

Defense Travel System

DTS Guide 4: Local Vouchers

April 22, 2020

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/11/17	DTMO	Update link	Section 6
1.2	08/17/18	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
2.1	04/22/20	DTMO	Redesign of expenses and receipts screens General Update	Section 2 Throughout

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.

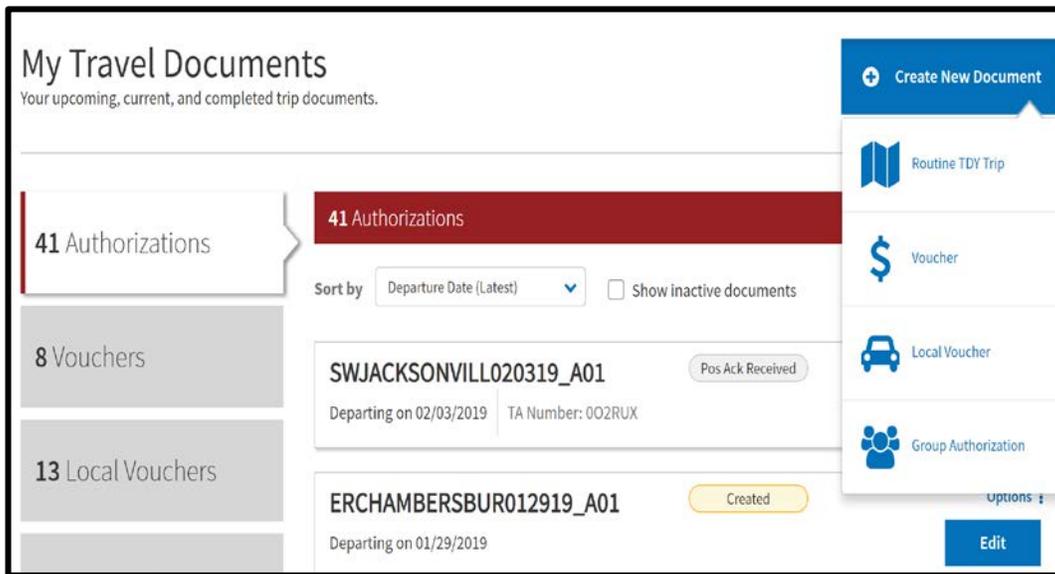


Figure 4-1: DTS Welcome Screen

Figure 4-2: Local Voucher Date Screen

2. 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.
3. In **Reference**, you can enter information per your local policies or leave the field blank.
4. **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**.
5. Select **Continue** to create the local voucher. The **Enter Travel Expenses** screen (Figure 4-3) opens.

2 DTS Expenses Module



The **Expenses** module allows you to enter all your incurred expenses and earned allowances. 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 Expenses** screen (Figure 4-3) opens.

2.1 Add Expenses

Enter your incurred expenses and attach your receipts and supporting records on the **Enter Expenses** screen.

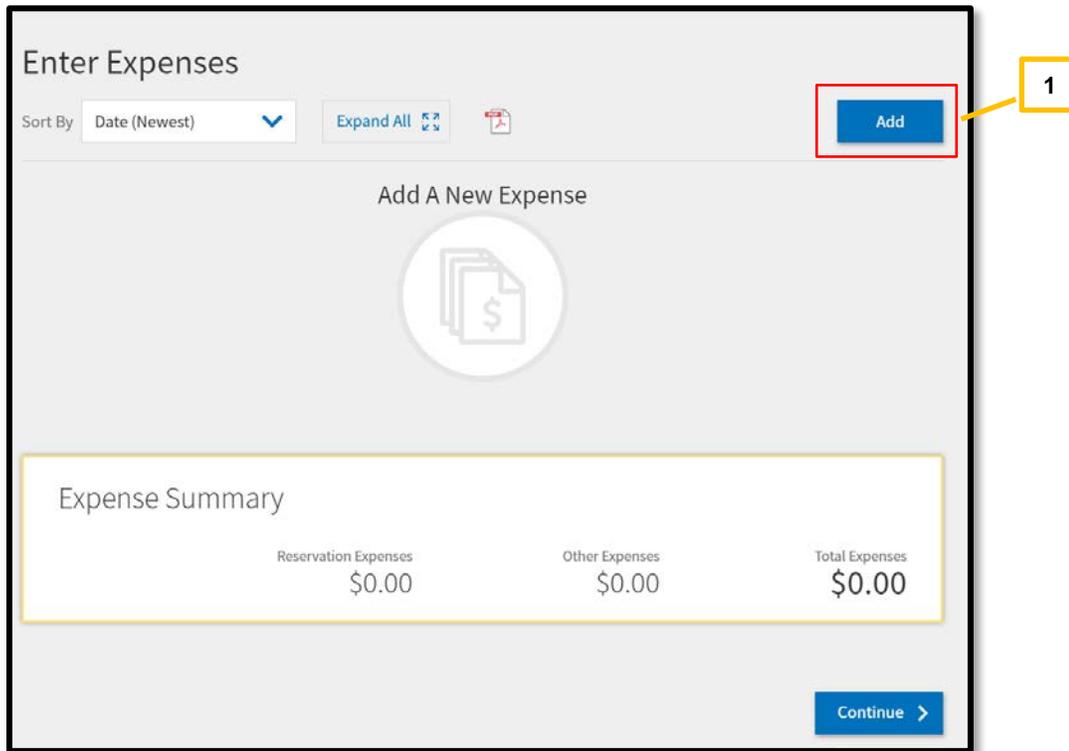


Figure 4-3: Enter Expenses Screen

1. To add expenses and mileage allowances select **Add** (Figure 4-3, Indicator 1). The **Add New** screen opens (Figure 4-4). **Note:** Under Select Type* use the drop-down menu to access the four primary expense categories, **Add Expense From GTCC** and **Documents**.

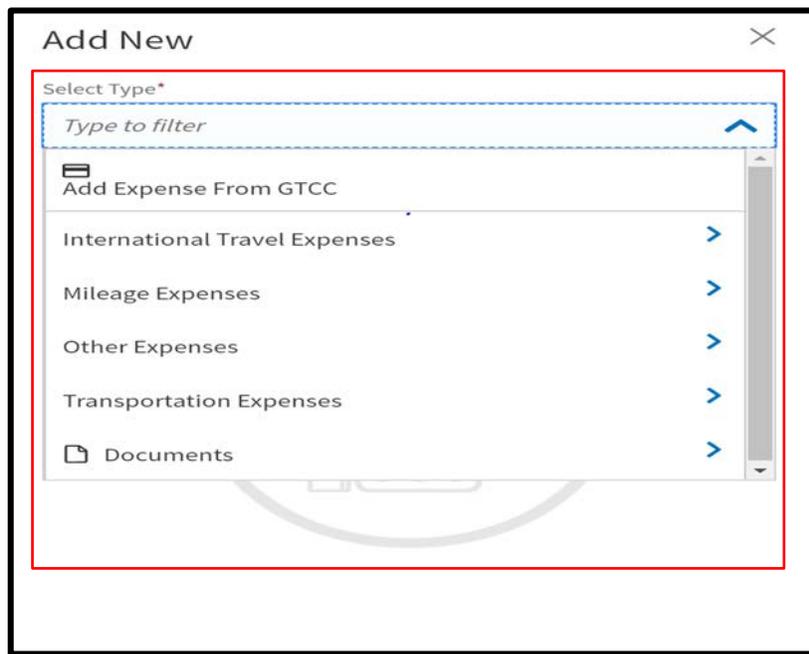


Figure 4-4: Add New Screen

2. Select the **Expense Category**, then the **Expense Types** display (Figure 4-4). Table 4-1 shows the expenses available in each expense category.

Table 4-1

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

3. On the **Add New** screen, select the expense type (Figure 4-5).

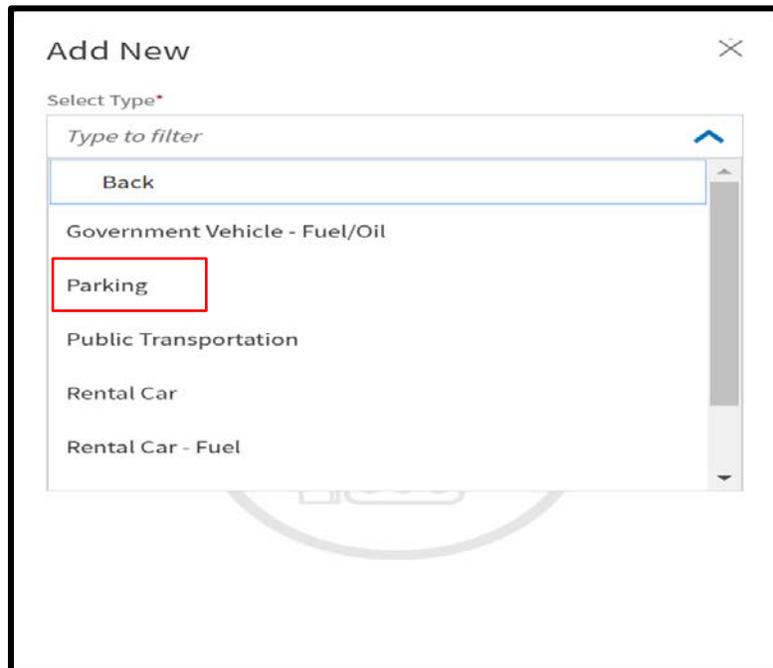


Figure 4-5: Add New Screen (Expense Types)

4. The selected expense appears on the **Add New** screen (Figure 4-6). Enter the details. **Note:** When you see a red asterisk (*) complete the required information.

The screenshot shows a form titled "Add New" with a close button in the top right. The "Select Type*" dropdown menu is highlighted with a red border and shows "Parking" selected. Below it is an "Attach Receipt" button. The "Purpose*" field has a search bar with the placeholder "Type to filter". The "Expense Date*" field shows a calendar icon and the date "04/08/2020". The "Expense Amount*" field has a dollar sign icon. Below that is a "Currency Converter" link. The "Method of Reimbursement*" field is empty. At the bottom are "Cancel" and "Add" buttons.

Figure 4-6: Add New Screen (Expense Details)

- a. **Select Type** displays the expense.
- b. Option to **Attach Receipt**.
- c. Select or enter a **Purpose** (why you incurred the expense).
- d. The **Expense Date** defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. **Note:** If you enter a future date for an expense, you will not be able to sign the local voucher until that expense date occurs.
- e. Enter the **Expense Amount**.
- f. DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.
- g. (Optional) Enter **Notes** for the expense.
- h. **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**.

- **Start Location** is either **My Residence or Duty Station**.
 - If you select **My Residence** then in **End Location**, enter your local travel location (Figure 4-7a). Next, select either **One Way Mileage** or **Commuting Cost** radio button to 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 your residence to the local travel location is 30 minus 20 for your daily commute, multiplied by the current mileage rate .575 = \$5.75 reimbursement for one direction (Figure 4-7a).

The screenshot shows a mobile application interface for adding a new mileage expense. The title is "Add New" with a close button in the top right. The form contains several required fields marked with an asterisk: "Select Type*" is a dropdown menu currently showing "Private Auto - Local Area"; "Expense Date*" is a date picker showing "04/08/2020"; "Purpose*" is a text input field with the placeholder "Type to filter"; "Start Location*" is a dropdown menu with the placeholder "Type to search for a starting location"; and "End Location*" is a dropdown menu with the placeholder "Type to search for an ending location". Below these fields is a blue button labeled "Attach Receipt". A calculation is displayed: a text input with "0" followed by "mi X \$0.575 = \$ 0.00". Underneath is "Method of Reimbursement*" with a dropdown menu showing "Personal". There is an unchecked checkbox labeled "Create a separate expense for round trip". Below that is a "Notes" text area. At the bottom right are two buttons: a light blue "Cancel" button and a dark blue "Add" button.

Figure 4-7a: Mileage Expense Screen (from Residence)

- If you select starting travel from **Duty Station** then enter the total **Miles** driven and DTS calculates the mileage (Figure 4-7b).

Add New ✕

Select Type*
Private Auto - Local Area ▼

Attach Receipt

Start Location*
Duty Station ▼

End Location*
Arlington, VA ▼

10 mi X \$0.575 = \$ 5.75

Method of Reimbursement*
Personal ▼

Create a separate expense for round trip

Cancel Add

Figure 4-7b: Mileage Expense Screen (from Duty Station)

Note: You can check a box to create a round-trip expense.

5. Select **Add** (Figure 4-6, 4-7a and 4-7b). The expense item displays in a single running list on the **Enter Expenses** screen (Figure 4-8). Per the JTR, all lodging and expenses of \$75.00 or more require a receipt. DTS flags those items with a **Receipt Required** indicator. Expenses under the threshold may have N/A or no receipt indicator (Figure 4-8, Indicator 1). Selecting the expense **Details** allows you to attach a receipt quickly (Figure 4-8, Indicator 2). See Section 2.3 below for complete steps.

The screenshot shows the 'Enter Expenses' interface. At the top, there is a 'Sort By' dropdown set to 'Date (Newest)', an 'Expand All' button, and an 'Add' button. Below this is a list of expenses:

Expense Description	Date	Amount	Account
\$ Parking	04/08/2020	\$15.00	IBA
\$ Private Auto - Local Area	04/08/2020	\$5.75	EFT

Below the list is an 'Expense Summary' table:

Category	Amount
Reservation Expenses	\$0.00
Other Expenses	\$20.75
Total Expenses	\$20.75

Callout boxes in the image point to: '1' (three-dot menu icon), '2' (checkbox), and another '1' (three-dot menu icon).

Figure 4-8: Enter Expenses Screen

Additional actions for saved expenses are available under options (3-dot icon) on the right side of the expense entry (Figure 4-9). Options include:

- **Duplicate Expense** to copy the same expenses on different days (e.g., the same parking fee each day of a multi-day event).
 - Select **Duplicate Expense**.
 - A **Duplicate Expense** screen opens.
 - Enter date to replicate the expense.
 - Select **Duplicate Expense**.
 - The expense displays on the **Enter Expenses** screen.
- **Delete Expense** to remove the expense from the local voucher.
 - Select **Delete Expense**.
 - The **Delete Expense** screen opens.
 - Select **Delete**.
 - The expense is no longer in the document.

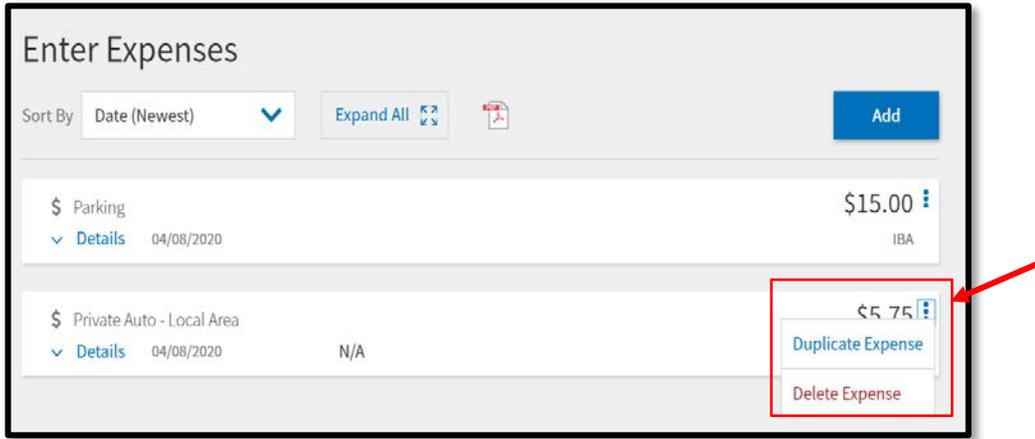


Figure 4-9: Enter Expenses Screen - Options

2.2 Import from GTCC

You can import expenses from your GTCC account into your trip and here's how:

1. From the **Enter Expenses** page, select **Add** (Figure 4-10). The **Add New** window opens (Figure 4-11).



Figure 4-10: Enter Expenses Screen

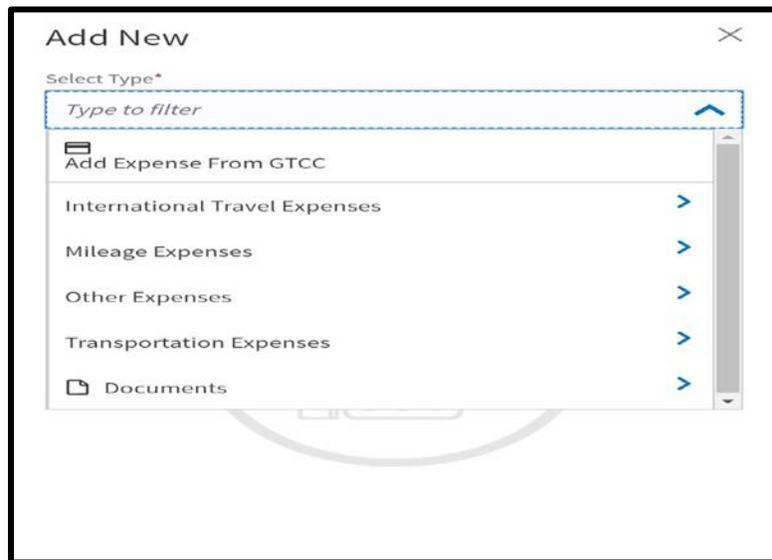


Figure 4-11: Add Expense From GTCC

2. Use the drop-down menu and select **Add Expense from GTCC** (Figure 4-12).

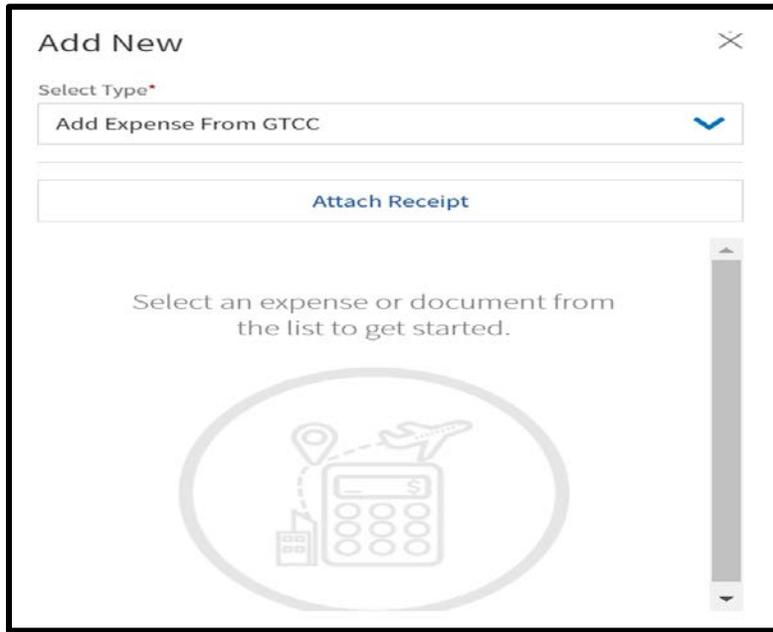


Figure 4-12: Expense from GTCC

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 4-13). Select the expense category and expense type.

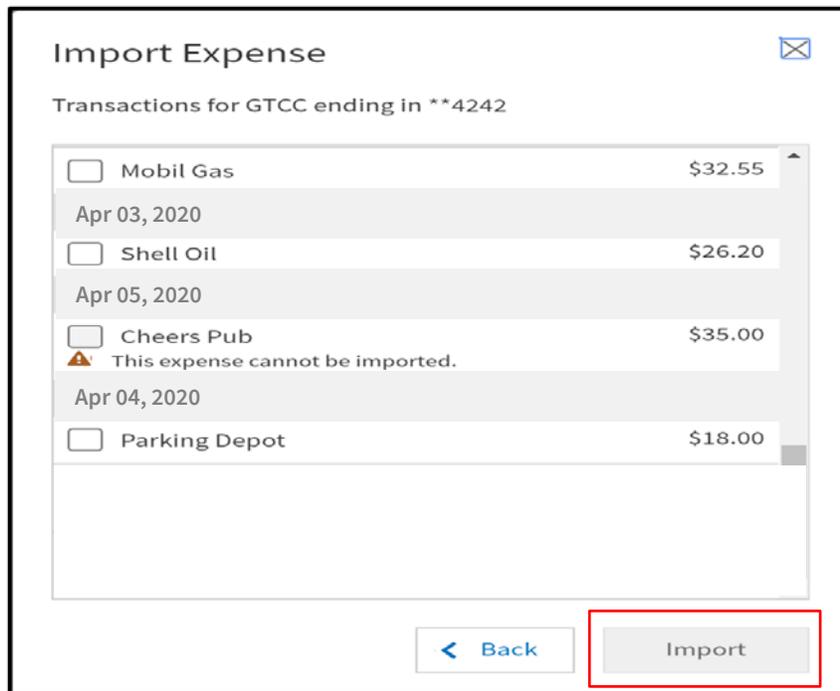


Figure 4-13: Import Expense from GTCC

4. Select **Import**. The expense appears in the expense listing (Figure 4-14)



Figure 4-14: Enter Expenses Screen (Imported Expense from GTCC)

Note: Only import valid charges (Figure 4-13). Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but you cannot select the expense type and you see 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 Expenses** screen (Figure 4-15) allows you to attach documents that support your trip claim such as receipts and memorandums.

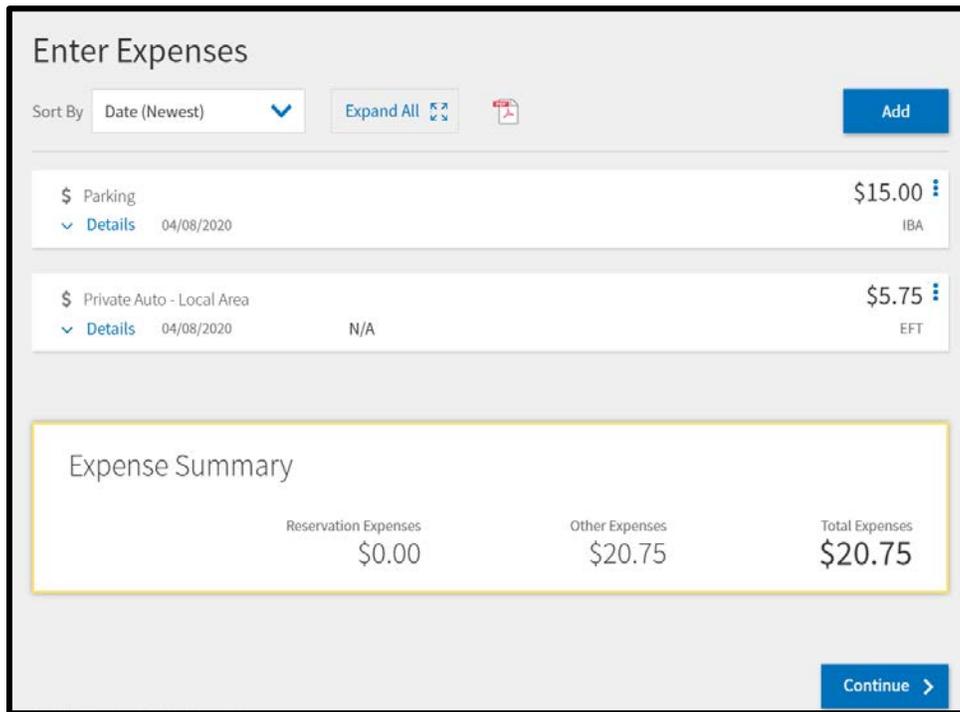


Figure 4-15: Enter Expense Screen

You can attach documents via the **Enter Expenses** screen a couple ways:

- **Details:** Select the expense **Details** and the screen opens (Figure 4-16).

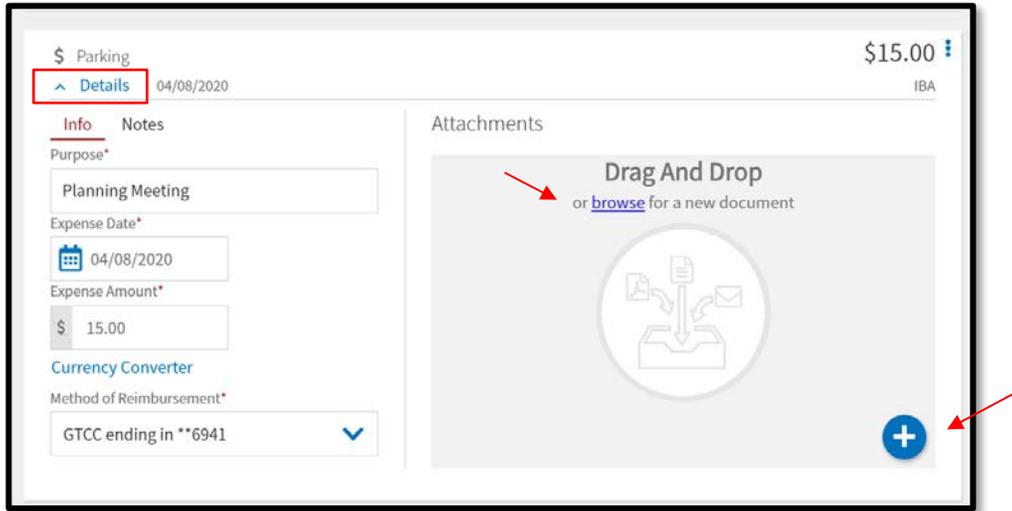


Figure 4-16: Attachments Screen

- Choose **browse** to search for a file, select the **+sign** or **Drag And Drop** to attach the receipt to the expense. Follow the prompts, then select **Done** to retain the entry.

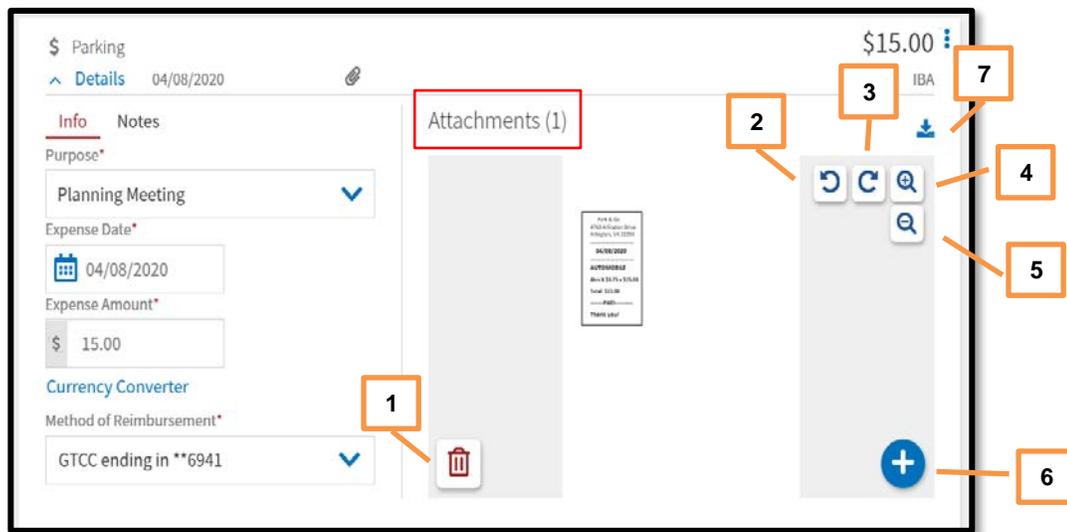


Figure 4-17: Attached Receipt Screen

- Once the file attaches (Figure 4-17), you should see the document and view the 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)
 - Add (Indicator 6)
 - Download Attachments (Indicator 7)

- **Import a PDF:** Select the **Import PDF** icon and the **Import PDF** window opens.
 - Select **Browse** to search for the file. Choose **Select** (Figure 4-18).

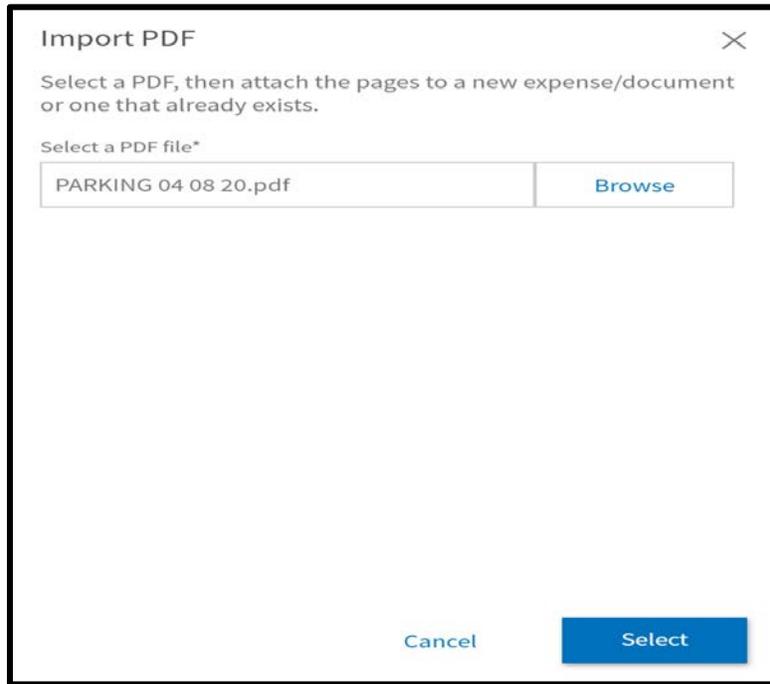


Figure 4-18: Import PDF Screen

- On the **Import PDF** screen check the box, and choose **Next** (Figure 4-19).

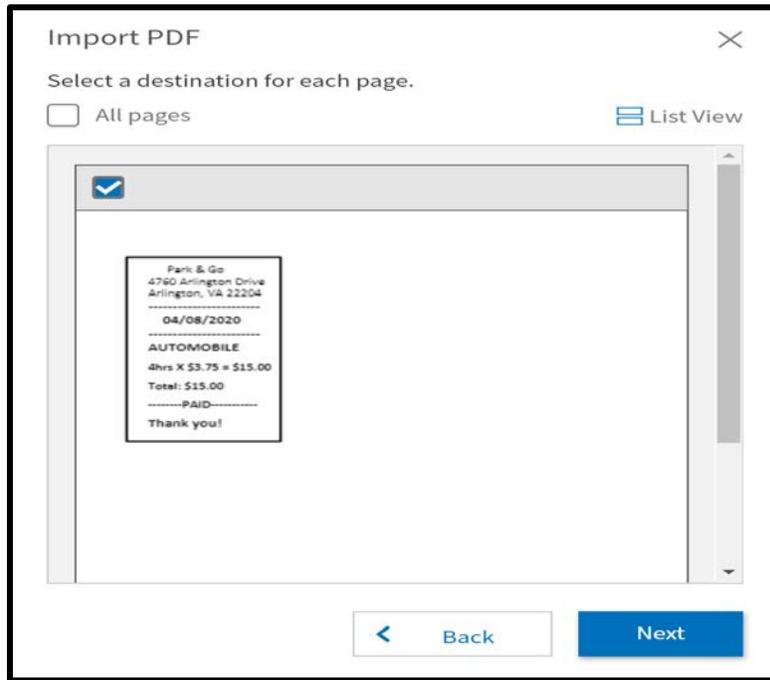


Figure 4-19: Import PDF Screen - Check box

- o A list of expense types appears (Figure 4-20). Select **Attach to Existing** (Indicator 1) to associate the file to a current expense, or select an expense type from the list to **Create New** expense (Indicator 2), so you can attach the file. Follow the prompts to advance.

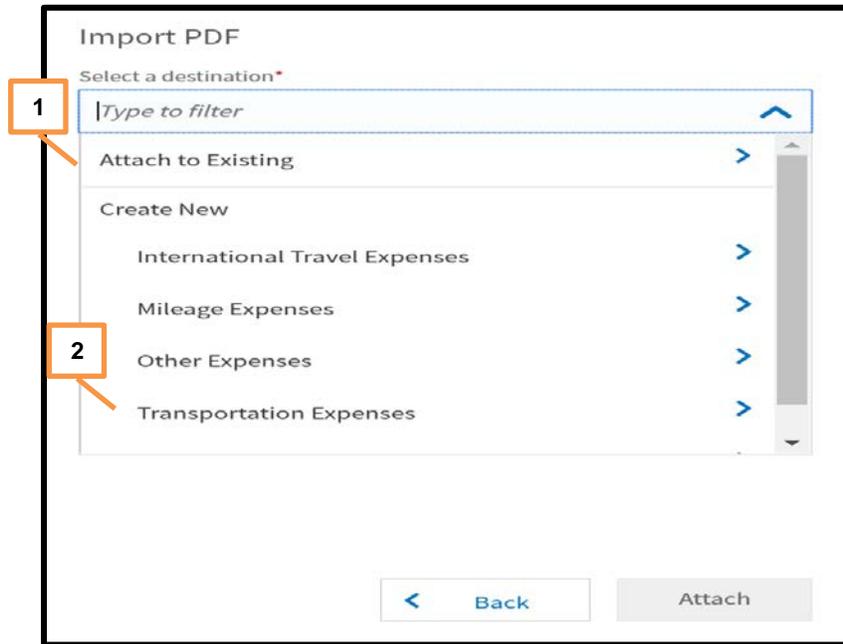


Figure 4-20: Import PDF Screen

- o Select **Done** to retain the entry.

The **Enter Expenses** screen updates to reflect the attached file with the expense item (Figure 4-21, Indicator 1).



Figure 4-21: Enter Expenses Screen (Receipt Attached)

Note: On the **Enter Expenses** screen, you can use the **Download Attachments** option (Figure 4-21, Indicator 2). Once you select the icon, the window opens. You can save the compiled receipts and attached documents zip file to your PC.

Once you enter all your expenses or allowances, and provide the required receipts or supporting documents, select **Continue** (Figure 4-22).

The screenshot shows the 'Enter Expenses' interface. At the top, there is a 'Sort By' dropdown set to 'Date (Newest)', an 'Expand All' button, and an 'Add' button. Below this is a list of five expense entries, each with a category, date, amount, and payment method. At the bottom, an 'Expense Summary' table is displayed, showing the total for each category and the overall total. A 'Continue' button is located at the bottom right of the interface.

Category	Date	Amount	Payment Method
Parking	04/08/2020	\$15.00	IBA
Private Auto - Local Area	04/08/2020	\$5.75	EFT
Private Auto - Local Area	04/06/2020	\$5.75	EFT
Parking	04/04/2020	\$18.00	IBA
Private Auto - Local Area	04/04/2020	\$5.75	EFT

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$50.25	\$50.25

Figure 4-22: Enter Expenses - Expense Summary

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 4-23) 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

Add and allocate lines of accounting.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA) Add LOA

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Calculated Trip Cost
\$50.25

< Back Continue >

Figure 4-23: 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 4-24) 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**.

Review Accounting

Add and allocate lines of accounting.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

[+ Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION	
20 DEFAULT	DTMOCS D	⋮
20 PLANNING	DTMOCS D	⋮

Allocations

[Edit LOA Allocations](#)

ⓘ Ensure All LOA's are allocated

☑ Allocated by Category

Hide Details ▲

20 DEFAULT	CATEGORY	ALLOWED	ACTUAL	20 PLANNING
MILEAGE		\$17.25	\$17.25	⚠ This LOA has no allocations
OTHER		\$33.00	\$33.00	
Sub Total		\$50.25	\$50.25	

ACCOUNTING SUMMARY

Calculated Trip Cost

\$50.25

< Back
Continue >

Figure 4-24: Edit LOA Allocations

3.4 Financial Summary

The **Review Financial Summary** screen (Figure 4-25) 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**.

1 Review Financial Summary

2 Expense Summary

Reimbursable Expenses	\$50.25	
Non-Reimbursable Expenses	\$0.00	
Total Expenses	\$50.25	Show Details

3 Credit Summary

Collections	\$0.00	
Waiver/Appeals	\$0.00	
Net To Traveler	\$50.25	
Balance Due US	\$0.00	Show Details

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$17.25	\$33.00	\$50.25
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$17.25	\$33.00	\$50.25
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$17.25	\$33.00	\$50.25

< Back Continue >

Figure 4-25: Review Financial Summary Screen

There are three sections within the **Review Financial Summary** screen:

- **Expense Summary** (Figure 4-25, Indicator 1): 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** (Figure 4-25, Indicator 2): 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** (Figure 4-25, Indicator 3): 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 4-26). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
 - **GTCC ATM Withdrawal** (Figure 4-26, Indicator 1): 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 Payment Paid to the GTCC** (Figure 4-26, Indicator 2): 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.
 - **Overpaid GTCC [By Traveler]** (Figure 4-26, Indicator 3): If you overpaid your GTCC account for expenses incurred for the trip, then enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

Figure 4-26: Adjust Disbursement Screen



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.

Once you finish with **Review Financial Summary**, select **Continue** (Figure 4-25).

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 4-27) opens.

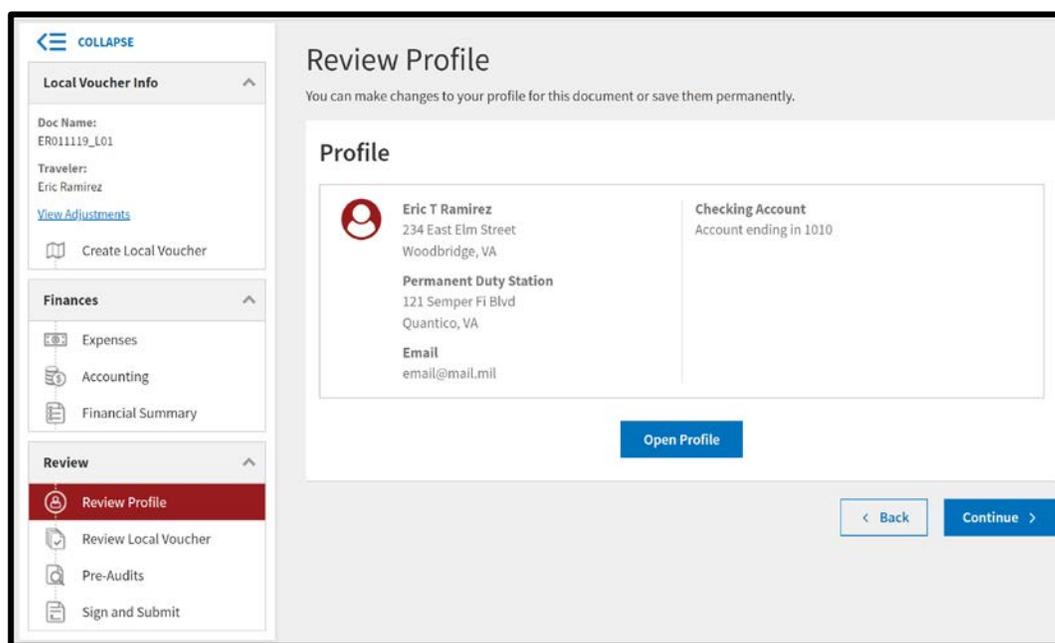


Figure 4-27: Review Profile

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.
- **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.

4.2 Review Local Voucher

The **Review Local Voucher** screen (Figure 4-28) is the end-to-end trip details 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. There is a **Print** option at the top of the screen. You can access the **Review Local Voucher** screen from the **Progress Bar**.

Review Local Trip Voucher Print

Details for:
EW040820_L02 ⓘ

Local Voucher Dates: 04/04/2020 - 04/08/2020

Attending a Conference or Event: No

Conference/Event Name: N/A

Reference: [+ Add Reference](#)

Comments to the Approving Official [+ Add Comments](#)

Travel Expenses [Expand All](#) | [Collapse All](#) [Go to Expenses](#) →

\$ EXPENSES
Total: **\$50.25**

[Hide Details](#) ^

Private Auto - Local Area Meeting	Location	METHOD OF REIM.	DATE	COST
Private Auto - Local Area Meeting		Personal	04/04/2020	\$5.75 10 miles
Parking Meeting		GTCC	04/04/2020	\$18.00
Private Auto - Local Area Meeting		Personal	04/06/2020	\$5.75 10 miles
Private Auto - Local Area Meeting		Personal	04/08/2020	\$5.75 40 miles
Parking Meeting	1 Receipt Attached View	GTCC	04/08/2020	\$15.00

Substantiating Documents No Substantiating Documents

Accounting [Expand All](#) | [Collapse All](#) [Go to Accounting](#) →

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	COST
20 DEFAULT	DTMOCS D	\$50.25

[Show Details](#) v

Figure 4-28: Review Local Voucher Screen

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 allowing you to open the **Enter 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.
- **Summary** provides the Trip costs and distribution of reimbursement (Personal and GTCC).

SUMMARY	
Document Totals Summary	
MILEAGE	\$17.25
OTHER	\$33.00
Calculated Trip Cost	\$50.25
Disbursement Summary	
Total Prior Payments	0.00
Balance Due US	0.00
Net Distribution	
Personal	17.25
Individual GTCC	33.00
Total	50.25

Figure 4-28: Review Local Voucher Screen (continued)

4.3 Pre-Audits

The **Pre-Audits** screen (Figure 4-29) 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 **Pre-Audits** 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.

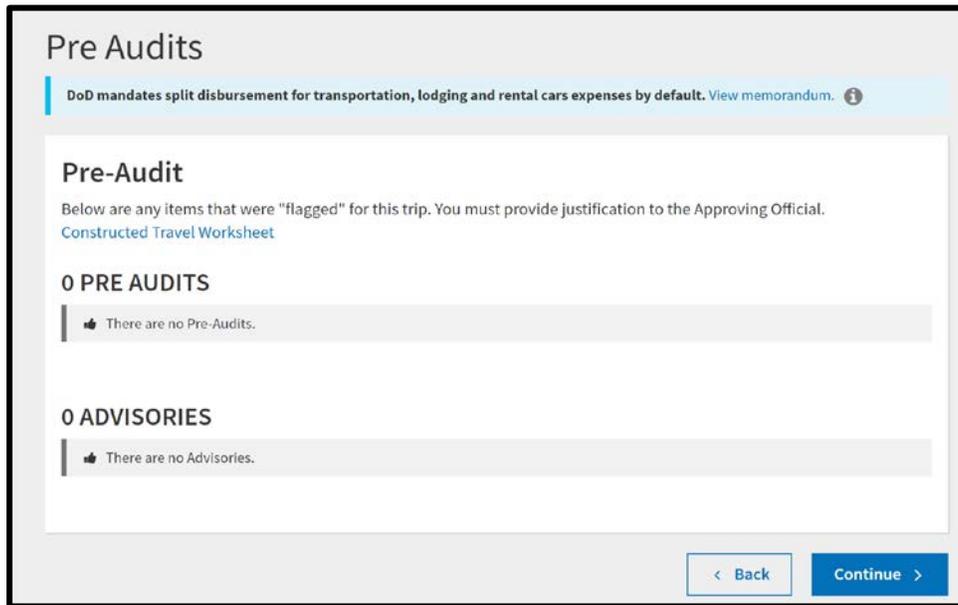


Figure 4-29: Pre-Audit Screen

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 proceed to the **Digital Signature** screen.

4.4 Digital Signature

The **Digital Signature** screen (Figure 4-30) allows you to 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 4.3.

Digital Signature

Local Trip Voucher Status
See where your local trip voucher currently is in the approval process.

[Check document for errors...](#)

04/15/2020 10:49AM
CREATED NAME
Eric T West

(Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST *
CSD

Additional Comments [Add Comments](#)

NAME: Eric T West TODAY'S DATE: 04/15/2020

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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.

Submit Completed Document

Your next steps will be determined based on the Routing List you submit.

Figure 4-30: Digital Signature Screen

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 4-31). 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.

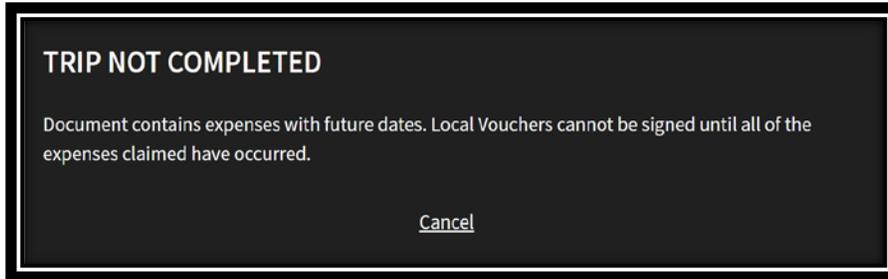


Figure 4-31: Future Date Expense Warning

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

- A **Confirm Submission** box (Figure 4-32) 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.

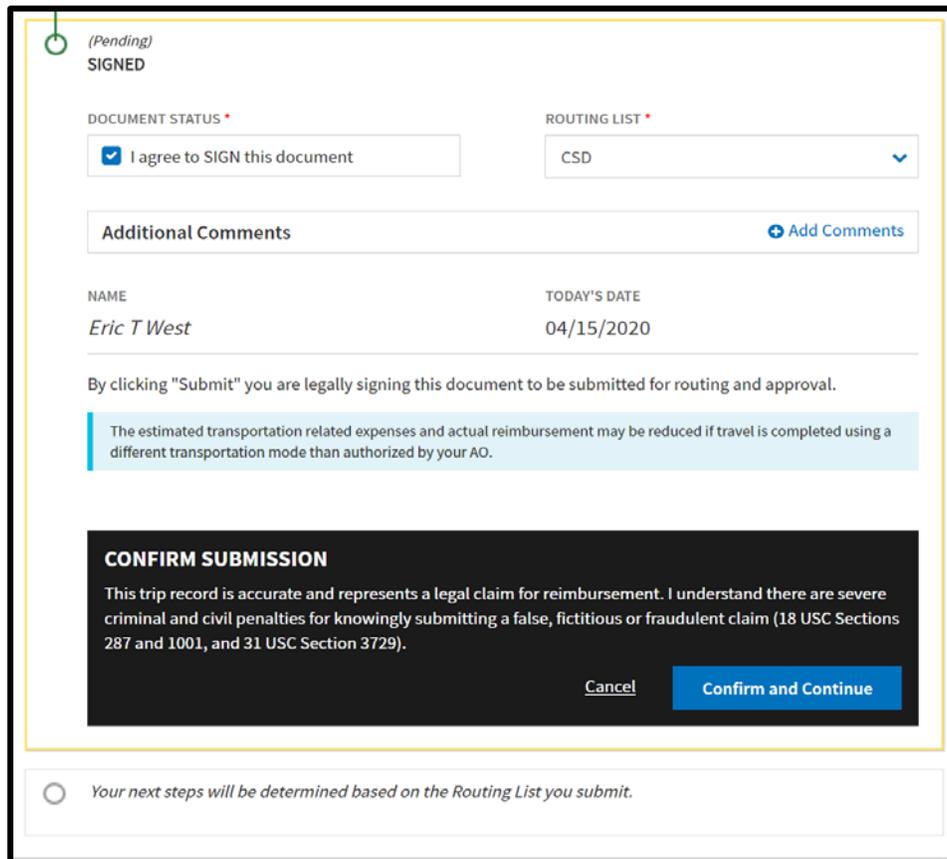


Figure 4-32: Confirm Submission Screen

- Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.
- A **Confirmation** window (Figure 4-33) lets you know your document has begun to route to the systems and to individuals on the selected routing list.

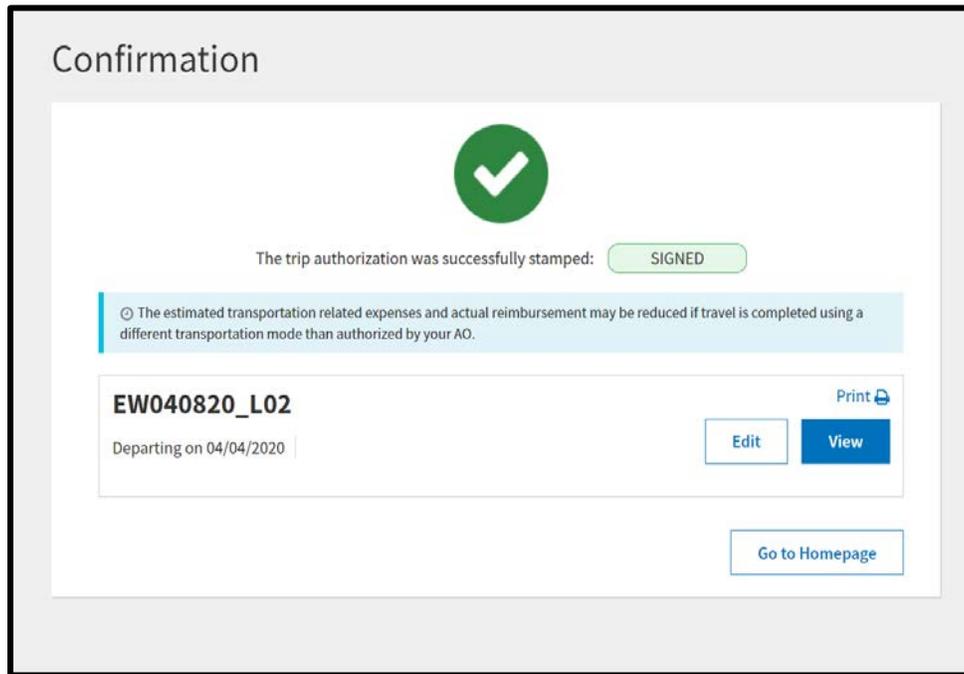


Figure 4-33: Confirmation Screen

- 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	
Title	URL
DTS Guide 1: Getting Started	https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf
DTS Guide 2: Authorization	https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	https://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	https://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
Import/Export Trifold Information Paper	Trifold: https://www.defensetravel.dod.mil/Docs/Training/TrilEAuth.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf
Dependent Travel Information Paper	https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf
Renewal Agreement Travel Information Paper	https://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf Update Voucher Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf
Self-Approving Official Information Paper	https://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf
Foreign Military Sales Information Paper	https://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf
*Constructed Travel Worksheet (CTW) Authorization Instructions Voucher Instructions Information Paper	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf

OTHER RESOURCES	
Title	URL
*Cancellation Procedures Trifold Information Paper	Trifold: https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Tri-fold.pdf Information Paper: https://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf
* Web-based training module is also available in Travel Explorer (TraX) at https://www.defensetravel.dod.mil/passport	