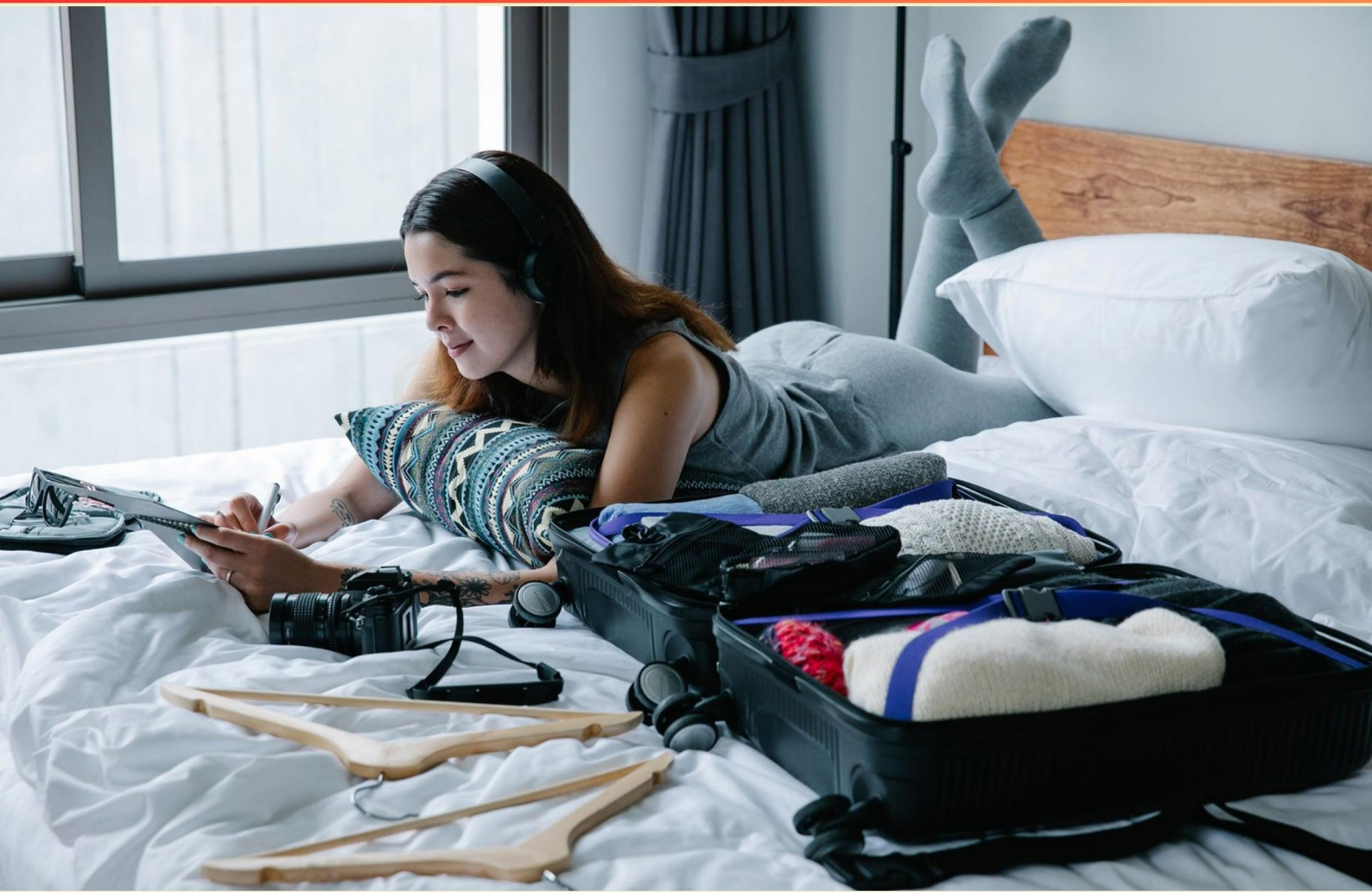


# DEFENSE TRAVEL SYSTEM (DTS) BASICS ASSESSMENT PRACTICE TEST (SAMPLE) STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. What should travelers do if they have unusual expenses reported in DTS?**
  - A. Ignore them as they will not affect their travel
  - B. Provide justification and documentation for the expenses
  - C. Submit the expenses without explanation
  - D. File a complaint about the reporting system
- 2. What document must travelers submit after completing their travel?**
  - A. Expense report
  - B. Travel itinerary
  - C. Travel voucher or claim for reimbursement
  - D. Travel authorization form
- 3. When can a traveler cancel their DTS travel request?**
  - A. Before the travel begins and following the cancellation policy
  - B. Only after the trip has concluded
  - C. Anytime without consequences
  - D. Only with verbal approval from their supervisor
- 4. What type of expenses can be reimbursed through DTS?**
  - A. Only lodging and meals
  - B. Lodging, meals, transportation, and other allowable travel-related expenses
  - C. Transportation and meals only
  - D. Accommodation costs only
- 5. What action is necessary for a traveler to receive their per diem?**
  - A. Receive travel authorization
  - B. Submit a travel claim
  - C. Complete a travel order
  - D. Provide expense reports
- 6. How does DTS ensure compliance with Joint Travel Regulations (JTR)?**
  - A. By allowing travelers to bypass certain rules for convenience
  - B. By integrating regulatory guidelines into the system for automated processing
  - C. By requiring manual input of all regulations by travelers
  - D. By only applying regulations after travel is completed



**7. What is 'pre-audit' in the context of DTS?**

- A. A process to verify travel claims comply with regulations before payment
- B. A detailed analysis of travel expenditures after submission
- C. A manual review of all travel claims submitted over a month
- D. A step to confirm reimbursement for local travel only

**8. What does DTS help to ensure when submitting travel requests?**

- A. All travel is booked through a preferred travel agency
- B. Compliance with travel regulations and budget constraints
- C. Travel requests are submitted without documentation
- D. Travelers can receive immediate reimbursements

**9. What is required from travelers before traveling on official orders?**

- A. Their supervisor's signature on the travel request
- B. Verification of travel allowances
- C. Approval of the travel voucher only
- D. Completion of a leisure travel plan

**10. What is the significance of the "Advance Request" in DTS?**

- A. To request funds for travel expenses incurred before the actual trip
- B. To request additional travel days beyond the authorized period
- C. To extend the duration of a travel assignment
- D. To change the destination of a current travel order



## **Answers**

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

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## **Explanations**

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## 1. What should travelers do if they have unusual expenses reported in DTS?

- A. Ignore them as they will not affect their travel
- B. Provide justification and documentation for the expenses**
- C. Submit the expenses without explanation
- D. File a complaint about the reporting system

Travelers should provide justification and documentation for any unusual expenses reported in the Defense Travel System (DTS) because these expenses need to be clearly understood and verified for reimbursement. Unusual expenses may not align with typical travel costs and could trigger questions or require additional scrutiny from approvers or finance personnel. By including justification and proper documentation, travelers can ensure that these expenses are accurately captured and approved, facilitating a smoother reimbursement process and helping to uphold the integrity of the travel system. Properly justifying expenses also demonstrates accountability and adherence to travel policies, which is essential in maintaining compliance with federal regulations and ensuring responsible use of government funds.

## 2. What document must travelers submit after completing their travel?

- A. Expense report
- B. Travel itinerary
- C. Travel voucher or claim for reimbursement**
- D. Travel authorization form

After completing travel, travelers are required to submit a travel voucher or claim for reimbursement. This document is essential because it formally requests compensation for travel expenses incurred during the trip. The travel voucher includes details about the travel, such as dates, destinations, and the specific expenses being claimed. This is part of the accountability process within the Defense Travel System, ensuring that all costs are properly documented and approved for reimbursement according to military travel regulations. The travel voucher serves as the primary means of reconciling the traveler's out-of-pocket expenses with the funds provided for the trip, thus ensuring accurate financial management within the system. Additionally, the submission of this document initiates the review and approval process that allows for the reimbursement to be issued in a timely manner.

## 3. When can a traveler cancel their DTS travel request?

- A. Before the travel begins and following the cancellation policy**
- B. Only after the trip has concluded
- C. Anytime without consequences
- D. Only with verbal approval from their supervisor

A traveler can cancel their DTS travel request before the travel begins, provided that they follow the cancellation policy. This is important because the cancellation policy includes specific guidelines and procedures that must be adhered to in order to ensure that cancellations are processed correctly and do not result in any financial penalties or complications. Understanding and following these policies helps travelers manage their itineraries effectively and ensures compliance with organizational rules and federal regulations regarding travel. Other options do not align with the established policies for managing travel requests. For instance, stating that cancellations can only happen post-travel overlooks the flexibility allowed prior to the trip. Suggesting cancellations can occur at any time without consequences disregards the responsibilities that travelers must observe. Lastly, requiring verbal approval from a supervisor for cancellations would introduce unnecessary complications in the process, as cancellation procedures are typically established to streamline traveler management.

#### 4. What type of expenses can be reimbursed through DTS?

- A. Only lodging and meals
- B. Lodging, meals, transportation, and other allowable travel-related expenses**
- C. Transportation and meals only
- D. Accommodation costs only

*The choice indicating that lodging, meals, transportation, and other allowable travel-related expenses can be reimbursed through DTS is accurate because the Defense Travel System is designed to cover a wide range of travel costs incurred during official travel. DTS allows for reimbursement of not just lodging and meals, but also transportation expenses, including airfare, rental vehicles, and mileage for personal vehicles. Additionally, it accommodates other allowable expenses such as parking fees, tolls, and sometimes even expenses related to mission-specific travel. This comprehensive approach ensures that service members can receive reimbursement for the full scope of costs associated with their travel, promoting efficient travel management and financial accountability. In contrast, the other options suggest a more limited scope of reimbursable expenses.*

#### 5. What action is necessary for a traveler to receive their per diem?

- A. Receive travel authorization
- B. Submit a travel claim
- C. Complete a travel order**
- D. Provide expense reports

*To receive per diem, a traveler must complete a travel order. The travel order serves as the official document that outlines the details of the travel itinerary, including the destination, dates, and purpose of travel. This document is crucial because it establishes the terms under which the traveler is authorized to incur expenses while on official duty. Once the travel order is approved, it allows the traveler to access and utilize per diem allowances for lodging, meals, and other travel-related expenses. While other actions are part of the travel process—such as receiving travel authorization or submitting a travel claim—none of these directly trigger the availability of per diem like the completion of a travel order does. The travel order is fundamental in setting the stage for the entirety of the travel process, including the subsequent per diem arrangements.*

#### 6. How does DTS ensure compliance with Joint Travel Regulations (JTR)?

- A. By allowing travelers to bypass certain rules for convenience
- B. By integrating regulatory guidelines into the system for automated processing**
- C. By requiring manual input of all regulations by travelers
- D. By only applying regulations after travel is completed

*The correct answer highlights the integration of regulatory guidelines directly into the Defense Travel System (DTS). This integration ensures that all travel requests are processed in compliance with the Joint Travel Regulations (JTR) automatically. By embedding the rules within the system, DTS reduces the likelihood of errors and ensures that travelers and approvers adhere to established policies throughout the entire travel process. This automated compliance function is critical because it streamlines the workflow for travelers and finance personnel alike, minimizes the need for manual checks, and ensures that all travel arrangements made reflect current regulations. Automated systems are designed to flag any inconsistencies or non-compliant entries during the process, which enhances overall accuracy and accountability in travel management. The other options do not accurately represent how DTS achieves compliance. For instance, allowing travelers to bypass rules undermines regulatory adherence, while requiring manual input of regulations can lead to mistakes and inconsistency. Applying regulations only after travel is completed would negate the preventive measures that DTS aims to implement before travel arrangements are finalized.*

## 7. What is 'pre-audit' in the context of DTS?

- A. A process to verify travel claims comply with regulations before payment**
- B. A detailed analysis of travel expenditures after submission
- C. A manual review of all travel claims submitted over a month
- D. A step to confirm reimbursement for local travel only

*In the context of the Defense Travel System (DTS), 'pre-audit' refers to a process designed to ensure that travel claims meet applicable regulations and policies before any payments are made. This preliminary review is essential for maintaining compliance with financial regulations and helps prevent errors that could result in improper payments. Conducting a pre-audit allows for the identification and correction of issues in travel claims, thereby safeguarding against fraud and ensuring that all stipulations of travel policies are adhered to. The other options describe different aspects of travel-related reviews but do not accurately capture the essence of a pre-audit. For example, a detailed analysis of travel expenditures typically occurs after claims submission, which is distinct from the proactive nature of a pre-audit process. Additionally, a manual review of all travel claims over a month does not align exactly with the streamlined, regulatory focus that characterizes a pre-audit. Lastly, confirming reimbursement for local travel only is too narrow and does not reflect the comprehensive nature of what pre-audit entails across all travel claims. Hence, the correct answer accurately describes the purpose and function of a pre-audit in DTS.*

## 8. What does DTS help to ensure when submitting travel requests?

- A. All travel is booked through a preferred travel agency
- B. Compliance with travel regulations and budget constraints**
- C. Travel requests are submitted without documentation
- D. Travelers can receive immediate reimbursements

*The Defense Travel System (DTS) is designed to facilitate the process of submitting travel requests while ensuring compliance with established travel regulations and budget constraints. When submitting travel requests, DTS helps users adhere to government policies regarding travel expenditures, ensuring that all travel arrangements are made within the allowable per diem rates, transportation costs, and other expense guidelines set by the Department of Defense and other governing agencies. This compliance is crucial for maintaining accountability and transparency in the use of government funds. DTS also plays a role in streamlining the approval process, enabling users to submit requests that automatically consider regulatory frameworks. This contributes significantly to managing travel budgets effectively, helping organizations avoid overspending and ensuring that all trips serve a valid purpose aligned with mission requirements. The system's design underscores the importance of following regulations, which protects both the traveler and the organization from potential violations or financial ramifications.*

## 9. What is required from travelers before traveling on official orders?

- A. Their supervisor's signature on the travel request**
- B. Verification of travel allowances
- C. Approval of the travel voucher only
- D. Completion of a leisure travel plan

*Travelers are required to obtain their supervisor's signature on the travel request before undertaking any official travel. This process serves as a vital check to ensure that the trip is necessary and meets the organizational goals. The supervisor's approval not only validates the travel request but also indicates that the travel is aligned with the department's objectives and budget considerations. While verification of travel allowances, travel vouchers, and leisure travel plans may be important for various aspects of travel management, the critical requirement that must be fulfilled prior to travel is the supervisor's approval. This step is essential for authorizing the commencement of any official travel, safeguarding that all travel is officially sanctioned.*

## 10. What is the significance of the "Advance Request" in DTS?

- A. To request funds for travel expenses incurred before the actual trip
- B. To request additional travel days beyond the authorized period
- C. To extend the duration of a travel assignment
- D. To change the destination of a current travel order

*The significance of the "Advance Request" in the Defense Travel System (DTS) lies in its function to facilitate the request for funds to cover travel expenses incurred before the actual trip begins. An Advance Request allows travelers to obtain necessary funds in advance to address expenses such as transportation, lodging, and meals that they may need to pay for out-of-pocket prior to their trip. This is particularly important for ensuring that service members or civilian employees can meet their financial obligations associated with travel, enabling smoother travel experiences without financial strain. By providing an advance, the system allows individuals to manage the current financial requirements of travel while ensuring that they still comply with established government regulations regarding travel procedures. This specific function distinguishes "Advance Requests" from other potential requests related to travel, such as extending travel dates or changing destinations, which focus on altering the travel plan itself rather than addressing the financial arrangements prior to the trip.*

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## 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](mailto: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!

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