

Accounting

Expenses Accounting Additional Options Review / Sign

On the navigation bar, select **Accounting**, then:

1. Select an available **LOA**.
2. If you need more than one LOA:
 - a. Select additional LOAs and acknowledge the pop-up message(s) about allocating expenses.
 - b. From **How To Allocate**, choose an allocation method, then select **Allocate Expenses**.
 - c. Allocate the expenses among the LOAs, then select **Save Allocations**.

The right column displays all selected LOAs and a breakdown of the expenses being charged to each.

Additional Options

Expenses Accounting Additional Options Review / Sign
Comments Payment Totals Profile

On the navigation bars, select **Additional Options**, then select:

1. **Comments** to enter comments to the Authorizing Official (AO).
2. **Payment Totals** to edit the split disbursement so the GTCC vendor receives the amount you owe. In the **Add'l GOVCC Amt** field, enter the amount of GTCC charges not separately reimbursed on the voucher (e.g., restaurant meals).
3. **Profile** to edit your DTS profile.

Review / Sign

Expenses Accounting Additional Options Review / Sign
Preview Pre-Audit Digital Signature

1. Select **Review/Sign > Preview** in the navigation bars to review all the information in the local voucher.
2. If you find an error, select an **Edit** link to fix it.
3. Select **Pre-Audit** to review and justify all flagged items, then select **Save and Proceed To Digital Signature**.
4. Ensure the **Submit this document as** option is **SIGNED**.

5. Ensure the correct **Routing List** displays.
6. (Optional) Enter **Additional Remarks** to the AO.
7. Select **Submit Completed Document**.
8. Acknowledge all pop-ups, and if prompted for your CAC **PIN**, enter it.

Adjust and Amend Local Vouchers

You can:

- **Edit** a local voucher you have not yet **SIGNED**.
- **Adjust** a local voucher you have **SIGNED**, but the AO has not yet **APPROVED**.
- **Amend** a local voucher the AO has **APPROVED**.

From the DTS Welcome screen, select **Official Travel > Local Vouchers**, then:

To edit a local voucher:

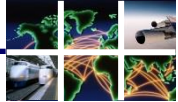
1. Select **edit** next to a local voucher. The local voucher opens.
2. Make all necessary changes.
3. Sign the local voucher (see Section 6).

To adjust a local voucher:

1. Select **view/edit** next to a local voucher.
2. Clear the **Open Document VIEW-ONLY** check box, then select **OK**.
3. Enter your CAC **PIN**, then select **OK**. The local voucher opens.
4. Follow steps 2-3 under "**edit**" (above).

To amend a local voucher:

1. Select **amend** next to a local voucher.
2. Enter **Comments**, then select **OK**. The local voucher opens.
3. Follow Steps 2-3 under "**edit**" (above).



Create a Local Voucher: Instructions for Travelers

February 16, 2018

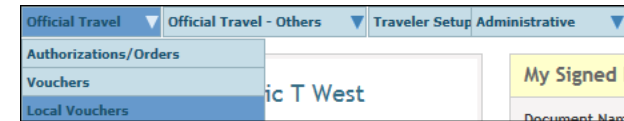
For more information, see [DTS Guide 4: Local Vouchers](#).

A local voucher is a request for the reimbursement for expenses incurred and the payment of allowances earned while conducting official business near your Permanent Duty Station (PDS).

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: <http://www.defensetravel.osd.mil>.
3. Select **Log In**.
4. Read and **Accept** the DoD Privacy & Ethics Policy.
5. Enter your CAC **PIN**, then select **OK**.

Create a Local Voucher

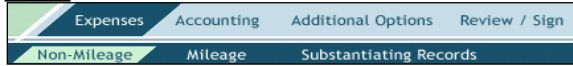


1. On the DTS Welcome screen, select **Official Travel**, then **Local Vouchers**.
2. Select **Create New Local Voucher**.
3. Enter the **Local Voucher Date**. It defaults to the current date, but you can change it to a past date. Since a local voucher is claim for completed travel, you cannot select a future date.
4. For *Is this for Conference Attendance*, select **Yes** or **No**, and if **Yes**, identify the **Conference/Event Name**, then select **OK**. The **Non-Mileage Expenses** module opens.

Note: You may claim expenses for multiple events on one local voucher as long as every event ended before or on the date you entered as the **Local Voucher Date**.

1

Non-Mileage Expenses



Add Manually

In the navigation bars, select **Expenses > Non-Mileage**, then:

1. In the left column, for each non-mileage expense, select an **Expense Type**. If the expense type is not listed, type it in the **-OR-** field.
2. Enter an event in the **Event Purpose** field. Typing an event adds it to a drop-down list for future use.
3. Complete the remaining fields – expense **Cost**, **Date** incurred, and **Method of Reimbursement**.
4. Select **Save Expenses**. You can initially add two expenses at once, then add others one at a time. **Note:** For any expense of \$75 or more, a pop-up opens to remind you that a receipt is required. Acknowledge the pop-up.

Use the links in the right column to **edit**, **remove**, or **copy** saved expenses.

Add from a Government Travel Charge Card (GTCC) Data

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

To add a GTCC transaction to your local voucher, select the link pictured above (it's below the yellow information panel at the top of the screen), then the **Add** link next to the expense you intend to claim. You may have to select an **Expense Type** before you save it.

2

Mileage Allowances



The most common types of mileage allowances on a local voucher are:

- **In-and-Around Mileage** begins and ends at the event location.
- **Private Auto (or Motorcycle) Mileage** begins or ends at your PDS or residence.

In the navigation bars, select **Expenses > Mileage**, then:

To enter in-and-around mileage:

1. Select **Private Auto** or **Private Motorcycle** as the **Expense Type**.
2. Verify or enter the **Event Purpose**.
3. Enter the event **Location**.
4. Verify or enter the **Date** field of the expense.
5. Enter the number of **Miles** you drove, then select **Save Expenses**. You can initially add two mileage allowances at once, then add others one at a time.

Use the links in the right column to **edit**, **remove**, or **copy** saved expenses.

To enter private auto mileage:

1. Select **Private Auto Mileage- Owner/Operator** or **Private Motorcycle Mileage- Owner/Operator** as the **Expense Type**.
2. Verify or enter the **Event Purpose**.
3. Enter the **From** and **To** locations for this travel leg or select them from **Profile Locations**.
 - If you select **Duty Station**, skip to Step 6.
 - If you select **Residence**, new fields appear.
4. Select how you usually commute:
 - If you usually drive, select **Normal one-way mileage**.
 - Otherwise, select **Daily one-way commuting cost**.
5. Enter the mileage or cost of your daily commute.
6. Enter the event **Date** and the number of **Miles** for this travel leg.
7. To quickly create a second travel leg showing a return to your **From** point, check the **"...separate expense for round trip"** box.

8. Select **Save Expenses**. You can initially add two mileage allowances at once, then add others one at a time.

Use the links in the right column to **edit**, **remove**, or **copy** saved allowances.

3

Substantiating Records



To add supporting documents (e.g., receipts) to the local voucher, in the navigation bars select **Expenses > Substantiating Records**, then:

Attach Paper Documents

To create and attach an electronic image of a paper document to your voucher:

1. Select **Fax Cover Sheet**, then print the cover sheet.
2. Follow the instructions on the cover sheet.
3. When the attachment appears under **Existing Receipts**, enter descriptive **Notes** about the attached record, then select **Save Notes**. **Notes:** 1. The cover sheet must be placed on top of all other documents when faxing. 2. A cover sheet is unique to a specific local voucher; be sure to use one for the correct local voucher.

Upload Electronic Images

1. Select **Browse**, then choose a file to upload.
2. Select **Upload**. Once the file is uploaded, a Notes field displays.
3. When the attachment appears under **Existing Receipts**, enter descriptive **Notes** about the attached record, then select **Save Notes**.