **test** [Text Box]

Miles to Airport

From Home: **0** [Text Box] From Office: **0** [Text Box]

EOJBLEWISMCCCH032421\_A01  
Departing on 07/28/2021

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Rental Car screen:

The screenshot displays the 'Rental Car Preferences' interface. At the top, the user profile 'Eric T Ott-B' is visible. The main heading is 'Rental Car Preferences'. Below the heading, there are two primary settings: 'Preferred Rental Car' with a dropdown menu currently set to 'Budget', and 'Special Needs' with a text input field containing 'I like fast cars'. A navigation sidebar on the left lists various preference categories, with 'Rental Car' highlighted in red. Below the settings, a 'Travel Documents' section shows a summary of '1447 Authorizations' and a 'Create New Document' button. At the bottom, a light blue banner contains the message: 'Changes to the permanent profile do not affect any existing travel documents.' To the right of this message are 'Cancel' and 'Save' buttons.

Lodging screen:

The screenshot displays the 'Lodging Preferences' interface for user Eric T Ott-B. The top navigation bar includes 'Home', 'Travel Tools', 'Message Center', and 'Administration'. The main content area is divided into sections: 'Preferred Lodging' (Holiday Inn), 'Accessibility & Disabilities' (with checkboxes for Blind, Deaf/Hard of Hearing, and Handicap/Wheelchair Accessible), and 'Special Needs' (with a text input field containing '1234'). A sidebar on the left lists various preference categories, with 'Lodging' highlighted in red. Below the preferences, a summary bar shows '1447 Authorizations' and a 'Sort by' dropdown set to 'Departure Date (Latest)'. A 'Show inactive documents' checkbox is also present. At the bottom, a blue bar contains a warning: 'Changes to the permanent profile do not affect any existing travel documents.' and buttons for 'Cancel' and 'Save'.



Smoking Preference screen:

User Profile System Status

Eric T Ott-B Smoking Preference

Home Travel Tools Message Center Administration

Smoking\*  
 Yes  No

Form Printing Preferences

Accounting ^

Accounting Information

EFT and Credit Card Accounts

Travel Preferences ^

TSA Secure Flight Information

Flight

Rental Car

Lodging

**Smoking Preference**

Rewards Programs

1447 Authorizations

Sort by: Departure Date (Latest) Show inactive documents

EOJBLEWISMCC032421 A01 Created Options

Changes to the permanent profile do not affect any existing travel documents.

Cancel Save

Reward Programs screen:

User Profile System Status: ✔ DT1 ✕

← Rewards Programs Eric T Ott-B ↓

Home Eric T Ott-B Travel Tools Message Center Administration ↓

✈ FLIGHT

AIRLINE FREQUENT FLYER NUMBER

Select  Cancel Add

🚗 RENTAL CAR Cross Org Document Lookup ↔ DTA Maintenance Tool 🔧 Message Center 🔔

RENTAL CAR COMPANY FREQUENT RENTER NUMBER

Select  Cancel Add

🏠 LODGING Create New Document +

HOTEL FREQUENT GUEST NUMBER

Select  Cancel Add

Sort by: Departure Date (latest) ↓ Show inactive documents 📄

EOJBLEWISMCC032421 A01 Created 🕒 Options ⋮

Cancel Save

🔔 Changes to the permanent profile do not affect any existing travel documents.

Cancel

Save

Remark screen:

User Profile System Status: ● D1 ✕

Eric T Ott-B < **Remarks** Eric T Ott-B ▼

Home Eric T Ott-B Travel Tools ▼ Message Center Administration ▼

**Personal Remarks**

**Accounting** ^

Accounting Information  
EFT and Credit Card Accounts

**Other Remarks**

Transfer Lookup Cross Org Document Lookup DTA Maintenance Tool Message Center

**Travel Preferences** ^

TSA Secure Flight Information  
Flight  
Rental Car  
Lodging  
Smoking Preference  
Rewards Programs

**Travel Agency Remarks**

+ Create New Document

1447 Authorizations

Sort By: Departure Date (Latest) ▼ Show inactive documents

EOJBLEWISMCC032421 A01 Created Options !

i Changes to the permanent profile do not affect any existing travel documents. Cancel Save