Information Paper:

DTS My Expenses Screen
For DTS Routing Officials*

*A DTS Routing Official is any individual named on a DTS routing list. A Routing Official can be an Authorizing Official, Reviewing Official, Certifying Official, Transportation Officer, etc.

Summary
For Routing Officials, there are two ways to access the My Expenses screen when reviewing a DTS document:

1. Select Substantiating Records at the top of the Preview Trip screen to see it in a view-only mode.
   - This is the format discussed in this information paper.

2. Create an adjustment to see it in an editable mode.
   - This is the format discussed in the information paper, “DTS My Expenses Screen for Travelers” at URL: http://www.defensetravel.dod.mil/Docs/DTS_Expenses_Module_Traveler.pdf.

The My Expenses screen (Figure 1) contains three major areas:
   A. Reservation Expenses (outlined in purple)
   B. Other Expenses (outlined in red)
   C. Substantiating Documents (outlined in green)

Each major screen area provides key information about the listed line items and contains icons that perform an action or provide information when selected. See below for descriptions of each area. Table 1, which appears after the area descriptions, explains the function of each icon.
For this information paper, “you” refers to a DTS Routing Official of any sort, i.e., Reviewing Official, Authorizing Official.

The **Reservation Expenses** area (Figures 2a & 2b) shows reimbursable expenses that the traveler incurred by making reservations in DTS. These line items appear as separate line items.

The icons in this area allow you to:

- Identify the vendor by corporate logo (indicator #1)
- See that an expense requires a receipt* (indicator #2)
- Display information about the area (indicator #3)
- Toggle between “show” and “hide” the area (indicator #4)
- See that one substantiating document is attached to an expense, and view it** (indicator #5)
- Identify the number of attached substantiating records (if 2 or more), and view them** (indicator #6)
- Display additional information about an expense (indicator#7)
**Important notes for Authorizing Officials:**

* Receipts are rarely available for authorizations, so if you see this icon on an authorization, it’s usually no cause for concern. However, you should **never** approve a voucher if a required receipt (or locally-approved missing receipt form) isn’t attached.

** On a voucher, you must always view all attached receipts to ensure they match the claimed total. If the receipt includes the total cost of several expenses, the total of the individual expenses must match the total amount on the receipt. If they don’t match, don’t approve the voucher.

Example: Two flights appear in the screenshot below. The costs are listed as $187.80 and $183.30. If your Travel Management Company (TMC) provides receipts that only show the total airfare cost, you’re looking for a receipt in the amount of $371.10.

*Note: DTS calls the TMC the “Commercial Travel Office” (CTO).*

<table>
<thead>
<tr>
<th>Expense Name</th>
<th>Date</th>
<th>Cost</th>
<th>Document</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Airlines (Flight 6160 - IAD to CHS)</td>
<td>02/01/2018</td>
<td>$217.20</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Thrifty Rent-A-Car (CHS)</td>
<td>02/01/2018</td>
<td>$278.22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Best Western Sweetgrass (CHARLESTON, SC)</td>
<td>02/01/2018</td>
<td>$647.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Airlines (Flight 8997 - IAD to IAD)</td>
<td>02/08/2018</td>
<td>$137.30</td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 2a: Reservation Expenses Area for Authorization**

<table>
<thead>
<tr>
<th>Expense Name</th>
<th>Date</th>
<th>Cost</th>
<th>Document</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
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**Figure 2b: Reservation Expenses Area for Voucher**
The **Other Expenses** area (Figure 3) shows the traveler’s reimbursable expenses, each as a separate line item. In an authorization, the expense costs are estimates. On a voucher, they must be the actual expense costs. All the comments in the “Important Notes for Authorizing Officials” (previous page) apply to this section as well.

The icons in this area allow you to:

- Identify the expense type (see #1 in figure below):
  - **Mileage**: Expenses related to transportation for which you receive a mileage allowance (e.g., driving your own car or motorcycle)
  - **Non-mileage**: All reimbursable expenses not listed elsewhere
  - **Transportation Travel**: Expenses related to transportation for which you do not receive a mileage allowance (e.g., rental car)
  - **Ticketed**: Expenses related to ticketed transportation that aren’t pulled from the DTS Travel module (e.g., TMC fees, commercial bus fares)

- Display information about, hide, or display the area
- Identify expenses that require a receipt
- Identify expenses that have at least one receipt attached, and view them
- Display additional information about an expense

**Note:** Unnumbered icons function as described above.
Substantiating Documents Area

The **Substantiating Documents** area (Figure 4) contains electronic images of paper documents that the traveler attached to the travel document. Examples of documents you might find attached include, but aren’t limited to leave forms, constructed travel worksheets, and special permissions for other-than-economy-or-coach-class travel or use of restricted airfares.

AOs should always ensure all documents required by the Joint Travel Regulations, Component business rules, or local policies are attached before approving the document.

The icons in this area all function as described above. They allow you to:

- Display information about, hide, or display the area
- Display information about a substantiating document
- View a substantiating document***//need proper icons for AOs/***/

![Figure 4: Substantiating Documents Area](image)

What do the icons do?

The following table (Table 1, next page) shows the icons that are available on the My Expenses screen, and briefly explains what each one does.

**Note:** Not all icons shown are available to AOs. Items marked with a red asterisk are restricted to traveler use.
## Icons in Area Headers

- Select to show / hide area (toggle)
- Select to show information about the area
- *Select to add a new expense or substantiating document to the area
- *Select to import transaction details from your GTCC account

## Icons that Identify Other Expense Types (None are Selectable)

- Shows that the line item is a non-mileage expense
- Shows that the line item is a mileage expense
- Shows that the line item is a transportation travel expense
- Shows that the line item is a ticketed expense

## Icons for Attaching Substantiating Documents to Line Items

- *Select to attach a new substantiating document to an expense
- Shows that a required receipt is missing
  - Authorization – Reminder to save the receipt when you get it
  - Voucher – Select to attach the receipt to the voucher
- Shows that a substantiating document is attached to the line item – thumbnail image. Select to view it.
- Shows that multiple substantiating documents are attached (number variable). Select to choose one and view it.
- *Select to remove a substantiating document from a line item

## Icons for Manipulating Line Items and Images

- *Select to crop an image
  - In *Trip Workbook*, opens the *Crop New File* pop-up
  - In the *Crop New File* pop-up, displays the cropping tool
- Select to display information about the line item or image
- *Select to edit the line item or image
- *Select to delete the line item or image
- In the *Crop New File* pop-up
  - *Select to move an image within the frame
  - *Select to rotate an image clockwise / counter-clockwise
  - *Select to zoom an image in / out

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**Table 1: Icons and their Uses**