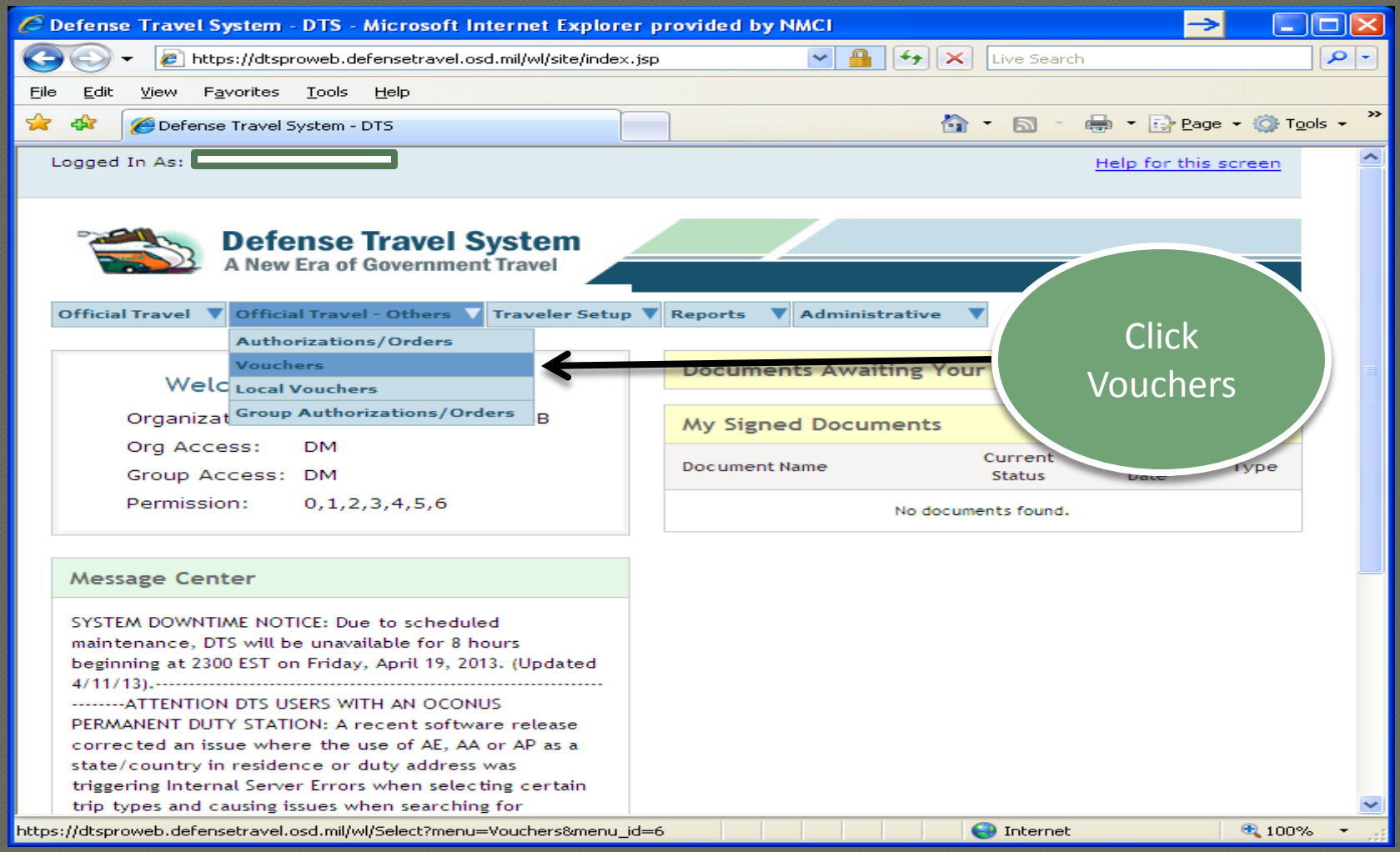
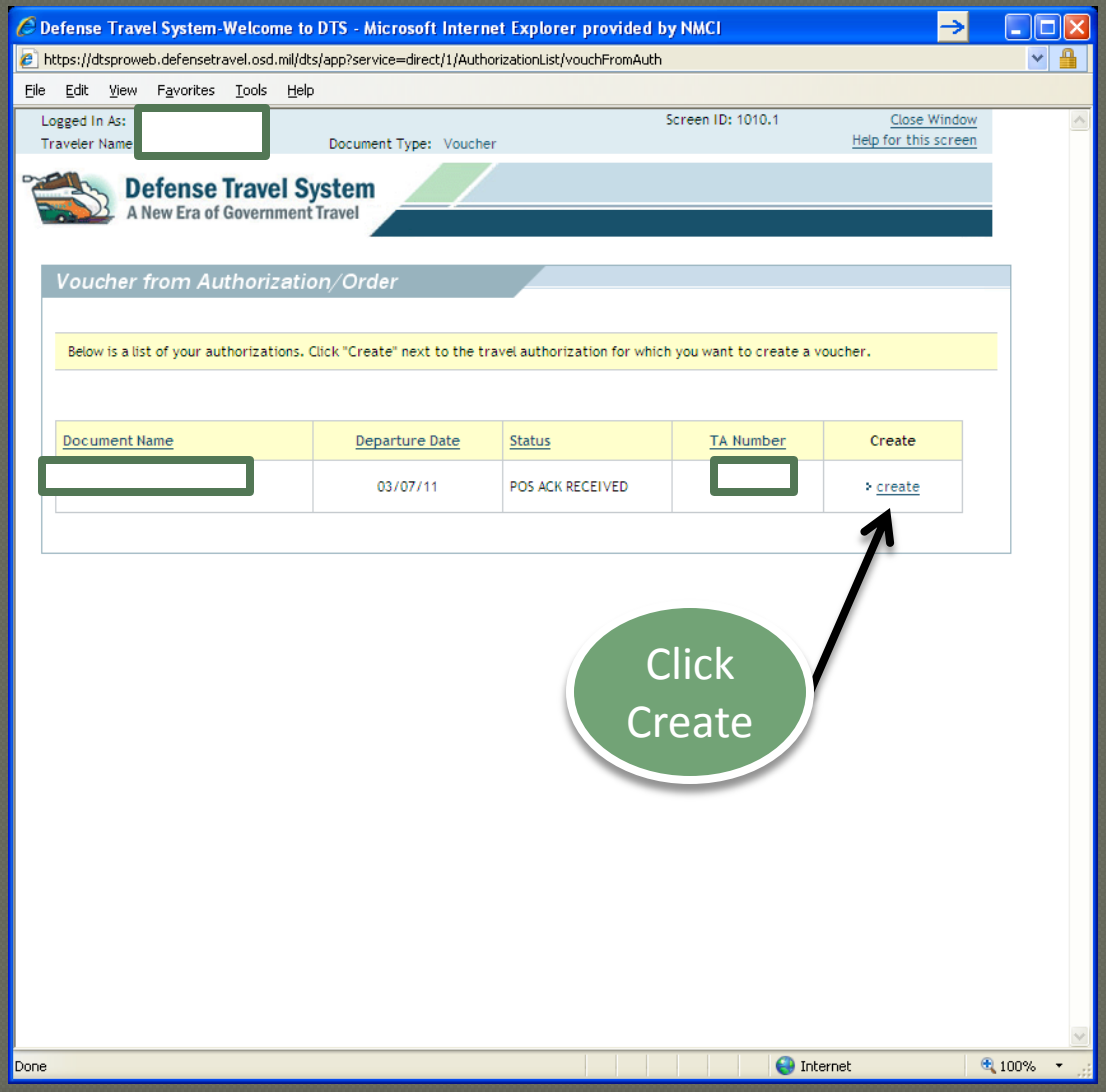
How to create a Voucher

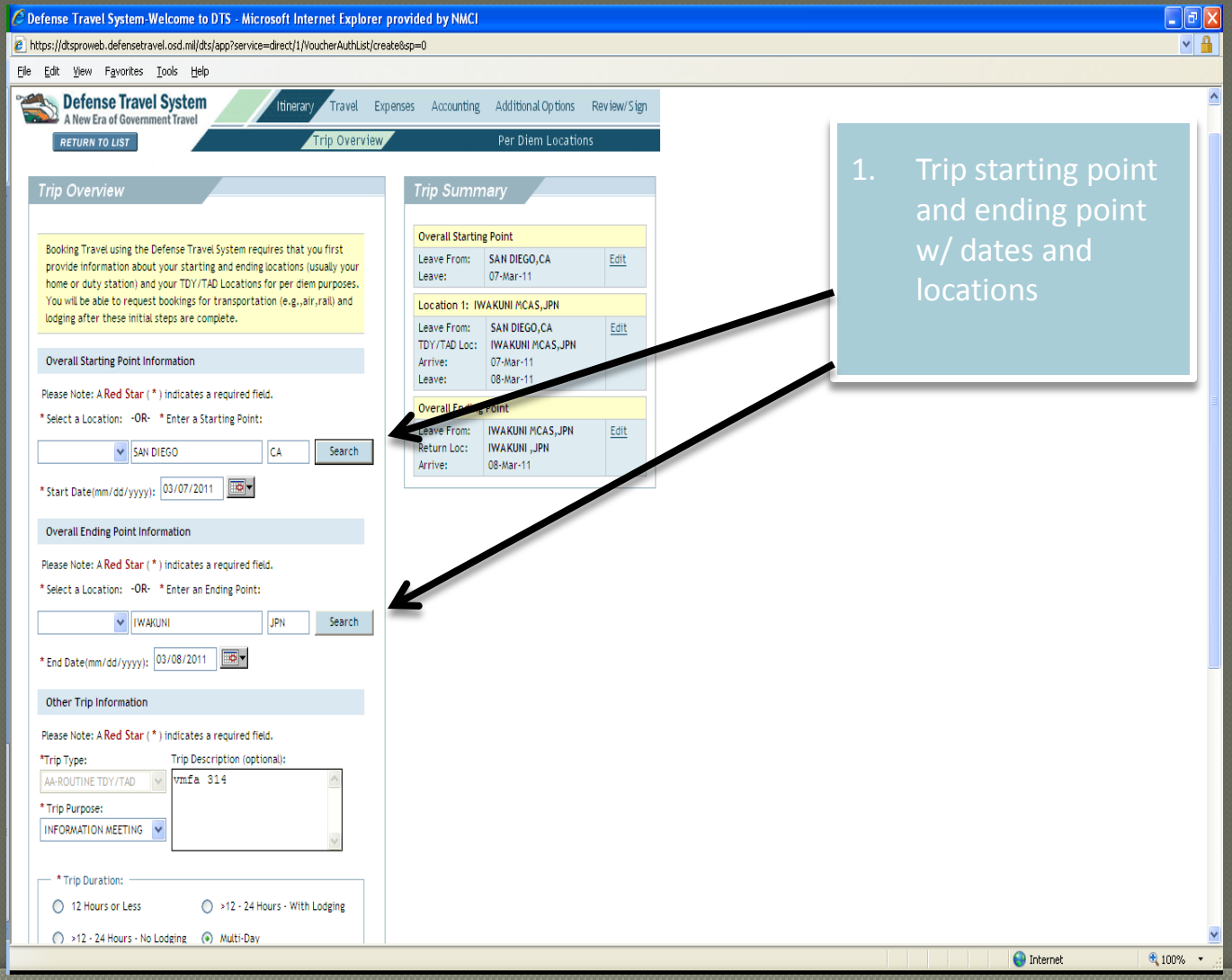
Open up DTS and click on Vouchers



Create a Voucher after an authorization has been approved



Trip Overview Screen



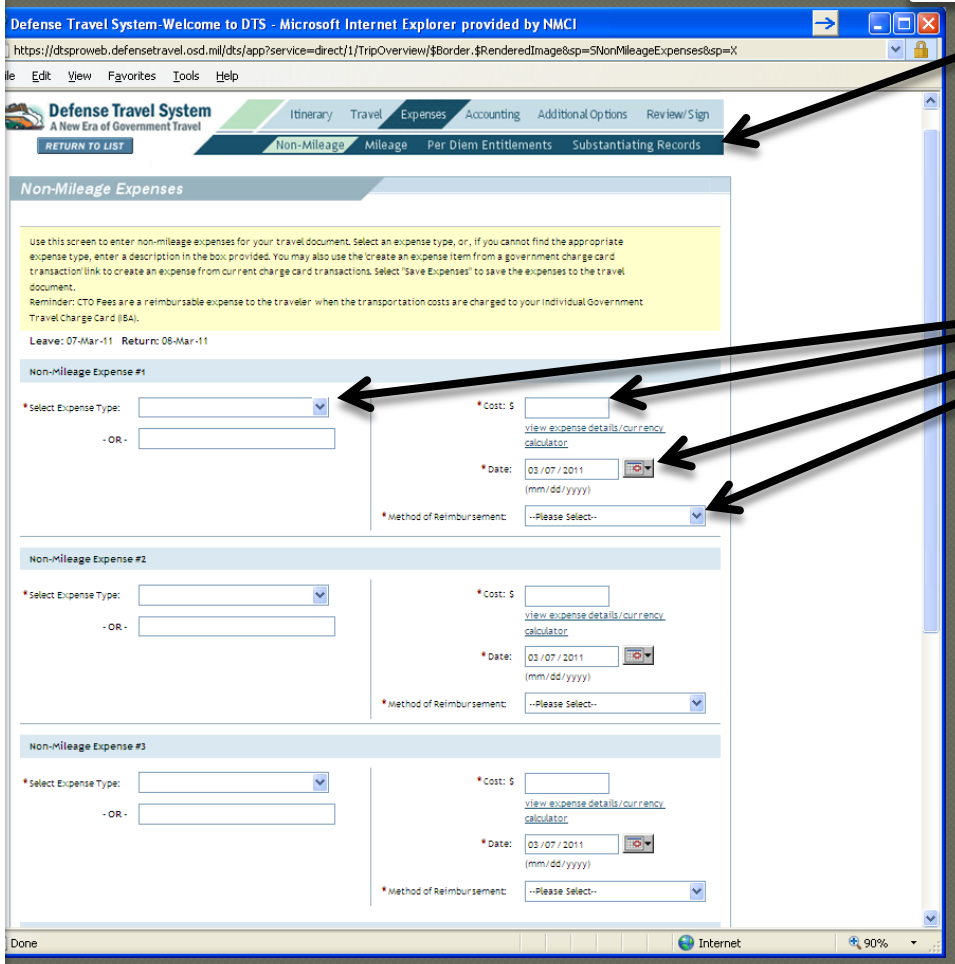
1. Trip starting point and ending point w/ dates and locations

Expense screen

This is the Expense screen, this is where you put your Non-mileage expenses i.e. Gas for a rental car, taxi costs, and Registration fees.

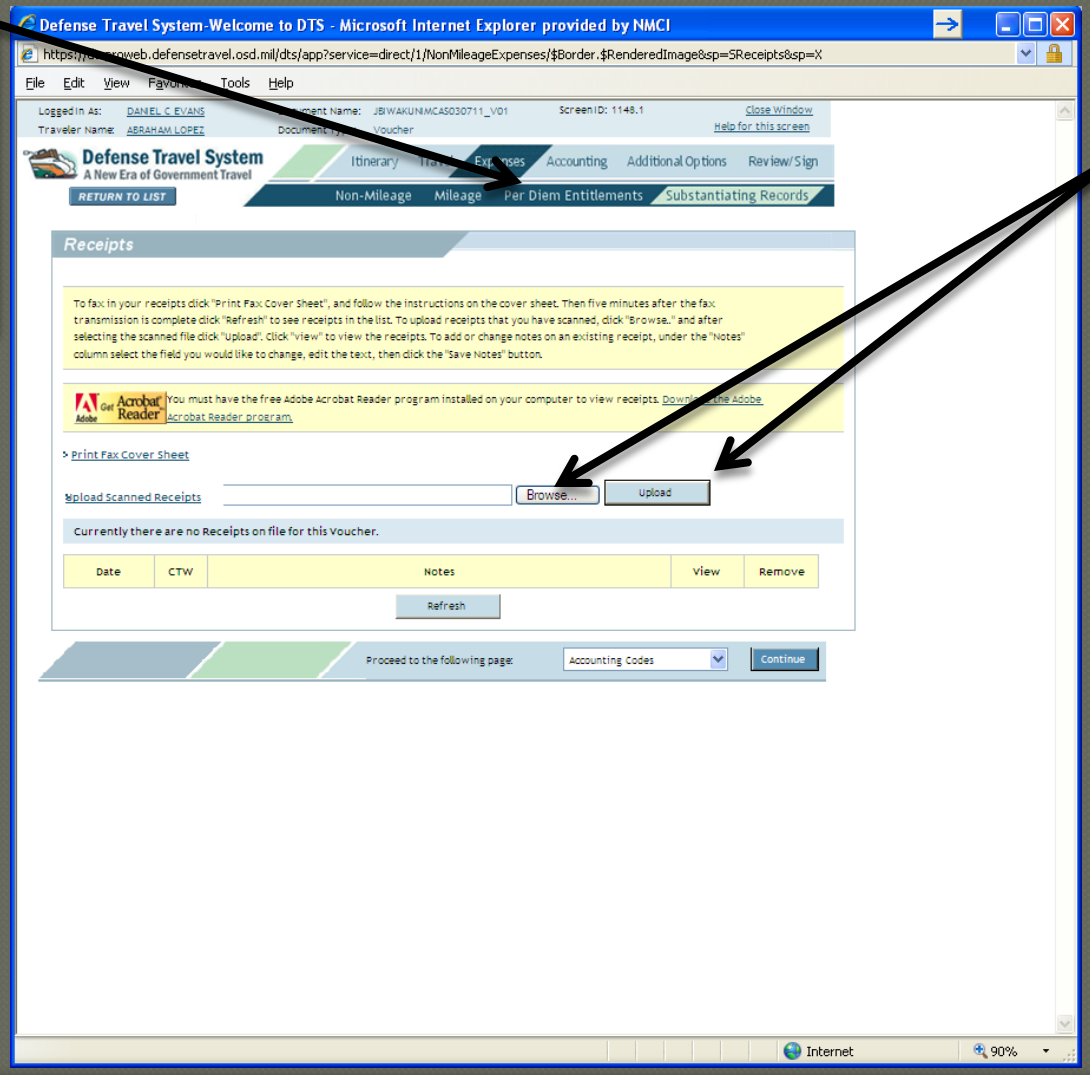
1. Click on the drop down for Select Expense Type and select your expense, input the cost and date the expense was paid and the method of reimbursement.

2. After You have finished click on Substantiating Records to upload your Receipts.



Substantiating Records

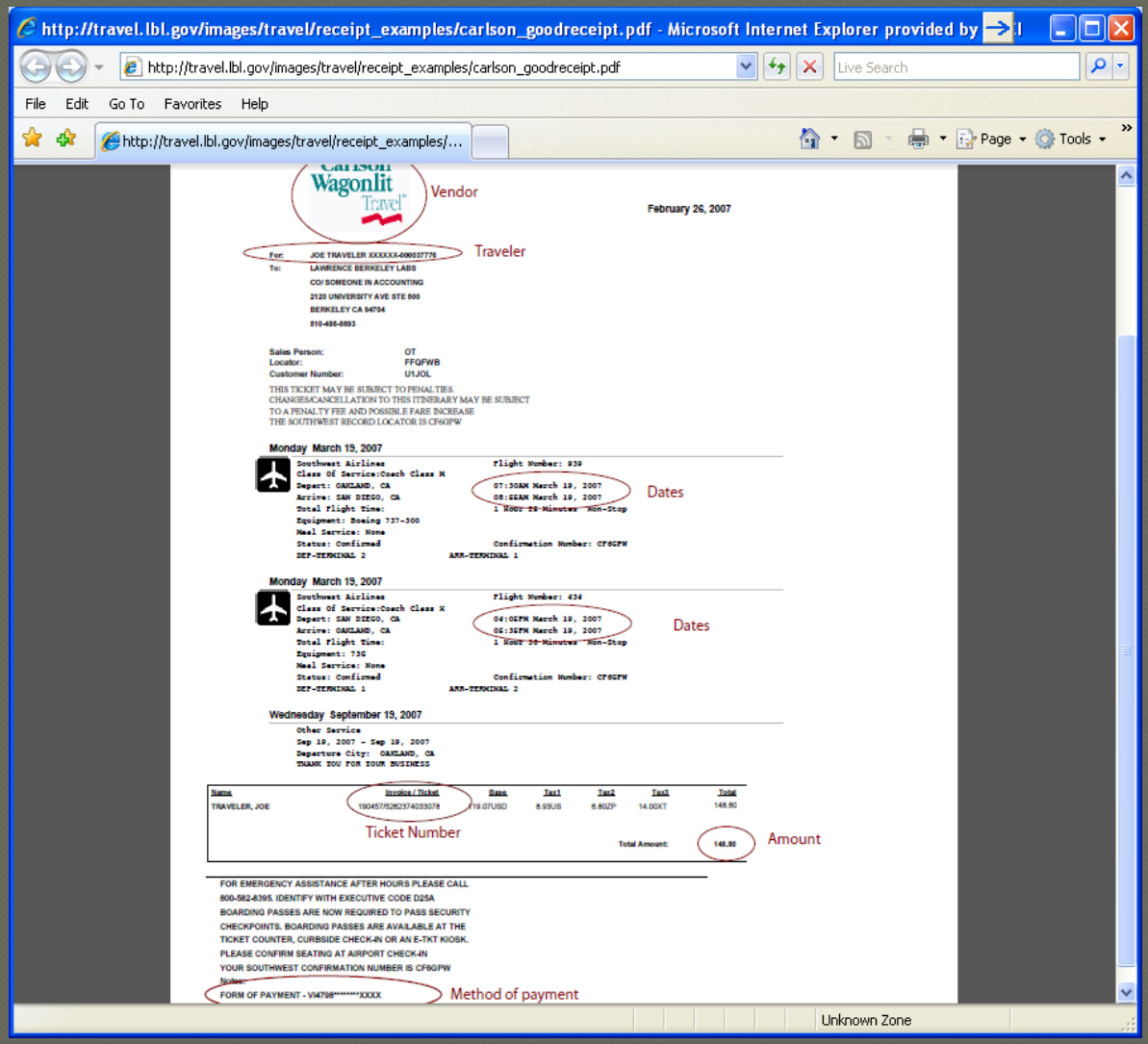
After you have completed uploading the receipts, click on Per Diem entitlements.



1. After scanning and saving the receipts onto your desktop, click on browse to select that receipt and click upload.

Example of a Proper Receipt

This is an example of a proper airfare receipt, it has the vendor, traveler, dates the member traveled, ticket number, amount paid for fare, and the method of payment.

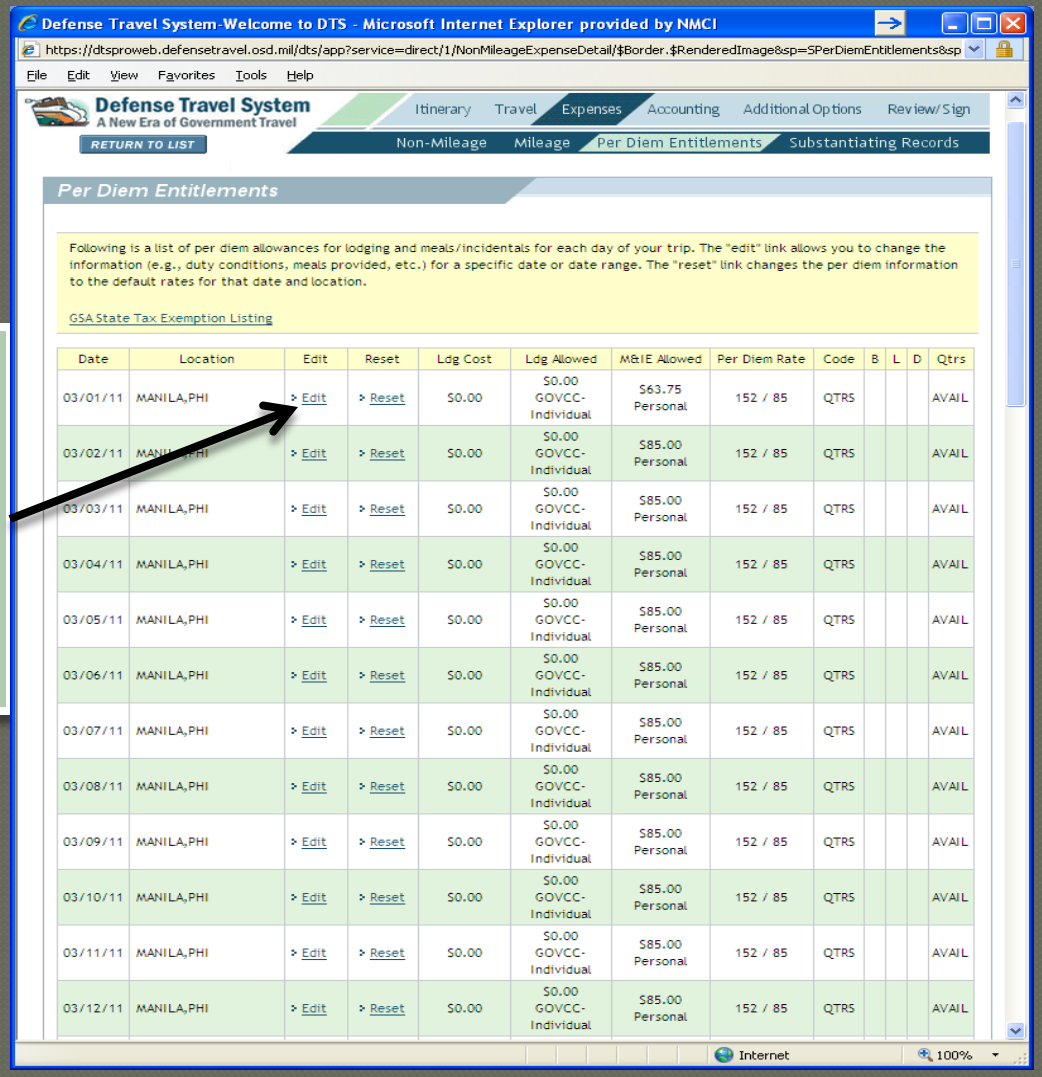


Tan 08-11 Valid receipts for reimbursement of travel expenses.

- To be considered a valid receipt:
- 1. Document must contain the name of the company providing service
- 2. Dates specific services were rendered or articles purchases and the unit price.
- 3. For lodging, address of the lodging facility, dates lodging was used, whether others shared the room, and the cost of a single room
- 4. Information stating that amount due was paid by the traveler. If document shows amount due with nothing to indicate payment was made, it will be assumed the traveler did not pay.

Expenses: Per Diem Entitlements

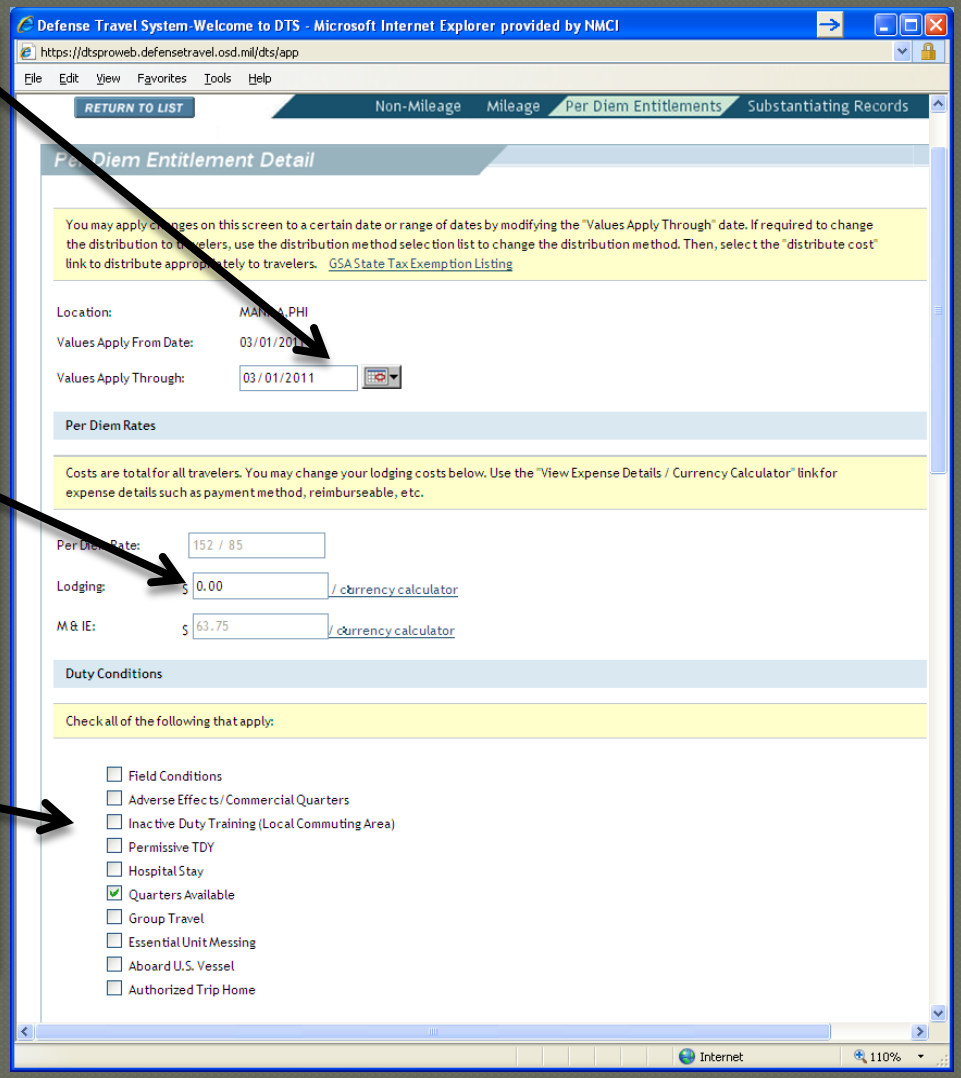
In the Per Diem entitlements screen, click on edit in one of the boxes to fix that day, or at the bottom you have the option to click edit all.



Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/01/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$63.75 Personal	152 / 85	QTRS				AVAIL
03/02/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/03/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/04/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/05/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/06/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/07/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/08/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/09/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/10/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/11/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL
03/12/11	MANILA,PHI	Edit	Reset	$0.00	$0.00 GOVCC-Individual	$85.00 Personal	152 / 85	QTRS				AVAIL

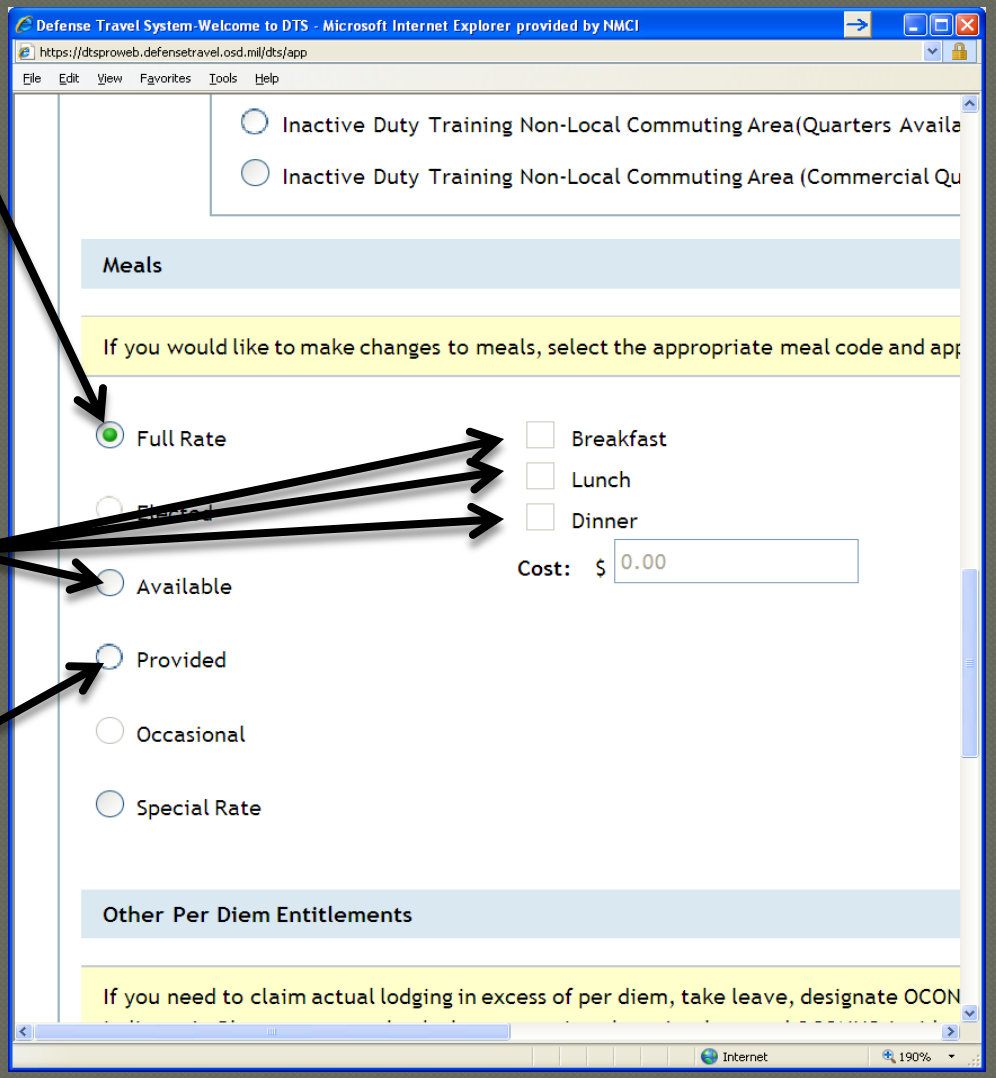
Per Diem Entitlements

1. The **Values Apply Through** box determines the timeframe for the adjustments you are about to make
2. Input the daily lodging cost not including taxes in the **Lodging** box.
3. Check all that apply as to what the Marine was doing while at his TAD location.



Per Diem Entitlements: Meal Rates

1. The **Full Meal Rate** means that there is no govt. messing available.
2. Selecting **Available** will give you the option of selecting the **Breakfast**, **Lunch**, and **Dinner** boxes. Select the meals that were provided to the traveler at the chow hall, the meal/meals that was not provided will be reimbursed to the traveler.
3. Selecting **Provided** will not reimburse the traveler of any meals because govt. messing was available.



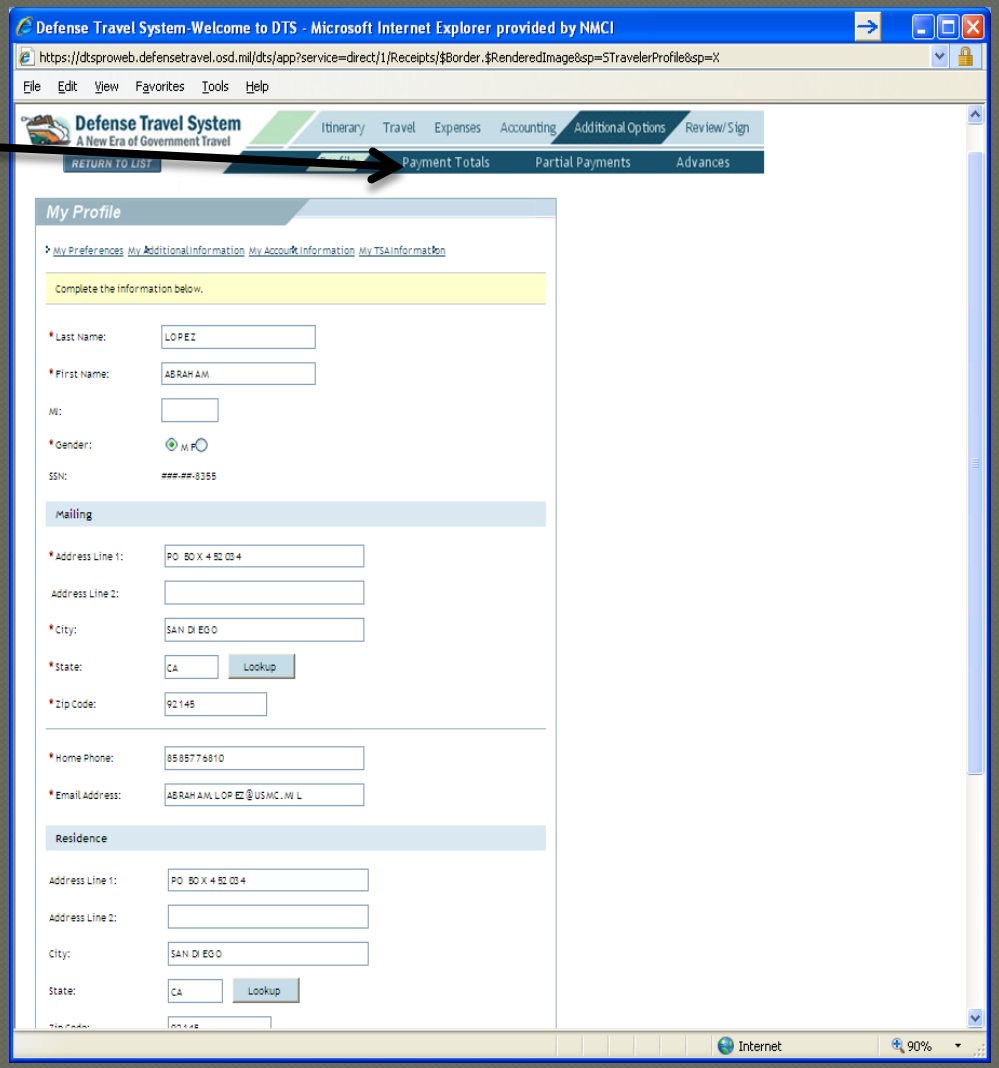
Meal Rates

- The Commercial Meal Rate(Full Rate) means that no govt. messing was available and that the traveler had to acquire his meals and pay for them out of pocket, he will receive full reimbursement for the meals.
- The Proportional Meal Rate means that at least one meal was available but not all, the traveler will be reimbursed for the meals selected.
- The Govt. Meal Rate means that all meals were provided to the traveler and he will not receive reimbursement.

Additional Options: Profile

Profile information may be updated here if necessary, click on Payment Totals.

Make sure to verify with the traveler before submitting the voucher, whether his/her profile information is correct. Many of our discrepancies come from incorrect profile information.

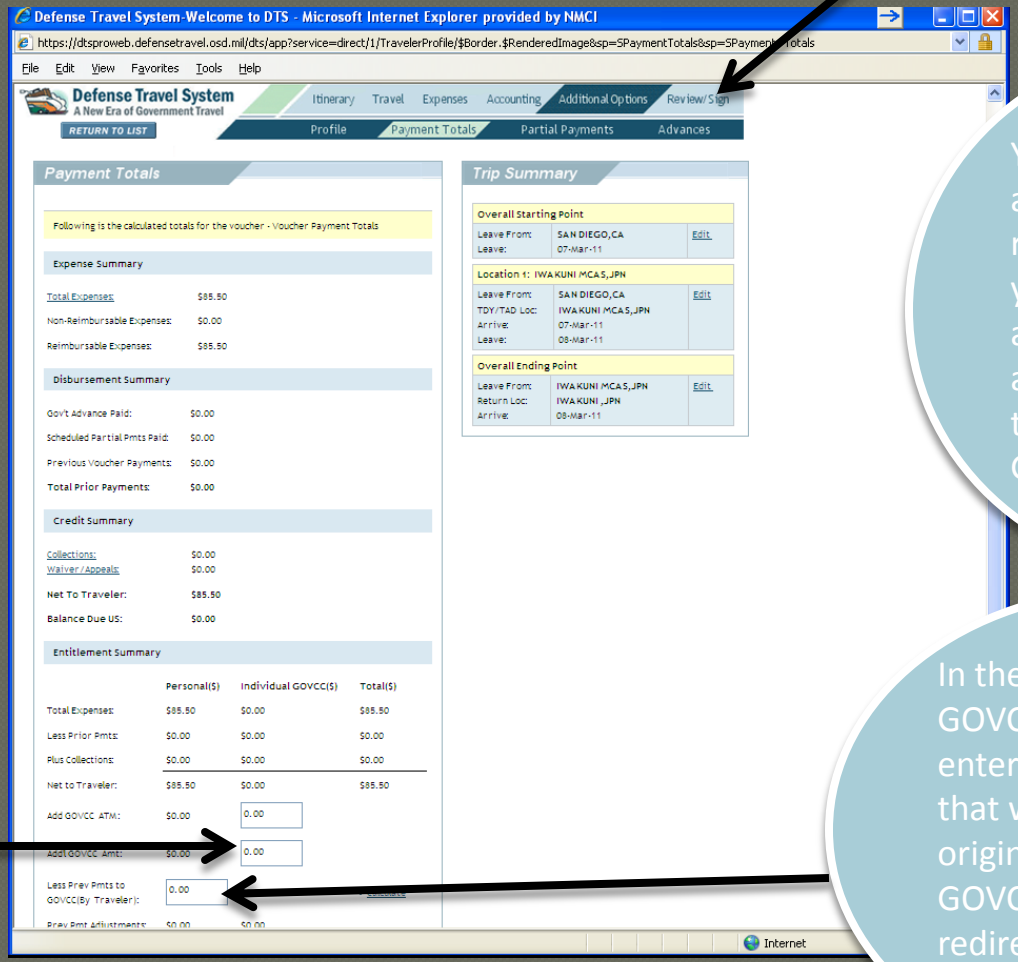


Additional Options Payment Totals

The Payment totals screen shows a breakdown of the travelers' Expenses, Advances or SPP's, Debt Collections, Debt waiver/Appeals History and split disbursement amounts.

In the add'l GOVCC amt field you can enter a dollar amount that will deduct your money from going to your personal account, instead send it to your GOVCC account.

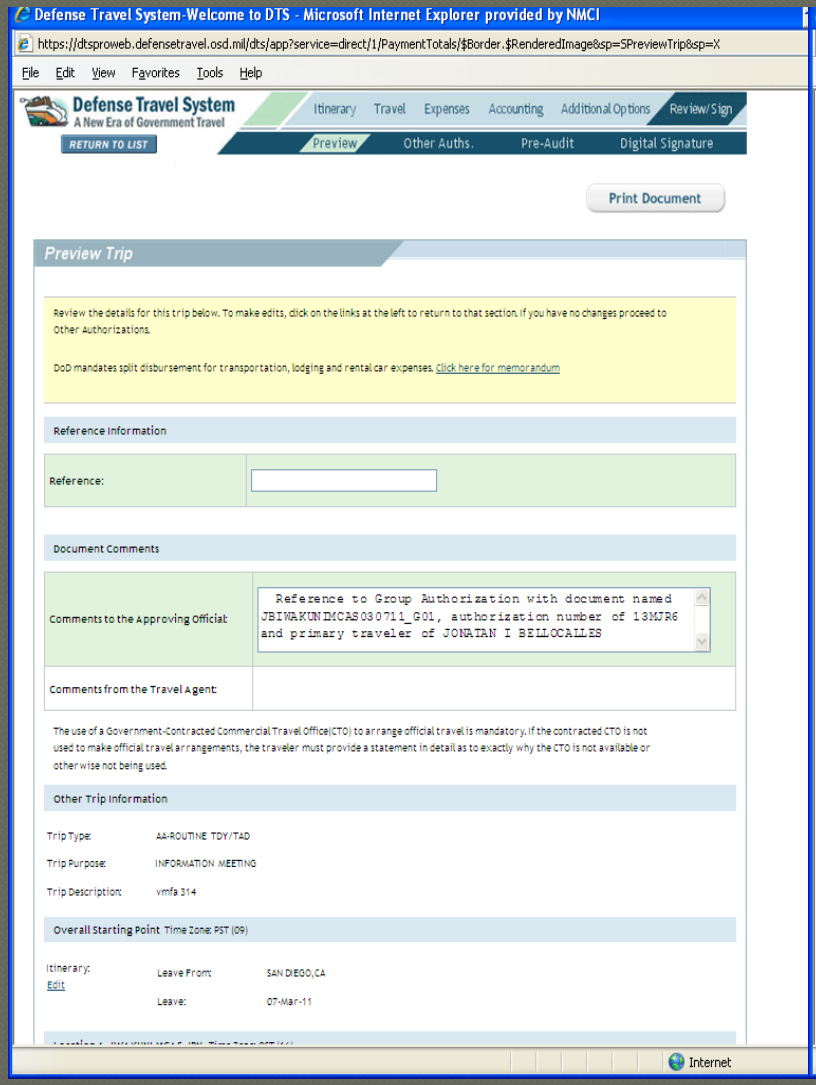
Once you have completed split disbursing your voucher click on Review/Sign .

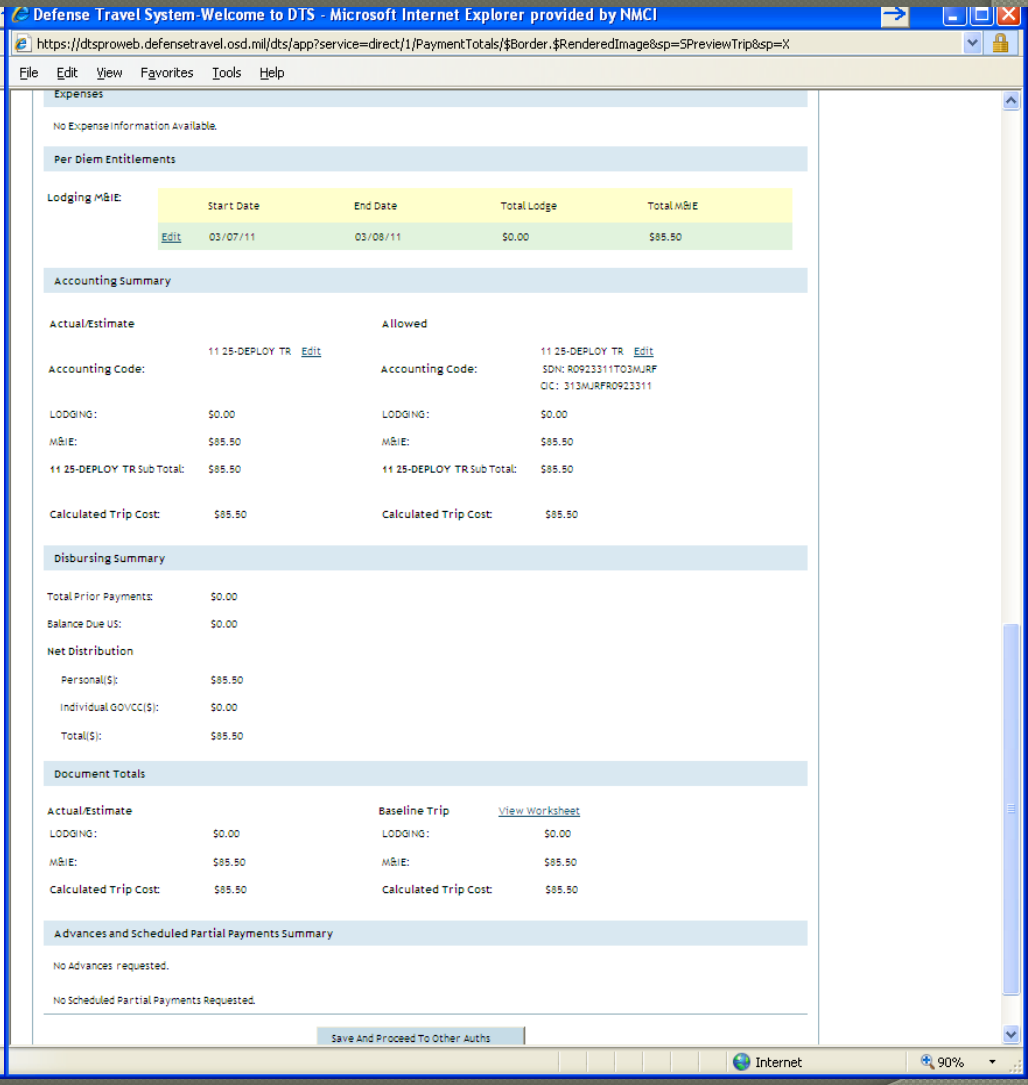


You can Specify the amount of reimbursement sent to your personal bank account and the amount used to pay the balance of your GOVCC.

In the Less Prev Pmts to GOVCC field you can enter a dollar amount that will deduct money originally going to the GOVCC account and redirect it to your personal Account.

Review/Sign: Preview Trip Screen



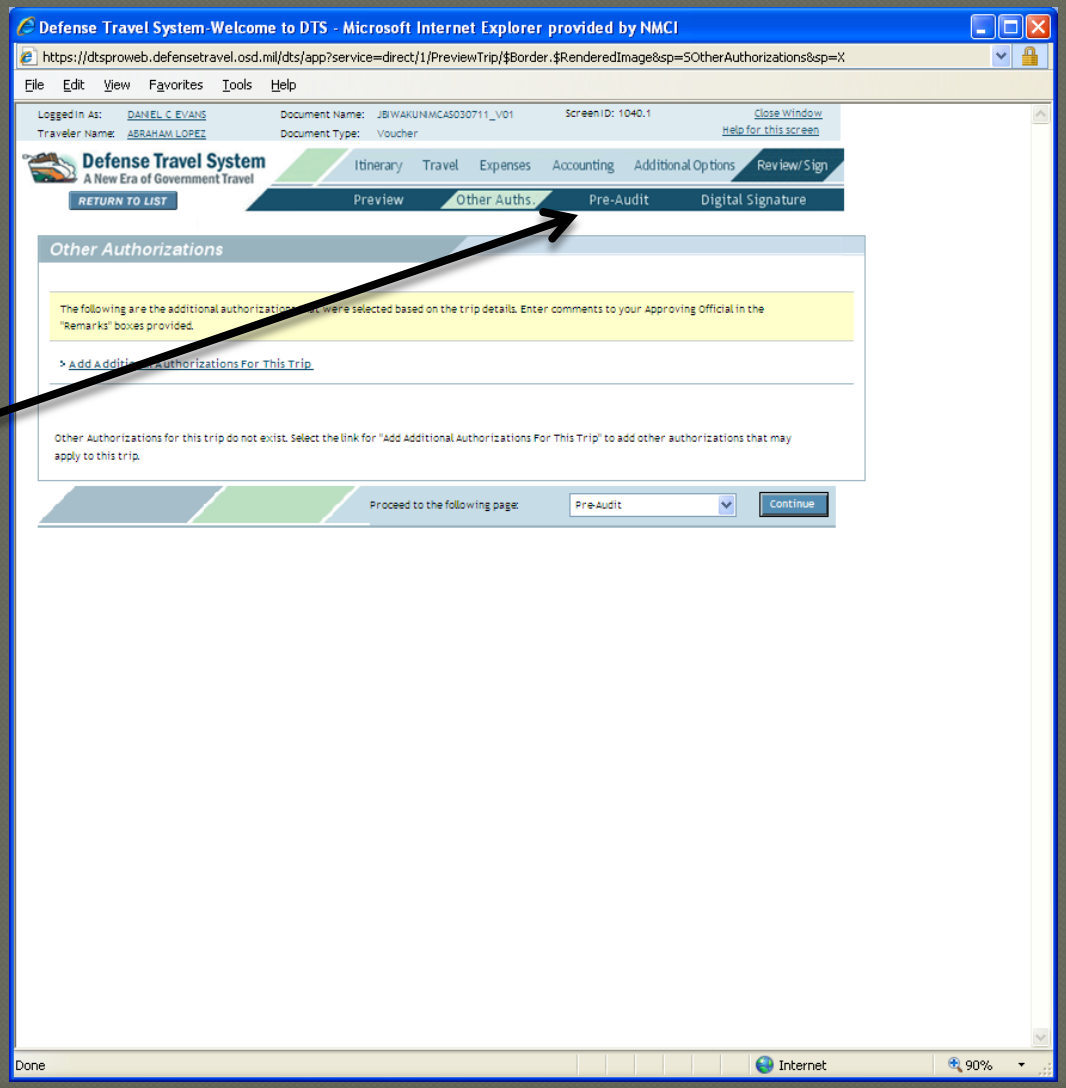


Review/Sign: Preview Trip Screen

- The Preview Trip screen allows you to view or edit all of the trip details and expenses.
- After you have edited all details and/or expenses for the trip click on the **Other Auths.** Tab at the top of the screen.

Review/Sign: Other Auths.

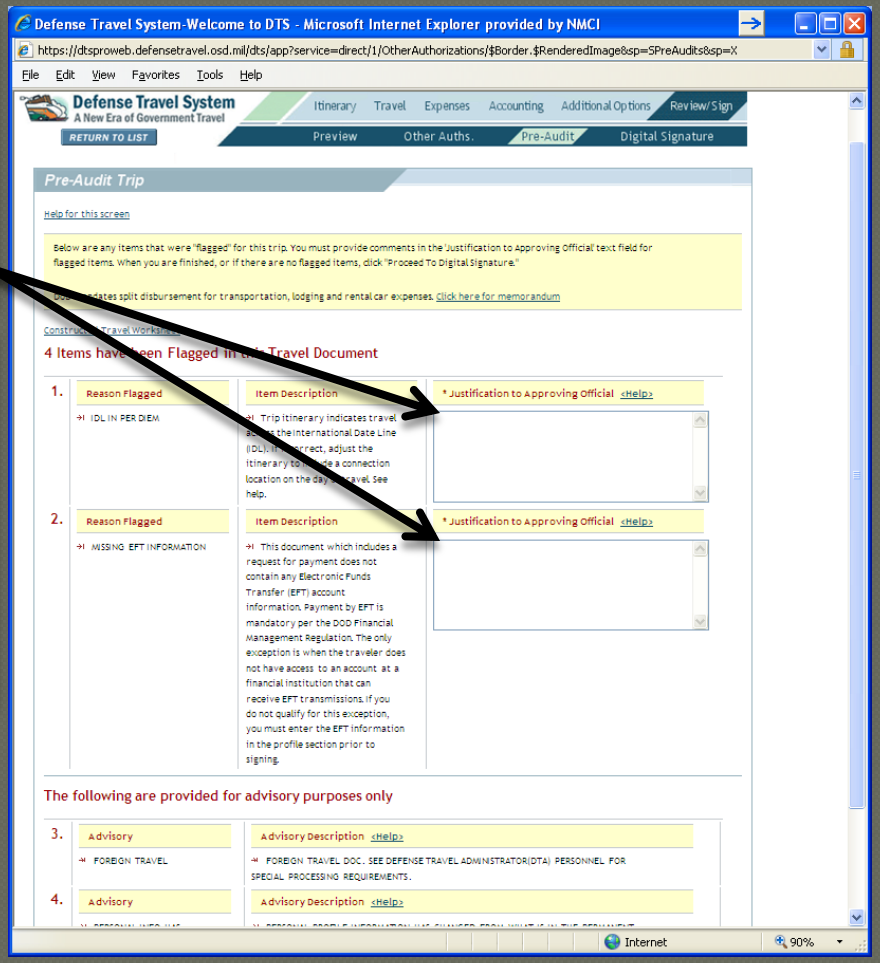
If there are no additional authorizations for the trip click on Pre-Audit at the top of the screen. If there are additional authorizations they must be justified as shown in the next slide.



Review/Sign: Pre-Audit

The Pre-Audit trip Screen must be viewed before you can sign the document, justify any flagged items added to the voucher.

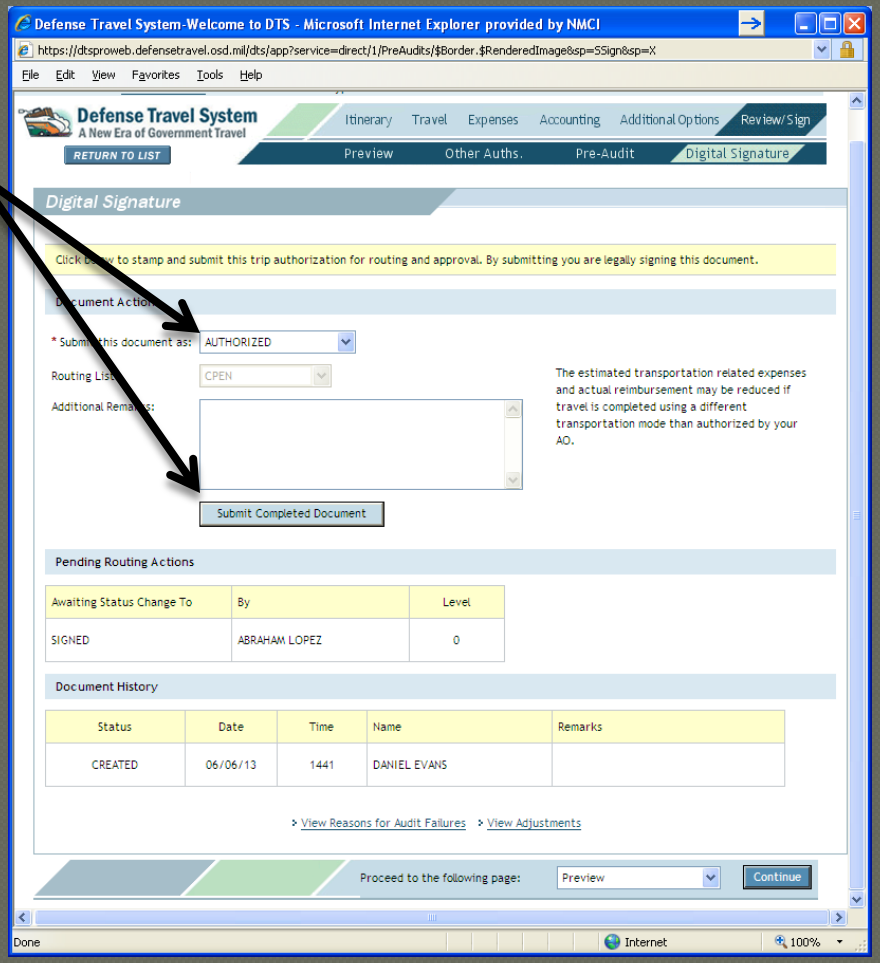
For Example: If an item has been flagged as " INVALID EXPENSE- Hotel Sales Tax>0" You may justify this in the box to the right by writing that "Hotel room tax added"



After you have completed justifying the flagged items, click Save and Proceed to Digital Signature at the bottom of the screen.

Review/Sign: Digital Signature

Submit Document as **Signed**, and click on submit completed document.



Congratulations!

- You have completed a Voucher.
- If you run into any issues creating your Voucher, you must contact your local DTS representative, (Organizational Defense Travel Administrators) which are normally (not always) located within your S-1 shop.
- Your unit will contact the DTS HELP DESK when if are in need of assistance.