Defense Travel System

DTS Guide 4: Local Vouchers

April 05, 2019
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## Revision History

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| 1.2          | 8/17/18    | DTMO                                         | 1. Updated URLs to https vs. http  
2. Updated access through DTS Dashboard                                                         | Throughout Section 1.1 |
| 2.0          | 04/05/19   | DTMO                                         | Redesign of the local voucher screens                                                          | All           |
1 Local Vouchers

A local voucher is a claim for reimbursement for expenses you incurred and allowances you earned while conducting official business in the local area near your* Permanent Duty Station.

A local voucher is a stand-alone document you may only submit after you complete your official duty. Therefore, you may not project expenses or estimate allowances on a local voucher. Instead, only enter actual amounts.

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

Create a Local Voucher

To create a local voucher:

1. Select Create New Document, then Local Voucher on the DTS Dashboard (Figure 4-1). The Create Local Voucher screen (Figure 4-2) opens. A Progress Bar, (left side of the screen) tracks your Local Voucher steps.

Figure 4-1: DTS Welcome Screen
1. Enter the **Local Voucher Date**. The screen defaults to the current date, but you can change it. Once you save the date, you can’t change it.

2. In **Reference**, you can enter information per your local policies or leave the field blank.

3. **Are you Attending a Conference or Event?** Provide a Yes or No response. If Yes, select the conference name using the drop down menu or if the name is not in the listing, select Other.

4. Select **Continue** to create the local voucher. The **Enter Travel Expenses** screen (Figure 4-3) opens.

### 2 DTS Expenses Module

The **Expenses** module lets you enter all the expenses you incurred and allowances you earned. You must enter them accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at any time from the **Progress Bar** and then the **Enter Travel Expenses** screen (Figure 4-3) opens.

#### 2.1 Add Expenses

Enter your incurred expenses and attach your receipts/supporting records on the **Enter Travel Expenses** screen. To add expenses and mileage allowances select **Add Expenses**.
The **Add New Expense** screen (Figure 4-4) opens.

1. Select one of the four primary expense categories. A list of expense types displays. Table 4-1 shows the expenses available in each expense category.
Table 4-1

<table>
<thead>
<tr>
<th>EXPENSE CATEGORY</th>
<th>EXPENSE TYPE</th>
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<tr>
<td>International Travel Expenses</td>
<td>Foreign Currency Conv Fees</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Other-Create Your Own</td>
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<tr>
<td></td>
<td>Recruiter – Parking</td>
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<tr>
<td></td>
<td>Recruiter – Snack</td>
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<tr>
<td></td>
<td>Returned Payment</td>
</tr>
<tr>
<td>Mileage Expenses</td>
<td>Private Auto-Local Area</td>
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<tr>
<td></td>
<td>Private Motorcycle-Local Area</td>
</tr>
<tr>
<td></td>
<td>Private Vehicle-GOV Auth &amp; Avail</td>
</tr>
<tr>
<td>Transportation Expenses</td>
<td>Government Vehicle-Fuel/Oil</td>
</tr>
<tr>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td></td>
<td>Public Transportation</td>
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<td>Rental Car</td>
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<tr>
<td></td>
<td>Rental Car- Fuel</td>
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<td></td>
<td>Taxi</td>
</tr>
<tr>
<td></td>
<td>Tolls/Ferry Fees</td>
</tr>
<tr>
<td></td>
<td>Travel Agent Fee</td>
</tr>
</tbody>
</table>

1. Select your **Expense Type**. The **Add New Expense** window (Figure 4-5) appears.

![Figure 4-5: Add New Expense Screen](image)

2. Select or enter a **Purpose** (why you incurred the expense).
3. The **Expense Date** defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. If you enter a future date for an expense, you won’t be able to sign the local voucher until that expense date occurs.

4. Enter the **Expense Amount**. DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.

5. **Mileage Expenses** contain additional fields in addition to **Expense Type**, **Expense Date**, and **Purpose** to add an entry. Mileage options are **Private Auto – Local Area**, **Private Motorcycle – Local Area** or **Private Vehicle – GOV Auth & Avail**.

   - **From and To** locations are either **Residence or Duty Station**.  
     - If you select starting travel **From** Residence then in the **To** field, type in your local travel location (Figure 4-6a). Then select either **One Way Mileage** or **Commuting Cost** radio button calculate the mileage allowance minus your daily commute. Enter total **Miles** drive and DTS will do the calculation for you. For example, your total miles driven from residence to the local travel location is 30 minus 20 for your daily commute, multiplied by the current mileage rate .58 = $5.80 reimbursement for one direction (Figure 4-6b).

![Figure 4-6a: Mileage from Residence Expense](image)
If you select starting travel from **Duty Station** then you will enter the total **Miles** driven and DTS calculates the mileage (Figure 4-7).

![Figure 4-6b: Mileage from Residence Expense](image1)

**Figure 4-6b: Mileage from Residence Expense**

![Figure 4-7: Mileage from Duty Station Expense](image2)

**Figure 4-7: Mileage from Duty Station Expense**

**Note:** You can also check a box to create a round-trip expense.
6. Select **Add Expense**. The expense details displays under the **Other Expenses** section. Each expense will have either the **Receipt Optional** or **Receipt Required ($75.00 or more)** indicator. Selecting the plus sign icon allows you to attach a receipt to the expense quickly (Figure 4-8).

![Figure 4-8: Saved Expenses](image)

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

Additional actions for saved expenses are available under the options icon on the right side of the expense entry (Figure 4-9). Options include:

- **Attach Receipt** directly to an expense.
- View or edit an expense using **Expense Details**.
- Copy an expense using **Duplicate Expense** if you incurred the same expenses on different days (e.g., the same parking fee each day of a multi-day event).
- Remove the expense from the local voucher by selecting **Delete Expense**.
2.2 Import from GTCC

You can also import expenses from your GTCC account when you:

1. Select **Import from GTCC** (Figure 4-10a) from the *Other Expenses* area. An **Import From GTCC** window opens.

2. Select the transaction or charged item from the list, then use the drop down menu to select the **Expense Type**.

3. Select **Import**. The expense appears in the details under *Other Expenses*.

**Note:** Only import valid charges (Figure 4-10b). Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but has no drop down menu to select the **Expense Type** and provides a warning message, “*This expense cannot be imported,*” then you must add it manually using the instructions in Section 2.1.
2.3 Attaching Documents

The **Enter Travel Expenses** screen (Figure 4-11) allows you to upload documents that support your trip claims. Documents you upload can include, but aren’t limited to:

- Receipts
- Constructed Travel Worksheets
- Approval for other than economy/coach class travel
- Leave forms

![Figure 4-11: Enter Travel Expense Attaching Documents](image)

You can attach documents via the **Enter Travel Expenses** screen multiple ways:

- **Fax**: Select **Fax Cover Sheet** and follow the instructions. **Note**: Be sure to place the **Fax Cover Sheet** on top of the packet to fax the documents into DTS.

- **Uploads** (Trip Workbook): Select **Browse** the **Add Receipt/Document** window opens. Select **Browse** to search for the file and follow the prompts (Figure 4-12). Select **Save** to retain the entry. The document appears under **Uploads** (Figure 4-13). Once you save the document in **Uploads**, you can drag and drop the file to **Substantiating Documents**. **Note**: The AO/RO does not have access...
to *Uploads*. Only the traveler or document creator sees information under *Uploads*.

**Figure 4-12: Add Receipt/Document Screen**

**Figure 4-13: Upload Attachments**

- **Attach Receipt**: Choose *Add Expense*, and then select options to attach the receipt to the expense.

- **Substantiating Documents**: Select *Add Document* and browse to upload the document.
Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

Once the window opens, you can:

- Identify it as a specific document such as Constructed Travel Worksheet (CTW) (Figure 4-14).
- Add a Note to clarify the type of document.
- View the document to ensure legibility.
- If needed, delete the file using the “garbage can” icon.

![Figure 4-14: CTW Attachment](image)

Once you enter all your expenses or allowances, and provide the required receipts or necessary Substantiating Documents, select Continue (Figure 4-15).

![Figure 4-15: Expense Summary](image)

3 DTS Accounting Module

3.1 Lines of Accounting

The DTS Accounting module identifies where the money is coming from to pay for this trip. Access Accounting from the Progress Bar. The Review Accounting screen (Figure 4-16) opens.

The Accounting screen shows the funding sources for your trip. DTS calls a
funding source either a Line of Accounting (LOA) or an accounting code. For our purposes, we will use LOA, unless the DTS screen displays the latter.

Before the AO may approve your local voucher, it must contain at least one LOA. However, DTS does not require you to provide that LOA. In fact, you can sign your local voucher without a LOA, and some local business rules require no action from you on this screen. If that is the case, head directly to the Financial Summary.

![Review Accounting Screen](image)

**Figure 4-16: Review Accounting Screen**

### 3.2 Add a LOA

Many travelers’ profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. You can **Add**, **Edit**, or **Remove** a LOA.

Select **Add LOA** to see the source list then pick:

- **From [Organization]:** These LOAs belong to your organization.
- **Shared LOA:** These shared LOAs were from a higher organization in your hierarchy.
- **Cross Org LOA:** These LOAs have limited use and belong to an organization outside your hierarchy.
3.3 Add Multiple LOAs

If you add more than one LOA, DTS requires you to allocate the costs – which means identifying which LOAs are paying for which expense types. Select **Edit LOA Allocations** (Figure 4-17) to divide your costs between LOAs using the options:

- **Percentage**: Select a percent of the total cost to apply to each LOA.
- **Expense Category**: Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date**: Select the date range that applies for each LOA. This is useful for trips that cross Fiscal Years.
- **Specific Expense**: Select an LOA for each expense that appears in the authorization.
- **Category / Date**: Select LOAs based on a combination of both Expense Category and Date.

![Figure 4-17: Edit LOA Allocations](image)

3.4 Financial Summary

The **Review Financial Summary** screen (Figure 4-18) provides details of various
financial aspects of the document. Most of the data on this screen is view-only, but you can use the Adjust Disbursements link to the move dollar amounts from the GTCC vendor or your bank account. Access Financial Summary from the Progress Bar.

![Review Financial Summary](image)

**Figure 4-18: Review Financial Summary Screen**

There are three sections within the screen:

- **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).

- **Credit Summary**: Supplies information about debts – the total reimbursement you are due to receive - Net to Traveler, any amount you were overpaid - Balance Due US, and any Collections or Waivers/Appeals used to help pay off the debt.
• **Entitlement Summary:** Shows the **Total Expenses, Prior Payments, Collections, Previous Pmt Adjustments,** and **Net Distribution** — amount to be paid. The columns show whether the amount in each category affects your bank account (Personal) or the GTCC vendor (GTCC), then provides the **Total** per category (Figure 4-19). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:

  o **GTCC ATM Withdrawal:** 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.

  o **Additional Payment Paid to the GTCC:** If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meal), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.

  o **Overpaid GTCC (By Traveler):** If you overpaid your GTCC account for expenses incurred for the travel, then enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

![Figure 4-19: Adjust Disbursement Screen](image)

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

Under **Review**, you can check and update your **Profile**, verify your trip **Expenses** are correct, and justify any **Pre-Audits** before you **Sign and Submit** your document.

4.1 Review Profile

Your DTS personal profile contains vital information (e.g., your home address, work location, EFT data, and GTCC information), which is required to help you create documents and receive reimbursements. You should check it frequently to ensure all the information in it is up-to-date. You can update your data by accessing the **Review Profile** from the **Progress Bar**. The **Review Profile** screen (Figure 4-20) opens.

![Figure 4-20: Review Profile](image)

You can update most but not all of your profile information from this screen. Contact your DTA to update fields that you can’t update yourself. Select **Open Profile** to access the following screens:

- **Personal Information.** Update your **Name**, **Email address**, and **Phone Number**.

- **Addresses:** Update **Residence** and **Mailing Addresses**.

- **Passport:** Enter **Name**, **Passport Number**, **Expiration Date**, and more.

- **Emergency Contact:** Who to contact and number.

- **Service or Agency Info:** Civ/Mil, title/rank, and employer **Service** or **Agency**.
• **Duty Station.** Update your Duty Station Address, Duty Phone Number, and more.

• **My TSA Information Screen.** Update the information that appears on the My TSA Information screen when you make reservations.

• **Accounting Information:** Optional – to select a default LOA.

• **EFT and Credit Card Accounts.** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking or savings accounts.

**Note:** If your profile reflects that EFT payment is mandatory for reimbursements (which is the case for most DoD personnel), you won’t be able to sign the local voucher if your profile is missing EFT data.

To save changes to your DTS personal profile, check the box **Update Permanent Profile** before you select Save. Leave the box unchecked to save the information for this document only.

### 4.3 Review Local Voucher

The **Review Local Voucher** screen (Figure 4-21) is an end-to-end details screen displaying all the costs you added to the local voucher, so you should verify all information and correct any errors before you sign it. You can add comments for clarification of expense entries or travel requirements if needed. Access the **Review Local Voucher** screen from the **Progress Bar**.
Roughly, from top to bottom, the screens displays:

- **Text fields:**
  - A **Reference** number
  - **Comments to the Approving Official**
• Expenses and allowances you entered, as well as documents you attached. With a Go to Expenses link to open the Enter Trip Expenses screen, and make any necessary changes.

• A summary of all trip expenses broken down by LOA and by category, along with a Go To Accounting link to view and update LOAs, if necessary.

4.4 Pre-Audits

The Pre-Audits screen (Figure 4-22) displays items flagged by DTS when they are not within DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access the Pre-Audits screen from the Progress Bar.

Note: You can access this screen at any time. However, before you can sign the local voucher, DTS requires you to access this screen immediately before you proceed to the Digital Signature screen.

If you don’t access those screens in that order, DTS sends cycles you back to Pre-Audits before allowing you to sign the local voucher.

![Figure 4-22: Pre-Audit Screen](image)

The screen is broken into two parts:

• Pre Audits (flags): These items potentially break travel policy or exceed established cost thresholds. Use Add Justification to provide Justification to the Approving Official explaining why you selected the flagged item and why the AO should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation.
You must provide a justification for each flagged item.

- **Advisories (notices):** These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn’t include a gas expense for it.) They do not require justification.

When you have properly justified all required items, select **Continue** to go to the Digital Signature screen.

### 4.5 Digital Signature

The **Digital Signature** screen (Figure 4-23) allows 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 AO.

You can access the **Digital Signature** screen at any time by selecting **Sign and Submit** from the Progress Bar. However, if you access the **Digital Signature** screen this way and attempt to sign the document, DTS will route you back to the **Pre-Audit** screen. See the **Note** in section 4.4.

![Figure 4-23: Digital Signature Screen](image-url)
On the **Digital Signature** screen, you can:

- (Optional) Check document for errors.
- See the document stamping history.
- View the *(Pending)* status stamp *(SIGNED, in this case)*.
- Check the **I agree to SIGN this document** box under DOCUMENT STATUS.
- (Optional) Change the Routing List your document will follow after you sign it.
- (Optional) Add Additional Comments to the AO.
- Digitally sign the document by selecting **Submit Completed Document**.

DTS verifies the expense dates against the current date. If you enter an expense with a future date, DTS will not allow you to proceed with signing the local voucher (Figure 4-24). A warning message appears. You will need to either remove the future date expense and then sign the local voucher or wait until the expense actually occurs to sign the trip.

![Figure 4-24: Future Date Expense Warning](image)

After you submit (digitally sign) the local voucher, the following steps occur:

- **A Confirm Submission** box (Figure 4-25) informs you of legal aspects of your claim. You must confirm that this is a valid claim and that you understand there are legal penalties for knowingly submitting a false claim.
Figure 4-25: Confirm Submission Screen

- Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.

- A **Confirmation** window (Figure 4-26) lets you know your document has begun to route to the systems and to individuals on the selected routing list.

Figure 4-26: Confirmation Screen

- To exit the window, select **Go To Homepage** at the bottom of the screen.

You should receive payment for your claim within 72 hours of the time the AO approves it.
## 5 Helpful Resources

### GUIDES

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### OTHER RESOURCES

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* Web-based training module is also available in Travel Explorer (TraX) at https://www.defensetravel.dod.mil/passport