

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be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.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/SORNstndox/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. 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

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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 (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

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 * [REDACTED]
Last Name * [REDACTED]
Middle Initial * [REDACTED]
SSN * [REDACTED]
Gender * Male [v]
* Email Address * [REDACTED]

MAILING ADDRESS

* Mailing Street 1 * [REDACTED]
Mailing Street 2 * [REDACTED]
* City * [REDACTED]
* State / Country * [REDACTED] [v]
* Zip / Postal Code * [REDACTED]
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** [v]
Title / Rank * **Officer** [v]
Tech Status * Yes No
* Organization * [REDACTED] [v]
Service / Agency of Assignment * [REDACTED]

Title/Rank List of Values Screen

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

mailing Street 2 * [REDACTED]
* City * [REDACTED]
* State / Country * [REDACTED] [v]
* Zip / Postal Code * [REDACTED]
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** [v]
Title / Rank * **AD-00** [v]
AD-01
AD-02
AD-03
AD-04
AD-05
AD-06 [v]
AD-07
AD-08
AD-09
AD-10
AD-11
AD-12
AD-13
AD-14
AD-15
AD-16 [v]
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AD-94
AD-95
AD-96
AD-97
AD-98
AD-99
AS-01
* Organization * [REDACTED] [v]
Service / Agency of Assignment * [REDACTED]
Office Street 1 * [REDACTED]
Office Street 2 * [REDACTED]
City * [REDACTED]
State / Country * [REDACTED] [v]
Zip / Postal Code * [REDACTED]
Time Zone * [REDACTED]
Work Hours * [REDACTED]
* Emergency Contact Name * [REDACTED]
* Emergency Contact Phone Number * [REDACTED]
ELECTRONIC FUNDS TRANSFER DATA
Account Type * [REDACTED] [v]
 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: **son to select a value** (text input with search icon)
- Service / Agency of Assignment: **MW-02** (dropdown)
- Office Street 1: (text input)
- Office Street 2: (text input)
- City: (text input)
- State / Country: (text input with search icon)
- Zip / Postal Code: (text input)
- Time Zone: **GMT** (dropdown)
- Work Hours: **8** (text input)
- * Emergency Contact Name: (text input)
- * Emergency Contact Phone Number: (text input with format: 999-999-9999 x9999; up to 20 characters)

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

- Account Type: Checking Saving None
- Account Routing Number: (text input with search icon)
- Account Number: (text input)

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-00** (dropdown)
- Active Reserve Category: **ME-02** (dropdown)
- Military Branch of Service: **ME-04** (dropdown)
- Tech Status: **ME-06** (dropdown)
- Air Crew Status: **ME-09** (dropdown)
- * Organization: **Click on the icon to select a value** (text input with search icon)
- Service / Agency of Assignment: (dropdown)
- Office Street 1: (text input)
- Office Street 2: (text input)
- City: (text input)
- State / Country: (text input with search icon)
- Zip / Postal Code: (text input)
- Time Zone: **GMT** (dropdown)
- Work Hours: **8** (text input)
- * Emergency Contact Name: (text input)
- * Emergency Contact Phone Number: (text input with format: 999-999-9999 x9999; up to 20 characters)

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

- Account Type: Checking Saving None
- Account Routing Number: (text input with search icon)
- Account Number: (text input)

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>
ELECTRONIC FUNDS TRANSFER DATA	
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"/>
TRAVEL RESERVATION INFORMATION	
GOVERNMENT CHARGE CARD (GOVCC)	
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>
ADDITIONAL INFORMATION	
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"/>
FOREIGN TRAVEL INFORMATION	
OFFICIAL (NO-FEE) PASSPORT INFORMATION	


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

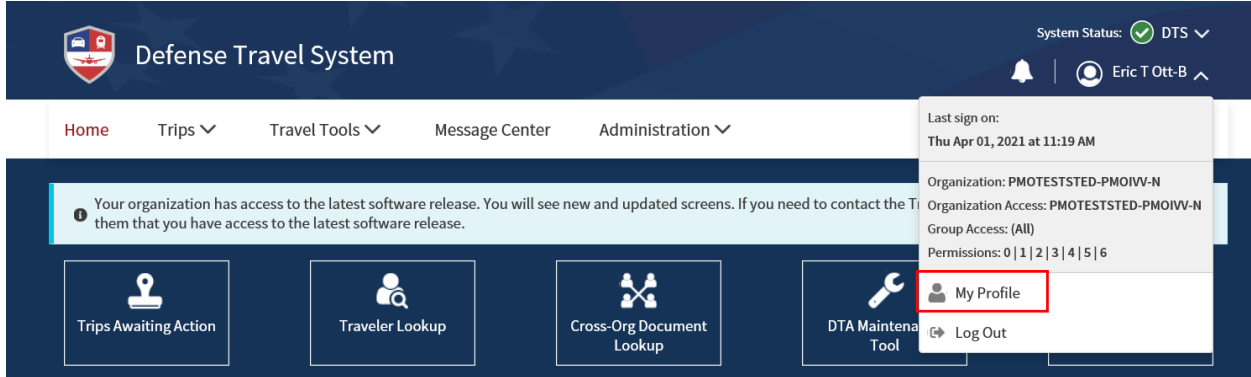
Format is mm/dd/yyyy

SAVE AND PROCEED

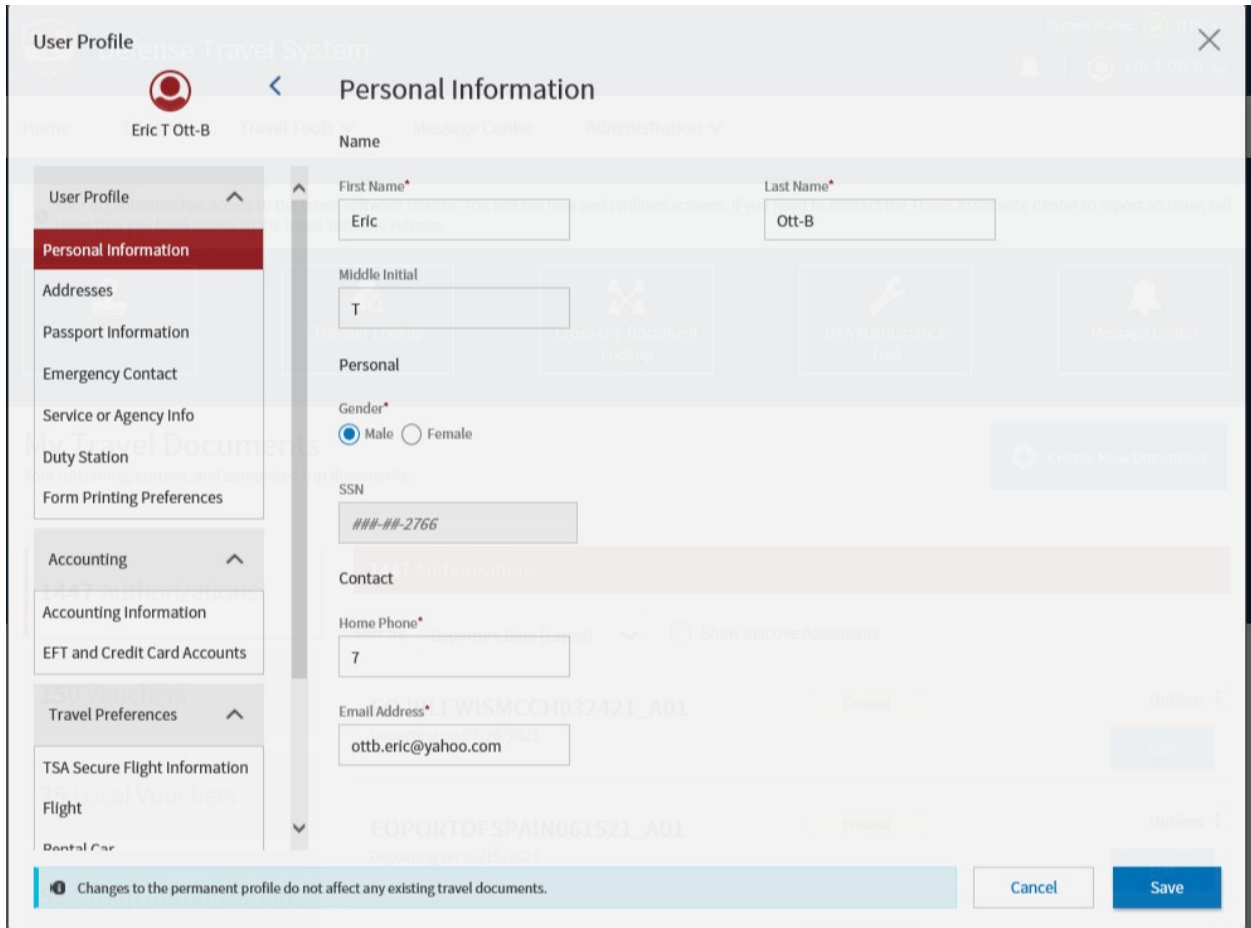
CANCEL WITHOUT SAVING

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

Same as mailing address

Residence 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

Home Travel Tools Administration

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

EOCHICAGOIL060121_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:

The screenshot displays the 'Emergency Contact' screen within a user profile system. The page header includes 'User Profile' and 'Eric T Ott-B'. The main heading is 'Emergency Contact' with a sub-instruction: 'Enter an emergency contact for your agency or organization.' The form contains two input fields: 'Emergency Contact Name*' with the value '156"hj' and 'Emergency Contact Phone*' with the value '703-570-5558'. Below the form are four tool icons: 'Traveler Lookup', 'Cross-Org Document Lookup', 'DTA Maintenance Tool', and 'Message Center'. A 'Create New Document' button is also visible. The lower section shows a list of 1447 authorizations, with three entries visible: 'E0JBLEWISMCC032421_A01' (Departing on 07/28/2021), 'E0PORTOFSPAIN061521_A01' (Departing on 06/15/2021), and 'E0CHICAGO11060121_A01' (Departing on 06/01/2021). A footer message states: 'Changes to the permanent profile do not affect any existing travel documents.' The page concludes with 'Cancel' and 'Save' buttons.

Service or Agency info screen:

User Profile | Eric T Ott-B | Home | Travel Tools | Administration

Service or Agency Information

Civilian Officer Enlisted

Form Fields:

- 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.

Duty Station screen:

User Profile Eric T Ott-B

Duty Station

Present Station

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.

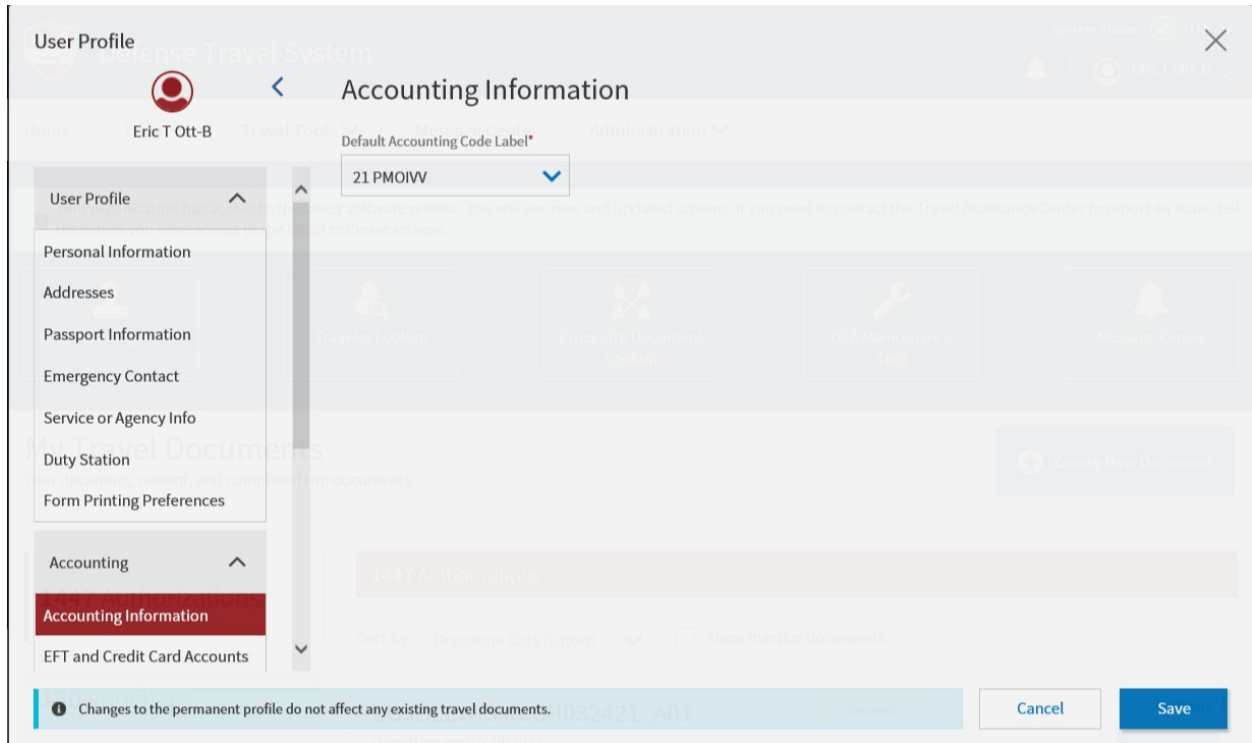
- Block 2 of SF1164
Prints the document name on block 2 of form SF1164.
- Block 22 of DD1610
Prints the document name on block 22 of form DD1610.

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 sidebar on the left contains a menu with items: Accounting, Accounting Information, EFT and Credit Card Accounts, Travel Preferences, TSA Secure Flight Information (highlighted), Flight, Rental Car, Lodging, Smoking Preference, Rewards Programs, and Remarks. The main content area contains a form with the following fields: First Name (Eric), Last Name (OttB), Middle Initial (T), Gender (Male selected), Date of Birth (04/03/1990), and Known Traveler Number (123456). There is also a Redress Number field which is currently empty. A message at the bottom states: "Changes to the permanent profile do not affect any existing travel documents." Buttons for "Cancel" and "Save" are visible at the bottom right.

User Profile

Eric T Ott-B

TSA Secure Flight Information

Please enter the information below EXACTLY as it appears on your state or government issued identification card. When entering last name, do not include suffixes (e.g., Jr). As a Service member or DoD civilian, you qualify for TSA PreCheck for free. For more information on participation or the TSA privacy policies, visit the [TSA's Website](#).

First Name*

Eric

Last Name*

OttB

Middle Initial

T

Gender*

Male Female

Date of Birth*

04/03/1990

Known Traveler Number

123456

Redress Number

032421 A01

Departing on 07/29/2021

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

Cancel 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:

Select a General Seat Preference: **Alsle Seat** ▼

Special Meal Request: **No Preference** ▼

Accessibility & Disabilities

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

Special Needs:

Miles to Airport

From Home: From Office:

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 title is 'Rental Car Preferences'. Below the title, there are two input fields: 'Preferred Rental Car' with a dropdown menu currently showing 'Budget', and 'Special Needs' with the text 'I like fast cars'. A navigation sidebar on the left lists various settings categories, with 'Rental Car' highlighted in red. Below the preferences, a 'Travel Documents' section shows a count 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 page title is 'Lodging Preferences' and the user's name is visible in the top left. The 'Preferred Lodging' is set to 'Holiday Inn'. Under 'Accessibility & Disabilities', there are three unchecked checkboxes: 'Blind', 'Deaf/Hard of Hearing', and 'Handicap/Wheelchair Accessible'. The 'Special Needs' field contains the value '1234'. A sidebar on the left lists various preference categories, with 'Lodging' highlighted in red. 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 Eric T Ott-B

Rewards Programs

FLIGHT

AIRLINE: Select [v] FREQUENT FLYER NUMBER: [] [Cancel] [Add]

RENTAL CAR

RENTAL CAR COMPANY: Select [v] FREQUENT RENTER NUMBER: [] [Cancel] [Add]

LODGING

HOTEL: Select [v] FREQUENT GUEST NUMBER: [] [Cancel] [Add]

EOJBLEWISMCC032421 A01 [Created] [Options]

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