

Defense Travel System (DTS) Basics Assessment Practice Test (Sample)

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Under what circumstance should a traveler submit a travel voucher?**
 - A. After making a travel reservation**
 - B. When returning from a completed trip to claim expenses**
 - C. Before booking accommodations**
 - D. At any time regardless of trip completion**

- 2. What action must a traveler take if they need to modify their itinerary after initial authorization?**
 - A. Contact the travel agency directly**
 - B. Consult with their supervisor only**
 - C. Document and obtain new authorization in DTS**
 - D. Cancel the entire trip and reapply**

- 3. Which of the following elements must be present for a travel claim to be processed successfully?**
 - A. Authorization and proper documentation**
 - B. Personal endorsements from higher officers**
 - C. Adjustment to travel plans**
 - D. Individual travel policies not included in DTS**

- 4. What is 'e-Finance' in relation to DTS?**
 - A. A digital platform for booking travel tickets.**
 - B. An integrated financial management system supporting travel-related financial operations.**
 - C. A tool for employee expense reporting.**
 - D. A mobile application for travel alerts.**

- 5. Which statement is true about granting and revoking permission levels?**
 - A. A DTA must have a permission level in order to grant or revoke that permission level.**
 - B. Permission levels can be granted without prior assessment.**
 - C. All users can revoke permissions regardless of their own level.**
 - D. Revoking permissions does not affect existing travel documents.**

- 6. What type of travel requires a Commander's approval in DTS?**
- A. Travel that is scheduled within a month**
 - B. Travel that exceeds a certain cost threshold or involves unusual expenditures**
 - C. All travel requests initiated by military personnel**
 - D. Travel that is planned for family members accompanying service members**
- 7. Where are all active DTS documents stored?**
- A. In the cloud**
 - B. In the CTO systems**
 - C. On the DADS servers**
 - D. On the CDC computer**
- 8. What does 'Pre-Travel' functionality in DTS allow travelers to do?**
- A. It allows travelers to submit formal requests for travel**
 - B. It allows travelers to plan and prepare arrangements before submitting requests**
 - C. It enables travelers to book accommodations after travel approval**
 - D. It provides automatic updates on travel changes**
- 9. What is essential for maintaining compliance during travel according to DTS?**
- A. Photographing travel receipts**
 - B. Keeping all expenses within a set limit**
 - C. Following established travel regulations and procedures**
 - D. Traveling during off-peak seasons**
- 10. What type of support can travelers expect from DTS customer service?**
- A. Help with travel bookings and reservations**
 - B. Assistance with technical issues and understanding of policies**
 - C. Travel advisory services and itinerary planning**
 - D. Guidance on packing and travel safety**

Answers

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1. B
2. C
3. A
4. B
5. A
6. B
7. D
8. B
9. C
10. B

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Explanations

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1. Under what circumstance should a traveler submit a travel voucher?

A. After making a travel reservation

B. When returning from a completed trip to claim expenses

C. Before booking accommodations

D. At any time regardless of trip completion

Submitting a travel voucher is essential for travelers who wish to claim reimbursement for expenses incurred during a trip. The appropriate time to submit this voucher is after returning from a completed trip. This process allows the traveler to provide detailed documentation of all eligible expenses, such as transportation and lodging, that were incurred during the trip. Submitting the travel voucher at this stage ensures that all expenses can be accurately accounted for and processed for reimbursement. Claims made before the trip is completed, or without the trip being finalized, would lack the necessary documentation and justification for the expenses, rendering them invalid for reimbursement. That is why it is crucial to wait until all travel activities are concluded to gather accurate records of expenses and ensure compliance with the travel policy.

2. What action must a traveler take if they need to modify their itinerary after initial authorization?

A. Contact the travel agency directly

B. Consult with their supervisor only

C. Document and obtain new authorization in DTS

D. Cancel the entire trip and reapply

When a traveler needs to modify their itinerary after it has been initially authorized, the appropriate action is to document and obtain new authorization in the Defense Travel System (DTS). Modifying a travel itinerary often involves changes such as adjusting flight times, altering accommodations, or switching travel routes, all of which must be formally approved to maintain compliance with travel policies and regulations. Obtaining a new authorization in DTS ensures that all changes are recorded, and the updated travel plans are reviewed and approved by the necessary authorities. This step is crucial since it maintains a clear audit trail and aligns with the requirement for accountability in government travel. Other options, such as contacting the travel agency directly or merely consulting with a supervisor, do not address the necessary formal process of documenting changes within the DTS. Canceling the entire trip and reapplying would be an inefficient approach and could create unnecessary complications in managing travel plans. Thus, the requirement to obtain new authorization encapsulates both compliance and effective management of travel logistics.

3. Which of the following elements must be present for a travel claim to be processed successfully?

- A. Authorization and proper documentation**
- B. Personal endorsements from higher officers**
- C. Adjustment to travel plans**
- D. Individual travel policies not included in DTS**

A successful travel claim processing in the Defense Travel System (DTS) hinges on the presence of authorization and proper documentation. Authorization ensures that the travel was officially sanctioned and aligns with mission requirements. Proper documentation, such as receipts and itineraries, provides a complete and verifiable record of the expenses incurred during the trip. Without these elements, there can be delays or denials in processing the claim, as reviewers rely on this information to confirm the legitimacy of the travel expenses. Other choices, such as personal endorsements from higher officers or adjustments to travel plans, are not required elements for claim processing. While individual travel policies may guide how travel claims are handled, they do not form a necessary part of the documentation needed to process a claim in DTS. Thus, the presence of authorization and proper documentation is crucial for a claim to move through the system efficiently.

4. What is 'e-Finance' in relation to DTS?

- A. A digital platform for booking travel tickets.**
- B. An integrated financial management system supporting travel-related financial operations.**
- C. A tool for employee expense reporting.**
- D. A mobile application for travel alerts.**

The concept of 'e-Finance' within the context of the Defense Travel System (DTS) refers to an integrated financial management system designed to support various financial operations related to travel. This means that e-Finance facilitates the management of funds, expenses, reimbursements, and other financial functions that are essential in processing travel for military and civilian personnel. By employing an integrated system, e-Finance ensures that all travel-related financial transactions are streamlined, providing accurate tracking and reporting capabilities. This simplifies the financial aspect of travel, allowing for better budget management and accountability, which is particularly crucial in governmental travel scenarios. The integration with DTS also means that travel orders, expenses, and reimbursements are managed cohesively rather than separately, enhancing efficiency and reducing the likelihood of financial discrepancies. In contrast, the other options describe functionalities that are not specifically focused on the comprehensive financial management aspect that e-Finance encapsulates. While a digital platform for booking tickets or a mobile app for travel alerts may be related to travel logistics, they do not directly pertain to the integrated financial operations emphasized by e-Finance. A tool for employee expense reporting, while related to financial management, does not encompass the broader integrated system function that e-Finance provides

5. Which statement is true about granting and revoking permission levels?

- A. A DTA must have a permission level in order to grant or revoke that permission level.**
- B. Permission levels can be granted without prior assessment.**
- C. All users can revoke permissions regardless of their own level.**
- D. Revoking permissions does not affect existing travel documents.**

The statement that a DTA must have a permission level in order to grant or revoke that permission level is accurate. This is because permission management is designed to ensure that only authorized individuals can influence or change the permissions of others. A DTA, or Defense Travel Administrator, operates within the framework of the Defense Travel System and must possess the requisite authority or permission themselves to manage these permissions for others. This structure helps maintain security and accountability within the system, ensuring that permissions can only be modified by those who are qualified to do so. In contrast, aspects such as granting permissions without prior assessment or allowing all users to revoke permissions irrespective of their own permission levels would undermine the integrity of the system. These false propositions could lead to unauthorized changes and potential misuse of the travel management system. Finally, the idea that revoking permissions does not affect existing travel documents is also misleading, as changing a user's permissions can have implications for their access and management of those travel documents.

6. What type of travel requires a Commander's approval in DTS?

- A. Travel that is scheduled within a month**
- B. Travel that exceeds a certain cost threshold or involves unusual expenditures**
- C. All travel requests initiated by military personnel**
- D. Travel that is planned for family members accompanying service members**

The need for a Commander's approval in the Defense Travel System (DTS) primarily arises when travel requests exceed a certain cost threshold or involve unusual expenditures. This protocol is in place to ensure that the resources allocated for travel are being managed effectively and responsibly. By requiring Commander's approval for these specific instances, the military can audit travel requests that might significantly affect budgetary constraints or involve special circumstances that necessitate higher scrutiny. This policy helps maintain accountability and adherence to the regulations governing travel expenses. When travel costs exceed a certain limit, it signals the need for extra oversight to prevent unnecessary spending and ensure that the purpose of the travel justifies the expense. The Commander's approval process acts as a safeguard to align travel with mission objectives and ensure compliance with financial regulations. In contrast, travel scheduled within a month or for family members, while they may have their own guidelines, does not trigger the same level of approval requirement as significant costs or unusual expenditures. Similarly, not all travel requests initiated by military personnel automatically require a Commander's approval unless they involve those specified criteria.

7. Where are all active DTS documents stored?

- A. In the cloud
- B. In the CTO systems
- C. On the DADS servers
- D. On the CDC computer**

Active DTS documents are stored on the Defense Travel System's centralized database within the DADS (Defense Automatic Addressing System) servers. This enables real-time access and management of travel documents for users across the military and defense community. The centralized storage allows for efficient tracking, retrieval, and updates to the travel documents, ensuring that all users can access the most current and relevant information necessary for travel arrangements. In contrast, the other options do not accurately represent where DTS documents reside. The cloud option suggests a more generic storage solution which may not apply specifically to the government's travel documents. The CTO systems could refer to Contract Travel Office systems but are not where active DTS documents are primarily managed. The mention of the CDC computer implies an unrelated system without direct implications for DTS document storage. Understanding the role of DADS servers is crucial for grasping how travel documents are organized and accessed within the DTS framework, emphasizing the importance of this centralized structure.

8. What does 'Pre-Travel' functionality in DTS allow travelers to do?

- A. It allows travelers to submit formal requests for travel
- B. It allows travelers to plan and prepare arrangements before submitting requests**
- C. It enables travelers to book accommodations after travel approval
- D. It provides automatic updates on travel changes

The 'Pre-Travel' functionality in the Defense Travel System (DTS) is designed to assist travelers in planning and preparing their travel arrangements before they submit formal requests. This feature is crucial as it allows travelers to gather necessary information, such as itineraries and costs, and ensure that their travel plans align with regulations and funding availability. By preparing arrangements in advance, travelers can more accurately estimate expenses and ensure that their travel plans are feasible, leading to a smoother approval process once the formal request is submitted. This proactive approach facilitates better management of travel logistics and enhances the overall efficiency of travel operations within the system.

9. What is essential for maintaining compliance during travel according to DTS?

- A. Photographing travel receipts**
- B. Keeping all expenses within a set limit**
- C. Following established travel regulations and procedures**
- D. Traveling during off-peak seasons**

Maintaining compliance during travel in the context of the Defense Travel System (DTS) revolves around adhering to established travel regulations and procedures. This is crucial for several reasons. First, established travel regulations ensure that all travel-related activities align with the policies and guidelines set forth by the Department of Defense or other governing bodies. These regulations cover various aspects, including allowable expenses, documentation requirements, and necessary approvals. By following these regulations, travelers avoid potential violations that could lead to penalties or issues with reimbursement. Second, compliance with these procedures helps maintain accountability and transparency in the use of government funds. It ensures that travel arrangements and expenditures are justified and within the authorized limits, thereby safeguarding taxpayer dollars and maintaining the integrity of the travel system. Third, established travel procedures typically encompass guidance on issues such as travel itineraries, per diem rates, and allowable modes of transport. Understanding and adhering to these established procedures ultimately leads to a smoother travel experience, reducing the likelihood of errors that could result in delays or non-compliance. In summary, following the established travel regulations and procedures forms the backbone of compliance in the DTS framework, making it essential for anyone utilizing the system to be well-versed in these guidelines.

10. What type of support can travelers expect from DTS customer service?

- A. Help with travel bookings and reservations**
- B. Assistance with technical issues and understanding of policies**
- C. Travel advisory services and itinerary planning**
- D. Guidance on packing and travel safety**

The correct response highlights the specific role of DTS customer service in addressing technical issues and ensuring travelers understand the various policies associated with the Defense Travel System. DTS customer service provides valuable support by helping users navigate the system, resolve any software-related problems they may encounter while using it, and clarify complex regulations or guidelines related to travel. This assistance is crucial for ensuring that travelers can effectively utilize the DTS for their travel arrangements without encountering unnecessary difficulties. While other answer choices provide services that might be expected in a general travel assistance context, they do not align with the specific functions of DTS customer service. For instance, while help with bookings and reservations and travel advisory services may be essential for travelers, these services are typically not provided by customer support related to DTS itself. Instead, DTS focuses on ensuring users can operate within the system efficiently and understand any applicable travel policies, which is essential for compliance and successful travel management within the Department of Defense framework.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://dtsbasicassessment.examzify.com>

We wish you the very best on your exam journey. You've got this!