Defense Travel Management Office

Defense Travel System

DTS Guide 4: Local Vouchers

August 21, 2017

Table of Contents

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	08/11/17	Defense Travel Management Office (DTMO)	Update link	Section 6

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1 Local Vouchers

A local voucher is a claim for reimbursement or expenses incurred and allowances earned while you are conducting official business in the local area near your Permanent Duty Station (PDS).

A local voucher is a stand-alone document that you may only submit after you have completed your official duty. For that reason, you never enter expense or allowance estimates on a local voucher. All entries must be accurately entered actual expenses.

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

1.1 Create a Local Voucher

To create a voucher, select **Official Travel**, then **Local Vouchers** on the DTS Welcome screen (Figure 4-1) navigation / subnavigation bars. The Local Vouchers screen (Figure 4-2) opens.

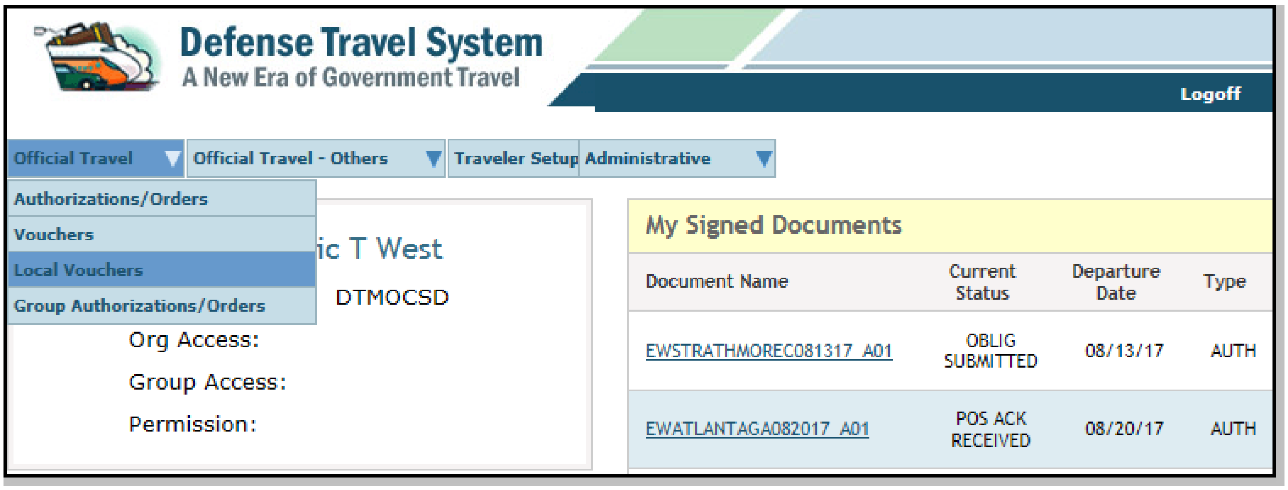

Figure 4-1: DTS Welcome Screen

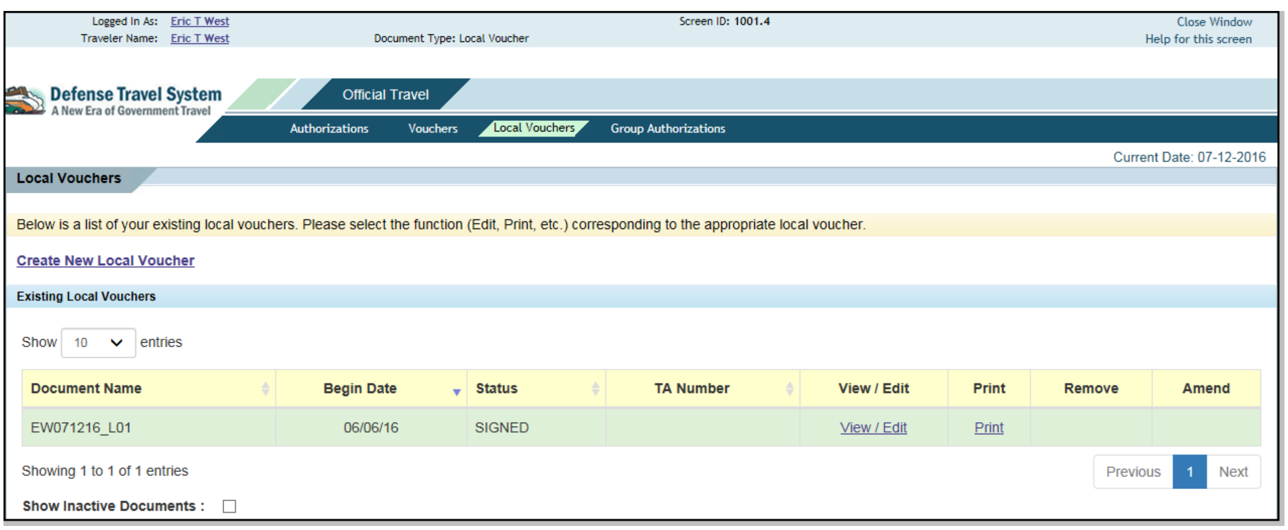

Figure 4-2: Local Vouchers Screen

To create a new local voucher:

1. Select **Create New Local Voucher**.
2. Enter the local voucher date. The default entry is the current date, but you can change it. You may not change that date later, and you may not enter any expenses after this date.
3. Select whether or not you attended a conference, and if you did, identify the conference.
4. Select **OK** to create the local voucher. The Non-Mileage Expenses screen (Figure 4-3) opens.

2 DTS Expenses Module

The **Expenses** module lets you enter all the expenses you incurred and allowances you earned. You must enter them all accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at any time by selecting **Expenses** on the light blue navigation bar.

2.1 Add Non-Mileage Expenses Manually

The Non-Mileage Expenses screen (Figure 4-3) lets you enter expenses you incurred while on official travel in the local area. Access the Non-Mileage Expenses screen by selecting **Non-Mileage** on the dark blue subnavigation bar.

Initially the screen contains no expenses in the right column, but as you save expenses, they appear on the right.

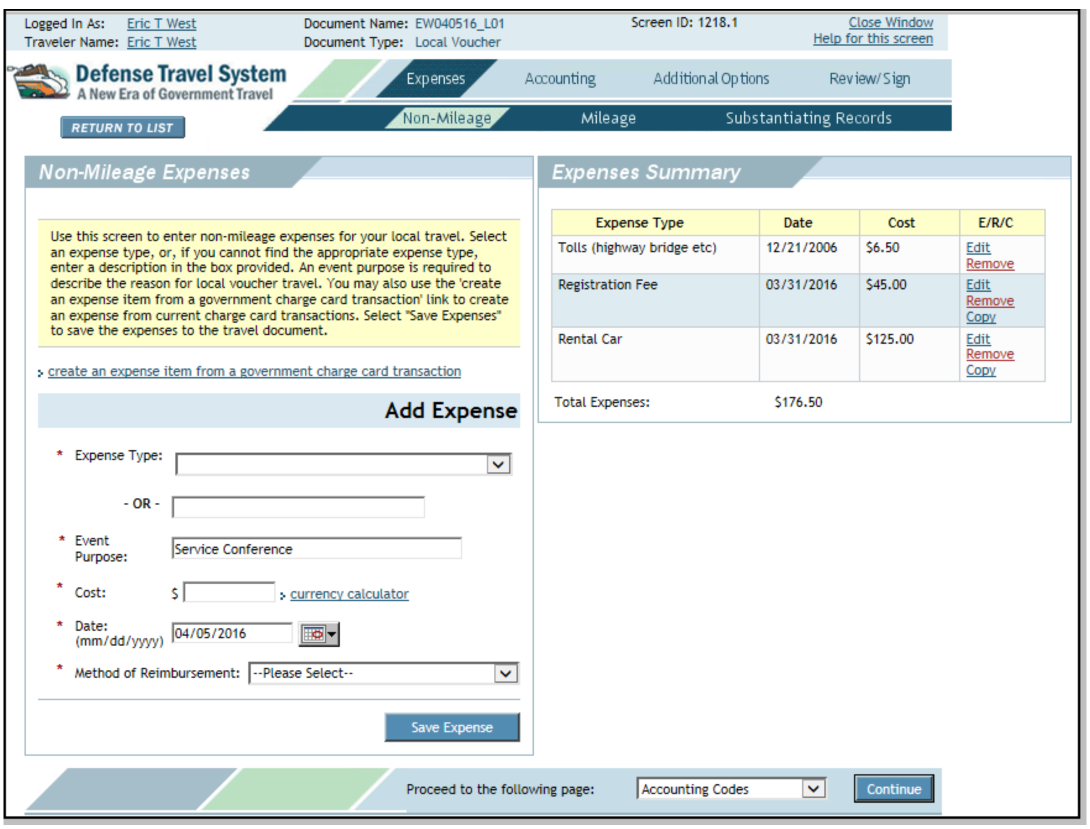

Figure 4-3: Non-Mileage Expenses Screen

To add non-mileage expenses:

1. Choose an expense from the **Select an Expense Type** list.

2. Enter the **Event Purpose** (the reason you incurred the expense). Each event purpose you enter appears on a selectable list to simplify other expense entries.

3. Enter the expense **Cost** and the **Date** you incurred it. DTS automatically selects the **Method of Reimbursement** for you, though you can change it if you need to.

   Note: The **Date** can't be later than the local voucher date.

4. Select **Save Expenses**. Depending on your selections, you may see additional entry types or warnings. Some example warnings follow:

   - DTS will change the **Method of Reimbursement** from **GOVCC** to **Personal** if your profile does not contain current Government Travel Charge Card (GTCC) data.

   - You must provide a receipt for expenses equal to or over $75.

   - Your profile does not support an expense you selected (e.g., you selected an expense type that only military members may use, but your DTS profile lists you as a civilian employee.)

   - You must identify the reason you are eligible for reimbursement of meals.

   - You must identify all per diem locations to claim occasional meals.

Note: On all DTS screens, a red asterisk (*) indicates required information.

Additional options for saved expenses are available in the right column. You can:

- **Edit** an expense to correct errors.

- **Remove** the expense from the local voucher.

- **Copy** an expense if you incurred similar expenses on different days (e.g., the same parking fee each day of a multi-day event).

2.2 Add Non-Mileage Expenses From GTCC Transactions

You can also import expenses from your GTCC account. Here's how:

1. Select **create an expense item from a government charge card transaction**.

2. Select **Add** next to the transaction you want to import.

   - If the transaction you want to import doesn't have an **Add** link, you must note the details and add it manually using the instructions in Section 2.1.

3. If an **Expense Type** doesn't appear with the expense, select one before you **Save Expenses**.

2.3 Add Mileage Allowances

The Mileage Expenses screen (Figure 4-3) lets you enter mileage allowances you earned while on official travel in the local area. Access the Mileage Expenses screen by selecting **Mileage** on the dark blue subnavigation bar.

Initially the screen contains no allowances in the right column, but as you save allowances, they appear on the right.

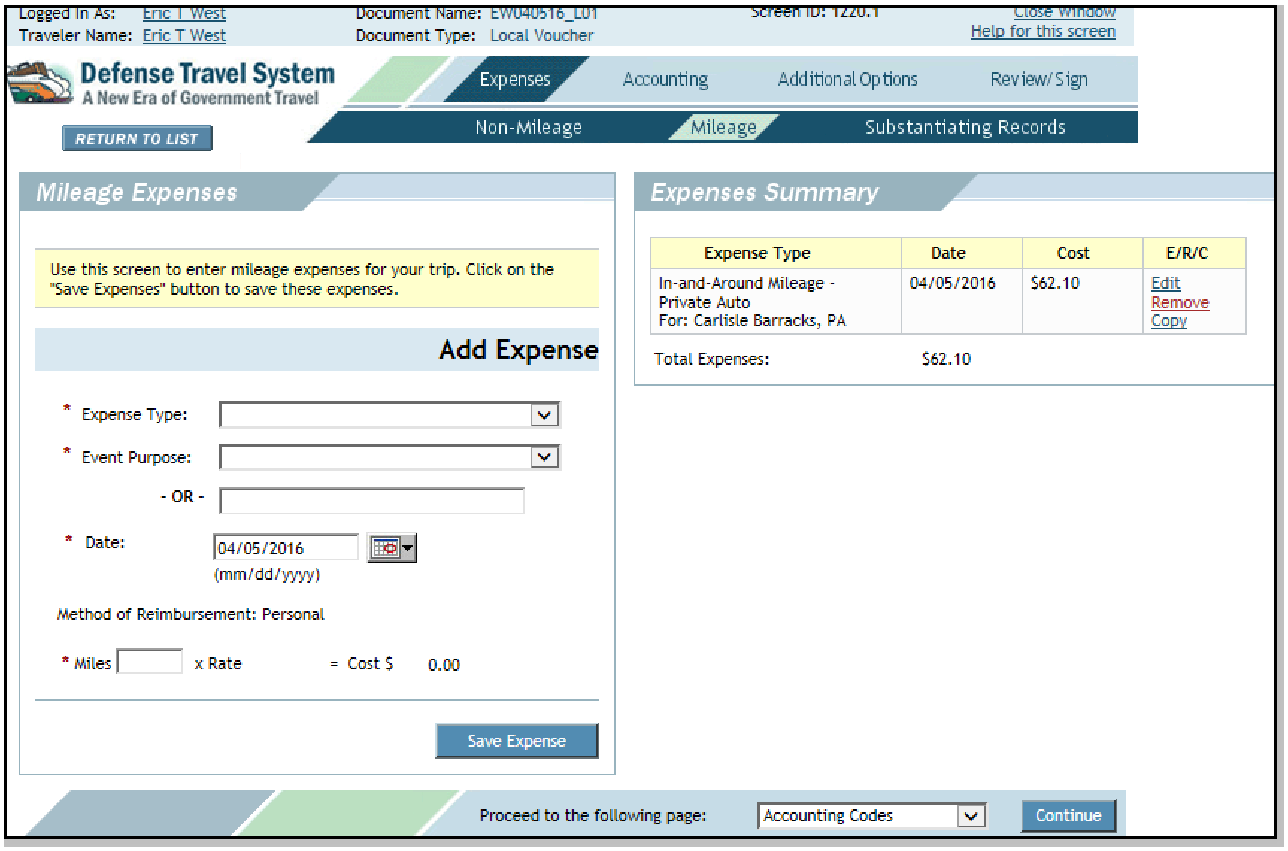

Figure 4-4: Mileage Expenses Screen

To enter a mileage allowance, enter the **Expense Type**, **Event Purpose**, **Locations, Date,** and number of **Miles** before you hit **Save Expense**.

- For more information about **Expense Type** and **Locations**, see Table 4-1.
- For more information about **Event Purpose**, see Section 2.1.

Table 4-1: Mileage Expense Types

MILEAGE EXPENSE TYPES	
Expense Type	**Select if you drove …**
In-and-Around Mileage – Private Auto	You own car while at the event.
In-and-Around Mileage – Private Motorcycle	You own motorcycle while at the event.
POC Use – Dedicated Gov Vehicle	A specific Government vehicle that was assigned to you (e.g., Commander's car) to, from, or at the event.
POC Use – Gov Vehicle Available	A Government vehicle that was available to you (e.g., motor pool car) to, from, or at the event.
Private Auto Mileage	Your own car to or from the event
Private Motorcycle Mileage	Your own motorcycle to or from the event

Notes:

1. For each expense type that is not "In-and-Around":
   - You must enter the locations you traveled **To** and **From**.
     - If your **To** or **From** location is your **Residence**, you must subtract your normal commute mileage or cost from your mileage allowance payment. DTS provides additional tools that help you enter that information.
   - DTS offers you the option of checking a box to create a second expense (with the **To** and **From** locations switched) to easily create a round-trip.
2. If you select an "In-and-Around" expense type, you must enter the **Location** to which you drove to or from the event.

2.4 Substantiating Records

The Recipts screen (Figure 4-5) lets you upload paper documents that support your trip claims. Access the Receipts screen by selecting **Substantiating Documents** on the dark blue subnavigation bar. Documents you upload can include, but aren't limited to:

- Receipts
- Constructed Travel Worksheets
- Approval for other than economy/coach class travel
- Leave forms

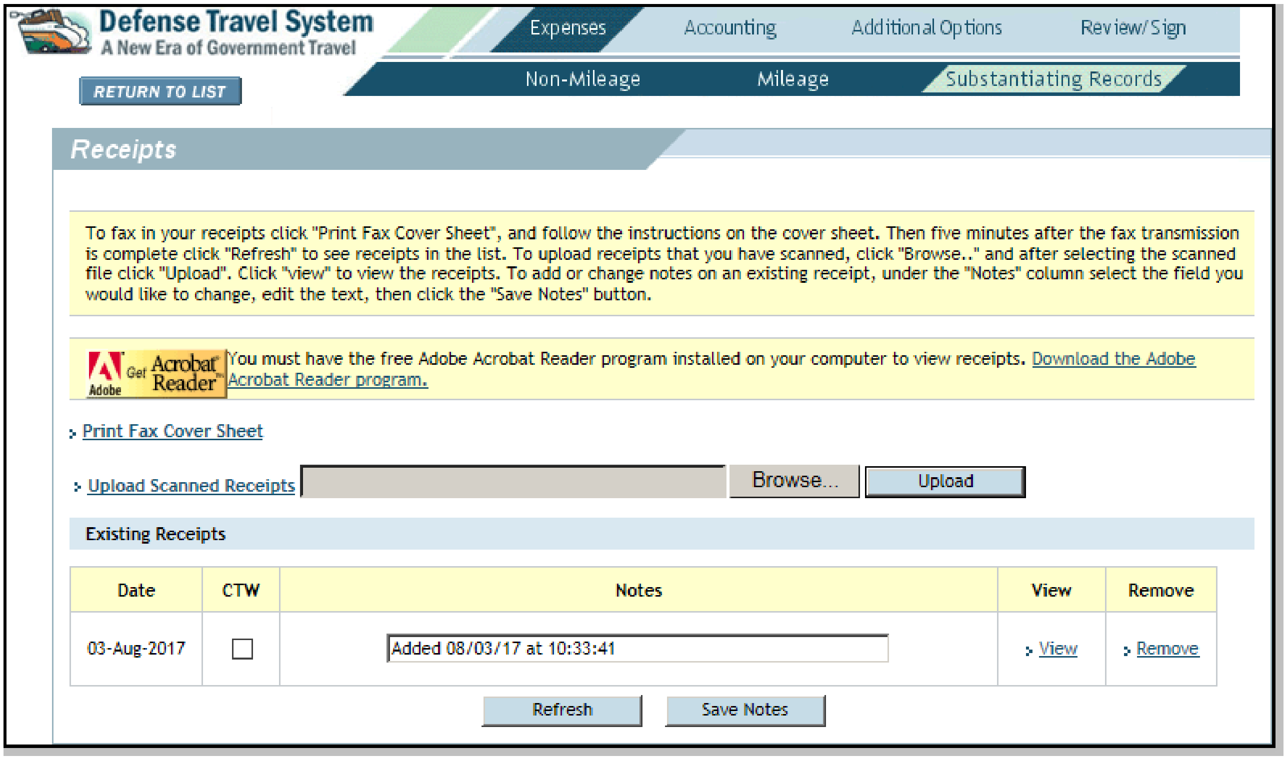

Figure 4-5: Substantiating Records Screen

You can attach documents via the Receipts screen in two ways:

- ***Fax:*** Select **Print Fax Cover Sheet** and follow the instructions on it.
- ***Upload:*** Select **Browse** and follow the prompts.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

After you've attached a document, it appears under **Existing Receipts**, where you can:

- Identify it as a Constructed Travel Worksheet (**CTW**).
- Modify the **Notes** to better describe the document.
- **View** the document to ensure legibility.
- **Remove** the document.

3 DTS Accounting Module

The DTS **Accounting** module identifies where the money is coming from to pay for this trip. Access the **Accounting** module by selecting Accounting on the light blue navigation bar.

The only screen available in a local voucher is the Accounting Codes screen (Figure 4-6). There are no options on the dark blue subnavigation bar.

The Accounting Codes screen shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this Guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your local voucher, it must contain at least one LOA. However, DTS does not require you to provide a LOA. In fact, you can sign your local voucher without a LOA, and in fact, some local business rules do not want you to do anything on this screen. If that is the case, head directly to Section 4, DTS Additional Options Module.

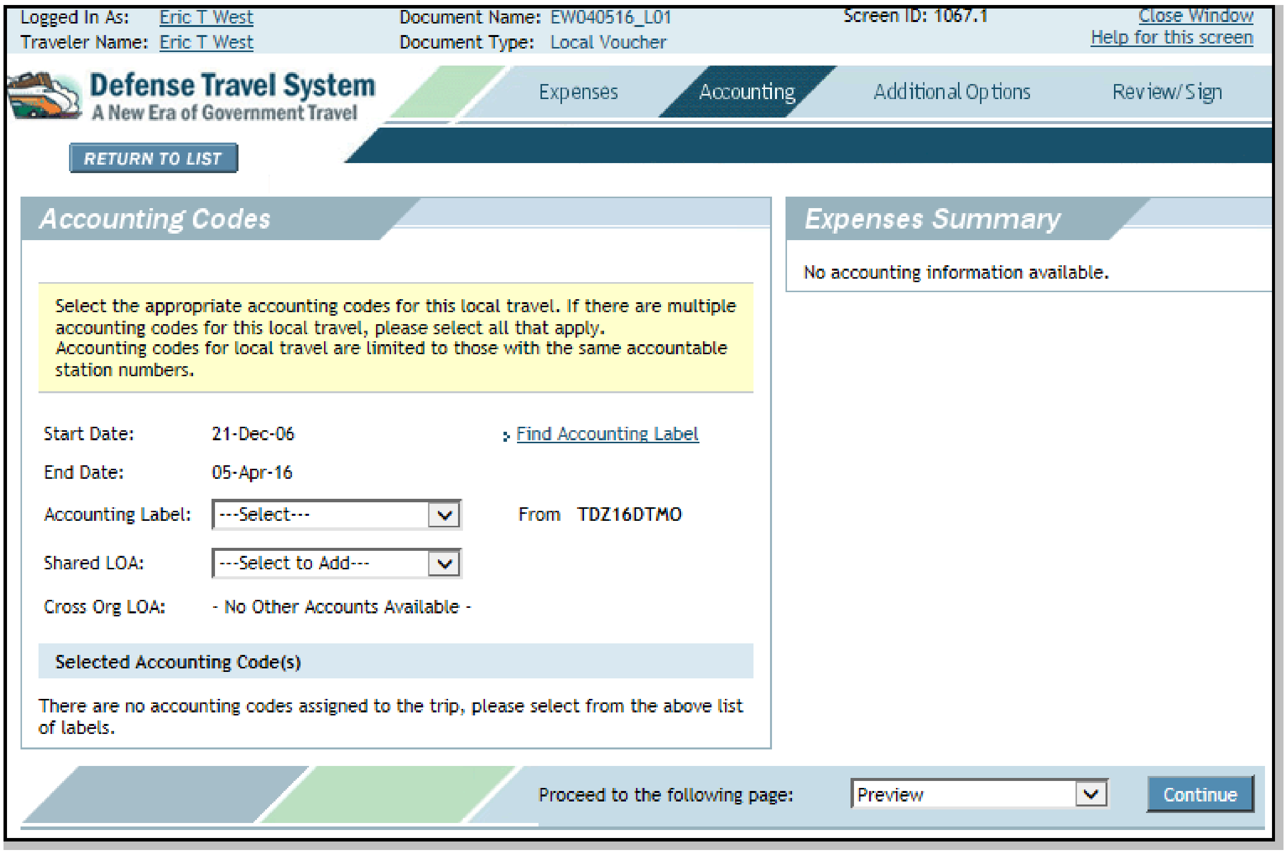

Figure 4-6: Accounting Codes Screen

3.1 Add a LOA

Many travelers' profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. If the default LOA is not correct for this trip, use the **remove** link to delete it.

You can add LOAs from up to three possible sources, when available. Each source has a drop-down list you can select available LOAs from:

- ***Accounting Label:*** These LOAs belong to your organization.
- ***Shared LOA:*** These LOAs were shared from a higher organization in your hierarchy.
- ***Cross Org LOA:*** These LOAs were shared from an organization outside your hierarchy.

3.2 Add Multiple LOAs

If you add more than one LOA, DTS requires you to allocate the costs – which means identifying which LOAs are paying for which expense types. Select one of the following options under **How To Allocate** to divide your costs between LOAs:

- ***Percent:*** Select a percent of the total cost to apply to each LOA.
- ***Expense Category:*** Select the LOA that will pay for each type of expense (e.g., Transportation).
- ***Date:*** Select the date range that each LOA applies. This is useful for trips that cross Fiscal Years.
- ***Specific Expense:*** Select an LOA for each expense that appears in the authorization.
- ***Category / Date:*** Select LOAs based on a combination of both “**Expense Category**” and “**Date**”.

4 DTS Additional Options Module

The **Additional Options** module lets you add comments, review your expenses, and update your personal profile. Access the **Additional Options** module by selecting **Additional Options** on the light blue navigation bar.

4.1 Comments

The Comments for Local Voucher screen (Figure 4-7) gives you a space to enter comments to the Authorizing Official. For example, if your local voucher includes expenses incurred over three separate trips, you can identify the dates of each. DTS does not require you to enter comments, but they are very helpful to all who view your document (e.g., Reviewing Officials, Post-Payment Auditors). Access the Comments for Local Voucher screen by selecting **Comments** on the dark blue subnavigation bar.

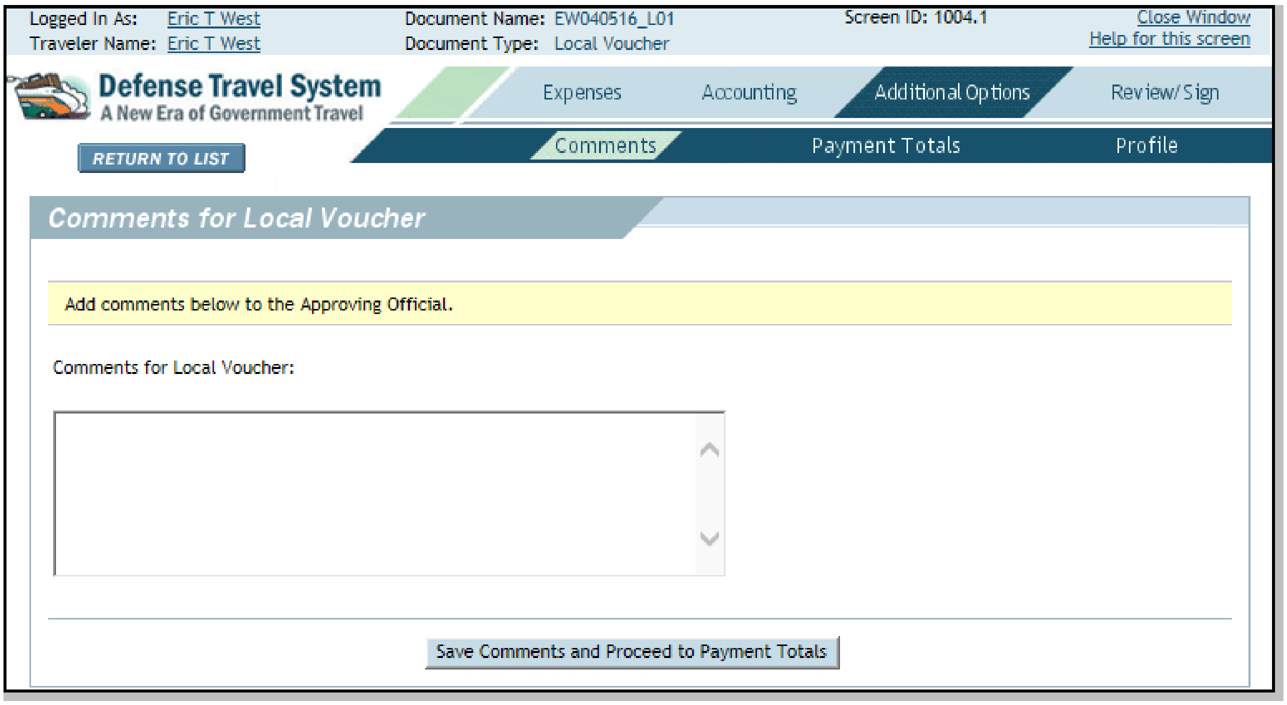

Figure 4-7: Comments

4.2 Payment Totals

The Payment Totals screen (Figure 4-8) provides a summary of various financial aspects of the document. Most of the information on this screen is view-only, but you can use this screen to update the split disbursement amounts that will be paid to the GTCC vendor or your bank account. Access the Payment Totals screen by selecting **Payment Totals** on the dark blue subnavigation bar.

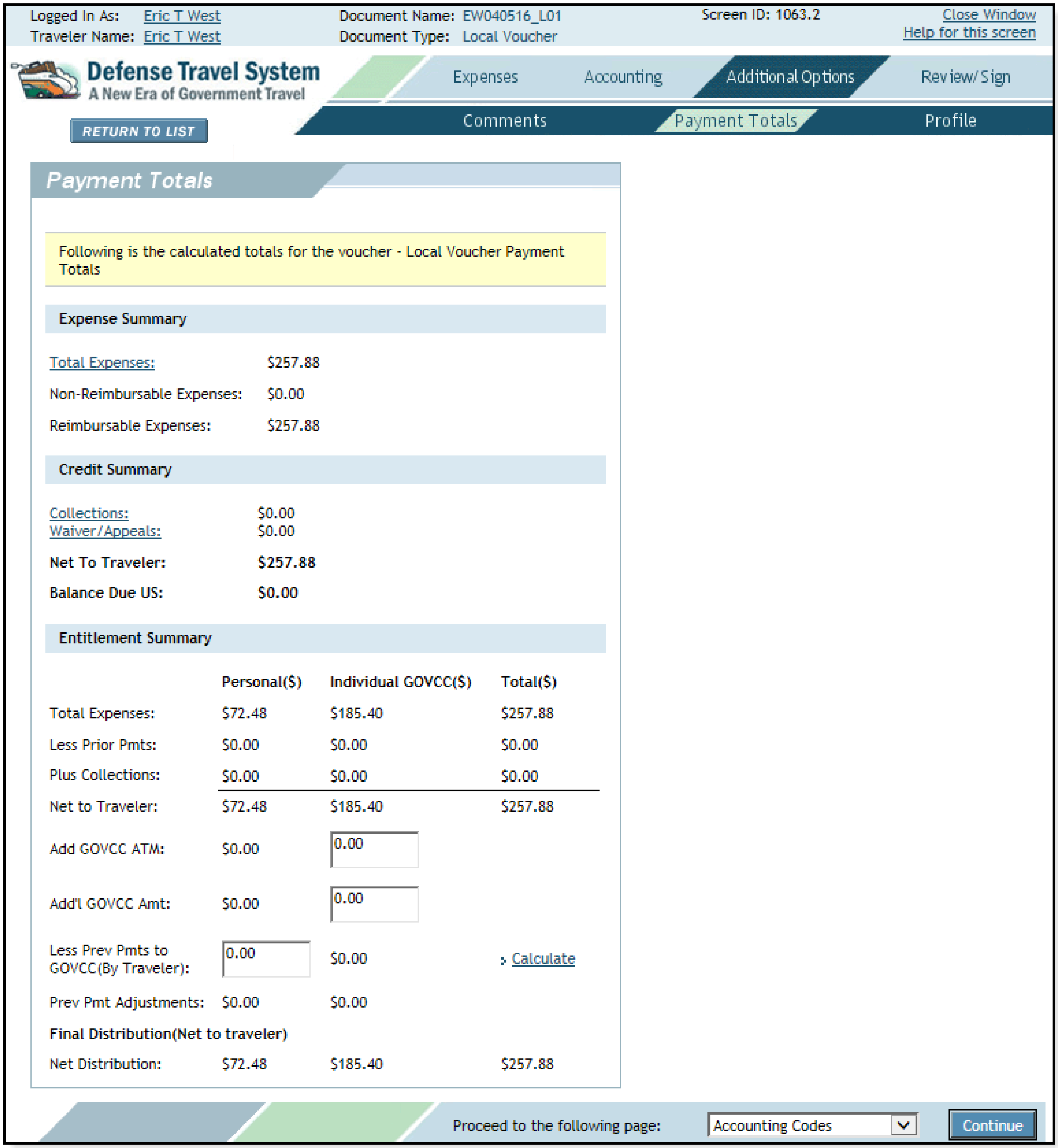

Figure 4-8: Payment Totals Screen

The Payment Totals screen is divided into three sections:

- ***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., CBA).

- ***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:*** Shows the total amounts already paid, collected, and due to be paid, then divides those totals into three categories: Total amount, the amount due to be paid to you (**Personal**), and the amount due to be paid to the GTCC vendor (**Individual GOVCC**). The three text fields lets you adjust the amounts to be paid to the GTCC vendor and your bank account:

    - ***Add GOVCC ATM:*** If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.

    - ***Additional GOVCC Amount:*** 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 the amount.

    - ***Less Previous Payments to GOVCC (By Traveler):*** If you overpaid your GTCC account on a previous trip, enter the amount of the overpayment. DTS redirects funds to your bank account to balance the overpayment.

Before submitting your local voucher, you should always ensure that the total listed in the **Net Distribution** to **Personal** matches the amount the GTCC vendor says you owe, after all charged expenses are accounted for. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

4.3 Profile

Your DTS personal profile contains information (e.g., your home address, work location, and GTCC information) DTS uses to help you create documents. You should check it frequently to ensure all the information in it is up to date. The **Profile** tool (Figure 4-9) lets you update most aspects of your DTS personal profile. Access the **Profile** tool by selecting **Profile** on the dark blue navigation bar.

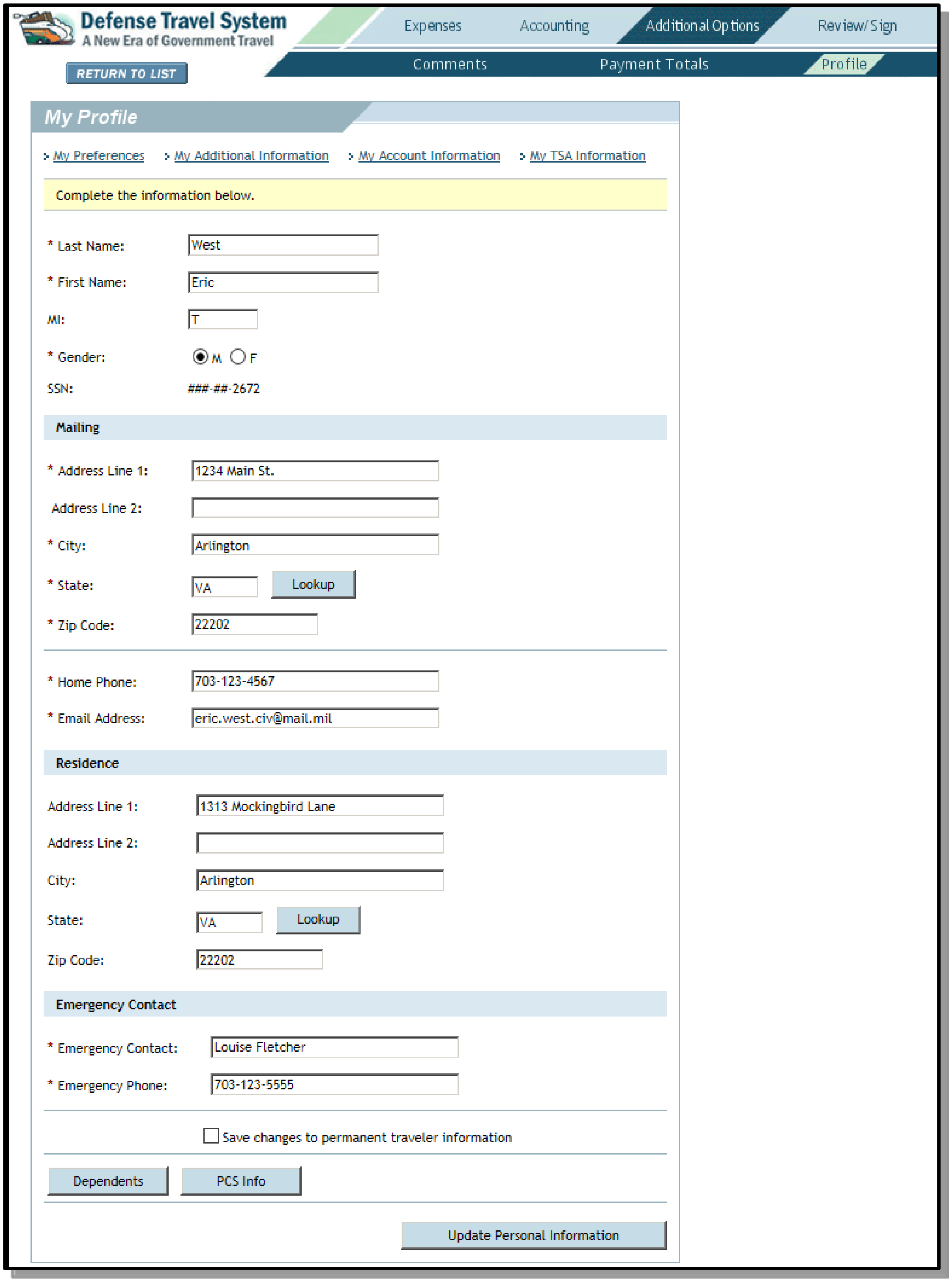

Figure 2-25: My Profile Tool – My Profile Option Opened

You can view all your DTS personal profile elements, and update most of them from five **Profile** screens. (Your DTA can update all items.) Use the links at the top of each screen to move between **Profile** screens. Available screens are:

- ***My Profile.*** Update your name, address, and contact information for you and your emergency contact.
    - The **Dependents** and **PCS Info** buttons do not currently function.

- ***My Preferences.*** Update your air, lodging, and rental car preferences, as well as your passport and rewards program information.

- ***My Additional Information.*** Update duty station information such as your service/agency, work address and phone number, and more.

- ***My TSA Information Screen.*** Update the information that appears on the My TSA Information screen when you make reservations. See Section 3.1.1 for more information about the My TSA Information screen.

- ***My Account Information Screen.*** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking and savings accounts.
    - **Note:** If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the local voucher if your profile contains no EFT data.

To save changes to your DTS personal profile, check the **Save changes to permanent traveler information** box before you **Update Personal Information**. Leave the box unchecked to save the information for this document only.

5 DTS Review / Sign Module

The DTS **Review / Sign** module lets you review your local voucher, explain controversial items, and apply your digital signature. Access the **Review / Sign** module by selecting **Review / Sign** on the light blue navigation bar.

5.1 Preview Trip

The Preview Trip screen (Figure 4-10) is a very long screen that displays all the cost data you added to the local voucher, so you can check for errors before you sign it. **Edit** links appear in key locations so you can modify any entries that appear incorrect. Access the Preview Trip Screen by selecting **Preview Trip** on the dark blue subnavigation bar.

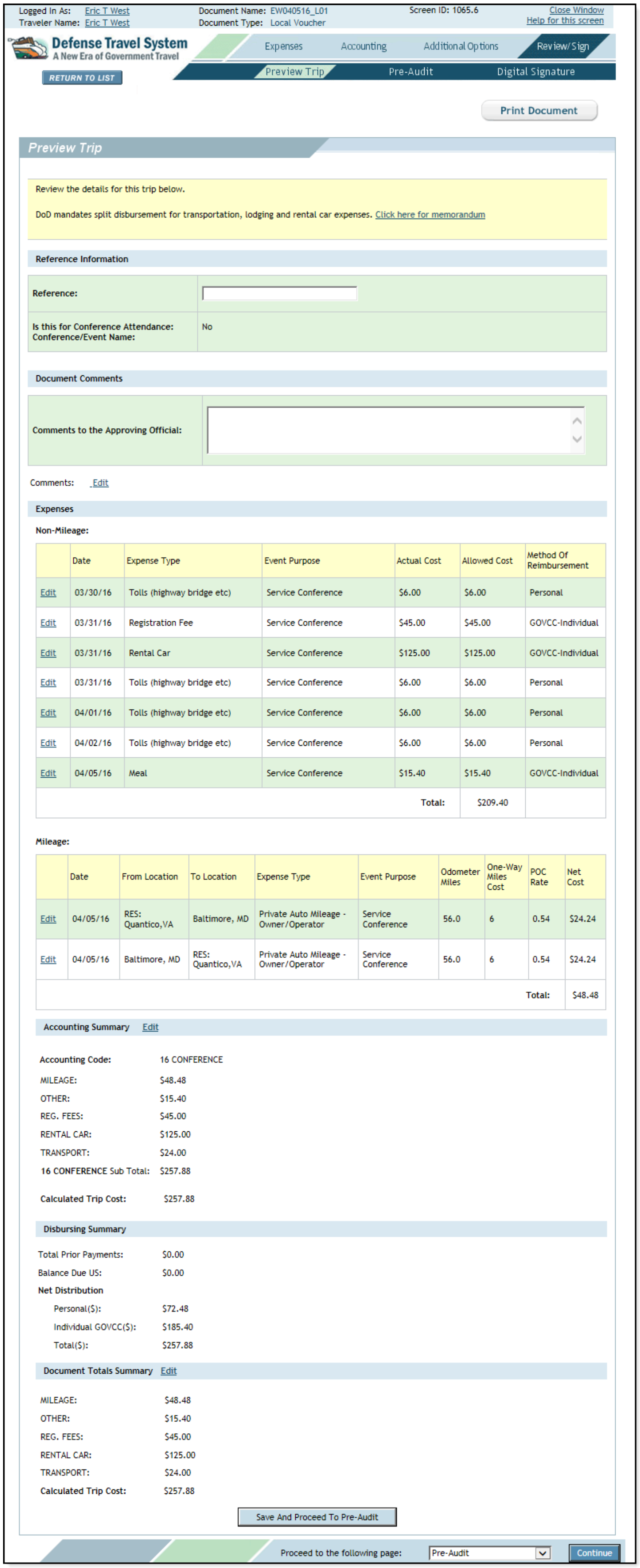

Figure 4-10: Preview Trip Screen

Roughly, from top to bottom, the Preview Trip screen offers you the ability to see:

- Text fields that you can use to enter information as directed by local policy:
  - A **Reference** number
  - **Comments to the Approving Official**
- Expenses and allowances you entered
- A summary of all trip expenses broken down by LOA and by category

Most sections include **Edit** links you can use to make corrections when necessary.

5.2 Pre-Audits

The Pre-Audit Trip screen (Figure 4-11) displays items that DTS has flagged because they potentially break DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access the Pre-Audit Trip screen by selecting **Pre-Audit** on the dark blue navigation bar.

Note: You can access this screen at any time. However, before you can actually sign the voucher, DTS requires you to access the following screens in the order listed.

1. Pre-Audit Trip

2. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

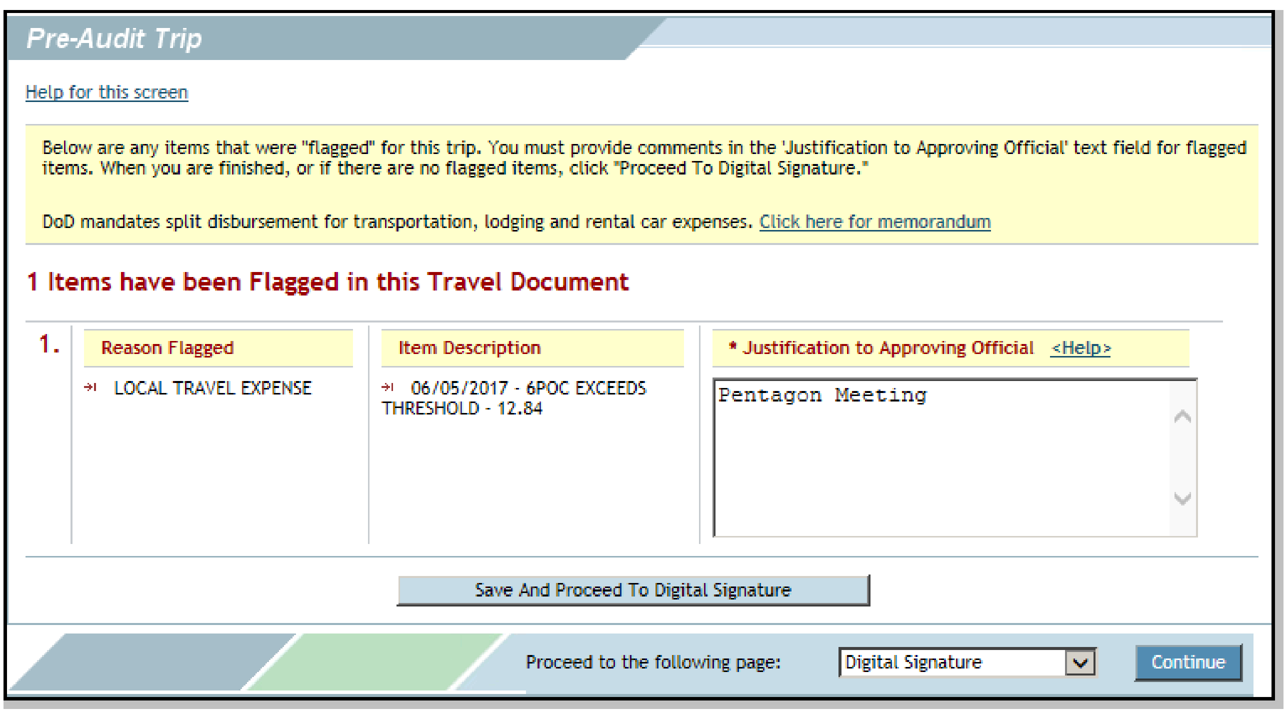

Figure 4-11: Pre-Audit Trip Screen

The screen is broken into two parts:

- ***Flags:*** These items potentially break travel policy or exceed established cost thresholds. Use the **Justification to the Approving Official** text boxes to explain to the AO why you selected the questionable item and why they should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.

- ***Advisory notices:*** These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn't include a gas expense for it.) They do not require justification.

Note: Select the **Help** link above each flagged item or advisory notice to see an explanation of the flag or advisory.

When you have properly justified all required items, select **Save And Proceed To Digital Signature**.

5.3 Digital Signature

The Digital Signature screen (Figure 4-12) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AO if you wish. Access the Digital Signature screen by selecting **Digital Signature** on the dark blue navigation bar.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed:

1. Pre-Audit Trip

2. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

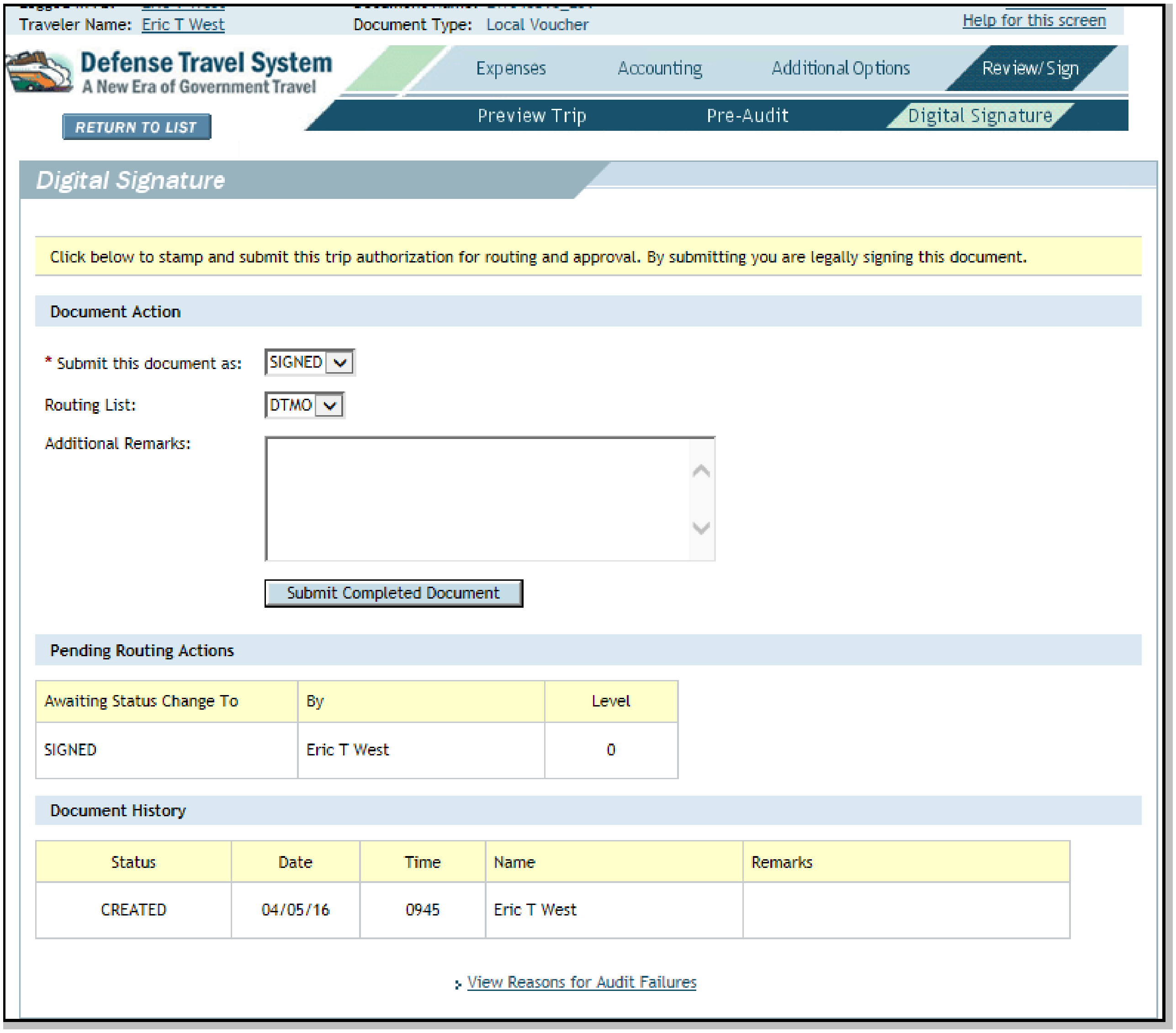

Figure 4-12: Digital Signature Screen

On the Digital Signature screen, you can:

- Select a status stamp (**Submit this document as**), though at this point, **SIGNED** is the only stamp available.
- (Optional) Change the **Routing List** your document will follow after you sign it.
- (Optional) Add **Additional Remarks** to the AO.
- See the document's current pending status and its stamping history.
- (Optional) **View Reasons for Audit Failures**, if any.
- Digitally sign the document by selecting **Submit Completed Document**.

After you submit (digitally sign) the local voucher, the following steps occur:

1. You must validate that this is a valid claim, and you understand that there are legal penalties for knowingly submitting a false claim.

2. You may have to verify your identity by entering your CAC PIN.

When you have signed the document, it begins routing. You should receive payment for your claim within 72 hours of the time the AO approves it.

6 Helpful Resources

Guides	
Guide Title	**URL**
DTS Guide 1: Getting Started	http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf
DTS Guide 2: Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	http://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
Special Circumstances Travel Guide	http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf

Information Papers & Trifolds	
New Document Title	**URL**
DTS Overview information Paper	http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
DTS Trip Template Information Paper	http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf *
Import/Export Trifold or Information Paper	https://www.defensetravel.dod.mil/Docs/Training/TriIEAuth.pdf http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf *
Permissive travel Information Paper	http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf *
Dependent travel Information Paper	http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf *
Renewal Agreement Travel Information Paper	http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf *
Adjustments & Amendments Trifold & Information Paper **	https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf *
Self-Approving Official Information Paper	http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf *
Foreign Military Sales Guide	http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf *
Constructed Travel Worksheet (CTW) Instructions or 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 http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf *
Cancellation Procedures Trifold, Information Paper **	https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf *

* Available upon publication.
** Web-based training module is also available in Travel Explorer (TraX) at www.defensetravel.dod.mil/passport