


## CTO Tutorial

v1.0

### Step 1



Defense Travel Management Office

## CREATE ITINERARY: IDENTIFY OUTBOUND TRAVEL

**C My TDY location is - (Where I will be working):**

\*Location 1:

\*Arriving On:

(mm/dd/yyyy)

\*Departing On:

< May 2012 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

apply from the list below)

ing

**D At this location**

**E Will you be trav**   ation?

Location Tools:


Search By:

17

Section C is where you indicate your TDY location or destination. There are always four search tools: Location, State/Country, Zip Code, and County. If you start a search using Location, and your destination is not listed; try one of the other options for an expanded listing of all cities and all military installations for that particular area.

Continue to Section D and enter check marks if you need Rental Car and/or Lodging reservations. In Section E select "No" if your TDY is for only one destination and select "Yes" if the TDY involves additional locations.

## Step 2



Defense Travel Management Office

### CREATE ITINERARY: IDENTIFY RETURN TRAVEL

**B** My TDY location is - (Where I will be working): [Add New Per Diem Location](#)

Location	Arriving On	Departing On	Edit	Delete
<a href="#">Insert 1</a>   CAMP PENDLETON, CA	05/21/12	05/25/12	<a href="#">Edit</a>	<a href="#">Delete</a>

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**C** I am returning to: (Select from list or enter below):

\*Ending Point:   ← Return locations in profile:

\*Arriving On:     
 (mm/dd/yyyy)

RESIDENCE  
DUTY STATION

\*Trip Duration:  12 Hours or Less     >12 - 24 Hours - With Lodging  
 >12 - 24 Hours - No Lodging     Multi-Day

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**D** I will be returning from my TDY by - (Select from the list below)

Commercial Air	Rail	Rental Car	Other	Time:
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="Select"/>

(Claim private vehicle transportation in Expense-Mileage. Use of government vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

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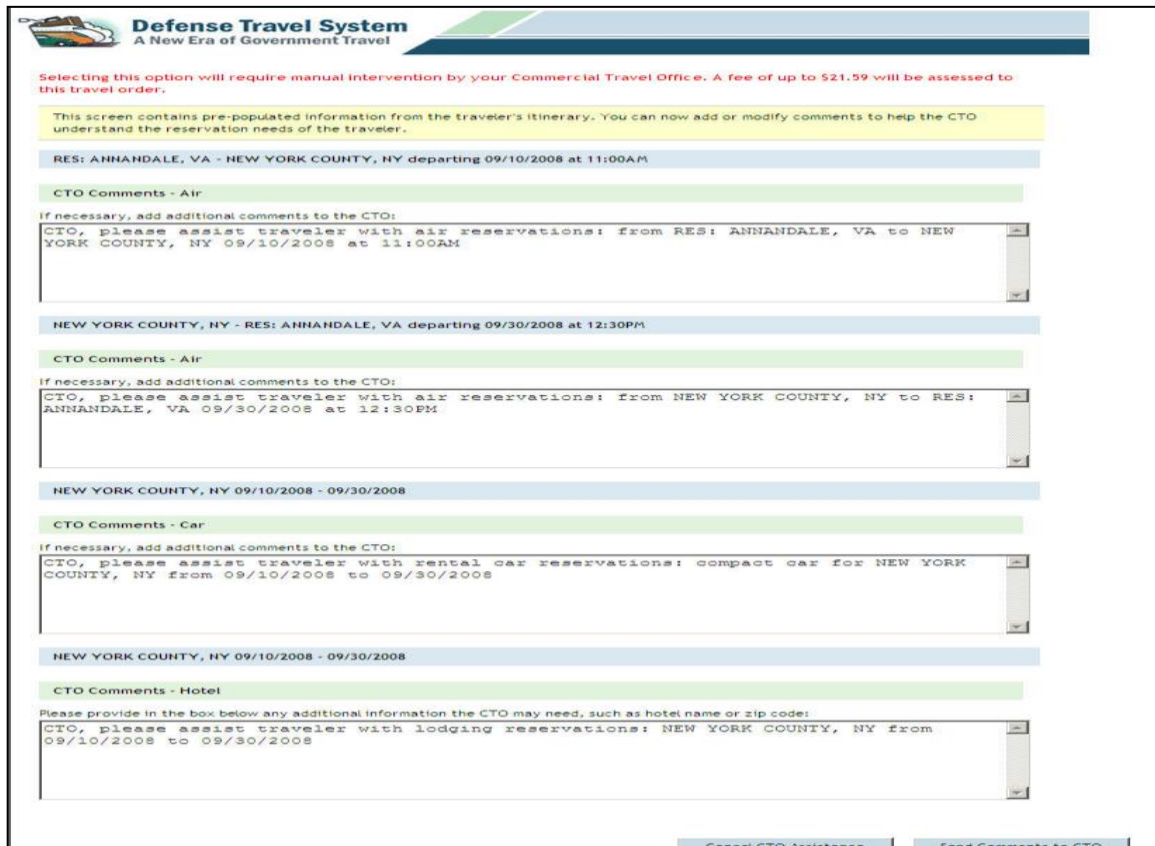
**E** Check this box if you have other ticketed transportation not listed above:

When you select “NO”, DTS refreshes and Section B then includes the TDY information, along with edit, delete, and add links.

Skip Section C and select “Commercial Air” in Section D.

At the bottom of the screen, there is a button labeled CTO Full Assistance Request. If you select the button, a warning message appears saying this action will cause manual intervention by your Commercial Travel Office and that a fee may be assessed for this support. If you need to use the CTO Full Assistance button, you must confirm that you understand the warning message before the screen will refresh and move forward.

### Step 3



**Defense Travel System**  
A New Era of Government Travel

Selecting this option will require manual intervention by your Commercial Travel Office. A fee of up to \$21.99 will be assessed to this travel order.

This screen contains pre-populated information from the traveler's itinerary. You can now add or modify comments to help the CTO understand the reservation needs of the traveler.

RES: ANNANDALE, VA - NEW YORK COUNTY, NY departing 09/10/2008 at 11:00AM

**CTO Comments - Air**

If necessary, add additional comments to the CTO:  
CTO, please assist traveler with air reservations: from RES: ANNANDALE, VA to NEW YORK COUNTY, NY 09/10/2008 at 11:00AM

NEW YORK COUNTY, NY - RES: ANNANDALE, VA departing 09/30/2008 at 12:30PM

**CTO Comments - Air**

If necessary, add additional comments to the CTO:  
CTO, please assist traveler with air reservations: from NEW YORK COUNTY, NY to RES: ANNANDALE, VA 09/30/2008 at 12:30PM

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

**CTO Comments - Car**

If necessary, add additional comments to the CTO:  
CTO, please assist traveler with rental car reservations: compact car for NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

NEW YORK COUNTY, NY 09/10/2008 - 09/30/2008

**CTO Comments - Hotel**

Please provide in the box below any additional information the CTO may need, such as hotel name or zip code:  
CTO, please assist traveler with lodging reservations: NEW YORK COUNTY, NY from 09/10/2008 to 09/30/2008

Cancel CTO Assistance | Send Comments to CTO

To book your flight on Contour's DoD-approved jet service, use the comments section write "please assist traveler with MCN to BWI flight (insert flight number or desired departure time)". Repeat with return flight.

Click "Send Comments to CTO"