



Accounting

From the **Progress Bar**, select **Accounting**, the **Accounting** window opens:

1. Select the **Add LOA** icon to see available **LOAs**.
2. Select the funding organization and LOA label.
3. To enter any additional LOAs, select them using the **Add LOA** icon, then:
 - a. Select the **Edit LOA Allocations** link.
 - b. In the **Allocate Lines of Accounting** window, use the drop-down menu to select the **Allocation Method**.
 - c. Select **Save** before exiting. The LOAs appear on the **Accounting** screen with **Allocation** details listed below and the **Accounting Summary** costs.



Financial Summary

The **Financial Summary** provides complete trip details.

1. Under **Expense Summary**, select the **Show Details** link to view the LOAs and reimbursable and non-reimbursable expenses breakdown.
2. Under **Credit Summary**, **Show Details**, view any debt-related status such as collections or waivers.
3. Under **Entitlement Summary**, view the **Personal**, **GTCC**, and **Total Net Distributions**. To make changes, select the **Adjust Disbursements** link and a window opens.
 - a. Select **Additional Payment Paid to GTCC** or **GTCC ATM Withdrawal** fields to send more money to the GTCC vendor.
 - b. Select **Overpaid GTCC** field to send more money to your personal bank account.
 - c. Select **Save** to keep the changes.
4. Select **Continue**.



Review Profile

Select **Review Profile**. When the window appears select:

1. **Open Profile** to verify your personal data. View all the profile sections. Be sure to validate your email,

EFT, and GTCC information to ensure prompt payment processing.

2. If needed, mark **Update Permanent Profile** box, so changes carry over to the main profile.
3. Select **Save** to retain the updates in the profile of the current document.



Review Local Voucher

1. Select **Review Local Voucher** to review the entire trip record.
2. You can **Add Comments** to the AO.
3. To modify an expense or add a receipt, select **Go to Expenses**.
4. Select the **Go to Accounting** link to view the LOAs.
5. Once you finish the review, select **Continue**.

Pre-Audit

1. Select **Pre-Audit** to verify flagged information prior to signing. Then screen opens to display any flagged entries or **Advisories**.
2. For all flagged items, you must select **Add Justification** and provide an explanation to the AO to justify the expense or entry.
3. Below any flags are the **Advisories**. These are informational only and require no action.
4. Select **Continue**.

Sign and Submit

After selecting the **Sign and Submit** link, the **Digital Signature** window appears. It provides details for **Document History**, and the **Document Status**.

1. Check the **I agree to SIGN this document** box.
2. Use the drop-down menu to change the routing (if required).
3. **Add Comment** if needed.
4. Select **Submit Completed Document**. A **Confirm Submission** box appears informing you of the legal responsibility of your claim.
5. Select **Confirm and Continue**. The **Confirmation** window opens and document routing begins.
6. To exit the window, select **Go To Homepage** at the bottom of the screen.

This document maintained on the

DTMO website at <https://www.defensetravel.dod.mil>.

Printed copies may be obsolete.



Create a Local Voucher: Traveler Instructions

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A local voucher is a request for expense reimbursements and the payment of allowances earned while conducting official business near your Permanent Duty Station (PDS).

For more info, see DTS Guide 4: Local Vouchers at https://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf.

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page at <https://www.defensetravel.osd.mil>.
3. Select **Log In**.
4. Read and **Accept** the DoD Privacy & Ethics Policy.
5. Enter your CAC **PIN**, then select **OK**.

Create a Local Voucher



1. On the **DTS Dashboard**, select **Create New Document**, then **Local Voucher**.
2. Enter the **Local Voucher Date**. Default is current date, but you can enter a past date. Since a local voucher is claim for completed travel, you enter incurred expenses.
3. Enter a **Reference** or leave the field blank.
4. Select **Yes** or **No** to answer the question, **Are You Attending a Conference or Event?** If yes, another window displays. Type in the **Conference or Event Name** and select **Continue**. Next, the **Enter Expenses** screen opens.



Enter Expenses

On the **Enter Expenses** screen, select **Add**. The **Add New** window appears.

- Four expense categories display; **International Travel Expenses, Other Expenses, Mileage Expenses** and **Transportation Expenses**.
- Select a category to see available expense types.
- Select a specific expense type. The **Add New** window appears.
- Select the **Expense**.

Expenses

To complete an expense entry:

- Enter the **Purpose, Expense Date, Expense Amount,** and **Method of Reimbursement**.
- Each expense item provides an **Attachment** option.
- (Optional) **Notes**.
- Select **Add**. The entry displays in a single **Expense** listing.

Mileage Allowances

To complete a mileage allowance:

- Select the specific **Expense Type - Private Auto or Motorcycle** for miles driven in and round.
- Enter the **Expense Date, Purpose, Start Location,** and **Enter Location**.
- Enter **Miles**. The \$ field displays the miles driven x mileage rate.
- Select the **Method of Reimbursement**.
- To **Create a separate expense for round trip**, check the box.
- (Optional) **Notes**.
- Select **Add**. The entry displays in a single **Expense** listing.

- To enter mileage between your residence or duty station and an alternate work location, add the **Expense Type, Expense Date,** and **Purpose**.
- Use drop-down menu for **Start Location** as either **Duty Station** or **My Residence** (calculates miles minus normal daily commute cost or mileage).
- In the **Start Location** field, identify local travel locations. If you select **My Residence**, select a commute option and enter required data:
 - If you usually drive, select **One-way mileage**.

- Otherwise, select **Commuting Cost**.
- Enter **Miles**. The \$ field displays miles driven x mileage rate – daily commute if residence.
 - To **Create a separate expense for round trip**, check the box.
 - (Optional) **Notes**.
 - Select **Add**. The entry displays in a single **Expense** listing

Import Expense from GTCC

You can import expenses from your Government Travel Charge Card (GTCC) instead of manually entering them.

- Select **Add** from the **Enter Expenses** screen.
- On the **Add New** screen, select **Add Expense from GTCC**.
- On the **Import Expense** screen, check the box for the **Transaction**.
- Select the expense category and type.
- Select **Import**. The expense displays along with manually entered records in a single listing on the **Enter Expenses** screen.

View Expense Details

- To verify an entry or make a change, select **Details**. The expense entry expands.
- Review the information or make changes such as cost.
- (Optional) Add **Notes**.
- Select **Update** to save the change.
- Select **Details** again to collapse the expense entry.

 **Note:** The **Expand All** icon opens **Details** for all entered expenses. The **Collapse All** icon closes **Details** for all entered expenses

Duplicate Expenses

When you have a re-occurring expense, you can use **Duplicate Expense** to save time.

- Select the options (3-dots icon). The **Duplicate Expense** window opens.
- Add the date range for the replication.
- Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

Delete Expenses

- To remove an entry select the options (3-dots icon).

- Select **Delete Expense**. The **Delete Expense** window opens.
- Select **Delete**.
- The expense is no longer in the listing.

Attaching Documents

You can attach a receipt to an expense a couple of ways. Each method begins on the **Enter Expenses** screen.

Attach Receipt using Expense Details

- After adding an expense, select **Details**. The window opens.
- Add images by choosing **Browse** and uploading them, dragging them from another location, or selecting the +sign (Add) to attach receipts.
- Select **Attach** and the **Attachment** with number displays.
- (Optional) Add **Notes**. Select **Update**.
- Select **Details** to close the window.
- The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

Import Electronic Images

- Select the **Import a PDF** icon. The window opens.
- Browse** for file to upload, attach the file and choose **Select**.
- You can either **Attach to Existing** (expense) or **Create New** (expense) to attach files.
- Follow the prompts and on the last screen select **Done**.
- The **Enter Expenses** screen updates reflecting the attachment as a paper clip.



You must attach each finished image to an expense or attach it to **Documents** option in the **Add New** screen. DTS provides a warning for unassigned documents and required action at the top of the **Enter Expenses** screen.