



DTS Expenses Screen for Routing Officials

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 \(JTR\)](#). For official travel, individuals use the DTS **Expenses** module, a single-entry point to enter travel expenses, calculate mileage allowances, and attach supporting documents (e.g., leave forms, memos) for an authorization. After travel, individuals use DTS **Expenses** to update the costs, remove unwarranted items, and attach receipts for the voucher. For each entered expense, you can easily delete and duplicate expenses using **options** (3-dots icon).

As an Authorizing Official (AO) you will carefully review each expense entry, comments, the supporting documentation, receipts, **Pre-Audit** flags, **Reason Codes**, and justifications confirming the document is within compliance of travel regulations and local policy. To assist AOs, the [Desktop Guide for Authorizing Officials](#) provides basic information on their official roles, explains the various tasks required with a detailed checklist for each DTS document type. If you determine a document does not meet compliance and policy requirements, then return it (with comments) for traveler corrective action.

Note 1: Manually entering an expense causes DTS to trigger a **Pre-Audit** flag requiring justification. The AO must verify the expense item and justification meet compliance requirements.

Note 2: Some selectable “expenses” in DTS are really allowances (e.g., POV mileage), but DTS calls them expenses, so this information paper uses that term throughout.

Note 3: 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 4: 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 5: 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 6: DTS will notify the traveler 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. In addition, for an authorization on the **Other Auths and Pre-Audit** page, a **Pre-Audit** may trigger requiring a justification. For a voucher, a **Pre-Audit** flag may trigger for a CTW as well, if the authorized transportation mode was changed.

There are 3 different CTW warning messages the traveler *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” to the traveler.
 - If DTS triggers a **Pre-Audit** flag for a CTW, you should verify the traveler added a comment a CTW is attached.
 - You should check in **Expenses**, under **Documents, CTW** that there is an attached DTMO worksheet or locally approved version to determine the most cost advantageous means of travel.
 - You will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means of travel during the DTS approval process.
 - For a voucher, a **Pre-Audit** flag may trigger for a CTW if the authorized transportation mode was changed. If the travel changed the transportation mode verify comments.
- 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” to the traveler.
 - DTS triggers a **Pre-Audit** flag for a CTW, you should check the traveler added a comment CTW is attached.
 - You should check in **Expenses**, under **Documents, CTW** that there is an attached DTMO worksheet or locally approved version to determine the most cost advantageous of travel.
 - You will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means of travel 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” to the traveler.
- DTS triggers a **Pre-Audit** flag for a **CTW**, you should check the traveler added a comment CTW is attached.
- You should check in **Expenses**, under **Documents**, CTW that there is an attached DTMO worksheet or locally approved version to determine the most cost advantageous of travel.
- You will review the CTW and determine if the “Traveler Preferred Transportation” or “Government Preferred Transportation” is most cost effective means of travel 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 and the CTW rules do not apply there is no message for a CTW.
 - When a CTW is not required then you 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](#).

**For this information paper, “you” refers to a DTS Routing Official who views documents submitted by travelers or someone acting on behalf of the traveler. A DTS Routing Official is any individual named on a DTS routing list. A Routing Official can be an Authorizing Official (AO), Reviewing Official (RO), Certifying Official (CO), Transportation Officer (TO), etc. This document mainly focuses on AOs.*

Document Routing

After a traveler completes and stamps an authorization **SIGNED**, based upon the DTS routing list the document routes to the Travel Management Company (TMC (when reservations apply), then to the Routing Officials.

You begin by logging into the [Defense Travel System \(DTS\)](#).

1. From the DTS **Dashboard**, select **Trips Awaiting Action** to see if the authorization is available for action. If the document is not in the queue or inbox then most likely it is not your turn yet.
2. If you want to check on the document and if you have group access to the traveler's group then you can search for the traveler's document under **Traveler Lookup**. **Note:** If you don't have group access then contact the Defense Travel Administrator (DTA) to help research the document status.
3. If the document is waiting for someone else to act (e.g., **REVIEWED**), then wait, and don't try to skip over the steps before yours.
 - For DTS documents the AO is always last and applies the **APPROVED**, **RETURNED**, or **CANCELLED** stamp as appropriate.
 - Only the AO can apply the **CANCELLED** stamp to a DTS document.

Getting Started

Either the traveler contacted you, you received an email, or you just logged into DTS.

1. From the DTS **Dashboard** you can access DTS travel documents requiring your attention. Simply select **Trips Awaiting Action** from the **Administrative** menu line (Figure 1) or use the quick link. **Note:** If you need to access a document not waiting your action (e.g., previously **APPROVED**) select **Traveler Lookup** from the **Administrative** menu line to search for the traveler's document.

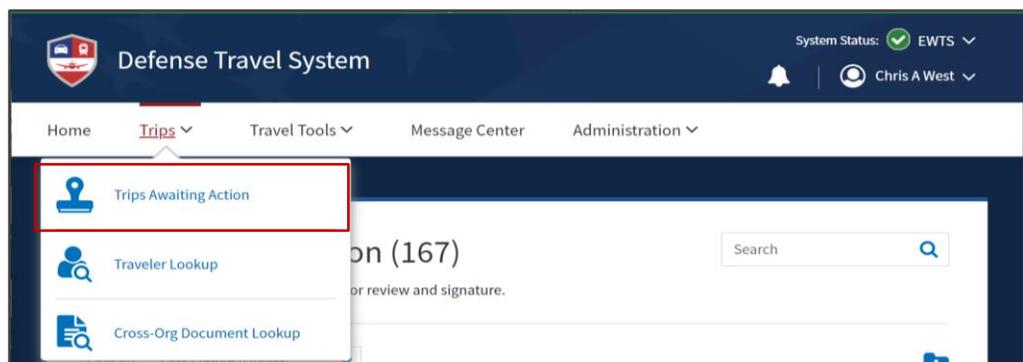


Figure 1: DTS Dashboard - Dropdown List

2. Once you select the item the **Trips Awaiting Action** page displays (Figure 2). **Note:** If you don't see the trip in the list, you may need to change the order of the documents using the **Sort By** option or scroll to the bottom of the screen and select > to see the additional pages.

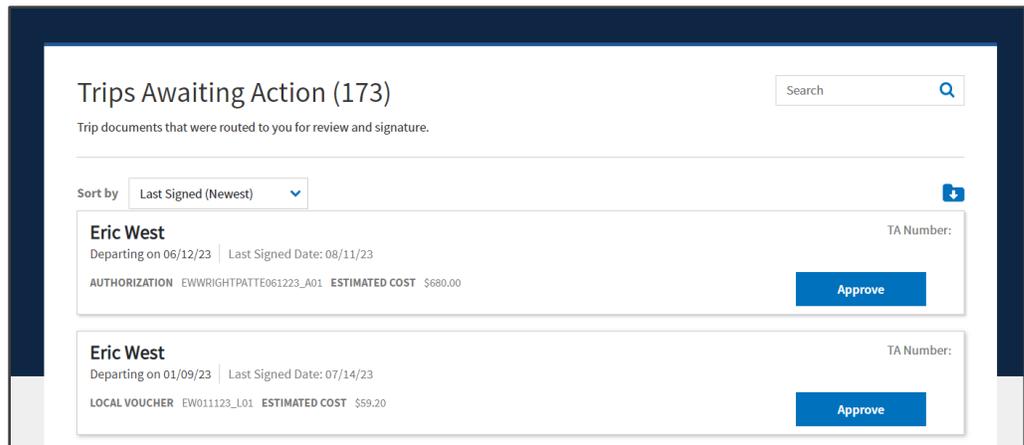


Figure 2: Trips Awaiting Action Screen

3. Once you locate the traveler and document, select the (pending) action stamp. Our example in Figure 2 shows **APPROVE** for the AO. The document opens on the **Review Trip** (document type) screen.
4. The **Review** screen provides a trip summary. It is best to access the **Expenses** module to get the full expense **Details, Attachments, and added Notes**.

Expenses Module

As a Routing Official, you can access the **Enter Expenses** screen two ways when reviewing a DTS document either as a view or edit once you open the document:

1. On the **Progress Bar** select **Expenses** allowing a view-only mode (Figure 3). **Note:** This information paper addresses this option.

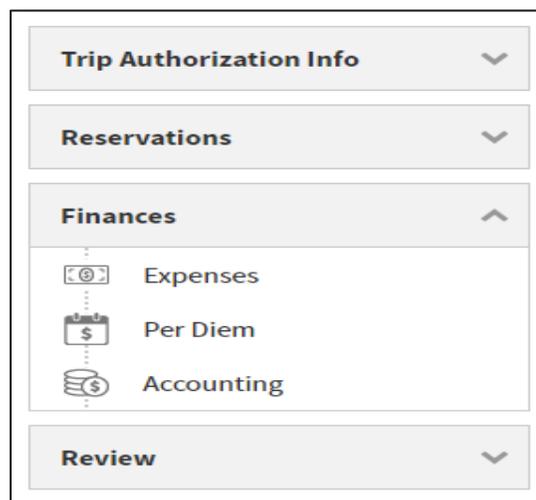


Figure 3: Progress Bar - Expenses

2. Create an adjustment to change the document into an editable mode (Figure 4) click **edit** on the **Review Trip** screen. Then proceed to **Expenses**.

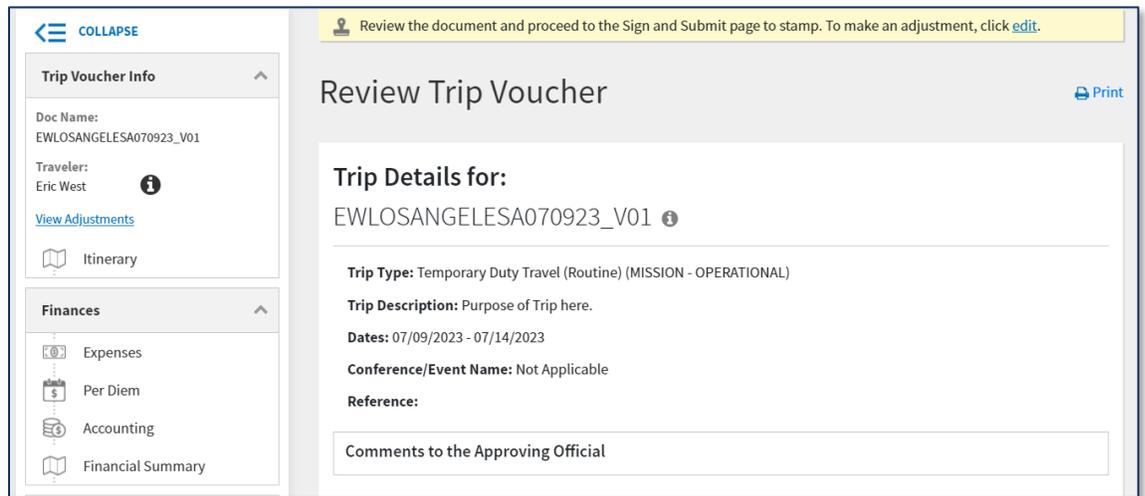


Figure 4: Create an Adjustment Link

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**.

Enter Expenses

In an authorization, the expense costs are *estimates* and on the voucher they reflect *actual* costs. This paper first addresses expenses in an authorization and later vouchers. For more about the end-to-end processing of DTS documents, see the *DTS Guide 2: Authorizations* and *DTS Guide 3: Vouchers* available on the DTMO website, under the [Training Search Tool](#).

As an AO, you want to verify the traveler included what is necessary for the mission (*JTR, par. 010201-B*) and that the transportation mode adheres to policy. **Note:** Review the *JTR, par. 020203. Transportation Types Most Advantageous to the Government*. When viewing documents, Routing Officials can use the [AO Checklist and Instructions](#) trifold to aid them with their duties or use a locally approved checklist.

Note: The *JTR* addresses specific rules when other than the preferred travel mode is considered. The *JTR, par. 0202* 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.”

Travelers can use either a locally approved document or the [DTMO Constructed Travel Worksheet \(CTW\)](#) to show a cost comparison. The CTW and instruction zip file are available on the DTMO website. **Note:** When a POV is used ensure the traveler follows the *JTR* for mileage allowance and when a CTW is required. See the *JTR, Table 2-9. General Rules when Using a POV* (for TDY) and the *JTR, Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles*.

As a Routing Official, what you see on the **Enter Expenses** screen (Figure 5) is:

- A single running list of booked reservation expenses and projected non-reservation expenses and allowances (Figure 5, Indicator 1).
- Review the document for the correct dates, TDY location, and entered expenses to ensure the information is consistent with the mission.
- View the expenses to ensure they meet policy requirements (e.g., Integrated Lodging Program (ILP) properties, **Compact** rental car, POV use etc.). Then review **Notes** for entered expense items. **Note:** Some items will trigger **Pre-Audit** flags and **Reason Codes** check for valid justifications and comments.

- Verify the traveler entered the correct expenses (e.g., **Rental Car - Fuel**, if a rental car is booked) (Figure 5, Indicator 2).
- A triangle icon for entered expense items that meets receipt requirements.
- N/A or blank in the icon column for any expense not requiring a receipt.
- The Method of Reimbursement (MOR) along with the cost for each entered expense. This helps you comply with the *Travel and Transportation Reform Act (TTRA) of 1998* and mandatory use of the Government Travel Charge Card (GTCC). For more information about the GTCC requirements, see the [Joint Travel Regulations \(JTR\)](#), [DoD Instruction 5154.31, Volume 4](#), and the [Federal Travel Regulations \(FTR\)](#).
- A paper clip icon for **Attachments** for expenses or **Documents**.

Note 1: An authorization might include a travel memo or a leave form to support travel (Figure 5, Indicator 3).

Note 2: DTS flags entered expenses meeting the receipt requirements (all lodging and expenses of \$75.00 or more) with a triangle icon on the authorization and voucher.

On the authorization, there is no cause for concern the expense reflects the triangle icon when no actual charges occurred. This flag is informational.

On the voucher, the traveler must attach all required receipts.

- It is recommended to attach receipts directly to the corresponding expense item (e.g., rental car receipt to the rental car expense item under **Details**). DTS provides a report for expense items missing attached receipts. If the traveler attaches a receipt separately from the expense item then the document will be flagged on the report.
- The triangle icon is replaced with the paper clip once the receipt or supporting document is attached.
- In Figure 5, Indicator 4, the message banner provides information on items which are not valid receipts.

On the **Enter Expenses** screen (Figure 5), in the view-only mode you can:

- Change the **Sort By** (Figure 5, Indicator 5) to re-order the expenses.
- Switch between **Expand All** and **Collapse All** (Figure 5, Indicator 6) to open and close all the expense items data cards to see **Details**, **Notes**, and **Attachments**.

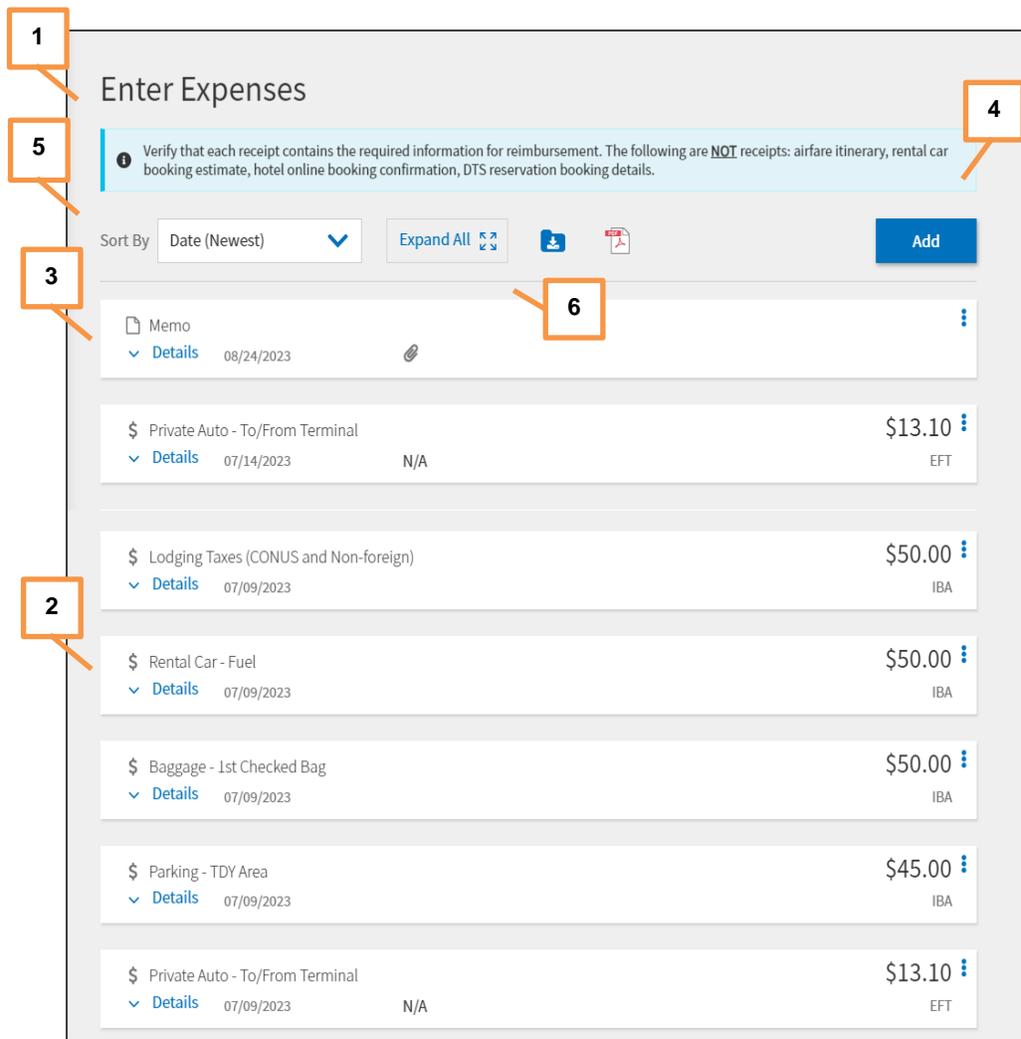


Figure 5: Enter Expenses Screen

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 6, Indicator 1). **Note:** If you want to see the booked air, rail, rental car, and lodging, select **Review Reservations** on the **Progress Bar**.

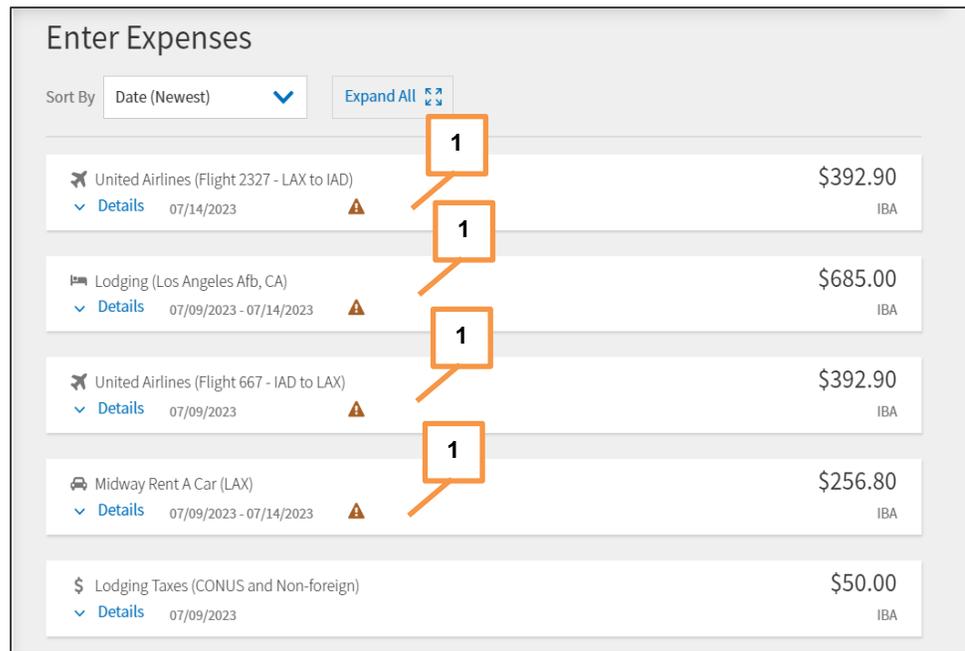


Figure 6: Enter Expenses Screen - Reservations Added

Note: Changing or cancelling reservations is not permitted from the **Enter Expenses** screen. Those actions must be accomplished from the **Reservations** module. If a reservation change is necessary, it is recommended the AO returns the document to the traveler for action.

Here is how to view a reservation expense for:

- Lodging - Select **Details** (Figure 7, Indicator 1) to open the window. It displays an **Info** tab, allows entry for **Notes** (Figure 7, Indicator 3), provides access to a **Calendar** with daily per diem (Figure 7, Indicator 2) for the TDY location, and associates the receipts or documents under **Attachments** (Figure 7, Indicator 4). 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 on the **Progress Bar**.

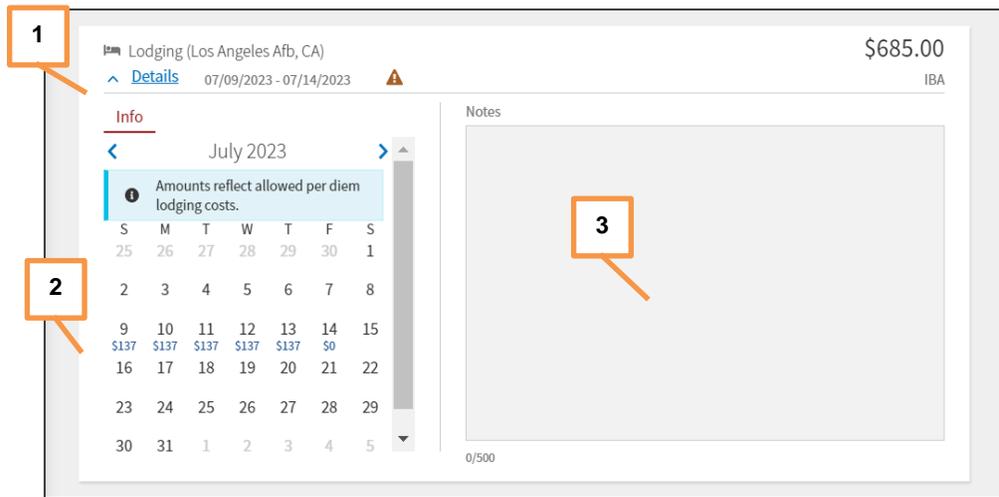


Figure 7: Lodging Expense Details Screen

- **Airfare** - Select **Details** to open the window (Figure 8). It displays an **Info** tab, allows entry for **Notes**, **Costs**, **Ticket Number**, and associates receipts or documents under **Attachments**. To close the window, select **Details** again.

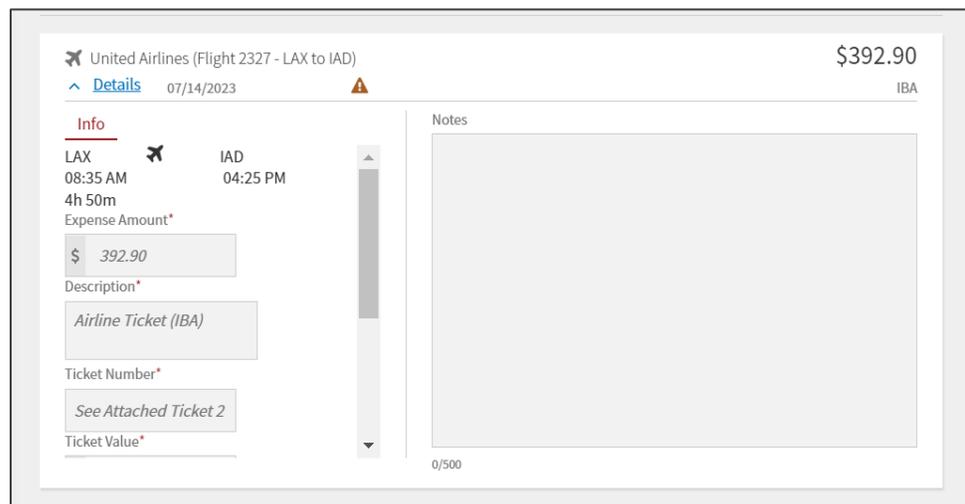


Figure 8: Air Expense Details Screen

- **Rental Car** - Select **Details** to open the window (not shown). It displays an **Info** tab, allows entry for **Notes**, **Costs**, and associates receipts or documents under **Attachments**. To close the window, select **Details** again.

Voucher Expenses

On the voucher, DTS opens to the **Review Trip Voucher** screen (Figure 9). The information details are in a view only mode by default.

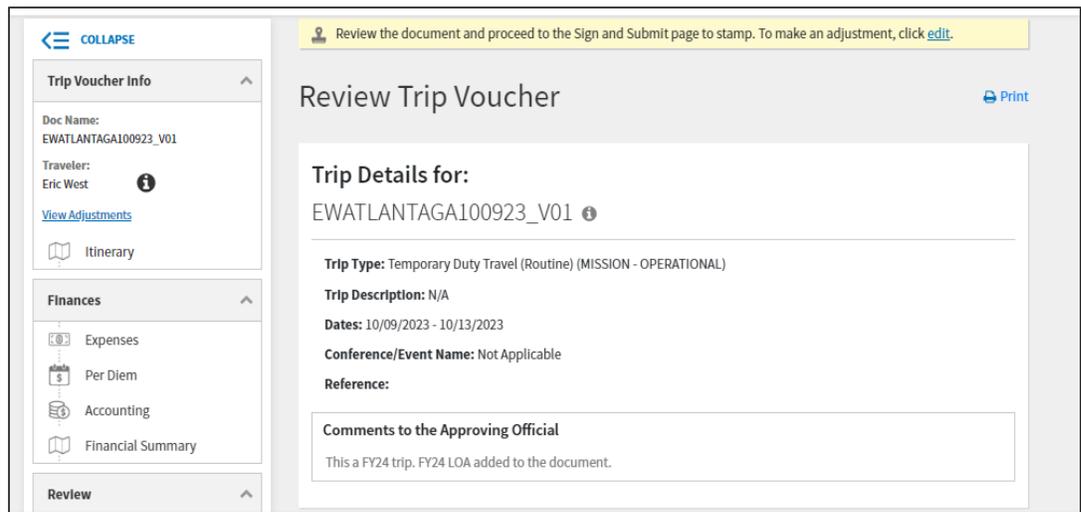


Figure 9: Review Trip Voucher Screen

To make an adjustment, you must choose the **edit** link at the top of the page. If you do select **edit**, a message displays and you must choose **Edit** to make a change or **Cancel** to exit the screen (Figure 10).

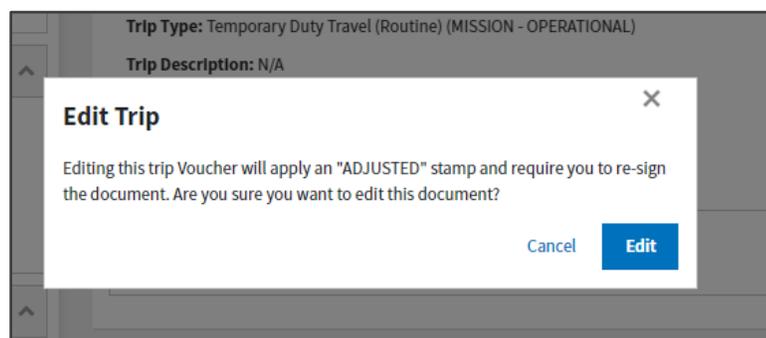


Figure 10: Edit Trip Screen

All items listed in a voucher must be valid travel expenses. The traveler or document preparer/Non-DTS Entry Agent (NDEA) should have:

- Updated any estimates to actual costs. **Example:** On the authorization added \$50.00 for **Rental Car - Fuel**, but the actual cost was \$72.00.
- Removed items which are not applicable. **Example:** On the authorization estimated a taxi from airport back home. Didn't take the taxi, so it must be deleted.
- Added any new costs. **Example:** Picked up a **Rental Car** at the TDY location.
- Attached a lodging receipt for incurred lodging per the [JTR](#).
- Attached a receipt for any expenses of \$75.00 or more per the [JTR](#).

- Attached other travel documentation. **Examples:** Leave form, **CTW**, **DD 1351-2** (NDEA), special permissions for other-than-economy-or-coach-class travel, use of restricted airfares (Figure 11, Indicator 3).

Note 1: There are specific rules which apply when the traveler uses other than preferred transportation, see the [JTR, par. 020203. Transportation Types Most Advantageous to the Government](#). As an AO, if you were prompted to limit the travel on the authorization and did not, then you are not allowed to limit it on the voucher. See the [JTR, par. 010206. Travel Authorizations and Orders and the JTR Supplement, Travel Orders](#).

Note 2: To ensure travel policy compliance and reduce improper payments it is best to use a standardized checklist. Either use a locally approved version or use the [AO Checklist and Instructions](#) trifold available on the DTMO website when reviewing DTS documents.

When viewing the voucher, on the **Enter Expenses** screen (Figure 11), you see the same options and receipt requirement indicators as the authorization and a few more icons which include:

- **Download all attachments** icon to view all receipts (Figure 11, Indicator 1).
- **View GTCC Transactions** icon (Figure 11, Indicator 2).

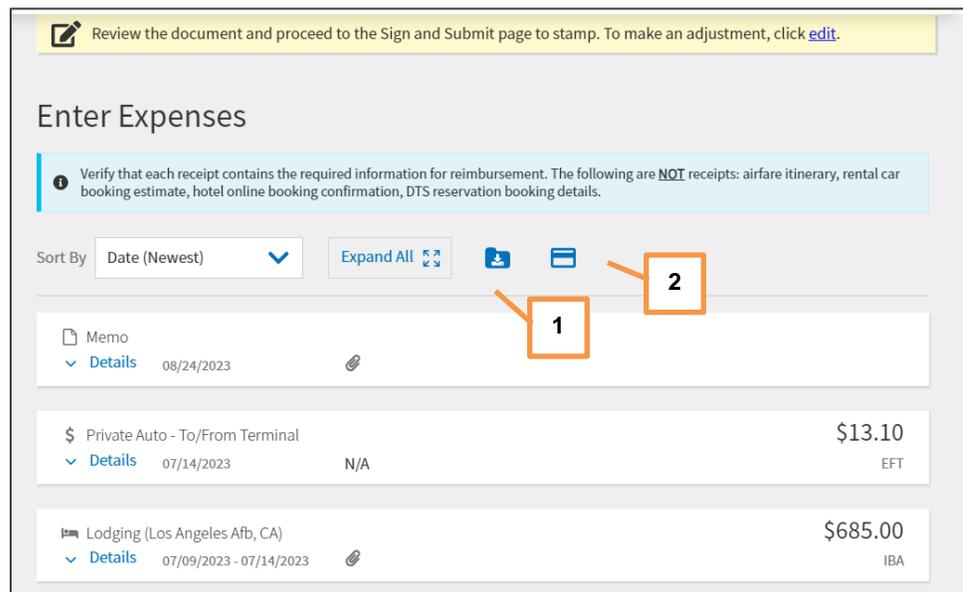


Figure 11: Enter Expenses Screen

In the **Enter Expenses** screen you will:

- Examine the dates and costs for each expense on the list for accuracy.
- Identify required receipt expenses (triangle icon and/or paper clip icon).
- Select **Details** to expand the expense entry.
- View the attached receipts in the document and the GTCC transactions claimed amounts match.

- Check the **Notes**. In the expanded **Details** view, look for and review any **Notes** provided by the traveler. For example, if the person claimed **Rental Car – Fuel** but you did not see a **Rental Car** reservation. This could be a case the traveler was an additional driver on the **Rental Car Agreement**. Verify the purpose for the expense before approving the voucher.
- Verify the claimed expenses have the correct method of reimbursement (MOR). For example, if the traveler used the GTCC to pay for a taxi then the IBA should be reflected as the MOR.
- Review all attached travel documents (e.g., memos, leave forms, **CTW**).

To see the contents of a specific expense, select **Details** (Figure 12). The screen expands to view **Info**, **Notes**, and **Attachments**. Remember, the data is a view only mode by default. If you need make changes, you must be in the **Edit** mode. If you do make changes or add documents, select **Update** to save. When you're ready, select **Details** again to close the screen.

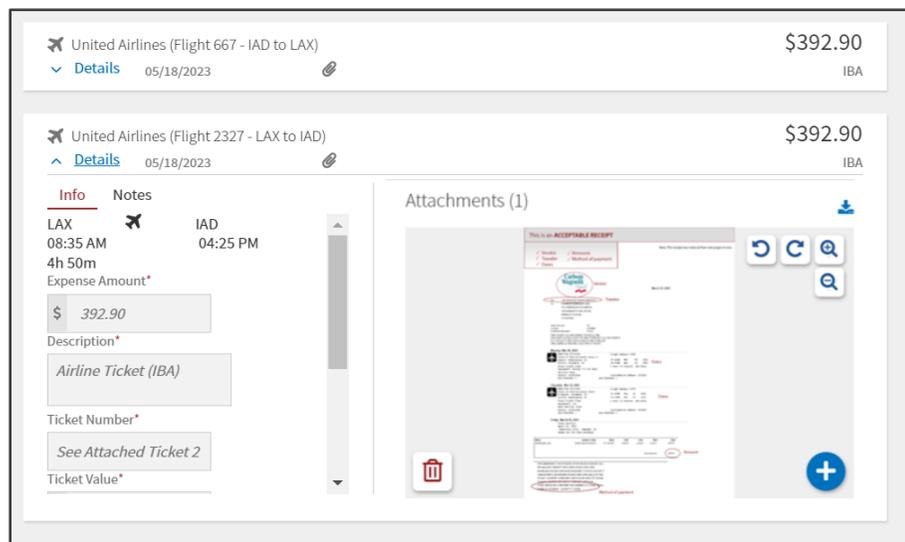


Figure 12: Expense Details Screen - Attachment Air Receipt

Document Review

As an AO, you must confirm travel documents comply with the [JTR](#), Component business rules, or local policies before you can approve the authorization for travel and the voucher for reimbursement of incurred expenses and earned allowances. If the document is incorrect or missing data, return it to the traveler or NDEA if applicable for correction.

There are several resources to assist you; [JTR](#), [Desktop Guide for Authorizing Officials](#), [Trifold – AO Checklist and Instructions](#), [DTS Regulations](#), [GTCC Regulations](#), and [TraX - Web Based Training \(WBT\)](#) classes accessible from the [DTMO](#) website. As always, follow your local business rules when approving travel documents.

For authorizations and vouchers at the bottom of the **Review <document type>** page, the **<ESTIMATED or ACTUAL> TRIP COST** displays. The breakdown consists of the (financial) **CATEGORY, ALLOWED,** and **ACTUAL** costs. The expenses commonly displayed are **Comm. Carr.-I, Comm. Carr.-C, Rental Car, Lodging, M&IE, Mileage, Transport,** and **Other** (Figure 13).

ACTUAL TRIP COST			Go to Financial Summary →
CATEGORY	ALLOWED	ACTUAL	
COM. CARR.-I	\$330.90	\$330.90	
LODGING	\$530.00	\$530.00	
M&IE	\$333.00	\$333.00	
MILEAGE	\$26.20	\$26.20	
OTHER	\$145.00	\$145.00	
RENTAL CAR	\$83.06	\$83.06	
TRANSPORT	\$45.00	\$45.00	
ALLOWED TRIP COST		ACTUAL TRIP COST	
\$1493.16		\$1493.16	

Figure 13: Actual Trip Cost Screen

For the authorization, once you finish checking the **Review <document type>** page, proceed to the **Other Auths** and **Pre-Audits** page. Review the **Pre-Audit** flags, **Reason Codes**, traveler justifications, **Comments to the AO**, and **Advisories**. Items you could see on the page if applicable, include leave requested, lodging booked outside DTS, constructed travel and more. **Note:** Remember when it comes to constructed travel, the CTW prompt is based upon **Trip Start** date. This means the traveler *may* or *may not* have a requirement to attach a CTW to the document (see Page 2 and 3 for the rules). If the information provided by the traveler is travel compliant then select **Continue**.

On the **Digital Signature** page, DTS provides the current stamp to apply, previously applied stamps, and captures errors in the **Document History** details. **Note:** All the status stamps appear by default. You can hide previous stamps to shorten the list.

Here are Audit Failures to look for on the **Document History**:

- If a traveler used a POV and didn't attach a **CTW** either a DTMO form or locally approved version, then DTS triggers a **Pre-Audit** flag (Figure 14a), an **Advisory CTW IS REQUIRED**, and imposes a hard stop disallowing **SIGNED**. Once the traveler or NDEA attaches the supporting record, the **Pre-Audit** flag remains, but the **Advisory** is removed, the **Audit Fail** information is captured in the **Document History** details (Figure 14b) and remains in the document.

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 14a: Pre-Audit Flag - Traveler

Trip Authorization Status

See where your trip authorization currently is in the approval process.

[Check document for errors...](#)

✔ No errors flagged in this document

[Hide Previous Stamp ^](#)

	NAME	COMMENT
✔ 08/13/2024 08:28AM CREATED	Hugo Sanchez	
! 08/13/2024 11:07AMEST AUDIT FAIL	Hugo Sanchez	CONSTRUCTED TRAVEL WORKSHEET IS REQUIRED: You must add the Constructed Travel Worksheet under Documents on the Expenses screen before applying the SIGNED or APPROVED stamp to this document.
✔ 08/13/2024 02:59PMEST SIGNED	Hugo Sanchez	

Figure 14b: Digital Signature Page - Document History (AO)

- If the DTS Budget did not contain enough funds during a prior approval attempt, you would see the **Budget Fail** information the **Document History** details. Confirm with the Financial DTA the funds were loaded into the proper budget before attempting to approve the document again.

Decision Tool and Approval

If the traveler uses a directed travel mode (e.g., air, GOV) then the cost comparison is not prompted in the approval process and Figure 15 doesn't appear. However, when a traveler selects other than a directed travel mode then the AO must determine the most advantageous means of travel when CT rules apply.

Note 1: For a trip created *after January 31st, 2025*, DTS supports the *JTR* policy and will flag for a CTW when transportation is POV use and *over 400 miles one-way or 800-miles round trip*.

Note 2: For a trip created *after January 31st, 2025*, DTS supports the *JTR* policy and will not flag for a CTW when transportation is POV use and *400 miles and under one-way or 800 miles or less round trip*.

Note 3: For additional **Trip Start** date CTW prompt examples, see Page 2 and 3

At the bottom of the **Digital Signature** page, the **Decision Tool** (Figure 15) appears providing the AO the opportunity to either allow the **Traveler Preferred** or **Government Preferred Transportation** mode when CT rules apply. **Note:** You can learn more about Constructed Travel with the [TraX WBT - Constructed Travel](#), [TraX WBT - JTR Module C](#) and [CTW and Constructed Travel Instructions](#), zip file.

To complete the steps when the CTW is active:

1. Open the CTW from the **Digital Signature** page, **Decision Tool** section and enter the information from Row 2N of the CTW into the **Government Preferred Transportation** column.
2. Determine which **Total Allowed Cost** to approve. Choose a radio button.
3. You must select the radio button Approve Government Amount to activate the screen then add amount into the **Government Preferred Transportation** field. If you approve the **Government Preferred Transportation** mode and it is less than the **Traveler Preferred Transportation** then the reimbursement is limited. On the **Review Trip** screen, the **Actual Trip Cost** section will be updated to reflect the **Allowed** amount is less than the **Actual** amount.
4. If you approve the **Traveler Preferred Transportation** the **Government Preferred Transportation** field is blanked out. Then the reimbursement is the full amount. The **Actual Trip Cost** screen will reflect that the **Allowed** and **Actual** amounts are the same.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

[CTW Added 08/13/2024 at 12:00:00 - Download](#)
[CTW Added 08/13/2024 at 12:00:00 - Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 0.00	Private Auto - To/From TDY	\$128.64
Total Allowed Cost	\$ 0.00	Total Allowed Cost	\$ 128.64
<input type="radio"/> Approve Government Amount ⓘ		<input type="radio"/> Approve Traveler Amount	

NAME: CHRIS T WASHINGTON - A TODAY'S DATE: 08/13/2024

Figure 15: Digital Signature Page - Decision Tool

5. You will **Submit** the **Completed Document** for **APPROVED** travel.

For the voucher, you will verify the traveler only claimed the valid trip data and removed any estimates. At the bottom of the **Review <document type>** page, the **<ESTIMATED or ACTUAL> TRIP COST** displays (Figure 13). Under the **ACTUAL TRIP COST** section there is an additional information link named **Go to Financial Summary**. Selecting the link loads the **Review Financial Summary** screen (Figure 16). **Note:** You can also access that screen anytime from the **Progress Bar**.

COLLAPSE
Review the document and proceed to the Sign and Submit page to stamp. To make an adjustment, click [edit](#).

Review Financial Summary

Expense Summary

Reimbursable Expenses	\$1493.16
Non-Reimbursable Expenses	\$0.00
Total Expenses	\$1493.16

[Show Details](#)

Disbursement Summary

Advances Paid	\$0.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$0.00

[Show Details](#)

Figure 16: Review Financial Summary Screen - Partial View

The **Review Financial Summary** page allows you to see vital details to validate the voucher accuracy before approving to help prevent improper payments. Information includes any prior payments such as **Advances** or **SPPs**, **DUE US (debt)** status, and the **Entitlement Summary** breaks out the allocations for **Personal** and **GTCC** disbursements for incurred expenses and earned allowances (Figure 18). Under **Adjust Disbursements** provides the traveler the option to move funds to the GTCC (Figure 17). **Note:** You must be in **Edit** mode to see the **Adjust Disbursements** link.

The screenshot shows a modal window titled "Adjust Disbursements" with a close button (X) in the top right corner. It contains three input fields for monetary values: "Overpaid GTCC" (with an information icon), "GTCC ATM Withdrawal", and "Additional Payment Paid to GTCC". Each field currently displays "\$ 0.00". Below these is a section titled "Adjust Net Distribution" with a "Reset" button. This section has two input fields: "Personal" (displaying "\$ 263.30") and "GTCC" (displaying "\$ 1919.80"). At the bottom right of the modal are "Cancel" and "Save" buttons.

Figure 17: Adjust Disbursements Screen

You should verify the traveler fully pays the GTCC transactions to prevent travel card delinquencies.

Credit Summary

Collections	\$0.00	
Waiver/Appeals	\$0.00	
Net To Traveler	\$2183.10	
Balance Due US	\$0.00	Show Details ▼

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$263.30	\$1919.80	\$2183.10
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$263.30	\$1919.80	\$2183.10
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$263.30	\$1919.80	\$2183.10

< Back
Continue >

Figure 18: Review Financial Summary Screen - Partial View (continued)

Once you finish checking the **Review Trip Voucher** page, select **Continue** to proceed to **Other Auths and Pre-Audits**. Review the **Pre-Audit** flags, **Reason Codes**, and traveler justifications. You may see new information on the voucher which was not present on the authorization. If the information is travel compliant, **Continue** to the **Digital Signature** page (Figure 19).

- If there is no change in the travel mode, the AO can proceed with stamping the document **APPROVED** and **Submit Completed Document** if compliant, or stamp **RETURNED** if corrections are necessary (Figure 19).
- If there is a change in the travel mode and a **CTW** is attached as shown in Figure 15, then the AO will use the **Decision Tool** to determine the most advantageous means of travel and the reimbursement amount for the voucher.

You are adjusting this document.

Digital Signature

Trip Voucher Status

See where your trip voucher currently is in the approval process.

[Check document for errors...](#)

Show Previous Stamp ▾

(Pending)
APPROVED

DOCUMENT STATUS • ▾

ROUTING LIST • ▾

Additional Comments [Add Comments](#)

NAME: Chris A West

TODAY'S DATE: 08/14/2024

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Figure 19: Digital Signature Screen

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 guide travelers and AOs toward compliance. One example is DTS provides a **URGENT! DTS Action Required!** email to AOs. The email is sent daily when an authorization with confirmed reservations remains **SIGNED** but not **APPROVED**, and the **Trip Start** date is within three days. Informs the traveler, AO, and DTA cancellation of reservations will occur if the document is unapproved.
- Travelers must do their part and provide supporting documentation and required receipts for official travel documents. Ensure they provide clear justifications for **Pre-Audit** flags. Finally, file correct and timely vouchers.
- AOs must follow the *JTR* and local business rules when reviewing travel documents. Use the information available in DTS/Citi to check GTCC charges prior to document approval. Return non-compliant trips to the traveler for correction. Be sure to only approve compliant documents to reduce improper payments.

- 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 for local business rules.
- Review the data in the [What is a Valid Receipt?](#) information paper.

Here are a few key reminders when approving documents:

1. If the traveler changed the travel mode on the voucher from the authorization then a **CTW** may be required. Determine if a **CTW** is necessary then ensure the proper reimbursement.
2. Only approve a voucher if a required receipt or locally approved receipt form is present. Return the document to the traveler for correction when documentation is missing.
 - View all attached receipts to ensure they match the claimed totals. If the receipt includes the total cost of several expenses, the total of the claimable individual expenses must match the total claimed amount on the receipt. If they don't match, return the document to the traveler for correction.
 - Ensure the traveler properly justified all **Pre-Audit** flags and **Reason Codes**.
 - Ensure the traveler included all supporting documentation (e.g., leave forms, memos).
 - A NDEA may stamp the document (T-ENTERED) on behalf of a traveler; however, policy dictates a completed *DD 1351-2* or *OF 1164* for local voucher is signed by the traveler and be included as supporting documentation. DTS enforces the policy requirement with a hard stop preventing signing and approving when the *DD 1351-2* or *OF 1164* indicator is missing. The missing receipt, *DD 1351-2*, or *OF 1164* data appears as an audit fail on the **Digital Signature** page. DTS permits approval once resolution is achieved.

Exception: On voucher amendments, if it is a CBA-only claim or a cost decrease, then DTS won't prevent signing without the *DD 1351-2* attached in the **Enter Expenses** page.

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.

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.

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](#)
- For help with document reviewing, see the [Desktop Guide for Authorizing Officials](#)
- To take WBT classes, see [TraX](#)
- To learn about the DoDI GTCC see the [Government Travel Charge Card Regulations](#)
- To learn about the DoDI DTS, the [DTS Regulations](#)