For Routing Officials, there are two ways to access the Expenses screen when reviewing a DTS document:

1. Select **Substantiating Records** on the top of the **Preview Trip** screen to see it in a view-only mode.
   - This is the format discussed in this information paper.

2. Create an adjustment to see it in an editable mode.
   - This is the format discussed in the information paper, *DTS Expenses Screen for Travelers* at URL:

The **Expenses** screen (Figure 1) contains three major areas:

A. **Reservation Expenses** (outlined in purple)
B. **Other Expenses** (outlined in red)
C. **Substantiating Documents** (outlined in green)

Each major screen area provides key information about the listed line items and contains icons that perform an action or provide information when selected. See below for descriptions of each area. Table 1, which appears after the area descriptions, explains the function of each icon.
For this information paper, “you” refers to a DTS Routing Official of any sort, i.e., Reviewing Official, Authorizing Official.

The Reservation Expenses area (Figures 2a & 2b) shows reimbursable expenses that the traveler incurred by making reservations in DTS. These line items appear as separate line items.

The icons in this area allow you to:

- Toggle between “show” and “hide” the area (indicator #1)
- Display information about the area (indicator #2)
- Identify a vendor by corporate logo (indicator #3)
- See that at least one substantiating document is attached to an expense, and view one** (indicator #4)
- See that an expense requires a receipt* (indicator #5)
- Display additional information about an expense (indicator #6)
Important notes for Authorizing Officials:

* Receipts are rarely available for authorizations, so if you see this icon on an authorization, it’s usually no cause for concern. However, you should **never** approve a voucher if a required receipt or locally-approved missing receipt form is absent.

** On a voucher, 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, don’t approve the voucher.

Example: Two flights appear in the Reservation Expenses area. Each shows a Cost of $215.25. If the receipt from the Travel Management Company (TMC) shows the total airfare cost and no TMC Fee, you’re looking for a receipt in the amount of $430.50.

**Note:** DTS calls the TMC the “Commercial Travel Office” (CTO).

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**Figure 2a: Reservation Expenses Area for Authorization**

**Figure 2b: Reservation Expenses Area for Voucher**
The **Other Expenses** area (Figure 3) shows the traveler’s reimbursable expenses, each as a separate line item. In an authorization, the expense costs are estimates. On a voucher, they must be the actual expense costs. All the comments in the “Important Notes for Authorizing Officials” (previous page) apply to this section as well.

The icons in this area allow you to:

- Identify the expense type (indicator #1):
  - **Mileage**: Expenses related to transportation for which you receive a mileage allowance (e.g., driving your own car or motorcycle)
  - **Non-mileage**: All reimbursable expenses not listed elsewhere
  - **Transportation Travel**: Expenses related to transportation for which you do not receive a mileage allowance (e.g., rental car)
  - **Ticketed**: Expenses related to ticketed transportation that aren’t pulled from the DTS Travel module (e.g., TMC fees, commercial bus fares)

- Display information about, hide, or display the area
- Identify expenses that require a receipt
- Identify expenses that have at least one receipt attached, and view them
- Display additional information about an expense

**Note:** Unnumbered icons in Figure 3 function as described above.

![Figure 3: Other Expenses Area](image-url)
The **Substantiating Documents** area (Figure 4) contains electronic images of paper documents that the traveler attached to the travel document. Examples of documents you might find attached 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.

AOs should always ensure all documents required by the Joint Travel Regulations, Component business rules, or local policies are attached before approving the document.

The icons in this area all function as described above. They allow you to:

- Display information about, hide, or display the area
- Display information about a substantiating document
- View a substantiating document

![Figure 4: Substantiating Documents Area](image)

The following table (Table 1, next page) shows the icons that are available on the Expenses screen, and briefly explains what each one does.

**Note:** Not all icons shown are available to AOs. Items marked with a red asterisk are restricted to traveler use.
<table>
<thead>
<tr>
<th>Icons That Appear in Area Headers</th>
<th>Select to show information about the area</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Question Mark]</td>
<td>Select to show information about the area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icons that Identify Other Expense Types (None are Selectable)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Currency Symbol]</td>
<td>Shows that the Other Expense is a non-mileage expense</td>
</tr>
<tr>
<td>![Currency Symbol]</td>
<td>Shows that the Other Expense is a mileage expense</td>
</tr>
<tr>
<td>![Trolley]</td>
<td>Shows that the Other Expense is a transportation travel expense</td>
</tr>
<tr>
<td>![Ticket]</td>
<td>Shows that the Other Expense is a ticketed expense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icons that Appear in the Document Column</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>![Telephone]</td>
<td>Select to attach a receipt to an expense</td>
</tr>
<tr>
<td>![Exclamation Mark]</td>
<td>Shows that a required receipt is missing</td>
</tr>
<tr>
<td>![Number One]</td>
<td>Number changes to show how many receipts are attached to an expense. Select to choose one and view it.</td>
</tr>
<tr>
<td>![Thumbnail]</td>
<td>Thumbnail shows a Substantiating Document is attached to the DTS document. Select to view it.</td>
</tr>
<tr>
<td>![Trash Can]</td>
<td>Select to remove an uploaded receipt or other uploaded document</td>
</tr>
</tbody>
</table>

**Table 1: Icons and their Uses**