

CHAPTER 5: LOCAL VOUCHER

When you conduct official business in the local area near your Permanent Duty Station (PDS), you can claim reimbursement for expenses incurred while performing those duties. You can only submit a local voucher after you have performed the duties.

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5.1 Create a Local Voucher

Follow the steps below to create a local voucher:

1. On the User Welcome screen, 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). Your existing local vouchers are shown here.

Chapter 5: Local Voucher

Logged In As: [Eric T West](#) Screen ID: 1001.4 Close Window
Traveler Name: [Eric T West](#) Document Type: Local Voucher Help for this screen

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Official Travel
Authorizations Vouchers **Local Vouchers** Group Authorizations

Current Date: 07-12-2016

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

Show entries

Document Name	Begin Date	Status	TA Number	View / Edit	Print	Remove	Amend
EW071216_L01	06/06/16	SIGNED		View / Edit	Print		

Showing 1 to 1 of 1 entries

Previous **1** Next

Show Inactive Documents :

Figure 5-1: Local Vouchers Screen

3. Select **Create New Local Voucher**.

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

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Traveler Name: [Eric T West](#) Document Type: Local Voucher Help for this screen

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Local Voucher Date

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

* Local Voucher Date:
(mm/dd/yyyy)

* Is this for Conference Attendance: Yes No

Figure 5-2: Local Voucher Date Screen

Note: If this is your first time creating a document in DTS, a pop-up window will open prompting you to update your personal profile.

4. Complete the **Local Voucher Date** field.

Note: DTS defaults to the date you are creating the local voucher. You can change the date to the last date that an expense was incurred; however you cannot use a future date.

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

If you selected **Yes**, the **Conference/Event Name** field displays. If you selected **No**, skip step 7 .

6. Enter a valid conference name in the **Conference/Event Name** field.

Note: You cannot change conference information after you create the local voucher.

7. Select **OK**.

5.2 Expenses

5.2.1 Add Non-Mileage Expenses

Follow the steps below to add non-mileage expenses:

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

The Non-Mileage Expenses screen opens by default (Figure 5-3).

The screenshot displays the 'Non-Mileage Expenses' screen within the Defense Travel System. At the top, it shows user information (Eric T. West), document details (EW041116_L01), and screen ID (1217.1). The main navigation bar includes 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are tabs for 'Non-Mileage', 'Mileage', and 'Substantiating Records'. The 'Non-Mileage Expenses' section contains a yellow instruction box and a link to 'create an expense item from a government charge card transaction'. Two identical expense entry forms are visible, each with the following fields: 'Select Expense Type' (dropdown), '- OR -' (text), 'Event Purpose' (text), '* Cost: \$' (text with 'currency calculator' link), '* Date:' (calendar icon, showing 04/11/2016), and '* Method of Reimbursement:' (dropdown). A 'Save Expenses' button is located below the forms. At the bottom, a 'Proceed to the following page:' dropdown is set to 'Accounting Codes', with a 'Continue' button next to it.

Figure 5-3: Non-Mileage Expenses Screen

2. Select the **Select Expense Type** drop-down list arrow and choose the **expense type**.
3. Complete the **Event Purpose** field.

DTS will populate the same entry into the Event Purpose field for the next expense. You can edit this field at any time.

4. Enter the **Cost**.
5. Enter the **Date**.

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

The **Method of Reimbursement (MOR)** field populates automatically (Figure 5-4).

6. Select **Save Expenses**.

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Substantiating Records

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:
 - OR -
 * Event Purpose:
 * Cost: \$ [currency calculator](#)
 * Date:
 (mm/dd/yyyy)
 * Method of Reimbursement:

Non-Mileage Expense # 2

* Select Expense Type:
 - OR -
 * Event Purpose:
 * Cost: \$ [currency calculator](#)
 * Date:
 (mm/dd/yyyy)
 * Method of Reimbursement:

Proceed to the following page:

Figure 5-4: Non-Mileage Expenses Screen - Default Method of Reimbursement

If the Method of Reimbursement is listed as GOVCC, and you do not have Government Charge Card information saved in your personal profile, DTS will change the Method of Reimbursement to Personal.

7. Select **OK**.

If you enter an expense greater than or equal to \$75, a pop-up message will remind you that you must attach a receipt for the expense to the voucher.

Chapter 5: Local Voucher

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

The screenshot displays the 'Non-Mileage Expenses' screen in the Defense Travel System. At the top, it shows the user is logged in as Eric T. West, with document name EW040516_L01 and screen ID 1218.1. The main navigation bar includes 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are tabs for 'Non-Mileage', 'Mileage', and 'Substantiating Records'. The 'Non-Mileage Expenses' section contains a yellow instruction box and a 'RETURN TO LIST' button. The 'Expenses Summary' section features a table with the following data:

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Edit Remove
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Total Expenses:		\$176.50	

Below the summary is an 'Add Expense' form with the following fields:

- * Expense Type:
- OR -
- * Event Purpose:
- * Cost: \$ [currency calculator](#)
- * Date: (mm/dd/yyyy)
- * Method of Reimbursement:

A 'Save Expense' button is located at the bottom of the form. At the very bottom of the screen, there is a 'Proceed to the following page:' dropdown menu set to 'Accounting Codes' and a 'Continue' button.

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

Repeat the above steps for all non-mileage expenses.

Note: If you are a civilian traveler, and you choose *Snack – Recruiter* or *Parking – Recruiter/Trainer* expense, when you save the expense, DTS presents a pop-up message to inform you that the expense can only be claimed by a military recruiter or trainer.

5.2.1.1 Add a Meal Expense

Military travelers may select a meal expense on the local voucher's Non-Mileage Expenses screen. You can add only one meal expense per calendar day. Your meal reimbursement is limited to the Proportional Meal Rate (PMR) for the highest per diem location you visited on that day.

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**.

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

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](#)

Add Expense

* Expense Type:

- OR -

* Event Purpose:

* Was the travel performed outside the boundaries of the PDS or was the traveler escorting members of an arms control inspection team? No Yes

Expenses Summary

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Edit Remove
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Total Expenses:		\$176.50	

Proceed to the following page:

Figure 5-6: Non-Mileage Expenses Screen - Meal Selected

3. Complete the **Event Purpose** text box by using drop down arrow to choose an event or by typing in the event.

4. Select the **No** or **Yes** radio button to answer the question. Select **Yes** if you traveled outside the local area of 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 your response to the question.

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

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/ Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

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](#)

Add Expense

* Expense Type:
 - OR -
 * Event Purpose:
 * Was the travel performed outside the boundaries of the PDS or was the traveler escorting members of an arms control inspection team? No Yes
 * Actual Cost: \$ > [currency calculator](#)
 Allowed Cost: \$ 0.00
 * Date:
 (mm/dd/yyyy)
 * Method of Reimbursement:

Location	PMR Rate	Remove
<input type="button" value="Add Location"/>		

Proceed to the following page:

Expenses Summary

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Edit Remove
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Total Expenses:		\$176.50	

Message from webpage

⚠ Occasional meal expense reimbursement is limited to the proportional meal rate (PMR) for the highest applicable per diem location. You must show all per diem locations applicable for that calendar day using the tool below.

Figure 5-7: Non-Mileage Expenses Screen - Meal Expense Fields

5. Complete the **Actual Cost** field with the meal cost.
6. Complete the **Date** field.
7. Choose the correct **Method of Reimbursement**.
8. Select **Add Location**.

The Search Locations window opens (Figure 5-8).

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

If the desired location is not listed, please use one of the search tools below by selecting the link.

Location Tools:

Search by:

Figure 5-8: Search Location Window

9. Complete the **Search Term** field with the city or site.
10. Select **Search Location**.

All possible matches to the per diem location display (Figure 5-9).

Search Location

Enter the name of a city, city/state, county, county/state, city/country, or location in the search box below to find a per diem location. Note: A match may not be found for the information you enter. You may change your search criteria or use one of the other search options.

Search Term: (TDY/TAD Location)

Search Results:

"cartisle barracks" produced 1 results. If the location you typed (example: New York City) does not appear in this result list, try typing in a more specific area (example: Manhattan) and search again. If you still cannot find the desired location, you may use one of the other search options.

TDY Location(s):

Select	Location	County	State/ Country	Conus/ Oconus	DOD Base/ Installation	Seasonal Dates	Lodge Rate	M&IE Rate
<input checked="" type="radio"/>	CARLISLE BARRACKS	CUMBERLAND COUNTY	PA	C	Details	01/01-12/31	90.00	54.00

Add to the location, a "Specific Place" to further define the TDY location.

Specific Place (Optional)

Figure 5-9: Search Location Window - Search Results

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

DTS displays the maximum allowed reimbursement for meals, which is the PMR of the location you visited. If you visited multiple locations on the same day, DTS uses the PMR of the location that has the highest per diem rate.

13. Select **Save Expenses**.

Note: If you enter an actual meal cost that is higher than the allowed reimbursement, a pop-up message reminds you of the meal reimbursement limit.

14. Select **OK**.

The meal expense is saved in the Expenses Summary box. (Figure 5-10).

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign
 Non-Mileage Mileage Substantiating Records

[RETURN TO 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.

[create an expense item from a government charge card transaction](#)

Add Expense

* Expense Type:

- OR -

* Event Purpose:

* Cost: \$ [currency calculator](#)

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Edit Remove
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Meal Actual Allowed	04/05/2016	\$15.40 \$15.40	Edit Remove Copy
Total Expenses:		\$191.90	

Proceed to the following page: [Continue](#)

Figure 5-10: Non-Mileage Expenses Screen - Meal Expense Saved

5.2.2 Add Authorized GTCC Transactions

Beginning on the **Non-Mileage Expenses** screen (Figure 5-3), follow the steps below to add GTCC transactions you incurred:

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

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



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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.

CITI

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$6.50	Add >
<input checked="" type="checkbox"/> GreyHound Busline (4131)	12/20/2006	\$99.31	
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$1,226.60	
<input type="checkbox"/> Cheers Pub (1234)	12/18/2006	\$35.00	
<input checked="" type="checkbox"/> Metro Rail (4111)	12/17/2006	\$6.00	Add >

Expenses Summary

Description	Date	Amount	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Remove
Registration Fee	03/31/2016	\$45.00	Remove
Rental Car	03/31/2016	\$125.00	Remove
Meal Actual	04/05/2016	\$15.40	Remove
Meal Allowed		\$15.40	
Total Expenses:		\$191.90	

Save Expenses

Cancel

Figure 5-11: Charge Card Transactions Screen

2. Select the **Add >** link to the right of a transaction to add it to the Expense Summary.

A pop-up window opens, prompting you to select an expense type from the drop-down list (Figure 5-12).

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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

Description	Date	Amount	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Remove
Registration Fee	03/31/2016	\$45.00	Remove
Rental Car	03/31/2016	\$125.00	Remove
Meal Actual	04/05/2016	\$15.40	Remove
Meal Allowed		\$15.40	
Total Expenses:		\$191.90	

Charge Card Transaction Table:

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$6.50	Add >
<input checked="" type="checkbox"/> GreyHound Bustline (4131)	12/20/2006	\$99.31	

Select an Expense Type

Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type. Note: When 'Other' is selected for the Expense Type, it is subject to be flagged in the pre-audit.

Pick an Expense type for: US 50 Toll Booth(4784)

Expense Type:

-OR-

Figure 5-12: Select an Expense Type Window

3. Select the **Expense Type** drop-down list arrow and select an **expense type**.
4. Select **OK**.

Your new expense shows in the Expenses Summary (Figure 5-13).

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 Traveler Name: Eric T West Document Type: Local Voucher

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Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Substantiating Records

RETURN TO 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.

> create an expense item from a government charge card transaction

Add Expense

* Expense Type:

- OR -

* Event Purpose:

* Cost: \$ > currency calculator

* Date: (mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	12/21/2006	\$6.50	Edit Remove
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Meal Actual	04/05/2016	\$15.40	Edit Remove Copy
Meal Allowed		\$15.40	
Total Expenses:		\$191.90	

Proceed to the following page: Accounting Codes

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

5. Select **Save Expenses**.

5.2.3 Add Mileage Expenses

If you used a privately owned vehicle for local travel, you can claim mileage expenses on a local voucher in the categories shown below:

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

For each category, DTS requires you to specify the type of vehicle used and will calculate your reimbursement accordingly.

5.2.3.1 In-and-Around Mileage Expenses

You may claim in-and-around mileage if you used your POC while conducting official business in your local area.

Follow the steps below 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 5-14). The Mileage Expense types are described in Table 5-1.

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

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: **In-and-Around Mileage - Private Auto**
 In-and-Around Mileage - Private Motorcycle
 POC Use - Dedicated Gov Vehicle
 POC Use - Gov Vehicle Available
 Private Auto Mileage - Owner/Operator
 Private Motorcycle Mileage - Owner/Operator

* Event Purpose: - OR -

* Location:

* Date: 04/05/2016 (mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles x Rate 0.54 = Cost \$ 0.00

Mileage Expense #2

* Expense Type:

* Event Purpose:

* Date: 04/05/2016 (mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles x Rate = Cost \$ 0.00

Save Expenses

Proceed to the following page: Accounting Codes Continue

Figure 5-14: Mileage Expenses Screen

Table 5-1: Mileage Expense Types

MILEAGE EXPENSE TYPES	
EXPENSE TYPE	DESCRIPTION
In-and-Around Mileage – Private Auto	Privately owned vehicle for official business while at the duty location.
In-and-Around Mileage – Private Motorcycle	Privately owned motorcycle for official business while at the duty location.
POC Use – Dedicated Gov Vehicle	Privately owned conveyance (POC) for your convenience instead of an available Government vehicle that was dedicated for your use.*
POC Use – Gov Vehicle Available	If you used a POC for your convenience instead of an available Government vehicle.*
Private Auto Mileage – Owner/Operator	If you used a privately owned auto to travel from your duty station or residence to and from the duty location.
Private Motorcycle Mileage- Owner/Operator	If you used a privately owned motorcycle to travel from your duty station or residence to and from the duty location.
*You are allowed no POC reimbursement if other travelers used an available Government vehicle to complete the mission and space was available for you, but you 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 was incurred, 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 5-15).

The screenshot shows the Defense Travel System interface. At the top, it displays user information (Eric T West), document details (EW040516_L01, Local Voucher), and screen ID (1220.1). The navigation bar includes 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, there are tabs for 'Non-Mileage', 'Mileage', and 'Substantiating Records'. The 'Mileage Expenses' section contains instructions and an 'Add Expense' form with fields for Expense Type, Event Purpose, Date (04/05/2016), and Method of Reimbursement (Personal). The 'Expenses Summary' section shows a table with one entry: 'In-and-Around Mileage - Private Auto For: Carlisle Barracks, PA' with a date of 04/05/2016 and a cost of \$62.10. The total expenses are also listed as \$62.10.

Expense Type	Date	Cost	E/R/C
In-and-Around Mileage - Private Auto For: Carlisle Barracks, PA	04/05/2016	\$62.10	Edit Remove Copy
Total Expenses:		\$62.10	

Figure 5-15: Mileage Expenses - Expenses Summary

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

This mileage refers to miles you drove from your residence or duty station to the location where you conducted official business.

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 5-16).

Logged In As: [Eric T West](#) Document Name: EW040516_L01 Screen ID: 1220.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Add Expense

* Expense Type: Private Auto Mileage - Owner/Operator

* Event Purpose:

- OR -

* From: Profile Locations:
 RESIDENCE
 DUTY STATION

* To: Profile Locations:
 RESIDENCE
 DUTY STATION

* Date: 04/05/2016 (mm/dd/yyyy)

Method of Reimbursement: Personal

* Miles x Rate 0.54 = Cost \$ 0.00

Check box to create a separate expense for round trip:

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R/C
In-and-Around Mileage - Private Auto For: Carlisle Barracks, PA	04/05/2016	\$62.10	Edit Remove Copy
Total Expenses:		\$62.10	

Proceed to the following page: Accounting Codes [Continue](#)

Figure 5-16: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator

4. Enter the **Event Purpose**.
5. Complete the **From** field or select a location from the **Profile Locations** box.

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

If you choose **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**.

Enter your normal commuting distance from your residence to your PDS. (Figure 5-17).

Logged In As: [Eric T West](#) Document Name: EW040516_L01 Screen ID: 1220.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Add Expense

* Expense Type: Private Auto Mileage - Owner/Operator

* Event Purpose: Service Conference
 - OR - Service Conference

* From: RES: Quantico, VA Profile Locations: RESIDENCE DUTY STATION

* Normal one-way mileage from Residence to PDS: 10
 Daily one-way commuting cost from Residence to PDS: (if do not normally drive to PDS)

* To: Baltimore, MD Profile Locations: RESIDENCE DUTY STATION

* Date: 04/05/2016 (mm/dd/yyyy)

Method of Reimbursement: Personal

* Miles (56 - 10) x Rate 0.54 = Cost \$ 24.84

Check box to create a separate expense for round trip:

[Save Expense](#)

Expenses Summary

Expense Type	Date	Cost	E/R/C
In-and-Around Mileage - Private Auto For: Carlisle Barracks, PA	04/05/2016	\$62.10	Edit Remove Copy
Total Expenses:		\$62.10	

Proceed to the following page: Accounting Codes [Continue](#)

Figure 5-17: Mileage Expenses Screen - Private Auto Mileage – Owner/Operator (Normal One-Way Mileage)

If you choose **Daily one-way commuting cost from Residence to PDS**, a cost field displays. Enter your daily one-way commuting costs from your residence to your PDS. DTS will subtract this amount from the mileage cost (Figure 5-18).

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Add Expense

* Expense Type: Private Auto Mileage - Owner/Operator

* Event Purpose: Service Conference
 - OR - Service Conference

* From: RES: Quantico, VA Profile Locations:
 RESIDENCE
 DUTY STATION

* Normal one-way mileage from Residence to PDS:
 Daily one-way commuting cost from Residence to PDS:
 (if do not normally drive to PDS)
 \$6.00

* To: Baltimore, MD Profile Locations:
 RESIDENCE
 DUTY STATION

* Date: 04/05/2016 (mm/dd/yyyy)

Method of Reimbursement: Personal

* Miles (56 x Rate 0.54) - 6.00 = Cost \$ 24.24

Check box to create a separate expense for round trip:

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R/C
In-and-Around Mileage - Private Auto For: Carlisle Barracks, PA	04/05/2016	\$62.10	Edit Remove Copy
Total Expenses:		\$62.10	

Proceed to the following page: Accounting Codes

Figure 5-18: 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.

- 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. The only exception is that the entries in the **To:** and **From:** locations will be switched.

- Select **Save Expense**.

The expense is displayed in the Expenses Summary on the right side of the screen. You can add additional mileage expenses on the left side (Figure 5-19).

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Add Expense

* Expense Type:

* Event Purpose:

- OR -

* Date:
 (mm/dd/yyyy)

Method of Reimbursement: Personal

* Miles x Rate = Cost \$ 0.00

Expenses Summary

Expense Type	Date	Cost	E/R/C
Private Auto Mileage - Owner/Operator From: RES: Quantico, VA To: Baltimore, MD	04/05/2016	\$24.24	Edit Remove Copy
Private Auto Mileage - Owner/Operator From: Baltimore, MD To: RES: Quantico, VA	04/05/2016	\$24.24	Edit Remove Copy
Total Expenses:		\$48.48	

Proceed to the following page:

Figure 5-19: Mileage Expenses Screen - Mileage Expenses Saved

5.2.4 Copy Expenses

You can copy an expense that was incurred on multiple days. Expenses will be copied in chronological order, based on the date you entered the first expense. To copy an expense, follow the steps below:

1. Select the expense type from the subnavigation bar. (Figure 5-20).

Figure 5-20: Expenses Screen - Copy Link

2. In the **Expenses Summary** box on the right side of the screen, select the **Copy** link next to an expense that you wish to copy.

The Expense Copy screen opens (Figure 5-21).

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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[Non-Mileage](#) [Mileage](#) [Substantiating Records](#)

[RETURN TO LIST](#)

Expense Copy

Copy Recurring Local Voucher Expense

From Expense: Tolls (highway bridge etc) On 30-Mar-16
 Event Purpose: Service Conference

*Number of Recurring Expenses:

*First Recurring Expense Start Date:
 (mm/dd/yyyy)

[Return to Expense Screen](#) [Create Expenses](#)

Proceed to the following page: [Continue](#)

Figure 5-21: Expense Copy Screen

3. Enter the **Number of Recurring Expenses**.
4. Enter **First Recurring Expense Start Date** to copy.
5. Select **Create Expenses**.

Chapter 5: Local Voucher

A pop-up message appears (Figure 5-22) to let you know that the expenses will be copied in sequential order, and that you can modify them.

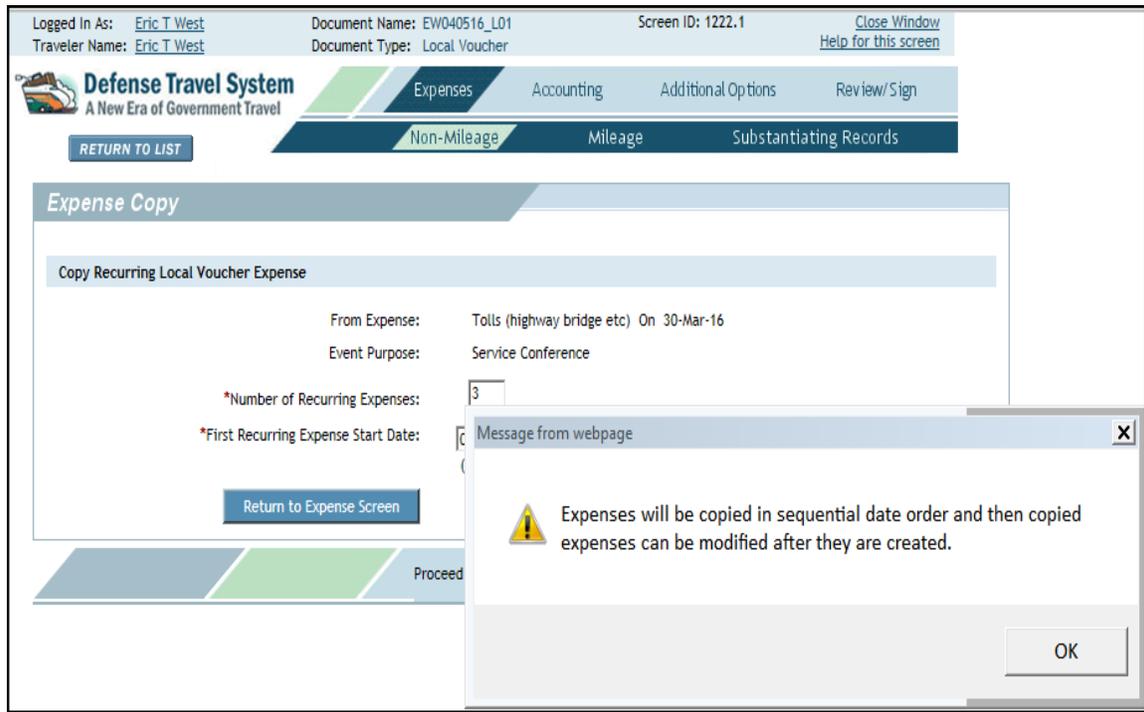


Figure 5-22: Expense Copy Screen

6. Select **OK**.

The Non-Mileage Expenses screen opens (Figure 5-23).

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Substantiating Records

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](#)

Add Expense

* Expense Type:

- OR -

* Event Purpose:

* Cost: \$ [currency calculator](#)

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

Expenses Summary

Expense Type	Date	Cost	E/R/C
Tolls (highway bridge etc)	03/30/2016	\$6.00	Edit Remove Copy
Registration Fee	03/31/2016	\$45.00	Edit Remove Copy
Rental Car	03/31/2016	\$125.00	Edit Remove Copy
Tolls (highway bridge etc)	03/31/2016	\$6.00	Edit Remove Copy
Tolls (highway bridge etc)	04/01/2016	\$6.00	Edit Remove Copy
Tolls (highway bridge etc)	04/02/2016	\$6.00	Edit Remove Copy
Meal Actual Allowed	04/05/2016	\$15.40 \$15.40	Edit Remove Copy
Total Expenses:		\$209.40	

Proceed to the following page:

Figure 5-23: Non-Mileage Expenses Screen - Copied Expenses Saved

7. Modify any of the expenses if necessary.

5.3 Substantiating Records

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

You can attach receipts and other supporting documents into DTS using the scan and upload or fax methods.

For instructions, see Chapter 2, Section 2.7.4 of this manual.

5.4 Add an Accounting Code

Follow the steps below to add a line of accounting (LOA):

1. Select **Accounting** from the navigation bar (Figure 5-24).

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Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Accounting Codes

Select the appropriate accounting codes for this local travel. If there are multiple accounting codes for this local travel, please select all that apply. Accounting codes for local travel are limited to those with the same accountable station numbers.

Start Date: 21-Dec-06 [Find Accounting Label](#)
End Date: 05-Apr-16

Accounting Label: From TDZ16DTMO
Shared LOA:
Cross Org LOA: - No Other Accounts Available -

Expenses Summary

No accounting information available.

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Proceed to the following page: [Continue](#)

Figure 5-24: Accounting Codes Screen

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

5.5 Additional Options

The Additional Options module allows you to add comments, review expenses, make additional payments, and update your personal profile.

5.5.1 Add Comments

Additional comments may help your Authorizing Official decide whether to approve your local voucher. Follow the steps below to add comments:

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

The Comments for Local Voucher screen opens (Figure 5-25).

The screenshot shows the 'Comments for Local Voucher' screen. At the top, there is a header with user information: 'Logged In As: Eric T. West', 'Traveler Name: Eric T. West', 'Document Name: EW040516_L01', 'Document Type: Local Voucher', and 'Screen ID: 1004.1'. There are links for 'Close Window' and 'Help for this screen'. Below the header is the 'Defense Travel System' logo and a navigation bar with 'Expenses', 'Accounting', 'Additional Options' (selected), and 'Review/Sign'. A subnavigation bar below that has 'RETURN TO LIST', 'Comments' (selected), 'Payment Totals', and 'Profile'. The main content area is titled 'Comments for Local Voucher' and contains a yellow box with the instruction 'Add comments below to the Approving Official.' Below this is a text input field labeled 'Comments for Local Voucher:' and a 'Save Comments and Proceed to Payment Totals' button at the bottom.

Figure 5-25: Comments for Local Voucher Screen

2. Enter comments in the **Comments for Local Voucher** field.
3. Select **Save Comments and Proceed to Payment Totals**.

5.5.2 Payment Totals

The Payment Totals screen identifies calculated expenses, credits, and allowances. You may make an additional payment to your GTCC account or record payments previously made to your GTCC account. Any amount entered in the **Add GOVCC ATM** or **Add'I GOVCC Amt** fields will reduce the Net to Traveler distribution.

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

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

Chapter 5: Local Voucher

The Payment Totals screen opens (Figure 5-26). It is divided into three sections:

- Expense Summary
- Credit Summary
- Entitlement Summary

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 Traveler Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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[Review/Sign](#)

[Comments](#)
[Payment Totals](#)
[Profile](#)

Payment Totals

Following is the calculated totals for the voucher - Local Voucher Payment Totals

Expense Summary

Total Expenses: \$257.88
 Non-Reimbursable Expenses: \$0.00
 Reimbursable Expenses: \$257.88

Credit Summary

Collections: \$0.00
Waiver/Appeals: \$0.00
Net To Traveler: \$257.88
Balance Due US: \$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$72.48	\$185.40	\$257.88
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$72.48	\$185.40	\$257.88
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$72.48	\$185.40	\$257.88

Proceed to the following page: [Continue](#)

Figure 5-26: 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

LOCAL VOUCHER PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Expense Summary	
Total Expenses	Totals of the reimbursable and non-reimbursable expenses claimed. If available, use the link to view supplementary information on each separate payment.
Non- Reimbursable Expenses	Totals the expenses for which you cannot be reimbursed. Includes items charged to a Centrally Billed Account (CBA), or Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense types.
Reimbursable Expenses	Totals the expenses for which you can be reimbursed. Includes all expenses with a Per Diem expense type code including personal and GOVCC expenses.
Credit Summary	
Collections	For Due U.S. vouchers. Totals the collections received against your travel debt. If available, use the link to view supplementary information on each separate collection.
Waivers and Appeals	For Due U.S. vouchers. Totals the amount of approved waivers. If available, use the link to view supplementary information on each separate payment.
Net To Traveler	Totals the amount of claimed reimbursable expenses minus the total amount of previous payments. Any amount greater than or equal to \$0 displays as "Due to the traveler."
Balance Due US	Totals the amount of claimed reimbursable expenses minus the total amount of previous payments to you. Any amount less than \$0 displays as "Due U.S."
Entitlement Summary	
Total Expenses	Identifies the reimbursable expenses claimed on the travel document. The amounts are broken down into the amount that you paid out of your personal funds and amount paid by individual GTCC, and then totaled.
Less Prior Payments	Totals the reimbursable expenses minus any prior payments received. Prior payments include travel advances and partial payments that you have received. The amounts are broken down into the amount paid to your personal account and payments to your GTCC account.
Plus Collections	Totals the reimbursable expenses plus collections. Collections include amounts received against your travel debt. The amounts are broken down into the amount you paid from personal funds and the amount charged to your GTCC account and the total.
Net to Traveler	Totals the amount of reimbursable expenses minus the total amount of previous payments plus the total amount of any debts already received against your travel debt. The amounts are broken down into the amount paid to your personal account and payments to your GTCC account.
Additional GOVCC ATM	If there are any additional ATM withdrawals on your GTCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Additional GOVCC Amount	If there are any additional non-ATM expenses against your GTCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Less Previous Payments to GOVCC (By Traveler)	If you made additional payments to your GTCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Previous Payment Adjustments	Amount of any payments from your personal bank account to your GTCC account or vice versa. Refresh this amount by selecting Calculate .
Final Distribution (Net to Traveler)	This is an identifier. No payments display in this row.
Net Distribution	The final amount reimbursed to you: the total expenses, less any prior payments, plus any collections, plus any additional travel advances, less any previous payments from your personal bank account to your GTCC account.

5.6 Review/Sign

The Review/Sign module allows you to review and edit trip details, submit comments to the Authorizing Official (AO), 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.

5.6.1 Preview Trip

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

The Preview Trip screen allows you to review and edit trip details and submit comments to the Routing Officials (Figure 5-27). The **Print Document** button opens a text version of the document in a separate window.

Follow the steps below 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. Select **Edit** to enter or edit comments to the AO.

The Comments for Local Voucher screen opens.

3. Enter comments in the **Comments for Local Voucher** text box.
4. Select **Save Comments and Proceed to Payment Totals**.
5. Select **Review/Sign** to return to the Review/Sign module. *//Lerae - Doesn't the Preview screen open automatically? If so, there should be a "The Preview Trip screen opens comment here, and step 6 is unnecessary.//*
6. Select **Preview** from the subnavigation bar to confirm the comments.
7. Select **Pre-Audit** from the subnavigation bar.

5.6.2 Pre-Audit Trip

The Pre-audit feature checks documents for missing information or possible issues before you sign the document. If DTS detects errors or unusual items in the document, it displays a flag on the Pre-Audit Trip screen (Figure 5-28). You must justify each flagged item before DTS will let you sign the document.

Follow the steps below to pre-audit a document:

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

Logged In As: [Eric T West](#) | Document Name: EWD40516_LD1 | Screen ID: 1065.6 | [Close Window](#)
 Traveler Name: [Eric T West](#) | Document Type: Local Voucher | [Help for this screen](#)

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[RETURN TO LIST](#) | [Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)
[Preview Trip](#) | [Pre-Audit](#) | [Digital Signature](#)

[Print Document](#)

Preview Trip

Review the details for this trip below.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Is this for Conference Attendance Conference/Event Name: No

Document Comments

Comments to the Approving Official:

Comments: [Edit](#)

Expenses

Non-Mileage:

	Date	Expense Type	Event Purpose	Actual Cost	Allowed Cost	Method Of Reimbursement
Edit	03/30/16	Tolls (highway bridge etc)	Service Conference	\$6.00	\$6.00	Personal
Edit	03/31/16	Registration Fee	Service Conference	\$45.00	\$45.00	GOVCC-Individual
Edit	03/31/16	Rental Car	Service Conference	\$125.00	\$125.00	GOVCC-Individual
Edit	03/31/16	Tolls (highway bridge etc)	Service Conference	\$6.00	\$6.00	Personal
Edit	04/01/16	Tolls (highway bridge etc)	Service Conference	\$6.00	\$6.00	Personal
Edit	04/02/16	Tolls (highway bridge etc)	Service Conference	\$6.00	\$6.00	Personal
Edit	04/05/16	Meal	Service Conference	\$15.40	\$15.40	GOVCC-Individual
Total:					\$209.40	

Mileage:

	Date	From Location	To Location	Expense Type	Event Purpose	Odometer Miles	One-Way Miles Cost	POC Rate	Net Cost
Edit	04/05/16	RES: Quantico,VA	Baltimore, MD	Private Auto Mileage - Owner/Operator	Service Conference	56.0	6	0.54	\$24.24
Edit	04/05/16	Baltimore, MD	RES: Quantico,VA	Private Auto Mileage - Owner/Operator	Service Conference	56.0	6	0.54	\$24.24
Total:									\$48.48

Accounting Summary [Edit](#)

Accounting Code: 16 CONFERENCE

MILEAGE: \$48.48

OTHER: \$15.40

REG. FEES: \$45.00

RENTAL CAR: \$125.00

TRANSPORT: \$24.00

16 CONFERENCE Sub Total: \$257.88

Calculated Trip Cost: \$257.88

Disbursing Summary

Total Prior Payments: \$0.00

Balance Due US: \$0.00

Net Distribution

Personal(\$): \$72.48

Individual GOVCC(\$): \$185.40

Total(\$): \$257.88

Document Totals Summary [Edit](#)

MILEAGE: \$48.48

OTHER: \$15.40

REG. FEES: \$45.00

RENTAL CAR: \$125.00

TRANSPORT: \$24.00

Calculated Trip Cost: \$257.88

[Save And Proceed To Pre-Audit](#)

Proceed to the following page: [Pre-Audit](#) [Continue](#)

Figure 5-27: Preview Trip Screen

The Pre-Audit Trip screen opens (Figure 5-28).

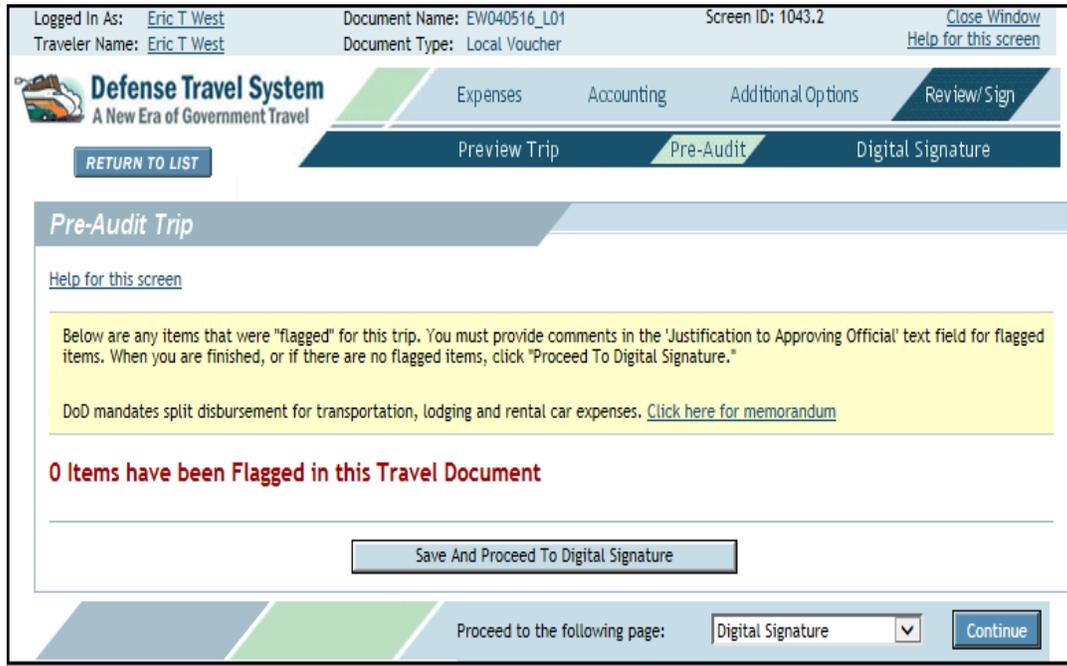


Figure 5-28: Pre-Audit Trip Screen

2. Enter any comments in the **Justification to the Approving Official** text box. //Lerae - suggest you use a screen shot that shows this box.//
3. Select the **Save And Proceed To Digital Signature** button when you have entered all justifications.

5.6.3 Apply Digital Signature

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

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

The Digital Signature screen opens (Figure 5-29). The only stamp available to you is SIGNED. You may enter remarks into the **Additional Remarks** field. The screen also displays pending routing actions and the document history.

Traveller Name: [Eric T West](#) Document Type: Local Voucher [Help for this screen](#)

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Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Preview Trip Pre-Audit **Digital Signature**

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:

Routing List:

Additional Remarks:

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T West	0

Document History

Status	Date	Time	Name	Remarks
CREATED	04/05/16	0945	Eric T West	

[View Reasons for Audit Failures](#)

Figure 5-29: Digital Signature Screen

- (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 you that you must stamp the document SIGNED to initiate the new routing list.

- Select **OK**.
- Select the **Submit this document as** drop-down list arrow and select **SIGNED**.
- (Optional) Complete the **Additional Remarks** field.

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Note: If at any point in the document history the local voucher failed a DTS audit, you may view the reason for the failure by selecting the **View Reasons for Audit Failures** link.

6. Select **Submit Completed Document**.

The Stamp Process screen opens. You must confirm that all expenses you have claimed are honest and accurate.

7. Select **Save and Continue**.

The Digital Signature Login window appears.

8. Complete the **PIN** field.

9. Select **OK**.

This page is left blank intentionally.