Defense Travel System (DTS) Guide 4: Local Vouchers

April 03, 2024

V2.9
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# Revision History

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| 2.1         | 04/22/20   | DTMO          | Redesign of expenses and receipts screens  
General update                                                                 | Section 2  
Throughout |
| 2.2         | 12/11/20   | DTMO          | Updated Dashboard screen shot  
General review                                                                 | Page 4  
All |
| 2.3         | 01/07/21   | DTMO          | Updated Expense wording  
Updated mileage expenses screen shots                                                                 | Section 2,  
Page 7  
Throughout |
| 2.4         | 02/25/22   | DTMO          | Rebranding effort                                                                 | Throughout |
| 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  
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Table 4-1  
Page 10 |
| 2.7         | 07/14/23   | DTMO          | General Review  
Removed Travel System Redirect  
Updated Multiple LOAs section                                                                 | Throughout  
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| 2.8         | 03/27/24   | DTMO          | General Review  
Added Data Access and Retention Section                                                                 | Throughout  
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| 2.9         | 04/03/24   | DTMO          | Updated Constructed Travel Link                                                                 | Page 33 |
Chapter 1: Local Vouchers 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 traveler, unless otherwise stated.

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. If you are uncertain if an expense is allowable then review the JTR, contact your Lead DTA or supervisor before submitting the local voucher for approval and payment. Your AO should carefully review the submitted local voucher and return it for correction, if any portion is non-compliant for travel policy.

Note 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: Authorizations and DTA Manual, Chapter 7: People.

- **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.

Note 2: Before accessing DTS verify your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. Contact your IT POC for technical support. See the bottom of the DTS Home page, Need More Assistance? for the requirements.

1.1 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 incorrect claims. 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, or contains future expense date, DTS will alert the user.
• If creating a document with a future create date, the following error message displays on the Local Voucher screen:
  o “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.
  o “TRIP NOT COMPLETED Document contains expenses with future dates. Local Vouchers cannot be signed until all the expenses claimed have occurred.”
Chapter 2: Create a Local Voucher

To create a local voucher log onto 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.
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** to create the local voucher. 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 Add Expenses

Enter your incurred expenses and attach your receipts and supporting records on the Enter Expenses screen.

Add new expense:

1. On the Enter Expenses screen, select Add (Figure 4-3, Indicator 1). The Add New screen opens (Figure 4-4). Note: Under Select Type* use the drop-down menu to access the four primary expense categories, Add Expense From GTCC, and Documents.
2. Select the **Expense Category**, then the **Expense Types** display (Figure 4-4). Table 4-1 shows the expenses available in each expense category.

**Key Note:** If the Expense table does not include an allowable incurred expense, contact your DTA or AO for guidance on entering the expense in DTS.

**Example:** When using the Government Travel Charge Card (GTCC) on official travel, if a *Cross Border Processing Fee* occurs, an option could be to use the *Foreign Currency Conv Fees* expense type to record the cost, then add notes to the expense for the AO to review.

**Table 4-1**

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>EXPENSE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Travel Expenses</td>
<td>Foreign Currency Conv Fees</td>
</tr>
<tr>
<td>Mileage Expenses</td>
<td>Private Auto - Local Area</td>
</tr>
<tr>
<td></td>
<td>Private Motorcycle - Local Area</td>
</tr>
<tr>
<td></td>
<td>Private Vehicle - GOV Auth &amp; Avail</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Other - Create Your Own</td>
</tr>
<tr>
<td></td>
<td>Recruiter - Parking</td>
</tr>
<tr>
<td></td>
<td>Recruiter - Snack</td>
</tr>
<tr>
<td></td>
<td>Returned Payment</td>
</tr>
</tbody>
</table>
3. On the **Add New** screen, select the expense type (Figure 4-5).

![Add New Screen - Expense Types](image)

*Figure 4-5: Add New Screen - Expense Types*

4. The selected expense appears on the **Add New** screen (Figure 4-6). **Note:** Fields with a red asterisk (*) identify required information. Enter the data for the expense (e.g., Parking) and continue until you add each incurred expense.

To complete an Expense entry:

- Verify the **Select Type** displays the correct expense.
- If flagged as a requirement, then **Attach Receipt**.
Figure 4-6: Add New Screen - Expense Details

- Select or enter a **Purpose** (why you incurred the expense).
- The **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.
- Enter the **Expense Amount**.
- DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.
- (Optional) Enter **Notes** for the expense.
- Mileage Expenses contain 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**).
  - If your **Start Location** is **My Residence**:
    - Enter your local travel location (Figure 4-7a) in the **End Location**.
    - 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.

**Example:** It’s 50 miles from your residence to the local travel location. Your daily commute is 30 miles. The mileage rate is $0.665, so your reimbursement for one direction is 50 miles – 30 miles = 20 miles x $0.665 = $13.10 (Figure 4-7a).
If your Start Location is Duty Station, just enter the total Miles driven. DTS calculates the mileage (Figure 4-7b). **Note:** You can also check a box to create a round-trip expense.
5. Select Add (Figure 4-6, 4-7a, and 4-7b). The list of expenses displays on the Enter Expenses screen (Figure 4-8).

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 (Figure 4-8, Indicator 1) or triangle icon. For expenses under the policy threshold DTS will display N/A or no receipt indicator appears (Figure 4-8, Indicator 2).

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. Browser or drag and drop to include the record. Save the selection. See Section 3.3 below for complete steps.
4. Select expense Details again to close the window. The Enter Expenses screen updates reflecting the paper clip icon for attachment.

Additional actions for saved expenses are available under options (3-dot icon) on the right side of the expense entry (Figure 4-9).

Duplicate an expense:
1. Begin on the Enter Expenses screen and locate the expense entry to copy (Figure 4-9). Example: The same expenses on different days (e.g., the same parking fee each day of a multi-day event).
2. Select Duplicate Expense. The Duplicate Expense screen opens.
3. Enter the date for the duplicated expense.

4. Select **Duplicate Expense**. The duplicated expense displays on the **Enter Expenses** screen.

**Delete** an expense:

1. Begin on the **Enter Expenses** screen and locate the expense entry (Figure 4-9).
2. Select **Delete Expense**. The **Delete Expense** screen opens.
3. Select **Delete** to remove the expense. The expense is no longer in DTS.

![Figure 4-9: Enter Expenses Screen - Options](image)

**3.2 Import from GTCC**

Instead of manually adding an expense charged to the GTCC, you can save steps by importing GTCC charges into the document.

**Add** a GTCC expense:

1. Begin on the **Enter Expenses** screen and select **Add** (Figure 4-10). The **Add New** screen opens (Figure 4-11).

![Figure 4-10: Enter Expenses Screen - Add an Expense](image)
2. Use the drop-down menu and select **Add Expense from GTCC** (Figure 4-12).

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 4-13). Select the expense category and expense type.
4. Select **Import**. The **Enter Expenses** screen updates with the imported expenses appearing in a list (Figure 4-14).

*Figure 4-14: Enter Expenses Screen - Imported Expense from GTCC*

**Note:** Only import valid charges (Figure 4-13). 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 using the instructions in Section 3.1.

### 3.3 Attaching Documents

The **Enter Expenses** screen (Figure 4-15) allows you to attach documents that support your trip claim such as receipts and memorandums.

*Figure 4-15: Enter Expense Screen - Added Expenses List*
You can attach documents to an existing entered expense using Details, use Documents to attach records, or Import a PDF.

**Attach records using Details:**

1. Begin on the Enter Expenses screen and locate the expense item. Select Details. The window opens (Figure 4-16).

   ![Figure 4-16: Attachments Screen](image)

2. To attach a receipt to this expense, select browse to search for the file, the + sign to upload it, or Drag And Drop it into the Attachments area. Whichever option you chose, you only need to follow the prompts, then select Done to retain the entry.

   ![Figure 4-17: Attached Receipt Screen](image)
3. Once the file attaches (Figure 4-17), you should see the document and view the number of attachments. Icons on the screen include:

- **Trash can** to remove the record (Indicator 1)
- **Rotate Left** (Indicator 2)
- **Rotate Right** (Indicator 3)
- **Zoom In** (Indicator 4)
- **Zoom Out** (Indicator 5)
- **Add** (Indicator 6)
- **Download Attachments** (Indicator 7)

Add Documents:

2. Select the Expense Category, then the Expense Types displays, use the dropdown menu to choose Documents.
3. Choose one of the five 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.

Import a PDF:

1. Begin on the Enter Expenses screen. Select the Import PDF icon and the Import PDF window opens.
2. Select **Browse** to search for the file. Choose **Select** (Figure 4-18).
3. An **Import PDF** screen opens. Check the box and choose **Next**.

   - A list of expense types appears (Figure 4-19). Select **Attach to Existing** (Indicator 1) to associate the file to a current expense or select an expense type from the list to **Create New** expense (Indicator 2), so you can attach the file. Follow the prompts to advance.

4. Select **Done** to retain the entry. The **Enter Expenses** screen updates to reflect the attached file with the expense item (Figure 4-20).
If you have several supporting documents or receipts, on the **Enter Expenses** screen, you can use the **Download Attachments** option to combine the information (Figure 4-21, Indicator 1). Once you select the **Download Attachments** icon, the window opens. You can save the compiled receipts and attached documents zip file to your PC. If you don’t attach all uploaded documents, you will receive an information message (Figure 4-21, Indicator 2) alerting you of required action.

Once you enter all your expenses or allowances, provide the required receipts or supporting documents, then select **Continue** (Figure 4-22).
Figure 4-22: Enter Expenses - Expense Summary Screen
Chapter 4: DTS Accounting Module

The **Accounting** module provides key finance data such as identifying where the money is coming from to pay for this trip and the total trip cost. You can access **Accounting** on the **Progress Bar**.

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

The **Review Accounting** screen (Figure 4-23) shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For our purposes, we will use “LOA,” unless the DTS screen displays the latter.

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 4.4 **Financial Summary** instead.

![Review Accounting Screen](image)

*Figure 4-23: Review Accounting Screen*

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 (Figure 4-24). You can **Add**, **Edit**, or **Remove** a LOA.

Select **Add LOA** to see the source list then pick:

- **From [Organization]**: These LOAs belong to your organization.
- **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.
4.3 Add Multiple LOAs

If you only require one LOA, you can skip this section and move to 4.4 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. Select Add LOA to select each required LOA label. The LOA labels display on the page and expenses default to the first chosen LOA.

   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 Appendix R.

2. Select Edit LOA Allocations (Figure 4-25) to divide your costs between LOAs using the options:
   - 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.

**4.4 Financial Summary**

The **Review Financial Summary** screen (Figure 4-26) 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**.
There are three areas within the Review Financial Summary screen:

- **Expense Summary** (Figure 4-26, Indicator 1): Provides the total of all expenses on the voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).

- **Credit Summary** (Figure 4-26, Indicator 2): 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** (Figure 4-26, Indicator 3): Shows the **Total Expenses**, **Prior Payments**, **Collections**, **Previous Pmt Adjustments**, and **Net Distribution** – amount to be paid. The columns confirm whether the amount in each category affects your bank account (**Personal**) or the GTCC vendor (**GTCC**), then provides the **Total** per category (Figure 4-27). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
- **GTCC ATM Withdrawal** (Figure 4-27, Indicator 1): If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.

- **Additional Payment Paid to the GTCC** (Figure 4-27, Indicator 2): If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meal), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.

- **Overpaid GTCC [By Traveler]** (Figure 4-27, Indicator 3): If you overpaid your GTCC account for expenses incurred for the trip, enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

![Figure 4-27: Adjust Disbursement Screen](image)

Before submitting your local voucher, you should always ensure that the total listed in the **Net Distribution to GTCC** matches the amount the GTCC vendor says you owe, after accounting for all charged expenses. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

Once you finish with **Review Financial Summary**, select **Continue** (Figure 4-26).
Chapter 5: Review

Under Review, you can check and update your Profile, verify your trip Expenses are correct, and justify any Pre-Audits before you Sign and Submit your document.

5.1 Review Profile

Your DTS personal profile contains vital information (e.g., your home address, work location, EFT, and GTCC), which is required to help you create documents and receive reimbursements. You should check your profile frequently to ensure all the information in it is up to date. You can update your data by accessing the Review Profile on the Progress Bar. The Review Profile screen (Figure 4-28) opens.

![Review Profile Screen](image)

Figure 4-28: Review Profile Screen

You can update most, but not all your profile information from this screen. Contact your DTA to change fields that you can’t update yourself. To make a profile change, select Open Profile to access the following screens:

- **Personal Information**: Update your Name, Email address, and Phone Number.
- **Addresses**: Update Residence and Mailing Addresses.
- **Passport**: 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 Accounts**: 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.
Note: If your profile reflects that EFT payment is mandatory for reimbursements (which is the case for most DoD personnel), you won’t be able to sign the local voucher, if your profile is missing EFT data.

To save changes to your DTS personal profile, check the box Update Permanent Profile before you select Save. Leave the box unchecked to save the information for this document only.

5.2 Review Local Voucher

The Review Local Voucher screen (Figure 4-29a and Figure 4-29b) is the end-to-end trip details displaying all the costs you added to the local voucher, so you should verify all information and correct any errors before you sign it. 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 can access the Review Local Voucher screen on the Progress Bar.
Roughly, from top to bottom, the screens display:

- **Text fields**:
  - A Reference number
  - Comments to the Approving Official
- Expenses and allowances you entered, as well as documents you attached. With a **Go to Expenses** 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).

When you finish checking the document, select **Continue** to advance.

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**5.3 Pre-Audits**

The **Pre-Audits** screen (Figure 4-30) displays items flagged by DTS when they are not within DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access **Pre-Audits** on the **Progress Bar**.

**Note**: You can access this screen at any time. However, before you can sign the local voucher, DTS requires you to access this screen immediately before you proceed to the **Digital Signature** screen. If you don’t access those screens in that order, DTS sends cycles you back to **Pre-Audits** before allowing you to sign the local voucher.
The screen is broken into two parts:

- **Pre Audits (flags):** These items potentially break travel policy or exceed established cost thresholds. Use **Add Justification** to provide **Justification to the Approving Official** explaining why you selected the flagged item and why the AO should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.

- **Advisories (notices):** These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn’t include a fuel expense for it.) They do not require justification.

When you have properly justified all required items, select **Continue** to proceed to the **Digital Signature** screen.

### 5.4 Digital Signature

The **Digital Signature** screen (Figure 4-31) 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 access the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar**. However, if you access the **Digital Signature** screen this way and attempt to sign the document, DTS will route you back to the **Pre-Audit** screen. See the **Note** in **Section 5.3**.
To sign the local voucher:

1. Check document for errors.
2. View the document stamping history.
3. View the (Pending) status stamp (SIGNED, in this case).
4. Under DOCUMENT STATUS, check the box next to, I agree to SIGN this document.
5. (Optional) Change the Routing List your document will follow, after you sign it.
6. (Optional) Add Additional Comments to the AO.
7. Select Submit Completed Document.

DTS verifies the expense dates against the current date. If you enter an expense with a future date, DTS will not allow you to proceed with signing the local voucher (Figure 4-32). A warning message appears. You will need to
either remove the future date expense and then sign the local voucher or wait until the expense occurs to sign the trip.

![TRIP NOT COMPLETED]

**Figure 4-32: Future Date Expense Warning**

After you submit (digitally sign) the local voucher, the following actions occur:

- A **Confirm Submission** box (Figure 4-33) 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.

![Digital Signature]

**Figure 4-33: Confirm Submission Screen**
• Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.
• A **Confirmation** window (Figure 4-34) lets you know your document has begun to route to the systems and to individuals on the selected routing list.

![Confirmation Screen](image)

*Figure 4-34: Confirmation Screen - Successful Message*

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

You should receive payment for your claim within 72 hours of the time the AO approves it.

### 5.5 Document Access and Retention

You can access your recent trips anytime 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 refreshers 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:** Contact your Component Representation to further discuss audit readiness requirements and any exceptions for document retention.
Chapter 6: Additional Resources

6.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS Local Level Support POCs.

6.2 Helpful References

Travel Explorer (TraX) provides a variety of on-demand Web-based Trainings (WBTs) and two Distance Learning (DL) scheduled classes. The DTMO publishes numerous practical manuals, guides, and trifolds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the Training Search Tool.

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<th>GUIDES and MANUALS</th>
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| *Constructed Travel Home page | [https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/Pre-Travel and Post-Travel worksheet and instructions](https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/Pre-Travel and Post-Travel worksheet and instructions) |
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* Web-based training module is also available in Travel Explorer (TraX)