

CHAPTER 4: VOUCHERS

A voucher records actual expenditures that you incur during TDY. Your voucher is pre-populated with information entered on your authorization; therefore you must have an approved authorization to create a voucher.

DTS allows you to create a voucher prior to or during your TDY travel, but you cannot sign the document until your travel is complete. It is DoD policy that you submit your travel voucher within five working days of returning from TDY.

*Travelers in this chapter are referenced as “you”.

This chapter covers the following topics:

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4.1 Create a Voucher

You can view and edit our own documents and personal information. If you have group access, you may view and edit other people's documents and information as well.

Follow the below steps to create a new voucher:

1. On the User Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.

The Vouchers screen opens (Figure 4-1). Your existing vouchers are shown here.

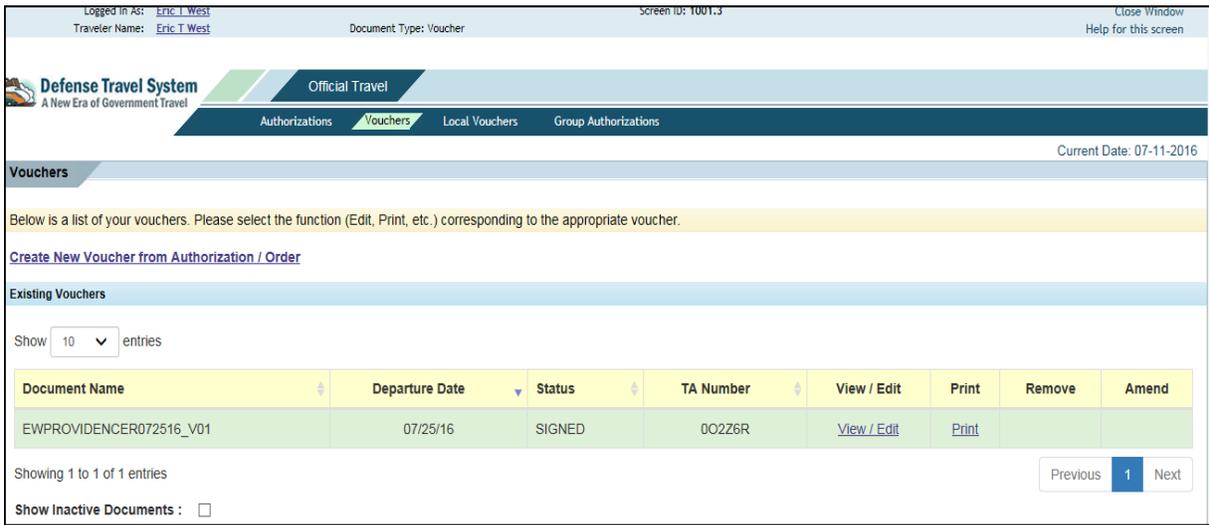


Figure 4-1: Vouchers Screen

3. Select **Create New Voucher from Authorization/Order**. The Voucher from Authorization/Order screen opens (Figure 4-2).

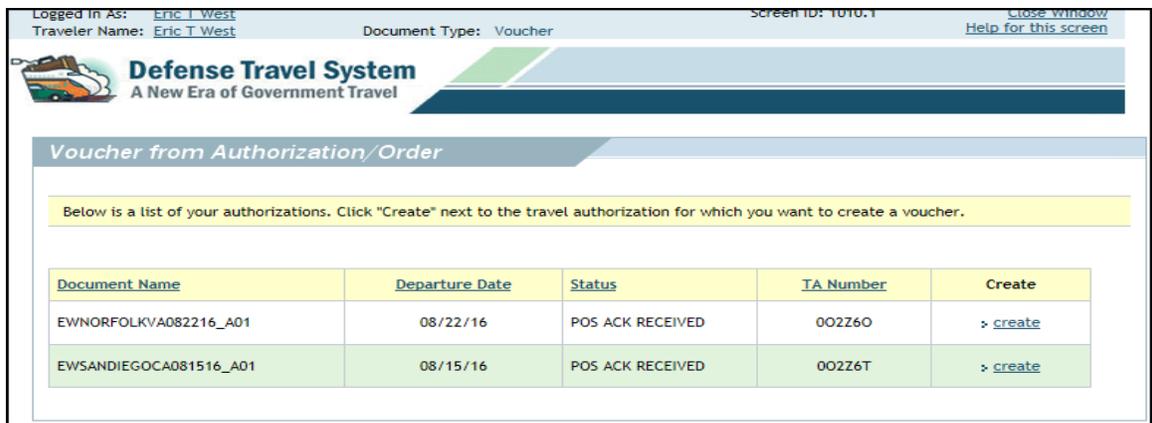


Figure 4-2: Voucher from Authorization / Order Screen

- Select **Create** next to the authorization you will create a voucher from.

The Trip Overview screen opens (Figure 4-3). Your itinerary appears on the right side of the screen in the Trip Summary box. The itinerary displays the information from your authorization.

Figure 4-3: Trip Overview Screen

Return To List - This button is located in the top left corner of each screen. This button closes the current document and returns to the traveler's document list.

4.2 Update Itinerary

If any dates or locations change during your TDY, you can update your itinerary when creating the voucher. The below sections will guide you in changing either dates or locations.

4.2.1 Change Trip Dates

To change the date(s) of a trip, begin on the **Trip Overview** screen. You will follow the below steps to change date(s) on an itinerary:

1. Select **Edit** for the Overall Starting Point or Overall Ending Point.

The **Trip Overview** box on the left side of the screen displays a **Start Date** field and an **End Date** field. Edit the date field manually or use the **calendar** icon to select the revised date(s).

2. Select **Proceed to Per Diem Locations** at the bottom of the screen.

A pop-up message displays indicating that per diem entitlements will be updated for the document.

3. Select **OK**.

The itinerary displays in the Trip Summary box on the right side of the screen.

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: Alexandria, VA
 Overall Start Date: 18-Apr-16
[Click Here to Add a Destination in Between](#)

Location 1: BAKERSFIELD, CA
 Arrival Date: 18-Apr-16
 Departure Date: 25-Apr-16

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location State/Country - Location
 Zip Code County Lookup

*Location: Use Location Tools Above
 *Arriving On: 04/25/2016
 *Departing On: 04/25/2016

Overall End Point: RES: Quantico, VA
 Overall End Date: 25-Apr-16

Trip Summary

Overall Starting Point
 Leave From: Alexandria, VA
 Leave: 18-Apr-16 [Edit](#)

Location 1: BAKERSFIELD, CA
 Leave From: Alexandria, VA [Edit](#)
 TDY/TAD Loc: BAKERSFIELD, CA
 Arrive: 18-Apr-16
 Leave: 25-Apr-16
 Carrier/Flight: United Airlines (UA) 1662 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 18-Apr-16 08:30AM DCA-Washington Ronald Reagan National Ap
 Arrive: 18-Apr-16 11:32AM SFO-San Francisco
 Carrier/Flight: United Airlines (UA) 5613 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 18-Apr-16 12:29PM SFO-San Francisco
 Arrive: 18-Apr-16 01:38PM BFL-Bakersfield
 Rental Car: HERTZ [Edit](#) [Remove](#)
 Airport: BFL - Bakersfield, CA (USA)
 Confirmation: ABCD1234678-
 Pickup: 18-Apr-16 02:00PM
 Dropoff: 25-Apr-16 05:00AM
 Lodging: Extended Stay America Ba [Edit](#) [Remove](#)
 Confirmation: 12345678-
 Check-In: 18-Apr-16 11:59PM
 Check-Out: 25-Apr-16 06:30AM

Overall Ending Point
 Leave From: BAKERSFIELD, CA [Edit](#)
 Return Loc: Quantico, VA
 Arrive: 25-Apr-16
 Carrier/Flight: United Airlines (UA) 5281 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 25-Apr-16 05:39AM BFL-Bakersfield

[Save This Location](#)

Figure 4-4: Per Diem Locations Screen - Change Date

4. Select **Edit** for Location 1 in the Trip Summary box.

The Per Diem Locations screen (Figure 4-4) opens to the left of Trip Summary.

5. Manually change the date or use the calendar icon to choose the new date.
6. Select **Save Changes**.

Chapter 4: Vouchers From Authorizations

A pop-up message displays indicating that per diem entitlements will be updated for the document.

7. Select **OK**.

The Per Diem Locations screen refreshes (Figure 4-5).

The screenshot shows the 'Per Diem Locations' interface. At the top, a yellow box contains a message: 'Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.' Below this, the overall starting point is 'Alexandria, VA' and the overall start date is '18-Apr-16'. A link 'Click Here to Add a Destination in Between' is present. The first location is 'BAKERSFIELD, CA' with an arrival date of '18-Apr-16' and a departure date of '24-Apr-16'. A section titled 'Add a TDY/TAD Location' includes instructions on how to search for a location. A note states: 'Please Note: A Red Star (*) indicates a required field.' Below this is a search section with four buttons: 'Location', 'State/Country - Location', 'Zip Code', and 'County Lookup'. The 'Location' field is marked with a red star and contains the text 'Use Location Tools Above'. The 'Arriving On' field is marked with a red star and contains '04/24/2016'. The 'Departing On' field is marked with a red star and contains '04/25/2016'. At the bottom, the overall end point is 'RES: Quantico, VA' and the overall end date is '25-Apr-16'. A 'Save This Location' button is located at the bottom right.

Figure 4-5: Per Diem Locations Screen (Date Changed)

8. Review the **Trip Summary** box to confirm the correct dates are now displayed.

4.2.2 Update a Location

To add or change a location, begin in the Per Diem Locations box on the left side of the Per Diem Locations screen (Figure 4-4).

The below information explains how to update locations:

- **Click Here to Add a Destination in Between.** Select [Click Here](#) to add a new travel location *before* Location 1.
- **Remove.** Use to remove the location from the itinerary.

- **Location, State/Country – Location, ZIP Code, and County Lookup.** Adds a TDY location *after* Location 1.

4.2.2.1 Add a Location

Beginning on the Trip Summary on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Select **Edit** in either the Overall Starting or Ending Point box.

The Trip Overview screen opens (Figure 4-3).

2. Type the new date or select the calendar icon to change the date.
3. Select **Proceed to Per Diem Locations.**

A pop-up message displays with a reminder that per diem entitlements will be updated for the document.

4. Select **OK.**
5. Select **Click Here** to add a location at which the traveler arrived before the location in the authorization.
-OR-
Select one of the **Search by:** buttons to add a new location as Location 2.

6. Enter the **Arriving On** date.
7. Select **Save This Location.**

A pop-up message displays to remind you that per diem entitlements will be updated for the document.

8. Select **OK.**

The Per Diem Locations screen refreshes with the new location (Figure 4-6).

| | | | |
|--|--|--------------------------------------|------------------------------|
| Logged In As: Eric T West | Document Name: EWBAKERSFIELD041816_V01 | Screen ID: 1041.1 | Close Window |
| Traveler Name: Eric T West | Document Type: Voucher | Help for this screen | |

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[Itinerary](#) / [Travel](#) / [Expenses](#) / [Accounting](#) / [Additional Options](#) / [Review/Sign](#)

[RETURN TO LIST](#) / [Trip Overview](#) / [Per Diem Locations](#)

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: Alexandria, VA
 Overall Start Date: 18-Apr-16
[Click Here to Add a Destination in Between](#)

Location 1: BAKERSFIELD, CA
 Arrival Date: 18-Apr-16 [Remove](#)
 Departure Date: 24-Apr-16
[Click Here to Add a Destination in Between](#)

Location 2: SAN DIEGO, CA
 Arrival Date: 24-Apr-16 [Remove](#)
 Departure Date: 28-Apr-16

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

| | |
|----------|--------------------------|
| Location | State/Country - Location |
| Zip Code | County Lookup |

*Location: Use Location Tools Above
 *Arriving On: 04/28/2016
 *Departing On: 04/28/2016

Overall End Point: RES: Quantico, VA
 Overall End Date: 28-Apr-16

[Save This Location](#)

Trip Summary

| | |
|---|---|
| Overall Starting Point | |
| Leave From: Alexandria, VA | Edit |
| Leave: 18-Apr-16 | |
| Location 1: BAKERSFIELD, CA | |
| Leave From: Alexandria, VA | Edit |
| TDY/TAD Loc: BAKERSFIELD, CA | |
| Arrive: 18-Apr-16 | |
| Leave: 24-Apr-16 | |
| Carrier/Flight: United Airlines (UA) 1662 | Edit Remove |
| Conf/PNR: 123456 | |
| Depart: 18-Apr-16 08:30AM | |
| DCA-Washington Ronald Reagan National Ap | |
| Arrive: 18-Apr-16 11:32AM | |
| SFO-San Francisco | |
| Carrier/Flight: United Airlines (UA) 5613 | Edit Remove |
| Conf/PNR: 123456 | |
| Depart: 18-Apr-16 12:29PM | |
| SFO-San Francisco | |
| Arrive: 18-Apr-16 01:38PM | |
| BFL-Bakersfield | |
| Rental Car: HERTZ | Edit Remove |
| Airport: BFL - Bakersfield, CA (USA) | |
| Confirmation: ABCD1234678- | |
| Pickup: 18-Apr-16 02:00PM | |
| Dropoff: 25-Apr-16 05:00AM | |
| Lodging: Extended Stay America Ba | Edit Remove |
| Confirmation: 12345678- | |
| Check-In: 18-Apr-16 11:59PM | |
| Check-Out: 25-Apr-16 06:30AM | |
| Location 2: SAN DIEGO, CA | |
| Leave From: BAKERSFIELD, CA | Edit |
| TDY/TAD Loc: SAN DIEGO, CA | |
| Arrive: 24-Apr-16 | |
| Leave: 28-Apr-16 | |
| Carrier/Flight: United Airlines (UA) 5281 | Edit Remove |
| Conf/PNR: 123456 | |
| Depart: 25-Apr-16 05:39AM | |
| BFL-Bakersfield | |
| Arrive: 25-Apr-16 09:10AM | |
| DEN-Denver Intl Apt | |
| Carrier/Flight: United Airlines (UA) 1767 | Edit Remove |
| Conf/PNR: 123456 | |
| Depart: 25-Apr-16 09:48AM | |
| DEN-Denver Intl Apt | |
| Arrive: 25-Apr-16 03:08PM | |
| DCA-Washington Ronald Reagan National Ap | |
| Overall Ending Point | |
| Leave From: SAN DIEGO, CA | Edit |
| Return Loc: Quantico, VA | |
| Arrive: 28-Apr-16 | |

Proceed to the following page: Travel - Air [Continue](#)

Figure 4-6: Per Diem Locations Screen, Additional Location Added

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DTS Release 1.7.3.36, Document Processing Manual, Version 1.6.4 Updated 07/13/16

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4.2.2.2 Change or Remove a Location

If your TDY location changes , you must remove the former location and add your actual TDY location . Beginning on the left side of the Per Diem Locations screen (Figure 4-6), follow the below steps to change your TDY location:

1. Select **Remove** next to the arrival date.

A pop-up message requires you to confirm you want to delete the location.

2. Select **OK**.

A popup message states that per diem entitlements for this trip have been updated.

3. Select **OK**.

4. Select one of the **Search by:** buttons to add a new location.

5. Select **Save This Location**.

A pop-up message indicates that per diem entitlements will be updated for the document.

6. Select **OK**.

Chapter 4: Vouchers From Authorizations

The Per Diem Locations screen refreshes with the new location (Figure 4-7).

Logged In As: [Eric T West](#) Document Name: EWBAKERSFIELD041816_V01 Screen ID: 1041.1 [Close window](#)
 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Trip Overview **Per Diem Locations**

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: Alexandria, VA
 Overall Start Date: 18-Apr-16
[Click Here to Add a Destination in Between](#)

Edit a TDY/TAD Location

Click on a button below to select your TDY/TAD Location.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

*Location: BAKERSFIELD, CA
 *Arriving On:
 *Departing On:

[Click Here to Add a Destination in Between](#)

Overall End Point: RES: Quantico, VA
 Overall End Date: 28-Apr-16

Trip Summary

Overall Starting Point

| | | |
|-------------|----------------|----------------------|
| Leave From: | Alexandria, VA | Edit |
| Leave: | 18-Apr-16 | |

Location 1: SAN DIEGO, CA

| | | |
|-----------------|---|--|
| Leave From: | Alexandria, VA | Edit |
| TDY/TAD Loc: | SAN DIEGO, CA | |
| Arrive: | 24-Apr-16 | |
| Leave: | 28-Apr-16 | |
| Carrier/Flight: | United Airlines (UA) 1662 | Edit Remove |
| Conf/PNR: | 123456 | |
| Depart: | 18-Apr-16 08:30AM DCA-Washington Ronald Reagan National Ap | |
| Arrive: | 18-Apr-16 11:32AM SFO-San Francisco | |
| Carrier/Flight: | United Airlines (UA) 5613 | Edit Remove |
| Conf/PNR: | 123456 | |
| Depart: | 18-Apr-16 12:29PM SFO-San Francisco | |
| Arrive: | 18-Apr-16 01:38PM BFL-Bakersfield | |

Overall Ending Point

| | | |
|-----------------|---|--|
| Leave From: | SAN DIEGO, CA | Edit |
| Return Loc: | Quantico, VA | |
| Arrive: | 28-Apr-16 | |
| Carrier/Flight: | United Airlines (UA) 5281 | Edit Remove |
| Conf/PNR: | 123456 | |
| Depart: | 25-Apr-16 05:39AM BFL-Bakersfield | |
| Arrive: | 25-Apr-16 09:10AM DEN-Denver Intl Apt | |
| Carrier/Flight: | United Airlines (UA) 1767 | Edit Remove |
| Conf/PNR: | 123456 | |
| Depart: | 25-Apr-16 09:48AM DEN-Denver Intl Apt | |
| Arrive: | 25-Apr-16 03:08PM DCA-Washington Ronald Reagan National Ap | |

Proceed to the following page:

Figure 4-7: Per Diem Location Screen – Location Change

4.3 Travel

You may use the travel module to update certain travel costs. You can update costs for completed travel only. When you select **Travel** from the navigation bar, the Air Travel screen opens by default (Figure 4-8). The right side of the screen is the Trip Summary. The Trip Summary displays the itinerary and active links to update your travel costs.

The screenshot shows the Defense Travel System interface. At the top, it displays user information (Eric T. West) and document details (EWBAKERSFIELD041816_V01). The navigation bar includes options like Itinerary, Travel, Expenses, Accounting, and Review/Sign. The main content area is split into two sections: 'Air Travel' on the left and 'Trip Summary' on the right. The 'Air Travel' section contains a message: 'Please select a flight from the trip summary on the right to edit air reservations.' The 'Trip Summary' section is divided into three parts: 'Overall Starting Point', 'Location 1: SAN DIEGO, CA', and 'Overall Ending Point'. Each part contains flight details such as carrier, flight number, departure/arrival times, and locations. 'Edit' and 'Remove' links are provided for each flight entry. At the bottom, there is a dropdown menu for 'Expense - Non-Mileage' and a 'Continue' button.

Figure 4-8: Air Travel Screen

Note: If a CTO fee is not included with the airfare, you must manually enter it using the **Other Trans.** screen in the Travel module. Select **CTO Fee** from the drop-down list on the **Other Trans.** screen and complete the required fields (Figure 4-9).

The screenshot shows a web application interface titled "Other Trans.". At the top, there is a yellow banner with instructions: "Use this screen to enter Other Ticketed Transportation information." and "DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)". Below this is a section titled "ADD Ticket Information" with a sub-instruction "Enter or select the required data.". A note states: "Please Note: A Red Star (*) indicates a field is required.". The form contains several fields: "Type:" (with a dropdown menu open showing options like "CTO Fee (Central Bill)", "CTO Fee (Indiv Bill)", "Comm Air (Central Bill)", etc.), "Description:", "Ticket No:", "Ticket Value:", "Cost: (If different from ticket value)", "Departure Date (mm/dd/yyyy):", "Issue Date (mm/dd/yyyy):", "Ticket Date (mm/dd/yyyy):" (with "04/13/2016" entered), "CBA Label:", and "CBA Account:". At the bottom, there is a text area for "If necessary, add comments to the travel agent:" and a "Save" button.

Figure 4-9: Other Trans. Screen

4.3.1 Update Air Travel

Follow the below steps to update your air travel costs:

1. Select **Travel** from the navigation bar.

The Air Travel screen opens by default (Figure 4-8). The Trip Summary is located on the right side of the screen. The itinerary displays for the entire trip and displays active links that allow you to edit your air travel costs.

2. Choose **Edit** next to the flight for which the information will be changed.
-OR-
Choose **Remove** to delete a flight.

The screen refreshes (Figure 4-10). Your original flight information from the authorization displays.

Logged In As: [Eric T West](#)
Document Name: EWBAKERSFIELD041816_V01
Screen ID: 1068.1
[Close Window](#)

Traveler Name: [Eric T West](#)
Document Type: Voucher
[Help for this screen](#)

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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

Air
Rail
Rental Car
Lodging
Other Trans.

[RETURN TO LIST](#)

Air Travel

Select "Change Ticket Data" to edit flight reservation information.

Flight Selected to Edit

\$582.60 [⚡] Estimated Total Ticket Cost

United Airlines Inc. (UA) Flight: 5281

Depart: BFL-Bakersfield At 05:39 AM On Mon 25-Apr-16
 Arrive: DEN-Denver Intl Apt At 09:10 AM On Mon 25-Apr-16

Class: Y - Y
 Confirmation Number: 123456 Duration:
 Ticket Number: See Attached Ticket 2
 Status: BOOKED
 Seat Selection: 17F Seat
[OSI-Other Supplementary Information](#)

Ticket Date: 21-Mar-16

Total Tax: \$0.00 PassFacChg: \$0.00 Fees: \$0.00
 Issue Date:

Flight Details Entered:

Frequent Flyer:
 Type: COM. CARR.-I
 Method of Reimbursement: GOVCC-Individual
 CBA Label:
 CBA Account:

Comments to the Travel Agent:
 ⚡ SEAT PREFERENCE: 17F

[Change Ticket Data](#)

Trip Summary

Overall Starting Point

Leave From: Alexandria, VA [Edit](#)
 Leave: 18-Apr-16

Location 1: SAN DIEGO, CA

Leave From: Alexandria, VA [Edit](#)
 TDY/TAD Loc: SAN DIEGO, CA
 Arrive: 24-Apr-16
 Leave: 28-Apr-16

Carrier/Flight: United Airlines (UA) 1662 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 18-Apr-16 08:30AM
 DCA-Washington Ronald Reagan National Ap
 Arrive: 18-Apr-16 11:32AM
 SFO-San Francisco

Carrier/Flight: United Airlines (UA) 5613 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 18-Apr-16 12:29PM
 SFO-San Francisco
 Arrive: 18-Apr-16 01:38PM
 BFL-Bakersfield

Overall Ending Point

Leave From: SAN DIEGO, CA [Edit](#)
 Return Loc: Quantico, VA
 Arrive: 28-Apr-16

Carrier/Flight: United Airlines (UA) 5281 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 25-Apr-16 05:39AM
 BFL-Bakersfield
 Arrive: 25-Apr-16 09:10AM
 DEN-Denver Intl Apt

Carrier/Flight: United Airlines (UA) 1767 [Edit](#) [Remove](#)
 Conf/PNR: 123456
 Depart: 25-Apr-16 09:48AM
 DEN-Denver Intl Apt
 Arrive: 25-Apr-16 03:08PM
 DCA-Washington Ronald Reagan National Ap

Proceed to the following page: Expense - Non-Mileage [Continue](#)

Figure 4-10: Edit Air Travel Screen

3. Select **Change Ticket Data**.

The Other Trans. screen opens. The left side displays editable fields that allow you to enter the correct flight information.

4. Update the **fields** with the correct information.
5. Select **Save**.

4.3.2 Update Lodging

If your lodging cost differs from the approved cost, you must adjust the voucher.

You will select Update Actual Lodging Costs hyperlink on the Lodging screen. You can make changes to a single day or to a range of dates. You will not add hotel sales tax or hotel room tax in this area.

For CONUS trips, you will enter these expenses in the Expenses module. For OCONUS trips, you will include them in the lodging cost.

Follow the below steps to change the dates for lodging:

1. Select **Update Actual Lodging Costs** from the Lodging screen.

The **Per Diem Entitlements** screen opens.

2. Select the date you are changing.

The Per Diem Entitlement Detail screen opens (Figure 4-11).

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: BAKERSFIELD, CA
Values Apply From Date: 04/18/2016
Values Apply Through: 04/18/2016

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 95 / 59
Lodging: \$ 95.00 [view expense details / currency calculator](#)
M & IE: \$ 44.25 [view expense details / currency calculator](#)

Figure 4-11: Per Diem Entitlement Detail Screen

3. Update the **fields** as necessary.
4. Select **Save These Entitlements**.

4.3.3 Update Rental Car

If you need to change information about your rental car that you booked through DTS, select Rental Car from the subnavigation bar in the Travel module.

Follow the below steps if you need to update your rental car information:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.

The Rental Car screen opens.

3. Select **Edit** next to the car rental that requires changes.

The Rental Car screen refreshes. The rental car information displays with editable fields. (Figure 4-12).

Logged In As: Eric T West
 Traveler Name: Eric T West
 Document Name: EWGROTONCT042516_V01
 Document Type: Voucher
 Screen ID: 1097.1
 Close Window
 Help for this screen

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

RETURN TO LIST / Air / Rail / **Rental Car** / Lodging / Other Trans.

Rental Car

Use this screen to save the selected rental car

TDY/TAD Location: GROTON, CT
 Pickup Date: 25-Apr-16
 Pickup Time: 06:30 AM
 Dropoff Date: 29-Apr-16
 Dropoff Time: 06:00 PM

Rental Car Selected (ER) En Route

\$495.78

Rental Car: DOLLAR
 Car Class: Compact Automatic
 Location: DCA - Washington Ronald Reagan National

DOLLAR

Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.
 Restrictions: Weekly \$387.00, Extra Day \$87.00, Extra Hour \$31.00, Unlimited miles/kilometers, Estimated Total Cost \$495.78
 > OSI-Other Supplementary Information

Enter the following details:

Pickup Date: 04/25/2016
 Pickup Time: 06:00 AM
 Dropoff Date: 04/29/2016
 Dropoff Time: 05:30 PM
 Cost: 495.78
 Method Of Reimbursement: GOVCC

Comments to the Travel Agent:

Save Selected Car

Trip Summary

Overall Starting Point
 Leave From: Quantico,VA
 Leave: 25-Apr-16 Edit

Location 1: GROTON,CT
 Leave From: Quantico,VA
 TDY/TAD Loc: GROTON,CT
 Arrive: 25-Apr-16 Edit
 Leave: 29-Apr-16
 Rental Car: DOLLAR Edit Remove
 Airport: DCA - Washington Ronald Reagan National
 Confirmation: ABCD1234678-
 Pickup: 25-Apr-16 06:30AM
 Dropoff: 29-Apr-16 06:00PM
 Lodging: Ramada Groton/Mystic Are Edit Remove
 Confirmation: 12345678-
 Check-In: 25-Apr-16 11:59PM
 Check-Out: 29-Apr-16 07:00AM

Overall Ending Point
 Leave From: GROTON,CT
 Return Loc: Quantico,VA Edit
 Arrive: 29-Apr-16

Proceed to the following page: Expense - Non-Mileage Continue

Figure 4-12:

4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

4.3.4 Update Rail Travel

If you chose rail travel for your TDY, follow the below steps for updating your rail travel costs: Select **Travel** from the navigation bar.

1. Select **Rail** from the subnavigation bar.

The Rail Travel screen opens.

2. Select **Edit** next to the rail travel that requires changes.
-OR-
Select **Remove** to delete the rail travel.

The Other Trans. screen opens.

3. Update the **fields** as necessary.
4. Select **Save**.

4.3.5 Add Other Ticketed Transportation

If you did not use DTS to make your transportation arrangements, follow the below steps to enter your transportation costs:

1. Select **Travel** from the navigation bar.
2. Select **Other Trans.** from the subnavigation bar.

The Other Trans. screen opens (Figure 4-13).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging Other Trans.

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: --Select--

* Description:

* Ticket No: See Attached Ticket 1

* Ticket Value: 0.00

Cost: (If different from ticket value) 0.00

* Departure Date (mm/dd/yyyy): 04/25/2016

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 04/20/2016

CBA Label:

CBA Account: > CBA Accounts

If necessary, add comments to the travel agent:

> [view expense details](#)

Save

Trip Summary

Overall Starting Point

| | | |
|-------------|-------------|------|
| Leave From: | Quantico,VA | Edit |
| Leave: | 25-Apr-16 | |

Location 1: GROTON,CT

| | | |
|---------------|---|-------------|
| Leave From: | Quantico,VA | Edit |
| TDY/TAD Loc: | GROTON,CT | |
| Arrive: | 25-Apr-16 | |
| Leave: | 29-Apr-16 | |
| Rental Car: | DOLLAR | Edit Remove |
| Airport: | DCA - Washington Ronald Reagan National | |
| Confirmation: | ABCD1234678- | |
| Pickup: | 25-Apr-16 06:00AM | |
| Dropoff: | 29-Apr-16 05:30PM | |
| Lodging: | Ramada Groton/Mystic Are | Edit Remove |
| Confirmation: | 12345678- | |
| Check-in: | 25-Apr-16 11:59PM | |
| Check-Out: | 29-Apr-16 07:00AM | |

Overall Ending Point

| | | |
|-------------|-------------|------|
| Leave From: | GROTON,CT | Edit |
| Return Loc: | Quantico,VA | |
| Arrive: | 29-Apr-16 | |

Proceed to the following page: Expense - Non-Mileage Continue

Figure 4-13: Other Ticketed Trans. Screen

3. Select the **Type** drop-down list and choose the **type** of travel.

The Description field populates automatically.

4. Complete all required fields.

5. Select **Save**.

The information updates and displays in the Trip Summary box.

4.4 Expenses

The Expenses module allows you to record all expenses you are requesting reimbursement for. You may add new expenses from the drop-down list, or edit or remove items from your authorization. You may also create new expenses from the **create an expense item from a government charge card transaction** link. Your charge card transactions are updated daily to make your expense reimbursement accurate. Mileage expenses include mileage rates for various modes of transportation.

4.4.1 Update Non-Mileage Expenses

Follow the below steps to add and edit non-mileage expenses:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default.

If you had approved expenses on the authorization, the screen displays an Expenses Summary on the right side of the screen (Figure 4-14).

You may select **Remove** to delete an expense if it was not incurred, or you can use the **Edit** button to change the expense amount or the date the expense was incurred.

2. Select the **Expense Type** drop-down list arrow and select the **type**.
3. Enter the **Cost** of the expense.
4. Enter the **Date** of the expense.

The **Method of Reimbursement** (MOR) field populates automatically.

(Optional) Select **view expense details/ currency calculator** to convert a foreign currency into a U.S. dollar amount.

- a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units. For example, if 15 foreign units were spent on a taxi, enter 15.
 - b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent. The official exchange rate is the foreign units per U.S. dollar amount, e.g., 0.74794.
5. Select **Save** to continue.
 6. Repeat the above steps for all non-mileage expenses.

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 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document. Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 25-Apr-16 Return: 29-Apr-16 **Add Expense**

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Expenses Summary

| Expense Type | Date | Cost | E/R |
|---------------------------|------------|----------|--|
| Gasoline-Rental/Govt. Car | 04/25/2016 | \$78.00 | Edit Remove |
| Hotel Sales Tax | 04/25/2016 | \$4.50 | Edit Remove |
| Parking - TDY/TAD | 04/25/2016 | \$43.00 | Edit Remove |
| Total Expenses: | | \$125.50 | |

Proceed to the following page:

Figure 4-14: Non-Mileage Expenses Screen

4.4.1.1 Edit an Expense

To edit an expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.

Note: If your Expense Type is incorrect, remove it and add the correct one.

2. Make all necessary changes on the left side of the screen.
3. Select **Save Expense**.

4.4.1.2 Remove an Expense

To remove an expense:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

4.4.1.3 Add Authorized GTCC Transactions

Beginning on the **Non-Mileage Expenses** screen (Figure 4-14), follow the below steps to add GTCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

1. Select the **create an expense item from a government charge card transaction** link.

The Charge Card Transactions screen opens (Figure 4-15).

Charge Card Transaction

Use the "Charge Card Transaction" screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

| CITI | | | |
|--|------------|------------|--------------------------|
| Description | Date | Amount | |
| <input checked="" type="checkbox"/> Alamo Rent-A-Car (3387) | 12/25/2006 | \$197.35 | Add > |
| <input checked="" type="checkbox"/> Taxi (4121) | 12/23/2006 | \$24.35 | Add > |
| <input checked="" type="checkbox"/> Shell Oil (5172) | 12/22/2006 | \$26.20 | Add > |
| <input checked="" type="checkbox"/> US 50 Toll Booth (4784) | 12/21/2006 | \$6.50 | Add > |
| <input checked="" type="checkbox"/> Greyhound Busline (4131) | 12/20/2006 | \$99.31 | Add > |
| <input type="checkbox"/> Wal-Mart (1234) | 12/19/2006 | \$1,226.60 | |
| <input type="checkbox"/> Cheers Pub (1234) | 12/18/2006 | \$35.00 | |
| <input checked="" type="checkbox"/> Metro Rail (4111) | 12/17/2006 | \$6.00 | Add > |
| <input checked="" type="checkbox"/> USPS - Postage (9402) | 12/16/2006 | \$6.40 | Add > |

Expenses Summary

| Description | Date | Amount | E/R |
|---------------------------|--------------------------|----------|------------------------|
| Gasoline-Rental/Govt. Car | 04/25/2016 | \$78.00 | Remove |
| Hotel Sales Tax | 04/25/2016 | \$4.50 | Remove |
| Parking - TDY/TAD | 04/25/2016 | \$43.00 | Remove |
| Commercial Auto-TDY/TAD | 04/29/2016 to 04/25/2016 | \$495.78 | Remove |
| Total Expenses: | | \$621.28 | |

Figure 4-15: Government Travel Charge Card Transactions Screen

2. Select the **Add** > link to the right of the transaction to add it to the Expense Summary.

A pop-up window opens, prompting you to select an expense type from the drop-down list (Figure 4-16).

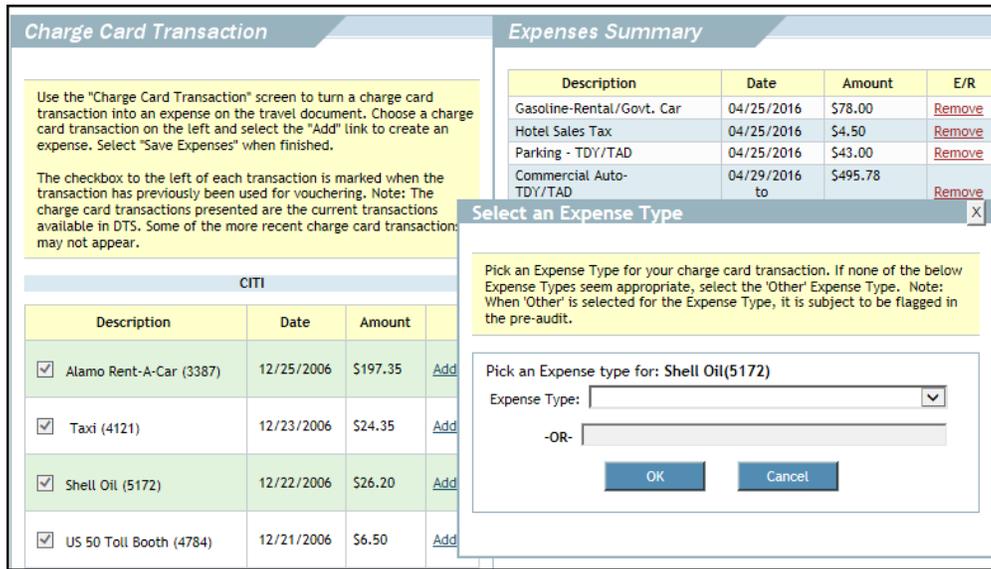


Figure 4-16: Select an Expense Type Window

3. Select the **Expense Type** drop-down list arrow and select an **expense type**.
4. Select **OK**.

Your new expense shows in the Expenses Summary (Figure 4-17).

Chapter 4: Vouchers From Authorizations

Charge Card Transaction

Use the "Charge Card Transaction" screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

| Description | Date | Amount | |
|---|------------|----------|--------------------------|
| <input checked="" type="checkbox"/> Alamo Rent-A-Car (3387) | 12/25/2006 | \$197.35 | Add > |

Expenses Summary

| Description | Date | Amount | E/R |
|---------------------------|--------------------------|----------|------------------------|
| Hotel Sales Tax | 04/25/2016 | \$4.50 | Remove |
| Parking - TDY/TAD | 04/25/2016 | \$43.00 | Remove |
| Commercial Auto-TDY/TAD | 04/29/2016 to 04/25/2016 | \$495.78 | Remove |
| Gasoline-Rental/Govt. Car | 12/22/2006 | \$26.20 | Remove |
| Total Expenses: | | \$569.48 | |

Figure 4-17: Transaction Saved to Expenses Summary

5. Select **Save Expenses**.

4.4.2 Update Mileage Expenses

Follow the below steps to add or edit mileage expenses:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 4-18). The Mileage Expense types are described in Table 4-1.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 18-Apr-16 Return: 28-Apr-16 **Add Expense**

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Expenses Summary

| Expense Type | Date | Cost | E/R |
|-------------------|------------|---------|--|
| Pvt Auto-Terminal | 04/25/2016 | \$13.50 | Edit Remove |
| Total Expenses: | | \$13.50 | |

Proceed to the following page:

Figure 4-18: Mileage Expenses Screen

Table 4-1: Mileage Expense Types

| MILEAGE EXPENSE TYPES | |
|--|--|
| EXPENSE TYPE | DESCRIPTION |
| POC Use – Dedicated Gov Veh | If you use your privately owned conveyance (POC) for your convenience instead of an available Government vehicle dedicated for your use.* |
| POC Use – Gov Vehicle Avail | If you use your POC for your convenience instead of an available Government vehicle. |
| Private Plane | If you use a private plane for TDY travel. |
| Pvt Auto-In/Around | If you use your POC (auto) for official business while at the TDY location. |
| Pvt Auto-TDY/TAD | If you use your POC (auto) for travel from your duty station or residence to and from the TDY location. When chosen, you cannot enter the number of miles. You must use the DoD Table of Distances (DTOD). |
| Pvt Auto-Terminal | If you use your POC (auto) for travel from your duty station or residence to and from the airport, bus terminal, train station, etc. |
| Pvt Motorcycle-In/Around | If you use your POC (motorcycle) for official business while at the TDY location. |
| Pvt Motorcycle-TDY/TAD | If you use your POC (motorcycle) for travel from your duty station or residence to and from the TDY location. When chosen, you cannot enter the number of miles. You must use the DoD Table of Distances (DTOD). |
| Pvt Motorcycle-Terminal | If you use your POC (motorcycle) for travel from your duty station or residence to and from the airport, bus terminal, train station, etc. |
| *No POC reimbursement is allowed if an available Government vehicle was used by other travelers to complete the TDY mission and space was available for you, but you chose to use your POC for personal convenience. | |

3. Select the **Expense Type** drop-down list arrow and select the **expense type** to add.
4. Complete the **Date** field with the date of the expense.

The **Method of Reimbursement** field populates automatically. Complete the **Miles** field .

5. (Optional) Select **View This Expense Type's Defaults** to view cost options or to convert a foreign currency into a U.S. dollar amount.
6. Select **Save Expenses**.
7. Repeat the above steps, until you have entered all your mileage expenses .

4.4.2.1 Edit a Mileage Expense

To edit a mileage expense:

1. Select **Edit** to the right of the expense in the Expenses Summary.
2. Make the necessary changes on the left side of the screen.

Note: If your Expense Type is incorrect, you must remove it and add the correct one.

3. Select **Save Expense**.

4.4.2.2 Remove a Mileage Expense

To remove a mileage expense from a voucher:

1. Select **Remove** to the right of the expense in the Expenses Summary.
2. Select **OK** when the confirmation box opens.

4.4.3 Per Diem Entitlements

The Per Diem Entitlements screen displays the amount you are being reimbursed for each day of your trip. The information populates from your TDY itinerary and from the lodging selected in the Travel module.

Follow the below steps to edit your allowances:

1. Select **Expenses** from the navigation bar.
2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlement screen opens (Figure 4-19).

Chapter 4: Vouchers From Authorizations

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 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

[RETURN TO LIST](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

| Date | Location | Edit | Reset | Ldg Cost | Ldg Allowed | M&IE Allowed | Per Diem Rate | Code | B | L | D | Qtrs |
|----------|-----------|------------------------|-------------------------|----------|-----------------------------|---------------------|---------------|------|---|---|---|------|
| 04/25/16 | GROTON,CT | > Edit | > Reset | \$84.99 | \$84.99 GOVCC-Individual | \$48.00 Personal | 98 / 64 | NONE | | | | |
| 04/26/16 | GROTON,CT | > Edit | > Reset | \$84.99 | \$84.99 GOVCC-Individual | \$64.00 Personal | 98 / 64 | NONE | | | | |
| 04/27/16 | GROTON,CT | > Edit | > Reset | \$84.99 | \$84.99 GOVCC-Individual | \$64.00 Personal | 98 / 64 | NONE | | | | |
| 04/28/16 | GROTON,CT | > Edit | > Reset | \$84.99 | \$84.99 GOVCC-Individual | \$64.00 Personal | 98 / 64 | NONE | | | | |
| 04/29/16 | GROTON,CT | > Edit | > Reset | \$0.00 | \$0.00 GOVCC-Individual | \$48.00 Personal | 98 / 64 | NONE | | | | |

[Reset All](#)

Proceed to the following page: [Continue](#)

Figure 4-19: Per Diem Entitlements Screen

You may edit lodging costs and other information (e. g. duty conditions and meals) . You can edit a specific date or a date range.

3. Select **Reset** next to any dates to return all values for that date to their default values.

Note: Select Reset All to reset all values for all dates to their default values.

4. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens (Figure 4-20).

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 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)


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[RETURN TO LIST](#)
[Non-Mileage](#) [Mileage](#) [Per Diem Entitlements](#) [Substantiating Records](#)

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: GROTON,CT
 Values Apply From Date: 04/25/2016
 Values Apply Through: 04/25/2016 

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 98 / 64
 Lodging: \$ 84.99 [view expense details / currency calculator](#)
 M & IE: \$ 48.00 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects/Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

Select one of the following:

- None
- Annual Training (Quarters and Meals Available)
- Annual Training (Quarters Available/Meals Not Available)
- Annual Training (Commercial Quarters)
- Active Duty Training (Quarters and Meals Available)
- Active Duty Training (Quarters Available/Meals Not Available)
- Active Duty Training (Commercial Quarters)
- Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Figure 4-20: Per Diem Entitlement Detail Screen Lodging and Duty Conditions)

5. Complete the **Values Apply Through** field to apply your changes to consecutive days.

Chapter 4: Vouchers From Authorizations

6. Enter the lodging cost in the **Lodging** field.
7. Select **view expense details/currency calculator** to change the payment method or calculate the currency exchange rate.
8. Select all duty conditions that apply.

9. Update your **meal code** and check appropriate **meals** for a specific date or date range, if applicable (Figure 4-21).

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

Full Rate
 Elected
 Available
 Provided
 Occasional
 Special Rate

Breakfast
 Lunch
 Dinner
 Cost: \$

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements
 Leave
Check here if you are taking leave for the above date or date range.
 Sick Leave - No Per Diem
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
 Sick Leave - Per Diem
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
 Duty Day(s) (No Per Diem)
Check here if you need to use Duty Day (No Per Diem) for the above date or date range.
 Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.
 Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.
 Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.
 OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
 In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements

Figure 4-21: Per Diem Entitlements Detail Screen (Meals and Other Per Diem Entitlements)

Note: The Other Per Diem Entitlements screen shown in Figure 4-21 is for a civilian employee. Sick Leave will not display as an entitlement for military members.

Chapter 4: Vouchers From Authorizations

10. If you need to enter any Other Per Diem Entitlements, check the box next to the option that applies on the day(s) in question. If none apply, leave the default option (**No Other Per Diem Entitlements**) checked.

a. Select **Leave** if taking leave. Military personnel use **Annual leave**. Civilian employees may choose either **Annual** or **Other**. Civilian employees may enter the number of hours they wish to use.

b. Select **Sick Leave - No Per Diem** if you are a civilian employee, and you have been granted sick leave, but per diem is not authorized.

c. Select **Sick Leave - Per Diem** if you are a civilian employee, and you have been granted sick leave, and per diem is authorized.

d. Select **Duty Day** if you are a military member and your AO did not approve excess travel time as official (when trip is extended beyond official travel date).

Leave should not be charged because the return travel occurred on a duty day. No per diem reimbursement is allowed and the day is not charged as Leave.

e. Select **Non-Duty Day** if you are a civilian employee and your AO did not approve the excess travel time as official.

Leave should not be charged because the return travel occurred on a non-duty day. No per diem reimbursement is allowed, and the day is not charged as Leave.

f. Select **Authorized Delay** for a date if your AO approved additional travel time because of an unavoidable delay.

Full reimbursement is allowed for per diem entitlements.

g. Select **Actual Lodging** if you are receiving reimbursement exceeding the locality lodging per diem limit.

Note: Actual lodging costs must be authorized by your AO. The Actual Costs Limited field displays the maximum actual lodging amount your AO may authorize.

h. Select **OCONUS Incidental Amount** if you are receiving the minimum allowable OCONUS IE rate.

i. Select **In Place** for either the first or last day of travel if you are performing back-to-back TDYs without returning to the permanent duty station. This will increase the M&IE amount to 100 percent for the selected day.

11. Select **Save These Entitlements**.

-OR-

Select **Cancel These Entitlement Changes and Return** to return to the Per Diem Entitlements screen without making changes (Figure 4-21).

4.5 Substantiating Records

Substantiating Records are proof of expenses incurred on official travel. Receipts are required for lodging and any expense of \$75 or more.

You can load images of receipts and other supporting documents into DTS by either faxing, or scanning and uploading these documents. See *Document Processing Manual*, Chapter 2 for detailed instructions regarding substantiating records.

4.6 Update an Accounting Code

You can delete an accounting label from your voucher if no obligation has been established, or it was rejected on the authorization . If prior payments were made and you change the accounting label on the voucher the accounting system will be notified of the accounting label change.

Follow the below steps to update the Accounting Label on your voucher:

1. Select **Accounting** from the navigation bar.

The Accounting Codes screen opens (Figure 4-22).

Figure 4-22: Accounting Codes Screen

2. Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **accounting label**.

4.6.1 Update Multiple Accounting Codes

When you use more than one accounting code in your voucher, you need to identify which expenses belong to each accounting code.

Beginning on the Accounting Codes screen (Figure 4-22), follow these steps to use multiple accounting codes :

1. Select the **Accounting Label** drop-down list arrow and select all **accounting labels** that apply.

A pop-up window displays the following message: *Please remember to allocate expenses to the LOA that was just added.*

2. Select **OK**.

The Accounting Codes Screen refreshes. The How to Allocate drop-down list becomes available (Figure 4-23).

3. Select the **How To Allocate** drop-down list arrow and select an **allocation method**.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes

[RETURN TO LIST](#)

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 25-Apr-16 [Find Accounting Label](#)

End Date: 29-Apr-16

Accounting Label: ---Select--- From TDZ16DTMO

Shared LOA: ---Select to Add---

Cross Org LOA: - No Other Accounts Available -

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

| Accounting Label | Organization | View/Edit Acctg Code | Edit Allocation | Remove |
|------------------|--------------|---------------------------|----------------------|------------------------|
| 16 CONFERENCE | TDZ16DTMO | view/edit | edit | remove |
| 16 Default | TDZ16DTMO | view/edit | edit | remove |

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:
 By Percent
 By Expense Category
 By Date
 By Specific Expense
 By Category/Date

Expense Summary

Expense allocated by Expense Category

| Category | Allowed | Actual |
|---------------------------------|-------------------|-------------------|
| 16 CONFERENCE | | |
| LODGING | \$339.96 | \$339.96 |
| M&IE | \$288.00 | \$288.00 |
| OTHER | \$73.70 | \$73.70 |
| RENTAL CAR | \$495.78 | \$495.78 |
| 16 CONFERENCE Sub Total: | \$1,197.44 | \$1,197.44 |
| 16 Default | | |
| Category | Allowed | Actual |
| 16 Default Sub Total: | \$0.00 | \$0.00 |
| Calculated Trip Cost: | \$1,197.44 | \$1,197.44 |

Figure 4-23: Accounting Codes Screen - Allocate Expenses

4. Select **Allocate Expenses**.
5. Select the **Accounting Code** to use for each allocation.
6. Select **Save Allocations**.

The Expense Summary displays a breakdown of the expenses applying to each LOA.

4.7 Additional Options

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

4.7.1 Payment Totals

The Payment Totals screen allows you to review your trip expenses, disbursements, credits, and allowances. You may make an additional payment to the GTCC or record payments previously made to the GTCC. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will decrement the Net to Traveler distribution.

Follow the below steps to review the payment totals for the voucher:

1. Select **Additional Options** from the navigation bar.
2. Select **Payment Totals** from the subnavigation bar.

The Payment Totals screen opens (Figure 4-24). This screen is divided into four sections:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

If there were any expenses, there will be a Total Expenses link in the Expense Summary section.

See Table 4-2 for a description of the fields on the Payment Totals screen.

Logged In As: [Eric T West](#) Document Name: EWGROTONCT042516_V01 Screen ID: 1063.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)
[Profile](#) [Payment Totals](#) [Partial Payments](#) [Advances](#)

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

| | |
|----------------------------|------------|
| Total Expenses: | \$1,197.44 |
| Non-Reimbursable Expenses: | \$0.00 |
| Reimbursable Expenses: | \$1,197.44 |

Disbursement Summary

| | |
|------------------------------|--------|
| Gov't Advance Paid: | \$0.00 |
| Scheduled Partial Pmts Paid: | \$0.00 |
| Previous Voucher Payments: | \$0.00 |
| Total Prior Payments: | \$0.00 |

Credit Summary

| | |
|------------------|------------|
| Collections: | \$0.00 |
| Waiver/Appeals: | \$0.00 |
| Net To Traveler: | \$1,197.44 |
| Balance Due US: | \$0.00 |

Entitlement Summary

| | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
|--|-----------------------------------|-----------------------------------|---------------------------|
| Total Expenses: | \$288.00 | \$909.44 | \$1,197.44 |
| Less Prior Pmts: | \$0.00 | \$0.00 | \$0.00 |
| Plus Collections: | \$0.00 | \$0.00 | \$0.00 |
| Net to Traveler: | \$288.00 | \$909.44 | \$1,197.44 |
| Add GOVCC ATM: | \$0.00 | <input type="text" value="0.00"/> | |
| Add'l GOVCC Amt: | \$0.00 | <input type="text" value="0.00"/> | |
| Less Prev Pmts to GOVCC(By Traveler): | <input type="text" value="0.00"/> | \$0.00 | Calculate |
| Prev Pmt Adjustments: | \$0.00 | \$0.00 | |
| Final Distribution(Net to traveler) | | | |
| Net Distribution: | \$288.00 | \$909.44 | \$1,197.44 |

Trip Summary

Overall Starting Point

| | | |
|-------------|-------------|----------------------|
| Leave From: | Quantico,VA | Edit |
| Leave: | 25-Apr-16 | |

Location 1: GROTON,CT

| | | |
|---------------|---|--|
| Leave From: | Quantico,VA | Edit |
| TDY/TAD Loc: | GROTON,CT | |
| Arrive: | 25-Apr-16 | |
| Leave: | 29-Apr-16 | |
| Rental Car: | DOLLAR | Edit Remove |
| Airport: | DCA - Washington Ronald Reagan National | |
| Confirmation: | ABCD1234678- | |
| Pickup: | 25-Apr-16 06:00AM | |
| Dropoff: | 29-Apr-16 05:30PM | |
| Lodging: | Ramada Groton/Mystic Are | Edit Remove |
| Confirmation: | 12345678- | |
| Check-In: | 25-Apr-16 11:59PM | |
| Check-Out: | 29-Apr-16 07:00AM | |

Overall Ending Point

| | | |
|-------------|-------------|----------------------|
| Leave From: | GROTON,CT | Edit |
| Return Loc: | Quantico,VA | |
| Arrive: | 29-Apr-16 | |

Proceed to the following page: [Continue](#)

Figure 4-24: Payment Totals Screen

Table 4-2: Payment Totals Screen Description

| PAYMENT TOTALS SCREEN DESCRIPTION | |
|--|--|
| FIELD OR OBJECT | DESCRIPTION |
| Expense Summary | |
| Total Expenses | Adds the reimbursable and non-reimbursable expenses claimed on the voucher. If available, use the link to review supplementary information on each separate payment. |
| Non- Reimbursable Expenses | This totals the expenses that cannot be reimbursed: Includes Centrally Billed Accounts (CBA) and Air Mobility Command (AMC), Government Transportation Request (GTR), and Government Funded (GOV FUND) expense type codes (expenses) on the travel document. |
| Reimbursable Expenses | This totals the expenses that can be reimbursed: Includes all expenses with a Per Diem expense type code including personal and GOVCC (also referred to as GTCC) expenses. |
| Disbursement Summary | |
| Gov't Advance Paid | Total of disbursements from Government non-ATM advances, paid or submitted for payment. If available, use the link to review supplementary information on each separate payment. |
| Scheduled Partial Payments Paid | Total of disbursements from Government from SPPs, both paid and submitted for payment. If available, use the link to view supplementary information on each SPP. |
| Previous Voucher Payments | Total of disbursements from Government from previous vouchers. Amount is zero until the initial voucher is paid. If available, use the link to review supplementary information on each separate payment. |
| Total Prior Payments | Total disbursement: sum of the Government advances, SPPs, and voucher payments that have been paid. |
| Credit Summary | |
| Collections | For Due U.S. documents. Collections received and posted for amount of Due U.S. collected back from traveler. If available, use the link to view supplementary information on each separate collection. |
| Waivers and Appeals | For Due U.S. documents – Cumulative amount of approved waivers. If available, use the link to view supplementary information on each separate payment. |
| Net To Traveler | Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero (due traveler). <ul style="list-style-type: none"> • Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the <i>reimbursable expense</i> amount. • Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the <i>reimbursable expense</i> amount. |
| Balance Due US | Cumulative amount of reimbursable expenses minus the total amount of previous payments with the resulting amount less than zero (Due U.S.). <ul style="list-style-type: none"> • Authorizations use the estimated reimbursable expenses on the current adjustment level of the authorization for the <i>reimbursable expense</i> amount. • Vouchers use the actual reimbursable expense amounts claimed on the voucher or local voucher for the for the <i>reimbursable expense</i> amount. |
| Entitlement Summary | |
| Total Expenses | Sums the reimbursable expenses claimed on the travel document. The amounts are broken down into charges against the traveler's personal bank account, individual GOVCC account, and the sum of both. |
| Less Prior Payments | This is the total reimbursable trip expenses minus any prior payments. Prior payments include Government advances, SPPs, and voucher payments that have been paid to a traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both. |

Table 4-2: Payment Totals Screen Description (Continued)

| PAYMENT TOTALS SCREEN DESCRIPTION | |
|--|--|
| FIELD OR OBJECT | DESCRIPTION |
| Entitlement Summary | |
| Plus Collections | This is the total reimbursable trip expenses plus collections. Collections include amounts received and posted for any Due U.S. debt collected from traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both. |
| Net to Traveler | Cumulative amounts of reimbursable trip expenses minus the total amount of previous payments, plus the total amount of any debts already posted as collected from the traveler. The amounts are broken down into charges against the personal bank account, the individual GOVCC account, and the sum of both. |
| Add GOVCC ATM | If there are any additional ATM expenses against the individual GOVCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount. |
| Additional GOVCC Amount | If there are any additional non-ATM expenses against the individual GOVCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount. |
| Less Previous Payments to GOVCC (By Traveler) | If the traveler made additional payments to the GOVCC account, enter them in this field. Select Calculate to display a recalculated Net to Traveler amount. |
| Previous Payment Adjustments | This is the subtotal of any payments from the traveler's personal bank account to the GOVCC account, or from the traveler's GOVCC account to the personal bank account. Refresh this amount by selecting Calculate . |
| Final Distribution (Net to Traveler) | |
| Net Distribution | This is the final net distribution to the traveler: the total expenses, less any prior payments, plus any collections, plus any additional ATM or non-ATM advances, less any previous payments from the traveler's personal bank account to the GOVCC account. |

3. Select **Total Expenses**.

The Payment Totals Expenses Summary screen displays (Figure 4-25).

Chapter 4: Vouchers From Authorizations

Logged In As: [Eric T West](#) Document Name: EWGROTONCT042516_V01 Screen ID: 1063.1 [Close Window](#)
 Traveler Name: [Eric T West](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Profile **Payment Totals** Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

| | |
|----------------------------|------------|
| <u>Total Expenses:</u> | \$1,197.44 |
| Non-Reimbursable Expenses: | \$0.00 |
| Reimbursable Expenses: | \$1,197.44 |

Disbursement Summary

| | |
|------------------------------|---------------|
| Gov't Advance Paid: | \$0.00 |
| Scheduled Partial Pmts Paid: | \$0.00 |
| Previous Voucher Payments: | \$0.00 |
| Total Prior Payments: | \$0.00 |

Credit Summary

| | |
|--------------------------|-------------------|
| <u>Collections:</u> | \$0.00 |
| <u>Waiver / Appeals:</u> | \$0.00 |
| Net To Traveler: | \$1,197.44 |
| Balance Due US: | \$0.00 |

Entitlement Summary

| | Personal(\$) | Individual GOVCC(\$) | Total(\$) |
|--|-----------------------------------|-----------------------------------|--------------------------------|
| Total Expenses: | \$288.00 | \$909.44 | \$1,197.44 |
| Less Prior Pmts: | \$0.00 | \$0.00 | \$0.00 |
| Plus Collections: | \$0.00 | \$0.00 | \$0.00 |
| Net to Traveler: | \$288.00 | \$909.44 | \$1,197.44 |
| Add GOVCC ATM: | \$0.00 | <input type="text" value="0.00"/> | |
| Add'l GOVCC Amt: | \$0.00 | <input type="text" value="0.00"/> | |
| Less Prev Pmts to GOVCC(By Traveler): | <input type="text" value="0.00"/> | \$0.00 | > Calculate |
| Prev Pmt Adjustments: | \$0.00 | \$0.00 | |
| Final Distribution(Net to traveler) | | | |
| Net Distribution: | \$288.00 | \$909.44 | \$1,197.44 |

Trip Summary

Overall Starting Point

| | | |
|-------------|-------------|----------------------|
| Leave From: | Quantico,VA | Edit |
| Leave: | 25-Apr-16 | |

Location 1: GROTON,CT

| | | |
|---------------|---|--|
| Leave From: | Quantico,VA | Edit |
| TDY/TAD Loc: | GROTON,CT | |
| Arrive: | 25-Apr-16 | |
| Leave: | 29-Apr-16 | |
| Rental Car: | DOLLAR | Edit Remove |
| Airport: | DCA - Washington Ronald Reagan National | |
| Confirmation: | ABCD1234678- | |
| Pickup: | 25-Apr-16 06:00AM | |
| Dropoff: | 29-Apr-16 05:30PM | |
| Lodging: | Ramada Groton/Mystic Are | Edit Remove |
| Confirmation: | 12345678- | |
| Check-In: | 25-Apr-16 11:59PM | |
| Check-Out: | 29-Apr-16 07:00AM | |

Overall Ending Point

| | | |
|-------------|-------------|----------------------|
| Leave From: | GROTON,CT | Edit |
| Return Loc: | Quantico,VA | |
| Arrive: | 29-Apr-16 | |

Proceed to the following page: [Continue](#)

Figure 4-25: Payment Totals Screen - Expenses Summary

The Accounting label, the reimbursable amount, the nonreimbursable amount, and the total amount display for each expense category.

4. Select **Return** to return to the Payment Totals screen.

Note: When a Foreign Military Sales (FMS) LOA is used in the voucher, a Transaction Control Number (TCN) displays in the TCN column. The TCN is received when disbursements have been made from FMS funds.

5. The Collections and Waiver/Appeal links will display if a Due US condition exists . Use of these links will allow you to view debt and collection information and the history of appeals.

Follow the below steps to add a GTCC ATM advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field.

The amount you enter in the Add GOVCC ATM field will redirect money that was originally to be sent to your account and send it to your GTCC account instead.

2. Select **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to add an additional payment to the GTCC:

1. Enter the amount of the additional payment to the GTCC into the **Add'l GOVCC Amt** field.

The amount you enter in the Add'l GOVCC Amt field will redirect money that was originally to be sent to your account and send it to your GTCC account instead.

2. Select **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Follow the below steps to enter an amount you have paid to the GTCC account before the DTS disbursement was paid.

1. Enter an amount into the **Less Prev Pmts to GOVCC (By Traveler)** field.

If you made a payment to the GTCC account before being reimbursed, you can enter an amount that was originally to be sent to the GTCC account and redirect it to your personal bank account instead. For example, if the split reimbursement to the GTCC account is supposed to be \$400, and you made a \$200 payment to the GTCC account before being reimbursed, then you will want \$200 of the payment from DTS to go to your personal bank account.

2. Select **Calculate**. The specified amount will be incremented to the **Personal Net Distribution** field.

Note: Use the Non-Mileage Expenses screen to enter any ATM processing fees associated with the GTCC.

4.7.2 SPPs and Advances

If your trip document contains paid or submitted SPPs, the amount owed to you will be reduced by the amount previously disbursed.

If there are SPPs scheduled for submission when a voucher is approved, DTS will delete the unsubmitted SPP(s) from the Payment module.

4.8 Review/Sign

The below subsections will guide you through the Review/Sign process.

4.8.1 Preview Trip

The Preview Trip screen provides a general overview of the trip. Follow the below steps to edit the data on this screen:

1. Select **Review/Sign** from the navigation bar.

Chapter 4: Vouchers From Authorizations

The Preview Trip screen opens by default.

2. Complete any necessary fields.
3. Review all data.
4. Select **Edit** next to any item that you need to change.
5. Make appropriate changes.
6. Select **Save and Proceed to Other Auths** at the bottom of the screen.

