

Prep Travel Voucher

Log In with CAC card

- **Go to** > "Official Travel"
- **Select** > "Vouchers"
- **Select** > "Create New Voucher from Authorization/Order"
 - Ensure the travel order/TA Number is for the travel that has been completed.
 - This option is available only after the "return date" of the travel order.
- **Select** > "create"
 - The voucher will then open.

"Review"

Prep Travel Voucher con't

- Follow the power point - slides
- **Select >** “Save and Continue”
- Make copies of all receipts and provide to the Travel Clerk in BLDG 2520, Brigade S4 Office, 706-545-5578/DSN 835-5578

The travel clerk will edit the voucher according to what was actually executed and authorized for the duration of travel. You will be contacted on what payment to expect and will have the ability to print/view the voucher from your office.



Official Travel ▾ Official Travel - Others ▾ Traveler Setup ▾ Reports ▾ Administrative ▾

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group Authorizations/Orders

STEP 1
Select > "vouchers"

Org Access:
Group Access: 11TH REGT
Permission:

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Government fares for travel in the new fiscal year, beginning on October 1, 2007, may not yet be available for selection

[Back to Top](#)

://dtsproweb.defensetravel.osd.mil/vl/site/

Internet 100%

start | 3 Internet... | 3 Window... | General Logi... | Inbox - Micr... | Microsoft Po... | 10:17 AM





[View Authorizations / Orders](#) [View Local Vouchers](#) [View Group Authorizations](#)

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work.

> [Create New Voucher From Authorization/Order](#)

STEP 2
Select > "Create New Voucher from Authorization/order"

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
LDKANSASCITYK061107_V01	06/11/07	ARCHIVE IMAGE ACCEPT	0QUNHM	> view	> print		> amend
LDFTLEAVENWOR050507_V01	05/05/07	ARCHIVE ACCEPTED	0Q0364	> view	> print		> amend
LDCHARLOTTEV032507_V02	03/25/07	ARCHIVE IMAGE ACCEPT	0QFL52	> view	> print		> amend

**Voucher from Authorization / Order**

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

<u>Document Name</u>	<u>Departure Date</u>	<u>Status</u>	<u>TA Number</u>	<u>Create</u>
LDNEWPORTNEWS021908_A01-01	02/19/08	CTO AMENDMENT	053192	>create

STEP 3
Select > "create"

[RETURN TO LIST](#)

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses 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 Expense" 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 (IBA).

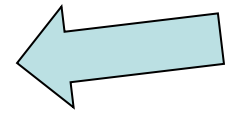
[create an expense item from a government charge card transaction](#)

Leave: 19-Feb-08 Return: 22-Feb-08 **Add Expense**

* Expense Type:
- OR -
* Cost: \$
* Date: (mm/dd/yyyy)
* Method of Reimbursement:

[view expense details / currency calculator](#)

Expense Type	Date	Cost	E/R
Commercial Auto-Terminal	02/19/08	\$20.00	Edit Remove
Baggage Tips	02/19/08	\$10.00	Edit Remove
Total Expenses:		\$68.00	



STEP 4
Select > "Substantiating Records" to attach receipts.

STEP 5

Read instructions to attach receipts; once complete

****The ODTA will use the contact information on the drop-off when document is ready for digital signature.**

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
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Proceed to the following page:

Drop Off Information

Complete the following:

Name: _____

Today's Date: _____

Date of Departure: _____

Date of Return: _____

Receipts? Yes _____ No _____

(lodging, rental, gas, etc.)

Contact phone number: _____