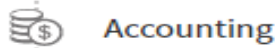



4

## Update LOAs



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

If you need to change an LOA, select **Accounting** on the Progress Bar, then:

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

5

## Update Split Disbursement



If you need to update your split disbursement totals, select **Financial Summary** on the Progress Bar, then select:

- Adjust Disbursements** to open the screen where you can redirect your split disbursement amounts.
- Overpaid GTCC** or **GTCC ATM Withdrawal** fields to send more money to the GTCC vendor.
- Additional Payment Paid to GTCC** field to send more money to your personal bank account.
- Save**.

6

## Review, Sign, and Submit

### Review

Use the four options under **Review** on the Progress Bar to:

- Review Profile:** Update your DTS profile.
- Review Voucher:** Review and update all the information in the voucher.
- Other Auths and Pre-Audits:** Review comments, justifications, reason codes, and advisories on your voucher, and update them if needed.
- Sign and Submit:** Attach your digital signature to update the status to **SIGNED**. (If prompted for it, you must supply your CAC PIN).

### Change an Existing Voucher


- Adjust a voucher the AO has not yet **APPROVED**.
- Amend a voucher the AO has **APPROVED**.

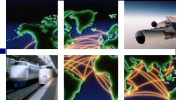
On the DTS Dashboard, select **Vouchers** to see a list of your vouchers, then:

To adjust a voucher:

- Select **Edit** next to a voucher.
- If any pop-ups or the View Only window appears:
  - Acknowledge all pop-ups.
  - Uncheck the **Open Document VIEW-ONLY** box.
  - If asked for it, enter your CAC PIN, then select **OK**.
- Make all necessary changes.
- Sign the voucher (See Section 6).

To amend a voucher:

- Select **Create Amendment** under the  icon next to a voucher.
- Enter **Comments**, then select **Amend Document**.
- Follow Steps 2-4 under “**adjust**” (above).



## Create a DTS Voucher: Instructions for Travelers

January 04, 2019

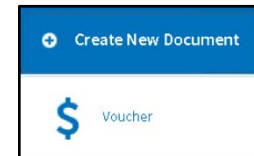
For more information, see DTS Guide 3: Vouchers at [https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_3\\_Voucher.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf).

*A voucher is a request for the reimbursement of expenses incurred and payment of allowances earned during official travel. You create a voucher from a DTS authorization and update the estimated costs with actual trip costs.*

### Log On to DTS

- Insert your CAC into the reader.
- Access the DTS Home page at <https://www.defensetravel.osd.mil>.
- Select **Log In**.
- Read and **Accept** the DoD Privacy & Ethics Policy.
- Enter your CAC PIN, then select **OK**.

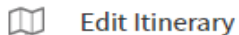
### Create a Voucher



- On the DTS Dashboard, select **Create New Document**, then **Voucher**.
- Select **Create Voucher** next to an authorization. DTS creates the voucher using the information in the authorization and opens it on the Review Trip Voucher screen. You must update the information in the voucher to reflect actual events.

1

## Update Itinerary



If any trip dates or locations changed, select **Edit Itinerary** on the Progress Bar and use the tools on the Edit Itinerary screen to:

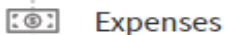
1. Change the TDY location **Arriving** and/or **Departing** dates. The overall **Leaving On** and **Departing On** dates update automatically, but you can change them if you need to.
2. Add, remove, or change TDY locations.

**Notes:** You must update each changed TDY location or dates. Always read and acknowledge all pop-ups.

To ensure your per diem allowances are accurate, enter the correct TDY location. For example, for a TDY to an installation (Ft. Lee, VA), don't enter a nearby city (Petersburg, VA).

2

## Update Expenses and Mileage Allowances



### Update Flight & Rental Car Expenses

You can't change reservations after the trip, so if your flight or rental car information changed, you must update them in the **Expenses** module. Select **Expenses** in the Progress Bar, then:

To update a flight or rental car cost:

1. In the **Reservation Expenses** section, select the icon under **Options** next to the flight or rental car, update the reservation data, and **Save** the changes.
  - a. Updates to flight costs appear in the **Other Expenses** section.
  - b. Updates to rental car costs remain in the **Reservation Expenses** section.

To delete a flight or rental car:

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

To add the cost of a new flight or rental car, see next Sub-section.

## Update Other Expenses and Mileage Allowances

If any reimbursable expense information changed, select **Expenses** in the Progress Bar, then:

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

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

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

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

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

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

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

To delete an expense:

1. Select the icon under **Options** then acknowledge the pop-up.

## Add Substantiating Documents

### Attach Paper Documents

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

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

### Notes

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

## Upload Electronic Images

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

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

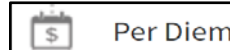
### Associate Receipts to an Expense

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

You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas or move it to the **Substantiating Records** area. Only you can see images saved in the **Trip Workbook**. Reviewers and AOs have no access to the **Trip Workbook**.

3

## Update Per Diem Allowances



If your per diem allowances changed, including lodging costs, select **Per Diem** on the Progress Bar, then:

1. Select **Adjust Per Diem Costs**.
2. Enter a date (or a date range if all per diem allowances are the same on consecutive days).
3. Make changes to the per diem allowances. **Note:** The **Lodging Cost** information is at the bottom of the screen.
4. Select **Save Adjustments**.

**Note:** Add CONUS hotel tax under **Expenses** (see Section 2).