



Information Paper:

DTS Expenses Screen for DTS Routing Officials*

**A DTS Routing Official is any individual named on a DTS routing list. A Routing Official can be an Authorizing Official, Reviewing Official, Certifying Official, Transportation Officer, etc.*

Summary

As a Routing Official, you typically access DTS travel documents requiring your attention using **Trips Awaiting Action** (Figure 1). In order to locate the trip on the list, you may need to change the **Sort By** (Figure 1, Indicator 1). Once you select the action stamp (Figure 1, Indicator 2) which is **Approve** for Authorizing Officials (AOs), the document opens on the **Review Trip** (document type) screen.

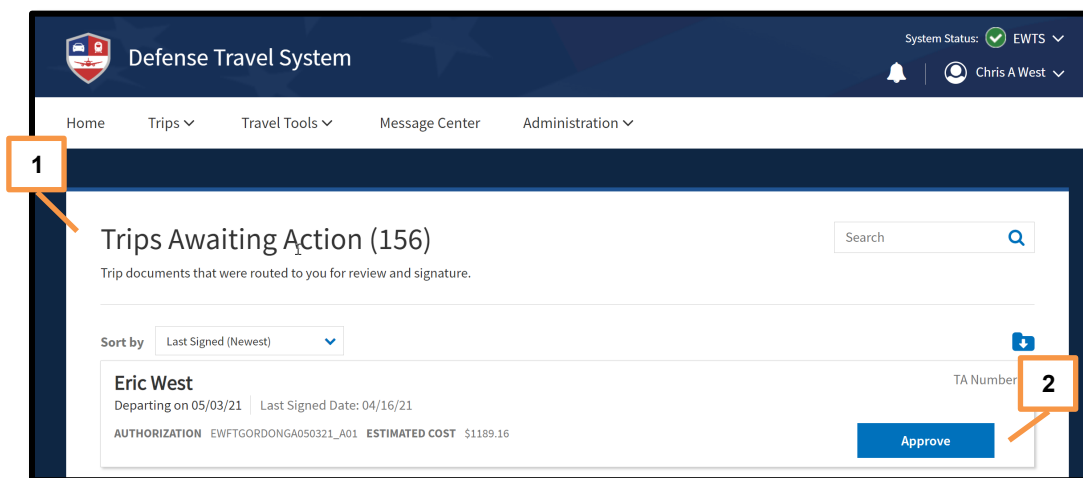


Figure 1: Trips Awaiting Action Screen

Even though the review screen provides a trip summary, you should always access the **Expenses** module to view expense **Details**, and added **Notes**. Be sure to review each trip item and any supporting records confirming compliance with travel regulations and local policy. Return the trip back to the traveler for correction when the document does not meet compliance and policy requirements.

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 DTS Routing Official of any sort, i.e., Reviewing Official, Authorizing Official.*

Getting Started

As a Routing Official, there are two ways you can access the **Enter Expenses** screen when reviewing a DTS document:



Getting Started (continued)

1. Select **Expenses** from the **Progress Bar** allowing a view-only mode (Figure 2). **Note:** This information paper addresses this option.

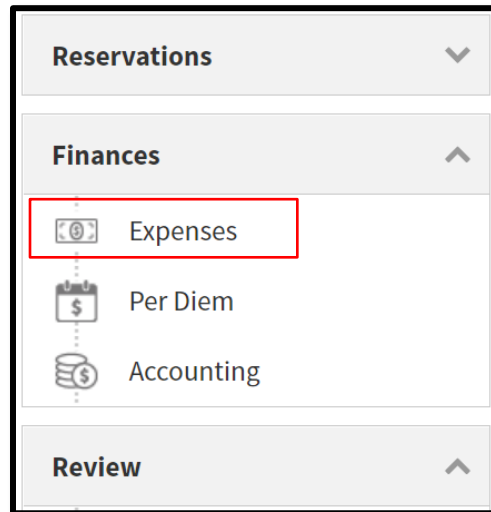


Figure 2: Progress Bar (Expenses)

2. On the **Review Trip** screen, create an adjustment to change the document into an editable mode (Figure 3). Then proceed to **Expenses**.

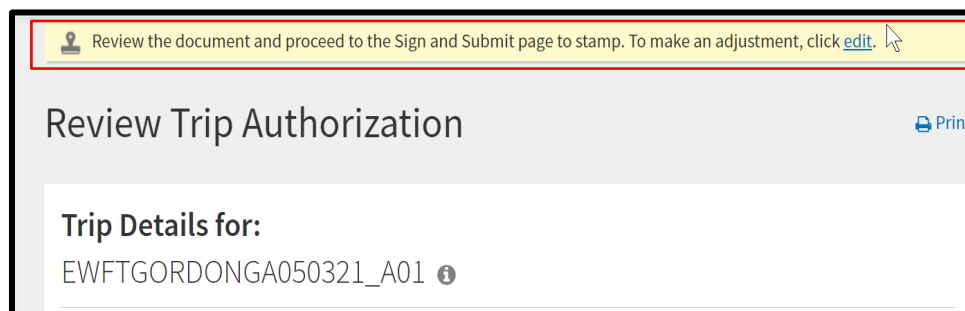


Figure 3: Create an Adjustment Link

Expense Categories

There are six primary expense categories or groupings for an authorization and voucher. On the **Enter Expenses** screen within the primary categories are the specific expense items. Expense Categories for the authorization and voucher include:

- **International Travel Expenses:** Overseas expenses such as **Immunizations/Inoculations fee**.
- **Lodging Expenses:** Expenses not covered under per diem entitlements such as CONUS **Lodging taxes** or **Lodging Cancellation Fee**.



**Expense
Categories
(continued)**

- **Mileage Expenses:** Expenses related to transportation for which the traveler receives a mileage allowance such as driving personal car or motorcycle.
- **Other Expenses:** All reimbursable expenses, which aren't listed within another category such as baggage fee or conference registration fee.
- **Ticketed Expenses:** Expenses related to ticketed transportation that aren't pulled from the DTS Reservation module such as **TMC Fee** (IBA or CBA), manually entered train or bus fares.
- **Transportation Expenses:** Expenses related to transportation for which the traveler didn't receive a mileage allowance such as a rental car.

**Review
Authorization
Expenses**

In an authorization, the expense costs are estimates. As a Routing Official, what you see on the **Enter Expenses** screen (Figure 4) is:

- A single running list of booked reservation expenses and projected non-reservation expenses and allowances.
 - You should view the expenses to ensure they meet policy requirements.
 - Verify the traveler entered the correct expenses (e.g., rental car – fuel, if rental car booked).
- A triangle icon for entered expense items, which meet receipt requirements.
- N/A or blank in the icon column for any expense not requiring a receipt.
- The Method of Reimbursement (MOR) along with the cost for each entered expense. This assists you with compliance of the Travel and Transportation Reform Act (TTRA) of 1998 and mandatory use of the Government Travel Charge Card (GTCC).
- A paper clip icon for attachments for expenses or **Documents**. * You should view the attachments.

Note: An authorization might include a travel memo or a leave form to support travel (Figure 4, Indicator 4). However, you most likely will not see receipts on an authorization. There is no cause for concern when an expense triangle icon flags for the receipt on an authorization (Figure 4, Indicator 3) as no charges occurred.



Review
Authorization
Expenses
(continued)

Enter Expenses

Sort By: Date (Newest) | Expand All | Download

American Airlines (Flight 5365 - AGS to CLT)	\$103.70	IBA
Baggage - 1st Checked Bag	\$30.00	IBA
Private Auto - To/From Terminal	\$14.00	EFT
Enterprise Rent-A-Car (AGS)	\$342.46	IBA
Lodging (Ft. Gordon, GA)	\$321.00	IBA
American Airlines (Flight 5201 - IAD to CLT)	\$103.70	IBA
Rental Car - Fuel	\$80.00	IBA
Baggage - 1st Checked Bag	\$30.00	IBA
Private Auto - To/From Terminal	\$14.00	EFT
Memo		

Figure 4: Enter Expenses Screen

Reservation
Expenses

Reservations automatically import from the **Reservations** module into the **Enter Expenses** screen. These reservations appear in the single expense listing.

To view a reservation expense, select **Details** (Figure 4, Indicator 1). The window expands (Figure 5) providing **Info** and **Notes** for **Airfare**, **Rental Car** and **Lodging** expenses.



Reservation Expenses (continued)

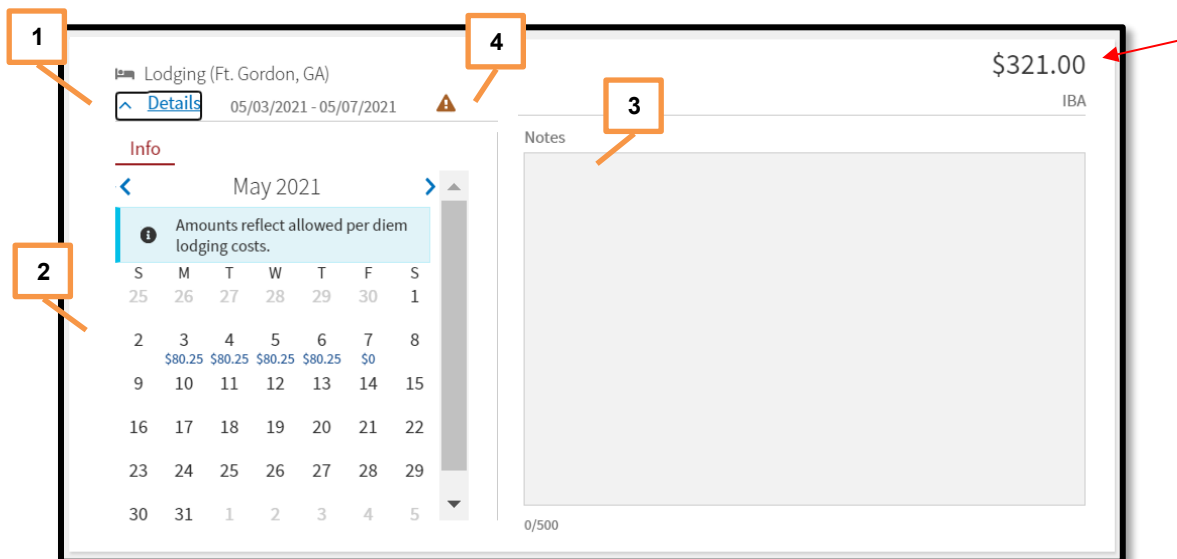


Figure 5: Reservation Expense (Authorization - Details)

For the lodging expense, **Details** (Figure 5, Indicator 1) enables a calendar feature reflecting daily per diem (Figure 5, Indicator 2) for the TDY location. When in edit mode permits quick access directly to the **Per Diem** module **options** (3-dot icon, next to the cost – not shown). Any entered **Notes** (Figure 5, Indicator 3) displays.

A triangle icon indicates when an expense item meets the receipt requirements (Figure 5, Indicator 4).

Review Voucher Expenses

On the voucher, all items listed must be valid travel expenses. All lodging and any expense \$75.00 or more require valid receipts per the *JTR*. Vouchers may contain other travel documentation. Examples of documents include, but aren't limited to leave forms, constructed travel worksheets, and special permissions for other-than-economy-or-coach-class travel, or use of restricted airfares.

On the **Enter Expenses** screen (Figure 7), you can:

- Use the **Download all attachments** icon to view all receipts (Indicator 1).
 - View the dates and costs for each expense on the list (Indicator 2).
 - Identify expenses that require a receipt. Look for a triangle icon and paper clip icon (Indicator 3).
 - Select **Details** to expand the expense entry (Indicator 4).
 - If the receipt is required, is it attached? Is it readable?
 - View the receipts to ensure the claimed amount matches receipt.



**Review
Voucher
Expenses
(continued)**

- View the **Notes**.
 - Ensure the traveler claimed the correct MOR for each entered expense.
 - Use the **View GTCC Transactions** icon to view GTCC charges (Indicator 5).
 - Review all travel documents (e.g., leave forms, CTW) (Indicator 6).

The screenshot shows the 'Enter Expenses' interface. At the top, there is a 'Sort By' dropdown set to 'Date (Newest)' and an 'Expand All' button. Callout 1 points to the 'Expand All' button. Callout 5 points to a blue icon representing GTCC transactions. The main list contains several expense entries, each with a 'Details' link, a date, and a status icon. Callout 2 points to the 'Details' link and date for the first 'Baggage - 1st Checked Bag' entry. Callout 4 points to the 'Details' link and date for the 'Lodging (Ft. Gordon, GA)' entry. Callout 6 points to a document icon next to a 'Memo' entry dated 04/16/2021.

Expense Description	Date	Amount	Category
American Airlines (Flight 5365 - AGS to CLT)	05/07/2021	\$103.70	IBA
Baggage - 1st Checked Bag	05/07/2021	\$30.00	IBA
Private Auto - To/From Terminal	05/07/2021	\$14.00	EFT
Enterprise Rent-A-Car (AGS)	05/03/2021 - 05/07/2021	\$342.46	IBA
Lodging (Ft. Gordon, GA)	05/03/2021 - 05/07/2021	\$321.00	IBA
American Airlines (Flight 5201 - IAD to CLT)	05/03/2021	\$103.70	IBA
Rental Car - Fuel	05/03/2021	\$80.00	IBA
Baggage - 1st Checked Bag	05/03/2021	\$30.00	IBA
Private Auto - To/From Terminal	05/03/2021	\$14.00	EFT
Memo	04/16/2021		

Figure 7: Enter Expenses Screen



**Review
Voucher
Expenses
(continued)**

To view the contents of the specific expense select **Details** (Figure 8). The screen expands to view **Info**, **Notes** and **Attachments**. To close, select **Details** again.

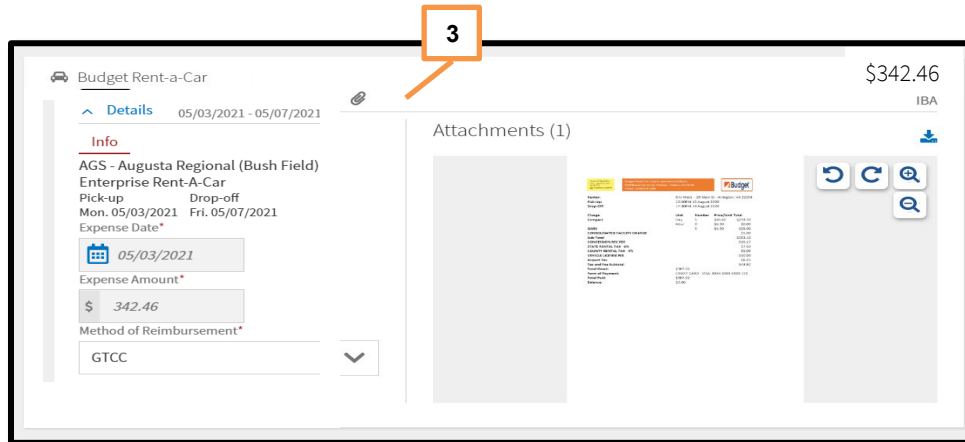


Figure 8: Expense Details

**Voucher
Approval**

As an Authorizing Official, you must ensure travel documents comply with the *Joint Travel Regulations (JTR)*, Component business rules, or local policies before you can approve the document.

For financial categories, claimable payments, including expenses in authorizations and vouchers, most common are **Comm. Carr.-I, Comm. Carr.-C, Rental Car, Lodging, M&IE, Mileage, Transport, and Other**. DTS displays the **Category** along with the **Allowed and Actual** totals in the of the **Accounting Codes** screen and on the **Review Trip** screen. For the voucher, the **Review Financial Summary** screen provides the **Entitlement Summary** (GTCC and Personal) for incurred expenses and allowances as well as any prior payments and debts. Use the financial category totals and data from the **Review Financial Summary** screen to validate the voucher accuracy and help prevent improper payments.

Key Notes:

- You should never approve a voucher if a required receipt or locally approved missing receipt form is absent. Instead, return the document to the traveler for correction.
- You must always view all attached receipts to ensure they match the claimed total. If the receipt includes the total cost of several expenses, the total of the individual expenses must match the total amount on the receipt. If they don't match, return the document to the traveler for correction.



**Voucher
Approval
(continued)**










- On a voucher, a NDEA may stamp the document (T-Entered) on behalf of a traveler. However, policy dictates a completed DD 1351-2 signed by the traveler must be included as supporting documentation. DTS enforces the policy requirement with a hard stop preventing signing and approving when the DD 1351-2 indicator is missing. The missing receipt or DD 1351-2 data appears as an audit fail on the **Digital Signature** page. You can only approve the voucher once the documentation is included with the document.

Exception: On voucher amendments, if it is a CBA only claim or a cost decrease, then DTS will not prevent signing without the DD 1351-2 attached in the **Enter Expenses** page.

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)



DTS Icons
(continued)

	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.
browse	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)
Icons Appearing in the Document Column	
	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.
Icons Appearing in the Actions Column	
	Icon appears for an entered expense. Select to duplicate or delete an expense item.

References

DTS Guides 2-5	https://www.defensetravel.dod.mil/site/training.cfm#lookup
JTR	https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
DTA Manual, App. K	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
Trifolds	Update Authorization Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf Update Voucher Trifold: https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf