4 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.

5 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**.

6 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.

7 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.**

8 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**.

9 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.

DEFENSE TRAVEL MANAGEMENT OFFICE

Create a Local Voucher: Traveler Instructions

December 02, 2020

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**.

1 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.

2 Enter Expenses

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

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

To complete an expense entry:

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

Mileage Allowances

To complete a mileage allowance in and around:

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

To complete mileage between your residence or duty station and an alternate work location:

1. Select **Add t**o enter the **Expense Type**, **Expense Date**, and **Purpose**.
2. Use drop-down menu for **Start Location** as either **Duty Station** or **My Residence (**calculates miles minus normal daily commute cost or mileage).
3. 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**.
4. Enter **Miles**. The **$** field displays miles driven x mileage rate – daily commute if residence.
5. To **Create a separate expense for round trip**, check the box.
6. (Optional) **Notes**.
7. Select **Add**. The entry displays in a single **Expense** listing

To import a transaction from your Government Travel Charge Card (GTCC) data (instead of manual entry:

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

To view expense details:

1. To verify an entry or make a change, select **Details**. The expense entry expands.
2. Review the information or make changes such as cost.
3. (Optional) Add **Notes**.
4. Select **Update** to save the change**.**
5. 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

To duplicate an expense when you have a re-occurring expense:

1. Use **Duplicate Expense** to save time by selecting the options (3-dots icon). The **Duplicate Expense** window opens.
2. Add the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

To delete and expense:

1. To remove an entry select the options (3-dots icon).
2. Select **Delete Expense.** The **Delete Expense** window opens.
3. Select **Delete.**
4. The expense is no longer in the listing.

3 Receipts and 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

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

Import Electronic Images

1. Select the **Import a PDF** icon. The window opens.
2. **Browse** for file to upload, attach the file and choose **Select**.
3. You can either **Attach to Existing** (expense) or **Create New** (expense) to attach files.
4. Follow the prompts and on the last screen select **Done.**
5. 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.