

How to create a Voucher

Open up DTS and click on Vouchers

Defense Travel System - DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp

Logged In As: [redacted] [Help for this screen](#)

Defense Travel System

A New Era of Government Travel

- Official Travel
- Official Travel - Others
 - Authorizations/Orders
 - Vouchers**
 - Local Vouchers
 - Group Authorizations/Orders
- Traveler Setup
- Reports
- Administrative

Welcome

Organizat... B

Org Access: DM

Group Access: DM

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

Documents Awaiting Your

My Signed Documents

Document Name	Current Status	Date	Type
No documents found.			

Message Center

SYSTEM DOWNTIME NOTICE: Due to scheduled maintenance, DTS will be unavailable for 8 hours beginning at 2300 EST on Friday, April 19, 2013. (Updated 4/11/13).-----

-----ATTENTION DTS USERS WITH AN OCONUS PERMANENT DUTY STATION: A recent software release corrected an issue where the use of AE, AA or AP as a state/country in residence or duty address was triggering Internal Server Errors when selecting certain trip types and causing issues when searching for

https://dtsproweb.defensetravel.osd.mil/wl/Select?menu=Vouchers&menu_id=6

Internet 100%

Create a Voucher after an authorization has been approved

The screenshot shows the Defense Travel System (DTS) interface in Microsoft Internet Explorer. The browser title is "Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL: <https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/AuthorizationList/vouchFromAuth>. The page header includes "Logged In As: [redacted]", "Traveler Name: [redacted]", "Document Type: Voucher", and "Screen ID: 1010.1". The main content area is titled "Voucher from Authorization/Order" and contains a yellow instruction box: "Below is a list of your authorizations. Click 'Create' next to the travel authorization for which you want to create a voucher." Below this is a table with the following data:

Document Name	Departure Date	Status	TA Number	Create
[redacted]	03/07/11	POS ACK RECEIVED	[redacted]	> create

A green oval with the text "Click Create" and a black arrow points to the "create" link in the table. The browser status bar at the bottom shows "Done", "Internet", and "100%".

Trip Overview Screen

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/VoucherAuthList/create&sp=0

File Edit View Favorites Tools Help

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

Trip Summary

Overall Starting Point

Leave From:	SAN DIEGO,CA	<input type="button" value="Edit"/>
Leave:	07-Mar-11	

Location 1: IWAKUNI MCAS,JPN

Leave From:	SAN DIEGO,CA	<input type="button" value="Edit"/>
TDY/TAD Loc:	IWAKUNI MCAS,JPN	
Arrive:	07-Mar-11	
Leave:	08-Mar-11	

Overall Ending Point

Leave From:	IWAKUNI MCAS,JPN	<input type="button" value="Edit"/>
Return Loc:	IWAKUNI ,JPN	
Arrive:	08-Mar-11	

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

Expense screen

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

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.

Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/TripOverview\$Border.\$RenderedImage&sp=5NonMileageExpenses&sp=X

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the create an expense item from a government charge card transaction link to create an expense from current charge card transactions. Select 'Save Expenses' to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your individual Government Travel Charge Card (IBAC).

Leave: 07-Mar-11 Return: 08-Mar-11

Non-Mileage Expense #1

* Select Expense Type:

-OR-

* Cost: \$

[view expense details/currency calculator](#)

* Date: 03/07/2011

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Non-Mileage Expense #2

* Select Expense Type:

-OR-

* Cost: \$

[view expense details/currency calculator](#)

* Date: 03/07/2011

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Non-Mileage Expense #3

* Select Expense Type:

-OR-

* Cost: \$

[view expense details/currency calculator](#)

* Date: 03/07/2011

(mm/dd/yyyy)

* Method of Reimbursement: --Please Select--

Done Internet 90%

1.

Substantiating Records

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

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://www.defensetravel.osd.mil/dts/app?service=direct/1/NonMileageExpenses/\$Border.\$RenderedImage&sp=5Receipts&sp=X

Logged In As: DANIEL C EVANS Document Name: JBIWAKUNIMCAS030711_V01 Screen ID: 1148.1
Traveler Name: ABRAHAM LOPEZ Document Type: Voucher

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Itinerary Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse," and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.

You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

> Print Fax Cover Sheet

Upload Scanned Receipts

Currently there are no Receipts on file for this Voucher.

Date	CTW	Notes	View	Remove
<input type="button" value="Refresh"/>				

Proceed to the following page:

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.

Carlson Wagonlit Travel Vendor
February 26, 2007

Traveler
For: JOE TRAVELER XXXXX-00023778
To: LAWRENCE BERKELEY LABS
CO/SOMEONE IN ACCOUNTING
2120 UNIVERSITY AVE STE 800
BERKELEY CA 94704
910-486-0093

Sales Person: OT
Locator: FFGFWB
Customer Number: UJUL

THIS TICKET MAY BE SUBJECT TO PENALTIES.
CHANGES/CANCELLATION TO THIS ITINERARY MAY BE SUBJECT
TO A PENALTY FEE AND POSSIBLE FARE INCREASE
THE SOUTHWEST RECORD LOCATOR IS CF6CPW

Monday March 19, 2007
Southwest Airlines Flight Number: 828
Class of Service: Coach Class X
Depart: OAKLAND, CA 07:30AM March 19, 2007
Arrive: SAN DIEGO, CA 08:58AM March 19, 2007
Total Flight Time: 1 Hour 28-Minutes *HGR-Stop
Equipment: Boeing 737-300
Meal Service: None
Status: Confirmed
Confirmation Number: CF6CPW
ARR-TERMINAL 1

Monday March 19, 2007
Southwest Airlines Flight Number: 424
Class of Service: Coach Class X
Depart: SAN DIEGO, CA 04:06PM March 19, 2007
Arrive: OAKLAND, CA 05:35PM March 19, 2007
Total Flight Time: 1 Hour 29-Minutes *HGR-Stop
Equipment: 730
Meal Service: None
Status: Confirmed
Confirmation Number: CF6CPW
ARR-TERMINAL 2

Wednesday September 19, 2007
Other Service
Sep 19, 2007 - Sep 19, 2007
Departure City: OAKLAND, CA
THANK YOU FOR YOUR BUSINESS

Name	Invoice/Ticket	Basis	Tax	Jack	Tax	Total
TRAVELER, JOE	1904578262374023078	FB 07USD	8.95US	8.902P	14.00KT	148.80

Ticket Number
Total Amount: 148.80 **Amount**

FOR EMERGENCY ASSISTANCE AFTER HOURS PLEASE CALL
800-562-4395. IDENTIFY WITH EXECUTIVE CODE D25A
BOARDING PASSES ARE NOW REQUIRED TO PASS SECURITY
CHECKPOINTS. BOARDING PASSES ARE AVAILABLE AT THE
TICKET COUNTER, CURBSIDE CHECK-IN OR AN E-TKT KIOSK.
PLEASE CONFIRM SEATING AT AIRPORT CHECK-IN
YOUR SOUTHWEST CONFIRMATION NUMBER IS CF6CPW

Name: _____
FORM OF PAYMENT - V4798*****XXXX **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

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/NonMileageExpenseDetail/\$Border.\$RenderedImage&sp=SPerDiemEntitlements&sp

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

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

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.

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.

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https://dtsproweb.defensetravel.osd.mil/dts/app

RETURN TO LIST | Non-Mileage | Mileage | **Per Diem Entitlements** | Substantiating Records

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: MANILA, PHI
Values Apply From Date: 03/01/2011
Values Apply Through: 03/01/2011

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rates: 152 / 85
Lodging: \$ 0.00 / [currency calculator](#)
M & IE: \$ 63.75 / [currency calculator](#)

Duty Conditions

Check all of the following that apply:

- Field Conditions
- Adverse Effects / Commercial Quarters
- Inactive Duty Training (Local Commuting Area)
- Permissive TDY
- Hospital Stay
- Quarters Available
- Group Travel
- Essential Unit Messing
- Aboard U.S. Vessel
- Authorized Trip Home

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.

The screenshot shows the 'Meals' section of the DTS application. At the top, there are two radio button options: 'Inactive Duty Training Non-Local Commuting Area (Quarters Available)' and 'Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)'. Below this is a 'Meals' header and a yellow instruction box: 'If you would like to make changes to meals, select the appropriate meal code and apply'. The main selection area contains several radio buttons: 'Full Rate' (selected), 'Available', 'Provided', 'Occasional', and 'Special Rate'. To the right of these are three checkboxes for 'Breakfast', 'Lunch', and 'Dinner'. Below these is a 'Cost' field with a dollar sign and a text box containing '0.00'. At the bottom, there is an 'Other Per Diem Entitlements' section with a yellow instruction box: 'If you need to claim actual lodging in excess of per diem, take leave, designate OCON'. The browser window title is 'Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provided by NMCI' and the URL is 'https://dtsproweb.defensetravel.osd.mil/dts/app'.

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.

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMC1

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/Receipts/\$Border.\$RenderedImage&sp=STravelerProfile&sp=X

File Edit View Favorites Tools Help

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Payment Totals Partial Payments Advances

My Profile

My Preferences My Additional Information My Account Information My TSA Information

Complete the information below.

Last Name:

First Name:

MI:

Gender: M F

SSN: ###-##-8355

Mailing

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Home Phone:

Email Address:

Residence

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Internet 90%

Additional Options Payment Totals

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

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.

Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/TravelerProfile/\$Border.\$RenderedImage&sp=SPaymentTotals&sp=SPaymentTotals

File Edit View Favorites Tools Help

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile Payment Totals Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$85.50
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$85.50

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver/Appeals:	\$0.00
Net To Traveler:	\$85.50
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$85.50	\$0.00	\$85.50
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$85.50	\$0.00	\$85.50
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC (By Traveler):	<input type="text" value="0.00"/>		
Draw Pmt Adjustment:	\$0.00	\$0.00	

Trip Summary

Overall Starting Point

Leave From:	SAN DIEGO,CA	Edit
Leave:	07-Mar-11	

Location 1: IWAKUNI MCAS,JPN

Leave From:	SAN DIEGO,CA	Edit
TDY/ITAD Loc:	IWAKUNI MCAS,JPN	
Arrive:	07-Mar-11	
Leave:	08-Mar-11	

Overall Ending Point

Leave From:	IWAKUNI MCAS,JPN	Edit
Return Loc:	IWAKUNI,JPN	
Arrive:	08-Mar-11	

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

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PaymentTotals/\$Border.\$RenderedImage&sp=5PreviewTrip&sp=X

File Edit View Favorites Tools Help

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

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: Reference to Group Authorization with document named JS1WAKUN DVCAS030711_G01, authorization number of 13M7R6 and primary traveler of JONATHAN I BELLOCALLES

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory, if the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or other wise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: INFORMATION MEETING
 Trip Description: vmfa 314

Overall Starting Point Time Zone: PST (09)

Itinerary:
 Leave From: SAN DIEGO, CA
 Leave: 07-Mar-11

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PaymentTotals/\$Border.\$RenderedImage&sp=5PreviewTrip&sp=X

File Edit View Favorites Tools Help

Expenses

No Expense Information Available.

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	03/07/11	03/08/11	\$0.00	\$85.50

Accounting Summary

Actual/Estimate	Allowed
Accounting Code: 11 25-DEPLOY TR Edit	Accounting Code: SDN: R0923311TO2MURF OC: 313MURF0923311
LODGING: \$0.00	LODGING: \$0.00
M&IE: \$85.50	M&IE: \$85.50
11 25-DEPLOY TR Sub Total: \$85.50	11 25-DEPLOY TR Sub Total: \$85.50
Calculated Trip Cost: \$85.50	Calculated Trip Cost: \$85.50

Disbursing Summary

Total Prior Payments: \$0.00
 Balance Due US: \$0.00

Net Distribution

Personal(S): \$85.50
 Individual GOVCC(S): \$0.00
 Total(S): \$85.50

Document Totals

Actual/Estimate	Baseline Trip
LODGING: \$0.00	LODGING: \$0.00
M&IE: \$85.50	M&IE: \$85.50
Calculated Trip Cost: \$85.50	Calculated Trip Cost: \$85.50

Advances and Scheduled Partial Payments Summary

No Advances requested.
 No Scheduled Partial Payments Requested.

Save And Proceed To Other Auths

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.

The screenshot displays the Defense Travel System (DTS) interface in Microsoft Internet Explorer. The browser title is "Defense Travel System-Welcome to DTS - Microsoft Internet Explorer provided by NMCI". The address bar shows the URL: [https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/\\$Border.\\$RenderedImage&sp=5OtherAuthorizations&sp=X](https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreviewTrip/$Border.$RenderedImage&sp=5OtherAuthorizations&sp=X). The page header includes the user name "DANIEL C EVANS", document name "JBIWAKUNMCAS030711_V01", and screen ID "1040.1". The navigation menu at the top includes "Itinerary", "Travel", "Expenses", "Accounting", "Additional Options", and "Review/Sign". The "Review/Sign" menu is expanded, showing "RETURN TO LIST", "Preview", "Other Auths" (highlighted with a black arrow), "Pre-Audit", and "Digital Signature". The main content area is titled "Other Authorizations" and contains a yellow warning box with the text: "The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the 'Remarks' boxes provided." Below this is a link: "> Add Additional Authorizations For This Trip". At the bottom, there is a section "Proceed to the following page:" with a dropdown menu set to "Pre-Audit" and a "Continue" button. The status bar at the bottom shows "Done" and "Internet" with a 90% zoom level.

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"

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https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/OtherAuthorizations/\$Border.\$RenderedImage&sp=SPreAudits&sp=X

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the "Justification to Approving Official" text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed to Digital Signature."

... provides split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Constructing Travel Work Product

4 Items have been Flagged in this Travel Document

Reason Flagged	Item Description	* Justification to Approving Official Help
INVALID PER DIEM	Trip Itinerary indicates travel beyond the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the Day of Travel. See 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.	
FOREIGN TRAVEL	FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.	

The following are provided for advisory purposes only

Advisory	Advisory Description Help
FOREIGN TRAVEL	FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.

Internet 90%

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.

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

https://dtsproweb.defensetravel.osd.mil/dts/app?service=direct/1/PreAudits/\$Border.\$RenderedImage&sp=SSign&sp=X

Defense Travel System
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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click **Back** 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: AUTHORIZED

Routing List: CPEN

Additional Remarks:

Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	ABRAHAM LOPEZ	0

Document History

Status	Date	Time	Name	Remarks
CREATED	06/06/13	1441	DANIEL EVANS	

> View Reasons for Audit Failures > View Adjustments

Proceed to the following page: Preview

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.