

## CHAPTER 4: VOUCHERS FROM AUTHORIZATIONS

The Defense Travel System (DTS) uses vouchers from authorizations (vouchers) to record the actual expenses that a traveler incurred during a trip. In order for DTS to reconcile estimated expenses with actuals, a traveler submits a voucher. The voucher is prepopulated with data that was entered on the authorization; therefore, the traveler must have an approved authorization in DTS before creating a voucher. A traveler can add to and update this data. DTS allows a traveler to create a voucher prior to or during temporary duty (TDY) travel, but does not allow it to be signed until after the trip is complete. Likewise, this restriction prevents the Authorizing Official (AO) from approving the voucher until the trip is complete. A voucher cannot be stamped APPROVED until DTS receives positive acknowledgement from all accountable stations. This status indicates that the Global Exchange (GEX) accounting system has received and accepted the obligation. It is recommended that vouchers be submitted within five days of returning from travel.

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### 4.1 Log In to DTS

To create a voucher in DTS, access the DTS Home page by entering URL [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil) and follow the below instructions to log in to DTS:

1. Select the green **LOGIN TO DTS** button located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

2. Select **Accept**. (Selecting **Decline** will return to the DTS Home page.)

The Choose Signing Certificate screen opens if more than one certificate is available.

3. Complete the correct certificate and select **OK**.

**Note:** Based on middleware and local network security policy, login and signing procedures may vary.

### 4.2 Create a Voucher

Once logged in to DTS, the User Welcome screen opens. Follow the below steps to create a new voucher:

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

The Vouchers screen opens (Figure 4-1). All existing vouchers display on this screen. The column headers may be selected to sort the authorizations by document name, departure date, status, or Travel Authorization Number (TA Number). The appropriate link may also be selected to view, edit, print, remove, or amend a voucher. Use the View Authorizations/Orders, View Local Vouchers, and View Group Authorizations buttons to open the list of documents of that type.

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View Authorizations / Orders    View Local Vouchers    View Group Authorizations

**Vouchers**

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

| Sort by<br>Document Name | Sorted by<br>Departure Date | Sort by<br>Status | Sort by<br>TA Number | View/Edit                   | Print                   | Remove                   | Amend                   |
|--------------------------|-----------------------------|-------------------|----------------------|-----------------------------|-------------------------|--------------------------|-------------------------|
| KCFTCARSONCO101010_V01   | 10/10/10                    | CREATED           | ONYBJS               | > <a href="#">edit</a>      | > <a href="#">print</a> | > <a href="#">remove</a> |                         |
| KCPATRICKAFBF051410_V01  | 05/14/10                    | SIGNED            | ONYBI5               | > <a href="#">view/edit</a> | > <a href="#">print</a> |                          |                         |
| KCDENVERCO043010_V01     | 04/30/10                    | POS ACK RECEIVED  | ONYBHH               | > <a href="#">view</a>      | > <a href="#">print</a> |                          | > <a href="#">amend</a> |
| KCCARLSBADCA041910_V01   | 04/19/10                    | ADJUSTED          | ONYBBL               | > <a href="#">view/edit</a> | > <a href="#">print</a> |                          |                         |

Figure 4-1: Vouchers Screen

The purpose of each link is explained below:

- **Edit.** Select to edit information in an existing voucher. This link changes to *view/edit* after the voucher has been signed. After selecting *view/edit*, remove the checkmark from the VIEW-ONLY box to allow changes to be made. If the box is cleared, DTS will prompt the user for a digital signature. Once a voucher has been approved, the link displays as *view* and the *amend* link (see below) must be used to make changes to the voucher.
- **Print.** Select to print an overview of the itinerary, including per diem rates and entitlements. The voucher displays on a new screen, from which it can be printed.
- **Remove.** Select to delete a document that is in the status of CREATED. This link is no longer available after the voucher has been signed.
- **Amend.** Select to make changes to an APPROVED voucher. This link will only display *after* the AO has stamped the voucher APPROVED. DTS creates a new document that must be signed and routed through the entire routing list.

3. Select **Create New Voucher from Authorization/Order**.

The Voucher from Authorization/Order screen opens. It lists the authorizations from which vouchers can be created. Select the column headers to sort the authorizations (Figure 4-2).

## Chapter 4: Vouchers From Authorizations

| Document Name           | Departure Date | Status           | TA Number | Create                   |
|-------------------------|----------------|------------------|-----------|--------------------------|
| ECRALEIGHNC111510_A01   | 11/15/10       | POS ACK RECEIVED | 000N2C    | > <a href="#">create</a> |
| ECSANANTONIOT110110_A01 | 11/01/10       | POS ACK RECEIVED | 000N2E    | > <a href="#">create</a> |

Figure 4-2: Voucher from Authorization / Order Screen

4. Select **Create** next to the authorization from which to create a voucher.

The Trip Overview screen opens (Figure 4-3). The itinerary appears on the right side of the screen in the Trip Summary box. The itinerary displays the information that was entered in the authorization.

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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST
Trip Overview
Per Diem Locations

### Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

**Overall Starting Point Information**

Please Note: A **Red Star (\*)** indicates a required field.

\* Select a Location: -OR- \* Enter a Starting Point:

▼

RES: Warrenton

VA

Search

\* Start Date(mm/dd/yyyy):

**Overall Ending Point Information**

Please Note: A **Red Star (\*)** indicates a required field.

\* Select a Location: -OR- \* Enter an Ending Point:

▼

RES: Warrenton

VA

Search

\* End Date(mm/dd/yyyy):

**Other Trip Information**

Please Note: A **Red Star (\*)** indicates a required field.

\* Trip Type:  Trip Description (optional):

\* Trip Purpose:

\* Trip Duration:

12 Hours or Less   
  >12 - 24 Hours - With Lodging  
 >12 - 24 Hours - No Lodging   
  Multi-Day

Authorization Number:

Authorization Date:    
(mm/dd/yyyy)

Trip Number:

Comments for Travel Order:

Proceed to Per Diem Locations

### Trip Summary

**Overall Starting Point**

Leave From: Warrenton, VA [Edit](#)

Leave: 01-Nov-10

**Location 1: SAN ANTONIO, TX**

Leave From: Warrenton, VA [Edit](#)

TDY/TAD Loc: SAN ANTONIO, TX

Arrive: 01-Nov-10

Leave: 06-Nov-10

Carrier/Flight: United Airlines (UA) 395 [Edit](#)  
[Remove](#)

Conf/PNR: 123456

Depart: 01-Nov-10 03:04PM  
IAD-Washington, DC (USA) (Dulles Apt)

Arrive: 01-Nov-10 04:13PM  
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier/Flight: United Airlines (UA) 6428 [Edit](#)  
[Remove](#)

Conf/PNR: 123456

Depart: 01-Nov-10 08:05PM  
ORD-Chicago, IL (USA) (O'Hare Apt)

Arrive: 01-Nov-10 10:51PM  
SAT-San Antonio, TX (USA)

Rental Car: ALAMO [Edit](#)  
[Remove](#)

Airport: SAT - San Antonio International Apt, TX

Confirmation: ABCD1234678-

Dropoff: 06-Nov-10 11:30AM

Pickup: 01-Nov-10 11:30PM

Lodging: Hallmark Inn & Suites [Edit](#)  
[Remove](#)

Confirmation: 12345678-

Check-In: 01-Nov-10 11:59PM

Check-Out: 06-Nov-10 10:30AM

**Overall Ending Point**

Leave From: SAN ANTONIO, TX [Edit](#)

Return Loc: Warrenton, VA

Arrive: 06-Nov-10

Carrier/Flight: United Airlines (UA) 412 [Edit](#)  
[Remove](#)

Conf/PNR: 123456

Depart: 06-Nov-10 11:54AM  
SAT-San Antonio, TX (USA)

Arrive: 06-Nov-10 04:15PM  
IAD-Washington, DC (USA) (Dulles Apt)

Figure 4-3: Trip Overview Screen

## Chapter 4: Vouchers From Authorizations

**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.

The following sections provide guidance for changing the voucher, if any part of the trip (e.g., dates, travel, or lodging) differs from the authorization.

### 4.3 Update Itinerary

If the dates or location have changed during the travel, the itinerary can be updated when creating the voucher. The following sections describe how to change the dates and locations.

#### 4.3.1 Change the Dates of a Trip

To change the date(s) of a trip, begin in the Trip Summary box on the right side of the Trip Overview screen. Follow the below steps to change the date(s) on an itinerary:

1. Select **Edit** for the Overall Starting Point or Overall Ending Point, depending on the date that changed.

The Trip Overview box on the left side of the screen displays a Start Date field and an End Date field. Each field has a pop-up calendar from which to select the correct travel date.

2. Complete the **Start Date** field or the **End Date** field (as needed) with the correct date(s) or select the **calendar** icon to select the date(s).
3. Select **Proceed to Per Diem Locations** at the bottom of the screen.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

4. Select **OK**.

The Per Diem Locations screen opens (Figure 4-4). The itinerary displays in the Trip Summary box on the right side of the screen.

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[Itinerary](#)
[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/Sign](#)

RETURN TO LIST
Trip Overview
Per Diem Locations

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: WOODBRIDGE,VA  
 Overall Start Date: 05-May-10

[Click Here to Add a Destination in Between](#)

Location 1: SAN ANTONIO, TX

Arrival Date: 08-May-10 [Remove](#)

Departure Date: 09-May-10

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (\*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

\* Location: Use Location Tools Above

\* Arriving On:

\* Departing On:

Overall End Point: RES: WOODBRIDGE, VA  
 Overall End Date: 09-May-10

[Save This Location](#)

Trip Summary

**Overall Starting Point**

Leave From: RES: WOODBRIDGE, VA [Edit](#)

Leave: 05-May-10

**Location 1: SAN ANTONIO, TX**

|                                    |  |                        |
|------------------------------------|--|------------------------|
| Leave From:                        | RES: WOODBRIDGE, VA  | <a href="#">Edit</a>   |
| Leave:                             | 05-May-10  |                        |
| <b>Location 1: SAN ANTONIO, TX</b> |  |                        |
| Leave From:                        | RES: WOODBRIDGE, VA  | <a href="#">Edit</a>   |
| TDY/TAD Loc:                       | SAN ANTONIO, TX  |                        |
| Arrive:                            | 08-May-10  |                        |
| Leave:                             | 09-May-10  |                        |
| Carrier/Flight:                    | American Airlines (AA) 2203                                    | <a href="#">Edit</a>   |
| Conf/PNR:                          | 123456   | <a href="#">Remove</a> |
| Depart:                            | 11:45AM - 08-May-10<br>DCA-Washington, DC (USA) (National Apt) |                        |
| Arrive:                            | 2:00PM - 08-May-10<br>DFW-Dallas / Ft. Worth, TX (USA) (Intl)  |                        |
| Carrier/Flight:                    | American Airlines (AA) 578                                     | <a href="#">Edit</a>   |
| Conf/PNR:                          | 123456   | <a href="#">Remove</a> |
| Depart:                            | 2:55PM - 08-May-10<br>DFW-Dallas / Ft. Worth, TX (USA) (Intl)  |                        |
| Arrive:                            | 4:00PM - 08-May-10<br>SAT-San Antonio, TX (USA)                |                        |
| Rental Car:                        | ADVANTAGE  | <a href="#">Edit</a>   |
| Airport:                           | SAT - San Antonio International Apt, TX                        | <a href="#">Remove</a> |
| Confirmation:                      | ABCD1234678-   |                        |
| Pick-Up:                           | 08-May-10 4:30PM   |                        |
| Drop-Off:                          | 09-May-10 10:00AM  |                        |
| Lodging:                           | Comfort Suites North Ih  | <a href="#">Edit</a>   |
| Confirmation:                      | 12345678-  | <a href="#">Remove</a> |
| Check-In:                          | 08-May-10  |                        |
| Check-Out:                         | 09-May-10  |                        |

**Overall Ending Point**

Leave From: SAN ANTONIO, TX [Edit](#)

Return Loc: RES: WOODBRIDGE, VA

Arrive: 09-May-10

|                 |  |                        |
|-----------------|--|------------------------|
| Carrier/Flight: | American Airlines (AA) 1739                                    | <a href="#">Edit</a>   |
| Conf/PNR:       | 123456   | <a href="#">Remove</a> |
| Depart:         | 10:30AM - 09-May-10<br>SAT-San Antonio, TX (USA)               |                        |
| Arrive:         | 11:40AM - 09-May-10<br>DFW-Dallas / Ft. Worth, TX (USA) (Intl) |                        |
| Carrier/Flight: | American Airlines (AA) 646                                     | <a href="#">Edit</a>   |
| Conf/PNR:       | 123456   | <a href="#">Remove</a> |
| Depart:         | 12:45PM - 09-May-10<br>DFW-Dallas / Ft. Worth, TX (USA) (Intl) |                        |
| Arrive:         | 4:40PM - 09-May-10<br>DCA-Washington, DC (USA) (National Apt)  |                        |

Figure 4-4: Per Diem Locations Screen - Change Date for Location 1

5. Select **Edit** for Location 1 in the Trip Summary box.

DTS Release 1.7.10.2, Document Processing Manual, Version 1.3.32, Updated 11/3/10

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Please check revision currency on the Web prior to use.

## Chapter 4: Vouchers From Authorizations

The Edit a TDY/TAD Location screen opens.

6. Complete the **Arriving On** or **Departing On** field(s) in the Per Diem Locations box. The **calendar** icon may be selected to choose the **date**.
7. Select **Save Changes**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new date(s) (Figure 4-5).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Trip Overview Per Diem Locations

### Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: WOODBRIDGE, VA  
Overall Start Date: 05-May-10

[Click Here to Add a Destination in Between](#)

Location 1: SAN ANTONIO, TX  
Arrival Date: 05-May-10 [Remove](#)  
Departure Date: 09-May-10

### Trip Summary

Overall Starting Point  
Leave From: RES: WOODBRIDGE, VA [Edit](#)  
Leave: 05-May-10

Location 1: SAN ANTONIO, TX  
Leave From: RES: WOODBRIDGE, VA [Edit](#)  
TDY/TAD Loc: SAN ANTONIO, TX  
Arrive: 05-May-10  
Leave: 09-May-10  
Carrier/Flight: American Airlines (AA) 2203 [Edit](#)  
Conf/PNR: 123456 [Remove](#)  
11:45AM - 08-May-10

Figure 4-5: Per Diem Locations Screen (Date Changed)

9. Review the **Trip Summary** box to confirm that the change has been made to the trip date(s).

In order to have a valid voucher in DTS, a per diem location must be selected.

### 4.3.2 Update a Location

To add or change a location, begin in the Per Diem Locations box on the left side of the Per Diem Locations screen (Figure 4-4).

The below information explains how to update the location:

- **Click Here to Add a Destination in Between**. Use to add a new location to which travel occurred *before* the traveler arrived at Location 1.
- **Remove**. Use to remove the location from the itinerary.
- **Location, State/Country – Location, ZIP Code, and County Lookup**. Use to add another TDY location to which the traveler will travel *after* traveling to Location 1.

### 4.3.2.1 Add a Location

Beginning in the Trip Summary on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Select **Edit** in the Overall Ending Point box.

The Trip Overview screen opens (Figure 4-3).

2. Select the **calendar** icon to change the **End Date**.
3. Select **Proceed to Per Diem Locations**.

A pop-up message displays with a reminder that the per diem entitlements will be updated for the document.

4. Select **OK**.
5. Select **Click Here** to add a location at which the traveler arrived before the location in the authorization.  
-OR-  
Select one of the **Search by:** buttons to add a new location as Location 2.

6. Enter the **Arriving On** date.
7. Select **Save This Location**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

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The Per Diem Locations screen refreshes with the new location (Figure 4-6).

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RETURN TO LIST

Trip Overview
Per Diem Locations

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: WOODBRIDGE, VA  
Overall Start Date: 05-May-10

Click Here to Add a Destination in Between

Location 1: SAN ANTONIO, TX  
Arrival Date: 05-May-10 [Remove](#)  
Departure Date: 09-May-10

Click Here to Add a Destination in Between

Location 2: SHEPPARD AFB, TX  
Arrival Date: 10-May-10 [Remove](#)  
Departure Date: 14-May-10

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (\*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

\* Location: Use Location Tools Above

\* Arriving On:

\* Departing On:

Overall End Point: RES: WOODBRIDGE, VA  
Overall End Date: 14-May-10

Save This Location

Trip Summary

**Overall Starting Point**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
Leave: 05-May-10

**Location 1: SAN ANTONIO, TX**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
TDY/TAD Loc: SAN ANTONIO, TX  
Arrive: 05-May-10  
Leave: 09-May-10

Carrier/Flight: American Airlines (AA) 2203 [Edit](#)  
Conf/PNR: 123456 [Remove](#)  
11:45AM - 08-May-10  
Depart: DCA-Washington, DC (USA) (National Apt)  
2:00PM - 08-May-10  
Arrive: DFW-Dallas / Ft. Worth, TX (USA) (Int'l)

Carrier/Flight: American Airlines (AA) 578 [Edit](#)  
Conf/PNR: 123456 [Remove](#)  
2:55PM - 08-May-10  
Depart: DFW-Dallas / Ft. Worth, TX (USA) (Int'l)  
4:00PM - 08-May-10  
Arrive: SAT-San Antonio, TX (USA)

Rental Car: ADVANTAGE [Edit](#)  
Airport: SAT - San Antonio International Apt, TX [Remove](#)  
Confirmation: ABCD1234678-  
Pick-Up: 08-May-10 4:30PM  
Drop-Off: 09-May-10 10:00AM

Lodging: Comfort Suites North Ih [Edit](#)  
Confirmation: 12345678- [Remove](#)  
Check-In: 08-May-10  
Check-Out: 09-May-10

**Location 2: SHEPPARD AFB, TX**

Leave From: SAN ANTONIO, TX [Edit](#)  
TDY/TAD Loc: SHEPPARD AFB, TX  
Arrive: 10-May-10  
Leave: 14-May-10

Figure 4-6: Per Diem Locations Screen, Location 2 Added

### 4.3.2.2 Change or Remove a Location

If the TDY changes to a different location, the location that was populated into the voucher from the authorization must be removed and the actual TDY location must be added. Beginning on the left side of the Per Diem Locations screen (Figure 4-6), follow the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays, asking for confirmation to delete this location.

2. Select **OK**.

A message displays stating that the per diem entitlements for this trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by:** buttons to add a new location.

5. Select **Save This Location**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

6. Select **OK**.

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The Per Diem Locations screen refreshes with the new location (Figure 4-7).

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RETURN TO LIST Trip Overview Per Diem Locations

### Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: WOODBRIDGE,VA  
Overall Start Date: 05-May-10

[Click Here to Add a Destination in Between](#)

Location 1: SAN ANTONIO, TX  
Arrival Date: 05-May-10 [Remove](#)  
Departure Date: 09-May-10

[Click Here to Add a Destination in Between](#)

Location 2: DALLAS, TX  
Arrival Date: 09-May-10 [Remove](#)  
Departure Date: 14-May-10

**Add a TDY/TAD Location**

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (\*) indicates a required field.

Search by:

Location State/Country - Location  
Zip Code County Lookup

\* Location: Use Location Tools Above  
\* Arriving On: 05/14/2010  
\* Departing On: 05/14/2010

Overall End Point: RES: WOODBRIDGE, VA  
Overall End Date: 14-May-10

[Save This Location](#)

### Trip Summary

**Overall Starting Point**

Leave From: RES: WOODBRIDGE,VA [Edit](#)  
Leave: 05-May-10

**Location 1: SAN ANTONIO, TX**

Leave From: RES: WOODBRIDGE,VA [Edit](#)  
TDY/TAD Loc: SAN ANTONIO, TX  
Arrive: 05-May-10  
Leave: 09-May-10

Carrier/Flight: American Airlines (AA) 2203 [Edit](#)  
Conf/PNR: 123456 [Remove](#)  
11:45AM - 08-May-10  
Depart: DCA-Washington, DC (USA) (National Apt)  
2:00PM - 08-May-10  
Arrive: DFW-Dallas / Ft. Worth, TX (USA) (Int'l)

Carrier/Flight: American Airlines (AA) 578 [Edit](#)  
Conf/PNR: 123456 [Remove](#)  
2:55PM - 08-May-10  
Depart: DFW-Dallas / Ft. Worth, TX (USA) (Int'l)  
4:00PM - 08-May-10  
Arrive: SAT-San Antonio, TX (USA)

Rental Car: ADVANTAGE [Edit](#)  
Airport: SAT - San Antonio International Apt, TX [Remove](#)  
Confirmation: ABCD1234678-  
Pick-Up: 08-May-10 4:30PM  
Drop-Off: 09-May-10 10:00AM  
Lodging: Comfort Suites North Ih [Edit](#)  
Confirmation: 12345678- [Remove](#)  
Check-In: 08-May-10  
Check-Out: 09-May-10

**Location 2: DALLAS, TX**

Leave From: SAN ANTONIO, TX [Edit](#)  
TDY/TAD Loc: DALLAS, TX  
Arrive: 09-May-10  
Leave: 14-May-10  
Carrier/ [Edit](#)

Figure 4-7: Per Diem Location Screen – Location 1 Changed

## 4.4 Travel

The Travel module of DTS is a tool that allows a traveler to update certain travel costs on a voucher. It is not used to make reservations; its purpose is to update some of the costs for reserved travel. The ticket type cannot be changed using this process. Section 4.4.5, Add Other Ticketed Transportation provides instructions on how to add new ticketed transportation arrangements.

When **Travel** is selected from the navigation bar, the Air Travel screen opens by default (Figure 4-8). The right side of the screen is the Trip Summary. The Trip Summary displays the itinerary and the links used to edit the voucher on *all* the screens in the Travel feature.

The screenshot shows the Defense Travel System interface. At the top, there is a navigation bar with tabs for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this is a sub-navigation bar with tabs for Air, Lodging, Rental Car, Rail, and Other Trans. The main content area is split into two panels: 'Air Travel' on the left and 'Trip Summary' on the right. The 'Air Travel' panel contains a yellow box with the text: 'Please select a flight from the trip summary on the right to edit air reservations.' The 'Trip Summary' panel displays the following information:

| Overall Starting Point      |   |                        |
|-----------------------------|---|------------------------|
| Leave From:                 | RES: WOODBRIDGE, VA   | <a href="#">Edit</a>   |
| Leave:                      | 05-May-10   |                        |
| Location 1: SAN ANTONIO, TX |   |                        |
| Leave From:                 | RES: WOODBRIDGE, VA   | <a href="#">Edit</a>   |
| TDY/TAD Loc:                | SAN ANTONIO, TX   |                        |
| Arrive:                     | 05-May-10   |                        |
| Leave:                      | 09-May-10   |                        |
| Carrier / Flight:           | American Airlines (AA) 2203                                       | <a href="#">Edit</a>   |
| Conf/PNR:                   | 123456  | <a href="#">Remove</a> |
| Depart:                     | 11:45AM - 08-May-10<br>DCA-Washington, DC (USA)<br>(National Apt) |                        |
| Arrive:                     | 2:00PM - 08-May-10<br>DFW-Dallas / Ft. Worth, TX<br>(USA) (Int'l) |                        |
| Carrier / Flight:           | American Airlines (AA) 578  | <a href="#">Edit</a>   |
| Conf/PNR:                   | 123456  | <a href="#">Remove</a> |
| Depart:                     | 2:55PM - 08-May-10<br>DFW-Dallas / Ft. Worth, TX<br>(USA) (Int'l) |                        |
| Arrive:                     | 4:00PM - 08-May-10<br>SAT-San Antonio, TX (USA)                   |                        |
| Rental Car:                 | ADVANTAGE   | <a href="#">Edit</a>   |
| Airport:                    | SAT - San Antonio<br>International Apt, TX                        | <a href="#">Remove</a> |
| Confirmation:               | ABCD1234678-  |                        |
| Pick-Up:                    | 08-May-10 4:30PM  |                        |
| Drop-Off:                   | 09-May-10 10:00AM   |                        |

Figure 4-8: Air Travel Screen

**Note:** If a CTO fee is not included with the air fare, the traveler must include the CTO fee by using the Other Trans. screen in the Travel module. The traveler should select **CTO Fee** from the drop-down list on the Other Trans. screen (Figure 4-9). They should enter "890" and the ticket number in the **Ticket No.** field.

## Chapter 4: Vouchers From Authorizations

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A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

### Other Trans.

Use this screen to enter Other Ticketed Transportation information.

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

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (\*) indicates a field is required.

\* Type: CTO Fee (Indiv Bill)

\* Description: CTO Fee (Indiv Bill)

\* Ticket No: 890XXXXXXXX

\* Ticket Value: 0.00

Cost: (If different from ticket value) 0.00

\* Departure Date: 07/22/2010

### Trip Summary

**Overall Starting Point**

|             |               |                      |
|-------------|---------------|----------------------|
| Leave From: | SAN DIEGO, CA | <a href="#">Edit</a> |
| Leave:      | 22-Jul-10     |                      |

**Location 1: PHOENIX, AZ**

|                 |  |                      |
|-----------------|--|----------------------|
| Leave From:     | PHOENIX, AZ  | <a href="#">Edit</a> |
| TDY/TAD Loc:    | PHOENIX, AZ  |                      |
| Arrive:         | 22-Jul-10  |                      |
| Leave:          | 20-Aug-10  |                      |
| Carrier/Flight: | US Airways (US) 569  | <a href="#">Edit</a> |
| Conf/PNR:       | 123456   |                      |
| Depart:         | 22-Jul-10 12:40PM<br>SAN-San Diego, CA (USA)<br>(Int'l. Apt)   |                      |
| Arrive:         | 22-Jul-10 01:57PM<br>PHX-Phoenix, AZ (USA)<br>(Sky Harbor Apt) |                      |

**Overall Ending Point**

|                 |                      |                      |
|-----------------|----------------------|----------------------|
| Leave From:     | PHOENIX, AZ          | <a href="#">Edit</a> |
| Return Loc:     | SAN DIEGO, CAN       |                      |
| Arrive:         | 20-Aug-10            |                      |
| Carrier/Flight: | Continental Airlines | <a href="#">Edit</a> |

Figure 4-9: Other Trans. Screen

### 4.4.1 Update Air Travel

Follow the below steps to update air travel:

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

The Air Travel screen opens by default (Figure 4-8). The Trip Summary box is located on the right side of the screen. It displays the itinerary for the entire trip and the links that enable the traveler to edit the voucher.

2. Choose **Edit** next to the flight for which the information will be changed.  
-OR-  
Choose **Remove** to delete a flight.

The screen refreshes (Figure 4-10). It displays the original flight information from the authorization.

**Defense Travel System**  
A New Era of Government Travel

RETURN TO LIST    Itinerary    **Travel**    Expenses    Accounting    Additional Options    Review/Sign

Air    Lodging    Rental Car    Rail    Other Trans.

---

**Air Travel**

Select "Change Ticket Data" to edit flight reservation information.

**Flight Selected to Edit**

**\$206.40**

**AA** American Airlines (AA) Flight: 2203

Depart: DCA-Washington, DC At 11:45 AM On Sat 08-May-10  
 Arrive: DFW-Dallas / Ft. Worth, TX At 2:00 PM On Sat 08-May-10  
 Class: GCADCA - G  
 Confirmation Number: 123456  
 Ticket Number: See Attached Ticket 1  
 Status: BOOKED  
 Seat Selection: ? Seat  
 > [DSI-Other Supplementary Information](#)

Ticket Date: 12-Apr-10

Total Tax: \$0.00    PassFacChg: \$0.00    Fees: \$0.00  
 Issue Date:

**Flight Details Entered:**

Frequent Flyer:  
 Type:   
 Method of Reimbursement: GOVCC-Individual  
 CBA Label:  
 CBA Account:

Comments to the Travel Agent:  
 \*1 SEAT PREFERENCE: 17F

[Change Ticket Data](#)

---

**Trip Summary**

**Overall Starting Point**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
 Leave: 05-May-10

**Location 1: SAN ANTONIO, TX**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
 TDY/TAD Loc: SAN ANTONIO, TX  
 Arrive: 05-May-10  
 Leave: 09-May-10

Carrier / Flight: American Airlines (AA) 2203 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 11:45AM - 08-May-10  
 DCA-Washington, DC (USA) (National Apt)  
 Arrive: 2:00PM - 08-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl)

Carrier / Flight: American Airlines (AA) 578 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 2:55PM - 08-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl)  
 Arrive: 4:00PM - 08-May-10  
 SAT-San Antonio, TX (USA)

Rental Car: ADVANTAGE [Edit](#)  
 Airport: SAT - San Antonio International Apt, TX [Remove](#)  
 Confirmation: ABCD1234678-  
 Pick-Up: 08-May-10 4:30PM  
 Drop-Off: 09-May-10 10:00AM  
 Lodging: Comfort Suites North 1h [Edit](#)  
 Confirmation: 12345678- [Remove](#)  
 Check-In: 08-May-10  
 Check-Out: 09-May-10

**Location 2: DALLAS, TX**

Leave From: SAN ANTONIO, TX [Edit](#)  
 TDY/TAD Loc: DALLAS, TX  
 Arrive: 09-May-10  
 Leave: 14-May-10

Carrier / Flight: American Airlines (AA) 1739 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 10:30AM - 09-May-10  
 SAT-San Antonio, TX (USA)  
 Arrive: 11:40AM - 09-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl)

Carrier / Flight: American Airlines (AA) 646 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 12:45PM - 09-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl)  
 Arrive: 4:40PM - 09-May-10  
 DCA-Washington, DC (USA) (National Apt)

**Overall Ending Point**

Leave From: DALLAS, TX [Edit](#)  
 Return Loc: RES: WOODBRIDGE, VA  
 Arrive: 14-May-10

Figure 4-10: Edit Air Travel Screen

3. Select **Change Ticket Data**.

## Chapter 4: Vouchers From Authorizations

The Other Trans. screen opens. The left side of this screen displays editable fields in which to enter the correct flight information.

4. Update the **fields** with the correct information.
5. Select **Save**.

### 4.4.2 Update Lodging

If the lodging used on the trip differs from the lodging that was approved on the authorization, the traveler must adjust the voucher accordingly.

Lodging updates will be entered on the Per Diem Entitlements screen. Changes can be made that apply to one day or to a range of days. Do not add hotel sales taxes or room taxes in the Lodging section for continental United States (CONUS) locations. These should be entered in the Expenses section.

Follow the below steps to change the dates for lodging:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.

The **Lodging** screen opens. The Trip Summary box is located on the right side of the screen. The itinerary displays for the trip and links are available to allow the traveler to edit the voucher.

3. Choose **Edit** next to the lodging for which the dates will be changed.  
-OR-  
Choose **Remove** to delete the lodging.

The Lodging screen refreshes (Figure 4-11). If Edit was selected, the left side of the screen displays editable fields where the lodging dates can be updated.



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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST
Air
Lodging
Rental Car
Rail
Other Trans.

### Lodging

Use this screen to edit the saved accommodations.

TDY/TAD Location: SAN DIEGO,CA  
Check-In Date: 29-Apr-10  
Check-Out Date: 07-May-10

**Accommodations Selected to Edit**

Howard Johnson Express I



Howard Johnson Express I  
521 Roosevelt Ave  
NATIONAL CITY, CA 91950

Phone: 619/474-6517  
Fax: www.hojo.com  
Toll Free: 800/446-4656  
Web Site: [619/477-3295](http://619/477-3295)  
FEMA Approved

[View Additional Hotel Information](#)  
[OSI-Other Supplementary Information](#)

Lodging Per Diem Allowed: \$147.00

Room Type: A A MEMBERS DISCOUNT::NON SMOKING ROOM/1 KING BED/::FREE RISE AND DINE CONT BREAKFAST/::FREE WIRELESS HIGH SPEED INTERNET::

Room Rates: \$53.99 / night 0.00% Tax

Total Room & Tax \$53.99 / night excluding additional fees.

For property check in/check out times, view Additional Hotel Information or property website

Note: Cancellations not received according to hotel policy may result in financial obligation such as cancellation penalties. For cancellation policy, view Additional Hotel Information or property website.

Check-In Date:

Check-Out Date:

Method of Reimbursement:

[Enter Actual Lodging Costs](#)

Comments to the Travel Agent:  
➤

Save Selected Accommodations

### Trip Summary

Overall Starting Point

Leave From: RES: WOODBRIDGE,VA

Leave: 29-Apr-10

Location 1: SAN DIEGO,CA

Leave From: RES: WOODBRIDGE,VA

TDY/TAD Loc: SAN DIEGO,CA

Arrive: 29-Apr-10

Leave: 07-May-10

Carrier/Flight: United Airlines Inc. (UA) 625

Conf/PNR: 123456

Depart: 4:43PM - 29-Apr-10  
DCA-Washington, DC (USA) (National Apt)

Arrive: 5:50PM - 29-Apr-10  
ORD-Chicago, IL (USA) (O'Hare Apt)

---

Carrier/Flight: United Airlines Inc. (UA) 651

Conf/PNR: 123456

Depart: 8:15PM - 29-Apr-10  
ORD-Chicago, IL (USA) (O'Hare Apt)

Arrive: 10:49PM - 29-Apr-10  
SAN-San Diego, CA (USA) (Intl. Apt)

Rental Car: ADVANTAGE

Airport: SAN - San Diego International, CA (United States)

Confirmation: ABCD1234678-

Pick-Up: 29-Apr-10 11:30PM

Drop-Off: 07-May-10 11:00AM

Lodging: Howard Johnson Express I

Confirmation: 12345678-

Check-In: 29-Apr-10

Check-Out: 07-May-10

Overall Ending Point

Leave From: SAN DIEGO,CA

Return Loc: RES: WOODBRIDGE, VA

Arrive: 07-May-10

Carrier/Flight: United Airlines Inc. (UA) 845

Conf/PNR: 123456

Depart: 11:20AM - 07-May-10  
SAN-San Diego, CA (USA) (Intl. Apt)

Arrive: 5:22PM - 07-May-10  
ORD-Chicago, IL (USA) (O'Hare Apt)

---

Carrier/Flight: United Airlines Inc. (UA) 624

Conf/PNR: 123456

Depart: 6:05PM - 07-May-10  
ORD-Chicago, IL (USA) (O'Hare Apt)

Arrive: 8:59PM - 07-May-10  
DCA-Washington, DC (USA) (National Apt)

Figure 4-11: Edit Lodging Screen

4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates and times.

## Chapter 4: Vouchers From Authorizations

5. Select **Update Actual Lodging Cost** if the lodging costs require updating.

The Per Diem Entitlements screen opens.

6. Select **Edit** for the date on which changes are necessary.  
-OR-  
Select **Remove** to delete the lodging entry.

The Per Diem Entitlements screen displays fields where the traveler may enter changes to dates, per diem rates, duty conditions, meals, and other per diem entitlements.

7. Update the **fields** as necessary.
8. Select **Save These Entitlements**.  
-OR-  
Select **Cancel These Entitlement Changes and Return**, if no changes are necessary.

### 4.4.3 Update Rental Car

If it is necessary to change information about a rental car that was included in the authorization, use the Rental Car screen. If a rental car was booked outside of DTS and was not included in the authorization, use the Non-Mileage Expenses screen to enter the rental car costs.

Follow the below steps if rental car information needs to be updated:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.

The Rental Car screen opens.

3. Select **Edit** next to the car rental that requires changes.  
-OR-  
Select **Remove** to delete the car rental entry.

The Rental Car screen refreshes. If Edit was selected, the left side of the screen displays editable fields in which to enter the correct rental car information (Figure 4-12).

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A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Lodging **Rental Car** Rail Other Trans.

### Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: SAN ANTONIO, TX  
 Pick-Up Date: 08-May-10  
 Pick-Up Time: 4:30PM  
 Drop-Off Date: 09-May-10  
 Drop-Off Time: 10:00AM

**Rental Car Selected**  (ER) En Route

**\$23.17**

Rental Car: ADVANTAGE  
 Car Class: Compact Car  
 Location: SAT - San Antonio International Apt, TX

Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.  
 Restrictions: Week End \$16.44, Extra Day \$18.81, Extra Hour \$8.22, Unlimited miles/kilometers, Estimated Total Cost \$23.17

> [OSI-Other Supplementary Information](#)

Enter the following details:

Pick-Up Date: 05/08/2010  
 Pick-Up Time: 12:00 AM  
 Drop-Off Date: 05/09/2010  
 Drop-Off Time: 12:00 AM  
 Cost: 23.17  
 Method of Reimbursement: GOVCC-Individual

Comments to the Travel Agent:  
 =>

**Save Selected Car**

### Trip Summary

**Overall Starting Point**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
 Leave: 05-May-10

**Location 1: SAN ANTONIO, TX**

Leave From: RES: WOODBRIDGE, VA [Edit](#)  
 TDY/TAD Loc: SAN ANTONIO, TX  
 Arrive: 05-May-10  
 Leave: 09-May-10

Carrier/Flight: American Airlines (AA) 2203 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 11:45AM - 08-May-10  
 DCA-Washington, DC (USA) (National Apt)  
 Arrive: 2:00PM - 08-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl.)

Carrier/Flight: American Airlines (AA) 578 [Edit](#)  
 Conf/PNR: 123456 [Remove](#)  
 Depart: 2:55PM - 08-May-10  
 DFW-Dallas / Ft. Worth, TX (USA) (Intl.)  
 Arrive: 4:00PM - 08-May-10  
 SAT-San Antonio, TX (USA)

Rental Car: ADVANTAGE [Edit](#)  
 Airport: SAT - San Antonio International Apt, TX [Remove](#)  
 Confirmation: ABCD1234678-  
 Pick-Up: 08-May-10 4:30PM  
 Drop-Off: 09-May-10 10:00AM

**Location 2: DALLAS, TX**

Leave From: SAN ANTONIO, TX [Edit](#)  
 TDY/TAD Loc: DALLAS, TX  
 Arrive: 09-May-10  
 Leave: 14-May-10

Figure 4-12: Rental Car Screen

4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

#### 4.4.4 Update Rail Travel

The below steps serve as a guide to updating rail travel:

1. Select **Travel** from the navigation bar.
2. Select **Rail** from the subnavigation bar.

The Rail Travel screen opens.

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3. Select **Edit** next to the rail travel that requires changes.  
-OR-  
Select **Remove** to delete the rail travel.

The Other Trans. screen opens.

4. Update the **fields** as necessary.
5. Select **Save**.

### 4.4.5 Add Other Ticketed Transportation

Ticketed transportation arrangements, including air and rail, that were booked outside of DTS will need to be added to the voucher. Follow the below steps if new ticketed information need to be entered:

1. Select **Travel** from the navigation bar.
2. Select **Other Trans.** from the subnavigation bar.

The Other Trans. screen opens (Figure 4-13).

Figure 4-13: Other Ticketed Trans. Screen

3. Select the **Type** drop-down list and select the **type** of travel.

The Description field populates automatically.

4. Complete the **Ticket No.** field.

5. Complete the **Ticket Value** field.

6. Complete the **Ticket Cost** field, if different from ticket value.

7. Complete the **Departure Date** field.

## Chapter 4: Vouchers From Authorizations

8. Complete the **Issue Date** field, if known.
9. Select **Save**.
10. Confirm the information in the **Ticketed Transportation Saved** box.

The information updates and displays in the Trip Summary box. It can be edited or removed.

### 4.5 Expenses

The Expenses module allows travelers to record mileage and non-mileage expenses, as well as edit per diem entitlements. Expenses that are not on the drop-down list must be entered manually or may be selected from a list of transactions made on the Government Travel Charge Card (GTCC). Mileage expenses include mileage rates for various modes of transportation. DTS calculates the Per Diem Entitlements based on the allowed amounts for the TDY location.

#### 4.5.1 Update Non-Mileage Expenses

Follow the below steps to add and edit non-mileage expenses:

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

The Non-Mileage Expenses screen opens by default (Figure 4-14). This screen will only display as shown if no expenses were added to the authorization.



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Itinerary Travel Expenses Accounting Additional Options Review/Sign

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

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. 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.  
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

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

Leave: 05-May-10    Return: 14-May-10

**Non-Mileage Expense #1**

|   |  |
|---|--|
| <p>* Select Expense Type: <input type="text"/></p> <p>- OR - <input type="text"/></p> | <p>* Cost: \$ <input type="text"/></p> <p style="text-align: center;"><a href="#">view expense details / currency calculator</a></p> <p>* Date: <input type="text" value="05/05/2010"/> </p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="-- Please Select --"/></p> |
|---|--|

**Non-Mileage Expense #2**

|   |  |
|---|--|
| <p>* Select Expense Type: <input type="text"/></p> <p>- OR - <input type="text"/></p> | <p>* Cost: \$ <input type="text"/></p> <p style="text-align: center;"><a href="#">view expense details / currency calculator</a></p> <p>* Date: <input type="text" value="05/05/2010"/> </p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="-- Please Select --"/></p> |
|---|--|

**Non-Mileage Expense #3**

|   |  |
|---|--|
| <p>* Select Expense Type: <input type="text"/></p> <p>- OR - <input type="text"/></p> | <p>* Cost: \$ <input type="text"/></p> <p style="text-align: center;"><a href="#">view expense details / currency calculator</a></p> <p>* Date: <input type="text" value="05/05/2010"/> </p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="-- Please Select --"/></p> |
|---|--|

**Non-Mileage Expense #4**

|   |  |
|---|--|
| <p>* Select Expense Type: <input type="text"/></p> <p>- OR - <input type="text"/></p> | <p>* Cost: \$ <input type="text"/></p> <p style="text-align: center;"><a href="#">view expense details / currency calculator</a></p> <p>* Date: <input type="text" value="05/05/2010"/> </p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="-- Please Select --"/></p> |
|---|--|

**Non-Mileage Expense #5**

|   |  |
|---|--|
| <p>* Select Expense Type: <input type="text"/></p> <p>- OR - <input type="text"/></p> | <p>* Cost: \$ <input type="text"/></p> <p style="text-align: center;"><a href="#">view expense details / currency calculator</a></p> <p>* Date: <input type="text" value="05/05/2010"/> </p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="-- Please Select --"/></p> |
|---|--|

[Save Expenses](#)

Figure 4-14: Non-Mileage Expenses Screen

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If expenses were added to the authorization, the screen will display an Expenses Summary on the right side of the screen (Figure 4-15).

The screenshot shows the 'Defense Travel System' interface. At the top, there are navigation tabs: 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below these are sub-tabs: 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. A 'RETURN TO LIST' button is visible. The main content area is split into two panels. The left panel, titled 'Non-Mileage Expenses', contains instructions on how to enter expenses and a form with fields for 'Expense Type', '-OR-', 'Cost', 'Date', and 'Method of Reimbursement'. The right panel, titled 'Expenses Summary', displays a table with columns for 'Expense Type', 'Date', 'Cost', and 'E/R'. The table lists two entries: 'Taxi - Terminal' for \$75.00 and 'Registration Fees' for \$25.00, both dated 05/18/10. A 'Total Expenses' row shows a total of \$100.00. A 'Save Expense' button is located at the bottom of the form.

| Expense Type      | Date     | Cost     | E/R  |
|-------------------|----------|----------|--|
| Taxi - Terminal   | 05/18/10 | \$75.00  | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Registration Fees | 05/18/10 | \$25.00  | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Total Expenses:   |          | \$100.00 |  |

Figure 4-15: Non-Mileage Expenses Screen With Summary

**Remove** may be selected to delete an expense if it was not incurred, or **Edit** may be selected to change the expense amount or the date when the expense was incurred.

2. Select the **Expense Type** drop-down list arrow and select the **type**.  
-OR-  
Complete the **-OR-** field with the type of expense.
3. Enter the **Cost** of the expense.
4. Enter the **Date** of the expense. Use the calendar icon if necessary.
5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change if necessary.
6. (Optional) Select **view expense details/ currency calculator** to view expense options or to convert a foreign currency into a U.S. dollar amount.
  - a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units. For example, if 15 foreign units were spent on a taxi, enter 15.

- b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent. The official exchange rate is the foreign units per U.S. dollar amount, e.g., 0.74794.
7. Click anywhere on the screen.

The screen refreshes. The amount displayed in the Exchange Rate field shows that 1 Euro is equal to 1.33689839572 U.S. dollars. DTS multiplies the amount of foreign money by the rate to populate the Expense Cost field (Figure 4-16).

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**Expense Details**

Use this screen to edit the expense details.

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

**Cost Options**

Expense Type: Taxi - TDY/TAD  
Expense Cost: 20.05  
Reimbursable:   
Expense Category: OTHER  
Method of Reimbursement: Personal

**Foreign Currency Calculator**

Foreign Currency: 15.00  
Exchange Rate: .748 (Foreign Units/US \$)

**Reverse Exchange Rate**  
If the expense cost doesn't appear to be correct, then try using the following exchange rate:  
1.3368983957 (US \$/Foreign Units)

Return Save

Figure 4-16: Expense Details and Currency Calculator Screen

8. Select **Save Expenses**.
9. Repeat steps 1 through 8 for all non-mileage expenses.

### 4.5.1.1 Edit an Expense

Follow the below steps to edit an expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

### 4.5.1.2 Remove an Expense

Follow the below steps to remove an expense from the voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

### 4.5.1.3 Add Authorized GTCC Transactions

Beginning on the **Non-Mileage Expenses** screen (Figure 4-14), the below steps are a guide if adding GTCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

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

The Charge Card Transactions screen opens (Figure 4-17).

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**Charge Card Transactions**

Use this 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. Charge card transactions without an "Add" link cannot be expensed. 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   | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Taxi (4121)              | 12/23/2006 | \$ 24.35    | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Shell Oil (5172)         | 12/22/2006 | \$ 26.20    | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> US 50 Toll Booth (4784)  | 12/21/2006 | \$ 6.50     | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Greyhound Busline (4131) | 12/20/2006 | \$ 99.31    | <a href="#">Add &gt;</a> |
| <input type="checkbox"/> Wal-Mart (1234)                     | 12/19/2006 | \$ 1,226.60 |                          |
| <input type="checkbox"/> Cheers Pub (1234)                   | 12/18/2006 | \$ 35.00    |                          |

**Expenses Summary**

| Description          | Date       | Amount   |                        |
|----------------------|------------|----------|------------------------|
| Pvt Auto-Terminal    | 05/05/2010 | \$ 10.00 | <a href="#">Remove</a> |
| Pvt Auto-Terminal    | 05/14/2010 | \$ 10.00 | <a href="#">Remove</a> |
| Parking - Terminal   | 05/05/2010 | \$ 57.00 | <a href="#">Remove</a> |
| Registration Fees    | 05/05/2010 | \$ 25.00 | <a href="#">Remove</a> |
| LAUNDRY/DRY CLEANING | 05/05/2010 | \$ 7.23  | <a href="#">Remove</a> |

Total Expenses: \$ 109.23

[Save Expenses](#) [Cancel](#)

Figure 4-17: Government Travel Charge Card Transactions Screen

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 4-18).

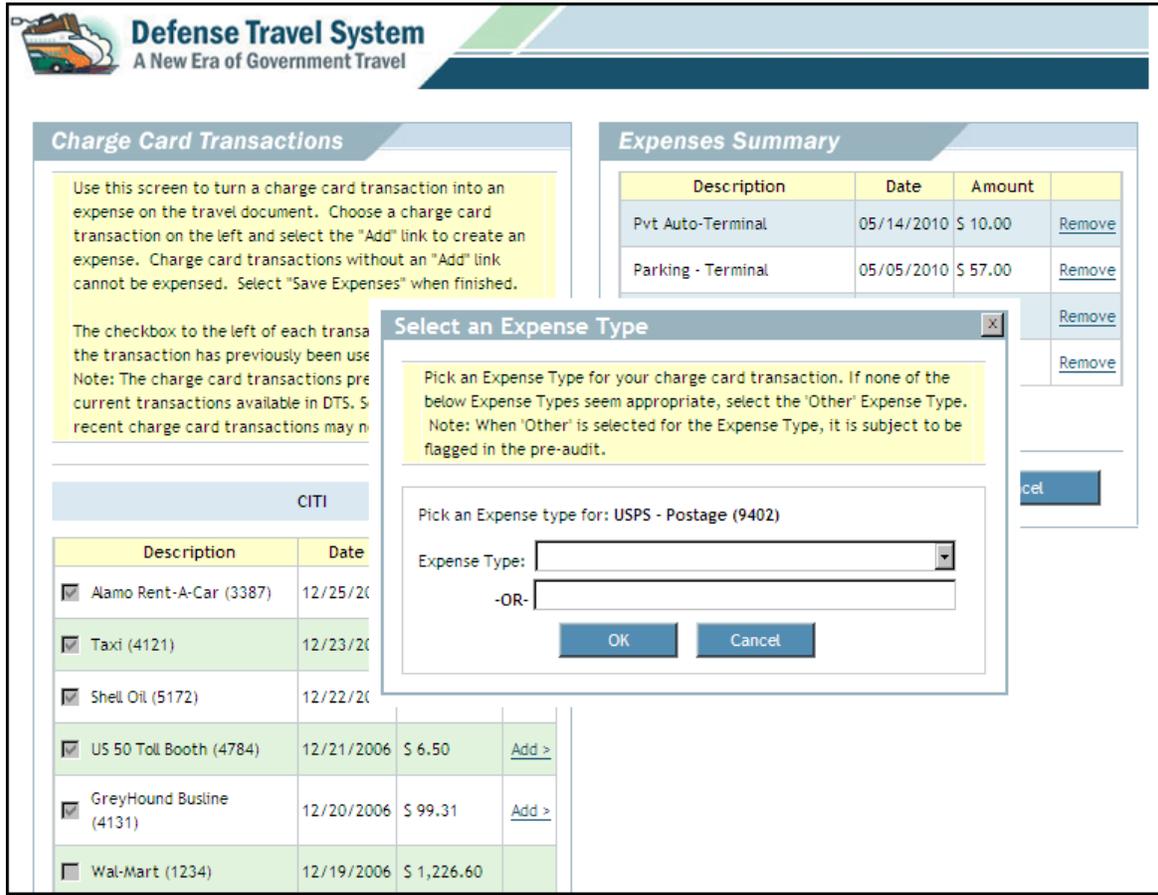


Figure 4-18: Select an Expense Type Window

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

The expense is now listed in the Expense Summary (Figure 4-19).

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**Charge Card Transactions**

Use this 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. Charge card transactions without an "Add" link cannot be expensed. 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   | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Taxi (4121)              | 12/23/2006 | \$ 24.35    | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Shell Oil (5172)         | 12/22/2006 | \$ 26.20    | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> US 50 Toll Booth (4784)  | 12/21/2006 | \$ 6.50     | <a href="#">Add &gt;</a> |
| <input checked="" type="checkbox"/> Greyhound Busline (4131) | 12/20/2006 | \$ 99.31    | <a href="#">Add &gt;</a> |
| <input type="checkbox"/> Wal-Mart (1234)                     | 12/19/2006 | \$ 1,226.60 |                          |

**Expenses Summary**

| Description           | Date       | Amount   |                        |
|-----------------------|------------|----------|------------------------|
| Pvt Auto-Terminal     | 05/14/2010 | \$ 10.00 | <a href="#">Remove</a> |
| Parking - Terminal    | 05/05/2010 | \$ 57.00 | <a href="#">Remove</a> |
| Registration Fees     | 05/05/2010 | \$ 25.00 | <a href="#">Remove</a> |
| LAUNDRY/DRY CLEANING  | 05/05/2010 | \$ 7.23  | <a href="#">Remove</a> |
| USPS - Postage (9402) | 12/16/2006 | \$ 6.40  | <a href="#">Remove</a> |

Total Expenses: \$ 105.63

Figure 4-19: Transaction Saved to Expenses Summary

5. Select **Save Expenses**.

## Chapter 4: Vouchers From Authorizations

The Non-Mileage Expenses screen refreshes with the expenses saved (Figure 4-20).

The screenshot displays the 'Defense Travel System' interface with the 'Non-Mileage Expenses' section active. The top navigation bar includes 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a secondary bar highlights 'Non-Mileage' and includes links for 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. A 'RETURN TO LIST' button is located in the top left.

The main content area is divided into two panels. The left panel, titled 'Non-Mileage Expenses', contains a yellow instruction box: 'Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. 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 Expense" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).' Below this is a link: 'create an expense item from a government charge card transaction'. A status bar shows 'Leave: 05-May-10 Return: 14-May-10' and an 'Add Expense' button. The form fields include: 'Expense Type' (dropdown), '- OR -' (text input), 'Cost' (text input with '\$' prefix), 'Date' (text input with '05/14/2010' and a calendar icon), and 'Method of Reimbursement' (dropdown with '-- Please Select --'). A link 'view expense details / currency calculator' is at the bottom left, and a 'Save Expense' button is at the bottom right.

The right panel, titled 'Expenses Summary', contains a table with the following data:

| Expense Type          | Date     | Cost    | E/R  |
|-----------------------|----------|---------|--|
| USPS - Postage (9402) | 12/16/06 | \$6.40  | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Parking - Terminal    | 05/05/10 | \$57.00 | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Registration Fees     | 05/05/10 | \$25.00 | <a href="#">Edit</a><br><a href="#">Remove</a> |
| LAUNDRY/DRY CLEANING  | 05/05/10 | \$7.23  | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Total Expenses:       |          | \$95.63 |  |

Figure 4-20: Non-Mileage Expenses Screen - Transaction Saved

6. Select **Edit** to change an expense.  
-OR-  
Select **Remove** to delete an expense from the Expenses Summary.

### 4.5.2 Update Mileage Expenses

Follow the below steps to add or edit mileage expenses:

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

The Non-Mileage Expenses screen opens by default.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 4-21). The Mileage Expense types are described in Table 4-1.

**Mileage Expenses**

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

Leave: 05-May-10 Return: 14-May-10 **Add Expense**

\* Expense Type:

\* Date:    
(mm/dd/yyyy)

\* Method of Reimbursement:

\* Miles  x Rate = Cost \$

[View This Expense Type's Defaults](#)

**Expenses Summary**

| Expense Type      | Date     | Cost    | E/R  |
|-------------------|----------|---------|--|
| Pvt Auto-Terminal | 05/05/10 | \$10.00 | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Pvt Auto-Terminal | 05/14/10 | \$10.00 | <a href="#">Edit</a><br><a href="#">Remove</a> |
| Total Expenses:   |          | \$20.00 |  |

Figure 4-21: Mileage Expenses Screen

Table 4-1: Mileage Expense Types

| MILEAGE EXPENSE TYPES   |   |
|---|---|
| EXPENSE TYPE  | DESCRIPTION   |
| POC Use – Dedicated Gov Veh   | Select if a privately owned conveyance (POC) is used for the traveler's convenience instead of an available Government vehicle dedicated for the traveler's use, such as a commander's car.*  |
| POC Use – Gov Vehicle Avail   | Select if a POC is used for the traveler's convenience instead of an available Government vehicle. Example: A fleet of vehicle has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.* |
| Private Plane   | Select if a private plane is used for TDY travel.   |
| Pvt Auto-In/Around  | Select if a privately owned vehicle is used for official business while at the TDY location.  |
| Pvt Auto-TDY/TAD  | Select if a POC is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DoD Table of Distances (DTOD) is mandatory.                      |
| Pvt Auto-Terminal   | Select if a POC is used for travel from the traveler's duty station or residence to and from the airport.   |
| Pvt Motorcycle-In/Around  | Select if a privately owned motorcycle is used for official business while at the TDY location.   |
| Pvt Motorcycle-TDY/TAD  | Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DTOD is mandatory.                        |
| Pvt Motorcycle-Terminal   | Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the airport.  |
| *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. |   |

3. Select the **Expense Type** drop-down list arrow and select the **expense type** to add.

**Note:** When Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD is selected, the DTOD link displays. Miles cannot be entered and use of DTOD is mandatory. See Section 2.7.2.1.

4. Complete the **Date** field with the date of the expense.
5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change it if necessary.
6. Complete the **Miles** field when selection is other than Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD.
7. (Optional) Select **Edit this Expense Type's Defaults** to view cost options or to convert a foreign currency into a U.S. dollar amount.
8. Select **Save Expenses**.
9. Repeat Steps 1 through 8 until all mileage expenses are updated.

### 4.5.2.1 Edit a Mileage Expense

Follow the below steps to edit a mileage expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

### 4.5.2.2 Remove a Mileage Expense

Follow the below steps to remove a mileage expense from a voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

### 4.5.2.3 Defense Table of Official Distances (DTOD)

The DTOD should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside the duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

After selecting an expense type on the Mileage Expenses screen (Figure 4-21), follow the below steps to use the DTOD:

1. Select **DoD Table of Distances**.

## Chapter 4: Vouchers From Authorizations

The DTOD screen opens (Figure 4-22).

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RETURN TO LIST    Non-Mileage    **Mileage**    Per Diem Entitlements    Substantiating Records

Itinerary    Travel    Expenses    Accounting    Additional Options    Review/Sign

### DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

**Traveling From:**

Please Note: A Red Star (\*) indicates a field is required.

Oconus:

\* City:

State/Country:  > [Lookup State and Country Codes](#)

County:

**Traveling To:**

Oconus:

\* City:

State/Country:  > [Lookup State and Country Codes](#)

County:

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.

**Calculate Total:**

   Total Miles: 0

Figure 4-22: DTOD Screen

2. Check the **OCONUS** box in the Traveling From section if the traveler drove from an OCONUS location.
3. Complete the **City** field in the Traveling From section.
4. Complete the **State/Country** field.  
-OR-  
Select **Lookup State and Country Codes** if the state and country are unknown.
5. Select **Search**.

The DTOD screen refreshes. It displays the list of locations (Figure 4-23).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

**DoD Table of Official Distances (DTOD)**

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

**Traveling From:**

Please Note: A Red Star ( \* ) indicates a field is required.

Oconus:

\* City:

State/Country:  > [Lookup State and Country Codes](#)

County:

**Traveling To:**

Oconus:

\* City:

State/Country:  > [Lookup State and Country Codes](#)

County:

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.

**Calculate Total:**

Total Miles: 0

**Search Results**

Traveling From Search Results

Search Results for Reston, va. Select one of the following:

| City/Location                 | State | County  |                          |
|-------------------------------|-------|---------|--------------------------|
| 20190 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 20191 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 20192 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 20194 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 20196 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 20598 Reston                  | VA    | Loudoun | > <a href="#">select</a> |
| 22095 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| 22096 Reston                  | VA    | Fairfax | > <a href="#">select</a> |
| Reston                        | VA    | Fairfax | > <a href="#">select</a> |
| Reston Gardens                | VA    | Fairfax | > <a href="#">select</a> |
| Reston Hospital Ctr           | VA    | Fairfax | > <a href="#">select</a> |
| Reston Industrial Venture Ipk | VA    | Fairfax | > <a href="#">select</a> |
| Reston International Center   | VA    | Fairfax | > <a href="#">select</a> |
| Reston Town Center            | VA    | Fairfax | > <a href="#">select</a> |

Figure 4-23: DTOD Search Results Screen

6. Choose **Select** next to the desired location in the Search Results column.
7. Complete the **County** field (optional).
8. Check the **Oconus** box in the Traveling To section if traveling to an OCONUS location.
9. Complete the **City** field in the Traveling To section.

## Chapter 4: Vouchers From Authorizations

10. Complete the **State/Country** field.  
-OR-  
Select **Lookup State and Country Codes** if the state and country are unknown.
11. Select **Search**.  
  
The DTOD screen refreshes and a list of locations displays (Figure 4-23).
12. Complete the **County** field (optional).
13. Select **Calculate Mileage**.
14. Select **Save Total and Continue**.  
-OR-  
Select **CANCEL** to return to the Mileage Expenses screen without saving.

### 4.5.3 Per Diem Entitlements

The Per Diem Entitlements screen displays the amount to be reimbursed to the traveler for every date and location of travel. The information on the screen results from the TDY destination entered on the Itinerary screen and the lodging selected in the Travel module.

Follow the below steps to view the per diem entitlements for the voucher:

1. Select **Expenses** from the navigation bar.
2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlement screen opens (Figure 4-24). The information displayed on the screen is filled automatically from the information entered in the trip itinerary.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

**Per Diem Entitlements**

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

| Date     | Location   | Edit   | Reset   | Ldg Cost | Ldg Allowed         | M&IE Allowed        | Per Diem Rate | Code | B | L | D | Qtrs |
|----------|------------|--------|---------|----------|---------------------|---------------------|---------------|------|---|---|---|------|
| 04/30/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$49.50<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/01/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/02/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/03/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/04/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/05/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/06/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/07/10 | RALEIGH,NC | > Edit | > Reset | \$92.00  | \$92.00<br>Personal | \$66.00<br>Personal | 92 / 66       | NONE |   |   |   |      |
| 05/08/10 | RALEIGH,NC | > Edit | > Reset | \$0.00   | \$0.00<br>Personal  | \$49.50<br>Personal | 92 / 66       | NONE |   |   |   |      |

Reset All Edit All

Figure 4-24: Per Diem Entitlements Screen

Lodging costs and other information (e. g. duty conditions and meals) entered on the authorization can be changed using this screen. Changes can be made for a specific date or for a date range.

3. Select **Edit** next to the date and location to be changed.
4. Select **Reset** next to any date(s) and location(s) that need to be reset to the original value(s).

**Note:** The Edit All button allows the traveler to edit all of the dates at once. The Reset All button allows the traveler to reset all of the dates at once.

**Warning:** Only use the **Edit All** function when Meals Available (for a military location) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all previous edits.

The Per Diem Entitlements Detail screen displays editable fields where the traveler may update costs as necessary (Figure 4-25).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

### Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: RALEIGH, NC  
Values Apply From Date: 05/04/2010  
Values Apply Through: 05/04/2010

#### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 92 / 66  
Lodging: \$ 92.00 > [view expense details / currency calculator](#)  
M & IE: \$ 66.00 > [view expense details / currency calculator](#)

#### Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area (Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Figure 4-25: Per Diem Entitlements Detail Screen (Edit Lodging and Duty Conditions)

5. Enter the date in **Values Apply Through** field if changes are for multiple consecutive days.
6. Enter lodging cost in the **Lodging** field, if different than the lodging rate from the authorization.

7. Select **view expense details / currency calculator** to change the payment method or calculate the currency exchange rate.
8. Check the **Duty Conditions** boxes for any duty conditions that apply.
9. Select the correct **meal code** and **meal(s)** for this date or date range, if applicable (Figure 4-26).

**Meals**

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate       Breakfast  
 Elected       Lunch  
 Available       Dinner  
 Provided  
 Occasional  
 Special Rate

Cost:

---

**Other Per Diem Entitlements**

If you need to claim actuals for lodging, take leave, specify duty-day, non-duty day(civilian only), authorized-delay(voucher only), or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

No Other Per Diem Entitlements  
 Leave  
 Check here if you are taking leave for the above date or date range.  
 Sick Leave - No Per Diem  
 Check here if you are taking Sick Leave without Per Diem for the above date or date range.  
 Sick Leave - Per Diem  
 Check here if you are taking Sick Leave with Per Diem for the above date or date range.  
 Duty Day(s)(No Per Diem)  
 Check here if you need to use Duty Day(No Per Diem) for the above date or date range.  
 Non-Duty Day(s)  
 Check here if you need to use Non-Duty Day for the above date or date range.  
 Authorized Delay  
 Check here if you need to use Authorized Delay for the above date or date range.  
 Actual Lodging  
 Check here if you need to use Actual Lodging for the above date or date range.  
 OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
 Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.  
 In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)  
 Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Figure 4-26: Per Diem Entitlements Detail Screen (Edit Meals and Other Per Diem Entitlements)

**Note:** The Other Per Diem Entitlements screen shown in Figure 4-26 is for a civilian employee. Sick Leave will not display as an entitlement for Military members.

## Chapter 4: Vouchers From Authorizations

10. Select the **radio button** under Other Per Diem Entitlements that describes the per diem entitlements for this date or date range.
  - a. Use the default choice, **No Other Per Diem Entitlements**, when no other options apply.
  - b. Select **Leave** if taking leave. Military personnel use **Annual leave**. Civilian employees may choose either **Annual** or **Other**. Civilian employees may enter the number of hours they wish to use.
  - c. Select **Sick Leave - No Per Diem** if a civilian employee has been granted sick leave, but per diem has not been authorized.
  - d. Select **Sick Leave - Per Diem** if a civilian employee has been granted sick leave, and per diem has been authorized.
  - e. Select **Duty Day** if a military member and the AO did not approve excess travel time as official (when trip is extended beyond official travel date).

Leave should not be charged because the return travel occurred on a duty day. No per diem reimbursement is allowed and the day is not charged as Leave.
  - f. Select **Non-Duty Day** if a civilian employee and the AO did not approve the excess travel time as official.

Leave should not be charged because the return travel occurred on a non-duty day. No per diem reimbursement is allowed, and the day is not charged as Leave.
  - g. Select **Authorized Delay** for a date if the AO approved additional travel time because of an unavoidable delay.

Full reimbursement is allowed for per diem entitlements.
  - h. Select **Actual Lodging** if the traveler is to be reimbursed for spending more than the per diem rate on lodging.

**Note:** Additional lodging costs must be authorized by the AO. The Actual Costs Limited field displays the maximum actual lodging amount the AO may authorize.
  - i. Select **OCONUS Incidental Amount** if the incidental rate will be limited to the minimum allowable OCONUS rate.
  - j. Select **In Place** for either the first or last day of travel if there are two back-to-back TDYs without returning to the permanent duty station. This will increase the M&IE amount to 100 percent for the selected day.

11. Select **Save These Entitlements**.

-OR-

Select **Cancel These Entitlement Changes and Return** to return to the Per Diem Entitlements screen without making changes (Figure 4-24).

## 4.6 Substantiating Records

Substantiating Records are proof of expenses incurred on official travel. Travelers are required to store digital images of receipts.

Travelers can load images of receipts and other supporting documents into DTS by either faxing, or scanning and uploading these documents. See *Document Processing Manual*, Chapter 2 for instructions on adding substantiating records.

## 4.7 Update an Accounting Code

If no payment has been made on an LOA, the LOA may be changed. An LOA should never be removed or changed if any payment has been made. For example, if a non-ATM advance, scheduled partial payment (SPP), or voucher settlement has been paid using an LOA, the LOA that was used should not be removed or changed. If a change must be made, it must be done manually outside of DTS.

Follow the below steps to update the LOA on a voucher:

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

The Accounting Codes screen opens (Figure 4-27).

## Chapter 4: Vouchers From Authorizations

**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

RETURN TO LIST Accounting Codes

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-May-10 [Find Accounting Label](#)

End Date: 14-May-10

Accounting Label: ---Select--- From TDZDTMOCSD

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
Please make sure the LOA's assigned have costs allocated to it.

| Accounting Label | Organization | View/Edit Acctg Code      | Remove                 |
|------------------|--------------|---------------------------|------------------------|
| 10 CONFERENCE    | TDZDTMOCSD   | <a href="#">view/edit</a> | <a href="#">remove</a> |

**Expenses Summary**

| 10 CONFERENCE            |          |          |
|--------------------------|----------|----------|
| Category                 | Allowed  | Actual   |
| COM. CARR.-I :           | \$412.80 | \$412.80 |
| LODGING :                | \$0.00   | \$0.00   |
| M&IE :                   | \$0.00   | \$0.00   |
| RENTAL CAR :             | \$23.17  | \$23.17  |
| 10 CONFERENCE Sub Total: | \$435.97 | \$435.97 |
| Calculated Trip Cost:    | \$435.97 | \$435.97 |

Figure 4-27: Accounting Codes Screen

2. Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **accounting label**. (See Section 2.8 for an explanation of shared LOAs).
3. Select **Additional Options**, if necessary.  
-OR-  
Select **Review/Sign** on the navigation bar.

### 4.7.1 Update Multiple Accounting Codes

When using more than one accounting code on a voucher, the traveler must identify how to allocate the expenses to each. Beginning on the Accounting Codes screen (Figure 4-27), follow the below steps to add multiple accounting codes to one voucher:

1. Select the **Accounting Label** drop-down list arrow and select all **accounting labels** that apply.

A pop-up window displays the following message: *Please remember to allocate expenses to the LOA that was just added.*

2. Select **OK**.

The Accounting Codes Screen refreshes. The How to Allocate drop-down list appears (Figure 4-28).

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A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes

RETURN TO LIST

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-May-10 [Find Accounting Label](#)

End Date: 14-May-10

Accounting Label: ---Select--- From TDZDTMOCSD

Shared LOA: ---Select to Add---

Cross Org LOA: ---Select to Add---

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

| Accounting Label | Organization | View/Edit Acctg Code        | Edit Allocation        | Remove                   |
|------------------|--------------|-----------------------------|------------------------|--------------------------|
| 10 CONFERENCE    | TDZDTMOCSD   | > <a href="#">view/edit</a> | > <a href="#">edit</a> | > <a href="#">remove</a> |
| 10 CSD           | TDZDTMOCSD   | > <a href="#">view/edit</a> | > <a href="#">edit</a> | > <a href="#">remove</a> |

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

**Expenses Summary**

Expense allocated by Expense Category

| 10 CONFERENCE            |          |          |
|--------------------------|----------|----------|
| Category                 | Allowed  | Actual   |
| COM. CARR.-1 :           | \$412.80 | \$412.80 |
| LODGING :                | \$0.00   | \$0.00   |
| M&IE :                   | \$0.00   | \$0.00   |
| RENTAL CAR :             | \$23.17  | \$23.17  |
| 10 CONFERENCE Sub Total: | \$435.97 | \$435.97 |

| 10 CSD            |         |        |
|-------------------|---------|--------|
| Category          | Allowed | Actual |
| LODGING :         | \$0.00  | \$0.00 |
| M&IE :            | \$0.00  | \$0.00 |
| OTHER :           | \$0.00  | \$0.00 |
| 10 CSD Sub Total: | \$0.00  | \$0.00 |

Calculated Trip Cost: \$435.97 \$435.97

Figure 4-28: Accounting Codes Screen - Allocate Expenses

3. Select the **How To Allocate** drop-down list arrow and select an **allocation method**.
4. Select **Allocate Expenses**.
5. Select the **Accounting Code** to use for each allocation.
6. Select **Save Allocations**.

The Expense Summary displays a breakdown of the expenses applying to each LOA.

## 4.8 Additional Options

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

### 4.8.1 Profile

The Profile screen allows the traveler to update personal profile data using the links displayed near the top of each of the Profile screens. Non-DTS Entry Agents (NDEAs) are able to update profile data for travelers in the groups to which they have group access (Figure 4-29).

**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.

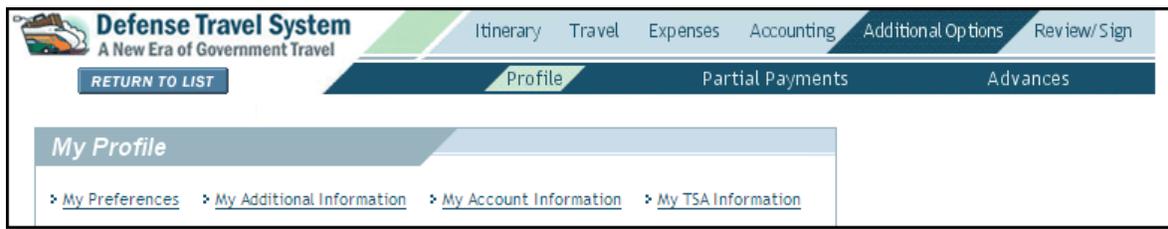


Figure 4-29: Profile Menu/My Profile Screens

Personal Profile information is divided into five screens for review and update. Use the links on each screen to open the next.

**Note:** EFT data on the My Account Information screen is mandatory.

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

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

**Note:** The **Dependents** and **PCS Info** buttons are currently not used.

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

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

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
- \*Self AO Approval, \*Advance Authorized, \*Mandatory use of GTCC (GOVCC)

\*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)

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

- Last Name
- First Name
- Middle Name/No Middle Name
- DOB
- 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** for 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. Leave the box unchecked to apply the changes to the current document only.
5. Select **Update Personal Information**.

**Note:** Electronic Funds Transfer (EFT) data on the My Account Information screen is **mandatory**. If the radio button is **Yes** with no EFT account data, the document cannot be signed, and the traveler will be returned 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.

## **4.8.2 Payment Totals**

The Payment Totals screen allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GTCC or record payments previously made to the GTCC. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will decrement 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 4-30). This screen is divided into the following four sections:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

If there were any expenses, there will be a Total Expenses link in the Expense Summary section.

See Table 4-2 for a description of the fields on the Payment Totals screen.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST
Profile
Payment Totals
Partial Payments
Advances

### Payment Totals

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

| Expense Summary            |           |
|----------------------------|-----------|
| Total Expenses:            | \$0.00    |
| Non-Reimbursable Expenses: | \$542.80  |
| Reimbursable Expenses:     | \$-542.80 |

| Disbursement Summary         |        |
|------------------------------|--------|
| Gov't Advance Paid:          | \$0.00 |
| Scheduled Partial Pmts Paid: | \$0.00 |
| Previous Voucher Payments:   | \$0.00 |
| Total Prior Payments:        | \$0.00 |

| Credit Summary    |          |
|-------------------|----------|
| Collections:      | \$0.00   |
| Waiver / Appeals: | \$0.00   |
| Net To Traveler:  | \$0.00   |
| Balance Due US:   | \$542.80 |

| Entitlement Summary                        |              |                      |           |
|--|--------------|----------------------|-----------|
|  | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
| Total Expenses:                            | \$-542.80    | \$0.00               | \$-542.80 |
| Less Prior Pmts:                           | \$0.00       | \$0.00               | \$0.00    |
| Plus Collections:                          | \$0.00       | \$0.00               | \$0.00    |
| -----                                      |              |                      |           |
| Net to Traveler:                           | \$-542.80    | \$0.00               | \$-542.80 |
| Add GOVCC ATM:                             | \$0.00       | \$0.00               |           |
| Add GOVCC Amt:                             | \$0.00       | \$0.00               |           |
| Less Prev Pmts to GOVCC(By Traveler):      | \$0.00       | \$0.00               |           |
| Prev Pmt Adjustments:                      | \$542.80     | \$0.00               |           |
| <b>Final Distribution(Net to traveler)</b> |              |                      |           |
| Net Distribution:                          | \$0.00       | \$0.00               | \$-542.80 |

### Trip Summary

| Overall Starting Point |                     |                      |
|------------------------|---------------------|----------------------|
| Leave From:            | RES: WOODBRIDGE, VA | <a href="#">Edit</a> |
| Leave:                 | 20-Apr-10           |                      |

| Location 1: PATRICK AFB, FL |  |                        |
|-----------------------------|--|------------------------|
| Leave From:                 | RES: WOODBRIDGE, VA  | <a href="#">Edit</a>   |
| TDY/TAD Loc:                | PATRICK AFB, FL  |                        |
| Arrive:                     | 20-Apr-10  |                        |
| Leave:                      | 30-Apr-10  |                        |
| Carrier / Flight:           | Delta Air Lines Inc. (DL) 1959                                 | <a href="#">Edit</a>   |
| Conf/PNR:                   | 123456   | <a href="#">Remove</a> |
| Depart:                     | 10:00AM - 20-Apr-10<br>DCA-Washington, DC (USA) (National Apt) |                        |
| Arrive:                     | 11:52AM - 20-Apr-10<br>ATL-Atlanta, GA (USA) (Hartsfield Intl) |                        |
| Carrier / Flight:           | Delta Air Lines Inc. (DL) 5323                                 | <a href="#">Edit</a>   |
| Conf/PNR:                   | 123456   | <a href="#">Remove</a> |
| Depart:                     | 12:52PM - 20-Apr-10<br>ATL-Atlanta, GA (USA) (Hartsfield Intl) |                        |
| Arrive:                     | 2:21PM - 20-Apr-10<br>MLB-Melbourne, FL (USA)                  |                        |
| Rental Car:                 | ALAMO  | <a href="#">Edit</a>   |
| Airport:                    | MLB - Melbourne, FL (United States)                            | <a href="#">Remove</a> |
| Confirmation:               | ABCD1234678-   |                        |
| Pick-Up:                    | 20-Apr-10 3:00PM   |                        |
| Drop-Off:                   | 30-Apr-10 10:30AM  |                        |
| Lodging:                    | Motel 6 Palm Bay   | <a href="#">Edit</a>   |
| Confirmation:               | 12345678-  | <a href="#">Remove</a> |
| Check-In:                   | 20-Apr-10  |                        |
| Check-Out:                  | 30-Apr-10  |                        |

| Overall Ending Point |  |                        |
|----------------------|--|------------------------|
| Leave From:          | PATRICK AFB, FL  | <a href="#">Edit</a>   |
| Return Loc:          | RES: WOODBRIDGE, VA  |                        |
| Arrive:              | 30-Apr-10  |                        |
| Carrier / Flight:    | Delta Air Lines Inc. (DL) 5562                                 | <a href="#">Edit</a>   |
| Conf/PNR:            | 123456   | <a href="#">Remove</a> |
| Depart:              | 11:03AM - 30-Apr-10<br>MLB-Melbourne, FL (USA)                 |                        |
| Arrive:              | 12:45PM - 30-Apr-10<br>ATL-Atlanta, GA (USA) (Hartsfield Intl) |                        |
| Carrier / Flight:    | Delta Air Lines Inc. (DL) 1964                                 | <a href="#">Edit</a>   |
| Conf/PNR:            | 123456   | <a href="#">Remove</a> |
| Depart:              | 1:20PM - 30-Apr-10<br>ATL-Atlanta, GA (USA) (Hartsfield Intl)  |                        |
| Arrive:              | 2:59PM - 30-Apr-10<br>DCA-Washington, DC (USA) (National Apt)  |                        |

Figure 4-30: Payment Totals Screen

Table 4-2: Payment Totals Screen Description

| PAYMENT TOTALS SCREEN DESCRIPTION      |  |
|--|--|
| FIELD OR OBJECT                        | DESCRIPTION  |
| <b>Expense Summary</b>                 |  |
| <b>Total Expenses</b>                  | Adds the reimbursable and non-reimbursable expenses claimed on the travel document. If available, use the link to view supplementary information on each separate payment.   |
| <b>Non- Reimbursable Expenses</b>      | This totals the expenses for which the traveler cannot be reimbursed: Includes Centrally Billed Accounts (CBA) and Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense type codes (expenses) on the travel document.   |
| <b>Reimbursable Expenses</b>           | This totals the expense for which the traveler can be reimbursed: Includes all expenses with a Per Diem expense type code including personal and GOVCC (also referred to as GTCC) expenses.  |
| <b>Disbursement Summary</b>            |  |
| <b>Gov't Advance Paid</b>              | Total of disbursements from Government non-ATM advances, paid or submitted for payment. If available, use the link to view supplementary information on each separate payment.   |
| <b>Scheduled Partial Payments Paid</b> | Total of disbursements from Government from SPPs, both paid and submitted for payment. If available, use the link to view supplementary information on each SPP.   |
| <b>Previous Voucher Payments</b>       | Total of disbursements from Government from previous vouchers. Amount is zero until the initial voucher is paid. If available, use the link to view supplementary information on each separate payment.  |
| <b>Total Prior Payments</b>            | Total disbursement: sum of the Government advances, SPPs, and voucher payments that have been paid to a traveler.  |
| <b>Credit Summary</b>                  |  |
| <b>Collections</b>                     | For Due U.S. documents. Collections received and posted for amount of Due U.S. collected back from traveler. If available, use the link to view supplementary information on each separate collection.   |
| <b>Waivers and Appeals</b>             | For Due U.S. documents – Cumulative amount of approved waivers. If available, use the link to view supplementary information on each separate payment.   |
| <b>Net To Traveler</b>                 | Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero (due traveler). <ul style="list-style-type: none"> <li>• Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the <i>reimbursable expense</i> amount.</li> <li>• Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the <i>reimbursable expense</i> amount.</li> </ul> |
| <b>Balance Due US</b>                  | Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount less than zero (Due U.S.). <ul style="list-style-type: none"> <li>• Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the <i>reimbursable expense</i> amount.</li> <li>• Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the for the <i>reimbursable expense</i> amount.</li> </ul>            |
| <b>Entitlement Summary</b>             |  |
| <b>Total Expenses</b>                  | Sums the reimbursable expenses claimed on the travel document. The amounts are broken down into charges against the traveler's personal bank account, individual GOVCC account, and the sum of both.   |

Table 4-2: Payment Totals Screen Description (Continued)

| PAYMENT TOTALS SCREEN DESCRIPTION                    |   |
|--|---|
| FIELD OR OBJECT                                      | DESCRIPTION   |
| <b>Entitlement Summary</b>                           |   |
| <b>Less Prior Payments</b>                           | This is the total reimbursable trip expenses minus any prior payments. Prior payments include Government advances, SPPs, and voucher payments that have been paid to a traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both. |
| <b>Plus Collections</b>                              | This is the total reimbursable trip expenses plus collections. Collections include amounts received and posted for any Due U.S. debt collected from traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both.                    |
| <b>Net to Traveler</b>                               | Cumulative amounts of reimbursable trip expenses minus the total amount of previous payments, plus the total amount of any debts already posted as collected from the traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both.  |
| <b>Add GOVCC ATM</b>                                 | If there are any additional ATM expenses against the individual GOVCC account, enter them in the field provided. Select <b>Calculate</b> to display a recalculated Net to Traveler amount.  |
| <b>Additional GOVCC Amount</b>                       | If there are any additional non-ATM expenses against the individual GOVCC account, enter them in the field provided. Select <b>Calculate</b> to display a recalculated Net to Traveler amount.  |
| <b>Less Previous Payments to GOVCC (By Traveler)</b> | If the traveler made additional payments to the GOVCC account, enter them in this field. Select <b>Calculate</b> to display a recalculated Net to Traveler amount.  |
| <b>Previous Payment Adjustments</b>                  | This is the subtotal of any payments from the traveler's personal bank account to the GOVCC account, or from the traveler's GOVCC account to the personal bank account. Refresh this amount by selecting <b>Calculate</b> .   |
| <b>Final Distribution (Net to Traveler)</b>          |   |
| <b>Net Distribution</b>                              | This is the final net distribution to the traveler: the total expenses, less any prior payments, plus any collections, plus any additional ATM or non-ATM advances, less any previous payments from the traveler's personal bank account to the GOVCC account.  |

**Note:** When a Foreign Military Sales (FMS) LOA is used in the voucher, a Transaction Control Number (TCN) displays in the TCN column. The TCN is received when disbursements have been made from FMS funds (Figure 4-33).

3. Select **Total Expenses**.

The Payment Totals Expenses Summary screen displays (Figure 4-31).

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A New Era of Government Travel

**Payment Totals**

Expense Summary

| Expense Category | Accounting Label | Reimbursable Amount | Non-Reimbursable Amount | Total Amount |
|------------------|------------------|---------------------|-------------------------|--------------|
| COM. CARR.-I     | 10 SIFDTSDH      | \$580.00            | \$0.00                  | \$580.00     |
| LODGING          | 10 SIFDTSDH      | \$7150.00           | \$0.00                  | \$7150.00    |
| M&IE             | 10 SIFDTSDH      | \$8613.00           | \$0.00                  | \$8613.00    |
| OTHER            | 10 SIFDTSDH      | \$20.00             | \$0.00                  | \$20.00      |
| REIM EXP         | 10 SIFDTSDH      | \$3.50              | \$0.00                  | \$3.50       |
| Total Expenses:  |                  | \$16366.50          | \$0.00                  | \$16366.50   |

[Return](#)

Figure 4-31: Payment Totals Screen - Expenses Summary

The Accounting label, the reimbursable amount, the nonreimbursable amount, and the total amount display for each of the expense categories.

4. Select **Return** to return to the Payment Totals screen.

The Gov't Advances Paid link will display if there was an advance (Figure 4-32).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile **Payment Totals** Partial Payments Advances

### Payment Totals

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

#### Expense Summary

|                                 |            |
|---------------------------------|------------|
| <a href="#">Total Expenses:</a> | \$2,433.50 |
| Non-Reimbursable Expenses:      | \$0.00     |
| Reimbursable Expenses:          | \$2,433.50 |

#### Disbursement Summary

|                                     |            |
|-------------------------------------|------------|
| <a href="#">Gov't Advance Paid:</a> | \$1,946.80 |
| Scheduled Partial Pmts Paid:        | \$0.00     |
| Gov't Advance Paid:                 | \$0.00     |
| Total Prior Payments:               | \$1,946.80 |

#### Credit Summary

|                                   |          |
|-----------------------------------|----------|
| <a href="#">Collections:</a>      | \$0.00   |
| <a href="#">Waiver / Appeals:</a> | \$0.00   |
| Net To Traveler:                  | \$486.70 |
| Balance Due US:                   | \$0.00   |

### Trip Summary

#### Overall Starting Point

|             |                     |                      |
|-------------|---------------------|----------------------|
| Leave From: | RIO DE JANEIRO, BRA | <a href="#">Edit</a> |
| Leave:      | 19-Apr-10           |                      |

#### Location 1: CARLSBAD, CA

|              |              |                      |
|--------------|--------------|----------------------|
| Leave From:  | CARLSBAD, CA | <a href="#">Edit</a> |
| TDY/TAD Loc: | CARLSBAD, CA |                      |
| Arrive:      | 19-Apr-10    |                      |
| Leave:       | 30-Apr-10    |                      |

#### Overall Ending Point

|             |                     |                      |
|-------------|---------------------|----------------------|
| Leave From: | CARLSBAD, CA        | <a href="#">Edit</a> |
| Return Loc: | RIO DE JANEIRO, BRA |                      |
| Arrive:     | 30-Apr-10           |                      |

Figure 4-32: Payment Totals Screen - Links

5. Select **Gov't Advance Paid**.

The Government Advances Paid section displays under the Expenses Summary section (Figure 4-33).

**Defense Travel System**  
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**Payment Totals**

Expense Summary

| Expense Category | Accounting Label | Reimbursable Amount | Non-Reimbursable Amount | Total Amount |
|------------------|------------------|---------------------|-------------------------|--------------|
| LODGING          | 10 WASDTSDFASIN  | \$1617.00           | \$0.00                  | \$1617.00    |
| M&IE             | 10 WASDTSDFASIN  | \$816.50            | \$0.00                  | \$816.50     |
| Total Expenses:  |                  | \$816.50            | \$0.00                  | \$2433.50    |

Government Advances Paid

| Transaction ID      | Accounting Label | Date Paid | DSSN | DOV # | TCN | Amount     |
|---------------------|------------------|-----------|------|-------|-----|------------|
| 0NYBBL002           | 10 WASDTSDFASIN  | 04/15/10  |      |       |     | \$1,946.80 |
| Total Advance Paid: |                  |           |      |       |     | \$1,946.80 |

Return

Figure 4-33: Payment Totals Screen - Advance Paid

6. Select **Return** to return to the Payment Totals screen.

The Collections and Waiver/Appeal links display windows that are populated only if a Due US condition exists (Figure 4-32). Use of these links allows the traveler to view debt and collection information and the history of appeals.

Follow the below steps to add a GTCC ATM advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field (Figure 4-31).

The amount entered in the Add GOVCC ATM field will redirect money that was originally to be sent to the traveler's account and send it to the traveler's GTCC account instead.

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

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

1. Enter the amount of the additional payment to the GTCC into the **Add'l GOVCC Amt** field.

The dollar amount entered in the Add'l GOVCC Amt field will redirect money that was originally to be sent to the traveler's account and send it to the traveler's GTCC account instead.

2. Select **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to enter an amount paid by the traveler to the GTCC account before the DTS disbursement was paid.

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

If the traveler made a payment to the GTCC account before being reimbursed, the traveler can enter an amount that was originally to be sent to the GTCC account and redirect it to their personal bank account instead. For example, if the split reimbursement to the GTCC account is supposed to be \$400, and the traveler made a \$200 payment to the GTCC account before being reimbursed, then the traveler will want \$200 of the payment from DTS to go to their personal bank account.

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

**Note:** Use the Non-Mileage Expenses screen to enter any ATM processing fees associated with the GTCC.

### 4.8.3 SPPs and Advances

The traveler must always create a voucher to record actual expenses incurred on a trip. If the trip document contains paid or submitted SPPs, the amount owed to the traveler will be reduced by the amount previously disbursed.

**Note:** If a debt is caused by a non-ATM advance that is requested on an LOA other than the LOA that was used to create the obligation on the authorization, the traveler must add an overpayment expense prior to signing the voucher. This is to allow DTS and the accounting systems to account for the separate obligation and disbursement. At approval, the voucher will show a zero balance and accounting and disbursing will be reconciled. Once the voucher has been approved, the Debt Management Monitor (DMM) or traveler will have to amend it to remove the overpayment expense. This will change the voucher status to DUE U.S., and allows the DMM to track the debt.

If there are SPPs scheduled for submission when a voucher is approved, DTS will delete the unsubmitted SPP(s) from the Payment module.

## 4.9 Review/Sign

The below subsections guide the user through the Review/Sign process.

### 4.9.1 Preview Trip

The Preview Trip screen provides a general overview of the trip. Follow the below steps to edit the data on this screen:

1. Select **Review/Sign** from the navigation bar.

## Chapter 4: Vouchers From Authorizations

The Preview Trip screen opens by default (Figure 4-34). The Print Document button at the top of the screen opens a text-only version of the document on a separate screen.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Print Document

### Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

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

#### Reference Information

Reference:

#### Document Comments

|                                     |      |
|-------------------------------------|------|
| Comments to the Approving Official: | None |
| Comments from the Travel Agent:     |      |

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

#### Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: SITE VISIT  
Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary: [Edit](#)  
Leave From: WOODBRIDGE,VA  
Leave: 29-Apr-10

Location 1 - SAN DIEGO,CA Time Zone: PST (09)

Itinerary: [Edit](#)  
Leave From: SAN DIEGO,CA  
TDY/TAD Location: SAN DIEGO,CA

Figure 4-34: Preview Trip Screen

2. Complete the **Reference** field if necessary. This field is for the entry of data that allows administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar.

3. Review all data.
4. Select **Edit** next to any items that need to be changed.
5. Make appropriate changes.
6. Select **Save and Proceed to Other Auths** at the bottom of the screen.

### 4.9.2 Other Authorizations

The DTS Other Authorizations screen is used to display and print remarks on travel documents. If the traveler selects an item that may need an explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, and meals provided); DTS will automatically flag it as an Other Authorization.

For more information on the Other Authorizations screen, refer to *Document Processing Manual*, Chapter 2.

### 4.9.3 Pre-Audit Trip

The Pre-Audit Trip screen displays the items, if any, that DTS has flagged in the document. DTS requires that certain items be justified. Examples of these items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement default value changed. A flagged item does not stop a traveler from requesting certain expenses, or obtaining lodging that is not within the per diem rate. Comments must be entered for items that have a **Justification to Approving Official** text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in the traveler's profile differs from that which is entered on the document.

DTS automatically preaudits a voucher when the traveler attempts to sign it, but the traveler can preaudit a document any time during its creation. Comments must be entered for each item requiring justification before the authorization will be routed for approval.

Follow the below steps to preaudit a voucher:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 4-34).

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

## Chapter 4: Vouchers From Authorizations

The Pre-Audit screen opens (Figure 4-35). Any items that appear on this screen are flagged for this trip. A flagged item indicates that DoD or service standards have been exceeded for normal Government travel.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."  
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

**2 Items have been Flagged in this Travel Document**

| 1. | Reason Flagged               | Item Description   | * Justification to Approving Official <a href="#">&lt;Help&gt;</a> |
|----|------------------------------|--|--|
|    | → POSSIBLE EXCESSIVE EXPENSE | → THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Taxi - Terminal > 50.0 |  |

**The following are provided for advisory purposes only**

| 2. | Advisory                    | Advisory Description <a href="#">&lt;Help&gt;</a>   |
|----|-----------------------------|---|
|    | → PERSONAL INFO HAS CHANGED | → PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- EMAIL ADDRESS, CHARGE CARD |

Save And Proceed To Digital Signature

Figure 4-35: Pre-Audit Trip Screen

**Note:** The [<Help>](#) link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-5, for a description of all flagged items.

**Note:** The [Help for this screen](#) link (on the left-hand side of the screen below the Pre-Audit Trip title) opens a table of preaudit codes used in the Reason Flagged column and a description of why this item was flagged.

Follow the below steps to justify the flagged items:

1. Complete **Justification to the Approving Official** field(s) with an explanation for the request.
2. Select **Save and Proceed To Digital Signature** at the bottom of the screen.

### 4.9.4 Digital Signature

The final step in creating a voucher is to digitally sign the document. This begins the routing process. Follow the below steps to digitally sign a voucher:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 4-34).

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

The Digital Signature screen opens (Figure 4-36).

**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:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

| Awaiting Status Change To | By              | Level |
|---------------------------|-----------------|-------|
| SIGNED                    | Carson, Eric T. | 0     |

Document History

| Status  | Date     | Time | Name          | Remarks |
|---------|----------|------|---------------|---------|
| CREATED | 04/12/10 | 1458 | Eric T Carson |         |

[> View Reasons for Audit Failures](#)

Figure 4-36: Digital Signature Screen

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

## Chapter 4: Vouchers From Authorizations

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

4. Select **OK**.
5. Select the **Submit this document as** drop-down list arrow and choose **SIGNED**.
6. Complete the **additional remarks** field (optional).

**Note:** If at any point in the document history the voucher failed a DTS audit, the reason for failure may be viewed by selecting the **View Reasons for Audit Failures** link (Figure 4-36).

7. Select **Submit Completed Document**.

The Stamp Process screen opens. It confirms that all expenses claimed are honest and accurate (Figure 4-37).

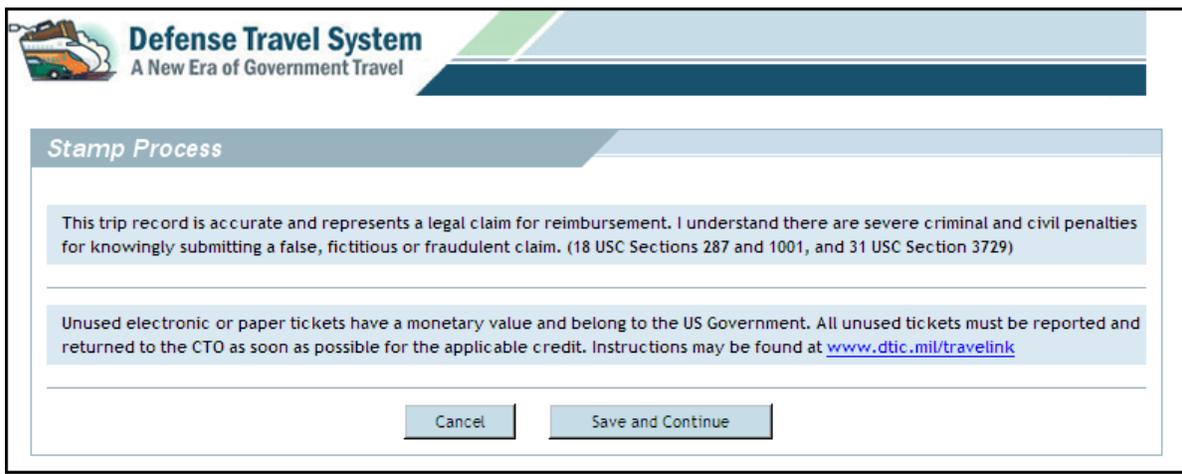


Figure 4-37: Stamp Process Screen

8. Select **Save and Continue**.

The Choose Signing Certificate screen opens if more than one certificate is available.

9. Choose the correct certificate and select **OK**.

The document is now signed. The Vouchers screen opens, displaying the list of existing vouchers (Figure 4-1).

**Note:** When the traveler signs a voucher containing an FMS LOA, a message displays notifying the traveler of a possible delay in reimbursement due to the use of FMS LOAs.

## 4.10 Due U.S. Vouchers (Overpayments to Travelers)

When the balance on a voucher indicates that advances, SPPs, or other payments paid to a traveler exceed the expenses recorded on the voucher, a Due U.S. situation exists. This means that the traveler owes money to the Government.

This situation may occur when a traveler incurs a debt due to one of the following reasons:

- An overpayment was made for a voucher in which the traveler's entitlements were less than the amount paid
- An ineligible travel expense was paid erroneously and was later discovered
- A trip was cancelled after the traveler received a non-ATM advance or SPP

Travelers must satisfy the debt within 30 days or request a waiver or cancellation of the debt. In cases where a trip was cancelled after the traveler received a non-ATM advance or an SPP, civilian travelers have 15 days to repay the debt and military members have 30 days to repay the debt. The traveler can see the amount of the Balance Due U.S. on the Payment Totals screen (Figure 4-38).

**Chapter 4: Vouchers From Authorizations**

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RETURN TO LIST

Profile

Payment Totals

Partial Payments

Advances

**Payment Totals**

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

**Expense Summary**

|                                 |          |
|---------------------------------|----------|
| <a href="#">Total Expenses:</a> | \$953.00 |
| Non-Reimbursable Expenses:      | \$0.00   |
| Reimbursable Expenses:          | \$953.00 |

**Disbursement Summary**

|                                     |                   |
|-------------------------------------|-------------------|
| <a href="#">Gov't Advance Paid:</a> | \$1,860.00        |
| Scheduled Partial Pmts Paid:        | \$0.00            |
| Previous Voucher Payments:          | \$0.00            |
| <b>Total Prior Payments:</b>        | <b>\$1,860.00</b> |

**Credit Summary**

|                                   |                 |
|-----------------------------------|-----------------|
| <a href="#">Collections:</a>      | \$0.00          |
| <a href="#">Waiver / Appeals:</a> | \$0.00          |
| <b>Net To Traveler:</b>           | <b>\$0.00</b>   |
| <b>Balance Due US:</b>            | <b>\$907.00</b> |

**Entitlement Summary**

|  | Personal(\$) | Individual GOVCC(\$) | Total(\$)  |
|--|--------------|----------------------|------------|
| Total Expenses:                            | \$953.00     | \$0.00               | \$953.00   |
| Less Prior Pmts:                           | \$1,860.00   | \$0.00               | \$1,860.00 |
| Plus Collections:                          | \$0.00       | \$0.00               | \$0.00     |
| Net to Traveler:                           | -\$907.00    | \$0.00               | -\$907.00  |
| Add GOVCC ATM:                             | \$0.00       | 0.00                 |            |
| Add'l GOVCC Amt:                           | \$0.00       | 0.00                 |            |
| Less Prev Pmts to GOVCC(By Traveler):      | 0.00         | \$0.00               |            |
| Prev Pmt Adjustments:                      | \$0.00       | \$0.00               |            |
| <b>Final Distribution(Net to traveler)</b> |              |                      |            |
| Net Distribution:                          | -\$907.00    | \$0.00               | -\$907.00  |

**Trip Summary**

**Overall Starting Point**

|             |                     |                      |
|-------------|---------------------|----------------------|
| Leave From: | RIO DE JANEIRO, BRA | <a href="#">View</a> |
| Leave:      | 30-Apr-10           |                      |

**Location 1: DENVER, CO**

|              |            |                      |
|--------------|------------|----------------------|
| Leave From:  | DENVER, CO | <a href="#">View</a> |
| TDY/TAD Loc: | DENVER, CO |                      |
| Arrive:      | 30-Apr-10  |                      |
| Leave:       | 08-May-10  |                      |

**Overall Ending Point**

|             |                     |                      |
|-------------|---------------------|----------------------|
| Leave From: | DENVER, CO          | <a href="#">View</a> |
| Return Loc: | RIO DE JANEIRO, BRA |                      |
| Arrive:     | 08-May-10           |                      |

Figure 4-38: Payment Totals Screen Indicating Balance Due U.S.

If the traveler is overpaid, they will be informed of the excess payment(s) and will see the Notification of Payment Due Government screen (Figure 4-39). This screen indicates that the traveler owes money to the Government.

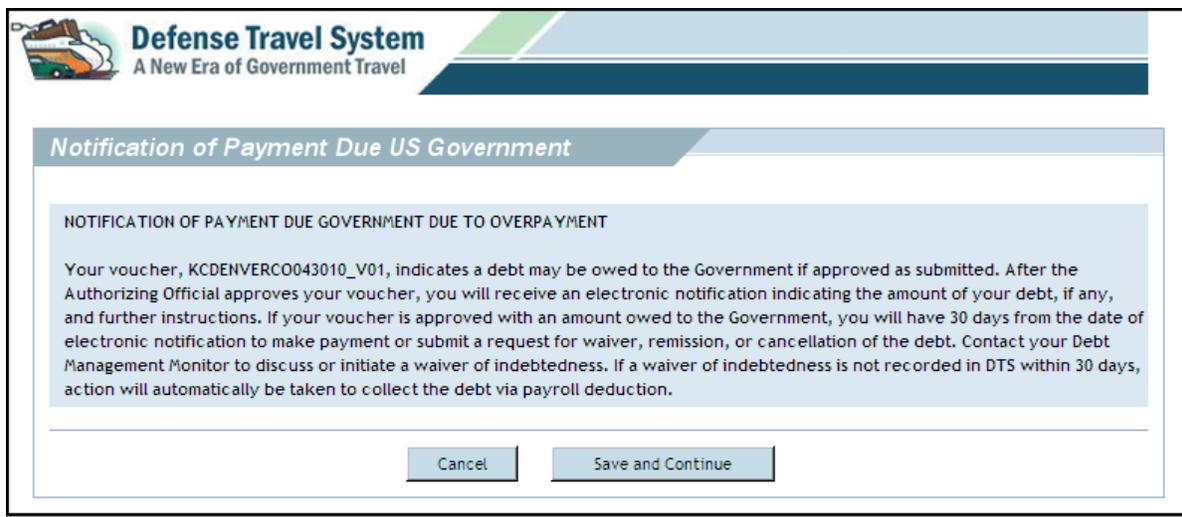


Figure 4-39: Notification Of Payment Due Government Screen

The traveler should review the Notification of Payment Due Government screen and select **Save and Continue**.

**Note:** Selecting **Save and Continue** serves as the traveler's acknowledgment of the initial notification of debt owed to the Government in the Due Process regulatory requirement. Selecting the **Cancel** button will return to the Digital Signature screen.

If a NDEA creates and signs the Due U.S. voucher, DTS will generate and send an e-mail to the traveler. This advises that the traveler may owe money to the Government. The DTS-generated e-mails can be found in *Appendix E*.

When a Due U.S. voucher is approved, DTS submits the appropriate transactions to adjust obligations (if necessary) and transmit a settlement voucher to disbursing that shows no payment due to the traveler. After 96 hours, DTS submits the appropriate transactions to set up the accounts receivable (A/R) in the applicable accounting system(s). DTS then generates an e-mail that is considered to be the Due Process Notice. This is sent to the traveler, AO, and DMM to advise them of the debt.

**Note:** If the debt is because of a non-ATM advance or SPP before a trip cancellation, a service member has 30 days and a civilian traveler has 15 days from the day the debt e-mail notification was sent to repay the debt. If the debt amount is not paid in full, involuntary payroll deduction actions can begin 30 days after notification of the debt for military members and after 15 days for civilians.

### 4.11 Using FMS LOAs in a Voucher

The Government uses the term *Foreign Military Sales (FMS)* as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix FMS in the LOA label.

DTS processes a voucher that has an FMS LOA in a way that is similar to the way that it processes other vouchers, with the following exceptions:

- When the voucher is signed, the traveler sees a DTS screen alert about payment delay due to external processing associated with the use of FMS funds
- When the voucher is signed, the traveler receives an e-mail notification about payment delay due to External processing associated with the use of FMS funds
- When the voucher is paid, the Defense Finance Accounting Service (DFAS) returns a TCN that will be displayed in DTS

The FMS prefix makes FMS LOAs easy to identify. They are selected from the LOA drop-down lists the same way as other LOAs in DTS (Figure 4-40).

The screenshot shows the 'Accounting Codes' section of the Defense Travel System interface. A dropdown menu is open, listing various LOA codes. The code '10 FMS TRAINING' is highlighted in green. Other visible codes include 10 CROSSOVER, 10 CSD, 10 DIFF, 10 LOCAL, 10 MEDICAL, 10 PER DIEM, 10 PERDIEM, 10 SUPPLY, 10 TRAVELTEAM1, 12 CSD, 12 Delta Team, 12 LOCAL, 11 CSD, 11 Delta Team, and 11 LOCAL. The interface also shows fields for Start Date (30-Apr-10), End Date (29-May-10), and Accounting Label (10 CONFERENCE). A table on the right, 'Expenses Summary', shows a total cost of \$7,269.00 for the 10 CONFERENCE category.

| Category                 | Allowed    | Actual     |
|--------------------------|------------|------------|
| 10 CONFERENCE            |            |            |
| COM. CARR.-I :           | \$470.00   | \$470.00   |
| LODGING :                | \$4,582.00 | \$4,582.00 |
| M&IE :                   | \$1,947.00 | \$1,947.00 |
| MILEAGE :                | \$20.00    | \$20.00    |
| OTHER :                  | \$250.00   | \$250.00   |
| 10 CONFERENCE Sub Total: | \$7,269.00 | \$7,269.00 |
| Calculated Trip Cost:    | \$7,269.00 | \$7,269.00 |

Figure 4-40: Accounting Codes Screen (LOA Selection List)

During the voucher signing process, a message displays informing the traveler of a possible delay in reimbursement for a voucher that contains an FMS LOA (Figure 4-41).

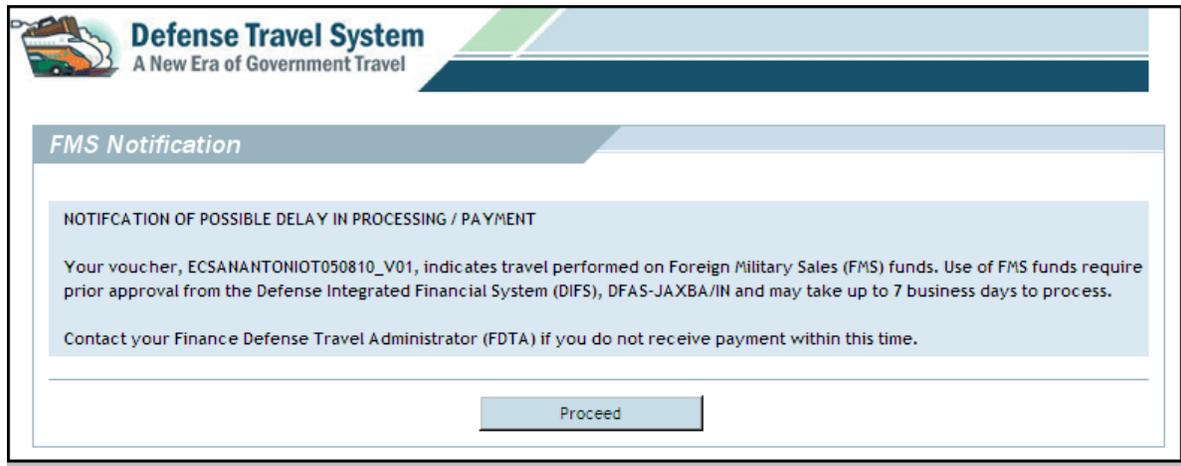


Figure 4-41: FMS Notification Screen

When an NDEA signs a voucher on behalf of a traveler, and the voucher contains an FMS LOA, DTS sends an e-mail notification to the traveler that reimbursement may be delayed due to processes (outside of DTS) that are involved in the approval and use of FMS funds.

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