CHAPTER 5: LOCAL VOUCHER

The Defense Travel System (DTS) uses local vouchers to reimburse travelers for travel expenses incurred on trips completed within a 12-hour time period (this may vary due to local policy). This chapter covers the following topics:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Create a Local Voucher</td>
<td>5-1</td>
</tr>
<tr>
<td>5.2 Local Voucher Date</td>
<td>5-3</td>
</tr>
<tr>
<td>5.3 Expenses</td>
<td>5-3</td>
</tr>
<tr>
<td>5.3.1 Add or Update Non-Mileage Expenses</td>
<td>5-3</td>
</tr>
<tr>
<td>5.3.1.1 Add a Meal Expense</td>
<td>5-7</td>
</tr>
<tr>
<td>5.3.2 Add Authorized Charge Card Vendor Transactions</td>
<td>5-13</td>
</tr>
<tr>
<td>5.3.3 Add and Update Mileage Expenses</td>
<td>5-17</td>
</tr>
<tr>
<td>5.3.3.1 In-and-Around Mileage Expenses</td>
<td>5-18</td>
</tr>
<tr>
<td>5.3.3.2 Private Auto Mileage - Owner/Operator and Private Motorcycle Mileage - Owner/Operator</td>
<td>5-21</td>
</tr>
<tr>
<td>5.3.4 Copy Expenses</td>
<td>5-26</td>
</tr>
<tr>
<td>8. Modify any of the expenses if required</td>
<td>5-29</td>
</tr>
<tr>
<td>5.5 Add an Accounting Code</td>
<td>5-30</td>
</tr>
<tr>
<td>5.5.1 Add Multiple Accounting Codes</td>
<td>5-30</td>
</tr>
<tr>
<td>5.6 Additional Options</td>
<td>5-33</td>
</tr>
<tr>
<td>5.6.1 Add Comments</td>
<td>5-34</td>
</tr>
<tr>
<td>5.6.2 Payment Totals</td>
<td>5-34</td>
</tr>
<tr>
<td>5.6.3 Update Personal Profile</td>
<td>5-37</td>
</tr>
<tr>
<td>5.7 Review/Sign</td>
<td>5-40</td>
</tr>
<tr>
<td>5.7.1 Preview Trip</td>
<td>5-40</td>
</tr>
<tr>
<td>5.7.2 Pre-Audit Trip</td>
<td>5-42</td>
</tr>
<tr>
<td>5.7.3 Apply Digital Signature</td>
<td>5-43</td>
</tr>
</tbody>
</table>

5.1 Create a Local Voucher

Beginning on the User Welcome screen, use the below steps to create a local voucher:

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers** from the drop-down list.

The Local Vouchers screen opens (Figure 5-1). It displays a list of previously created local vouchers. Depending on the document status, the traveler can view, edit, print, or amend local vouchers.
3. Select **Create New Local Voucher**.

The Local Voucher Date screen opens (Figure 5-2).

![Local Voucher Date Screen](image)

**Figure 5-2: Local Voucher Date Screen**
Chapter 5: Local Voucher

Note: If this is the traveler’s first time creating a document in DTS, a pop-up window will open prompting the traveler to update their personal profile. For more information on updating the personal profile, see Chapter 2 of this manual.

5.2 Local Voucher Date

Beginning on the Local Voucher Date screen (Figure 5-2), follow the below steps to identify the travel date and indicate whether expenses are from a conference:

1. Complete the Local Voucher Date field. Use the pop-up calendar if necessary.

Note: DTS defaults to the date when the traveler creates the local voucher. The traveler can change the date to the last date that an expense was incurred. A future date cannot be entered.

2. Select Yes or No to answer Is this for Conference Attendance.

If Yes was selected, the Conference/Event Name field displays.

3. Enter a valid conference name in the Conference/Event Name field. Names must be between 3 and 32 characters (letters, numbers, or spaces).

Note: Conference information cannot be changed after the local voucher has been created.

4. Select OK. (Selecting Return to Document List opens the Local Vouchers screen).

5.3 Expenses

The traveler may enter non-mileage and mileage expenses on a local voucher.

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.

5.3.1 Add or Update Non-Mileage Expenses

Follow the below steps to add or update non-mileage expenses:

1. Select Expenses from the navigation bar.
The Non-Mileage Expenses screen opens by default (Figure 5-3).

![Non-Mileage Expenses Screen]

Figure 5-3: Non-Mileage Expenses Screen

**Note:** The create an expense item from a government charge card transaction link will only display if the traveler has a Government Travel Charge Card (GTCC). See Section 5.3.2.

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

3. Complete the **Event Purpose** field.

   DTS populates the same entry into the Event Purpose field for the next expense. The traveler can edit this field if the expense is for a different event. If the traveler enters another expense, the Event Purpose field becomes a drop-down list that allows the traveler to select one of the previous entries, or a new event purpose may be entered in the field.

4. Complete the **Cost** field.

5. Complete the **Date** field. Use the calendar tool if necessary.
**Note:** The date cannot be later than the local voucher date.

DTS completes the Method of Reimbursement field with a default value that is associated with the expense type (Figure 5-4).

![Figure 5-4: Non-Mileage Expenses Screen - Default Method of Reimbursement](image)

6. Select the **Method of Reimbursement** drop-down list arrow and choose the correct method, if the default needs to be changed. Enter additional expenses as required.

7. Select **Save Expenses**.

If the Method of Reimbursement is listed as GOVCC, and the traveler does not have a government credit card listed in their personal profile, DTS will change the Method of Reimbursement to Personal.

8. Select **OK**.

If the traveler enters an expense greater than or equal to $75, a pop-up message will state the requirement to attach the travel receipts electronically.

9. Select **OK**.
The Non-Mileage Expenses screen updates and refreshes. Expenses are listed on the right side of the screen (Figure 5-5).

Figure 5-5: Non-Mileage Expenses Screen - Expenses Summary

The traveler can add other non-mileage expenses to this screen, one at a time. The traveler can also edit, remove, or copy expenses by selecting the links in the Expenses Summary section.

Note: The Snack-Recruiter and Parking – Recruiter/Trainer are expense types that are authorized only for military recruiters. If the traveler selects either of these, a pop-up message will appear when the traveler saves the expense. The message states the expense can be claimed only by a military recruiter or trainer.
5.3.1.1 Add a Meal Expense

Meal expense on a local voucher is available for selection on the Non-Mileage Expenses screen for military travelers (i.e., traveler is either "Officer" or "Enlisted" in their profile). DTS allows a military traveler to add only one meal expense entry per calendar day, with a corresponding per diem location(s) to be selected for each meal expense. Meal expense reimbursement will be limited to the Proportional Meal Rate (PMR) for the highest daily rate in a per diem location.

Follow the below steps to add a meal expense:

1. Select **Non-Mileage** from the subnavigation bar.

The Non-Mileage Expenses screen opens by default (Figure 5-6).
2. Select the **Expense Type** drop-down list arrow and select **Meal**.

![Non-Mileage Expenses Screen - Meal Selected](image)

3. Select the **Event Purpose** drop-down list arrow and select an expense purpose.
4. Select the **No** or **Yes** radio button to answer the question. Select **Yes** if travel was outside the permanent duty station (PDS) or for the purpose of escorting an arms control inspection team.

The Non-Mileage Expenses screen refreshes. The display depends on the traveler’s response to the question.

If **No** was selected, the screen refreshes and the Expense Type field will be cleared. If **Yes** was selected, a pop-up window opens, indicating the traveler must show all per diem locations visited during that day (Figure 5-7).

![Figure 5-7: Non-Mileage Expenses Screen - Meal Expense Fields](image)

5. Complete the **Actual Cost** field with the meal cost.

6. Complete the **Date** field. Use the calendar tool if necessary.

7. Select the **Method of Reimbursement** drop-down arrow and select a method.

8. Select **Add Location**.
The Search Locations window opens (Figure 5-8).

9. Complete the **Search Term** field with the city or site, e.g., Miami or Ft. Hood.

10. Select **Search Location**.
All possible matches to the per diem location display (Figure 5-9).

11. Select the **radio button** for the location.
12. Choose **Select and Close**.

The allowed cost of the meal will populate with the location and PMR. The traveler can select other locations visited on the same day and DTS will replace the allowed cost with the highest PMR found in the locations visited.

13. Select **Save Expenses**.

**Note:** If an actual cost is higher than the highest PMR location, a pop-up message states the daily meal reimbursement is limited to the highest PMR displayed.

14. Select **OK**.

The meal expense is saved in the Expenses Summary box. The traveler may edit, remove, or copy the meal expense if necessary (Figure 5-10).

![Figure 5-10: Non-Mileage Expenses Screen - Meal Expense Saved]
5.3.2 Add Authorized Charge Card Vendor Transactions

Beginning on the Non-Mileage Expenses screen (Figure 5-3), follow the below steps to add charge card transactions:

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

The Charge Card Transaction screen opens (Figure 5-11).
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 5-12).

3. Select the **Expense Type** drop-down list arrow and choose the appropriate expense type. If the expense type is not listed, select **OTHER** from the drop-down list, and the expense will populate in the - OR - field.

4. Select **OK**.
The expense will appear on the right side of the screen under the Expenses Summary (Figure 5-13).

Figure 5-13: Charge Card Transactions Screen - Expense Added

5. Select **Save Expenses**.

6. Select **Edit** to modify an expense or **Remove** to delete an expense from the Expense Summary (Figure 5-14).
5.3.3 Add and Update Mileage Expenses

If a privately owned vehicle is used for local travel, DTS allows the traveler to separate mileage expenses on a local voucher into the following categories:

- In-and-Around Mileage (vehicle type) - Mileage driven for business purposes while at the work location.
- Private (vehicle type) Mileage Owner/Operator - Mileage from the traveler’s residence to the work location.

Within these categories, DTS requires the traveler to specify the type of vehicle that was used and calculates reimbursement accordingly.
5.3.3.1 In-and-Around Mileage Expenses

In-and-around mileage refers to expenses incurred for miles driven while conducting official business within the PDS location.

Follow the below steps to add this type of expense:

1. Select Expenses from the navigation bar.
2. Select Mileage from the subnavigation bar.
3. Select the Expense Type drop-down list arrow and select the value for In-and-Around Mileage, either Private Auto or Private Motorcycle.
The screen refreshes. The Location, Event Purpose, and Miles fields display (Figure 5-15). The Mileage Expense types are described in Table 5-1.

Figure 5-15: Mileage Expenses Screen
Table 5-1: Mileage Expense Types

<table>
<thead>
<tr>
<th>EXPENSE TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-and-Around Mileage – Private Auto</td>
<td>Select if a privately owned vehicle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>In–and-Around Mileage – Private Motorcycle</td>
<td>Select if a privately owned motorcycle is used for official business while at the TDY location.</td>
</tr>
<tr>
<td>POC Use – Dedicated Gov Vehicle</td>
<td>Select if a privately owned conveyance (POC) is used for 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 Available</td>
<td>Select if a POC is used for traveler's convenience instead of an available government vehicle. Example: A fleet of vehicles 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 Auto Mileage – Owner/Operator</td>
<td>Select if a privately owned auto is used for travel from the traveler’s duty station or residence to and from the TDY location.</td>
</tr>
<tr>
<td>Private Motorcycle Mileage - Owner/Operator</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.</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.

4. Complete the **Event Purpose** field or choose from the drop-down menu (if available).

5. Enter the **Location**.

6. Complete the **Date** field with the date when the mileage occurred, if different from the default date.

**Note:** The date cannot be any later than the local voucher date.

7. Enter the mileage in the **Miles** field.

DTS calculates the cost.

8. Select **Save Expenses**.
The saved expenses display in the Expenses Summary on the right side of the screen (Figure 5-16). The traveler may edit, remove, or copy these expenses.

Figure 5-16: Mileage Expenses - Expenses Summary

5.3.3.2 Private Auto Mileage - Owner/Operator and Private Motorcycle Mileage - Owner/Operator

These two types of mileage refer to expenses incurred for the mileage driven from the traveler’s residence or duty station to a location where official business is conducted.

Follow the below steps to add this type of expense:

1. Select Expenses from the navigation bar.
2. Select Mileage from the subnavigation bar.
3. Select the Expense Type drop-down list arrow and select Private Auto Mileage - Owner/Operator or Private Motorcycle Mileage - Owner/Operator.
The screen refreshes (Figure 5-17).

Figure 5-17: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator

4. Enter the **Event Purpose** information or choose from the drop-down list (if available).

5. Complete the **From** field or select a location from the **Profile Locations** box.

If **DUTY STATION** is selected from the **Profile Locations** box as the From location, proceed to step 7.

If the traveler selects **RESIDENCE** from the **Profile Locations** box as the From location, the radio buttons for **Normal one-way mileage from Residence to PDS** and **Daily one-way commuting cost from Residence to PDS** will display.
6. Select **Normal one-way mileage from Residence to PDS.**  
-OR-  
Select **Daily one-way commuting cost from Residence to PDS.**  

If the traveler selects **Normal one-way mileage from Residence to PDS**, the screen displays a mileage box in which to enter the number of miles normally traveled from their residence to their PDS. DTS will subtract this from the mileage for this trip (Figure 5-18).

![Mileage Expenses Screen - Private Auto Mileage – Owner/Operator (Normal One-Way Mileage)](image)

If the traveler selects **Daily one-way commuting cost from Residence to PDS**, a cost field displays to enter the traveler’s daily one-way commuting costs from their residence to their...
PDS. DTS will subtract this amount from the mileage cost (Figure 5-19).

Figure 5-19: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator (Daily One-Way Commuting Cost)

7. Complete the **To:** field.

8. Complete the **Miles** field with the number of miles to the destination.

   DTS calculates and displays the cost.

9. Indicate a round trip by checking the **box to create a separate expenses for round trip**, if necessary.
This will create another expense item similar to the one being created, except the entries in the To: and From: locations will be switched.

10. Select **Save Expense**.

The expense is displayed in the Expenses Summary on the right side of the screen. The traveler can add additional mileage expenses on the left side (Figure 5-20).

Figure 5-20: Mileage Expenses Screen - Mileage Expenses Saved
5.3.4 Copy Expenses

When submitting local vouchers, a traveler may submit a separate voucher for each trip, or may combine recurring trips on the same local voucher. DTS allows a traveler to copy an expense that was incurred on multiple days. Expenses will be copied in chronological order, based on the first recurring expense start date entered. To copy expenses, follow the below steps:

1. Select the expense type (either Non-Mileage or Mileage) from the subnavigation bar. (Figure 5-21).

2. In the Expenses Summary box on the right side of the screen, select the Copy link next to an expense that the traveler wants to copy.
The Expense Copy screen opens (Figure 5-22).

![Expense Copy Screen](image)

**Figure 5-22: Expense Copy Screen**

3. Enter the **Number of Recurring Expenses**.

4. Enter **First Recurring Expense Start Date** to copy. Use the pop-up calendar if necessary.

5. Select **Create Expenses**.
Chapter 5: Local Voucher

A pop-up message appears (Figure 5-23). It displays the following: *Expenses will be copied in sequential order and the copied expenses can be modified after they are created.*

![Expense Copy Screen](image)

Figure 5-23: Expense Copy Screen

6. Select **OK**.
The Mileage Expenses screen opens (Figure 5-24).

Figure 5-24: Mileage Expenses Screen - Copied Expenses Saved

7. Select **Edit** next to any newly copied expenses in the Expenses Summary on the right side of the screen.

8. Modify any of the expenses if required.

### 5.4 Substantiating Records

Substantiating Records (e.g., receipts) are important trip records and proof of expenses incurred while performing official business within the duty station location. Receipts are required for expenses of $75 or more.

Receipts and other supporting documents are loaded into DTS and attached to the trip record using the scan and upload or fax methods.

For instructions, see Chapter 2, Section 2.7.4 of this manual.
5.5 Add an Accounting Code

Follow the below steps to add a line of accounting (LOA), (i.e., accounting code):

1. Select Accounting from the navigation bar (Figure 5-25).

![Figure 5-25: Accounting Codes Screen](image)

2. Select the Accounting Label, Shared LOA, or Cross Org LOA drop-down list arrow and choose the LOA.

5.5.1 Add Multiple Accounting Codes

If multiple LOAs are required, follow the below steps:

1. Select Accounting from the main navigation bar.
2. Use the Accounting Label drop-down arrow to select the correct LOAs (if more than one is required, select as many LOAs as required).

A pop-up window displays prompting the traveler to allocate expenses to the LOA just selected.

3. Select OK.

The selected LOAs display in the Accounting Label.

If more than one LOA is selected, a portion of the total trip expenses must be allocated to each one.
4. Select the **How to Allocate** drop-down list arrow and select **By Percent**, **By Expense Category**, **By Date**, or **By Dollar Amount** (Figure 5-26).

![Figure 5-26: Accounting Codes Screen - How to Allocate Drop-Down List](image)

5. Select **Allocate Expenses**.
Chapter 5: Local Voucher

The screen for the selected allocation method opens (Figure 5-27).

![Allocate Expenses by Category Screen](image)

**Figure 5-27: Allocate Expenses by Category Screen**

**Note:** The >> symbol will display above the last LOA column heading if three or more LOAs have been selected for allocation. Select it to view the other LOAs.

6. Allocate the total expenses among the LOAs.

7. Select **Save Allocations** (Selecting **Cancel** will return to the main Accounting Codes screen).
The Accounting Codes screen updates (Figure 5-28). The Expenses Summary shows the expenses associated with the LOAs.

**Figure 5-28: Accounting Codes Screen - Expenses Allocated to LOAs**

### 5.6 Additional Options

The Additional Options module allows the traveler to add comments, review expenses, make additional payments, and update their personal profile.
5.6.1 Add Comments
Follow the below steps to add comments to a local voucher:

1. Select Additional Options from the navigation bar.

The Comments for Local Voucher screen opens (Figure 5-29).

![Comments for Local Voucher Screen](image)

Figure 5-29: Comments for Local Voucher Screen

2. Enter comments in the Comments for Local Voucher field.

3. Select Save Comments and Proceed to Payment Totals.

5.6.2 Payment Totals
The Payment Totals screen identifies calculated expenses, credits, and traveler entitlements. The traveler may make an additional payment to the charge card account or record payments previously made to the charge card account. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will reduce 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 5-30). It is divided into three sections:

- Expense Summary
- Credit Summary
- Entitlement Summary

![Payment Totals Screen](image)

Figure 5-30: Payment Totals Screen

See Table 5-2 for a description of the fields on the Payment Totals screen.
Table 5-2: Payment Totals Screen Description

<table>
<thead>
<tr>
<th>LOCAL VOUCHER PAYMENT TOTALS SCREEN DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIELD OR OBJECT</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Expense Summary</td>
</tr>
<tr>
<td>Total Expenses</td>
</tr>
<tr>
<td>Non-Reimbursable Expenses</td>
</tr>
<tr>
<td>Reimbursable Expenses</td>
</tr>
<tr>
<td>Credit Summary</td>
</tr>
<tr>
<td>Collections</td>
</tr>
<tr>
<td>Waivers and Appeals</td>
</tr>
<tr>
<td>Net To Traveler</td>
</tr>
<tr>
<td>Balance Due US</td>
</tr>
<tr>
<td>Entitlement Summary</td>
</tr>
<tr>
<td>Total Expenses</td>
</tr>
<tr>
<td>Less Prior Payments</td>
</tr>
<tr>
<td>Plus Collections</td>
</tr>
<tr>
<td>Net to Traveler</td>
</tr>
<tr>
<td>Additional GOVCC ATM</td>
</tr>
<tr>
<td>Additional GOVCC Amount</td>
</tr>
<tr>
<td>Less Previous Payments to GOVCC (By Traveler)</td>
</tr>
<tr>
<td>Previous Payment Adjustments</td>
</tr>
<tr>
<td>Final Distribution (Net to Traveler)</td>
</tr>
<tr>
<td>Net Distribution</td>
</tr>
</tbody>
</table>
Follow the below steps to add a GOVCC ATM Advance:

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

The dollar amount entered in the Add GOVCC ATM field will redirect money that was originally going to the account listed in the traveler’s profile and send it directly to the government travel charge card account.

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

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

1. Enter the amount of the additional payment to the government charge card vendor into the **Add'l GOVCC Amt** field.

The dollar amount entered in the Add GOVCC field will redirect money that was originally going to the account listed in the traveler’s profile and send it directly to the government travel charge card account.

2. Select **Calculate**. The **Personal Net Distribution** field will be reduced by the specified amount.

If the traveler has already made a payment to their government charge card account, DTS can redirect a payment that was originally going to the charge card vendor account and send it to the traveler’s bank account. Follow the below steps to enter an amount paid to the charge card vendor before the local voucher was paid.

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

In this field, the traveler can enter a dollar amount that will deduct money that was originally going to the government travel charge card vendor account and sends it to the traveler’s account.

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

**Note:** Any ATM processing fees associated with the government charge card will need to be entered in the Expenses section. Do not add them on the Payment Totals screen.

### 5.6.3 Update Personal Profile

The Profile section of Additional Options allows travelers to update their personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are also able to update profile data for travelers in the groups to which they have access (Figure 5-31).

**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.
Personal Profile data displays on five different screens. Use the links on each screen to open one of the other screens.

**Note:** Electronic funds transfer (EFT) data on the My Account Information screen is mandatory.
My Profile screen. Use this information to review and update the below information:

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

Note: The Dependents and PCS Info button are not currently in use.

My Preferences screen. Use this screen to review and update the below information:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Rewards Programs (such as frequent flyer, rental car, and hotel loyalty programs)

My Additional Information screen. Use this screen to 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 field)

Note: The CSA/TTR feature is currently not in use.

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

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB (date of birth)
- 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** to open 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. If not checked, changes will apply to the current document only.

5. Select **Update Personal Information**.

   **Note:** EFT data on the My Account Information screen is mandatory. If the **Yes** radio button is selected and there is no EFT account data, the document cannot be signed. DTS will return 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.

### 5.7 Review/Sign

The Review/Sign link allows user/travelers to review and edit trip details, submit comments to the Authorizing Officials (AOs), and initiate the routing process by stamping the document SIGNED.

Select **Review/Sign** from the navigation bar. The Preview Trip screen opens. The Preview, Pre-Audit, and Digital Signature tabs display in the subnavigation bar.

#### 5.7.1 Preview Trip

To preview the details of a trip, select **Preview** from the subnavigation bar.

The Preview Trip screen allows the traveler to review and edit trip details and submit comments to the Routing Officials (Figure 5-32). The Print Document button opens a text-only version of the document in a separate window.

Follow the below steps to enter comments on a document:

1. Complete the **Reference** field if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, budget category codes, legal case number, war fighting missions, and similar.

2. (Optional) Select **Edit** to enter or edit comments to the AO.

   The Comments for Local Voucher screen opens. (Figure 5-33)
**Figure 5-32: Preview Trip Screen**

Review the details for this trip below. DOD mandates split disbursement for transportation, lodging and rental car expenses: [Click here for memorandum](#).

### Reference Information

<table>
<thead>
<tr>
<th>References:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this for Conference Attendance: Conference/Event Name?</th>
<th>No</th>
</tr>
</thead>
</table>

### Document Comments

**Comments to the Approving Official:**

**Comments:**

### Expenses

#### Non-Mileage

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Event Purpose</th>
<th>Actual Cost</th>
<th>Allowed Cost</th>
<th>Method Of Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/08/13</td>
<td>Parking - Local</td>
<td>Leadership Training</td>
<td>$7.00</td>
<td>$7.00</td>
<td>Personal</td>
</tr>
</tbody>
</table>

**Total:** $7.00

#### Mileage

<table>
<thead>
<tr>
<th>Date</th>
<th>From Location</th>
<th>To Location</th>
<th>Expense Type</th>
<th>Event Purpose</th>
<th>Odometer Miles</th>
<th>One-Way Miles Cost</th>
<th>PER Mile Rate</th>
<th>Net Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/08/13</td>
<td>RES: Alexandria, VA</td>
<td>Quantico, VA</td>
<td>Private Auto Mileage - Owner/Operator</td>
<td>Leadership Training</td>
<td>47.0</td>
<td>50</td>
<td>0.565</td>
<td>$9.60</td>
</tr>
<tr>
<td>08/08/13</td>
<td>Quantico, VA</td>
<td>RES: Alexandria, VA</td>
<td>Private Auto Mileage - Owner/Operator</td>
<td>Leadership Training</td>
<td>47.0</td>
<td>50</td>
<td>0.565</td>
<td>$9.60</td>
</tr>
</tbody>
</table>

**Total:** $19.20

### Accounting Summary

**Accounting Code:** 13 DTST

**MILEAGE:** $19.20

**OTHER:** $7.00

**13 DTST Sub Total:** $26.20
3. Enter comments in the **Comments for Local Voucher** text box.

![Comments for Local Voucher Screen](image)

Figure 5-33: Comments for Local Voucher Screen

4. Select **Save Comments and Proceed to Payment Totals**.

5. Select **Review/Sign** to return to the Review/Sign process.

6. Select **Preview** from the subnavigation bar to confirm the comments.

7. Select **Pre-Audit** from the subnavigation bar.

### 5.7.2 Pre-Audit Trip

The Preaudit feature checks documents for missing information or possible issues before the traveler signs the document. If DTS detects errors or unusual items in the document, it flags the item and displays a flag on the Pre-Audit Trip screen (Figure 5-34). Travelers must justify each flagged item before signing the document. If the traveler does not provide a justification when required, the traveler will not be able to sign the document.

Follow the below steps to preaudit a document:

1. Select **Pre-Audit** from the subnavigation bar.
The Pre-Audit Trip screen opens (Figure 5-34).

![Pre-Audit Trip Screen](image)

**Figure 5-34: Pre-Audit Trip Screen**

**Note:** The Justification to Approving Official heading(s) contain a <Help> link above each flagged item. This link opens an explanation of the selected flag. See Appendix K, Table K-5 of the *Defense Travel Administrator Manual* for a description of all flagged items.

2. Enter comments in the **Justification to the Approving Official** text box.

3. Select the **Save And Proceed To Digital Signature** button when all justifications are completed.

### 5.7.3 Apply Digital Signature

Follow the below steps to apply the digital signature to a local voucher:

1. Select **Digital Signature** from the subnavigation bar.
Chapter 5: Local Voucher

The Digital Signature screen opens (Figure 5-35). The only stamp available to the traveler is SIGNED. The traveler may enter remarks into the Additional Remarks field. The screen also displays pending routing actions and the document history.

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

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

3. Select OK.

4. Select the Submit this document as drop-down list arrow and select SIGNED.

5. (Optional) Complete the Additional Remarks field.
Note: If at any point in the document history the local voucher failed a DTS audit, the reason for failure may be viewed by selecting the View Reasons for Audit Failures link.


The Stamp Process screen opens. It confirms that all expenses claimed are honest and accurate.

7. Select Save and Continue.

The Digital Signature Login window appears.

8. Complete the PIN field.

9. Select OK.
Chapter 5: Local Voucher

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