

Defense Travel System

Privacy Requirements

Purpose of This Document

Below are screenshots from the Defense Travel System (eff. 08/10/2017) that display the privacy and ethics policy and disclaimer along with the data entry fields requesting personal information; this in support of the OMB Control Number request.

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)(b)(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)(b)(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 5300.7-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 Subsistence; 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 4500.096, 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 <https://dtpcd.defense.gov/Portals/49/Documents/Privacy/SORNs/OSDJS/DHRA-08-DoD.pdf>.

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: 10/31/2024

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.usd.mbx.dod-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.

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

- > [DoD Approves Reimbursement for Transportation or Shipment of Breast Milk During PCS](#)
- > [Travelers MUST Re-Book Certain Rental Car Reservations Immediately](#)
- > [Highlights of GovTravels 2024](#)
- > [Rental Car Agreement #5 Effective April 1, 2024](#)
- > [Top Performers Recognized for Excellence in Practice Awards at GovTravels 2024](#)

[More news →](#)

DTS Notices

There are no DTS Notices available.

Travel Resources



Welcome to the Self Registration Tool

Self Registration

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


- > DoD Approves Reimbursement for Transportation or Shipment of Breast Milk During PCS
- > Travelers MUST Re-Book Certain Rental Car Reservations Immediately
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[More news →](#)


DTS Notices

There are no DTS Notices available.


Travel Resources




DTS Training on Trak
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



ISA 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](#)
[DoD Travel Training Resource Center](#)



About DTS
Browser Support
Accessibility
Privacy Policy & Security Notice



DEFENSE TRAVEL SYSTEM

Website of the
Department of Defense

New Profile Creation

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

Welcome to the Self Registration Tool

Your user/traveler profile has been started but not completed; please finish prior to submitting the user/traveler profile for acceptance.

If you already have an existing user profile, and inadvertently created a self registration record, then click the Delete Self Registration Profile button below to delete your staging profile. You will then be able to re-login and activate your production profile.

[Delete Self Registration Profile](#)

This is where you enter the data that goes into your DTS Personal Profile.

In the *Basic Information* section, the following fields are mandatory (indicated by an asterisk) and must be provided in order to submit your self registration:

- E-mail Address
- Mailing Address (Street, State/Country, and Zip/Postal Code)
- Organization
- Electronic Funds Transfer (EFT) information (bank account and routing information). Payment by EFT is mandatory per the DOD Financial Management Regulations. If you don't have EFT information, please contact the DTA for assistance to have your profile created.

Click on the Basic Information button below (or the link above) to complete your profile.

The following *Additional Information* is also required in order to submit your self registration:

- Residence Address (Street, State/Country, and Zip/Postal Code)
- Residence Phone

You should have this information available prior to leaving the Self Registration home page and continuing with the self registration process.

The following fields (indicated in **bold**) are required to save the page on which the information is entered. This information is needed, at a minimum, if you wish to abandon the self registration process, but save the information added and then return later to complete the process:

- Gender
- Service/Agency of Assignment (Street, State/Country, and Zip/Postal Code)
- Time Zone (of your permanent duty station)

[Basic Information](#)

Screen 1:

Basic Information

0 Fields marked with an asterisk (*) and a bolded Field Name are required to save data and submit on the BASIC INFORMATION page.

Mandatory Information

General Information

First Name:

Last Name:

Middle Initial:

SSN:

*Gender: **Male**

*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**

Title / Rank: **AD-00**

Tech Status: Yes No

*Organization:

Service / Agency of Assignment:

Office Street 1:

Office Street 2:

City:

State / Country:

Zip / Postal Code:

*Time Zone: **GMT**

Work Hours:

*Emergency Contact Name:

*Emergency Contact Phone Number:

Electronic Funds Transfer Data

Account Type: Checking Saving None

Account Routing Number: [Help](#)

Account Number:

Travel Reservation Information

Government Charge Card (GOVCC)

CSA/TTR: No

Advance Authorization: [X](#) [v](#)

Account Number:

GOVCC Exp. Date:

Additional Information

Printed Organization:

Present Duty Station:

Miles from Office to Airport:

Office Phone:

Office Fax:

Office Mail Stop:

Organization Email:

Unit ID (MIL/PLC/PACSCORP):

Foreign Travel Information

Official (NO-FEE) Passport Information

First Name:

Last Name:

Middle Initial:

Birth Date:

Passport Number:

Issuing City:

Issuing State / Country: [Search](#)

Expiration Date:

Regular (TOURIST) Passport Information

First Name:

Last Name:

Middle Initial:

Birth Date:

Passport Number:

Issuing City:

Issuing State / Country: [Search](#)

Civilian/Military List of Values Screen:

General Information

First Name:

Last Name:

Middle Initial:

SSN:

*Gender: ✕ ▾

*Email Address:

Mailing Address

*Mailing Street 1:

Mailing Street 2:

*City:

*State / Country: Q Search

*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

	Please select one of the options below
Civilian / Military:	Civilian ▴
Title / Rank:	Civilian
Tech Status:	Officer
	Enlisted
*Organization:	<input type="text"/>

Title/Rank List of Values Screen

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

Required Work Information


Civilian / Military:	Civilian Please select one of the options below
Title / Rank:	AD-00
Tech Status:	AD-00
*Organization:	AD-01
Service / Agency of Assignment:	AD-02
Office Street 1:	AD-03
Office Street 2:	AD-04
Office Street 3:	
City:	
State / Country:	<input type="text"/> Search
Zip / Postal Code:	



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

*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: 
Please select one of the options below


Title / Rank:  

Active Reserve Category:

*Military Branch of Service:

Tech Status:

Air Crew Status:


*Organization:  Search

Service / Agency of Assignment:



Office Street 1:

Office Street 2:

City:


State / Country:  Search



Zip / Postal Code:

*Time Zone:  

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

Required Work Information

Civilian / Military: 
Please select one of the options below


Title / Rank:  

Active Reserve Category:

*Military Branch of Service:

Tech Status:

Air Crew Status:

*Organization:  Search

Service / Agency of Assignment:

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

Electronic Funds Transfer Data

Account Type: Checking Saving None

Account Routing Number:

 Help

Account Number:

Travel Reservation Information

Government Charge Card (GOVCC)

CSA/TTR: No

Advance Authorization:



Account Number:

GOVCC Exp. Date:

Additional Information

Printed Organization:

Present Duty Station:

Miles from Office to Airport:

Office Phone:

Office Fax:

Office Mail Stop:

Organization Email:

Unit ID (UIC/RUC/PASSCODE):

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

Electronic Funds Transfer Data

Account Type: Checking Saving None

Account Routing Number: [Help](#)

Account Number:

Travel Reservation Information

Government Charge Card (GOVCC)

CSA/TTR: No

Advance Authorization: [X](#) [v](#)

Account Number:

GOVCC Exp. Date:

Additional Information

Printed Organization:

Present Duty Station:

Miles from Office to Airport:

Office Phone:

Office Fax:

Office Mail Stop:

Organization Email:

Unit ID (UIC/RUC/PASSCODE):

Screen 3:

Foreign Travel Information

Official (NO-FEE) Passport Information

First Name:

Last Name:

Middle Initial:

Birth Date:

Passport Number:

Issuing City:

Issuing State / Country:

Expiration Date:

Regular (TOURIST) Passport Information

First Name:

Last Name:

Middle Initial:

Birth Date:

Passport Number:

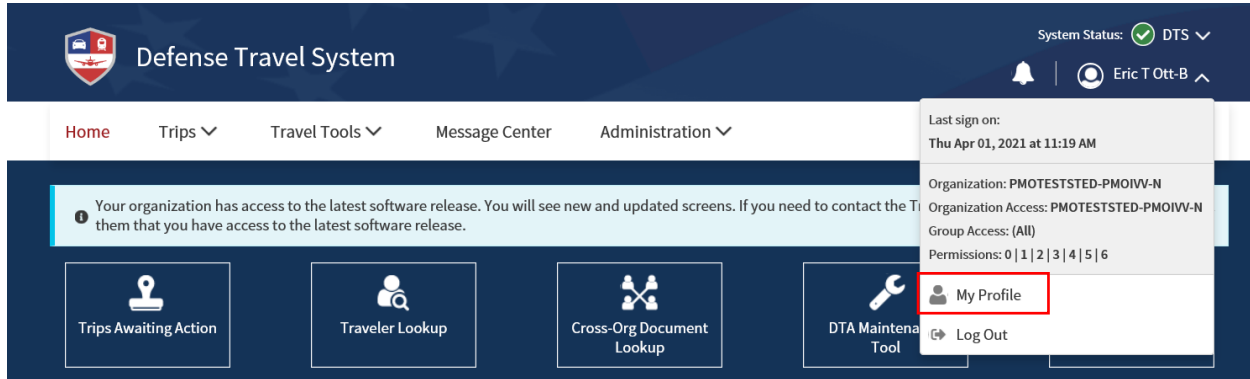
Issuing City:

Issuing State / Country:

Expiration Date:

Edit Profile

Existing users access this screen to change any profile information



Personal Information:

The 'User Profile' page for Eric T Ott-B is shown. The left sidebar contains a navigation menu with 'User Profile' selected and expanded to show 'Personal Information', 'Addresses', 'Passport Information', 'Emergency Contact', 'Service or Agency Info', 'Duty Station', and 'Form Printing Preferences'. Below this is the 'Accounting' section with 'Accounting Information'. The main content area shows the 'Personal' section with the following fields: 'Name' (Eric Ott-B), 'Middle Initial' (T), 'Gender*' (Male selected, Female unselected), 'SSN' (###-##-2766), 'Contact' section with 'Home Phone*' (301-570-5050) and 'Email Address*' (ottb.eric@yahoo.com). A blue banner at the bottom states: 'Changes to the permanent profile do not affect any existing travel documents.' 'Cancel' and 'Save' buttons are at the bottom right.

Address screen:

User Profile Eric T Ott-B

Addresses

Home Eric T Ott-B Travel Tools Message Center Administration

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

Eric T Ott-B

- User Profile
- Personal Information
- Addresses
- Passport Information**
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences

Accounting

- Accounting Information
- EFT and Credit Card Accounts

Travel Preferences

TSA Secure Flight Information

Flight

Permanent Passport (1st/2nd)

Passport Number

Expiration Date

01/02/1991

First Name

Eric

Middle Name

T

Last Name

OttB

Date of Birth

04/03/1990

City

Gaithersburg

Country

ABW

Regular Passport (Tourist)

Passport Number

Expiration Date

12/30/2028

First Name

Middle Name

Date of Birth

04/03/1990

Last Name

City


Country

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

Cancel Save

Emergency Contact screen:

User Profile ✕

 < **Emergency Contact**

Eric T Ott-B

Enter an emergency contact for your agency or organization.

User Profile ^	Emergency Contact Name*	Emergency Contact Phone*
Personal Information	<input type="text" value="Lisa"/>	<input type="text" value="703-570-5501"/>
Addresses		
Passport Information		
Emergency Contact		
Service or Agency Info		
Duty Station		
Form Printing Preferences		
Accounting ^		
Accounting Information		
EFT and Credit Card Accounts		
Travel Preferences ^		
TSA Secure Flight Information		
Flight		

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

Service or Agency info screen:

User Profile Home Eric T Ott-B Travel Tools Administration

Service or Agency Information

Civilian Officer Enlisted

User Profile ^

- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info**
- Duty Station
- 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

Title / Rank*

Tech Status*

Air Crew Status*

Active/Reserve Category*

Reserve Category

Service / Agency*

Unit*

1447 Authorizations

Sort by: Department Date (Low) Show inactive documents

EOJBLEWISMCC032421_A01	Created	Options
Departing on 07/26/2021		Edit
EOPORTOFSPAIN061521_A01	Created	Options
Departing on 06/15/2021		Edit
EOCHICAGOIL060121_A01	Not Act. Reviewed	Options
Departing on 06/01/2021 TSA Number: 202000		

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

Duty Station screen:

User Profile *Eric T Ott-B* **Duty Station**

Organization
PMOTESTSTED-PMOIV-N

Routing List*
NROWI

Advance Authorization*
ADVANCE AUTH

Present Station

Printed Org
PMOTESTSTED-PMOIV-N

Self AO Approval*
false

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)

Accounting Information
EFT and Credit Card Accounts

Travel Preferences
TSA Secure Flight Information
Flight
Rental Car
Lodging
Smoking Preference
Rewards Programs
Remarks

Message Center

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

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:

User Profile ✕



Eric T Ott-B

< Accounting Information

- User Profile ^
- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences
- Accounting ^
- Accounting Information
- EFT and Credit Card Accounts
- Travel Preferences ^
- TSA Secure Flight Information
- Flight

Default Accounting Code Label*

24 DTS▼

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

Cancel

Save

EFT and Credit Card Accounts screen:

User Profile



Eric T Ott-B



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.

Accounts

Account Type	Account Number	Routing Number	Expiration Date
GOVCC	4614220019283120	N/A	09/24
Checking	1419066421	256074974	N/A

Mandatory EFT Payment*

Yes No

GTCC Account Number

4614220019283120

GTCC Expiration Date

09/24

Checking Routing Number

256074974

Checking Account Number

1419066421

Saving Routing Number

Saving Account Number

- User Profile ^
- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences
- Accounting ^
- Accounting Information
- EFT and Credit Card Accounts**
- Travel Preferences ^
- TSA Secure Flight Information
- Flight

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

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. 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 notification: "Changes to the permanent profile do not affect any existing travel documents." and two buttons: "Cancel" and "Save".

Flight screen:

User Profile ✕

 Eric T Ott-B

- User Profile ^
- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station
- Form Printing Preferences
- Accounting ^
- Accounting Information
- EFT and Credit Card Accounts
- Travel Preferences ^
- TSA Secure Flight Information
- Flight**

Flight Preferences

Preferred Airport
BWI - Baltimore Washingto

Special Meal Request
No Preference

Accessibility & Disabilities

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

Special Needs
test

Miles to Airport

From Home: 0

From Office: 0

Select a General Seat Preference
Aisle Seat

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

Cancel Save

Rental Car screen:

User Profile Eric T Ott-B System Status: OK

Rental Car Preferences

Home Eric T Ott-B Travel Tools Travel Assistance Center Administration

Preferred Rental Car: Budget

Special Needs: I like fast cars

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

Lodging screen:

User Profile System Status: ✔ DT ✕

Lodging Preferences

Eric T Ott-B

Home | Travel Tools | Message Center | Administration

Form Printing Preferences

Accounting ^

Accounting Information

EFT and Credit Card Accounts

Travel Preferences ^

TSA Secure Flight Information

Flight

Rental Car

Lodging Authorization

Smoking Preference

Rewards Programs

Preferred Lodging: Holiday Inn ▾

Accessibility & Disabilities

Blind

Deaf/Hard of Hearing

Handicap/Wheelchair Accessible

Special Needs: 1234

1447 Authorizations

Sort by: Departure Date (Latest) ▾ Show inactive documents

EOJBLEWISMCCCH032421_A01 Created Options ↑

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

Cancel Save

Smoking Preference screen:

User Profile System Status

Eric T Ott-B Smoking Preference

Home Eric T Ott-B 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

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

Create New Document

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


- Service or Agency Info
- Duty Station
- 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**
- Remarks

Rewards Programs

 **FLIGHT**


AIRLINE	FREQUENT FLYER NUMBER		
American Airlines	05PVX98	Edit	Delete

[+ Add New Frequent Flyer](#)


 **RENTAL CAR**

RENTAL CAR COMPANY	FREQUENT RENTER NUMBER		
Hertz	59250441	Edit	Delete

[+ Add New Frequent Renter](#)

 **LODGING**

HOTEL	FREQUENT GUEST NUMBER		
Aston	1234	Edit	Delete
All Suites	abc	Edit	Delete
Candlewood	1030066406	Edit	Delete

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

[Cancel](#) [Save](#)

Remark screen:

The screenshot displays the 'Remarks' screen within a travel system interface. The top navigation bar includes 'User Profile', 'Eric T Ott-B', and 'Remarks'. A sidebar on the left lists various settings: Accounting, Accounting Information, EFT and Credit Card Accounts, Travel Preferences, TSA Secure Flight Information, Flight, Rental Car, Lodging, Smoking Preference, Rewards Programs, and Remarks (which is highlighted in red). The main content area is divided into three sections: 'Personal Remarks' with a text input field, 'Other Remarks' with icons for Transfer Lookup, Cross Org Document Lookup, DTA Maintenance Tool, and Message Center, and 'Travel Agency Remarks' with a text input field and a 'Create New Document' button. Below these sections, there is a '1447 Authorizations' section with a 'Sort by' dropdown set to 'Departure Date (Latest)' and a 'Show inactive documents' checkbox. At the bottom, a status bar contains a message: 'Changes to the permanent profile do not affect any existing travel documents.', along with 'Cancel' and 'Save' buttons.