



# Defense Travel Management Office



## Vouchers in DTS

DTA JumpStart @ Connect 2011 Seminar  
April 2011

**For Official Use Only**



# Agenda

- Voucher/Local Voucher Process Flow
- Hands-on Activity: Voucher in EWTS
- Local Voucher Demonstration in EWTS





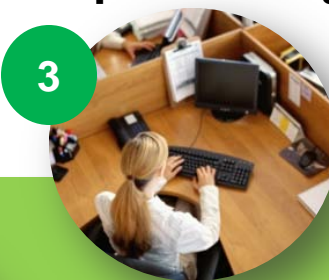
# DTS Voucher Process

**Traveler/  
Clerk/NDEA  
inputs Voucher**



1

**Electronically  
sent to DFAS  
for processing**



3



2

**Management  
Reviews,  
approves &  
certifies**



4

**Funds sent EFT to  
bank/credit union,  
“split” pays to  
charge, or  
reconciles  
with CSA**

**Traveler  
pays balance  
of bill**



5





# Resources



## DEFENSE TRAVEL MANAGEMENT OFFICE

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

## DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

## Travel Explorer (TraX)



- Document Processing Manual, Chapter 4: Vouchers
- Document Processing Manual, Chapter 5: Local Vouchers
- Distance Learning Course T-102: Vouchers
- Quick Reference Guide: Creating a Voucher

## Travel Assistance Center (TAC)



- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX




Backup screenshots

# VOUCHER DEMONSTRATION





# Welcome Screen



## Defense Travel System

A New Era of Government Travel

[Logoff](#)

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

**Welcome ERIC WASHINGTON1**

Organization: TDILTAA

Org Access:

Group Access:

Permission:

### My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

### Message Center


Please check here for messages.

[Back to Top](#)





# Official Travel



## Defense Travel System

A New Era of Government Travel

[Logoff](#)

Official ▾
Official Travel - ▾
Traveler Setup
Administrative ▾

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group
- Restore Purged Documents

WASHINGTON1

TDILTAA

Group Access:

Permission:

### My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			


### Message Center

Due to maintenance, EWTS will be unavailable for 12 hours beginning at 2300 EST on Friday, February 11, 2011. Please also be aware that EWTS will also be unavailable for 43 hours starting at 2300 ET, on February 16, 2011, through 1800 ET on February 18, 2011 due to DTS continuity of operations procedures (COOP) testing.





# Vouchers



## Defense Travel System

A New Era of Government Travel

[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](#)

#### Existing Vouchers


<a href="#">Sort by Document Name</a>	Sorted by Departure Date	<a href="#">Sort by Status</a>	<a href="#">Sort by TA Number</a>	View/Edit	Print	Remove	Amend
---------------------------------------	--------------------------	--------------------------------	-----------------------------------	-----------	-------	--------	-------







# Authorization List



**Defense Travel System**  
A New Era of Government Travel

*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>	<b>Create</b>
EWALBUQUERQUE022111_A01	02/21/11	POS ACK RECEIVED	00050G	> <a href="#">create</a>





# Editable Document



**Defense Travel System**  
A New Era of Government Travel

Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

[RETURN TO LIST](#)
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:

▼

RES: ARLINGTON

VA

Search

\* 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:

▼

RES: ARLINGTON

VA

Search

\* End Date(mm/dd/yyyy):

Other Trip Information

### Trip Summary

Overall Starting Point

Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
Leave:	21-Feb-11	

Location 1: ALBUQUERQUE,NM

Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE,NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	
Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Albuquerque	



# Editing Reservations

**Defense Travel System**  
A New Era of Government Travel

[RETURN TO LIST](#)

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

**Air** Rail Rental Car Lodging Other Trans.

### Air Travel

Please select a flight from the trip summary on the right to edit air reservations.

### Trip Summary

<b>Overall Starting Point</b>		
Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
Leave:	21-Feb-11	
<b>Location 1: ALBUQUERQUE,NM</b>		
Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE,NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	
Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Albuquerque	






# Trip Summary

Rental Car:	ADVANTAGE	<a href="#">Edit</a> <a href="#">Remove</a>
Airport:	ABQ - Albuquerque, NM (United States)	
Confirmation:	ABCD1234678-	
Pickup:	21-Feb-11 03:30PM	
Dropoff:	25-Feb-11 11:30AM	
Lodging:	Americas Best Value Inn	<a href="#">Edit</a> <a href="#">Remove</a>
Confirmation:	12345678-	
Check-In:	21-Feb-11	
Check-Out:	25-Feb-11	
<b>Overall Ending Point</b>		
Leave From:	ALBUQUERQUE, NM	<a href="#">Edit</a>
Return Loc:	ARLINGTON, VA	
Arrive:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1192	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	25-Feb-11 12:10PM ABQ-Albuquerque	
Arrive:	25-Feb-11 02:50PM DFW-Dallas/Fort Worth Intl Apt	
Carrier/Flight:	American Airlines (AA) 1476	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	25-Feb-11 04:30PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	25-Feb-11 08:10PM DCA-Washington Ronald Reagan National Ap	





# Edit Air



**Defense Travel System**  
A New Era of Government Travel

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

[RETURN TO LIST](#)

Air

Rail

Rental Car

Lodging


Other Trans.

**Air Travel**

Select "Change Ticket Data" to edit flight reservation information.

Flight Selected to Edit

\$207.40 <sup>Ⓜ</sup> Estimated Total Ticket Cost



American Airlines (AA) Flight: 1979

Depart: DCA-Washington Ronald Reagan National Ap At 10:00 AM On Mon 21-Feb-11

Arrive: DFW-Dallas/Fort Worth Intl Apt At 12:25 PM On Mon 21-Feb-11

Class: G - G

Confirmation Number: 123456 Duration:

Ticket Number: See Attached Ticket 1

Status: BOOKED

Seat Selection: 17F Seat

[OSI-Other Supplementary Information](#)

---

Ticket Date: 9-Feb-11

Total Tax: \$0.00 PassFacChg: \$0.00 Fees: \$0.00

Issue Date:

Flight Details Entered:

Frequent Flyer:

Type: COM. CARR.-I

Method of Reimbursement: GOVCC-Individual

CBA Label:

CBA Account:

Comments to the Travel Agent:

<sup>Ⓜ</sup>

[Change Ticket Data](#)

**Trip Summary**

**Overall Starting Point**

Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
Leave:	21-Feb-11	

**Location 1: ALBUQUERQUE, NM**

Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE, NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	

Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	

Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Abuquerque	

Rental Car:	ADVANTAGE	<a href="#">Edit</a> <a href="#">Remove</a>
Airport:	ABQ - Albuquerque, NM (United States)	
Confirmation:	ABCD1234678-	
Pickup:	21-Feb-11 03:30PM	
Dropoff:	25-Feb-11 11:30AM	
Lodging:	Americas Best Value Inn	<a href="#">Edit</a> <a href="#">Remove</a>
Confirmation:	12345678-	
Check-In:	21-Feb-11	
Check-Out:	25-Feb-11	





# Edit Ticket Data

### Other Trans.

Use this screen to enter Other Ticketed Transportation information.

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

**EDIT Ticket Information**

Enter or select the required data.

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

\* Type:

\* Description:

\* Ticket No:

\* Ticket Value:

Cost: (If different from ticket value)

\* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

\* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account:  [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

### Trip Summary

<b>Overall Starting Point</b>		
Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
Leave:	21-Feb-11	
<b>Location 1: ALBUQUERQUE, NM</b>		
Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE, NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	
Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Abuquerque	
Rental Car:	ADVANTAGE	<a href="#">Edit</a> <a href="#">Remove</a>
Airport:	ABQ - Albuquerque, NM (United States)	
Confirmation:	ABCD1234678-	
Pickup:	21-Feb-11 03:30PM	
Dropoff:	25-Feb-11 11:30AM	
Lodging:	Americas Best Value Inn	<a href="#">Edit</a> <a href="#">Remove</a>
Confirmation:	12345678-	
Check-In:	21-Feb-11	
Check-Out:	25-Feb-11	
<b>Overall Ending Point</b>		
Leave From:	ALBUQUERQUE, NM	<a href="#">Edit</a>
Return Loc:	ARLINGTON, VA	
Arrive:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1192	<a href="#">Edit</a> <a href="#">Remove</a>



# Edit Rental Car

**Defense Travel System**  
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[Itinerary](#) | [Travel](#) | [Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)

RETURN TO LIST
Air
Rental Car
Lodging
Other Trans.

### Rental Car

Use this screen to save the selected rental car

TDY/TAD Location: ALBUQUERQUE, NM

Pickup Date: 21-Feb-11  
Pickup Time: 03:30 PM

Dropoff Date: 25-Feb-11  
Dropoff Time: 11:30 AM

Rental Car Selected  (ER) En Route

**\$161.84**

Rental Car: ADVANTAGE  
Car Class: Compact Automatic  
Location: ABQ - Albuquerque, NM (United States)

Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.

Restrictions: Daily \$22.00, Extra Hour \$11.00, Unlimited miles/kilometers, Estimated Total Cost \$161.84  
[OSI-Other Supplementary Information](#)

Enter the following details:

Pickup Date:

Pickup Time:

Dropoff Date:

Dropoff Time:

Cost:

Method Of Reimbursement:

Comments to the Travel Agent:

[Save Selected Car](#)

### Trip Summary

Overall Starting Point		
Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
Leave:	21-Feb-11	
Location 1: ALBUQUERQUE, NM		
Leave From:	ARLINGTON, VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE, NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	
Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	
Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Abuquerque	
Rental Car:	ADVANTAGE	<a href="#">Edit</a> <a href="#">Remove</a>
Airport:	ABQ - Albuquerque, NM (United States)	
Confirmation:	ABCD1234678-	
Pickup:	21-Feb-11 03:30PM	
Dropoff:	25-Feb-11 11:30AM	
Lodging:	Americas Best Value Inn	<a href="#">Edit</a> <a href="#">Remove</a>
Confirmation:	12345678-	
Check-In:	21-Feb-11	
Check-Out:	25-Feb-11	
Overall Ending Point		
Leave From:	ALBUQUERQUE, NM	<a href="#">Edit</a>
Return Loc:	ARLINGTON, VA	



# Update Non-Mileage

**Defense Travel System**  
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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 (IBA).

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

Leave: 21-Feb-11 Return: 25-Feb-11 **Add Expense**

\* Expense Type:

- OR -

\* Cost: \$

\* Date:

\* Method of Reimbursement:

[view expense details / currency calculator](#)

### Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Excess Baggage	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$150.00	





# Charge Card Transactions

### Charge Card Transaction

Use the "Charge Card Transaction" screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

**CITI**

Description	Date	Amount	
<input type="checkbox"/> Wal-Mart (1234)	12/19/2006	\$1,226.60	
<input type="checkbox"/> Cheers Pub (1234)	12/18/2006	\$35.00	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$197.35	<a href="#">Add &gt;</a>
<input checked="" type="checkbox"/> Advantage Rental (3441)	12/14/2006	\$257.62	<a href="#">Add &gt;</a>

### Expenses Summary

Description	Date	Amount	E/R
Gasoline-Rental/Govt. Car	02/25/2011	\$50.00	<a href="#">Remove</a>
Hotel Room Tax	02/25/2011	\$50.00	<a href="#">Remove</a>
Excess Baggage	02/25/2011	\$50.00	<a href="#">Remove</a>
Commercial Auto-TDY/TAD	02/25/2011 to 02/21/2011	\$161.84	<a href="#">Remove</a>
<b>Total Expenses:</b>		<b>\$311.84</b>	





# Non-Mileage

**Defense Travel System**  
A New Era of Government Travel

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 (IBA).

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

Leave: 21-Feb-11 Return: 25-Feb-11 **Add Expense**

\* Expense Type:

- OR -

\* Cost: \$

\* Date:

\* Method of Reimbursement:

[view expense details / currency calculator](#)

### Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Excess Baggage	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$150.00	



# Edit Expense

## 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 (IBA).

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

Leave: 21-Feb-11 Return: 25-Feb-11

### Edit Expense

\* Expense Type:

- OR -

\* Cost: \$

\* Date:

\* Method of Reimbursement:

[view expense details / currency calculator](#)

Save Expense

## Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Excess Baggage	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>

Total Expenses: \$150.00



# Expenses Updated

### 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 (IBA).

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

Leave: 21-Feb-11    Return: 25-Feb-11    **Add Expense**

\* Expense Type:

- OR -

\* Cost: \$

\* Date:

\* Method of Reimbursement:

[view expense details / currency calculator](#)

### Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	02/25/2011	\$42.23	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Room Tax	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Excess Baggage	02/25/2011	\$50.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$142.23	





# Substantiating Records

**Defense Travel System**  
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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:





# Fax Cover Sheet


 **Defense Travel System**  
A New Era of Government Travel

## DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.  
**Warning: Make sure you physically mask out your SSN on any faxed documents!**

- If you are dialing from the National Capital Region, please use the number at the bottom of this form if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-888-815-4157, toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.




EWALBUQUERQUE022111\_V01

Note: Bar code must be present above.

**Notes**

Local National Capital Region number - 703-421-6939 or 703-421-3506






# Scan and Upload

**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
------	-----	-------	------	--------






# Update Notes

**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](#)

**Existing Receipts**


Date	CTW	Notes	View	Remove
10-Feb-2011	<input type="checkbox"/>	<input type="text" value="Added 02/10/11 at 11:47:51"/>	✧ <a href="#">View</a>	✧ <a href="#">Remove</a>







# Payment Totals



**Defense Travel System**  
A New Era of Government Travel

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**

<u>Total Expenses:</u>	\$1,131.21
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$1,131.21

**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**

<u>Collections:</u>	\$0.00
<u>Waiver / Appeals:</u>	\$0.00
Net To Traveler:	\$1,131.21
Balance Due US:	\$0.00

### Trip Summary

**Overall Starting Point**

Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
Leave:	21-Feb-11	

**Location 1: ALBUQUERQUE,NM**

Leave From:	ARLINGTON,VA	<a href="#">Edit</a>
TDY/TAD Loc:	ALBUQUERQUE,NM	
Arrive:	21-Feb-11	
Leave:	25-Feb-11	

Carrier/Flight:	American Airlines (AA) 1979	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 10:00AM DCA-Washington Ronald Reagan National Ap	
Arrive:	21-Feb-11 12:25PM DFW-Dallas/Fort Worth Intl Apt	

Carrier/Flight:	American Airlines (AA) 477	<a href="#">Edit</a> <a href="#">Remove</a>
Conf/PNR:	123456	
Depart:	21-Feb-11 02:20PM DFW-Dallas/Fort Worth Intl Apt	
Arrive:	21-Feb-11 03:05PM ABQ-Albuquerque	

Connect 2011  
DISCOVER NETWORK ENERGIZE

Office of the Under Secretary of Defense (Personnel and Readiness)

25




# Payment Totals-Entitlement Summary

Entitlement Summary			
	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$252.00	\$879.21	\$1,131.21
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$252.00	\$879.21	\$1,131.21
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add'l GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> <a href="#">Calculate</a>
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$252.00	\$879.21	\$1,131.21





# Digital Signature



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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

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

## Digital Signature

Click below 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: SIGNED ▼

Routing List: AA RL ▼

Additional Remarks:

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.

Submit Completed Document





# Stamp Process



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## Stamp Process

This trip record is accurate and represents a legal claim for reimbursement. I understand there are severe criminal and civil penalties for knowingly submitting a false, fictitious or fraudulent claim. (18 USC Sections 287 and 1001, and 31 USC Section 3729)

Unused electronic or paper tickets have a monetary value and belong to the US Government. All unused tickets must be reported and returned to the CTO as soon as possible for the applicable credit. Instructions may be found at [www.dtic.mil/travelink](http://www.dtic.mil/travelink)

Cancel

Save and Continue





# Vouchers

[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

There are no Authorizations/Orders available to create Vouchers from

### Existing Vouchers

<u>Sort by</u> Document Name	Sorted by Departure Date	<u>Sort by</u> Status	<u>Sort by</u> TA Number	View/Edit	Print	Remove	Amend
EWALBUQUERQUE022111_V01	02/21/11	SIGNED	00050G	> <a href="#">view / edit</a>	> <a href="#">print</a>		





Backup screenshots

# LOCAL VOUCHER DEMONSTRATION





# Welcome Screen



## Defense Travel System

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[Logoff](#)

Official Travel

- Authorizations/Orders
- Vouchers
- Local Vouchers
- Group
- Restore Purged Documents

Official Travel - Other

WASHINGTON1

TDILTAA

Group Access:

Permission:

Traveler Setup

Administrative

### My Signed Documents

Document Name	Current Status	Departure Date	Type
<a href="#">EWALBUQUERQUE022111_A01</a>	POS ACK RECEIVED	02/21/11	AUTH

### Message Center

Due to maintenance, EWTS will be unavailable for 12 hours beginning at 2300 EST on Friday, February 11, 2011. Please also be aware that EWTS will also be unavailable for 43 hours starting at 2300 ET, on February 16, 2011, through 1800 ET on February 18, 2011 due to DTS continuity of operations procedures (COOP) testing.



# Local Vouchers

**Defense Travel System**  
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[View Authorizations / Orders](#) [View Vouchers](#) [View Group Authorizations](#)

### Local Vouchers

Below is a list of your existing local vouchers. Please select the function (edit, print, etc.) corresponding to the appropriate local voucher.

[Create New Local Voucher](#)


#### Existing Local Vouchers

<a href="#">Sort by Document Name</a>	Sorted by Begin Date	<a href="#">Sort by Status</a>	<a href="#">Sort by TA Number</a>	View/Edit	Print	Remove	Amend
---------------------------------------	----------------------	--------------------------------	-----------------------------------	-----------	-------	--------	-------






# Local Voucher Date



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*Local Voucher Date*

Enter the local voucher date and click OK or Return to Document List to abort.


\* Local Voucher Date:  

(mm/dd/yyyy)





# Non-Mileage



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Expenses
Accounting
Additional Options
Review/Sign

[RETURN TO LIST](#)

Non-Mileage
Mileage
Substantiating Records

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. 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.

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

**Non-Mileage Expense # 1**

<p>* Select Expense Type: <input type="text"/></p> <p style="text-align: center;">- OR -</p> <p>* Event Purpose: <input type="text"/></p>	<p>* Cost: \$ <input type="text"/> <a href="#">currency calculator</a></p> <p>* Date: <input type="text" value="02/10/2011"/> <input type="text"/></p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="--Please Select--"/></p>
---	--


**Non-Mileage Expense # 2**

<p>* Select Expense Type: <input type="text"/></p> <p style="text-align: center;">- OR -</p> <p>* Event Purpose: <input type="text"/></p>	<p>* Cost: \$ <input type="text"/> <a href="#">currency calculator</a></p> <p>* Date: <input type="text" value="02/10/2011"/> <input type="text"/></p> <p style="text-align: center;"><small>(mm/dd/yyyy)</small></p> <p>* Method of Reimbursement: <input type="text" value="--Please Select--"/></p>
---	--

Save Expenses



# Non-Mileage

**Defense Travel System**  
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[Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)

[RETURN TO LIST](#) | [Non-Mileage](#) | [Mileage](#) | [Substantiating Records](#)

---

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. 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.

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

---

#### Non-Mileage Expense # 1

* Select Expense Type: <input type="text" value="Public Transit"/>	* Cost: \$ <input type="text" value="4.75"/> <a href="#">currency calculator</a>
- OR - <input type="text" value="Public Transit"/>	* Date: <input type="text" value="02/07/2011"/>
* Event Purpose: <input type="text" value="Meeting at White House"/>	(mm/dd/yyyy)
	* Method of Reimbursement: <input type="text" value="Personal"/>

---

#### Non-Mileage Expense # 2

* Select Expense Type: <input type="text" value="Parking - Local"/>	* Cost: \$ <input type="text" value="14.00"/> <a href="#">currency calculator</a>
- OR - <input type="text" value="Parking - Local"/>	* Date: <input type="text" value="02/10/2011"/>
* Event Purpose: <input type="text" value="Attended Training in Rockville, MD"/>	(mm/dd/yyyy)
	* Method of Reimbursement: <input type="text" value="Personal"/>

[Save Expenses](#)





# Expenses Summary

**Defense Travel System**  
A New Era of Government Travel

Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST

Non-Mileage
Mileage
Substantiating Records

**Non-Mileage Expenses**

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. 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.

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

**Add Expense**

\* Expense Type:

- OR -

\* Event Purpose:

- OR -

\* Cost: \$  ▶ [currency calculator](#)

\* Date: (mm/dd/yyyy)


\* Method of Reimbursement:

**Expenses Summary**

Expense Type	Date	Cost	E/R/C
Public Transit	02/07/2011	\$4.75	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Parking - Local	02/10/2011	\$14.00	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
<b>Total Expenses:</b>		<b>\$18.75</b>	



# Copy Expense

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[RETURN TO LIST](#)

[Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)

[Non-Mileage](#) | [Mileage](#) | [Substantiating Records](#)

---


## Expense Copy

**Copy Recurring Local Voucher Expense**

From Expense: Public Transit On 07-Feb-11


Event Purpose: Meeting at White House

\*Number of Recurring Expenses:

\*First Recurring Expense Start Date:    
(mm/dd/yyyy)

[Return to Expense Screen](#) | [Create Expenses](#)

---

Proceed to the following page: [Accounting Codes](#)  [Continue](#)





# Copy Expense Pop Up

A screenshot of a web application interface for copying expenses. The main window is titled "Expense Copy" and contains a form for "Copy Recurring Local Voucher Expense". The form fields include: "From Expense: Public Transit On 07-Feb-11", "Event Purpose: Meeting", "\*Number of Recurring Expenses: 2", and "\*First Recurring Expense Start Date: 02/08/2011 (mm/dd/yyyy)". There are two buttons: "Return to Expense Screen" and "Create". A modal dialog box titled "Message from webpage" is overlaid on the form, containing a yellow warning triangle icon and the text: "Expenses will be copied in sequential date order and then copied expenses can be modified after they are created." The dialog has an "OK" button at the bottom right.





# Expenses Copied

**Defense Travel System**  
A New Era of Government Travel

Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST
Non-Mileage
Mileage
Substantiating Records

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your local travel. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. An event purpose is required to describe the reason for local voucher travel. 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.

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

Add Expense

\* Expense Type:

- OR -

\* Event Purpose:


- OR -

### Expenses Summary

Expense Type	Date	Cost	E/R/C
Public Transit	02/07/2011	\$4.75	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Public Transit	02/08/2011	\$4.75	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Public Transit	02/09/2011	\$4.75	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Parking - Local	02/10/2011	\$14.00	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
<b>Total Expenses:</b>		<b>\$28.25</b>	



# Mileage Expenses



**Defense Travel System**  
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Expenses
Accounting
Additional Options
Review/Sign

[RETURN TO LIST](#)

Non-Mileage
Mileage
Substantiating Records

### Mileage Expenses

Use this screen to enter mileage expenses for your trip. The In-and-around expense is used to record miles driven while at a specific location. An event purpose is required to describe the reason for local voucher travel. Click on the "Save Expenses" button to save these expenses.

**Mileage Expense #1**

\* Expense Type:

\* Event Purpose:

- OR -

\* From:  Profile Locations:

RESIDENCE

DUTY STATION

\*  Normal one-way mileage from Residence to PDS:

Daily one-way commuting cost from Residence to PDS:  
(if do not normally drive to PDS)

\* To:  Profile Locations:

RESIDENCE

DUTY STATION

\* Date:

(mm/dd/yyyy)

\* Method of Reimbursement: Personal

\* Miles (  -  ) x Rate 0.51 = Cost \$ 8.67

Check box to create a separate expense for round trip:







# Mileage Expenses

**Defense Travel System**  
A New Era of Government Travel

Expenses

Accounting

Additional Options

Review/Sign

RETURN TO LIST

Non-Mileage

Mileage

Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

## Add Expense

\* Expense Type:

\* Event Purpose:

- OR -

\* Date:

(mm/dd/yyyy)

Method of Reimbursement: Personal

\* Miles  x Rate = Cost \$ 0.00

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R/C
Private Auto Mileage - Owner / Operator From: RES: ARLINGTON, VA To: Rockville	02/10/2011	\$8.67	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Private Auto Mileage - Owner / Operator From: Rockville To: RES: ARLINGTON, VA	02/10/2011	\$8.67	<a href="#">Edit</a> <a href="#">Remove</a> <a href="#">Copy</a>
Total Expenses:		\$17.34	



# Digital Signature

**Defense Travel System**  
A New Era of Government Travel

Expenses    Accounting    Additional Options    Review/Sign

RETURN TO LIST    Preview Trip    Pre-Audit    Digital Signature

### Digital Signature

Click below 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:

Routing List:

Additional Remarks: