HOW TO CREATE LOCAL VOUCHERS

Defense Travel System — Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/ - Defense Travel System-Welcome to DTS - Windows Internet Explorer

Logged In As: MARCO A JIMENEZ
Traveler Name: MARCO A JIMENEZ

Document Name: MJ053013_L01.1
Document Type: Local Voucher

Screen ID: 1502.1

Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Trip Overview

Your profile does not contain valid GTCC (Government Travel Charge Card) information.

Because you are designated as a GTCC cardholder by your DTA you are required to use your GTCC for travel unless your DTA has made you 'Exempt' from use due to special circumstances. If you are not exempt and you choose not to update your GTCC account information, your incomplete GTCC account information will prevent you from selecting air or rail reservations in DTS for this trip. You will also be prompted to enter a personal charge card to make hotel reservations. If your cardholder or exemption status is not correct, you should contact your DTA or local help desk for assistance in changing your DTS profile information. If you have valid/current GTCC information you can enter this information now.

Do you wish to enter this information?

Yes   No

This will only appear if you do not have a GOVCC. If that is correct click No. If it is incorrect click Yes.

Then select whether you want to compare you mileage to your daily commuting distance or how much it costs for you to get to work (public transportation). After you select either mileage or cost you will enter how many miles you drive to work or how much you spend to get to work. Then enter the mileage and check the box if you want the System to create another expense for the return trip.

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Traveler Name: MARCO A JIMEN

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RETURN TO LIST

Mileage Expenses

Use this screen to enter mil
An event purpose is require

Mileage Expense #1

* Expense Type: Private Auto Mileage - Owner/Operator ▼

* Event
Purpose:

* From: RES: CAMP PENDLETON,C⟵   **Profile Locations:**

RESIDENCE
DUTY STATION

* ⦿ Normal one-way mileage from Residence to PDS:

* ○ Daily one-way commuting cost from Residence to PDS:
(if do not normally drive to PDS)

* To: ⟵   **Profile Locations:**

RESIDENCE
DUTY STATION

* Date: 05/30/2013

(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles   x Rate   0.565   = Cost $ 0.00

Check box to create a separate expense for round trip: ☐

Note

- The reason you have to enter how far you drive to work or how much it costs to get to work is because you only rate mileage that exceeds your local commuting distance. So your reimbursement will be limited to costs that exceed your local commuting distance.

Logged In As: **MARCO A JIMENEZ**
Traveler Name: **MARCO A JIMENEZ**

Document Name: MJ053013_L01.1
Document Type: Local Voucher

Screen ID: 1065.6

Close Window
Help for this screen

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Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST   Preview Trip   Pre-Audit   Digital Signature

Print Document

Preview Trip

Review the details for this trip below.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments: Edit

Expenses

Once you believe you are done with your trip click on Review/Sign. This will bring you to the Preview page. Scroll down and review your trip to make sure it is correct. Once you are satisfied with your trip proceed to the Pre Audit page.

Logged In As: MARCO A JIMENEZ
Traveler Name: MARCO A JIMENEZ

Document Name: MJ053013_L01.1
Document Type: Local Voucher

Screen ID: 1043.2

Defense Travel System
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Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST   Preview Trip   Pre-Audit   Digital Signature

Pre-Audit Trip

Help for this screen

Below are any items that were "fla[...]   [...] Approving Official' text field for
flagged items. When you are finish[...]   [...]e."

DoD mandates split disbursement f[...]   [...]morandum

> Once you get to the Pre Audit Page you need to input Proper Justification for the Flagged Items in your Document.

3 Items have been Flagge[...]

1.

Reason Flagged	Item Description	* Justification to Approving Official <Help>
→ι MISSING EFT INFORMATION	→ι This document which includes a request for payment does not contain any Electronic Funds Transfer (EFT) account information. Payment by EFT is mandatory per the DOD Financial Management Regulation. The only exception is when the traveler does not have access to an account at a financial institution that can receive EFT transmissions. If you do not qualify for this exception, you must enter the EFT information in the profile section prior to signing.	

2.

Reason Flagged	Item Description	* Justification to Approving Official <Help>

	Reason Flagged	Item Description	
	→I MISSING EFT INFORMATION	→I This document which includes a request for payment does not contain any Electronic Funds Transfer (EFT) account information. Payment by EFT is mandatory per the DOD Financial Management Regulation. The only exception is when the traveler does not have access to an account at a financial institution that can receive EFT transmissions. If you do not qualify for this exception, you must enter the EFT information in the profile section prior to signing.	

2.

Reason Flagged	Item Description	* Justification to Approving Official <Help>
→I NO EXPENSE EXISTS	→I MUST INDICATE AT LEAST ONE EXPENSE ITEM WITH COST.	

The following are provided for advisory purposes only

3.

Advisory	Advisory Description <Help>
→I NO ACCT CODE ASSIGNED	→I NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

Save And Proceed To Digital Signature

Proceed to the following page: Digital Signature ▼ Continue

- If you require any assistance, please contact your Unit DTS representative. They are your Organizational Defense Travel Administrator, and are normally located within your S-1 shops.
- If they cannot assist you for any reasons, please have them contact the I MEF DTS HELPDESK.