Information Paper:

DTS My Expenses Screen For Travelers

Summary

Implementation date: August 11, 2017
A future implementation date indicates the functionality is subject to change.

The **My Expenses** screen (Figure 1) contains four major areas:

A. **Reservation Expenses**, which is outlined in purple
B. **Other Expenses**, which is outlined in red
C. **Substantiating Documents**, which is outlined in green
D. **Trip Workbook**, which is outlined in yellow

Each major screen area provides key information about the listed line items and contains icons that perform an action or provide information when selected. See below for descriptions of each area. Table 1, which appears after the area descriptions, explains the function of each icon.

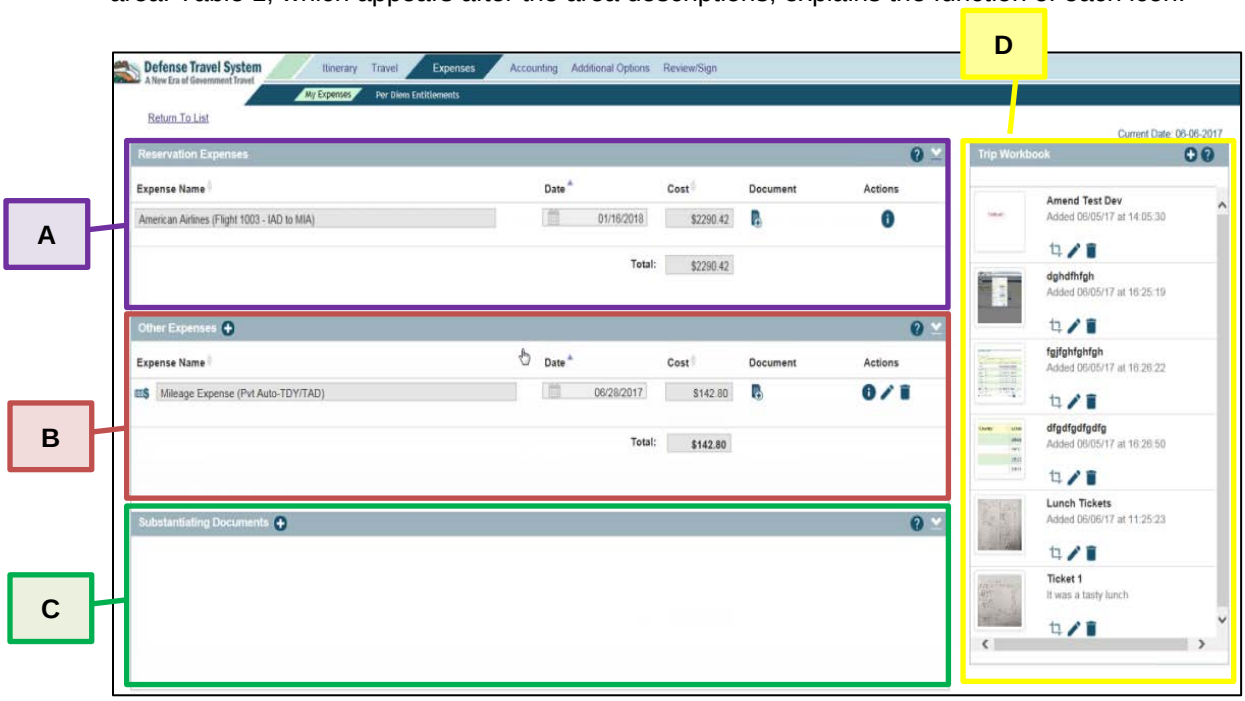

Figure 1: My Expenses Screen – Key Areas

For this information paper, "you" refers to a traveler; however, the actions described also apply to anyone who creates documents for you, e.g., Non-DTS Entry Agent, travel clerk.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Reservation Expenses Area

The **Reservation Expenses** area (Figures 2a & 2b) shows reimbursable expenses that you incurred by making reservations in DTS. These expenses automatically populate as separate line items. You cannot manually add an expense in the **Reservation Expenses** area in any document. You can only edit or delete expenses in vouchers.

The icons in this area allow you to:

- Display information about the area (see #1 in figures below)
- Hide the area when the area is displayed (#2)
  - Toggles to "Display the area" when the area is hidden (not shown in Figure)
- Identify the vendor by corporate logo (#3)
- Attach a substantiating document to an expense (#4)
- See that an expense requires a receipt (#5)
- See that one substantiating document is attached to an expense, and view it (#6)
- Identify the number of attached substantiating records (if 2 or more), and view them (#7)
- Remove an attached substantiating document (#8)
- Display additional information about an expense (#9)
- Edit an expense (#10)
- Delete an expense (#11)

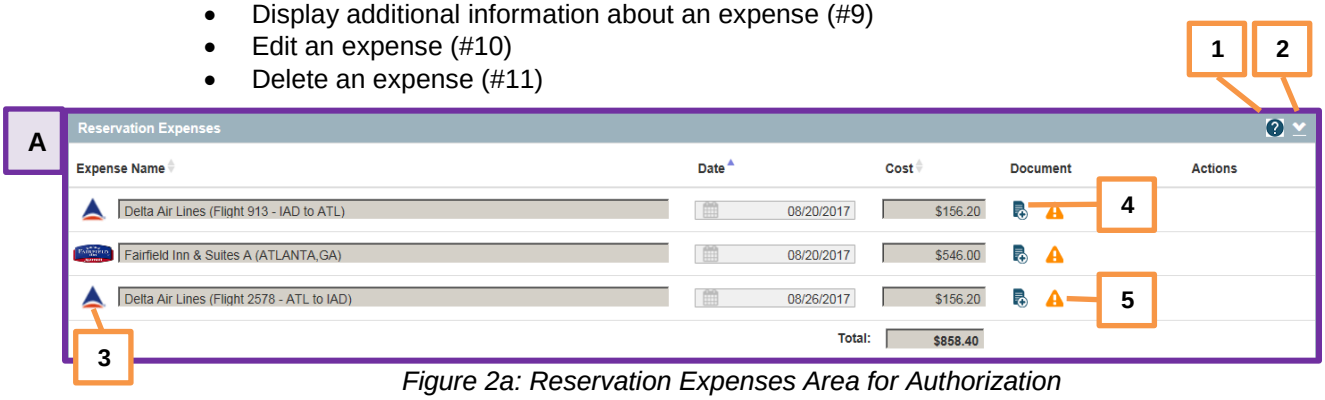

Figure 2a: Reservation Expenses Area for Authorization

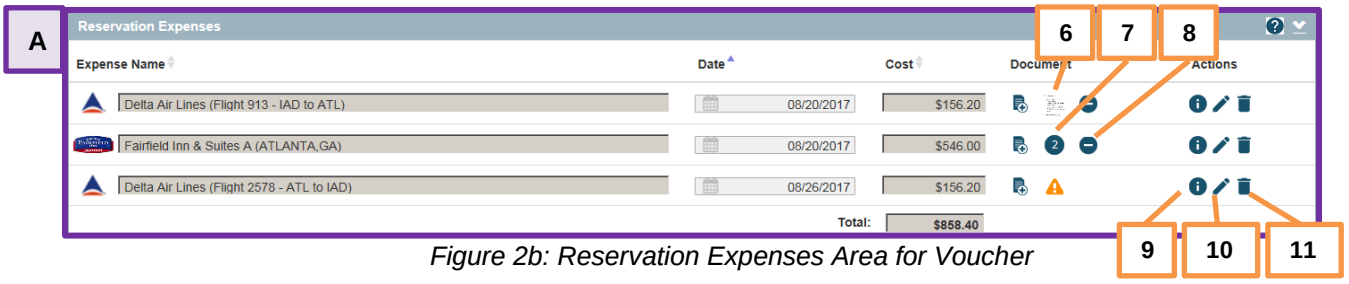

Figure 2b: Reservation Expenses Area for Voucher

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Other Expenses Area

The **Other Expenses** area (Figure 3) shows reimbursable expenses as separate line items. In an authorization, you must manually enter expenses. The voucher initially displays expenses from the approved authorization. On all documents, you can add, edit, or remove expenses as needed.

The icons (unnumbered items function as above) in this area allow you to:

- Add an expense manually (see #1 in figure below)
- Upload a Government Travel Charge Card (GTCC) expense (#2)
- Identify the expense type (#3):
  - **Mileage**: Expenses related to transportation for which you receive a mileage allowance (e.g., driving your own car or motorcycle)
  - **Non-mileage**: All reimbursable expenses not listed elsewhere
  - **Transportation Travel**: Expenses related to transportation for which you do not receive a mileage allowance (e.g., rental car)
  - **Ticketed**: Expenses related to ticketed transportation that aren't pulled from the DTS **Travel** module (e.g., Travel Management Company (TMC)* fees, commercial bus fares)

    ***Note**: DTS calls the TMC the "Commercial Travel Office" (CTO).
- Display information about, hide, or display the area
- See that an expense requires a receipt
- Attach a substantiating document to an expense, view it, or remove it
- Edit, delete, or display additional information about an expense

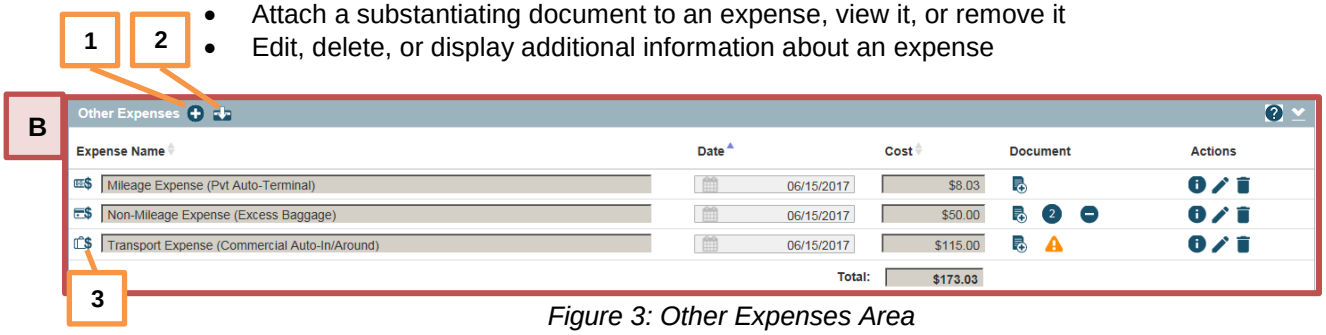

Figure 3: Other Expenses Area

Substantiating Documents Area

The **Substantiating Documents** area (Figure 4) contains electronic images of paper documents that you must attach to your travel document. Examples of documents you might attach in this area include, but aren't limited to leave forms, constructed travel worksheets, and special permissions for first-class travel or use of restricted airfares.

Items you add to the **Substantiating Documents** area also appear in the Trip Workbook, so you can crop them, if needed, before attaching them to an expense.

The icons in this area all function as described above. They allow you to:

- Display information about, hide, or display the area
- Add, edit, delete, or display information about a substantiating document
- View a substantiating document

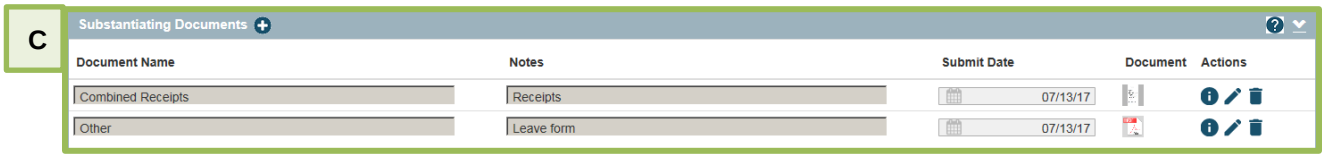

Figure 4: Substantiating Documents Area

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

Trip Workbook Area

The **Trip Workbook** (Figure 5) is a tool you can use to upload electronic images of paper documents. After uploading them, use the tools in the **Trip Workbook** to crop them before you attach them to individual expenses in the **Reservation Expenses** or **Other Expenses** areas. For example, if multiple receipts appear in one image, you can crop the image and save each receipt individually.

Important Note: Attaching images to individual expenses is very important because the **Trip Workbook** is only visible to people who are editing the document. Routing Officials (e.g., Reviewing Official, Authorizing Official) do not see the **Trip Workbook**. They only see the documents you upload to the **Substantiating Documents** area or attach to individual expenses in the **Reservation Expenses** or **Other Expenses** areas.

To move an image to or from the **Trip Workbook**, use the appropriate icons or drag-and-drop the image to the applicable line item. Both methods work equally well.

The tool accepts most image formats (e.g., .PNG, .GIF, .TIF, .JPG, .PDF), but does not accept .BMP files. It accepts .PDF, but you can't crop images that are in .PDF format. File size is limited to 2MB.

The icons in this area (unnumbered items function as above) allow you to:

- Enter the **Crop New File** screen (see #1 in figure below). The **Crop New File** screen (not pictured) lets you:
  - Crop an image
  - Move an image
  - Rotate an image
  - Zoom an image in or out
- Add an image into the area
- Display information about the area
- Edit or delete an image

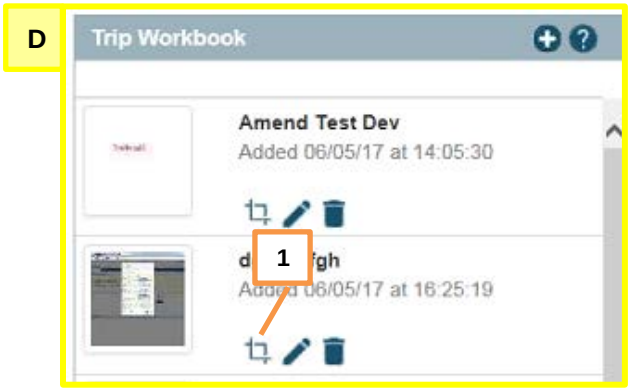

Figure 5: Trip Workbook

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.

What do the icons do?

The following table (Table 1) shows the icons that are available on the My Expenses screen, and briefly explains what each one does.

Icons in Area Headers		
	Select to show / hide the area (toggle)	
	Select to show information about the area	
	Select to add a new expense or substantiating document to the area	
	Select to import transaction details from your GTCC account	
Icons that Identify Other Expense Types (all are non-selectable)		
	Shows that the line item is a non-mileage expense	
	Shows that the line item is a mileage expense	
	Shows that the line item is a transportation travel expense	
	Shows that the line item is a ticketed expense	
Icons for Attaching Substantiating Documents to Expenses		
	Select to attach a new substantiating document to a line item	
	Shows that a required receipt is missing	Authorization – Reminder to save the receipt when you get it Voucher – Select to attach the receipt to the voucher
	Shows that a substantiating document is attached to the line item (thumbnail image) Select to view it	
	Shows that multiple substantiating documents are attached (number variable) Select to choose one and view it	
	Select to remove a substantiating document from the line item	
Icons For Manipulating Line Items and Images		
	Select to crop an image	In Trip Workbook – Opens the **Crop New File** pop-up In **Crop New File** pop-up – Displays the cropping tools
	Select to show information about the line item or image	
	Select to edit the line item or image	
	Select to delete an image	
	In **Crop New File** pop-up	Select to move an image within the frame
		Select to rotate an image clockwise / counter-clockwise
		Select to zoom an image in / out

Table 1: Icons and their Uses

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete.
Please check revision currency on the web prior to use.