

## 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 the voucher totals.
3. Select **Partial Payments** to view a schedule of partial payments, if the auth included SPPs. You may not request an advance after travel is completed.

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### Review / Sign



The **Review/Sign** feature initiates the routing process for a document. The traveler will receive an e-mail notification when the AO approves the auth.

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 **Other Auths.** from the subnavigation bar. 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 page. Enter any **Remarks** that must appear on the voucher.
4. Select **Save and Proceed to Pre-Audits** to save any remarks.  
-OR-  
Select **Pre-Audit** from the subnavigation bar.
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

A traveler 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.

Sort by Document Name	Sorted by Department Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
L50CRANTONPA051906_A01	05/15/06	CTO BOOKED		> view/edit	> print	> remove	
L5BLFFALOKY080496_A01-01	04/04/06	AUTH 24 HOUR PASSED	000442	> edit	> print		> amend

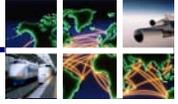
### Create an Adjustment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.
3. Select **view/edit** next to the preferred document.
4. Clear the **Open Document VIEW-ONLY** check box. Open Document VIEW-ONLY:  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 desired document.
4. Enter justification in the **Comments** box then select **OK**.
5. Follow Steps 5 – 8 as described above.

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## Create a Voucher from an Authorization: Instructions for Travelers

Version 6.0, December 3, 2010  
(See Chapter 4 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.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. The Digital Signature Login window opens. 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.  
**Note:** Created vouchers display in the **Existing Vouchers** section.
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 the voucher will be created.

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### Itinerary



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

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** (OK may have to be selected twice based on date change(s) 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(s). **OK** may need to be selected based on date change(s) made.
6. Select the calendar icon in the **Per Diem Locations** box and select the new **Arriving On** and/or **Departing On** date(s) for the selected location.
7. Select **Save Changes**.
8. Select **OK** to the Entitlements Update prompt.

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## Travel



1. Select **Travel** from the navigation bar to make changes to any reservations approved on the authorization.
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**.
6. Select **Remove** next to any air segments that were not used.
7. Select **Other Trans.** from the subnavigation bar to add ticket data purchased outside of DTS.
8. Enter the necessary information into the **Add Ticket Information** fields.
9. Select **Save**.

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## Lodging



**Note:** Hotel sales tax or room tax, if any, should be added under the **Expenses** tab (CONUS trips only). Changes to lodging costs should be made 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. The **Per Diem Entitlements** screen opens.
5. Select the **Edit All** button to update all lodging costs for the entire trip  
-OR-  
Select the **Edit** link next to date that needs the lodging cost edited.

6. On the **Per Diem Entitlement Detail** screen, edit the **Lodging** cost box with the correct lodging expense.
7. Scroll to the bottom of the page, select **Save These Entitlements** button.

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## Rental Car



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

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.  
-OR-  
Select **Remove** to delete the rental car entry.
4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

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## 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 were not originally entered 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 entitlements.
  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. **A cover sheet must be printed**

**and attached 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.

4. Enter descriptive information in the **Notes** field.
  5. Select **Save Notes**.
- Note:** There is a wait time of about 5 minutes while DTS receives, converts, and loads the faxed pages. The voucher can be completed in DTS during the processing time.

### 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.

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## 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 a change must be made, it must be done manually outside of DTS. If no payment has been made, the LOA may be changed.

1. Select the **LOA(s)** from the appropriate drop-down list.
2. If an LOA needs to be deleted and there have been no payments to the LOA, select **remove** next to the LOA.
3. If multiple LOAs were selected and no payments have been made to the LOAs, follow the below steps:
  - a. Select **OK** to 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.