Log on Procedures:

- Insert your Common Access Card (CAC) in the CAC Reader.

  Note: You must leave your CAC in the CAC Reader for the entire DTS session. The system will periodically read from the CAC Reader. If the system does not recognize the CAC in the Reader, an error message will be displayed.

- Launch your internet browser (Internet Explorer or Netscape) and enter the following address into your browser's location bar: http://www.defensetravel.osd.mil/.

- Click the **Login in to DTS** button.

- Read and click the **Continue** button for the Security Alert screen (if it appears).

- Read the Privacy and Ethics Policy statement and click the **Accept** button.

- If you do not wish to continue, click the **Decline** button.

- When the ActivCard Gold window appears, enter your CAC personal identification number (PIN).

- Click the **OK** button.

Note: If you are a first time user, you will be prompted to activate your account. Use this feature **only** if you are a new user to DTS, you have no existing DTS profile, **and** you have been notified to self register. If you already have an existing user profile, you must delete your staging profile. Follow the directions on the screen to terminate the activation process.

First-time users will see the User Activation screen.

- Enter your Social Security Number twice.

- Click the **Submit** button.

- Click the **Self Register** button.

- Your personalized **Welcome Screen** will appear.

- From the **Administration** pull-down menu, select the **Self Registration** tab.

- Select the **Basic Information** tab at the top of the screen and enter your information. Any field with an "*" is a required field.

- Click the **Save and Proceed** button.

- Select the **Additional Information** tab at the top of the screen and enter your information. Any field with an "*" is a required field.

- Click the **Save and Proceed** button.

- The **Self-Registration Submit** tab will be selected.

- Click the **Submit** button.

- Select Logoff in the middle, right side of your screen. You will receive an e-mail when your registration has been accepted. Once accepted you may login to DTS to create an authorization.

How to Create an Authorization:

An authorization or travel order captures the should-cost data for a TDY trip. This includes travel reservations and travel-related expenses that may be incurred during travel or prior to the first day of travel.

- From the **Official Travel** pull-down menu, select **Authorizations/Orders**.

- Select either ⇥ Create New Authorization/Order or ⇥ Create Trip Template

Note: The authorization list screen has several other options if there are already authorizations created. ⇥ view/edit allows you to edit the information in an authorization that has already been created. ⇥ print allows you to print an overview of the itinerary, including per diem rates and entitlements. ⇥ remove allows you to delete an authorization from DTS, which is in a created or signed status by the traveler. ⇥ amend allows you to make changes to an authorization after it has been approved by the AO.

If using DTS for the first time, DTS will prompt the traveler to review or update the traveler's profile. Make the necessary changes and click the **Update Personal Information** button.

DTS also enables the user to use the data from an existing authorization as a template to create a new authorization. This is helpful for travelers who frequently travel to the same location.

- Select ⇥ Create Trip Template. The Trip Template screen opens and displays a list of authorizations that you may select to copy as a template.

- Enter **New Trip Start Date**. Use the calendar tool if necessary.

- Select ⇥ Copy Template next to the authorization that you want to copy.

How to Create a Trip Overview:

The trip overview screen is the first window that appears when creating a new authorization/order. It is the first step in creating the authorization document.

- Select a ***Starting Point** by selecting the location from the **Starting Locations in Profile:** or enter the ***Starting Point.**

- Click the **Search** button to select State/Country Code, if necessary.

- Enter ***Departing On** date. Use the calendar tool if necessary.

- Select ***Trip Type** and ***Trip Purpose** from drop-down menu.

- Under **Trip Description**, elaborate on the trip purpose and provide project codes if necessary.

- Select the method of transportation to be used to travel to the TDY location (e.g., commercial air).

- Select the time of departure from the Time drop-down menu.

- ***Arriving On** date is automatically populated. Change the date, if necessary.

- Under **Location Tool:**, click the **Location** button to select TDY/TAD location.
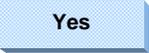
Note: You may also search by, **State/Country - Location**, **Zip Code**, or **County Lookup**.
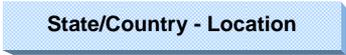
- Enter TDY/TAD location. Click the $\boxed{\textbf{Search Location}}$ button.

- Select the radio button for TDY/TAD location and click the $\boxed{\textbf{Select and Close}}$ button.

  Note: If desired destination is not found, use one of the search tool buttons.

- Enter ***Departing On** date**.** Use the calendar tool if necessary.
- Check the appropriate box if a rental car or lodging is needed at the TDY location.

- If you are traveling to another TDY/TAD, click the $\boxed{\textbf{Yes}}$ button and repeat steps to search for the location. If not, click the $\boxed{\textbf{No}}$ button.

- Select an ***Ending Point** by selecting the location from the **Return Locations in Profile:** or enter the ***Ending Point**.

- Click the $\boxed{\textbf{Search}}$ button to select State/Country Code, if necessary.

  Note: ***Arriving On** date and ***Trip Duration** are automatically selected.

- Select the type of transportation you will use to return from your TDY location (e.g., commercial air).
- Select the time of departure from the Time drop-down menu.

- Click the $\boxed{\textbf{Save and Proceed}}$ button.

Making Airline Reservations:

Use the following steps to create basic air reservations.

- The **Travel** tab at the top of the screen and the **Air** tab have been selected.

- Enter *****Departure Airport.** Type airport code or city name, if necessary.

- Enter * **Arrival Airport.** Type airport code or city name, if necessary.

- Enter the desired * **Arrival or Departure:** time by selecting the time from the drop-down menu.

- Check the box for **Show Alternative Airports**, if necessary.

- Click the   Search   button.

- Flight options will now display. The flights are organized according to the type of fares under the fare tabs as follows:

    - **GSA Contract w/Limited Availability.** These flights are offered at a government-contracted price, but there is a limit to the number of seats available at the government price.

Continued

- **GSA Contract Airfare.** These flights also have a government-contracted price, but there is not a limit to the number of seats that the government can purchase at this price, other than the number of available seats at the time of booking. These rates are higher that the rates for GSA Contract w/Limited Availability flights.

- **Other Gov't Airfare.** This tab will display non-contract government fares or discounted government fares. In markets that do not have government-contracted prices, DTS will also try to combine two separate government fares. Adding a connecting flight in an airport that has a government fare with the starting location airport and with the TDY location airport may be less expensive.

- **Other Airfare.** These fares are available to the general public and may have advance purchase requirements. Selection of this type of fare will require you to justify its selection to your AO.

- **AltGSA**. In cases where there are no government-contract flights, DTS will search for an alternate city within an 80 mile radius of the origin, destination, or both to locate government-contract flights. Any results will display under this tab.

- Click the **Select Flight** button for the flight you want to book.

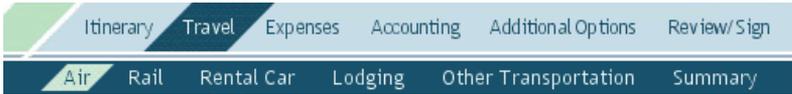Note: DOD policy requires the use of GSA contract fares when available.
- Select a seat selection on the drop-down menu or select a specific **Done** seat assignment from the seat map.
- Click the **Done** button.

Continued

Note: If the departure trip has more than one segment and you will change planes before arriving at your destination, the Seat Selector will display again for you to select a seat on the second flight.

- The Air Travel screen refreshes. A green box that contains the Reservation Summary information about your departure flight is displayed. You will now book your return flight.
- Click the ⬛ Search ⬛ button.
- Click the ⬛ Select Flight ⬛ button for the flight you want to book and use the same steps as you used to select your departure flight and seat selection.
- Select a seat selection on the drop-down menu or select a specif ⬛ Done ⬛ lt assignment from the seat map.
- Click the ⬛ button.
- DTS now displays the screen for the next type of reservation you will make. No matter which screen displays at this point, DTS has booked the return flight and displays it in the Reservation Summary box.

Making Airline Reservations:

Use the following steps to create basic air reservations.

- The **Travel** tab at the top of the screen and the **Air** tab have been selected.

- Enter ***Departure Airport.** Type airport code or city name, if necessary.

- Enter * **Arrival Airport.** Type airport code or city name, if necessary.

- Enter the desired * **Arrival or Departure:** time by selecting the time from the drop-down menu.

- Check the box for **Show Alternative Airports**, if necessary.

- Click the [Search] button.

- Flight options will now display. The flights are organized according to the type of fares under the fare tabs as follows:

  - **GSA Contract w/Limited Availability.** These flights are offered at a government-contracted price, but there is a limit to the number of seats available at the government price.

Continued

- **GSA Contract Airfare.** These flights also have a government-contracted price, but there is not a limit to the number of seats that the government can purchase at this price, other than the number of available seats at the time of booking. These rates are higher that the rates for GSA Contract w/Limited Availability flights.

- **Other Gov't Airfare.** This tab will display non-contract government fares or discounted government fares. In markets that do not have government-contracted prices, DTS will also try to combine two separate government fares. Adding a connecting flight in an airport that has a government fare with the starting location airport and with the TDY location airport may be less expensive.

- **Other Airfare.** These fares are available to the general public and may have advance purchase requirements. Selection of this type of fare will require you to justify its selection to your AO.

- **AltGSA**. In cases where there are no government-contract flights, DTS will search for an alternate city within an 80 mile radius of the origin, destination, or both to locate government-contract flights. Any results will display under this tab.

- Click the **Select Flight** button for the flight you want to book.

Note: DOD policy requires the use of GSA contract fares when available.
- Select a seat selection on the drop-down menu or select a sp Done seat assignment from the seat map.
- Click the   button.

Continued

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Making Rental Car Reservations:

If you have indicated on the Trip Overview Screen that you will need a rental car, DTS will display the Rental Car screen. You can also access this feature by clicking **Travel** on the navigation bar and then clicking **Rental Car**.

The screen displays car rental companies located at your arrival airport. The results are listed from least to greatest total estimated cost.

Note: The Government Rates tab displays. The Non-Government Rates tab cannot be selected when Government Rates are available. If you select a car type, other than compact or economy, or any car other than the least expensive car on the screen, a pop-up message shows you a cost comparison of the car you selected with the lowest priced car available. It informs you that you will need to justify your selection. This flag will display on the **Other Authorizations** screen.

- Click the first [Select Car] button.

- DTS now displays the screen for the next type of reservation you will make. The rental car information displays in the Reservation Summary box.

Making Lodging Reservations:

If you have indicated on the Trip Overview Screen that you will need lodging reservations at your TDY location, DTS will display the hotel names on the Lodging screen. You can also access this feature by clicking **Travel** on the navigation bar and then clicking **Lodging**. The screen displays hotels located at or near your TDY location. If DTS returns more than 10 hotels, you may view the remainder in increments of 10 by selecting ‣ **Next 10** .

- Click **Select Hotel** for the hotel of your choice.

- Click **Select Room** for the room that you want to book

Reviewing Trip Summary:

After you have completed your reservations, the Trip Summary Screen presents your information under two tabs: Payment Information and Final Trip Itinerary. This screen is the gateway to all functions and details available in the reservation system.

- The **Payment Information** tab provides the costs for each of the reservations on the itinerary. It includes editable fields in which you can make certain changes and add other information. The text and objects that display on this screen depend upon the reservations in the authorization.

- The **Air Travel Payment Summary** displays the following:

  - Add New Flight. Link that you may use to access the Air Travel screen and add another flight to the TDY trip.

  - Total airfare cost.

  - View Flight Details. Link that opens a window that shows details about the flights on this itinerary. You may make changes to some of the same details that you can change in the Payment Information section, change your seat selection, and access the special requests screen.

  - Cancel. Link that you may use to initiate cancellation of the flight reservation.

  - Change. Link that you may use to being a search for a different flight.

Continued

- Airline name and arrive times.

  - The `--Please Select-- ▼` field is where you may enter frequent flyer numbers for the airline.

  - Special Requests. Link that you may use to open a window in which you can enter special meal requests and certain accessibility and baggage requests.

  - Departure and return dates.

  - Seat number (if selected).

  - Type. Drop-down list from which to select method of reimbursement for the flights.

Missing Rental Car Payment Summary and Lodging Payment Summary

Expenses:

Use the following steps to create non-mileage expenses.

Non-Mileage Expenses

- Select the **Expenses** tab at the top of your screen. The **Non-Mileage** tab has been selected.

- Select the ***Expense Type** from the drop-down menu box or type the expense into the **OR** field below.

- Enter the ***Cost** of the expense.

- Enter the ***Date** of the expense. Use the calendar tool if necessary.

- Change the ***Method of Reimbursement** for the expense from drop-down menu box, if necessary.

- Using the above steps, you can enter up to five expenses. Click the   Save Expenses   button. You must enter and save additional expenses one at a time.

- Continue by using the tabs at the top of your screen. With the **Expenses** tab selected, select the **Mileage** tab.

Expenses

Use the following steps to create mileage expenses.

Mileage Expenses

- With the **Expenses** tab at the top of your screen selected, click on the **Mileage** tab.

- Select the ***Expense Type** from the drop-down menu box.

- Enter the ***Miles**. Use the [DoD Table of Distances](#) link to calculate trip mileage. Use your vehicle odometer for local travel.

- Enter the ***Date** of the expense. Use the calendar tool if necessary.

- Change the ***Method of Reimbursement** from drop-down menu box, if necessary.

- Using the above steps, you can enter two expenses. Click the Save Expenses button. You must enter and save additional expenses one at a time.

- Continue by using the tabs at the top of your screen. Select the **Per Diem Entitlements** tab. Should be similar to page 24

Expenses: Per Diem Entitlements

The **Per Diem Entitlements** tab under the **Expenses** tab allows the user/traveler to edit the entitlements for lodging, duty conditions, meals, and leave.

- Select the **Expenses** tab at the top of your screen and the **Per Diem Entitlements** tab.

  Note The GSA State Tax Exemption Listing link allows the user/traveler to access and print a tax-exempt form for the location they are traveling to.

- Select ▪ Edit next to the date to be modified **OR** click Edit All button to edit per diem entitlement on all TDY/TAD dates at the same time.

- Select date in **Values Apply Through**, if changes are for multiple consecutive dates. Use the calendar tool if necessary.

- Under **Per Diem Rates** enter lodging cost in the Lodging field, if different than per diem.

- Select **Duty Conditions** that may apply.

- Select appropriate meal code and applicable meal(s) for this date or date range, if applicable.

Continued

- Under **Other Per Diem Entitlements**, select **Leave** if appropriate. Military personnel use Duty Day(s) (No Per Diem) leave. Civilian employees can choose either Duty Day(s) (No Per Diem), Non-duty Day(s), or Leave. When Leave is selected, the user/traveler may enter the number of hours they wish to take while on TDY/TAD.

- Select **Actual Lodging** if lodging costs exceed per diem allowed and is authorized by AO.

- Select **OCONUS Incidental Amount** if travel is outside the continental United States and the AO determines that the minimum incidental amount is allowed rather than the Local Incidental Rate for the destination.

- Click the [**Save These Entitlements**] button.

    Note: Although the Substantiating Records tab is available for authorizations, most receipts will not be available to the traveler until after the travel is complete. For information on fax and scan procedures, see the **Creating Substantiating Records** section of this Guide.

- Continue by either selecting **Proceed to the following page: Accounting** [**Continue**] at the bottom of the screen **OR** use the tabs at the top of your screen. Select the **Accounting** tab.

Selecting Accounting Codes:

Use the following steps to select accounting codes.

- The **Accounting** tab at the top of your screen and the **Accounting Codes** tab have been selected.

- Select appropriate **Accounting Label** from the drop-down list menu if necessary. Your agency may assign you a default line of accounting.

  Note: If multiple lines of accounting are necessary, select them one at a time. Select how you wish to allocate the expenses, either by percent, expense category, date or dollar amount.

    - Click the **Expenses** button. Allocate the expenses for your trip.

    - Click the Save Allocations button.

- Continue by either selecting: **Proceed to the following page: Preview** Continue at the bottom of the screen **OR** use the tabs at the top of your screen. Select the **Review/Sign** tab.

Additional Options: Profile:

The **Profile** tab under the **Additional Options** tab allows the user/traveler to view and update their personal information.

- Select **Additional Options** tab at the top of your screen and **Profile.**

- There are four parts of the user/traveler profile accessible from an authorization.

  - My Profile—Use this to view and edit name, address and other general information.

  - My Preferences—This is broken down in to six areas: air travel preferences, miles to the airport, lodging preferences, rental car preferences, passport information, and miscellaneous (frequent flyer information).

  - My Additional Information—This contains information about your duty station and DTS routing information.

  - My Account Information—This contains accounting, electronic funds transfer (EFT) and credit card account information.

At the bottom of each screen, there is a box to check to save changes to permanent traveler information. In addition, save changes by clicking   **Update Personal Information**   button.

Additional Options: Advances

Advances are limited to travelers who do not have a Government charge card. Advances must be approved by the AO.

- Select **Additional Options** tab at the top of your screen and the **Advances** tab.

- Select the Accounting Label(s) that are associated with the non-ATM advance(s). The amount of the advance will appear on the right side of the screen.

- Select the ▸ edit link if changes need to be made to authorized amount. Enter new amount, if applicable.

- Continue by either selecting **Proceed to the following page: Preview** [Continue] at the bottom of the screen **OR** use the tabs at the top of your screen. Select the **Review/Sign** tab.

Review/Sign and Preview Trip

The Preview Trip Screen allows you to go in and view a general overview of the trip. In addition, you can confirm the data, go back and edit data, as well as provide comments to your AO or travel agent.

- The **Review/Sign** tab at the top of your screen and the **Preview** tab have been selected.

- Enter **Comments to the Approving Official:** as needed.

- Confirm all data.

- Click the   **Save and Proceed to Other Auths**   button.

Adding Additional Authorizations:

Other Authorizations are used to display and print remarks on travel documents. DTS also enables travelers to add additional authorizations themselves.

- The **Review/Sign** tab at the top of your screen and the **Other Auths.** tab have been selected.

- Select ▪ Add Additional Authorizations For This Trip link.

- A master list of Other Authorizations is displayed. Check the box next to any additional authorization needed. Variations Authorized can be found at the bottom of the list.

- Click the **Add** button.

- Complete the **Remarks** field by providing a justification to the AO for the additional authorizations.

- Click the **Save and Proceed to Pre-Audits** button.

Pre-Auditing a Trip:

Pre-auditing an authorization allows DTS to display items, if any, that have been flagged in this document. DTS flags expenses that exceed DOD thresholds or have had their method of reimbursement default value change. An automatic Pre-Audit will always occur when the traveler attempts to sign the document.

- The **Review/Sign** tab at the top of your screen and the **Pre-Audit** tab have been selected.

- Any items that appear in this window are "flagged" for this trip. You **must** provide the Justification to the Approving Official. These fields **must** be populated before going to the signature screen. When justifying flagged items concerning air fare, you **must** select a Reason Codes **AND** it **must** be documented inside the text field.

- Click the Save and Proceed to Digital Signature button.

Digital Signature/Logoff

The final step in an authorization is to digitally sign the document to begin the routing process.

- The **Review/Sign** tab at the top of your screen and the **Digital Signature** tab have been selected.

- Under Document Action, **Signed** has been selected from the ***Submit this Document As** drop-down menu.

- Enter any **Additional Remarks**.

- Click the   Submit Completed Document   button.

- When the ActivCard Gold window appears, enter your CAC PIN.

- Select Close Window in upper right corner of screen.

- Select Logoff in middle right side of screen.

Creating an Adjustment:

The traveler can easily make changes/edits to a document once it has been signed. An adjustment is a change made to an authorization/voucher before the **APPROVED** stamp is applied to the document.

- Log on to DTS as previously described.

- From the **Official Travel** pull down menu select **Authorizations/Orders**.

- Select the >view/edit link next to the document you want to adjust.

- Deselect the view-only box to make changes to the document. Click the **OK** button.
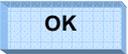
- When the ActivCard Gold window appears, enter your CAC PIN, if necessary.

- View the **Preview** screen and select the Edit link next to the areas that need adjustment or use the tabs at the top of the screen.

- After making the necessary changes, select the **Review/Sign** tab and the **Digital Signature** tab.

- Add justification for any changes made.

- Under Document Action, select **Signed** from the drop-down menu.

- Click the **Submit Completed Document** button.

Continued

- When the ActivCard Gold window appears, enter your CAC PIN.

- Select <u>Close Window</u> in upper right corner of screen.

- Select <u>Logoff</u> in the middle right side of screen.

Creating an Amendment:

The traveler can easily make changes to a document **once** it has been approved by the Authorizing Official. An Amendment is a change made to an Authorization/Voucher after the **Approved** stamp is applied to the document.

- Log on to DTS as previously described.

- From the **Official Travel** pull-down menu, select **Authorizations/Orders**.

- Select the > amend link next to the desired document.

- Type justifications for changes in comment box. Click the **OK** button.

- When the ActivCard Gold window appears, enter your CAC PIN.

- View the **Preview** screen and select the Edit link next to the areas needing amending or use the tabs at the top of the screen. Make necessary changes.

- After making the necessary changes, select the **Review/Sign** tab and the **Digital Signature** tab.

- Under **Document Action**, select Signed from the drop-down menu.

- Click the Submit Completed Document button.

- When the ActivCard Gold window appears, enter your CAC PIN.

- Select [Close Window](#) in upper right corner of screen.

Select [Logoff](#) in middle right side of screen.

Creating Vouchers from Authorizations:

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

Log on to DTS as previously described.

- From the **Official Travel** pull down menu, select **Vouchers**. Previously created vouchers will be displayed in the Existing Voucher section.

- Select >Create New Voucher from Authorization/Order link. This link will appear only if there are vouchers to create.

- Select >create next to the document you want to prepare a voucher.

  Note: The voucher list screen has several other options if there are already existing vouchers. >edit allows you to edit information in the voucher that has already been created. >print allows you to print a voucher from authorization. It will be displayed in a new browser window where it can be printed. >remove allows you to delete a document in a created status. After a document is signed, this link disappears. >amend allows you to make necessary changes to a document after it has been approved by the AO.

  - The **Itinerary** tab at the top of your screen and the **Trip Overview** tab has been selected. Make any necessary changes using the applicable information that follows.

  - To change the dates of a trip, select the Edit link for the **Overall Starting Point** or **Overall Ending Point**, depending on the date to be changed.

- The Trip Overview box on the left side of the screen displays a ***Start Date** field and an ***End Date** field.

- Complete the ***Start Date** or ***End Date** field, as needed, with the correct dates.

- Click the 　**Proceed to: Per Diem Locations**　 button. A pop-up message displays to remind you that the per diem entitlements will be updated for the document.
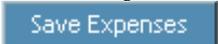
- Click the 　**OK**　 button.

Under Trip Summary column, select the Edit link on the specific flight that requires changes. Select the Change Ticket Data link to update/review ticket costs. Under **Cost**, change ticket price, if necessary.

Click the 　**Save**　 button.

- If any portion of air travel needs to be deleted, select the Remove link next to the specific flight.

- Select the **Lodging** tab at the top of the screen. If the lodging cost requires updating, select the Update Actual Lodging Cost link. This will refresh the screen to the Per Diem Entitlements screen. To make changes, see "**Expenses: Per Diem Entitlements**" section of this Guide.

- Select **Proceed to following page: Rental Car** 　**Continue**　 at the bottom of the screen. Under the Trip Summary column, select the Edit link next to the car rental that requires changes. From the Rental Car box, changes can be made to Pick-up/Drop-off Dates/Times and cost of rental car.

- Click the 　**Save Selected Car**　 button.

Continued

Note: To make changes to Rail Travel, follow the instructions above for making changes to Air Travel.

- Select **Proceed to following page: Expense-Non-Mileage** `Continue` To edit Non-Mileage Expenses, select Edit to the right of the appropriate expense in the Expenses Summary. For expenses not projected in the authorization, ***Select Expense Type:** from the drop-down list or type the expense into the field below. Enter the ***Cos**t of the expense. Enter the ***Date** of the expense, use the calendar tool if necessary. Select the ***Method of Reimbursement**. Click the `Save Expenses` button after each expense until finished.

- In addition, travelers can easily add Government credit card (GOVCC) transactions to the Non-Mileage Expense Summary. Select create an expense item from a government charge card transaction link. Select the Add > link to the right of the charge card transaction to move (add) the expense to the Expense Summary. Select an Expense Type from the drop-down menu, if necessary, and click the `Ok` button. Click the `Save Expenses` button. The check mark to the left of each transaction indicates the transaction has been used for vouchering.

- Select the **Mileage** tab at the top of the screen. To edit mileage expenses, select Edit to the right of the appropriate expenses in the Expense Summary. For expenses not projected in the authorization, ***Select Expense Type:** from the drop-down list. Enter the ***Date** of the expense, use the calendar tool if necessary. Select the ***Method of Reimbursement**. For the ***Miles** field, enter miles from odometer for "in and around" travel. Use the DoD Table of Distances link for TDY travel. Click the `Save Expenses` button after each expense until finished.

-

Substantiating Records:

Certain records, such as receipts, are proof of expenses incurred on official travel. DTS enables travelers to store digital images of such records. Users/travelers can load images of substantiating records into DTS. Users/travelers attach the documents to the trip record by using either the fax method or the scan and upload method.

- To use the fax method, gather all supporting documents. Prepare small-paper receipts for faxing by taping them to an 8 1/2 x 11-inch sheet of paper and make a photocopy. Use the photocopy in the fax machine.

- With the **Expenses** tab at the top of your screen selected, select the **Substantiating Records** tab.

- Select >Print Fax Cover Sheet link. Click the [Print] button. The fax cover sheet displays a bar code that is unique to the selected document. It identifies the document in the DTS database with the substantiating records that are associated.

- Use a fax machine to send a facsimile of the cover sheet and the substantiating records. The DTS Receipts fax number is: **888-222-5061**.

  Note: There is a wait time of about five minutes while the imaging engines receive, convert, and load the faxed documents identified by the bar code. The wait time does not affect the user/traveler's ability to complete the document.
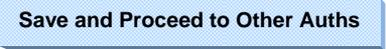
Continued

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Submit Substantiating Records by Scan and Upload

DTS only supports scanned documents that are created with the scanner software. Acceptable file types include .bmp, .gif, .jpg, .pdf, .png and .tif. The maximum file size is 2 MB per file. Multiple files can be uploaded, but each file must be uploaded individually. Certain Microsoft products are not compatible with DTS because the images that they produce are compressed. DTS security requirements do not allow compressed images.

- To use the scan and upload method to load receipts, gather all supporting documents, including fax cover sheet.

- Scan the documents individually and save each by using a descriptive name.

- With the **Expenses** tab at the top of your screen selected, select the **Substantiating Records** tab.

- Click the Browse… button.

- The **Choose file** window opens.

- Select the file to be uploaded.

- Click the Open button.
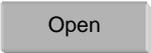
- Click the Upload button.

- The screen refreshes. The **Notes** field in the lower part of the screen will display the date and time that the receipts were added.

Continued

- Select **Proceed to the following page: Accounting Code** Continue at the bottom of the screen. Do not add or remove a line of accounting on a Voucher from Authorization. Changing lines of accounting would cause errors in both DTS and the accounting system. If allocation of expenses has changed, click the Allocate Expenses button. Review and make changes as needed.

- Select **Proceed to the following page: Payment Totals** Continue at the bottom of the screen or select the **Additional Options** tab. Select the **Payment Totals** tab.

- The Payment Totals feature allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The user/traveler may make an additional payment to the GOVCC or account for payments previously made to the GOVCC. Any amount entered in the **Add GOVCC ATM** or **Add'l GOVCC Amt** fields will decrease the Net to Traveler distribution. Enter the additional amount to be sent to the GOVCC.

- Select the >Calculate link. The new amounts will refresh for distribution to the traveler and the GOVCC.

- Select **Proceed to the following page: Preview** Continue button at the bottom of the screen.

- Review the details for this trip.

- Click the Save and Proceed to Other Auths button.

- Review the Other Authorizations for this trip.

- Click the Save and Proceed to Pre-Audits button.

Continued

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- In the Pre-Audit, complete trip Justifications to the Approving Official, if necessary.

- Click the **Save and Proceed to Digital Signature** button.

- Under **Document Action**, select **Signed** from the ***Submit this Document As** drop-down menu.

- Enter any Additional Remarks.

- Click the **Submit Completed Document** button.

- When the ActivCard Gold window appears, enter your CAC PIN.

- Read **Stamp Process** remarks and click the **Save and Continue** button.

- Select Close Window in upper right corner of screen.

- Select Logoff in middle right side of screen.

How to Create a Local Voucher:

Log on to DTS as previously described.

- From the **Official Travel** pull-down menu, select **Local Vouchers.**

  Note: A local voucher is used to reimburse travelers for travel expenses incurred for trips completed within a 12 hour time period.

- Select ▪Create New Local Voucher**.**

- Complete the **Local Voucher Date** field. Use calendar tool if necessary.
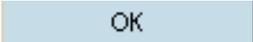
- Click the | OK | button.

- ***Select Expense Type** from the drop-down menu box **or** type the expense into the **OR** field below.

- Complete the ***Event Purpose** field.

- Complete the ***Cost** of the expense.

- Change the ***Date** field, if necessary.

- DTS completes the ***Method of Reimbursement** field with a default value that is associated with the expense type. Use the drop-down list if the default needs to be changed.

- Click the | Save Expenses | button. Using the above steps, you can enter two expenses. After two expenses are entered, additional expenses must be entered one at a time and saved.

Continued

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- To enter mileage expense, select **Mileage** tab**.**

- Select the ***Expense Type** from the drop-down menu.

- Enter the ***Event Purpose**.

- Enter the ***Location:** of the to and from miles.

- Enter the date the mileage occurred in the ***Date** field.

- Enter the ***Miles**.

- Click the [Save Expenses] button.

- Continue by either selecting: **Proceed to the following page: Accounting Codes** [Continue] at the bottom of the screen **OR** use the tab at the top of your screen. Select **Accounting** tab.

- Select appropriate **Accounting Label** from the drop-down list menu, if necessary. Your agency may assign you a default line of accounting.

- Select **Additional Options** tab at the top of your screen.

- Enter **Comments for Local Voucher** (e.g., purpose of local travel).

- Click the [Save Comments and Proceed to Payment Totals] button.

- To review expense totals, select <u>Total Expenses:</u> link.

- To have DTS apply reimbursement to the GOVCC enter the amount into the **Add'l GOVCC Amt** field.

Continued

- Select the ▪ Calculate link.

- Continue by selecting **Proceed to the following page: Preview** | Continue | at the bottom of your screen.

- Review and edit trip details.

- Click the | Save and Proceed to Pre-Audits | button.

- Any items that appear in this window are "flagged" for this voucher. You must provide the Justification to the Approving Official. These fields must be populated before going to the signature screen.
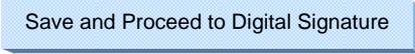
- Click the | Save and Proceed to Digital Signature | button.

- Enter any Additional Remarks.

- Click the | Submit Completed Document | button.

- When the ActivCard Gold window appears, enter your CAC PIN.

- Select Close Window in upper right corner of screen.

- Select Logoff in middle of right side of screen.