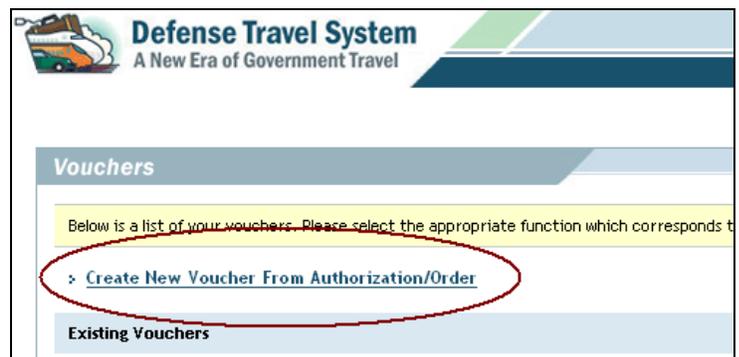


Getting Started

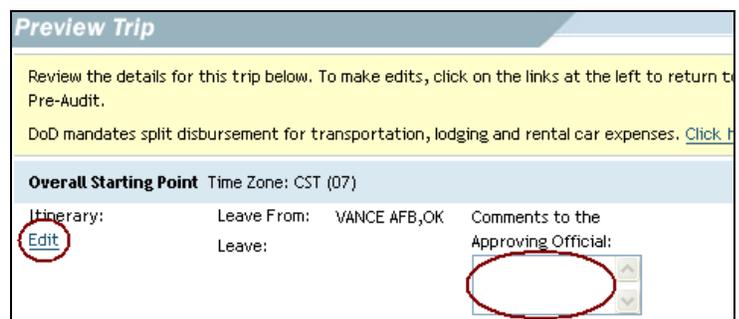
- Log on to DTS (See directions under Creating an Authorization)
- Select **Official Travel**, and then **Vouchers** from the upper menu bar



- Select **Create New Voucher From Authorization/Order** and then click **Create** for that authorization
- If no authorizations are available for review, check with a DTS authorizing official (ADO) for help. If less than 24 hours have elapsed since creating your authorization, you will still be able to create a voucher; however, the authorizing officials must wait 24 hours before approving it.



- The **Itinerary** page will now open
 - If you need to change a location on your itinerary, click **Edit** on the location that needs to change and then follow the same steps you used in Creating an Authorization to select the new location
 - If there is anything you want to tell the Approving Official, fill out the **Comments** block (ex. Lt Moneybags paid for my room Sat night, etc.)



Expenses:

(Non-Mileage)

- You will be reimbursed for extra expenses incurred during the trip, such as hotel tax, commercial auto (rental car), ATM advance fee, etc.
- Select **Expenses**, and then **Non-mileage** from the upper menu bar.

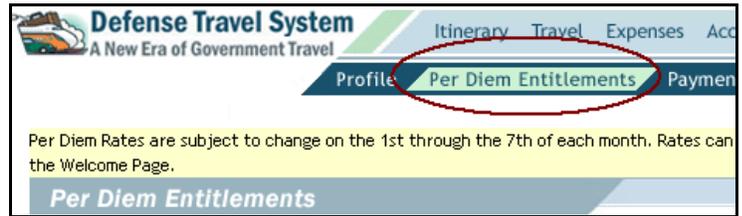


- *Select Expense Type: Choose the appropriate expense from the pull-down menu
- Enter the cost and date
- Select the method of reimbursement from the pull-down menu (PERSONAL or GOVCC (govt credit card))
- Note:** With the latest DTS upgrade, the PERSONAL option is no longer available. Talk to an ADO to have this option added
- Note:** taxis are only authorized if the ONLY way you can get from the airport to the hotel is via taxi or if the ONLY way you can get food is to take a taxi from the hotel to the restaurant. Obtain prior permission from the SUP before getting a taxi

- ATM Advances
 - If you used your govt credit card for a cash advance, you will need to file for two different amounts in order to be reimbursed for expenses
 - GOVCC ATM Advance Fee:**
The amount the ATM machine charged you to withdraw money
 - GOVCC ATM Service Fee:**
Charged by USAA for use of the card. Equal to 3% of the withdrawn amount or \$2, whichever is greater
- Continue on to Non-Mileage Expenses #2, #3, etc., for additional expenses

Additional Options:
Per Diem Entitlements

- If lodging costs did not change, skip this section
- If lodging costs have changed, go to ***Additional Options***, and then ***Per Diem Entitlements*** from the upper menu bar



- Select ***Edit*** for the respective night to bring up the Per Diem Rates page
- Change the dollar amount under **Lodging**. Payment will be sent directly to your govt. credit card. If you paid for lodging with a personal credit card, select the **view / edit expense details** tab

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed
02/18/05	ANYWHERE AFB,TX	> Edit	Reset	0.00	0.00 GOVCC	35.25 PERSONAL
02/19/05	ANYWHERE AFB,TX	> Edit	> Reset	0.00	0.00 GOVCC	35.25 PERSONAL

Per Diem Rates

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

Per Diem Rate:

Lodging: [view / edit expense details](#)

M & IE: [view / edit expense details](#)

- Under **Method of Reimbursement**, select **Personal**. Payment will now be paid to you, rather than the govt. credit card.
 Note: With the latest DTS upgrade, the PERSONAL option is no longer available. Talk to an ADO to have this option added
- After editing each night, Ensure you click ***Save these Entitlements*** at the bottom of the page

Cost Options

Expense Type: Lodging

Expense Cost: 0.00

Reimbursable:

Expense Category: LODGING

Method of Reimbursement: GOVCC

GTR
GOVCC
AMC BILL
PERSONAL
GOV FUND

- To see how you will be reimbursed, go to ***Additional Options***, and then ***Payment Totals*** on the upper menu bar. Scroll to the bottom of the page to see what amount will be sent to your government travel card account and what will be paid to you

Payment Distribution

Pay to Gov't Charge Card:	\$ 0.00
Pay to Traveler:	\$ 0.00
Total Payment:	\$ 0.00

Review/Sign

- Before you sign your voucher, take one last look at it to ensure it is correct. To do this, select **Review/Sign**, and then **Preview** on the upper menu bar
- Enter any comments for approving officials in the Comments block (ie. crew doubled-up in billeting, stayed w/family-no receipts, mission re-planned due to wx, etc)
- **Note:** If you remained overnight at the same location for two nights in a row, annotate if training was accomplished in-between (ex. crew flew on Saturday). Otherwise, DTS will think you sat all day where meals were available, and you will only receive partial rate per diem for that day
- Ensure the locations entered and dates for arrival and departure are correct
- Any hotel tax, rental car fees, etc, will be found under the Expenses block
- The Per Diem Entitlements block shows the total for lodging and M&IE (meals and incidental expenses)
- Once the document has been checked and is ready to be signed, Click **Save and Proceed to Digital Signature** at the bottom of the Preview Trip page or select **Review/Sign**, and then **Pre-Audit** from the upper menu bar



Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return Pre-Audit.
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click](#)

Overall Starting Point Time Zone: CST (07)

Itinerary: Leave From: VANCE AFB,OK
[Edit](#) Leave: Comments to the Approving Official:

Location 1 - RANDOLPH AFB, TX Time Zone: CST (07)

Itinerary: Leave From: VANCE AFB,OK
[Edit](#) TDY/TAD Location: Arrive: Leave:

Overall End Point Time Zone: CST (07)

Itinerary: Leave From: [Edit](#) Return Location: Arrive:

Expenses
No Expense Information Available.

Per Diem Entitlements

Lodge / M&IE:	Start Date	End Date	Total Lodge	Total M&IE
Edit			\$0.00	\$

Pre Audit

- If there are NO problems with your voucher, you will see a message stating **0 Items have been flagged in this Travel Document**.
- Click the [Save and Proceed to Digital Signature](#) tab

- If there ARE problems with your voucher, you will need to provide an explanation in the **Justification to Approving Official** block
- The picture on the right shows some examples of flagged items and acceptable justification
- Click the [Save and Proceed to Digital Signature](#) tab

Reason Flagged	Item Description	Justification to Approving Official
⚠️ PER DIEM LOC MISMATCH	⚠️ MEMPHIS,TN NOT AUTHORIZED	Approved by SUP
Reason Flagged	Item Description	Justification to Approving Official
⚠️ TRIP DATES & LOCS MISMATCH	⚠️ MEMPHIS,TN NOT AUTHORIZED	Approved by SUP
Reason Flagged	Item Description	Justification to Approving Official
⚠️ GOVT QTRS/MEALS NOT USED	⚠️ GOVT MEALS (breakfast) FOR XXX AFB NOT USED	CREW WAS FLYING

- Ensure “SIGNED” appears in the scroll-down box next to *Submit this document as:

- Click the [Submit Completed Document](#) tab

- On the Stamp Process page, Click [Save and Continue](#). Your voucher will now be forwarded to the ADO office for review.
- You have now completed the DTS Voucher. (Note: You are supposed to save any receipts from your trip for 7 years. If you are ever audited, you will need them for verification!!)