Vouchers in DTS

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only
Agenda

- Voucher/Local Voucher Process Flow
- Hands-on Activity: Voucher in EWTS
- Local Voucher Demonstration in EWTS
DTS Voucher Process

1. Traveler/Clerk/NDEA inputs Voucher

2. Management Reviews, approves & certifies

3. Electronically sent to DFAS for processing

4. Funds sent EFT to bank/credit union, “split” pays to charge, or reconciles with CSA

5. Traveler pays balance of bill
Resources

DTMO Website
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

Travel Explorer (TraX)
- Document Processing Manual, Chapter 4: Vouchers
- Document Processing Manual, Chapter 5: Local Vouchers
- Distance Learning Course T-102: Vouchers
- Quick Reference Guide: Creating a Voucher

Travel Assistance Center (TAC)
- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX
Backup screenshots

VOUCHER DEMONSTRATION
Welcome Screen

Welcome ERIC WASHINGTON1
Organization: TDILTAA
Org Access:
Group Access:
Permission:

My Signed Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Current Status</th>
<th>Departure Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No documents found.

Message Center

Please check here for messages.
Official Travel

Due to maintenance, EWS will be unavailable for 12 hours beginning at 2300 EST on Friday, February 11, 2011. Please also be aware that EWS will also be unavailable for 43 hours starting at 2300 ET, on February 16, 2011, through 1800 ET on February 18, 2011 due to DTS continuity of operations procedures (COOP) testing.
Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

Create New Voucher From Authorization/Order

Existing Vouchers

Sort by Document Name  Sorted by Departure Date  Sort by Status  Sort by TA Number  View/Edit  Print  Remove  Amend
Authorization List

- **Document Name**: EWALBUERQUE022111_A01
- **Departure Date**: 02/21/11
- **Status**: POS ACK RECEIVED
- **TA Number**: 00050G
- **Create**: [create]
Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

*Please Note: A Red Star (*) indicates a required field.

*Select a Location: -OR- * Enter a Starting Point:

SEARCH

Start Date (mm/dd/yyyy): 02/21/2011

Overall Ending Point Information

*Please Note: A Red Star (*) indicates a required field.

*Select a Location: -OR- * Enter an Ending Point:

SEARCH

End Date (mm/dd/yyyy): 02/25/2011
Editing Reservations

Air Travel

Please select a flight from the trip summary on the right to edit air reservations.

Trip Summary

Overall Starting Point
Leave From: ARLINGTON, VA
Leave: 21-Feb-11

Location 1: ALBUQUERQUE, NM

Leave From: ARLINGTON, VA
TDY/TAD Loc: ALBUQUERQUE, NM
Arrive: 21-Feb-11
Leave: 25-Feb-11

Carrier/Flight: American Airlines (AA) 1979
Conf/PNR: 123456
Depart: 21-Feb-11 10:00AM
Arrive: 21-Feb-11 12:15PM
DFW-Dallas/Fort Worth Intl Apt

Carrier/Flight: American Airlines (AA) 477
Conf/PNR: 123456
Depart: 21-Feb-11 02:10PM
DFW-Dallas/Fort Worth Intl Apt
Arrive: 21-Feb-11 03:35PM
AEQ-Albuquerque
Trip Summary

<table>
<thead>
<tr>
<th>Rental Car:</th>
<th>ADVANTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport:</td>
<td>ABQ - Albuquerque, NM (United States)</td>
</tr>
<tr>
<td>Confirmation:</td>
<td>ABCD1234678-</td>
</tr>
<tr>
<td>Pickup:</td>
<td>21-Feb-11 03:30PM</td>
</tr>
<tr>
<td>Dropoff:</td>
<td>25-Feb-11 11:30AM</td>
</tr>
<tr>
<td>Lodging:</td>
<td>Americas Best Value Inn</td>
</tr>
<tr>
<td>Confirmation:</td>
<td>12345678-</td>
</tr>
<tr>
<td>Check-In:</td>
<td>21-Feb-11</td>
</tr>
<tr>
<td>Check-Out:</td>
<td>25-Feb-11</td>
</tr>
</tbody>
</table>

**Overall Ending Point**

<table>
<thead>
<tr>
<th>Leave From:</th>
<th>ALBUQUERQUE, NM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return Loc:</td>
<td>ARLINGTON, VA</td>
</tr>
<tr>
<td>Arrive:</td>
<td>25-Feb-11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrier/Flight:</th>
<th>American Airlines (AA) 1192</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conf/PNR:</td>
<td>123456</td>
</tr>
<tr>
<td>Depart:</td>
<td>25-Feb-11 12:10PM ABQ-Albuquerque</td>
</tr>
<tr>
<td>Arrive:</td>
<td>25-Feb-11 02:50PM DFW-Dallas/Fort Worth Intl Apt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrier/Flight:</th>
<th>American Airlines (AA) 1476</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conf/PNR:</td>
<td>123456</td>
</tr>
<tr>
<td>Depart:</td>
<td>25-Feb-11 04:30PM DFW-Dallas/Fort Worth Intl Apt</td>
</tr>
</tbody>
</table>
Edit Air

<table>
<thead>
<tr>
<th>Air Travel</th>
<th>Trip Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Flight Selected to Edit</strong></td>
<td><strong>Overall Starting Point</strong></td>
</tr>
<tr>
<td>Estimated Total Ticket Cost</td>
<td>Leave From: ARLINGTN,VA</td>
</tr>
<tr>
<td>Arrive: DFW- Dallas/Ft Worth Int'l Ap</td>
<td>Depart: 21-Feb-11 02:00PM</td>
</tr>
<tr>
<td>Class: G-G</td>
<td>Arrive: DFW- Dallas/Ft Worth Int'l Ap</td>
</tr>
<tr>
<td>Confirmation: 123456</td>
<td></td>
</tr>
<tr>
<td>Ticket Number: See Attached Ticket 1</td>
<td></td>
</tr>
<tr>
<td>Seat Selection: BOOKED</td>
<td></td>
</tr>
<tr>
<td><strong>Flight Details Entered:</strong></td>
<td><strong>Carrier/Flight:</strong> American Airlines (AA) 1979</td>
</tr>
<tr>
<td><strong>Frequent Flier:</strong></td>
<td><strong>Ctn/Flight:</strong> 123456</td>
</tr>
<tr>
<td><strong>Type:</strong></td>
<td>Depart: 21-Feb-11 02:00PM</td>
</tr>
<tr>
<td><strong>Method of Reimbursement:</strong> GOYEC-INDIVIDUAL</td>
<td>Arrive: DFW- Dallas/Ft Worth Int'l Ap</td>
</tr>
<tr>
<td><strong>CBA Label:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CBA Account:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Comments to the Travel Agent:</strong></td>
<td><strong>Check-In:</strong> 21-Feb-11</td>
</tr>
<tr>
<td></td>
<td><strong>Check-Out:</strong> 25-Feb-11</td>
</tr>
</tbody>
</table>

---

**Change Ticket Data**
Edit Ticket Data
Edit Rental Car
Update Non-Mileage

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select 'Save Expenses' to save the expenses to the travel document.

Reminders: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IGTCC).

Create an expense item from a government charge card transaction

Leaves: 21-Feb-11 Returns: 25-Feb-11

Add Expense

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline-Rental/Gov't Car</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Hotel Room Tax</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses: $150.00

Save Expense

<view expense details / currency calculator>

Office of the Under Secretary of Defense (Personnel and Readiness)
## Charge Card Transactions

### Charge Card Transaction

Use the "Charge Card Transaction" screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

### Expenses Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
<th>E/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline-Rental/Govt. Car</td>
<td>02/25/11</td>
<td>$50.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Hotel Room Tax</td>
<td>02/25/11</td>
<td>$50.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>02/25/11</td>
<td>$50.00</td>
<td>Remove</td>
</tr>
<tr>
<td>Commercial Auto-TDY/TAD</td>
<td>02/25/11 to 02/21/11</td>
<td>$161.84</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Total Expenses: $311.84

### CITI

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wal-Mart (1234)</td>
<td>12/19/06</td>
<td>$1,226.60</td>
</tr>
<tr>
<td>Cheers Pub (1234)</td>
<td>12/18/06</td>
<td>$35.00</td>
</tr>
<tr>
<td><strong>Aloha Rent-A-Car (3387)</strong></td>
<td>12/25/06</td>
<td>$197.35</td>
</tr>
<tr>
<td>Advantage Rental (3441)</td>
<td>12/14/06</td>
<td>$257.62</td>
</tr>
</tbody>
</table>
Non-Mileage

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the ‘create an expense item from a government charge card transaction’ link to create an expense from current charge card transactions. Select “Save Expenses” to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (ITC).

Leaves: 21-Feb-11  Return: 25-Feb-11

Add Expense

- Expense Type: 
- OR -
- Cost: $ 
- Date: 02/25/2011
- Method of Reimbursement: 

Expense Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline-Rental/Govt.</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Hotel Room Tax</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
</tbody>
</table>

Total Expenses: $150.00

Save Expense
Edit Expense

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

* create an expense item from a government charge card transaction

Leave: 21-Feb-11  Return: 25-Feb-11

Edit Expense

Expense Type: Gasoline-Rental/Govt. Car

- OR -  Gasoline-Rental/Govt. Car

Cost: $50.00

Date: 02/25/2011

Method of Reimbursement: GOVCC-Individual

Expenses Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline-Rental/Govt. Car</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Hotel Room Tax</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
<tr>
<td>Excess Baggage</td>
<td>02/25/2011</td>
<td>$50.00</td>
<td>Edit Remove</td>
</tr>
</tbody>
</table>

Total Expenses: $150.00

view expense details / currency calculator

Save Expense
Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

Print Fax Cover Sheet

Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.
Fax Cover Sheet

DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS. Warning: Make sure you physically mask out your SSN on any faxed documents!

- If you are dialing from the National Capital Region, please use the number at the bottom of this form if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-888-815-4157, toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.

EWALBUQUERQUE022111_V01

Note: Bar code must be present above.

Notes

Local National Capital Region number - 703-421-6939 or 703-421-3506
Scan and Upload

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

Upload Scanned Receipts C:\Users\Suzi\Pictures\2009-06-22\001.jpg

Currently there are no Receipts on file for this Voucher.

<table>
<thead>
<tr>
<th>Date</th>
<th>CTW</th>
<th>Notes</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
</table>

Refresh
Update Notes

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.

- Print Fax Cover Sheet
- Upload Scanned Receipts

Existing Receipts

<table>
<thead>
<tr>
<th>Date</th>
<th>CTW</th>
<th>Notes</th>
<th>View</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Feb-2011</td>
<td></td>
<td>Added 02/10/11 at 11:47:51</td>
<td>View</td>
<td>Remove</td>
</tr>
</tbody>
</table>
### Payment Totals

#### Expense Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$1,131.21</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>$1,131.21</td>
</tr>
</tbody>
</table>

#### Disbursement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gov’t Advance Paid</td>
<td>$0.00</td>
</tr>
<tr>
<td>Scheduled Partial Prents Paid</td>
<td>$0.00</td>
</tr>
<tr>
<td>Previous Voucher Payments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Prior Payments</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Credit Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collections</td>
<td>$0.00</td>
</tr>
<tr>
<td>Waiver/Approval</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net To Traveler</td>
<td>$1,131.21</td>
</tr>
<tr>
<td>Balance Due US</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

### Trip Summary

**Overall Starting Point**

- **Leave From:** ARLINGTON, VA
- **Leave:** 21-Feb-11
- **Edit**

**Location 1: ALBUQUERQUE, NM**

- **Leave From:** ARLINGTON, VA
- **TDY/TAD LOC:** ALBUQUERQUE, NM
- **Arrive:** 21-Feb-11
- **Leave:** 25-Feb-11
- **Carrier/Flight:** American Airlines (AA) 1979
- **Conf/PNR:** 123456
- **Depart:** 21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Apt
- **Arrive:** 21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt
- **Edit**

- **Carrier/Flight:** American Airlines (AA) 477
- **Conf/PNR:** 123456
- **Depart:** 21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt
- **Arrive:** 21-Feb-11 03:05PM ABQ-Albuquerque

### Payment Totals-Entitlement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Personal($)</th>
<th>Individual GOVCC($)</th>
<th>Total($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses:</td>
<td>$252.00</td>
<td>$879.21</td>
<td>$1,131.21</td>
</tr>
<tr>
<td>Less Prior Pmts:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Plus Collections:</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net to Traveler:</td>
<td>$252.00</td>
<td>$879.21</td>
<td>$1,131.21</td>
</tr>
<tr>
<td>Add GOVCC ATM:</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Add'l GOVCC Amt:</td>
<td>$0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Less Prev Pmts to GOVCC(By Traveler):</td>
<td>0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Prev Pmt Adjustments:</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Final Distribution(Net to traveler)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Distribution:</td>
<td>$252.00</td>
<td>$879.21</td>
<td>$1,131.21</td>
</tr>
</tbody>
</table>
Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

- *Submit this document as:* SIGNED
- **Routing List:** AA RL
- **Additional Remarks:**

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document
Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)

Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit. Instructions may be found at www.dtic.mil/travelink

[Buttons: Cancel, Save and Continue]
Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

There are no Authorizations/Orders available to create Vouchers from.

**Existing Vouchers**

<table>
<thead>
<tr>
<th>Sort by Document Name</th>
<th>Sorted by Departure Date</th>
<th>Sort by Status</th>
<th>Sort by TA Number</th>
<th>View/Edit</th>
<th>Print</th>
<th>Remove</th>
<th>Amend</th>
</tr>
</thead>
<tbody>
<tr>
<td>EWALBUQUERQUE022111_V01</td>
<td>02/21/11</td>
<td>SIGNED</td>
<td>0005OG</td>
<td>&gt; view / edit</td>
<td>&gt; print</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Backup screenshots

LOCAL VOUCHER DEMONSTRATION
Welcome Screen

Defense Travel System
A New Era of Government Travel

Official Travel - Others
Authorizations/Orders
Vouchers
Local Vouchers
Group
Restore Purged Documents

Group Access:
Permission:

My Signed Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Current Status</th>
<th>Departure Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EWALBUQUERQUE022111_A01</td>
<td>POS ACK RECEIVED</td>
<td>02/21/11</td>
<td>AUTH</td>
</tr>
</tbody>
</table>

Message Center

Due to maintenance, EWTS will be unavailable for 12 hours beginning at 2300 EST on Friday, February 11, 2011. Please also be aware that EWTS will also be unavailable for 43 hours starting at 2300 ET, on February 16, 2011, through 1800 ET on February 18, 2011 due to DTS continuity of operations procedures (COOP) testing.
Local Vouchers

Below is a list of your existing local vouchers. Please select the function (edit, print, etc.) corresponding to the appropriate local voucher.

Create New Local Voucher

Existing Local Vouchers

Sort by Document Name | Sorted by Begin Date | Sort by Status | Sort by TA Number | View/Edit | Print | Remove | Amend
Local Voucher Date

Enter the local voucher date and click OK or Return to Document List to abort.

* Local Voucher Date: 02/10/2011
(mm/dd/yyyy)

OK  Return to Document List
Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

Non-Mileage Expense # 1

* Select Expense Type: [Dropdown]
  - OR - [Field]
  * Event Purpose: [Field]

* Cost: $ [Field] > currency calculator
* Date: 02/10/2011 (mm/dd/yyyy)
* Method of Reimbursement: [Dropdown] --Please Select--

Non-Mileage Expense # 2

* Select Expense Type: [Dropdown]
  - OR - [Field]
  * Event Purpose: [Field]

* Cost: $ [Field] > currency calculator
* Date: 02/10/2011 (mm/dd/yyyy)
* Method of Reimbursement: [Dropdown] --Please Select--

Save Expenses
Non-Mileage

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Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

> create an expense item from a government charge card transaction

Non-Mileage Expense # 1

* Select Expense Type: Public Transit
  - OR - Public Transit

* Event Purpose: Meeting at White House

* Cost: $ 4.75

* Date: 02/07/2011 (mm/dd/yyyy)

* Method of Reimbursement: Personal

Non-Mileage Expense # 2

* Select Expense Type: Parking - Local
  - OR - Parking - Local

* Event Purpose: Attended Training in Rockville, MD

* Cost: $ 14.00

* Date: 02/10/2011 (mm/dd/yyyy)

* Method of Reimbursement: Personal

Save Expenses
Expenses Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transit</td>
<td>02/07/2011</td>
<td>$4.75</td>
<td></td>
</tr>
<tr>
<td>Parking - Local</td>
<td>02/10/2011</td>
<td>$14.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses: $18.75

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. You may also use the ‘create an expense item from a government charge card transaction’ link to create an expense from current charge card transactions. Select “Save Expenses” to save the expenses to the travel document.

Add Expense

- Expense Type: 
- Event Purpose: 
- Cost: 
- Date: 02/10/2011
- Method of Reimbursement: --Please Select--
Copy Expense

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Expense Copy

Copy Recurring Local Voucher Expense

From Expense: Public Transit On 07-Feb-11
Event Purpose: Meeting at White House

*Number of Recurring Expenses: 1
*First Recurring Expense Start Date: (mm/dd/yyyy)

Return to Expense Screen Create Expenses

Proceed to the following page: Accounting Codes Continue
Copy Expense Pop Up

Expense Copy

Copy Recurring Local Voucher Expense

From Expense:  
Event Purpose: 

Number of Recurring Expenses: 2  
First Recurring Expense Start Date: 02/08/2011

Public Transit On 07-Feb-11

Message from webpage

Expenses will be copied in sequential date order and then copied expenses can be modified after they are created.

OK
### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.

> create an expense item from a government charge card transaction

### Expenses Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Transit</td>
<td>02/07/2011</td>
<td>$4.75</td>
<td>Edit Remove Copy</td>
</tr>
<tr>
<td>Public Transit</td>
<td>02/08/2011</td>
<td>$4.75</td>
<td>Edit Remove Copy</td>
</tr>
<tr>
<td>Public Transit</td>
<td>02/09/2011</td>
<td>$4.75</td>
<td>Edit Remove Copy</td>
</tr>
<tr>
<td>Parking - Local</td>
<td>02/10/2011</td>
<td>$14.00</td>
<td>Edit Remove Copy</td>
</tr>
</tbody>
</table>

Total Expenses: $28.25
Mileage Expenses

Use this screen to enter mileage expenses for your trip. The in-and-around expense is used to record miles driven while at a specific location. An event purpose is required to describe the reason for local voucher travel. Click on the "Save Expenses" button to save these expenses.

Mileage Expense #1

- **Expense Type:** Private Auto Mileage - Owner/Operator
- **Event Purpose:** Attended Training in Rockville, MD
- **Date:** 02/10/2011
- **Method of Reimbursement:** Personnel
- **Miles:** 22 x Rate 0.51 = Cost $8.67

Check box to create a separate expense for round trip: [ ]
Mileage Expenses

Add Expense

- Expense Type:
- Event Purpose:
- Date: 02/10/2011
- Method of Reimbursement: Personal
- Miles x Rate = Cost $ 0.00

Save Expense

Expenses Summary

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>E/R/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Auto Mileage - Owner/Operator</td>
<td>02/10/2011</td>
<td>$8.67</td>
<td>Edit</td>
</tr>
<tr>
<td>From: RES: ARLINGTON, VA</td>
<td></td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>To: Rockville</td>
<td></td>
<td></td>
<td>Copy</td>
</tr>
<tr>
<td>Private Auto Mileage - Owner/Operator</td>
<td>02/10/2011</td>
<td>$8.67</td>
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</tr>
<tr>
<td>From: Rockville</td>
<td></td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>To: RES: ARLINGTON, VA</td>
<td></td>
<td></td>
<td>Copy</td>
</tr>
<tr>
<td>Total Expenses:</td>
<td></td>
<td>$17.34</td>
<td></td>
</tr>
</tbody>
</table>
Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

- Submit this document as: SIGNED
- Routing List: AA RL
- Additional Remarks:

Submit Completed Document