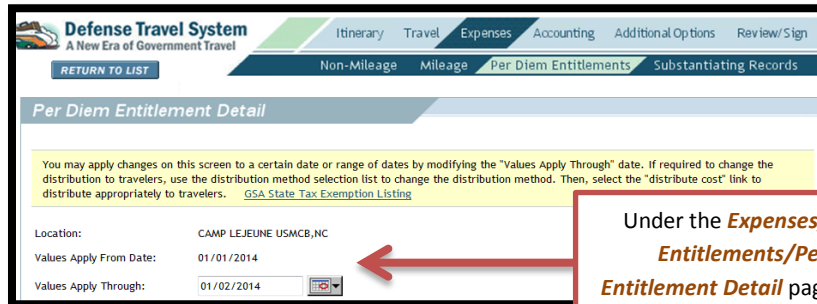


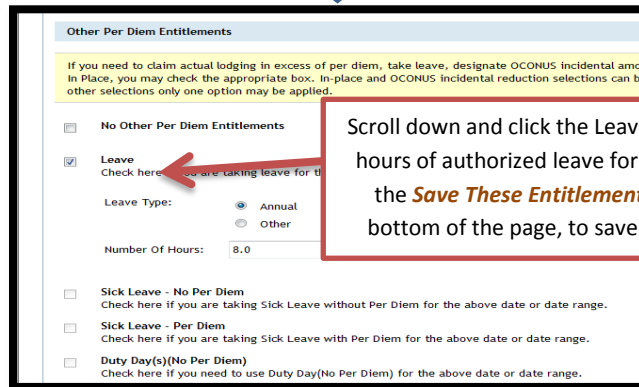
HOW TO REFLECT LEAVE ON THE DTS AUTHORIZATION/VOUCHER.

The screenshots below are from the *Expenses / Per Diem Entitlements / Per Diem Entitlement Detail* page of either the authorization or voucher.

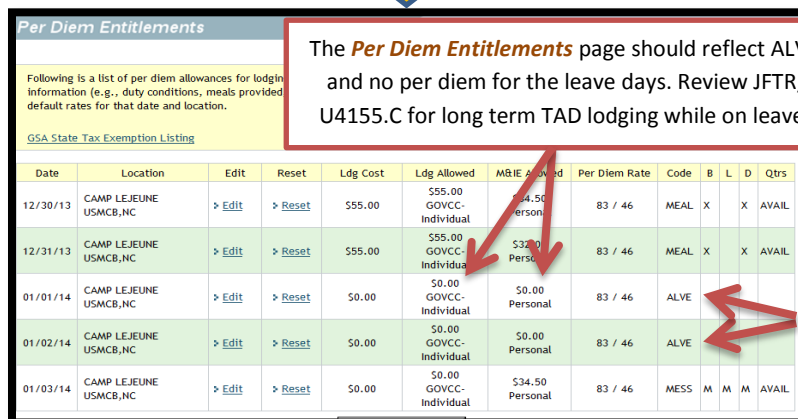
Leave should be approved in MOL, SLDCADA, or appropriate payroll system prior to a traveler departing on TAD.



Under the *Expenses/Per Diem Entitlements/Per Diem Entitlement Detail* page, select the approved leave days.



Scroll down and click the Leave block. Reflect hours of authorized leave for Civilians. Click the *Save These Entitlements* tab, at the bottom of the page, to save the changes.



The *Per Diem Entitlements* page should reflect ALVE and no per diem for the leave days. Review JFTR, U4155.C for long term TAD lodging while on leave.