



# Create a Voucher from an Authorization: Instructions for Travelers

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(See Chapter 4 in the Document Processing Manual)

**A voucher is a request for reimbursement of expenses incurred during travel. After travel, a traveler creates a voucher from an authorization (auth) to update the estimated costs with actual costs incurred on the trip.**

## Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: <http://www.defensestravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. Complete the **PIN** field then select **OK**.

## Create a Voucher



1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **Create New Voucher**. (This link will not display if there are no approved auths.)
4. Select **create** next to the auth from which you will create the voucher.

## 1

## Itinerary



**Note:** Only follow the below steps if the trip dates changed from those approved on the auth.

4. Select **Save and Proceed to Pre-Audits** to save any remarks.  
-OR-  
Select **Continue**.
5. Review and justify any flagged items. *Justifications are mandatory.*
6. Select **Save and Proceed To Digital Signature**.
7. Select the **Submit this document as drop-down** list arrow and select **SIGNED**.
8. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if different from the default.
9. (Optional) Enter comments in the **Additional Remarks** box.
10. Select **Submit Completed Document**.
11. The Stamp Process screen opens. Select **Save and Continue**.
12. Complete the **PIN** field then select **OK**.

The system will then refresh to the Welcome screen.

## Adjust and Amend Vouchers

You can edit a document that has been stamped **SIGNED**. An **adjustment** is a change to a voucher before the AO applies the APPROVED stamp. An **amendment** is a change to a voucher after the AO applies the APPROVED stamp.

### Create an Adjustment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **view/edit** next to the correct document.
4. Clear the **Open Document VIEW-ONLY** check box then select **OK**.
5. Complete the **PIN** field then select **OK**.
6. The Trip Preview screen opens. Select **Edit** next to the item(s) that need adjusting.
7. Make all necessary changes.
8. Proceed to Section 8 **Review/Sign**.

### Create an Amendment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **amend** next to the correct document.
4. Enter justification in the **Comments** box then select **OK**.
5. Follow Steps 6 – 8 as described above.

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2. If you need to delete an LOA and there have been no payments against the LOA, select **remove** next to the LOA.
3. If you selected multiple LOAs and no payments have been made against the LOAs, follow the below steps:
  - a. Select **OK** in the pop-up window.
  - b. Select the **How To Allocate** drop-down list and choose an allocation method.
  - c. Select **Allocate Expenses**.
  - d. Allocate the expenses among the LOAs.
  - e. Select **Save Allocations**.

The Expense Summary box will display a breakdown of the expenses pertaining to each LOA.

## 7 Additional Options



The **Additional Options** tab allows you to view and change administrative/personal information in DTS.

1. Select **Profile** to view or edit the traveler's personal profile.
2. Select **Payment Totals** to view or edit the voucher totals. If necessary, complete the **Add'l GOVCC Amt** field then select **Calculate**.
3. Select **Partial Payments** to view a schedule of partial payments, if the auth included SPPs. You cannot request an advance after travel is completed.

## 8

## Review / Sign



The **Review/Sign** feature initiates the routing process for a document.

1. Select **Review/Sign** from the navigation bar.
2. Review the information on the Preview screen. If necessary, select **Edit** to update information.
3. Select **Save and Proceed to Other Auths**. If necessary, select **Add Additional Authorizations For This Trip**. Place a check in the box next to the appropriate authorization(s), then select **Add** at the bottom of the screen. Enter any **Remarks** that must appear on the voucher.

1. Select **Edit** for the **Overall Starting Point** or **Overall Ending Point**, depending on the date that changed.
2. Change the **Start Date** or **End Date** field.
3. Select **Proceed to Per Diem Locations**.
4. Select **OK** (you may have to select **OK** twice based on date change made).
5. Select **Edit** for the location in the **Trip Summary** box on the right side of the screen. If there is more than one location, select the one that is affected by the new date. You may need to select **OK** based on date change made.
6. Select the calendar icon in the **Per Diem Locations** box and select the new **Arriving On** or **Departing On** date for the selected location.
7. Select **Save Changes**.
8. Select **OK** to the Entitlements Update prompt.

## 2

### Air



To update air travel:

1. Select **Travel** from the navigation bar.
2. Select **Edit** next to any air segments requiring changes in the **Trip Summary** column.
3. Select **Change Ticket Data**.
4. Update the **fields** with the correct information.
5. Select **Save**.

To remove a flight:

1. Select **Remove** next to any air segments that were not used.
2. Select **OK** to the pop-up window.

To add ticket information for tickets purchased outside of DTS or a CTO fee:

1. Select **Other Trans.** from the subnavigation bar.
2. Select the **Type** drop-down list and select the correct type of transaction.
3. Enter the necessary information into the **Add Ticket Information** fields.
4. Select **Save**.

## 3

### Lodging



**Note:** Add hotel sales tax or room tax, if any; under the **Expenses** tab (CONUS trips only). Make changes to lodging costs on the **Per Diem Entitlements** screen.

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select the **Update Actual Lodging Costs** link.
4. Select the **Edit** link next to the first date that needs the lodging cost edited.
5. Complete the **Values Apply Through** field if changes are for multiple days in a row.
6. Edit the **Lodging** cost box with the correct lodging expense.
7. Scroll to the bottom of the screen, and select **Save These Entitlements**.

## 4

### Rental Car



If you included a rental car on the authorization, and the original information changed, use the **Rental Car** screen. If you booked a rental car offline or did not include it, use the **Expenses** tab to enter the costs as a Commercial Auto non-mileage expense.

To update a rental car:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Edit** next to the rental car that requires changes.
4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

To delete a rental car:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Remove** to delete the rental car entry.
4. Select **OK** to the pop-up window.

## 5

### Expenses



After travel, add, edit, or delete expenses in the **Expenses** section to reflect actual trip costs.

1. Select **Expenses** from the navigation bar.
2. Select **Non-Mileage** from the subnavigation bar to edit or add expenses such as hotel taxes, parking fees, gasoline, and other non-mileage expenses that you did not originally enter on the auth.
3. Select **Save Expenses**.

**Note:** See *Document Processing Manual, Section 4.5.1.3* for instructions on adding expenses to the voucher directly from a list of previous GTCC charges.

4. Select **Mileage** from the subnavigation bar to edit or add mileage expenses.
5. Select **Per Diem Entitlements** from the subnavigation bar to modify daily allowances.
6. Select **Substantiating Records** from the subnavigation bar to add supporting documents.

### Fax Method

1. Select **Print Fax Cover Sheet**.
2. Choose the printer and select **Print**.
3. The bar code on the fax sheet is unique to each document name. You must print and attach a **cover sheet for each submission**. Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.  
**Note:** There is a processing time of about 5 minutes while DTS receives, converts, and loads the faxed pages into the document identified by the bar code. You can complete the voucher in DTS during the processing time.
4. Select **Refresh**.
5. Enter descriptive information in the **Notes** field.
6. Select **Save Notes**.

### Scan and Upload Method

1. Select **Browse**.
  2. Select the **file** to be uploaded.
  3. Select **Open**.
  4. Select **Upload**. Once the file is uploaded a **Notes** field displays.
  5. Enter descriptive information in the **Notes** field.
  6. Select **Save Notes**. The screen will refresh.
- See *Document Processing Manual, Section 2.7.4* for supported file types.

## 6

### Lines of Accounting



**Note:** If a payment has been made on a Line of Accounting (LOA), e.g., an Advance/SPP or voucher settlement, you should NEVER remove or change that LOA. If you must make a change, make it manually outside of DTS. If no payment has been made, you may change the LOA if necessary.

1. Select **Accounting** from the navigation bar.
2. Select the LOA(s) from the appropriate drop-down list.