

Changes to DTS Expense Lists



Summary

Implementation dates: October 13, 2017 (deletions) and March, 2018 (all others)
A future implementation date indicates that plans remain subject to change.

The lists of selectable expenses* in the **Other Expenses** area of the DTS **My Expenses** screen have undergone significant improvements including:

- A. **Additions:** The lists have been expanded to include more expenses the [Joint Travel Regulations](#) (JTR) allows.
- B. **Alterations:**
 - **New labels** make expenses easier to understand.
 - **Increased thresholds** limit pre-audit cost triggers.
- C. **Deletions:** Expenses the JTR does not allow have been removed.

This information paper only explains the different changes. It makes no attempt to provide a complete list of all expense type selections. For full details of the available expenses for all DTS document types, see the [Defense Travel Administrator \(DTA\) Manual, Appendix K](#), Sections K.3 and K.4. (See note at end of information paper.)

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

Note: *Only the lists of expenses have changed. The process for selecting them has not.*

Expense Additions

About 25 expenses that the JTR allows display in the selectable lists. They have been added to provide a more comprehensive list of reimbursable expenses. Some of them are new additions, such as **Internet In-Flight**, while others are expenses the JTR has always allowed, but are only infrequently used, such as a **Lodging Early Check-In Fee** and certain international travel fees (e.g., **Immunizations/Inoculations** and **Passport/Visa Fees**).

Expense Alterations

Some expense labels were potentially confusing. For example, while **Taxi-TDY** meant using a taxi **at** the TDY location, **Commercial Auto-TDY** meant using a rental car **to and from** the TDY location.

Those types of ambiguous descriptions are a thing of the past. The new expense labels for those items are **Taxi-TDY Area** and **Rental Car-To/From TDY**, respectively, which is



way less confusing. Other items follow suit (e.g., **Parking-At the Terminal** vs. **Parking-TDY Area**).

Similarly, two expenses existed for hotel tax – **Hotel Sales Tax** and **Hotel Room Tax**. No one knew which to select, especially when a hotel charged three or more types of tax. Also, many travelers used them to claim lodging tax for overseas TDYs, which the JTR does not allow. There is now only a single expense type for hotel tax, helpfully labelled **Lodging Taxes (U.S. Only)**.

The second major change is not immediately obvious. DTS triggers a pre-audit flag when a legitimate expense exceeds a certain threshold amount. DoD established these thresholds over a decade ago. For example, DTS triggered a pre-audit flag when parking at the TDY location exceeded \$25. That threshold has been increased to a much more reasonable \$140 to be consistent with today's market.

The end results of these changes are A) the expense labels make much more sense, and B) you should see fewer pre-audit flags.

Expense Deletions

For some time now, the JTR has been standardizing allowable reimbursements, which led to some reimbursable expenses disappearing from the JTR. These items have been removed from the selectable lists. Other expenses with no attached cost – and therefore no allowed reimbursement, such as **Prepaid Rail**, **Government Bus**, and **Passenger (No Claim)** – were also removed as they were deemed to provide no value.

In all, 20 or so items were removed, bringing the lists back into accordance with the JTR without being unduly burdensome.

Financial Note

Please understand that there are different types of expense categories.

- On the My Expenses screen, expenses are grouped into four categories, which DTS calls *Expense Types*. Those categories are: Mileage Expenses, Non-Mileage Expenses, Transportation Travel Expenses, and Ticketed Expenses. Dividing expenses this way helps a traveler more easily find items they need to claim. This information paper focuses on changes to the **Expense Type** lists.



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

- For financial purposes, claimable payments, including expenses, are grouped into many categories. The most common ones are Comm. Carr.-I, Comm. Carr.-C, Lodging, M&IE, Mileage, Rental Car, Ship-HHG, Transport, and Other. Financial categories are related to voucher payment, have not changed, and apart from this paragraph are not addressed in this information paper.
 - In authorizations and vouchers, DTS displays the total value of each applicable financial category in the right column of the Accounting Codes screen and at the bottom of the Trip Preview screen.
 - **Travelers and AOs can (and should) use the financial category totals to help double-check the accuracy of the voucher claim.**
 - If you need further information about the financial categories, see the [DTA Manual, Appendix K](#), Section K.10.

**Supporting
Resources**

Resources:

- JTR <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- DTA Manual, App. K http://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf