



Defense Travel System
A New Era of Government Travel

IAW DoD Travel Policy, All Printed Orders (DD 1610) and DTS Orders must be certified with the following statement relating to travel to the ESOH Training Symposium.

INSTRUCTIONS (DTS):

1. Click on "Other Auths."
2. Click on "Add Additional Authorizations For This Trip"
3. Select "OTHER (See statement above)"
4. Scroll down, Click "Add"
5. Type in Statement:

Alternate means, such as Secure Video Teleconference (SVTC) or other web-based communication are not sufficient to accomplish the travel objectives – traveler is attending combined Air Force Environment, Safety, and Occupational Health Training symposium which is a consolidation of training sources across DoD and outside schools to provide a single TDY to satisfy ESOH training requirements.

6. Click "Save and Proceed to Pre-audit" (Blue bar)

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NOTE: If the Travel Voucher has been submitted without this statement for payment, it will be returned to the Traveler, they will have to Cancel the Voucher, and amend the Travel authorization, which will have to be re-routed for re-certification and re-approval, the Traveler will then have to re-create the Voucher for payment.

This delay (over 45 days) may cause interest to be charged to the Traveler's Travel card, which will be the Traveler's responsibility.