

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

## 7 Financial Summary

### Review Trip Totals & Split Disbursement

If you need to view reimbursable and non-reimbursable expenses, Due US balance, prior payments or update your split disbursement totals, select **Financial Summary** from the **Progress Bar**:


1. The **Review Financial Summary** screen opens.
2. 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**.
3. Select **Continue**.

## 8 Review Profile & Voucher

1. Select **Review Profile** from the **Progress Bar**. Make sure your payment data (GTCC and EFT) in the profile are valid.
2. Select **Voucher** to review the entire trip record.
3. You can **Add Comments** to the AO.
4. Once you finish the review, select **Continue**.

## 9 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**.

 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.

## 10 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. **Add Comment** if needed.
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.

## 11 Change an Existing Voucher

On the **DTS Dashboard**, select **Vouchers** to view your vouchers, then:

To adjust a voucher that the AO has not yet **APPROVED**:

1. Select **Edit** next to a voucher.
2. If any pop-ups or the **View Only** window appears:
  - a. Acknowledge all pop-ups.
  - b. Uncheck the **Open Document VIEW-ONLY** box.
  - c. If asked for it, enter your CAC **PIN**, then select **OK**.
3. Make all necessary changes.
4. Sign the voucher (See Section 6).

To amend a voucher that the AO has **APPROVED**:

1. Select **Create Amendment** under the options (3-dot icon) next to a voucher.
2. Enter **Comments** and then select **Amend Document**.
3. Follow Steps 2-4 under “**adjust**” (above).



## Create a Voucher: Traveler Instructions

*A voucher is a request for the reimbursement of expenses incurred and payment of allowances earned during official travel. You create a voucher from a DTS authorization and update the estimates with actual trip costs.*

For more information, see [DTS Guide 3: 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 Voucher

1. On the **DTS Dashboard**, select **Create New Document**, then **Voucher**.
2. Select **Create Voucher** next to an authorization. DTS creates the voucher using the information in the authorization and opens it on the **Review Trip Voucher** screen. You must update the information in the voucher to reflect actual events.

## 2 Update Itinerary

If any trip dates or locations changed, select **Edit Itinerary** from the **Progress Bar** and use the tools on the **Edit Itinerary** screen to:

1. Change **Arriving** and/or **Departing** dates. The overall **Leaving On** and **Departing On** dates update automatically, but you can change them if necessary.
2. Add, remove, or change **TDY Locations**.

**Note:** You must update each changed TDY location or dates. Always read and acknowledge all pop-ups.



To ensure your per diem allowances are accurate, enter the correct TDY location. For example, for a TDY to an installation (Ft. Lee, VA), don't enter a nearby city (Petersburg, VA).

### 3 Enter Expenses

#### Update Flight & Rental Car Expenses

You can't change reservations after the trip, so if your flight or rental car information changed, you must update them in the **Expenses** module. Select **Expenses** from the **Progress Bar**, then:

To update a flight or rental car cost:

1. Locate the reservation expense.
2. Select **Details** and the window opens.
3. Update the cost for changes to air or rental car costs.
4. (Optional) Add **Notes**.
5. Select **Update** to save the changes.

To add the cost of a new flight or rental car, see the next sub-section.

#### Update Expenses & Mileage Allowances

To view or update expenses, select **Expenses** from the **Progress Bar**, and the **Enter Expenses** page opens.

To enter a new expense:

1. Select **Add**. The **Add New** screen appears.
2. Select the correct **Expense** category and type.
3. On the **Add New** screen, enter all required fields.
4. (Optional) Add **Notes**.
5. Select **Add** to save the entry.

**Note:** Contact the TMC to request a refund for any unused or partially used tickets. Enter the correct airfare total (minus the refund amount) in the voucher. Monitor your GTCC for a credit refund.

**Note:** For lodging cancellations verify the lodging provider supplied the cancellation confirmation number and it is accessible in your document.

**Note:** If your trip required a certificate of non-availability

(CNA) number, be sure it is accessible in your document.

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 window opens.
2. Enter the correct data.
3. (Optional) Add **Notes**.
4. Select **Update** to save the change.

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.

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.

### 4 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.

### 5 Update Per Diem

If your per diem allowances changed, including lodging costs, select **Per Diem** from the **Progress Bar**, then:

1. Select **Adjust Per Diem Costs**.
2. Enter a date (or a date range if all per diem allowances are the same on consecutive days).
3. Make changes to the per diem allowances. The **Lodging Cost** information is at the bottom of the screen.
4. Select **Save Adjustments**.

**Note:** Add CONUS hotel tax under **Expenses** (see Section 2).

### 6 Update Accounting



If a LOA funded a payment (e.g., a partial payment), do not remove or change it. Contact your Defense Travel Administrator (DTA) for guidance.

If you need to change an LOA, select **Accounting** from the **Progress Bar**, then:

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.