



DTS INSTRUCTIONS

JOTC-P



YOUR TDY LOCATION

Edit Itinerary

YOUR TDY LOCATION(S)

Arriving: 03/06/2026
Departing: 03/28/2026
TDY Location: [OTHER], PAN

TRIP OVERVIEW

Leaving On: 03/06/2026
Returning On: 03/28/2026

Leaving From:
 My Residence
 My Duty Station
 City or Zip

Returning To:
 My Residence
 My Duty Station
 City or Zip

Trip Duration: Multi-Day

YOUR TRIP DETAILS

Type: Temporary Duty Travel (Routine)

Purpose: Training

Description (optional):
WHO: SGT JOE M
WHAT: JOTC COURSE
WHERE: PANAMA CITY, PANAMA
WHY: JOTC COURSE

Conference/Event Name:
 Not attending a conference

[Cancel](#) [Continue >](#)

ARRIVING : Report date on ATRRS

DEPARTING : The day after graduation

TDY LOCATION : *[OTHER], PAN*

TDY : *Routine*

PURPOSE : *Training*

DESCRIPTION (5 W's) : (example)

WHO: SGT STEVENS, M

WHAT: JOTC

WHERE: PANAMA

WHY: ATTEND JUNGLE OPERATIONS

TRAINING COURSE

WHEN: 1 – 15 APR 2026



FLIGHT INFORMATION

Flight Step 1 of 3: Select a Flight

DEPARTING FROM	ARRIVING AT	DEPARTING ON	
BNA - NASHVILLE,...	PTY - Panama Cit...	03/06/2026 Morning	<input type="button" value="Search"/>
<input type="checkbox"/> Include nearby airports	<input type="checkbox"/> Include nearby airports		

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

DEPARTING : Depart from closest airport to your duty station

ARRIVING : *PTY - Panama City, Panama Tocumen International Airport*



IN-BOUND FLIGHT SELECTION

Delta Air Lines

BNA 5:25 AM → 1 Stop → PTY 1:50 PM

TOTAL DURATION 7h 25m

GSA Contract Rate [Fare Rules](#)

TOTAL COST \$421.25 (includes taxes and fees)

[Select Flight](#)

Delta Air Lines	DEPART	ARRIVE	DURATION
Flight 2637 ⓘ	March 6, 2026 5:25 AM BNA - Nashville	March 6, 2026 7:46 AM ATL - Atlanta Hartsfield-Jackson Int...	1h 21m Seat Availability
----- 1h 55m layover -----			
Delta Air Lines	DEPART	ARRIVE	DURATION
Flight 1759 ⓘ	March 6, 2026 9:41 AM ATL - Atlanta Hartsfield-Jackson Int...	March 6, 2026 1:50 PM PTY - Panama City Tocumen Interna...	4h 9m Seat Availability

Select flights that will arrive at PTY NLT 2100 on the Report Date



OUT-BOUND FLIGHT SELECTION

Flight Step 1 of 3: Select a Flight

DEPARTING FROM	ARRIVING AT	DEPARTING ON	
PTY - Panama City... ▾	BNA - NASHVILLE,... ▾	03/28/2026	Afternoon
<input type="checkbox"/> Include nearby airports	<input type="checkbox"/> Include nearby airports	<input type="button" value="Search"/>	

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

DEPARTING : *PTY - Panama City, Panama Tocumen International Airport*

ARRIVING : *closest airport to your duty station*

Students will depart the day after graduation, NET 1200. JOTC will provide transportation to PTY

DOMINAMOS LA SELVA



LODGING

JUNGLE

[Skip booking →](#)

Select Lodging (Lodging Step 1 Of 3):

Search By: TDY Locati... | TDY Location*: [OTHER],PAN | Check-in/Check-out*: 03/06/2026 - 03/28/2026 | [Search](#)

[View Map](#) | [Filters](#) | Sort By: Rate Category

Hotel Faranda Guayacanes Radisson	Commercial	\$86 per night	Select >
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[Request TMC Assistance](#)

Select *Skip booking*



PER DIEM

JUNGLE

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days Expand all Collapse all

TDY: [OTHER], PAN (23 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2026 First Day code: ADTQ	\$0.00	\$0.00	\$43.50 ⋮
> 03/07/2026 code: ADQM B L D	\$0.00	\$0.00	\$29.00 ⋮
> 03/08/2026 code: ADTQ	\$0.00	\$0.00	\$58.00 ⋮
> 03/09/2026 - 03/27/2026 code: ADQM B L D	\$0.00	\$0.00	\$29.00 ⋮
> 03/28/2026 Last Day	\$0.00	\$0.00	\$43.50 ⋮

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$725.00

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PER DIEM amounts will vary throughout the trip

The trip must be broken down into five (5) segments (First Day, Day 2, Day 3, Day 4-Graduation, Last Day)

Select the three dots on the *First Day* row



PER DIEM AMOUNTS (REPORT DAY/DAY 1)

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&E per diem rates for your trip.

Adjustment Date Range *

03/06/2026 - 03/06/2026

Meals Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Duty Conditions Hide Options ▾

Duty conditions affect your lodging and M&E per diem entitlements.

Field Conditions Quarters Available

Adverse Effects (Commercial Qtrs) Group Travel

Inactive Duty Training (Local) Essential Unit Messing

Aboard a U.S. Vessel Hospital Stay

LODGING COST (Locality rate: \$84.00) | M&E COST (Locality rate: \$58.00)

[Currency Converter](#) | [Currency Converter](#)

ADJUSTMENT DATE RANGE :
Select only Report Date

MEALS : Select *Receive Full Meal Rate*

DUTY CONDITIONS : Select *Quarters Available*

LODGING COST : Input *0.00*

Click *Save Adjustments*



PER DIEM AMOUNTS (DAY 2)

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days Expand all Collapse all

TDY: [OTHER], PAN (23 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2026 First Day Code: ADTQ	\$0.00	\$0.00	\$43.50
> 03/07/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/08/2026 Code: ADTQ	\$0.00	\$0.00	\$58.00
> 03/09/2026 - 03/27/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/28/2026 Last Day	\$0.00	\$0.00	\$43.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$725.00

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Select the three dots on the next trip segment



PER DIEM AMOUNTS (DAY 2)

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *
03/07/2026 - 03/07/2026

Meals Hide Options

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location **Select Available Meals**

Government Meals Provided at TDY Location Breakfast

Occasional Meals Required Lunch

Special Meal Rate Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions Quarters Available

Adverse Effects (Commercial Qtrs) Group Travel

Inactive Duty Training (Local) Essential Unit Messing

Aboard a U.S. Vessel Hospital Stay

LODGING COST (Locality rate: \$84.00) M&IE COST (Locality rate: \$58.00)

\$0.00 [Currency Converter](#) \$29.00 [Currency Converter](#)

Cancel Save Adjustments

ADJUSTMENT DATE RANGE :
Select only the day after the Report Date

MEALS : Select *Meals Provided At TDY Location*
Select *Breakfast, Lunch, Dinner*

DUTY CONDITIONS : Select *Quarters Available*

LODGING COST : Input *0.00*

Click *Save Adjustments*



PER DIEM AMOUNTS (DAY 2) cont.

Adjust Per Diem Amounts ✕

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range ^{*}

Authorized Trip Home

Training Type

Quarters and Meals Available ^{*}

Quarters Quarters and Meals Commercial Qtrs

Other Entitlements Hide Options ▾

Specify whether any other entitlements are available at your TDY location.

Allowed Leave (no per diem)

Sick Leave (no per diem)

Sick Leave

Duty Days (no per diem)

Non-duty Days (no per diem)

Authorized Delay

Actual Lodging Cost (over per diem)

OCONUS Incidental Amount (reduced rate)

LODGING COST (Locality rate: \$84.00) [Currency Converter](#)

M&IE COST (Locality rate: \$58.00) [Currency Converter](#)

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

TRAINING TYPE : *Active Duty Training*

QUARTERS AND MEALS AVAILABLE : *Quarters And Meals*

Click Save Adjustments



PER DIEM AMOUNTS (DAY 3)

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days [Expand all](#) [Collapse all](#)

TDY: [OTHER], PAN (23 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 03/06/2026 First Day Code: ADTQ	\$0.00	\$0.00	\$43.50
> 03/07/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/08/2026 Code: ADTQ	\$0.00	\$0.00	\$58.00
> 03/09/2026 - 03/27/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/28/2026 Last Day	\$0.00	\$0.00	\$43.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$725.00

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Select the three dots on the next trip segment



PER DIEM AMOUNTS (DAY 3)

Adjust Per Diem Amounts ✕

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

03/08/2026 - 03/08/2026

Meals Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Duty Conditions Hide Options ▾

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions Quarters Available

Adverse Effects (Commercial Qtrs) Group Travel

Inactive Duty Training (Local) Essential Unit Messing

Aboard a U.S. Vessel Hospital Stay

LODGING COST (Locality rate: \$84.00) | M&IE COST (Locality rate: \$58.00)

[Currency Converter](#) | [Currency Converter](#)

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

ADJUSTMENT DATE RANGE : select only the second day after the Report Date

MEALS : Select *Receive Full Meal Rate*

DUTY CONDITIONS : Select *Quarters Available*

LODGING COST : Input *0.00*

Click *Save Adjustments*



PER DIEM AMOUNTS (DAY 4-GRADUATION)

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days Expand all | Collapse all

TDY: [OTHER], PAN (23 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2026 First Day Code: ADTQ	\$0.00	\$0.00	\$43.50
> 03/07/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/08/2026 Code: ADTQ	\$0.00	\$0.00	\$58.00
> 03/09/2026 - 03/27/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/28/2026 Last Day	\$0.00	\$0.00	\$43.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$725.00

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Select the three dots on the next trip segment



PER DIEM AMOUNTS (DAY 4-GRADUATION)

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *
03/09/2026 - 03/27/2026

Meals Hide Options

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Select Available Meals

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Breakfast

Lunch

Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions

Quarters Available

Adverse Effects (Commercial Qtrs)

Group Travel

Inactive Duty Training (Local)

Essential Unit Messing

Aboard a U.S. Vessel

Hospital Stay

LODGING COST (Locality rate: \$84.00) M&IE COST (Locality rate: \$58.00)

\$ 0.00 [Currency Converter](#) \$29.00 [Currency Converter](#)

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

ADJUSTMENT DATE RANGE :
select the range of the fourth day through graduation day

MEALS : Select *Meals Provided At TDY Location*
Select *Breakfast, Lunch, Dinner*

DUTY CONDITIONS : Select *Quarters Available*

LODGING COST : Input *0.00*

Click *Save Adjustments*



PER DIEM AMOUNTS (LAST DAY)

Review Per Diem Amounts [Reset all adjustments](#) [Adjust Per Diem Amounts](#)

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days Expand all Collapse all

TDY: [OTHER], PAN (23 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 03/06/2026 First Day Code: ADTQ	\$0.00	\$0.00	\$43.50
> 03/07/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/08/2026 Code: ADTQ	\$0.00	\$0.00	\$58.00
> 03/09/2026 - 03/27/2026 Code: ADQM B L D	\$0.00	\$0.00	\$29.00
> 03/28/2026 Last Day	\$0.00	\$0.00	\$43.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$0.00	\$0.00	\$725.00

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Select the three dots on the final trip segment



PER DIEM AMOUNTS (LAST DAY)

Adjust Per Diem Amounts [X]

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

Meals Hide Options ▾

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Duty Conditions Hide Options ▾

Duty conditions affect your lodging and M&IE per diem entitlements.

<input type="checkbox"/> Field Conditions	<input type="checkbox"/> Quarters Available
<input type="checkbox"/> Adverse Effects (Commercial Qtrs)	<input type="checkbox"/> Group Travel
<input type="checkbox"/> Inactive Duty Training (Local)	<input type="checkbox"/> Essential Unit Messing
<input type="checkbox"/> Aboard a U.S. Vessel	<input type="checkbox"/> Hospital Stay

LODGING COST (Locality rate: \$84.00)	M&IE COST (Locality rate: \$58.00)
<input type="text" value="\$ 0.00"/> Currency Converter	\$43.50 Currency Converter

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

ADJUSTMENT DATE RANGE :
Select only Report Date

MEALS : Select *Receive Full Meal Rate*

DUTY CONDITIONS : Leave all options unselected

LODGING COST : Input *0.00*

Click *Save Adjustments*



EXPENSES TAB REMINDERS

Ensure travel from home to initial departure airport, and final arrival airport to home are accounted for (either mileage or commercial transportation)

Ensure to add estimated parking cost at airport if authorized

Keep copies of all receipts for voucher submission



ACCOUNTING

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

[Add LOA](#)

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$725.00
Total Expenses	\$725.00

Disbursement Summary

Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost

Allowed	Actual
\$725.00	\$725.00

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[Continue](#)

ACCOUNTING CODES : Select *Add LOA*

Input unit provided and authorized LOA



PRE-AUDIT

JUNGLE

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

1 PRE AUDITS

LODGING NOT USED

[OTHER],PAN: No lodging reservations exist from 03/06/2026 to 03/28/2026.

Reason Codes *

[+ Add Reason Code](#)

Justification to Approving Official *

[+ Add Justification](#)

2 ADVISORIES

FOREIGN TRAVEL

FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.

NO ACCT CODE ASSIGNED

NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

LODGING NOT USED :

Reason Codes : Select *Add Reason Code*

Input *Military Lodging Provided*

Justification To Approving Official: Input *SM will be staying at JSCG-P LODGING and JOTC lodging. Lodging is provided.*

LOS LA SELVA



SIGN AND SUBMIT

Ensure this DTS Authorization is routed and approved through all levels

*** In order to comply with State Department country entrance requirements, follow detailed Part II instructions on the JOTC-P Welcome Letter ***