



Defense Travel System

DTS Guide 3: Vouchers

December 30, 2020

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/21/17	DTMO	Updated link	Section 8
1.2	09/28/17	DTMO	Updated screenshots & lodging expense info	Section 4
2.0	1/19/18	DTMO	Jan 2018 limited DTS release (look-ahead): Updated screenshots	Section 4
2.1	2/16/18	DTMO	Feb 2018 full DTS release: Removed look ahead note	Cover
2.2	2/23/18	DTMO	Updated My Expense Screen information & icons	Section 4
3.0	8/17/18	DTMO	Updated for major DTS changes: new Dashboard, navigation, and modules.	Throughout
3.1	10/26/18	DTMO	<ol style="list-style-type: none"> Updated for major DTS changes to itinerary and financial summary Small update to Expenses screen Added legacy screen section 	Sections 2 & 6 Section 3 Section 9
3.2	04/05/19	DTMO	General text updates DTS Release 3: Expense Changes Updated Trip Types Updated Trip Purposes Updated screenshots	Throughout
3.3	05/08/19	DTMO	Removed Open Allotment Trip Type Reference	Section 2
3.4	06/17/19	DTMO	Updated Per Diem screenshot	Section 3
3.5	05/07/20	DTMO	General Update Updated for Expenses and Receipt changes	Section 3 Section 4 Section 5 Section 6 Section 7
3.6	05/14/20	DTMO	Updated Digital Signature Audit Fail warnings	Section 7
3.7	12/11/20	DTMO	Updated Dashboard screen shot General review	Page 4 All
3.8	12/30/20	DTMO	Updated Expenses wording	Section 3.2, Page 16

1 Vouchers

A voucher is a claim for reimbursement of actual expenses you* incurred and payment of allowances you earned while you were TDY. When you create a voucher in DTS, the system populates it with information from your approved DTS authorization.



Information on authorizations includes (by design) cost estimates and assumptions about an upcoming trip. Since the voucher must always reflect accurate cost and trip information, you must update the voucher from estimated charges to actuals based upon the trip. In other words, your primary responsibility on a voucher is to make changes to it. This guide focuses on how to make those changes.

DTS lets you create a voucher before or during your TDY, but you cannot sign it until your trip is complete. DoD policy mandates travel voucher submission within five working days of returning from TDY.

* In this guide, “you” are a traveler, unless otherwise stated.



DTS provides a **What’s New** feature alerting you when software changes occur. After a system update, the first time you access an affected module, the **What’s New** feature activates. You readily receive a series of pop-up screens annotating 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.

1.1 Create a Voucher

To create a voucher, select **Create New Document**, then **Voucher** on the **DTS Dashboard** (Figure 3-1).

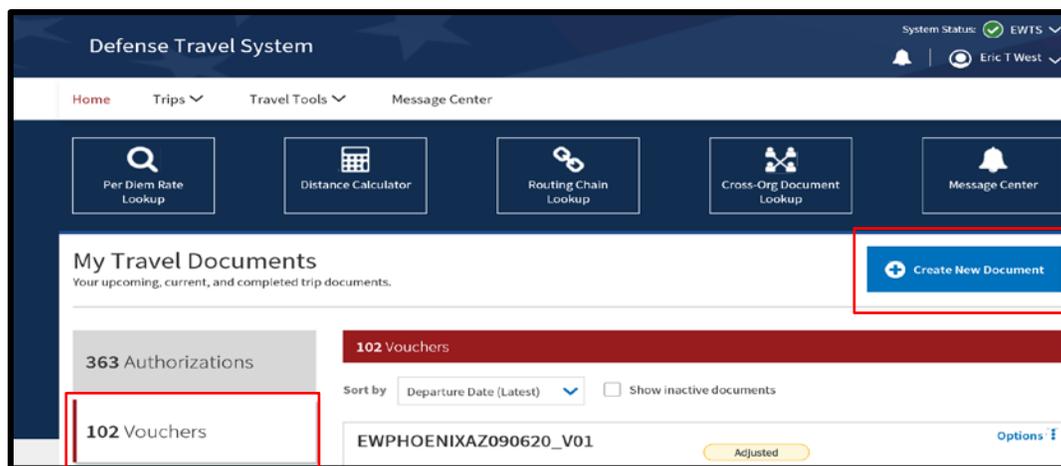


Figure 3-1: DTS Dashboard

DTS displays a list of authorizations (Figure 3-2) that allow you to create a voucher.

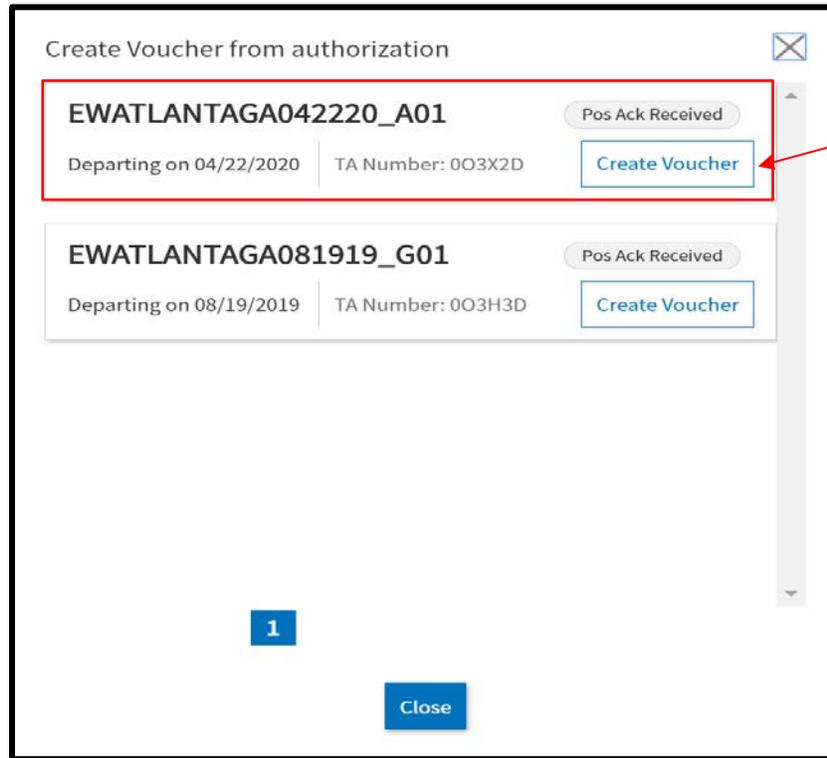


Figure 3-2: Create Voucher from Authorization Screen

Select **Create Voucher** next to the authorization you want to use to create the voucher. The **Review Trip Voucher** screen (Figure 3-3) opens. This screen allows you to review all the information in the voucher. From here, you can:

- Navigate to any DTS module* by selecting the **Go to <module>** links (Indicator 1) to access any module or choose an item from the **Progress Bar** in the left column (Indicator 2).
- **Add Comments** to the Approving Official regarding the trip (Indicator 3).
- Use the **Expand All / Collapse All** option to see or reduce the trip specific details (Indicator 4).
- **Print** trip data (Indicator 5)
- **Add Reference** (Indicator 6)

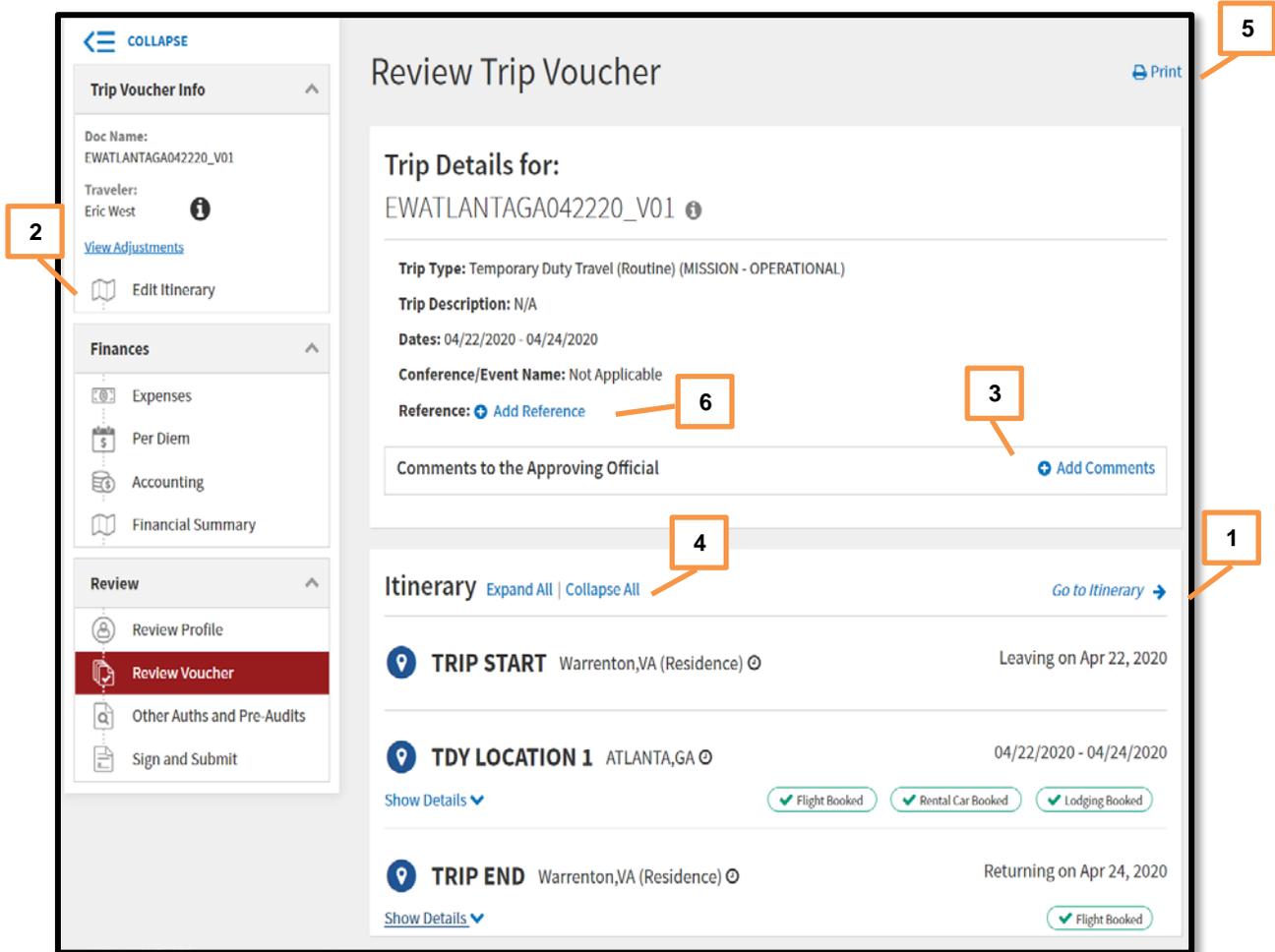


Figure 3-3: Review Trip Voucher Screen

2 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** from 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: Trip Type** and **TANUM** data are view only. On this page, you can add or change the following:

- **Arriving and Departing** dates
- **TDY Location**
- **Leaving From*/ Returning On*** locations
- **(Trip) Purpose***
- **Trip Duration***
- **(Optional) Description**
- **(Optional) Reference**
- **Are You Attending a Conference or Event?***

Update Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location
<input type="text" value="04/22/2020"/>	<input type="text" value="04/24/2020"/>	<input type="text" value="ATLANTA, GA"/>

TRIP OVERVIEW

Leaving On *

Leaving From *

My Residence

▼

Warrenton, VA

Returning On *

Returning To *

My Residence

▼

Warrenton, VA

Trip Details for: EWATLANTAGA042220_V01

TRIP DETAILS

Trip Type: Temporary Duty Travel (Routine)

Travel Authorization Number (TANUM): 003X2D

Purpose * ?

Mission - Operational

▼

?

Description (optional)

Trip Duration *

Multi-Day

▼

Reference

Are You Attending a Conference or Event? *

No

▼

Cancel
Continue

Figure 3-4: Update Itinerary Screen

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 Section 3).

3 Update Expenses and Allowances



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 what actually occurred on the trip. When you are done, each expense must exactly match the amount you paid and each allowance must be accurate to ensure you receive the proper reimbursement. Open the **Expenses** module by selecting **Expenses** from the **Progress Bar**.

The **Enter Expenses** screen opens (Figure 3-5) and provides a single running list of reservations and other entered expenses and allowances. You can select the **Sort By** drop-down menu (Indicator 1) to change the display options for the listing. On the screen (Figure 3-5), you can:

- Select **Add** to enter all new expenses or mileage entries (Indicator 2).
- 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-dot 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).
- Select **Add**, and then choose **Add Expense from GTCC** to import into the voucher (Indicator 2).
- **Import a PDF** to attach a file to an expense or **Documents** (Indicator 5).
- **Download all Attachments** (Indicator 6). **Note:** Icon only appears once you attach a file to an expense or **Documents**.
- Select the **Expand All / Collapse All** option (Indicator 7).
- View **Receipt** requirements (Indicator 8).

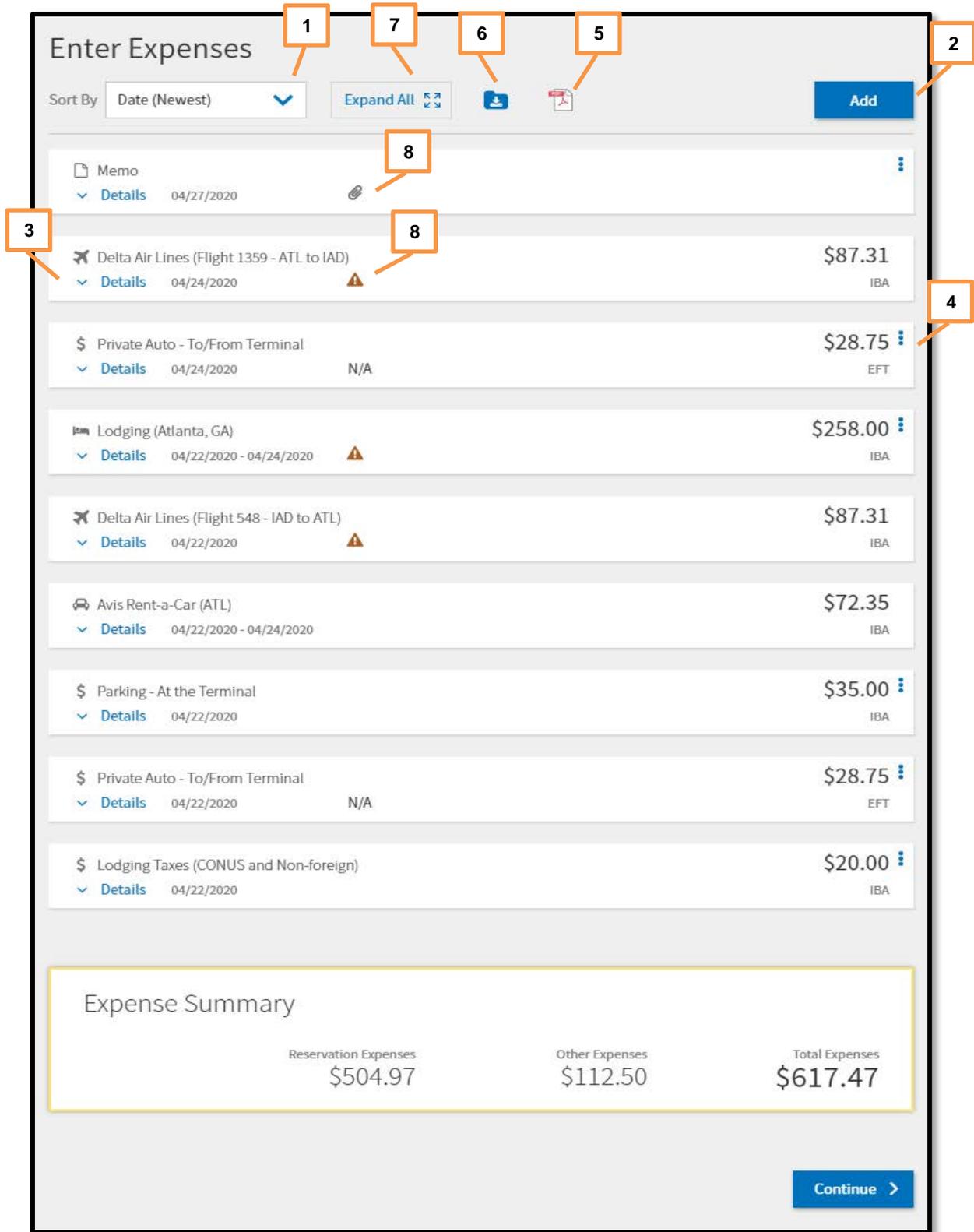


Figure 3-5: Enter Expenses Screen

The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons. See Section 3.4 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.

3.1 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, which meet the receipt requirements. **Note:** Per policy, DTS flags receipt-required items using a triangle icon (Indicator 1). The icon changes to a paper clip once you attach the receipt.

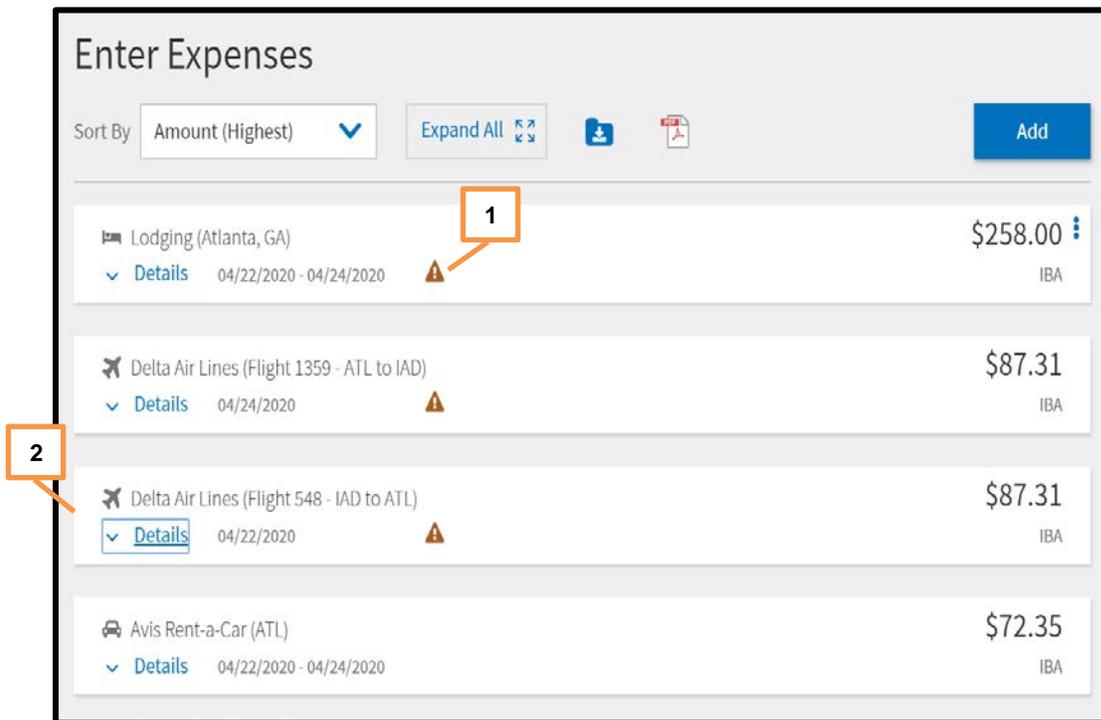


Figure 3-6: Enter Expenses Screen

- **Update** a reservation expense such as airfare, rail, or rental car to reflect actual cost.
 1. Start by selecting **Details** (Figure 3-6, Indicator 2). The **Details** 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 save the change.
 5. The **Enter Expenses** screen updates reflecting the change.
- **Attach** a receipt to an entered expense.
 1. Start by selecting **Details**. The window opens (Figure 3-7). On the right side of the reservation expense entry, you can **browse, Drag And Drop**, or select the **+Sign** to add a receipt (Figure 3-7, Indicator 2).

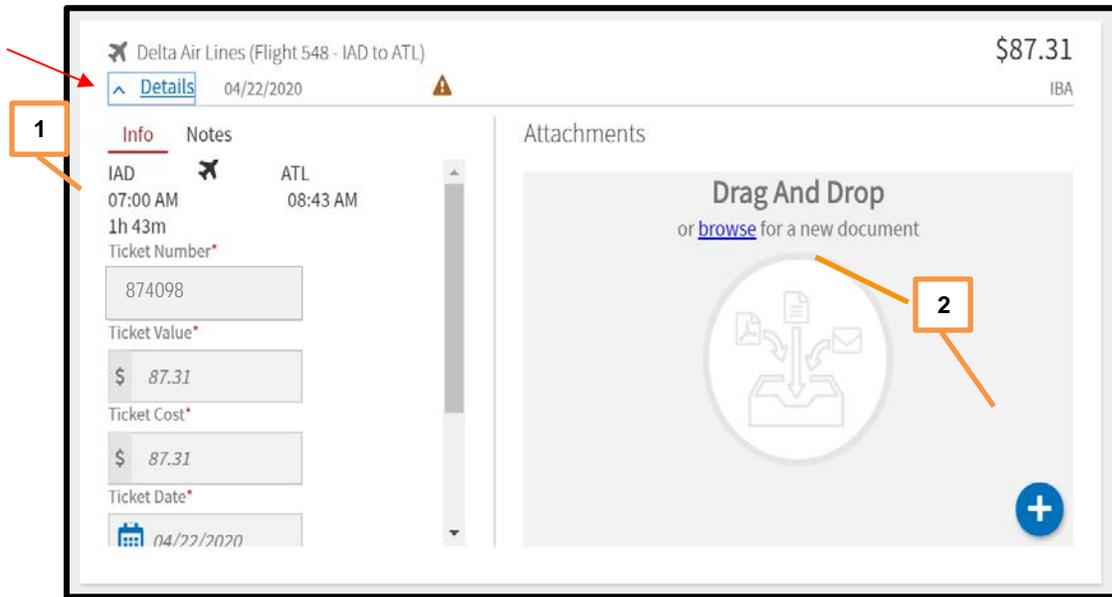


Figure 3-7: Details – Airfare Expense

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.

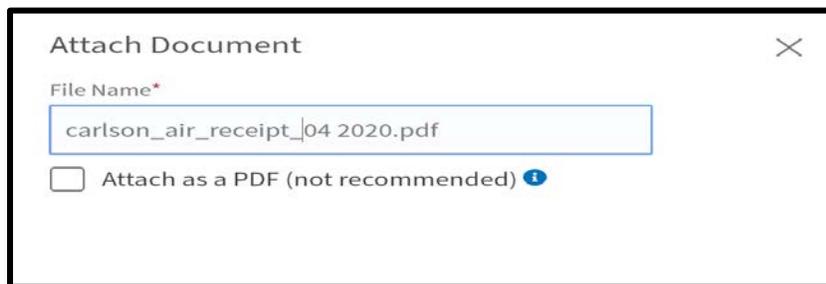


Figure 3-8: Attach Document Screen

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 “Attach 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:

- a. **Trash can** (Indicator 1)
- b. **Rotate Left** (Indicator 2)
- c. **Rotate Right** (Indicator 3)
- d. **Zoom In** (Indicator 4)
- e. **Zoom Out** (Indicator 5)
- f. **+Sign (Add)** (Indicator 6)
- g. **Download all Attachments** (Indicator 7)

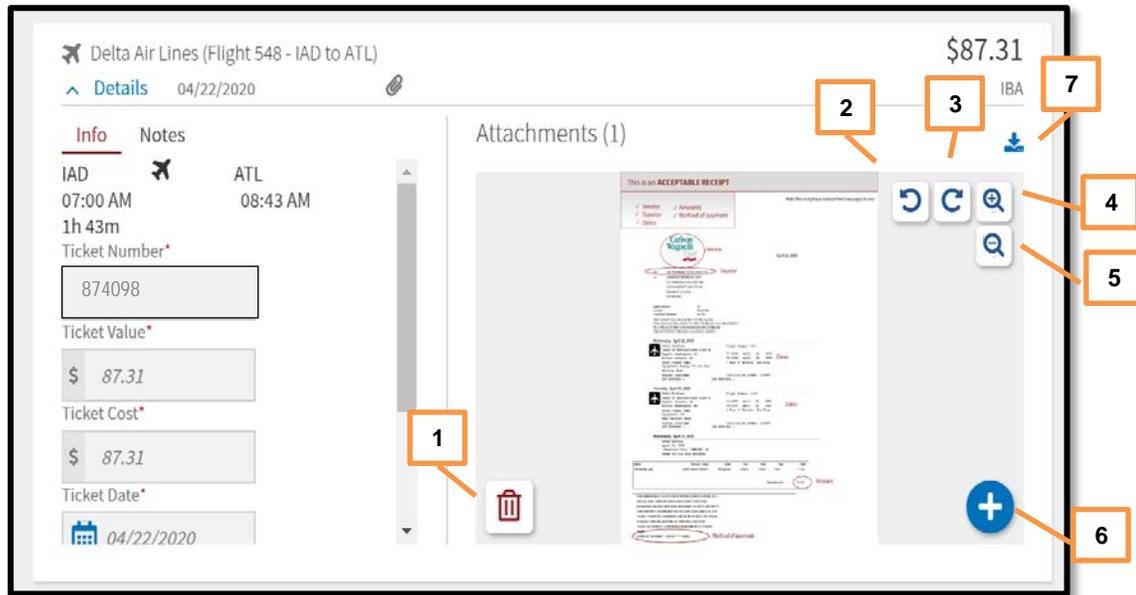


Figure 3-9: Attachment – Airfare Receipt

4. Select **Details** again to close the expense item.
 5. The **Enter Expenses** screen updates with the expense entry reflecting a paper clip icon indicating an attachment is present.
- Manually **Add** a reservation expense by starting on the **Enter Expenses** screen.
 1. 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.

4. The recorded entry displays in the running list of expenses on the **Enter Expenses** Screen.
- You can **Delete Expense** by locating **options** (3-dots icon) next to the expense you need to remove.
 1. The window expands. Select **Delete Expense**.
 2. A **Delete** window open.
 3. Select **Delete**.
 4. DTS removes the expense.

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 from the **Progress Bar**.

3.2 Other Expenses

Based upon your trip cost, 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 you carefully review the listing and claim only your actual expenses.

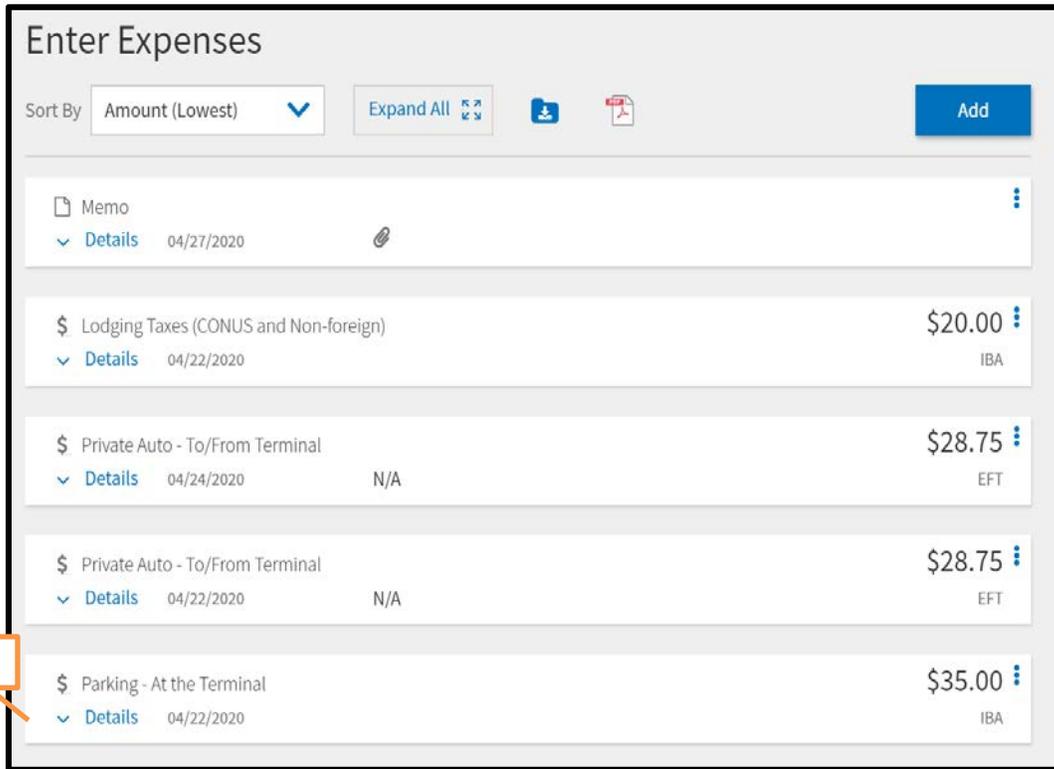


Figure 3-10: Enter Expenses Screen

- **Update** an expense or allowance to actual cost.
 1. Start by selecting **Details** (Figure 3-10, Indicator 1). The **Details** screen opens to **Info** (Figure 3-11, Indicator 1).

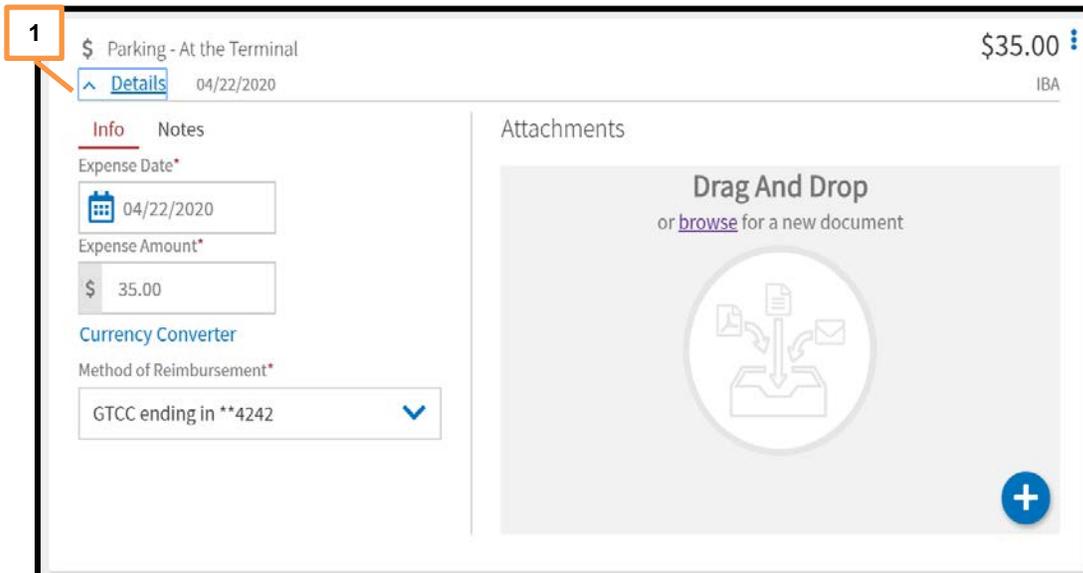


Figure 3-11: Details Screen

2. Select and change the **Expense Date** and/or **Expense Amount** and the **Update** button appears (Figure 3-12).

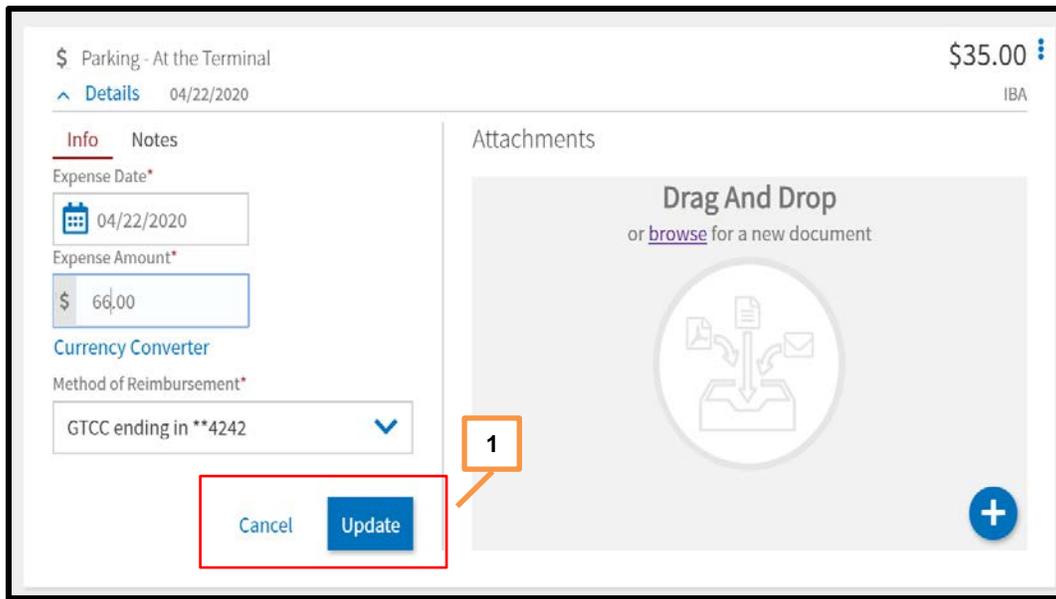


Figure 3-12: Details Screen - Update

3. (Optional) Select **Notes**.
4. Select **Update** to save (Figure 3-12, Indicator 1).
5. The **Enter Expenses** screen updates reflecting the change (Figure 3-13, Indicator 1).

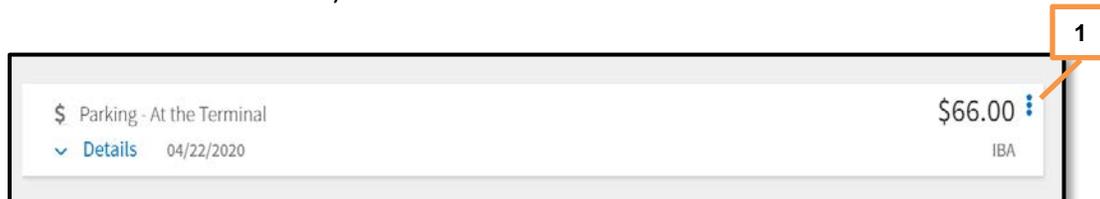


Figure 3-13: Enter Expenses – Update Expense

Even though you estimated your trip cost on the authorization, there still may be expenses incurred for the trip (e.g., baggage fees) which you need to add to your voucher. On the **Enter Expenses** screen, there is a single entry point to **Add** expenses (Figure 3-14).

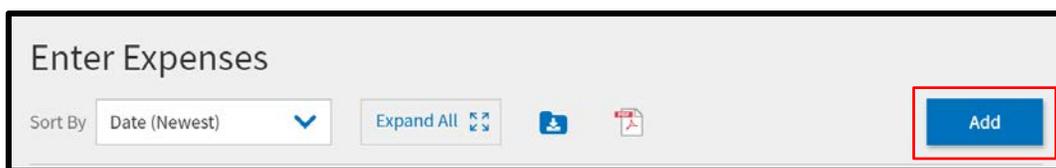


Figure 3-14: Enter Expenses – Add

DTS provides six **Expense** categories containing many **Expense** types from which you can choose (see Table 3-2).

Key Note: 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.

Example: A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee*. In DTS, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost. The traveler could add notes to the expense for the AO to review.

Table 3-2

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees Immunizations/Inoculations International Drivers Permit Fees International Entry/Exit Fees International GTCC Transaction Fee 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)
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 & Avail
Other Expenses	Baggage – 1 st Checked Bag Baggage – Excess Baggage – Unaccompanied (Civilian Only) Conference Registration Internet – In Flight Internet at Lodging Facility Military Working Dog– Airfare Military Working Dog – Kennel Handle Fee Military Working Dog – Lodging Fee Other – Create Your Own 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)
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

1. Starting on the **Enter Expenses** screen, select **Add** to enter an expense.
2. The **Add New** screen appears (Figure 3-15).

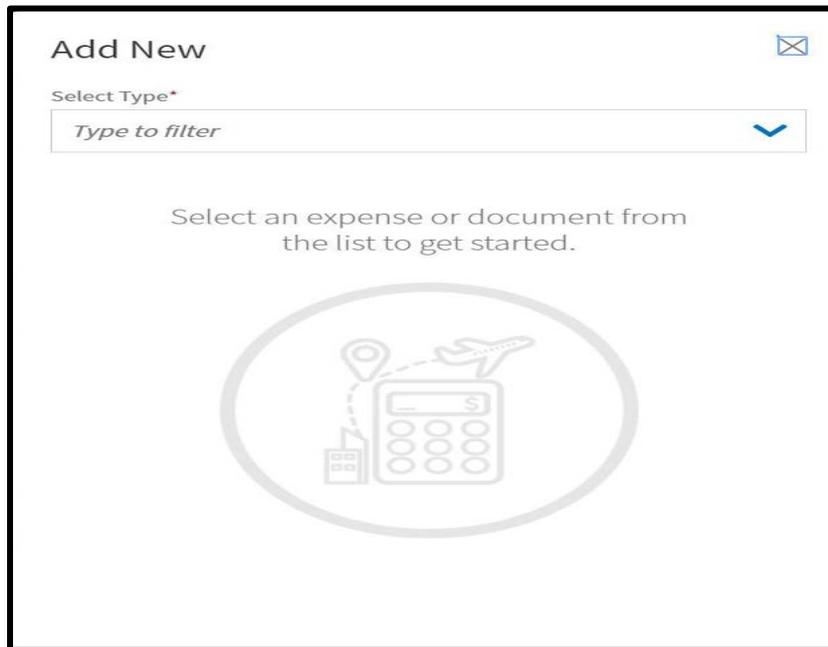


Figure 3-15: Add New Screen

3. Under **Select Type**, use the dropdown menu, to choose the expense category and specific expense. When the **Add New** screen opens, select the expense item (e.g., **Other Expenses**).

4. The screen updates again. Select the specific expense (e.g., **Baggage – 1st Checked Bag**) (Figure 3-16).

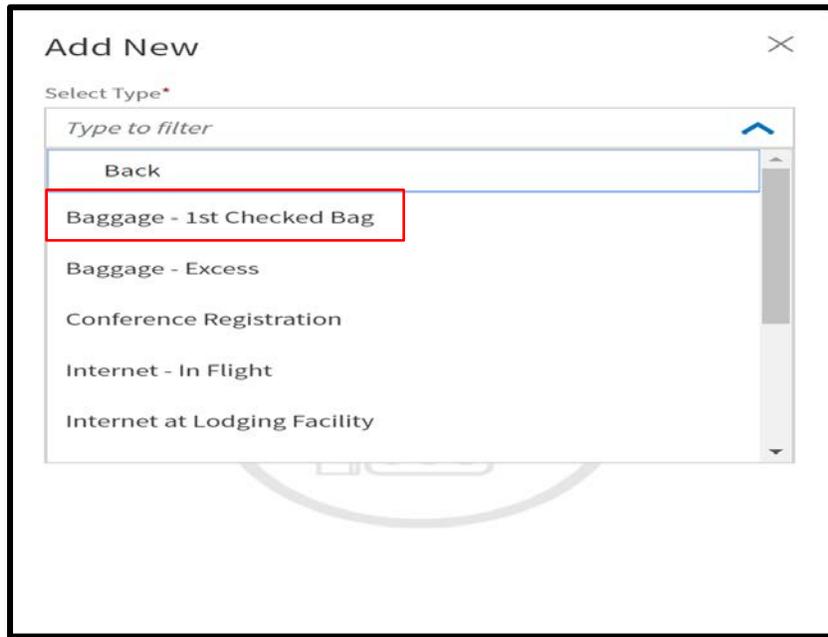


Figure 3-16: Add New – Specific Expense

5. The **Add New** widow appears (Figure 3-17).

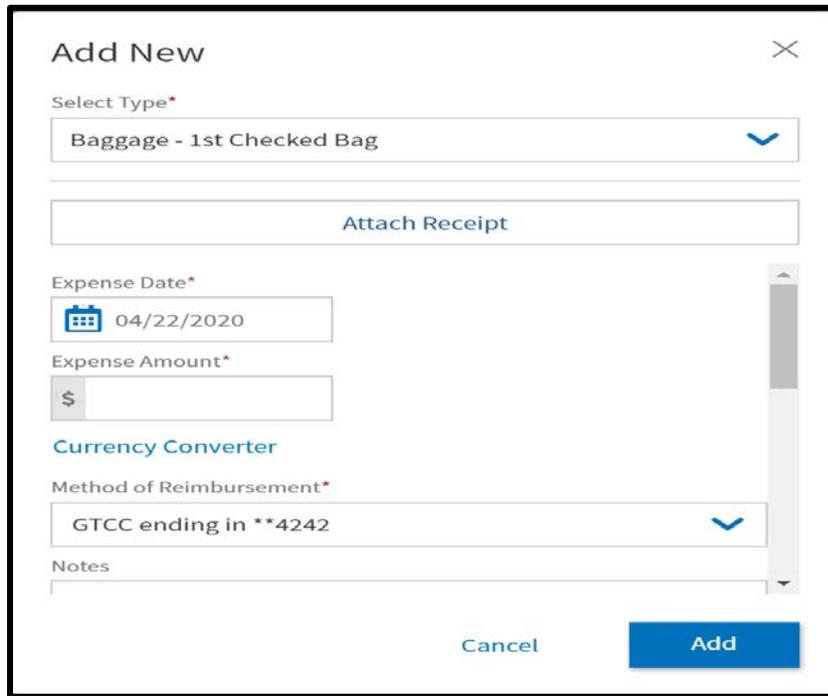


Figure 3-17: Add New Screen - Expense Added

6. Enter the **Expense Amount**.

7. (Optional) Add **Notes**.
8. **Attach receipt** is available. To attach a receipt:
 - a. Select **Attach Receipt**.
 - b. The **Attach Receipt** window opens (Figure 3-18).



Figure 3-18: Attach Receipt Screen

- c. Select **Browse** to locate the file. File appears in the window.
- d. Choose **Select** to advance.
- e. DTS returns you to the **Add New** Screen (Figure 3-19).



Figure 3-19: Add New Screen – View Attachments (1)

9. Select **Add** to save the expense entry.
 10. The entry displays on the **Enter Expenses** Screen.
- You have the option to pull in charges from your Government Travel Charge Card (GTCC) and associate the cost to an expense.
 1. Start on the **Enter Expenses** screen, and select **Add**.
 2. The **Add New** screen opens.
 3. Select **Add Expense From GTCC** (Figure 3-20). The screen advances to **Import Expense** (Figure 3-21).

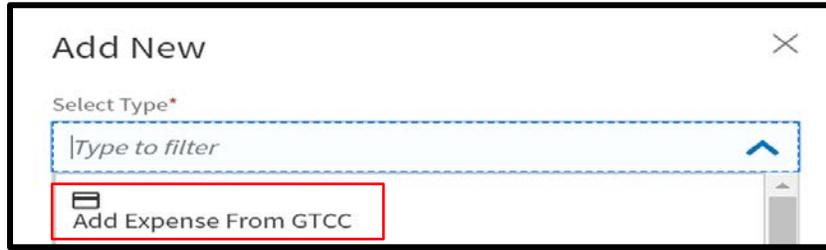


Figure 3-20: Add New Screen

4. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 3-21).

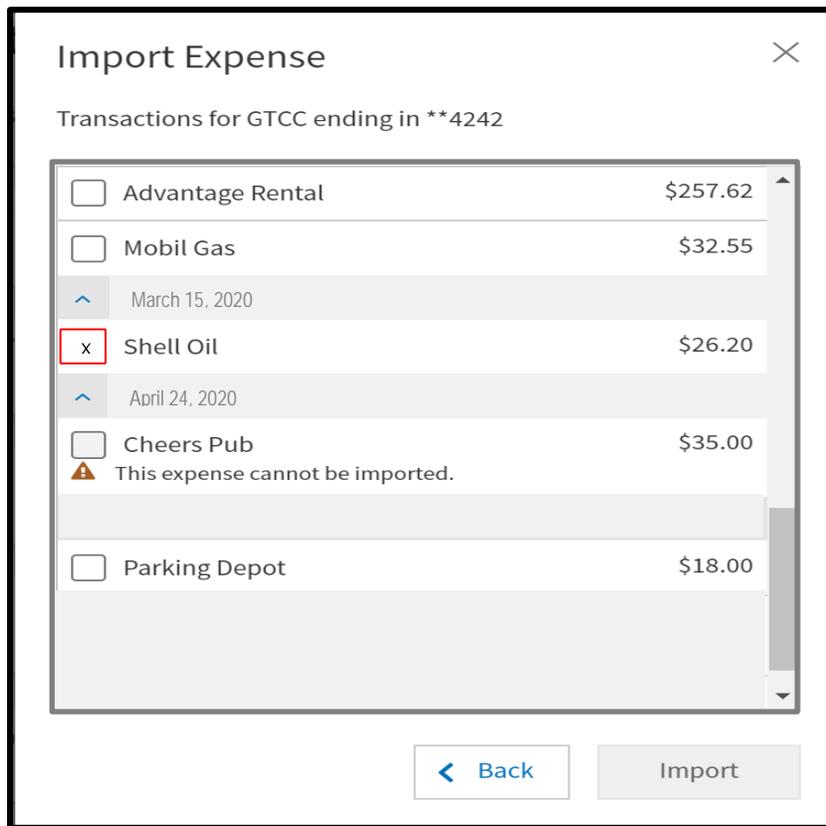


Figure 3-21: Import Expense

5. Use the drop-down menu to select an expense category and then specific expense type (e.g., **Rental Car – Fuel**) (Figure 3-22).

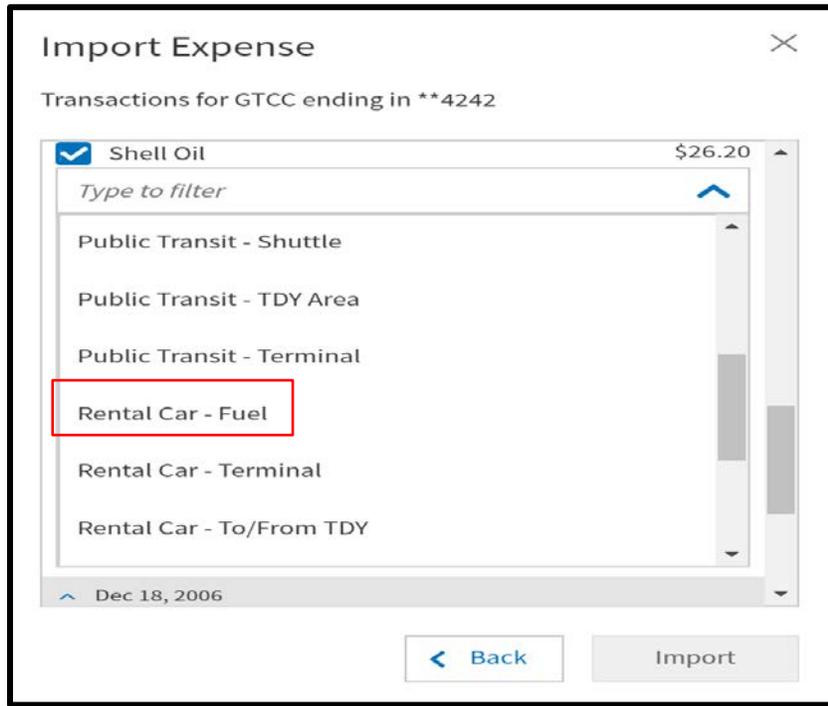


Figure 3-22: Import Expense Screen – Rental Car Fuel

6. Select **Import**.
7. The **Enter Expenses** screen updates with the imported expense appearing in the expenses listing. **Note:** Only import valid charges. Do not import meal transactions into the **Expenses** Module.
 - To replicate an expense use the **Duplicate Expense** feature.
 1. Start by locating the expense entry and then select **options** (3-dots icon).
 2. The window expands. Select **Duplicate Expense** (Figure 3-23, Indicator 1).



Figure 3-23: Duplicate Expense Option

3. The **Add Duplicate** window appears (Figure 3-23).

Figure 3-24: Add Duplicate Screen

4. Enter the date to replicate the expense.
 5. (Optional) Add **Notes**.
 6. Select **Add** to save the entry.
 7. The **Enter Expenses** screen updates reflecting the recorded item in the expenses listing.
- To remove an expense item, locate the entry and select **options** (3-dots icon).
 1. The window expands. Select **Delete Expense** (Figure 3-25, Indicator 1).
 2. A **Delete Expense** window opens.



Figure 3-25: Delete Expense Option

3. Select **Delete** to remove the expense.

4. 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 Section 4).

3.3 Attaching Files and Substantiating Documents

The **Enter Expenses** screen allows you to attach 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 can attach files to your expenses or **Documents** by using the **Details** or **Import a PDF** feature. DTS converts PDF documents to images during upload and **Drag And Drop** processes to improve the file quality; however, you can still select to upload a PDF version for signed memorandums.



Key Note: DTS requires an attached DD 1351-2 be included in the voucher before the Non-DTS Entry Agent (NDEA) can stamp the voucher T-Entered. 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.

- **Attach** a receipt to an entered expense.
 1. Start by selecting **Details** (Indicator 1). The window opens (Figure 3-26). On the right side of the entry, you can **browse**, **Drag And Drop**, or select the **+Sign** to add a receipt (Indicator 2).

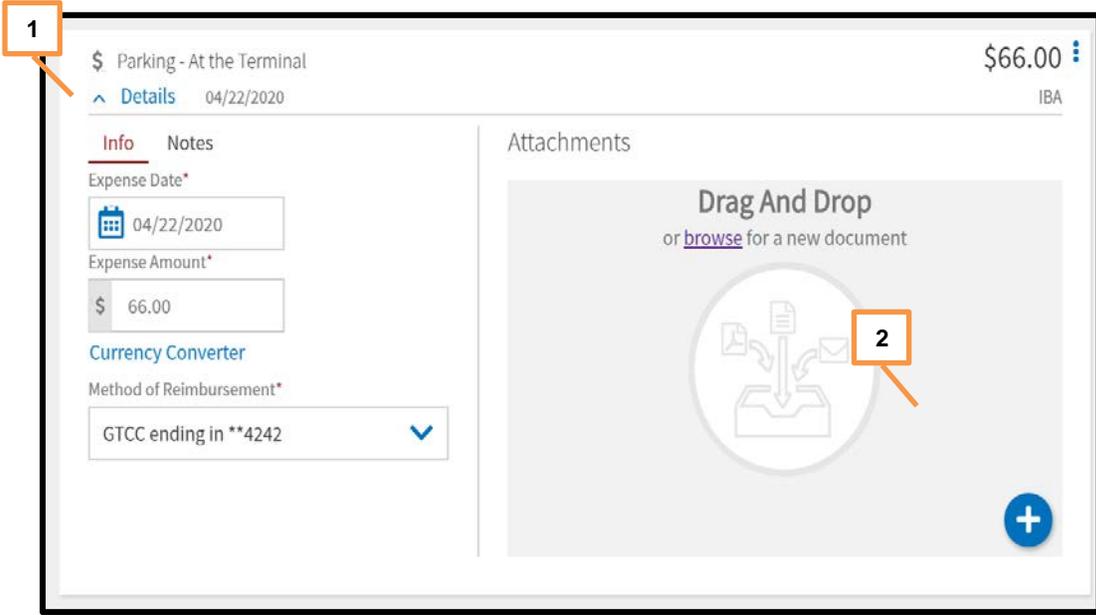


Figure 3-26: Details Screen

2. Choose one of the attachment options to locate the file to upload.
3. The **Attach Document** window opens displaying the file (Figure 3-27).

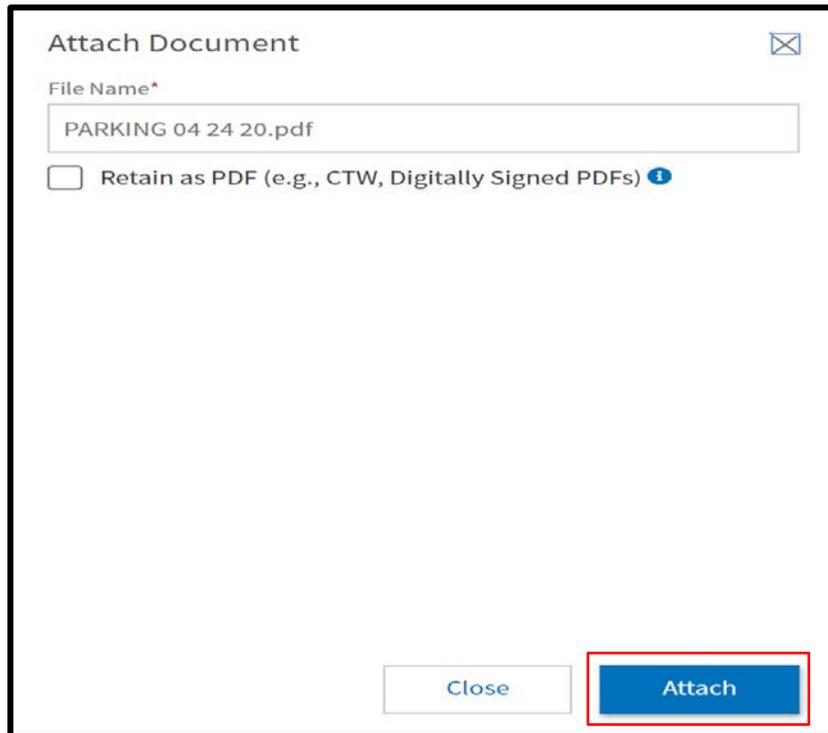


Figure 3-27: Attach Document

4. Select **Attach** at the bottom of the page to advance (Figure 3-27).

5. The file appears in the **Attachments** area (Figure 3-28). Once the file attaches, you should see the receipt and view number of **Attachments**. Icons on the screen, which you can use, include:
 - a. **Trash can** (Indicator 1)
 - b. **Rotate Left** (Indicator 2)
 - c. **Rotate Right** (Indicator 3)
 - d. **Zoom In** (Indicator 4)
 - e. **Zoom Out** (Indicator 5)
 - f. **+Sign (Add)** (Indicator 6)
 - g. **Download all Attachments** (Indicator 7)

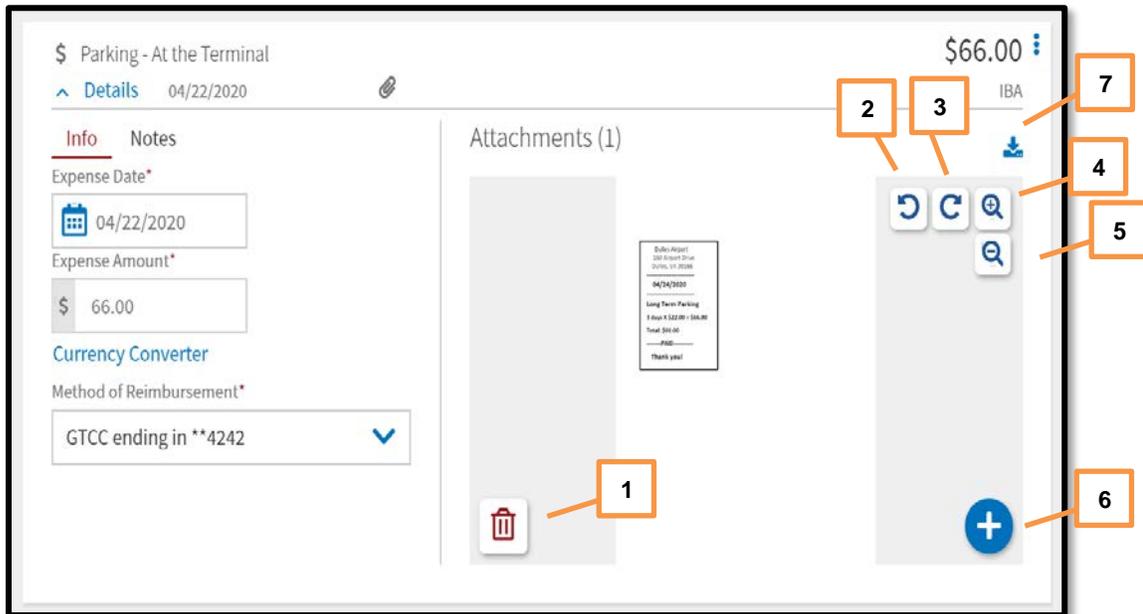


Figure 3-28: Details - Attachments

6. Select expense **Details** again to close the window.
7. The **Enter Expenses** screen updates reflecting the expense item, cost change, and paper clip icon for attachment (Figure 3-29).

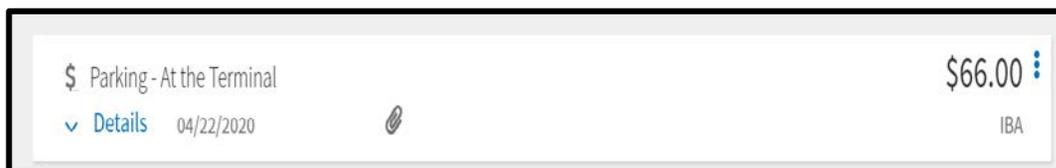


Figure 3-29: Enter Expenses Screen

- **Import a PDF.** When you import files into the voucher, (e.g., memos, Leave forms, or DD 1351-2) you must attach each one to a specific expense or **Documents**. If you attach files, but do not associated the record to an expense,

DTS provides an information message (Figure 3-30, Indicator 2). Here is how to import files:

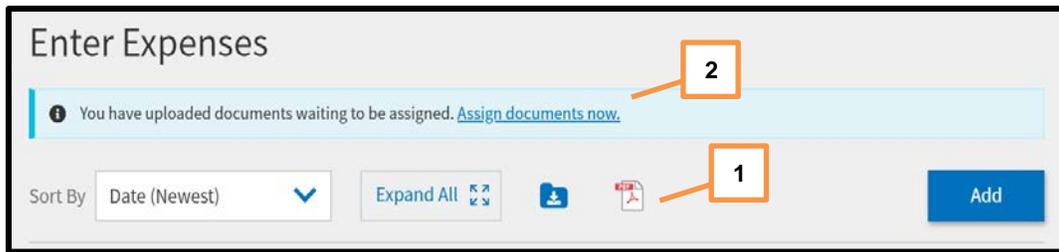


Figure 3-30: Enter Expenses Screen

1. Start on the **Enter Expenses** screen and select the **Import a PDF** icon (Figure 3-30, Indicator 1):
2. The **Import PDF** window (Figure 3-31) opens.
3. **Browse** for the file you need attach. The file appears in **Select a PDF file***. Choose **Select** at the bottom of the screen (Figure 3-31) to proceed.

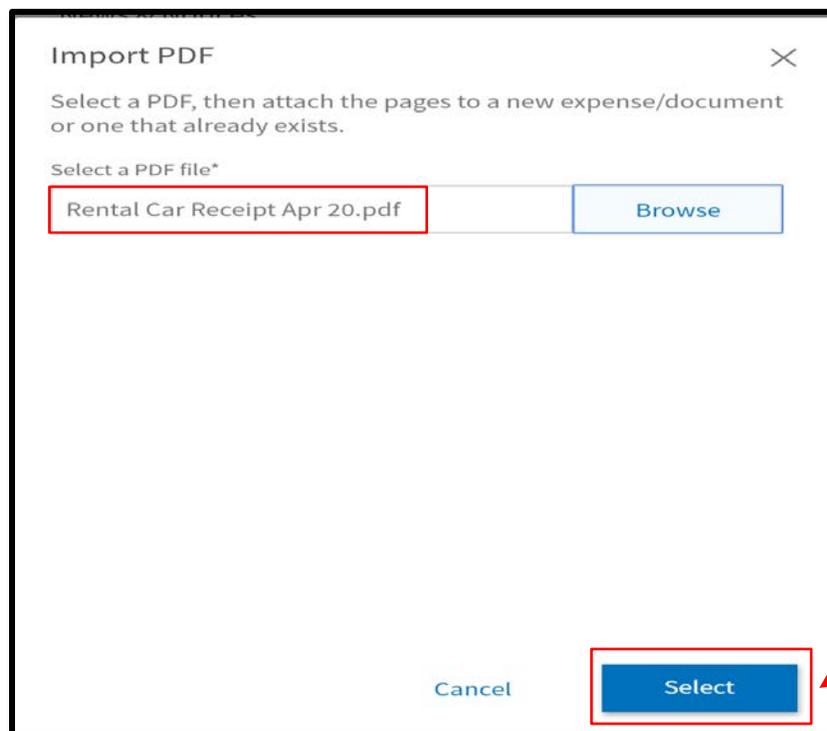


Figure 3-31: Import PDF Screen

4. The Import PDF window appears (Figure 3-32). Check the box (Indicator 1) and then select **Next** (Indicator 2) to advance.

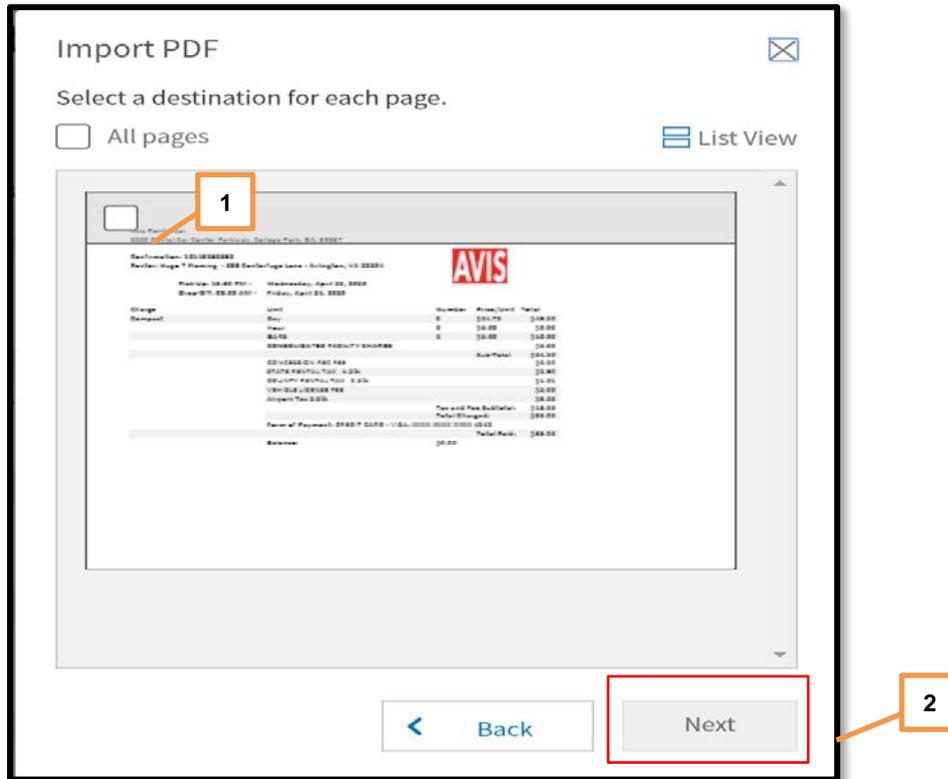


Figure 3-32: Import PDF Screen – Rental Car Receipt

5. The expense types list appears (Figure 3-33). Select **Attach to Existing** (Indicator 1) to associate the file with an existing expense, or select an expense type from the list to create a new expense (Indicator 2), so you can attach the file.

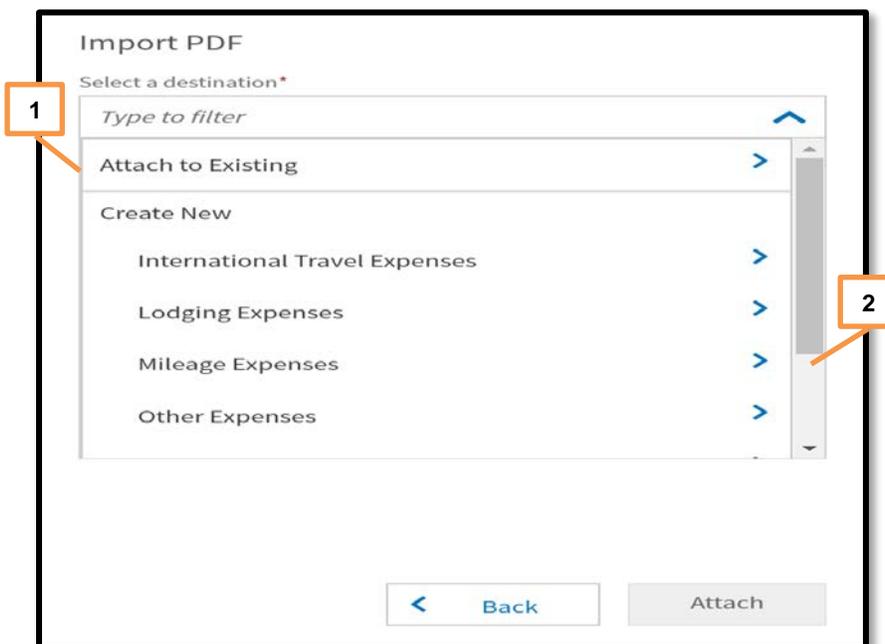


Figure 3-33: Import PDF Screen - Attach file to Expense

6. Select the expense you want to associate the file to (Figure 3-34) or enter the expense details and select **Attach**.

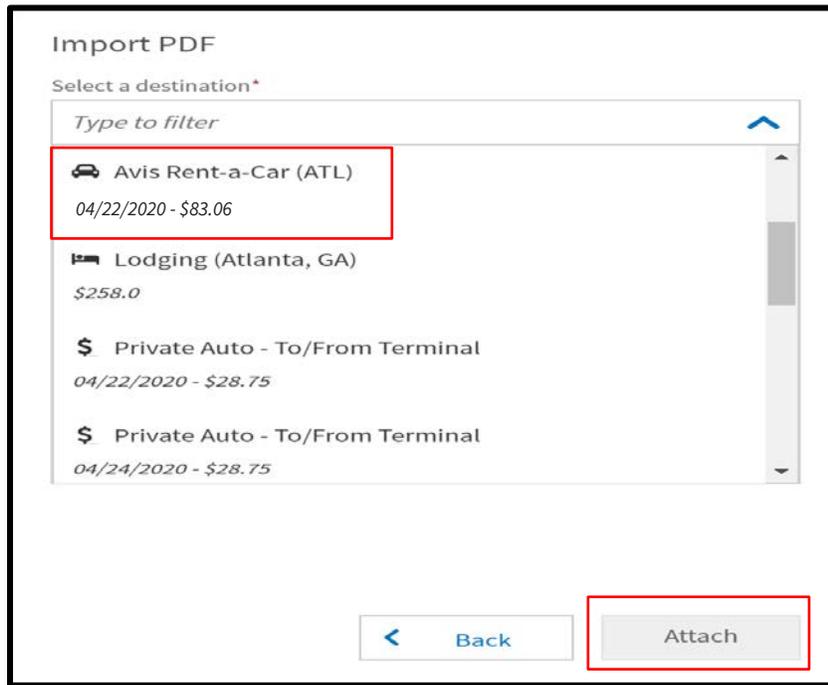


Figure 3-34: Import PDF Screen – With Rental Car Expense

7. The **Import PDF** screen updates reflecting receipt **Attached** (Figure 3-35). Select **Done** to exit the window.

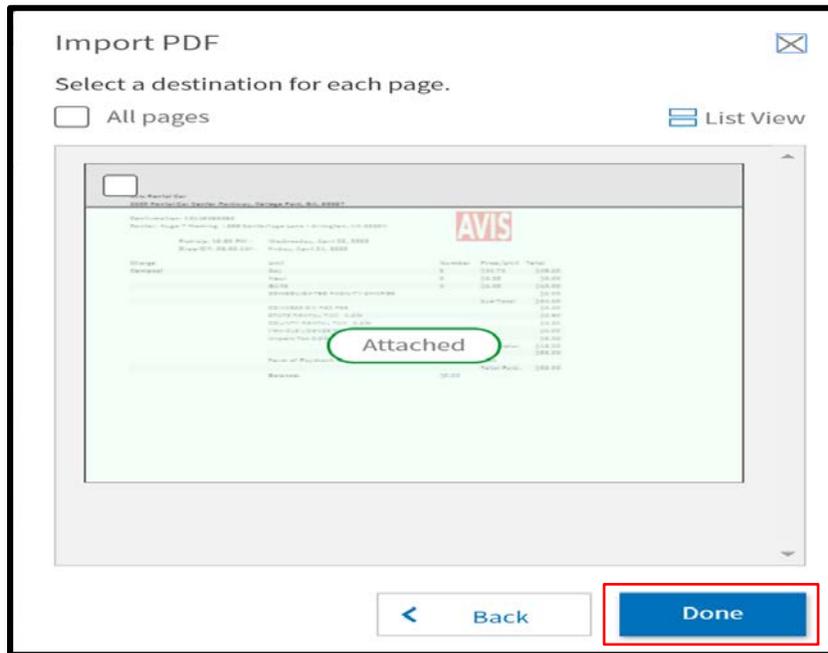


Figure 3-35: Import PDF Screen - Attached

- The **Enter Expenses** screen updates reflecting the expense item with the paper clip icon showing an attached file (Figure 3-36).



Figure 3-36: Enter Expenses Screen

- Assign document now.** As mentioned above in the **Import a PDF** section, DTS provides an information message when you have unattached documents (Figure 3-37) for your trip. You need to either attach the files or remove them from the voucher.

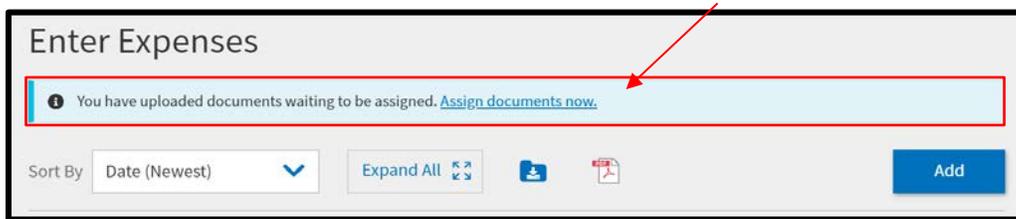


Figure 3-37: Enter Expenses – Assign Documents Message

- Starting on the **Enter Expenses** screen, select the **Assign documents now** link. An **Assign Documents** window appears (Figure 3-38). You can view the data in **Grid View** or **List View** (Figure 3-38, Indicator 1).

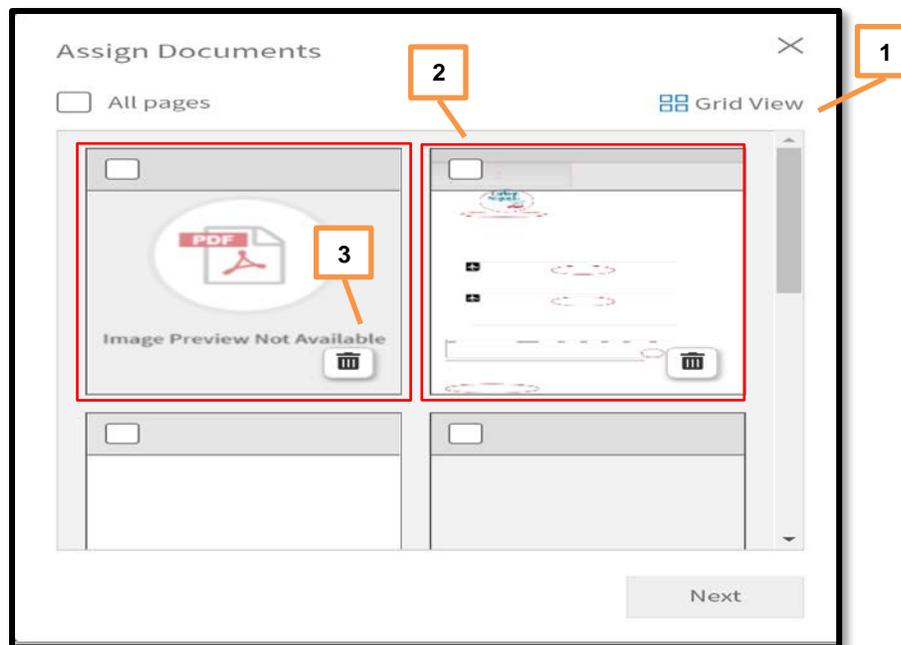


Figure 3-38: Assign Documents Screen (Grid View)

2. Review the pages to determine which to keep and which to remove.
 - a. To attach a file to an expense:
 - Check a box (Figure 38, Indicator 2) for a document.
 - Select **Next**.
 - Process through the **Import PDF** screens.
 - Select **Done** on the final screen.
 - b. To remove a file:
 - Select the **trash can** icon (Figure 38, Indicator 3).
 - A **Delete Attachment** message appears.
 - Select **Delete**.
3. When you have attached or removed all unassigned documents, the **Enter Expenses** screen updates and removes the message for unassigned documents (Figure 3-39).



Figure 39: Enter Expenses Screen - No Message for Unassigned Documents

3.4 Expenses Screen Icons Explained

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

Table 3-2

Icons Appearing in Area Headers	
	Select to show more information for an item
Icon Identifying Expense Types	
	Identifies Expense on the Progress Bar
	Identifies an Expense on Enter Expenses screen – Other than a Reservation Expense
	Flight Expense
	Rental Car Expense

	Lodging Expense
	Rail Expense
Icons for Attaching, Editing and Removing Documents	
	Select to Import a PDF and attach to an expense item. Available on the Enter Expenses screen.
	Use to Add a receipt or file under Details (expense item)
	Select to remove an attached document under Details (expense item)
	Download Attachments - Under Details, select to download record in an entry. You can also download all records (zip file) and on the Enter Expenses screen.
browse	Select to search for and attach a file under Details (expense item)
	Select to rotate an image right / left under Details (expense item)
	Select to zoom an image in / out under Details (expense item)
Icons Appearing in the Document Column	
	Expenses - warning required receipt is missing
N/A	Expenses – receipt not applicable
	Expenses - Number changes to show how many receipts attached. Select to choose one and view it.
	Attached file to an expense item
	Receipt Required icon for an expense. Displays under Review Trip screen.
Icons Appearing in the Actions Column	
	Icon appears for an entered expense. Select to duplicate or delete an expense item.

4 Update Per Diem Information

The **Review Per Diem Amounts** screen (Figure 3-41) identifies the per diem allowances (daily lodging limits and Meals & Incidental Expenses [M&IE]) that the AO approved in your authorization. Select **Per Diem** from the **Progress Bar** to access the **Review Per Diem Amounts** page to make allowance changes.

Note: On the **Enter Expenses** screen, you can select the **Lodging** quick access option to **Edit Per Diem** (Figure 3-40).



Figure 3-40: Lodging Option - Edit Per Diem

The screenshot shows the 'Review Per Diem Amounts' screen. It includes a 'Reset all adjustments' link and an 'Adjust Per Diem Amounts' button. Below this is a section for 'TDY: ATLANTA, GA (3 days)' with a table of per diem data. At the bottom, there is a 'PER DIEM SUMMARY' section with a yellow border.

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 04/22/2020 First Day	\$129.00	\$129.00	\$49.50
> 04/23/2020	\$129.00	\$129.00	\$66.00
> 04/24/2020 Last Day	\$0.00	\$0.00	\$49.50

PER DIEM SUMMARY		
Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$258.00	\$258.00	\$165.00

At the bottom of the screen, there are '< Back' and 'Continue >' buttons.

Figure 3-41: Per Diem Entitlements Screen

Available options for changing, adding, and deleting situations that modify your per diem allowances and the explanations of those options are the same on the voucher as they were on the authorization.

1. Select **Adjust Per Diem Amounts**. The **Adjust Per Diem Amounts** screen displays.

2. Select the date range, then enter the updated information in the following sections:
 - a. **Meals**
 - b. **Duty Conditions**
 - c. **Other Entitlements**
 - d. **Lodging Cost**

3. Select **Save Adjustments**.

If several changes affect your per diem conditions, it may be easiest to use the **Reset** link to remove all of a day's manually entered allowance changes. 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.

5 Update Accounting Information

5.1 Update LOAs

The **Accounting** module only contains the **Accounting** screen (Figure 3-42). You can use it to update incorrect Lines of Accounting (LOAs) that appear on your document. Open the **Accounting** module from the **Progress Bar**.

As was true on the authorization, you should only make changes to this screen if your organization allows you to do so.

Review Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) ➕ Add LOA

ACCOUNTING LABEL	ORGANIZATION	⋮
20 DEFAULT	DTMOCS D	

Allocations

This trip is 100% allocated to 20 DEFAULT

Hide Details ▲

20 DEFAULT		
CATEGORY	ALLOWED	ACTUAL
COM.	\$174.62	\$174.62
CARR.-I		
LODGING	\$258.00	\$258.00
M&IE	\$165.00	\$165.00
MILEAGE	\$57.50	\$57.50
OTHER	\$161.00	\$161.00
RENTAL	\$72.35	\$72.35
CAR		
TRANSPORT	\$26.20	\$26.20
Sub Total	\$914.67	\$914.67

ACCOUNTING SUMMARY

Expense Summary		Calculated Trip Cost	
Non-Reimbursable Expenses	\$0.00	Allowed	Actual
Reimbursable Expenses	\$914.67	\$914.67	\$914.67
Total Expenses	\$914.67		
Disbursement Summary			
Advances Paid	\$0.00		
SPP Paid	\$0.00		
Total Prior Payments	\$0.00		

< Back
Continue >

Figure 3-42: Accounting Codes Screen

Change a LOA: The only change you should make to LOAs on a voucher is to remove invalid ones and add missing ones as described below.

Add a new LOA: Select **Add LOA** and then select the missing LOA from the **From <organization>, Shared LOA, or Cross Org LOA** drop-down menu.

Delete a LOA: Select the three vertical dots icon and then select **Remove** to delete an invalid LOA.

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](#).

5.2 Review SPPs, Advances, and Accounting Summary

The **Finance** screen shows summaries of any **Partial Payments** and **Advances** that you received. At the bottom of the screen, the **Accounting Summary** provides financial information about your trip. None of these items offers any opportunity for you to make changes.

6 Update Split Disbursements

The **Review Financial Summary** screen (Figure 3-43) displays the financial aspects of your trip.

Review Financial Summary

Expense Summary

Reimbursable Expenses	\$914.67	
Non-Reimbursable Expenses	\$0.00	
Total Expenses	\$914.67	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 ▼

Credit Summary

Collections	\$0.00	
Waiver/Appeals	\$0.00	
Net To Traveler	\$914.67	
Balance Due US	\$0.00	Show Details ▼

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$222.50	\$692.17	\$914.67
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$222.50	\$692.17	\$914.67
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$222.50	\$692.17	\$914.67

< Back
Continue >

Figure 3-43: Review Financial Summary Screen

It consists of four sections, only one of which 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 3-44) opens.

Figure 3-44: 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 hit 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. Paying the correct amount to the GTCC vendor helps prevent payment delinquencies in your charge card account.

7 Review Module

The **Review** module contains the same screens as the authorization. Select **Review Voucher** to open the **Review Trip Voucher** screen.

7.1 Update Profile Screen

Update your profile on the voucher following the same steps described in [DTS Guide 2: Authorizations](#).

7.2 Review Trip Voucher Screen

The **Review Trip Voucher** screen is a long screen displaying all the data in your voucher (Figure 3-45). You should carefully check for errors before you sign the voucher. The **Go to <module>** links appear in key locations of the **Review Trip Voucher** screen, so you can modify any entries that are incorrect (Figure 3-45). After you complete the review, select **Continue** to proceed.

Review Trip Voucher [Print](#)

Trip Details for:
 EWATLANTAGA042220_V01 ?

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)
Trip Description: N/A
Dates: 04/22/2020 - 04/24/2020
Conference/Event Name: Not Applicable
Reference: [+ Add Reference](#)

Comments to the Approving Official [+ Add Comments](#)

Figure 3-45: Review Trip Voucher Screen

Itinerary [Expand All](#) | [Collapse All](#) [Go to Itinerary](#) →

TRIP START Warrenton,VA (Residence) Leaving on Apr 22, 2020

TDY LOCATION 1 ATLANTA,GA 04/22/2020 - 04/24/2020

Show Details
✓ Flight Booked
✓ Rental Car Booked
✓ Lodging Booked

TRIP END Warrenton,VA (Residence) Returning on Apr 24, 2020

Show Details ✓ Flight Booked

Expenses [Expand All](#) | [Collapse All](#) [Go to Expenses](#) →

RESERVATION EXPENSES 4 items

Show Details ▼

OTHER EXPENSES Total: \$244.70

Show Details ▼

SUBSTANTIATING DOCUMENTS 1 Document

Hide Details ▲

DOCUMENT NAME	Document Attached	SUBMIT DATE	NOTES
Memo	View	04/27/2020	Travel Memo

Per Diem [Go to Per Diem](#) →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$258.00	\$258.00	\$165.00

Figure 3-45: Review Trip Voucher Screen (continued)

Accounting Expand All | Collapse All [Go to Accounting](#) →

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
20 DEFAULT	DTMOCS D	\$914.67	\$914.67
CIC:200021190023185 SDN:003X2D			

[Show Details](#) ▼

ACTUAL TRIP COST [Go to Financial Summary](#) →

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	COM. CARR.-I	\$174.62	\$174.62
	LODGING	\$258.00	\$258.00
	M&IE	\$165.00	\$165.00
	MILEAGE	\$57.50	\$57.50
	OTHER	\$161.00	\$161.00
	RENTAL CAR	\$72.35	\$72.35
	TRANSPORT	\$26.20	\$26.20
	ALLOWED TRIP COST	\$914.67	\$914.67
	ACTUAL TRIP COST		\$914.67

Figure 3-45: Review Trip Voucher Screen (continued)

7.3 Other Auths and Pre Audits Screen

Note: You can access the remaining screens at any time; however, before DTS will let you sign the voucher, you must visit the following screens in the order listed:

1. Other Auths and Pre Audits
2. Digital Signature

If you don't open those screens in the correct order, DTS sends you back to the **Other Auths and Pre Audits** screen to try again.

Three items appear on the **Other Auths and Pre Audits** screen (Figure 3-46):

1. **Other Authorizations** show official remarks added to a travel document. Since you rarely need printed travel documents after the trip, you almost never have to make changes in this section. However, you can make changes if necessary, using the same processes you used to make the entries in the authorization.
2. **Pre-Audit** displays items that DTS has flagged because they exceed established cost thresholds or may be outside of DoD travel policy. DTS

copied them – along with their **Reason Codes** and justifications – from the authorization. It also added new items you triggered by making changes on the voucher, such as changing split disbursement amounts. You must provide appropriate justifications for all new-flagged items before the AO may approve the voucher.

3. **ADVISORIES** point out items that changed (e.g., personal profile) and items you may have forgotten (e.g., **Rental Car – Fuel**). **Note:** Many **ADVISORIES** are information only.

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. View memorandum. ⓘ

Other Authorizations [Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

ⓘ No Other Authorizations have been added.

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

COST COMPARISON
VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST (EWATLANTAGA042220_A01)

Justification to Approving Official * [Edit Justification](#)

Corrected the Parking Cost. Updated the Rental Car cost. Added Baggage Fees.

1 ADVISORIES

PERSONAL INFO HAS CHANGED
PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- RESIDENCE CITY, RESIDENCE STATE

[Back](#) [Continue](#)

Figure 3-46: Other Auths and Pre Audits Screen

7.4 Digital Signature Screen

The **Digital Signature** screen (Figure 3-47) allows you to sign the document and tracks its progress through the approval process.

To sign the voucher:

1. Under **DOCUMENT STATUS**, check the box next to **I agree to SIGN this document**.
2. (Optional) Choose a different **ROUTING LIST** under the drop-down menu.
3. (Optional) **Add comments** to the AO.
4. Select **Submit Completed Document**.

Digital Signature

Trip Voucher Status

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

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

✓	<p style="margin: 0;">05/01/2020 08:19AM CREATED</p>	<p style="margin: 0; font-size: 12px;">NAME Eric T West</p>
---	---	---

○ (Pending)
SIGNED

DOCUMENT STATUS *

 I agree to SIGN this document

ROUTING LIST *

CSD
▼

Additional Comments + Add Comments

NAME <i>Eric T West</i>	TODAY'S DATE 05/07/2020
----------------------------	----------------------------

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

Your next steps will be determined based on the Routing List you submit.

< Back

Figure 3-47: Digital Signature Screen



Key Note 1: DTS requires you to attach a receipt for all lodging and any expense of \$75.00 or more. When a required receipt is missing, DTS generates an **AUDIT FAIL** message during the signing process causing a hard stop (Figure 3-48).



Figure 3-48: Audit Fail Message – Missing Receipt



Key Note 2: DTS requires an attached DD 1351-2 be included in the voucher before the NDEA can stamp the document T-Entered. When a DD 1351-2 is missing from the voucher, DTS generates an **AUDIT FAIL** during the T-Enter process causing a hard stop (Figure 3-49).



Figure 3-49: Audit Fail Message – Missing DD 1351-2

If you receive an **AUDIT FAIL** message for a missing document, return to the **Enter Expenses** screen and **Add** the required record. After attaching the file, proceed to the **Other Auths and Pre Audit** page, justify any flags, and then advance to the **Digital Signature** page to stamp the voucher.

Once you sign the voucher, you do see additional screens (Figure 3-50).

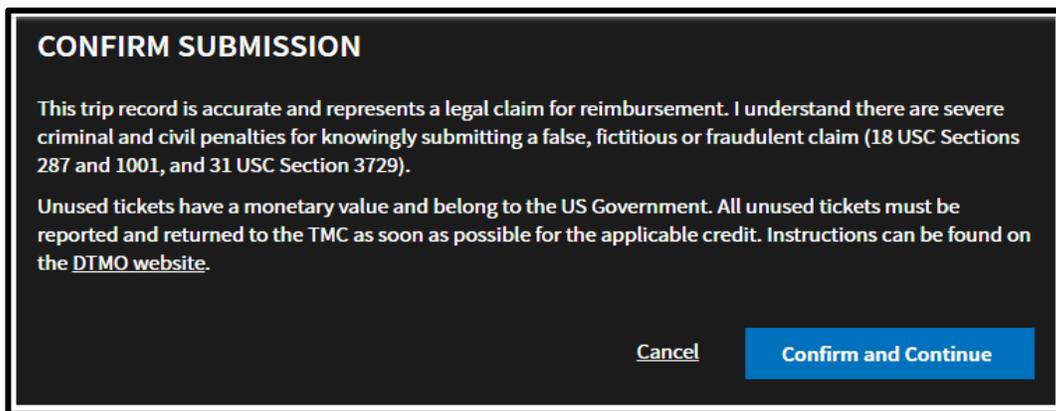


Figure 3-50: Confirm Submission Screen

The **Confirm Submission** screen provides a way for you to validate that:

- a. You are submitting a valid claim and you understand there are legal penalties

for knowingly submitting a false claim.

- b. You understand that you must return any unused paper tickets to the Government.

After you select **Confirm and Continue**, DTS acknowledges a successful submission and begins the routing process (Figure 3-51). You should receive payment for your claim within 72 hours of the time the AO approves it.

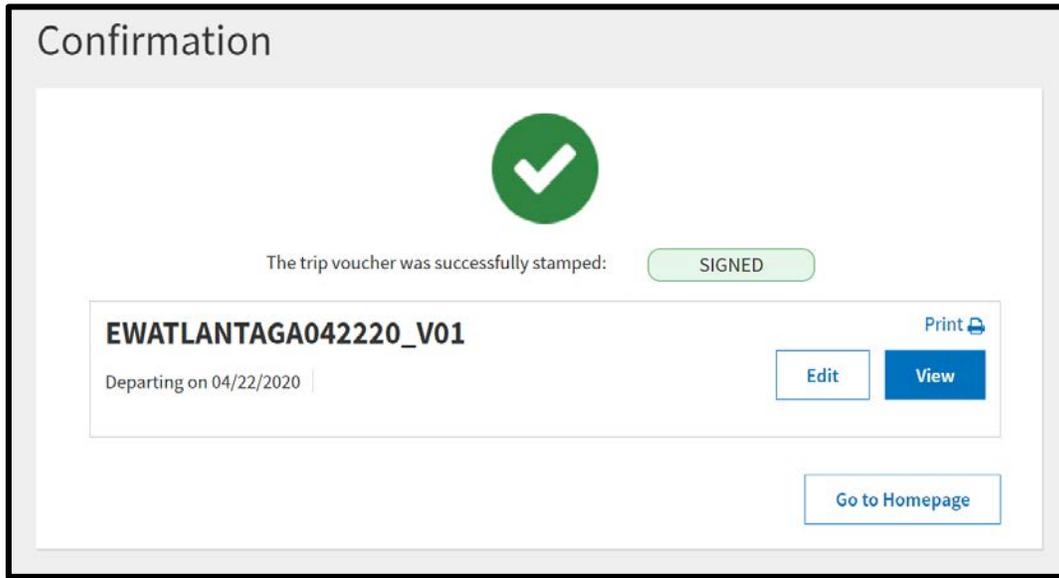


Figure 3-51: Confirmation Message

8 Helpful Resources

GUIDES	
Title	URL
DTS Guide 1: Getting Started	https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf
DTS Guide 2: Authorizations	https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Vouchers	https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Vouchers	https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorizations	https://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	https://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
Import/Export Trifold Information Paper	Trifold: https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf
Dependent Travel Information Paper	https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf
Renewal Agreement Travel Information Paper	https://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf Update Voucher Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf
Self-Approving Official Information Paper	https://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf
Foreign Military Sales Information Paper	https://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf
*Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf Information paper: https://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf
*Cancellation Procedures Trifold	Trifold: https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf

OTHER RESOURCES	
Title	URL
Information Paper	Information paper: https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf
* Web-based training module is also available in Travel Explorer (TraX) at https://www.defensetravel.dod.mil/passport	