GUIDE

DefenseTravel
Management Office

Defense Travel System (DTS) Guide 4: Local Voucher

April 2025

Version 2.11

Table of Contents

Revision History

Revision	Date	Authorization	Change Description	Page, Section
2.5	06/10/22	DTMO	Added Browsers for DTS Updated CT links and wording	Chapter 1 Chapter 5
2.6	01/23/23	DTMO	Updated screen shots and wording Updated Expense table Added What is a Valid Receipt Info paper	Throughout Table 4-1 Page 10
2.7	07/14/23	DTMO	General Review Removed Travel System Redirect Updated Multiple LOAs section	Throughout Page 3 Page 19
2.8	03/27/24	DTMO	General Review Added Data Access and Retention Section	Throughout Page 32
2.9	04/03/24	DTMO	Updated Constructed Travel link	Page 33
2.10	01/24/25	DTMO	Converted the document to the new 508 template Updated chapters with new screen shots and wording Updated to support DTS changes for printing	Throughout Throughout Chapter 3
2.11	04/11/25	DTMO	Update Profile	Page 37

Chapter 1: Local Vouchers and Travel Introduction

A local voucher is a claim for reimbursement for expenses you incurred and allowances you earned while conducting official business in the local area near your* Permanent Duty Station. A local voucher is a stand-alone document you may only submit after you complete your official duty. Therefore, you may not project expenses or estimate allowances on a local voucher. Instead, only enter actual amounts.

**In this guide, "you" are a DTS user, unless stated otherwise.*

1.1 Document Basics

Travel documents are subject to internal (per local business rules) and external (e.g., Defense Finance and Accounting Service [DFAS]) audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance.

The detailed steps on how to create a local voucher appear later in this guide. Here are some general guidelines when you need to process a local voucher claim:

1. Review the *JTR*, if you are uncertain if an expense is allowable. Contact your Lead DTA or supervisor for assistance when you have questions before submitted for approval and payment.
2. Gather all required receipts (i.e., for local voucher, receipts of $75.00 or more) and supporting records. **Note**: Local vouchers typically don't require an overnight stay, so lodging is not required along with a lodging receipt. If you do have an exception where lodging is required then follow the standard receipt requirements and your local business rules.
3. Record valid justifications for **Pre-Audit** flags and **Reason Codes** to support travel compliance.
4. Provide a complete local voucher and all supporting documentation to prevent routing delays and document returns.
5. Sign the local voucher so the document routes to the Routing Officials (ROs) for action.
6. Monitor the status of your document for approval or return for corrective action. If corrections are necessary do so timely.

For more information see the trifold, *Create a Local Voucher: Traveler Instructions*.

1.2 System Alerts

There are a few alerts DTS provides users to keep them informed and to stay within policies. These include:

1. If you're logging into DTS for the first time or after an extended period, DTS may provide you a pop-up message which can include:
   - **Review and Update Profile**. This option triggers when it is at least 60 days since your last log on to DTS. Either choose Open Profile and make your changes or Continue without Updating. For more about profiles, see the *DTS Guide 1: Getting Started* and the *DTA Manual, Chapter 7: People*.
2. If there are module change which could impact the way the user interacts with the system.

- ⚠ **What's New**. This feature alerts you when software changes occur. The first time you access an affected module, the What's New feature activates. A series of pop-up screens annotate any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again. For more on the **What's New feature**, review the *DTS Guide 1*.

3. DTS is programmed to conform with standard time-out rules throughout the system.

- ⚠ If you are in DTS, you will be presented with **a Logout due to Inactivity** warning after 9 minutes, with a 60 second countdown, letting you know they are about to be logged out due to inactivity.
- You are presented with two options: **Keep me logged in** or **Log me out**.
    - To stay in DTS and continue your actions, select **Keep me logged in**.
    - To exit, select **Log me out**. To learn more on time out messages, see the screen shot in *DTS Guide 1*.

Note: If you experience a problem accessing the DTS *Home* page, contact your local IT to verify your allowable browsers and enable pop-ups, install JavaScript and DBsign on your pc. See the bottom of the DTS *Home* page, Need More Assistance? for the requirements.

1.3 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Local Voucher specifications apply to reduce the possible invalid reservation selections (e.g., selections made in the next FY before airlines post flights) and incorrect per diem calculations (e.g., documents crossing multiple FYs and per diem changes). Voucher specifications apply to reduce incorrect per diem calculations resulting in debt. These processing rules include:

- Local vouchers must be processed for only actual expenses incurred.
- Local vouchers must have a current or a past date create date. No future create date permitted.
- Local vouchers do not have access to the **Reservation** module or **Per Diem** table.
- Local vouchers may combine expenses from different dates.
- Local vouchers may contain more than one LOA, but each LOA must use the same **Format Map** (e.g., Air Force, Army etc.).
- Local vouchers cannot be stamped **Signed** with a future expense date.

When a document does not meet the policy requirements for trip creation date and/or trip duration on the Itinerary page, DTS will alert the user.

- ⚠ If *creating* a document with a future create date, the following error message displays on the **Local Voucher** screen:
    - "Local voucher date cannot be greater than today's date." "There are errors with this local voucher. Please correct the errors and try submitting again."

- If *signing* a document with a future expense date, the following error message displays on the **Digital Signature** page.
  - "**TRIP NOT COMPLETED** Document contains expenses with future dates. Local Vouchers cannot be signed until all the expenses claimed have occurred."

1.4 DTMO Website

The *DTMO* website (Figure 4-0) provides information about *Programs*, *Policy & Regulations*, *Compliance*, *Training* and more to assist with travel. The DTMO *Training Search Tool* provides numerous entries (e.g., guides, manuals, information papers, trifolds) to support DTS users. Visit the DTMO site for the most current resources.

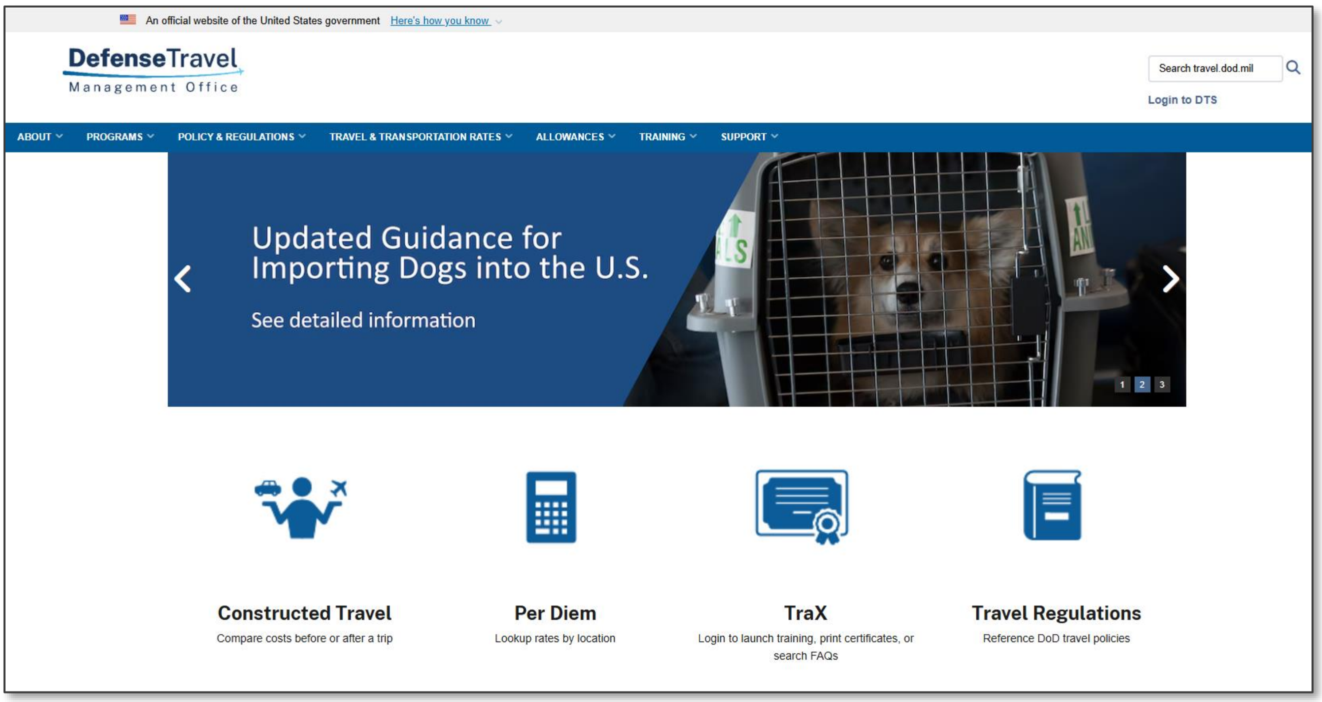


Figure 4-0: DTMO Website

Chapter 2: Create a Local Voucher

To create a local voucher log onto the [*Defense Travel System (DTS)*](). On the DTS **Dashboard** (Figure 4-1), select **Create New Document**, then choose **Local Voucher**.

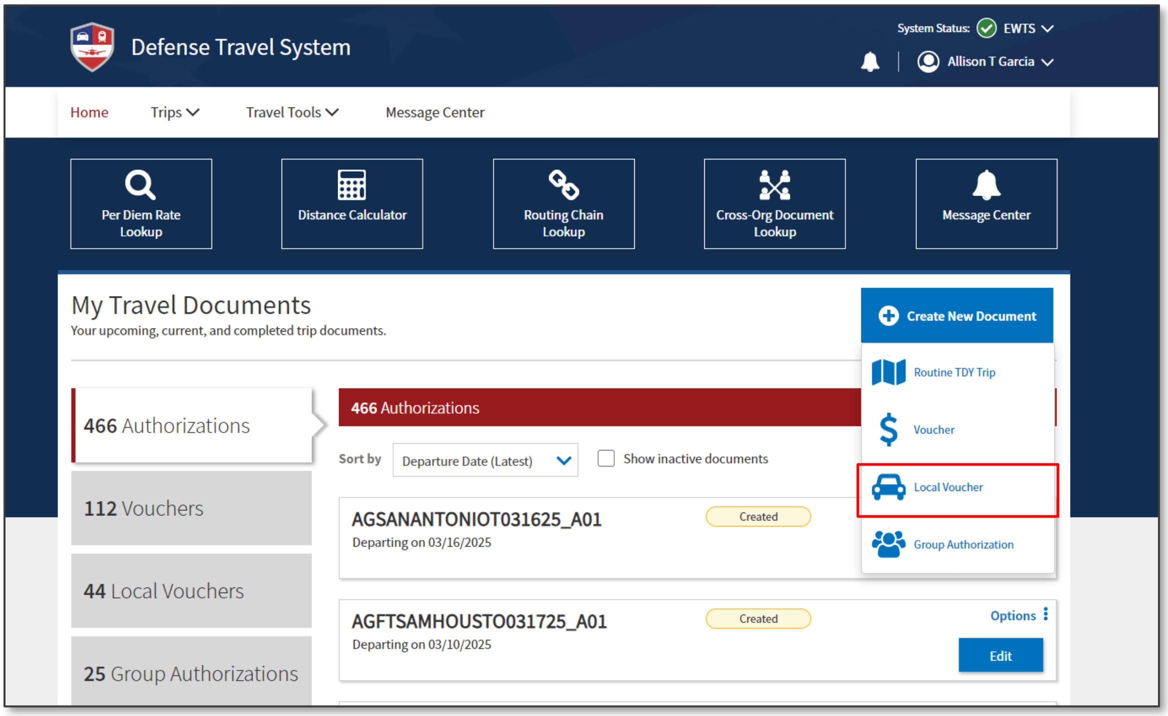


Figure 4-1: DTS Dashboard

The **Create Local Voucher** screen (Figure 4-2) opens. A **Progress Bar**, (left side of the screen) tracks your **Local Voucher** steps.

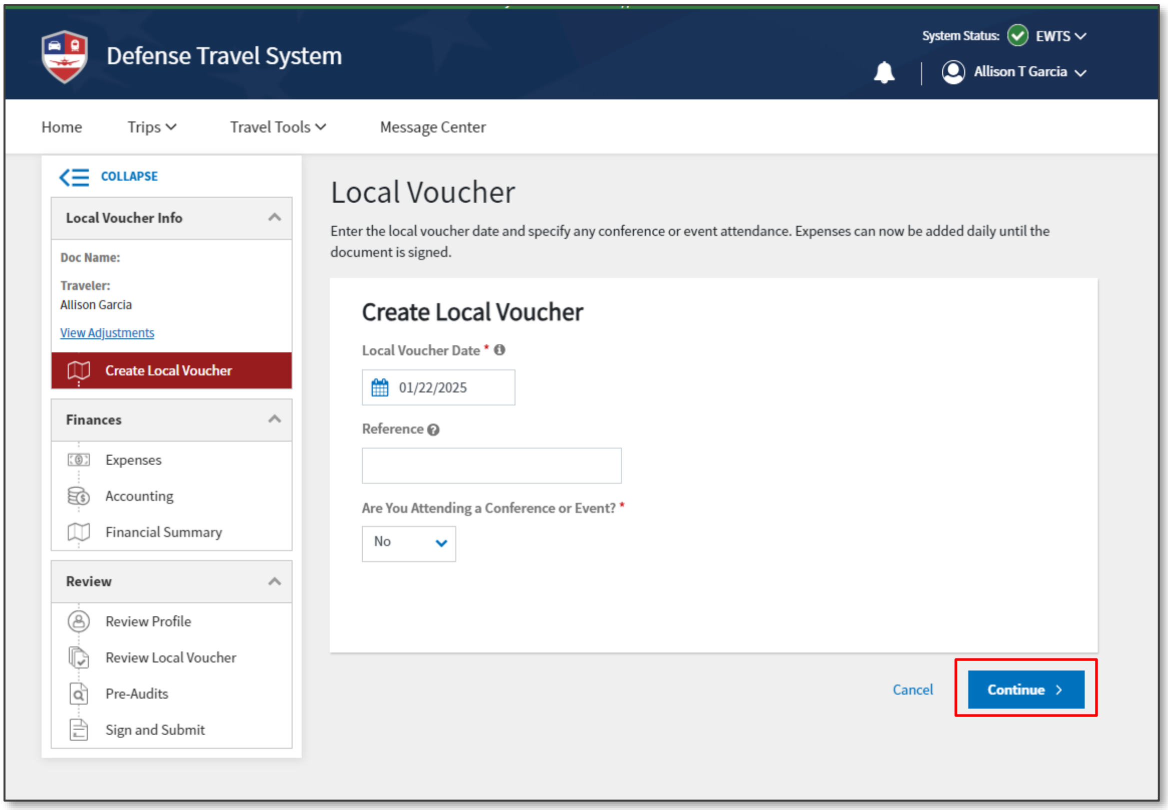


Figure 4-2: Local Voucher Date Screen

Here are the steps for the **Create Local Voucher**:

1. Enter the **Local Voucher Date**. The screen defaults to the current date, but you can change it. Once you save the date, you can't change it. **Note**: The create date can't be greater than the current date. DTS will display an error message, if you try to create a local voucher with a future date.
2. In **Reference**, you can enter information per your local policies or leave the field blank.
3. **Are you Attending a Conference or Event?** Provide a **Yes** or **No** response. If **Yes**, select the conference name using the drop down menu or if the name is not in the listing, select **Other**.
4. Select **Continue**. The **Enter Expenses** screen (Figure 4-3) opens.

Chapter 3: DTS Expenses Module

⚠ The **Expenses** module allows you to enter all your incurred expenses and earned allowances. You must enter them accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at any time on the **Progress Bar** and then the **Enter Expenses** screen (Figure 4-3) opens.

3.1 Enter Expenses

On the **Enter Expenses** screen, a blue banner provides information regarding valid receipts and supporting documentation (Figure 4-3, Indicator 1). Once you enter data, the information displays as a single running list by date with the most recent entry at the top of the page.

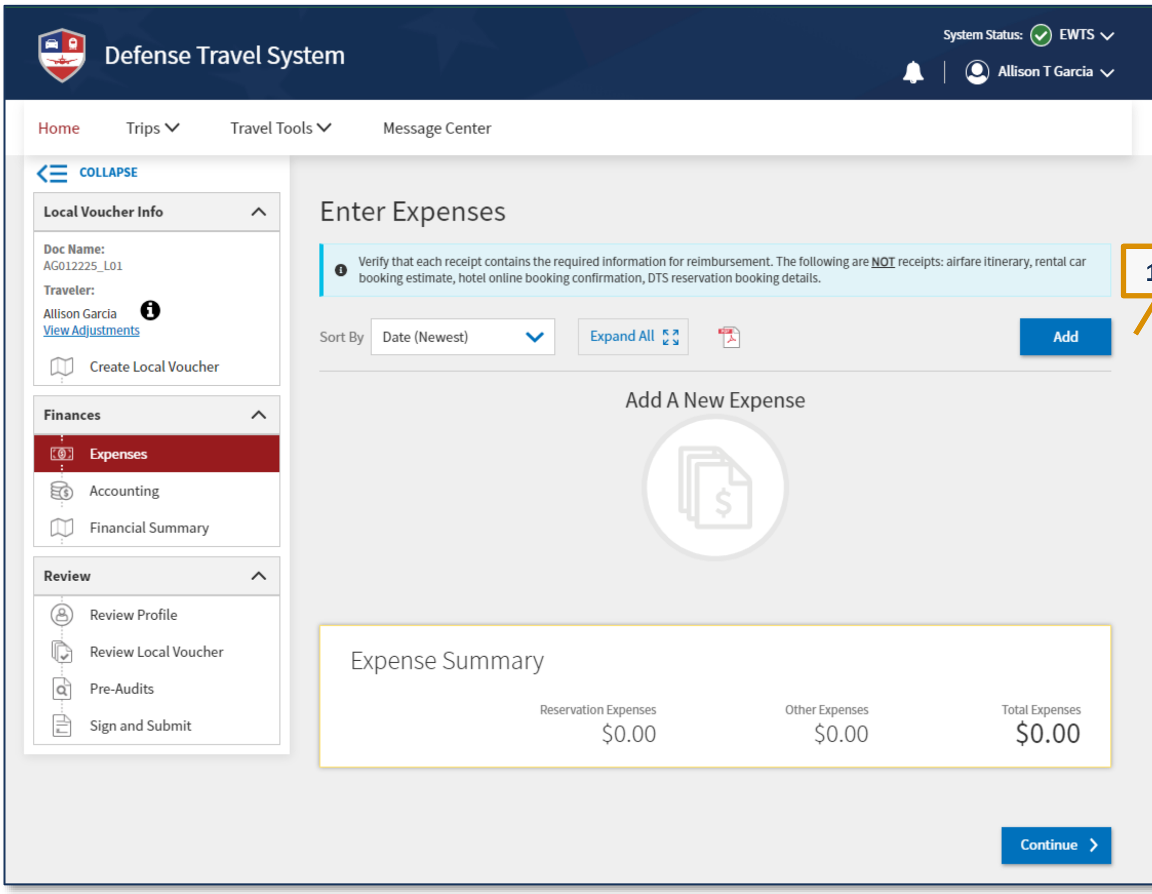


Figure 4-3: Enter Expenses Screen

On the **Enter Expenses** screen (Figure 4-3), you can:

- **Sort By** drop down menu to re-order the listing or leave the default view.
- Select **Add** to enter all new expenses or mileage entries.
- Select **Add**, and then choose **Add Expense from GTCC** to import into the local voucher.
- Toggle between **Expand All** and **Collapse All** to open and close all the expense items data cards to see **Details**, **Notes**, and **Attachments.**
- Select **Details** to view or **Update** recorded expense information.

- Select **Details** to add, browse, and upload files to expenses or **Documents**.
- Select **options** (3-dots icon) to **Delete Expense** or **Duplicate Expense** for other entered expenses and mileage allowances.
- **Import PDF** to attach records to expenses.
- **Download all attachments**. **Note**: Icon only appears once you attach a file to an expense or **Documents**.
- See **Receipt Required** icon.
- View the **Expense Summary**.
- **Continue** to the next screen.

3.1.1 Expense Category and Type

The **Expenses** module provides four primary expense categories (groupings), which are available under **Add** on the **Enter Expenses** screen for a local voucher. *Table 4-1* shows the expenses available in each category. Based upon your trip, you may need to **Update**, **Add**, or **Delete** other expenses or allowance entries. If you have a reoccurring item, you can use the **Duplicate Expenses** feature to add the same expense quickly. Be sure to carefully review the listing and claim only your actual expenses.

Key Note: The **Expense** categories (with the **Expense** types) contain typical expenses, which travelers might incur (based travel within the local area). If the **Expense** table does not include an allowable incurred expense, the traveler should contact their DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Table 4-1: Expenses in DTS

EXPENSES IN DTS	
EXPENSE CATEGORY	**EXPENSE TYPE**
International Travel Expenses	• Foreign Currency Conv Fees
Mileage Expenses	• Private Auto – Local Area • Private Motorcycle – Local Area • Private Vehicle – GOV Auth & Avail
Other Expenses	• Recruiter - Parking • Recruiter - Snack • Returned Payment
Transportation Expenses	• Government Vehicle – Fuel/Oil • Parking • Public Transportation • Rental Car – Fuel • Rental Car • Taxi • Tolls/Ferry Fees

3.2 Add New Expense

If you incurred an authorized expense for local travel (e.g., parking), add them on the **Enter Expense** page.

1. Select **Expenses** on the **Progress Bar**. The **Enter Expenses** screen opens.
2. Select **Add** (Figure 4-4, Indicator 1). The **Add New** screen opens to provide a single-entry point to enter expenses. **Note**: Under **Select Type*** use the drop-down menu to access the four primary expense categories, **Add Expense From GTCC**, and **Documents**.

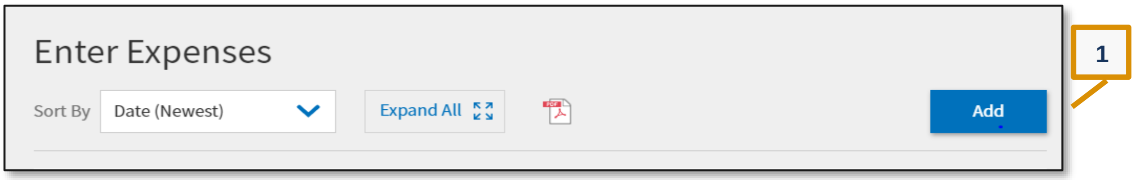


Figure 4-4: Enter Expenses Screen

3. The **Add New** window (Figure 4-5) appears. Under **Select Type**, use the dropdown menu, to choose the expense category (Figure 4-6a).

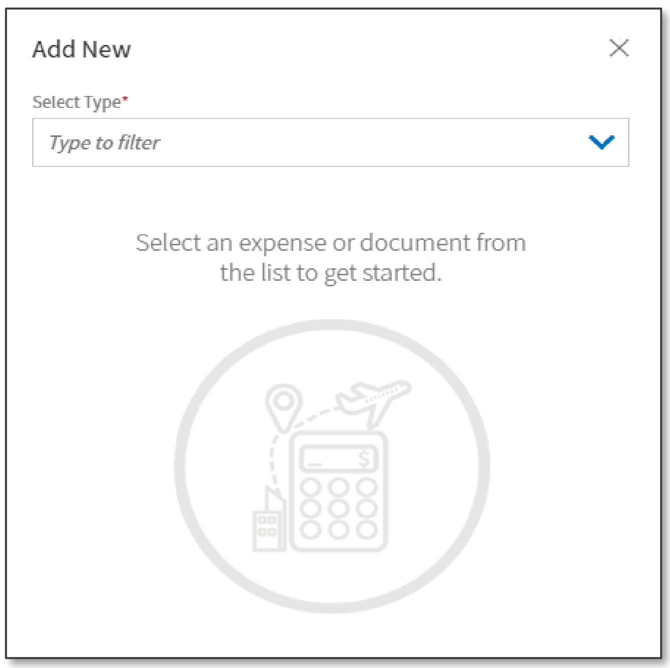


Figure 4-5: Enter Expenses Screen – Add New

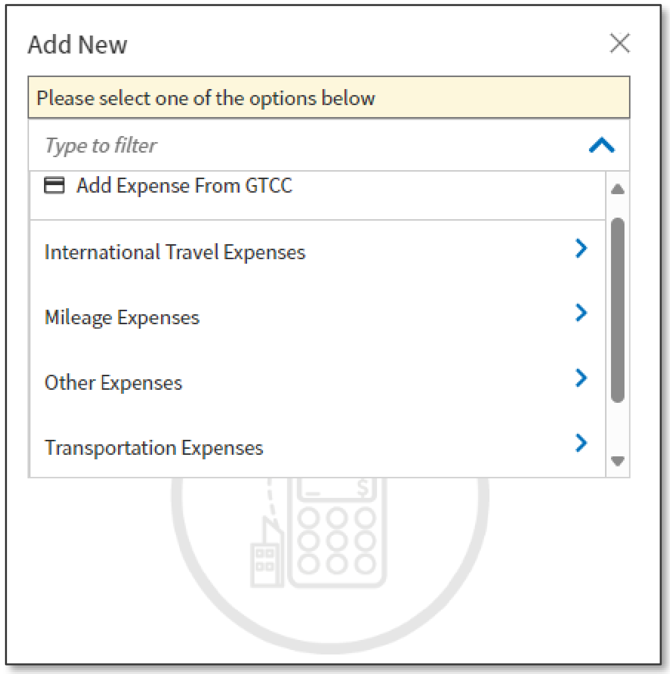


Figure 4-6a: Enter Expenses Screen – Expense Categories Listed

4. Select the **Expense Category** (Figure 4-6b), then the **Expense Types** display.

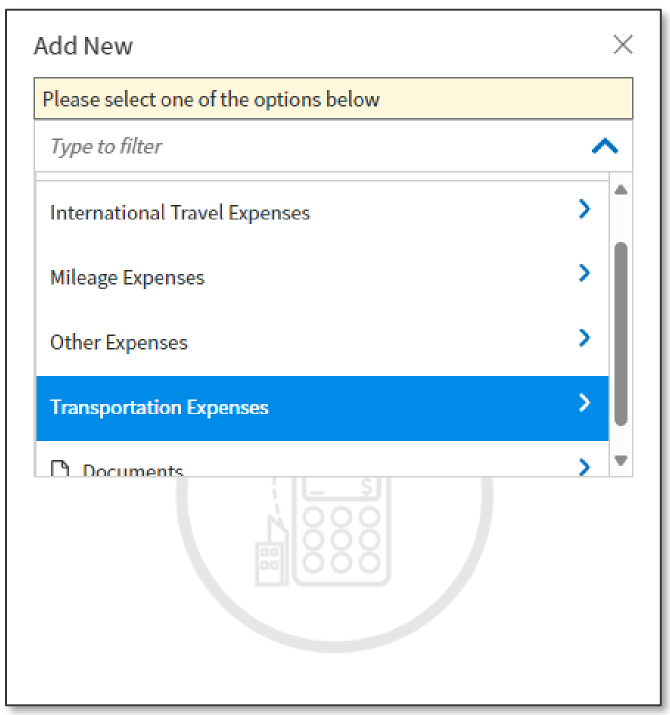


Figure 4-6b: Add New Window – Expense Category Selected

5. On the **Add New** screen, select the **Expense Type** (Figure 4-7). For our example, we added **Parking**. (Figure 4-8). The **Add New** screen updates.

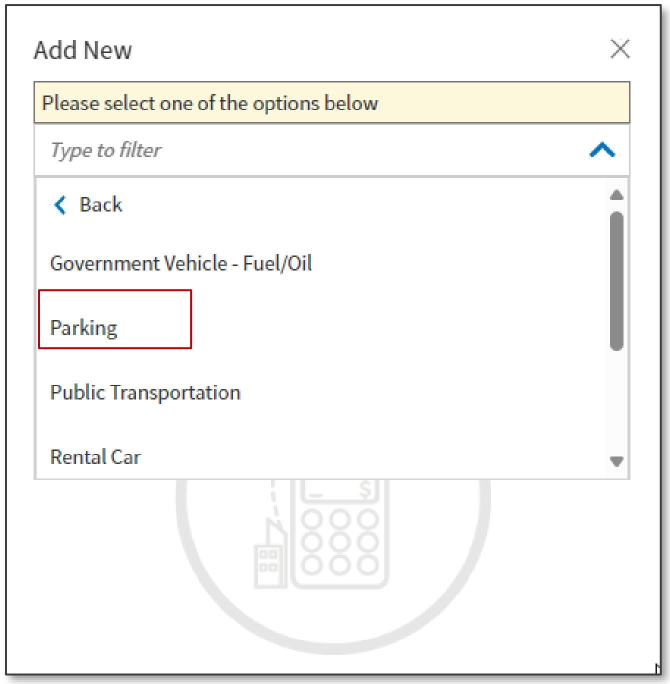


Figure 4-7: Add New Window – Transportation Expenses

Note: When entering data for an expense, any field with an asterisk indicates a mandatory entry. Depending upon the expense, the required field information varies, but may include:

- **Expense Type**
- **Attach Receipt**
- **Expense Date**
- **Expense Amount** or $ cost
- **Mileage Expense**. This expense contains additional fields to enter data. Specifically, you must select a mileage rate (**Private Auto – Local Area**, **Private Motorcycle – Local Area** or **Private Vehicle – GOV Auth & Avail**) and a **Start Location** (**My Residence** or **Duty Station**).
- **Reimbursement Method** (usually **GTCC** or **Personal**).
- **Notes**

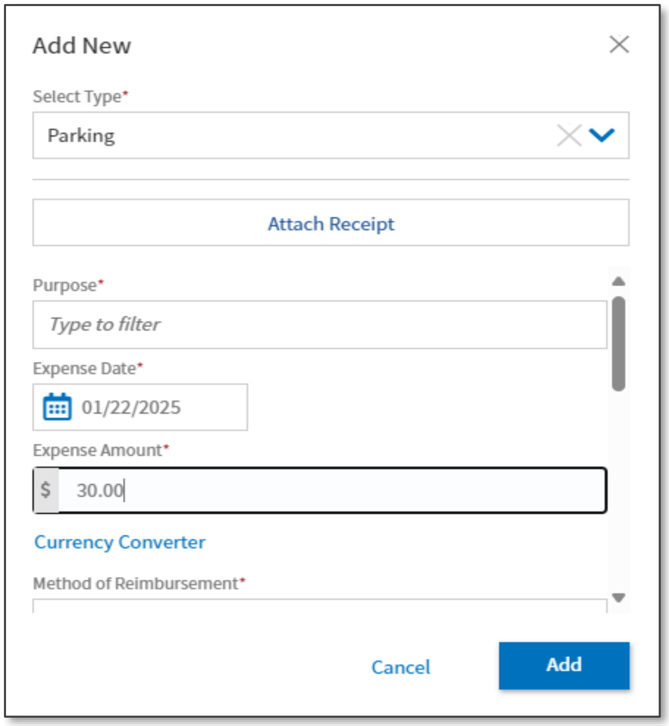


Figure 4-8: Add New Screen - Specific Expense

6. For a **Parking** example, enter the required data for the expense item (Figure 4-8).
   - **Purpose*** Why you incurred the expense.
   - **Expense Date*** Defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. Note: If you enter a future date for an expense, you will not be able to sign the local voucher until that expense date occurs.
   - **Expense Amount***
   - **Method of Reimbursement* DTS** automatically selects the payment. Select the drop-down menu if you need to change it.
   - (Optional) Add **Notes**.
   - If flagged as a requirement, then **Attach Receipt**.
     - Select **Browse** to locate the file. File appears in the window.
     - Choose **Select** to advance. DTS returns you to the **Add New** screen.
7. Once you enter all the information, select **Add** to save the expense entry. The **Add New** window closes. The entry displays on the **Enter Expenses** screen.

⚠ Make sure you only claim incurred expenses. Check the **Review Trip Local Voucher** screen and the **Enter Expenses** page, to see if you have over-claimed any expense or allowance.

3.3 Add POV Mileage Expense

Per the [JTR](), *par. 020603B.1.c.(1). Travel within the PDS Local Area*. POV mileage is based upon the vehicle's odometer readings. In addition, in the [JTR](), *par. 020204. Distance Determinations,* it explains, the Defense Table of Distances (DTOD) does not apply to distance for mileage calculations for “In and Around the PDS”. Per *JTR, par. 020204. Distance Determinations.* “The distance of the actual route driven may be determined by using paper or electronic standard highway mileage guides, electronic maps, or odometer reading.”

In the **Expense** Module, DTS provides three mileage rate options: **Private Auto – Local Area**, **Private Motorcycle – Local Area**, or **Private Vehicle – GOV Auth & Avail**. You select the start location of **My Residence** or **Duty Station**.

1. On the **Enter Expenses** page, select **Add**.
2. On the **Add New** screen, select **Transportation Expenses**, then choose **Mileage Expenses**, then select a Mileage type:
   - Use **Private Auto – Local Area** or **Private Motorcycle – Local Area** option if the Authorizing Official (AO) approved you to drive your automobile or motorcycle.
   - Use **Private Vehicle – GOV Auth & Avail** option if you chose to drive your POV even though the AO approved you to use a Government vehicle. **Note**: If you see “privately owned conveyance” (POC) in DTS it means “POV”.
3. Enter the **Expense Date**, **Purpose**, **Start Location**, **End Location**, **number of one-way Miles** you drove on that leg of the trip, and the **Method of Reimbursement**. For this information paper, our example is **Use Private Auto – Local Area** (see *Section 3.3.1* and Figure 4-9a and Figure 4-9b).

3.3.1 My Residence:

On the **Add New** screen (Figure 4-9a) complete the following:

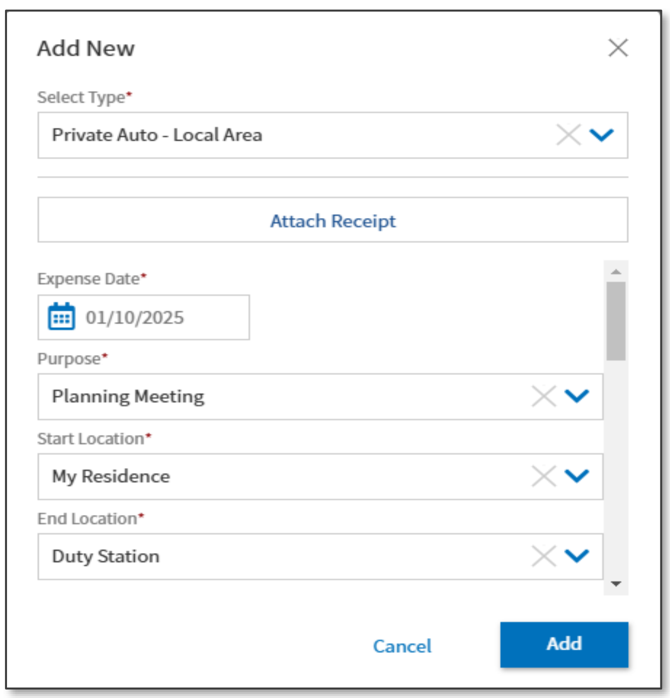


Figure 4-9a: Private Auto – Local Area Mileage (Top)

1. The **Select Type** should reflect **Private Auto – Local Area.**

2. **Expense Date** verify or update the date.
3. **Purpose** for the incurred expense.
4. Start Location **My Residence**
5. End Location **Duty Station**
   - Use the scroll bar to see additional fields (Figure 4-9b). For example, whether you normally drive or incur a cost to commute, and the applicable mileage or cost.
   - Select either **One-Way Mileage** or **Commuting Cost** radio button and enter your usual commuting mileage or cost (one-way). DTS calculates your mileage allowance for you.

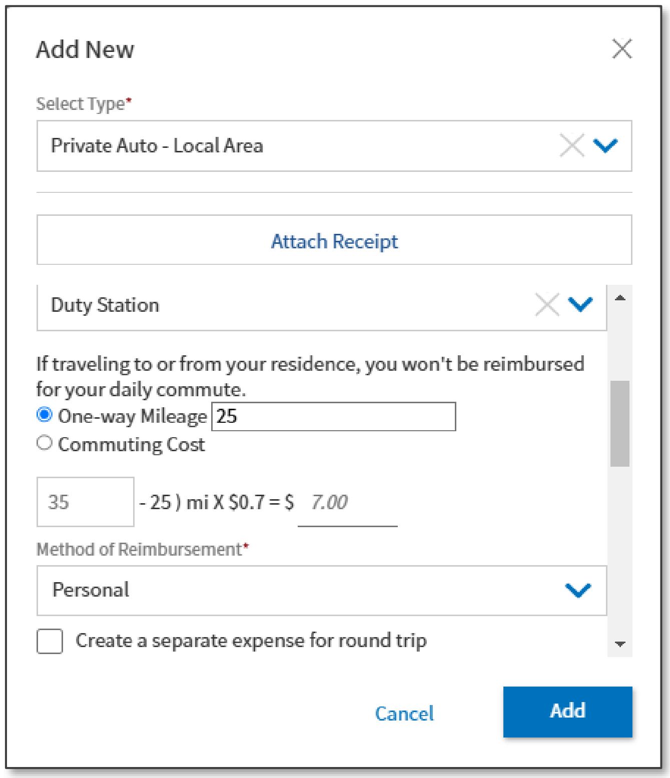


Figure 4-9b: Private Auto – Local Area Mileage Minus Daily Commute (Bottom)

6. Check **Create a separate expense for round trip** box to duplicate the calculated allowance for the return trip, creating the round-trip total.
7. Select **Add** to save the entry.

Example: It's 35 miles from your residence to the local travel location. Your daily commute is 25 miles. The mileage rate is $0.70, so your reimbursement for one direction is 35 miles – 25 miles = 10 miles x $0.70 = $7.00.

3.3.2 Duty Station:

On the **Add New** screen you complete the following data fields:

1. The **Select Type** should reflect your transportation (e.g., **Private Auto – Local Area).**
2. **Expense Date** verify or update the date.

3. **Purpose** for the incurred expense.
4. Start Location **Duty Station**
5. Enter in the **End Location**
6. Enter the total **Miles** driven. DTS calculates the mileage. **Note**: You can also check a box to create a round-trip expense**.**

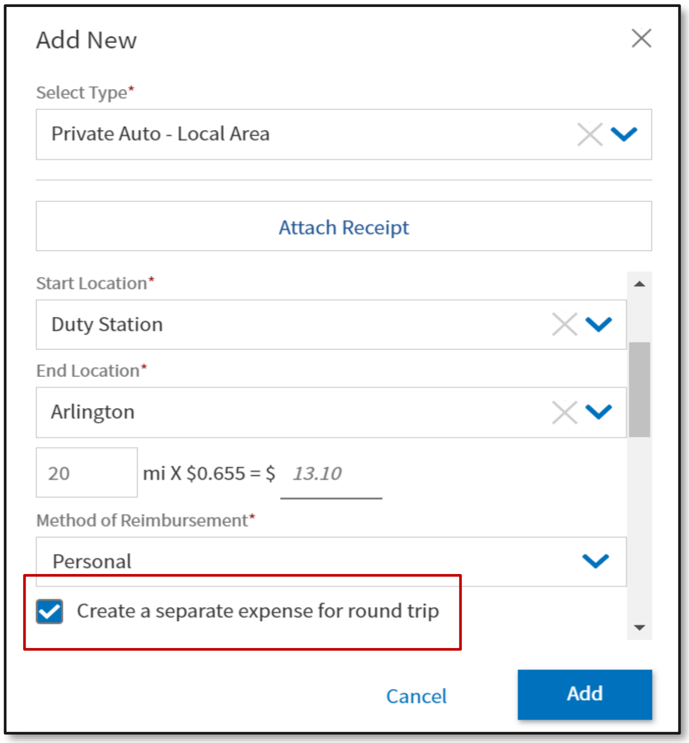


Figure 4-10: Mileage Expense Screen - From Duty Station

3.4 Attach a supporting Record or Receipt

Per the *JTR*, all lodging expenses (regardless of cost) and all other expenses of $75.00 or more require a receipt. The information paper, *What is a Valid Receipt?*, discusses receipt requirements, gives examples of improper receipts, and provides policy resource links.

To assist you with travel compliance, DTS flags those items with a **Receipt Required** indicator or triangle icon. If you include a memo or form the paper clip icon displays (Figure 4-11, Indicator 1). For expenses under the policy threshold DTS will display N/A or no receipt indicator appears (Figure 4-11, Indicator 2).

Here is how to attach a supporting record or receipt:

1. Begin on the **Enter Expenses** screen and locate the expense entry.
2. Select the expense **Details** (Figure 4-8, Indicator 3) and the widow expands with attaching options.
3. Choose **Browser** or **drag and drop** to include the record.
4. **Save** the selection.

5. Select expense **Details** again to close the window. The **Enter Expenses** screen updates reflecting the paper clip icon for attachment.

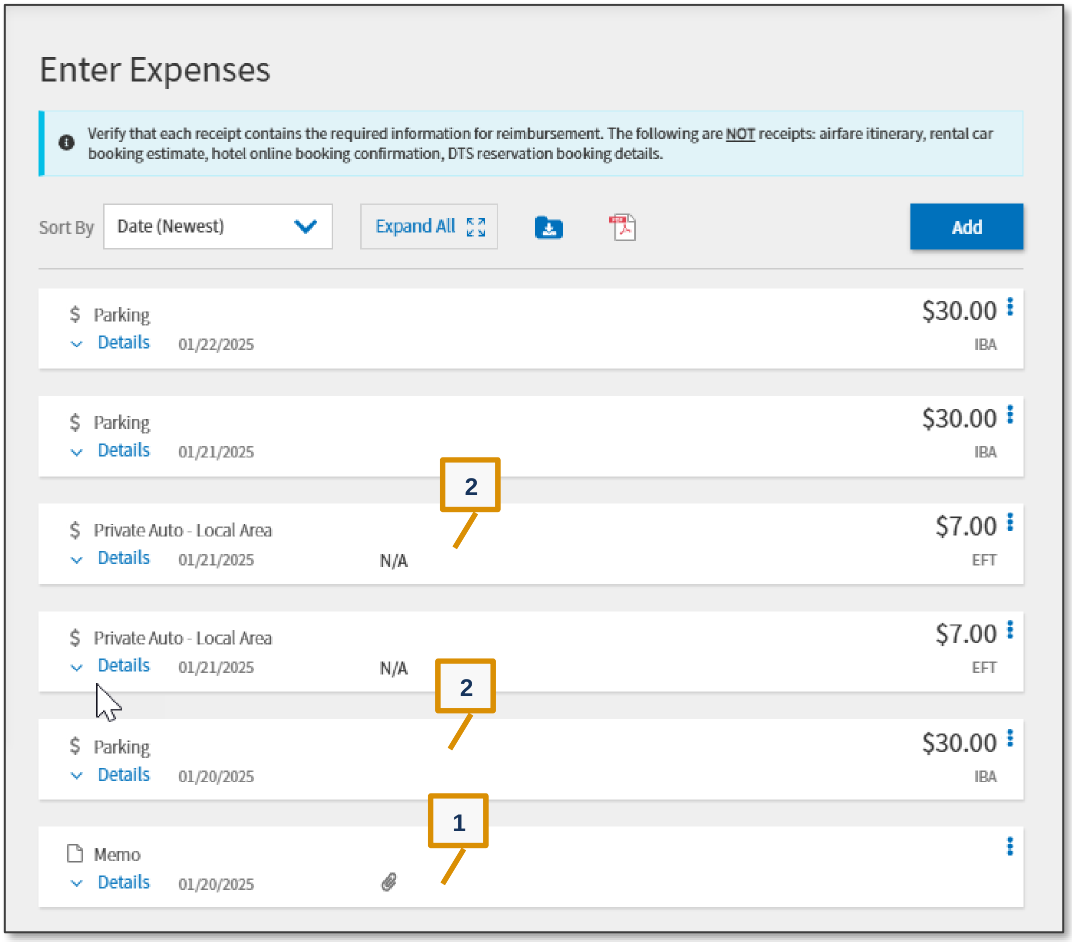


Figure 4-11: Enter Expenses Screen - Receipt Requirement Column

3.5 Duplicate an Expense

Available under **options** (3-dot icon) on the right side of the expense entry (Figure 4-12) are **Duplicate** and **Delete Expense**.

If you have reoccurring expenses it is easy to use the **Duplicate Expense** option and here's how:

1. Begin on the **Enter Expenses** screen and locate the expense entry to copy. **Example**: You have the same expenses on different days (e.g., parking fee each day of a multi-day event).

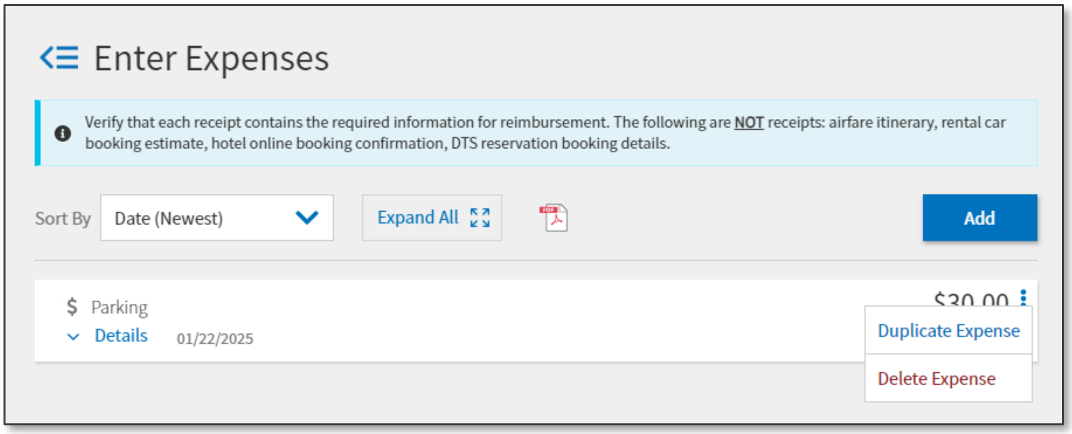


Figure 4-12: Enter Expenses Screen - Options

2. Select **Duplicate Expense** (Figure 4-12). The **Duplicate Expense** screen opens (Figure 4-13).

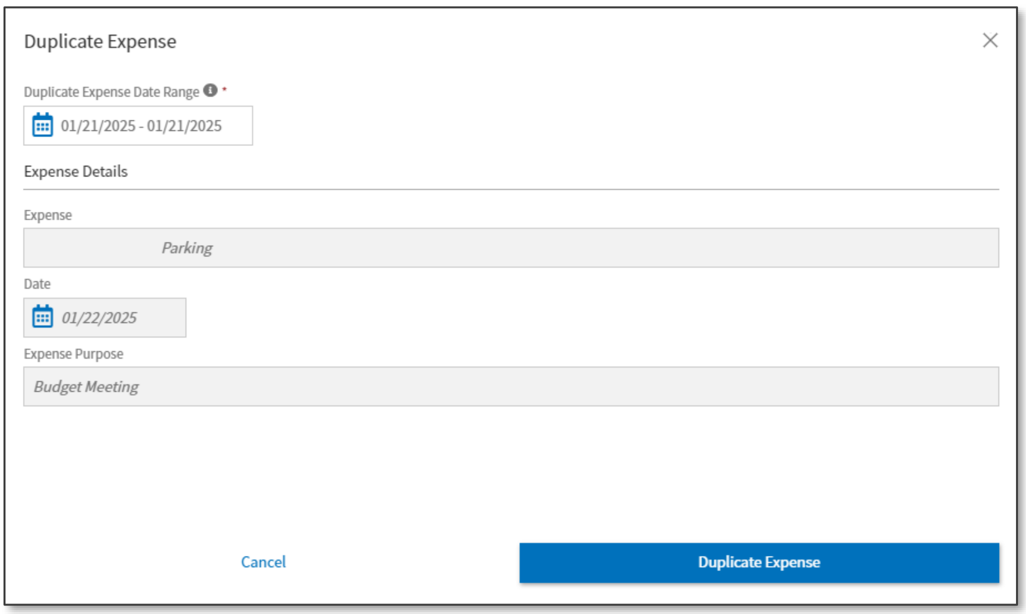


Figure 4-13: Duplicate Expense – Date Selected

3. Enter the **Duplicate Expense Date Range** for the duplicated expense.

4. Select **Duplicate Expense** (Figure 4-13). The duplicated expense displays on the **Enter Expenses** screen.

3.6 Delete an Expense

1. Begin on the **Enter Expense**s screen and locate the expense entry (Figure 4-14).

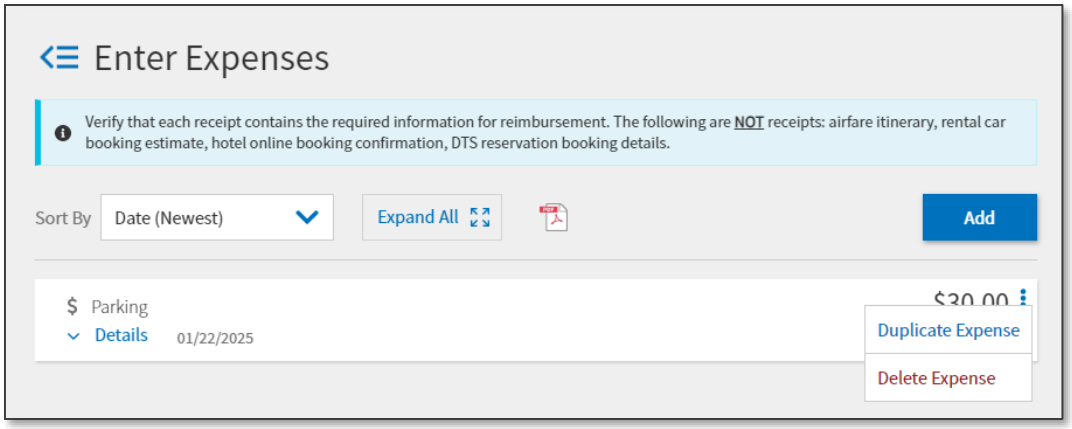


Figure 4-14: Enter Expenses Screen - Options

2. Select **Delete Expense** (Figure 4-14). The **Delete Expense** screen opens (Figure 4-15).

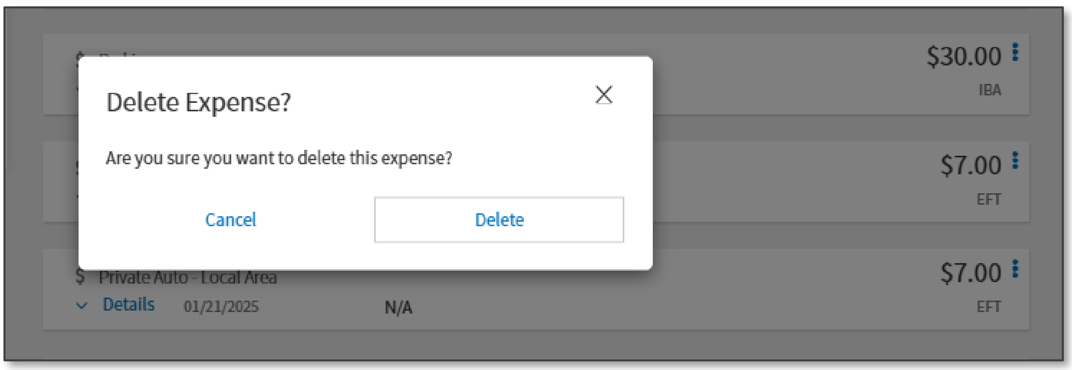


Figure 4-15: Delete Expense – Message

3. Select **Delete** to remove the expense. The expense is no longer in DTS.

3.7 Import from GTCC

DTS provides the option to pull in charges from your Government Travel Charge Card (GTCC) and associate the cost to an expense item. **Key Note:** If you incur expenses in foreign currency, enter the dollar equivalent. Use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent.

1. Begin on the **Enter Expenses** screen and select **Add**. The **Add New** screen opens.
2. Select **Add Expense From GTCC** (Figure 4-16). The screen advances to **Import Expense** (Figure 4-17).

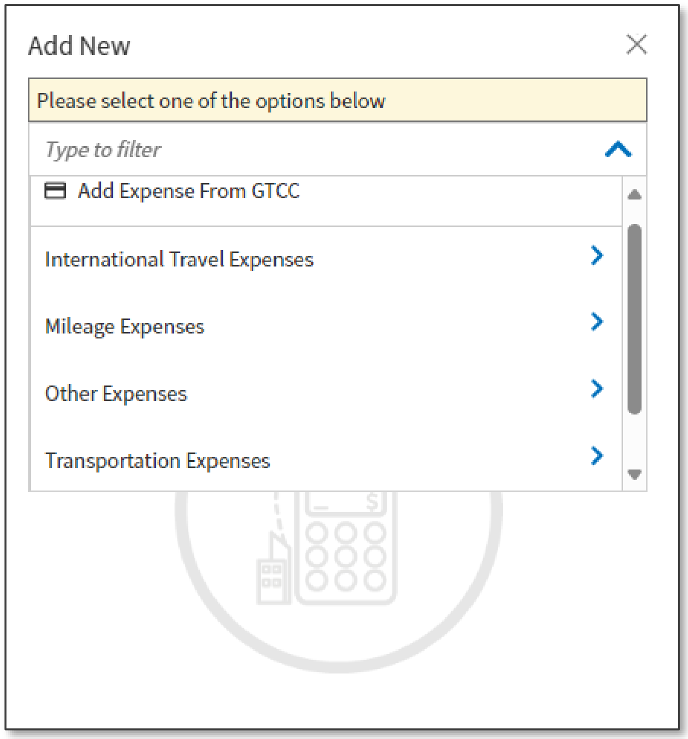


Figure 4-16: Add New Screen

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 4-17).

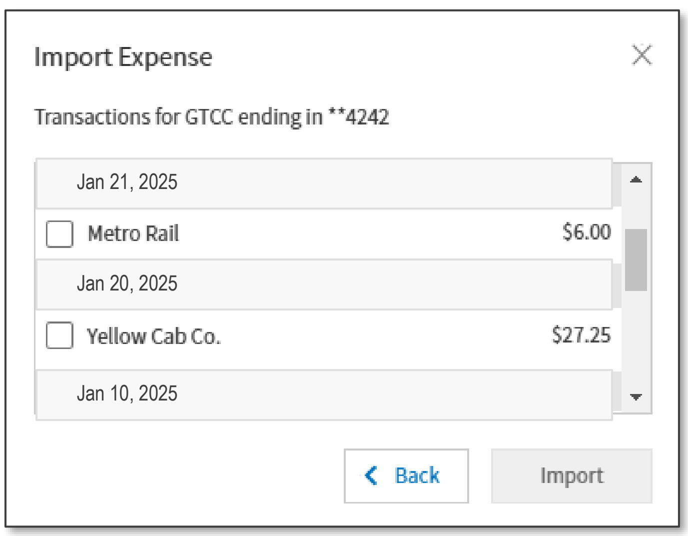


Figure 4-17: Import Expense Screen

- Use the drop-down menu to select an **Expense Category**.
- Select a specific expense type (e.g., **Public Transportation**) as shown in Figure 4-18.

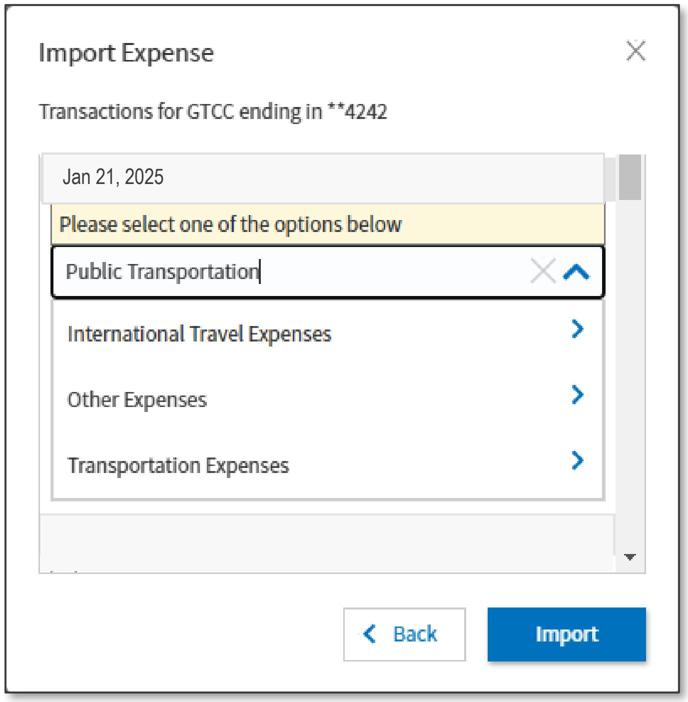


Figure 4-18: Import Expense Screen - Rental Car Fuel

4. Select **Import**. The **Enter Expenses** screen updates with the imported expenses appearing in a list.

Note 1: Only import valid expense charges. Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but you cannot select the expense type and you see a warning message, *"This expense cannot be imported,"* you must add it manually.

Note 2: If you do import an expense then make sure you don't have the same expense manually entered. Duplicate entries of the same expenses (when not actually incurred) and the document is approved and payment received will lead to improper payments.

3.8 Attaching Files and Substantiating Documents

The **Enter Expenses** screen permits attaching receipts to authorized expenses and documents that support your local voucher claim. Types of documents, which you may need to include in the voucher:

- Memorandums
- **DD Form OF 1164 (for Non-DTS Entry Agents)

You attach files to your expense items or **Documents** by using the **Details** or **Import a PDF** feature. If you upload a record or use the **Drag And Drop** method, DTS automatically converts it to a .png file, which allows viewing without having to download first. However, for documents that must retain .pdf integrity, such as digitally signed records, you have the option to check the **"Attach as PDF"** box.

****Key Note 1**: DTS requires an attached OF 1164 (completed and signed by the traveler) be included in the local voucher before the Non-DTS Entry Agent (NDEA) can stamp the voucher T-Entered for a traveler's payment. If you need to obtain a copy contact your Component Rep or go to the Washington Headquarters Service website at https://www.dfas.mil/militarymembers/travelpay/forms/. If the NDEA applies the T-Entered stamp without an attached OF 1164, an **AUDIT FAIL** occurs during the signing process, causing a hard stop. The NDEA must return to the **Enter Expenses** screen and **Add** the required record.

3.8.1 Attach Records using Details

1. From the **Enter Expenses** screen, locate the expense item. Select **Details** (Figure 4-19, Indicator 1) and the window expands.
2. Choose the option to attach on the right side of the entry (Figure 4-19). You can **browse**, **Drag and Drop** or select the **+** sign to add a file.

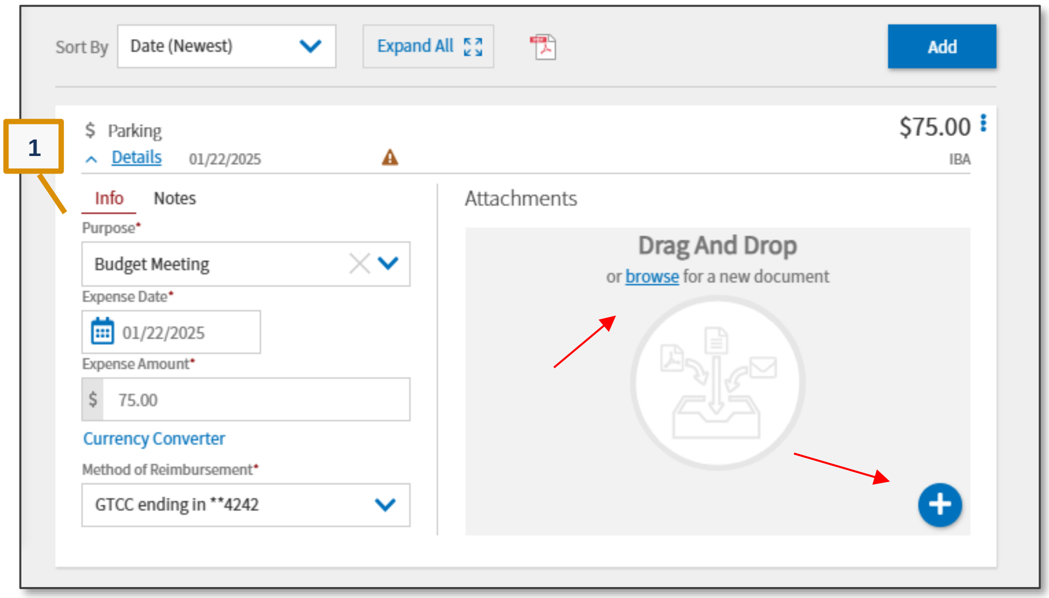


Figure 4-19: Details Attachments Screen

3. Once the attach option is selected, the **Attach Document** window (Figure 4-20) displays. Search for the document to attach, then the **File Name** field updates to your selection.

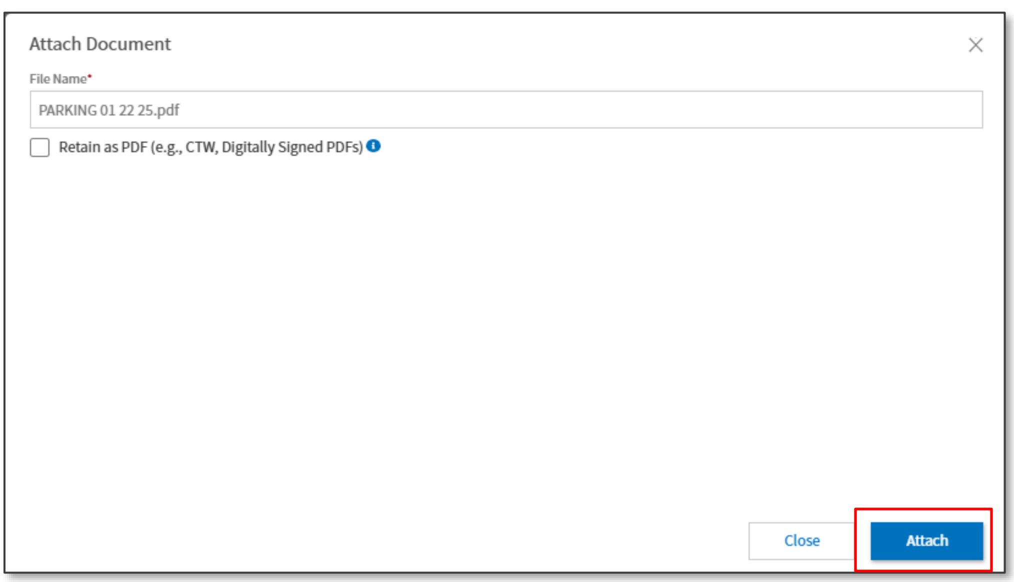


Figure 4-20: Attach Document Screen

4. Select **Attach** to confirm that this is the correct file (Figure 4-20). **Note**: the file will automatically convert to the .png image for viewing. You should only check the box **Retain as PDF** method when you need to keep the format for a digitally signed form. Once the file attaches to the expense, you should see the document and view number of attachments.

   Icons on the screen may include:

   - **Trash can** (Remove)
   - **Rotate Left**
   - **Rotate Right**
   - **Zoom In**
   - **Zoom Out**
   - **+ sign** (Add)
   - **Download Attachments**

5. If you make a date or cost change, then select **Update** to save changes.

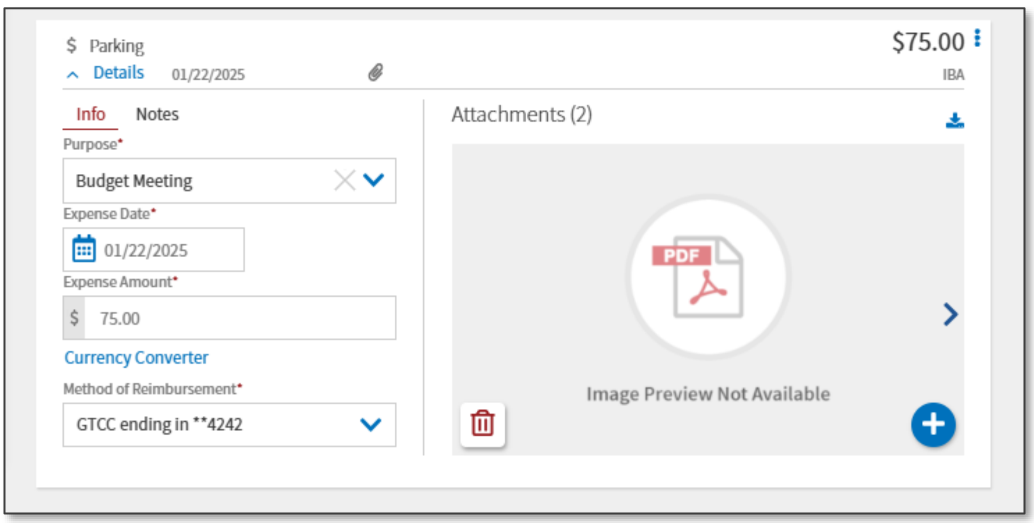


Figure 4-21: Details Attachments Screen – Added Documents

6. Select **Details** again to close the expense item. The entry updates to show a paper clip icon indicating an attachment is present (Figure 4-22, Indicator 1).

Figure 4-22 Attached Document Icon

3.8.2 Use Documents to include Supporting Records

1. Begin on the **Enter Expenses** screen. Select **Add**. The **Add New** screen appears.

2. Select the **Expense Category**, then the **Expense Types** displays, use the dropdown menu to choose **Documents**.
3. Choose one of the five **Expense Type** options.
4. Select **Attach Document** to browse for a file.
5. Enter **Document Name**.
6. Select **Add** to retain the selection.
7. The **Enter Expenses** screen updates to reflect the attached file.

3.8.3 Import a PDF

When you import files into the trip, (e.g., memos) you must attach each one to a specific expense or **Documents**. **Note**: DTS provides an information message if you uploaded files, but have not yet attached them (Figure 4-23, Indictor 1).

1. Begin on the **Enter Expenses** screen and select the **Import a PDF** icon (Figure 4-23, Indicator 2). The **Import PDF** window (Figure 4-24) opens.

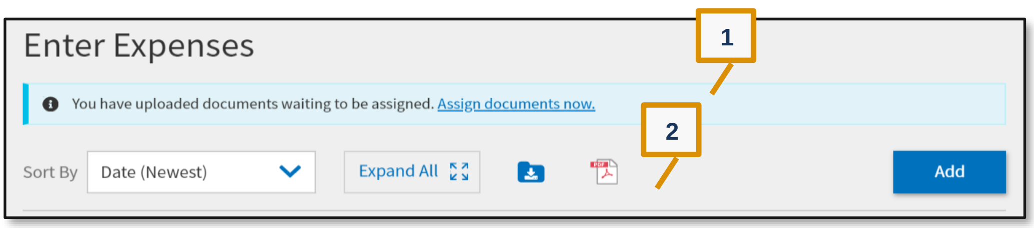


Figure 4-23: Enter Expenses Screen - Assign Documents Message

2. On the **Import PDF** choose **Browse** for the file you need attach to the trip.

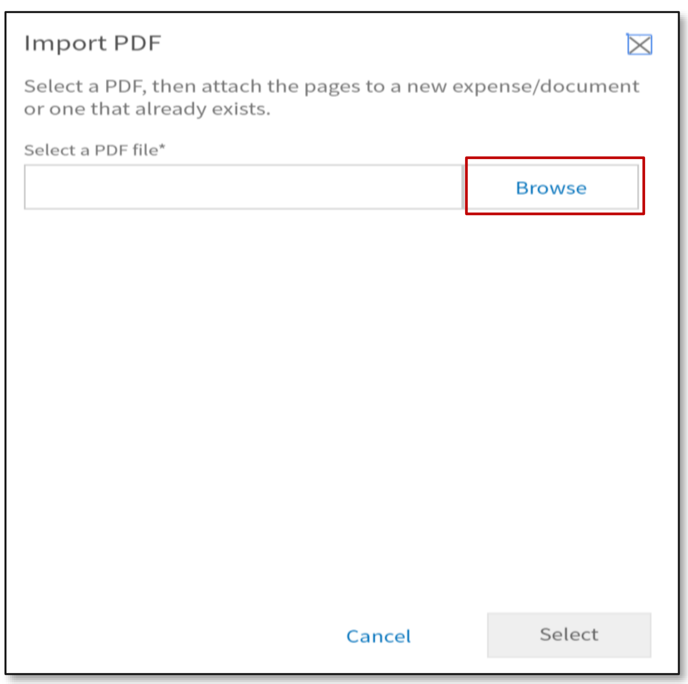


Figure 4-24: Import PDF Window

3. Attach the file and choose **Select**. The **Import PDF** screen updates to show the selected file. Choose **Select** again.

   3.1. On the **Import PDF** screen, you can see either the data in the **List View** or **Grid View**. You need to check the box, and then select **Next** to proceed.

   3.2. A new page loads to associate a file to **Attach to Existing** (Figure 4-25, Indicator 1) expense or select an expense type from the list to **Create New** expense (Figure 4-25, Indicator 2). Follow the prompts to advance.

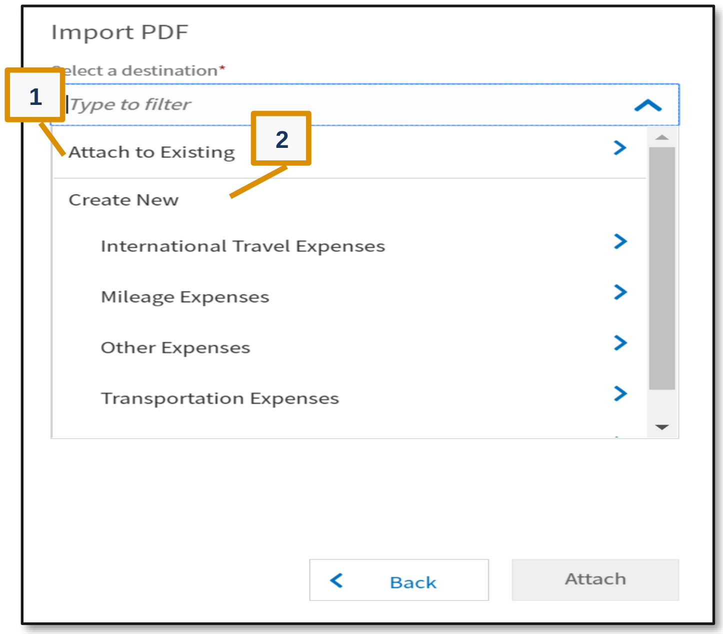


Figure 4-25: Import PDF Screen

4. Select **Done** to retain the entry. The **Enter Expenses** screen updates to reflect the attached file with the expense item.

3.8.4 Assign Documents

When you upload documents into DTS but have not attached them to an expense or **Document**s an **Assign documents now** message appears in a blue banner at the top of the **Enter Expenses** screen. You need to either attach the files or remove them from the local voucher.

1. Begin on the **Enter Expenses** screen and in the message row select the **Assign documents now** link (Figure 4-26). The **Assign Documents** widow appears.

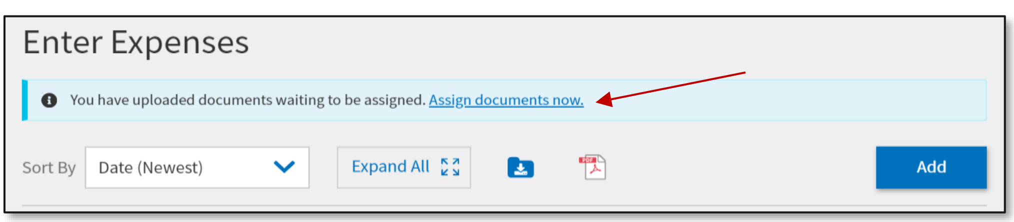


Figure 4-26: Enter Expenses Screen - Assign Documents Message

2. You can view the data in **Grid View** or **List View.**

   2.1. Review the pages to determine if you need to assign the pages or remove.

- To attach a file to an expense:
  - Check a box for a document.
  - Select **Next**.
  - Process through the **Import PDF** screens.
  - Select **Done** on the final screen.
- To remove a file:
  - Select the **trash can** icon. A **Delete Attachment** message appears.
  - Select **Delete**.
- When you have attached or removed all unassigned documents, the **Enter Expenses** screen updates and removes the message for unassigned documents (Figure 4-27).

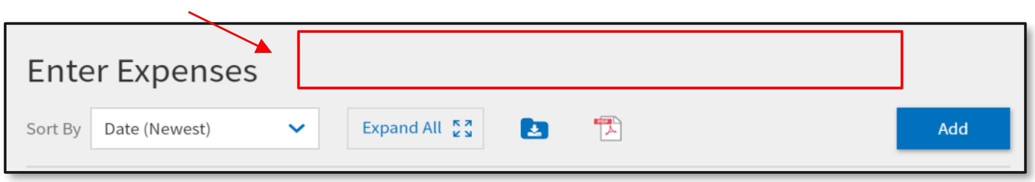


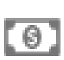
Figure 4-27: Enter Expenses Screen - No Message for Unassigned Documents

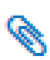
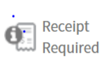
Once you enter all your expenses or allowances, provide the required receipts or supporting documents, then select **Continue**.

3.9 Expenses Screen Icons Explained

Table 4-2 explains the most common icons used on the **Enter Expenses** screen.

Table 4-2: Common Icons in Local Vouchers

COMMON ICONS IN LOCAL VOUCHERS		
ICON	**APPEARS**	**DESCRIPTION**
	Area Header	Provides more information for an item.
	Expense Type	Identifies an expense on the **Progress Bar**.
	Expense Type	Identifies an expense under **Enter Expenses**.
	Memo	Identifies an attached document.
	Attaching, Editing and Removing Documents	Import a PDF to attach to an expense item; available on the **Enter Expenses** screen.

COMMON ICONS IN LOCAL VOUCHERS		
ICON	**APPEARS**	**DESCRIPTION**
	Attaching, Editing and Removing Documents	Adds a receipt or file under **Details** (expense item).
	Attaching, Editing and Removing Documents	Removes an attached document under **Details** (expense item).
	Attaching, Editing and Removing Documents	Download attachments – under **Details** (expense item), downloads one record in an entry or downloads all records in a zip file.
browse	Attaching, Editing and Removing Documents	Searches for and attaches a file under **Details** (expense item).
	Attaching, Editing and Removing Documents	Rotates an image right / left under **Details** (expense item).
	Attaching, Editing and Removing Documents	Zooms an image in / out under **Details** (expense item).
	Expenses - Document Column	Warning required receipt is missing.
N/A	Expenses - Document Column	Receipt not applicable.
	Expenses - Document Column	Number changes to show how many receipts or documents are attached; select to choose one and view it.
	Expenses - Document Column	Attached file to an expense item.
	Review Trip Screen	Receipt is required for this expense
	Expenses – Actions Column	Options icon appears for every entered expense; select to duplicate or delete an expense item.

Chapter 4: Accounting Module

The **Accounting** module provides key finance information about as where the money is coming from to pay for your local voucher. Access the **Accounting** module on the **Progress Bar**. You can use it to **Add** or **Remove** Lines of Accounting (LOAs) that appear on your document.

The Accounting screen contains three main areas:

- Accounting Codes
- Allocations
- Account Summary

The sections below look closer at these main areas.

4.1 Lines of Accounting

On the **Review Accounting** screen shows the funding sources for your trip (Figure 4-28). DTS describes a funding source as either a Line of Accounting (LOA) or an **Accounting Code**. For our purposes, we will use "LOA," unless the DTS screen displays the latter.

Under the *Accounting Codes* section lists an **Accounting Label** and **Organization** once a LOA is chosen. Further below displays the **Allocations** with the **Expense Categories**, **Allowed,** and **Actual** amounts for the trip.

Before the AO may approve your local voucher, it must contain at least one LOA. However, DTS does not require you to provide that LOA. In fact, you can sign your local voucher without a LOA, and some local business rules require no action from you on this screen. If that is the case, you may skip to *Financial Summary* instead.

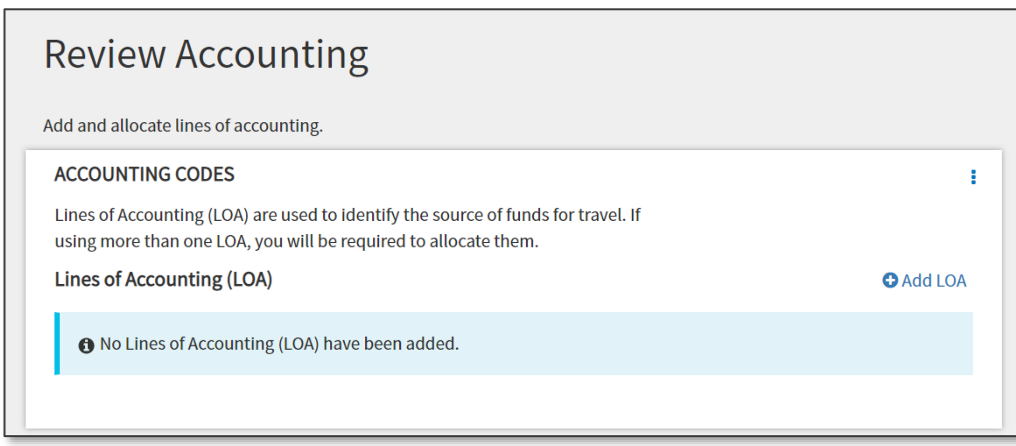


Figure 4-28: Review Accounting

4.2 Add a LOA

Many travelers' profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. You can review the LOA label and more forward or you may need to **Add**, **Edit**, or **Remove** a LOA within the document.

Here is how to place a LOA on the document:

1. On the **Review Accounting** page, select **Add LOA** to see the source list then pick:

- **From** [**Organization**]: These LOAs belong to your organization of assignment.
- **Shared LOA**: These shared LOAs were from a higher organization in your hierarchy.
- **Cross Org LOA**: These LOAs have limited use and belong to an organization outside your hierarchy.

2. The list of available LOAs appear. Select a **LOA Label** (Figure 4-29)

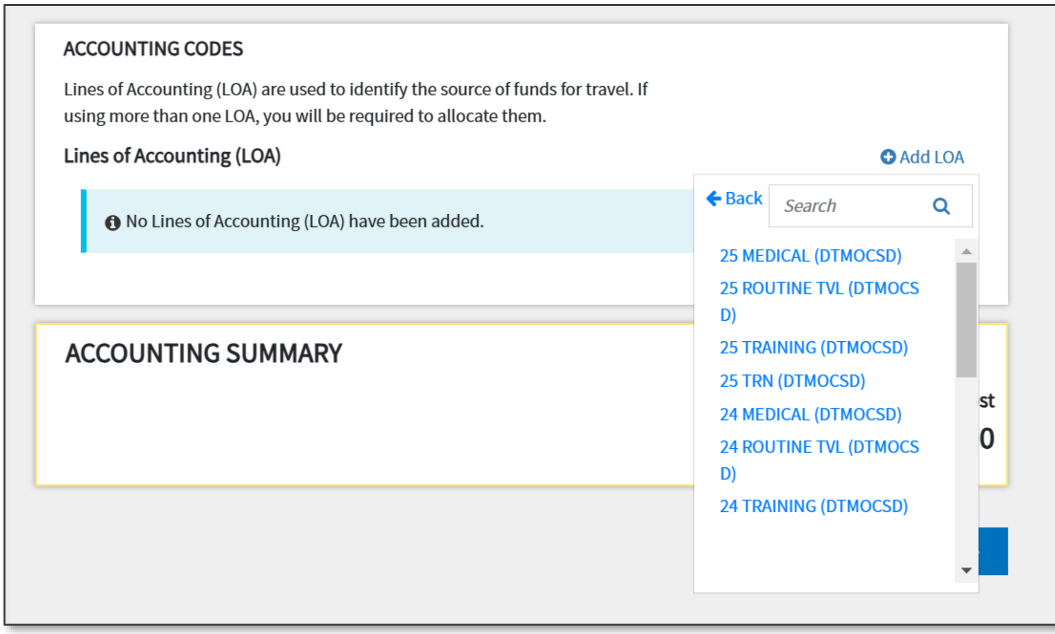


Figure 4-29: Review Accounting Screen – Select LOA Label

3. The *Lines of Accounting (LOA)* section updates (Figure 4-30) to reflect the **Accounting Label (FY and Name)** and **Organization** (LOA is associated to). At the end of the row, the **options** (3-dots icon) appear.

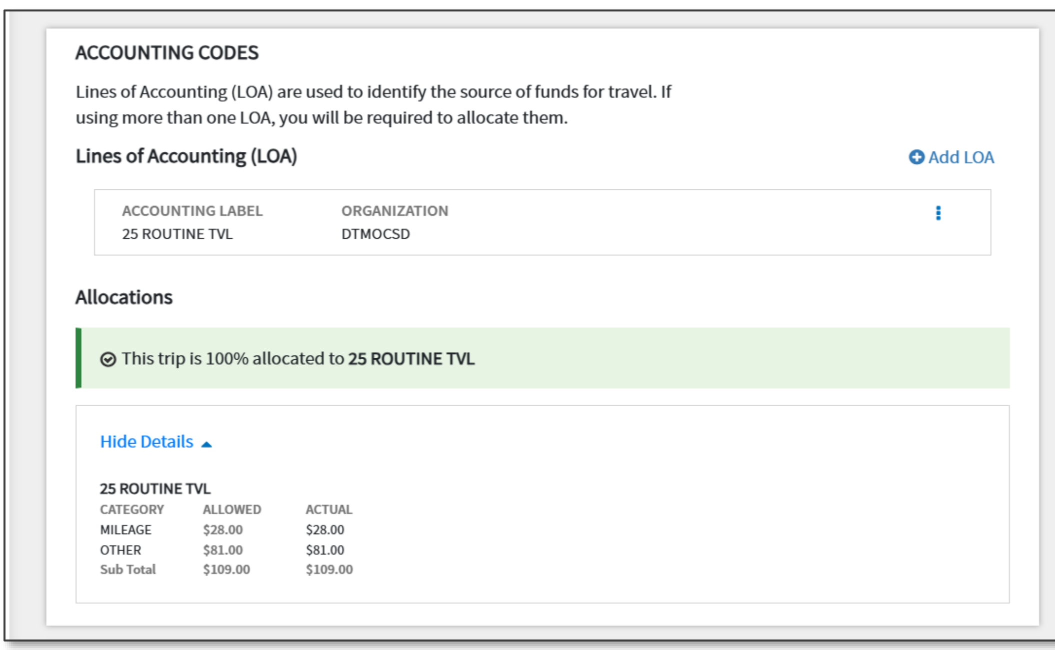


Figure 4-30: Review Accounting Screen – LOA Added

4. Once you add the LOA, select **Continue** at the bottom of the page to advance.

4.3 Add Multiple LOAs

For a local voucher you may only require one LOA, if so then skip this section and move to **Financial Summary**. If you do need to use more than one LOA for your document, you must allocate the costs – which means identifying which expense types to associate to each LOA.

1. On the Review Accounting page, select **Add LOA** to select each required **LOA Label**. The LOA labels display on the page and expenses default to the first chosen LOA. DTS alerts you to **Ensure ALL LOAs are allocated**.

Note: DTS is designed to only allow LOAs with the same **Format Map** to process on a **Local Voucher**. For example, you if select a LOA with an **AF Format Map**, then the options in the drop-down list will only provide AF LOAs. To learn more about **Format Maps**, see the *DTA Manual, Chapter 8* and *DTA Manual, Appendix R*.

2. Select **Edit LOA Allocations** (Figure 4-31) to see the options to divide your costs between LOAs.

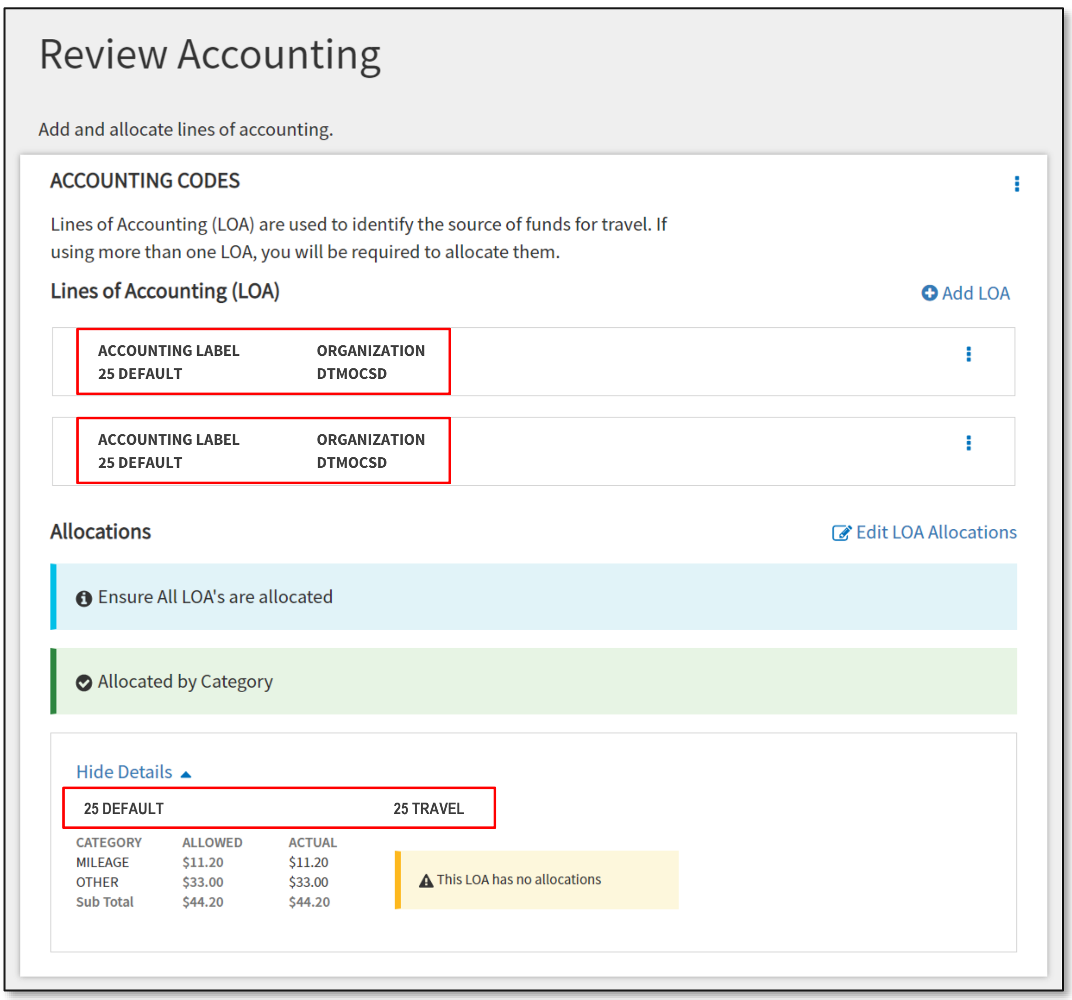


Figure 4-31: Review Accounting Screen - Edit LOA Allocations

Choose one of the following:

- **Percentage**: Select a percent of the total cost to apply to each LOA.

- **Expense Category**: Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date**: Select the date range that applies for each LOA. This is useful for trips that cross Fiscal Years.
- **Specific Expense**: Select an LOA for each expense that appears in the authorization.
- **Category / Date**: Select LOAs based on a combination of both **Expense Category** and Date.

3. Once you complete the expense allocation, select **Save**. The **Accounting Codes** page updates to reflect the LOA labels and allocation method.

When you complete the LOA portion, you are ready to proceed with the **Review** process. Select **Continue** at the bottom of the page to advance.

4.4 Change a LOA

There is an **Edit** LOA option. This options allows you to change the 10 by 20 data elements inside of the LOA. **Edit** doesn't change the LOA Label name. **Alert**: ONLY change the data fields of the LOA, if you have been instructed to do so by the Finance DTA or Lead DTA. If you need to swap out a **LOA Label** on a local voucher first **Remove** the incorrect **LOA Label** and then choose **Add LOA** to include a new LOA.

1. On the **Review Accounting** page, locate the LOA row which you need to view (Figure 4-32).
2. Select the **options** (3-dots icon) to see the **Edit** and **Remove**.

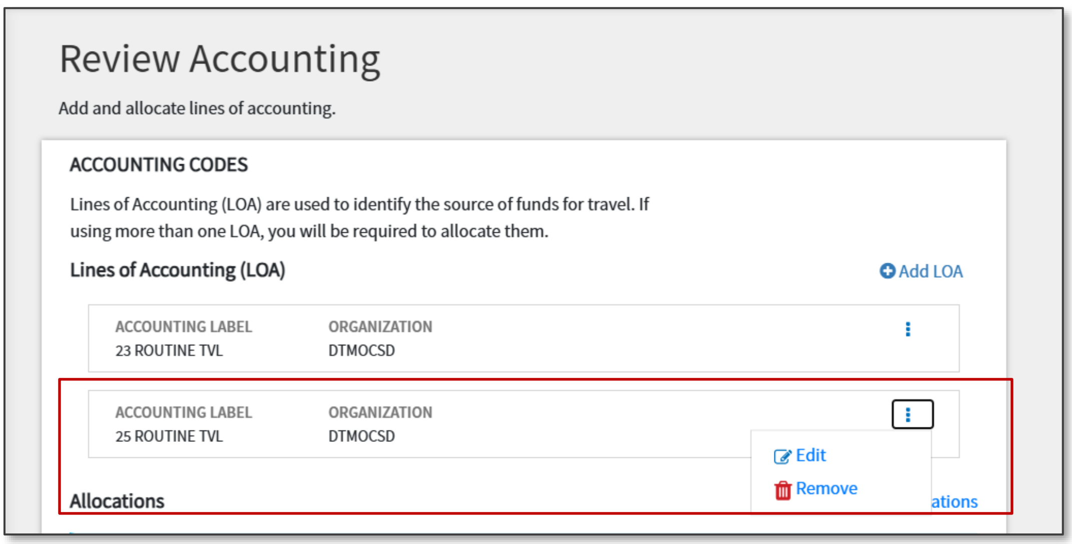


Figure 4-32: Review Accounting Screen - Options

- **Edit** – Opens an **Edit LOA** window. View the 10 by 20 data elements and then if required make the data element change. At bottom of the window, select **Save** to retain the data. **Note**: The LOA must match the Budget item or the **Pre-Audit** will fail for a LOA and Budget mismatch. If you changed the LOA contact the FDTA to ensure there is a matching Budget item before the AO tries to approve the local voucher.
- **Remove** – see *Section 4.5*
- **Add LOA** – see *Section 4.2*

4.5 Delete a LOA

If you selected the wrong LOA and need to delete it, follow these steps:

1. On the **Review Accounting** page, locate the LOA row which you need to remove (Figure 4-33).
2. Select the **options** (3-dots icon) and then select **Remove** to delete an invalid LOA.

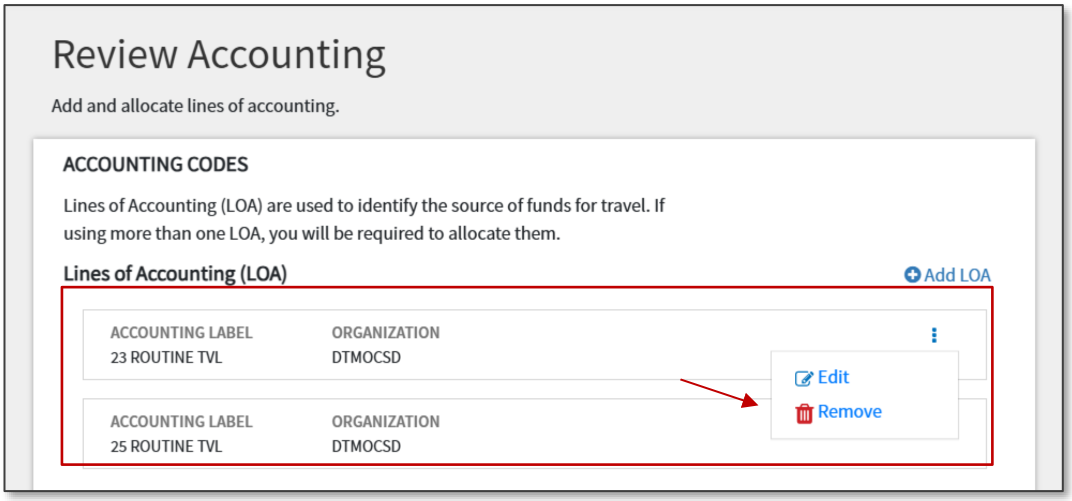


Figure 4-33: Review Accounting Screen – Options

3. A **Confirm** window opens. Select **OK** to proceed (Figure 4-34).

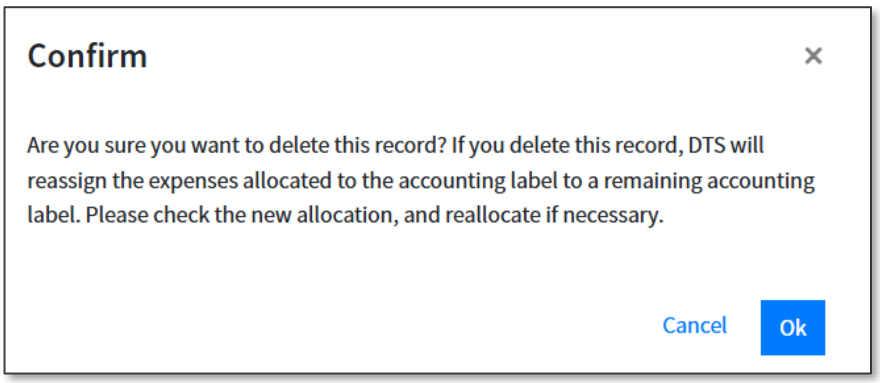


Figure 4-34: Review Accounting Screen – Option

4. DTS removes the LOA from the document.

Once you **Remove** the LOA, and if there are no other LOA actions necessary, select **Continue** at the bottom of the page to advance.

Chapter 5: Financial Summary

The **Review Financial Summary** screen (Figure 4-35) provides details of various financial aspects of the document. Most of the data on this screen is view-only, but you can use the **Adjust Disbursements** link to the move dollar amounts from the GTCC vendor or your bank account. Access **Financial Summary** on the **Progress Bar**.

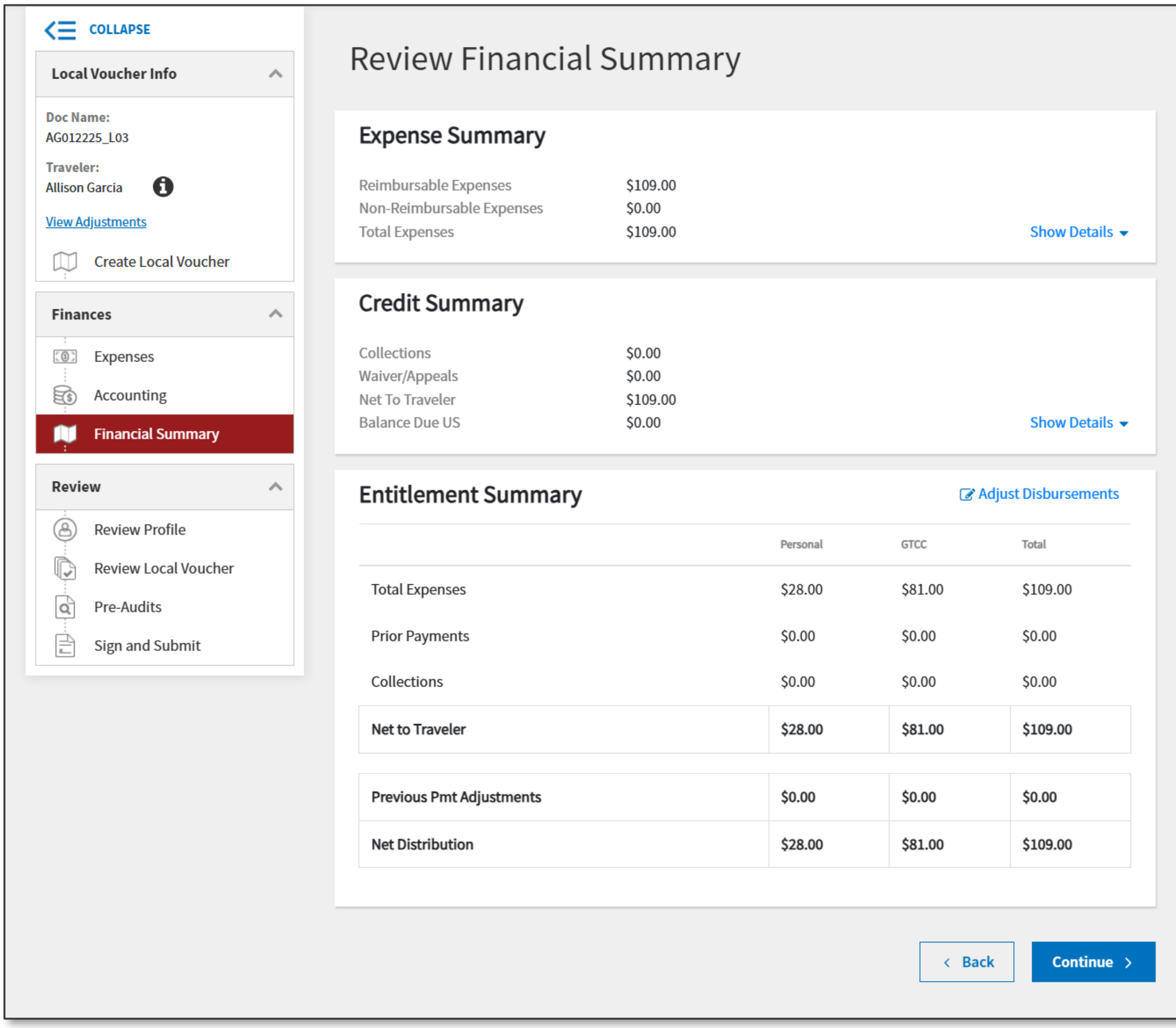


Figure 4-35: Review Financial Summary Screen

Review the information carefully. **Note**: There are four area, only **Entitlement Summary** allows you to make updates.

- **Expense Summary**. Provides the total of all expenses on the local voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., items charged to a CBA).
- **Credit Summary.** Supplies information about debts – the total reimbursement you are due to receive - **Net to Traveler**, any amount you were overpaid - **Balance Due US**, and any **Collections** or **Waivers/Appeals** used to help pay off the debt.

- **Entitlement Summary**. This section shows the split disbursement amounts DTS calculated based on your trip entries. The categorized amounts and totals in this section show past and future payments to your bank account (**Personal**) and to (**GTCC**). To change the currently listed split disbursement amounts, select **Adjust Disbursements**. The **Adjust Disbursements** screen (Figure 4-36) opens.

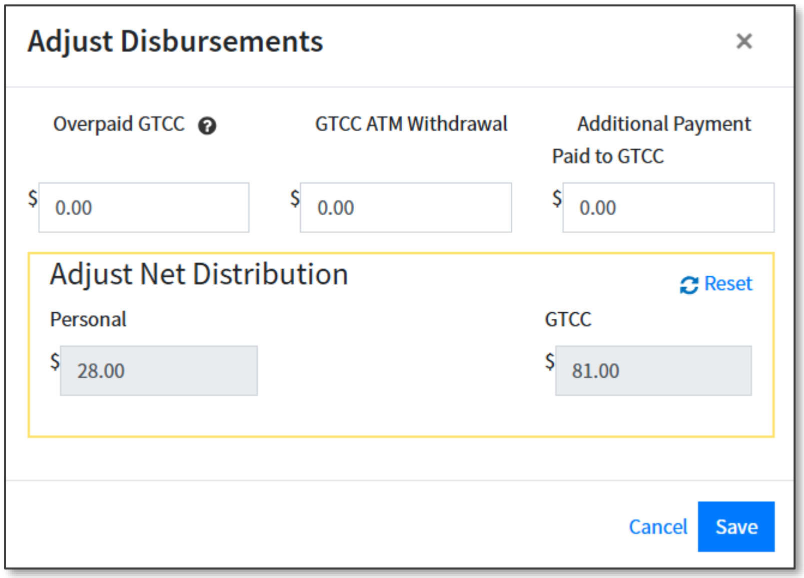


Figure 4-36: Adjust Disbursements Screen

Use the fields at the top of the screen to adjust the split disbursement amounts. The distribution amounts in the yellow border automatically adjust as you make changes in the following three areas:

- **Overpaid GTCC [By Traveler]**. If you overpaid your GTCC account, enter the amount of the overpayment. DTS redirects that amount to your personal bank account to balance the overpayment.
- **GTCC ATM Withdrawal**. If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew (not the ATM fee). DTS redirects funds to the GTCC vendor to repay that amount.
- **Additional Payment Paid to GTCC**. If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meals), enter the total amount here. DTS redirects funds to the GTCC vendor to repay that amount.

Once all expenses you charged to your GTCC post your GTCC account, ensure the total listed as the net distribution to GTCC matches the amount the GTCC vendor says you owe for this trip. Fully paying the GTCC vendor helps prevent payment delinquencies on your charge card account.

Once you finish with **Review Financial Summary**, select **Continue** (Figure 4-35).

Chapter 6: Review Module

There are four screens in the **Review** module:

- **Review Profile***. Look over and change your DTS personal profile.
- **Review Local Voucher***. Examine and update the document's contents.
- **Pre-Audits***. Review, add, and modify key statements on the local voucher.
- **Sign and Submit***. Digitally sign the document and start the routing process.

*__Note__: You can access all four of these screens at any time by selecting them on the **Progress Bar**; however, before DTS will let you sign the document, you must access these screens in the order listed.

6.1 Review Profile Screen

When you select **Review Profile** on the **Progress Bar**, the **Review Profile** screen (Figure 4-37) displays your personal contact information and account data, as listed in your DTS personal profile. To ensure you receive the local voucher payment your GTCC and EFT data must be valid.

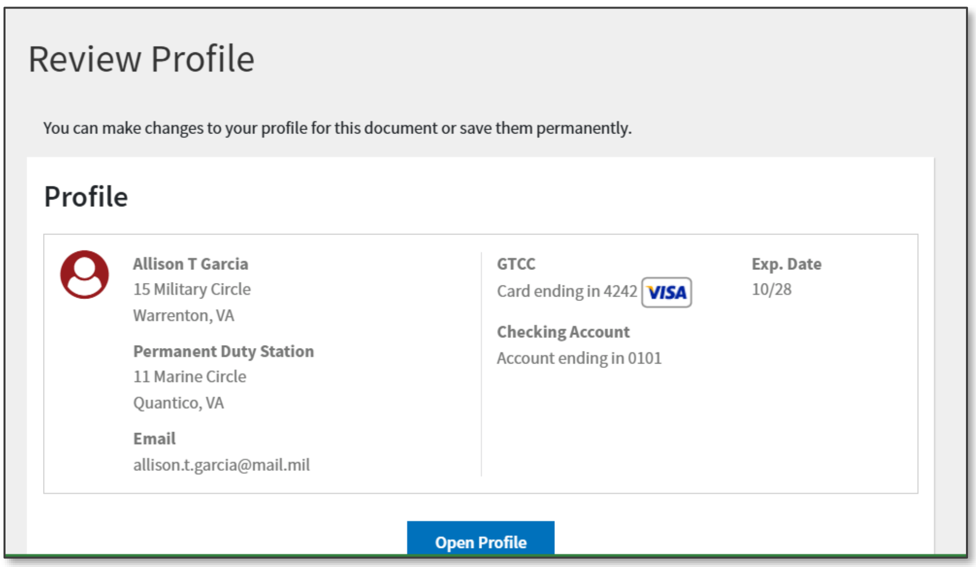


Figure 4-37: Review Profile Screen

6.1.1 Open Profile

If you need to make a change to your DTS personal profile (i.e., profile within a document) select **Open Profile** (Figure 4-37). The update profile tool displays. The left side **Navigation Bar** provides the following categories and displays data to right allowing editing for most fields.

User Profile

- **Personal Information**: Update your Name, Email address, and Phone Number.
- **Addresses**: Update Residence and Mailing Addresses.
- **Passport Information**: Enter Name, Passport Number, Expiration Date, and more.
- **Emergency Contact**: Who to contact and number.

- **Service or Agency Info**: Civ/Mil, title/rank, and employer Service or Agency.
- **Duty Station**: Update Duty Station Address, Duty Phone Number, and more.
- **Accounting Information**: Optional – to select a default LOA.
- **EFT and Credit Card Account**s: Update financial information, such as your GTCC (sometimes reflected as GOVCC in DTS) and electronic funds transfer (EFT) information for your checking or savings account.

5. If you make a change, choose **Save**. If the change should apply to all *future* documents you create, check the box next to **Update Permanent Profile** before you select **Save.** If you don't check that box, your changes will apply to the *current* document only.

    - **Note 1**: When you or someone makes a change to your *permanent profile*, DTS will provide a **PII Data Change** e-mail alerting you of the modification. Data field updates which trigger the email include **EFT** data, **GTCC** info, **Name**, **Mailing Address**, and **Email Address**.
    - **Note 2**: Changes to the *document profile only* do not warrant a **PII Data Change** e-mail.

There are few items in your profile which you can't modify (e.g., organization of assignment, Title/Rank). Contact your DTA for assistance for any field you cannot modify in your profile.

When everything is correct, select **Continue** to open the **Review Trip Local Voucher** screen (Figure 4-38a).

6.2 Review Local Voucher Screen

You can access the screens in this module by selecting the options on the **Progress Bar**; however, before you can sign the document, DTS requires you to access the following screens in the order listed:

1. **Review Local Voucher**
2. **Pre-Audits**
3. **Digital Signature**

You can open the **Review Local Trip Voucher** screen by selecting **Review Local Voucher** on the **Progress Bar**. The **Review Local Trip Voucher** screen is a long page displaying all the local voucher data (Figures 4-38a, 4-38b, 4-38c, and 4-38d). You can add comments for clarification of expense entries or travel requirements if needed. There is a **Print** option at the top of the screen. You should carefully check for errors before you sign the local voucher. The **Go to <module>** links appears in key location of the **Review Local Trip Voucher** screen, so you can modify any entries that are incorrect.

Roughly, from top to bottom, the screens display:

- Text fields:
    - A **Reference** number.
    - C**omments to the Approving Official**.
- Expenses and allowances you entered, as well as documents you attached. With a **Go to Expense**s link allowing you to open the **Enter Expenses** screen and make any necessary changes.
- A summary of all trip expenses broken down by LOA and by category, along with a **Go To Accounting** link to view and update LOAs, if necessary.
- **Summary** provides the Trip costs and distribution of reimbursement (**Personal** and **GTCC**).

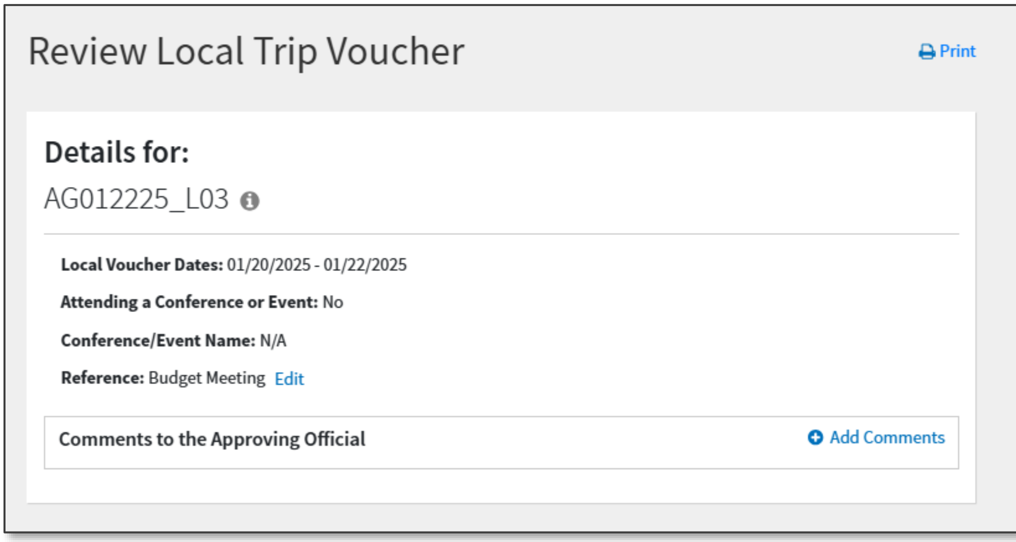


Figure 4-38a: Review Trip Local Voucher Screen - Trip Details

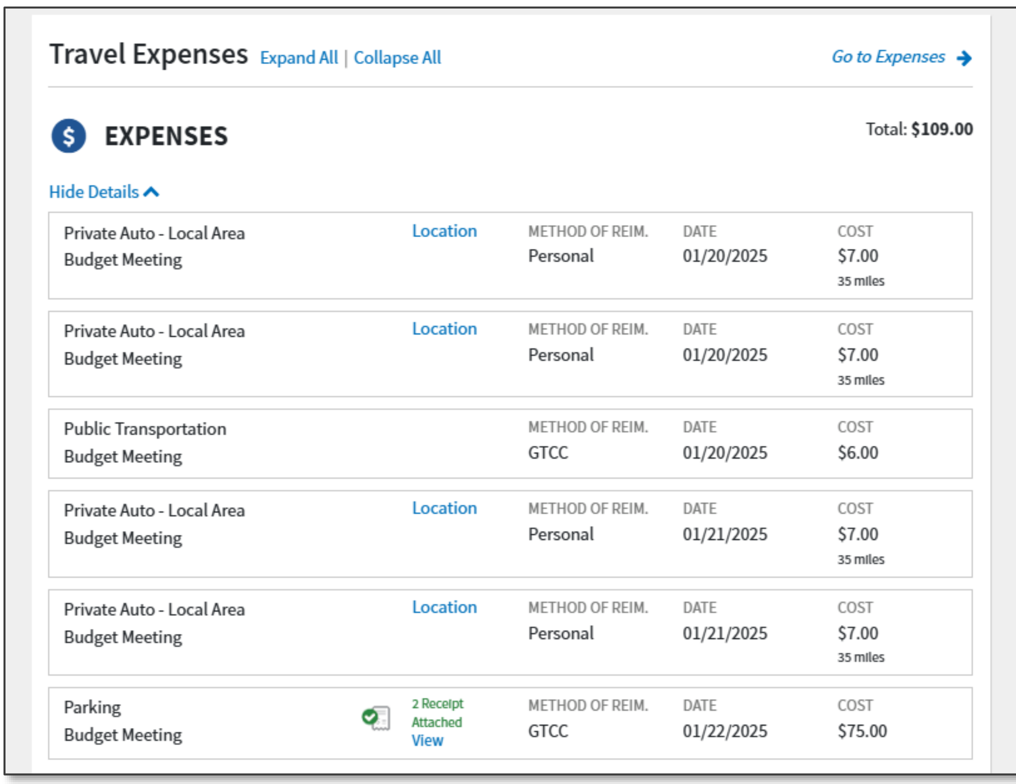


Figure 4-38b: Review Trip Local Voucher Screen - Expenses Details

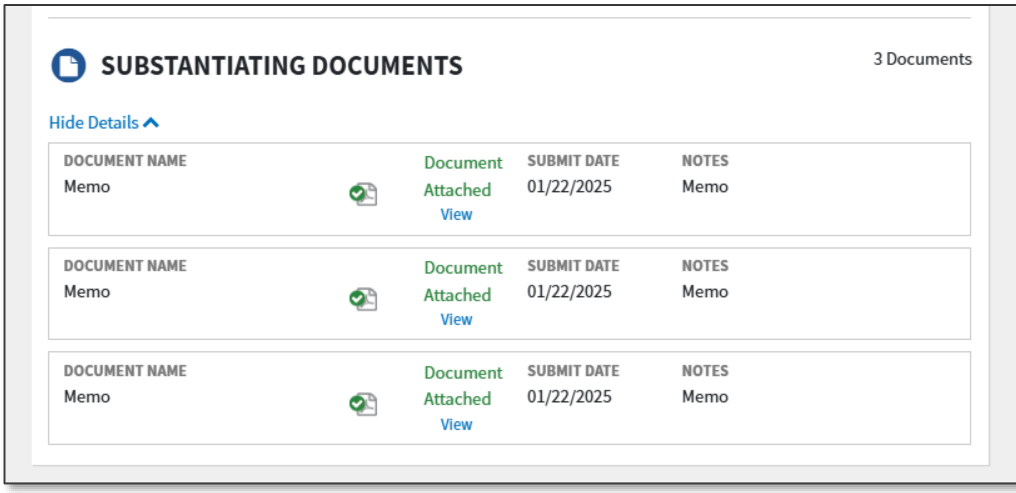


Figure 4-38c: Review Trip Local Voucher Screen – Substantiating Documents

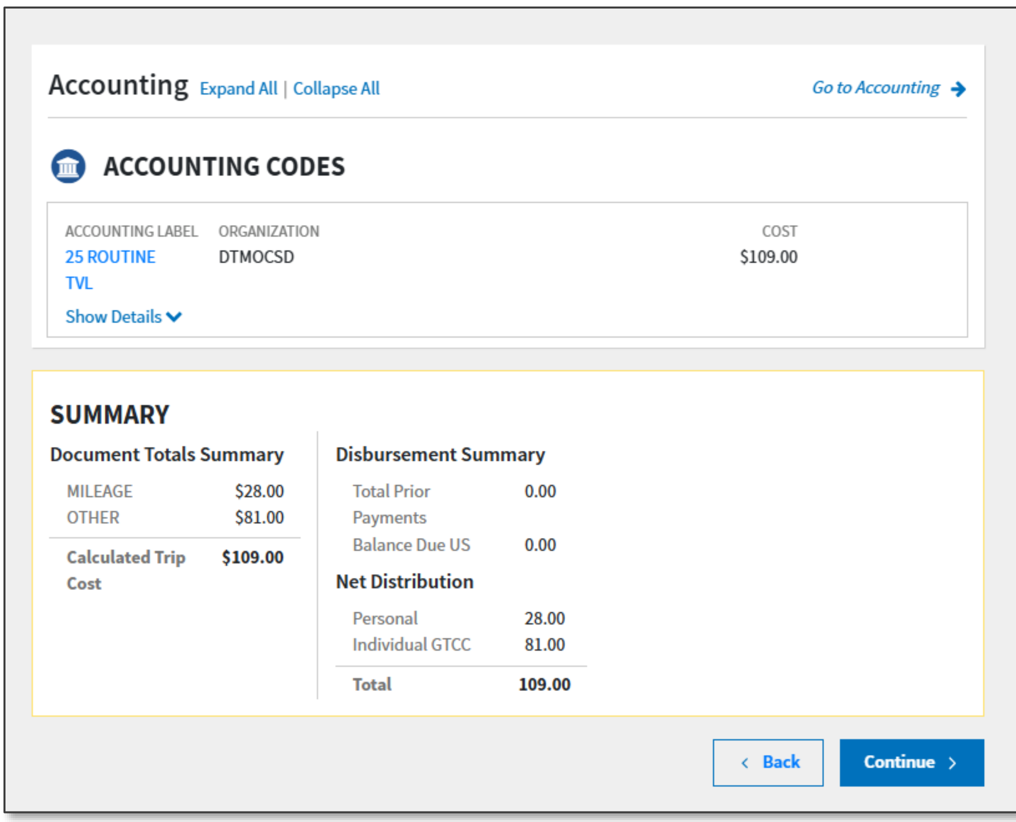


Figure 4-38d: Review Trip Local Voucher Screen – Accounting & Summary

After you complete the review, select **Continue** to proceed.

6.3 Pre-Audits Screen

You can open the **Pre Audits** screen by selecting **Pre-Audits** at any time on the **Progress Bar**. You must visit the **Pre Audits** screen before trying to stamp the local voucher **SIGNED**. If you try and skip the page, DTS sends you back before you can proceed to the **Digital Signature** page.

The **Pre Audits** page contains two areas: **Pre-Audit** and **Advisories**.

- If the document is within travel policy compliance, the screen may reflect **0 Pre Audits**, and **0 Advisories** (Figure 4-39).

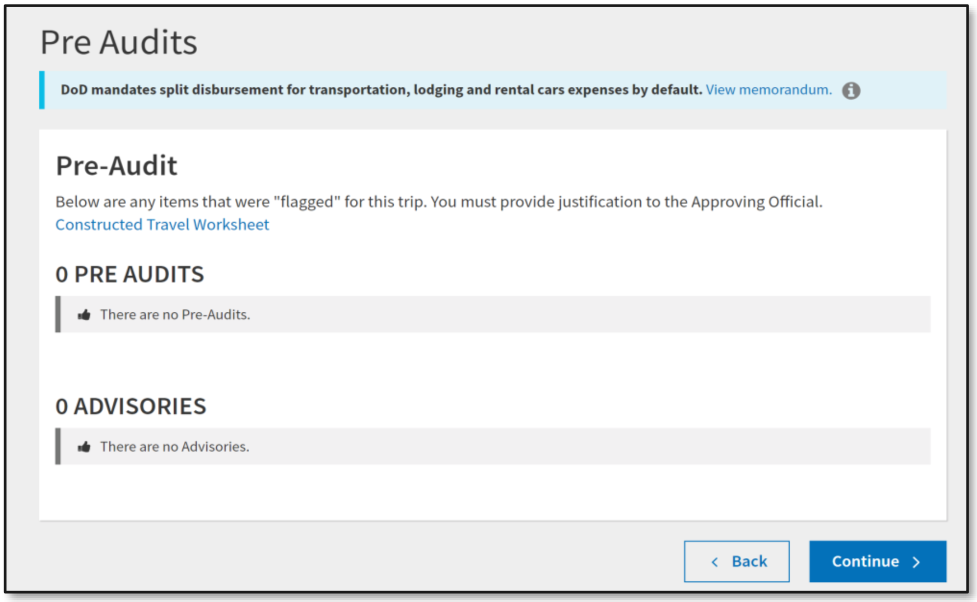


Figure 4-39: Pre Audits Screen

6.3.1 Pre-Audits

Pre Audits identify items flagged for certain selections that break travel policy without specific AO approval.

- You must provide a **Justification** for each flagged item explaining why the AO should approve it. If your justification is insufficient, the AO will return the document to you for correction or further explanation.

6.3.2 Advisories

Advisories alert you to items of potential concern or serve as a reminder (e.g., you used a rental car, but didn't include a fuel expense for it.) Unlike, a **Pre Audit** flag an **Advisory** doesn't require a justification.

After entering all required **Comments**, and **Justifications** select **Continue** to proceed to the **Digital Signature** screen.

6.4 Digital Signature Screen

The **Digital Signature** screen allows you to sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AO. You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar** (Figure 4-40).

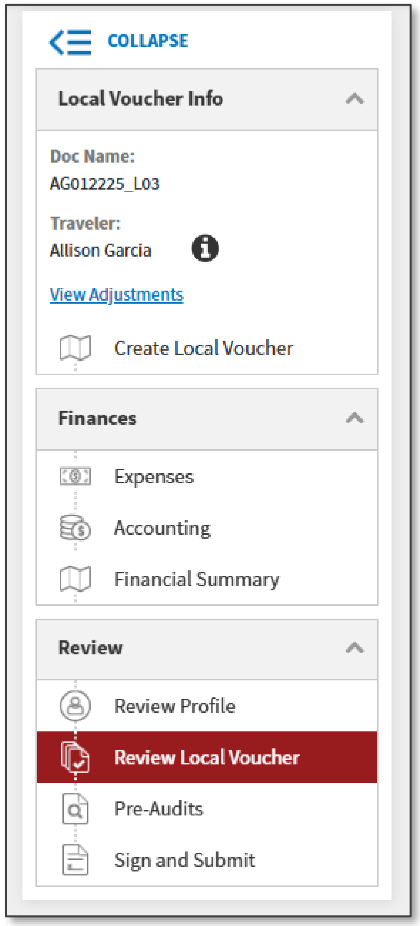


Figure 4-40: Progress Bar - Sign and Submit

On the **Digital Signature** page, to sign the local voucher (Figure 4-41):

1. View the status of the document.
2. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document**.
3. (Optional) Choose a different routing list only if you have been instructed do so. Follow your local guidance to determine the correct routing list to use.
4. (Optional) **Add Comments** to the AO.
5. Select **Submit Completed Document**.

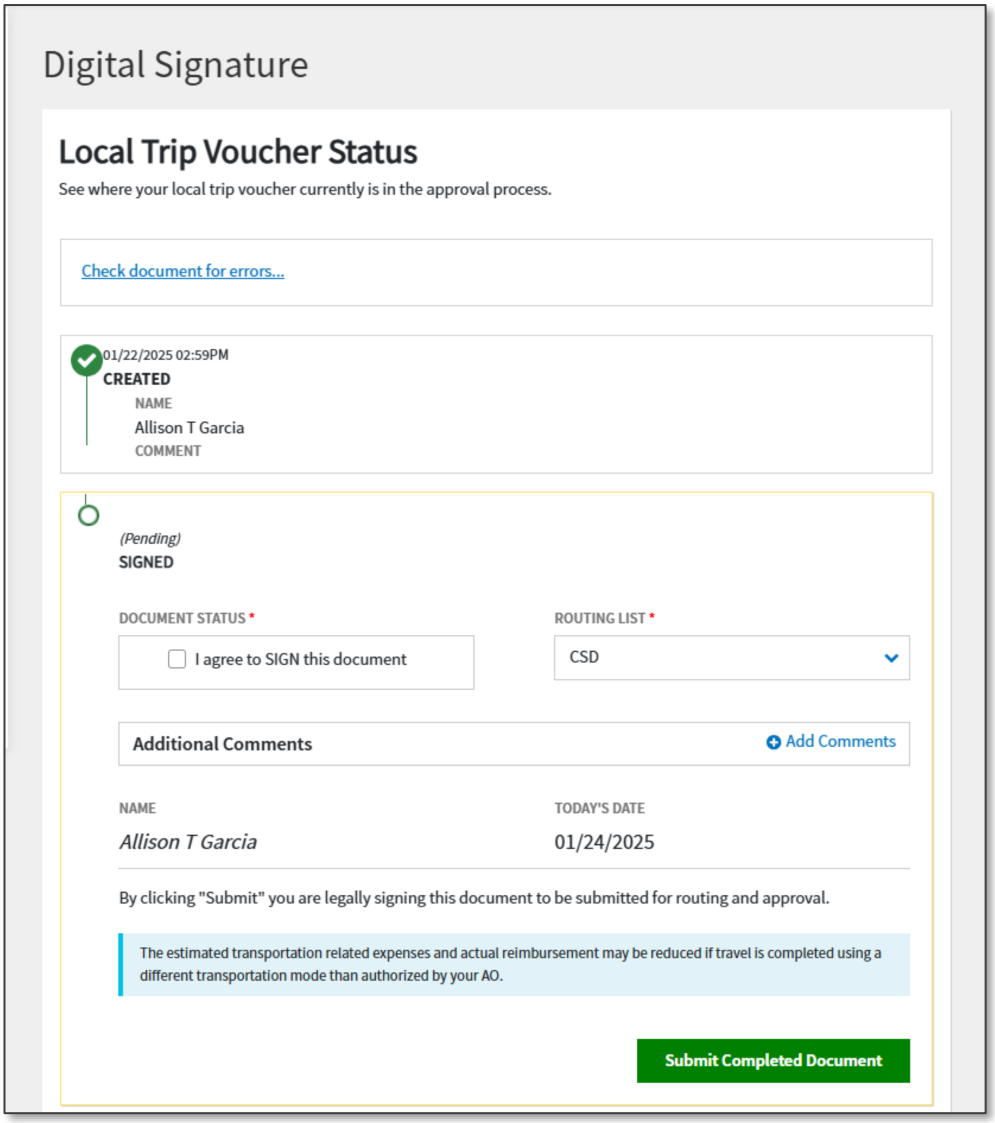


Figure 4-41: Digital Signature Screen

6. Once you select **Submit Completed Document**, you do see additional screens (Figure 4-42).

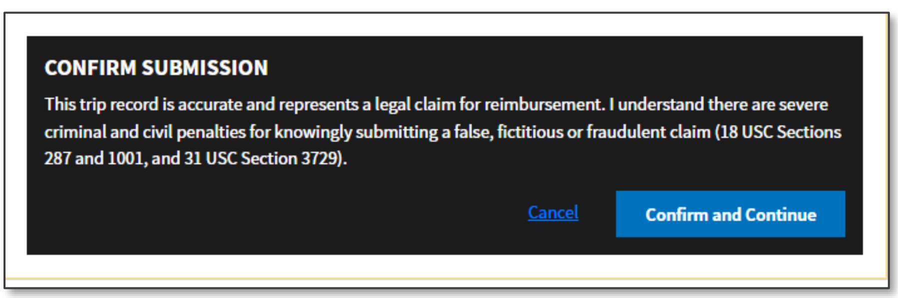


Figure 4-42: Confirm Submission Screen

The **Confirm Submission** screen informs:

- You of legal aspects of your claim. You must confirm that this is a valid claim and that you understand there are legal penalties for knowingly submitting a false claim.

- Select **Confirm and Continue**. DTS provides a **Confirmation** screen (not pictured in this document) to acknowledge successful submission and begins the routing process.

7. You can select **Go to Homepage** to exit out of the page or close out of DTS.

Monitor your document for approval and payment. You should receive payment for your claim within 72 hours after AO approval.

6.5. Document Access and Retention

You can access your recent trips before, during, and after travel under **My Travel Documents**. If you don't see the specific document on the list, select the box for **Show Inactive Documents** and the list refreshes for you to view older trips. However, documents do not stay in the system indefinitely. DTS must adhere to the Records Management requirements for document retention. DTS will retain documents for 10 years (i.e., after the last processing stamp occurs, any debt document is satisfied or waived) for audit readiness purposes. Once the retention period is achieved, documents will be removed from DTS.

Note 1: Contact your Component Representative to further discuss audit readiness requirements and any exceptions for document retention.

Chapter 7: Additional Assistance

7.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics on your local business rules. You can find **Local Level Travel Assistance** on the *DTMO* website at *https://www.travel.dod.mil/Support/Local-Level-Travel-Assistance/* and at the bottom of the *DTS Home* page.

7.2 Training Opportunities

The DTMO Passport portal provides access to *Travel Explorer (TraX)* which offers a variety of on-demand Web-based Trainings (WBTs). These courses support training on the Government Travel Charge Card (GTCC), Certifying Officer Legislation (COL) training for Authorizing Officials, DTS Basics for travelers, DTS Admin for DTAs and much more. Users can print or download a copy of their Completed Training certificates. Check with your Component Representative for how you will meet your training objects either using TraX or a locally approved process.

7.3 Available Resources

The DTMO publishes numerous travel related resources. Below offers a sampling of materials. These sources are regularly updated based upon system and policy changes. For a complete listing of available resources, check the DTMO *Training Search Tool*.

The three sections include: Additional Resources (e.g., policies, programs, tools), Guides and Manuals, and Other Resources (e.g., information papers, trifolds) which you may find useful as a DTS user.

ADDITIONAL RESOURCES	
TITLE	**URL**
DTS Regulations Volume 3:	https://www.travel.dod.mil/Portals/119/Documents/DTS/DTS%20Regulations%2020210812.pdf?ver=VfpoSUpC5RkeYkAX8zsH9A%3d%3d
GTCC Regulations Volume 4:	https://www.travel.dod.mil/Portals/119/Documents/GTCC/GTCC-Regs.pdf?ver=gbMwVEbHaPbIwlaXw4V1jg%3d%3d
DoD FMR:	https://comptroller.defense.gov/FMR/
Joint Travel Regulations (JTR):	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/
Defense Travel System (DTS)	https://www.travel.dod.mil/Programs/Defense-Travel-System/
Government Travel Charge Card Program	https://www.travel.dod.mil/Programs/Government-Travel-Charge-Card/
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

ADDITIONAL RESOURCES	
TITLE	**URL**
Commercial Air Program	https://www.travel.dod.mil/Programs/Commercial-Air/
Lodging Program	https://www.travel.dod.mil/Programs/Lodging/
Rail Information	https://www.travel.dod.mil/Programs/Rail/
Rental Car Program	https://www.travel.dod.mil/Programs/Rental-Car/
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/

GUIDES and MANUALS	
TITLE	**URL**
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
TITLE	**URL**
Cancellation Procedures, Information Paper	https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF

OTHER RESOURCES	
TITLE	**URL**
Cancellation Procedures, Trifold	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Constructed Travel Home Page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/
Dependent Travel, Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
DTS Overview, Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export, Trifold	https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
Import/Export, Information Paper	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Foreign Military Sales, Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
How to Make Rail Reservation Using DTS, Information Paper	https://media.defense.gov/2024/Mar/04/2003404230/-1/-1/0/HOW_TO_MAKE_RAIL_RESERVATIONS_USING_DTS.PDF
How to Print a DTS Document. Information Paper	https://media.defense.gov/2024/Oct/08/2003561592/-1/-1/0/PRINT_A_DTS_DOCUMENT.PDF
Making Changes to DTS, Documents Information Paper	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Renewal Agreement Travel, Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
Restricted Airfare in DTS, Information Paper	https://media.defense.gov/2022/May/13/2002996901/-1/-1/0/LOOK_AHEAD_IP_2.PDF
Updating an Authorization, Trifold	https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF
Updating a Voucher, Trifold	https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF
Self-Approving Official, Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
What is a Valid Receipt?	https://media.defense.gov/2022/Oct/20/2003099851/-1/-1/0/WHAT-IS-A-VALID-RECEIPT.PDF
TraX Web-based Training	https://www.defensetravel.dod.mil/neoaccess/login.php