GUIDE

DefenseTravel Management Office

Defense Travel System (DTS) Guide 3: Vouchers

July 14, 2023

V3.12

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
3.4	06/17/19	DTMO	Updated Per Diem screenshot	Section 3
3.5	05/07/20	DTMO	General Update Updated for Expenses and Receipt changes	Throughout Section 3 Section 4 Section 5 Section 6 Section 7
3.6	05/14/20	DTMO	Updated Digital Signature Audit Fail warnings	Section 7
3.7	12/11/20	DTMO	Updated Dashboard screen shot General review	Page 4 All
3.8	12/30/20	DTMO	Updated Expenses wording	Section 3.2, Page 16
3.9	02/25/22	DTMO	Rebranding effort	Throughout
3.10	06/10/22	DTMO	Added Browsers for DTS Updated CT links and wording Updated Resources	Chapter 1 Section 3.3 Chapter 9
3.11	02/06/23	DTMO	Added Profile Update and What's New feature Added Trip Duration data Updated Expense table Updated screen shots	Page 3 Page 6 Page 15 Throughout
3.12	07/14/23	DTMO	Removed Travel System Redirect Added Trip Processing Rules	Page 4 Page 4

Chapter 1: Vouchers Introduction

A voucher is a claim for reimbursement of actual expenses you* incurred and payment of allowances you earned while you were TDY. Once you complete your trip, DoD policy mandates travel voucher submission within five working days of returning from TDY.

By design, information from the approved DTS authorization (cost estimates and assumptions) carries over into the voucher at **CREATED**. Since the voucher must *always* reflect accurate cost and trip information, you must update the voucher from estimated charges to actuals based upon the mission. In other words, your primary responsibility on a voucher is to make *changes* to it, add the required receipts (i.e., all lodging and any expense of $75.00 or more), and attach supporting documentation (if applicable – e.g., CTW, leave form). This guide focuses on how to make those changes.

***** In this guide, "you" are a traveler, unless otherwise stated.

Travel documents are subject to internal (per local business rules) and external (e.g., Defense Finance and Accounting Service [DFAS]) audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance. If you are uncertain if an expense is allowable then review the *JTR*, contact your Lead DTA or supervisor before submitting the voucher for approval and payment. Your AO should carefully review the submitted voucher and return it for correction, if any portion is non-compliant for travel policy.

Note 1: If you're logging into DTS after an extended period, DTS may provide you a pop-up message which can include:

- **Review and Update Profile** - This option triggers when it is at least 60 days since your last log on to DTS. Either choose **Open Profile** and make your changes or **Continue without Updating**. For more about profiles, see the DTS Guide 1 and DTA Manual, Chapter 7.
- **What's New** - This feature alerts you when software changes occur. The first time you access an affected module, the **What's New** feature activates. A series of pop-up screens annotating any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again. For more on the **What's New** feature, review the DTS Guide 1.

Note 2: Before accessing DTS verify your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. Contact your IT POC for technical support. See the bottom of the *DTS Home* page**, Need More Assistance?** for the requirements.

1.1.Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Authorization specifications apply to reduce the possible invalid reservation selections (e.g., selections made in the next FY before airlines post flights) and incorrect per diem calculations (e.g., documents crossing multiple FYs and per diem changes). Voucher specifications apply to reduce incorrect per diem calculations resulting in debt. These processing rules include:

- Authorizations may not be created greater than 6 months in advance of the trip.
- Imported authorizations may not be created greater than 6 months in advance of the trip.

- Authorizations will not have the amend link available 75 days after the last day of travel.
- Authorizations and vouchers can't exceed the maximum trip length of one year from the trip start date.
- Imported Authorizations along with vouchers can't exceed the maximum trip length of one year from the trip start date.

When a document does not meet the policy requirements for trip creation date and/or trip duration on the Itinerary page, DTS will alert the user.

- If *creating* a document further out than six months from current date, the following error message displays under the *Create Itinerary* section:
  - "There are errors with this itinerary. Please correct the errors and try submitting again."
- If *creating* a document further out than six months from current date, the following error message displays under the *Trip Overview* section, **Leaving On** field:
  - "Your overall Leaving date must be less than 180 days in the future."
- If *creating* a document with a trip duration of greater than one year, the following error message displays under the *Create Itinerary* section:
  - "There are errors with this itinerary. Please correct the errors and try submitting again."
- If *creating* a document with a trip duration of greater than one year, the following error message displays under Your *TDY Locations(s)* section:
  - "Total trip duration cannot exceed one year."
- If *editing* an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Edit Itinerary* section:
  - "There are errors with this itinerary. Please correct the errors and try submitting again."
- If *editing* an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under *Your TDY Location(s)* section:
  - "Total trip duration cannot exceed one year."
- If *editing* an existing trip to extend the total trip length and the during is greater than one year, the following error message displays under the *Trip Overview* section, the **Returning On** field:
  - "Total trip duration cannot exceed one year."
- If *amending* an authorization with SPPs, DTS will automatically cancel scheduled SPPs to prevent improper payments. After adding or editing expenses, reschedule the SPPs on the amendment.

Once an error for trip duration occurs, the traveler, clerk, or NDEA must correct the dates before proceeding past the **Itinerary** page.

In circumstances where travel is greater than one year:

- Follow your local business rules on how to document and process the extended trip.
- For DTS purposes users can't exceed the trip duration limit. Instead, an additional authorization and voucher is necessary. For auditability, comments can be added to associate the two documents.

Chapter 2: Create a Voucher

To create a voucher log onto DTS. On the **DTS Dashboard** (Figure 3-1), select **Create New Document**, then choose **Voucher**.

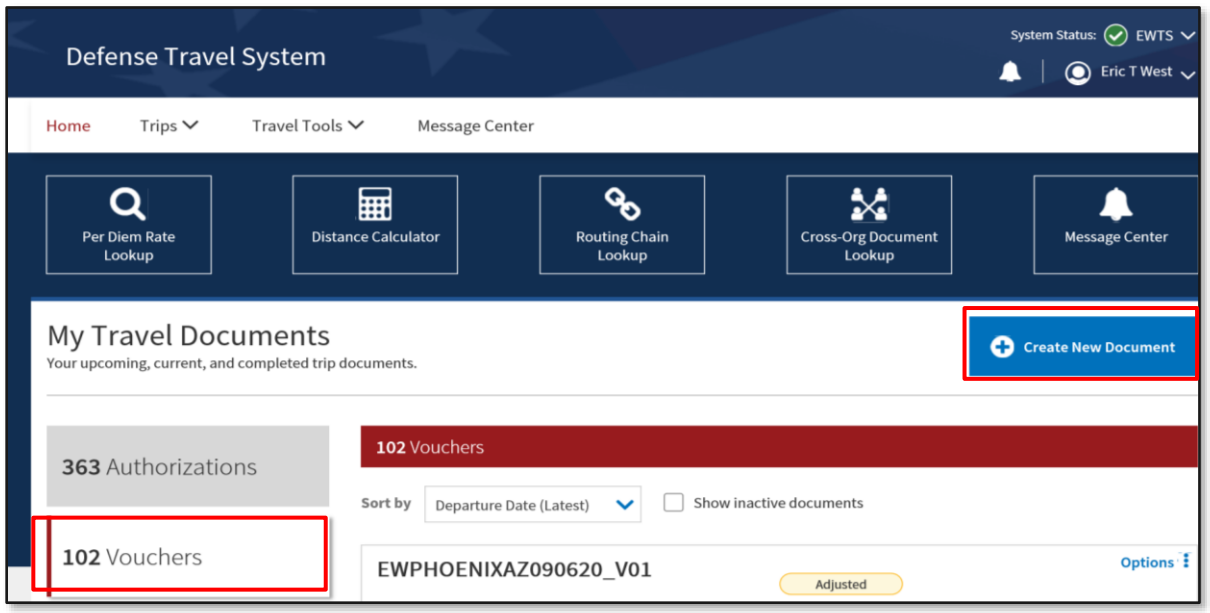


Figure 3-1: DTS Dashboard

DTS displays a list of approved authorizations (Figure 3-2) which you may choose to voucher for payment.

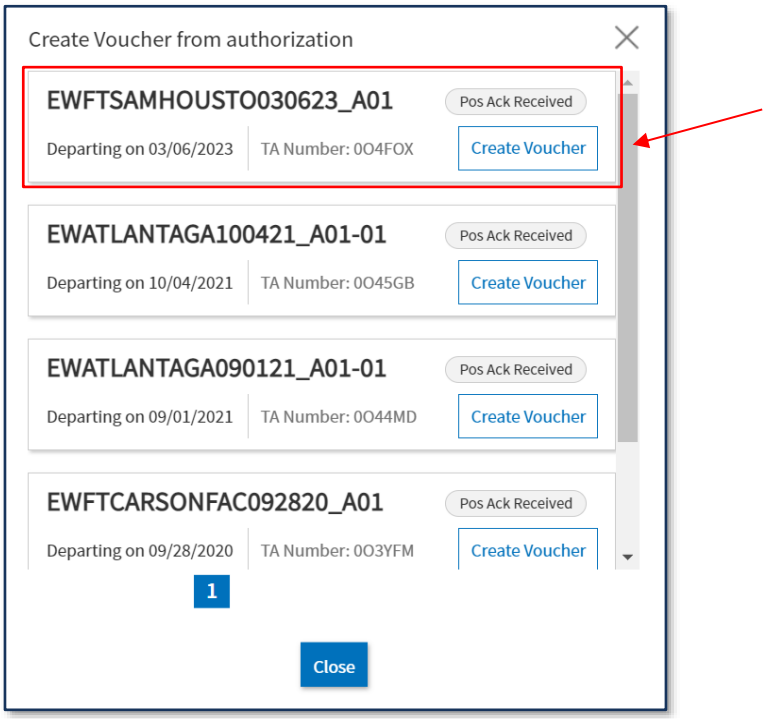


Figure 3-2: Create Voucher from Authorization Screen

Select **Create Voucher** next to the authorization you want to use to create the voucher. The **Review Trip Voucher** screen (Figure 3-3) opens. This screen allows you to review all the information available in the voucher. From here, you can:

- Navigate to any DTS module* by selecting the **Go to <module>** links (Indicator 1) to access any module or choose an item from the **Progress Bar** in the left column (Indicator 2).
- **Add Comments** to the Approving Official regarding the trip (Indicator 3).
- Use the **Expand All/Collapse All** option to see or reduce the trip specific details (Indicator 4).
- **Print** trip data (Indicator 5) if needed.
- **Add Reference** (Indicator 6) number for the trip if warranted.

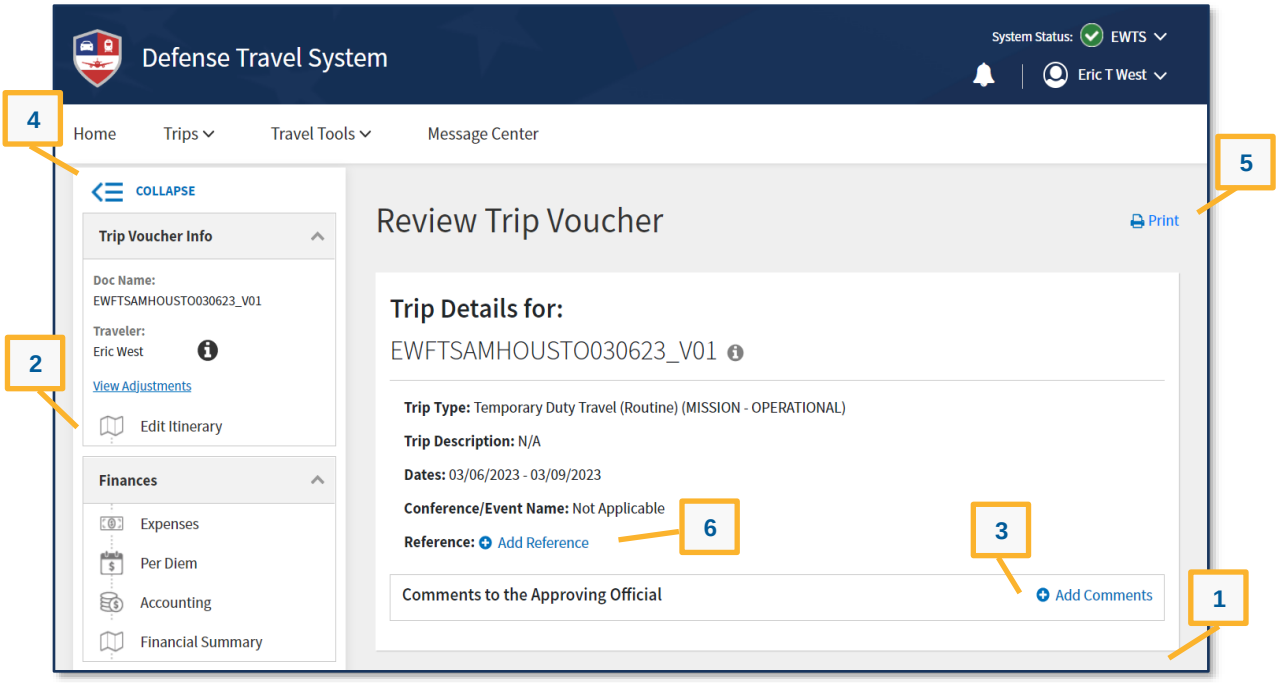


Figure 3-3: Review Trip Voucher Screen

Chapter 3: Update the Trip Details and Travel Itinerary

If your trip details (e.g., Trip Purpose) or travel itinerary (e.g., travel days, TDY location) changed from what the AO approved on the authorization, select **Edit Itinerary** from the **Progress Bar** (Figure 3-3, Indicator 2). The **Update Itinerary** screen (Figure 3-4) opens. The fields on this screen initially populate with the information you entered on the authorization. **Note**: If errors occur when editing the itinerary, see Section 1.1 Trip Processing Rules for more information.

On this page, you can add or change the following:

- **Arriving** and **Departing** dates. **Note**: Trip duration can't exceed one year from the start date.
- **TDY Location**
- **Leaving From*** / **Returning On*** locations
- (Trip) **Purpose***
- **Trip Duration***
- (Optional) **Description**
- (Optional) **Reference**
- **Are You Attending a Conference or Event?***

You can view only (not edit):

- **Trip Type** data
- **TANUM** information

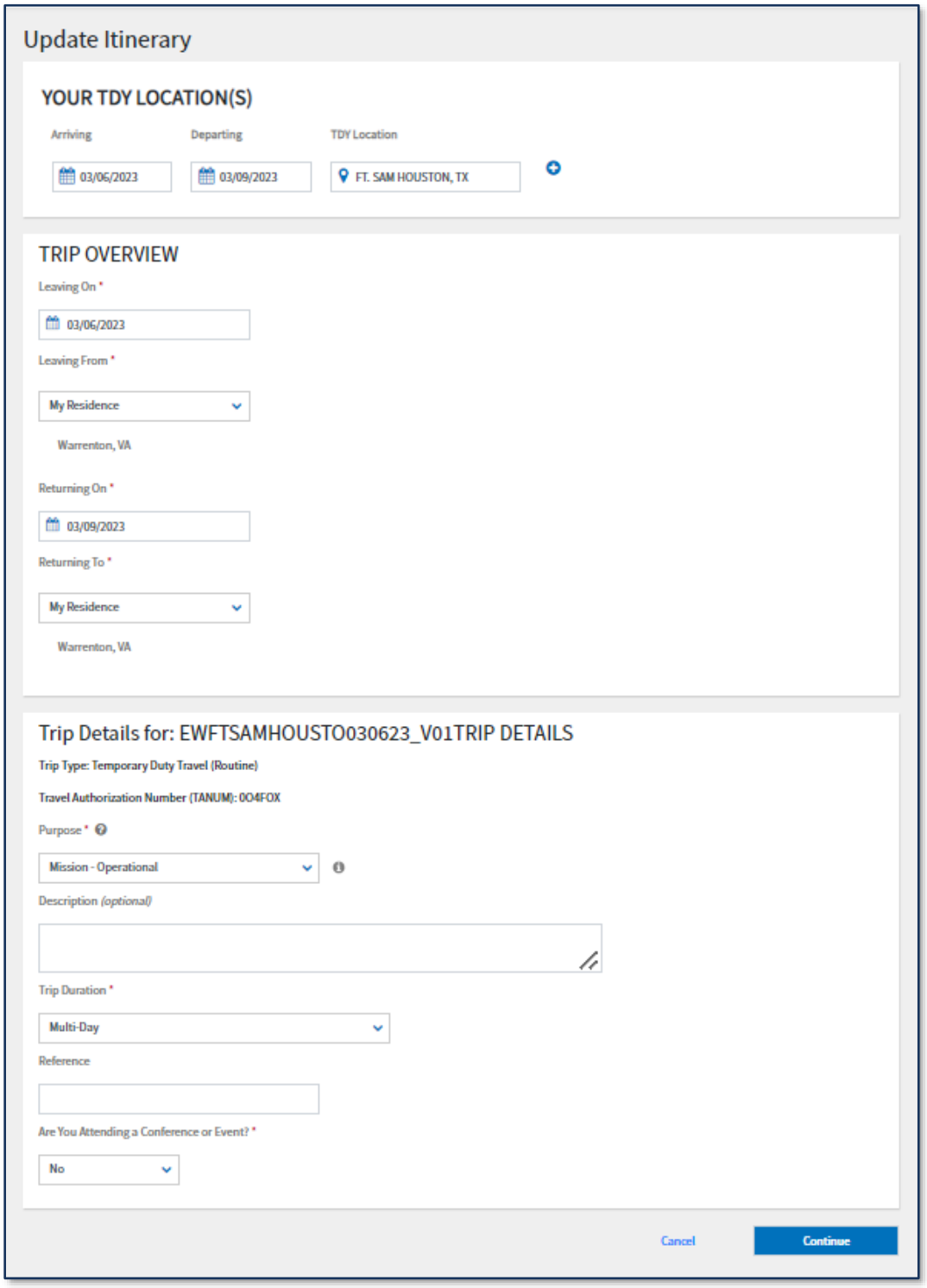


Figure 3-4: Update Itinerary Screen

Once you update all the fields, select **Continue**. After you acknowledge a pop-up reminding you to verify or update your reservation costs, expenses, and per diem information, the voucher opens on the **Enter Expenses** screen.

Note: The voucher does not contain a **Reservations** module. You must make all reservation changes (e.g., costs) on the **Enter Expenses** screen (see Section 4).

Chapter 4: Update Expenses and Allowances

The **Expenses** module (Figure 3-5) initially displays all the estimated expenses and allowances the AO approved on the authorization. Since those were just estimates, you must adjust them to reflect your actual trip cost. When you complete the voucher modifications, each expense must exactly match the amount you paid and each allowance must be accurate for the proper reimbursement. Open the **Expenses** module by selecting **Expenses** from the **Progress Bar**.

The **Enter Expenses** screen opens (Figure 3-5) and provides a single running list of reservations and other entered expenses and allowances. You can select the **Sort By** drop-down menu (Indicator 1) to change the display options for the listing. On the screen (Figure 3-5), you can:

- Select **Add** to enter all new expenses or mileage entries (Indicator 2).
- Select **Details** to view or **Update** recorded expense information (Indicator 3).
- Select **Details** to add, browse, and upload files to expenses or **Documents** (Indicator 3).
- Select **options** (3-dot icon) to **Delete Expense** or **Duplicate Expense** (Indicator 4) for other entered expenses and mileage allowances. (Exception: See Section 4 for information about how to update lodging cost).
- Select **Add**, and then choose **Add Expense from GTCC** to import into the voucher (Indicator 2).
- **Import a PDF** to attach a file to an expense or **Documents** (Indicator 5).
- **Download all Attachments** (Indicator 6). **Note:** Icon only appears once you attach a file to an expense or **Documents**.
- Select the **Expand All / Collapse All** option (Indicator 7).
- View **Receipt** requirements (Indicator 8).

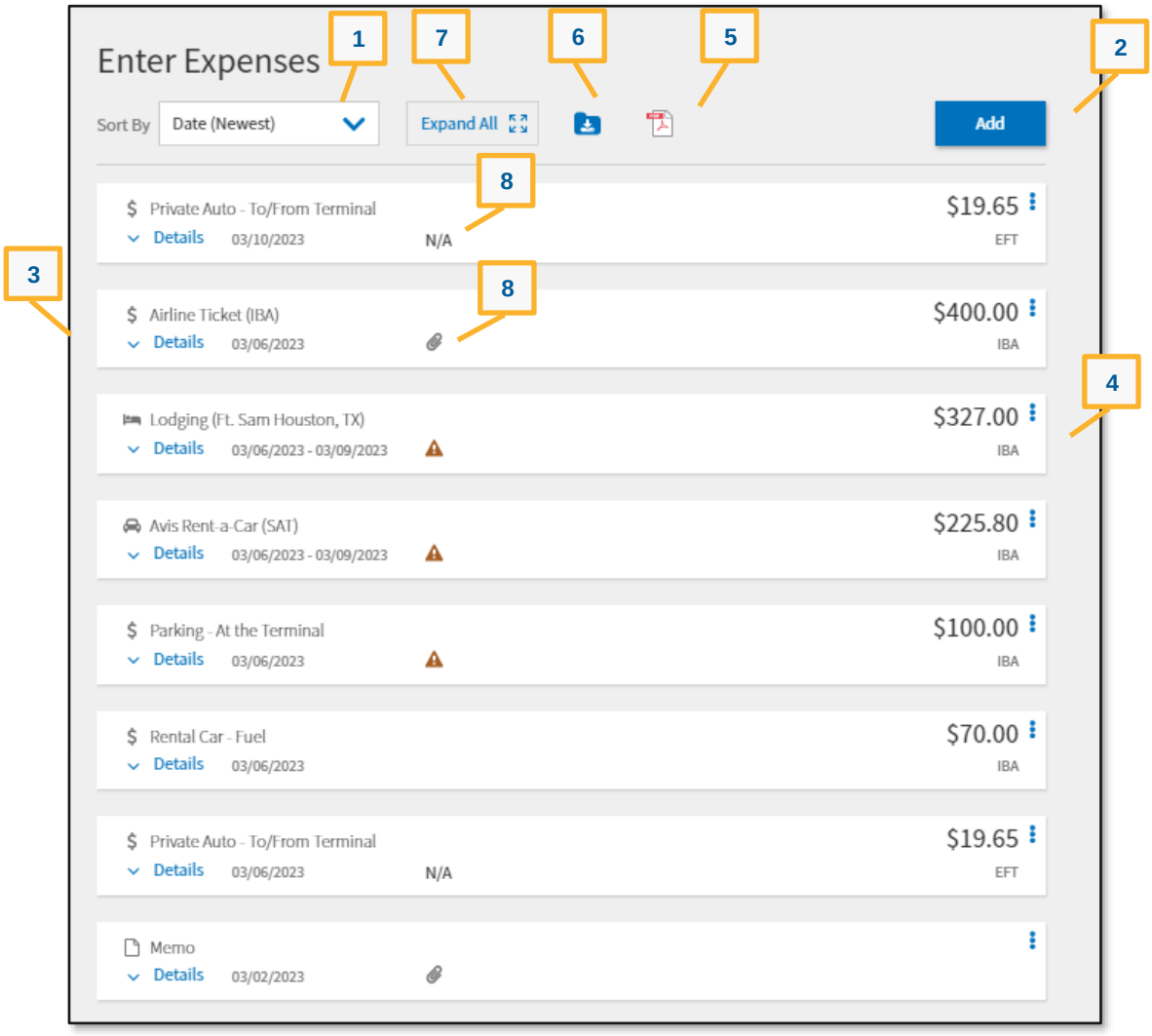


Figure 3-5: Enter Expenses Screen

The **Enter Expenses** screen communicates and executes tasks through the extensive use of icons. See Section 3.4 for an explanation of icons.

Beware of duplicate expense entries as these cause overpayments. If you are ever in doubt, check the **Review Trip Voucher** screen (Section 7.2) to see if you have over-claimed any expense or allowance.

4.1 Reservation Expenses

Based upon your actual trip cost, you will need to **Update**, **Add,** or **Delete** your reservation expenses. Be sure you attach receipts for expenses that meet the receipt requirements. **Note:** Per policy, DTS flags receipt-required items using a triangle icon (Indicator 1). The icon changes to a paper clip once you attach the receipt.

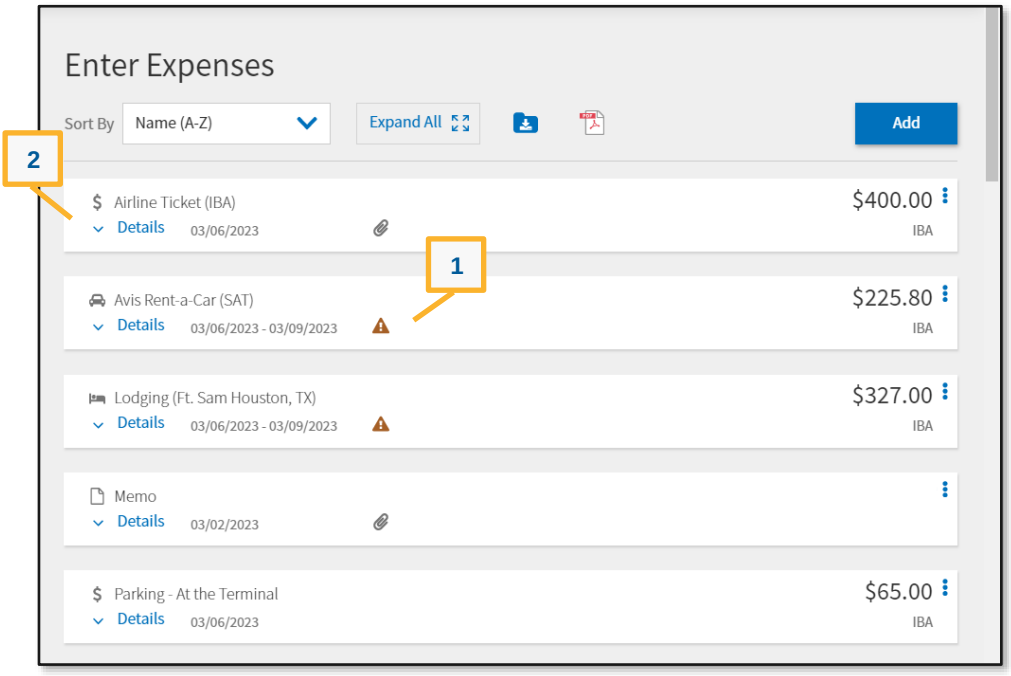


Figure 3-6: Enter Expenses Screen

1. **Update** a reservation expense such as airfare, rail, or rental car to reflect actual cost.
    - Begin by selecting **Details** (Figure 3-6, Indicator 2). The **Details** screen opens to **Info** (Figure 3-7, Indicator 1).
    - For flights or rail, you can change the **Ticket Number**, **Ticket Date**, and cost fields. For rental car, you can change the **Expense Date** and **Expense Amount** fields. **Note:** Typically, you need to update the rental car cost on the voucher, as the vendor applies the final fees when you turn-in the vehicle.
    - (Optional) Select **Notes** to add comments.
    - Select **Update** to save the change. The **Enter Expenses** screen updates reflecting the change.
2. **Attach** a receipt to an entered expense.
    - Begin by selecting **Details.** The window opens (Figure 3-7).
    - On the right side of the reservation expense entry, you can **browse**, **Drag And Drop**, or select the **+** sign to add a receipt (Figure 3-7, Indicator 2). Regardless of which method you use to include a receipt, once you select it, the **Attach Document** window displays (Figure 3-8). It identifies the document you have chosen.

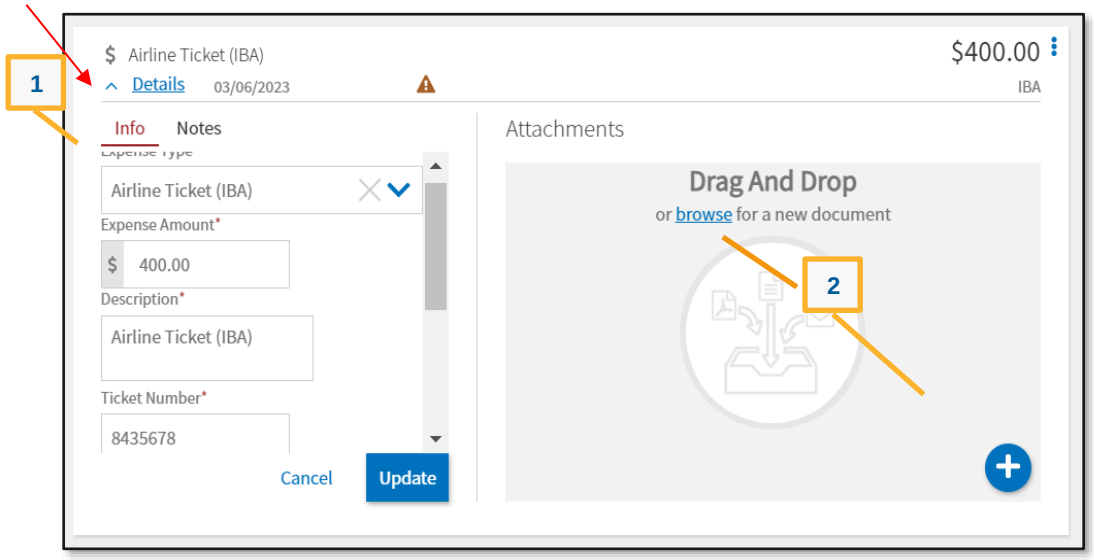


Figure 3-7: Details – Airfare Expense

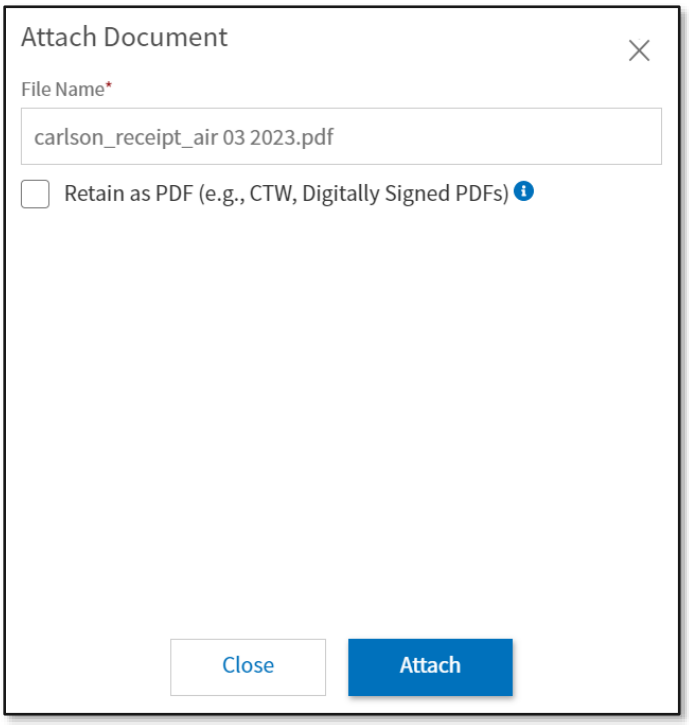


Figure 3-8: Attach Document Screen

- Select **Attach** to confirm that this is the correct file. **Note:** the file will automatically convert to the .png image for viewing. You should only use the **Retain as a PDF** method when you need to retain the format for a digitally signed form. Once the file attaches (Figure 3-9), you should see the receipt and view number of **Attachments**.

  Icons on the screen you can use include:

  - **Trash can** (Indicator 1)
  - **Rotate Left** (Indicator 2)

- **Rotate Right** (Indicator 3)
- **Zoom In** (Indicator 4)
- **Zoom Out** (Indicator 5)
- **+Sign** (Add) (Indicator 6)
- Download all Attachments (Indicator 7)

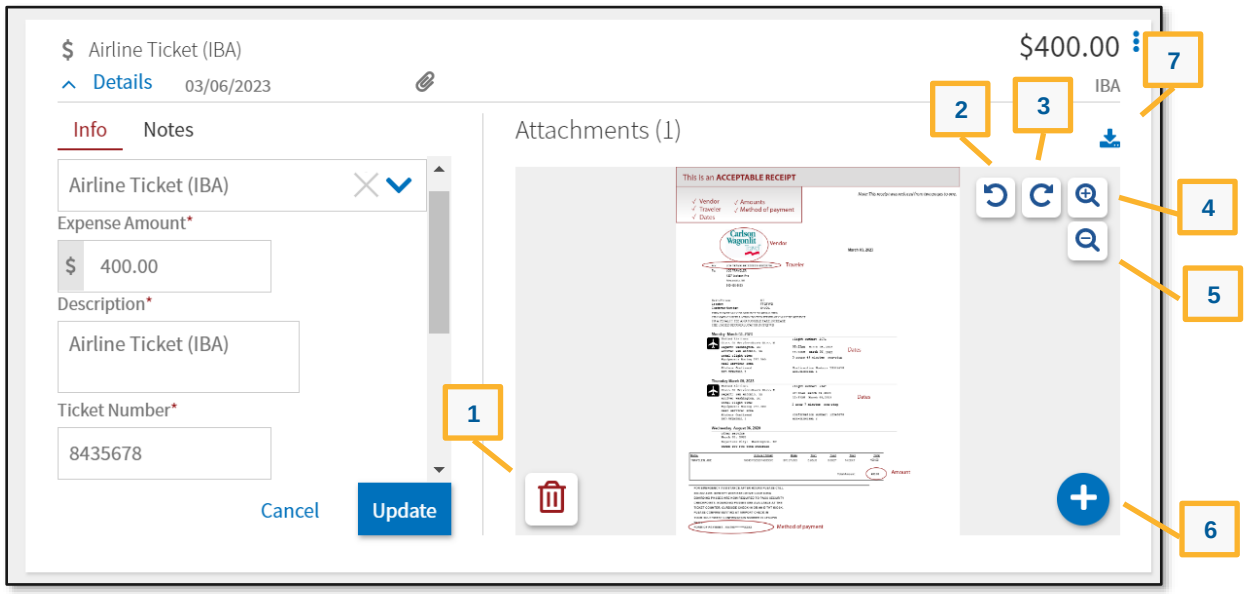


Figure 3-9: Attachment – Airfare Receipt

- Select **Details** again to close the expense item. The **Enter Expenses** screen updates with the expense entry reflecting a paper clip icon indicating an attachment is present.

3. Manually **Add** a reservation expense.

- Begin on the **Enter Expenses** screen and select **Add**. The **Add New** screen appears.
- Select **Ticketed Expenses** to enter an airline and rail expense. Select **Transportation Expenses** to enter a rental car expense.
- Enter data in the required fields, attach a receipt (if required), and select **Add** to save the entry. The recorded entry displays in the list of expenses on the **Enter Expenses** Screen.

Key Note: DTS provides a lodging entry under **Enter Expenses** with a calendar feature to view the daily per diem for the TDY location (Figure 3-6). You can attach your lodging receipt to this lodging entry. However, you *must* change lodging cost, account for leave and meals through the **Per Diem** module (Section 4). You can use the lodging entry **options** (3-dots icon) for quick access to the **Per Diem** module or select **Per Diem** directly from the **Progress Bar**.

4.2 Other Expenses

Based upon your trip, you may need to **Update, Add**, or **Delete** other expenses or allowance entries. If you have a reoccurring item, you can use the **Duplicate Expenses** feature to add the same expense quickly. Be sure to carefully review the listing and claim only your actual expenses.

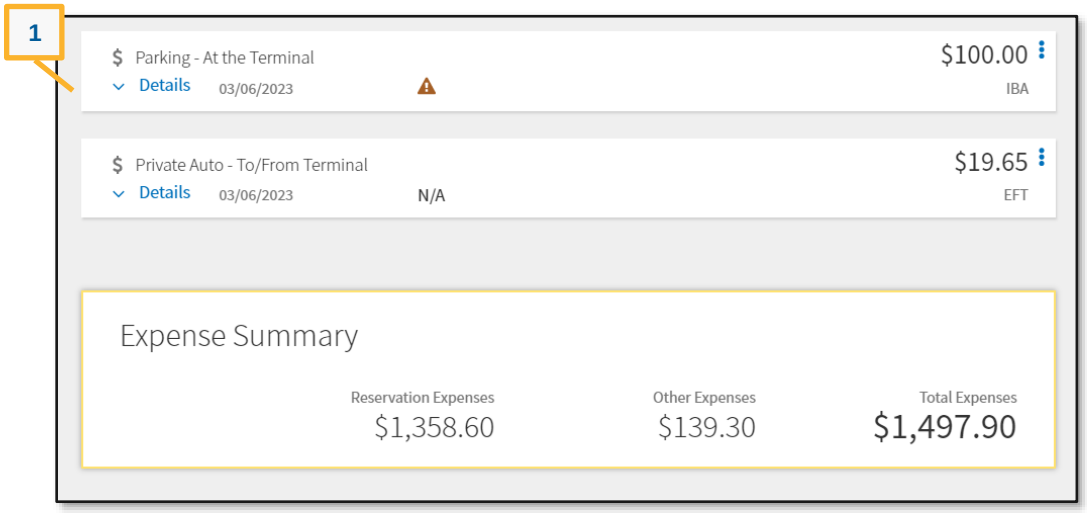


Figure 3-10: Enter Expenses Screen

1. **Update** an expense or allowance to actual cost.

   - Begin on the **Entered Expenses** screen and choose **Details** (Figure 3-10, Indicator 1). The **Details** screen opens to **Info** (Figure 3-11, Indicator 1).

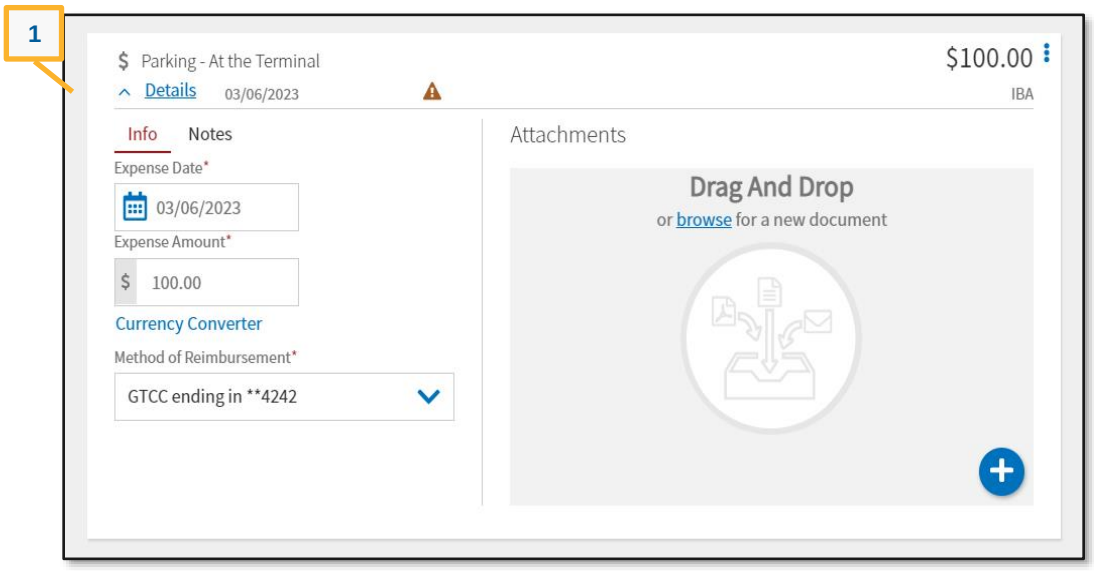


Figure 3-11: Details Screen

   - Make the necessary changes such as the **Expense Date** and/or **Expense Amount** then the **Update** button appears (Figure 3-12).

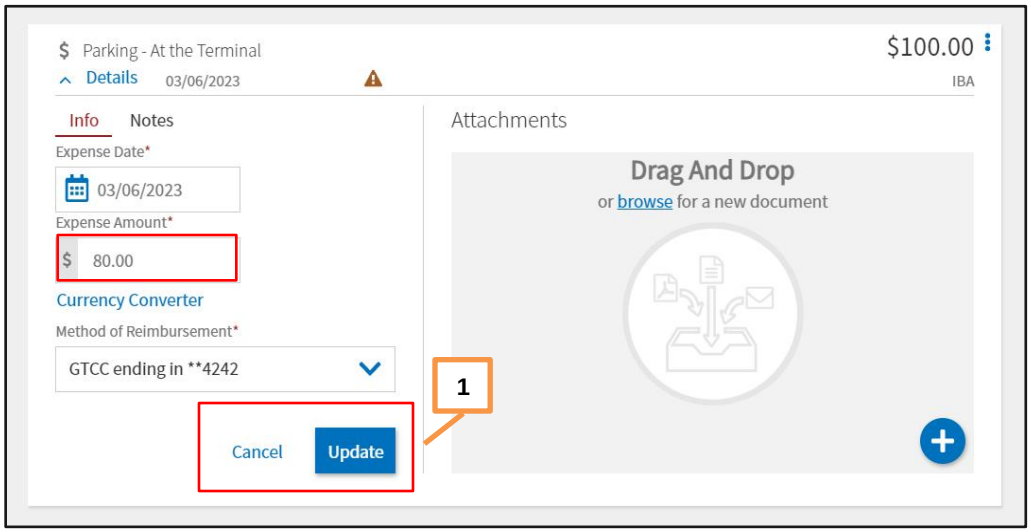


Figure 3-12: Details Screen - Update

- (Optional) Select **Notes.**
- Select **Update** to save (Figure 3-12, Indicator 1). The **Enter Expenses** screen updates reflecting the change (Figure 3-13, Indicator 1).

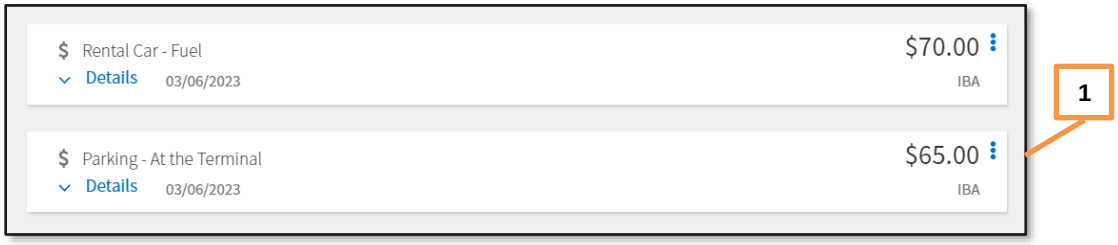


Figure 3-13: Enter Expenses – Update Expense

Even though you estimated your trip cost on the authorization, there still may be expenses incurred for the trip (e.g., baggage fees) which you need to add to your voucher. The **Enter Expenses** screen provides a single-entry point to **Add** expenses (Figure 3-14).

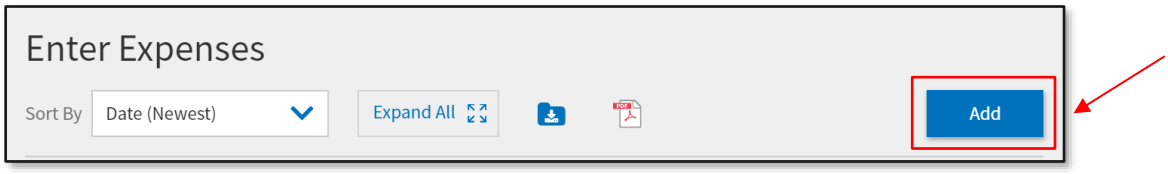


Figure 3-14: Enter Expenses – Add

DTS provides six **Expense** categories containing many **Expense** types from which you can choose (see Table 3-2).

Key Note: If the **Expense** table does not include an allowable incurred expense, contact your DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Example: A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee.* In DTS, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost and add notes to the expense for the AO to review.

Table 3-2

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees International Drivers Permit Fees International Entry/Exit Fees International GTCC Transaction Fee International Guide/Services/Driver Passport/Visa Fees
Lodging Expenses	Dual Lodging Lodging Cancellation Fee Lodging Early Check-In Fee Lodging Late Check-Out Fee Lodging Resort Fees Lodging Retained on Leave Lodging Taxes (CONUS and Non-foreign)
Mileage Expenses	Private Auto – At TDY Area Private Auto – To/From TDY Private Auto – To/From Terminal Private Motorcycle – At TDY Area Private Motorcycle – To/From TDY Private Motorcycle – To/From Terminal Private Plane Private Vehicle – GOV Auth & Avail
Other Expenses	Baggage – 1st Checked Bag Baggage – Excess Conference Registration Immunizations/Inoculations Internet – In Flight Internet at Lodging Facility Military Working Dog– Airfare Military Working Dog – Kennel Handle Fee Military Working Dog – Lodging Fee Other – Create Your Own TDY household Goods - Military
Ticketed Expenses	Airline Ticket (CBA) Airline Ticket (IBA) Bus Ticket (CBA) Bus Ticket (IBA) TMC Fee (CBA)

EXPENSE CATEGORY	EXPENSE TYPE
	TMC Fee (IBA) Train Ticket (CBA) Train Ticket (IBA
Transportation Expenses	Aero Club – Rental and Fees Airfare – Cancellation Fee Government Vehicle – Fuel/Oil Parking – At the Terminal Parking – TDY Area Private Plane – Fees Public Transit – Shuttle Public Transit – TDY Area Public Transit – Terminal Rental Car – Fuel Rental Car – Terminal Rental Car – To/From TDY Rental Car – at TDY Area TMC Fee – Not in Air Amount Taxi – TDY Area Taxi – To/From Terminal Tolls/Ferry Fees

2. **Add** a new expense.

   - Begin on the **Enter Expenses** screen and select **Add.** The **Add New** screen appears (Figure 3-15).

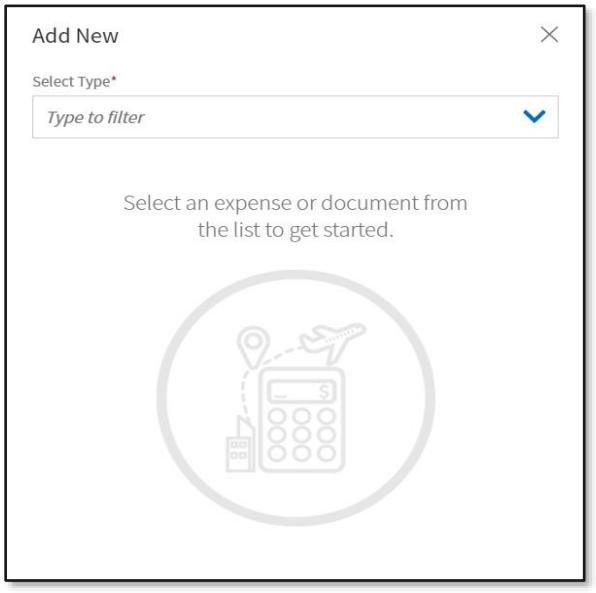


Figure 3-15: Add New Screen

- Under **Select Type**, use the dropdown menu to choose the expense category and specific expense. The **Add New** screen opens.
- Select the expense item (e.g., **Other Expenses**). The screen updates again.
- Select the specific expense (e.g., **Baggage – 1st Checked Bag**) (Figure 3-16). The **Add New** widow appears (Figure 3-17).

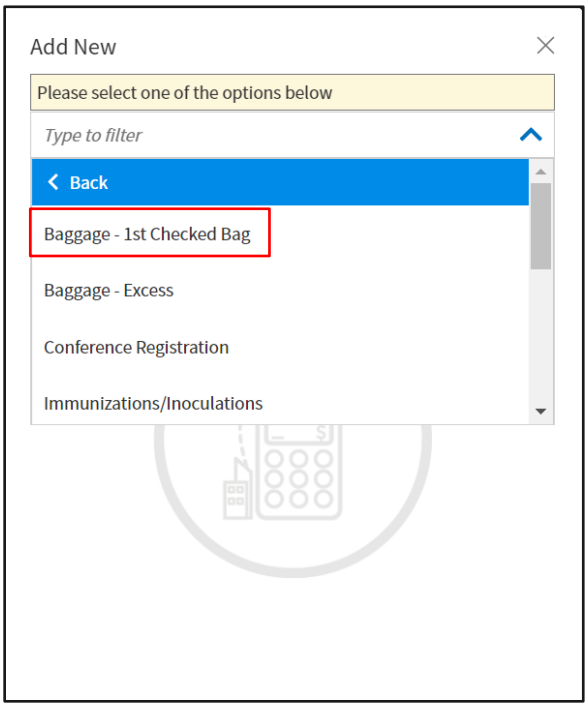


Figure 3-16: Add New – Specific Expense

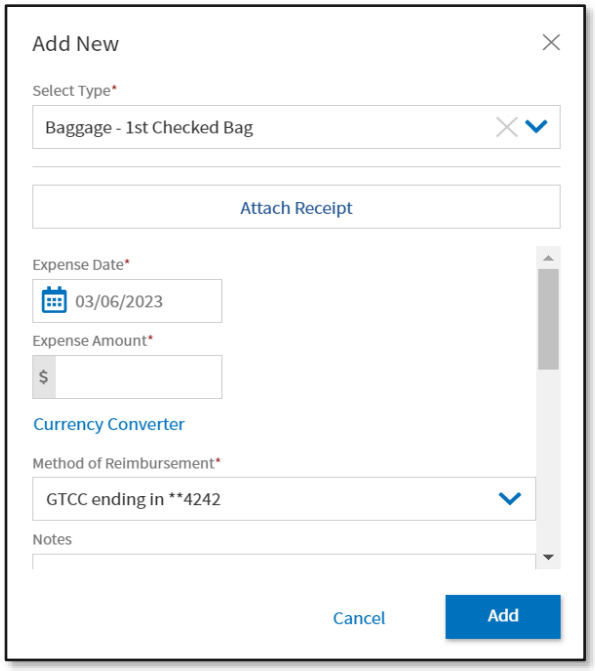


Figure 3-17: Add New Screen - Expense Added

- Enter the **Expense Amount**.
- (Optional) Add **Notes**.
- Select **Attach Receipt**. The **Attach Receipt** window opens (Figure 3-18).

Figure 3-18: Attach Receipt Screen

  - Select **Browse** to locate the file. File appears in the window.
  - Choose **Select** to advance. DTS returns you to the **Add New Screen** (Figure 3-19).

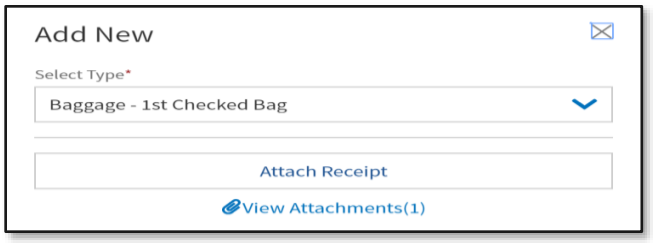


Figure 3-19: Add New Screen – View Attachments (1)

  - Select **Add** to save the expense entry. The entry displays on the **Enter Expenses** Screen.

DTS provides the option to pull in charges from your Government Travel Charge Card (GTCC) and associate the cost to an expense item.

3. **Add** a GTCC expense.

- Begin on the **Enter Expenses** screen and select **Add**. The **Add New** screen opens.
- Select **Add Expense From GTCC** (Figure 3-20). The screen advances to **Import Expense** (Figure 3-21).

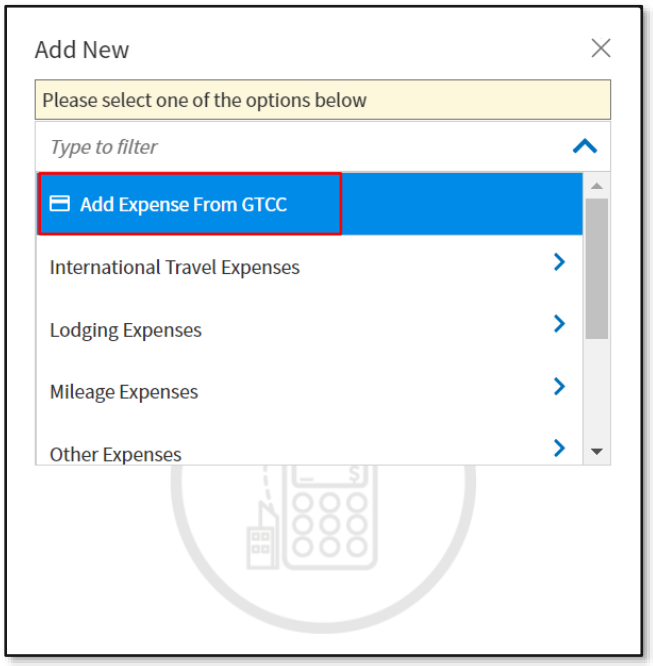


Figure 3-20: Add New Screen

- On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 3-21).

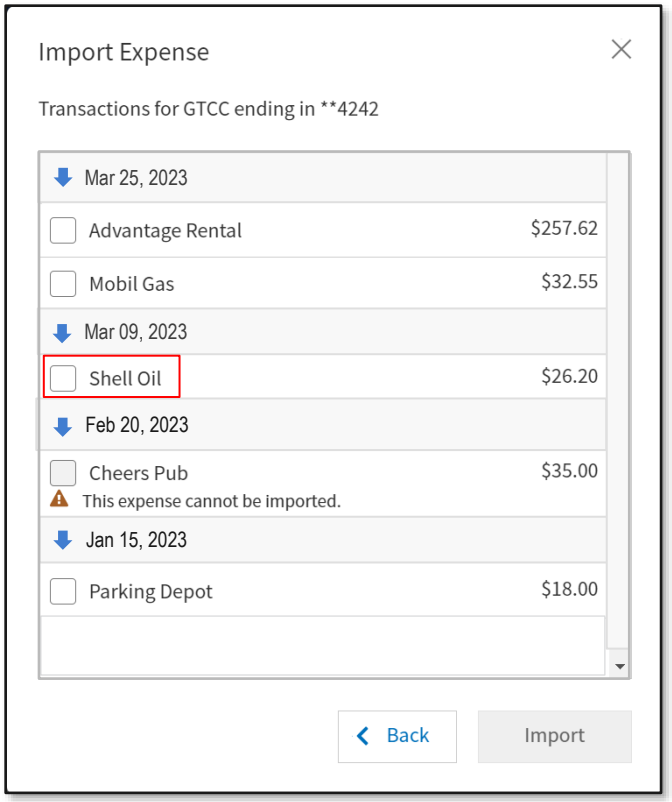


Figure 3-21: Import Expense

- Use the drop-down menu to select an expense category and then specific expense type (e.g., **Rental Car – Fuel**) as shown in Figure 3-22.

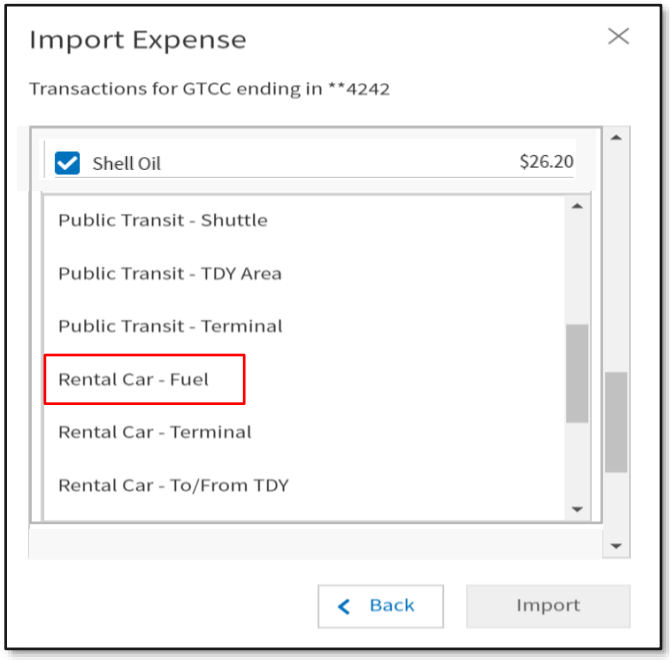


Figure 3-22: Import Expense Screen – Rental Car Fuel

- Select **Import**. The **Enter Expenses** screen updates with the imported expenses appearing in a list. You should scroll through the list and determine which reimbursable charges to import into your voucher. **Note**: Not all expenses you see in the list should be imported into the **Expenses** module. An example is meal transactions. Based upon the TDY location, you receive a per diem rate allowance to cover your allotted food costs.

4. Replicate an expense.

- Begin on the **Enter Expenses** screen and locate the expense entry. Select **options** (3-dots icon). The window expands.
- Select **Duplicate Expense** (Figure 3-23, Indicator 1). The **Add Duplicate** window appears (Figure 3-23).

Figure 3-23: Duplicate Expense Option

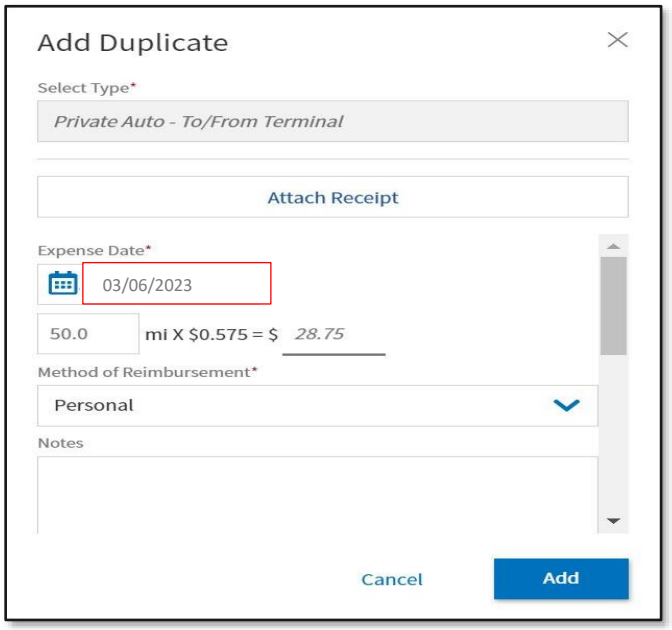


Figure 3-24: Add Duplicate Screen

- Enter the date to replicate the expense.
- (Optional) Add **Notes**.
- Select **Add** to save the entry. The **Enter Expenses** screen updates reflecting the recorded item in the expenses listing.

5. Remove an expense.

- Begin on the **Enter Expenses** screen and locate the expense entry. Select **options** (3-dots icon). The window expands.
- Select **Delete Expense** (Figure 3-25, Indicator 1). A **Delete Expense** window opens.

Figure 3-25: Delete Expense Option

- Select **Delete** to remove the expense. The expense is no longer in DTS.

Key Note: If you made lodging reservations using DTS or even reservations made outside the system, you may attach your lodging receipt to the lodging entry, which identifies the daily per diem for your TDY location. However, you do not manually enter the lodging cost under **Enter Expenses** when TDY to a single location. Double entry for lodging will cause an overpayment. Update your lodging cost for your trip in the **Per Diem** module (see Section 4).

4.3 Attaching Files and Substantiating Documents

The **Enter Expenses** screen permits attaching documents that support your travel claim. Types of documents, which you may need to include in the voucher:

- Approval for Travel Memo
- *Constructed Travel Worksheet (CTW)
- Approval for other than economy/coach class travel
- Leave form
- **DD Form 1351-2 (for Non-DTS Entry Agents)

You can attach files to your expenses or **Documents** by using the **Details** or **Import a PDF** feature. DTS converts PDF documents to images during upload and **Drag And Drop** processes to improve the file quality; however, you can still select to upload a PDF version for signed memorandums.

***Key Note 1:** Certain expense selections such as **Mileage**, **Private Auto – To/From TDY** requires you to complete a **Constructed Travel Worksheet (CTW)**. A message appears if the expense warrants the CTW. Available on the DTMO website is the information paper, *Introduction to Constructed Travel* which provides some constructed travel examples.

You can access a CTW in a document by navigating to the **Other Auths and Pre Audits** screen and select the **Constructed Travel Worksheet** link when an expense warrants one. You can also obtain worksheets from the *Constructed Travel Worksheet (CTW) Home* page.

- The *Pre-Travel Worksheet (PDF)* for an authorization and *guide*.
- The *Post-Travel Worksheet (PDF)* for a voucher and *guide*.

Note: If you try to download the worksheet and open it using Chrome without saving it first, you may receive a "Please wait" message that does not resolve. This situation is specific to the Chrome browser and not a problem with the actual CTW file. **To resolve**: Save and open the file from the saved folder location.

****Key Note 2:** DTS requires an attached DD 1351-2 be included in the voucher before the Non-DTS Entry Agent (NDEA) can stamp the voucher T-Entered for a traveler's payment. If the NDEA applies the T-Entered stamp without an attached DD 1351-2, an **AUDIT FAIL** occurs during the signing process, causing a hard stop. The NDEA must return to the **Enter Expenses** screen and **Add** the required record.

1. **Attach** a receipt to an entered expense.
   - Begin on the **Enter Expenses** screen and locate the expense item. Select **Details** (Indicator 1). The window opens (Figure 3-26).
   - On the right side of the entry, you can **browse**, **Drag And Drop**, or select the **+** sign to add a receipt (Indicator 2).

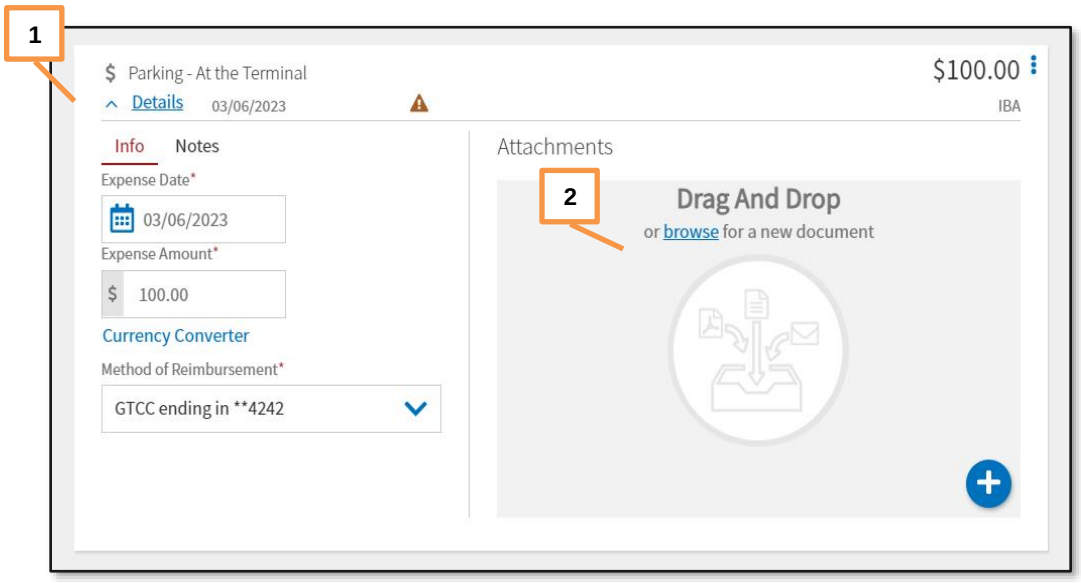


Figure 3-26: Details Screen

- Choose one of the attachment options to locate the file to upload**.** The **Attach Document** window opens displaying the file (Figure 3-27).

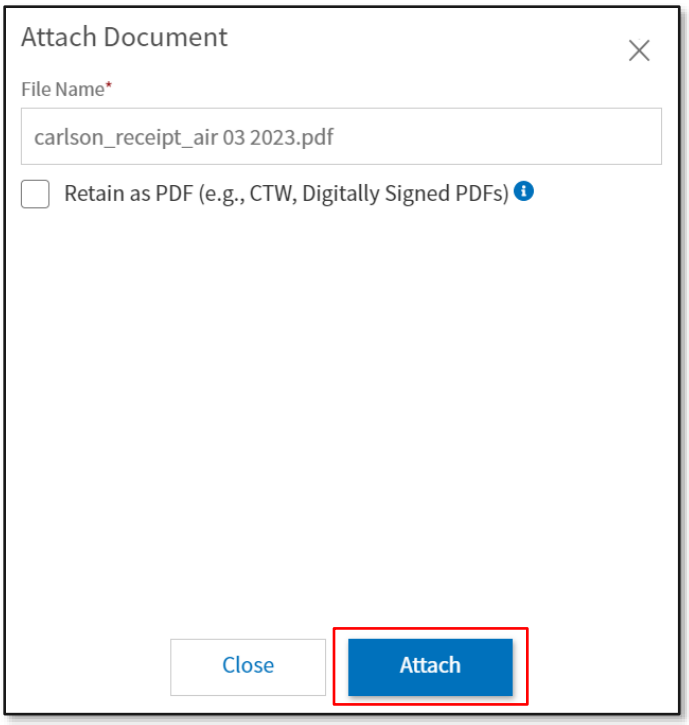


Figure 3-27: Attach Document

  - Select **Attach** at the bottom of the page to advance (Figure 3-27). The file appears in the **Attachments** area (Figure 3-28). When it does, you will see the receipt and number of **Attachments**.

    Icons on the screen that you can use, include:

    - **Trash can** (Indicator 1)

- **Rotate Left** (Indicator 2)
- **Rotate Right** (Indicator 3)
- **Zoom In** (Indicator 4)
- **Zoom Out** (Indicator 5)
- **+** sign (Add) (Indicator 6)
- **Download all Attachments** (Indicator 7)

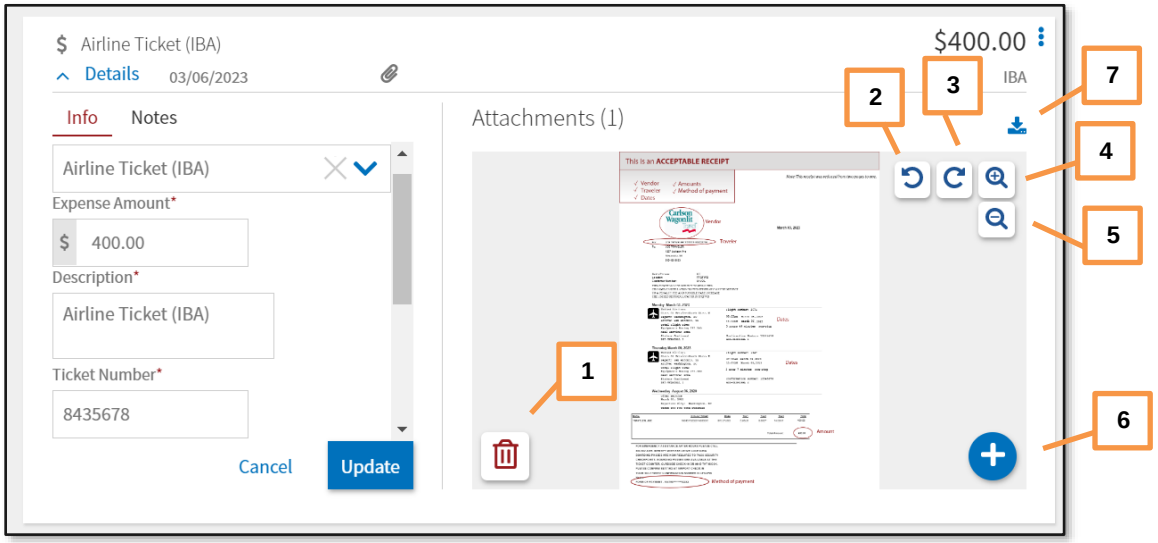


Figure 3-28: Details - Attachments

- Select expense **Details** again to close the window. The **Enter Expenses** screen updates reflecting the expense item, cost change, and paper clip icon for attachment (Figure 3-29).

Figure 3-29: Enter Expenses Screen

DTS provides an option to **Import a PDF**. When you import files into the voucher, (e.g., memos, leave forms, DD 1351-2) you must attach each one to a specific expense or to **Documents**. If you attach files, but do not associate the record to an expense, DTS provides an information message (Figure 3-30, Indicator 2).

2. **Import a PDF** to attach.

- Begin on the **Enter Expense**s screen and select the **Import a PDF** icon (Figure 3-30, Indicator 1). The **Import PDF** window (Figure 3-31) opens.

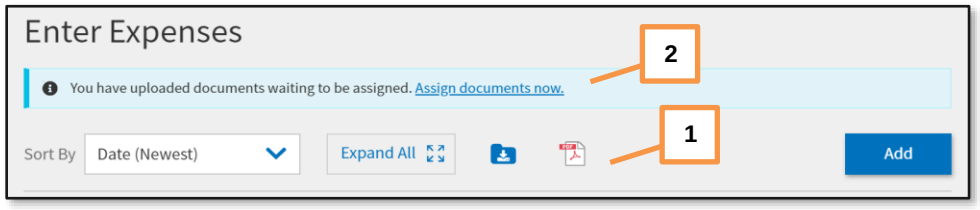


Figure 3-30: Enter Expenses Screen

- **Browse** for the file you need attach. The file appears in **Select a PDF file***.
- Choose **Select** at the bottom of the screen (Figure 3-31) to proceed.

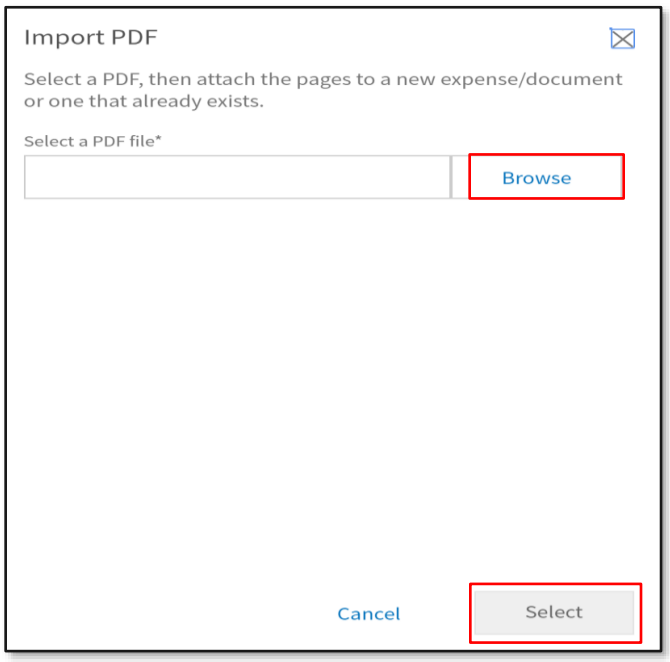


Figure 3-31: Import PDF Screen

- The **Import PDF** window appears (Figure 3-32). Check the box (Indicator 1) and then select **Next** (Indicator 2) to advance. The list of expense types appears (Figure 3-33).

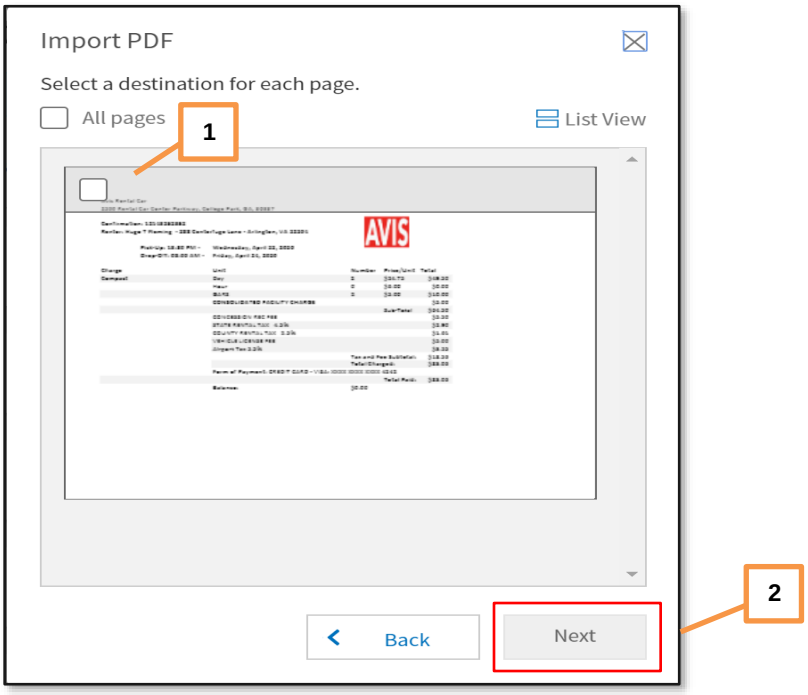


Figure 3-32: Import PDF Screen – Rental Car Receipt

- 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.

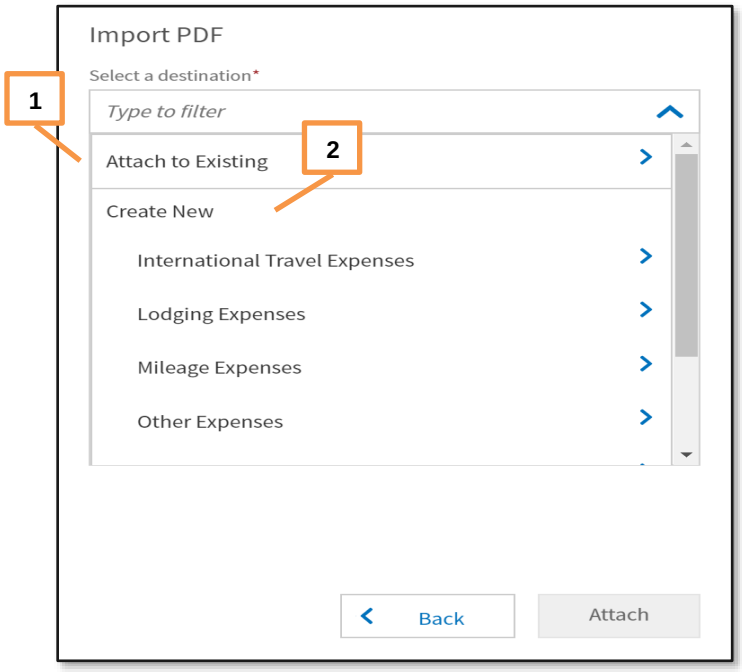


Figure 3-33: Import PDF Screen - Attach file to Expense

- Select the expense you want to associate the file to (Figure 3-34) or enter the expense details and select **Attach**. The **Import PDF** screen updates reflecting receipt **Attached** (Figure 3-35).

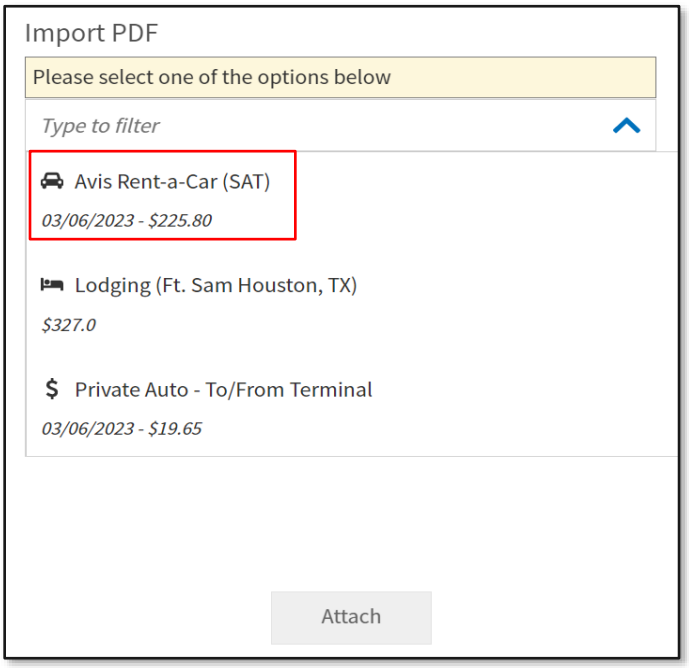


Figure 3-34: Import PDF Screen – With Rental Car Expense

- Select **Done** to exit the window. The **Enter Expenses** screen updates reflecting the expense item with the paper clip icon showing an attached file (Figure 3-36).

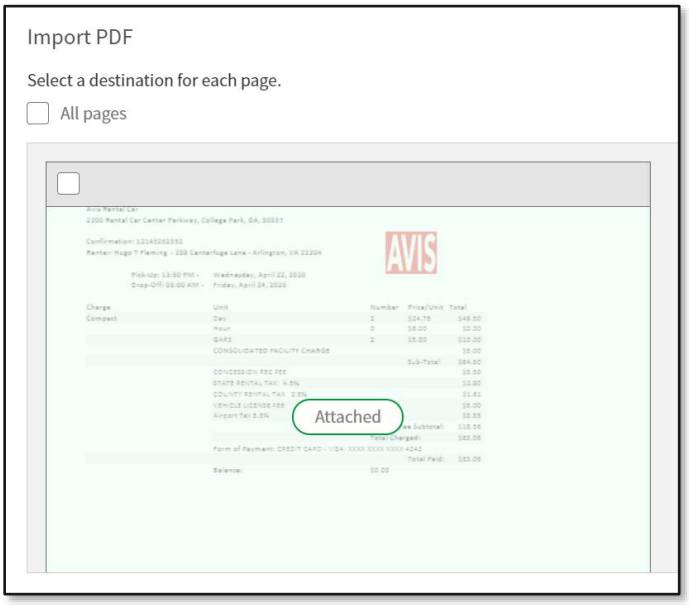


Figure 3-35: Import PDF Screen - Attached

Figure 3-36: Enter Expenses Screen

As mentioned above in the **Import a PDF** section, DTS provides an information message when you have unattached documents (Figure 3-37) for your trip. You need to either attach the files or remove them from the voucher.

3. **Assign documents now** message.

- Begin on the **Enter Expenses** screen and in the message row select the link. The **Assign Documents** widow appears (Figure 3-38).

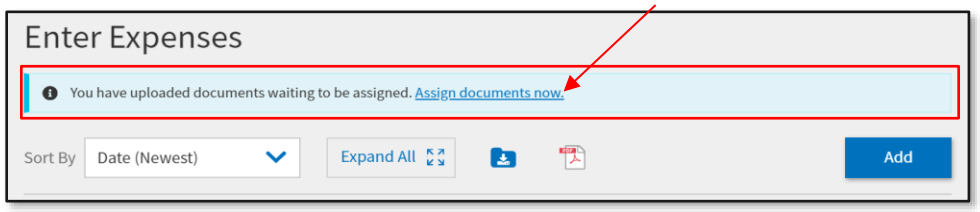


Figure 3-37: Enter Expenses – Assign Documents Message

- You can view the data in **Grid View** or **List View** (Figure 3-38, Indicator 1).

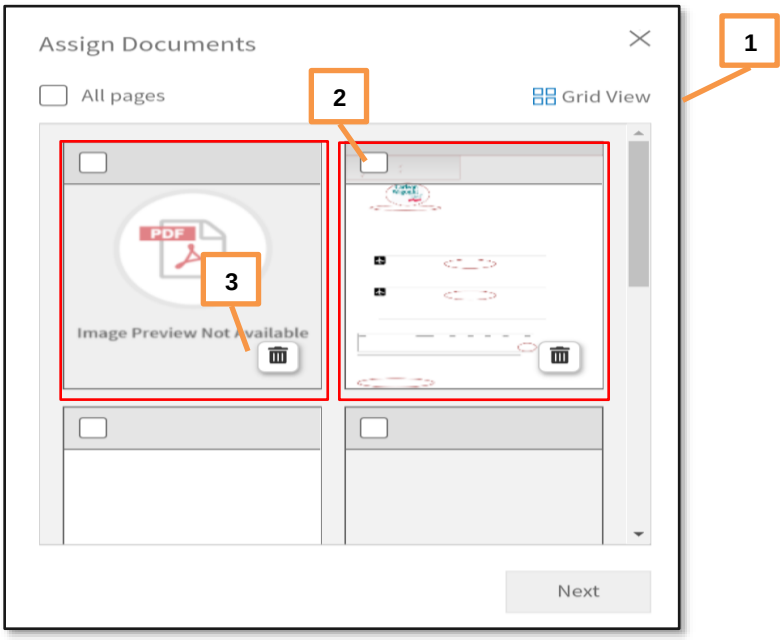


Figure 3-38: Assign Documents Screen (Grid View)

- Review the pages to determine if you need to assign the pages or remove.
  - To attach a file to an expense:
    - Check a box (Figure 38, Indicator 2) for a document.
    - Select **Next**.
    - Process through the **Import PDF** screens.
    - Select **Done** on the final screen.
  - To remove a file:
    - Select the trash can icon (Figure 38, Indicator 3). A **Delete Attachment** message appears.

- Select **Delete**.

- When you have attached or removed all unassigned documents, the **Enter Expenses** screen updates and removes the message for unassigned documents (Figure 3-39).

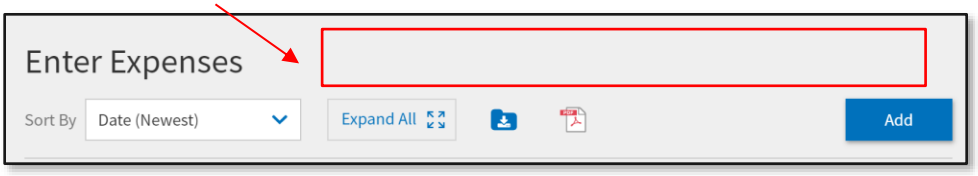


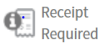
Figure 39: Enter Expenses Screen - No Message for Unassigned Documents

4.4 Expenses Screen Icons Explained

Table 3-2 explains the most common icons used on the **Enter Expenses** screen.

Table 3-2

Most Common Icons	
Icons Appearing in Area Headers	
	Select to show more information for an item
Icon Identifying Expense Types	
	Identifies Expense on the Progress Bar
	Identifies an Expense on Enter Expenses screen – Other than a Reservation Expense
	Flight Expense
	Rental Car Expense
	Lodging Expense
	Rail Expense
Icons for Attaching, Editing and Removing Documents	
	Select to Import a PDF and attach to an expense item. Available on the Enter Expenses screen.

	Use to Add a receipt or file under Details (expense item)
	Select to remove an attached document under Details (expense item)
	Download Attachments - Under Details, select to download record in an entry. You can also download all records (zip file) and on the Enter Expenses screen.
browse	Select to search for and attach a file under Details (expense item)
	Select to rotate an image right / left under Details (expense item)
	Select to zoom an image in / out under Details (expense item)
Icons Appearing in the Document Column	
	Expenses - warning required receipt is missing
N/A	Expenses – receipt not applicable
	Expenses - Number changes to show how many receipts attached. Select to choose one and view it.
	Attached file to an expense item
	Receipt Required icon for an expense. Displays under Review Trip screen.
Icons Appearing in the Actions Column	
	Icon appears for an entered expense. Select to duplicate or delete an expense item.

Chapter 5: Update Per Diem Information

The **Review Per Diem Amounts** screen (Figure 3-41) identifies the per diem allowances (daily lodging limits and Meals & Incidental Expenses [M&IE]) that the AO approved in your authorization. **Note:** On the **Enter Expenses** screen, you can select the **Lodging** quick access **option** to **Edit Per Diem** (Figure 3-40).

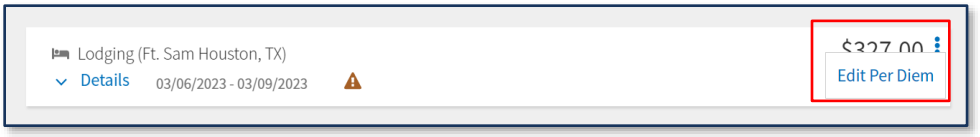


Figure 3-40: Lodging Option - Edit Per Diem

You can access the **Review Per Diem Amounts** screen at any time by selecting **Per Diem** from the **Progress Bar**.

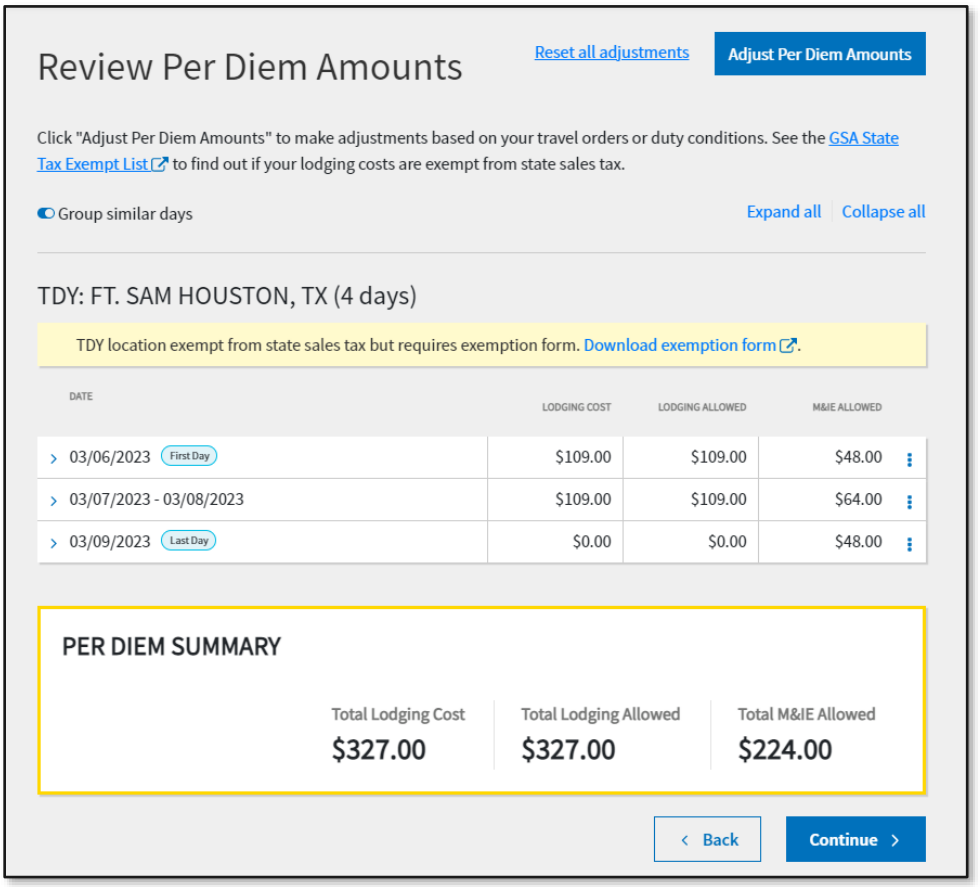


Figure 3-41: Per Diem Entitlements Screen

Available options for changing, adding, and deleting your per diem allowances and the explanations of those selections are the same on the voucher as on the authorization. See the *DTS Guide 2: Authorizations* for more details.

To modify the per diem entitlements you can choose **Adjust Per Diem Amounts** to make changes or **Ungroup** the days and select **options** (3-dots icon) and **Edit** to update the information.

Here is how to use the **Adjust Per Diem Amounts** feature:

1. Select **Adjust Per Diem Amounts**. The **Adjust Per Diem Amounts** screen displays.

2. Select the date range, then enter the updated information in the following sections:
    - Meals
    - Duty Conditions
    - Other Entitlements
    - Lodging Cost
3. Select **Save Adjustments**.

If several changes impact your per diem conditions, you may want to consider using **Reset**. The **Reset** link returns all options on the selected day to their initial default settings. You can then enter all necessary changes before saving them.

Chapter 6: Update Accounting Information

The **Accounting** module only contains the **Accounting** screen (Figure 3-42). You can use it to update incorrect Lines of Accounting (LOAs) that appear on your document.

6.1 Update LOAs

Open the **Accounting** module from the **Progress Bar**. As was true on the authorization, you should only make changes to this screen, if your organization allows you to do so.

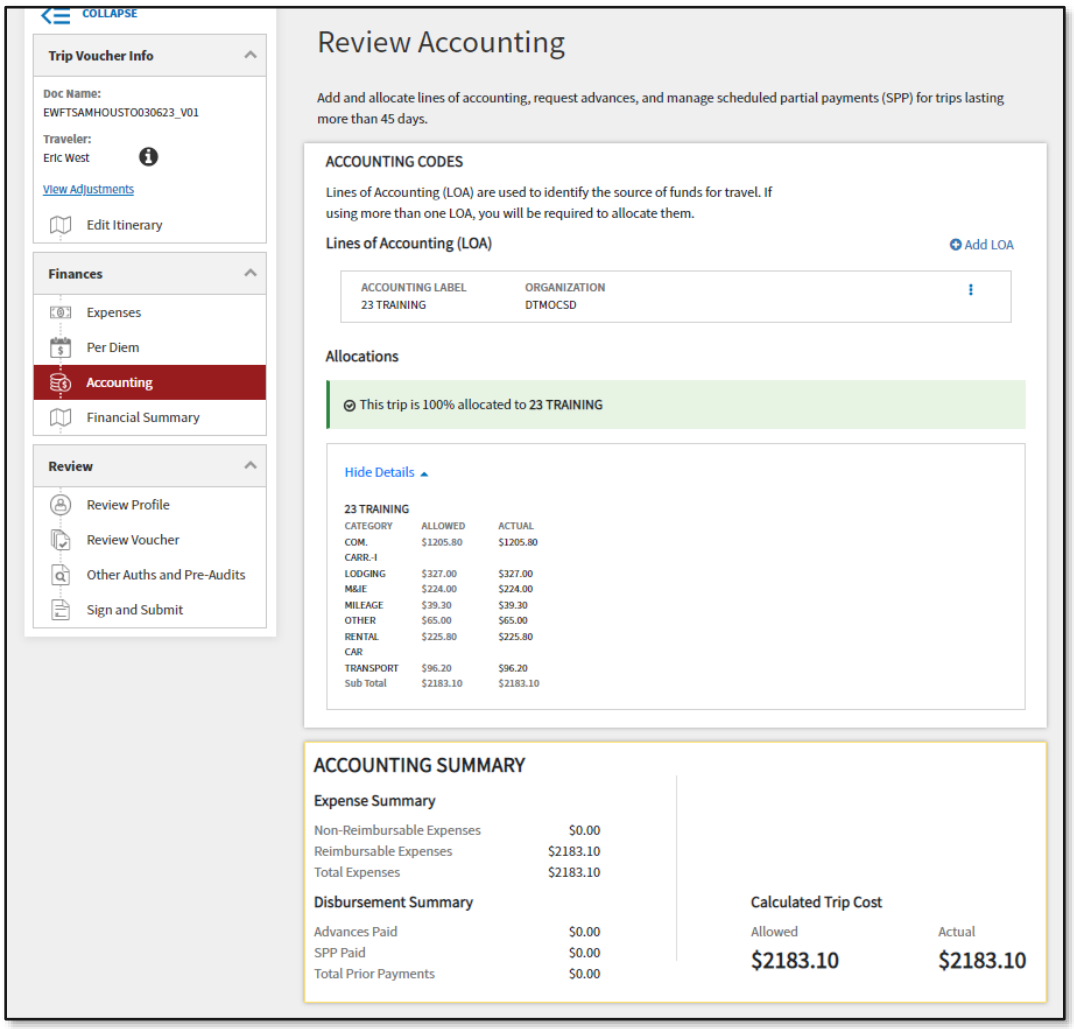


Figure 3-42: Accounting Codes Screen

- **Change a LOA:** The only change you should make to LOAs on a voucher is to remove invalid ones and add missing ones as described below.
- **Add a new LOA*:*** Select **Add LOA** and then select the missing LOA from the **From <organization>, Shared LOA**, or **Cross Org LOA** drop-down menu.
- **Delete a LOA*:*** Select the three vertical dots icon and then select **Remove** to delete an invalid LOA.

Note: If you require multiple LOAs to process the payment of your voucher, you must allocate your expenses as described in *DTS Guide 2: Authorizations*.

6.2 Review SPPs, Advances, and Accounting Summary

On the **Review Accounting** screen, under the *Accounting Summary* section (Figure 3-43), reflects summaries of any processed **SPP Paid** (**Partial Payments)** and **Advances Paid**. Also included in this section is **Calculated Trip Cost** of **Allowed** and **Actual** totals. None of these items offers any opportunity for you to make changes.

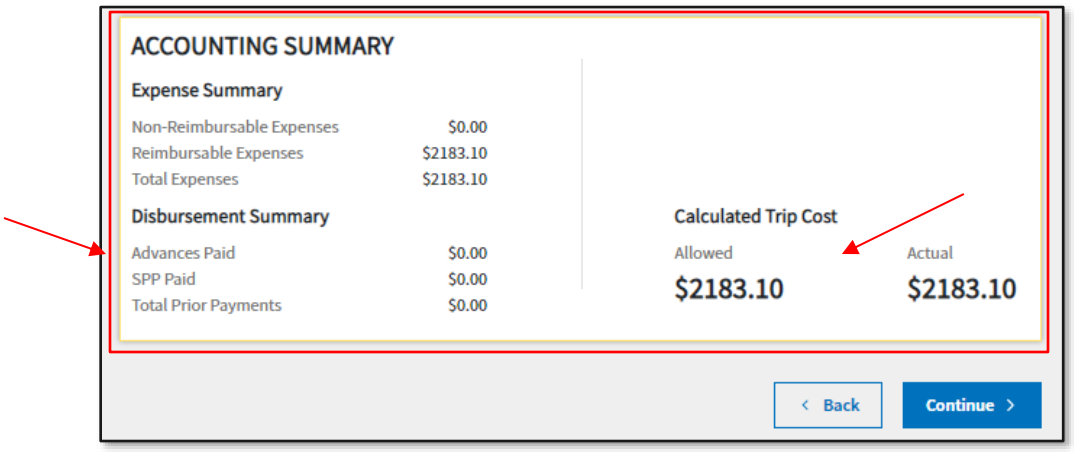


Figure 3-43: Accounting Summary Section - Accounting Codes Screen

Once you finish reviewing the page, select **Continue** to advance.

Chapter 7: Update Split Disbursements

The **Review Financial Summary** screen (Figure 3-44) displays the financial aspects of your trip.

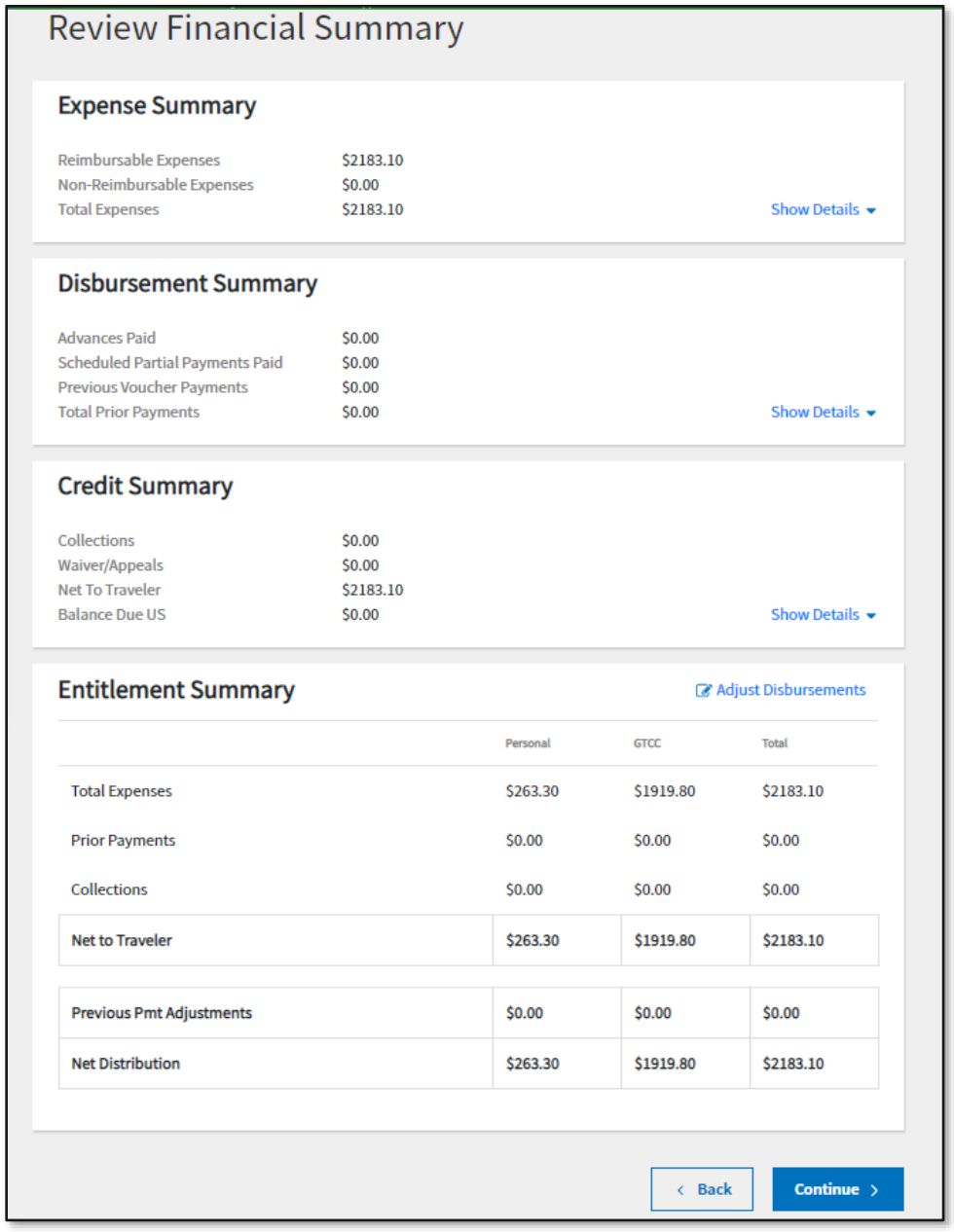


Figure 3-44: Review Financial Summary Screen

Review the information carefully. **Note**: There are four sections, only one allows you to make updates.

- **Expense Summary:** Provides the total of all expenses on the voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., items charged to a CBA).
- **Disbursement Summary:** Shows the total of all payments you have received or ones in process and breaks them down by advances, partial payments, and payments made against previous filed vouchers.

- **Credit Summary:** Supplies information about debts – the total reimbursement you are due to receive, any amount you were overpaid, and any collections or waivers used to help pay off the debt.
- **Entitlement Summary**: This section shows the split disbursement amounts DTS calculated based on your trip entries. The categorized amounts and totals in this section show past and future payments to your bank account (**Personal**) and to (**GTCC**). To change the currently listed split disbursement amounts, select **Adjust Disbursements**. The **Adjust Disbursements** screen (Figure 3-45) opens.

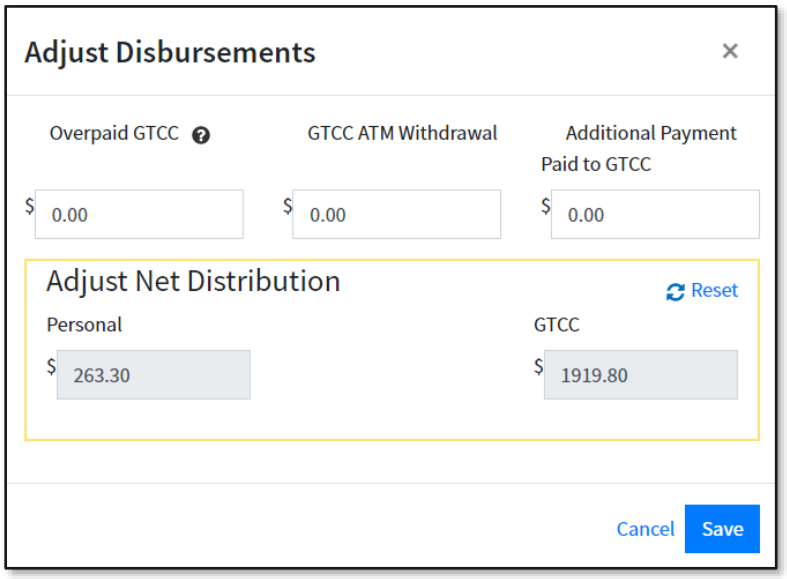


Figure 3-45: Adjust Disbursements Screen

Use the fields at the top of the screen to adjust the split disbursement amounts. The distribution amounts in the yellow border automatically adjust as you make changes in the following three areas:

- **Overpaid GTCC:** If you overpaid your GTCC account, enter the amount of the overpayment. DTS redirects that amount to your personal bank account to balance the overpayment.
- **GTCC ATM Withdrawal:** If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew (not the ATM fee). DTS redirects funds to the GTCC vendor to repay that amount.
- **Additional Payment Paid to GTCC:** If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meals), enter the total amount here. DTS redirects funds to the GTCC vendor to repay that amount.

⚠ Once all expenses you charged to your GTCC hit your GTCC account, ensure the total listed as the net distribution to GTCC matches the amount the GTCC vendor says you owe for this trip. Paying the correct amount to the GTCC vendor helps prevent payment delinquencies in your charge card account.

Chapter 8: Review Module

The **Review** module contains the same four screens as the authorization except the document type is **Review Voucher**. If you need to check your profile, see Section 8.1 below. If not, skip to Section 8.2 **Review Trip Voucher** screen.

8.1 Review Profile Screen

If you need to update your profile (i.e., GTCC, EFT or email address) on the voucher, select **Open Profile**. You use the same steps described in *DTS Guide 2: Authorizations* to make profile changes. You can save the data for the single document or **Update Permanent Profile**.

8.2 Review Trip Voucher Screen

Select **Review Voucher** at any time from the **Progress Bar**. The **Review Trip Voucher** screen is a long page displaying all the voucher data (Figures 3-46 a, b, c, d, and e). You should carefully check for errors before you sign the voucher. The **Go to <module>** links appear in key locations of the **Review Trip Voucher** screen, so you can modify any entries that are incorrect. After you complete the review, select **Continue** to proceed.

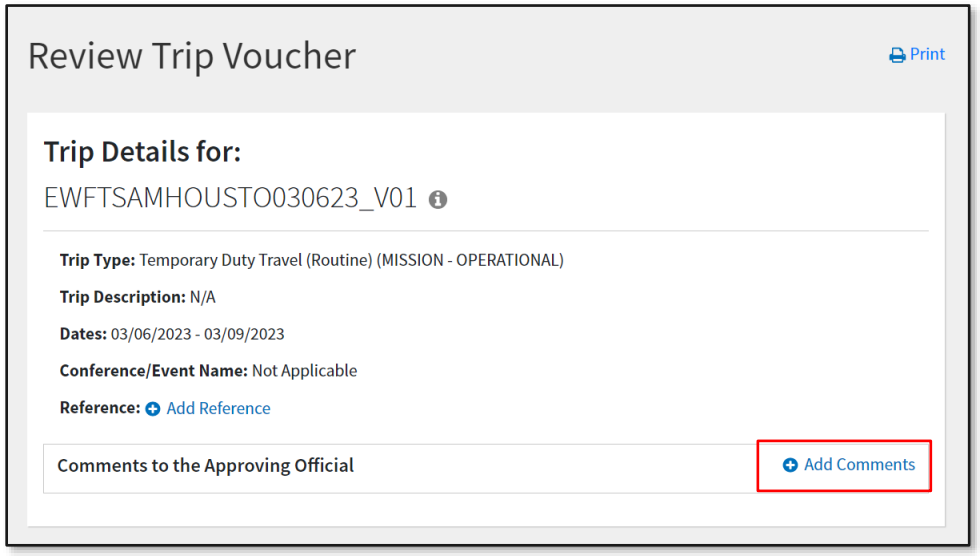


Figure 3-46a: Review Trip Voucher Screen (Trip Details)

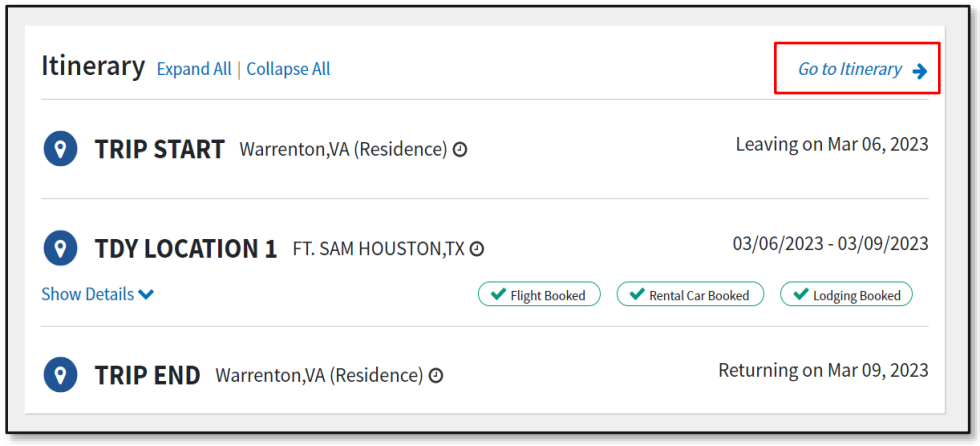


Figure 3-46b: Review Trip Voucher Screen (Itinerary)

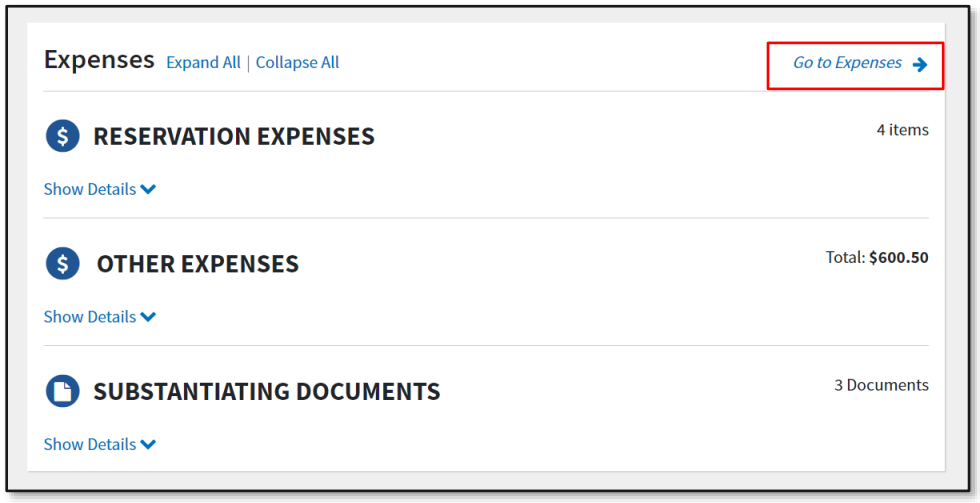


Figure 3-46c: Review Trip Voucher Screen (Expenses)

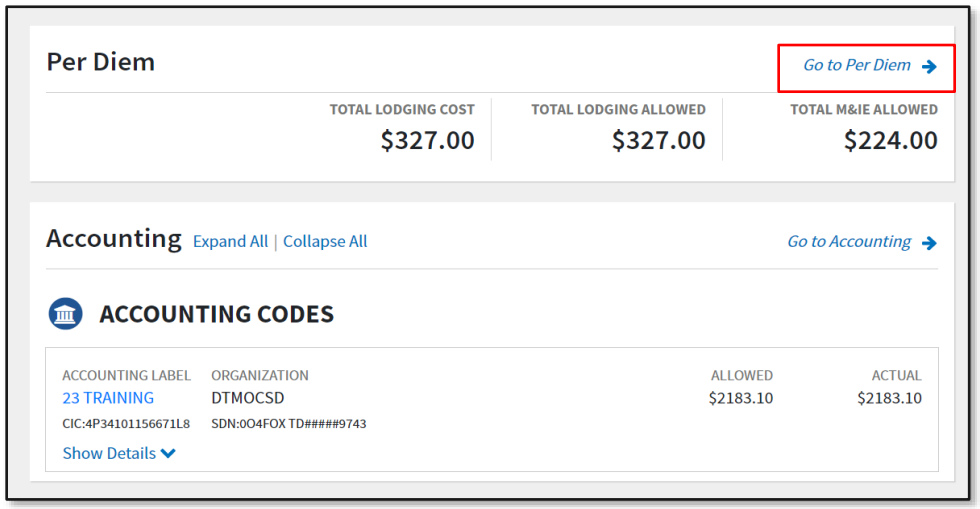


Figure 3-46d: Review Trip Voucher Screen (Per Diem & Accounting)

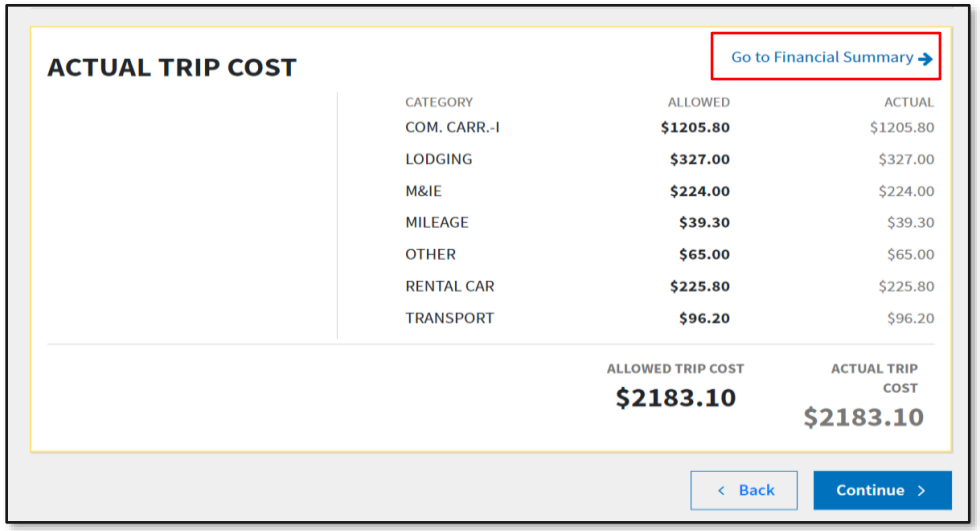


Figure 3-46e: Review Trip Voucher Screen (Actual Trip Cost)

8.3 Other Auths and Pre Audits Screen

You can access **Other Auths and Pre-Audits** and **Sign and Submit** from the **Progress Bar** at any time. Although, before DTS will let you sign the voucher, you must visit the screens in the order listed:

1. **Other Auths and Pre Audits**
2. **Digital Signature**

If you don't open those screens in the correct order, DTS sends you back to the **Other Auths and Pre Audits** screen to try again.

Three sections appear on the **Other Auths and Pre Audits** screen (Figure 3-47):

1. **Other Authorizations** show official remarks added to a travel document. Since you rarely need printed travel documents after the trip, you almost never have to make changes in this section. However, you can make changes if necessary, using the same processes you used to make the entries in the authorization**.** Examples: **Baggage – Excess,** and **Non Compact Car Authorized.**
2. **Pre-Audit** displays items that DTS has flagged because they exceed established cost thresholds or may be outside of DoD travel policy. DTS copied them – along with their **Reason Codes** and **justifications** – from the authorization. It also added new items you triggered by making changes on the voucher, such as N**on-Contract Airfare** or changing split disbursement amounts. You must provide appropriate justifications for all new-flagged items before the AO may approve the voucher. You can learn more about **Reason Codes** in the *DTA Manual, Appendix K*.
3. **ADVISORIES** point out items that changed (e.g., personal profile) and items you may have forgotten (e.g., **Rental Car – Fuel**). **Note**: Many **ADVISORIES** are information only.

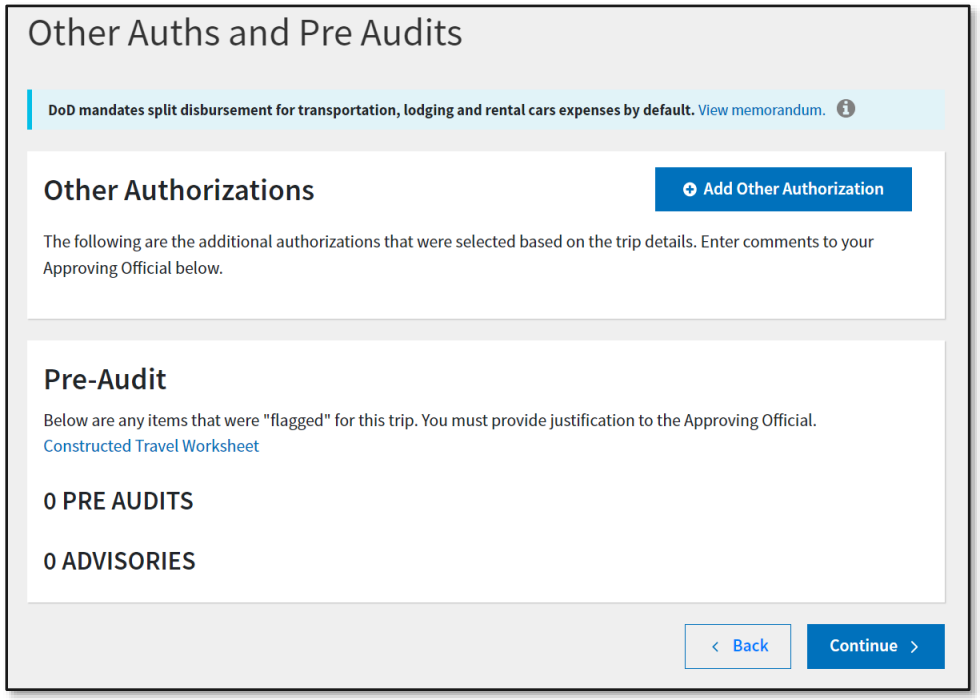


Figure 3-47: Other Auths and Pre Audits Screen

8.4 Digital Signature Screen

The **Digital Signature** screen (Figure 3-48) allows you to sign the document and tracks its progress through the approval process.

To sign the voucher:

1. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document**.
2. (Optional) Choose a different **ROUTING LIST** under the drop-down menu.
3. (Optional) **Add comments** to the AO.
4. Select **Submit Completed Document**.

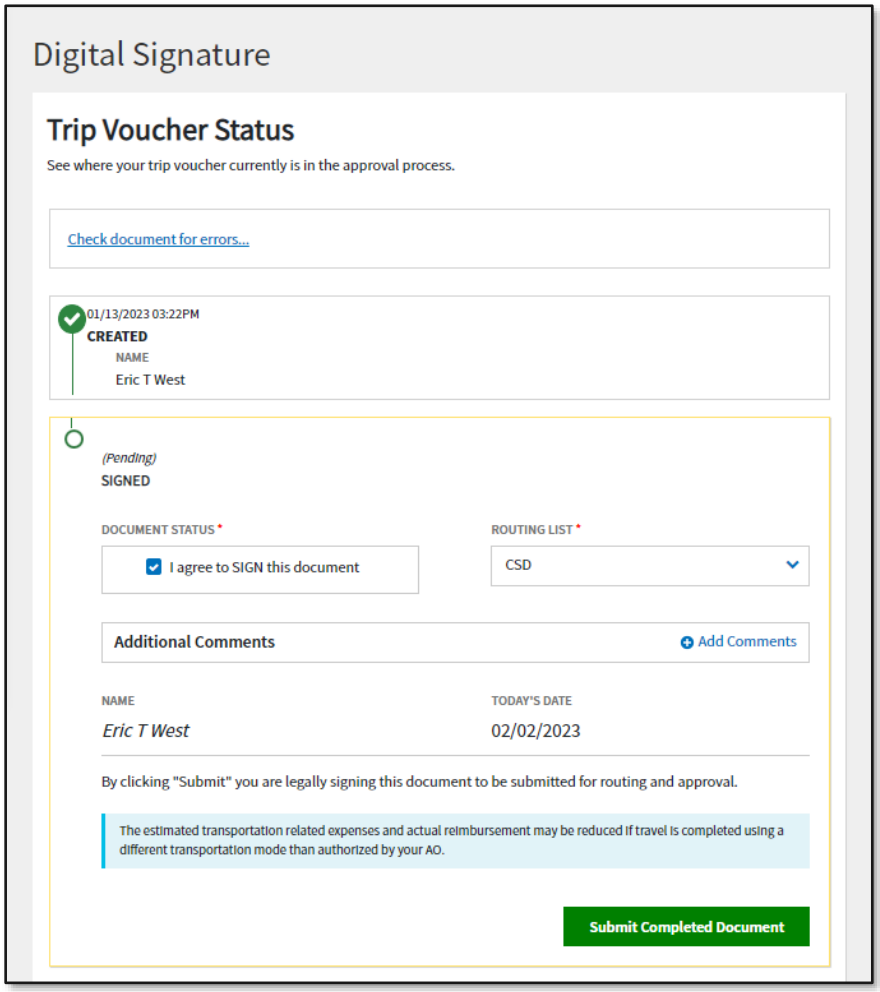


Figure 3-48: Digital Signature Screen

Key Note 1: DTS requires you to attach a receipt for all lodging and any expense of $75.00 or more. When a required receipt is missing, DTS generates an **AUDIT FAIL** message during the signing process causing a hard stop (Figure 3-49).

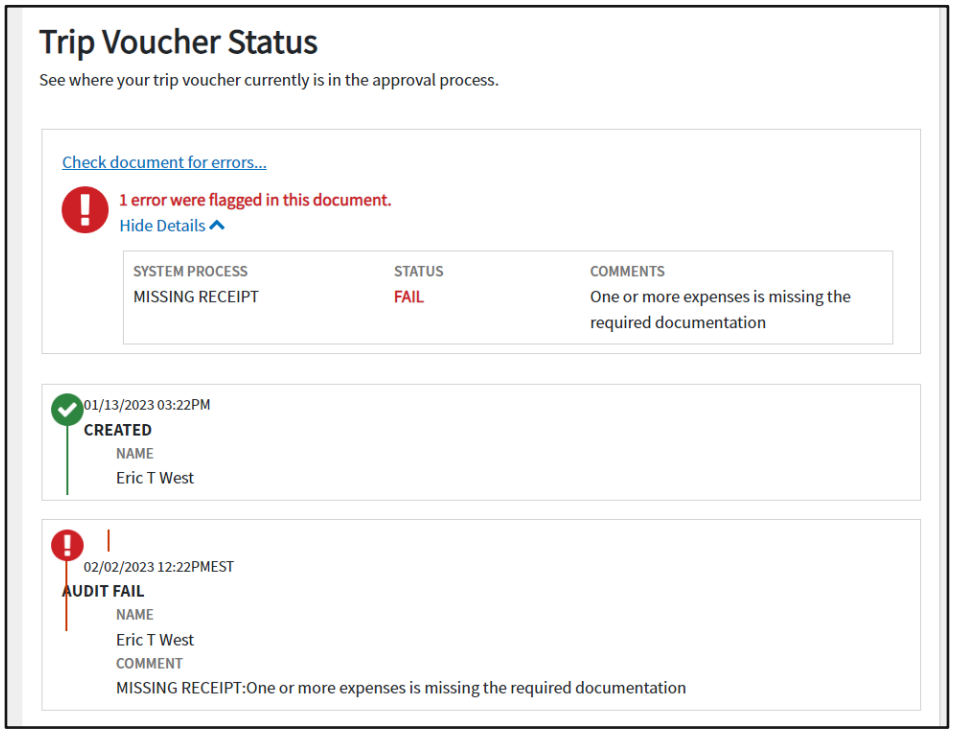


Figure 3-49: Audit Fail Message – Missing Receipt

Key Note 2: DTS requires an attached DD 1351-2 be included in the voucher before the NDEA can stamp the document T-Entered on behalf of traveler to process a payment. When a DD 1351-2 is missing from the voucher, DTS generates an **AUDIT FAIL** during the T-Enter process causing a hard stop (Figure 3-50).

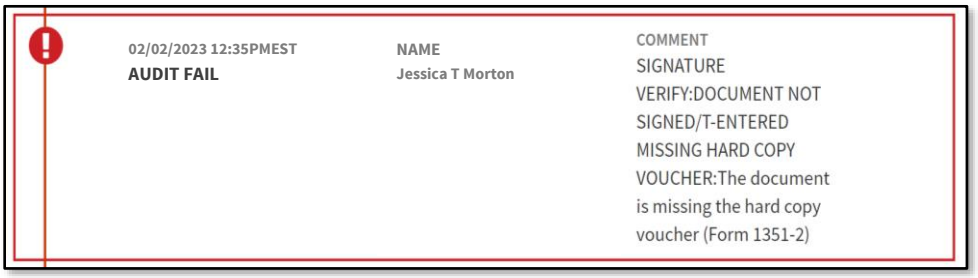


Figure 3-50: Audit Fail Message – Missing DD 1351-2

If you receive an **AUDIT FAIL** message for a missing document, return to the **Enter Expenses** screen and **Add t**he required record. After attaching the file, proceed to the **Other Auths and Pre Audit** page, justify any flags, and then advance to the **Digital Signature** page to stamp the voucher.

Once you sign the voucher, you do see additional screens (Figure 3-51).

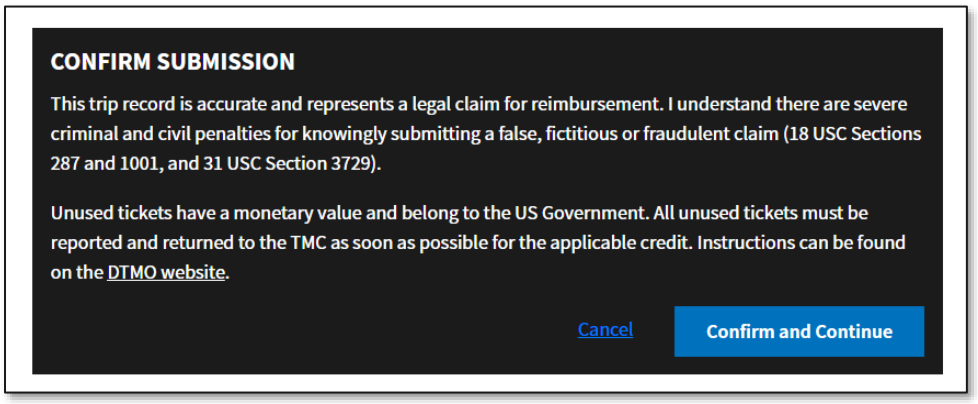


Figure 3-51: Confirm Submission Screen

The **Confirm Submission** screen provides a way for you to validate that:

- You are submitting a valid claim and you understand there are legal penalties for knowingly submitting a false claim.
- You understand that you must return any unused paper tickets to the Government.

After you select **Confirm and Continue**, DTS acknowledges a successful submission and begins the routing process (Figure 3-52). You should receive payment for your claim within 72 hours after AO approval.

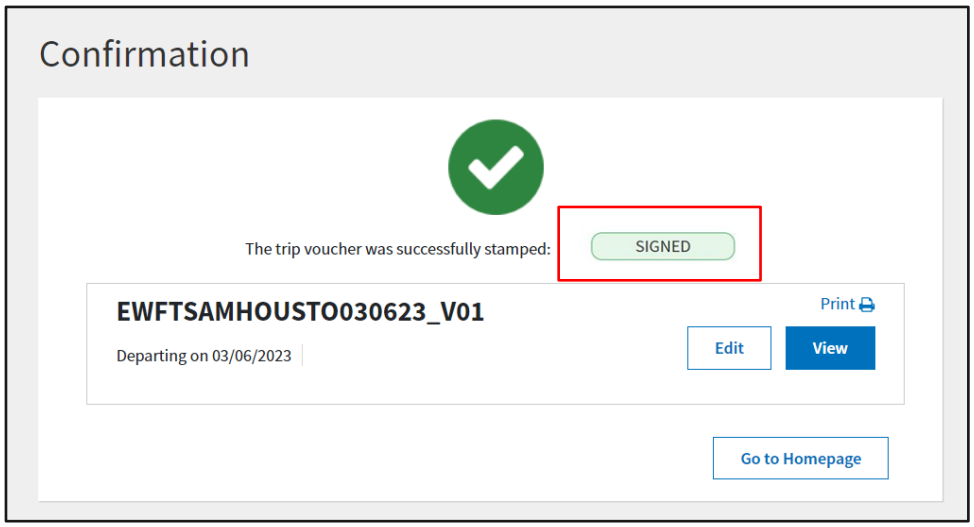


Figure 3-52: Confirmation Message

Chapter 9: Additional Resources

9.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS *Component Representatives*. Also available by selecting the *Contacts: DTS Service/Agency Offices* link at the bottom, left side of the *DTS Home* page.

9.2 Helpful References

Travel Explorer (TraX) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the *Training Search Tool*.

GUIDES & MANUALS	
Title	**URL**
DTS Guide 1: Getting Started	https://https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF

OTHER RESOURCES	
Title	**URL**
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export Trifold Information Paper	Trifold: https://https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF

OTHER RESOURCES	
Title	**URL**
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
Renewal Agreement Travel Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
*Constructed Travel Worksheet (CTW) Home page Pre-Travel and Post-Travel Worksheets: Pre-Travel and Post-Travel Worksheet Guides Information Paper	CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/ Pre-Travel Worksheet: https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip Post-Travel Worksheet: https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip Pre-Travel Guide: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF Post-Travel Guide: https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF
*Cancellation Procedures Trifold	Trifold:

OTHER RESOURCES	
Title	**URL**
Information Paper	https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF Information Paper: https://https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
* Web-based training module is also available in *Travel Explorer (TraX)*	