



Update LOAs

! If a LOA funded a payment (e.g., a partial payment), do not remove or change it. Contact your Defense Travel Administrator (DTA) for guidance.

If you need to change an LOA, select **Accounting** from the **Progress Bar**, then:

1. To add a LOA, select **Add LOA**, then select the new LOA from one of the drop-down lists.
2. To delete a LOA, select the options (3-dot icon) next to a LOA, then select **Remove** and acknowledge the pop-up.
3. If you have multiple LOAs, use **Edit LOA Allocations** to divide the expenses between the LOAs.



Financial Summary

Review Trip Totals & Change Split Disbursement

If you need to view reimbursable and non-reimbursable expenses, Due US balance, prior payments or update your split disbursement totals, select **Financial Summary** from the **Progress Bar**:

1. The **Review Financial Summary** screen opens.
2. Select **Adjust Disbursements** to open the screen to redirect your split disbursement amounts.
 - a. **Additional Payment Paid to GTCC or GTCC ATM Withdrawal** fields allows you to send more money to the GTCC vendor.
 - b. **Overpaid GTCC** field permits you to send more money to your personal bank account.
 - c. Select **Save**.
3. Select **Continue**.



Review, Sign, and Submit

Use the four options under **Review** from the **Progress Bar** to:

1. **Review Profile:** Update your DTS profile.
2. **Review Voucher:** Review and update all the information in the voucher.
3. **Other Auths and Pre-Audits:** Review comments, justifications, reason codes, and advisories on your voucher, and update them if needed.
4. **Sign and Submit:** Attach your digital signature to update the status to **SIGNED**. (If prompted for it, you must supply your CAC **PIN**).

Change an Existing Voucher

- Adjust a voucher the AO has not yet **APPROVED**.
- Amend a voucher the AO has **APPROVED**.

On the **DTS Dashboard**, select **Vouchers** to see a list of your vouchers, then:

To adjust a voucher:

1. Select **Edit** next to a voucher.
2. If any pop-ups or the View Only window appears:
 - a. Acknowledge all pop-ups.
 - b. Uncheck the **Open Document VIEW-ONLY** box.
 - c. If asked for it, enter your CAC **PIN**, then select **OK**.
3. Make all necessary changes.
4. Sign the voucher (See Section 6).

To amend a voucher:

1. Select **Create Amendment** under the options (3-dot icon) next to a voucher.
2. Enter **Comments** and then select **Amend Document**.
3. Follow Steps 2-4 under “**adjust**” (above).



Create a Voucher: Traveler Instructions

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A voucher is a request for the reimbursement of expenses incurred and payment of allowances earned during official travel. You create a voucher from a DTS authorization and update the estimates with actual trip costs.

For more information, see DTS Guide 3: Vouchers at https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf.

Log On to DTS

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

Create a Voucher



1. On the **DTS Dashboard**, select **Create New Document**, then **Voucher**.
2. Select **Create Voucher** next to an authorization. DTS creates the voucher using the information in the authorization and opens it on the **Review Trip Voucher** screen. You must update the information in the voucher to reflect actual events.

1



Update Itinerary

If any trip dates or locations changed, select **Edit Itinerary** from the **Progress Bar** and use the tools on the **Edit Itinerary** screen to:

1. Change **Arriving** and/or **Departing** dates. The overall **Leaving On** and **Departing On** dates update automatically, but you can change them if necessary.
2. Add, remove, or change **TDY Locations**.

Note: You must update each changed TDY location or dates. Always read and acknowledge all pop-ups.

 To ensure your per diem allowances are accurate, enter the correct TDY location. For example, for a TDY to an installation (Ft. Lee, VA), don't enter a nearby city (Petersburg, VA).

2



Enter Expenses

Update Flight & Rental Car Expenses

You can't change reservations after the trip, so if your flight or rental car information changed, you must update them in the **Expenses** module. Select **Expenses** from the **Progress Bar**, then:

To update a flight or rental car cost:

1. Locate the reservation expense.
2. Select **Details** and the window opens.
3. Update the cost for changes to air or rental car costs.
4. (Optional) Add **Notes**.
5. Select **Update** to save the changes.

To add the cost of a new flight or rental car, see the next sub-section.

Update Expenses & Mileage Allowances

To view or update expenses, select **Expenses** from the **Progress Bar**, and the **Enter Expenses** page opens.

To enter a new expense:

1. Select **Add**. The **Add New** screen appears.

2. Select the correct **Expense** category and type.
3. On the **Add New** screen, enter all required fields.
4. (Optional) Add **Notes**.
5. Select **Add** to save the entry.

To import a transaction from your Government Travel Charge Card (GTCC) data:

1. Select **Add** from the **Enter Expenses** screen.
2. On the **Add New** screen, choose **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 the other expenses on the **Enter Expenses** screen.

To update an existing expense:

1. Select **Details** and the window opens.
2. Enter the correct data.
3. (Optional) Add **Notes**.
4. Select **Update** to save the change.

To delete an expense:

1. Select options (3-dots icon). The screen provides the removal option.
2. Select **Delete Expense** next to an entry and acknowledge the pop-up.

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

1. Select 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.

Add Receipts & Supporting Documents

You can attach a receipt to an expense in a few ways. Each method begins on the **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**.
5. Select **Update** to save changes.
6. Select **Details** to close the window.
7. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

Upload Electronic Images

1. Select the **Import PDF** icon. The window opens.
2. **Browse** for the file to upload, attach the file and choose **Select**.
3. You can either **Attach to Existing** (expense) or **Create New** (expense) and 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.

3



Update Per Diem

If your per diem allowances changed, including lodging costs, select **Per Diem** from the **Progress Bar**, then:

1. Select **Adjust Per Diem Costs**.
2. Enter a date (or a date range if all per diem allowances are the same on consecutive days).
3. Make changes to the per diem allowances. The **Lodging Cost** information is at the bottom of the screen.
4. Select **Save Adjustments**.

Note: Add CONUS hotel tax under **Expenses** (see Section 2).