DTS Vouchers and You
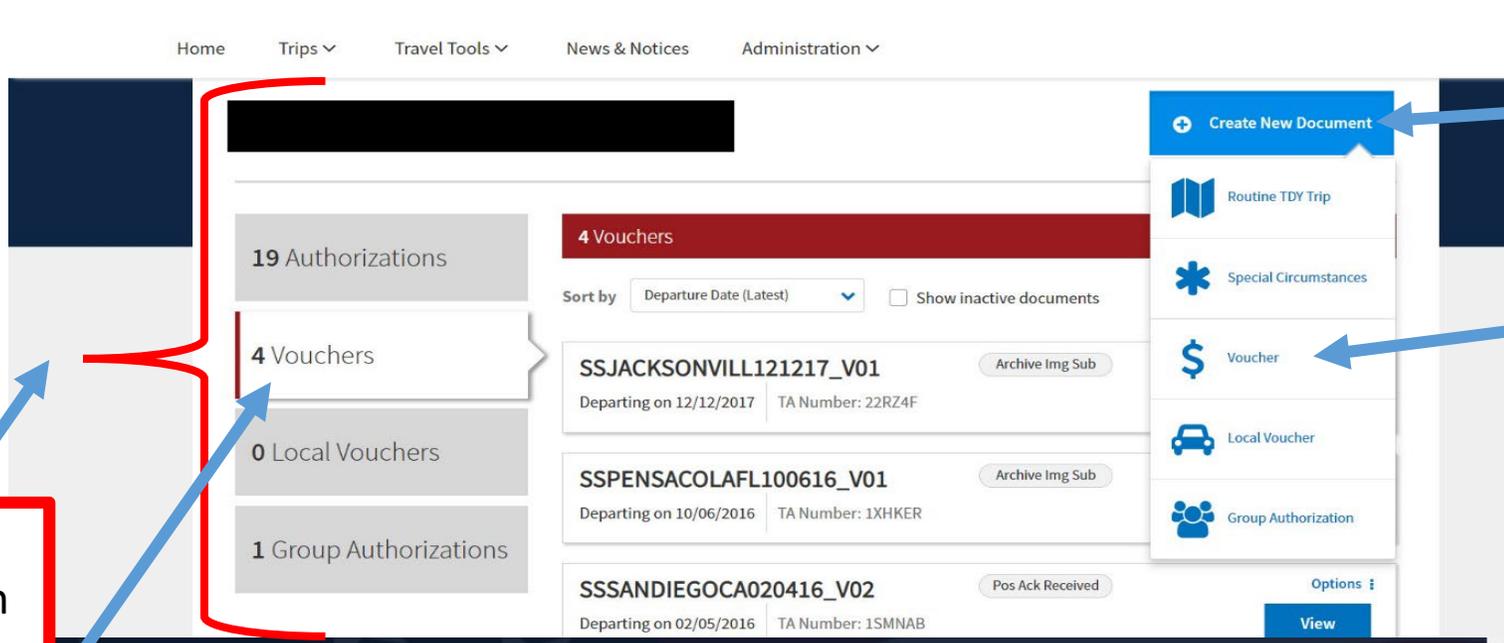
Login to DTS using your CAC:

https://www.defensetravel.osd.mil/

You must use a CAC enabled computer to complete. Scan your receipts and save to your personal drive/or email **prior** to beginning your Voucher (see next slide for receipt requirements). You must upload any receipts you are
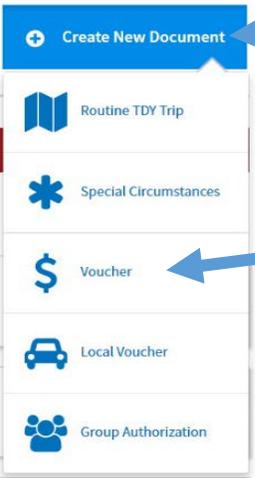
claiming repayment for.

Receipt Requirements

- Your name must be on the receipt, if your roommate (or another IPs) name is on the receipt. Cross out that name and write in your full name.

- Lodging receipt must reflect a Zero balance; no exceptions. You must get an updated receipt from the hotel if you have a balance listed on the receipt.

- Itemized receipt. Must show all taxes/fees/nightly rate separately.

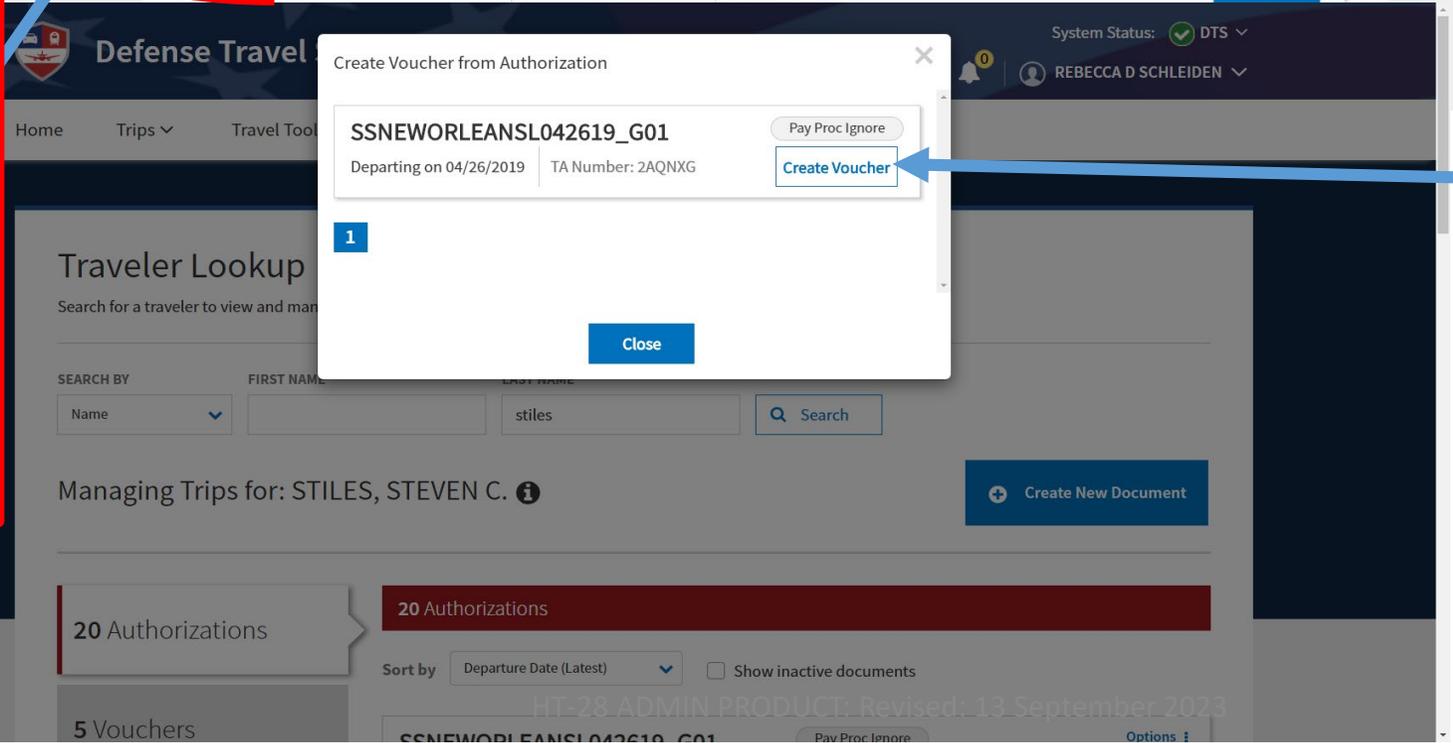- See receipt example on page 11 of this guidance.

1.) Click Create New Document

⊕ Create New Document

🗺 Routine TDY Trip

✳ Special Circumstances

$ Voucher

🚗 Local Voucher

👥 Group Authorization

2.)
Click Voucher

19 Authorizations

4 Vouchers

Sort by   Departure Date (Latest) ⌄   ☐ Show inactive documents

SSJACKSONVILL121217_V01   Archive Img Sub
Departing on 12/12/2017   TA Number: 22RZ4F

SSPENSACOLAFL100616_V01   Archive Img Sub
Departing on 10/06/2016   TA Number: 1XHKER

0 Local Vouchers

1 Group Authorizations

SSSANDIEGOCA020416_V02   Pos Ack Received   Options ⋮
Departing on 02/05/2016   TA Number: 1SMNAB   View

Note:
Once logged in this is your view, it is your **homepage**. If you have already created a voucher to finish later, click on voucher to continue editing.

🛡 Defense Travel   System Status: ✓ DTS ⌄   🔔0   👤 REBECCA D SCHLEIDEN ⌄

Create Voucher from Authorization   ✕

SSNEWORLEANSL042619_G01   Pay Proc Ignore
Departing on 04/26/2019   TA Number: 2AQNXG   Create Voucher

1

Close

3.)
Find the trip you went on, Click "Create voucher"

Home   Trips ⌄   Travel Tool

Traveler Lookup
Search for a traveler to view and man

SEARCH BY   FIRST NAME   LAST NAME
Name ⌄   [   ]   stiles   🔍 Search

Managing Trips for: STILES, STEVEN C. ℹ️   ⊕ Create New Document

4.) If the box that pops up says "No Authorizations to Voucher" come see Admin.

20 Authorizations

20 Authorizations
Sort by   Departure Date (Latest) ⌄   ☐ Show inactive documents

5 Vouchers   SSNEWORLEANSL042619_G01   Pay Proc Ignore   Options ⋮

***Use this slide **ONLY** if you **DIVERTED** to a city other than your original destination or if you were delayed and stayed extra days than originally intended. ***
Skip to page 8 of this guidance if you <u>do not</u> need to change your city or dates of the trip.

System Status: ✓ DTS ⌄

🔔 0 👤 REBECCA D SCHLEIDEN ⌄

Defense Travel System

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

◄ COLLAPSE

Trip Voucher Info ⌃

← Return to traveler's documents
Doc Name:
SSCHARLESTONS031519_V01

View Adjustments

📖 Edit Itinerary

Finances ⌃

💵 Expenses

📅 Per Diem

💲 Accounting

📄 Financial Summary

Review ⌃

Review Trip Voucher

🖨 Print

Trip Details for:

SSCHARLESTONS031519_V01 ⓘ

Trip Type: AA-ROUTINE TDY/TAD (OTHER TRAVEL)

Trip Description: N/A

Dates: 03/15/2019 - 03/17/2019

Conference/Event Name: Not Applicable

Reference: ⊕ Add Reference

Comments to the Approving Official   ✎ Edit Comments

Reference to Group Authorization with document named SSCHARLESTONS031519_G01, authorization number of 29XF
PB and primary traveler of STEVEN C STILES

Itinerary Expand All | Collapse All   Go to Itinerary ➔

Once this screen populates, click on "Edit Itinerary"

HT-28 ADMIN PRODUCT: Revised: 13 September 2023   4

***Use this slide **ONLY** if you **DIVERTED** to a city other than your original destination or if you were delayed and stayed extra days than originally intended. ***
Skip to page 8 of this guidance if you <u>do not</u> need to change your city or dates of the trip.

1.) Change the dates and/or city (depending on your trip).

2.) Make sure this says "My Duty Station"

3.) Change date if incorrect.

***Use this slide **ONLY** if you **DIVERTED** to a city other than your original destination or if you were delayed and stayed extra days than originally intended. ***
Skip to page 8 of this guidance if you <u>do not</u> need to change your city or dates of the trip.

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

Accounting

Financial Summary

Review ⌃

Review Profile

Review Voucher

Other Auths and Pre-Audit

Sign and Submit

Leaving From

My Duty Station ⌄   Milton, FL

Returning On *

📅 05/05/2019

Returning To *

My Duty Station ⌄   Milton, FL

Make sure this says "My Duty Station"

Change date if incorrect.

Trip Details for: NMCHARLESTONS050319_V01

TRIP DETAILS

Trip Type: Temporary Duty Travel (Routine)

Travel Authorization Number (TANUM): 2AVP54

Purpose * ❓

Training ⌄

"Training"

Description *(optional)*

***Use this slide **ONLY** if you **DIVERTED** to a city other than your original destination or if you were delayed and stayed extra days than originally intended. ***
Skip to page 8 of this guidance if you <u>do not</u> need to change your city or dates of the trip.

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

Purpose * ❓

Training   ⌄   → "Training"

Description *(optional)*

                                  ← Leave Blank

Trip Duration *

Multi-Day   ← Multi-Day

Reference

                                  ← Leave Blank

Are You Attending a Conference or Event? *

No   ⌄   ← No

Cancel   **Continue**

Click continue at the bottom of the page when finished.
The next page that populates will be the "Expenses"
page, **skip to page 9 of this guidance.**

Defense Travel System

🔔 0   👤 REBECCA D SCHLEIDEN ⌄

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

‹☰ COLLAPSE

Trip Voucher Info ⌃

← Return to traveler's documents
Doc Name:
SSCHARLESTONS031519_V01

~~Traveler:~~
████████████████

View Adjustments

🗺 Edit Itinerary

Finances ⌃

💵 Expenses
📅 Per Diem
💰 Accounting
📋 Financial Summary

Review ⌃

Review Trip Voucher

🖨 Print

Trip Details for:

SSCHARLESTONS031519_V01 ℹ

Trip Type: AA-ROUTINE TDY/TAD (OTHER TRAVEL)

Trip Description: N/A

Dates: 03/15/2019 - 03/17/2019

Conference/Event Name: Not Applicable

Reference: ⊕ Add Reference

Comments to the Approving Official   ✏ Edit Comments

Reference to Group Authorization with document named SSCHARLESTONS031519_G01, authorization number of 29XF
PB and primary traveler of STEVEN C STILES

Itinerary Expand All | Collapse All   Go to Itinerary ➔

Once this screen populates, click on "Expenses"

1.) **DO NOT** put your nightly lodging rate on this page, only <u>fees/taxes/expenses</u>.

If you have no fees/taxes/Uber receipts skip to page 12 of this guidance.

2.) On the "expenses" page you will enter claims from your receipt/s into the "Other Expenses" section. Items that can be claimed:

- Taxes or Hotel Fees
- Taxi/Uber charges (Tip can be claimed but cannot exceed 15% of the total fare)
- Rental car expenses
- Gas for Rental car

See next page for guidance.

1.) Expenses are : Hotel taxes or fees, Uber or Taxi charges, rental car/fuel. Use your receipt/s to verify charges.
DO NOT INCLUDE NIGHTLY LODGING CHARGE.
If no expenses, go to page 12 of this guidance.
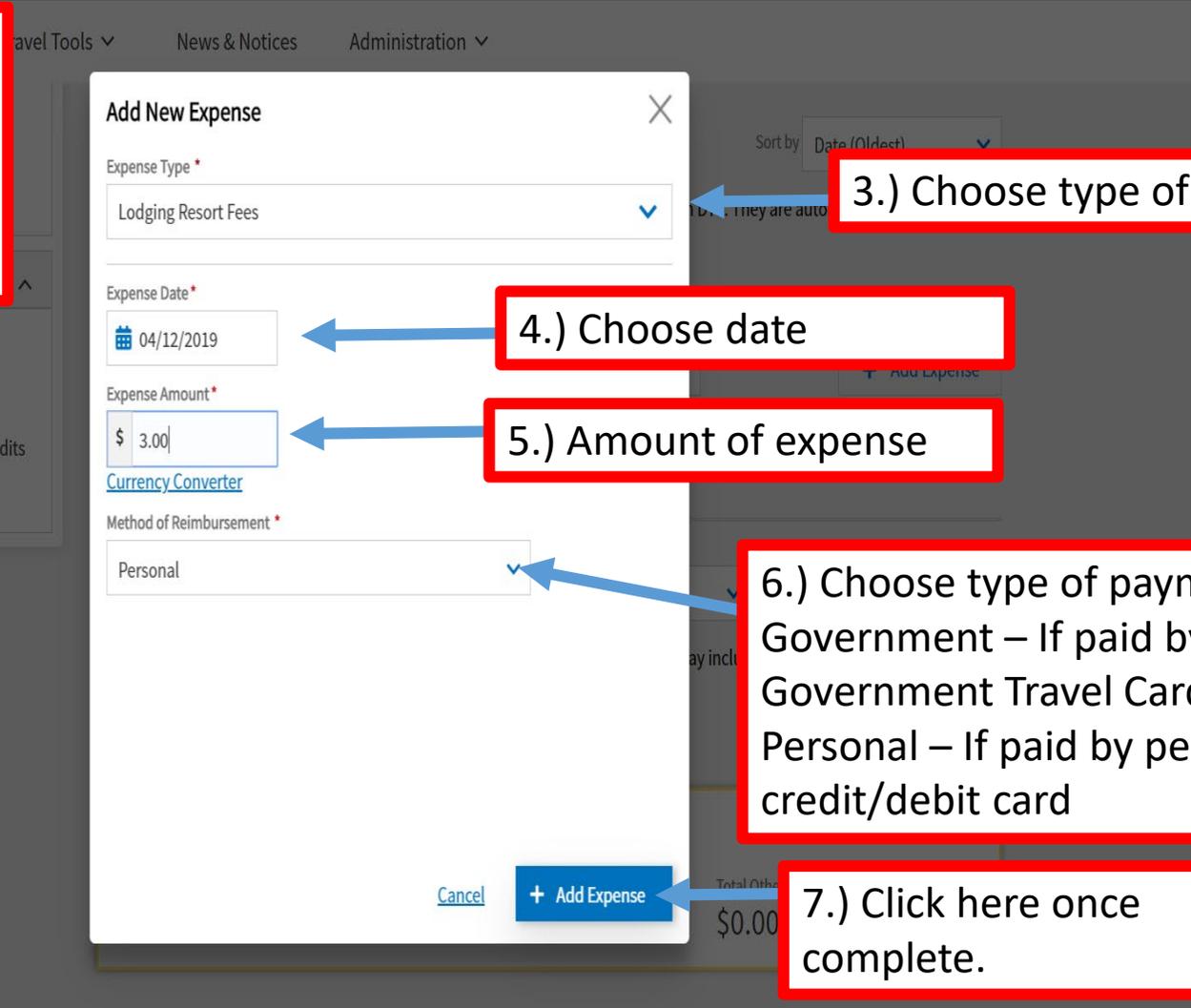
3.) Choose type of expense

4.) Choose date

5.) Amount of expense

6.) Choose type of payment:
Government – If paid by Government Travel Card
Personal – If paid by personal credit/debit card

7.) Click here once complete.

2.) Click here to add expenses, the box to the right will pop up. Fill out according to the expense you are adding.

8.) Repeat these steps for all expenses.

1.) Make sure your name is on the receipt.

2.) <u>Nightly lodging rate</u> (Put this amount in the "Per Diem" section, Page 14 of this guidance)

3.) <u>Taxes/Fees</u> (Put this amount in "Other Expenses" section, Page 10 of this guidance)

4.) Some states are tax free, make sure to only include amounts you ***actually paid***, pay attention to your receipt.

5.) You **MUST** have a zero balance receipt (Per JTR regulations)

1.) You must upload any receipts
Name your receipt (i.e. "hotel", "Uber", etc.)

Add New ✕

Select Type*

Lodging Resort Fees ✕ ⌄

Attach Receipt

Expense Date*

📅 07/21/2023

Expense Amount*

$

Currency Converter

Method of Reimbursement*

GTCC ending in ** ⌄

Notes

Cancel **Add**

$ Lodging Resort Fees $4.00 ⋮

⌃ Details 07/21/2023 IBA

Info tes

Expense Date

📅 07/21/2023

Expense Amount

$ 4.00

Currency Converter

Method of Reimbursement*

GTCC ending in * ⌄

Attachments

Drag And Drop
or browse for a new document

📄

+

Attach Receipt ✕

Select a file*

receipt.pdf Browse

☑ Retain as PDF (e.g., CTW, Digitally Signed PDFs) ⓘ

3.) Click Browse, find your receipt and upload. (Or drag and drop)

4.) Choose "Other" for document type.

5. Repeat these steps for all receipts.

You can also add a receipt after inputting an expense by clicking "Details" and then hitting the "+" button (or drag and drop the file).

2.) Click here to add scanned receipts, the box to the right will pop up. Fill out according to the documents you are adding.

Click continue at the bottom of the page when finished.

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

EXPENSE SUMMARY

Total Reservation Expenses	Total Other Expenses	Total Expenses
$0.00	$0.00	$0.00

‹ Back   Continue ›

TOP

About DTS   Browser Support   Accessibility   Privacy Policy & Security Notice

DEFENSE TRAVEL SYSTEM

Once all expenses and documents have been entered, the "Total expenses" amount will change. Verify with receipts that this amount is correct. If everything is correct, click "Continue."

Review per diem amounts

Defense Travel System

System Status: ✓ DTS ⌄

🔔 0 👤 REBECCA D SCHLEIDEN ⌄

Home   Trips ⌄   Travel Tools ⌄   News & Notices   Administration ⌄

COLLAPSE

Trip Voucher Info ⌃

← Return to traveler's documents
Doc Name:
KMSAINTPETERS041219_V01
Traveler:
ⓘ
View Adjustments
🗺 Edit Itinerary

Finances ⌃

💵 Expenses
📅 Per Diem
💰 Accounting
🗺 Financial Summary

Review ⌃

Reset all adjustments   **Adjust Per Diem Amounts**

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the GSA State Tax Exempt List ⧉ to find out if your lodging costs are exempt from state sales tax.

⬤ Group similar days   Expand all   Collapse all

TDY: NEW ORLEANS, LA (3 days)

⚠ TDY location exempt from state sales tax but requires exemption form. Download exemption form ⧉.

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED	
› 04/12/2019 (First Day)		$161.00	$161.00	$53.25	⋮
› 04/13/2019		$161.00	$161.00	$71.00	⋮
› 04/14/2019 (Last Day)		$0.00	$0.00	$53.25	⋮

PER DIEM SUMMARY

This is the nightly underlined allowed lodging amount.

Click the 3 dots to edit info. See next slide for guidance. On editing.

This is your daily "Meals and Incidental Expenses", you can not change it, DTS auto calculates this amount.

This page is for your nightly lodging rate only (DO NOT INCLUDE TAXES). Use the next slide to change the nightly rate or repayment type (Personal or GTCC) if needed. See receipt example on page 11 for guidance.
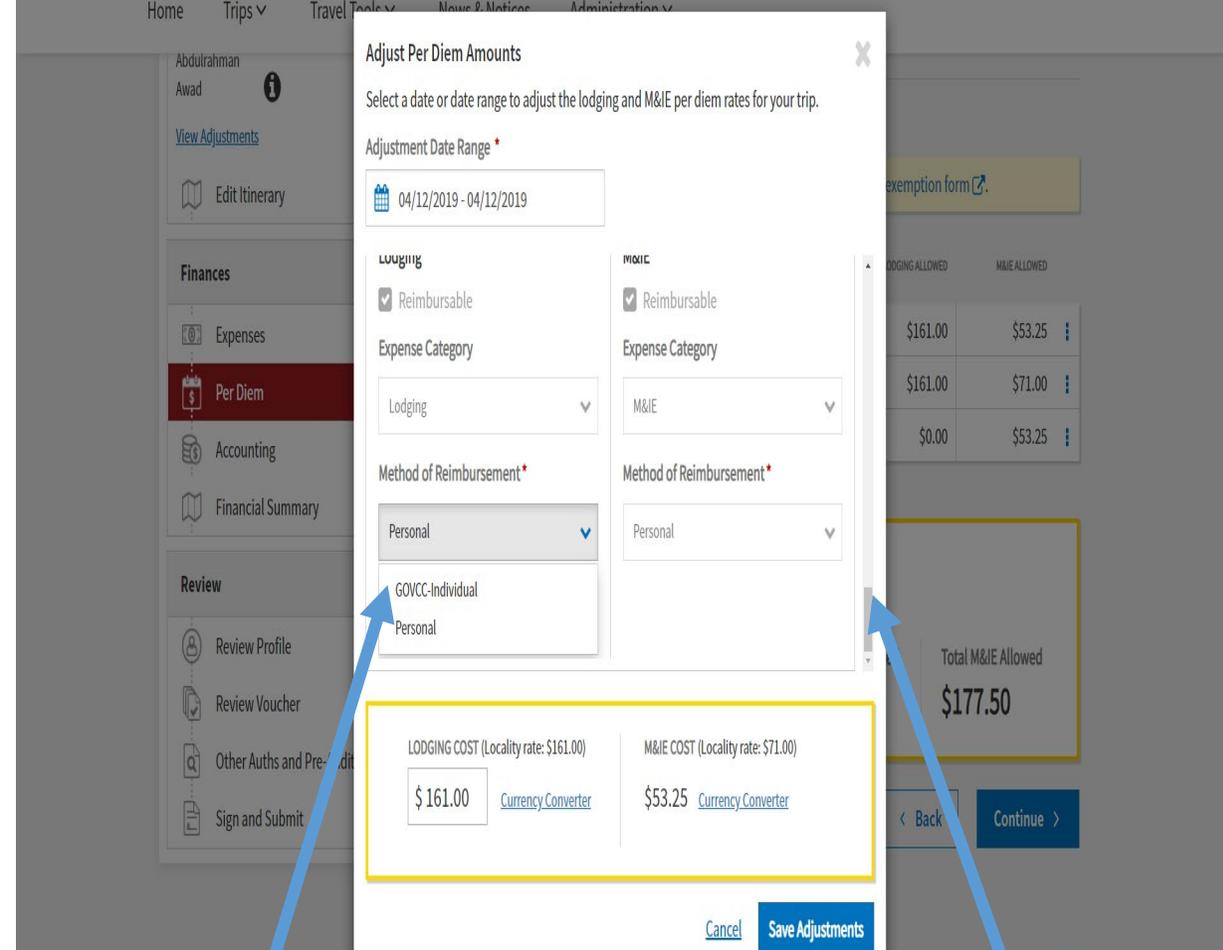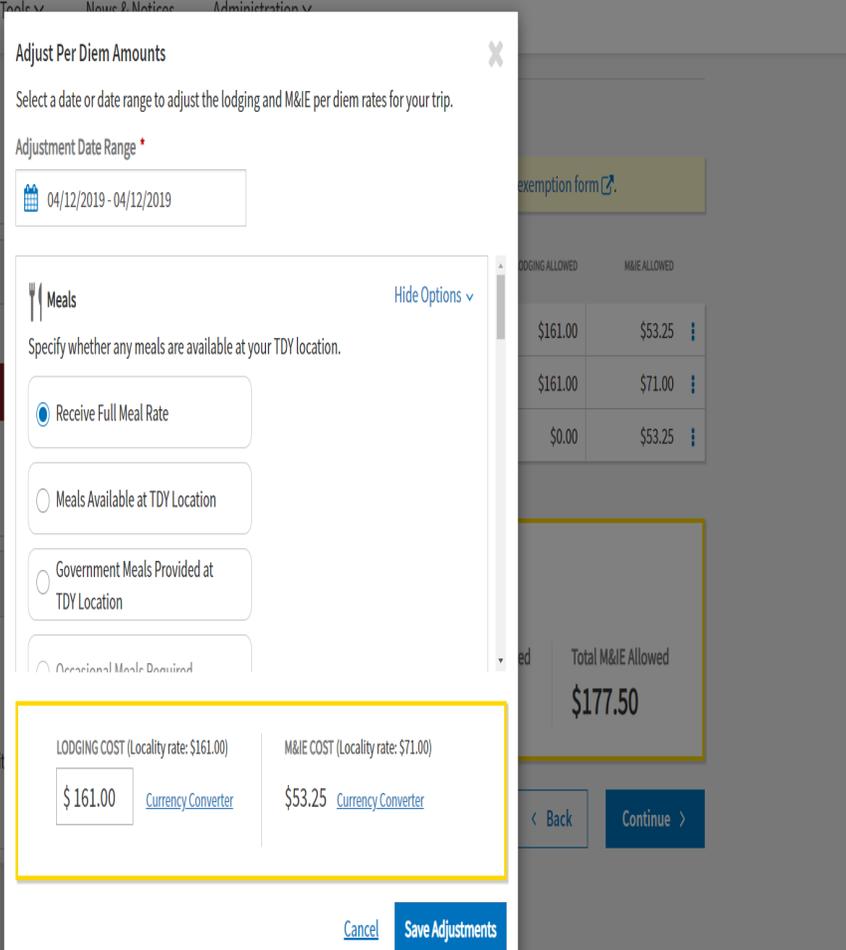
1.) Once you click the 3 dots, this window pops up. Change the lodging cost (if needed). If you paid for only one night due to splitting the room with a roommate, put $0 for the cost of the other night.
If you paid over the allowed nightly rate but paid for only one night, underline split the amount you paid evenly across both nights.
Only fill in both nights with full nightly rate if you lodged alone

2.) Use the scroll feature on the right of this box and ensure you have the correct payment method chosen. (i.e. You paid your hotel charges with your personal debit/credit card versus GOVCC card). Click "Save Adjustments"

Click continue at the bottom of the page when finished.

Review Accounting

Trip Voucher Info ⌃

← Return to traveler's documents

Doc Name:
KMSAINTPETERS041219_V01

Traveler:

View Adjustments

🗺 Edit Itinerary

Finances ⌃

💲 Expenses

💲 Per Diem

💰 **Accounting**

🗺 Financial Summary

Review ⌃

👤 Review Profile

📄 Review Voucher

🔍 Other Auths and Pre-Audits

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)   ⊕ Add LOA

ACCOUNTING LABEL	ORGANIZATION	⋮
19 HT28 FMS 2	DN7057025631...	

Allocations

⊘ This trip is 100% allocated to 19 HT28 FMS 2

Hide Details ▲

19 HT28 FMS 2

CATEGORY	ALLOWED	ACTUAL
LODGING	$322.00	$322.00
M&IE	$177.50	$177.50
Sub Total	$499.50	$499.50

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)   ⊕ Add LOA

ACCOUNTING LABEL	ORGANIZATION
19 HT28 FMS 2	DN7057025631...

Search 🔍

From DN705702563110W5HT28   ›
Shared LOA   ›
Cross Org LOA   ›

Allocations

⊘ This trip is 100% allocated to 19 HT28 FMS 2

Hide Details ▲

19 HT28 FMS 2

CATEGORY	ALLOWED	ACTUAL
LODGING	$322.00	$322.00
M&IE	$177.50	$177.50
Sub Total	$499.50	$499.50

1.) Normally your line of accounting will already be chosen, however if there is no line of accounting, use the 3 dots to the right to choose an accounting label.

Ensure you have only 1 line of accounting displayed.

2.) Click here to display line of accounting options:

USN, USMC, USCG – Choose 24 HT28 XC
IMS – Choose 24 HT28 FMS

Click continue at the bottom of the page when finished.

Review Financial Summary

Trip Voucher Info ⌃

← Return to traveler's documents

Doc Name:
KMSAINTPETERS041219_V01

Traveler:

View Adjustments

📖 Edit Itinerary

Finances ⌃

💵 Expenses
📅 Per Diem
🪙 Accounting
📖 **Financial Summary**

Review ⌃

Review Profile
Review Voucher
Other Auths and Pre-Audits

Expense Summary

Reimbursable Expenses	$499.50
Non-Reimbursable Expenses	$0.00
Total Expenses	$499.50

Show Details ⌄

Disbursement Summary

Advances Paid	$0.00
Scheduled Partial Payments Paid	$0.00
Previous Voucher Payments	$0.00
Total Prior Payments	$0.00

Show Details ⌄

Credit Summary

Collections
Waiver/Appeals
Net To Traveler
Balance Due US

Review Profile
Review Voucher
Other Auths and Pre-Audits

Balance Due US $0.00   Show Details ⌄

Entitlement Summary

🖉 Adjust Disbursements

	Personal	GTCC	Total
Total Expenses	$499.50	$0.00	$499.50
Prior Payments	$0.00	$0.00	$0.00
Collections	$0.00	$0.00	$0.00
Net to Traveler	$499.50	$0.00	$499.50
Previous Pmt Adjustments	$0.00	$0.00	$0.00
Net Distribution	$499.50	$0.00	$499.50

< Back   Continue >

On this page you will review the totals for your trip. Make sure the amount you paid with your Government Travel Card (GTCC) matches your receipt(s). If it is not correct, go back to expenses and/or Per Diem pages to correct.

Click continue at the bottom of the page when finished.

Privacy Policy & Security Notice

17

Trip Voucher Info ⌃

← Return to traveler's documents

Doc Name:
KMSAINTPETERS041219_V01

Traveler:
█████████████ ⓘ

View Adjustments

📖 Edit Itinerary

Finances ⌃

💵 Expenses

📅 Per Diem

🪙 Accounting

📖 Financial Summary

Review ⌃

👤 **Review Profile**

📄 Review Voucher

🔍 Other Auths and Pre-Audits

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

👤 ████████████████

Milton, FL

Permanent Duty Station
7175 USS LONG ISLAND ST
SUITE 226
Milton, FL

Email
████████████████

Checking Account
Account ending in █████

Update any personal information if needed on this page.

Open Profile

‹ Back   Continue ›

Click continue when finished.

‹‹ COLLAPSE

Trip Voucher Info ⌃

← Return to traveler's documents
Doc Name:
KMSAINTPETERS041219_V01
Traveler:

ⓘ

View Adjustments

📍 Edit Itinerary

Finances ⌃

💵 Expenses
📅 Per Diem
💰 Accounting
📖 Financial Summary

Review ⌃

🔒 Review Profile

📋 **Review Voucher**

📑 Other Auths and Pre-Audits

📄 Sign and Submit

Review Trip Voucher

🖨 Print

Trip Details for:
KMSAINTPETERS041219_V01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (OTHER TRAVEL)
Trip Description: N/A
Dates: 04/12/2019 - 04/14/2019
Conference/Event Name: Not Applicable
Reference: ⊕ Add Reference

Comments to the Approving Official   ✏ Edit Comments

Reference to Group Authorization with document named KMSAINTPETERS041219_G01, authorization number of 2AH9
0J and primary traveler of KEVIN S MINNIG

Itinerary Expand All | Collapse All   Go to Itinerary →

📍 **TRIP START** Milton,FL (Duty Station) ⊘   Leaving on Apr 12, 2019

📍 **TDY LOCATION 1** NEW ORLEANS,LA ⊘   04/12/2019 - 04/14/2019

📍 **TRIP END** Milton,FL (Duty Station) ⊘   Returning on Apr 14, 2019

Expenses Expand All | Collapse All   Go to Expenses →

💲 **RESERVATION EXPENSES**   No Reservation Expenses

💲 **OTHER EXPENSES**   No Additional Expenses

📄 **SUBSTANTIATING DOCUMENTS**   No Substantiating Documents

Per Diem   Go to Per Diem →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
$322.00	$322.00	$177.50

Accounting Expand All | Collapse All   Go to Accounting →

🏛 **ACCOUNTING CODES**

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
19 HT28 FMS 2	DN705702563110W5HT28	$499.50	$499.50

Show Details ⌄

ACTUAL TRIP COST   Go to Financial Summary →

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	LODGING	$322.00	$322.00
	M&IE	$177.50	$177.50

ALLOWED TRIP COST	ACTUAL TRIP COST
$499.50	$499.50

Review your voucher on this page for accuracy.

Click continue when finished.

1.) This page is to provide justification for changes in the original authorization orders.
Most errors will be:
- Lodging Not Used
- Per Diem Loc Mismatch (If you didn't make your original planned location.)
- DFLT PMT Method Not Selected (If you didn't use your Government Charge Card)

2.) Click here, scroll down and choose the reason you had no lodging reservations. Use code "L12 – Group lodging required"

3.) Click "Edit Justification" and type the reason "Group lodging authorized".

4.) Most common reasons:
- Diverted due to inclement weather.
- Aircraft broke down.

5.) You **MUST** provide justification for all sections. Use common sense.

Click continue at the bottom when finished.

Doc Name:
KMSAINTPETERS041219_V01

Traveler:

██████████████

View Adjustments

📖 Edit Itinerary

Finances ⌃

💰 Expenses

💲 Per Diem

💰 Accounting

📖 Financial Summary

Review ⌃

👤 Review Profile

📋 Review Voucher

🔍 Other Auths and Pre-Audits

📄 Sign and Submit

Trip Voucher Status

See where your trip voucher currently is in the approval process.

Check document for errors...

✅ 04/30/2019 11:32AM   NAME
  CREATED   REBECCA J SCHLEIDEN

○ *(Pending)*
  T-ENTERED

DOCUMENT STATUS *   ROUTING LIST *

☐ I agree to SIGN this document   HT28 ⌄

Additional Comments   ➕ Add Comments

NAME   TODAY'S DATE
REBECCA D SCHLEIDEN   05/02/2019

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

ℹ The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

○ Your next steps will be determined based on the Routing List you submit.

< Back

1.) Agree to sign the document.

2.) Choose HT28 XC Routing List (No Hyphen)
(DO NOT CHOOSE HT-28)

Click Submit

After clicking submit, you may have another box pop up. Click submit again.