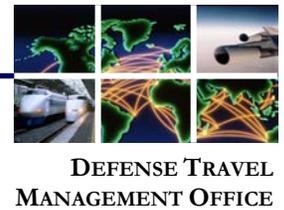


Changes to DTS Expense Lists



Summary

The **DTS Expenses** module under *Other Expenses* area provides expense listings with clearer travel labels, more labels supporting present day needs, better grouping of expenses types, and removal of certain expenses not permitted by the *JTR*. In addition, increasing the expense thresholds, means less pre-audit triggers, which should reduce document-processing times.

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

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

Expenses Overview

DTS provides over 50 selectable expense items, which are allowable, reimbursable travel expenses and mileage allowances per the *Joint Travel Regulation (JTR)*. If you incur an approved travel expense which is not within the expense listing, you can use **Other Expenses, Other – Create Your Own** to enter your expense. Be aware manually entering expenses, will cause DTS to trigger a pre-audit flag, which requires comments to justify the entry.

The **Expense** module provides six primary expense categories (groupings), within the *Other Expenses* area for an authorization and voucher. After selecting the specific expense category, then a listing of expense types displays. Table 1 below provides the expense categories with the available expense types in DTS.

Table 1

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



**Expenses
Overview
(continued)**

	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

The Local Voucher has four primary expense categories. Table 2 shows the expense categories and types. Once you select a category, then you can select the expense type. This information paper doesn't go into further details regarding local vouchers beyond Table 2. See [DTS Guide 3: Local Vouchers](#) and [Local Voucher Tri-Fold](#).



Table 2

Expenses
Overview
(continued)

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees
Other Expenses	Other-Create Your Own Recruiter – Parking Recruiter – Snack Returned Payment
Mileage Expenses	Private Auto-Local Area Private Motorcycle-Local Area Private Vehicle-GOV Auth & Avail
Transportation Expenses	Government Vehicle-Fuel/Oil Parking Public Transportation Rental Car Rental Car- Fuel Taxi Tolls/Ferry Fees Travel Agent Fee

In an authorization and voucher, new expense items include **Baggage – 1st Checked Bag, Internet In-Flight, Other – Create Your Own, Immunizations/Inoculations,** and **Passport/Visa Fees.** New lodging expenses added such as **Lodging Taxes (CONUS and Non- foreign), Lodging Early Check-In Fee,** and **Lodging Late Check-Out Fee.**

Existing labels remodeled with straightforward wording notably reduces mistakes. For example, the prior label **Commercial Auto - TDY** means using a rental car at the TDY location, now the expense label is **Rental Car – At TDY Area.** Several reintroduced expense labels with updated wording include **Conference Registration, Bus Ticket** replacing **Government Bus** and **Train Ticket** replacing **Rail.**

Expense
Thresholds
Overview

In DTS, each expense category contains expense types with established thresholds (cost limits). Adding an official travel expense to a document exceeding a certain dollar amount triggers a pre-audit flag requiring a comment to justify the cost. However, the antiquated DoD established expense thresholds no longer represented fair rates for today’s pricing causing many flags to generate within documents. To alleviate the problem, the DTS thresholds increased to be more in line for current costs. By raising the limits, there should be fewer pre-audits flags improving document-processing times.

For example, now instead of DTS triggering a pre-audit flag when parking at the TDY location exceeds \$25, the increased threshold is \$140, which is more practical for present day costs. The intended outcome of these changes are A) the expense labels



are well-defined, and B) less pre-audit flags reducing the travelers and AOs document workload.

Adding Expenses

From the **DTS Dashboard**, select **Create New Document, Routine TDY Trip**. On the **Progress Bar**, select **Expenses**. The **Enter Travel Expenses** page opens.

1. To enter an expense item, select **Add Expenses**. The **Add New Expense** window (Figure 1) appears.

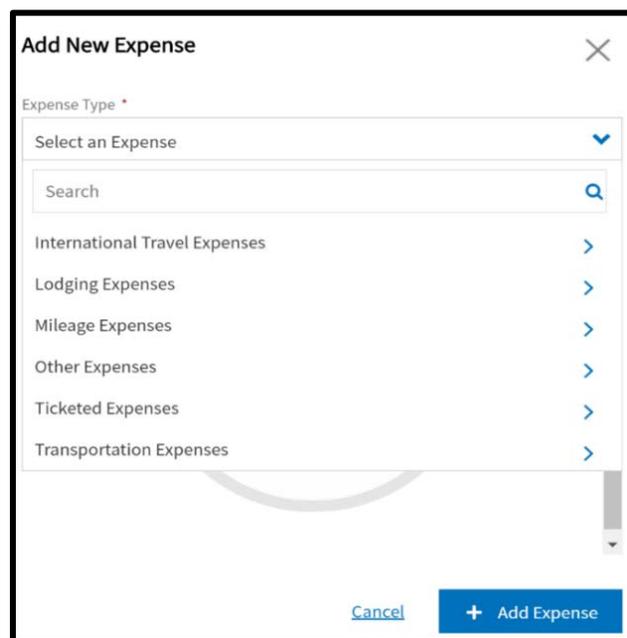


Figure 1: Add New Expense window

2. Select a category to see the expense options. **Add New Expense** window opens. Select an expense type for example, **Mileage Expenses**, and then select **Private Auto To/From Terminal** (Figure 2).



Adding Expenses (continued)

Add New Expense

Expense Type *
Private Auto - To/From Terminal

Expense Date *
02/25/2019

= *

\$

Miles *

Method of Reimbursement *
Personal

Create a separate expense for round trip *

Cancel + Add Expense

Figure 2: Add New Expense Details

3. Complete the **Expense Date** and **Miles** fields and then the **=*** (mileage calculation) automatically populates.
4. Select **Add Expense** to save the entry. The **Add New Expense** window closes, and the expense you just added displays on the **Enter Travel Expenses** screen (Figure 3). The saved expense item is marked with either **Receipt Optional** or **Receipt Required**.

Other Expenses Sort by Date (Oldest) + Add Expense

Private Auto - To/From Terminal	\$ 8.70	04/05/2019	Receipt Optional
Private Auto - To/From Terminal	\$ 8.70	04/05/2019	Receipt Optional
Parking - At the Terminal	\$ 25.00	04/05/2019	Receipt Optional

Figure 3: Expense Type Details

5. Under the options icon, you can view/edit using the **Expense Details**, remove using **Delete Expense** and add documents with the **Attach Receipt** (Figure 4).



Adding Expenses (continued)

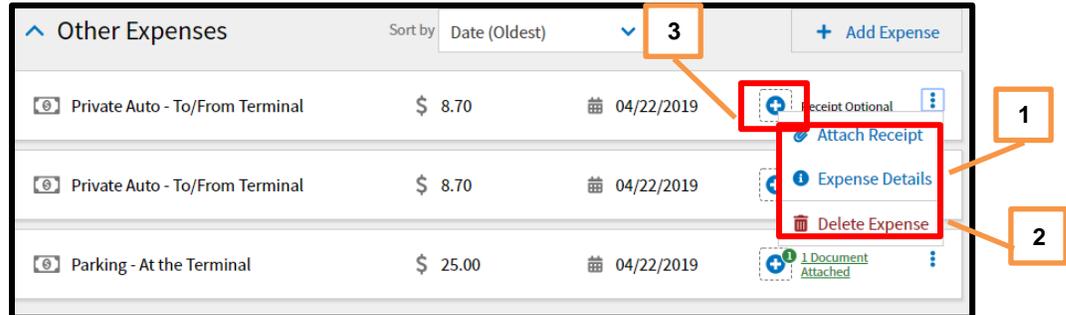


Figure 4: Options for an Expense Item

6. To view or edit an expense item, select **Expense Details** (Figure 4, Indicator 1). When the **Expense Details** window opens, make the necessary change and select **Save**.
7. To remove an expense item, select **Delete Expense** (Figure 4, Indicator 2). A **Delete Expense** window opens. Select **Confirm** to remove the expense.
8. To add a receipt, either select the  icon or select the options, **Attach Receipt** (Figure 4, Indicator 3).
9. Select **Browse** (Figure 5, Indicator 1) to find a file on your computer or **Search a File** (Figure 5, Indicator 2) to find a document already in *Uploads* (Trip Workbook) area. Follow the screen prompts to attach the file, then select **Save** (Figure 5, Indicator 3).

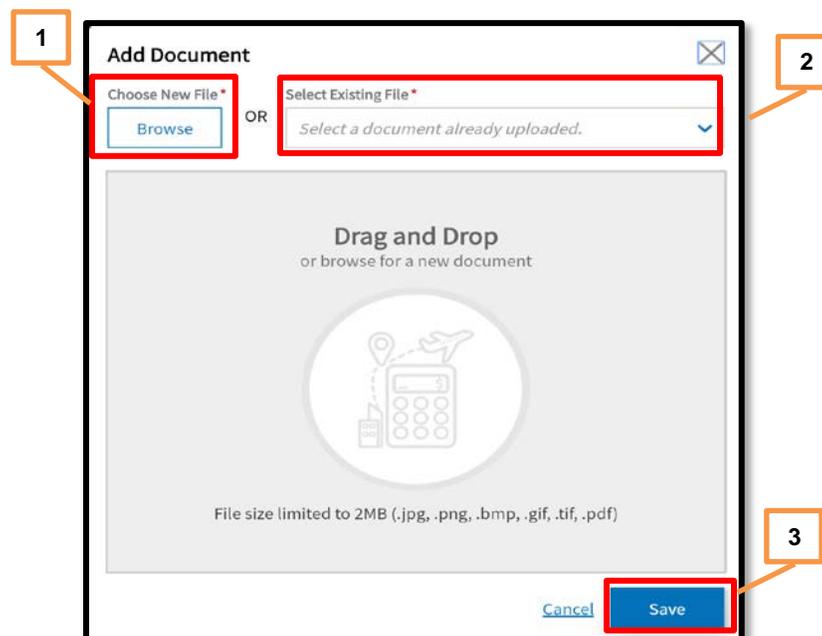




Figure 5: Add Document Screen

**Adding
Expenses
(continued)**

10. The saved **Document Attached** appears on the expense item line (Figure 6).

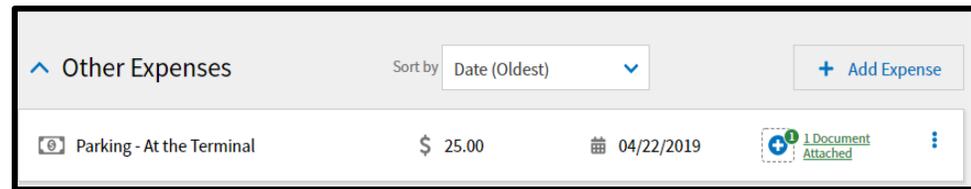


Figure 6: Document Attached Screen

**Financial
Note**

There are different types of expense categories to support document processing and payments.

- The expenses categories available for an authorization and voucher include **International Travel Expenses, Lodging Expenses, Mileage Expenses, Other Expenses, Ticketed Expenses, and Transportation Expenses**. The entered expense is viewable under **Enter Travel Expenses** screen and on the **Review Trip** screen. It is important to verify the claim, update the information based actual expenses incurred, and attach required receipts to prevent improper payments.
- For financial categories, claimable payments, including expenses in authorizations and voucher, most common are **Comm. Carr.-I, Comm. Carr.-C, Rental Car, Lodging, M&IE, Mileage, Transport, and Other**. DTS displays the **Category** (left column) along with the **Allowed and Actual** totals in the of the **Accounting Codes** screen and on the **Review Trip** screen. Use the financial category totals to validate the voucher accuracy. For more information on financial categories, see the [DTA Manual, Appendix K](#).



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

ACCOUNTING LABEL		ORGANIZATION	ALLOWED	ACTUAL
19 DEFAULT		DTMO	\$2987.00	\$2987.00
CIC:1L5L2POL2P33186		SDN:002RQZ		
Hide Details ^				
		CATEGORY	ALLOWED	ACTUAL
		COM. CARR.-I	\$655.00	\$655.00
		LODGING	\$1267.00	\$1267.00
		M&IE	\$1065.00	\$1065.00

Figure 7: Accounting Code Screen

**Supporting
Resources**

Resources:

JTR

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

DTA Manual, App. K

https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf