


HOW TO CREATE LOCAL VOUCHERS

Defense Travel System - DTS - Windows Internet Explorer

https://dtsproweb.defensetravel.osd.mil/wl/sit

Defense Travel System - DTS

Logged In As: MARCO A JIMENEZ [Help for this screen](#)



Defense Travel System

A New Era of Government Travel

Official Travel | Official Travel - Others | Traveler S

- Authorizations/Orders
- Vouchers
- Local Vouchers**
- Group Authorizations/Orders

MARCO A JIMENEZ

1416928305DISB

Org Access: DM

Group Access: DM

Permission: 0,1,2,3,4,5,6

No documents found.

Trusted sites | Protected Mode: Off

100%

Hover over Official Travel and select Local Voucher



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[View Authorizations / Orders](#)

[View Vouchers](#)

[View Group Authorizations](#)

Local Vouchers

Below is a list of your existing local vouchers. Please select the filter you want to use.

[Create New Local Voucher](#)

Existing Local Vouchers

Sort by Document Name	Sorted by Begin Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
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Click on the Create New Local Voucher

Logged In As: [MARCO A JIMENEZ](#)

Screen ID: 1024.1

[Close Window](#)

Traveler Name: [MARCO A JIMENEZ](#)

Document Type: Local Voucher

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Local Voucher Date

Enter the local voucher date

Select the travel date and click OK

* Local Voucher Date:

05/30/2013



(mm/dd/yyyy)

OK

Return to Document List

Logged In As: [MARCO A JIMENEZ](#) Document Name: MJ053013_L01.1 Screen ID: 1502.1 [Close Window](#)
Traveler Name: [MARCO A JIMENEZ](#) Document Type: Local Voucher [Help for this screen](#)



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?

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



Expenses

Accounting

Additional Options

Review/Sign

[RETURN TO LIST](#)

Non-Mileage

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, enter a description in the box provided. An event purpose is required to describe Expenses* to save the expenses to the travel document.

Select the Expense Type and enter the purpose, cost, date of the expense, and the Method of Reimbursement for all expense.

Non-Mileage Expense # 1

* Select Expense Type:

- OR -

* Event Purpose:

* Cost: \$ [currency calculator](#)

* Date: 05/30/2013

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Non-Mileage Expense # 2

* Select Expense Type:

- OR -

* Event Purpose:

* Cost: \$ [currency calculator](#)

* Date: 05/30/2013

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Once your done click the Save Expenses Tab.

[Save Expenses](#)



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Select the type of mileage expense, type in an event purpose and then type in how many miles they drove, and select the day of the expense.

Mileage Expenses

Use this screen to enter mileage expenses for your trip. An event purpose is required to describe the reason for the expense.

Specific location. expenses.

Mileage Expense #1

* Expense Type:

* Date:

* Event Purpose:

(mm/dd/yyyy)

* Method of Reimbursement: Personal

* Miles x Rate = Cost \$ 0.00

Mileage Expense #2

* Expense Type:

* Date:

* Event Purpose:

(mm/dd/yyyy)

* Miles x Rate = Cost \$ 0.00

Once you are done click the Save Expense Tab.

[Save Expenses](#)

Logged In As: [MARCO A JIMENEZ](#)

Document Name: MJ053013_L01.1

Screen ID: 1219.1

[Close Window](#)

Traveler Name: [MARCO A JIMENEZ](#)

Document Type: Local Voucher

[Help for this screen](#)



Defense Travel System
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Expenses

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Non-Mileage

Mileage

Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. The In
An event purpose is required to describe the reason for local v

If you select Private Auto Mileage you will need to select where you are departing from and where you are going to

Mileage Expense #1

* Expense Type:

* Event Purpose:

* From: ← Profile Locations:

RESIDENCE
DUTY STATION

* To: ← Profile Locations:

RESIDENCE
DUTY STATION

* Date:



(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate 0.565 = Cost \$ 0.00

Check box to create a separate expense for round trip:

Mileage Expense #2

* Expense Type:

* Date:

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Traveler Name: MARCO A JIMEN



Mileage Expenses

Use this screen to enter mileage expenses. An event purpose is required.

Mileage Expense #1

* Expense Type: Private Auto Mileage - Owner/Operator

* Event Purpose:

* From: RES: CAMP PENDLETON, CA 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



* Method of Reimbursement: Personal

* Miles x Rate 0.565 = Cost \$ 0.00

Check box to create a separate expense for round trip:

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.

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 Document Name: MJ053013_L01.1 Screen ID: 1148.1 Close Window
Traveler Name: MARCO A JIMENEZ Document Type: Local Voucher Help for this screen



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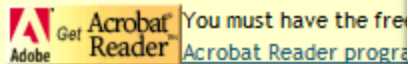
- Expenses
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 - Mileage
 - Substantiating Records

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Receipts

To fax in your receipts click "Print Fax Cover Sheet". Once the transmission is complete click "Refresh". To upload receipts, selecting the scanned file click "Upload". In the Receipts column select the field you would like to upload.

To upload Substantiating Records click Browse select the file you want to upload then click Upload.



[Print Fax Cover Sheet](#)

[Upload Scanned Receipts](#)

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
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Proceed to the following page: Accounting Codes

Logged In As: [MARCO A JIMENEZ](#)

Document Name: MJ053013_L01.1

Screen ID: 1067.1

[Close Window](#)

Traveler Name: [MARCO A JIMENEZ](#)

Document Type: Local Voucher

[Help for this screen](#)



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Expenses

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Accounting Codes

Select the appropriate accounting codes for this local travel. If there are multiple accounting codes for this local travel, please select all that apply. Accounting codes for local travel are limited to those with the same accountable station numbers.

Start Date: 30-May-13

> [Find Accounting Label](#)

End Date: 30-May-13

> [Change Organization](#)

Accounting Label:

From
DM1F1416928305DISB

- 13 DISB OCO
- 13 DISBO
- 12 DISBO OBO
- 11 DISBO

Selected Accounting Code(s)

There are no accounting codes assigned to the trip, please select from the above list of labels.

Expenses Summary

No accounting information available.

Proceed to the following page:

[Continue](#)

Logged In As: [MARCO A JIMENEZ](#)

Document Name: MJ053013_L01.1

Screen ID: 1065.6

[Close Window](#)

Traveler Name: [MARCO A JIMENEZ](#)

Document Type: Local Voucher

[Help for this screen](#)



Expenses

Accounting

Additional Options

Review/Sign

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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](#)

Document Name: MJ053013_L01.1

Screen ID: 1043.2

[Close Window](#)

Traveler Name: [MARCO A JIMENEZ](#)

Document Type: Local Voucher

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[Review/ Sign](#)

[RETURN TO LIST](#)

[Preview Trip](#)

[Pre-Audit](#)

[Digital Signature](#)

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" items. When you are finished, you must click the "Approving Official" text field for each item.

DoD mandates split disbursement for each item.

Approving Official" text field for each item.

[Memorandum](#)

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 Flagged

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ MISSING EFT INFORMATION	→ 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.	<input type="text"/>
2.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
			<input type="text"/>

→ MISSING EFT INFORMATION

→ 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

→ NO EXPENSE EXISTS

Item Description

→ MUST INDICATE AT LEAST ONE EXPENSE ITEM WITH COST.

*** Justification to Approving Official** [<Help>](#)

The following are provided for advisory purposes only

3.

Advisory

→ NO ACCT CODE ASSIGNED

Advisory Description [<Help>](#)

→ 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



[RETURN TO LIST](#)

[Preview Trip](#)

[Pre-Audit](#)

[Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

Make sure you select the correct routing list (CPEN)

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	MARCO A JIMENEZ	0

Document History

Status	Date	Time	Name	Remarks
CREATED	05/30/13	1758	MARCO A JIMENEZ	

-
- 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.