

1. If any of your per diem allowances changed, select **Expenses > Per Diem Entitlements** on the navigation bars.
2. Select **Edit** by the first day you need to change.
3. Enter a **Values Apply Through** date if all per diem allowances are the same on multiple consecutive days.
4. Make all necessary changes to the per diem allowances.
5. Select **Save These Entitlements**.

1. Select **Review/Sign > Preview** in the navigation bars to review all the information in the voucher.
2. If you find an error, select an **Edit** link to fix it.
3. Select **Other Auths.** to update the additional authorizations or add **Remarks** to them, then select **Save and Proceed to Pre-Audits**.
4. Review and justify all flagged items, then select **Save and Proceed To Digital Signature**.
5. Ensure the **Submit this document as** option is **SIGNED**.
6. Ensure the correct **Routing List** displays.
7. (Optional) Enter **Additional Remarks** to the Authorizing Official (AO).
8. Select **Submit Completed Document**.
9. Acknowledge all pop-ups, and if prompted for your CAC **PIN**, enter it.



Create a DTS Voucher: Instructions for Travelers

February 16, 2018

For more information, see [DTS Guide 3: Vouchers](#).

A voucher is a request for the reimbursement of expenses incurred and payment of allowances earned during official travel. After travel, you create a voucher from a DTS authorization and update the estimated costs with actual trip costs.

Log On to DTS

1. Insert your 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**.

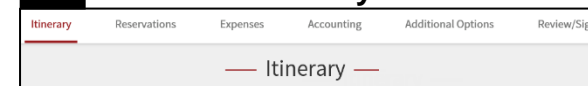
Create a Voucher



1. On the DTS Welcome screen, select **Official Travel**, then **Vouchers**.
2. Select **Create New Voucher**. (Displays if you have an approved authorization.)
3. Select **create** next to an authorization. DTS creates the voucher using the information in the authorization. You only need to update that information to reflect actual events.

1

Itinerary




If any trip dates or locations changed:

1. Select **Itinerary**.
2. Change the **Arriving** and/or **Departing** date.

7 Lines of Accounting (LOAs)

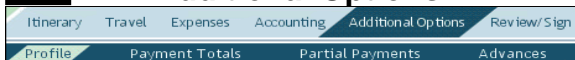


 If a LOA has funded a payment (e.g., a partial payment), do not remove or change it. Contact your Defense Travel Administrator for guidance.

If you need to change an LOA, select **Accounting** on the navigation bar, then:

- To add a LOA, select it from a drop-down list.
- To delete a LOA, select **remove** next to it, then acknowledge the pop-up.
- If you have multiple LOAs, use **Allocate Expenses** to divide the expenses between the LOAs.

8 Additional Options

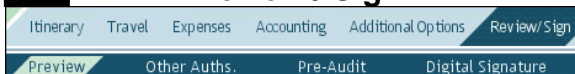


In the navigation bars, select **Additional Options**, then select:

1. **Profile** to edit your DTS personal profile.
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).

Note: **Partial Payments** and **Advances** are view-only.

9 Review / Sign



Change an Existing Voucher

You can:

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

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

To edit a voucher:

1. Select **edit** next to a voucher. The voucher opens.
2. Make all necessary changes.
3. Sign the voucher (See Section 9).

To adjust a voucher:

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

To amend a voucher:

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

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- Use the **TDY Location** field to add, remove, or change the location.
- Update the **Leaving On** date or **Leaving From** fields if your departure was different than what you entered in the authorization.
- Update the **Returning On** date or **Returning To** fields if your return was different than what you entered in the authorization.
- Select **Continue**.

Note: Throughout this process, read and acknowledge any pop-ups DTS displays.



You must enter the correct TDY location to receive accurate per diem allowances. For example, if you are TDY to an installation (e.g., Ft. Lee, VA), do not enter a nearby city (e.g., Petersburg, VA).



If your flight information changed, select **Travel > Air** on the navigation bars, then:

To update the flight information:

- Select **Edit** next to a flight in the right column.
- Select **Change Ticket Data** in the left column. The Expenses Module > Expenses screen opens.
- In the **Reservation Expenses** section, select the icon next to the flight, update the flight data, and **Save** the changes. Updates appear in the **Other Expenses** section.

To delete a flight:

- Select **Remove** next to an air segment in the right column, then acknowledge the pop-up.

Add the cost of a new flight in the **Expenses** module. See Section 5.



Note: Add CONUS hotel tax under the **Expenses** tab.

If your lodging information changed:

- Select **Reservations > Lodging** on the side navigation bar.

- Select **Edit** next to the lodging in the right column.
- Select **Update Actual Lodging Costs** at the bottom of the left column. The **Expenses** module > Per Diem Entitlements screen opens.
- Select **Edit** by the first date you need to change.
- Enter a **Values Apply Through** date if all per diem allowances (not just the lodging cost) are the same on multiple consecutive days.
- Enter the correct **Lodging** cost.
- Select **Save These Entitlements** at the bottom of the screen.



If your rental car information changed, select **Reservations > Lodging** on the side navigation bar, then:

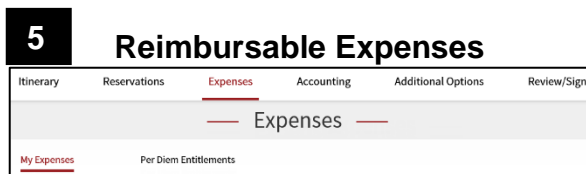
To update the rental car information:

- Select **Edit** next to a rental car in the right column.
- Update the rental car data in the left column, then select **Save Selected Car**.

To delete a rental car:

- Select **Remove** next to a rental car entry in the right column, then acknowledge the pop-up.

Add the cost of a new rental car in the **Expenses** module. See Section 5.



If any reimbursable expense information changed, select **Expenses > My Expenses** on the navigation bars, then:

To manually add an expense in the **Other Expenses** section:

- In the header bar, select the icon.
- In the pop-up window, select an expense type, complete all fields, and select **Save**.

To import a transaction into the **Other Expenses** section from your Government Travel Charge Card (GTCC) data:

- In the header bar, select the icon.
- In the pop-up window, select an **Expense Type** for a transaction, and select **Import**.

To update expense information in the **Transportation Expenses** or **Other Expenses** sections:

- Select the icon next to an expense.
- In the pop-up window, enter the correct data, then select **Save**.

Note: Updated **Transportation Expenses** appear in the **Other Expenses** section.

To delete an expense:

- Select the icon, then acknowledge the pop-up.

Substantiating Documents

Attach Paper Documents

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

- In the **Trip Workbook**, select **Fax Cover Sheet**, then print the cover sheet.
- Follow the instructions on the cover sheet. Faxed images appear in the **Trip Workbook**.

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 voucher; be sure to use one for the correct voucher.

Upload Electronic Images

To upload an electronic image of a document into the **Trip Workbook** or the **Substantiating Documents** section:

- Select the icon in the header bar, then follow the prompts –OR–
- Drag-and-drop the image from its current location onto the desired section.

Associate Receipts to an Expense

- If multiple receipts are on one image, use the **Trip Workbook** to create a unique image for each one.
- Drag-and-drop a receipt from the **Trip Workbook** onto an expense in the **Transportation Expenses** or **Other Expenses** section to associate the image with that expense.

