

6 Per Diem Allowances


Itinerary Reservations Expenses **Per Diem** Accounting Additional Options Review/Sign

If any of your per diem allowances changed, select **Per Diem** at the top of the screen, 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.
4. Select **Save Adjustments**.

7 Lines of Accounting (LOAs)

Itinerary Reservations Expenses Per Diem **Accounting** Additional Options Review/Sign

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

If you need to change an LOA, select **Accounting** at the top of the screen, then:

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

8 Additional Options

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

Profile Payment Totals Partial Payments Advances

In the navigation bars, select **Additional Options**, then select:

1. **Profile** to edit your DTS personal profile.
2. **Payment Totals** to edit the split disbursement so the GTCC vendor receives the amount you owe. In the **Add'l GOVCC Amt** field, enter the amount of GTCC charges not separately reimbursed on the voucher (e.g., restaurant meals).

9 Review / Sign

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

- Preview Other Auths. Pre-Audit Digital Signature
1. Select **Review/Sign > Preview** in the navigation bars to review all the information in the voucher.
 2. If you find an error, select an **Edit** link to fix it.
 3. Select **Other Auths.** to update the additional authorizations or add **Remarks** to them, then select **Save and Proceed to Pre-Audits**.
 4. Review and justify all flagged items, then select **Save and Proceed To Digital Signature**.
 5. Ensure you **Submit this document** as **SIGNED**.
 6. Ensure the correct **Routing List** displays.
 7. (Optional) Enter **Additional Remarks** to the AO.
 8. Select **Submit Completed Document**.
 9. Acknowledge all pop-ups, and if prompted for your CAC **PIN**, enter it.

Change an Existing Voucher

- *Edit* a voucher you have not yet **SIGNED**.
- *Adjust* a voucher you have **SIGNED**, but the AO has not yet **APPROVED**.
- *Amend* a voucher the AO has **APPROVED**.

From the DTS Welcome screen, select **Official Travel > Vouchers**, then:

To edit a voucher:

1. Select **edit** next to a voucher. The voucher opens.
2. Make all necessary changes.
3. Sign the voucher (See Section 9).

To adjust a voucher:

1. Select **view/edit** next to a voucher.
2. Uncheck the **Open Document VIEW-ONLY** box, then select **OK**.
3. Enter your CAC **PIN**, then select **OK**.
4. Follow steps 2-3 under **"edit"** (above).

To amend a voucher:

1. Select **amend** next to a voucher.
2. Enter **Comments**, then select **OK**.
3. Follow Steps 2-3 under **"edit"** (above).

This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>.
Printed copies may be obsolete.



Create a DTS Voucher: Instructions for Travelers

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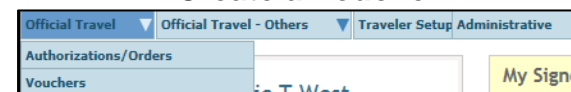
For more information, see DTS Guide 3: Vouchers at https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf.

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 estimated costs with actual trip costs.

Log On to DTS

1. Insert your 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 Voucher



1. On the DTS Welcome screen, select **Official Travel**, then **Vouchers**.
2. Select **Create New Voucher**. (Displays if you have an approved authorization.)
3. Select **create** next to an authorization. DTS creates the voucher using the information in the authorization. You only need to update that information to reflect actual events.

1

Itinerary



If any trip dates or locations changed, select **Itinerary** at the top of the screen, then:

1. Change the **Start Date** and/or **End Date**.
2. Use the **Edit** links under **Trip Summary** to add, remove, or change TDY locations, as well as the **Arriving On** and/or **Departing On** dates.
3. Select **Continue**.

Notes: Use step 3 to update each TDY location that changed (either 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 TDYs to an installation (Ft. Lee, VA), don't enter a nearby city (Petersburg, VA).


2

Air




If your flight information changed, select **Expenses** at the top of the screen, then:

To update the flight cost:

1. In the **Reservation Expenses** section, select the  icon next to the flight, update the flight data, and **Save** the changes. Updates appear in the **Other Expenses** section.

To delete a flight:

1. Select the  icon next to an air segment, then acknowledge the pop-up.

Add the cost of a new flight in the **Expenses** module. See Section 5.

3

Lodging



Note: Add CONUS hotel tax under the **Expenses** tab.

If your lodging information changed, select **Per Diem** at the top of the screen, then:

1. Select **Adjust Per Diem Amounts**.
2. Select the date or date range at the top of the pop-up screen, and the correct **Lodging Cost** at the bottom.
3. Select **Save Adjustments**.


4

Rental Car




If your rental car information changed, select **Expenses** at the top of the screen, then:

To update the rental car information:

In the **Reservation Expenses** section, select the  icon next to the rental car, update the car data, and **Save** the changes.

To delete a rental car:

1. Select the  icon next to the rental car entry, then acknowledge the pop-up.

Add the cost of a new rental car in the **Expenses** module. See Section 5.

5

Reimbursable Expenses



If any reimbursable expense information changed, select **Expenses** at the top of the screen, then:


To manually add an expense in the **Other Expenses** section:

1. In the header bar, select **Add Expense**.
2. In the pop-up window, select an expense type, complete all fields, and select **Save**.

To import a transaction into the **Other Expenses** section from your Government Travel Charge Card (GTCC) data:


1. Select the **Import from GTCC** link.
2. In the pop-up window, select an **Expense Type** for a transaction, and select **Import**.

To update expense information in the **Transportation Expenses** or **Other Expenses** sections:

1. Select the  icon next to an expense.
2. In the pop-up window, enter the correct data, then select **Save**.

Note: Updating air fare costs causes them to move from the **Transportation Expenses** section to the **Other Expenses** section.

To delete an expense:

1. Select the  icon, then acknowledge the pop-up.

Substantiating Documents

Attach Paper Documents

To create and attach an electronic image of a paper document to your voucher:

1. In the **Trip Workbook**, select the **Fax Cover Sheet** link, then print the cover sheet.
2. Follow the instructions on the cover sheet. Faxed images appear in the **Trip Workbook**.

Notes

1. Place the cover sheet on top of all other documents when faxing.
2. A cover sheet is unique to a specific voucher; use one for the correct voucher.

Upload Electronic Images

To upload an electronic image of a document into the **Trip Workbook** or the **Substantiating Documents** section:

- Select **Add File**, then follow the prompts –OR–
- Drag-and-drop the image from its current location onto the desired section.

Associate Receipts to an Expense

1. If multiple receipts are on one image, use the **Trip Workbook** to create a unique image for each receipt.
2. Drag-and-drop a receipt from the **Trip Workbook** onto an expense in the **Transportation Expenses** or **Other Expenses** section to associate the image with that expense.