DTS Guide 3: Vouchers

Look-Ahead Version: Content subject to change until implemented in DTS

January 19, 2018
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<td>DTMO</td>
<td>Updated for DTS changes</td>
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1 Vouchers

A DTS voucher is a claim for reimbursement of actual expenses you* incurred and payment of allowances you earned while you were TDY. When you create the voucher, DTS populates it with information from your approved DTS authorization.

Information on authorizations includes (by design) cost estimates and assumptions about an upcoming trip. Since the voucher must always reflect accurate cost and trip information, you must update the voucher to accurately reflect what happened on the trip. In other words, your primary responsibility on a voucher is to make changes to it. This guide focuses on how to make those changes.

DTS lets you create a voucher before or during your TDY, but you cannot sign it until your trip is complete. DoD policy mandates that you submit your travel voucher within five working days of returning from TDY.

* In this guide, “you” are a traveler, unless otherwise stated.

1.1 Create a Voucher

To create a voucher, select Official Travel, then Vouchers on the DTS Welcome screen (Figure 3-1) navigation bar and drop-down menu. The Vouchers screen (Figure 3-2) opens.

To create a new voucher:

1. Select Create New Voucher. DTS displays a list of authorizations that allow you to create a voucher.
2. Select **Create** next to the authorization you want to use to create the voucher. The Trip Overview screen (Figure 3-3) opens. From here, you can access any screen in DTS, where you may need to make changes.

**Note:** On DTS screens, a red asterisk (*) indicates required information.

![Figure 3-3: Trip Overview Screen](image)

DTS Release 1.7.4  Version 2.0, Updated 1/19/18

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2 Update the Itinerary

If your travel itinerary (i.e., travel days, TDY location) changed from what the AO approved on the authorization, you must make those changes from the Trip Overview screen (Figure 3-3). Open the Itinerary module by selecting Itinerary at the top of the screen.

2.1 Update Travel Dates

Travel dates include departure and arrival dates for your starting and ending locations, as well as for each TDY location. When travel dates change, you usually need to change multiple travel dates because changing a departure day from location usually means you'll have to change the arrival day at another location. The process of changing dates begins on the Trip Overview screen. Open the Trip Overview screen by selecting Itinerary > Trip Overview.

1. Select Edit in the right column of the Trip Overview screen (Figure 3-3) next to the first location that has a date you need to change. Location options include:
   - Overall Starting Point
   - TDY locations: listed as Location 1, Location 2, etc.
   - Overall Ending Point

2. Enter the new date in the appropriate area of the left column. Date options include:
   - Start Date or End Date (if editing an overall trip date)
   - Arriving On or Departing On date (if editing a TDY location date)

3. Select Save Changes or Proceed to Per Diem Locations at the bottom of the left column to save the change.

   - DTS displays an error message if it detects a continuity problem (e.g., your schedule shows you arriving at Location 2 before you depart from Location 1). Don’t panic. Just keep updating your travel information until your itinerary contains no such continuity errors.

4. Repeat steps 1-3 for each date you need to change.

2.2 Update TDY Locations

Change a TDY location:

1. Select Edit in the right column of the Trip Overview screen (Figure 3-3) next to the TDY location you want to change.

2. Use any of the four buttons in the Edit a TDY/TAD Location section of the left column to access the tools that let you search for and enter the new location.
Add a new TDY location:

1. Select Edit in the right column of the Trip Overview screen (Figure 3-3) next to any TDY location.

2. A Click Here to Add a Destination in Between link appears above and below each TDY location in the left column.
   - Select the link where you want the new TDY location to appear in the sequence. DTS displays tools that let you search for and enter the new location.
   - Enter the new TDY location.
   - Enter the Arriving On and Departing On dates.
   - Save This Location using the button at the bottom of the left column.

DTS displays an error message if it detects a continuity problem (e.g., your schedule shows you arriving at Location 2 before you depart from Location 1). Don’t panic. Just keep updating your travel information until your itinerary contains no such continuity errors.

Always make sure you identify the correct TDY Location (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation). Entering the wrong TDY location will likely result in your receiving the wrong per diem allowances.

Delete a TDY location:

1. Select Edit next to any TDY location in the right column of the Trip Overview screen (Figure 3-3). If you have at least two TDY locations listed, each TDY location displays a Remove link.

2. Select Remove next to the TDY location you want to delete from the itinerary.

3 Update Reservations

The DTS Travel module is a tool for creating reservations. Since you can’t make reservations on a voucher, there is nothing to change in the Travel module when working with a voucher. Instead, you must use the DTS Expenses module (Section 4) to update reservation costs.

4 Update Expenses and Allowances

The DTS Expenses module initially displays all the expenses and allowances the AO approved on the authorization. You must now adjust those expenses and allowances to reflect what actually occurred on the trip. When you are done, each expense must exactly match the amount you paid and each allowance must be accurate to ensure you receive the proper reimbursement. Open the Expenses module by selecting Expenses at the top of the screen.
4.1 My Expenses Screen

Open the My Expenses screen (Figure 3-4) by navigating to Expenses > My Expenses. The My Expenses screen provides four working areas to satisfy most of your expense and per diem needs:

- In the **Reservation Expenses** area (Section 4.1.1), you can delete or change the costs of expenses imported from the Travel module (exception: see Section 4.2 for information about how to update lodging costs).

- In the **Other Expenses** area (Section 4.1.2), you can change or delete expenses you manually entered on your authorization. You can also add new ones and upload expenses from your Government Travel Charge Card (GTCC) account.

- In the **Substantiating Records** area (Section 4.1.3), you can upload electronic images of paper documents that support your travel claims.

- The **Trip Workbook** (Section 4.1.4) lets you manipulate and crop images and create new images.

The My Expenses screen communicates and executes tasks through the extensive use of icons and self-explanatory pop-up screens. See Section 4.1.5 for an explanation of the most commonly used icons.

![Figure 3-4: My Expenses Screen](image-url)
4.1.1 Update Reservation Expenses

The Reservation Expenses area (Figure 3-5) initially contains information DTS automatically imported from reservations you made in the Travel module.

![Reservation Expenses Area](image)

Figure 3-5: My Expenses Screen – Reservation Expenses Area

**Change a reservation expense cost:**

Use the “pencil” icon to update reservation information, including the cost. Changing the cost causes DTS to delete the expense from the Reservation Expenses area and replace it with a new expense in the Other Expenses area (Section 4.1.2).

**Note:** You must change lodging costs through the Per Diem Expenses Detail screen (Section 4.2). Doing so does not change the lodging cost in this area.

**Add a new reservation expense cost:**

You cannot manually add a new reservation cost into this section. You must add new reservation information in the Other Expenses area (Section 4.1.2).

**Delete a reservation cost:**

Use the “garbage can” icon to delete a reservation you made but did not use or after you updated the estimated cost with the actual cost.

**Add receipts and other substantiating documents:**

There are two ways to attach an electronic image to an expense:

- Select the “paper clip” or “yellow triangle” icons in the Document column and follow the prompts.
- Drag and drop an image from the Substantiating Documents area, the Trip Workbook, or a location outside DTS onto the line that shows the expense you want to associate with the image.

4.1.2 Update Other Expenses

The Other Expenses area (Figure 3-6) initially contains expenses and allowances you manually added and the AO approved in the authorization. Additional items appear here if you changed any cost information in the Reservation Expenses area (Section 4.1.1).
Change an expense cost:
Use the “pencil” icon to update reservation information, including the cost.

Add a new expense:
There are three ways to manually add a new expense cost in this section:

- Select the “plus” icon and designate the expenses type, date, cost, and other key information before saving it.
- Select the “import” icon (see red box next to “plus” icon in Figure 3-6). When the list of your GTCC charges appears select an Expense Type for each item you want to import. Most information (e.g., date, cost) is not editable.
- When you change the cost of an expense in the Reservation Expenses area (Section 4.1.1), DTS deletes the expense from that area and replaces it with a new expense here.

If the imported item duplicates a cost estimate that DTS copied from the authorization, you must delete the original estimate or you will be overpaid.

If you made lodging reservations, never use the Other Expenses area to update the lodging cost. Doing so causes a duplicate lodging claim, so you will be overpaid. Update lodging costs on the Per Diem Entitlements Detail screen (Section 4.2).

See Table 3-1 for options when adding transportation-based expense types.
<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Expense Type</th>
<th>DESCRIPTION – You …</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Expense</td>
<td>POC Use</td>
<td>Drove a privately owned conveyance (POC) instead of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>Dedicated Gov Veh</strong>: a specific Government vehicle that was assigned to you*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>Gov Vehicle Avail</strong>: a Government vehicle that was available to you (e.g., motor pool car)</td>
</tr>
<tr>
<td></td>
<td>Private Plane</td>
<td>Fly your own plane</td>
</tr>
<tr>
<td></td>
<td>Pvt Auto</td>
<td>Drove your own car, truck, etc.:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>In/Around</strong>: At a TDY location (e.g., hotel to TDY work location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>TDY/TAD</strong>: To, from, or between TDY locations (e.g., home to TDY location)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>Terminal</strong>: To, from, or between transportation terminals (e.g., home to departure airport)</td>
</tr>
<tr>
<td></td>
<td>Pvt Motorcycle</td>
<td>Drove your own motorcycle (+ select from the options shown in Pvt Auto above)</td>
</tr>
<tr>
<td>Ticketed Expense</td>
<td>CTO Fee</td>
<td>Paid a fee to your TMC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>Central Bill</strong>: Paid via centrally-billed account (CBA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• + <strong>Indiv Bill</strong>: Paid with your GTCC</td>
</tr>
<tr>
<td></td>
<td>Comm Air, Bus, Rail</td>
<td>Bought a ticket for a commercial aircraft, bus, or train (+ select from the options shown in CTO Fee above)</td>
</tr>
<tr>
<td></td>
<td>Government Bus, Plane, or Vessel</td>
<td>Used a Government bus, aircraft, or vessel at no cost</td>
</tr>
<tr>
<td></td>
<td>Prepaid Bus, Plane, or Rail</td>
<td>Took a commercial bus, aircraft, or train using a ticket the Government purchased</td>
</tr>
<tr>
<td></td>
<td>Ship Fare (Indiv Bill)</td>
<td>Bought a ticket for a commercial vessel using your GTCC</td>
</tr>
<tr>
<td>Transportation Travel Expense</td>
<td>Commercial Auto</td>
<td>Drove a rental car (+ select from the options shown in Pvt Auto above)</td>
</tr>
<tr>
<td></td>
<td>Government Auto</td>
<td>Drove a Government vehicle that was either assigned to you or available to you</td>
</tr>
<tr>
<td></td>
<td>Passenger (No Claim)</td>
<td>Rode in a vehicle driven by someone else</td>
</tr>
<tr>
<td></td>
<td>Private Vessel</td>
<td>Sailed your own boat</td>
</tr>
</tbody>
</table>

**Delete an expense:**
Use the “garbage can” icon to delete an expense you estimated, but did not incur.

**Add receipts and other substantiating documents:**
Attach electronic images to expenses as described in Section 4.1.1.
4.1.3 Update Substantiating Documents

The Substantiating Documents area (Figure 3-7) lets you upload paper documents that support your trip claims. For example:

- Constructed Travel Worksheet
- Approval for other than economy/coach class travel
- Leave form
- DD Form 1351-2 (for Non-DTS Entry Agents)

![Figure 3-7: My Expenses Screen – Substantiating Documents Area](image)

Change a substantiating document:

You can use the “pencil” icon to change the information shown on this screen, but you can’t change the information in the attached document. To correct an error in a document, you must use the "garbage can" icon to delete the attached item then add a new document.

Add a new substantiating document:

You can add documents to the Substantiating Documents area in two ways:

- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag the image directly onto the area.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. You cannot attach .BMP images. The maximum file size is 2MB per file.

Delete a substantiating document:

Use the “garbage can” icon to remove a substantiating document.

Attach substantiating documents to expenses:

Attach electronic images to expenses as described in Section 4.1.1.
4.1.4 Trip Workbook

The Trip Workbook (Figure 3-8) is a tool you can use if you import a document with multiple images (e.g., receipts). You can crop the image so that each document appears on a different image.

![Trip Workbook Image]

Figure 3-8: My expenses Screen – Trip Workbook

**Change an image:**
Use the “pencil” icon to change the information shown on this screen. Use the “crop” icon to access the tools that let you manipulate, crop, and save an image as a new image.

**Add a new image:**
You can add new documents (with the file size and type limitations mentioned in Section 4.1.3) in four ways:

- **Fax:** Select Fax Cover Sheet and follow the instructions provided.
- **Upload:** Select the “plus” icon and follow the prompts.
- **Drag and Drop:** Drag a new image from another location (e.g., your computer’s desktop) directly onto the area.
- **Crop:** Crop an uploaded image and save it as a new image.

**Delete an image:**
Use the “garbage can” icon to delete an image.

You must attach each finished image to an expense listed in the Reservation Expenses or Other Expenses areas. Only you can see the images saved in the Trip Workbook. Reviewers and AOs have no access to the Trip Workbook.
4.1.5 My Expenses Screen Icons Explained

Table 3-1 explains the most common icons used on the My Expenses screen.

<table>
<thead>
<tr>
<th>Table 3-1: Common My Expenses Screen Icons</th>
</tr>
</thead>
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<tr>
<td><strong>Icons in Area Headers</strong></td>
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<td><img src="image" alt="Icon" /></td>
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<tr>
<td><img src="image" alt="Icon" /></td>
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<td><img src="image" alt="Icon" /></td>
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<tr>
<td><img src="image" alt="Icon" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Icons that Identify Other Expense Types (None are Selectable)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
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<td><img src="image" alt="Icon" /></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Icons for Attaching Substantiating Documents to Line Items</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Icons for Manipulating Line Items and Images</strong></th>
</tr>
</thead>
<tbody>
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<td><img src="image" alt="Icon" /></td>
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<td><img src="image" alt="Icon" /></td>
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</table>
4.2 Update Per Diem Allowances

The Per Diem Entitlements screen (Figure 3-9) identifies the per diem allowances (daily lodging limits and Meals & Incidental Expenses [M&IE] allowances) that the AO approved in your authorization. To open the Per Diem Entitlements screen, where you will make changes to those allowances, navigate to Expenses > Per Diem Entitlements.

![Figure 3-9: Per Diem Entitlements Screen](image)

Available options for changing, adding, and deleting situations that modify your per diem allowances and the explanations of those options are the same on the voucher as they were on the authorization.

1. Select **Edit** next to the first date you want to change. The Per Diem Entitlements Details screen opens.
2. Enter the updated information in the following sections:
   a. Values Apply Through
   b. Per Diem Rates
   c. Duty Conditions
   d. Meals
   e. Other Per Diem Entitlements

3. Select **Save these Entitlements**.

   If several changes affect your per diem conditions, it may be easiest to use the **Reset** link to remove ALL of a day’s manually entered allowance changes. The **Reset** link returns all options on the selected day to their initial default settings. You can then enter all necessary changes before saving them.
5 Update Accounting Information

In the voucher, the DTS Accounting module only contains the Accounting Codes screen (Figure 3-10). You can use it to update any incorrect Lines of Accounting (LOAs) that appear on your document. Open the Accounting module by selecting Accounting at the top of the screen.

As was true on the authorization, you should only make changes to this screen if your organization approves you to do so.

![Figure 3-10: Accounting Codes Screen](image)

**Change a LOA:** The only change you should make to LOAs on a voucher is to remove invalid ones and add missing ones as described below.

**Add a new LOA:** Use the Accounting Label, Shared LOA, and Cross Org LOA fields to add missing LOAs.

**Delete a LOA:** Use the remove link to delete an invalid LOA.

**Note:** If you wind up with multiple LOAs on your voucher, you must allocate your expenses as described in DTS Guide 2: Authorizations.
6 Update Additional Options

The Additional Options module contains all the screens that were available in the authorization, plus one additional one – Payment Totals. Open the Additional Options module by selecting Additional Options at the top of the screen.

6.1 Update Profile

Update your profile on the voucher following the same steps described in Section 6.1 of DTS Guide 2: Authorizations.

6.2 Update Payment Totals

The Payment Totals screen (Figure 3-11) provides a summary of various financial aspects of the document. Most of the information on this screen is view-only, but you can use this screen to update the split disbursement amounts that will be paid to the GTCC vendor or your bank account. Open the Payment Totals screen by navigating to Additional Options > Payment Totals.
Figure 3-11: Payment Totals Screen
The Payment Totals screen is divided into five sections:

- **Expense Summary**: Provides the total of all expenses on the voucher, and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).

- **Disbursement Summary**: Shows the total of all payments you have received or that are being processed and breaks them down by advances, partial payments, and payments made against previous filed vouchers.

- **Credit Summary**: Supplies information about debts – the total reimbursement you are due to receive, any amount you were overpaid, and any collections or waivers used to help pay off the debt.

- **Entitlement Summary**: Shows the total amounts already paid, collected, and due to be paid, then divides those totals into three categories: Total amount, the amount due to be paid to you (Personal), and the amount due to be paid to the GTCC vendor (Individual GOVCC). The three text fields lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
  - **Add GOVCC ATM**: If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Additional GOVCC Amount**: If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meals), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Less Previous Payments to GOVCC (By Traveler)**: If you overpaid your GTCC account on a previous trip, enter the amount of the overpayment. DTS redirects funds to your bank account to balance the overpayment.

Before submitting your voucher, you should always ensure the total listed in the **Net Distribution to Personal** matches the amount the GTCC vendor says you owe, after all charged expenses are accounted for. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

- **Trip Summary**: Contains itinerary information, and does not require further elaboration.

### 6.3 Update SPPs and Advances

The final two screens in the **Additional Options** module are Partial Payments and Advances. They both contain financial information about payments you have already received, if any. Neither offers any opportunity for you to make changes.

### 7 Review/Sign Module

As in the authorization, the DTS **Review/Sign** module lets you review your voucher, explain controversial items, and apply your digital signature. Open the **Review/Sign** module by selecting **Review/Sign** at the top of the screen.
7.1 Update from Preview Trip Screen

Again, just like in the authorization, the Preview Trip screen (Figure 3-12) is a very long screen that displays all the cost data you added to the authorization, so you can check for errors before you sign it. Edit links appear in key locations so you can modify any entries that appear incorrect. Open the Preview Trip Screen by navigating to Review/Sign > Preview.

![Figure 3-12: Preview Trip Screen (Portions)](image-url)
From top to bottom, the Preview Trip screen offers you the ability to see:

- Text fields that you can use to enter information as directed by local policy:
  - A Reference number
  - Comments to the AO
  - Comments from the travel agent (i.e., the TMC)

- The Trip Type, Trip Purpose, Trip Description, and Conference name (if applicable)

- The trip starting point and date

- The TDY locations and dates

- The trip ending point and date

- The reservations you created in DTS

- The expenses and allowances you entered

- A summary of all trip expenses broken down by LOA and by category

- A list of requested advances and SPPs

Most sections include Edit links you can use to make corrections when necessary.

### 7.2 Other Auths.

The Other Authorizations screen (Figure 3-13) lets you enter official remarks on printed travel documents. Since printed travel documents are no longer needed after your trip is done, you almost never have to make changes on this screen. However, you can make changes if necessary, using the same processes you used to make the entries in the authorization. Open the Other Authorizations Screen by navigating to Review/Sign > Other Auths.
7.3 Updates to Pre-Audits

The Pre-Audit Trip screen (Figure 3-14) displays items that DTS has flagged because they potentially break DoD travel policy or exceed established cost thresholds. Open the Pre-Audit Trip screen by navigating to Review/Sign > Pre-Audit.

On vouchers, this screen displays items copied from the authorization (along with their justifications) and items triggered by changes you made on the voucher, such as changing split disbursement amounts. You must provide appropriate justifications for all new items before the AO may approve the voucher.

Note: You can access this screen at any time. However, before you can actually sign the voucher, DTS requires you to visit the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don’t open those screens in that order, DTS sends you back to the Other Authorizations screen to try again.
7.4 **Digital Signature**

The Digital Signature screen (Figure 3-15) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AOs if you wish. Open the Digital Signature screen by selecting at the top of the screen >**Digital Signature**.

**Note:** You can access this screen at any time. However, before you can actually sign the document, DTS requires you to visit the following screens in the order listed:

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don’t open those screens in that order, DTS sends you back to the Other Authorizations screen to try again.
On the Digital Signature screen, you can:

- Verify that the **SIGNED** status stamp is visible to the right of **Submit this document as**.
- (Optional) Change the **Routing List** your document will follow after you sign it.
- (Optional) Add **Additional Remarks** to the AO.
- See the document’s current pending status and its stamping history.
- (Optional) **View reasons for Audit Failures**, if any.
- Digitally sign the document by selecting **Submit Completed Document**.
After you submit (digitally sign) the authorization, the following steps occur:

1. You must affirm that:

   a. You are submitting a valid claim and you understand there are legal penalties for knowingly submitting a false claim.

   b. You understand that you must return any unused paper tickets to the Government.

2. You may have to verify your identity by entering your CAC PIN.

When you have signed the document, it begins routing. You should receive payment for your claim within 72 hours of the time the AO approves it.
8 Helpful Resources

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<thead>
<tr>
<th>Guides</th>
<th>Title</th>
<th>URL</th>
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<tbody>
<tr>
<td>Special Circumstances Travel</td>
<td><a href="http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf">www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf</a></td>
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                          Instructions for Voucher CTW: www.defensetravel.dod.mil/CnstTvI/CT_Voucher_Instructions.pdf  

* Web-based training module is also available in TraX at www.defensetravel.dod.mil/passport.