3. If you have multiple LOAs, use **Edit LOA Allocations** to divide the expenses between the LOAs.

5 Financial Summary

If you need to view reimbursable and non-reimbursable expenses. From the **Progress Bar** select **Financial Summary**. The **Review Financial Summary** screen opens.

1. Under **Expense Summary,** select **Show Details** to view the LOAs and expense cost breakdown.
2. Under **Credit Summary,** select **Show Details** to view any debt-related status such as collections or waivers.
3. **Under Entitlement Summary** select view the **Personal, GTCC**, and **Total Net Distributions**.
4. Select **Adjust Disbursements** to open the screen to redirect your split disbursement amounts.
   a. **Additional Payment Paid to GTCC** or **GTCC ATM Withdrawal** fields allows you to send more money to the GTCC vendor.
   b. **Overpaid GTCC** field permits you to send more money to your personal bank account.
   c. Select **Save**.
5. Select **Continue**.

6 Review Profile

From the **Progress Bar,** select **Review Profile**.

1. **Open Profile** to verify and if needed update your payment data (GTCC and EFT).
2. Verify and if needed update work email address.
3. If needed, mark **Update Permanent Profile** box, so the changes carry over to the mail profile.
4. Select **Save** to retain the profile updates in the document.

7 Review Local Voucher

1. Select **Review Local Voucher** to review the entire trip record.
2. You can **Add Comments** to the AO.
3. To modify an expense or add a receipt, select **Go to Expenses**.
4. To view LOAs, select **Go to Accounting**.
5. Once you finish the review, select **Continue.**

⚠ Travel documents are subject to audits which help identify improper payments. It is important you carefully review your voucher for accuracy and resolve open items before submitting the document for AO approval.

8 Pre-Audit

1. Select **Pre-Audit** to verify flagged information prior to signing. Then screen opens to display any flagged entries or **Advisories**.
2. For all flagged items, you must select **Add Justification** and provide an explanation to the AO to justify the expense or entry.
3. Below any flags are the **Advisories**. These are informational only and require no action.
4. Select **Continue**.

9 Sign and Submit

After selecting the **Sign and Submit** link, the **Digital Signature** window appears. It provides details for **Document History** and the **Document Status.**

1. Check the **I agree to SIGN this document** box.
2. Use the drop-down menu to change the routing (if required).
3. (Optional) **Add Comment**.
4. Select **Submit Completed Document**. A **Confirm Submission** box appears informing you of the legal responsibility of your claim.
5. Select **Confirm and Continue**. The **Confirmation** window opens and document routing begins.

To exit the window, select **Go To Homepage** at the bottom of the screen.

TRI-FOLD

Create a Local Voucher: Traveler Instructions

A local voucher is a request for the reimbursement of expenses incurred and payment of allowances earned during while conducting offiical business near your Permanent Duty Station (PDS).

For more details, see DTS Guide 4: Local Vouchers

Log On to DTS

1. Access the DTS Home page at https://www.defensetravel.osd.mil
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN**, and then select **OK**.

1 Create a Local Voucher

1. On the **DTS Dashboard**, select **Create New Document**, then **Local Voucher**.
2. Enter the **Local Voucher Date**. Default is the current date, but you can enter a past date. Since a local voucher is a claim for completed travel, you enter incurred expenses.
3. (Optional) **Reference**.
4. Select **Yes** or **No** to answer the "**Are you attending a Conference or Event**" question. If yes, another window displays. Type in the **Conference or Event Name** and select **Continue**. Next, the **Enter Expenses** screen opens.

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2 Enter Expenses

On the **Enter Expenses** screen, select **Add**. The **Add New** window appears.

1. Four expense categories display; I**nternational Travel Expenses, Other Expenses, Mileage Expenses** and **Transportation Expenses**.
2. Select a category to see available expense types.
3. Select a specific expense type. The **Add New** window appears.
4. Select the **Expense**.

To complete an expense entry:

1. Enter the **Purpose, Expense Date, Expense Amount,** and **Method of Reimbursement.**
2. Each expense item provides an **Attachment** option.
3. (Optional) **Notes.**
4. Select **Add.** The entry displays in a single **Expense** listing

Mileage Allowances

To complete a mileage allowance in and around:

1. Select the specific **Expense Type** – **Private Auto** or **Motorcycle** for miles driven in and around.
2. Enter the **Expense Date, Purpose, Start Location**, and **Enter Location**.
3. Enter **Miles.** The **$** field displays the miles driven x mileage rate.
4. Select the **Method of Reimbursement**.
5. To **Create a separate expense for round trip**, check the box.
6. (Optional) **Notes**.
7. Select **Add**. The entry displays in a single **Expense** listing.

To complete mileage between your residence or duty station and an alternate work location:

1. Select **Add** to enter the **Expense Type, Expense Date**, and **Purpose**.
2. Use drop-down menu for **Start Location** as either **Duty Station** or **My Residence** (calculates miles minus normal daily commute cost or mileage).
3. In the **Start Location** field, identify local travel locations. If you select **My Residence**, select a

commute option and enter required data:
   - o   If you usually drive, select **One-way mileage**.
   - o   Otherwise, select **Commuting Cost**.
4. Enter **Miles**. The **$** field displays miles driven x mileage rate – daily commute if residence.
5. **To Create a separate expense for round trip**, check the box.
6. (Optional) **Notes**.
7. Select **Add**. The entry displays in a single **Expense** listing

To import a transaction from your Government Travel Charge Card (GTCC) data:

1. Select **Add** from the **Enter Expenses** screen.
2. On the **Add New** screen, choose **Add Expense** from GTCC.
3. On the **Import Expense** screen, check the box for the **Transaction.**
4. Select the expense category and type.
5. Select **Import**. The expense displays along with the other expenses on the **Enter Expenses** screen.

To update an existing expense:

1. Select **Details** and the widow opens.
2. Enter the correct data.
3. (Optional) Add **Notes**.
4. Select **Update** to save the change**.**
5. Select **Details** again to collapse the entry.

To delete an expense:

1. Select options (3-dots icon). The screen provides the removal option.
2. Select **Delete Expense** next to an entry and acknowledge the pop-up.
3. After you select **Delete** the item is removed.

To duplicate a re-occurring expense:

1. Select the options (3-dots icon). The **Duplicate Expense** window opens.
2. Add the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

Note: The **Expand All** icon opens **Details** for all entered expenses. The **Collapse All** icon closes **Details** for all entered expenses

3 Receipts and Documents

You can attach a receipt to an expense in a few ways**.** Each method begins on the **Expenses** screen.

Attach Receipt using Expense Details

1. After adding an expense, select **Details**. The window opens.
2. Add images by choosing **Browse** and uploading them, dragging them from another location or selecting the **+sign (Add)** to attach receipts.
3. Select **Attach** and the **Attachment** with number displays.
4. (Optional) Add **Notes**.
5. Select **Update** to save changes.
6. Select **Details** to close the window.
7. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

Upload Electronic Images

1. Select the **Import PDF** icon. The window opens.
2. Browse for the file to upload, attach the file and choose **Select**.
3. You can either **Attach to Existing** (expense) or **Create New** (expense) and attach files.
4. Follow the prompts and on the last screen select Done.
5. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

⚠️   You must attach each finished image to an expense or attach it to **Documents** option in the **Add New** screen.

4 Accounting

From the **Progress Bar**, select **Accounting,** then the **Accounting** window opens:

1. To add a LOA, select **Add LOA**, and then select the new LOA from one of the drop-down lists.
2. To delete a LOA, select the options (3-dot icon) next to a LOA, then select **Remove** and acknowledge the pop-up.