DEFENSE TRAVEL MANAGEMENT OFFICE

Information Paper:

FY20 R2, Expenses Release Look-Ahead: DTS Expenses and Document Attachment Changes

Summary

DTS FY20 R2 Expenses Release implemented on April 28, 2020 focuses on the DTS **Expenses** module and document attachment functionality. This software version reshapes the **Add** expenses and upload supporting documents design, displays recorded expenses in a single running list, incorporates quick access to per diem under **Enter Expenses**, and launches a **What's New** feature. This DTS edition also retires fax capability.

Note: *This info paper is for travelers, document preparers, NDEA, AOs, and DTAs.*

This paper explains the above changes and provides a high-level view of them. We continue to make it available for historical purposes, but after the published date, this paper does not reflect additional system changes. For more information on document processing, see *DTS Guides 2-5*. For full details of the available expenses for all DTS document types, see the *DTA Manual, Appendix K*.

Expenses Overview

DTS provides over 50 selectable expense items, which are allowable, reimbursable travel expenses and mileage allowances per the *Joint Travel Regulation (JTR*). If you incur an approved travel expense that is not within the expense listing, you can use **Other Expenses** > **Other – Create Your Own** to enter your expense. Regardless of the expense item, there is a single entry point to add an expense and one combined list for entered expenses. DTS provides a lodging calendar feature for per diem, to view your daily lodging costs. **Note:** You can still access the **Per Diem** module at any time from the **Progress Bar**.

Once you add an expense item, you can view **Details**, which allows you to see the **Info** (dates and costs), add **Notes** (providing more information), and easily browse or drag and drop files to add **Attachments.** If you need to alter an expense, use **Details** to quickly make the date or cost change, being sure to select **Update** to modify the record. Following *JTR* compliance, for each logged expense of $75.00 or more and all lodging, DTS flags for receipt requirement.

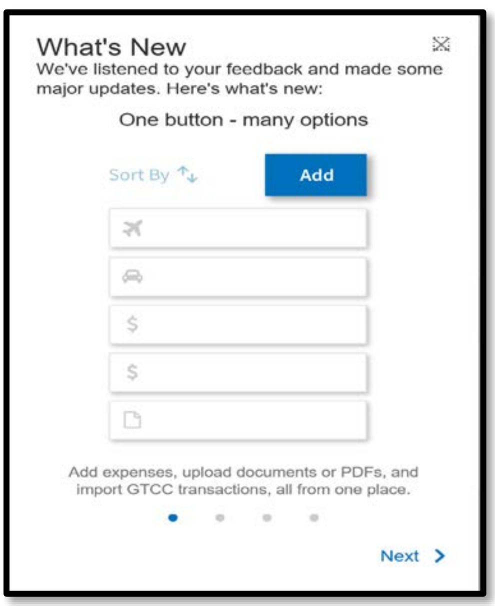
Available options (3-dots icon) for each entered expense are **Delete Expense** and **Duplicate Expense**. With the **Duplicate Expense** option, you can quickly replicate a recurring expense such as **Parking – TDY Area** to save time. If need to remove an expense, select **Delete Expense** option, confirm the information and complete the action.

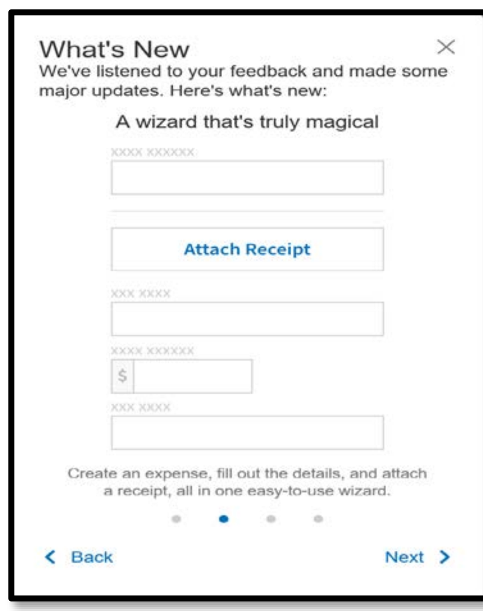
What's New Overview

This DTS release also launches a **What's New** feature highlighting system changes. In this software implementation, **What's New** emphasizes changes to adding expenses and attaching documents and explains how to attach documents directly to expenses, as well as how to attach and manipulate large attachments. DTS converts PDF documents to images during upload and drag-and-drop processes to improve the file quality; however, you can still select a PDF version for signed memorandums.

Adding Expenses

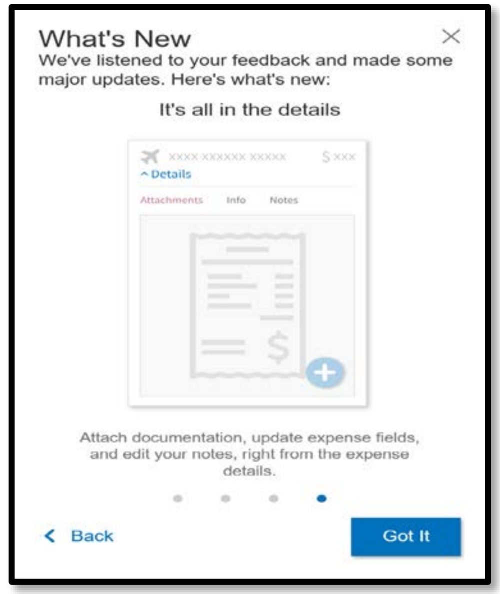
1. From the **DTS Dashboard,** select **Create New Document > Routine TDY Trip**.
2. Complete the itinerary and reservations, if required.
3. From the **Progress Bar**, select **Expenses**. The first of four **What's New** screens displays.
4. View the information on each screen (Figures 1-4) and select **Next** to bring up the next screen.





Figures 1 & 2: What's New Screens

Adding Expenses (continued)



Figures 3 & 4: What's New Screens

5. On the last screen, select **Got It.**

   Note: The **What's New** screens provide a quick, one-time view of recent changes. The next time you create a trip and select **Expenses**, unless there are new system changes, you won't receive the **What's New** prompts.

6. The **Enter Expenses** screen displays (Figure 5). On this page you can:

   a. Change the **Sort By** (Indicator 1) to re-order the expenses.
   b. Toggle between **Expand All** and **Collapse All** (Indicator 2) to open or close all of the expense items data cards to see Details, Notes, and Attachments.
   c. **Import a PDF** (Indicator 3).
   d. **Add** (Indicator 4) new trip expenses.
   e. Select any **Lodging** expense (Indicator 5) to display the lodging per diem for the TDY location. **Note:** The calendar displays daily per diem allowance. You can use the quick access (options) to **Edit Per Diem** for leave, or account for meals.
   f. Open **Details** to see specific information about each expense (Indicator 6).
   g. View the **Expense Summary** (Indicator 7).
   h. **Continue** to the next screen (Indicator 8).

Adding Expenses (continued)

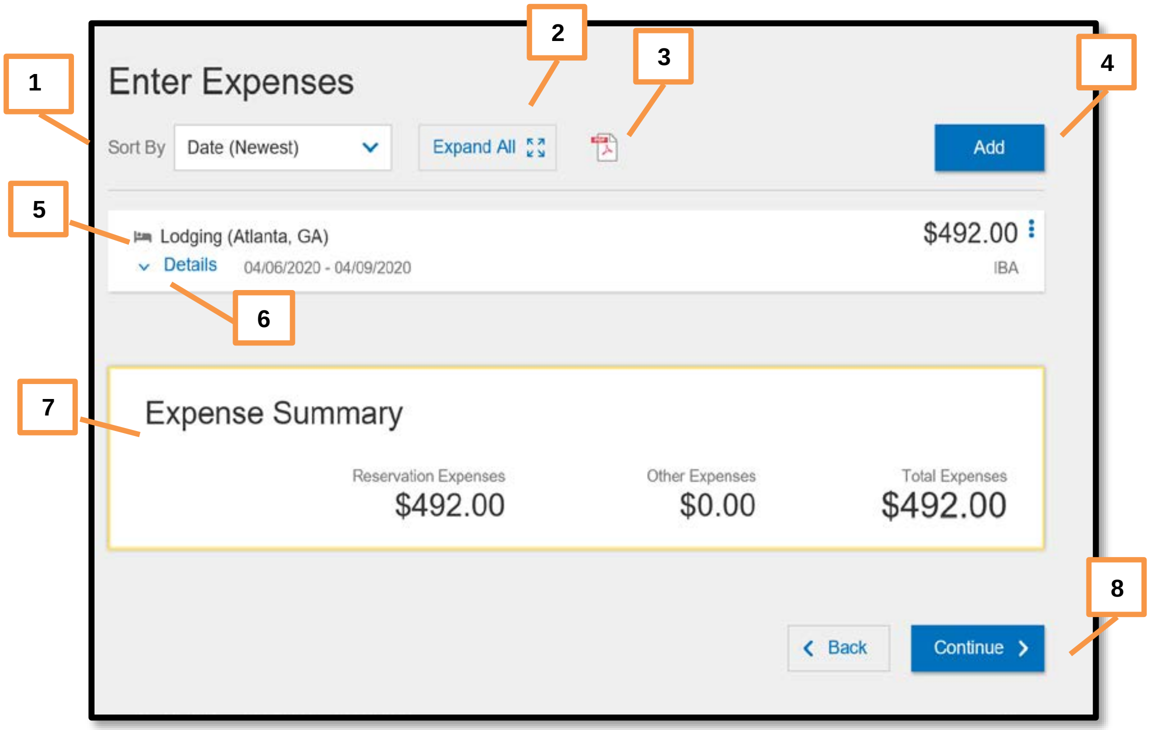


Figure 5: Enter Expenses Screen

7. To enter an expense item, select **Add**. The **Add New** screen (Figure 6) appears.

Figure 6: Add New Screen

Adding Expenses (continued)

8. Click in the **Select Type** field to activate the drop-down menu (Figure 7). **Note:** You can use the slider bar to scroll down the list of **Expense Types** or start typing to locate an **Expense Type**.

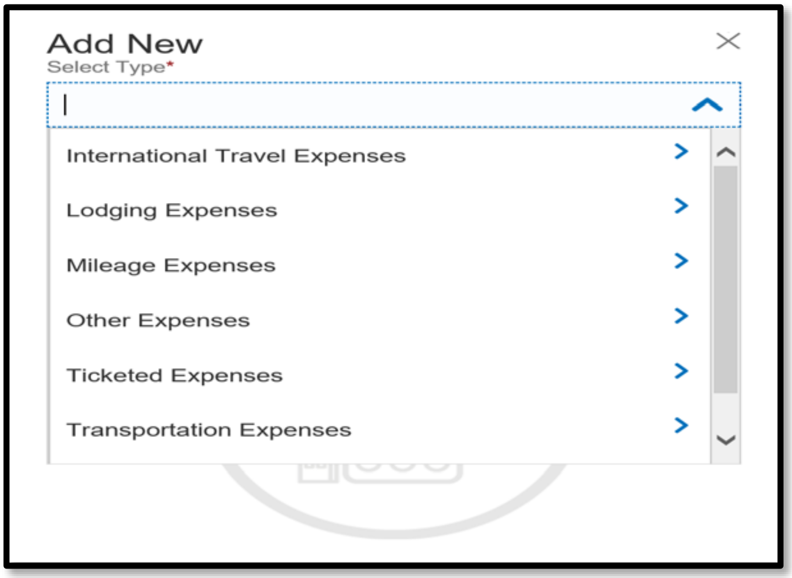


Figure 7: Add New Expenses Screen

9. Select an **Expense Type** from the list – for example in Figure 8, you've selected **Mileage Expenses**. A list of available expenses appears.

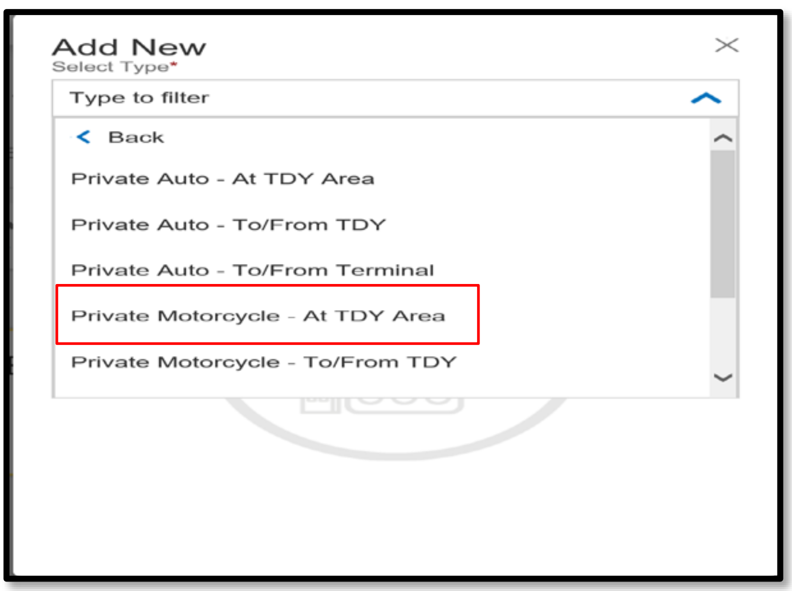


Figure 8: Add New Screen

Adding Expenses (continued)

10. Select the specific expense and the screen updates with new options (Figure 9). Available options vary by expense, but for mileage expenses, you can:
    a. (optional) **Attach Receipt** (Indicator 1).
    b. Enter the **Expense Date** (Indicator 2).
    c. Enter number of miles (Indicator 3). The mileage rate auto-calculates when you complete the entry.
    d. Verify the **Method of Reimbursement** (MOR; Indicator 4). **Note:** In this window, the MOR reflects as either **Personal** or the last four of your **GTCC**.
    e. (optional) Enter **Notes** (Indicator 5).

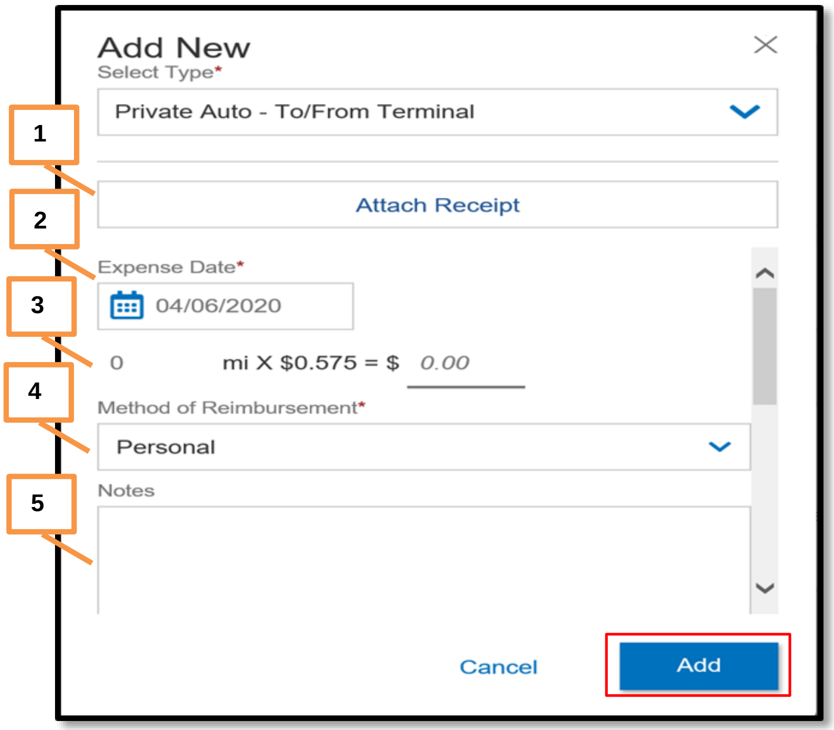


Figure 9: Add New (Expense Details) Screen

11. Select **Add**. The **Enter Expenses** screen updates (Figure 10) displaying the newly entered expense item. **Note:** On the **Enter Expenses** screen, the MOR reflects as either EFT or IBA.

Adding Expenses (continued)

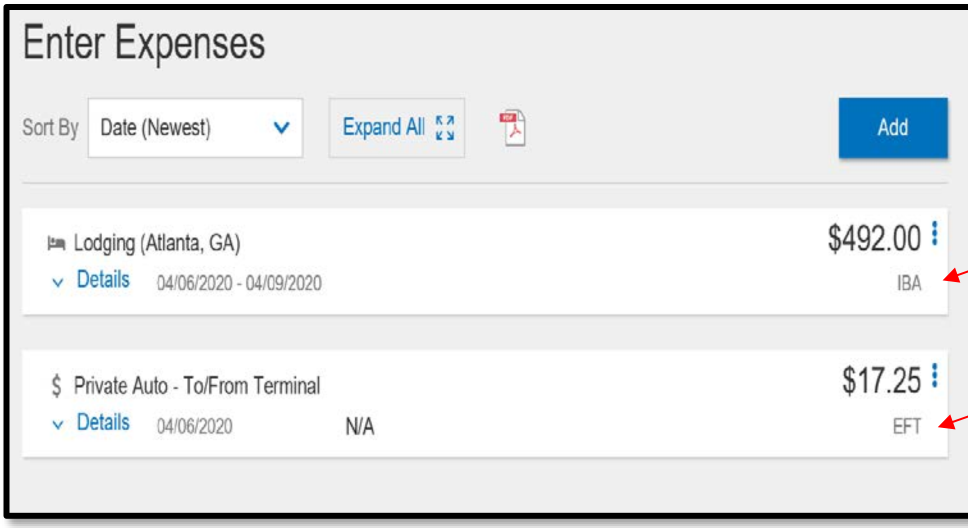


Figure 10: Enter Expenses Screen

12. If you select **Details**, the window expands to view specifics of the expense and (if needed) view or add **Attachments**. The screen defaults to display **Info** (Figure 11a), but you can select **Notes** to add comments (Figure 11b).

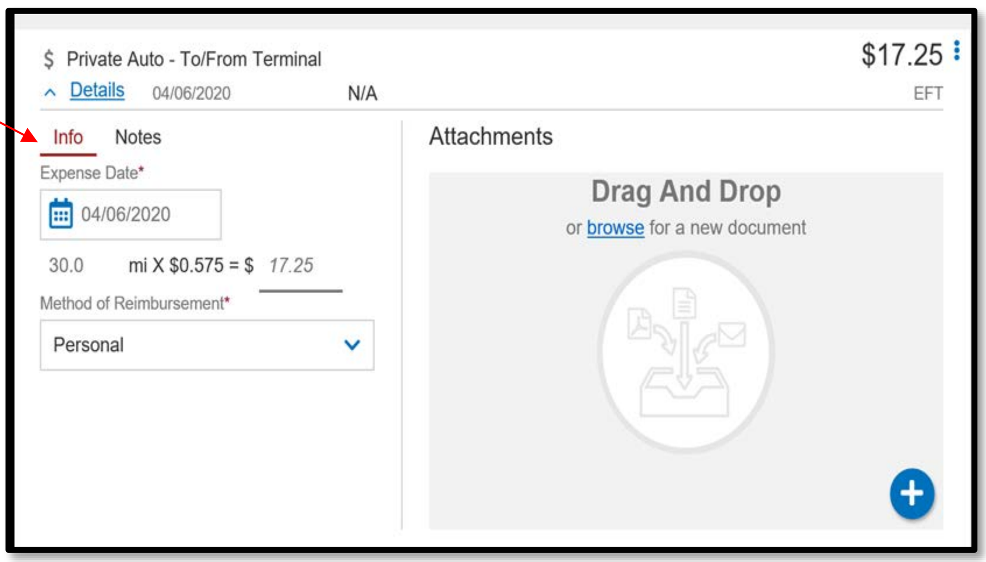


Figure 11a: Details Info Screen

Adding Expenses (continued)

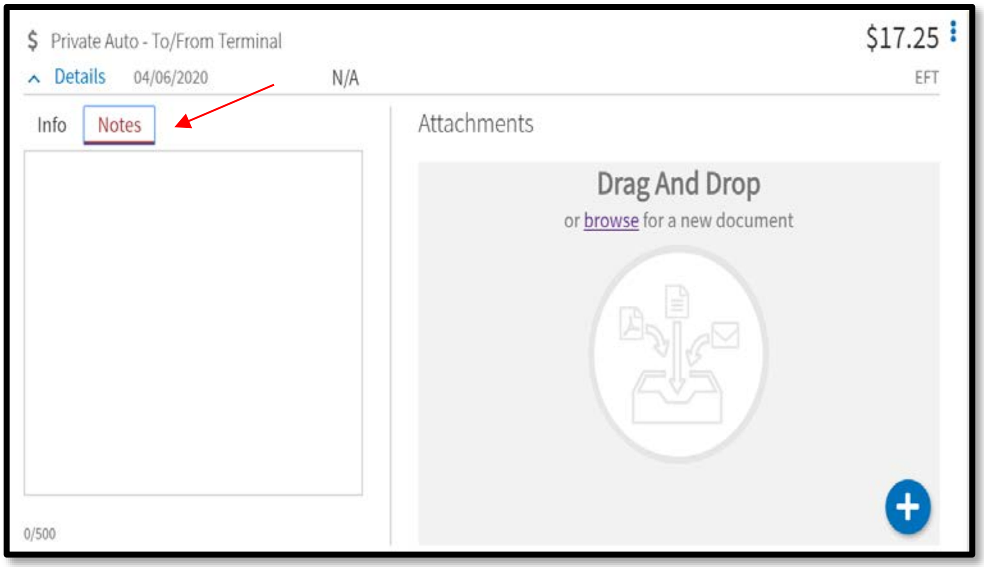


Figure 11b: Details Notes Screen

13. Continue adding expenses. All entered expenses display in a single list (Figure 12). In the left column you see the expense item, details, and dates (Indicator 1). The right column displays the cost, MOR, and options to **Duplicate Expense** or **Delete Expense** (Indicator 2). When you enter an expense that requires a receipt per the *JTR*, an information triangle flags the expense (Indicator 3).

Adding Expenses (continued)

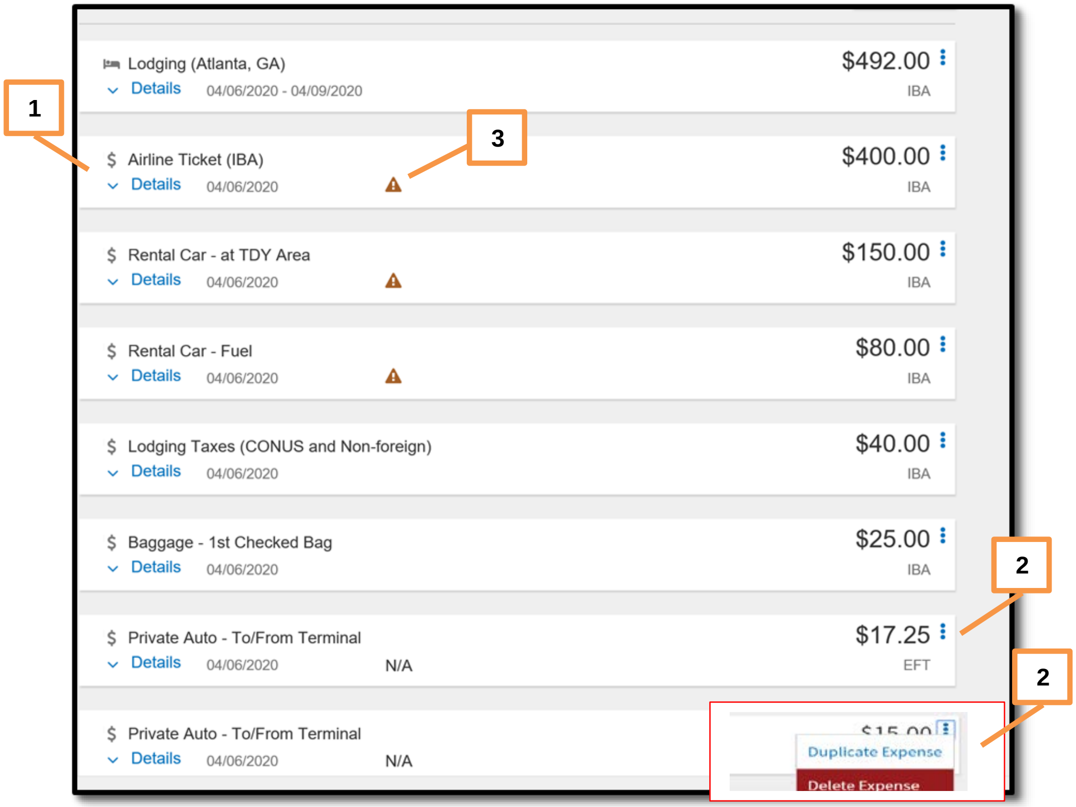


Figure 12: Enter Expenses Screen

Updating Expenses

On the **Enter Expenses** screen, you can also modify a recorded expense. Locate the expense item and select **Details.** The **Expense Details** screen (Figure 13a) opens.

1. Update the required information (typically the date or cost). The option to **Cancel** or **Update** appears (Figure 13b).

2. Select **Update**. The page refreshes to show the updated entry on the **Enter Expenses** screen.

Updating Expenses (continued)

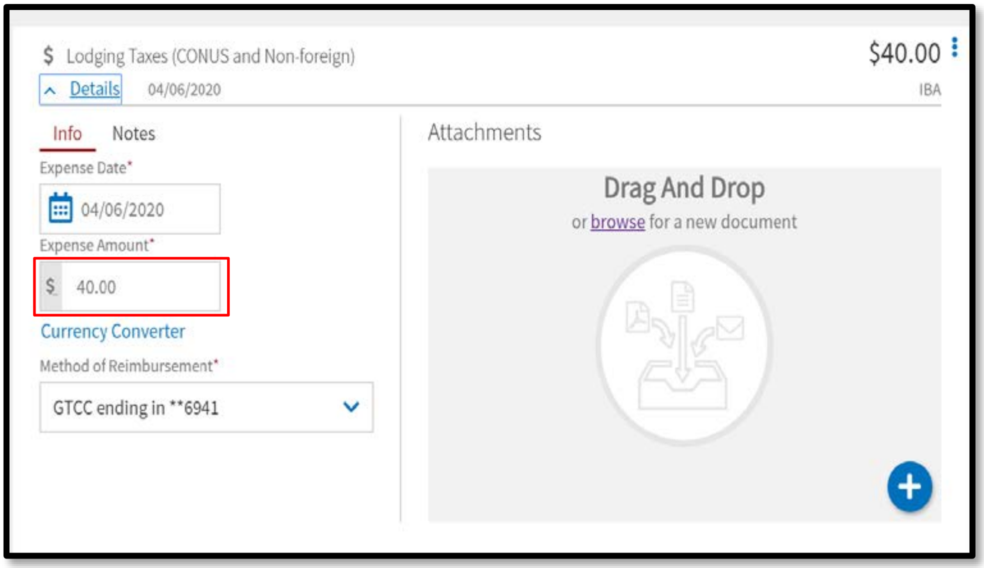


Figure 13a: Expense Details Screen

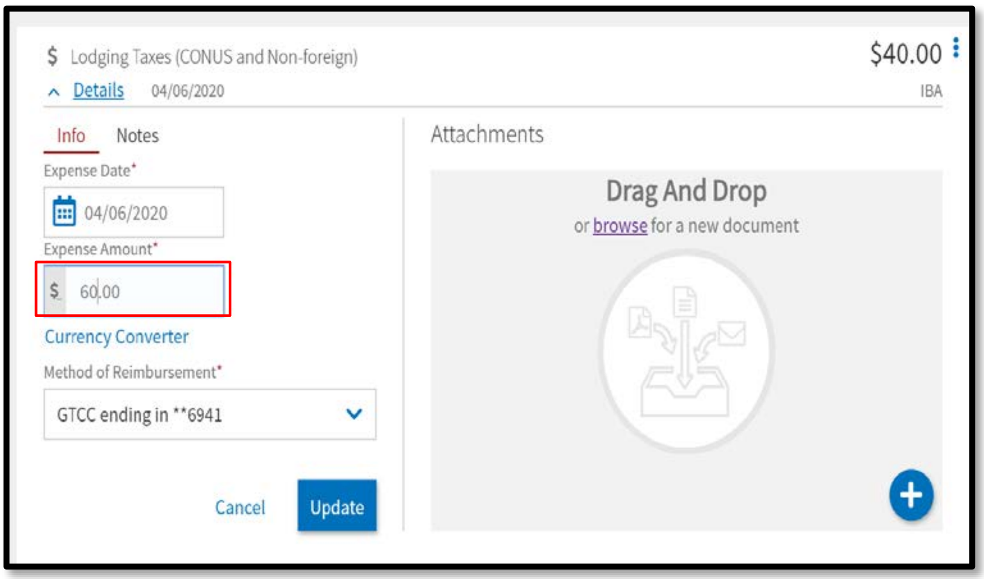


Figure 13b: Expense Details Screen (Expense Updated)

Duplicating Expenses

If you have a re-occurring expense for a trip, for example a parking expense that you incur each day, instead of selecting **Add** to enter the same expense multiple times, you can use the **Duplicate Expense** option.

1. Locate the expense item you want to reproduce.

Duplicating Expenses (continued)

2. Select the options (3-dots icon) on the right side of the expense entry (Figure 14). Two choices appear.

Figure 14: Duplicate Expense Option

3. Select **Duplicate Expense**. The **Add Duplicate** window (Figure 15) opens.

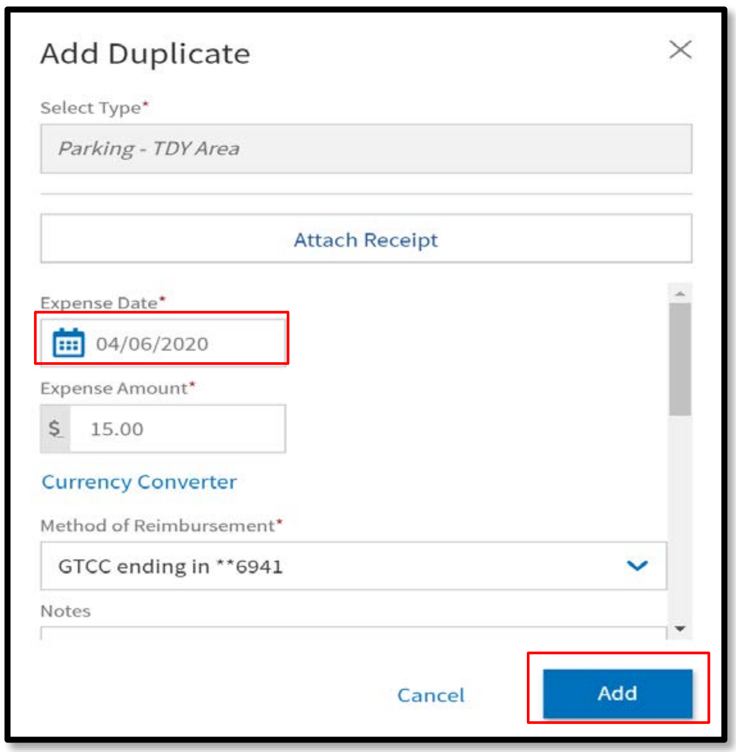


Figure 15: Add Duplicate Screen

4. Enter the **Expense Date** and select **Add** to create an entry.

5. The page refreshes and the new entry displays on the **Enter Expenses** screen (Figure 16). Continue the process until you copy each required expense.

Duplicating Expenses (continued)

Figure 16: Enter Expenses Screen (with Duplicate Expense)

Deleting Expenses

If you need to remove an expense, use options to select **Delete Expense**.

1. Locate the expense item you want to eliminate.

2. Select the options (3-dots icon) on the right side of the expense entry (Figure 17). Two choices appear.

Figure 17: Delete Expense Option

3. Select **Delete Expense**. An information box (Figure 18) appears. Select **Delete**.

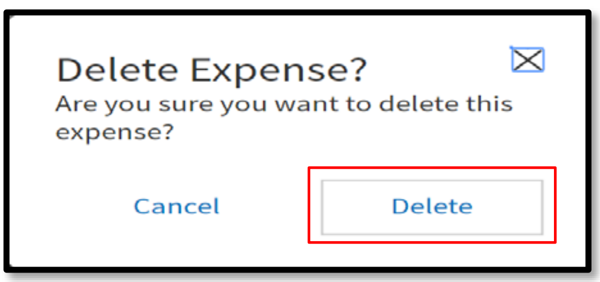


Figure 18: Delete Expense Window

4. The **Enter Expenses** screen updates. The expense is no longer in DTS.

Receipt and Document Attachments

To attach a receipt or supporting document, select **Details** for an expense item (Figure 19).

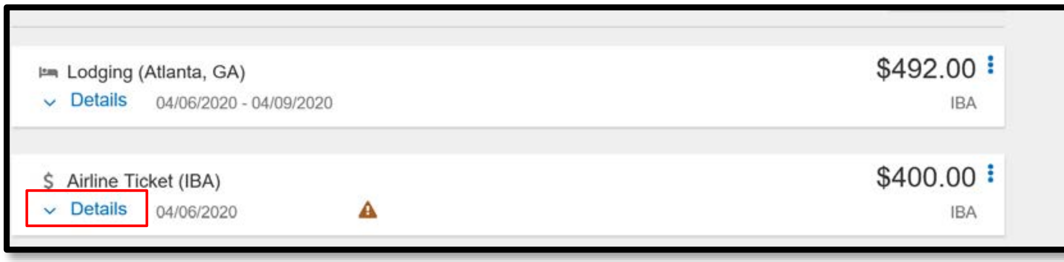


Figure 19: Enter Expenses Screen

1. When the window opens, the option to attach is on the right side of the screen. You can browse for the file or drag-and-drop the file to attach it (Figure 20). **Note:** Faxing is no longer available in DTS.

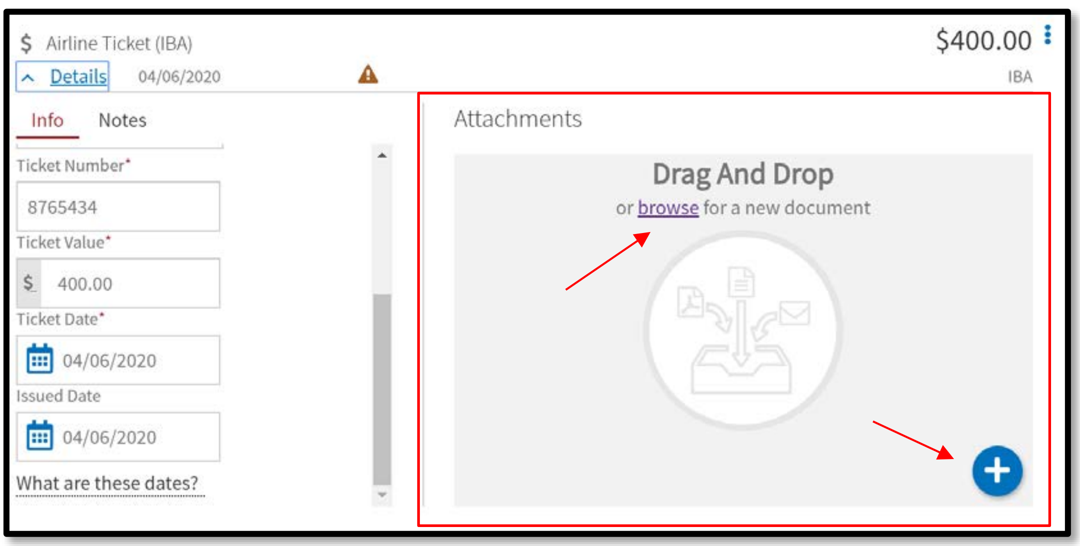


Figure 20: Attachments Box

2. Use the **+** icon or **browse** link to search your PC to find the file you want to attach or drag the file to **Attachments**. Either way, the **Attach Document** window (Figure 21) displays. It identifies the document you've selected.

Receipt and Document Attachments (continued)

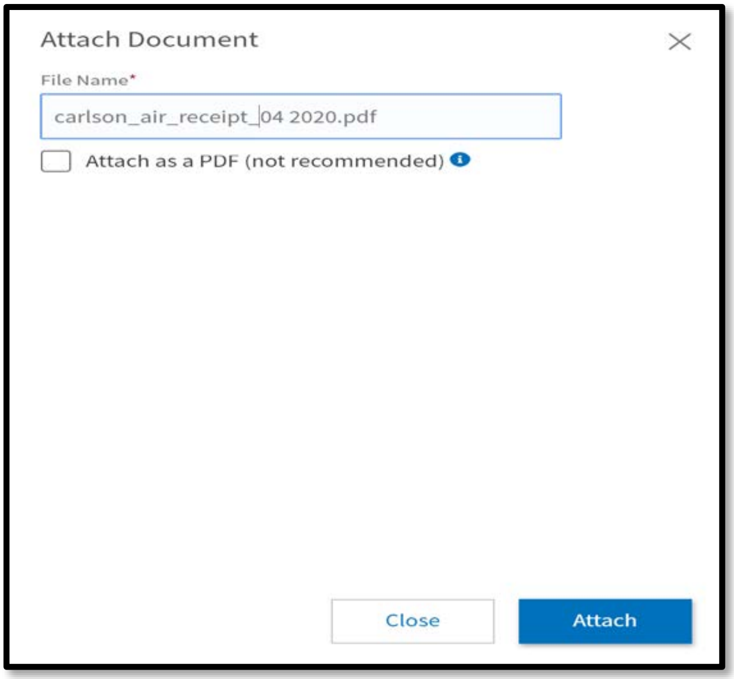


Figure 21: Attach Document Screen

3. Select **Attach** to confirm that this is the correct file.

4. Once the file attaches (Figure 22), you should see the document and view number of attachments. Icons on the screen include:
   a. Trash can to remove the record (Indicator 1)
   b. Rotate Left (Indicator 2)
   c. Rotate Right (Indicator 3)
   d. Zoom In (Indicator 4)
   e. Zoom Out (Indicator 5)
   f. Add (Indicator 6)
   g. Download (Indicator 7)

Receipt and Document Attachments (continued)

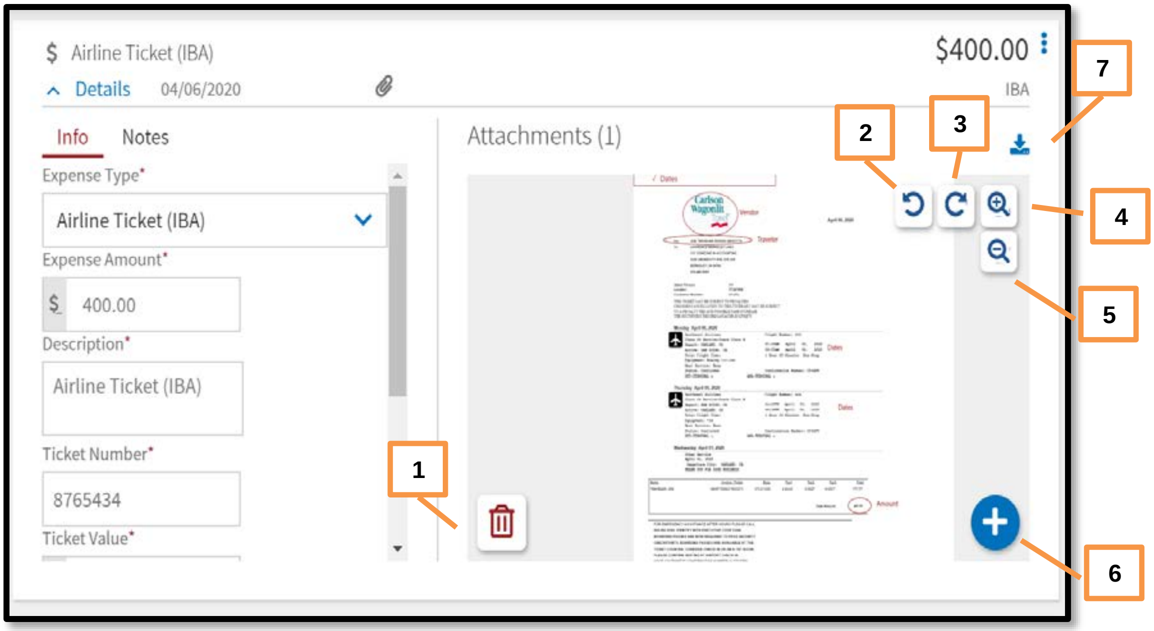


Figure 22: Attachment Screen (Air Receipt)

5. Select **Details** to close the screen. The entry updates to show a paper clip icon that indicates an attachment is present (Figure 23).

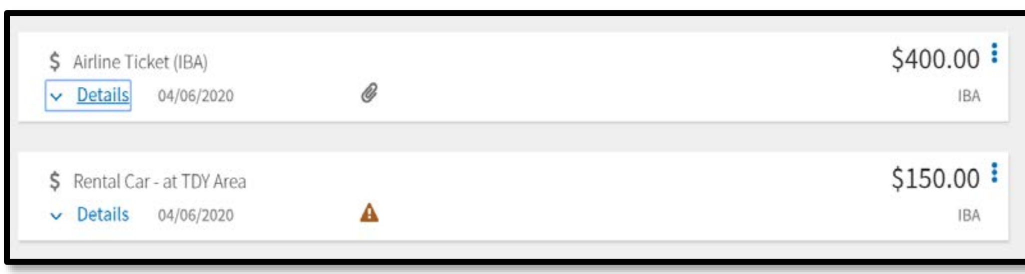


Figure 23: Enter Expenses Screen (Receipt Attached Icon)

6. Continue the process and attach receipts to expenses.

Importing Documents

When you import files (for example, a Constructed Travel Worksheet or a Memo) into the trip, you must attach each one to a specific expense or Document. DTS provides an information message if you uploaded any documents, but have not yet attached them (Figure 24, Indictor 1). Let's look at how to import a new PDF.

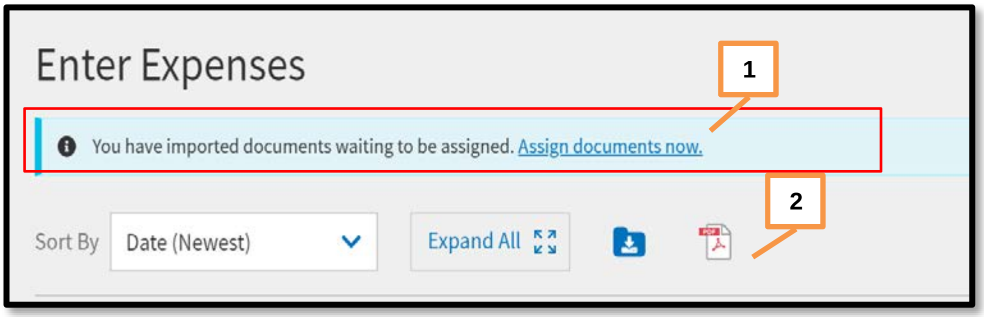


Figure 24: Assign Documents Screen

1. Select the PDF icon (Figure 24, Indicator 2). The **Import PDF** window (Figure 25) opens.

2. **Browse** for the file you need attach.

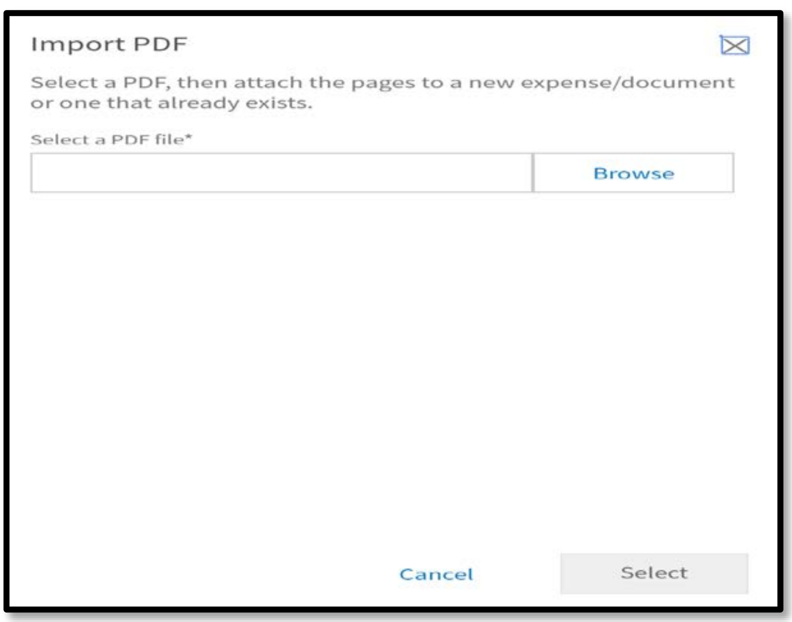


Figure 25: Import PDF Screen

Importing Documents (continued)

3. Attach the file and choose **Select** (Figure 26). The screen updates to show the document.

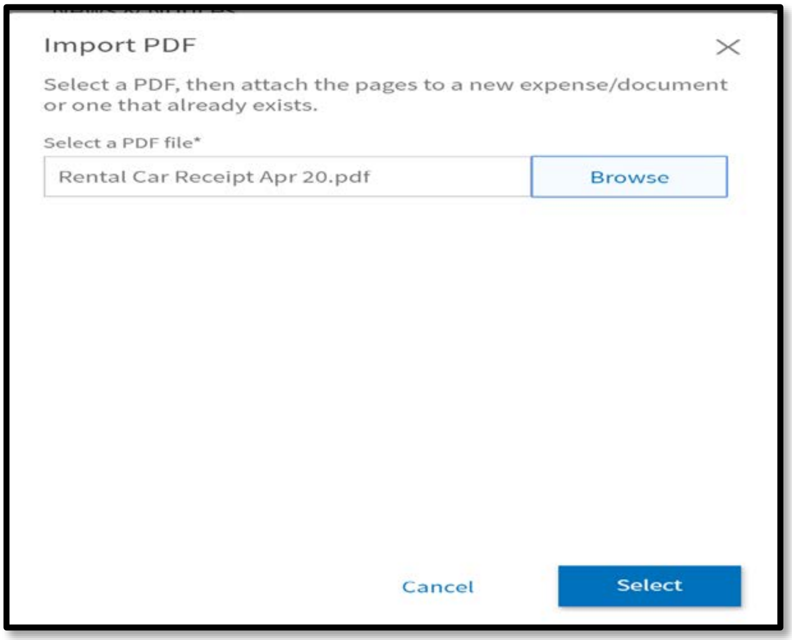


Figure 26: Import PDF Screen

4. Check the box and then select **Next** (Figure 27).

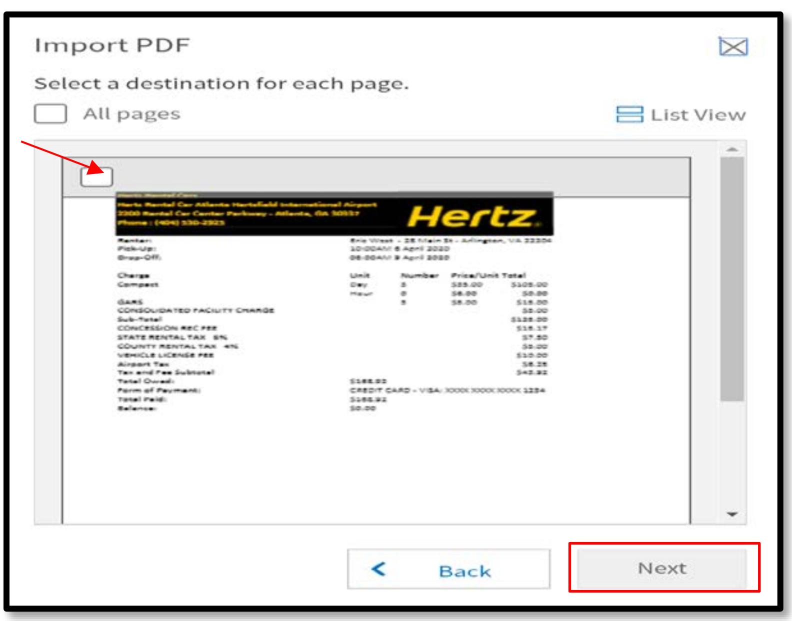


Figure 27: Import PDF Screen

Importing Documents (continued)

5. A list of expense types (Figure 28) appears. Select **Attach to Existing** (Indicator 1) to associate the file with an existing expense, or select an expense type from the list to create a new expense (Indicator 2) so you can attach the file.

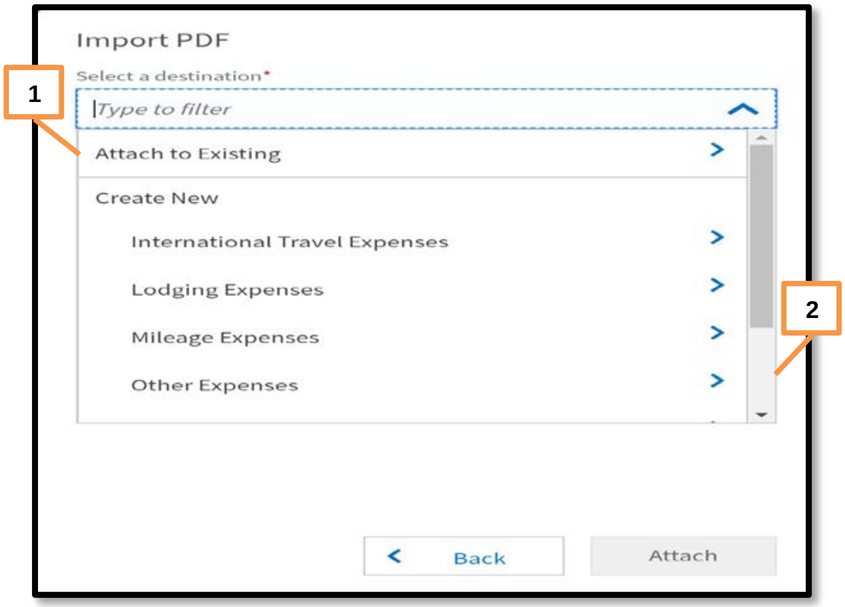


Figure 28: Import PDF Screen

6. Select the expense you want to associate the file to (Figure 29) or enter the expense details and select **Attach**.

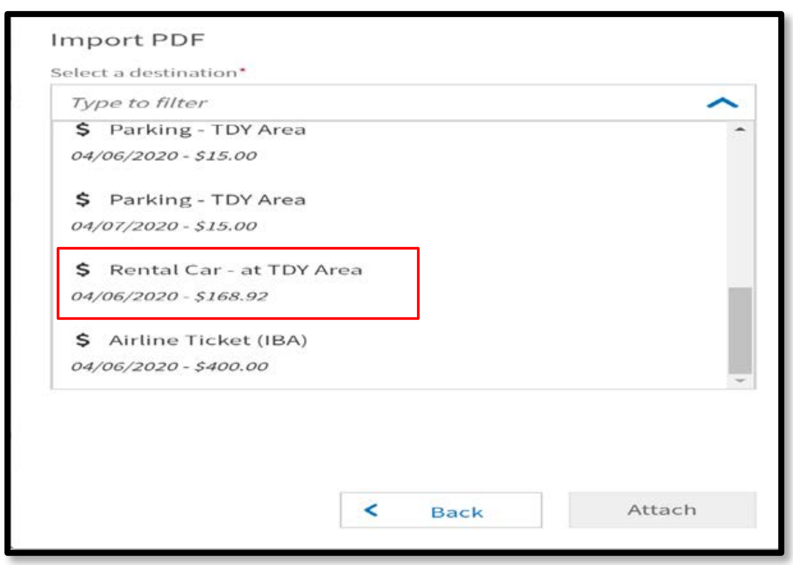


Figure 29: Import PDF Screen (Attach to Existing Expense)

Importing Documents (continued)

7. The PDF screen updates to show the specified expense displaying the date, costs, and Notes. The imported record attaches. On the next screen, DTS provides the **Attached** message (Figure 30).

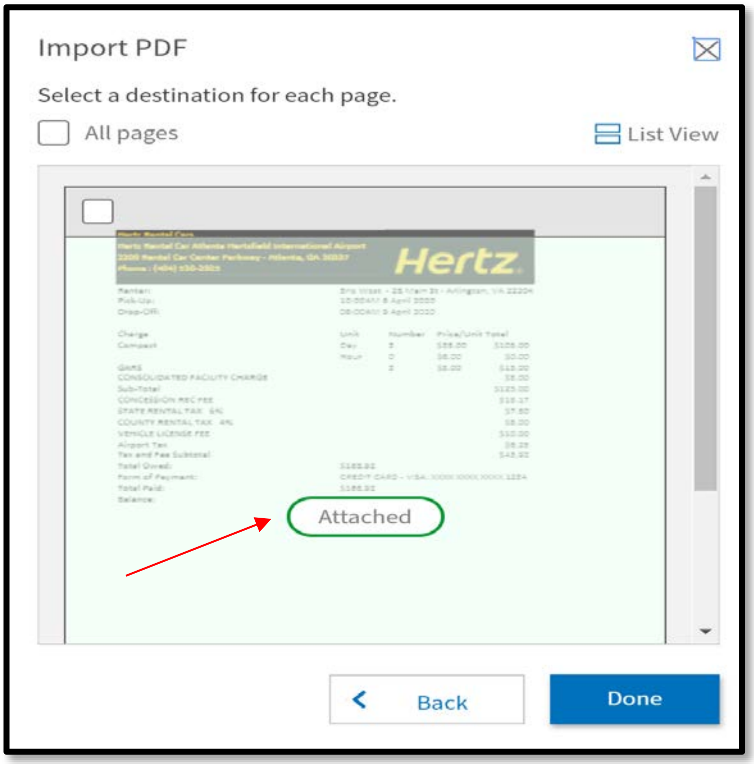


Figure 30: Import PDF Screen (Attached File)

8. Select **Done** (Figure 30). The **Enter Expense** screen updates reflecting the paper clip icon to show there is an attached file (Figure 31).

Figure 31: Enter Expense Screen (Attached File)

Unassigned Documents

As mentioned above, DTS provides an information message when you have unattached documents (Figure 32) for your trip. Let's look at how to attach them to expenses.

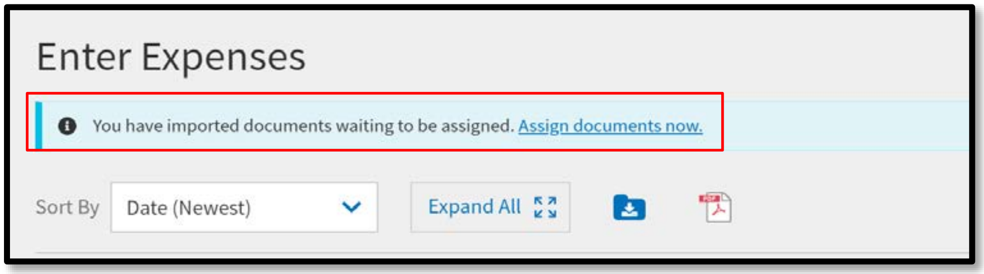


Figure 32: Assign Documents Screen

1. Select the **Assign documents now** link. An **Assign Documents** widow (Figure 33) appears. You can view data in the **Grid View** or **List View** (Figure 33, Indicator 1).

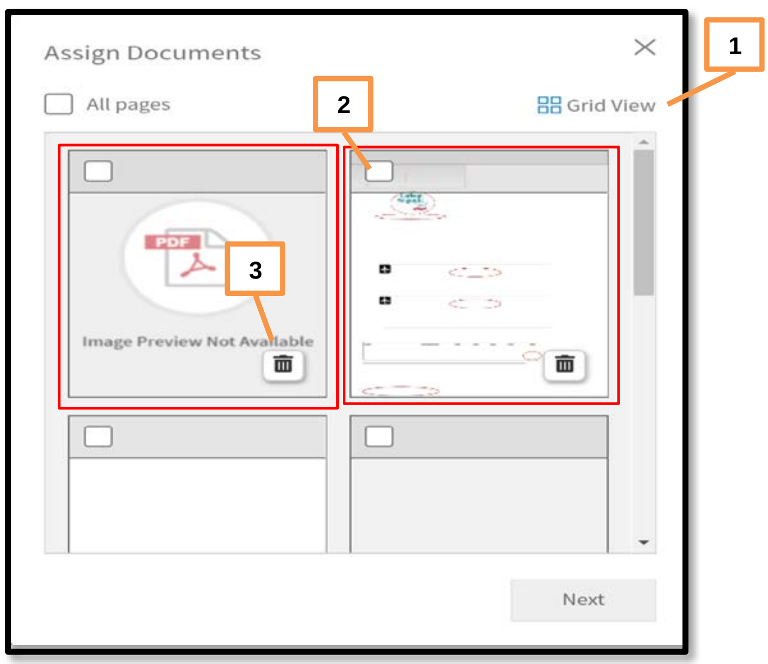


Figure 33: Assign Documents Screen (Grid View)

2. Review the pages to determine which to keep and which to remove.

   a. To attach the file to an expense:
      - Check a box (Figure 33, Indicator 2) for a document.
      - Select **Next**.
      - Process through the **Import PDF** screens as described above.

Unassigned Documents (continued)

- Select **Done** on the final screen.

b. To remove the file:
- Select the trash can icon (Figure 33, Indicator 3).
- A **Delete Attachment** message (Figure 34) appears.
- Select **Delete**.

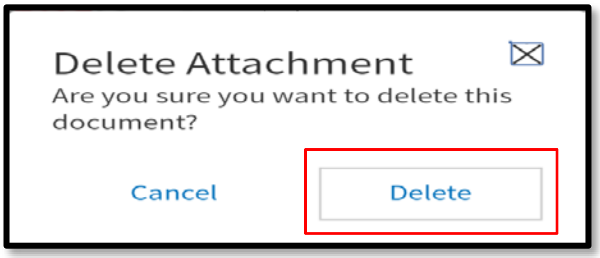


Figure 34: Delete Attachment

3. When you have attached or removed all unassigned documents, the **Enter Expense**s screen updates and removes the message for unassigned documents (Figure 35).

Figure 35: Enter Expenses Screen; No Unassigned Documents Message

View Per Diem Allowances

You can view daily lodging allowances from the **Enter Expenses** screen (Figure 36).

Note 1: You still book **Lodging Reservations** using the **Reservations Module**. The booked reservation displays under **Enter Expenses** in the single expense listing**.**

Note 2: You may need to manually update your lodging per diem allowance:
1. If the lodging reservation cost is exactly at the per diem limit, then there is no lodging per diem allowance change needed.
2. If the lodging costs less than the per diem limit, DTS automatically adjusts your lodging per diem allowance.
3. If the lodging costs more than the per diem limit, and if your AO authorizes you to do so, you must edit your lodging allowance to claim actual lodging costs in order to receive full lodging reimbursement. Instructions for how to do this are included below.

View Per Diem Allowances (continued)

Note 3: You can still access the **Per Diem** screen from the **Progress Bar** at any time.

To view your lodging allowance information:

1. Locate your lodging expense (Figure 36).
2. Select **Details** (Indicator 1) to open the calendar. The allowed lodging per diem displays for each TDY day (Indicator 2).
3. Select **Notes** to enter comments, if necessary (Indicator 3).

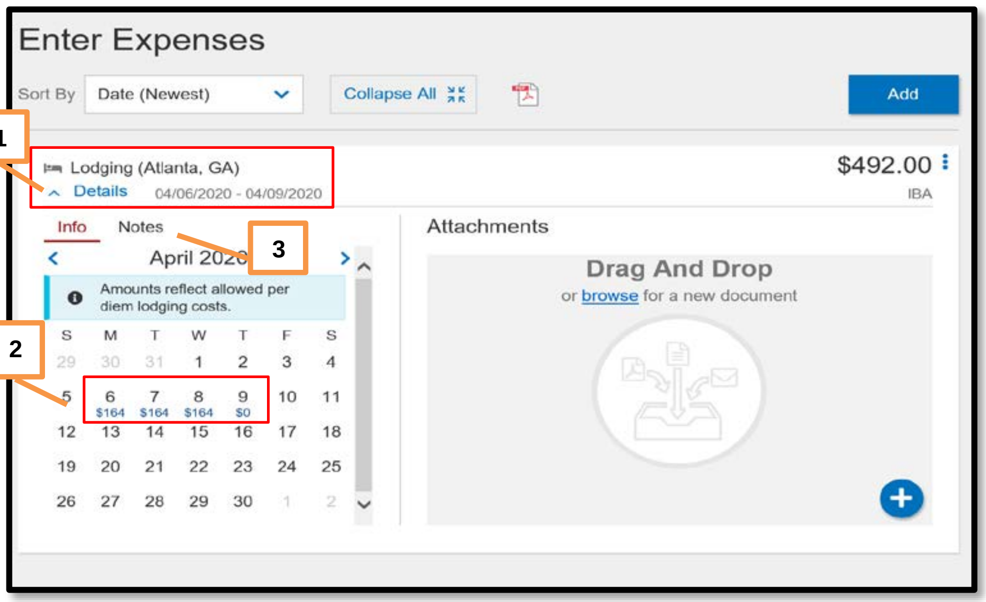


Figure 36: Enter Expenses Screen

Adjust Per Diem Allowances

1. If you need to change your per diem allowance, select options (3-dots icon) then select **Edit Per Diem** (Figure 37).

Adjust Per Diem Allowances (continued)

Figure 37: Enter Expenses Screen (Edit Per Diem)

2. The **Review Per Diem Amounts** screen opens (Figure 38).

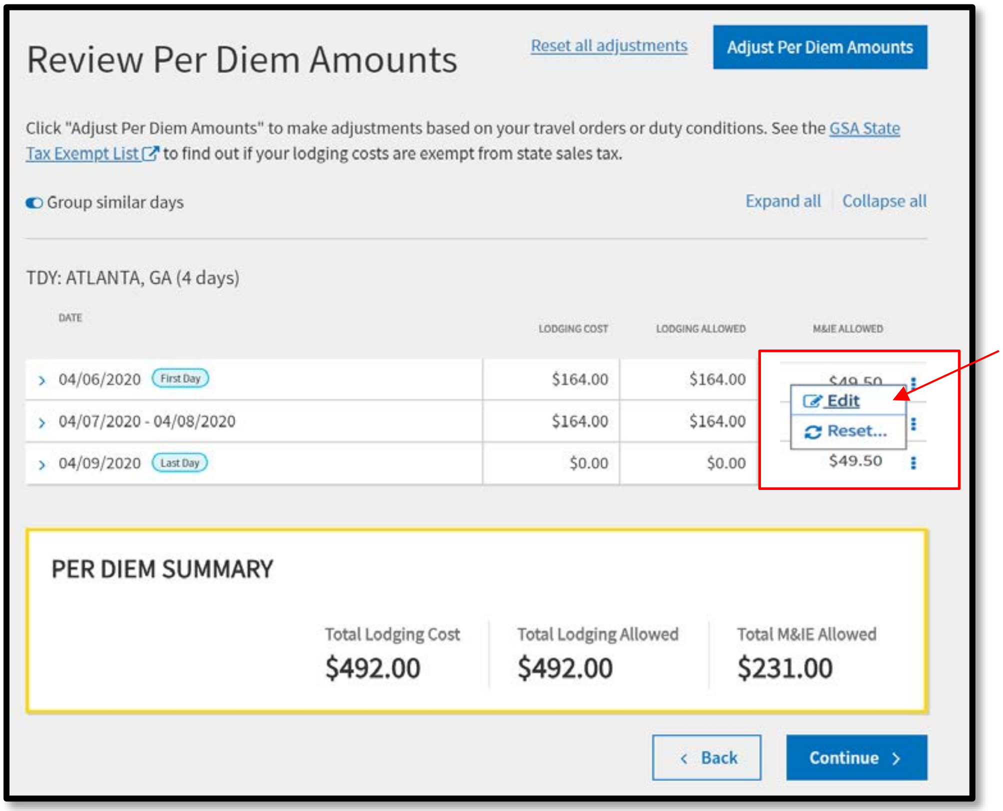


Figure 38: Review Per Diem Amounts Screen (Edit)

3. View each day. Use options (3-dots icon) to **Edit** your per diem lodging allowance. Be sure to **Save Adjustments** and select **Continue**.

Supporting Resources

DTS Guides 2-5 *JTR*	https://www.defensetravel.dod.mil/site/training.cfm#lookup https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf
DTA Manual, App. K	https://www.defensetravel.dod.mil/Docs/Training/DTA_App_K.pdf