



DTS Expenses Screen for Travelers

April 30, 2025

Introduction

The Defense Travel System (DTS) provides over 50 selectable expense items, which are allowable, reimbursable travel expenses and mileage allowances per the [Joint Travel Regulations \(JTR\)](#).

The DTS **Expenses** module provides a single-entry point to enter travel expenses, calculate mileage allowances, and attach supporting documents (e.g., leave forms, memos) for an authorization. For each entered expense, you can easily delete and duplicate expenses using **options** (3-dots icon). Upon trip completion, you simply update your projected to actual expenses incurred, import expenses from the Government Travel Charge Card (GTCC), and attach required receipts to the expense items in the voucher.

Note 1 : Some selectable “expenses” in DTS are actually *allowances* (e.g., POV mileage), but DTS calls them expenses, so this information paper uses that term throughout.

Note 2: Per the *JTR, par. 020206-M. Commercial Air Transportation*. “General Services Administration (GSA) City Pair Program fares and restricted fares may be authorized or approved by the AO for official travel. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.”

Note 3: Per the *JTR, Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles*. “If the official distance between authorized locations (as determined by the DTOD* or from appropriate distances (non-DoD Services)) is 400 miles or less one way or 800 miles or less round trip then use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD* distance between official points. No cost comparison is required.”

Note 4: Per the *JTR, Appendix A. PRIVATELY OWNED VEHICLE (POV)* is a motor vehicle, including an airplane, boat, or helicopter that is owned or leased for personal use. A POV is not owned, leased, or chartered by the Government.

Note 5: DTS will inform you if a CTW *may* or *may not* be required when adding certain mileage entries such as **Mileage, Private Auto – To/From TDY** or **Mileage, Private Motorcycle** in the **Expenses** table. There are 3 different CTW warning messages you *could* receive based on the **Trip Start** date.

- When a trip is created *before* March 1st, 2024, and **Mileage, Private Auto – To/From TDY** is selected then:
 - On the **Add New** screen, message displays, “This expense *may* require a CTW to be submitted with this document.”

- If DTS triggers a **Pre-Audit** flag for a CTW, you should add a comment CTW is attached.
- In **Expenses**, under **Documents**, attach the CTW to document for the AO to determine the most cost advantageous means of travel.
- The AO will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means and make the selection during the DTS approval process.
- For a voucher, a **Pre-Audit** flag may trigger for a CTW if the authorized transportation mode was changed.
- When a trip is created *between* March 1st, 2024 and January 31st, 2025, and **Mileage, Private Auto – To/From TDY** is selected then:
 - On the **Add New** screen, message displays, “This expense *requires* a CTW to be submitted with this document.”
 - DTS triggers a **Pre-Audit** flag for a CTW, you should add a comment CTW is attached.
 - In **Expenses**, under **Documents**, attach the CTW to document for the AO to determine the most cost advantageous means of travel.
 - The AO will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means and make the selection during the DTS approval process.
 - For a voucher, a **Pre-Audit** flag may trigger for a CTW if the authorized transportation mode was changed.
- 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 miles roundtrip then:
 - On the **Add New** screen, message displays, “*Requires* a CTW when mileage exceeds 400 one-way/800 roundtrip.”
 - DTS triggers a **Pre-Audit** flag for a CTW, you should add a comment CTW is attached.
 - In **Expenses**, under **Documents**, attach the CTW to document for the AO to determine the most cost advantageous means of travel.
 - The AO will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means and make the selection during the DTS approval process.
- When a trip is created *after* January 31st, 2025, **Mileage, Private Auto – To/From TDY** is selected, and the mileage is *400 miles one-way/800 miles roundtrip or less* then:
 - On the **Add New** screen when entering mileage there is no message for a CTW requirement.

- When a CTW is not required, then the AO can select "Approve Traveler Amount" under the "Traveler Preferred Transportation" section during the DTS approval process. **Note:** See the *JTR, Table 2-9, General Rules when Using a POV*.
- For a voucher, a **Pre-Audit** flag may trigger for a CTW if the authorized transportation mode was changed.

For information on processing authorizations, see [DTS Guide 2](#).

For information on filing vouchers, see [DTS Guide 3](#)

For full details of the available expenses for all DTS document types, see the [DTA Manual, Appendix K](#).

To learn more about processing documents, see the *DTS Guides 2- 5 available under the [DTMO Training Search Tool](#)*.

**In this information paper, unless stated otherwise, "you" are a traveler; however, the actions described also apply to anyone who creates documents for you, such as a Non-DTS Entry Agent or travel clerk.*

Expense Categories

There are six primary expense categories or groupings with specific expense types available for an authorization and voucher accessible on the **Enter Expenses** screen.

- **International Travel Expenses:** Expenses specific to OCONUS such as **Cross Border Processing Fee**.
- **Lodging Expenses:** Lodging expenses that are not already recorded in the Per Diem table such as **Lodging Cancellation Fee**.
- **Mileage Expenses:** Expenses related to transportation for which you receive a mileage allowance such as **Private Auto - To/From Terminal**.
- **Other Expenses:** Reimbursable expenses not listed elsewhere such as **Baggage - Excess** and **Immunizations/Inoculations**.
- **Ticketed Expenses:** Ticketing related to reservation expenses such as **TMC Fee (IBA)** or **Train Ticket (IBA)**.
- **Transportation Expenses:** Expenses related to transportation not involving mileage allowance such as **Rental Car - at TDY Area, Parking - At the Terminal**, or **Aero Club - Rental and Fees**.

The local voucher has four primary expense categories.

- **International Travel Expenses:** Expenses specific to OCONUS such as **Cross Border Processing Fee**.

- **Other Expenses:** Reimbursable expenses not listed elsewhere such as **Recruiter - Parking**.
- **Mileage Expenses:** Expenses related to transportation for which you receive a mileage allowance such as **Private Auto - Local Area**.
- **Transportation Expenses:** Expenses such as **Parking** and **Tolls/Ferry Fees**.

Create a Document

For this information paper, we will focus on the authorization and voucher expenses. For local voucher expenses see, the [DTS Guide 3: Local Vouchers](#). **Note:** Review your DTS Profile for content (e.g., GTCC, email) for first time travel, infrequent traveler, or for known changes.

You begin by logging into DTS.

1. From the DTS **Dashboard**, select **Create New Document**.
2. Once the window opens, select **Routine TDY Trip**.
3. If it has been 60 days or more, DTS will prompt you to **Review and Update Profile**. **Open Profile** to make changes; otherwise, select **Continue without Updating**.
4. Complete the **Itinerary** (e.g., travel dates, TDY location) based upon your travel needs. When you are done, select **Continue**.
5. In the **Reservations** module, make your reservation selections (e.g., air, rental car, and lodging) as required or **Request TMC Assistance** (e.g., rail) to book them for you.

Note: For information about reservations and Authorizations, see the [DTS Guide 2](#).

Enter Expenses

On the left side of the document is the **Progress Bar** which identifies the primary sections (i.e., **Trip Authorization** or **Voucher Information**, **Reservations**, **Finances**, and **Review**), allows you to navigate through a trip, and updates the key indicators upon task completion. From the **Progress Bar**, select **Expenses** (Figure 1).

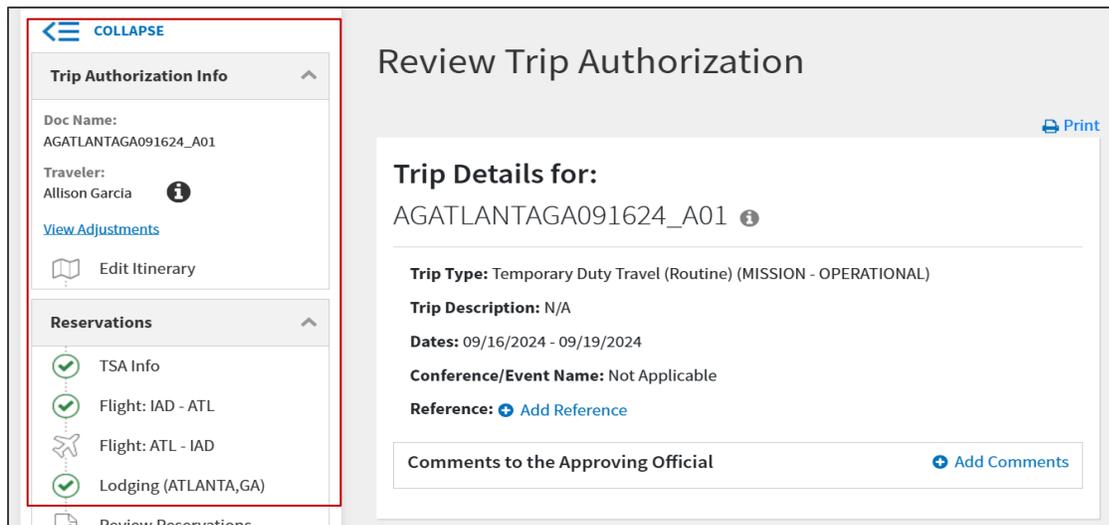


Figure 1: Progress Bar - Expenses

The **Enter Expenses** screen opens. Information displays in a single running list by date with the most recent entry at the top of the page (Figure 2).

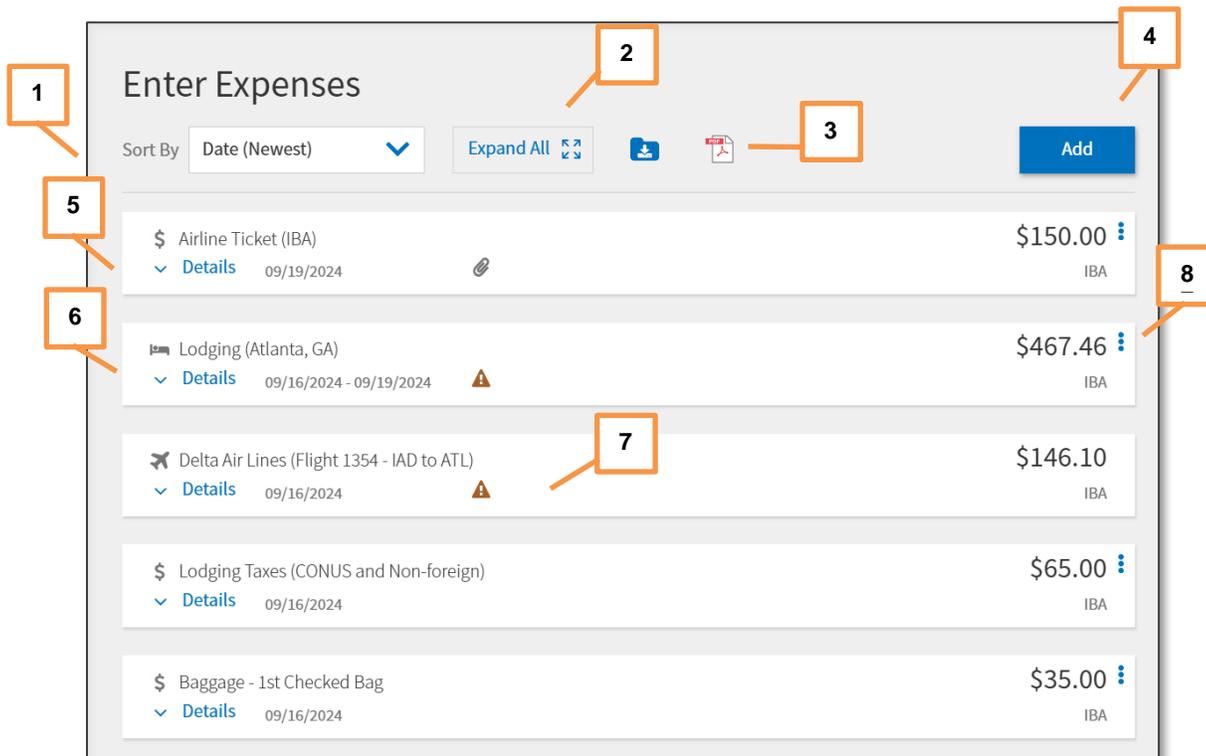


Figure 2: Enter Expenses Screen

On the Enter Expenses screen (Figure 2), you can:

- Change the **Sort By** (Indicator 1) to re-order the expenses.
- Toggle between **Expand All** and **Collapse All** (Indicator 2) to open and close all the expense items data cards to see **Details, Notes, and Attachments**.
- Use the **Import a PDF** feature to easily attach records to expenses (Indicator 3).
- **Download all attachments** (appears after attaching receipts).
- Select the single-entry point to **Add** expenses (Indicator 4).
- View **Details** for booked reservations (Indicator 5).
- Select a **Lodging** expense (Indicator 6) to display the lodging per diem for the TDY location. **Note:** The calendar displays the daily per diem allowance. You can use options (3-dots icon) for quick access to **Edit Per Diem** (Indicator 8).
- See the **Receipt Required** icon or attached receipt icon (Indicator 7).
- View the **Expense Summary** not shown.
- **Continue** to the next screen.

Reservations Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen (Figure 2). These reservations appear in the single expense listing. A triangle icon flags all expense items meeting the receipt requirements (Figure 3, Indicator 1). **Note:** You cannot make changes or cancel reservations from the **Enter Expenses** screen. You must return to the **Reservations** module to accomplish changes to reservations.

To view a reservation expense, select **Details** to expand the window. In the **Lodging** example, it displays an **Info** tab, allows entry for **Notes** (Figure 3, Indicator 2), provides access to a **Calendar** with daily per diem (Figure 3, Indicator 3) for the TDY location, associates receipts or documents under **Attachments** (Figure 3, Indicator 4), and provides a + icon for multiple attachments. To close the window, select **Details** again. **Note:** DTS provides quick access directly from the **Lodging** entry to the **Per Diem** module **options** (3-dots icon) for per diem changes. Of course, you can access the **Per Diem** module at any time from the **Progress Bar**.

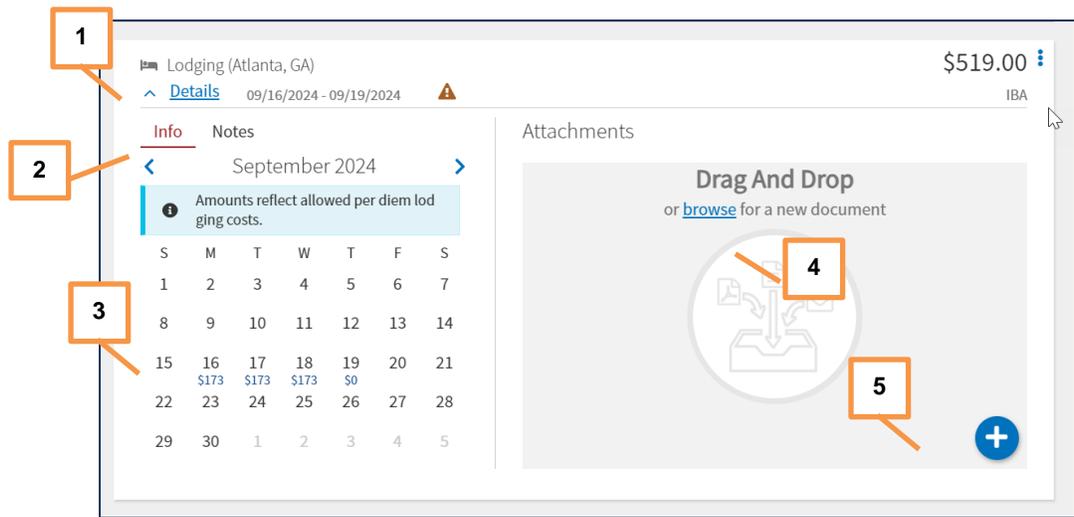


Figure 3: Reservations Expense Details Screen

Add Expenses

The authorization includes the TDY location, trip dates, travel mode, reservations if applicable, supporting documents, and estimated expenses providing a projected trip cost. Based upon your mission, you need to add expenses to the document. After travel is complete, you will create the voucher to reflect only incurred expenses, attach receipts/supporting records, and remove all items not applicable.

You should review the [JTR](#) to verify which expenses are allowable for official travel. For example, the *JTR, par. 020203* outlines the transportation types most advantageous to the Government. The JTR addresses specific rules when other than the preferred travel mode is considered. In the *JTR, par. 0202* it states, “The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO’s satisfaction that air transportation cannot meet the mission’s requirements efficiently or economically.”

You can use either a locally approved document or the DTMO Constructed Travel Worksheet (CTW) to show a cost comparison. The CTW and instruction are available on the DTMO website at <https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/>. You can download the zip file to a folder and open it from a specified location (Figure 4). **Note:** If your transportation mode is by Privately Owned Vehicle (POV), review the *JTR, par. 020210. Privately Owned Vehicles (POV)* for mileage rules and allowances.

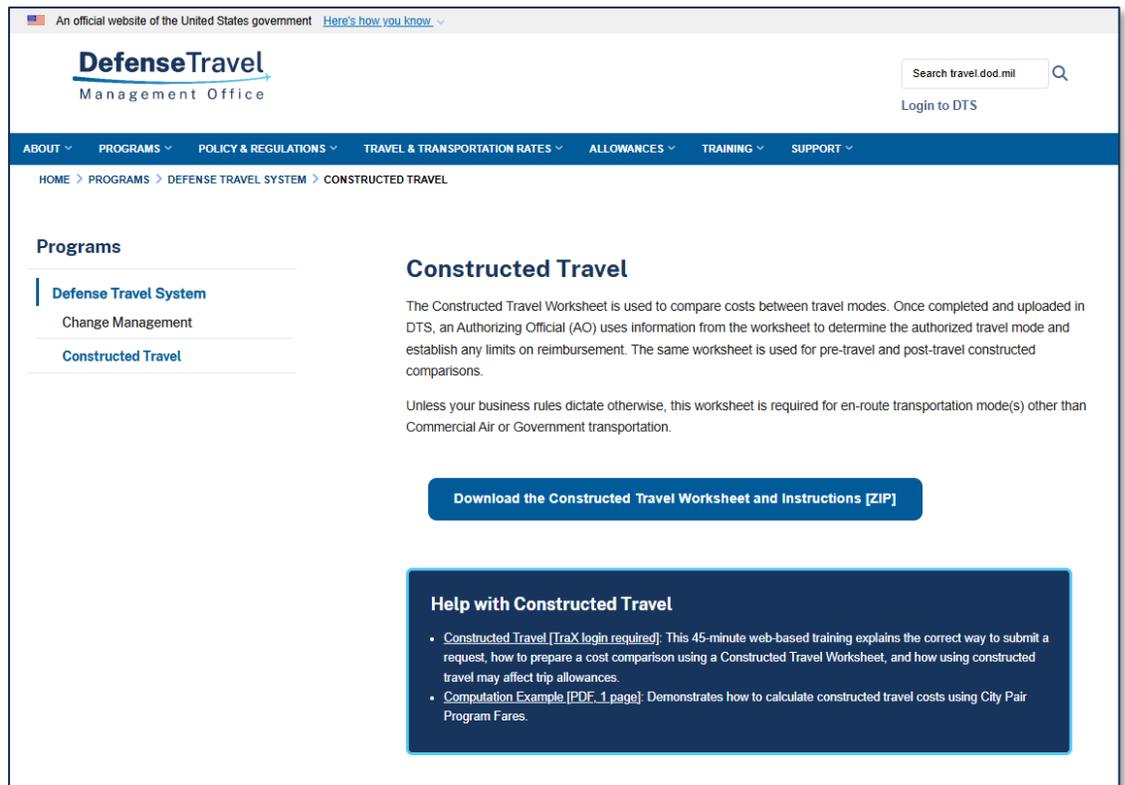


Figure 4: DTMO Website - Constructed Travel Screen

When you are ready to enter an expense here is how:

1. Within a document, on the **Enter Expenses** page, select **Add** (Figure 5). The **Add New** screen (Figure 6) appears.



Figure 5: Enter Expenses Screen

2. Click in the **Select Type** field to activate the drop-down menu (Figure 6).

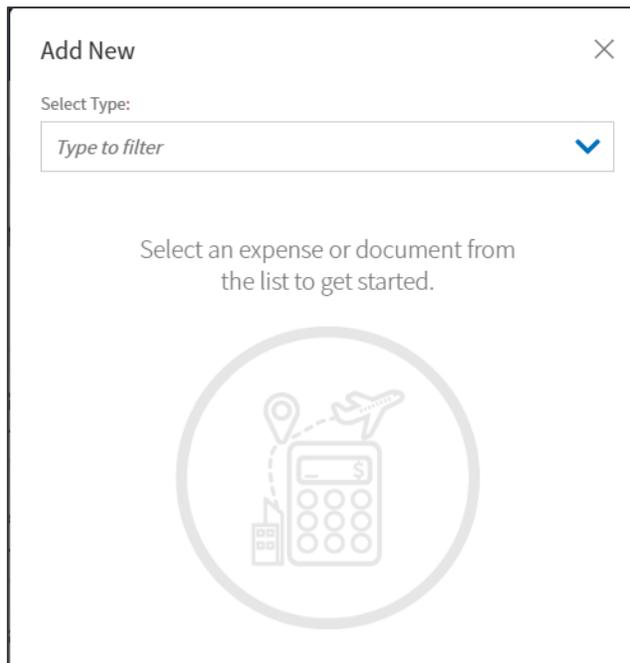


Figure 6: Add New Screen

3. Select an **Expense Type** from the list – for example **Lodging Taxes (CONUS)** and **Non-foreign** or **Mileage Expenses**. **Note:** You can use the slider bar to scroll down the list of **Expense Types** or start typing to locate an **Expense Type**. A list of available expenses appears (Figure 7).

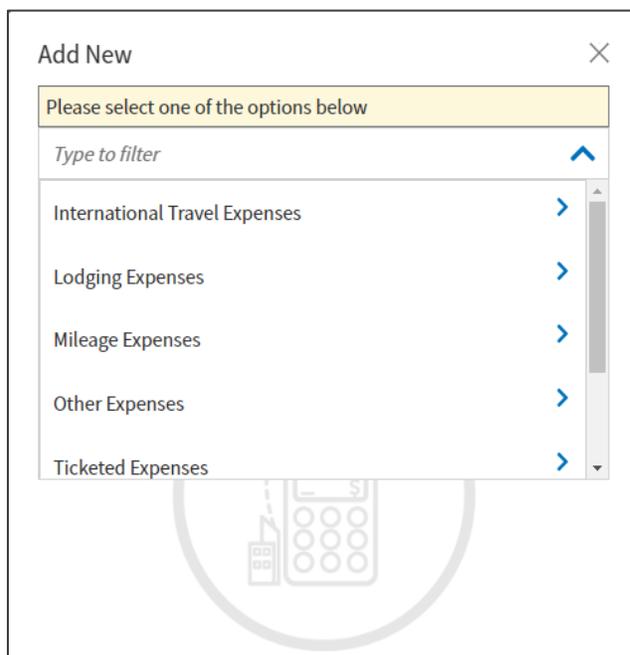


Figure 7: Add New Expense Categories List

4. Select the specific expense. The **Add New** screen opens with details (Figure 8).

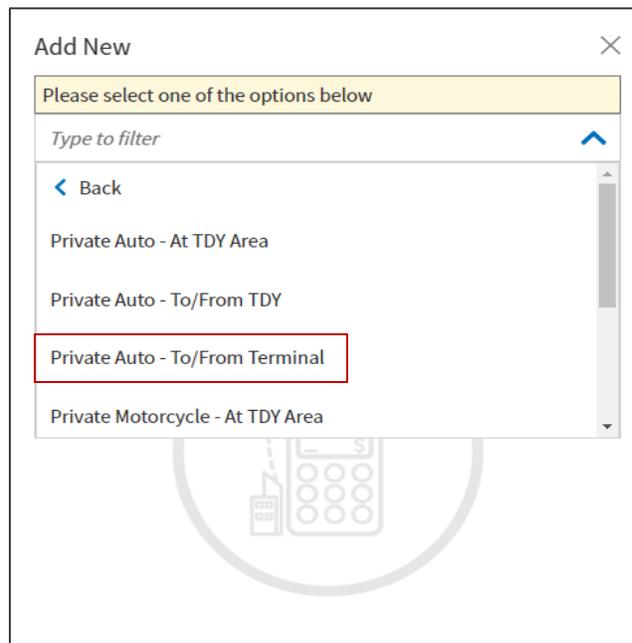


Figure 8: Mileage Expense Screen

5. View the fields listed for the selected expense. **Note:** Available fields can vary depending on the expense type. Example: **Lodging Taxes (CONUS) and Non-foreign** (Figure 9a) or **Private Auto - To/From** (Figure 9b) terminal mileage expense or **Private Auto - To/From TDY** location (Figure 9c) you can:
 - (Optional) **Attach Receipt** (both).
 - Enter the **Expense Date** (both).
 - Enter **Expense Amount** or **number of miles** x the mileage rate to get cost (Figure 9b). The mileage rate auto-calculates when you complete the entry (Figure 9b). If you are driving to the TDY location then you must use the Defense Table of Distance (DTOD) for the zip code **Start Location** to zip code **End Location** mileage calculation (Figure 9c).
 - When CT rules apply, under **Expenses, Add New** screen if DTS *will* or *will not* display a message when entering mileage **Private Auto – To/From TDY** or **Private Motorcycle – To/From TDY** depends upon the **Trip Start** date. Further below are screen examples.
 - Verify the **Method of Reimbursement** (both). **Note:** In this window, the MOR reflects as either Personal or last four of your GTCC. For mileage expenses, it will be Personal.
 - (Optional) Enter **Notes** (Figure 9b).

Add New [Close]

Select Type*
Lodging Taxes (CONUS and Non-foreign) [Clear] [Dropdown]

[Attach Receipt]

Warning: You are traveling to the following state(s) or US territory which exempts taxes when paying with the IBA government travel charge card. This is a savings to the department. Exempted TDY Locations: Texas

Expense Date*
03/10/2025

Expense Amount*
\$ 80.00

[Currency Converter](#)

Method of Reimbursement*

[Cancel] [Add]

Figure 9a: Add New Screen - Expense Details

Add New [Close]

Select Type*
Private Auto - To/From Terminal [Clear] [Dropdown]

[Attach Receipt]

Expense Date*
03/10/2025

20 mi X \$0.7 = \$ 14.00

Method of Reimbursement*
Personal [Dropdown]

Notes

[Cancel] [Add]

Figure 9b: Add New Screen - Expense Details

- 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 9c.

The screenshot shows a web form titled "Add New" with a close button (X) in the top right corner. The form contains the following elements:

- Select Type***: A dropdown menu with "Private Auto - To/From TDY" selected.
- Attach Receipt**: A button with a plus sign icon.
- Warning Banner**: A yellow box with a warning icon and the text: "This expense may require a [Constructed Travel Worksheet](#) to be submitted with this document."
- Expense Date***: A date picker showing "03/13/2023".
- Start Location***: A text input field containing "22193 Woodbridge, VA, Prince William" with a search icon (magnifying glass) and a close icon (X).
- End Location***: A text input field containing "78234 Fort Sam Houston, TX, Bexar" with a search icon (magnifying glass) and a close icon (X).
- Calculation**: A grey box showing "1584" followed by "mi X \$0.655 = \$ 1037.52".
- Buttons**: "Cancel" and "Add" buttons at the bottom right.

Figure 9c: 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 9d.

The screenshot shows a modal window titled "Add New" with a close button (X) in the top right corner. Below the title is a "Select Type*" dropdown menu with "Private Auto - To/From TDY" selected. Underneath is an "Attach Receipt" button. A yellow warning banner with a triangle icon contains the text: "This expense requires a [Constructed Travel Worksheet](#) to be submitted with this document." Below the banner is an "Expense Date*" field with a calendar icon and the date "03/11/2024". There are two "Location*" fields: "Start Location*" with the placeholder "Type to search for a starting location" and "End Location*" with the placeholder "Type to search for an ending location". At the bottom right are "Cancel" and "Add" buttons.

Figure 9d: 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 9e.

Figure 9e: Add New Screen – Requires a CTW When Mileage Exceeds (JTR Rule)

- Key Note: 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, under the **Expenses, Add New** screen 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.
6. Select **Add**. The **Enter Expenses** screen updates (Figure 10) displaying the newly entered expense item. **Note:** On the **Enter Expenses** screen, the **Method of Reimbursement (MOR)** for incurred expenses reflects where the reimbursement will be sent:
- Electronic funds transfer (EFT) means it will go to a traveler’s checking or savings account.
 - Individually billed account (IBA) means it go to the GTCC vendor to pay the traveler’s account.
 - Centrally billed account (CBA) (air or rail only) means it will to the GTCC vendor to pay the organization’s account.



Figure 10: Enter Expenses Screen - Added Expense

7. Continue adding your expenses for the trip.

Update an Expense

Once you add an expense, select **Details** to view the information. The **Expense Details** screen (Figure 11) opens.

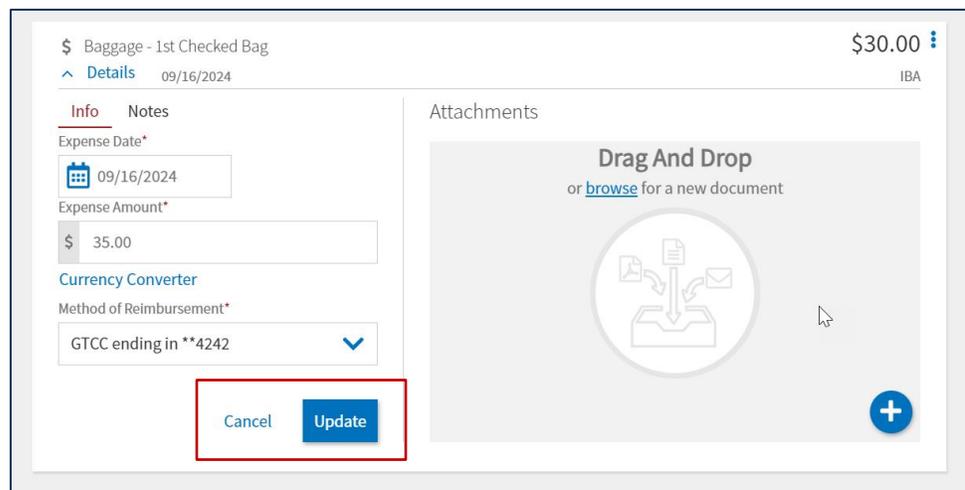


Figure 11: Expenses Details Screen

1. Update the required information (typically the date or cost). The option to **Cancel** or **Update** appears (Figure 11).
2. Select **Update** to save the changes. The page refreshes to show the updated entry on the **Enter Expenses** screen.

Duplicate an Expense

If you have a re-occurring expense for a trip, rather than selecting **Add** to enter the same expense multiple times, you can use the **Duplicate Expense** option.

1. Locate the expense item you want to reproduce. Select the **options** (3-dots icon) on the right side of the expense entry (Figure 12).

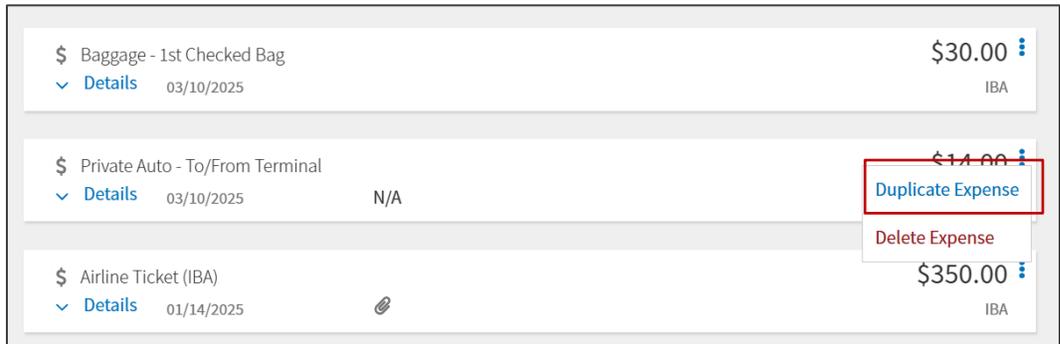


Figure 12: Duplicate Expense Option

2. Select **Duplicate Expense**. The **Add Duplicate** window (Figure 13) opens.

Add Duplicate

Select Type*

Private Auto - To/From Terminal

Attach Receipt

Expense Date*

03/10/2025

20.0 mi X \$0.700 = \$ 14.00

Method of Reimbursement*

Personal

Notes

Cancel Add

Figure 13: Add Duplicate Screen

3. Enter the **Expense Date** and select **Add** to create an entry. The page refreshes displaying the expense on the **Enter Expenses** screen.
4. Continue the process until you copy each required expense.

Delete an Expense

If you need to remove an expense, use the **Delete Expense** option.

1. Locate the expense item you want to eliminate.
2. Select the **options** (3-dots icon) on the right side of the expense entry (Figure 14).

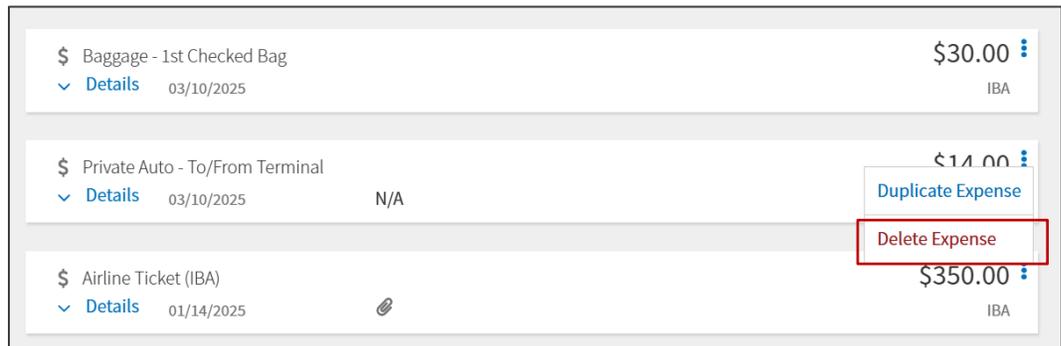


Figure 14: Delete Expense Option Screen

3. Select **Delete Expense**. An information box (Figure 15) appears.

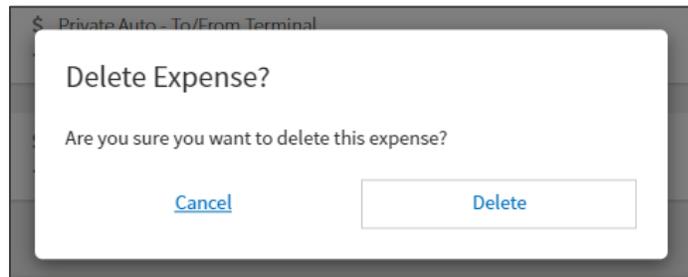


Figure 15: Delete Expense Message

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

Receipts and Document Attachments

For the authorization, you can attach information using **Expense, Details**. However, you may need to provide records to support the trip such as a leave form, locally approved documents or a **CTW**. When you need to include a supporting record that isn't associated to an expense item, go to **Expenses**.

- On the **Enter Expenses** page, select **Add**, for an **Expense Category**, select **Documents**.
- From there choose the appropriate item (e.g., CTW, memo, form, etc.).
- When the screen opens, complete the information within the page, and select **Add** to save the information.

For the voucher, update your estimates to actual costs and attach valid receipts for all lodging expenses, and expenses of \$75.00 or more. Under **Enter Expenses** and **Add** is where you upload receipts and substantiating documents (e.g., CTW, memos). It is recommended to attach receipts to the corresponding expense item (e.g., rental car receipt to the rental car expense item under **Details**). **Note:** Follow your local business when attaching supporting documents to vouchers.

Note: To learn more about completing authorizations and vouchers, see the *DTS Guide 2* and *DTS Guide 3: Vouchers* on the DTMO website under the [Training Search Tool](#).

Here’s how to attach a receipt or supporting document to an **Expense** item:

1. Locate the expense item from the list. Select **Details** for an expense item (Figure 16) and the widow expands.

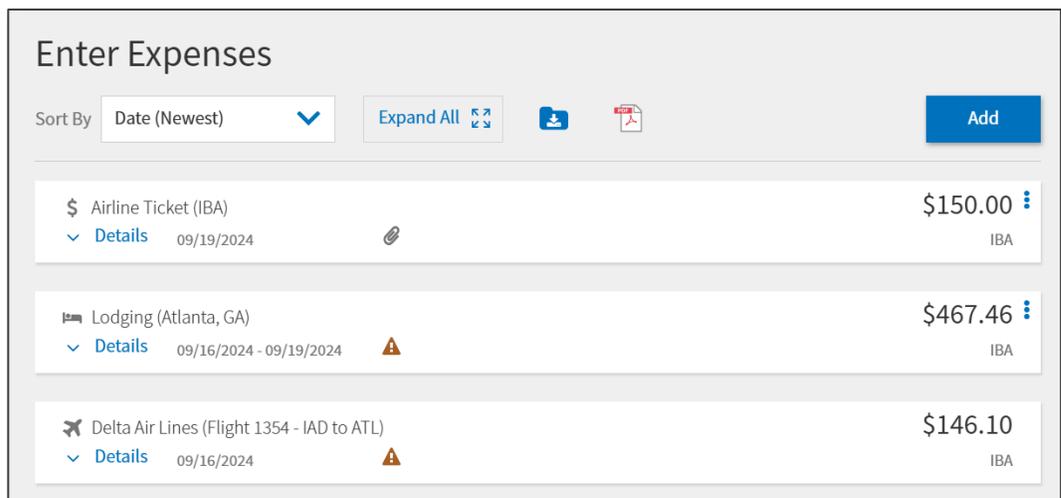


Figure 16: Enter Expenses Screen

2. Under **Details** on the left is the expense information and on the right is the option to attach a document (Figure 17a and 17b). **Note:** If you make the reservations through DTS you will see the flight number, cost, etc. If you manually enter the flight cost through **Expenses** the information appears differently, but it captures than main flight details.

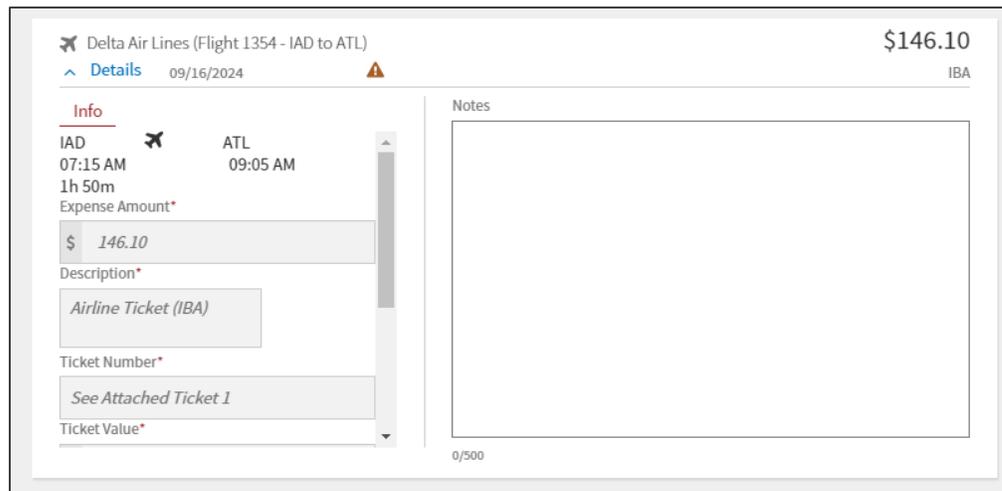


Figure 17a: Reservation Expense Details Screen - Booked Flight

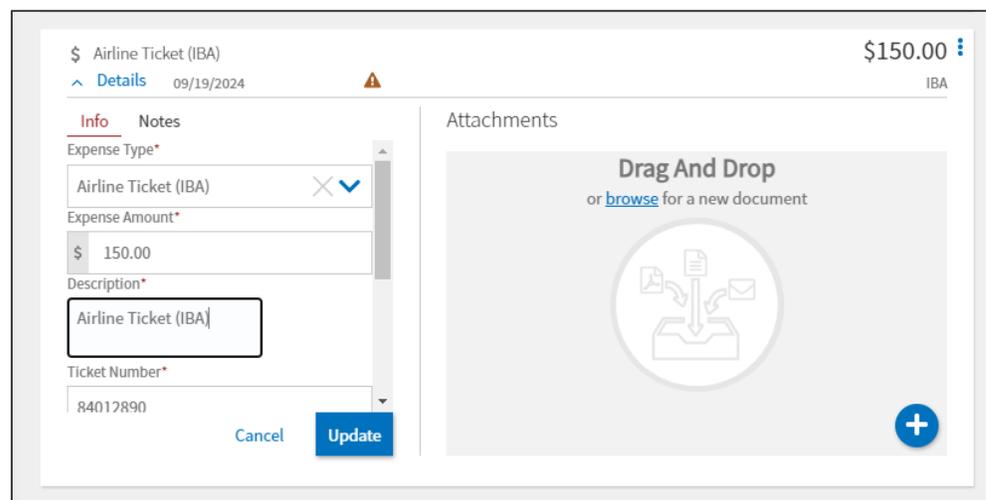


Figure 17b: Expense Details Screen - Manually Entered Flight Data

3. Use the + icon or **browse** link to search your PC to find the file you want to attach or drag the file to **Attachments** (Figure 17b). Either way, an **Attach Document** window displays. It identifies the document you have selected.

Note: When you attach or browse and upload a document, DTS automatically converts it to a .png file to permit viewing without having to download first. DTS also provides the option to check the “**Retain as PDF**” box. Use it when documents that must retain .pdf integrity, such as digitally signed records.

4. Select **Attach** to include your record (Figure 18). The expense **Details** displays the attachment and the available icons to choose which include:
 - Trash can (removes record)

- Rotate Left
- Rotate Right
- Zoom In
- Zoom Out
- + Sign (Add)
- Download Attachments

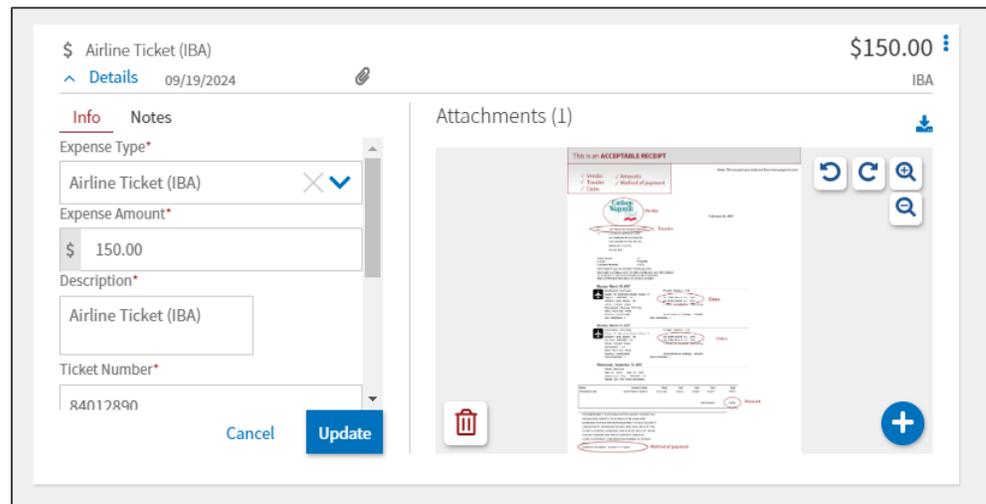


Figure 18: Attachment Screen - Air Receipt

5. Select **Details** to close the screen. The entry updates to show a paper clip icon that indicates an attachment is present.
6. Continue the process and attach supporting records and receipts to expenses.

Import Documents

At the top of the **Enter Expenses** screen is an **Import a PDF** option (Figure 19, Indicator 1). You see the icon for both the authorization and voucher. When you import files (e.g., CTW, memo) into the trip, you must attach each one to a specific expense or **Document**. **Note:** If you import a file and don't associate it to an expense or document then DTS lets you know. On the voucher, you can use the **Download all attachments** feature (Figure 19, Indicator 2) to view all attached records.

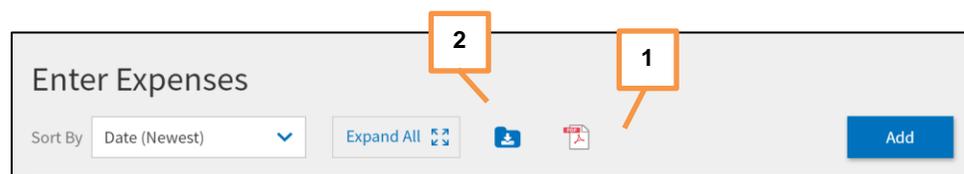


Figure 19: Enter Expenses Screen

1. Select the **Import a PDF** icon (Figure 19, Indicator 1). The **Import PDF** window (Figure 20) opens.

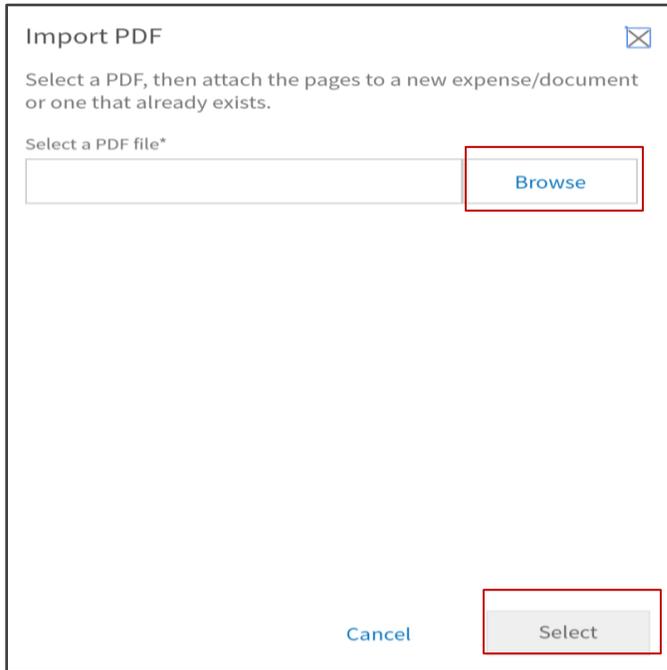


Figure 20: Import PDF Screen

2. **Browse** for the file you need from your stored location to attach to the document (Figure 20). Attach the file and choose **Select**.
3. The screen updates to show the document. Check the box and then select **Next** (Figure 21).

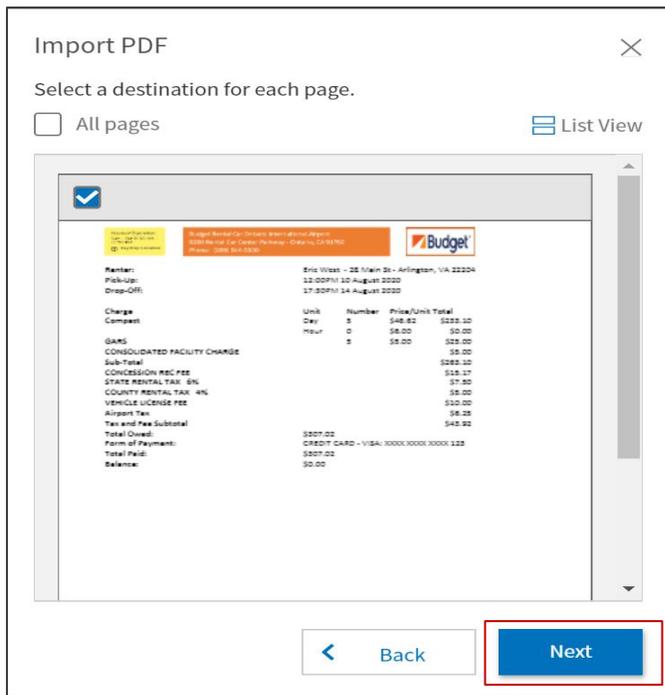


Figure 21: Import PDF Screen - Selected Document

- Once a list of expense types appears (Figure 22) select **Attach to Existing** to associate the file with an existing expense or select an expense type from the list to create a new expense, so you can attach the file.

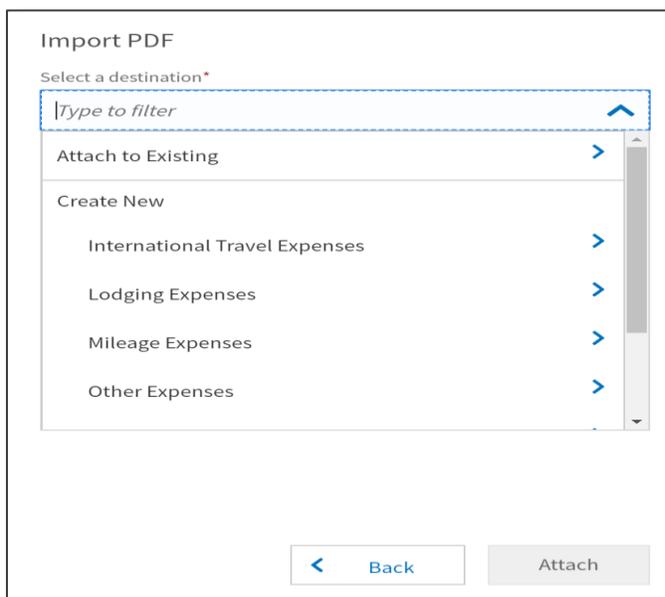


Figure 22: Import PDF Screen - Expense Options

5. Select the expense you want to associate the file to for example **Rental Car - At TDY Area** or **Airline Ticket IBA** or enter the expense details and select **Attach**. The screen updates with the **Attached** indicator (Figure 23).
6. When you finished attaching the record to the expense select **Done** (Figure 23).

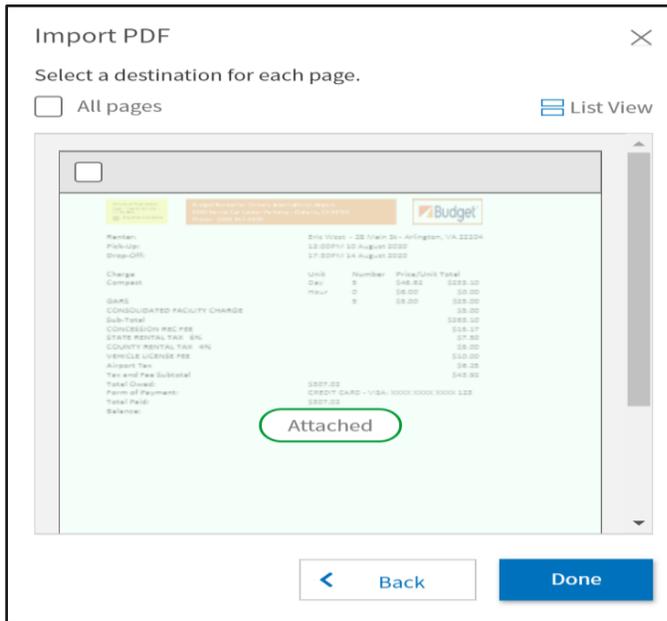


Figure 23: Import PDF Screen - File Attached

7. Follow the same process of attaching supporting records for the authorization to associate to an expense item and on a voucher ensure valid receipts for all lodging and expense of \$75.00 or more The **Enter Expenses** screen updates with the paper clip icon indicating the attached file (Figure 24).

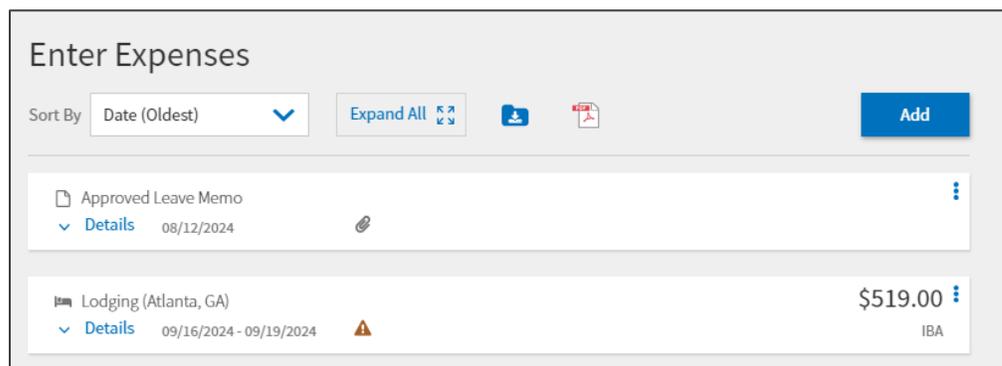


Figure 26: Enter Expenses Screen - Receipt Requirement Icon Updated

8. Check your GTCC charges to be sure you enter all valid official travel expenses in the voucher, include supporting records, and receipts.

Review Trip

It is important to completely review the document before submitting to your AO for approval.

1. Once you enter in your expenses and other information in the authorization or voucher, check the **Review <document type>** (Figure 27) page. At the bottom, provides the **<ESTIMATED or ACTUAL> TRIP COST** with a **CATGORY** breakdown (Figure 28).

Figure 27: Review Trip Voucher Screen

2. On the voucher side, you have a short cut link **Go to the Review Financial Summary** page (Figure 28). View the information for accuracy.

ACTUAL TRIP COST		Go to Financial Summary	
CATEGORY	ALLOWED	ACTUAL	
COM. CARR.-I	\$650.30	\$650.30	
LODGING	\$416.00	\$416.00	
M&IE	\$333.00	\$333.00	
MILEAGE	\$30.10	\$30.10	
OTHER	\$196.00	\$196.00	
RENTAL CAR	\$147.63	\$147.63	
		ALLOWED TRIP COST	ACTUAL TRIP COST
		\$1773.03	\$1773.03

Figure 28: Review Financial Summary Screen - Partial View

- In the **Financial Summary** page (not shown), the **Entitlement Summary** section allows you to move money to the GTCC, so you can pay the card fully (Figure 29) and prevent travel card delinquencies. Be sure to **Save** any changes.

Adjust Disbursements [Close]

Overpaid GTCC ⓘ	GTCC ATM Withdrawal	Additional Payment Paid to GTCC
\$ 0.00	\$ 0.00	\$ 0.00

Adjust Net Distribution [Reset]

Personal	GTCC
\$ 363.10	\$ 1409.93

[Cancel] [Save]

Figure 29: Adjust Disbursements Screen

- After the review, proceed to the **Other Auths** and **Pre-Audits** page. Check for the **Pre-Audit** flags and **Reason Codes**. Examples could be leave, lodging booked outside DTS, or **CTW** (Figure 30). **Note:** When constructed travel rules apply and you don't attach either a DTMO form or a locally approved CTW version along with a **Pre-Audit CTW** flag, there is an **ADVISORY** for **CTW IS REQUIRED**, and DTS will apply a hard stop at **SIGNED**.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

1 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *

0/2000

Cancel
Save

1 ADVISORIES

CTW IS REQUIRED

A Constructed Travel Worksheet (CTW) is required. You must add the CTW under Documents on the Expenses screen before applying the SIGNED stamp to this document.

Figure 30: Pre-Audit Flag and Advisory - CTW IS Required

- a. Justify **Pre-Audit** flags and **Reason Codes**.
 - i. If CT rules apply and you are flagged for a CTW.
 1. If the trip is created *after* January 31st, 2025, over 400 miles one-way or over 800 miles around-trip add comments – CTW attached.
 2. If you didn't attach a **CTW** earlier, then return to **Expenses** and attach the missing CTW and the **CTW IS REQUIRED Advisory** resolves.
 3. If your **Trip Start** date is *earlier* than January 31st, 2025 then see the rules and listed on Page 1 to Page 3.
 - b. Select **Continue** to proceed.
5. On the **Digital Signature** page, if there were any **Audit Fail** triggers you can see them under the link **Check document for errors** (Figure 31). Close the link to advance.

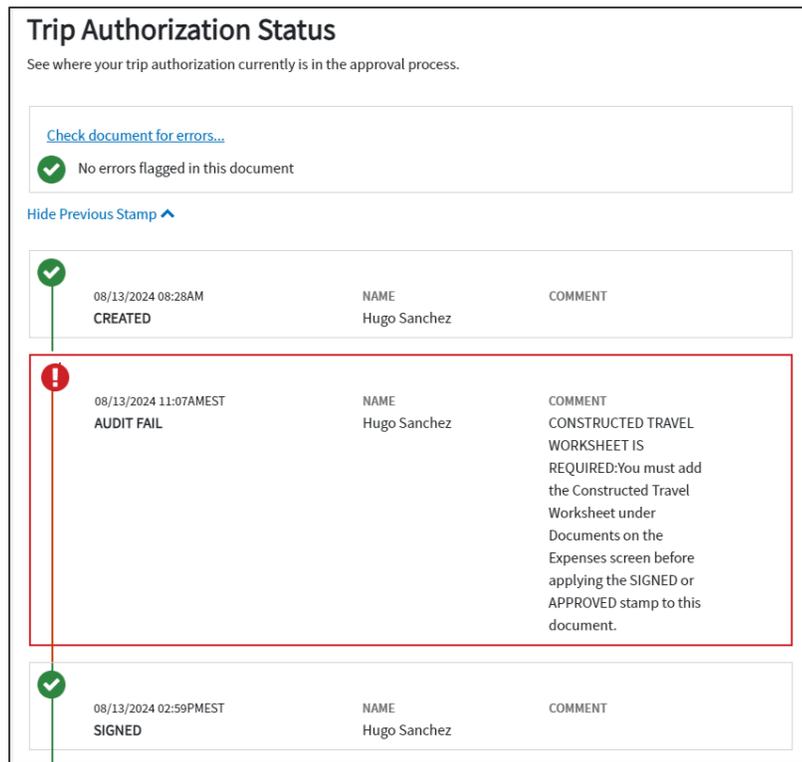


Figure 31: Digital Signature Page - Audit Fail Message

6. Stamp the document **SIGNED**. Select **Submit the Completed Document**. The routing process begins.
7. Monitor the trip for **APPROVED** for authorization (travel) and voucher payment.

DTS ICONS

Table 1 lists the icons available on the **Enter Expenses** page and/or on the **Review Trip** screen and provides a brief description.

Table 1

ICON	Appear in the Area Headers
	Information icon provides details for an item. Mouse over or select to activate.
ICON	Identify Expense Types
	Identifies an Expense on the Progress Bar .

	Identifies an Expense (other than a Reservation Expense) on the Enter Expenses screen.
	Identifies a Flight Expense .
	Identifies a Rental Car Expense .
	Identifies a Lodging Expense .
	Identifies a Rail Expense .
ICON	Allow Attach, Edit, and Remove Documents
	Select to Import a PDF and attach to an Expense item. Available on the Enter Expenses screen.
	Select the + (Plus Sign) icon to Add a receipt or file under Details (Expense item) .
	Select the Trash Can icon to remove an attached document under Details (Expense item) .
	Download Attachments - Under Details , select to download a record in an entry. You can also download all records (zip file) and on the Enter Expenses screen.
browse	Select browse link to search for and attach a file under Details (Expense item) .
 	Select the icons to rotate an image Right / Left under Details (Expense item)
 	Select the icons to Zoom In / Out under Details (Expense item) .
ICON	Appear in the Document Column
	Identifies Expenses - Warning required receipt is missing.
N/A	Identifies Expenses – Receipt not applicable.
	Identifies Expenses - Number of attached receipts.
	Identifies Attached file to an Expense item.
	Identifies Receipt Required icon for an Expense item
ICON	Appear in the Actions Column
	Icon appears for an entered expense. Select to duplicate or delete an Expense item.

Travel Compliance

There are several opportunities to support and improve travel compliance.

- DTS provides **Pre-Audit** flags, **Reason Codes**, **Advisories**, pop-ups and numerous emails to aid travelers and AOs towards compliance. One email example is DTS provides a **Five Day Policy to Submit Travel Voucher upon return from TDY** email to travelers. You will receive an email on the last day of your trip and is generated for 5 business days or until the voucher is **SIGNED**.
- For official travel you should:
 - Provide supporting documentation for authorizations and required receipts and supporting documentation vouchers.
 - Supply clear justifications for **Pre-Audit** flags and **Reason Codes**.
 - Ask questions when you are uncertain on how to process your travel document.
 - File a correct and timely voucher.
- All users should be aware that official documents are subject to auditing such as the [DTMO Compliance Tool \(CT\)](#) and the *DFAS Post Pay Review (PPR)*.

Key Travel Compliance Sources:

- You can learn about the [Travel Policy Compliance Program](#) on the DTMO website and how the **Compliance Tool** finds errors in DTS documents.
- If you are not sure what constitutes a valid receipt review the [Joint Travel Regulations \(JTR\)](#), and [DOD Financial Management Regulation \(FMR\)](#).
- Reach out to your Component Representatives and AO for local business rules.
- Review the data in the [What is a Valid Receipt?](#) information paper.

Note: The DTS **Default** is the only printable version. No other printable form (e.g., *DD 1610*, *DD 1351-2* or *OF 1164*) version is required in DTS. To obtain an electronic fillable version contact your Component for guidance or visit the Government website to obtain the appropriate form.

- Visit the *Washington Headquarters Service* website to download and complete the [DD Form 1351-2](#).
- Visit the *General Services Administration* website to download and complete the [OF 1164](#) form.

Resources

The DTMO provides a variety of resources in the **Training Search Tool** at <https://www.travel.dod.mil/Training/Training-Search/>. You can find the specific resources addressed in this document and many more on the DTMO website.

- For information on authorizations, see [DTS Guide 2](#)
- For information on vouchers, see [DTS Guide 3](#)
- For information on expense types, see the [DTA Manual, Appendix K](#)