**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**

Implementation date: August 11, 2017

A future implementation date indicates the functionality is subject to change.

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."

The My Expenses screen (Figure 1) contains three major areas:

A. Reservation Expenses, which is outlined in purple
B. Other Expenses, which is outlined in red
C. Substantiating Documents, which is 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.

![Figure 1: My Expenses Screen – Key Areas](image)

*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 (see #1 in figures below)
- See that an expense requires a receipt* (#2)
- Display information about the area (#3)
- Hide the area when the area is displayed (#4)
  - Toggles to “Display the area” when the area is hidden (not shown in Figure)
- See that one substantiating document is attached to an expense, and view it** (#5)
- See the number of attached substantiating records (if multiple), and view them** (#6)
- Display additional information about an expense (#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 is not 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).*

![Figure 2a: Reservation Expenses Area for Authorization](image)

![Figure 2b: Reservation Expenses Area for Voucher](image)
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” (above) apply to this section as well.

The icons (unnumbered items function as above) 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

![Figure 3: Other Expenses Area](image)

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.

AOSs 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

![Figure 4: Substantiating Documents Area](image)
The following table (Table 1) shows the icons that are available on the My Expenses screen, and briefly explains what each one does.

<table>
<thead>
<tr>
<th>Icons in Area Headers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▲ ▼</td>
<td>Select to show / hide the area (toggle)</td>
</tr>
<tr>
<td>❓</td>
<td>Select to show information about the area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icons that Identify Other Expense Types (all are non-selectable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>₹</td>
<td>Shows that the line item is a non-mileage expense</td>
</tr>
<tr>
<td>₹</td>
<td>Shows that the line item is a mileage expense</td>
</tr>
<tr>
<td>₹</td>
<td>Shows that the line item is a transportation travel expense</td>
</tr>
<tr>
<td>₹</td>
<td>Shows that the line item is a ticketed expense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icons Relating to Attached Substantiating Documents to Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>⚠️</td>
<td>Shows that a required receipt is missing</td>
</tr>
<tr>
<td>Authorization – Reminder that a receipt will be required</td>
<td></td>
</tr>
<tr>
<td>Voucher – Do not apply the APPROVED stamp</td>
<td></td>
</tr>
<tr>
<td>⚠️</td>
<td>Shows that a substantiating document is attached to the line item (thumbnail image)</td>
</tr>
<tr>
<td>Select to view it</td>
<td></td>
</tr>
<tr>
<td>⚠️</td>
<td>Shows that multiple substantiating documents are attached (number variable)</td>
</tr>
<tr>
<td>Select to choose one and view it</td>
<td></td>
</tr>
</tbody>
</table>

| i                      | Select to show information about the line item or image      |

*Table 1: Icons and their Uses*