CHAPTER 4: VOUCHERS FROM AUTHORIZATIONS

The Defense Travel System (DTS) uses vouchers created from authorizations to record the actual expenses that a traveler incurred during a trip. For DTS to reconcile estimated expenses with actuals, a traveler submits a voucher. The voucher is prepopulated with data that was entered on the authorization; therefore, the traveler must have an approved authorization in DTS before creating a voucher. A traveler can add to and update this data. DTS allows a traveler to create a voucher prior to or during temporary duty (TDY) travel, but does not allow it to be signed until after the trip is complete. Likewise, this restriction prevents the Authorizing Official (AO) from approving the voucher until the trip is complete. A voucher cannot be stamped APPROVED until DTS receives positive acknowledgement on the authorization from all accountable systems. This status indicates that the Global Exchange (GEX) accounting system has received and accepted the obligation. It is DoD policy that vouchers be submitted within five business days of returning from travel.

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4.1 Log In to DTS
To create a voucher in DTS, access the DTS Home page by entering URL www.defensetravel.osd.mil and follow the below instructions to log in to DTS:

1. Select the green LOGIN TO DTS button located near the center of the DTS Home page.

   The DoD Privacy and Ethics Policy statement displays.

2. Select Accept. (Selecting Decline will return to the DTS Home page.)

   The Digital Signature Login window appears.

3. Complete the PIN field.

4. Select OK.

4.2 Create a Voucher
Once logged in to DTS, the User Welcome screen opens. Follow the below steps to create a new voucher:

1. Mouse over Official Travel on the menu bar.

2. Select Vouchers from the drop-down list.

   The Vouchers screen opens (Figure 4-1). All existing vouchers display on this screen. The column headers may be selected to sort the authorizations by document name, departure date, status, or Travel Authorization Number (TA Number). The appropriate link may also be selected to view, edit, print, remove, or amend a voucher. Use the View Authorizations/Orders, View Local Vouchers, and View Group Authorizations buttons to open the list of documents.
The purpose of each link is:

- **Edit.** Select to edit information in an existing voucher. This link changes to **view/edit** after the voucher has been signed. After selecting **view/edit**, remove the checkmark from the VIEW-ONLY box to allow changes to be made. If the box is cleared, DTS will prompt the user for a digital signature. Once a voucher has been approved, the link displays as **view** and the **amend** link (see below) must be used to make changes to the voucher.

- **Print.** Select to print an overview of the itinerary, including per diem rates and entitlements. The voucher displays on a new screen, from which it can be printed.

- **Remove.** Select to delete a document in the status of CREATED. This link is no longer available after the voucher has been signed.

- **Amend.** Select to make changes to an APPROVED voucher. This link will only display **after** the AO has stamped the voucher APPROVED. DTS creates a new document that must be signed and routed through the entire routing list.

3. **Select Create New Voucher from Authorization/Order.**

The Voucher from Authorization/Order screen opens. A list of authorizations that are available to create vouchers from will appear. Select the column headers to sort the authorizations (Figure 4-2).
4. Select **Create** next to the authorization from which to create a voucher.

The Trip Overview screen opens (Figure 4-3). The itinerary appears on the right side of the screen in the Trip Summary box. The itinerary displays the information entered in the authorization.
Figure 4-3: Trip Overview Screen

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Chapter 4: Vouchers From Authorizations

Return To List - A Return to List button displays in the top left corner of each screen. This closes the current document and returns to the traveler's document list.

The following sections provide guidance for editing the voucher, if any part of the trip (e.g., dates, travel, or lodging) differs from the authorization.

4.3 Update Itinerary

If the dates or location have changed during the travel, the itinerary can be updated when creating the voucher. The following sections describe how to change the dates and locations.

4.3.1 Change the Dates of a Trip

To change the date(s) of a trip, begin in the Trip Summary box on the right side of the Trip Overview screen. Follow the below steps to change the date(s) on an itinerary:

1. Select Edit for the Overall Starting Point or Overall Ending Point, depending on the date that changed.

   The Trip Overview box on the left side of the screen displays a Start Date field and an End Date field. Each field has a pop-up calendar to select the correct travel date.

2. Complete the Start Date field or the End Date field (as needed) with the correct date(s) or select the calendar icon to select the date(s).

3. Select Proceed to Per Diem Locations at the bottom of the screen.

   A pop-up message displays to remind the traveler that per diem entitlements will be updated for the document.

4. Select OK.

   The Per Diem Locations screen opens (Figure 4-4). The itinerary displays in the Trip Summary box on the right side of the screen.
5. Select **Edit** for Location 1 in the Trip Summary box.
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The Edit a TDY/TAD Location screen opens.

6. Complete the **Arriving On** or **Departing On** field(s) in the Per Diem Locations box. The **calendar** icon may be selected to choose the **date**.

7. Select **Save Changes**.

A pop-up message displays to remind the traveler that per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new date(s) (Figure 4-5).

9. Review the **Trip Summary** box to confirm the change has been made to the trip date(s).

A voucher in DTS must have a per diem location.

### 4.3.2 Update a Location

To add or change a location, begin in the Per Diem Locations box on the left side of the Per Diem Locations screen (Figure 4-4).

The below information explains how to update the location:

- **Click Here to Add a Destination in Between.** Select **Click Here** add a new location to which travel occurred before the traveler arrived at Location 1.
- **Remove.** Use to remove the location from the itinerary.
- **Location, State/Country — Location, ZIP Code, and County Lookup.** Use to add another TDY location to which the traveler will travel after traveling to Location 1.
4.3.2.1 Add a Location

Beginning in the Trip Summary on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Select **Edit** in the Overall Ending Point box.

The Trip Overview screen opens (Figure 4-3).

2. Select the **calendar** icon to change the **End Date**.

3. Select **Proceed to Per Diem Locations**.

A pop-up message displays with a reminder that per diem entitlements will be updated for the document.

4. Select **OK**.

5. Select **Click Here** to add a location at which the traveler arrived before the location in the authorization.
   -OR-
   Select one of the **Search by**: buttons to add a new location as Location 2.

6. Enter the **Arriving On** date.

7. Select **Save This Location**.

A pop-up message displays to remind the traveler that per diem entitlements will be updated for the document.

8. Select **OK**.
Chapter 4: Vouchers From Authorizations

The Per Diem Locations screen refreshes with the new location (Figure 4-6).
4.3.2.2 Change or Remove a Location

If the TDY changes to a different location, the location that was populated into the voucher from the authorization must be removed and the actual TDY location must be added. Beginning on the left side of the Per Diem Locations screen (Figure 4-6), follow the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays, asking for confirmation to delete this location.

2. Select **OK**.

A message displays stating that per diem entitlements for this trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by**: buttons to add a new location.

5. Select **Save This Location**.

A pop-up message displays to remind the traveler that per diem entitlements will be updated for the document.

6. Select **OK**.
The Per Diem Locations screen refreshes with the new location (Figure 4-7).
4.4 Travel

The travel module of DTS is a tool that allows certain travel costs to be updated on a voucher. This module is not used to make reservations; its purpose is to update some of the costs for reserved travel. The ticket type cannot be changed using this process. Section 4.4.5, Add Other Ticketed Transportation provides instructions on how to add new ticketed transportation arrangements.

When Travel is selected from the navigation bar, the Air Travel screen opens by default (Figure 4-8). The right side of the screen is the Trip Summary. The Trip Summary displays the itinerary and the links used to edit the voucher on all the screens in the Travel feature.

![Image of Air Travel Screen]

Figure 4-8: Air Travel Screen

**Note:** If a CTO fee is not included with the airfare, the traveler must include the CTO fee by using the Other Trans. screen in the Travel module. Select CTO Fee from the drop-down list on the Other Trans. screen and complete the required fields (Figure 4-9).
4.4.1 Update Air Travel

Follow the below steps to update air travel:

1. Select **Travel** from the navigation bar.

The Air Travel screen opens by default (Figure 4-8). The Trip Summary box is located on the right side of the screen. The itinerary displays for the entire trip and the links allow the traveler to edit the voucher.

2. Choose **Edit** next to the flight for which the information will be changed.

   -OR-

   Choose **Remove** to delete a flight.
The screen refreshes (Figure 4-10). It displays the original flight information from the authorization.

3. Select **Change Ticket Data**.
The Other Trans. screen opens. The left side of this screen displays editable fields to enter the correct flight information.

4. Update the **fields** with the correct information.

5. Select **Save**.

### 4.4.2 Update Lodging

If the lodging used on the trip differs from the lodging approved on the authorization, the traveler must adjust the voucher accordingly.

Lodging updates will be entered on the Per Diem Entitlements screen. Changes can be made and applied to one day or to a range of dates. Do not add hotel sales taxes or room taxes in the Lodging section for continental United States (CONUS) locations. Taxes should be entered in the Expenses section.

Follow the below steps to change the dates for lodging:

1. Select **Travel** from the navigation bar.

2. Select **Lodging** from the subnavigation bar.

The **Lodging** screen opens. The Trip Summary box is located on the right side of the screen. The itinerary displays for the trip and links are available to allow the traveler to edit the voucher.

3. Choose **Edit** next to the lodging for dates that will be changed.

-OR-

Choose **Remove** to delete the lodging.

The Lodging screen refreshes (Figure 4-11). If Edit was selected, the left side of the screen displays editable fields to update the lodging dates.
4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates.
5. Select **Enter Actual Lodging Costs** if the lodging costs require updating.

The Per Diem Entitlements screen opens.

6. Select **Edit** for the date on which changes are necessary.
   -OR-
   Select **Remove** to delete the lodging entry.

The Per Diem Entitlements screen display fields where changes to dates, per diem rates, duty conditions, meals, and other per diem entitlements can be entered.

7. Update the **fields** as necessary.

8. Select **Save These Entitlements**.
   -OR-
   Select **Cancel These Entitlement Changes and Return**, if no changes are necessary.

### 4.4.3 Update Rental Car

If it is necessary to change information about a rental car that was included in the authorization, use the Rental Car screen. If a rental car was booked outside of DTS and was not included in the authorization, use the Non-Mileage Expenses screen to enter the rental car costs.

Follow the below steps if rental car information needs to be updated:

1. Select **Travel** from the navigation bar.

2. Select **Rental Car** from the subnavigation bar.

   The Rental Car screen opens.

3. Select **Edit** next to the car rental that requires changes.
   -OR-
   Select **Remove** to delete the car rental entry.

   The Rental Car screen refreshes. If Edit was selected, the left side of the screen displays editable fields in which to enter the correct rental car information (Figure 4-12).
4. Update the **fields** as necessary.

5. Select **Save Selected Car**.

**4.4.4 Update Rail Travel**

The below steps serve as a guide to updating rail travel:

1. Select **Travel** from the navigation bar.

2. Select **Rail** from the subnavigation bar.

The Rail Travel screen opens.
3. Select **Edit** next to the rail travel that requires changes.
   -OR-
   Select **Remove** to delete the rail travel.

The Other Trans. screen opens.

4. Update the **fields** as necessary.

5. Select **Save**.

### 4.4.5 Add Other Ticketed Transportation

Ticketed transportation arrangements, including air and rail, booked outside of DTS will need to be added to the voucher. Follow the below steps if new ticketed information needs to be entered:

1. Select **Travel** from the navigation bar.

2. Select **Other Trans.** from the subnavigation bar.

The Other Trans. screen opens (Figure 4-13).
3. Select the **Type** drop-down list and select the **type** of travel. The Description field populates automatically.

4. Complete the **Ticket No.** field.

5. Complete the **Ticket Value** field.

6. Complete the **Ticket Cost** field, if different from ticket value.

7. Complete the **Departure Date** field.
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8. Complete the **Issue Date** field, if known.

9. Select **Save**.

10. Confirm the information in the **Ticketed Transportation Saved** box.

The information updates and displays in the Trip Summary box. It can be edited or removed.

### 4.5 Expenses

The Expenses module allows travelers to record mileage, non-mileage expenses, and edit per diem entitlements. Expenses not on the drop-down list must be entered manually or may be selected from a list of transactions made on the Government Travel Charge Card (GTCC). Mileage expenses include mileage rates for various modes of transportation. DTS calculates per diem entitlements based on the allowed amounts for the TDY location.

#### 4.5.1 Update Non-Mileage Expenses

Follow the below steps to add and edit non-mileage expenses:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default (Figure 4-14). This screen will only display as shown if no expenses were added to the authorization.
Figure 4-14: Non-Mileage Expenses Screen
If expenses were added to the authorization, the screen will display an Expenses Summary on the right side of the screen (Figure 4-15).

![Figure 4-15: Non-Mileage Expenses Screen With Summary](image)

Remove may be selected to delete an expense if it was not incurred, or Edit may be selected to change the expense amount or the date when the expense was incurred.

2. Select the Expense Type drop-down list arrow and select the type.
   -OR-
   Complete the -OR- field with the type of expense.

3. Enter the Cost of the expense.

4. Enter the Date of the expense. Use the calendar icon if necessary.

5. (Optional) The Method of Reimbursement (MOR) field populates automatically. If other options are available in the drop-down list, select the correct option.

6. (Optional) Select view expense details/ currency calculator to view expense options or to convert a foreign currency into a U.S. dollar amount.
   a. Complete the Foreign Currency field with the amount of the foreign money spent in its units. For example, if 15 foreign units were spent on a taxi, enter 15.
   b. Complete the Exchange Rate field with the official exchange rate for the date on which the currency was spent. The official exchange rate is the foreign units per U.S. dollar amount, e.g., 0.74794.

7. Click anywhere on the screen.
The screen refreshes. The amount displayed in the Exchange Rate field shows that 1 Euro is equal to 1.33689839572 U.S. dollars. DTS multiplies the amount of foreign money by the rate to populate the Expense Cost field (Figure 4-16).

![Figure 4-16: Expense Details and Currency Calculator Screen](image_url)

8. Select **Save Expenses**.

9. Repeat steps 1 through 8 for all non-mileage expenses.
4.5.1.1 Edit an Expense

Follow the below steps to edit an expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.

   **Note:** If an Expense Type is incorrect, users must remove it and add the correct one.

2. Make the necessary changes on the left side of the screen.

3. Select **Save Expense**.

4.5.1.2 Remove an Expense

Follow the below steps to remove an expense from the voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.

2. Select **OK** when the confirmation box opens.

4.5.1.3 Add Authorized GTCC Transactions

Beginning on the **Non-Mileage Expenses** screen (Figure 4-14), follow the below steps to add GTCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

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

The Charge Card Transactions screen opens (Figure 4-17).

---

**Figure 4-17: Government Travel Charge Card Transactions Screen**
2. Select the **Add >** link to the right of the transaction to add it to the Expense Summary.

   A pop-up window opens, prompting the traveler to select an expense type from the drop-down list (Figure 4-18).

   ![Figure 4-18: Select an Expense Type Window](image)

3. Select the **Expense Type** drop-down list arrow and select an **expense type**.
   - OR-
   Complete the **-OR-** field with the expense type.

4. Select **OK**.

   The expense is now listed in the Expenses Summary (Figure 4-19).
Figure 4-19: Transaction Saved to Expenses Summary

5. Select **Save Expenses**.
The Non-Mileage Expenses screen refreshes with the expenses saved (Figure 4-20).

**Figure 4-20: Non-Mileage Expenses Screen - Transaction Saved**

6. Select **Edit** to change an expense.
   - **OR**-
   Select **Remove** to delete an expense from the Expenses Summary.
4.5.2 Update Mileage Expenses

Follow the below steps to add or edit mileage expenses:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 4-21). The Mileage Expense types are described in Table 4-1.

![Figure 4-21: Mileage Expenses Screen](image-url)
### Table 4-1: Mileage Expense Types

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC Use – Dedicated Gov Veh</td>
<td>Select if a privately owned conveyance (POC) is used for the traveler's convenience instead of an available Government vehicle dedicated for the traveler's use, such as a commander’s car.*</td>
</tr>
<tr>
<td>POC Use – Gov Vehicle Avail</td>
<td>Select if a POC is used for the traveler's convenience instead of an available Government vehicle. Example: A fleet of vehicle has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.*</td>
</tr>
<tr>
<td>Private Plane</td>
<td>Select if a private plane is used for TDY travel.</td>
</tr>
<tr>
<td>Pvt Auto-In/Around</td>
<td>Select if a privately owned vehicle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>Pvt Auto-TDY/TAD</td>
<td>Select if a POC is used for travel from the traveler’s duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DoD Table of Distances (DTOD) is mandatory.</td>
</tr>
<tr>
<td>Pvt Auto-Terminal</td>
<td>Select if a POC is used for travel from the traveler’s duty station or residence to and from the TDY location.</td>
</tr>
<tr>
<td>Pvt Motorcycle-In/Around</td>
<td>Select if a privately owned motorcycle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>Pvt Motorcycle-TDY/TAD</td>
<td>Select if a privately owned motorcycle is used for travel from the traveler’s duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.</td>
</tr>
<tr>
<td>Pvt Motorcycle-Terminal</td>
<td>Select if a privately owned motorcycle is used for travel from the traveler’s duty station or residence to and from the airport.</td>
</tr>
</tbody>
</table>

*No POC reimbursement is allowed if an available Government vehicle was used by other travelers to complete the TDY mission and space was available for the traveler, but the traveler chose to use a POC for personal convenience.

3. Select the **Expense Type** drop-down list arrow and select the **expense type** to add.

**Note:** When Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD is selected, the DTOD link displays. Miles cannot be entered and use of DTOD is mandatory. See Section 2.7.2.1.

4. Complete the **Date** field with the date of the expense.

5. (Optional) The **Method of Reimbursement** field populates automatically. If other options are available in the drop-down list, change it if necessary.

6. Complete the **Miles** field when selection is other than Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD.

7. (Optional) Select **View This Expense Type's Defaults** to view cost options or to convert a foreign currency into a U.S. dollar amount.

8. Select **Save Expenses**.

9. Repeat Steps 1 through 8 until all mileage expenses are updated.
4.5.2.1 Edit a Mileage Expense

Follow the below steps to edit a mileage expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.

**Note:** If the Expense Type is incorrect, users must remove it and add the correct one.
3. Select **Save Expense**.

4.5.2.2 Remove a Mileage Expense

Follow the below steps to remove a mileage expense from a voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

4.5.2.3 Defense Table of Official Distances (DTOD)

The DTOD should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside the duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

After selecting an expense type on the Mileage Expenses screen (Figure 4-21), follow the below steps to use the DTOD:

**Note:** When PVT Auto-TDY/TAD or PVT Motorcycle - TDY/TAD is selected the link for DTOD is available and should be used to enter mileage.

1. Select **DoD Table of Distances**.
The DTOD screen opens (Figure 4-22).

![DTOD Screen](image)

**Figure 4-22: DTOD Screen**

2. Check the **OCONUS** box in the Traveling From section if the traveler drove from an OCONUS location.

3. Complete the **City** field in the Traveling From section.

4. Complete the **State/Country** field.
   - OR-
   Select **Lookup State and Country Codes** if the state and country are unknown.

5. Select **Search**.

The DTOD screen refreshes. It displays the list of locations (Figure 4-23).
6. Choose Select next to the desired location in the Search Results column.

7. Complete the County field (optional).

8. Check the Oconus box in the Traveling To section if traveling to an OCONUS location.

9. Complete the City field in the Traveling To section.

10. Complete the State/Country field.

-OR-

Select Lookup State and Country Codes if the state and country are unknown.
11. Select **Search**.

The DTOD screen refreshes and a list of locations displays (Figure 4-23).

12. Complete the **County** field (optional).

13. Select **Calculate Mileage**.

14. Select **Save Total and Continue**.

-OR-

Select **CANCEL** to return to the Mileage Expenses screen without saving.

### 4.5.3 Per Diem Entitlements

The Per Diem Entitlements screen displays the amount to be reimbursed to the traveler for every date and location of travel. The information on the screen results from the TDY destination entered on the Itinerary screen and the lodging selected in the Travel module.

Follow the below steps to view the per diem entitlements for the voucher:

1. Select **Expenses** from the navigation bar.

2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlement screen opens (Figure 4-24). The information displayed on the screen is filled automatically from the information entered in the trip itinerary.
Lodging costs and other information (e.g., duty conditions and meals) entered on the authorization can be changed using this screen. Changes can be made for a specific date or for a date range.

3. Select **Reset** next to any date(s) and location(s) that need to be reset to the original value(s).

   **Note**: The Reset All button allows the traveler to reset all of the dates at once.

4. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens (Figure 4-25).
Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "Distribute cost" link to distribute appropriately to travelers.

Location: MELBOURNE, FL
Values Apply From Date: 07/09/2013
Values Apply Through: 07/09/2013

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment methods, reimbursable, etc.

Per Diem Rate:
Lodging: $99.00
Meals: $58.25

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Select one of the following:
- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Annual Training (Commercial Lodging)

Figure 4-25: Per Diem Entitlement Detail Screen (Edit Lodging and Duty Conditions)
5. Complete the **Values Apply Through** field if changes are for multiple days in a row.

6. Enter the lodging cost in the **Lodging** field, if different than the lodging rate from the authorization.

7. Select **view expense details / currency calculator** to change the payment method or calculate the currency exchange rate.

8. Check the **Duty Conditions** boxes for any duty conditions that apply.

9. Select the correct **meal code** and **meal(s)** for this date or date range, if applicable (Figure 4-26).

---

Figure 4-26: Per Diem Entitlements Detail Screen (Edit Meals and Other Per Diem Entitlements)
Note: The Other Per Diem Entitlements screen shown in Figure 4-26 is for a civilian employee. Sick Leave will not display as an entitlement for military members.

10. Select the radio button under Other Per Diem Entitlements that describes the per diem entitlements for this date or date range.

   a. Use the default choice, No Other Per Diem Entitlements, when no other options apply.

   b. Select Leave if taking leave. Military personnel use Annual leave. Civilian employees may choose either Annual or Other. Civilian employees may enter the number of hours they wish to use.

   c. Select Sick Leave - No Per Diem if a civilian employee has been granted sick leave, but per diem has not been authorized.

   d. Select Sick Leave - Per Diem if a civilian employee has been granted sick leave, and per diem has been authorized.

   e. Select Duty Day if a military member and the AO did not approve excess travel time as official (when trip is extended beyond official travel date).

      Leave should not be charged because the return travel occurred on a duty day. No per diem reimbursement is allowed and the day is not charged as Leave.

   f. Select Non-Duty Day if a civilian employee and the AO did not approve the excess travel time as official.

      Leave should not be charged because the return travel occurred on a non-duty day. No per diem reimbursement is allowed, and the day is not charged as Leave.

   g. Select Authorized Delay for a date if the AO approved additional travel time because of an unavoidable delay.

      Full reimbursement is allowed for per diem entitlements.

   h. Select Actual Lodging if the traveler is to be reimbursed for spending more than the per diem rate on lodging.

      Note: Additional lodging costs must be authorized by the AO. The Actual Costs Limited field displays the maximum actual lodging amount the AO may authorize.

   i. Select OCONUS Incidental Amount if the incidental rate will be limited to the minimum allowable OCONUS rate.

   j. Select In Place for either the first or last day of travel if there are two back-to-back TDYs without returning to the permanent duty station. This will increase the M&IE amount to 100 percent for the selected day.

11. Select Save These Entitlements.

    -OR-

    Select Cancel These Entitlement Changes and Return to return to the Per Diem Entitlements screen without making changes (Figure 4-24).
4.6 Substantiating Records
Substantiating Records are proof of expenses incurred on official travel. Receipts are required for lodging and any expense of $75 or more.

Travelers can load images of receipts and other supporting documents into DTS by either faxing, or scanning and uploading these documents. See Document Processing Manual, Chapter 2 for instructions on adding substantiating records.

4.7 Update an Accounting Code
LOAs can be removed on the voucher if no obligation has been established, the LOA was rejected on the authorization or prior payments were made on the authorization. If prior payments were made on the authorization and the LOA is changed on the voucher the accounting system will be notified of the LOA change.

Follow the below steps to update the LOA on a voucher:

1. Select Accounting from the navigation bar.

The Accounting Codes screen opens (Figure 4-27).
2. Select the Accounting Label, Shared LOA, or Cross Org LOA drop-down list arrow and select the accounting label. (See Section 2.8 for an explanation of shared LOAs).

3. Select Additional Options, if necessary.
   -OR-
   Select Review/Sign on the navigation bar.

4.7.1 Update Multiple Accounting Codes

When using more than one accounting code on a voucher, the traveler must identify how to allocate the expenses to each. Beginning on the Accounting Codes screen (Figure 4-27), follow the below steps to add multiple accounting codes to one voucher:

1. Select the Accounting Label drop-down list arrow and select all accounting labels that apply.

   A pop-up window displays the following message: Please remember to allocate expenses to the LOA that was just added.

2. Select OK.

   The Accounting Codes Screen refreshes. The How to Allocate drop-down list appears (Figure 4-28).
3. Select the **How To Allocate** drop-down list arrow and select an **allocation method**.

4. Select **Allocate Expenses**.

5. Select the **Accounting Code** to use for each allocation.

6. Select **Save Allocations**.

The Expense Summary displays a breakdown of the expenses applying to each LOA.
4.8 Additional Options

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

4.8.1 Profile

The Profile screen allows the traveler to update personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are able to update profile data for travelers in the groups the NDEA has access to (Figure 4-29).

Note: Travelers may view and edit their personal profile from their DTS User Welcome screen by selecting Traveler Setup > Update Personal Profile. Changes made using the Traveler Setup feature will not update existing documents.

![Figure 4-29: Profile Menu/My Profile Screens](image)

Personal Profile information is divided into five screens for review and update. Use the links on each screen to open the next.

Note: EFT data on the My Account Information screen is mandatory.

**My Profile Screen.** Review and update the below information:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

Note: The Dependents and PCS Info buttons are currently not used.

**My Preferences Screen.** Review and update the below information:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Rewards Programs (frequent flyer, rental car, and hotel accounts)
Chapter 4: Vouchers From Authorizations

**My Additional Information Screen.** Review and update the below information:

- *Title/Rank, Service/Agency, Unit
- *Organization, *Routing List, Duty Station Address

*Contact the DTA to update these fields.

**Note:** DTAs cannot update Self AO Approval, Advance Authorized, and Mandatory use of GTCC (GOVCC) in their own profiles.

**My Account Information Screen.** Use this screen to review and update the below information:

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data (mandatory)

**Note:** The CSA/TTR feature is currently disabled.

**My TSA Information Screen.** Use this screen to review and update the below information:

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB
- Gender
- Redress Number
- Known Traveler Number

Follow the below steps to update personal profile data:

1. Select **Additional Options** from the navigation bar.

The Profile screen opens by default.

2. Select the correct **link** for the screen to be updated.

3. Enter or update data.

4. (Optional) Check the **Save changes to permanent traveler information** box to save these changes for use in all future documents. Leave the box unchecked to apply the changes to the current document only.

5. Select **Update Personal Information**.

**Note:** Electronic Funds Transfer (EFT) data on the My Account Information screen is mandatory. If the radio button is **Yes** with no EFT account data, the document cannot be signed, and the traveler will be returned to this screen. The **No** radio button is only an option if the traveler does not have access to an account at a financial institution that can receive EFT transmissions.
4.8.2 Payment Totals

The Payment Totals screen allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GTCC or record payments previously made to the GTCC. Any amount entered in the Add GOVCC ATM or Add’l GOVCC Amt fields will decrement the Net to Traveler distribution.

Follow the below steps to review the payment totals for the voucher:

1. Select Additional Options from the navigation bar.
2. Select Payment Totals from the subnavigation bar.

The Payment Totals screen opens (Figure 4-30). This screen is divided into the following four sections:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

If there were any expenses, there will be a Total Expenses link in the Expense Summary section.

See Table 4-2 for a description of the fields on the Payment Totals screen.
## Payment Totals

Following is the calculated total for the voucher - Voucher Payment Totals

### Expense Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-Refundable Expenses</td>
<td>$82.80</td>
</tr>
<tr>
<td>Refundable Expenses</td>
<td>$542.80</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 Funds 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>$0.00</td>
</tr>
<tr>
<td>Balance Due Us</td>
<td>$542.80</td>
</tr>
</tbody>
</table>

### Entitlement Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>1 $542.80</td>
</tr>
<tr>
<td>Less Prior Pays</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bus Collections</td>
<td>$0.00</td>
</tr>
<tr>
<td>Net to Traveler</td>
<td>$542.80</td>
</tr>
<tr>
<td>Add GOVCC Atk</td>
<td>$0.00</td>
</tr>
<tr>
<td>Add GOVCC Arm</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less Prev Pays to GOVCC/Atk</td>
<td>$0.00</td>
</tr>
<tr>
<td>Prev Patt Adjustments</td>
<td>$82.80</td>
</tr>
<tr>
<td>Final Distribution (Net to Traveler)</td>
<td>$542.80</td>
</tr>
</tbody>
</table>

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**Figure 4-30: Payment Totals Screen**

- **Overall Starting Point**
  - **Leave From:** RUS WOODBRIDGE, VA
  - **Departs:** 20-Apr-10
  - **Arrives:** 30-Apr-10

- **Overall Ending Point**
  - **Leave From:** PATRICK AFB, FL
  - **Return Loc:** RUS WOODBRIDGE, VA
  - **Departs:** 30-Apr-10
  - **Arrives:** 30-Apr-10
### Table 4-2: Payment Totals Screen Description

<table>
<thead>
<tr>
<th>FIELD OR OBJECT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expense Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>Adds the reimbursable and non-reimbursable expenses claimed on the travel document. If available, use the link to view supplementary information on each separate payment.</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
<td>This totals the expenses for which the traveler cannot be reimbursed: Includes Centrally Billed Accounts (CBA) and Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense type codes (expenses) on the travel document.</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
<td>This totals the expense for which the traveler can be reimbursed: Includes all expenses with a Per Diem expense type code including personal and GOVCC (also referred to as GTCC) expenses.</td>
</tr>
<tr>
<td><strong>Disbursement Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Gov’t Advance Paid</td>
<td>Total of disbursements from Government non-ATM advances, paid or submitted for payment. If available, use the link to view supplementary information on each separate payment.</td>
</tr>
<tr>
<td>Scheduled Partial Payments Paid</td>
<td>Total of disbursements from Government from SPPs, both paid and submitted for payment. If available, use the link to view supplementary information on each SPP.</td>
</tr>
<tr>
<td>Previous Voucher Payments</td>
<td>Total of disbursements from Government from previous vouchers. Amount is zero until the initial voucher is paid. If available, use the link to view supplementary information on each separate payment.</td>
</tr>
<tr>
<td>Total Prior Payments</td>
<td>Total disbursement: sum of the Government advances, SPPs, and voucher payments that have been paid to a traveler.</td>
</tr>
<tr>
<td><strong>Credit Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Collections</td>
<td>For Due U.S. documents. Collections received and posted for amount of Due U.S. collected back from traveler. If available, use the link to view supplementary information on each separate collection.</td>
</tr>
<tr>
<td>Waivers and Appeals</td>
<td>For Due U.S. documents – Cumulative amount of approved waivers. If available, use the link to view supplementary information on each separate payment.</td>
</tr>
<tr>
<td>Net To Traveler</td>
<td>Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero (Due traveler).</td>
</tr>
<tr>
<td></td>
<td>• Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the reimbursable expense amount.</td>
</tr>
<tr>
<td></td>
<td>• Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the reimbursable expense amount.</td>
</tr>
<tr>
<td>Balance Due US</td>
<td>Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount less than zero (Due U.S.).</td>
</tr>
<tr>
<td></td>
<td>• Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the reimbursable expense amount.</td>
</tr>
<tr>
<td></td>
<td>• Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the for the reimbursable expense amount.</td>
</tr>
<tr>
<td><strong>Entitlement Summary</strong></td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>Sums the reimbursable expenses claimed on the travel document. The amounts are broken down into charges against the traveler’s personal bank account, individual GOVCC account, and the sum of both.</td>
</tr>
</tbody>
</table>
3. Select **Total Expenses**.

The Payment Totals Expenses Summary screen displays (Figure 4-31).
The Accounting label, the reimbursable amount, the nonreimbursable amount, and the total amount display for each of the expense categories.

4. Select Return to return to the Payment Totals screen.

The Gov't Advances Paid link will display if there was an advance (Figure 4-32).
5. Select **Gov't Advance Paid**.

The Government Advances Paid section displays under the Expenses Summary section (Figure 4-33).
Note: When a Foreign Military Sales (FMS) LOA is used in the voucher, a Transaction Control Number (TCN) displays in the TCN column. The TCN is received when disbursements have been made from FMS funds.

6. Select **Return** to return to the Payment Totals screen.

The Collections and Waiver/Appeal links display windows that are populated only if a Due US condition exists (Figure 4-32). Use of these links allows the traveler to view debt and collection information and the history of appeals.

Follow the below steps to add a GTCC ATM advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field (Figure 4-31).

The amount entered in the Add GOVCC ATM field will redirect money that was originally to be sent to the traveler's account and send it to the traveler's GTCC account instead.

2. Select **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to add an additional payment to the GTCC:

1. Enter the amount of the additional payment to the GTCC into the **Add'I GOVCC Amt** field.
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The dollar amount entered in the Add'l GOVCC Amt field will redirect money that was originally to be sent to the traveler's account and send it to the traveler's GTCC account instead.

2. Select Calculate. The specified amount will be decremented from the Personal Net Distribution field.

Follow the below steps to enter an amount paid by the traveler to the GTCC account before the DTS disbursement was paid.

1. Enter an amount into the Less Prev Pmts to GOVCC (By Traveler) field.

If the traveler made a payment to the GTCC account before being reimbursed, the traveler can enter an amount that was originally to be sent to the GTCC account and redirect it to their personal bank account instead. For example, if the split reimbursement to the GTCC account is supposed to be $400, and the traveler made a $200 payment to the GTCC account before being reimbursed, then the traveler will want $200 of the payment from DTS to go to their personal bank account.

2. Select Calculate. The specified amount will be incremented to the Personal Net Distribution field.

Note: Use the Non-Mileage Expenses screen to enter any ATM processing fees associated with the GTCC.

4.8.3 SPPs and Advances

The traveler must always create a voucher to record actual expenses incurred on a trip. If the trip document contains paid or submitted SPPs, the amount owed to the traveler will be reduced by the amount previously disbursed.

If there are SPPs scheduled for submission when a voucher is approved, DTS will delete the unsubmitted SPP(s) from the Payment module.

4.9 Review/Sign

The below subsections guide the user through the Review/Sign process.

4.9.1 Preview Trip

The Preview Trip screen provides a general overview of the trip. Follow the below steps to edit the data on this screen:

1. Select Review/Sign from the navigation bar.
The Preview Trip screen opens by default (Figure 4-34). The Print Document button at the top of the screen opens a text-only version of the document on a separate screen.

2. Complete the **Reference** field if necessary. This field is for the entry of data that allows administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar.
3. Review all data.

4. Select **Edit** next to any items that need to be changed.

5. Make appropriate changes.

6. Select **Save and Proceed to Other Auths** at the bottom of the screen.

### 4.9.2 Other Authorizations

The DTS Other Authorizations screen is used to display and print remarks on travel documents. If the traveler selects an item that may need an explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, and meals provided); DTS will automatically flag it as an Other Authorization.

For more information on the Other Authorizations screen, refer to *Document Processing Manual*, Chapter 2.

### 4.9.3 Pre-Audit Trip

The Pre-Audit Trip screen displays the items, if any, that DTS has flagged in the document. DTS requires that certain items be justified. Examples of these items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement default value changed. A flagged item does not stop a traveler from requesting certain expenses, or obtaining lodging that is not within the per diem rate. Comments must be entered for items that have a **Justification to Approving Official** text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in the traveler’s profile differs from that which is entered on the document.

DTS automatically preaudits a voucher when the traveler attempts to sign it, but the traveler can preaudit a document any time during its creation. Comments must be entered for each item requiring justification before the authorization will be routed for approval.

Follow the below steps to preaudit a voucher:

1. Select **Review/Sign** from the navigation bar.

   The Preview Trip screen opens by default (Figure 4-34).

2. Select **Pre-Audit** from the subnavigation bar.
The Pre-Audit screen opens (Figure 4-35). Any items that appear on this screen are flagged for this trip. A flagged item indicates that DoD or service standards have been exceeded for normal Government travel.

![Pre-Audit Trip Screen](image)

**Figure 4-35: Pre-Audit Trip Screen**

**Note:** The `<Help>` link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-5, for a description of all flagged items.

**Note:** The Help for this screen link (on the left-hand side of the screen below the Pre-Audit Trip title) opens a table of preaudit codes used in the Reason Flagged column and a description of why this item was flagged.

Follow the below steps to justify the flagged items:

1. Complete Justification to the Approving Official field(s) with an explanation for the request.

2. Select Save and Proceed To Digital Signature at the bottom of the screen.

**4.9.4 Digital Signature**

The final step in a creating a voucher is to digitally sign the document. This begins the routing process. Follow the below steps to digitally sign a voucher:
Chapter 4: Vouchers From Authorizations

1. Select **Review/Sign** from the navigation bar.

   The Preview Trip screen opens by default (Figure 4-34).

2. Select **Digital Signature** from the subnavigation bar.

   The Digital Signature screen opens (Figure 4-36).

![Digital Signature Screen](image)

Figure 4-36: Digital Signature Screen

3. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different one from the default.

   A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list.

4. Select **OK**.
5. Select the **Submit this document as** drop-down list arrow and choose **SIGNED**.

6. Complete the **additional remarks** field (optional).

**Note:** If at any point in the document history the voucher failed a DTS audit, the reason for failure may be viewed by selecting the **View Reasons for Audit Failures** link (Figure 4-36).

7. Select **Submit Completed Document**.

The Stamp Process screen opens. It confirms that all expenses claimed are honest and accurate (Figure 4-37).

![Figure 4-37: Stamp Process Screen](image)

8. Select **Save and Continue**.

**Note:** If **Conference Attendance** was selected as the Trip Purpose but the Conference/Event Name is **Not Applicable** or **Other**, an additional Stamp Process message opens. Select **Cancel** to update and indicate the actual Conference/Event Name on the Itinerary >Trip Overview screen. Select **Save and Continue** to complete the digital signature process.

The Digital Signature Login window appears.

9. Complete the **PIN** field.

10. Select **OK**.

The document is now signed. The Vouchers screen opens, displaying the list of existing vouchers (Figure 4-1).

**Note:** DTS displays the interest amount received from an Advice of Payment (AOP) or Advice of Collection (AOC) in the Remarks section of the associated stamp (e.g., PAID, PARTIAL COLLECTION, or DEBT SATISFIED). The Remarks section for an AOP stamp displays the amount of interest paid to the traveler and GTCC. The Remarks section for an AOC stamp displays the collection interest amount.
4.10 Due U.S. Vouchers (Overpayments to Travelers)

When the balance on a voucher indicates that advances, SPPs, or other payments paid to a traveler exceed the expenses recorded on the voucher, a Due U.S. situation exists. This means that the traveler owes money to the Government.

This situation may occur when a traveler incurs a debt due to one of the following reasons:

- An overpayment was made for a voucher in which the traveler's entitlements were less than the amount paid
- An ineligible travel expense was paid erroneously and was later discovered
- A trip was cancelled after the traveler received a non-ATM advance or SPP

Travelers must satisfy the debt within 30 days or request a waiver or cancellation of the debt. In cases where a trip was cancelled after the traveler received a non-ATM advance or an SPP, civilian travelers have 15 days to repay the debt and military members have 30 days to repay the debt. The traveler can see the amount of the Balance Due U.S. on the Payment Totals screen (Figure 4-38).
Figure 4-38: Payment Totals Screen Indicating Balance Due U.S.
If the traveler is overpaid, they will be informed of the excess payment(s) and will see the Notification of Payment Due Government screen (Figure 4-39). This screen indicates that the traveler owes money to the Government.

![Figure 4-39: Notification Of Payment Due Government Screen](image)

The traveler should review the Notification of Payment Due Government screen and select **Save and Continue**.

**Note:** Selecting **Save and Continue** serves as the traveler's acknowledgment of the initial notification of debt owed to the Government in the Due Process regulatory requirement. Selecting the **Cancel** button will return to the Digital Signature screen.

If a NDEA creates and signs the Due U.S. voucher, DTS will generate and send an e-mail to the traveler. This advises that the traveler may owe money to the Government. The DTS-generated e-mails can be found in **Appendix E**.

When a Due U.S. voucher is approved, DTS submits the appropriate transactions to adjust obligations (if necessary) and transmit a settlement voucher to disbursing that shows no payment due to the traveler. After 96 hours, DTS submits the appropriate transactions to set up the accounts receivable (A/R) in the applicable accounting system(s). DTS then generates an e-mail that is considered to be the Due Process Notice. This is sent to the traveler, AO, and DMM to advise them of the debt.

**Note:** If the debt is because of a non-ATM advance or SPP before a trip cancellation, a service member has 30 days and a civilian traveler has 15 days from the day the debt e-mail notification was sent to repay the debt. If the debt amount is not paid in full, involuntary payroll deduction actions can begin 30 days after notification of the debt for military members and after 15 days for civilians.
4.11 Using FMS LOAs in a Voucher

The Government uses the term Foreign Military Sales (FMS) as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix FMS in the LOA label.

DTS processes a voucher that has an FMS LOA in a way that is similar to the way that it processes other vouchers, with the following exceptions:

- When the voucher is signed, the traveler sees a DTS screen alert about payment delay due to external processing associated with the use of FMS funds
- When the voucher is signed, the traveler receives an e-mail notification about payment delay due to External processing associated with the use of FMS funds
- When the voucher is paid, the Defense Finance Accounting Service (DFAS) returns a TCN that will be displayed in DTS

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 4-40).

![Figure 4-40: Accounting Codes Screen (LOA Selection List)](image-url)
During the voucher signing process, a message displays informing the traveler of a possible delay in reimbursement for a voucher that contains an FMS LOA (Figure 4-41).

![Figure 4-41: FMS Notification Screen](image)

When an NDEA signs a voucher on behalf of a traveler, and the voucher contains an FMS LOA, DTS sends an e-mail notification to the traveler that reimbursement may be delayed due to processes (outside of DTS) that are involved in the approval and use of FMS funds.
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