

## 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:

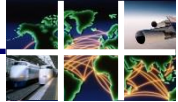
1. Select **edit** next to a local voucher. The local voucher opens.
2. Make all necessary changes.
3. Sign the local voucher (see Section 6).

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

September 28, 2017

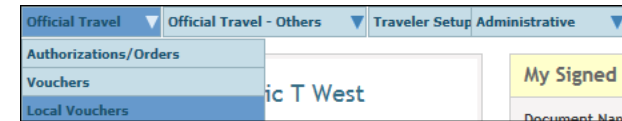
For more information, see [DTS Guide 4: Local Vouchers](#).

**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 **LOGIN TO DTS**.
4. Read and **Accept** the DoD Privacy & Ethics Policy.
5. Enter your CAC **PIN**, then select **OK**.

### Create a Local Voucher

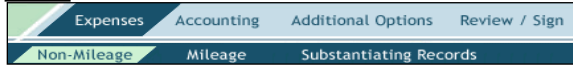


1. On the DTS Welcome screen, select **Official Travel**, then **Local Vouchers**.
2. Select **Create New Local Voucher**.
3. Enter the **Local Voucher Date**. It defaults to the current date, but you can change it to a past date. Since a local voucher is claim for completed travel, you cannot select 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**.