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## Information Paper:

# DTS Expenses Screen for Travelers

### Summary

DTS provides over 50 selectable expense items, which are allowable, reimbursable travel expenses and mileage allowances per the *Joint Travel Regulation (JTR)*. If you incur an approved travel expense that is not within the expense listing, you can use **Other Expenses > Other – Create Your Own** to enter your expense. **Note:** Manually entering expenses causes DTS to trigger a pre-audit flag requiring justification.

The DTS **Expenses** module provides a single entry point to enter travel expenses, calculate mileage allowances, and attach supporting documents (e.g., leave forms, Memos) for an authorization. For each entered expense, you can easily delete and duplicate expenses using **options** (3-dots icon). Upon trip completion, you simply update your *projected* to *actual expenses* incurred, import expenses from the Government Travel Charge Card (GTCC), and attach required receipts to the expense items in the voucher.

**Note:** Some selectable “expenses” in DTS are actually *allowances* (e.g., POV mileage), but DTS calls them *expenses*, so this information paper uses that term throughout.

*\*For this information paper, “you” refers to a traveler; however, the actions described also apply to anyone who creates documents for you, e.g., Non-DTS Entry Agent, travel clerk.*

For full details of the available expenses for all DTS document types, see the [DTA Manual, Appendix K](#).

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### Expense Categories

There are six primary expense categories or groupings with specific expense types available for an authorization and voucher accessible on the **Enter Expenses** screen.

- **International Travel Expenses** – Expenses specific to OCONUS such as **Foreign Currency Conv Fees**.
- **Lodging Expenses** – Lodging expenses that not already recorded in the Per Diem table such as **Lodging Cancellation Fee**.
- **Mileage Expenses** - Expenses related to transportation for which you receive a mileage allowance such as **Private Auto – To/From Terminal**.
- **Other Expenses:** Reimbursable expenses not listed elsewhere such as **Baggage – Excess** fee and **Conference Registration** fee.
- **Ticketed Expenses:** Ticketing related to reservation expenses such as **TMC Fee (IBA)** or **Train Ticket (IBA)**.



## Expense Categories

- **Transportation Expenses:** Expenses related to transportation not involving mileage allowance such as **Rental Car – at TDY Area** or **Parking – At the Terminal**.

The local voucher has four primary expense categories.

- **International Travel Expenses** - Expenses specific to OCONUS such as **Foreign Currency Conv Fees**.
- **Other Expenses** - Reimbursable expenses not listed elsewhere such as **Other - Create Your Own**.
- **Mileage Expenses** - Expenses related to transportation for which you receive a mileage allowance such as **Private Auto-Local Area**.
- **Transportation Expenses** – Expenses such as **Parking** and **Tolls**.

## Create a Document

For this information paper, we will focus on the authorization and voucher expenses. For local voucher expenses see, [DTS Guide 3: Local Vouchers](#).

You begin by creating a DTS authorization and completing the **Itinerary** (e.g., travel dates, TDY location) based upon your travel needs. In the **Reservations** module, you make your reservation selections (e.g., air, rental car, and lodging) as required or **Request TMC Assistance** to book them for you. **Note:** For information on making reservations and entire document process, see [DTS Guide 2: Authorizations](#).

On the left side of the document is the **Progress Bar**, select **Expenses** (Figure 1).

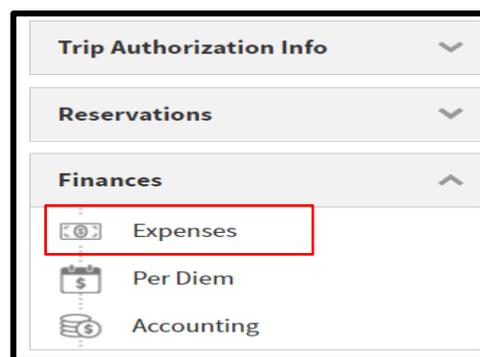


Figure 1: Progress Bar (Expenses)

## Enter Expenses

The **Enter Expenses** screen opens. Information displays in a single running list by date with the most recent entry at the top of the page (Figure 2).



## Enter Expenses

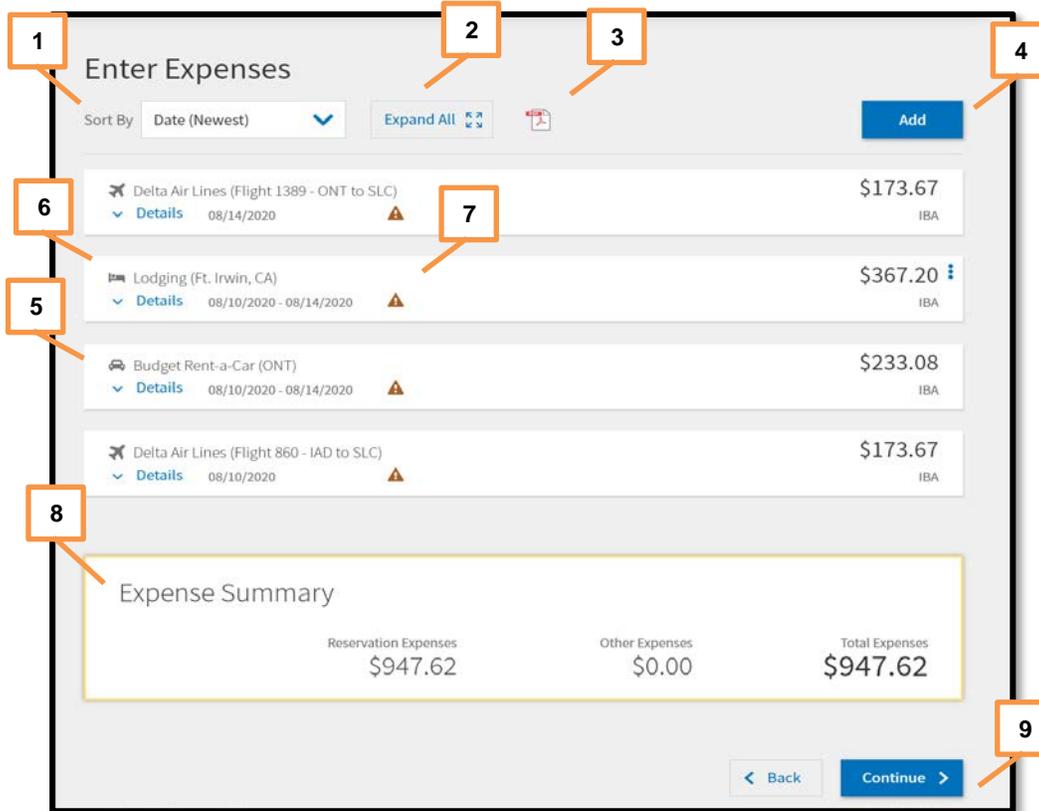


Figure 2: Enter Expenses Screen

On the **Enter Expenses** screen (Figure 2), you can:

- Change the **Sort By** (Indicator 1) to re-order the expenses.
- Toggle between **Expand All** and **Collapse All** (Indicator 2) to open and close all of the expense items data cards to see **Details**, **Notes**, and **Attachments**.
- Use the **Import a PDF** feature to easily attach records to expenses (Indicator 3)
- **Download all attachments** (appears after attaching receipts - not shown).
- Select the single entry point to **Add** expenses (Indicator 4).
- View **Details** for booked reservations (Indicator 5).
- Select **Lodging** expense (Indicator 6) to display the lodging per diem for the TDY location. **Note:** The calendar displays daily per diem allowance. You can use **options** (3-dots icon) for quick access to **Edit Per Diem** for leave or record provided meals.
- See **Receipt Required** icon (Indicator 7).
- View the **Expense Summary** (Indicator 8).
- **Continue** to the next screen (Indicator 9).

## Reservations Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen (Figure 2). A triangle icon flags all expense items meeting the



## Reservations Expenses

receipt requirements (Figure 3, Indicator 1). **Note:** You cannot manually add or remove reservation expenses under the **Enter Expenses** screen in an authorization. To add additional reservations or cancel them, return to the **Reservations** module.

To view a reservation expense, select **Details** (Figure 3, Indicator 2). The window expands.

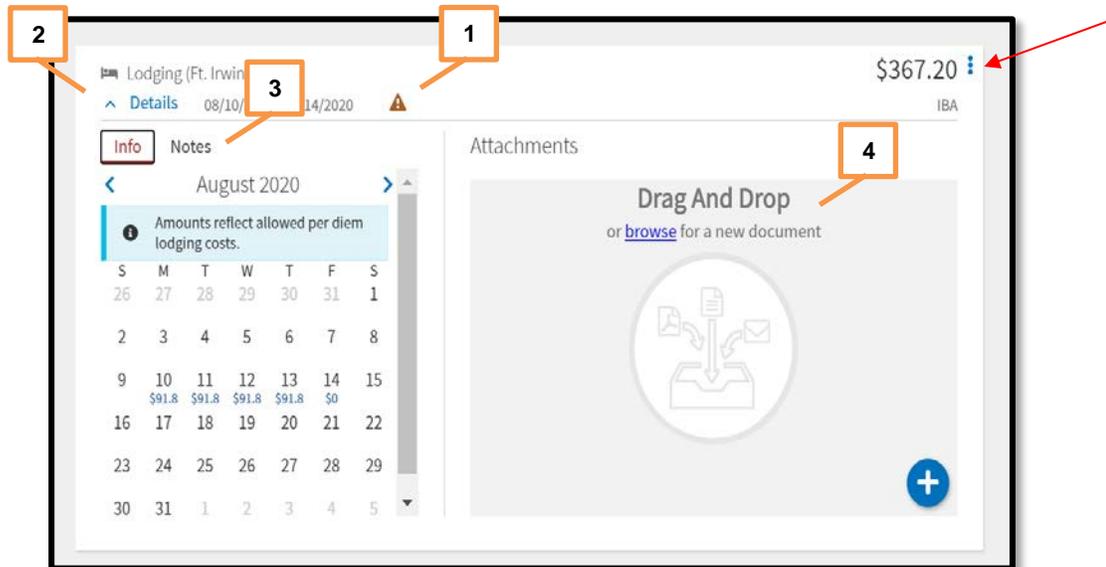


Figure 3: Reservation Expense Details Screen

For the lodging expense, **Details** enables a calendar feature reflecting daily per diem (Figure 3, Indicator 2) for the TDY location, permits quick access directly to the **Per Diem** module (**options** 3-dots icon), enter **Notes** (Figure 3, Indicator 3), and associate receipts or documents under **Attachments** (Figure 3, Indicator 4).

**Note:** You can access the **Per Diem** module at any time from the **Progress Bar**.

## Add Expenses

For the authorization, you need to add expenses for your projected trip cost.

1. To enter an expense item, select **Add** (Figure 4). The **Add New** screen (Figure 5) appears.



Figure 4: Enter Expenses (Add)



## Add Expenses

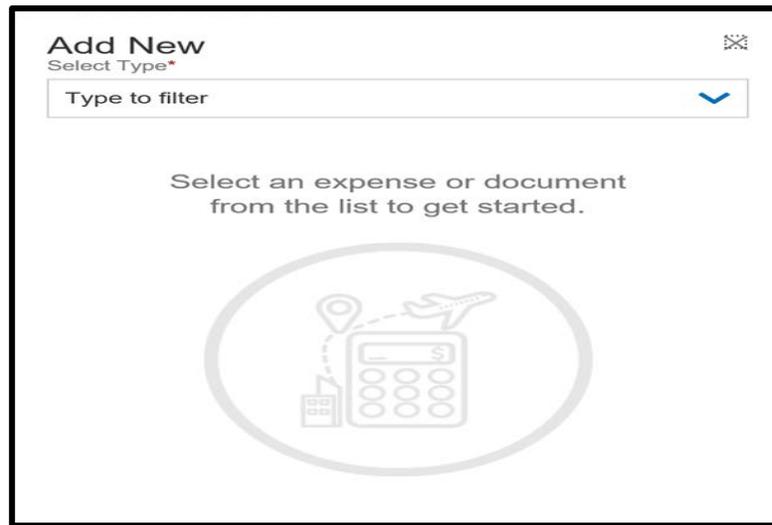


Figure 5: Add New Screen

2. Click in the **Select Type** field to activate the drop-down menu (Figure 6). Select an **Expense Type** from the list – for example **Mileage Expenses**. **Note:** You can use the slider bar to scroll down the list of **Expense Types** or start typing to locate an **Expense Type**.

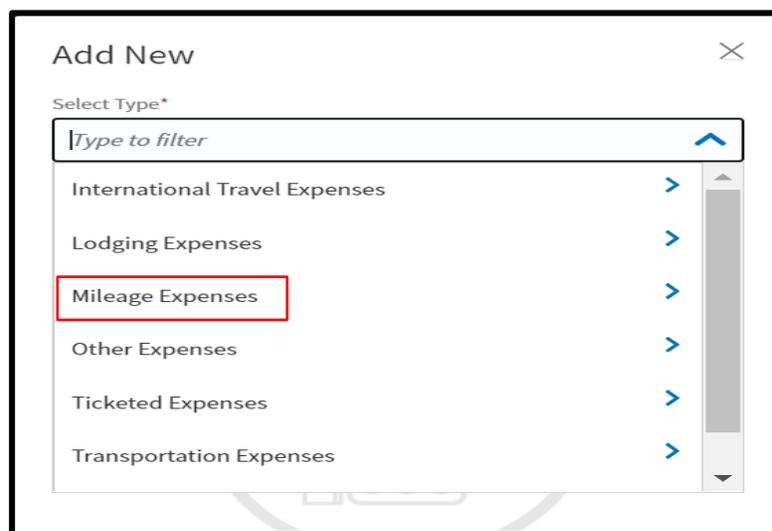


Figure 6: Add New Expense Categories List

3. A list of available expenses appears (Figure 7). Select the specific expense.



## Add Expenses

The screenshot shows a window titled "Add New" with a close button (X) in the top right corner. Below the title is a label "Select Type\*" followed by a search input field containing the text "Type to filter" and a blue upward arrow. A list of options is displayed below the search field, with a vertical scrollbar on the right. The options are: "Back", "Private Auto - At TDY Area", "Private Auto - To/From TDY", "Private Auto - To/From Terminal" (which is highlighted with a red rectangular border), "Private Motorcycle - At TDY Area", and "Private Motorcycle - To/From TDY".

Figure 7: Mileage Expenses Screen

4. The **Add New** screen updates with details (Figure 8). Available fields vary by expense, but for mileage expenses, you can:
  - a. (optional) **Attach Receipt** (Indicator 1).
  - b. Enter the **Expense Date** (Indicator 2).
  - c. Enter number of miles (Indicator 3). The mileage rate auto-calculates when you complete the entry.
  - d. Verify the **Method of Reimbursement** (MOR; Indicator 4). **Note:** In this window, the MOR reflects as either **Personal** or last four of your **GTCC**.
  - e. (optional) Enter **Notes** (Indicator 5)



## Add Expenses

The screenshot shows the 'Add New' expense details screen. It includes a 'Select Type\*' dropdown menu with 'Private Auto - To/From Terminal' selected. Below this is an 'Attach Receipt' button. The 'Expense Date\*' is set to '08/10/2020'. A calculation shows '20 mi X \$0.575 = \$ 11.50'. The 'Method of Reimbursement\*' is set to 'Personal'. There is a 'Notes' text area at the bottom. A red box highlights the 'Add' button, and five numbered callouts (1-5) point to the dropdown menu, the receipt button, the date field, the calculation, and the notes area respectively.

Figure 8: Add New (Expense Details) Screen

5. Select **Add**. The **Enter Expenses** screen updates (Figure 9) displaying the newly entered expense item. **Note:** On the **Enter Expenses** screen, the MOR reflects as either EFT or IBA.

The screenshot shows the 'Enter Expenses' screen. It has a 'Sort By' dropdown set to 'Amount (Lowest)', an 'Expand All' button, and an 'Add' button. Below is a table with one row of expense data. A red arrow points to the 'EFT' value in the table.

Amount	Type	Date	MOR
\$ 11.50	Private Auto - To/From Terminal	08/10/2020	N/A

Figure 9: Enter Expenses Screen

6. Continue adding your expenses for the trip.

## Update an Expense

Once you add an expense, select **Details** to view and if needed, update the entry. The **Expense Details** screen (Figure 10) opens.



## Update an Expense

The screenshot shows the 'Expense Details' screen for an expense titled 'Baggage - 1st Checked Bag' with a total amount of \$10.00. The screen is divided into two main sections: 'Info' and 'Attachments'. The 'Info' section contains the following fields: 'Expense Date' (08/10/2020), 'Expense Amount' (\$25.00), 'Currency Converter', and 'Method of Reimbursement' (GTCC ending in \*\*4242). At the bottom of the 'Info' section, there are 'Cancel' and 'Update' buttons. The 'Update' button is highlighted with a red box. The 'Attachments' section on the right contains a 'Drag And Drop' area with a plus sign icon and a 'Browse' link.

Figure 10: Expense Details Screen

1. Update the required information (typically the date or cost). The option to **Cancel** or **Update** appears (Figure 10).
2. Select **Update** to save the changes. The page refreshes to show the updated entry on the **Enter Expenses** screen.

## Duplicate an Expense

If you have a re-occurring expense for a trip, rather than selecting **Add** to enter the same expense multiple times, you can use the **Duplicate Expense** option.

1. Locate the expense item you want to reproduce. Select the **options** (3-dots icon) on the right side of the expense entry (Figure 11).

The screenshot shows a list of expense items. The first item is 'Parking - TDY Area' with a total amount of \$10.00. The second item is 'Private Auto - To/From Terminal' with a total amount of \$11.50. A dropdown menu is open for the first item, showing 'Duplicate Expense' and 'Delete Expense' options. The 'Duplicate Expense' option is highlighted with a red box.

Figure 11: Duplicate Expense Option

2. Select **Duplicate Expense**. The **Add Duplicate** window (Figure 12) opens.



## Duplicate an Expense

Figure 12: Add Duplicate Screen

3. Enter the **Expense Date** and select **Add** to create an entry.
4. The page refreshes displaying the expense on the **Enter Expenses** screen.
5. Continue the process until you copy each required expense.

## Delete an Expense

If you need to remove an expense, use the **Delete Expense** option.

1. Locate the expense item you want to eliminate.
2. Select the **options** (3-dots icon) on the right side of the expense entry (Figure 13).

Figure 13: Delete Expense Option Screen

3. Select **Delete Expense**. An information box (Figure 14) appears. Select **Delete**.



## Delete an Expense

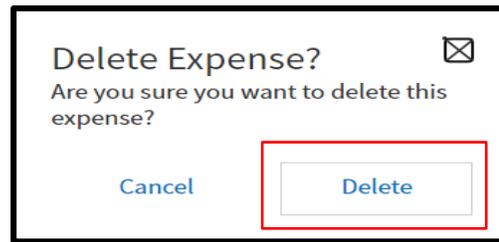


Figure 14: Delete Expense Message

4. The **Enter Expenses** screen updates. The expense is no longer in DTS.

## Receipts and Document Attachments

For the authorization, you may need to provide records to support the trip such as leave forms, or constructed travel worksheets. For the voucher, you must attach valid receipts for all lodging expenses, and expenses of 75.00 or more per the *JTR*.

To attach a receipt or supporting document:

1. Select **Details** for an expense item (Figure 15). The screen expands displaying details on the left and the option to attach a document on the right (Figure 16).



Figure 15: Enter Expenses Screen

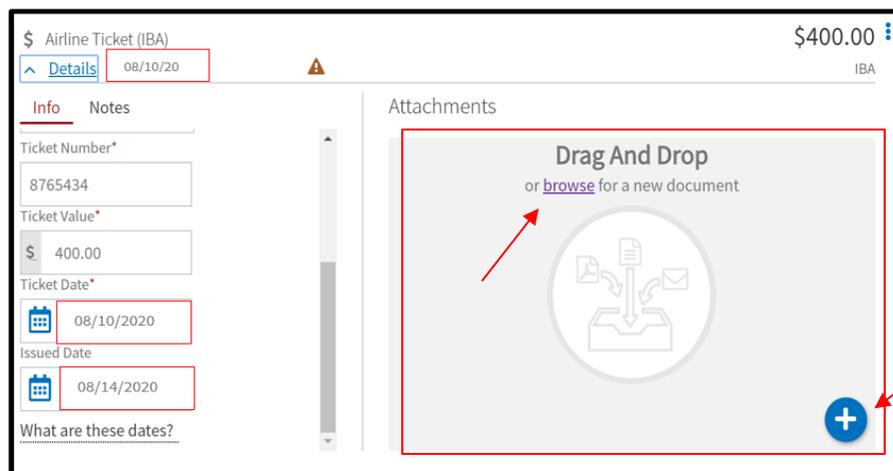


Figure 16: Expense Details Screen



## Receipts and Document Attachments

2. Use the + icon or **browse** link to search your PC to find the file you want to attach or drag the file to **Attachments** (Figure 16). Either way, the **Attach Document** window (Figure 17) displays. It identifies the document you've selected.

Attach Document

File Name\*

carlson\_receipt\_air 08 2020.pdf

Retain as PDF (e.g., CTW, Digitally Signed PDFs) ⓘ

Close Attach

Figure 17: Attach Document Screen

**Note:** When you attach or browse and upload a record, DTS automatically converts it to a .png file to permit viewing without having to download first. However, for documents that must retain their .pdf integrity, such as digitally signed records, you have the option to check the “Attach as PDF” box.

3. Select **Attach** to confirm the correct file (Figure 17). The expense **Details** updates displaying the attachment (Figure 18). You should see the document and view number of attachments. Icons on the screen include:
  - **Trash can** to remove the record (Indicator 1)
  - **Rotate Left** (Indicator 2)
  - **Rotate Right** (Indicator 3)
  - **Zoom In** (Indicator 4)
  - **Zoom Out** (Indicator 5)
  - **+Sign (Add)** (Indicator 6)
  - **Download Attachments** (Indicator 7)



## Receipts and Document Attachments

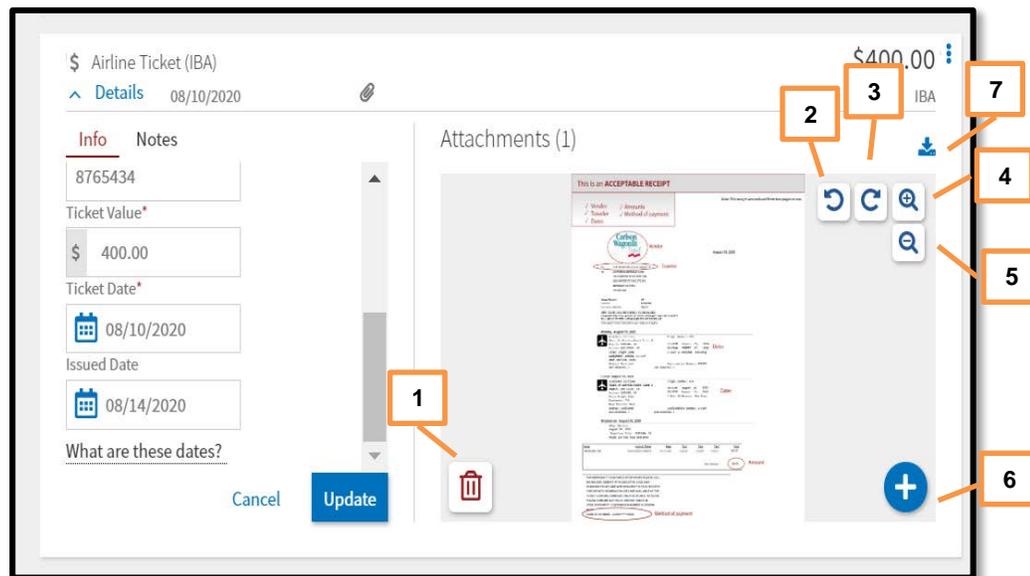


Figure 18: Attachment Screen (Air Receipt)

4. Select **Details** to close the screen. The entry updates to show a paper clip icon that indicates an attachment is present.
5. Continue the process and attach supporting records and receipts to expenses.

## Import Documents

At the top of the **Enter Expenses** screen provides the **Import a PDF** (Figure 19, Indicator 1) option, which is available for both the authorization and voucher. When you import files (e.g., CTW, Memo) into the trip, you must attach each one to a specific expense or **Document**. On the voucher, you have the **Download all attachments** (Figure 19, Indicator 2) feature allowing you to view all attached records.



Figure 19: Enter Expenses Screen

1. Select the **Import a PDF** icon (Figure 19, Indicator 1). The **Import PDF** window (Figure 25) opens.
2. **Browse** for the file you need attach (Figure 20).



## Import Documents (continued)

Import PDF

Select a PDF, then attach the pages to a new expense/document or one that already exists.

Select a PDF file\*

Rental Car Receipt Aug 20.pdf

Browse

Cancel Select

Figure 20: Import PDF Screen

3. Attach the file and choose **Select**. The screen updates to show the document.
4. Check the box and then select **Next** (Figure 21).

Import PDF

Select a destination for each page.

All pages List View

Station: Eric West - 25 Main St - Arlington, VA 22204  
Pick-Up: 12 DDPTU 10 August 2020  
Drop-Off: 17 DDPTU 14 August 2020

Charge	Units	Number	Price/Unit	Total
Car	\$	248.00		248.00
Deposit	\$	58.00		58.00
GRAND TOTAL				306.00
CONSIDERATED FACILITY CHARGE				58.00
Sub-Total				364.00
CONCESSION REC FEE				118.17
STATE RENTAL TAX 8%				29.20
COUNTY RENTAL TAX 4%				14.60
VEHICLE LICENSE FEE				31.00
Airport Fee				58.25
Tax and Fee Subtotal				243.22
Total Owed:				607.22
Form of Payment:				00000000000000000000
Total Paid:				0000.00
Balance:				607.22

Back Next

Figure 21: Import PDF Screen



## Import Documents (continued)

5. A list of expense types appears (Figure 22). Select **Attach to Existing** (Indicator 1) to associate the file with an existing expense, or select an expense type from the list to create a new expense (Indicator 2), so you can attach the file.

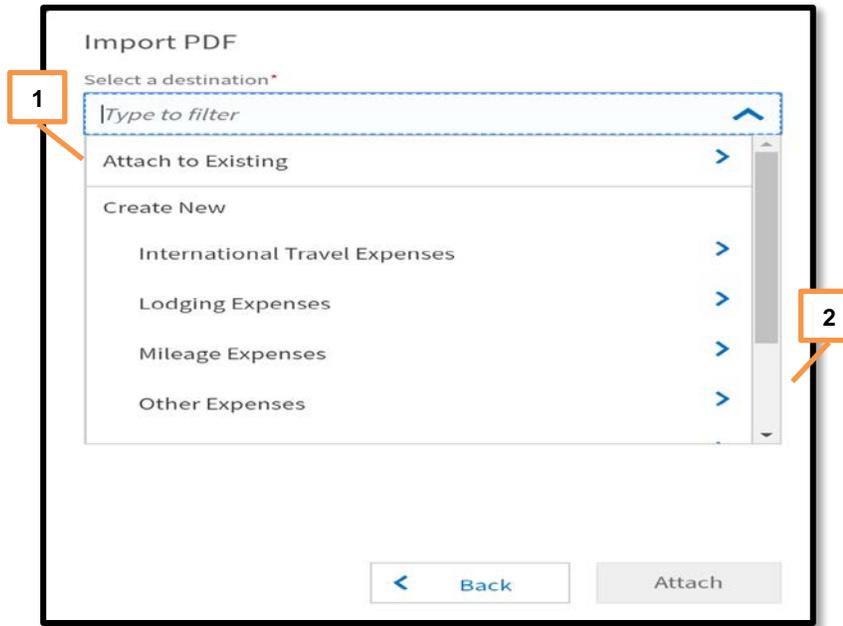


Figure 22: Import PDF Screen (Expense Options)

6. Select the expense you want to associate the file to (Figure 23) or enter the expense details and select **Attach**.

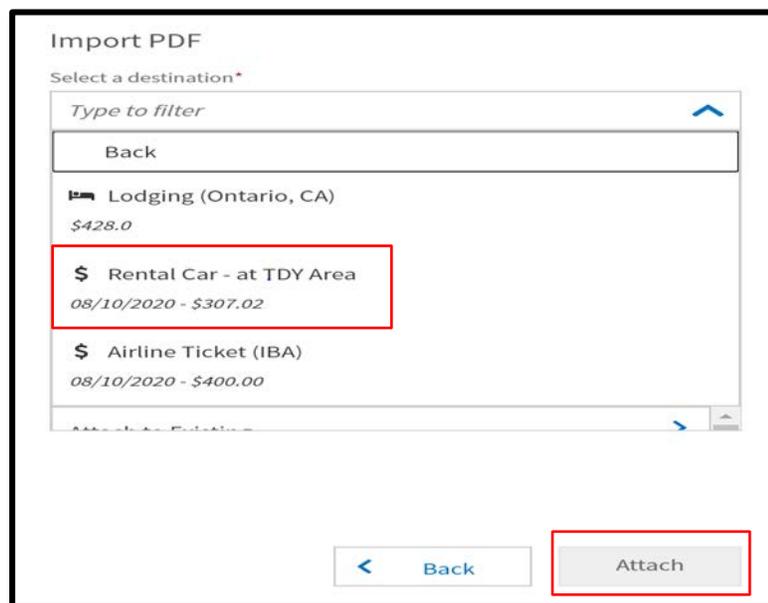


Figure 23: Import PDF (Rental Car Receipt)



## Import Documents (continued)

- The screen updates with the **Attached** indicator. Select **Done** (Figure 24).

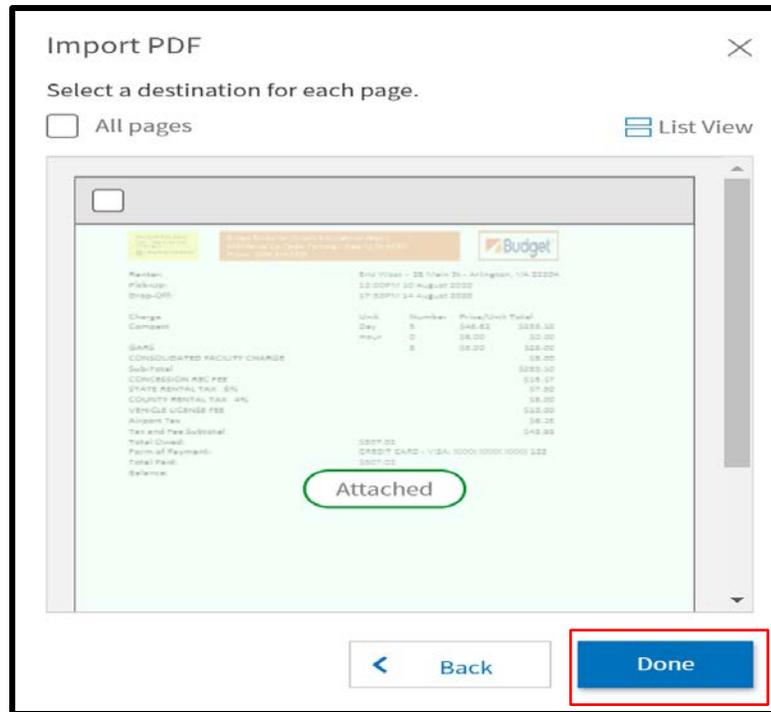


Figure 24: Import PDF (File Attached)

- The **Enter Expenses** screen updates with the paper clip icon indicating the attached file.

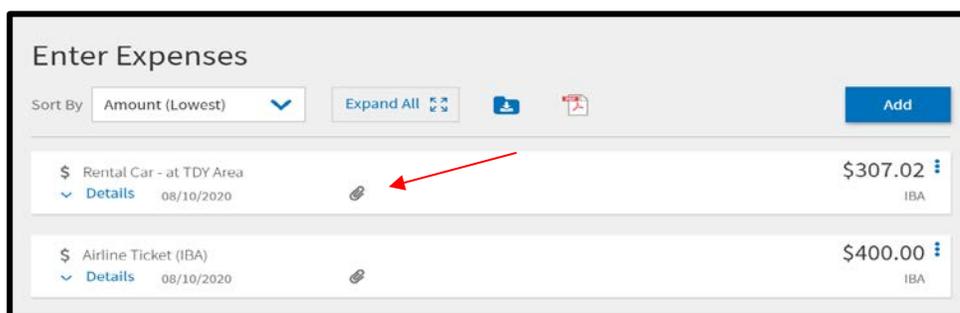


Figure 25: Enter Expenses Screen (Receipt Requirement Icon Updated)

- Enter all your travel expenses and attachments, and then continue with the remaining document processing steps by entering justifications for any items flagged, and signing the document timely.



**DTS Icons**

Table 1 lists the available icons and provides a brief description.

Table 1

Icons Appearing in Area Headers	
	Select to show more information for an item
Icon Identifying Expense Types	
	Identifies Expense on the Progress Bar
	Identifies an Expense on Enter Expenses screen – Other than a Reservation Expense
	Flight Expense
	Rental Car Expense
	Lodging Expense
	Rail Expense
Icons for Attaching, Editing and Removing Documents	
	Select to Import a PDF and attach to an expense item. Available on the Enter Expenses screen.
	Use to Add a receipt or file under Details (expense item)
	Select to remove an attached document under Details (expense item)
	Download Attachments - Under Details, select to download record in an entry. You can also download all records (zip file) and on the Enter Expenses screen.
<a href="#">browse</a>	Select to search for and attach a file under Details (expense item)



	Select to rotate an image right / left under Details (expense item)
	Select to zoom an image in / out under Details (expense item)
<b>Icons Appearing in the Document Column</b>	
	Expenses - warning required receipt is missing
N/A	Expenses – receipt not applicable
	Expenses - Number changes to show how many receipts attached. Select to choose one and view it.
	Attached file to an expense item
	Receipt Required icon for an expense. Displays under Review Trip screen.
<b>Icons Appearing in the Actions Column</b>	
	Icon appears for an entered expense. Select to duplicate or delete an expense item.

## References

<i>DTS Guides 2-5</i>	<a href="https://www.defensetravel.dod.mil/site/training.cfm#lookup">https://www.defensetravel.dod.mil/site/training.cfm#lookup</a>
<i>DTA Manual, App. K</i>	<a href="https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf">https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf</a>
<i>Trifolds</i>	<p>Update Authorization Trifold:  <a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf</a></p> <p>Update Voucher Trifold:  <a href="https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf">https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf</a></p>