GUIDE

DefenseTravel Management Office

Defense Travel System (DTS) Guide 3: Voucher

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Revision History

Revision	Date	Authorization	Change Description	Page, Section
3.17	01/27/25	DTMO	General Review Updated screen shots Chapter 2 Updated screen shots Chapter 3 Updated section on blue banner added screen shot Added new screen shots and wording Chapter 4 Added new lodging screen shots for the ILP banner Added daily meal breakdown screen shot Updated screen shots Updated screen shots Updated screen shots	Throughout Pages 7-8 Pages 9-10 Pages 11-12 Pages 11-36 Pages 37-39 Page 40 Pages 46-49 Pages 53-55 Page 61
3.18	04/08/25	DTMO	Updated System Alerts Updated DTMO screen shot Updated Constructed Travel wording and screen shots Updated OCONUS IE Updated Profile Updated Pre-Audit section	Page 5 Page 7 Pages 24-26 Page 48 Page 54 Page 60-62
3.19	05/07/25	DTMO	Added CONUS and OCONUS lodging taxes process reminder Added Rental Car – Fuel when additional driver	Pages 25 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 how to create a voucher appear later in this guide. Here are some general guidelines when you need to process a claim:

1. Review the *JTR*, 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 *JTR* 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 *DTS Guide 1: Getting Started* and the *DTA Manual, Chapter 7: People*.

2. If there are module change which could impact the way the user interacts with the system.

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

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

   - If you are in DTS, you will be presented with **a Logout due to Inactivity** warning after 9 minutes, with a 60 second countdown, letting you know 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 *DTS Guide 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 *Home* page, contact your local IT to verify your allowable browsers and enable pop-ups, install JavaScript and DBsign on your pc. See the bottom of the DTS *Home* page, Need More Assistance? for the requirements.

1.3 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. 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:
  - "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:
  - "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:
  - "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:
  - "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 **Itinerary** 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 *DTMO* website (Figure 3-0) provides information about *Programs*, *Policy & Regulations*, *Compliance*, *Training* and more to assist with travel. The DTMO *Training Search Tool* provides numerous entries (e.g., guides, manuals, information papers, trifolds) to support DTS users. Visit the DTMO site for the most current resources.

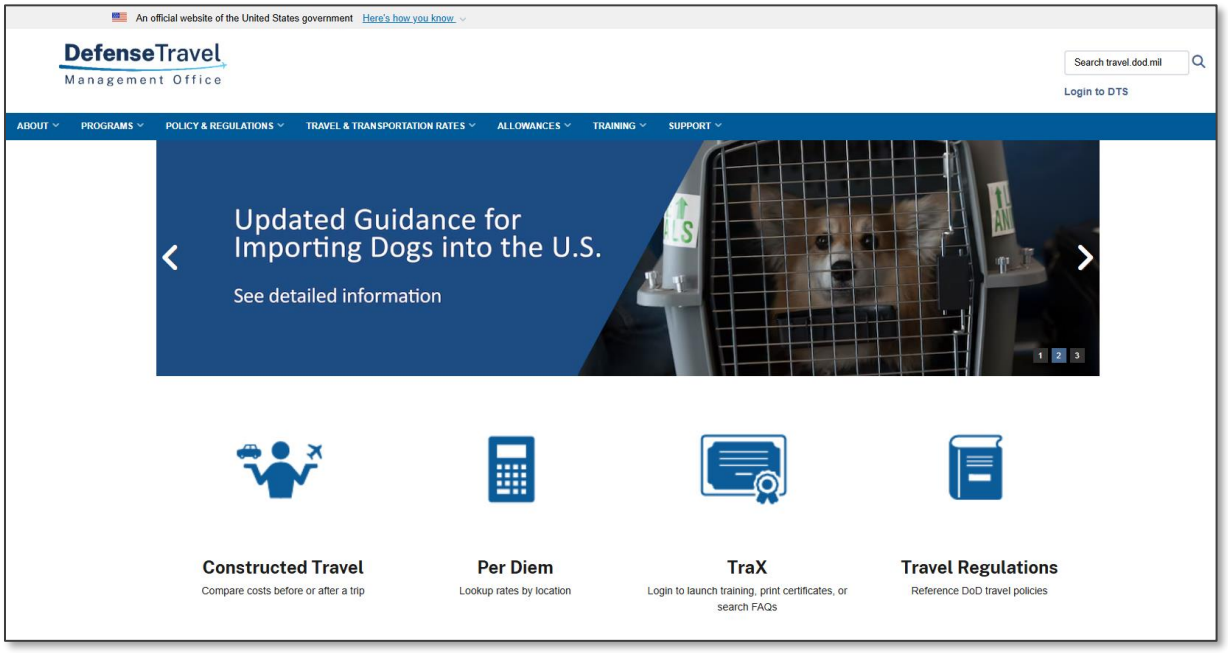


Figure 3-0: DTMO Website

Chapter 2: Create a Voucher

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

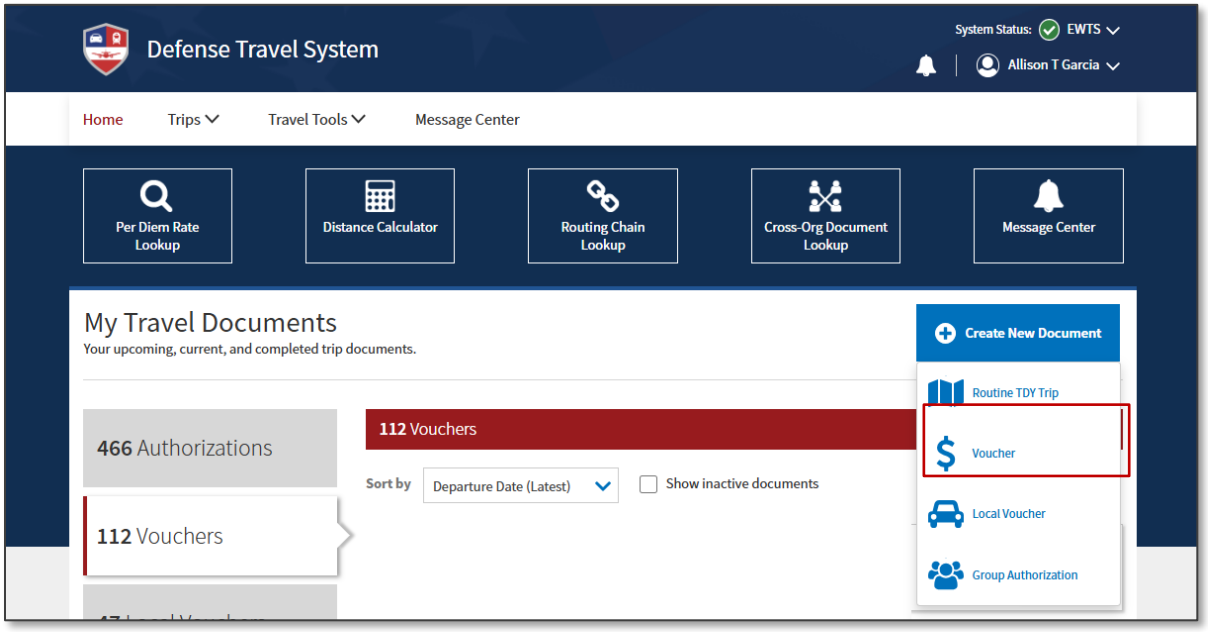


Figure 3-1: DTS Dashboard

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.

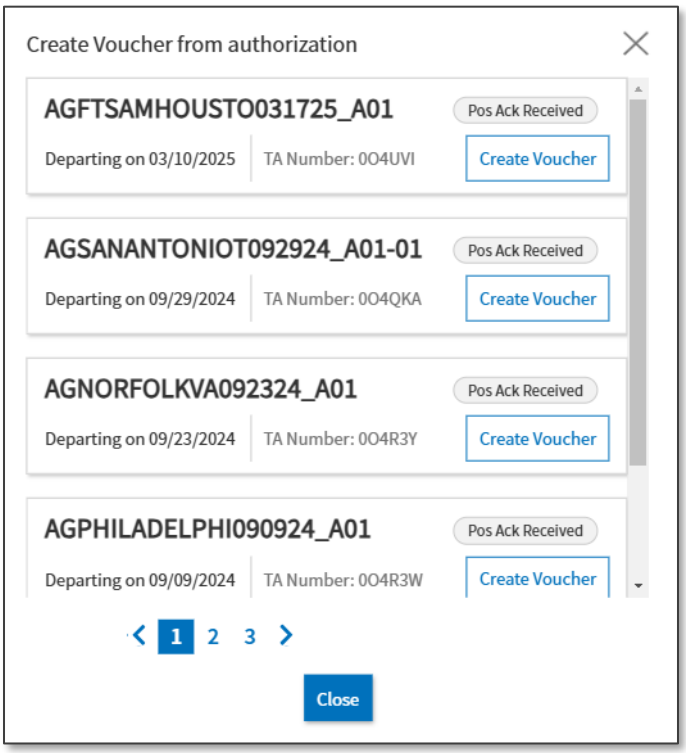


Figure 3-2: Create Voucher from Authorization Screen

1. 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).

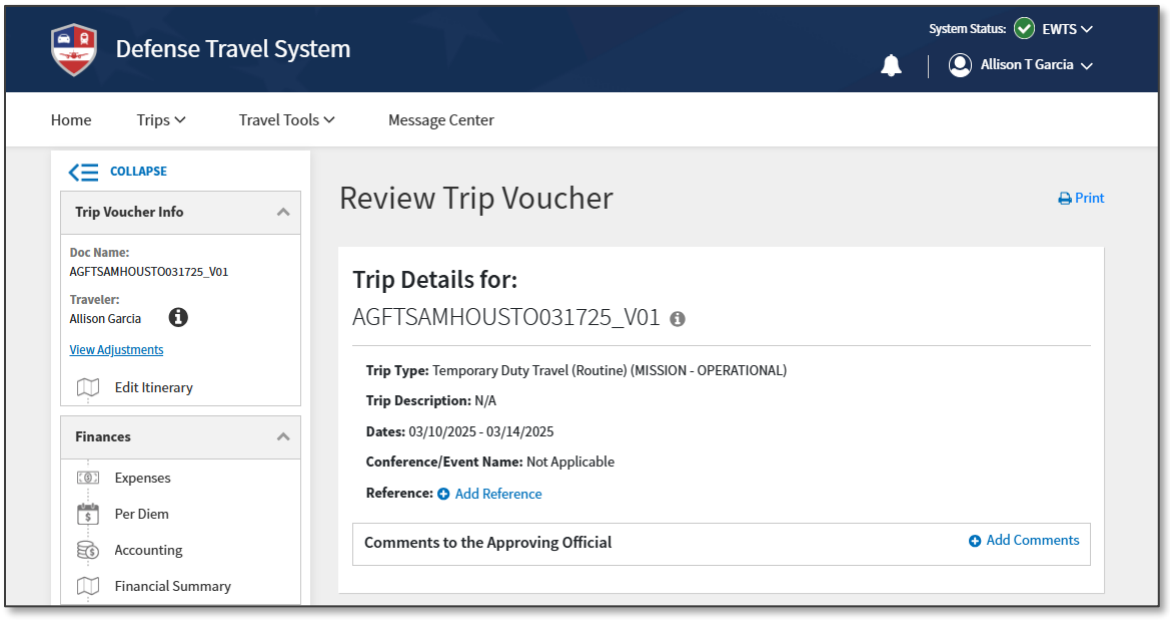


Figure 3-3: Review Trip Voucher Screen

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.
    - **Edit Itinerary**
    - **Finances**
        - Expenses
        - Per Diem
        - Accounting
        - Financial Summary
    - **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**.

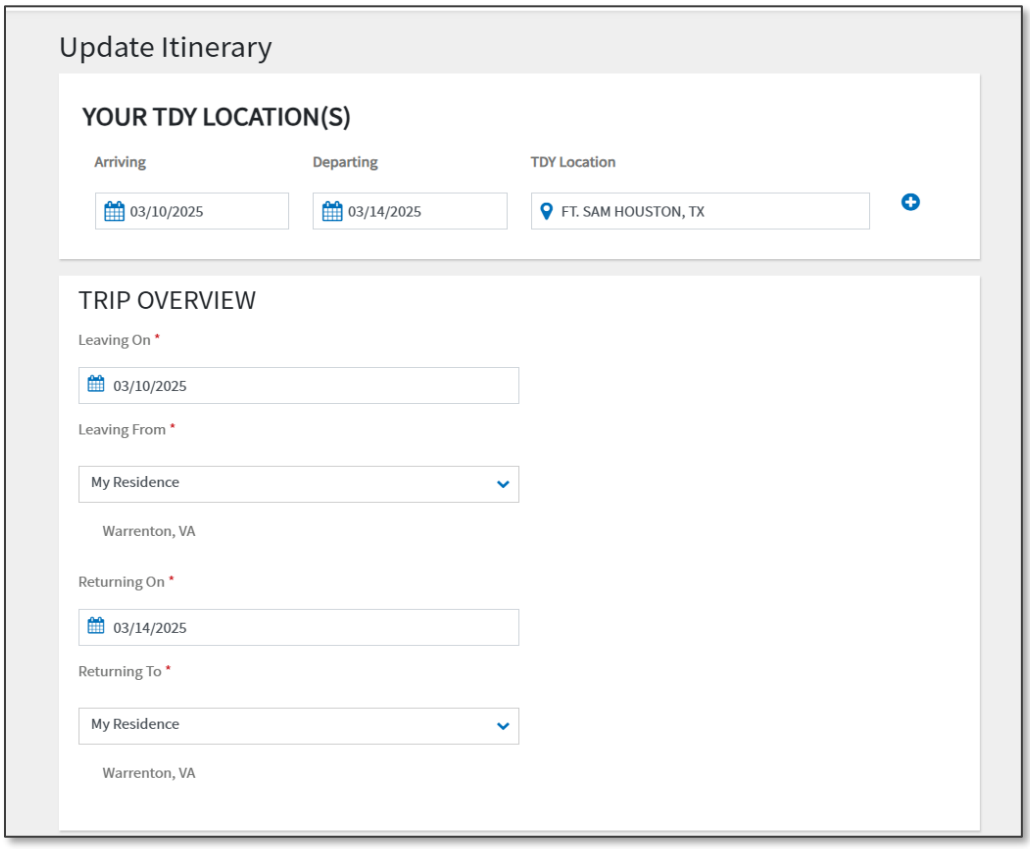


Figure 3-4: Update Itinerary Screen - Top

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**.

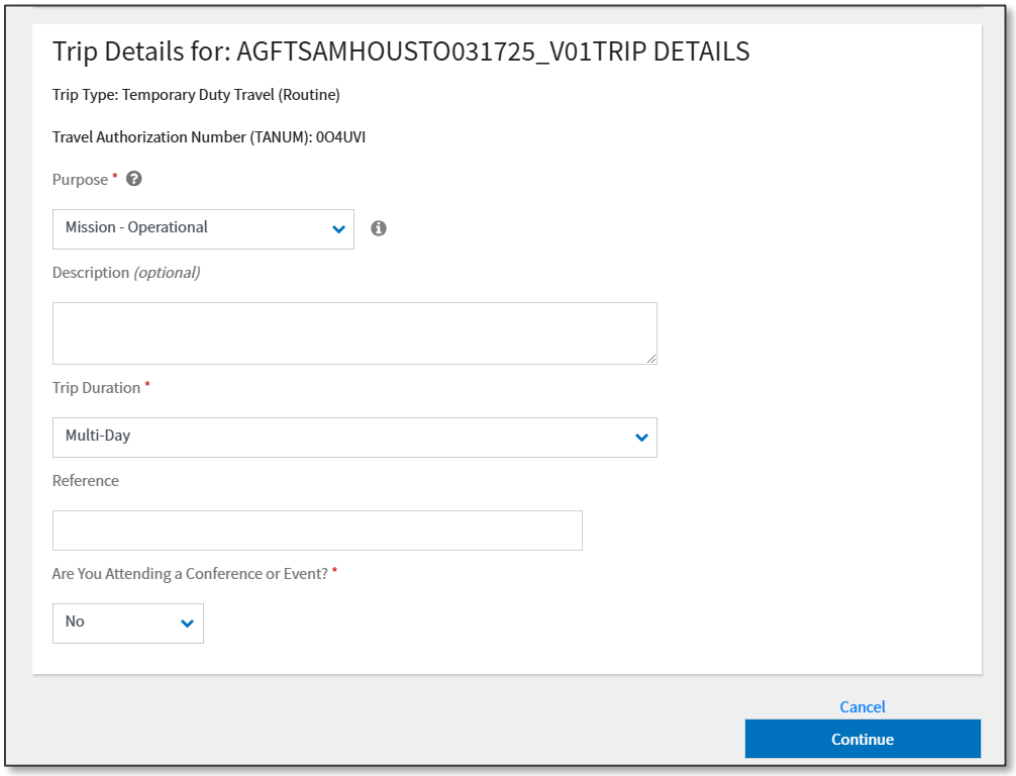


Figure 3-4: Update Itinerary Screen - Bottom

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 actual 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.

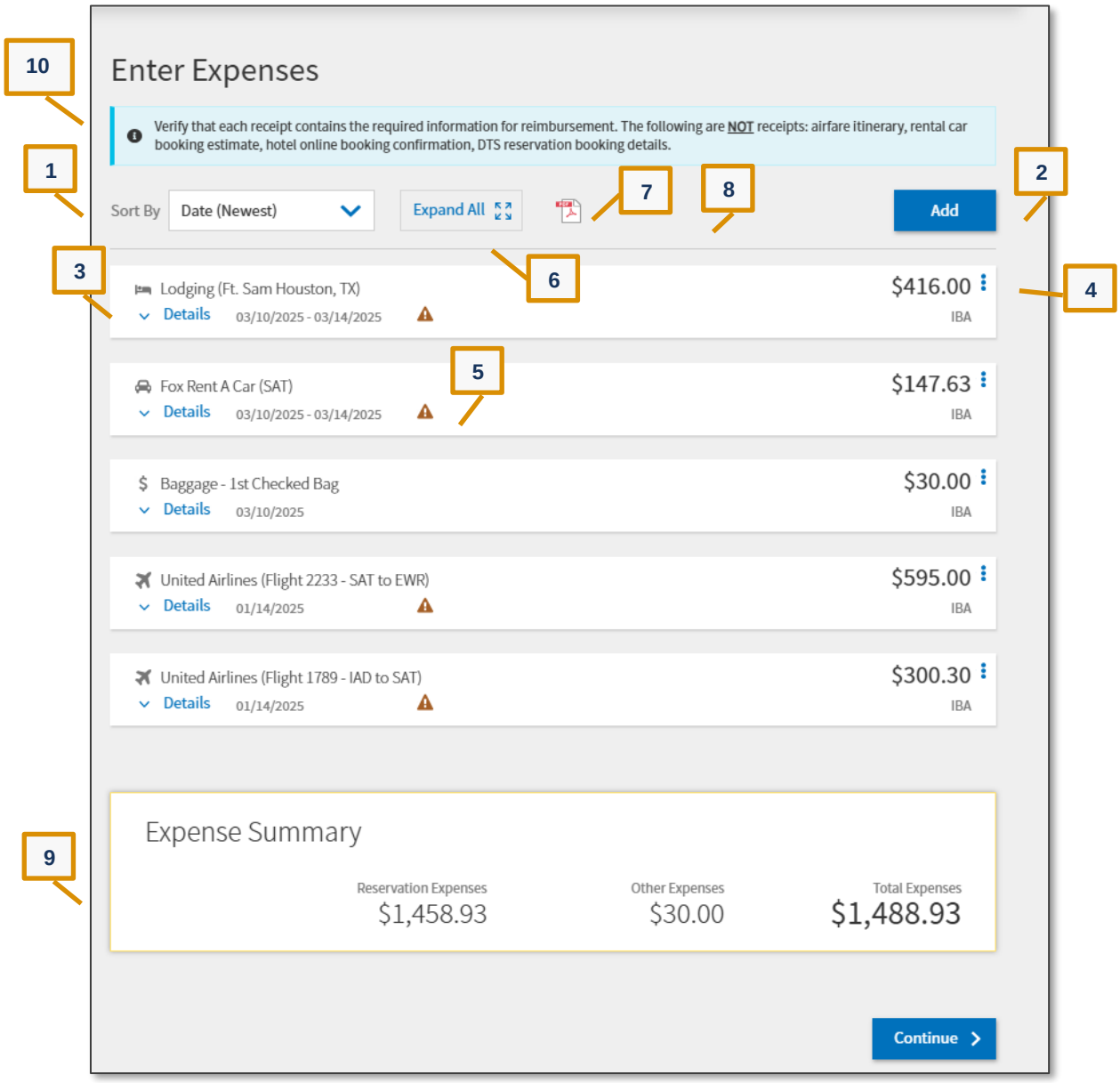


Figure 3-5: Enter Expenses Screen - Added Expenses

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.

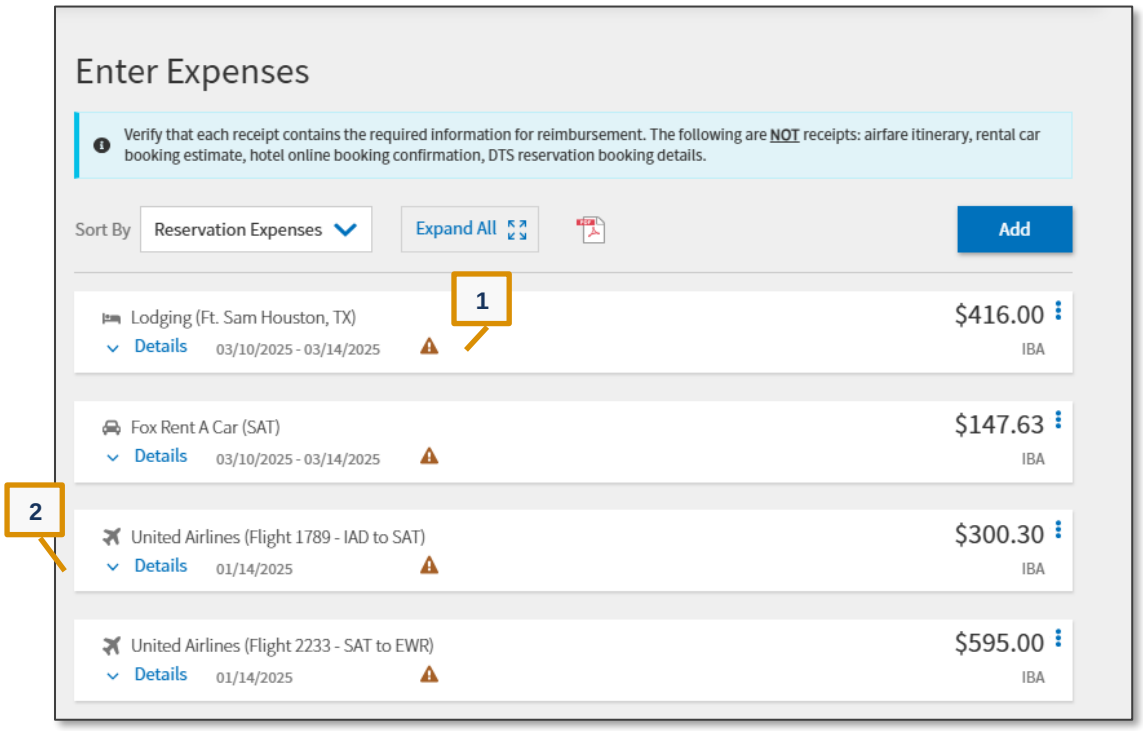


Figure 3-6: Enter Expenses Screen – Receipt Icons

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.

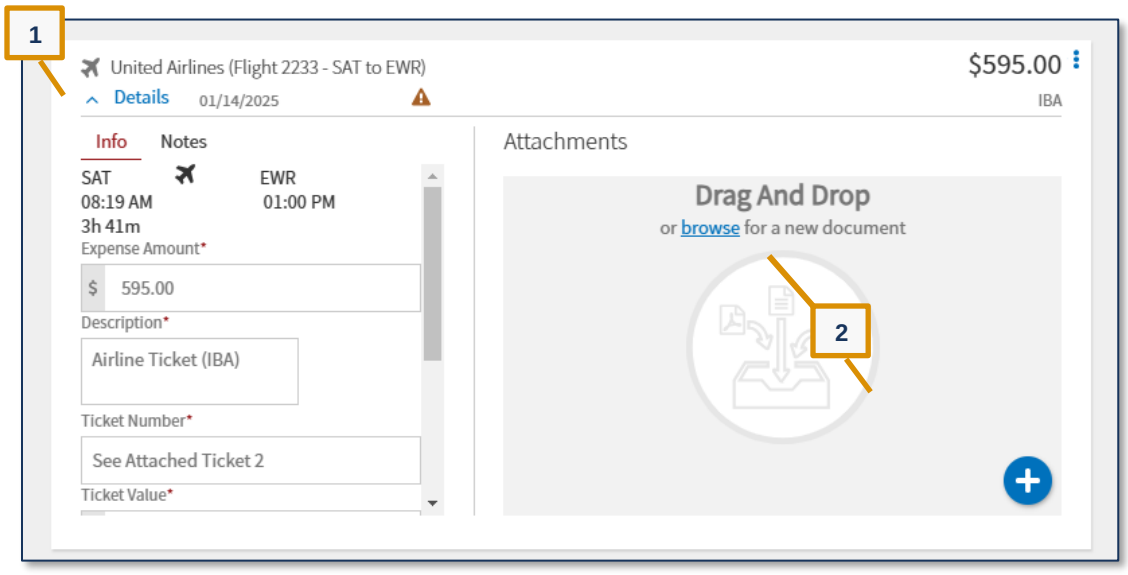


Figure 3-7: Details – Airfare Expense

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).
2. 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.

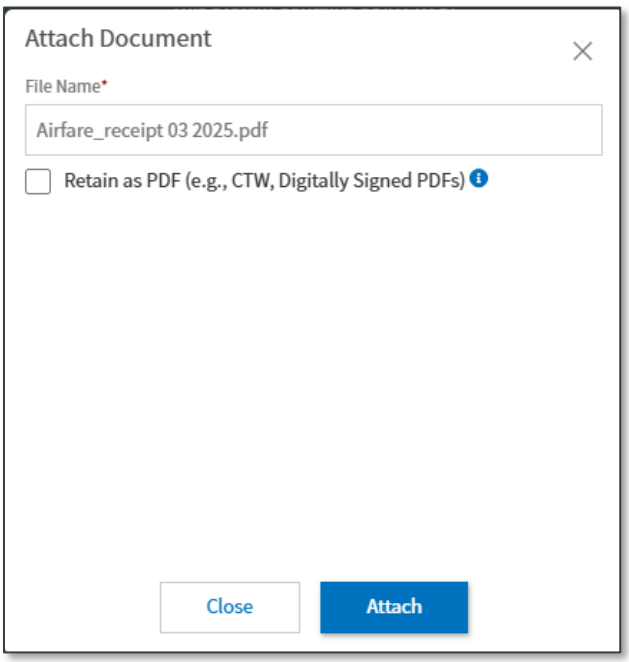


Figure 3-8: Attach Document Screen

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)

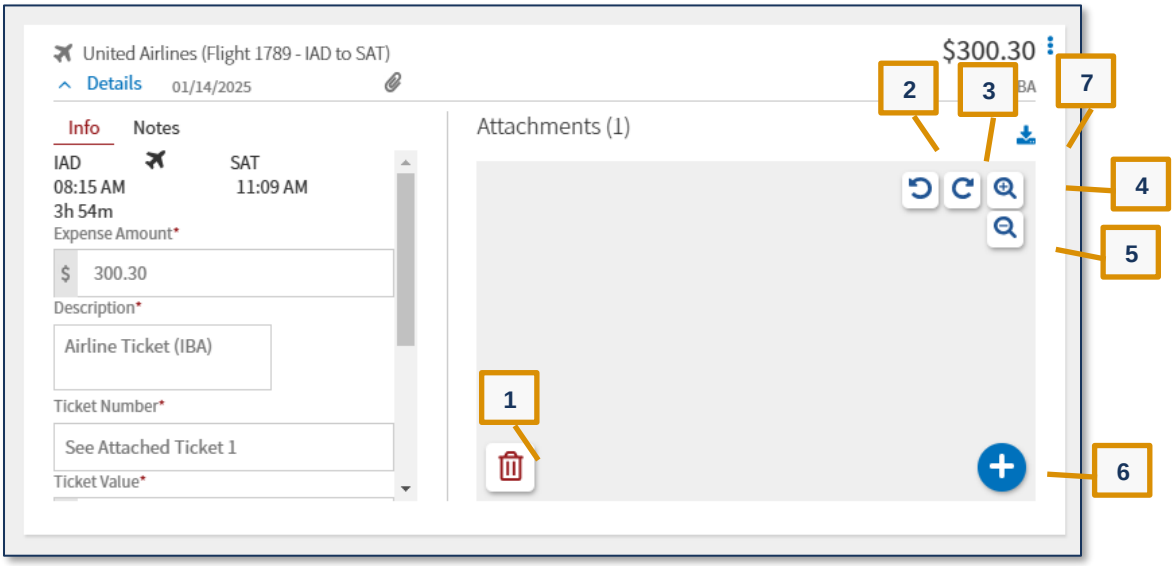


Figure 3-9: Attachment – Airfare Receipt

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 did not 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.

Table 3-1: Expenses in a Voucher

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)

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 – TDY Area • 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*.

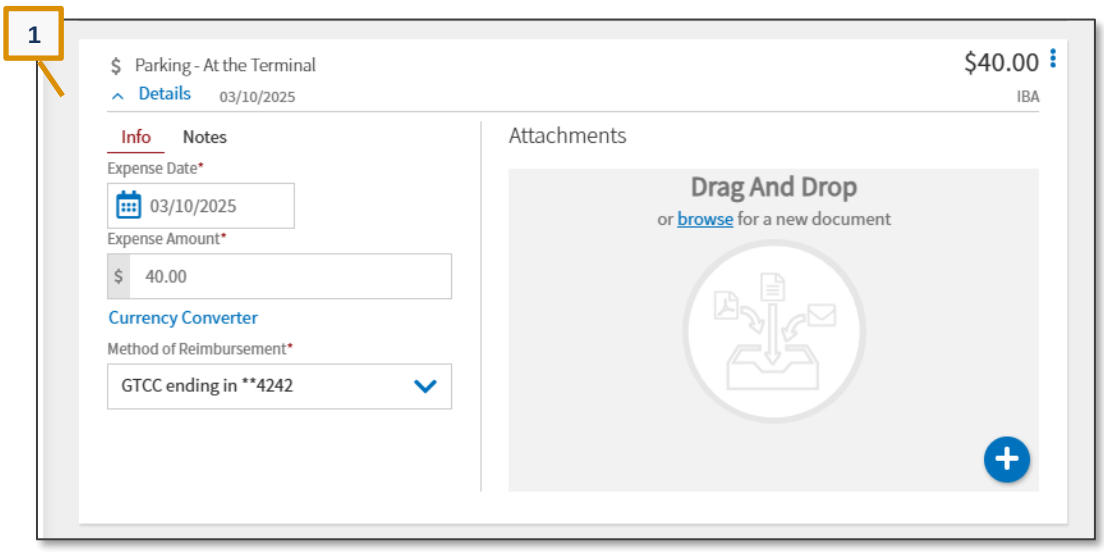


Figure 3-10: Expenses Screen Options

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.
2. Locate the expense item and choose **Details** (Figure 3-11, Indicator 1). The **Details** screen opens to Info (Figure 3-12, Indicator 1).

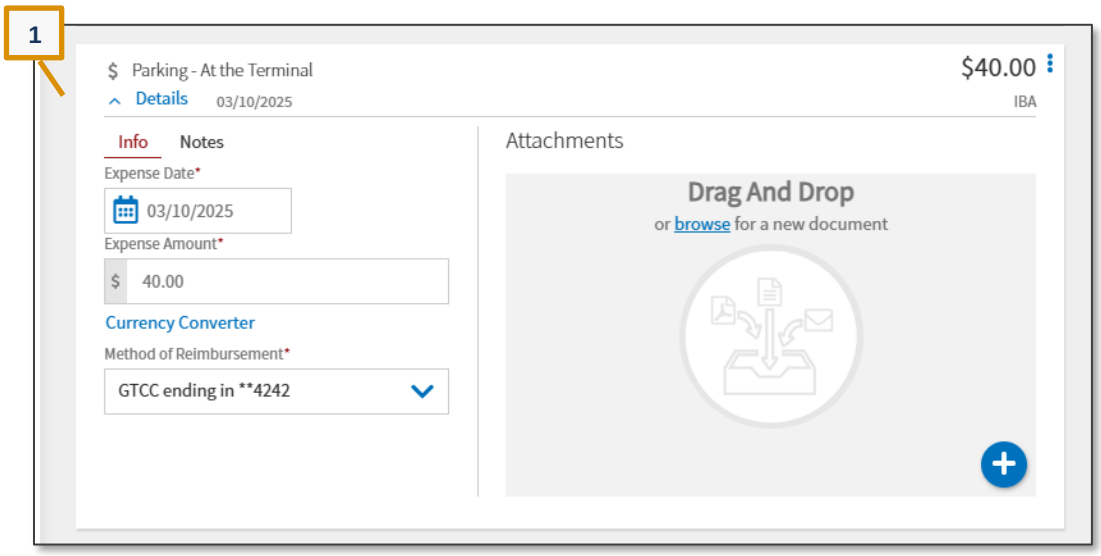


Figure 3-12: Expense Details Screen

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

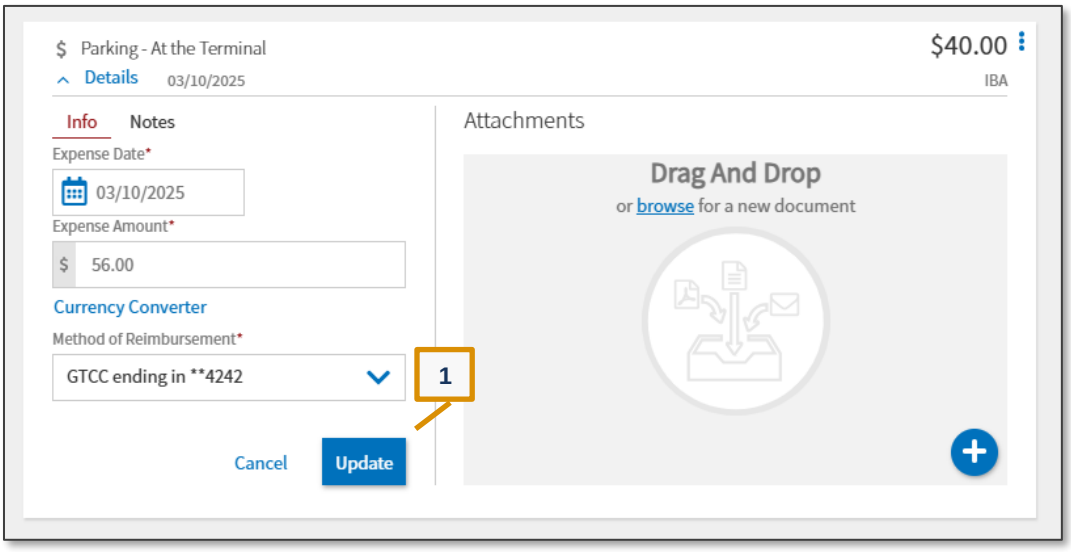


Figure 3-13: Expense Details Screen - Update Option

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).

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.

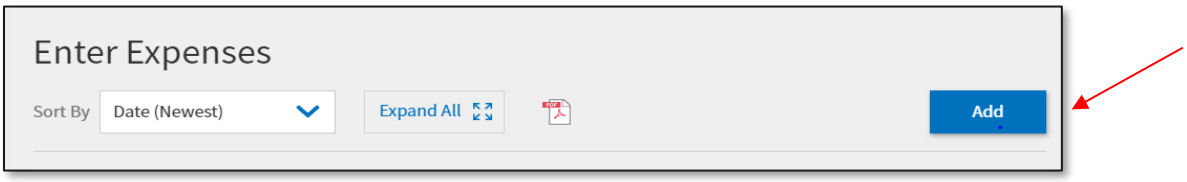


Figure 3-15: Enter Expense Screen - Add

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

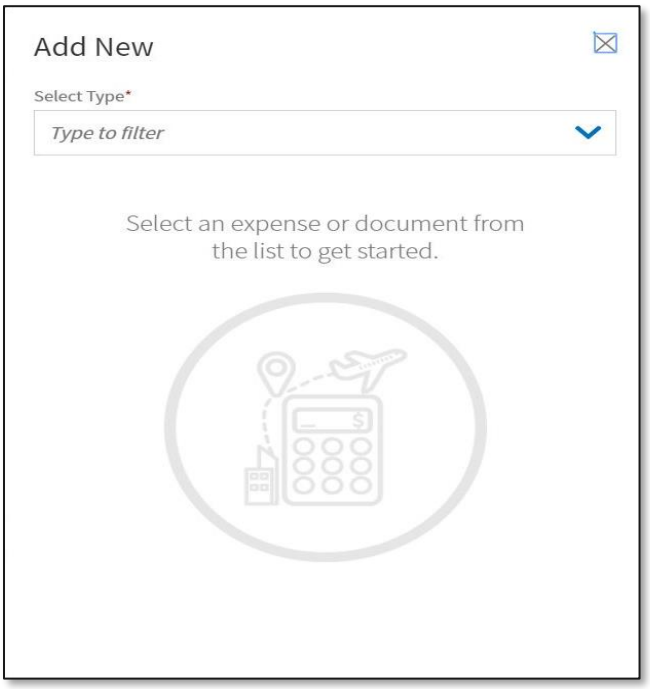


Figure 3-16: Add New Window

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.

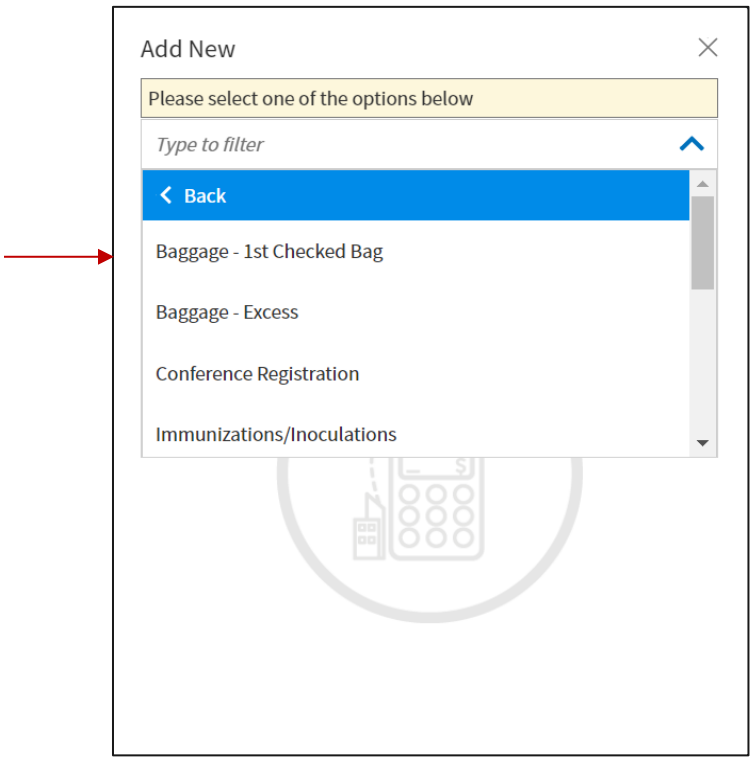


Figure 3-17: Add New Screen - Specific Expense

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

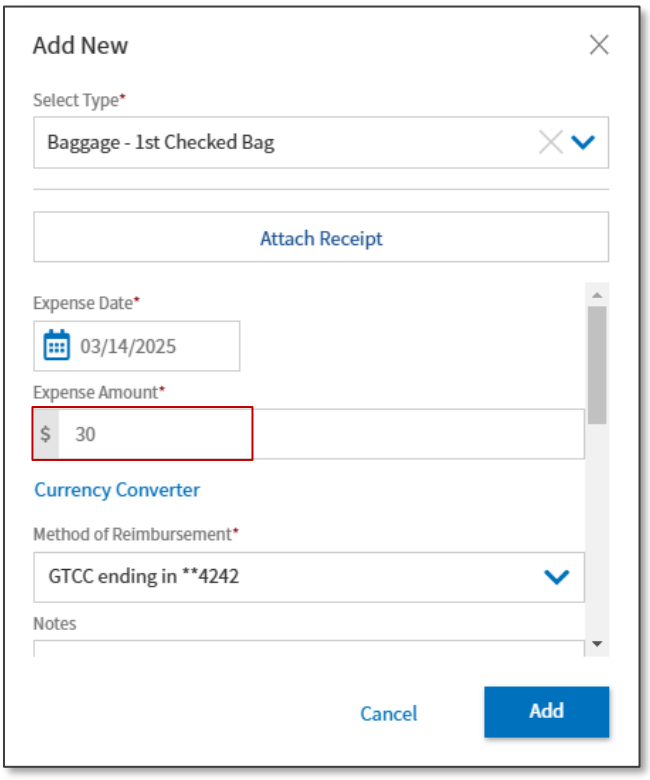


Figure 3-18: Add New Screen - Expense Added

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

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).

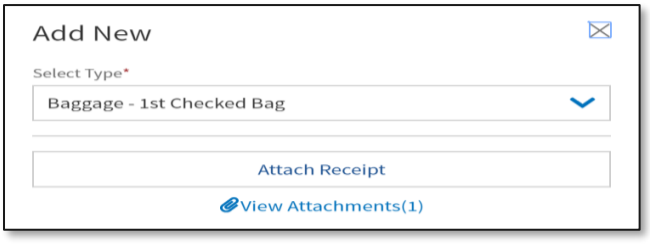


Figure 3-20: Add New Screen - View Attachments

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).

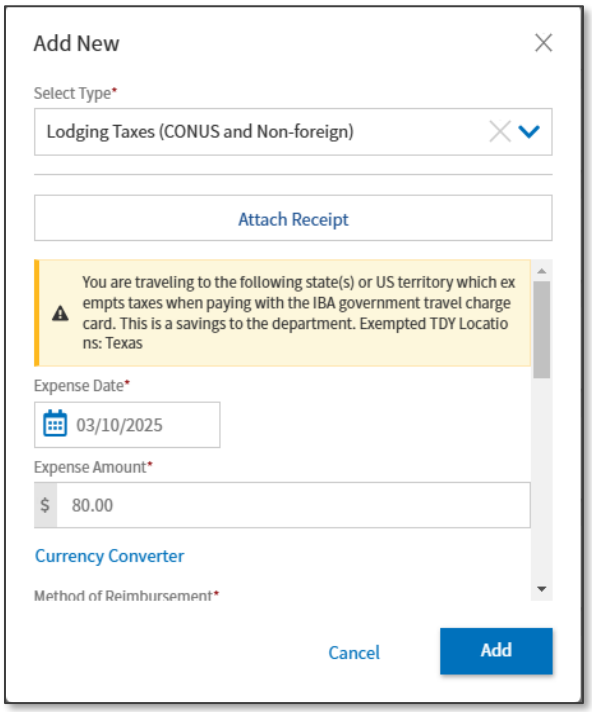


Figure 3-21a: Add New Screen - Expense Details

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.
- Follow your local business rules for voucher processing and audit support.

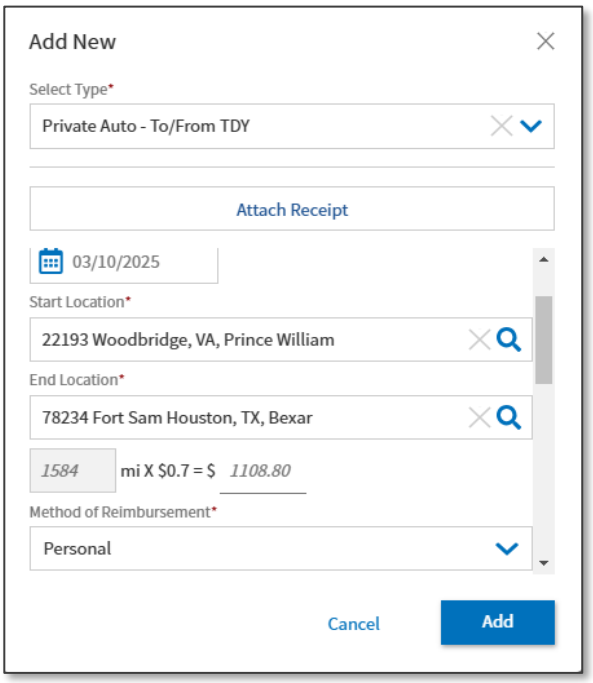
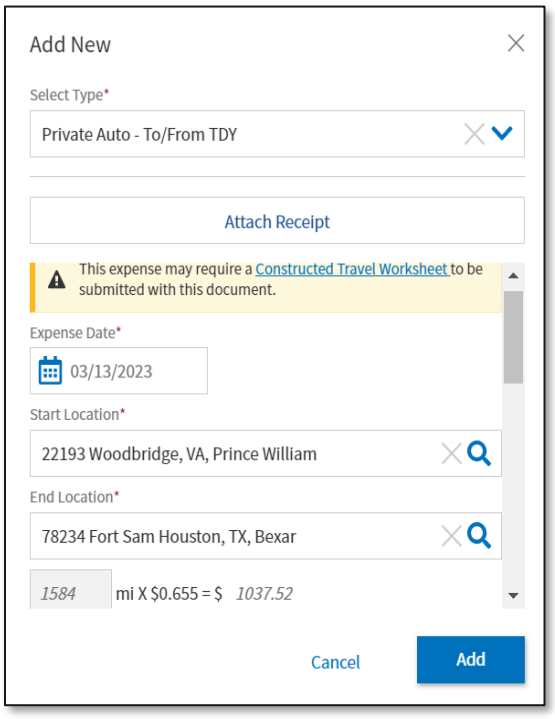


Figure 3-21b: Add New Screen - Expense Details

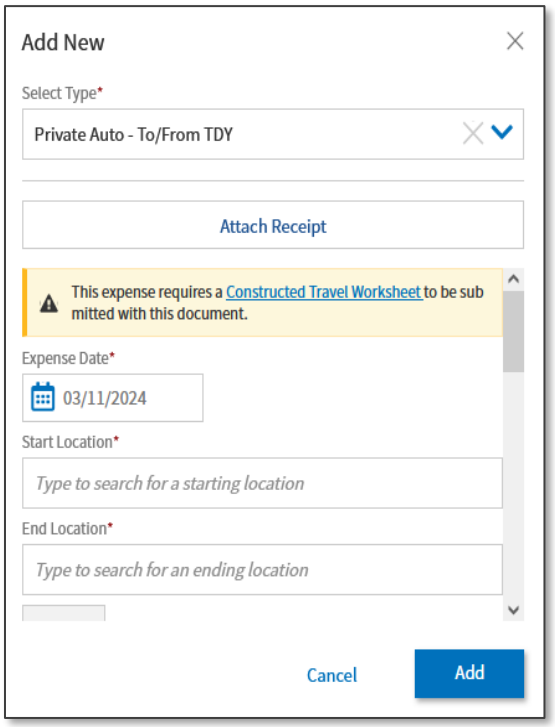
Key Note 3: When choosing **Mileage, Private Auto – To/From TDY** or **Mileage, Private Motorcycle – To/From TDY** DTS *may or may not require* you to complete a **Constructed Travel Worksheet (CTW)**. There are 3 different CTW warning messages you *could* receive based on the **Trip Start** date (Figure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

- When a trip is created before March 1st, 2024, 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.



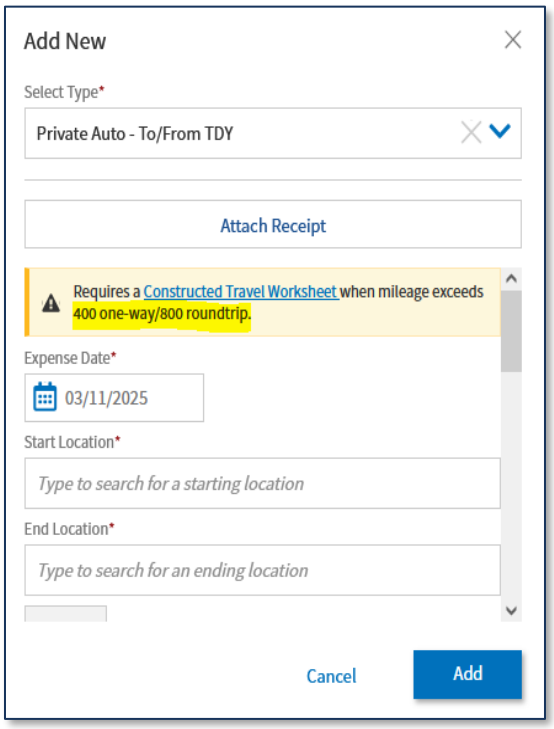
3-21c: Add New Screen - May Require a CTW

- When a trip is created *between* March 1st, 2024 and January 31st, 2025, 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.



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

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



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

Key Note 4: The *JTR* no longer 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 after January 31st, 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 *https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/*, 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, *Introduction to Constructed Travel* and the *TraX, WBT DTS (Special Topics) - Constructed Travel* 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).

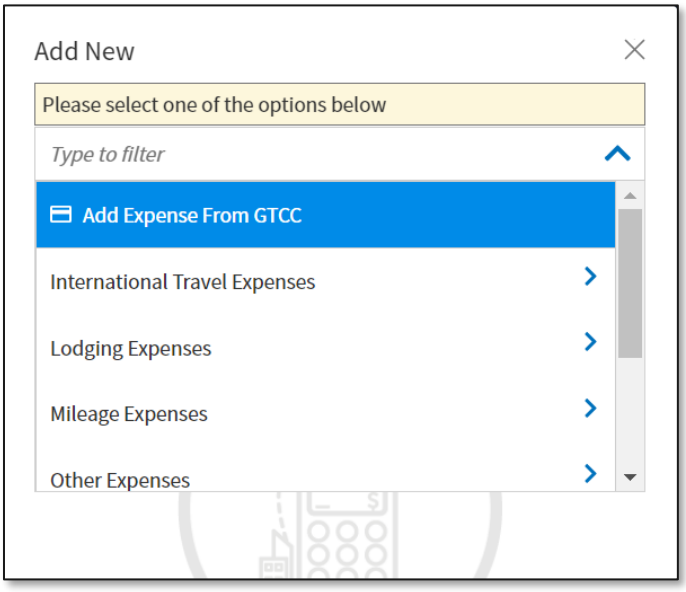


Figure 3-22: Add New Screen

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

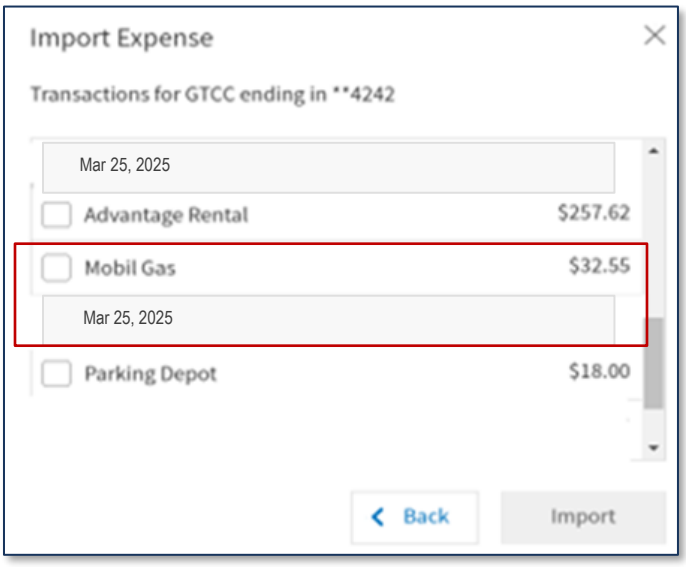


Figure 3-23: Import Expense Screen

- 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.

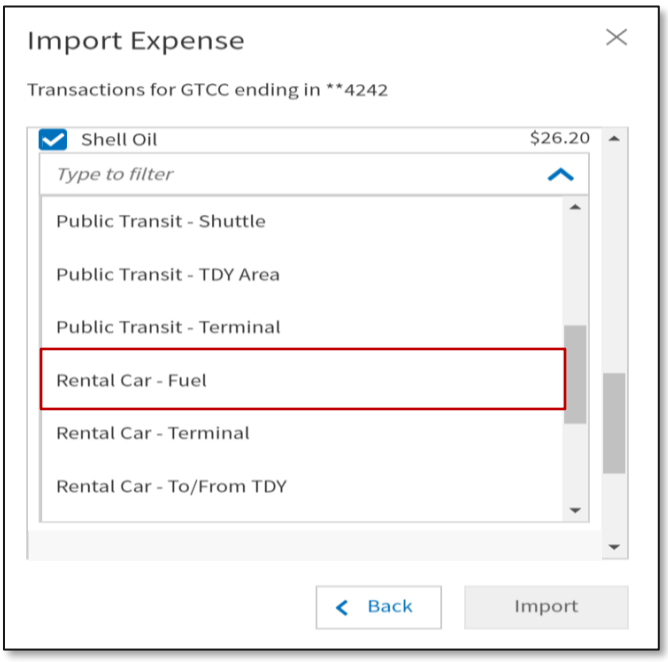


Figure 3-24: Import Expense Screen - Rental Car Fuel

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.

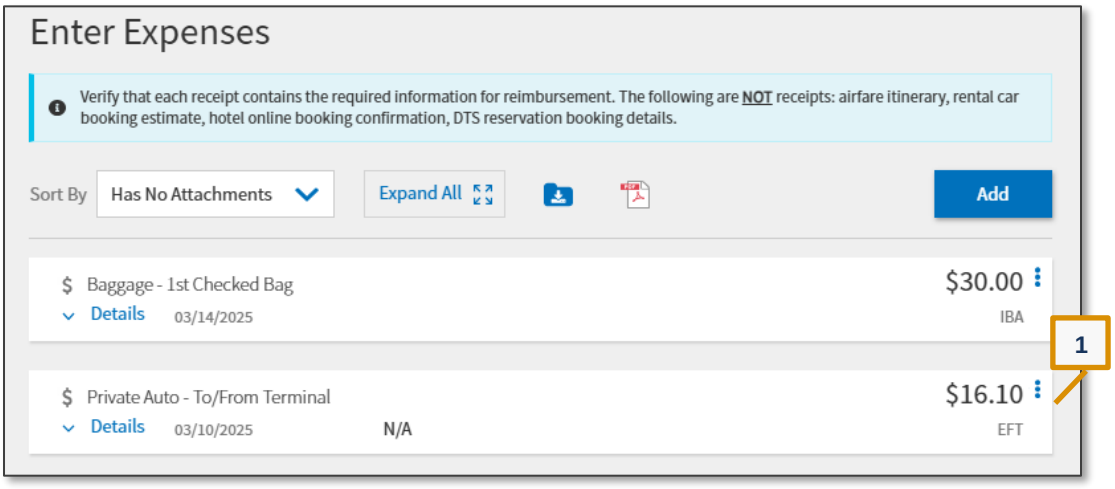


Figure 3-25: Duplicate Expense Option

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

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.

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).

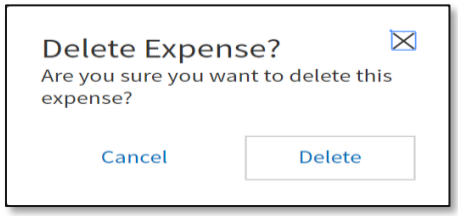


Figure 3-28: Delete Expense Screen

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 *Constructed Travel Worksheet (CTW) Home* 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.

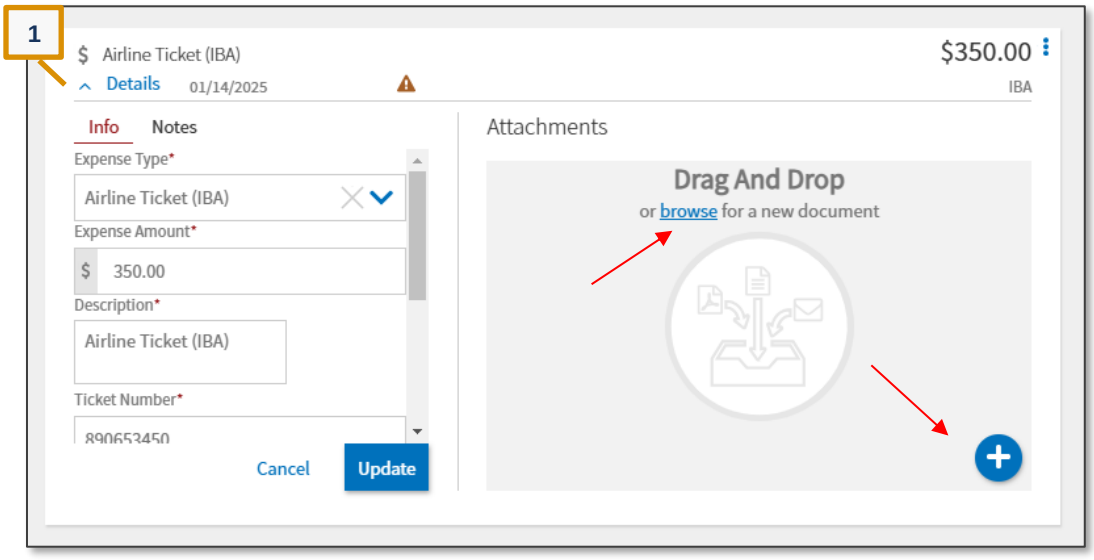


Figure 3-29: Details Attachments Screen

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.

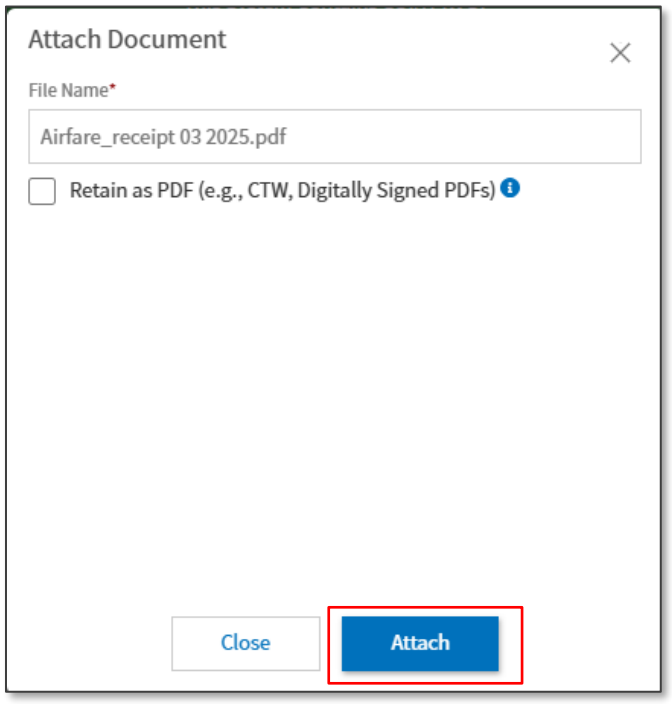


Figure 3-30: Attach Document Screen

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).

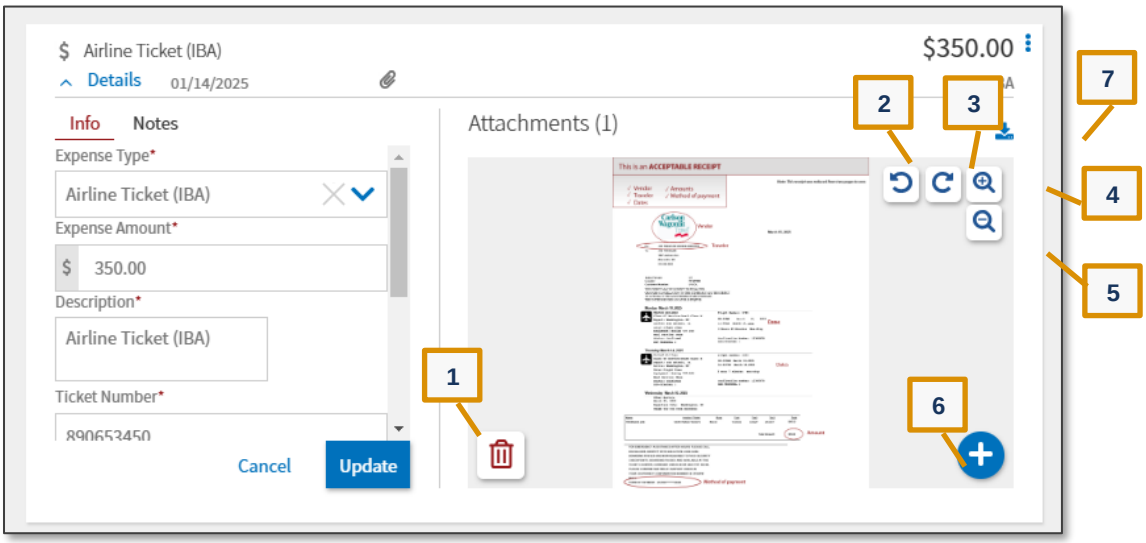


Figure 3-31: Attachment Screen - Air Receipt

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).

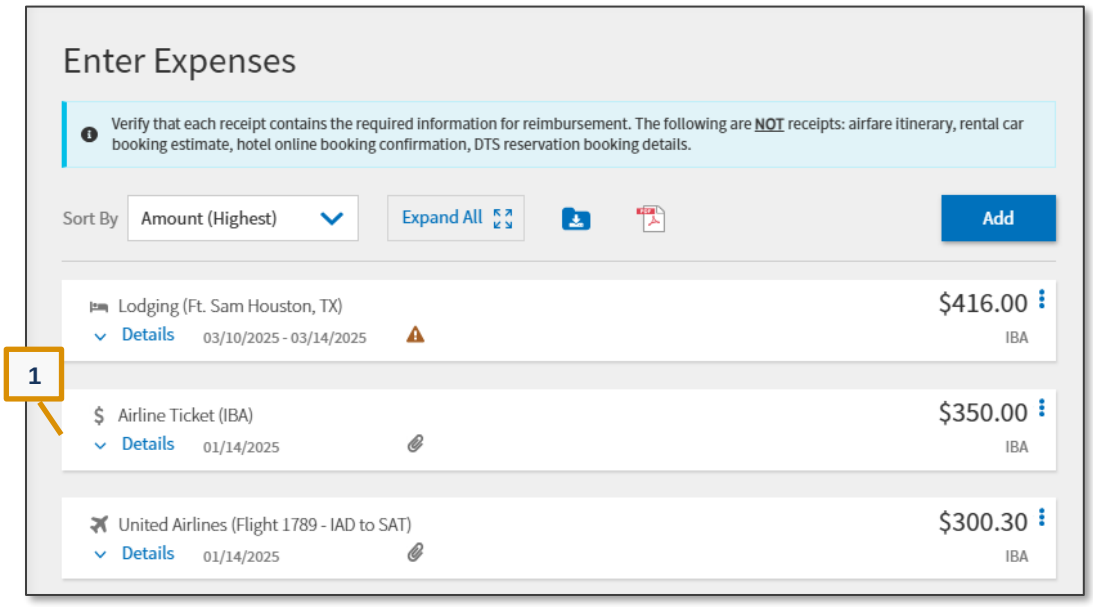


Figure 3-32 Attached Document Icon

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.

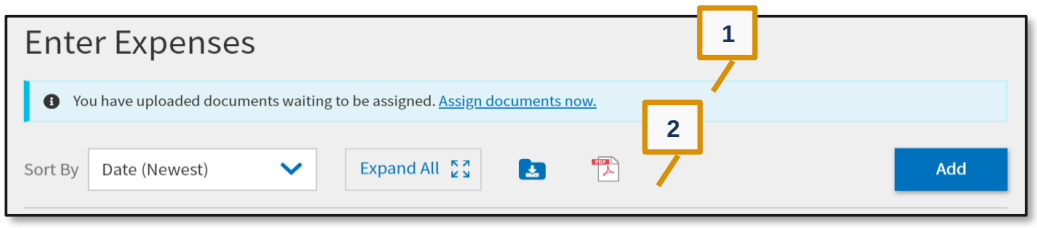


Figure 3-33: Enter Expenses Screen - Assign Documents Message

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

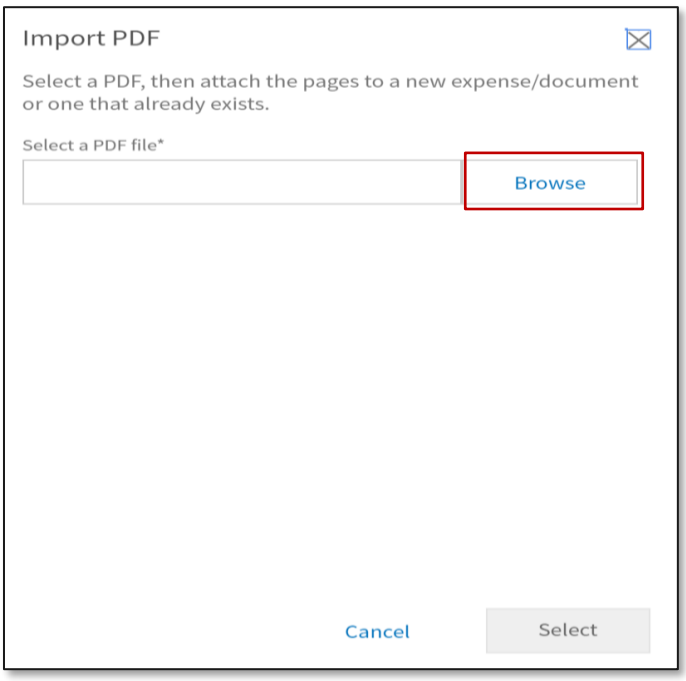


Figure 3-34: Import PDF Window

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

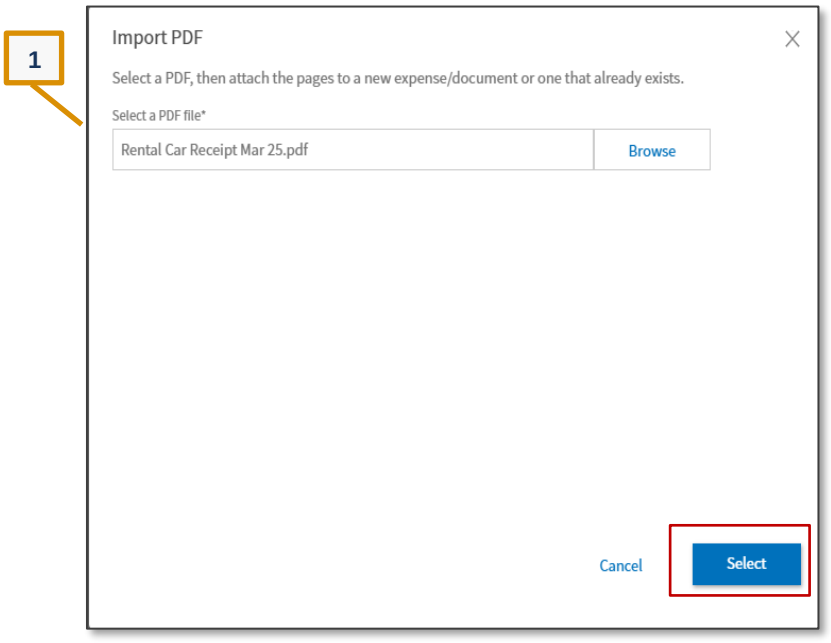


Figure 3-35: Import PDF Screen - Rental Car Receipt

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.

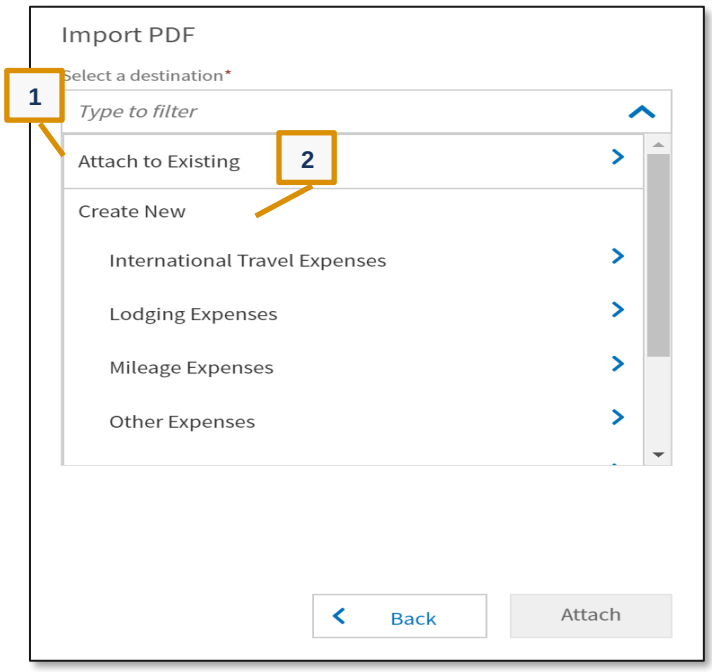


Figure 3-36: Import PDF Screen - Attach file to an Expense

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

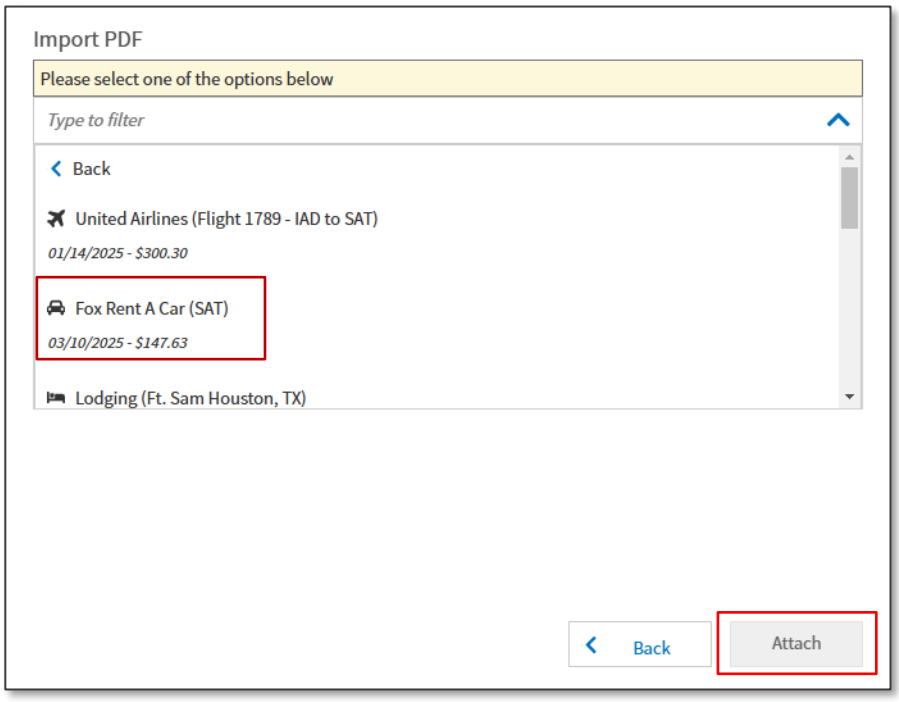


Figure 3-37: Import PDF Screen - With Rental Car Expense Selected

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.

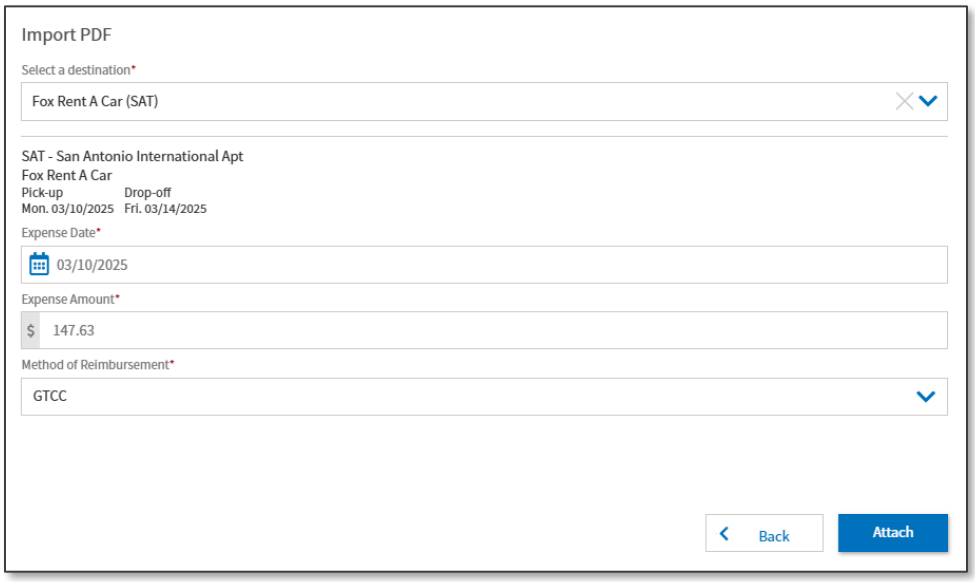


Figure 3-38: Import PDF Screen - Attached Message

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

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).

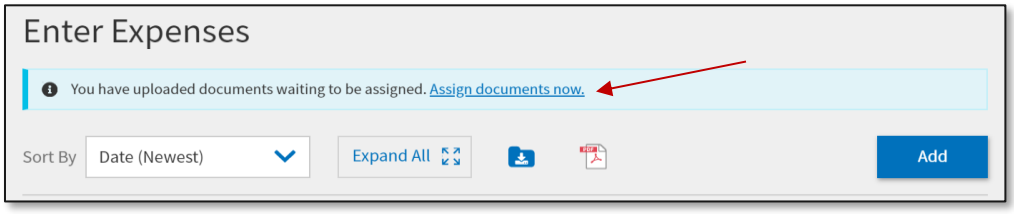


Figure 3-40: Enter Expenses Screen - Assign Documents Message

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

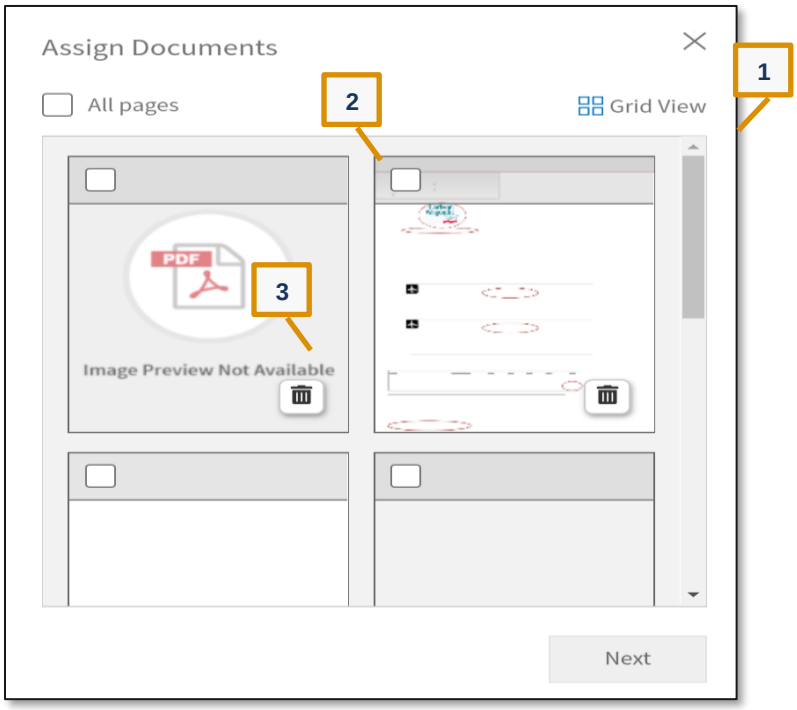


Figure 3-41: Assign Documents Screen - Grid View

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.
- 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).

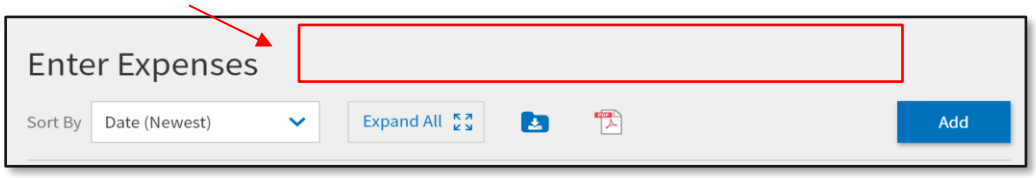


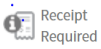
Figure 3-42: Enter Expenses Screen - No Message for Unassigned Documents

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

COMMON ICONS IN A VOUCHER		
ICON	**APPEARS**	**DESCRIPTION**
	Area Header	Provides more information for an item.
	Expense Type	Identifies an expense on the **Progress Bar**.
	Expense Type	Identifies an expense that is not a reservation expense.
	Expense Type	Identifies a flight expense.
	Expense Type	Identifies a rental car expense.
	Expense Type	Identifies a lodging expense.
	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).
	Attaching, Editing and Removing Documents	Rotates an image right / left under **Details** (expense item).
	Attaching, Editing and Removing Documents	Zooms an image in / out under **Details** (expense item).
	Expenses - Document Column	Warning required receipt is missing.
N/A	Expenses - Document Column	Receipt not applicable.
	Expenses - Document Column	Number changes to show how many receipts are attached; select to choose one and view it.
	Expenses - Document Column	Attached file to an expense item.
	Review Trip Screen	Receipt is required for this expense
	Expenses – Actions Column	Options icon appears for every entered expense; select to duplicate or delete an expense item.

Chapter 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 Expense**s screen, you can select the **Lodging** quick access option to **Edit Per Diem** (Figure 3-43).

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 *DTS Guide 2: Authorizations* for more details.

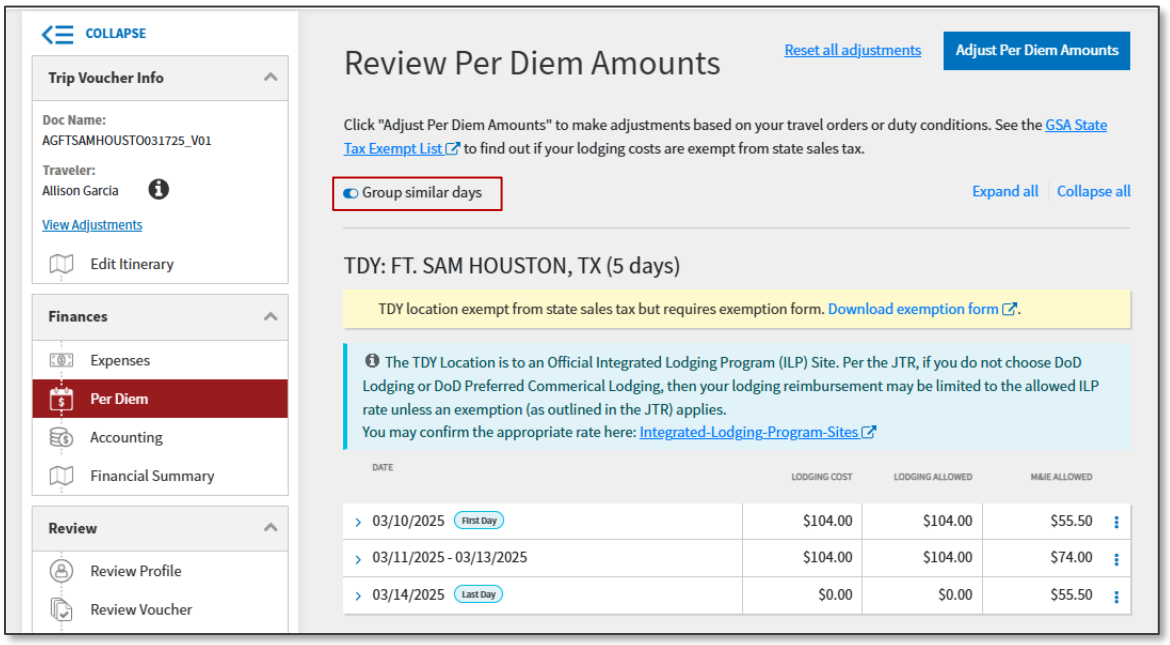


Figure 3-44:a Review Per Diem Amounts Screen - Days Grouped

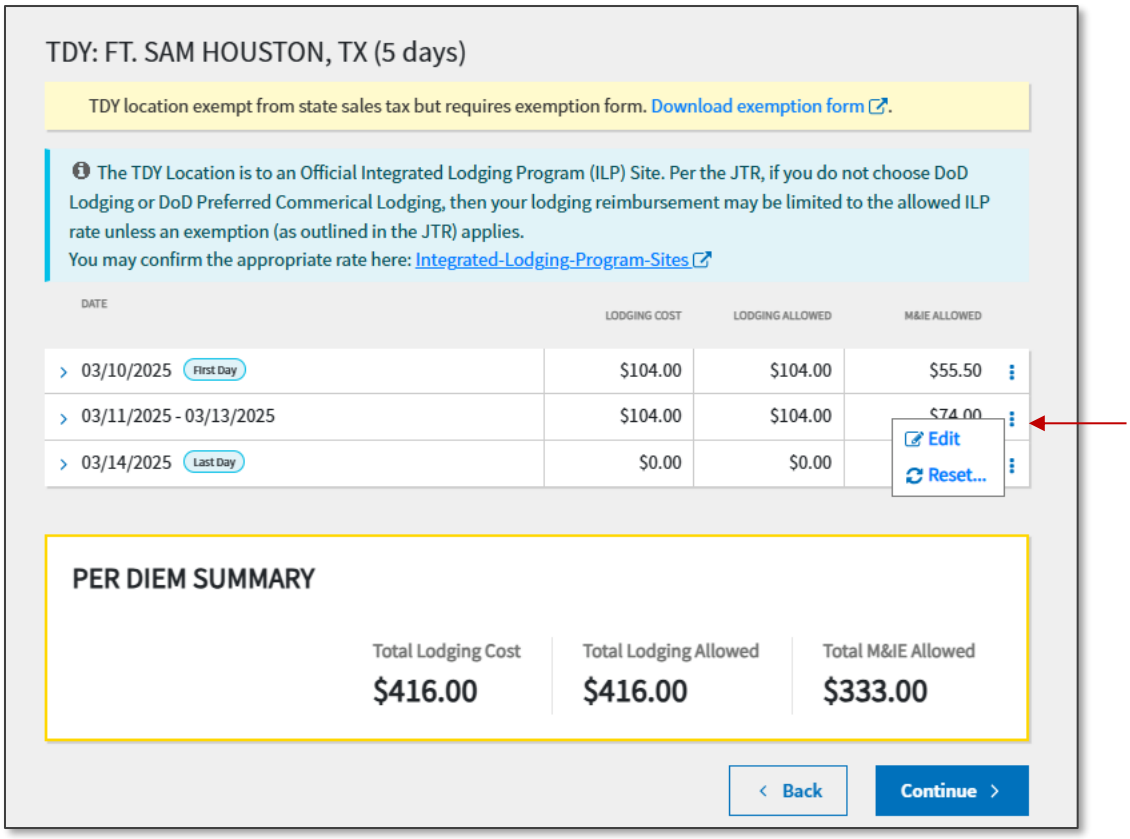


Figure 3-44b: Review Per Diem Amounts Screen - Options

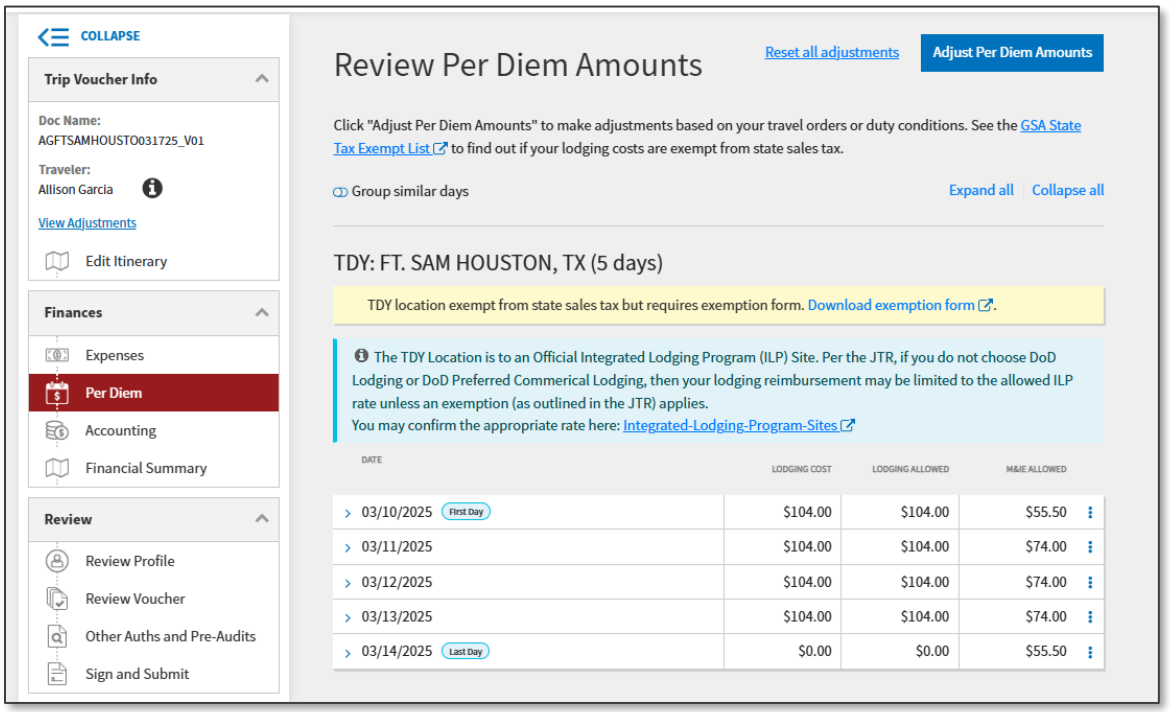


Figure 3-44c: Review Per Diem Amounts Screen - Days Ungrouped

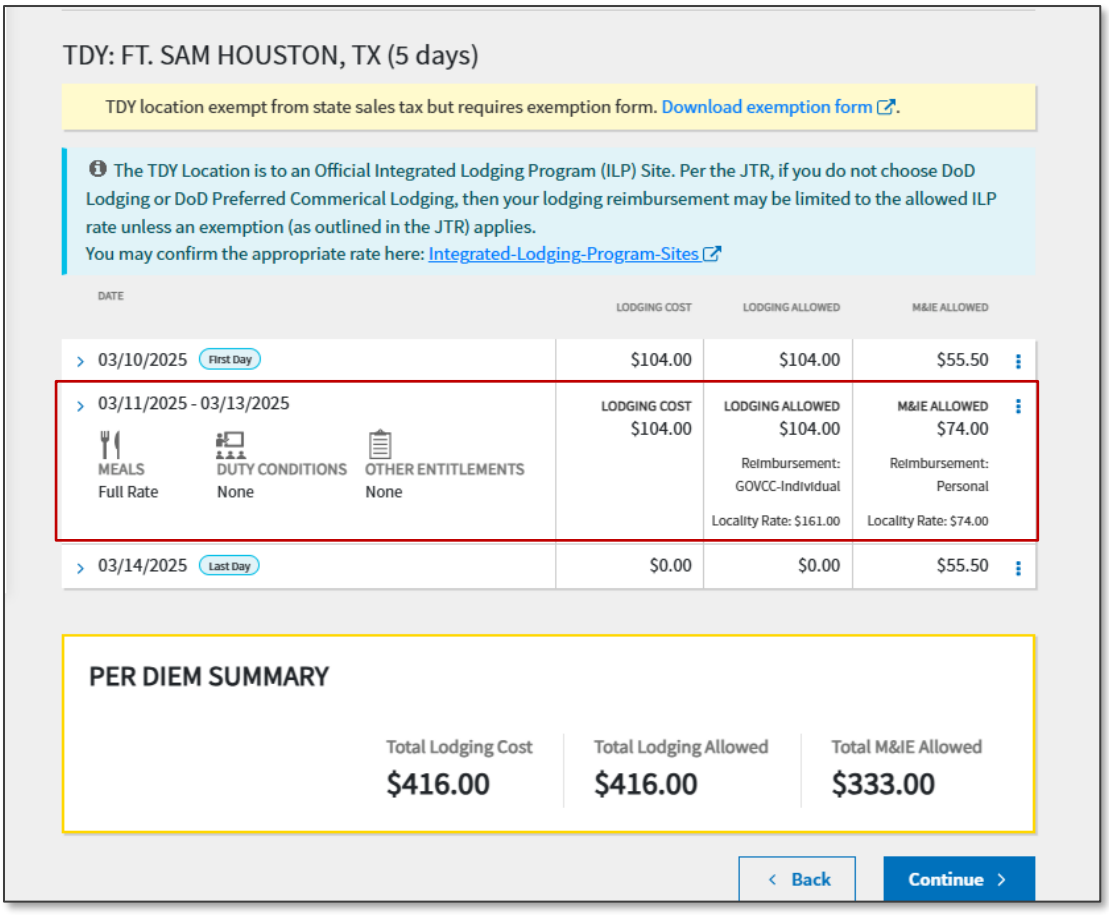


Figure 3-44d: Review Per Diem Amounts Screen - One Day Expanded & Codes Visible

5.3 Adjust Per Diem Amount Screen

Access **Per Diem** on **Progress Bar**.

1. 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).

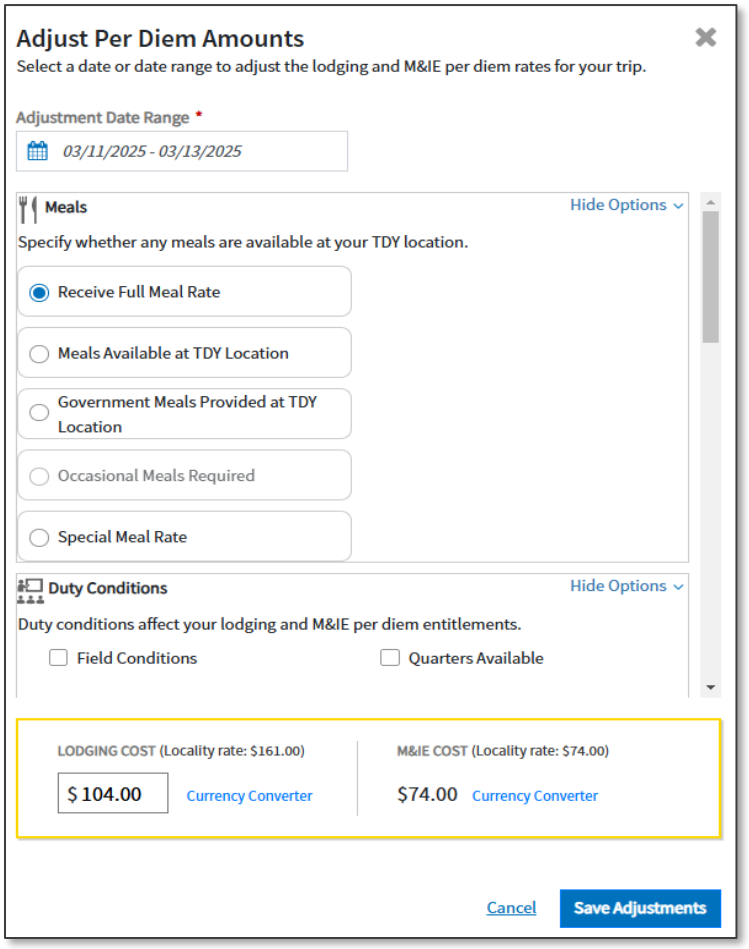


Figure 3-45: Adjust Per Diem Amounts Screen - Meals Section

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 *JTR*, 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.

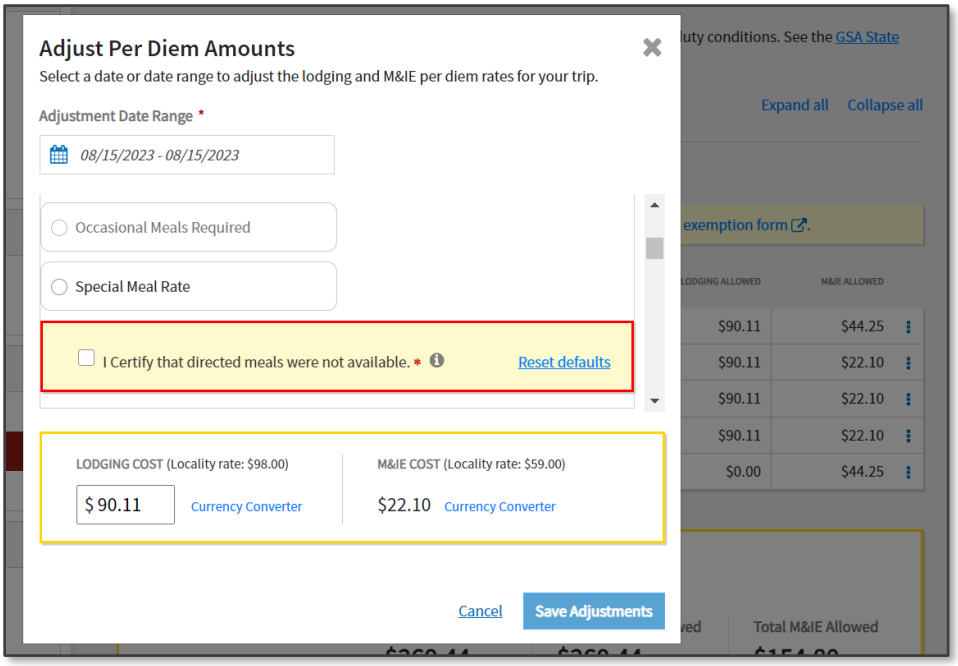


Figure 3-46: Adjust Per Diem Amounts Screen - Meal Rate Change Message

- 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.

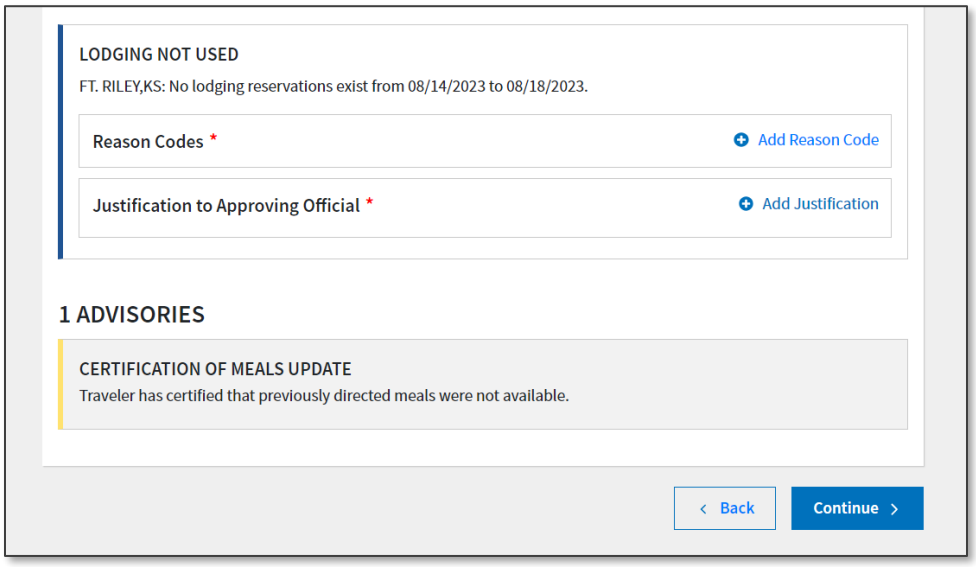


Figure 3-47: Other Auths and Pre-Audits Screen - Meal Advisory

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.
5. **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 *JTR* 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 *JTR* 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 *JTR, 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.

Table 3-3: Per Diem Adjustments for Meals

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.

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 DUTY 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 *Passport*, 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 *TraX*.

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.

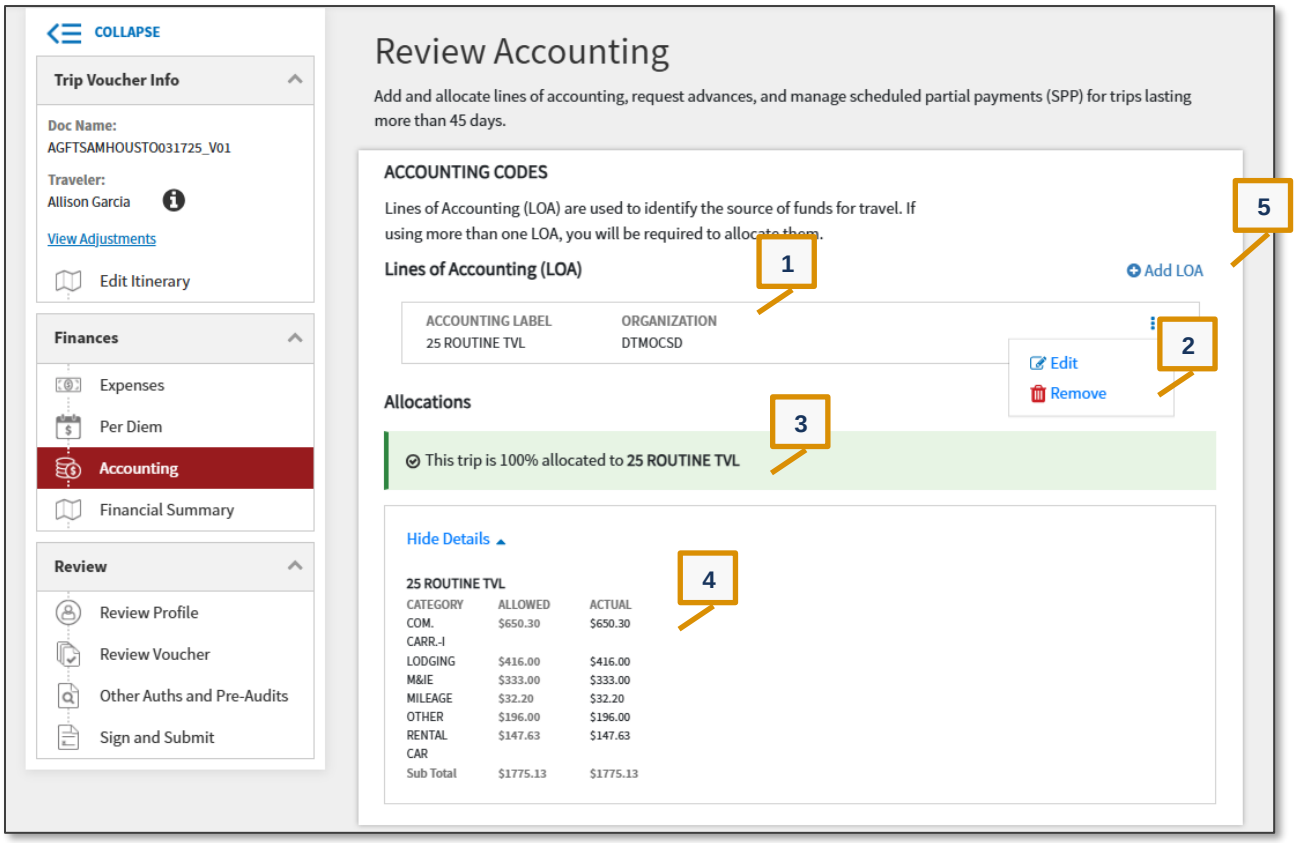


Figure 3-48: Accounting Codes Screen - One LOA Added

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 should not 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 *DTS Guide 2: Authorizations*.

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.

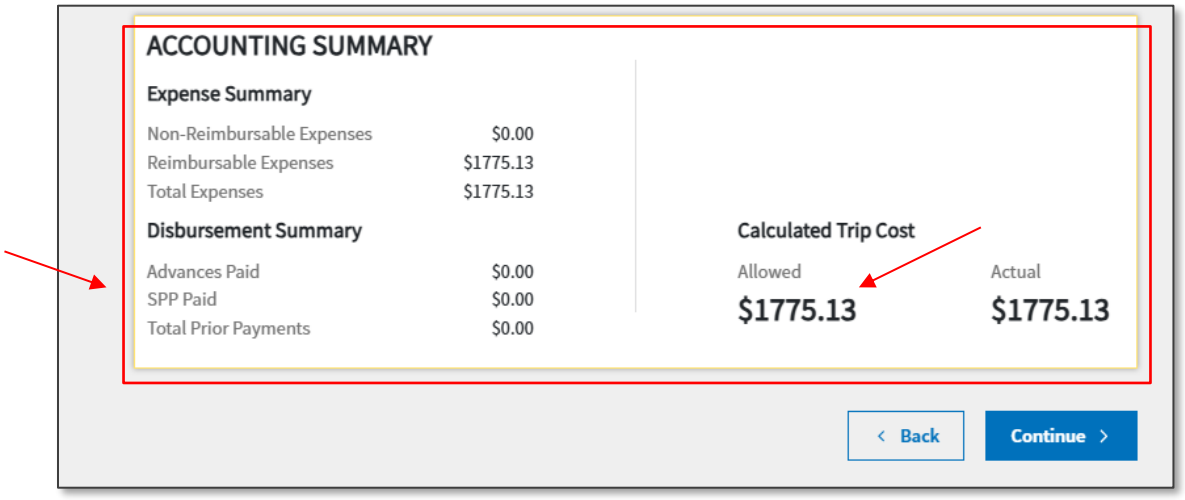


Figure 3-49: Accounting Codes Screen - Summary Section

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.

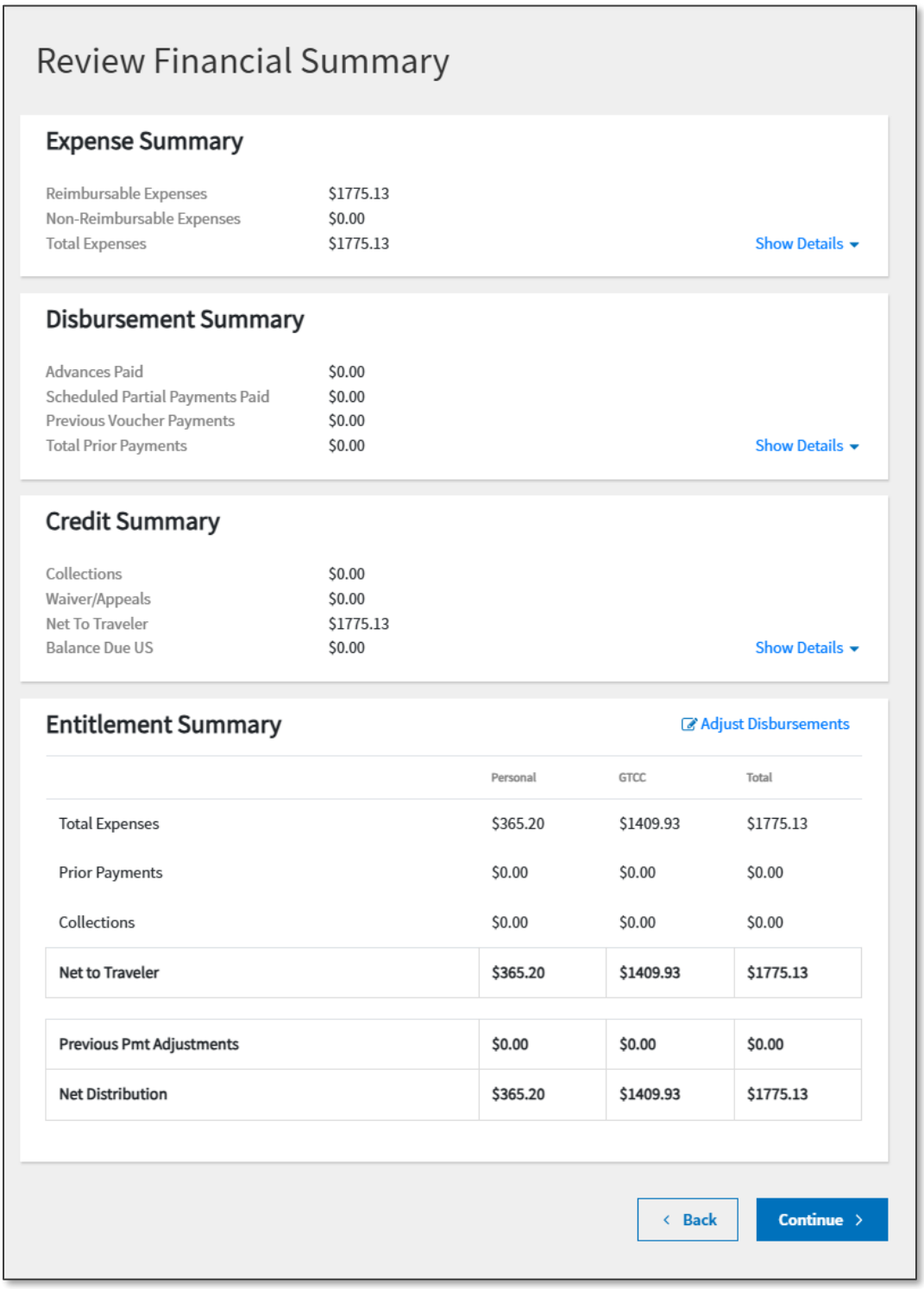


Figure 3-50: Review Financial Summary Screen

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

- **Expense Summary**. Provides the total of all expenses on the 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.

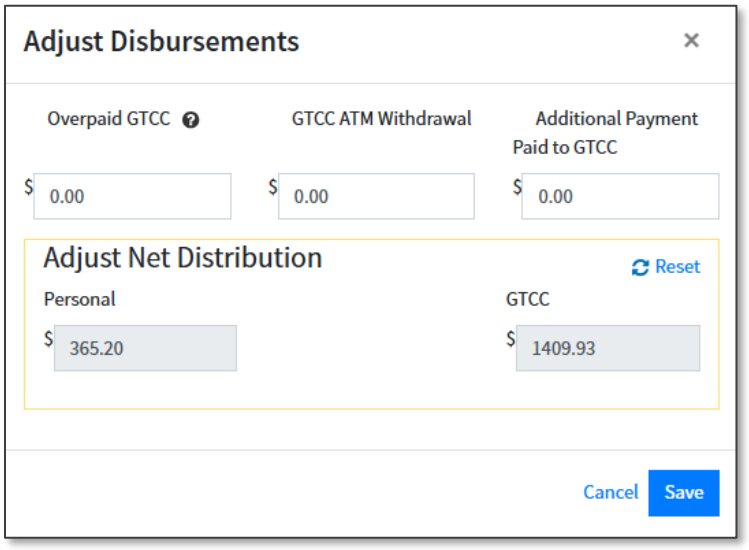


Figure 3-51: Adjust Disbursements Screen

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. Fully paying 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.

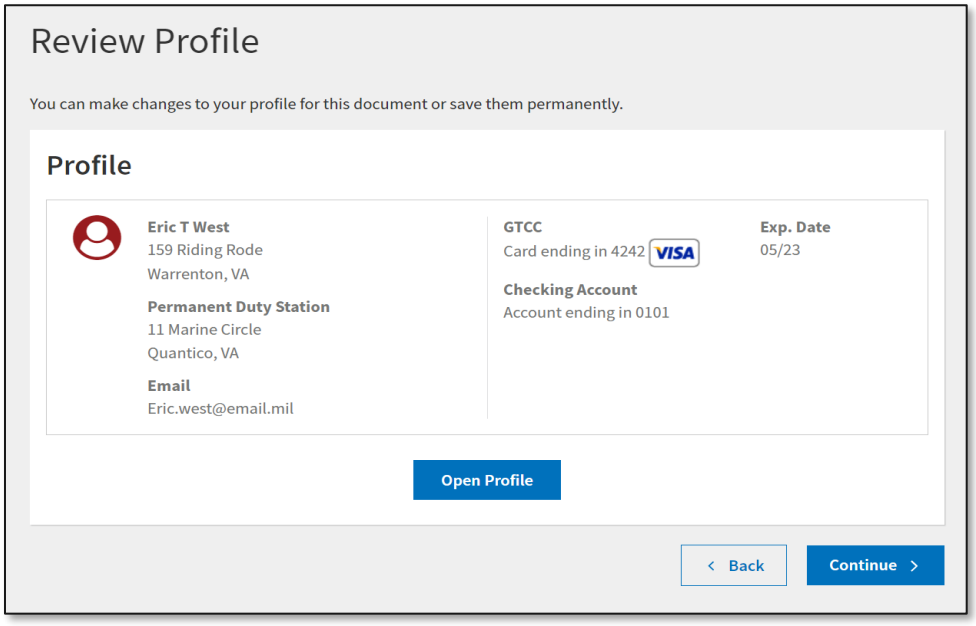


Figure 3-52: Review Profile Screen

8.1.1 Open Profile

1. 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 will provide a **PII Data Change** e-mail alerting you of the modification. Data field updates which trigger the email include **EFT** data, **GTCC** info, **Name**, **Mailing Address**, and **Email Address**.
   - Changes to the *document profile only* do not 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).

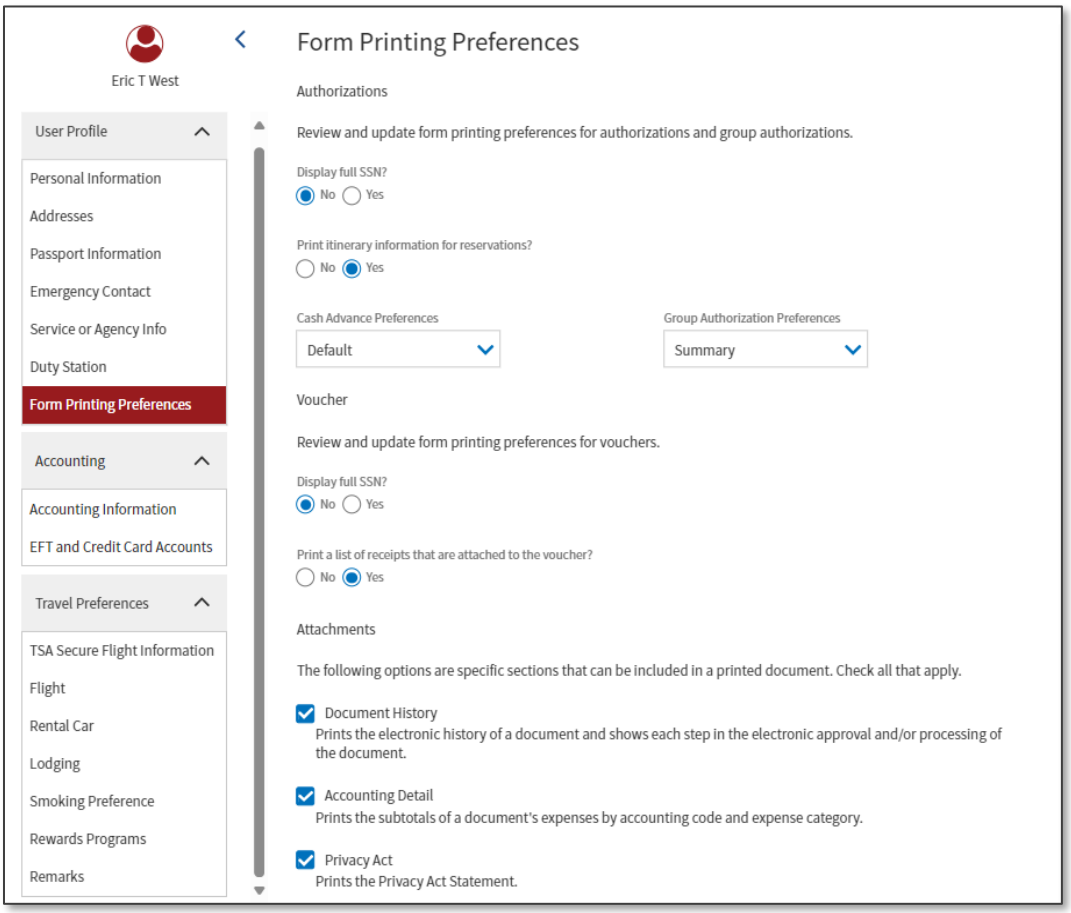


Figure 3-53: Update Profile Tool Screen - Editable

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).

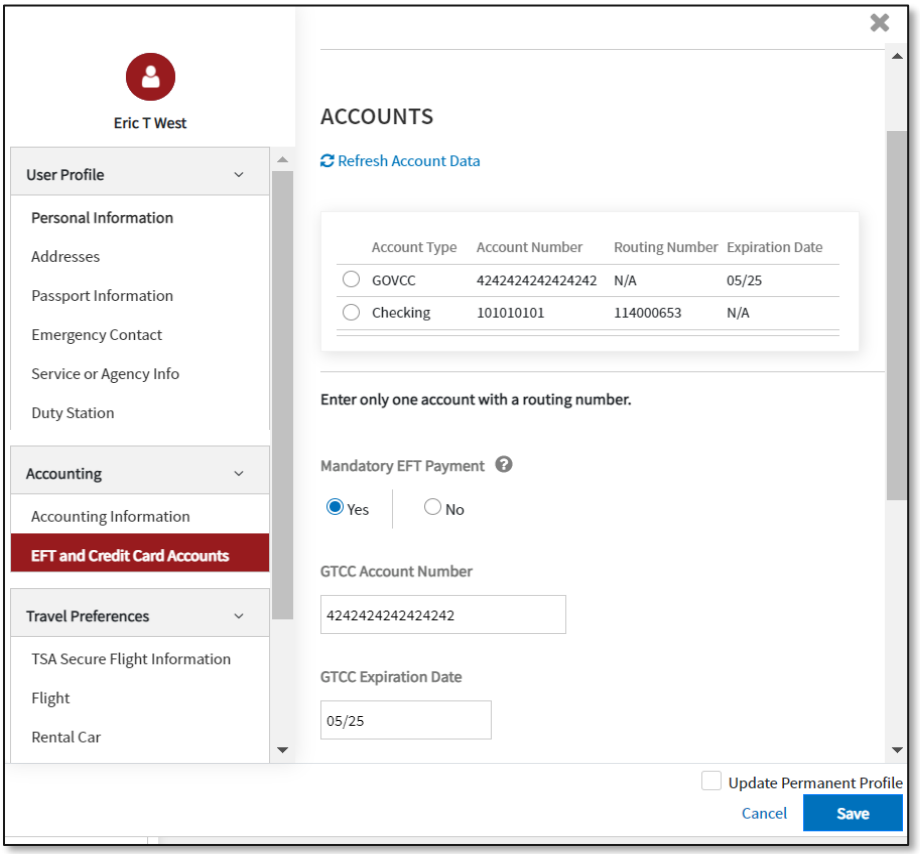


Figure 3-54: Update Profile Tool Screen - Editable

2. 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.

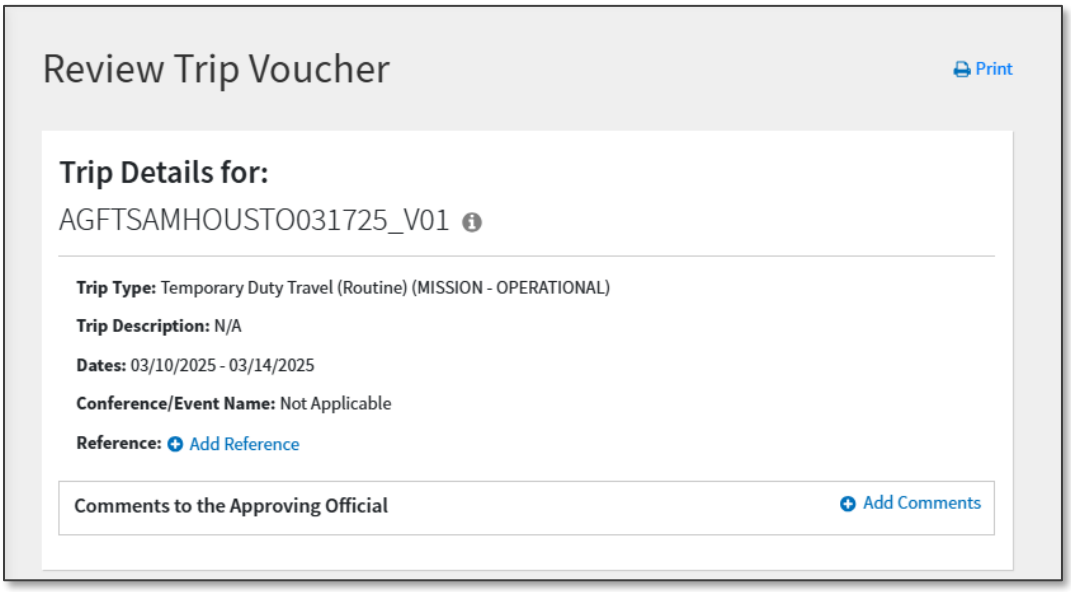


Figure 3-55a: Review Trip Voucher Screen - Trip Details

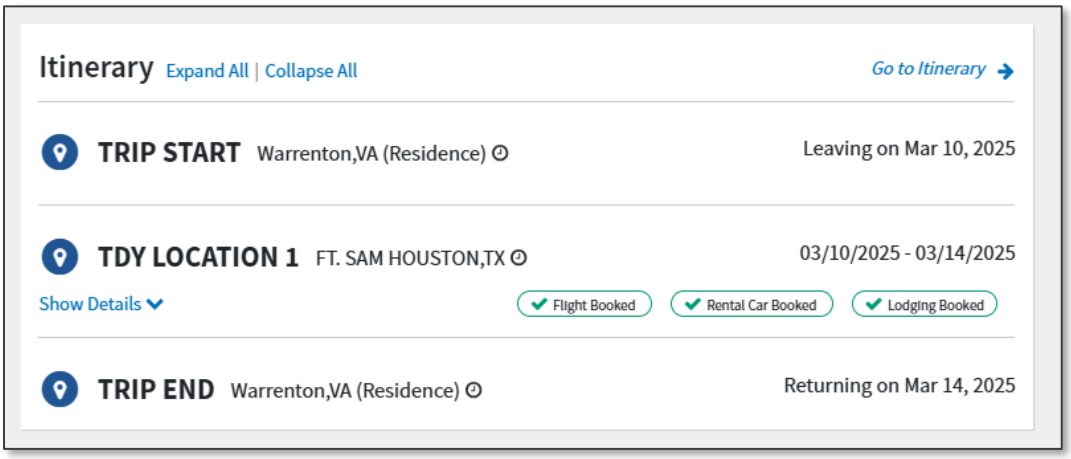


Figure 3-55b: Review Trip Voucher Screen – Itinerary

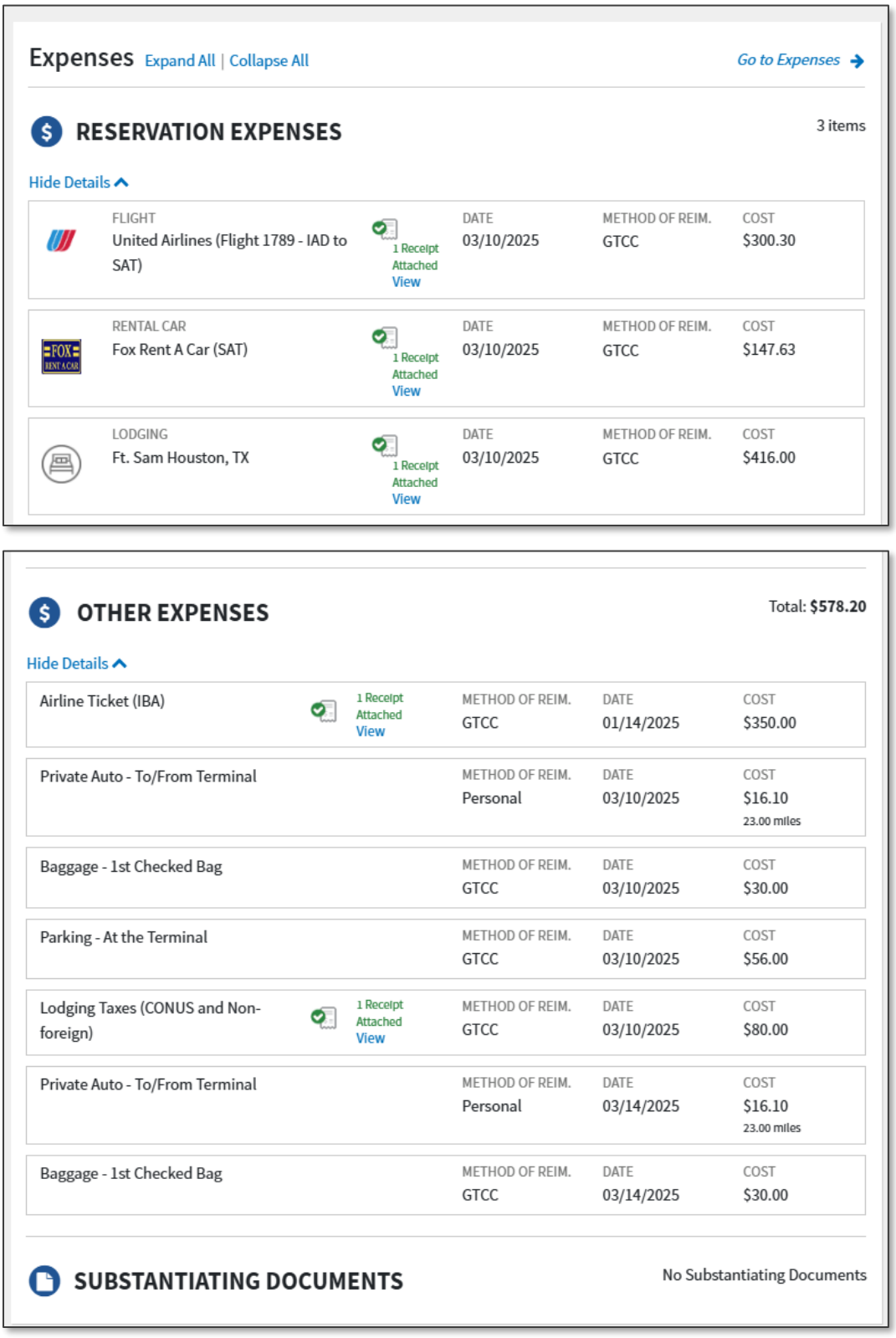


Figure 3-55c: Review Trip Voucher Screen – Reservation & Other Expenses

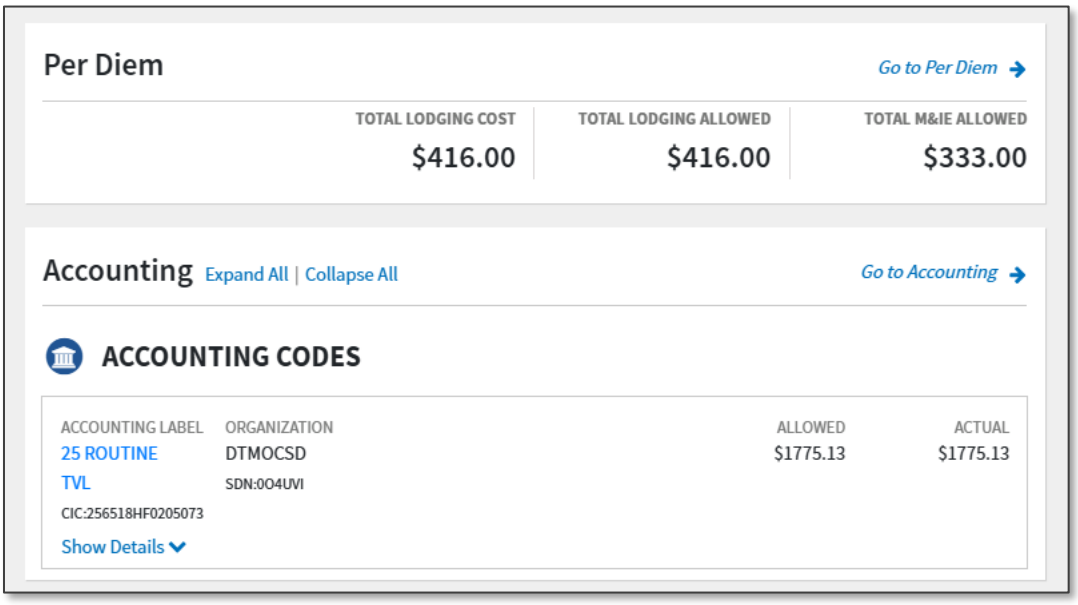


Figure 3-55d: Review Trip Voucher Screen – Per Diem and Accounting

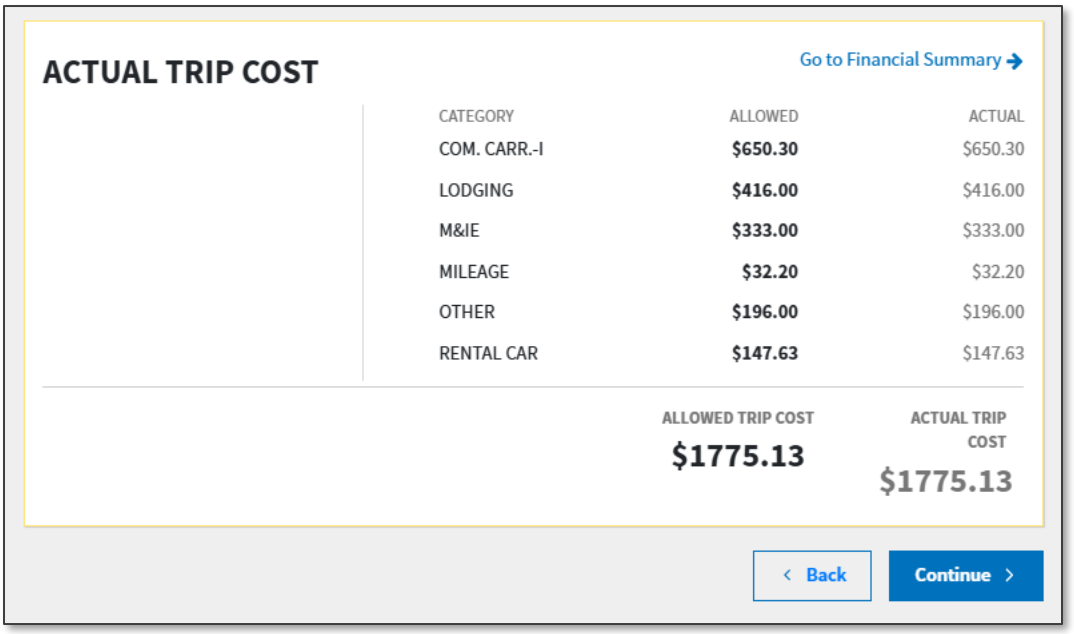


Figure 3-55e: Review Trip Voucher Screen – Actual Trip Cost

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).

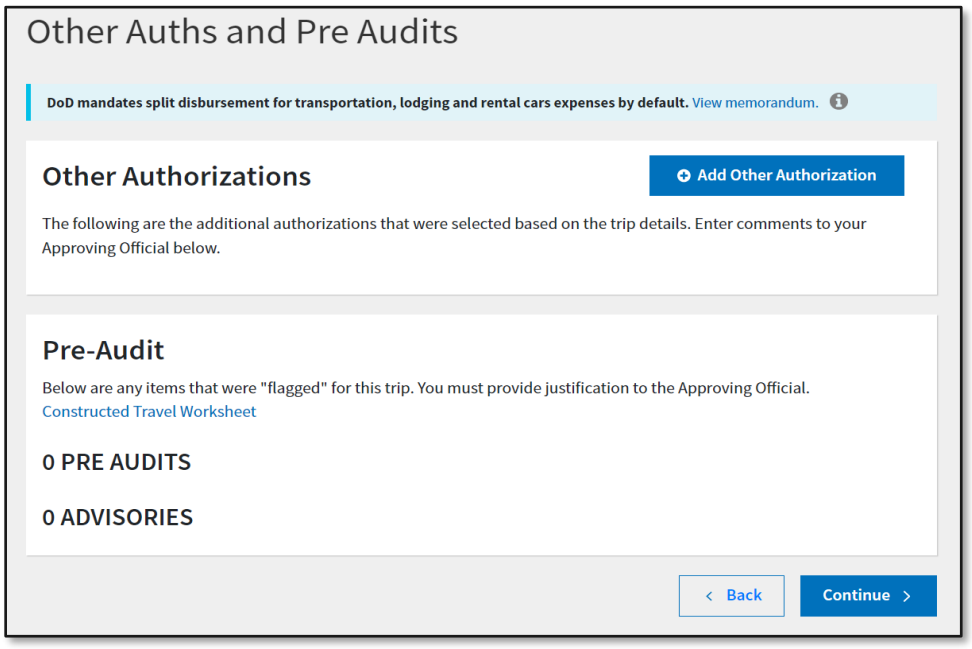


Figure 3-56: Other Auths and Pre Audits Screen

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 do 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.

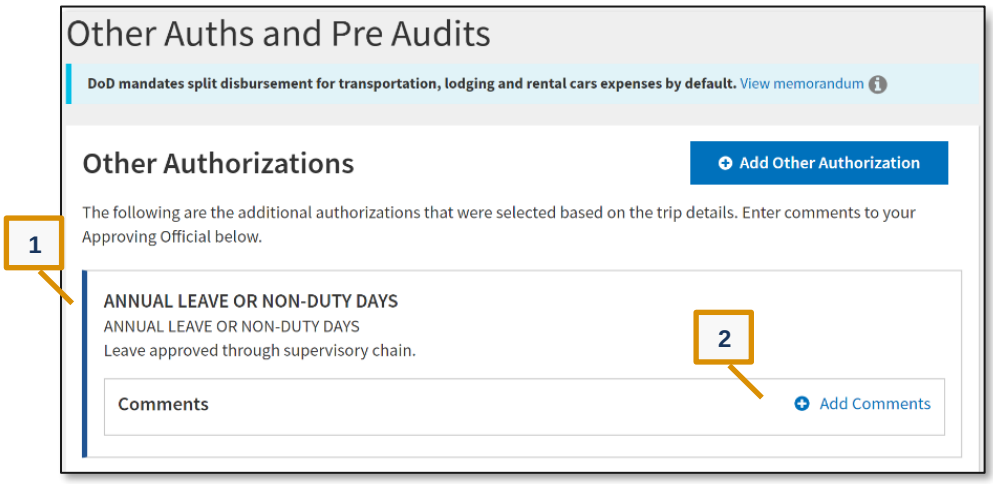


Figure 3-57: Other Authorizations and Pre Audits Screen - Annual Leave Flag

- 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).

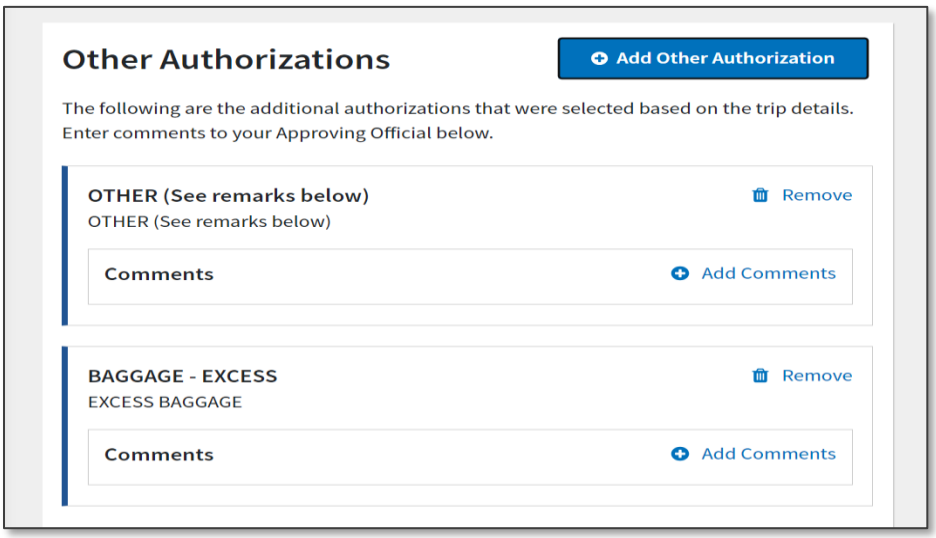


Figure 3-58: Other Authorizations and Pre Audits Screen - Manually Added Expense Flag

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 *DTA Manual, Appendix K*.

- 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 is not 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 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. (Figure 3-59). Once the CTW is attached, the **Advisory, CTW IS Required** no longer appears.
    - If your transportation mode is not 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 will not 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 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.

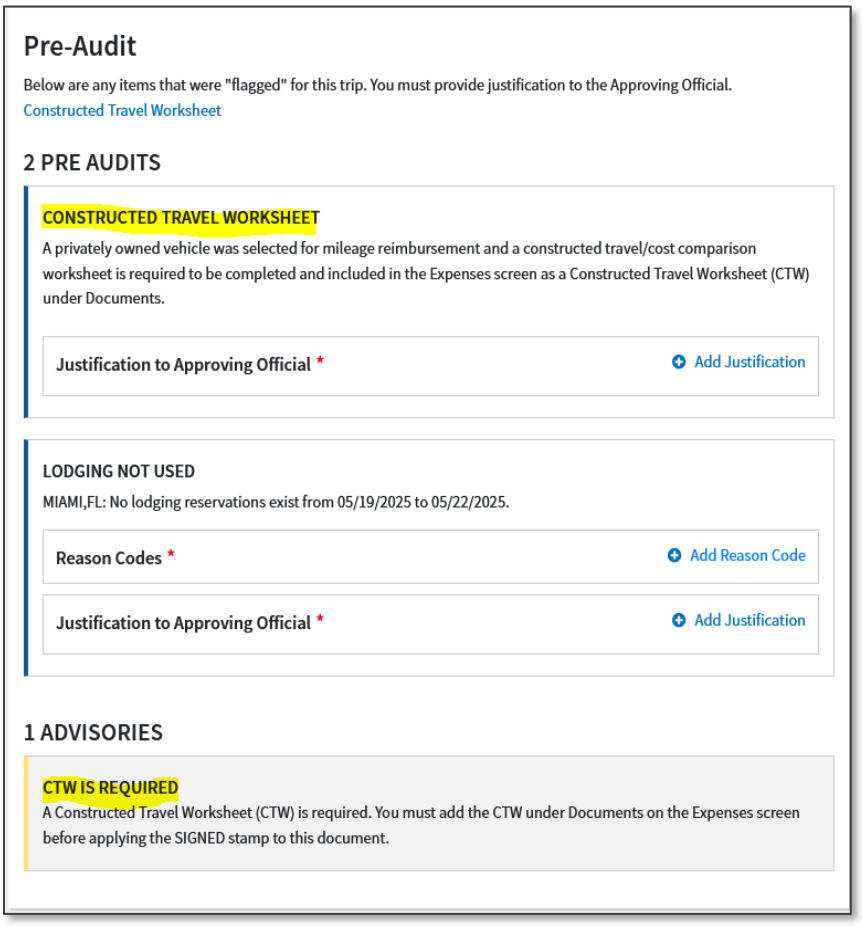


Figure 3-59: Other Auths and Pre Audits Screen - Constructed Travel Worksheet Flag

- 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.

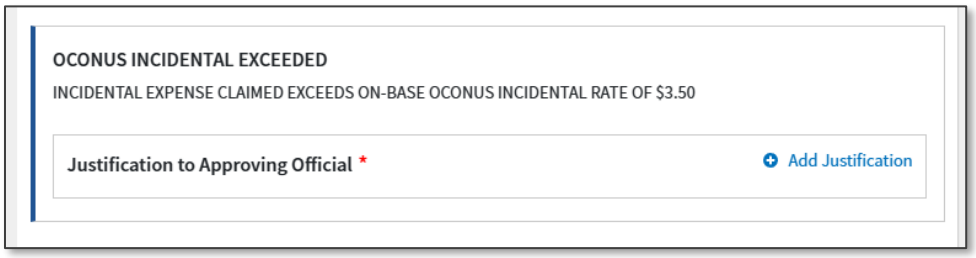


Figure 3-60: Other Auths and Pre Audits Screen - OCONUS Incidental Exceeded

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.

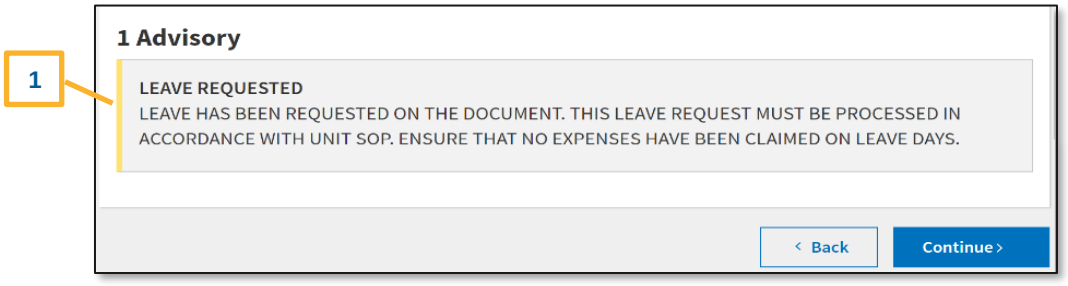


Figure 3-60: Other Auths and Pre Audit Screen - Leave Requested Advisory

- 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.

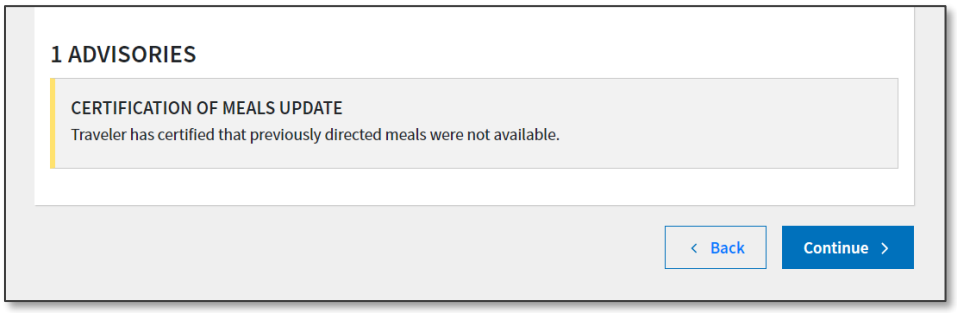


Figure 3-61: Other Auths and Pre Audit Screen - Certification of Meals Update Advisory

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.

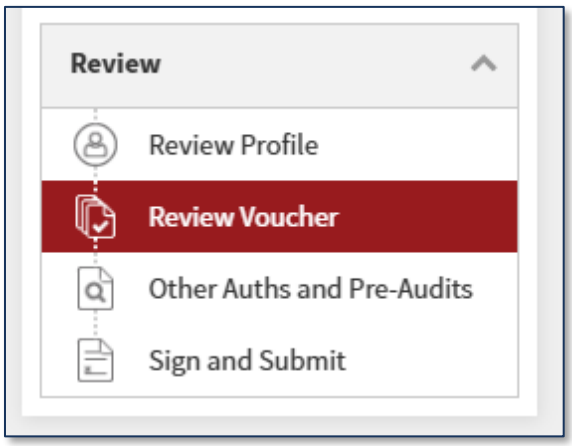


Figure 3-62: Sign and Submit Screen

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 only if you have been instructed do so. Follow your local guidance to determine the correct routing list to use.
4. (Optional) **Add Comments** to the AO.
5. Select **Submit Completed Document**.

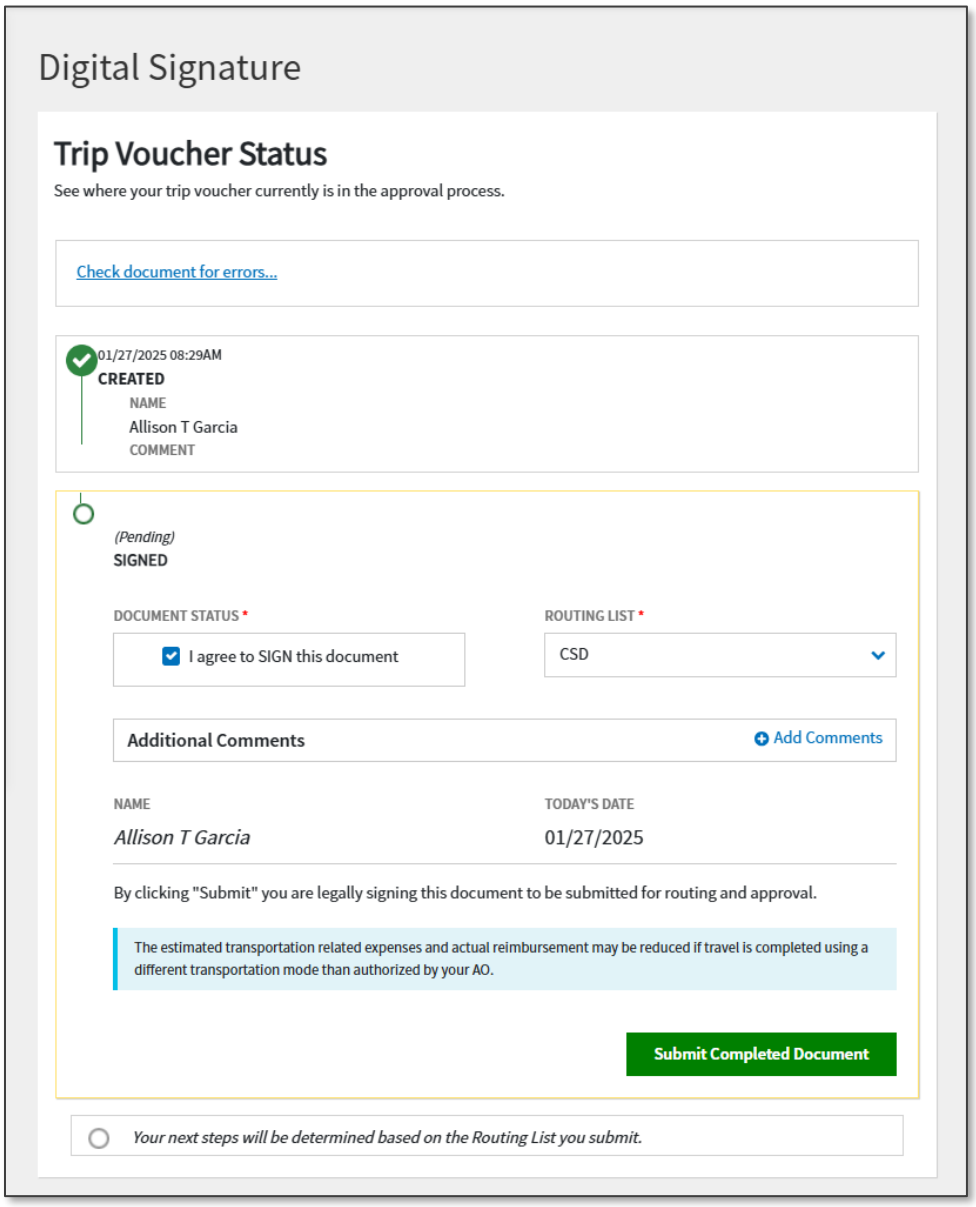


Figure 3-63: Digital Signature Screen

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

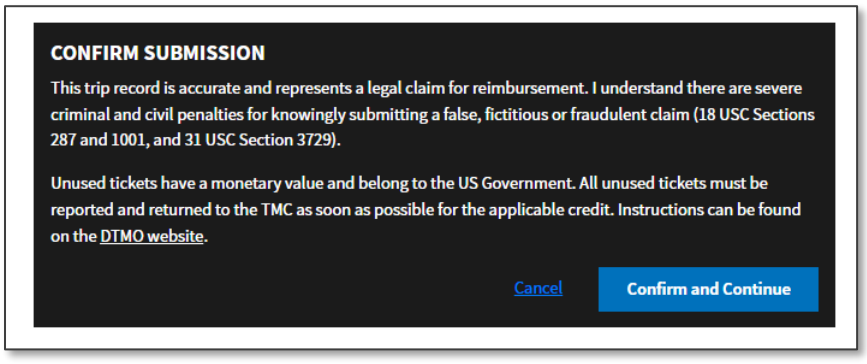


Figure 3-64: Confirm Submission Screen

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

9.2 Training Opportunities

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

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 *Training Search Tool*.

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

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

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

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

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

OTHER RESOURCES	
TITLE	**URL**
Cancellation Procedures, Trifold	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF
Constructed Travel Home Page	https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/
Dependent Travel, Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
DTS Overview, Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export, Trifold	https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF
Import/Export, Information Paper	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Foreign Military Sales, Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
How to Make Rail Reservation Using DTS, Information Paper	https://media.defense.gov/2024/Mar/04/2003404230/-1/-1/0/HOW_TO_MAKE_RAIL_RESERVATIONS_USING_DTS.PDF
How to Print a DTS Document. Information Paper	https://media.defense.gov/2024/Oct/08/2003561592/-1/-1/0/PRINT_A_DTS_DOCUMENT.PDF
Making Changes to DTS, Documents Information Paper	https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Renewal Agreement Travel, Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
Restricted Airfare in DTS, Information Paper	https://media.defense.gov/2022/May/13/2002996901/-1/-1/0/LOOK_AHEAD_IP_2.PDF
Updating an Authorization, Trifold	https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF
Updating a Voucher, Trifold	https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF
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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