



Management Office



Defense Travel System (DTS) Guide 3: Voucher

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Revision History

Revision	Date	Authorization	Change Description	Page, Section
			General Review Updated screen shots Chapter 2	Throughout Pages 7-8
			Updated screen shots Chapter 3	Pages 9-10
			Updated section on blue banner added screen shot	Pages 11-12
			Added new screen shots and wording Chapter 4	Pages 11-30
3.17	01/27/25	DTMO	Added new lodging screen shots for the ILP banner	Pages 37-39
			Added daily meal breakdown screen shot	Page 40
			Updated screen shots	Pages 46-49
			Updated screen shots	Pages 53-55
			Updated screen shots	Page 61
			Updated System Alerts	Page 5
			Updated DTMO screen shot	Page 7
3.18	04/08/25	DTMO	Updated Constructed Travel wording and screen shots	Pages 24-26
			Updated OCONUS IE	Page 48
			Updated Profile	Page 54
			Updated Pre-Audit section	Page 60-62
3.19	05/07/25	DTMO	Added CONUS and OCONUS lodging taxes process reminder	Pages 25
			Added Rental Car – Fuel when additional driver	Pages 26-27
3.20	05/16/25	DTMO	Added new OCONUS Pre- audit flag	Page 59

Chapter 1: Vouchers and Travel Introduction

A voucher is a claim for reimbursement of actual expenses you* incurred and payment of allowances you earned while you were TDY. Once you complete your trip, DoD policy mandates travel voucher submission within five working days of returning from TDY.

By design, information from the approved DTS authorization (cost estimates and assumptions) carries over into the voucher at **CREATED**. Since the voucher must always reflect accurate cost and trip information, you must update the voucher from estimated charges to actuals based upon the mission. In other words, your primary responsibility on a voucher is to make changes to it, add the required receipts (i.e., all lodging and any expense of \$75.00 or more), and attach supporting documentation (if applicable – e.g., Constructed Travel Worksheet (CTW), leave form, etc.). This guide focuses on how to make those changes.

*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 <u>how to create</u> a voucher appear later in this guide. Here are some general guidelines when you need to process a claim:

- 1. Review the <u>JTR</u>, if you are uncertain if an expense is allowable. Contact your Lead Defense Travel Administrator (DTA) or supervisor for assistance when you have questions before submitted for approval and payment.
- 2. Gather all required receipts (i.e., receipts for all lodging and expenses of \$75.00 or more) and supporting records for the voucher.
- 3. Update estimates as allowed by the <u>JTR</u> to actuals and remove any expenses not incurred.
- 4. Record valid justifications for **Pre-Audit** flags and **Reason Codes** to support travel compliance.
- 5. Provide a complete voucher and all supporting documentation to prevent routing delays and document returns.
- 6. Sign the completed voucher within 5 business days of return from TDY per travel policy. **Note**: Signing initiates the document routing to the Routing Officials (ROs) for action.
- 7. Monitor the status of your document for approval or return for corrective action. If corrections are necessary do so timely then stamp the document **SIGNED** to send it to the Routing Officials (ROs) for action.

For more information see the trifold, *Create a Voucher from Authorization: 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 <u>DTS Guide 1: Getting Started</u> and the <u>DTA Manual, Chapter 7: People</u>.
- 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 <u>DTS Guide 1</u>.
- 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 you will 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**. You can view the screen shot in <u>*DTS Guide*</u> 1.
- 4. DTS is programmed to send travelers an **ACTION REQUIRED SUBMITTING TRAVEL VOUCHER WITHIN 5 WORKING DAYS** email.
 - When there is an approved authorization, but the voucher is not **SIGNED** DTS will notify the traveler to submit the voucher within 5 business days of return from TDY.
 - DTS will start sending the email to the traveler and NDEA (when applicable) on the last day of the trip to be compliant with travel policy.
 - DTS will send reminder voucher emails for 5 business days. On business day 4 and 5 if no action is taken, the Organization of Assignment's DTA ID (email) will be copied on the email reminder as well.
- 5. DTS is programmed to send travelers an ACTION REQUIRED Unsubmitted Voucher Notification email.
 - When there is an approved authorization, but the voucher is not **SIGNED** and 5 business days have passed then DTS will notify the traveler of non-compliance for an unsubmitted voucher.
 - DTS will start sending the email to the traveler and NDEA (when applicable) on day 6 after the trip end date to be compliant with travel policy.
 - DTS will send reminder non-compliance emails daily to alert the traveler to file the voucher.

Note: If you experience a problem accessing the DTS <u>*Home*</u> 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 <u>*Home*</u> 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. Authorization 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:

- Authorizations may not be created greater than 6 months in advance of the trip.
- Imported authorizations may not be created greater than 6 months in advance of the trip.
- Authorizations will not have the amend link available 75 days after the last day of travel.
- Authorizations and vouchers can't exceed the maximum trip length of one year from the trip start date.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start 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 further out than six months from current date, the following error message displays under the *Create Itinerary* section:
 - \circ "There are errors with this itinerary. Please correct the errors and try submitting again."
- If creating a document further out than six months from current date, the following error message displays under the *Trip Overview* section, Leaving On field:
 - "Your overall Leaving date must be less than 180 days in the future."
- If creating a document with a trip duration of greater than one year, the following error message displays under the *Create Itinerary* section:
 - o "There are errors with this itinerary. Please correct the errors and try submitting again."
- If creating a document with a trip duration of greater than one year, the following error message displays under *Your TDY Locations(s)* section:
 - "Total trip duration cannot exceed one year."
- If editing an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Edit Itinerary* section:
 - o "There are errors with this itinerary. Please correct the errors and try submitting again."
- If editing an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under *Your TDY Location(s)* section:
 - \circ ~ "Total trip duration cannot exceed one year."
- If editing an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Trip Overview* section, the **Returning On** field:
 - "Total trip duration cannot exceed one year."

• If amending an authorization with SPPs, DTS will automatically cancel scheduled SPPs to prevent improper payments. After adding or editing expenses, reschedule the SPPs on the amendment.

Once an error for trip duration occurs, the traveler, clerk, or NDEA must correct the dates before proceeding past the **ltinerary** page.

In circumstances where travel is greater than one year:

- Follow your local business rules on how to document and process the extended trip.
- For DTS purposes users can't exceed the trip duration limit. Instead, an additional authorization and voucher is necessary. For auditability, comments can be added to associate the two documents.

1.4 DTMO Website

The <u>DTMO</u> website (Figure 3-0) provides information about <u>Programs</u>, <u>Policy & Regulations</u>, <u>Compliance</u>, <u>Training</u> and more to assist with travel. The DTMO <u>Training Search Tool</u> provides numerous entries (e.g., guides, manuals, information papers, trifolds) to support DTS users. Visit the DTMO site for the most current resources.



Figure 3-0: DTMO Website

Chapter 2: Create a Voucher

To create a voucher log onto the <u>Defense Travel System (DTS)</u>. On the DTS **Dashboard** (Figure 3-1), select **Create New Document**, then choose **Voucher**.

Defense Trave	el System			System Status:
Home Trips 🗸 Tr	avel Tools V Message Cente	er		
Q Per Diem Rate Lookup	Distance Calculator	Routing Chain Lookup	Cross-Org Document Lookup	Message Center
My Travel Docum	nents pleted trip documents.			Create New Document
466 Authorizations	112 Vouchers Sort by Departure Da	ate (Latest) 🗸 🗌 Show in:	active documents	Routine TDY Trip \$ Voucher
112 Vouchers			-	Cocal Voucher

Figure 3-1: DTS Dashboard

DTS displays a lists of approved authorizations (Figure 3-2) use the slider bar to locate the document you need create a voucher for payment.

Create Voucher from authorization	\times
AGFTSAMHOUSTO031725_A01 Departing on 03/10/2025 TA Number: 004UVI	Pos Ack Received Create Voucher
AGSANANTONIOT092924_A01-01 Departing on 09/29/2024 TA Number: 004QKA	Pos Ack Received Create Voucher
AGNORFOLKVA092324_A01 Departing on 09/23/2024 TA Number: 004R3Y	Pos Ack Received Create Voucher
AGPHILADELPHI090924_A01 Departing on 09/09/2024 TA Number: 004R3W	Pos Ack Received Create Voucher

Figure 3-2: Create Voucher from Authorization Screen

 Select Create Voucher next to the authorization you want to use to create the voucher (Figure 3-2). The Review Trip Voucher opens (Figure 3-3).



Figure 3-3: Review Trip Voucher Screen

- 2. **Review Trip Voucher** s screen allows you to review all the information available in the voucher. From here you:
 - Add Comments to the Approving Official.
 - Access the Progress Bar and individually select items to view.
 - o Edit Itinerary
 - Finances
 - Expenses
 - Per Diem
 - Accounting
 - Financial Summary
 - o Review
 - Review Profile
 - Review Voucher
 - Other Auths and Pre-Audits
 - Sign and Submit
 - Navigate to any DTS module* by selecting the **Go to <module>** links.
 - Use the **Expand All/Collapse All** option to see or reduce the trip specific details.
 - **Print** trip data if needed.
 - Add Reference number for the trip if warranted.

Chapter 3: Update the Trip Details and Travel Itinerary

If your trip details (e.g., **Trip Purpose**) or travel itinerary (e.g., travel days, TDY location) changed from what the AO approved on the authorization, select **Edit Itinerary** on the **Progress Bar** (Figure 3-3, Indicator 2). The **Update Itinerary** screen (Figure 3-4) opens. The fields on this screen initially populate with the information you entered on the authorization. **Note**: If errors occur when editing the itinerary, see *Section 1.1 Trip Processing Rules* for more information.

On this page, you can add, change, or view the following:

1. YOUR TDY LOCATION(S)

- Enter the **Arriving** and **Departing** date for each TDY location. **Note**: The create date can't be further than six months from current date. The trip duration can't exceed one year from start date.
- Verify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation).
- If you traveled to multiple locations, and didn't have it listed on the authorization select the + sign icon to add a row for your additional TDY location.

2. TRIP OVERVIEW

- Check the Leaving On and Returning On dates auto-populated to match the dates in the YOUR TDY LOCATION(S) fields. If any date is not correct, enter the correct dates.
- Check the place you will be **Leaving from** and **Returning To**.

Update Itinerary				
YOUR TDY LOCATI	ON(S)			
Arriving	Departing		TDY Location	
03/10/2025	03/14/2025		• FT. SAM HOUSTON, TX	0
TRIP OVERVIEW				
Leaving On *				
03/10/2025				
Leaving From *				
My Residence		~		
Warrenton, VA				
Returning On *				
03/14/2025				
Returning To *				
My Residence		~		
Warrenton, VA				

Figure 3-4: Update Itinerary Screen - Top

3. TRIP DETAILS for: <voucher>

- View the **Type** based upon your travel needs and your profile setup. You cannot edit the data.
- View the TANUM. You cannot edit the data.
- Verify the TDY **Purpose**.
- (Optional) Enter information pertaining to travel in the **Description** text box or leave the field blank based upon your local business rules.
- The Trip Duration auto-populated based upon the entered data.
- Under **Conference/Event Name** select the radio button **No** if not attending a conference or use the drop-down menu to make your selection. If the conference/event is not listed, select **Other**.

Trip Details for: AGETSAM		DETAILS	
	100510051125_001110		
Trip Type: Temporary Duty Travel (Routine)			
Travel Authorization Number (TANUM): 004U	//		
Purpose * 😮			
Mission - Operational 🗸	0		
Description (optional)			
	//		
Trip Duration *			
Multi-Day	~		
Reference			
Are You Attending a Conference or Event?			
No 🗸			
		_	Cancel
			Continue

Figure 3-4: Update Itinerary Screen - Bottom

Once you update all the fields, select **Continue**. After you acknowledge a pop-up reminding you to verify or update your reservation costs, expenses, and per diem information, the voucher opens on the Enter Expenses screen.

Note: The voucher does not contain a **Reservations** module. You must make all reservation changes (e.g., costs) on the **Enter Expenses** screen (see **Chapter 4**).

Chapter 4: Expenses Module

The **Expenses** module (Figure 3-5) initially displays all the estimated expenses and allowances the AO approved on the authorization. Since those were just estimates, you must adjust them to reflect your <u>actual</u> trip cost. When you complete the voucher modifications, each expense must exactly match the amount you paid and each allowance must be accurate for the proper reimbursement.

Access the **Expenses** module on the **Progress Bar**. The **Enter Expenses** screen opens. Information displays as a single running list by date with the most recent entry at the top of the page. On the **Enter Expenses** screen (Figures 3-5), you can:

- Sort By drop down menu (Indicator 1) to re-order the listing or leave the default view.
- Select Add to enter all new expenses or mileage entries (Indicator 2).
- Select Add, and then choose Add Expense from GTCC to import into the voucher (Indicator 2).
- Toggle between **Expand All** and **Collapse All** to open and close all the expense items data cards to see **Details**, **Notes**, and **Attachments** (Figure 6).
- Select Details to view or Update recorded expense information (Indicator 3).
- Select **Details** to add, browse, and upload files to expenses or **Documents** (Indicator 3).
- Select **options** (3-dots icon) to **Delete Expense** or **Duplicate Expense** (Indicator 4) for other entered expenses and mileage allowances. (Exception: See *Section 4* for information about how to update lodging cost).
- Import PDF to attach records to expenses (Figure 7).
- **Download all attachments**. Note: Icon only appears once you attach a file to an expense or **Documents** (Figure 8).
- See Receipt Required icon (Indicator 5).
- View the **Expense Summary** (Indicator 9)
- Blue Banner provides information on items not qualifying as a valid receipt (Indicator 10).
- **Continue** to the next screen.

10	Image: Sort By Date (Newest) Image: Expand All State (Section 2)	ts: airfare itinerary, rental car Add	2
3	 ⊨ Lodging (Ft. Sam Houston, TX) ✓ Details 03/10/2025 - 03/14/2025 	\$416.00 : IBA	4
	 ➡ Fox Rent A Car (SAT) > Details 03/10/2025 - 03/14/2025 	\$147.63 : IBA	
	 \$ Baggage - 1st Checked Bag > Details 03/10/2025 	\$30.00 : IBA	
	 United Airlines (Flight 2233 - SAT to EWR) Details 01/14/2025 	\$595.00 : IBA	
	 United Airlines (Flight 1789 - IAD to SAT) Details 01/14/2025 	\$300.30 : IBA	
9	Expense Summary Reservation Expenses Other Expenses \$1,458.93 \$30.00	Total Expenses \$1,488.93	
		Continue >	

Figure 3-5: Enter Expenses Screen - Added Expenses

The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons. See *Section 4.4* for an explanation of icons.

Beware of duplicate expense entries as these cause overpayments. If you are ever in doubt, check the **Review Trip Voucher** screen (*Section 7.2*) to see if you have over-claimed any expense or allowance.

4.1 Reservation Expenses

Based upon your actual trip cost, you will need to **Update**, **Add**, or **Delete** your reservation expenses. Be sure you attach receipts for expenses that meet the receipt requirements. **Note**: Per policy, DTS flags receipt-required items using a triangle icon (Figure 3-6, Indicator 1). The icon changes to a paper clip once you attach the receipt not shown.

• Verify that each receipt contains the required information for reimbursement. The followi booking estimate, hotel online booking confirmation, DTS reservation booking details.	ing are <u>NOT</u> receipts: airfare itinerary, rental car
Sort By Reservation Expenses V Expand All	Add
I ■ Lodging (Ft. Sam Houston, TX)	\$416.00 : IBA
 ➡ Fox Rent A Car (SAT) ✓ Details 03/10/2025 - 03/14/2025 	\$147.63 IBA
 ✓ United Airlines (Flight 1789 - IAD to SAT) ✓ Details 01/14/2025 	\$300.30 : IBA
United Airlines (Flight 2233 - SAT to EWR)	\$595.00

Figure 3-6: Enter Expenses Screen – Receipt Icons

Each imported reservation expense listed on the **Enter Expenses** screen contains the vendor, expense type, and other key Details including the **Date**, **Cost**, and the method of reimbursement (MOR), which will be either **IBA** or **EFT** (Figure 3-6).

4.1.1 Update a Reservation Expense

If the reservation expense such as airfare, rail, or rental car changed then update it to reflect actual cost.

- 1. Locate the expense item and select **Details** (Figure 3-6, Indicator 2). The screen opens to **Info** (Figure 3-7, Indicator 1).
- 2. For flights or rail, you can change the **Ticket Number**, **Ticket Date**, and cost fields. For rental car, you can change the **Expense Date** and **Expense Amount** fields. **Note**: Typically, you need to update the rental car cost on the voucher, as the vendor applies the final fees when you turn-in the vehicle.
- 3. (Optional) Select Notes to add comments.
- 4. Select **Update** to the save the change.
- 5. Select **Details** again to close the window. The **Enter Expenses** screen updates reflecting the change.

1 X United Airlines (Flight 2233 - SAT to Details 01/14/2025	EWR)	\$595.00 : IBA
Info Notes	Attachments	
SAT EWR 08:19 AM 01:00 PM 3h 41m Expense Amount* \$ 595.00 Description* Airline Ticket (IBA) Ticket Number* See Attached Ticket 2 Ticket Value*	Drag Ar or browse for a	nd Drop new document

Figure 3-7: Details – Airfare Expense

4.1.2 Attach a Receipt

Attach your receipt to your entered expense for you AO to review and to adhere to travel compliance.

- 1. Select **Details** of the expense item. The window opens (Figure 3-7).
- On the right side of the reservation expense entry, you can browse, Drag And Drop, or select the + sign to add a receipt (Figure 3-7, Indicator 2). Regardless of which method you use to include a receipt, once you select it, the Attach Document window displays (Figure 3-8). It identifies the document you have chosen.

Attach Document	×
File Name*	
Airfare_receipt 03 2025.pdf	
Retain as PDF (e.g., CTW, Digitally Signed PDFs) 🜖	
Close Attach	

Figure 3-8: Attach Document Screen

- 3. Select Attach to confirm that this is the correct file. Note: the file will automatically convert to the .png image for viewing. You should only use the Retain as a PDF method when you need to retain the format for a digitally signed form. Once the file attaches (Figure 3-9), you should see the receipt and view number of Attachments. Icons on the screen you can use include:
 - Trash can (Indicator 1)
 - Rotate Left (Indicator 2)
 - Rotate Right (Indicator 3)
 - Zoom In (Indicator 4)
 - Zoom Out (Indicator 5)
 - +Sign (Add) (Indicator 6)
 - Download all Attachments (Indicator 7)

Info Notes	Attachments (1)	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
AD SAT D8:15 AM 11:09 AM 3h 54m Expense Amount* \$ 300.30 Description* Aiding Ticket (IDA)		
Ficket Number* See Attached Ticket 1 Ficket Value*	1	- 6

Figure 3-9: Attachment – Airfare Receipt

4. Select **Details** again to close the expense item. The **Enter Expenses** screen updates with the expense entry reflecting a paper clip icon indicating an attachment is present.

Note: Attaching receipts to expenses allows AOs to easily review the information for correctness. Follow your local business rules for attaching receipts to vouchers.

4.1.3 Manually Add a Reservation Expense

- 1. Select **Expenses** on the **Progress Bar**. The Enter Expenses screen opens. Select **Add**. The **Add New** screen appears.
- 2. Select **Ticketed Expenses** to enter an airline and rail expense. Select **Transportation Expenses** to enter a rental car expense.
- 3. Enter data in the required fields, attach a receipt (if required), and select **Add** to save the entry. The recorded entry displays in the list of expenses on the **Enter Expenses** screen.

Key Note: DTS provides a lodging entry under **Enter Expenses** with a calendar feature to view the daily per diem for the TDY location (Figure 3-6). You can attach your lodging receipt to this lodging entry. However, you must change lodging cost, account for leave and meals through the **Per Diem** module (Section 4). You can use the lodging entry **options** (3-dots icon) for quick access to the **Per Diem** module or select **Per Diem** directly on the **Progress Bar**.

4.2 Other Expenses

The **Expenses** module provides six primary expense categories (groupings), which are available under **Add** on the **Enter Expenses** screen for an authorization and the voucher. *Table 3-1* 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. Remove any estimated expenses which you <u>did not</u> incur for your trip.

Key Note: The **Expense** categories (with the **Expense** types) contain typical expenses, which travelers might incur (based upon the mission). 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.

EXPENSES IN A VOUCER	
EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	 Cross Border Processing Fee Foreign Currency Conv Fees International Drivers Permit Fees International Entry/Exit Fees International Guide Services/Driver Passport/Visa Fees
Lodging Expenses	 Dual Lodging Lodging Cancellation Fee Lodging Early Check-In Fee Lodging Late Check-Out Fee Lodging Resort Fees Lodging Retained on Leave Lodging Taxes (CONUS and Non-foreign)

17

Table 3-1: Expenses in a Voucher

EXPENSES IN A VOUCER		
EXPENSE CATEGORY	EXPENSE TYPE	
Mileage Expenses	 Private Auto – At TDY Area Private Auto – To/From TDY Private Auto – To/From Terminal Private Motorcycle – At TDY Area Private Motorcycle – To/From TDY Private Motorcycle – To/From Terminal Private Plane Private Vehicle – GOV Auth & Availability 	
Other Expenses	 Baggage – 1st Checked Bag Baggage – Excess Conference Registration Immunizations/Inoculations Internet – In Flight Internet at Lodging Facility Military Working Dog – Airfare Military Working Dog – Kennel Handle Fee Military Working Dog – Lodging Fee TDY Household Goods - Military 	
Ticketed Expenses	 Airline Ticket (CBA) Airline Ticket (IBA) Bus Ticket (CBA) Bus Ticket (IBA) TMC Fee (CBA) TMC Fee (IBA) Train Ticket (CBA) Train Ticket (IBA) 	

EXPENSES IN A VOUCER		
EXPENSE CATEGORY	EXPENSE TYPE	
Transportation Expenses	 Aero Club – Rental and Fees Airfare – Cancellation Fee Government Vehicle – Fuel/Oil Parking – At the Terminal Parking – TDY Area Private Plane – Fees Public Transit – Shuttle Public Transit – TDY Area Public Transit – Terminal Rental Car – Fuel Rental Car – Terminal Rental Car – To/From TDY Rental Car – at TDY Area TMC Fee – Not in Air Amount Taxi – TO/From Terminal Taxi – To/From Terminal Tolls/Ferry Fees 	

4.2.1 View an Expense Details

DTS provides you the list of estimated expenses and allowances from the authorization into the voucher when you created the document. You need to verify the data is still valid.

- 1. Select Expenses from the Progress Bar. The Enter Expenses screen opens.
- 2. Locate the expense item, select **Details** (Figure 3-10, Indicator 1). The **Details** window opens.
- 3. Verify the information listed is correct.
- 4. If no changes are necessary select **Details** again to close the window. The **Enter Expenses** screen reflects the item.
- 5. If changes are necessary then follow the steps listed in *Section 4.2.2 Update an Expense*.

Info Notes	Attachments	
Expense Date* iii 03/10/2025 Expense Amount*	Drag And Drop or <u>browse</u> for a new docu) ment
\$ 40.00 Currency Converter Method of Reimbursement*		
GTCC ending in **4242	▼	

Figure 3-10: Expenses Screen Options

4.2.2 Update an Expense or Allowance

For the voucher, any estimated expenses which are not accurate must be updated to the actual cost (Figure 3-11).



Figure 3-11: Enter Expenses Screen - Parking Expense Example

- 1. Select Expenses on the Progress Bar. The Enter Expenses screen opens.
- Locate the expense item and choose Details (Figure 3-11, Indicator 1). The Details screen opens to Info (Figure 3-12, Indicator 1).

Info Notes	Attachments	
Expense Date*	Drag And Drop or browse for a new document	i
GTCC ending in **4242	~	



_

 Make the necessary changes such as the Expense Date and/or Expense Amount then the Update button appears (Figure 3-13).

Info Notes	Attachments	104
Expense Date* iiii 03/10/2025 Expense Amount* \$ 56.00 Currency Converter	Drag And Drop or browse for a new document	
Method of Reimbursement* GTCC ending in **4242 Cancel Updat		¢

Figure 3-13: Expense Details Screen - Update Option

- 4. (Optional) Select Notes to add comments.
- 5. Select **Update** to save (Figure 3-13, Indicator 1).
- 6. Select **Details** again to close the window. The **Enter Expenses** screen updates reflecting the change (Figure 3-14, Indicator 1).

		1
\$ Parking - At the Terminal	\$56.00	
 Details 03/10/2025 	IBA	Ī
\$ Baggage - 1st Checked Bag	\$30.00 :	
 Details 03/10/2025 	IBA	

Figure 3-14: Enter Expenses Screen - Updated Expense Item

4.2.3 Add a New Expense

If there are expenses you need to Add (e.g., baggage fees) to your voucher, do so on the Enter Expenses screen. Note: Certain Expense selections provide message or banners within the screen. Be sure to review the information when presented. Here is how to add an expense:

- 1. Select Expenses on the Progress Bar or after Review Reservations Selections.
- 2. The Enter Expenses screen opens (Figure 3-15) to provide a single-entry point to Add expenses.



Figure 3-15: Enter Expense Screen - Add

3. Select Add. The Add New window (Figure 3-16) appears.

Add New	\succ
select Type*	
Type to filter	~
Select an expense or document from the list to get started.	

Figure 3-16: Add New Window

- 4. Under **Select Type**, use the dropdown menu, to choose the expense category and specific expense item. The **Add New** screen opens (Figure 3-17). **Note**: Any field with an asterisk indicates a mandatory entry. Depending upon the expense, the required information varies, but may include:
 - Expense Type
 - Attach Receipt
 - Expense Date
 - Expense Amount or \$ cost
 - For a Mileage Expense. Select the proper mileage expense type. For Private Auto To/From Terminal, enter mileage based upon odometer (not shown). For Private Auto –To/From TDY, enter Purpose, Start and End Locations. Note: You must enter zip codes to let DTS get your mileage from the Defense Table of Official Distances [DTOD])
 - Reimbursement Method (usually GTCC or Personal).
 - Notes

• For a **Ticketed Expense** only. **Description**, **Ticket Number**, **Date**, and **Value**, plus **Departure Date** display.

For our example, we will add a baggage fee. Select **Baggage – 1st Checked Bag**. (Figure 3-17). The screen updates.

Type to filter
K Back
Baggage - 1st Checked Bag
Baggage - Excess
Conference Degistration
Immunizations/Inoculations

Figure 3-17: Add New Screen - Specific Expense

5. Enter the required data for the expense item (Figure 3-18).

Add New		×
Select Type*		
Baggage - 1st Checked Bag		\times
Att	ach Receipt	
Expense Date*		
03/14/2025		
Expense Amount*		
\$ 30		
Currency Converter		
Method of Reimbursement*		
GTCC ending in **4242		~
Notes		
		Ţ
	Cancel	Add

Figure 3-18: Add New Screen - Expense Added

- Enter the Expense Amount.
- (Optional) Add **Notes**.
- Select Attach Receipt. The Attach Receipt window opens (Figure 3-19).

Attach Receipt	\times
Select a file*	
	Browse

Figure 3-19: Attach Receipt Screen

- Select **Browse** to locate the file. File appears in the window.
- Choose Select to advance. DTS returns you to the Add New screen (Figure 3-20).

\bowtie
~

Figure 3-20: Add New Screen - View Attachments

6. 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.

Here are additional examples of **Add New** expense; 1) **Lodging taxes CONUS and Non-foreign** (Figure 3-21a) and 2) Private Auto – To/From TDY mileage (Figure 3-21b).

Attach Receipt ✓ You are traveling to the following state(s) or US territory which exempts taxes when paying with the IBA government travel charge card. This is a savings to the department. Exempted TDY Locations: Texas Expense Date* Image: Comparison of the c	Lodging Taxes	(CONUS and I	Non-foreign)	××
 You are traveling to the following state(s) or US territory which exempts taxes when paying with the IBA government travel charge card. This is a savings to the department. Exempted TDY Locations: Texas Texas 03/10/2025 Expense Amount* \$ 80.00 Currency Converter Method of Reimbursement* 		Att	ach Receipt	
Expense Date*	You are tra empts taxe card. This i ns: Texas	veling to the foll s when paying v is a savings to th	lowing state(s) or US te with the IBA governmer ie department. Exempt	rritory which ex at travel charge ed TDY Locatio
	xpense Date*	5		
\$ 80.00 Currency Converter Method of Reimbursement*	Expense Amount*			
Currency Converter	\$ 80.00			
lethod of Reimbursement*	Currency Conve	erter		
	lethod of Reimbi	irsement*		
Carcol	Method of Reimbi	irsement*	Cancel	Add

Figure 3-21a: Add New Screen - Expense Details

Key Note 1: Lodging Taxes (OCONUS) are combined with daily lodging under the Per Diem table and not broken out under the Expenses module. Lodging Taxes (CONUS and Non-foreign) are listed separately from daily lodging as shown in Figure 3-21a.

Key Note 2: Per the *JTR, par 020209-C. Reimbursement for Use of a Rental Vehicle.* "If additional drivers are identified and listed on the rental company's rental documentation or rental agreement, then each driver may be reimbursed for fuel and oil expenses."

In DTS Guide 2: Authorizations, as an additional driver we suggested the following:

- Add **Comments to the AO** on the **Review Trip Authorization** page or on the **Digital Signature** page.
 - Explain you are an additional driver and you don't have the **Rental Car** reservation. Provide the traveler's name who made the rental car reservation as a reference for auditing purposes.
 - Inform the AO you may have an expense for **Rental Car Fuel** on the voucher.

On your voucher, as an additional driver we suggest the following:

- Add Comments to the AO on the Review Trip Voucher page or on the Digital Signature page.
 - As an additional driver, provide the traveler's name who incurred the rental car invoice for auditing purposes.

- If you incurred **Rental Car Fuel** and oil expenses enter them under the **Expenses** module. If the expense is \$75.00 or more then provide a receipt.
- Add **Notes** within the **Expense** item.
- Attach a copy of the **Rental Car Agreement** which lists you as an additional driver for auditing purposes.
- \circ $\;$ Follow your local business rules for voucher processing and audit support.

Add New X
Select Type*
Private Auto - To/From TDY
Attach Receipt
• 03/10/2025
Start Location*
22193 Woodbridge, VA, Prince William
End Location*
78234 Fort Sam Houston, TX, Bexar
1584 mi X \$0.7 = \$ 1108.80
Method of Reimbursement*
Personal 🗸
Cancel Add

Figure 3-21b: Add New Screen - Expense Details

Key Note 3: When choosing **Mileage, Private Auto – To/From TDY** or **Mileage, Private Motorcycle – To/From TDY** DTS *may or may not require* you to complete a **Constructed Travel Worksheet (CTW)**. There are 3 different CTW warning messages you *could* receive based on the **Trip Start** date (Figure 3-21c, Figure 3-21d, and Figure 3-21e). Let's look at the rules and corresponding screens.

• When a trip is created <u>before March 1st, 2024</u>, and **Mileage, Private Auto – To/From TDY** is selected then you see the wording as shown in Figure 3-21c: Add New Screen - May Require a CTW.

Add New >	K
Select Type*	
Private Auto - To/From TDY	
Attach Receipt	
A This expense may require a <u>Constructed Travel Worksheet</u> to be submitted with this document.	
Expense Date*	
03/13/2023	I.
Start Location*	
22193 Woodbridge, VA, Prince William	
End Location*	
78234 Fort Sam Houston, TX, Bexar XQ	
1584 mi X \$0.655 = \$ 1037.52	
Cancel Add	

3-21c: Add New Screen - May Require a CTW

 When a trip is created <u>between March 1st, 2024 and January 31st, 2025</u>, and Mileage, Private Auto – To/From TDY is selected then you see the wording as shown in Figure 3-21d: Add New Screen -Requires a CTW.

Add New	\times
Select Type*	
Private Auto - To/From TDY	~
Attach Receipt	
This expense requires a <u>Constructed Travel Worksheet</u> to be sub mitted with this document.	^
Expense Date*	
03/11/2024	
Start Location*	
Type to search for a starting location	
End Location*	
Type to search for an ending location	
	~
Cancel Add	

3-21d: Add New Screen - Requires a CTW

 When a trip is created <u>after January 31st, 2025</u>, Mileage, Private Auto – To/From TDY is selected, and the mileage entered <u>exceeds 400 one-way/800 roundtrip</u> then you see the wording as shown in Figure 3-21e: Add New Screen - Requires a CTW based upon mileage.

Add New	\times
Select Type*	
Private Auto - To/From TDY	/
Attach Receipt	
Requires a <u>Constructed Travel Worksheet</u> when mileage exceeds 400 one-way/800 roundtrip.	^
Expense Date*	
Start Location*	
Type to search for a starting location	
End Location*	
Type to search for an ending location	
	~
Cancel Add	

3-21e: Add New Screen - Requires a CTW

Key Note 4: The *JTR* <u>no longer</u> requires a CTW when using a POV as the mode of transportation to the TDY location and the mileage is *400 miles or less one-way or 800 miles or less round trip*. In this case, you will not see a banner alert for a CTW, when a trip is created <u>after January 31st</u>, 2025, and **Mileage, Private Auto – To/From TDY** is selected. If your transportation mode is by Privately Owned Vehicle (POV), review the *JTR*, *par. 020210*. *Privately Owned Vehicles (POV)* for mileage rules and allowances.

Key Note 5: When Constructed Travel (CT) rules apply, DTS will flag for a CTW requiring a justification under **Other Auths and Pre Audits**. When you must provide a Constructed Travel Worksheet (CTW), here is how to access it:

- In a document, navigate to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link to access the zip file from the DTMO website.
- Directly from the DTMO website at <u>https://www.travel.dod.mil/Programs/Defense-Travel-</u> <u>System/Constructed-Travel/</u>, you can also access the Constructed Travel (worksheet and instructions) zip file.
 - If you try to download the worksheet and open it using Chrome without saving it first, you
 may receive a "Please wait" message that does not resolve. This situation is specific to the
 Chrome browser and not a problem with the actual CTW file. To resolve: Save and open the
 file from the saved folder location.

For additional help with Constructed Travel, see the DTMO website for the information paper, <u>Introduction to</u> <u>Constructed Travel</u> and the <u>TraX, WBT DTS (Special Topics) - Constructed Travel</u> which provides some constructed travel examples.

Key Note 6: If you select **Mileage**, **Private Auto – To/From TDY** or **Mileage**, **Private Motorcycle – To/From TDY** expense you must enter the zip code in the **Starting Location** and in the **Ending location** fields to calculate the distance properly.

Key Note 7: 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.

4.2.4 Add a GTCC Expense

DTS provides the option to pull in charges from your Government Travel Charge Card (GTCC) and associate the cost to an expense item.

- 1. Begin on the Enter Expenses screen and select Add. The Add New screen opens.
- 2. Select Add Expense From GTCC (Figure 3-22). The screen advances to Import Expense (Figure 3-23).

Add New	×
Please select one of the options below	
Type to filter	^
Add Expense From GTCC	^
International Travel Expenses	>
Lodging Expenses	>
Mileage Expenses	>
Other Expenses	> -

Figure 3-22: Add New Screen

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 3-23).

Import Expense			×
Transactions for GTCC ending in	**4242		
Mar 25, 2025			^
Advantage Rental		\$257.62	
Mobil Gas		\$32.55	
Mar 25, 2025			l.
Parking Depot		\$18.00	1
			•
	< Back	Import	

Figure 3-23: Import Expense Screen

- Use the drop-down menu to select an expense category.
- Select a specific expense type (e.g., **Rental Car Fuel**) as shown in Figure 3-24.

Import Expense	\times
Transactions for GTCC ending in **4242	
Shell Oil	\$26.20
Type to filter	^
Public Transit - Shuttle	^
Public Transit - TDY Area	
Public Transit - Terminal	_
Rental Car - Fuel	
Rental Car - Terminal	
Rental Car - To/From TDY	-
7 -	-
< Back	Import

Figure 3-24: Import Expense Screen - Rental Car Fuel

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

You should scroll through the list and determine which reimbursable charges to import into your voucher. If you import an expense, verify you don't have the same expense manually entered. Duplicate entries of the same expenses when not actually incurred will lead to improper payments.

Note: Not all expenses you see in the list should be imported into the **Expenses** module. An example is meal transactions. Based upon the TDY location, you receive a per diem rate allowance to cover your allotted food costs.

4.2.5 Duplicate an Expense

When you do have the same expense you can individually **Add** it or use the **Duplicate** feature to save time.

1. Begin on the **Enter Expenses** screen and locate the expense entry. Select **options** (3-dots icon). The window expands.

Enter Expenses			
• Verify that each receipt contains the required booking estimate, hotel online booking estimate.	uired information for reimburse confirmation, DTS reservation b	ement. The following are <u>NOT</u> booking details.	receipts: airfare itinerary, rental car
Sort By Has No Attachments 💙	Expand All		Add
 \$ Baggage - 1st Checked Bag > Details 03/14/2025 			\$30.00 : IBA
 \$ Private Auto - To/From Terminal > Details 03/10/2025 	N/A		\$16.10 : EFT

Figure 3-25: Duplicate Expense Option

2. Select Duplicate Expense (Figure 3-25, Indicator 1). The Add Duplicate window appears (Figure 3-26).

Private Auto - To/From Terminal	\$16.10
✓ Details 03/10/2025 N/A	Duplicate Expense
	Delete Expense
\$ Baggage - 1st Checked Bag	\$30.00
✓ Details 03/10/2025	IBA

Figure 3-26: Add Duplicate Window

- 3. Enter the date to replicate the expense.
- 4. (Optional) Add Notes.
- 5. Select Add to save the entry.
- 6. The Enter Expenses screen updates reflecting the recorded item in the expenses listing.

4.2.6 Delete an Expense

If you have an expense you need to remove then use the **Delete** feature.

1. Begin on the **Enter Expenses** screen and locate the expense entry. Select **options** (3-dots icon). The window expands.

 \$ Private Auto - To/From Terminal > Details 03/10/2025 	N/A	\$16.10 : Duplicate Expense	1
 \$ Baggage - 1st Checked Bag > Details 03/10/2025 		Delete Expense \$30.00 • IBA	

Figure 3-27: Delete Expense Option

- 2. Select Delete Expense (Figure 3-27, Indicator 1). A Delete Expense window opens.
- 3. Select **Delete** to remove the expense (Figure 3-28).

Delete Expens Are you sure you war expense?	Se? 🛛 🕅 Main See?
Cancel	Delete

Figure 3-28: Delete Expense Screen

4. The Enter Expenses screen updates. The expense is no longer in DTS.

Key Note: If you made lodging reservations using DTS or even reservations made outside the system, you may attach your lodging receipt to the lodging entry, which identifies the daily per diem for your TDY location. However, you do not manually enter the lodging cost under **Enter Expenses** when TDY to a single location. Double entry for lodging will cause an overpayment. Update your lodging cost for your trip in the **Per Diem** module (see **Chapter 5**).

4.3 Attaching Files and Substantiating Documents

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

- Approval for Travel Memo
- *Constructed Travel Worksheet (CTW)
- Approval for other than economy/coach class travel
- Leave form
- **DD Form 1351-2 (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: Certain expense selections such as Mileage, Private Auto – To/From TDY based upon the Trip Start date and when Constructed Travel (CT) rules apply requires you to complete a Constructed Travel

Worksheet (CTW). A message appears if the expense warrants the CTW. Available on the DTMO website is the information paper, *Introduction to Constructed Travel* which provides some constructed travel examples.

You can access a CTW in a document by navigating to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link when an expense warrants one. You can also obtain worksheets and guides from the <u>Constructed Travel Worksheet (CTW) Home</u> page.

• Note: If you try to download the worksheet and open it using Chrome without saving it first, you may receive a "Please wait" message that does not resolve. This situation is specific to the Chrome browser and not a problem with the actual CTW file. **To resolve**: Save and open the file from the saved folder location.

****Key Note 2**: DTS requires an attached DD 1351-2 (completed and signed by the traveler) be included in the 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 DD 1351-2, 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.

4.3.1 Attach a Receipt to an Expense

- 1. From the **Enter Expenses** screen, locate the expense item. Select **Details** (Figure 3-29, Indicator 1) and the window expands.
- 2. Choose the option to attach on the right side of the entry (Figure 3-29). You can **browse**, **Drag and Drop** or select the **+** sign to add a file.

\$ Airline Ticket (IBA) Details 01/14/2025	\$350.00 E
Info Notes	Attachments
Expense Type*	A Drog And Drop
Airline Ticket (IBA)	Drag And Drop
Expense Amount*	or <u>browse</u> for a new document
\$ 350.00	
Description*	
Airline Ticket (IBA)	
Ticket Number*	
890653450	· ·
Cancel Updat	
_	

Figure 3-29: Details Attachments Screen

3. Once the attach option is selected, the **Attach Document** window (Figure 3-30) displays. Search for the document to attach, then the **File Name** field updates to your selection.

Attach Document	×				
File Name*					
Airfare_receipt 03 2025.pdf					
Retain as PDF (e.g., CTW, Digitally Signed PDFs) 3					
Close Attach					

Figure 3-30: Attach Document Screen

4. Select **Attach** to confirm that this is the correct file. **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 (Figure 3-31), you should see the document and view number of attachments.

Icons on the screen include:

- Trash can to remove the record (Figure 3-31, Indicator 1).
- Rotate Left (Figure 3-31, Indicator 2).
- Rotate Right (Figure 3-31, Indicator 3).
- Zoom In (Figure 3-31, Indicator 4).
- **Zoom Out** (Figure 3-31, Indicator 5).
- + sign (Add) (Figure 3-31, Indicator 6).
- Download Attachments (Figure 3-31, Indicator 7).

\$ Airline Ticket (IBA) • Details 01/14/2025		\$350.00 :
Info Notes	Attachments (1)	
Expense Type*		
Airline Ticket (IBA) Ticket Number* R90653450 Cancel Update		6

Figure 3-31: Attachment Screen - Air Receipt

- 5. Select **Update** to save changes.
- 6. Select **Details** again to close the expense item. The entry updates to show a paper clip icon indicating an attachment is present (Figure 3-32, Indicator 1).

	Enter Expenses Verify that each receipt contains the required information for reimbursement. The following are <u>NOT</u> receipts: airfare itinerary, rental car booking estimate, botal police booking confirmation, DTS responsible booking details.					
	Sort By Amount (Highest)	Expand All 🖉 🔁	Add			
	 Lodging (Ft. Sam Houston, TX) Details 03/10/2025 - 03/14/2025 	A	\$416.00 : IBA			
1	 Åirline Ticket (IBA) Details 01/14/2025 	Ø	\$350.00 : IBA			
	 ズ United Airlines (Flight 1789 - IAD to SAT ✓ Details 01/14/2025) ©	\$300.30 : IBA			

Figure 3-32 Attached Document Icon

4.3.2 Import a PDF

When you import files into the trip, (e.g., memos or Leave forms) 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 3-33, Indictor 1).

1. Begin on the **Enter Expenses** screen and select the **Import a PDF** icon (Figure 3-33, Indicator 2). The Import PDF window (Figure 3-33) opens.


Figure 3-33: Enter Expenses Screen - Assign Documents Message

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

Import PDF	\bowtie
Select a PDF, then attach the pages to a new ex or one that already exists.	xpense/document
Select a PDF file*	
	Browse
Cancel	Select

Figure 3-34: Import PDF Window

3. Attach the file and choose **Select**. The **Import PDF** screen updates to show the selected file. Choose **Select** again (Figure 3-35).

Import PDF		
Select a PDF, then attach the pages to a new expense/document or	one that already exists.	
Select a PDF file*		
Rental Car Receipt Mar 25.pdf	Browse	
	Cancel	Sele

Figure 3-35: Import PDF Screen - Rental Car Receipt

- 4. 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.
- 5. A new page loads to associate a file to **Attach to Existing** expense or select an expense type from the list to **Create New** expense (Figure 3-36, Indicator 2). For this example, select.

<i>Type to filter</i>		^
Attach to Existin	ng 2	>
Create New		
Internationa	al Travel Expenses	>
Lodging Exp	enses	>
Mileage Exp	enses	>
Other Exper	ises	>

Figure 3-36: Import PDF Screen - Attach file to an Expense

6. Select the expense you want to associate the file to (Figure 3-37) or enter the expense details and select **Attach**.

Please select one of the options below	
Type to filter	^
 Back United Airlines (Flight 1789 - IAD to SAT) 01/14/2025 - \$300.30 	A
Fox Rent A Car (SAT) 03/10/2025 - \$147.63	
🛏 Lodging (Ft. Sam Houston, TX)	-

Figure 3-37: Import PDF Screen - With Rental Car Expense Selected

7. The **Import PDF** screen updates reflecting the information. Select **Attach** (Figure 3-38). You see the receipt or document reflected on the page. Select **Done** to exit the window.

Import PDF	
Select a destination*	
Fox Rent A Car (SAT)	\times
SAT - San Antonio International Apt Fox Rent A Car Pick-up Drop-off Mon. 03/10/2025 Fri. 03/14/2025	
Expense Date*	
03/10/2025	
Expense Amount*	
\$ 147.63	
Method of Reimbursement*	
GTCC	~
	K Back Attach

Figure 3-38: Import PDF Screen - Attached Message

8. The **Enter Expenses** screen updates with the new entry (Figure 3-39) displaying a paper clip icon reflecting an attached file.

🚗 Fox Rent A Ca	ır (SAT)		\$147.63
✓ Details 03	3/10/2025 - 03/14/2025	Ø	IBA

Figure 3-39: Enter Expenses Screen – Attachment Icon

4.3.3 Assign Documents

When you upload documents into DTS but have not attached them to an expense or **Document** 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 voucher.

1. Begin on the Enter Expenses screen and in the message row select the Assign documents now link. The Assign Documents widow appears (Figure 3-40).

Enter Expenses	
You have uploaded documents waiting to be assigned. <u>Assign documents now.</u>	
Sort By Date (Newest) V Expand All 👷	Add

Figure 3-40: Enter Expenses Screen - Assign Documents Message

2. You can view the data in **Grid View** or **List View** (Figure 3-41, Indicator 1).

Assign Documents	× 1
All pages 2	🔠 Grid View
Image Preview Not Available	
	Next

Figure 3-41: Assign Documents Screen - Grid View

- 3. Review the pages to determine if you need to assign the pages or remove.
 - To attach a file to an expense:

- Check a box (Figure 41, Indicator 2) for a document.
- \circ Select Next.
- Process through the Import PDF screens.
- Select **Done** on the final screen.
- To remove a file:
 - Select the trash can icon (Figure 41, Indicator 3). 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 3-42).

Enter Expenses		
Sort By Date (Newest)	Expand All 💱 🛃	Add

Figure 3-42: Enter Expenses Screen - No Message for Unassigned Documents

4.4 Expenses Screen Icons Explained

Table 3-2 explains the most common icons used on the Enter Expenses screen.

Table 3-2: Common	Icons in	Vouchers
-------------------	----------	----------

ICON	APPEARS	DESCRIPTION
0	Area Header	Provides more information for an item.
0	Expense Type	Identifies an expense on the Progress Bar .
\$	Expense Type	Identifies an expense that is not a reservation expense.
×	Expense Type	Identifies a flight expense.
æ	Expense Type	Identifies a rental car expense.
العا	Expense Type	Identifies a lodging expense.
Ð	Expense Type	Identifies a rail expense.

COMMON ICONS IN A VOUCHER			
ICON	APPEARS	DESCRIPTION	
	Attaching, Editing and Removing Documents	Import a PDF to attach to an expense item; available on the Enter Expenses screen.	
•	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).	
00	Attaching, Editing and Removing Documents	Rotates an image right / left under Details (expense item).	
ଷ୍	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.	
1	Expenses - Document Column	Number changes to show how many receipts are attached; select to choose one and view it.	
Ø	Expenses - Document Column	Attached file to an expense item.	
Receipt Required	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 5: Per Diem Module

The Per Diem module identifies your per diem allowances – meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances. It initially populates that information from the trip itinerary and reservations in the **Reservations** module that your AO approved on the authorization. For the voucher, you will need to verify the information and update the lodging cost or enter trip details such as duty conditions, provided meals, and leave if anything changed from previous entries. **Note**: If your trip ended early or dates were extended, edit the itinerary first, then return to the **Per Diem** table to edit the lodging and M&IE entries.

5.1 Edit Per Diem

There are two options to access the Per Diem table.

• On the Enter Expenses screen, you can select the Lodging quick access option to Edit Per Diem (Figure 3-43).

 Lodging (Ft. Sam Houston, TX) Details 03/10/2025 - 03/14/2025 	¢416.00 Edit Per Diem
--	--------------------------

Figure 3-43: Lodging Option - Edit Per Diem

• On the **Progress Bar**, you can select **Per Diem** to access the **Review Per Diem Amounts** screen (Figure 3-44a).

5.2 Per Diem Page Overview

The **Review Per Diem Amounts** screen provides adjustments and grouping, daily breakout data and edit/reset option, and **Per Diem Summary**. In addition, an information banner appears when your TDY Location is to an official **Integrated Lodging Program (ILP)** site. There is also a **ILP Site** link to confirm the appropriate lodging rate. **Note**: The selections are the same on the voucher as on the authorization. Key items include:

- A Group Similar Days toggle initially toggled ON
 - **ON**: Blocks of dates with identical allowances as a single entry.
 - **OFF**: Allowances for each individual date and location of travel (Figure 3-44c).
- Expand All and Collapse All link
- GSA State Tax Exempt List link
- TDY <Location> and <total> days
- Adjust Per Diem Amounts button (Figure 3-44d).
- Reset all adjustments link
- Options (3-dots icon) (Figure 3-44b).
- A Download exemption form link
- PER DIEM SUMMARY

See the <u>DTS Guide 2: Authorizations</u> for more details.

			Reset all adju	stments Adju	ıst Per Diem Amo
Trip Voucher Info	^	Review Per Diem Amounts			
Doc Name: AGFTSAMHOUSTO031725_V01		Click "Adjust Per Diem Amounts" to make adjustments based o Tax Exempt List [2] to find out if your lodging costs are exempt	on your travel orders from state sales tax.	or duty condition	s. See the <u>GSA Sta</u>
Traveler: Allison Garcia		C Group similar days		E	kpand all Colla
View Adjustments		· · · · · · · · · · · · · · · · · · ·			
Edit Itinerary		TDY: FT. SAM HOUSTON, TX (5 days)			
Finances	~	TDY location exempt from state sales tax but requires exe	mption form. Downl	oad exemption fo	rm 🗗.
() Expenses		• The TDY Location is to an Official Integrated Lodging Pro	gram (ILP) Site. Per t	the JTR, if you do	not choose DoD
Per Diem		Lodging or DoD Preferred Commerical Lodging, then your lo rate unless an exemption (as outlined in the JTR) applies.	odging reimburseme	nt may be limited	to the allowed IL
Counting		You may confirm the appropriate rate here: Integrated-Lodg	ting-Program-Sites	8	
Financial Summary		DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
Review	~	> 03/10/2025 (First Day)	\$104.00	\$104.00	\$55.50
(A) Review Profile		> 03/11/2025 - 03/13/2025	\$104.00	\$104.00	\$74.00
Review Voucher		> 03/14/2025 (Last Day)	\$0.00	\$0.00	\$55.50

Figure 3-44:a Review Per Diem Amounts Screen - Days Grouped

TDY location exempt from s	tate sales tax but requires exe	mption form. Down	oad exemption forn	n 🗗.
The TDY Location is to an O Lodging or DoD Preferred Con rate unless an exemption (as o You may confirm the appropri	Official Integrated Lodging Pro Inmerical Lodging, then your lo outlined in the JTR) applies. ate rate here: <u>Integrated-Lodg</u>	gram (ILP) Site. Per odging reimburseme <u>ing-Program-Sites (</u>	the JTR, if you do no nt may be limited to 2	ot choose DoD o the allowed ILP
DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
03/10/2025 (Hrst Day)		\$104.00	\$104.00	\$55.50
03/11/2025 - 03/13/2025		\$104.00	\$104.00	\$74.00
03/14/2025 Last Day		\$0.00	\$0.00	C Reset
PER DIEM SUMMAR	Total Lodging Cost	Total Lodging A	Nowed Tota	I M&IE Allowed

Figure 3-44b: Review Per Diem Amounts Screen - Options

	Review Per Diem Amou	Ints Reset all adju	stments Adjust	Per Diem Amounts
Trip Voucher Info				
Doc Name: AGFTSAMHOUSTO031725_V01	Click "Adjust Per Diem Amounts" to make adjustme Tax Exempt List [2] to find out if your lodging costs a	nts based on your travel orders ire exempt from state sales tax.	or duty conditions. S	iee the <u>GSA State</u>
Traveler: Allison Garcia	O Group similar days		Evos	nd all Collanse al
View Adjustments				
Edit Itinerary	TDY: FT. SAM HOUSTON, TX (5 days	5)		
Finances A	TDY location exempt from state sales tax but r	equires exemption form. Down	oad exemption form	♂.
Expenses	The TDY Location is to an Official Integrated I	odging Program (ILP) Site. Per	the JTR. if vou do not	choose DoD
er Diem	Lodging or DoD Preferred Commerical Lodging, rate unless an exemption (as outlined in the JTR	then your lodging reimburseme) applies.	nt may be limited to	the allowed ILP
Counting	You may confirm the appropriate rate here: Inter	grated-Lodging-Program-Sites	8	
Financial Summary	DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
Review ^	> 03/10/2025 (Hist Day)	\$104.00	\$104.00	\$55.50
Poviow Profile	> 03/11/2025	\$104.00	\$104.00	\$74.00
Review Frome	> 03/12/2025	\$104.00	\$104.00	\$74.00
Review Voucher	> 03/13/2025	\$104.00	\$104.00	\$74.00
Other Auths and Pre-Audits	> 03/14/2025 (Last Day)	\$0.00	\$0.00	\$55.50
		+	+	



TDY location exempt from state sales tax but requires exe	mption form. Down	nload exemption fo	rm 🗗.		
The TDY Location is to an Official Integrated Lodging Pro Lodging or DoD Preferred Commerical Lodging, then your lo rate unless an exemption (as outlined in the JTR) applies. You may confirm the appropriate rate here: <u>Integrated-Lodg</u>	gram (ILP) Site. Per odging reimbursem <u>;ing-Program-Sites</u>	r the JTR, if you do ent may be limited	not choose DoD to the allowed ILP		
DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED		
> 03/10/2025 (First Day)	\$104.00	\$104.00	\$55.50	ł	
> 03/11/2025 - 03/13/2025 MEALS DUTY CONDITIONS OTHER ENTITLEMENTS Full Rate None None	LODGING COST \$104.00	LODGING ALLOWED \$104.00 Reimbursement: GOVCC-Individual Locality Rate: \$161.00	M&IE ALLOWED \$74.00 Relmbursement: Personal Locality Rate: \$74.00	:	
> 03/14/2025 (Last Day)	\$0.00	\$0.00	\$55.50	1	
PER DIEM SUMMARY Total Lodging Cost Total Lodging Allowed \$416.00 \$416.00					

Figure 3-44d: Review Per Diem Amounts Screen - One Day Expanded & Codes Visible

5.3 Adjust Per Diem Amount Screen

Access Per Diem on Progress Bar.

 On the Review Per Diem Amounts screen locate the lodging row you need to change (Figure 3-44d). Select Adjust Per Diem Amounts at the top of the page or select options (3-dots icon) at the end of the lodging row. The Adjust Per Diem Amounts screen displays (Figure 3-45).

djustment Date Range *		
03/11/2025 - 03/13/2025		
Meals	Hide Options 🗸	*
pecify whether any meals are available at yo	our TDY location.	I
Receive Full Meal Rate		I
O Meals Available at TDY Location		l
Government Meals Provided at TDY Location		
Occasional Meals Required		
Special Meal Rate		
Duty Conditions	Hide Options 🗸	
uty conditions affect your lodging and M&IE	per diem entitlements.	
Field Conditions	Quarters Available	
		Ŧ
LODGING COST (Locality rate: \$161.00)	M&IE COST (Locality rate: \$74.00)	
\$104.00 Currency Converter	\$74.00 Currency Converter	

Figure 3-45: Adjust Per Diem Amounts Screen - Meals Section

On this screen, items at the top and bottom are always visible, while those in the middle are on a scrollable portion of the screen, so they are not all visible at once. View or edit the items on the screen.

- 2. Adjustment Date Range. Select or type the date or date range to apply these changes.
- 3. **Meals**. Based upon the TDY location, DTS reflects the appropriate meal rate radio button (Table 3-3). You can check a different meal box to identify situations affecting your rates.
 - If applicable, select the box/boxes for Available Meals (Breakfast, Lunch, and/or Dinner).
 - If your TDY *ILP* location has available meals and you change the default meal selection as directed by the <u>JTR</u>, DTS will provide a pop-up message which you must certify the directed meals were not available (Figure 3-46).
 - You must check the box, "I Certify that directed meals were not available."

- Select Save Adjustments.
- The **Review Per Diem Amount** page updates.

Adjust Per Diem Amounts Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.	×	luty conditions. S	ee the <u>GSA State</u>
Adjustment Date Range *		Expa	nd all Collapse all
08/15/2023 - 08/15/2023			
Occasional Meals Required	•	exemption form	C .
O Special Meal Rate		LODGING ALLOWED	M&IE ALLOWED
		\$90.11	\$44.25
I Certify that directed meals were not available. * <u>Reset defaults</u>		\$90.11	\$22.10
	-	\$90.11	\$22.10
		\$90.11	\$22.10
LODGING COST (Locality rate: \$98.00) M&IE COST (Locality rate: \$59.00)		\$0.00	\$44.25
\$90.11 Currency Converter \$22.10 Currency Converter			
Cancel Save Adjustm	ents	ved Total	M&IE Allowed

Figure 3-46: Adjust Per Diem Amounts Screen - Meal Rate Change Message

- In addition, an ADVISORY for CERTIFICATION OF MEALS UPDATE appears under Other Auths and Pre-Audits (Figure 3-47).
- Select **Save Adjustments**. The **Review Per Diem Amount** page updates. **Note**: Colored Bubbles appear on the lodging row to reflect circumstance.

FT. RILEY,KS: No lodging reservations exist from 08/14/2023 to 08/18/2023.	
Reason Codes *	Add Reason Code
Justification to Approving Official *	• Add Justification
CERTIFICATION OF MEALS UPDATE	
raveler has certified that previously directed meals were not available.	

Figure 3-47: Other Auths and Pre-Audits Screen - Meal Advisory

- 4. **Duty conditions**. These affect your per diem rate, such as field duty, ship duty, hospital stays, Reserve training, and more. Check those that apply or leave the default setting, if none apply. **Note**: Colored Bubbles appear on the lodging row to reflect circumstance. See *Table 3-4* for available options.
- Other Entitlements. These affect your per diem rate, such as leave or other days on which you are not eligible for a per diem allowance. Check those that apply or leave the default setting, if none apply.
 Note 1: Colored Bubbles appear on the lodging row to reflect circumstance. See *Table 3-5* for available options.

Note 2: On these portions of the screen, DTS grays out selections you are not eligible to choose (e.g., see **Occasional Meals Provided**. The <u>JTR</u> determines your eligibility for allowances based on whether you are a civilian or uniformed member, your duty location, your TDY location, and many other details.

- 6. Lodging Cost.
 - Update your daily lodging to reflect the actual amount you are charged per your receipt and which you are allowed to receive based upon your TDY location and the <u>JTR</u> for incurred expenses and earned allowances.
 - If your TDY at an ILP location and decline to use an available, directed lodging type and there is no approved exception, your lodging reimbursement will be limited as directed by the <u>JTR</u>, Table 2-15. This editable field gives you a place to enter your daily lodging rate. This area also identifies the maximum locality rate.
- 7. **M&IE Cost**. This non-editable field identifies the maximum locality rate and the rate you will receive, based on your selections above.
- 8. Select Save Adjustments.
- 9. The **Review Per Diem Amounts** screen updates to reflect the modifications to lodging and M&IE.
- 10. Select **Continue** to advance.

Caution: If several changes impact your per diem conditions, you may want to consider using **Reset**. The **Reset** link returns all options on the selected day to their initial default settings. You can then enter all necessary changes before saving them.

PER DIEM AJUSTMENTS FOR MEALS		
RADIO BUTTON	DESCRIPTION	
Receive Full Meal Rate	You are authorized the full locality meal rate.	
Meals Available at TDY Location	If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. Select which meals are available (B=breakfast, L=lunch, D=dinner). You can also manually select this option.	

Table 3-3: Per Diem Adjustments for Meals

PER DIEM AJUSTMENTS FOR MEALS			
RADIO BUTTON	DESCRIPTION		
Government Meals Provided at TDY Location	Select if the Government purchased any meals for you (e.g., as part of a conference registration fee). DTS lowers your M&IE allowance based on how many provided meals to you (same options as above). You can also manually select this option.		
Occasional Meals Required	Select if the AO authorizes occasional meals for a trip that will last less than 12 hours. Enter the Cost of the occasional meals.		
Special Meal Rate	Select if you have a unique travel situation (e.g., your Service Secretary authorized you to support a Contingency Operation for over 180 days). Enter the Cost of the occasional meals.		
	Note: If you are eligible for the \$3.50 OCONUS incidental rate, check the appropriate box under Other Entitlements . Do not use Special Meal Rate for this purpose.		

Table 3-4: Per Diem Adjustments for Duty Conditions

	PER DIEM AJUSTMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	DESCRIPTION	EFFECT	CODE(S)	
Field Conditions	You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent).	No lodging or M&IE allowance	FDLC	
Adverse Effects (Commercial Qtrs)	When TDY to a military installation but you are authorized to stay in commercial lodging.	Full lodging and M&IE allowances	ADEF	
Inactive Duty Training (Local)	Member must commute daily to annual training.	No lodging or M&IE allowance	INDT	
Hospital Stay	Employee is confined to a hospital or medical facility.	No lodging or M&IE allowance	HOSP	
Quarters Available	Government quarters are available at the military installation.	Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR).	QRTS	
Group Travel	Multiple individuals are traveling together.	No lodging allowance, full M&IE allowances	GRPT	

	PER DIEM AJUSTMENTS FOR DUT	Y CONDITIONS	
DUTY CONDITION	DESCRIPTION	EFFECT	CODE(S)
Essential Unit Messing	Use of Government lodging and meals is essential for training and readiness.	Full lodging allowance, \$3/day M&IE (except on CONUS travel days)	EUM
Aboard a U.S. Vessel	You will be serving on a U.S. vessel.	No lodging or M&IE allowance	VSSL
Authorized Trip Home	Civilian employee is authorized a trip home every 3 weeks on long TDYs.	No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home.	HOME
Annual Training, Active Duty Training, or Inactive Duty Training (Each has various per diem availability options)	Reservist is traveling for various purposes and with varying per diem lodging and meals availability. Note: See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly.	TRN ATQP ATCQ ADQM ADTQ ADT IDQM IDTQ IDTN

Table 3-5: Per Diem Adjustments for Other Entitlements

PER DIEM AJUSTMENTS FOR OTHER ENTITLEMENTS			
SELECTION DESCRIPTION			
Allowed Leave (no per diem)	Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of Annual leave. Government employees may select either Annual or Other, and may enter the number of hours they wish to take.		
Sick Leave (No Per Diem)	DoD civilian employees select when they are on sick leave and not authorized per diem.		
Sick Leave	DoD civilian employees select when they are on sick leave, but are authorized full per diem.		

PER DIEM AJUSTMENTS FOR OTHER ENTITLEMENTS			
SELECTION	DESCRIPTION		
Duty Days (no per diem)	Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave		
Non-Duty Days (no per diem)	DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave.		
Authorized Delay	Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances.		
Actual Lodging Cost (over per diem)	Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate.		
OCONUS Incidental Amount (reduced rate)	Travelers receive the OCONUS Incidental Amount per diem entitlement when traveling to an OCONUS US installation with government quarters available by the default amount (\$3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation. Verify with the AO first, then to receive the locality IE rate, uncheck the OCONUS Incidental Amount (reduced rate) box.		
In Place Travel (receive full per diem)	Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations.		

A final note to point out two special per diem situations:

- **PLOT**: When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by *DoD Instruction* (*DoDI*) 5154.31, Chapter 3. Special considerations for PLOT situations are in the DTMO web-based training class, PLOT. To access TraX, users must register through <u>Passport</u>, DTMO's web portal.
- **IDL**: Travel across the International Date Line (IDL an imaginary line in the Pacific Ocean), can cause you to "skip" a day or experience a day twice. For more information about how this can affect your per diem allowances, see the DTMO web-based training class, OCONUS Travel available in <u>TraX</u>.

Chapter 6: Accounting Module

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

	Review Accounting
Trip Voucher Info	Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting
Doc Name: AGFTSAMHOUST0031725_V01	more than 45 days.
Traveler:	ACCOUNTING CODES
Allison Garcia	Lines of Accounting (LOA) are used to identify the source of funds for travel. If 5
View Adjustments	using more than one LOA, you will be required to allocate them.
Edit Itinerary	Lines of Accounting (LOA)
Finances A	ACCOUNTING LABEL ORGANIZATION 25 ROUTINE TVL DTMOCSD 22
: (@) Expenses	
Por Diam	Allocations
ş Per Dielli	
Counting	Inis trip is 100% allocated to 25 ROUTINE TVL
Financial Summary	
Review	Hide Details a 25 ROUTINE TVL 4
A Review Profile	CATEGORY ALLOWED ACTUAL COM. \$650.30
Review Voucher	CARR-I
	LOUGING 5416.00 5416.00 M&JE \$333.00 \$333.00
Other Auths and Pre-Audits	MILEAGE \$32.20 \$32.20 OTHER \$196.00 \$196.00
Sign and Submit	RENTAL \$147.63 \$147.63
	CAR Sub Total \$1775.13 \$1775.13

Figure 3-48: Accounting Codes Screen - One LOA Added

6.1 Review Accounting

On the **Review Accounting** screen top and middle of the page provides LOA details. The same accounting information used for the authorization appears in the voucher (Figure 3-48, Indicator 1). In most cases there <u>should not</u> be a need for a LOA modification, but you should check the information.

Under Accounting Codes lists an Accounting Label and Organization (Figure 3-48, Indicator 1). Further below displays Allocations (Figure 3-48, Indicator 3). Under Allocations provides the Expense Categories, Allowed, and Actual amounts (Figure 3-48, Indicator 4).

If you must **Add** or **Remove** the LOAs here are your options. **Note**: If you don't require a change, skip to *Section* 6.2.

- **Change a LOA**. The only change you should make to LOAs on a voucher is to **Remove** (Figure 3-48, Indicator 2) invalid ones and **Add** LOA. **Note**: You cannot remove a LOA if a payment has already been processed with the LOA.
- Add a new LOA. Select Add LOA Figure 3-48, Indicator 5) and then select the LOA to apply to the document:

- **From <organization>**: LOAs that belong to your organization.
- Shared LOA: LOAs shared from an organization above yours.
- **Cross Org LOA**: LOAs shared from organizations outside your hierarchy.
- **Delete a LOA**. Select the **options** (3-dots icon) and then select **Remove** to delete an invalid LOA(Figure 3-48, Indicator 2).

Note: If you require multiple LOAs to process the payment of your voucher, you must allocate your expenses as described in <u>DTS Guide 2: Authorizations</u>.

6.2 Review SPPs, Advances, and Accounting Summary

On the **Review Accounting** screen at the bottom of the page is the **Accounting Summary** (Figure 3-49), which reflects summaries of any processed **SPP Paid (Partial Payments)** and **Advances Paid**. Also included in this section is **Calculated Trip Cost of Allowed** and **Actual** totals. This information is view only.

Non-Reimbursable Expenses	\$0.00		
Reimbursable Expenses	\$1775.13		
Total Expenses	\$1775.13		
Disbursement Summary		Calculated Trip Cost	/
Advances Paid	\$0.00	Allowed	Actual
SPP Paid	\$0.00	\$1775 13	\$1775.13
Total Prior Payments	\$0.00	Ş1775.15	Ş1113.13

Figure 3-49: Accounting Codes Screen - Summary Section

Once you finish reviewing the page, select **Continue** to advance.

Chapter 7: Update Split Disbursements

The Review Financial Summary screen (Figure 3-50) displays the financial aspects of your trip.

Expense Summary				
Reimbursable Expenses Non-Reimbursable Expenses Fotal Expenses	\$1775.13 \$0.00 \$1775.13			Show Details 🔻
Disbursement Summary	/			
Advances Paid Scheduled Partial Payments Paid Previous Voucher Payments	\$0.00 \$0.00 \$0.00			
Total Prior Payments	\$0.00			Show Details ▼
Credit Summary				
Collections Waiver/Appeals	\$0.00 \$0.00			
Net To Traveler Balance Due US	\$1/15.13 \$0.00			Show Details 🔻
Entitlement Summary			C A	djust Disbursements
		Personal	GTCC	Total
Total Expenses		\$365.20	\$1409.93	\$1775.13
Prior Payments		\$0.00	\$0.00	\$0.00
Collections		\$0.00	\$0.00	\$0.00
Net to Traveler		\$365.20	\$1409.93	\$1775.13
Previous Pmt Adjustments		\$0.00	\$0.00	\$0.00
Net Distribution		\$365.20	\$1409.93	\$1775.13



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 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).
- **Disbursement Summary**. Shows the total of all payments you have received or ones in process and breaks them down by advances, partial payments, and payments made against previous filed vouchers.
- **Credit Summary.** Supplies information about debts the total reimbursement you are due to receive, any amount you were overpaid, and any collections or waivers 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 3-51) opens.

Adjust Disbursements ×				
Overpaid GTCC 🕜	GTCC ATM Withdrawal	Additional Payment Paid to GTCC		
\$ 0.00	\$ 0.00	\$ 0.00		
Adjust Net Distri	bution	C Reset		
Personal		GTCC		
\$ 365.20		\$ 1409.93		
		Cancel Save		

Figure 3-51: 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**. 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. <u>Fully paying</u> the GTCC vendor helps prevent payment delinquencies on your charge card account.

Chapter 8: Review Module

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

- Review Profile*. Look over and change your DTS personal profile.
- Review Voucher*. Examine and update the document's contents.
- Other Auths and Pre-Audits*. Review, add, and modify key statements on the 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.

8.1 Review Profile Screen

When you select **Review Profile** on the **Progress Bar**, the **Review Profile** screen (Figure 3-52) displays your personal contact information and account data, as listed in your DTS personal profile. To ensure you receive the voucher payment your GTCC and EFT data must be valid.

Revie	w Profile		
You can mak	ke changes to your profile for this docume	nt or save them permanently.	
Profil	e		
0	Eric T West 159 Riding Rode Warrenton, VA Permanent Duty Station 11 Marine Circle Quantico, VA Email Eric.west@email.mil	GTCC Card ending in 4242 VISA Checking Account Account ending in 0101	Exp. Date 05/23
		Open Profile	
		<	Back Continue >

Figure 3-52: Review Profile Screen

8.1.1 Open Profile

- If you need to make a change to your DTS personal profile (i.e., profile within a document) select **Open Profile** (Figure 3-52). The update profile tool displays. The left side **Navigation Bar** provides the
 following categories:
 - User Profile. Comprises of the individual's name, addresses, contact information, emergency contact information, assignment information, and Form Printing Preferences.
 - Accounting Information. Includes key information about a person's GTCC and personal bank accounts.
 - **Travel Preferences**. Entails the individual's TSA information and preferred travel choices (e.g., favorite airlines and hotels) and rewards program data.

- Additional Information. Provides details about the individual's work: Service or Agency, unit, work address, and phone number. Some details (e.g., rank) you can't modify.
- 2. You select an item from the left and it displays on the right allowing changes.
- 3. Once you make the change, be sure to **Save** the profile.
 - You can save the changes to the *document profile only* or save to the *permanent profile* as well.
 - When you or someone makes a change to your *permanent profile*, DTS <u>will</u> 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**.
 - Changes to the *document profile only* <u>do not</u> warrant a **PII Data Change** e-mail.
- 8.1.1.1 Form Printing Preferences
- 1. Under **User Profile**, select **Form Printing Preferences** from the left column. It displays information on the right side of the page for editing (Figure 3-53).

<	Form Printing Preferen	ces	
Eric T West	Authorizations		
User Profile	Review and update form printing preference	ences for authorizations and group authorizat	tions.
Personal Information	Display full SSN?		
Passport Information	Print itinerary information for reservations?		
Emergency Contact Service or Agency Info	Cash Advance Preferences	Group Authorization Preferen	nces
Duty Station	Default 🗸	Summary	~
Form Printing Preferences	Voucher		
Accounting	Review and update form printing preference	ences for vouchers.	
Accounting Information	No Yes		
EFT and Credit Card Accounts	Print a list of receipts that are attached to the	voucher?	
Travel Preferences	O NO O TES		
TSA Secure Flight Information	Attachments		
Flight	The following options are specific sectio	ns that can be included in a printed documer	пт. Спеск ан тпат арргу.
Rental Car	 Document History Prints the electronic history of a docu the document. 	iment and shows each step in the electronic a	approval and/or processing of
Lodging	Accounting Detail		
Rewards Programs	Prints the subtotals of a document's	expenses by accounting code and expense ca	tegory.
Remarks	Privacy Act Prints the Privacy Act Statement.		

Figure 3-53: Update Profile Tool Screen - Editable

2. The printable version is the DTS **Default** which is an easy to read format automatically setup to provide itinerary, reservations, expenses, and document history details. By policy, there is no other required printable version from DTS. Recommend leaving the default settings in place unless you need to make a change.

3. 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: If you require a copy of a DD 1610, DD 1351-2, or OF 1164, please contact your LDTA or Component rep for guidance on attaining electronic fillable or manual copies.

8.1.1.2 EFT and Credit Card Accounts

1. Under **Accounting**, select **EFT and Credit Card Accounts** from the left column. It displays information on the right side of the page for editing (Figure 3-54).

Eric T West		ACCOUNTS	>
User Profile v		CRefresh Account Data	
Personal Information Addresses Passport Information		Account Type Account Number Routing Number Expire GOVCC 4242424242424242 N/A 05/25 Checking 1010101 114000653 N/A	ation Date
Emergency Contact Service or Agency Info Duty Station Accounting		Enter only one account with a routing number. Mandatory EFT Payment 🚱	
Accounting Information EFT and Credit Card Accounts	ł	Yes No GTCC Account Number	
Travel Preferences ~		4242424242424242	
TSA Secure Flight Information Flight Rental Car		GTCC Expiration Date 05/25	
	•		ato Dormanont Dro
		Car	ncel Save

Figure 3-54: Update Profile Tool Screen - Editable

Verify/update GTCC and checking or savings information. 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.

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 Voucher** screen (Figure 3-55).

8.2 Review Trip 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 Trip Voucher
- 2. Other Auths and Pre Audits
- 3. Digital Signature

You can open the **Review Trip Voucher** screen by selecting **Review Voucher** on the **Progress Bar**. The **Review Trip Voucher** screen is a long page displaying all the voucher data (Figures 3-55 a, b, c, d, and e). You should carefully check for errors before you sign the voucher. The **Go to <module>** links appear in key location of the **Review Trip Voucher** screen, so you can modify any entries that are incorrect.

eview Trip Voucher	🕀 Pri
Trip Details for:	
AGFTSAMHOUSTO031725_V01 0	
Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)	
Trip Description: N/A	
Dates: 03/10/2025 - 03/14/2025	
Conference/Event Name: Not Applicable	
Reference: 😋 Add Reference	
Comments to the Approving Official	Add Comments

Figure 3-55a: Review Trip Voucher Screen - Trip Details

Itinerary Expand All Collapse All	Go to Itinerary 🔶
O TRIP START Warrenton,VA (Residence) の	Leaving on Mar 10, 2025
TDY LOCATION 1 FT. SAM HOUSTON,TX @	03/10/2025 - 03/14/2025
Show Details	Flight Booked
V TRIPEND Warrenton,va (Residence) O	

Figure 3-55b: Review Trip Voucher Screen – Itinerary

XPENSES Expand All Collapse All					
s R	ESERVATION EXPENSES				3 item
ide Deta	ils 🔨				
	FLIGHT United Airlines (Flight 1789 - IAD to SAT)	1 Receipt Attached View	DATE 03/10/2025	METHOD OF REIM. GTCC	COST \$300.30
EFOX =	RENTAL CAR Fox Rent A Car (SAT)	1 Receipt Attached View	DATE 03/10/2025	METHOD OF REIM.	COST \$147.63
	LODGING Ft. Sam Houston, TX	1 Receipt Attached	DATE 03/10/2025	METHOD OF REIM.	COST \$416.00

ide Details 🔨				
Airline Ticket (IBA)	1 Receipt Attached View	METHOD OF REIM. GTCC	DATE 01/14/2025	COST \$350.00
Private Auto - To/From Terminal		METHOD OF REIM. Personal	DATE 03/10/2025	COST \$16.10 23.00 miles
Baggage - 1st Checked Bag		METHOD OF REIM.	DATE 03/10/2025	COST \$30.00
Parking - At the Terminal		METHOD OF REIM.	DATE 03/10/2025	COST \$56.00
Lodging Taxes (CONUS and Non-	1 Receipt Attached View	METHOD OF REIM.	DATE 03/10/2025	COST \$80.00
Private Auto - To/From Terminal		METHOD OF REIM. Personal	DATE 03/14/2025	COST \$16.10 23.00 miles
Baggage - 1st Checked Bag		METHOD OF REIM.	DATE 03/14/2025	COST \$30.00

Figure 3-55c: Review Trip Voucher Screen – Reservation & Other Expenses

	TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
	\$416.00	\$416.00	\$333.00
ccounting	ixpand All Collapse All		Go to Accounting 🔒
	TING CODES		
	0.0001017171011		
ACCOUNTING LABEL	ORGANIZATION	ALLOW \$1775	ED ACTUAL

Figure 3-55d: Review Trip Voucher Screen – Per Diem and Accounting

ACTUAL TRIP COST		Go to F	Financial Summary 🗲
	CATEGORY COM. CARRI	ALLOWED \$650.30	ACTUAL \$650.30
	LODGING	\$416.00 \$333.00	\$416.00 \$333.00
	MILEAGE	\$32.20	\$32.20
	OTHER RENTAL CAR	\$196.00 \$147.63	\$196.00 \$147.63
		ALLOWED TRIP COST	ACTUAL TRIP COST \$1775.13
		< Back	Continue >

Figure 3-55e: Review Trip Voucher Screen – Actual Trip Cost

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

8.3 Other Auths and Pre-Audits Screen

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

The Other Auths and Pre Audits page contains three areas: Other Authorizations, Pre-Audit and Advisories.

• If the document is within travel policy compliance, the screen may reflect **No Other Authorizations** have been added, **0 Pre Audits**, and **0 Advisories** (Figure 3-56).



Figure 3-56: Other Auths and Pre Audits Screen

If that is the case then you have no action, instead, scroll to the bottom of the page, select **Continue** to advance to the **Digital Signature** page.

• If **Other Auths and Pre Audits** flags <u>do</u> appear then review the information and provide justifications. (See *Section 8.3.1*).

Note: The *DTA Manual, Appendix K* provides a full explanation of the different DTS tables and systems checks which includes **Other Authorizations**, **Pre-Audit flags**, and **Advisory** notices for travel documents.

8.3.1 Other Authorizations

Other Authorizations flag certain travel items and provide comments when applicable (Figure 3-56). You cannot remove system indicators, except by changing the selection that caused the **Other Authorization** notice to appear (Figure 3-56, Indicator 1).

• For **Other Authorizations** an example could be if you are taking **Annual Leave** then you indicated as such in the **Per Diem** table. To remove the flag, you would have to remove the leave selection from the **Per Diem** table and then DTS would no longer flag for leave.

Ot	her Auths and Pre Audits	
Do	D mandates split disbursement for transportation, lodging and rental cars ex	xpenses by default. View memorandum 📵
о	ther Authorizations	Add Other Authorization
Th Ap	e following are the additional authorizations that were selected based oproving Official below.	on the trip details. Enter comments to your
	ANNUAL LEAVE OR NON-DUTY DAYS ANNUAL LEAVE OR NON-DUTY DAYS Leave approved through supervisory chain.	2
	Comments	Add Comments

Figure 3-57: Other Authorizations and Pre Audits Screen - Annual Leave Flag

- Every **Other Authorization** flag requires a **Comment**. If DTS did not provide one for you, you must add it (Figure 3-57, Indicator 2) by selecting **Add Comments**.
- (Optional) You can manually enter items such as **BAGGAGE EXCESS** or **OTHER** to add specialized remarks using the **Add Other Authorizations** option (Figure 3-58).

e following are the additional authorizations tha	t were selected based on the trip details.
ter comments to your Approving Official below.	
OTHER (See remarks below)	🛍 Remove
OTHER (See remarks below)	
Comments	 Add Comments
BAGGAGE - EXCESS	🛍 Remove
EXCESS BAGGAGE	
Comments	Add Comments



8.3.2 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.

 If you added new items to the voucher, flags may trigger such as Non-Contract Airfare or changing split disbursement amounts. You must provide appropriate justifications for all new-flagged items before the AO may approve the voucher. You can learn more about **Reason Codes** in the <u>DTA Manual</u>, <u>Appendix K</u>.

- If you switch your transportation mode from as commercial or government managed air and instead is by a **Privately Owned Vehicle (POV)**, DTS flags for the transportation change. Provide a valid justification and if prompted complete the CTW.
- When Constructed Travel (CT) rules apply DTS will flag for a **Constructed Travel Worksheet (CTW)**. Here are some examples for a CTW and the Pre-Audit screen as in Figure 3-59. Review the *JTR* for constructed travel.
 - If your transportation mode <u>is not</u> by commercial or government managed air and instead is by a **Privately Owned Vehicle (POV)** and the *mileage exceeds 400 miles one-way or 800 miles round trip,* DTS <u>will flag</u> for a **Constructed Travel Worksheet (CTW)**. You will need to provide a justification for your transportation choice and per the *JTR*, attach a **CTW** to the trip.
 - If you don't attach a CTW, DTS provides the Advisory, CTW IS Required as well. (Figure 3-59). Once the CTW is attached, the Advisory, CTW IS Required no longer appears.
 - If your transportation mode <u>is not</u> by commercial or government managed air and instead is by a **Privately Owned Vehicle (POV)** and the mileage is 400 miles one-way or less or 800 miles round trip or less, DTS <u>will not</u> flag for a **Constructed Travel Worksheet (CTW)**. No CTW is required per the *JTR*.
 - When selecting POV mileage, and Aero Club Rental and Fees and the trip start date is after January 31st, 2025 then DTS will flag for a Constructed Travel Worksheet (CTW). You will need to provide a justification for your transportation choice and per the *JTR*, attach a CTW to the trip.
 - If you don't attach a CTW, DTS provides the Advisory, CTW IS Required as well. Once the CTW is attached, the Advisory, CTW IS Required no longer appears.
 - When selecting POV mileage, using multiple expense entries which exceed 800 miles, DTS <u>will</u> <u>flag</u> for a **Constructed Travel Worksheet (CTW)**. You will need to provide a justification for your transportation choice and per the *JTR*, attach a **CTW** to the trip.
 - If you don't attach a CTW, DTS provides the Advisory, CTW IS Required as well. Once the CTW is attached, the Advisory, CTW IS Required no longer appears.

ONSTRUCTED TRAVEL WORKSHEET	
privately owned vehicle was selected for mileage reimbursement and vorksheet is required to be completed and included in the Expenses so nder Documents.	d a constructed travel/cost comparison creen as a Constructed Travel Worksheet (CTW)
Justification to Approving Official *	Add Justification
ODGING NOT USED IIAMI,FL: No lodging reservations exist from 05/19/2025 to 05/22/2025	Add Reason Code
Justification to Approving Official *	 Add Justification

Figure 3-59: Other Auths and Pre Audits Screen - Constructed Travel Worksheet Flag

- Some flagged items (e.g., failure to use a contract airfare or required lodging type) also require you to provide a **Reason Code** explaining further the deviation from policy.
- When creating an authorization and the TDY location is to an OCONUS location with Quarters Available the default is the OCONUS IE rate of \$3.50. In the Per Diem table, Adjust Per Diem Amounts screen if you uncheck the OINC (the default) you will receive the Pre-Audit flag OCONUS INCIDENTAL EXCEEDED (Figure 3-60). DTS also triggers the Pre-Audit flag if you check Quarters Available and then uncheck the item. Be sure to provide a valid justification.

OCONUS INCIDENTAL EXCEEDED INCIDENTAL EXPENSE CLAIMED EXCEEDS ON-BASE OCONUS INCIDENTAL RATE OF \$	3.50
Justification to Approving Official *	Add Justification

Figure 3-60: Other Auths and Pre Audits Screen - OCONUS Incidental Exceeded

8.3.3 Advisories

Advisories alert you to items of potential concern or serve as a reminder. Unlike, Other Authorizations, Pre-Audit flags and Reason Codes, an Advisory doesn't require a justification.

• If you selected leave in the per diem table, you receive an **Advisory** (Figure 3-60). You should review the information (e.g., leave requested) before proceeding to the **Digital Signature** page.

	:	L Advisory
1	$\left \right $	LEAVE REQUESTED LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.
		< Back Continue >

Figure 3-60: Other Auths and Pre Audit Screen - Leave Requested Advisory

• If you are TDY to a military location, meals were not available, and you indicated as such in the **Per Diem** table, you receive an **Advisory** (Figure 3-61). You should review the information before proceeding to the **Digital Signature** page.

1 ADVISORIES	
CERTIFICATION OF MEALS UPDATE Traveler has certified that previously directed meals were not available.	
	< Back Continue >

Figure 3-61: Other Auths and Pre Audit Screen - Certification of Meals Update Advisory

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

8.4 Digital Signature Screen

You can open the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar** (Figure 3-62). **Note**: When navigating to the **Sign and Submit** page, the *"Show Previous Stamps"* will automatically be enabled. You do have the option to *"Hide Previous Stamps"* to collapse the items.



Figure 3-62: Sign and Submit Screen

On the **Digital Signature** page, to sign the voucher (Figure 3-63):

- 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 <u>only</u> 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.

e wł	r ip Voucher Status 2 where your trip voucher currently is in the approval process.		
<u>Ch</u>	eck document for errors		
	01/27/2025 08:29AM CREATED NAME Allison T Garcia COMMENT		
6	(Pending) SIGNED		
	DOCUMENT STATUS *	ROUTING LIST *	
	I agree to SIGN this document	CSD	~
	Additional Comments		Add Comments
		TODAY'S DATE	
	NAME		
	_{NAME} Allison T Garcia	01/27/2025	
	NAME Allison T Garcia By clicking "Submit" you are legally signing this doc	01/27/2025 ument to be submitted for routing and	approval.
	NAME Allison T Garcia By clicking "Submit" you are legally signing this doc The estimated transportation related expenses and actu different transportation mode than authorized by your a	01/27/2025 ument to be submitted for routing and al reimbursement may be reduced if travel is AQ.	approval.

Figure 3-63: Digital Signature Screen

6. Once you sign the voucher, you do see additional screens (Figure 3-64).

This trip record is accurate and represer	nts a legal claim for reimbursement. I	understand there are severe
criminal and civil penalties for knowing	ly submitting a false, fictitious or frau	Idulent claim (18 USC Sections
287 and 1001, and 31 USC Section 3729)		
reported and returned to the TMC as so on the <u>DTMO website</u> .	on as possible for the applicable cred	lit. Instructions can be found
	Cancel	LODTIPE and LODTINIA



The Confirm Submission screen informs:

- You are submitting a valid claim and you understand there are legal penalties for knowingly submitting a false claim.
- You to return any unused paper tickets to the Government.

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

Note: If you do need to print your document, you can do so from the **My Travel Documents** screen. Locate the document. Go to the end of the row. Select the **options** (3-dot icon). The window expands. Select **Print Voucher**. The .pdf is the DTS **Default** version to download and print.

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

Chapter 9: Additional Assistance

9.1 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 <u>DTMO</u> website at <u>https://www.travel.dod.mil/Support/Local-Level-Travel-Assistance/</u> and at the bottom of the <u>DTS Home</u> page.

9.2 Training Opportunities

The DTMO Passport portal provides access to <u>Travel Explorer (TraX)</u> which offers a variety of on-demand Webbased 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.

9.3 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 <u>Training Search Tool</u>.

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=gbMwVEbHaPbIwIaXw4V1jg%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/	

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	
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,	https://media.defense.gov/2022/May/12/2002995647/-1/-	
Trifold	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	https://media.defense.gov/2021/Nov/08/2002889431/-1/-	
Paper	1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF	
DTS Overview, Information	https://media.defense.gov/2022/May/11/2002995237/-1/-	
Paper	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	https://media.defense.gov/2022/May/12/2002995644/-1/-	
Paper	1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF	
Foreign Military Sales,	https://media.defense.gov/2021/Nov/08/2002889202/-1/-	
Information Paper	1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF	
How to Make Rail Reservation	https://media.defense.gov/2024/Mar/04/2003404230/-1/-	
Using DTS, Information Paper	1/0/HOW_TO_MAKE_RAIL_RESERVATIONS_USING_DTS.PDF	
How to Print a DTS Document.	https://media.defense.gov/2024/Oct/08/2003561592/-1/-	
Information Paper	1/0/PRINT_A_DTS_DOCUMENT.PDF	
Making Changes to DTS,	https://media.defense.gov/2022/May/12/2002995780/-1/-	
Documents Information Paper	1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF	
Renewal Agreement Travel,	https://media.defense.gov/2022/May/13/2002996904/-1/-	
Information Paper	1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF	
Restricted Airfare in DTS,	https://media.defense.gov/2022/May/13/2002996901/-1/-	
Information Paper	1/0/LOOK_AHEAD_IP_2.PDF	
Updating an Authorization,	https://media.defense.gov/2022/May/13/2002996882/-1/-	
Trifold	1/0/UPDATINGITINERARYAUTH.PDF	
Updating a Voucher, Trifold	https://media.defense.gov/2022/May/13/2002996883/-1/- 1/0/UPDATINGITINERARYVOU.PDF	
Self-Approving Official,	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-	
Information Paper	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	