



Software Update Information FY20 Expense Release

** Note: Information and dates provided below are subject to change without notice. Information will be updated as necessary.*

I. GENERAL SOFTWARE UPDATE INFORMATION

- **EWTS Release Date:** April 13, 2020
- **DTS Release Date:** This release is being scheduled to be implemented in a phased approach across DoD organizations. On April 17, 2020, the release will be implemented for randomly selected DoD organizations to allow software engineers to assess system performance. If your organization is part of the pilot, users will see an on screen banner once logged into DTS. Following a successful verification, the release will be implemented across all remaining DoD organizations, which is tentatively scheduled for April 28, 2020. Please continue to monitor the DTS homepage for any updates to the release schedule.
- **System Downtime:** None
- **TAC Outreach Call:** Tuesday, April 14, 2020. For instructions on how to participate in this call or for a copy of the slides, see the TAC Outreach Call announcement in the Announcements section of Travel Explorer (TraX) (www.defensetravel.dod.mil/passport).

II. SUMMARY OF FUNCTIONALITY (As of May 12, 2020)

- This release is the next in a series of updates to the User Experience (UX)/User Interface (UI) that aims to modernize the look and feel, and improve navigation and usability of the system. This release focuses on the DTS Expenses module and document attachment functionality. This software version reshapes the Add expenses and upload supporting documents design, displays recorded expenses in a single running list, incorporates quick access to per diem under Enter Expenses, and launches a “What’s New” feature. This DTS release also retires fax capability.
- Numerous SPR’s are being fixed, see table in section III
- A description of the release functionality, including screenshots, is available through the following Look Ahead papers: https://www.defensetravel.dod.mil/Docs/Look_Ahead_IP_14.pdf

III. FUNCTIONALITY RESOLVED/INCLUDED WITH RELEASE

Issue Key	Title
DTS-17498	PL9 unable to remove signed documents with substantiating records
DTS-17551	Audit Failure for 'Missing Receipts' Due to Lodging Reservation Outside Itinerary Dates

DTS-17515	Folder is Empty when Downloading File Individually for Lodging with Lodging Reservations
DTS-17581	Page not found is received when selecting the GSA State Tax Exempt Link
DTS-17594	Error When Signing an Authorization that has Lodging
DTS-17489	Missing Receipts Audit Failure when all expenses have receipts associated
DTS-17596	User is Unable to Filter or Manually Enter Expense Type
DTS-17595	Lodging Cost shows zero after update to a multi-trip duration AUTH
DTS-17600	Government Funded Leave should not allow mileage expenses
DTS-17599	Should Not Be Able to Delete CTO Fee (Personal)
DTS-17597	Expense MOR is displayed incorrectly - scenario 1 - Expenses page.
DTS-17598	Notes does not update for Air and Rental Car reservations
DTS-17593	Default the 'Retain as PDF' option as checked for the Travel Voucher (Form 1351-2), 'Form 1164' and 'Travel Orders' on Expenses Page
DTS-17490	Lodging Reservation on Review Voucher is not consistent with the Expenses page
DTS-15146	Notes added to uploaded documents are not shown
DTS-14604	Unable to attach documents to expenses via drag and drop
DTS-13514	Number of attachments listed with a specific expense is incorrect
DTS-10011	Faxed Receipt Displays as Missing
DTS-9845	Cannot Add Expenses When There are SPPs and a Fiscal Year Crossover
DTS-380	Substantiating Records do not display on previous Adjustment Levels or Original level after a voucher is amended
DTS-323	The Depart Status Report shows incorrect Awaiting Status
DTS-59	Depart Status Report includes Travelers/PNR Locators which are not in the Document as the traveler removed Reservations
SDS-238	Enhancement Remove Travel Agent Fee Expense from Local Voucher
SDS-239	Enhancement Government Vehicle - Fuel/Oil Expense Allow Change to Method of Reimbursement
SDS-241	Enhancement Rental Car - Fuel Expense Allow Change to Method of Reimbursement

SDS-1071	As a Traveler I want to have the “Type to filter” option so that I can quickly select a new expense or document from the Add New screen
SDS-1072	As a Traveler I want to have the “Type to filter” option so that I can quickly select an existing expense or document or a new expense or document from the Import PDF screen
SDS-1073	As a Traveler I want to be able to review previously uploaded or faxed receipts or substantiating document, so that I can see what is awaiting to be assigned to an expense or document
SDS-1074	As a Traveler I want to be able to associate previously uploaded or faxed receipts or substantiating documents to my existing expenses or document entries, so that I no longer have anything awaiting to be assigned
SDS-1075	Enhancement - As an AO, I want to prevent a travel document from being submitted or approved if it is missing a required receipt, so that improper payments are prevented
SDS-1076	As a Traveler, I want to be reminded about missing receipts when I leave the Expenses screen, so that I can properly document my expenses
SDS-1077	As a Traveler, I want to sort my expenses and documents, so that I can find the desired one
SDS-1078	As a Traveler, I want to edit an existing expense, so that I can be properly reimbursed
SDS-1079	As a Traveler, I want to be able to delete an expense or document, so that I am properly reimbursed and proper substantiating documentation is accounted for
SDS-1085	As a Traveler, I want the ability to add an International Travel Expense to my travel document, so that I can be reimbursed
SDS-1086	Enhancement - As a Traveler, I want to be able to import a PDF, so that I can associate my receipts or substantiating documents to my existing expenses or document entries
SDS-1087	As a Traveler, I want to ensure I no longer have the option to print out a fax coversheet, so that I can provide my substantiating documents and receipts through other available options
SDS-1088	Enhancement - As a Traveler or Routing Official, I want to be able to download all attachments, so that I can have all my receipts and substantiating documents easily accessible
SDS-1089	As a Traveler, I want to have the option to attach substantiating documents to my Travel Document, so that it can get approved
SDS-1090	As a Traveler, I want to be able to import a PDF by selecting my PDF file from a list of available PDFs, so that I can view each page individually

SDS-1091	As a Traveler, I want to be able to import expenses from my GTCC on to my travel document, so that I can get reimbursed
SDS-1092	Enhancement - As a Traveler, I want each lodging location listed on the expenses page, so that I can be reimbursed
SDS-1093	As a Traveler, I want to see my daily per diem for my lodging expense, so that I can verify it is correct
SDS-1094	As a Traveler, I want to upload my lodging receipt, so that I can be reimbursed
SDS-1095	Enhancement - As a Traveler, I want to be able to add a note associated to my expense or substantiating document, from the Add New screen, so that I can provide additional information pertaining to it
SDS-1102	As a Traveler, I want a single location for putting all of my expenses, receipts, and substantiating documents, so that I can be reimbursed
SDS-1104	As a Traveler, I want to see the details of my expenses, so that I can verify they are correct
SDS-1105	As a Traveler, I want the ability to add expenses and substantiating documents to my travel document, so that I can be reimbursed
SDS-1107	As a Traveler I want to be able to duplicate an expense on my Local Voucher, so that I can expedite the creation of my travel document
SDS-1108	As a Routing Official, I want to see a list of the charges on the Traveler's GTCC, so that I can verify the expenses
SDS-1199	As a DTS User, I want to be informed of what's new on the Enter Expenses page, so that I can properly use the new features
SDS-1218	Enhancement - As an AO, I want to view the details of all expenses at once, so that I can verify they are all correct
SDS-1231	Enhancement - As an AO, I want to prevent a travel document from being submitted or approved if it is missing a required 1351-2, so that improper payments are prevented
SDS-1349	As a Traveler, I want the ability to add a Lodging Expense to my travel document, so that I can be reimbursed
SDS-1350	As a Traveler, I want the ability to add a Mileage Expense to my travel document, so that I can be reimbursed
SDS-1351	As a Traveler, I want the ability to add an Other Expense to my travel document, so that I can be reimbursed

SDS-1352	As a Traveler, I want the ability to add a Ticketed Expense to my travel document, so that I can be reimbursed
SDS-1353	As a Traveler, I want the ability to add a Transportation Expense to my travel document, so that I can be reimbursed
SDS-1354	As a Traveler, I want to browse for my receipt in order to attach to my Travel Document, so that it will get approved
SDS-1356	As a Traveler I want to be able to associate previously uploaded or faxed receipts or substantiating documents to a new expense or document entry, so that I no longer have anything awaiting to be assigned
SDS-1371	As a Traveler, I want to browse for my substantiating documents in order to attach to my Travel Document, so that it will get approved
SDS-1372	Enhancement - As a Traveler, I want to take a photograph of my substantiating documents in order to attach to my Travel Document, so that it will get approved
SDS-1373	As a Traveler, I want to select an image or file in order to attach substantiating documents to my Travel Document, so that it will get approved
SDS-1374	As a Traveler, I want to be able to attach a receipt or substantiating document to an existing expense or document, so that it will get approved
SDS-1389	As a Traveler, I want to select an image or file in order to attach a receipt to my Travel Document, so that it will get approved
SDS-1390	Enhancement - As a Traveler, I want to take a photograph of my receipt in order to attach to my Travel Document, so that it will get approved
SDS-1392	As a Routing Official, I want to see a list of previously uploaded receipts and substantiating documents that have not been assigned, so that I can verify for auditing purposes
SDS-1420	Enhancement - As a Traveler, I want to be able add or update a note associated to my expense or substantiating document, from the Enter Expenses screen, so that I can provide additional information pertaining to it
SDS-1548	As a Traveler, I want to be able to import a PDF by browsing for my PDF file from a list of available PDFs, so that I can view each page individually
SDS-1565	As a Traveler, I want to be able to know what options I have when associating the pages of an imported PDF to an existing or new expense or substantiating document, so that I can get reimbursed
SDS-1566	Enhancement - As a Traveler, I want to be able to import a PDF, so that I can associate my receipts or substantiating documents to a newly created expense or document entry

SDS-1617	As a Traveler I want to be able to view the attachment(s) associated to a newly added expense or document, so that I can make any modifications if needed
SDS-1618	As a Traveler I want to be able to select a PDF file of my receipt or substantiating document so that I can associate it to a newly added expense or document
SDS-1685	As a Traveler I want to have the “Type to filter” option so that I can quickly select an existing expense or document or a new expense or document from the Assign Documents screen
SDS-1686	POC: Explore 'Type to filter' Options for SDS-1072
SDS-1687	POC: Try out the client side image compression plugin
SDS-1829	Enhancement - As a Traveler I want to be able to duplicate a manually entered expense, so that I can expedite the creation of my travel document
SDS-1927	As an AO, I want the pre-audit for missing receipts to be removed since an EP Audit replaced it.
SDS-2160	Enhancement - As an AO, I want to prevent a travel document from being submitted or approved if it is missing a required receipt, so that improper payments are prevented
SDS-2208	Enhancement - As a Traveler, I want to be able to convert the cost of an expense into dollars (USD), so that I can be properly reimbursed
SDS-2671	As a Traveler, I want to be able to convert the cost of a foreign currency expense into dollars, so that I can be properly reimbursed
SDS-2787	As a Debt Management Monitor, I want to restrict the ability to edit and delete DMM created expenses, so that the DMM process is maintained
SDS-2885	Expenses UI Review
SDS-3346	As a DMM, I want to ensure I no longer have the option to print out a fax coversheet, so that I can provide substantiating documents and receipts through other available options
SDS-3369	Expense Redesign Manual Regression Testing
SDS-4207	As a Traveler I want to be able to associate previously uploaded or faxed receipts or substantiating documents to a new expense or document entry, so that I no longer have anything awaiting to be assigned
SDS-4208	As a Routing Official, I want to see a list of previously uploaded receipts and substantiating documents that have not been assigned, so that I can verify for auditing purposes

SDS-4209	As a Traveler I want to be able to review previously uploaded or faxed receipts or substantiating document, so that I can see what is awaiting to be assigned to an expense or document
SDS-4210	As a Traveler I want to be able to associate previously uploaded or faxed receipts or substantiating documents to my existing expenses or document entries, so that I no longer have anything awaiting to be assigned
SDS-4211	As a Traveler, I want the ability to add expenses and substantiating documents to my travel document, so that I can be reimbursed
SDS-4212	As an AO, I want the "Constructed Travel Worksheet" Pre-Audit to be systematically added to the traveler's document, so that they are informed and can provide justification
SDS-4214	As an AO, I want the "TRANSPORTATION MODE CHANGE" Pre-Audit to be systematically added to the traveler's document, so that they are informed and can provide justification
SDS-4226	As a Traveler, I want the ability to add an International Travel Expense to my travel document, so that I can be reimbursed
SDS-4227	As a Traveler I want to be able to duplicate an expense on my Local Voucher, so that I can expedite the creation of my travel document
SDS-4228	As a Traveler, I want the ability to add a Lodging Expense to my travel document, so that I can be reimbursed
SDS-4229	As a Traveler, I want the ability to add a Mileage Expense to my travel document, so that I can be reimbursed
SDS-4230	As a Traveler, I want the ability to add an Other Expense to my travel document, so that I can be reimbursed
SDS-4231	As a Traveler, I want the ability to add a Ticketed Expense to my travel document, so that I can be reimbursed
SDS-4232	As a Traveler, I want the ability to add a Transportation Expense to my travel document, so that I can be reimbursed
SDS-4236	As a Traveler, I want to have the option to attach substantiating documents to my Travel Document, so that it can get approved
SDS-4238	As a Traveler, I want a single location for putting all of my expenses, receipts, and substantiating documents, so that I can be reimbursed
SDS-4280	As a Traveler, I want to be reminded about missing receipts when I leave the Expenses screen, so that I can properly document my expenses

A complete list of release contents and associated workarounds are available in SIM via Passport, DTMO's web portal located at www.defensetravel.dod.mil/Passport. If you do not have access to SIM and would like workaround information, create a TAC ticket requesting access to SIM account.