GUIDE

DefenseTravel Management Office

Defense Travel System (DTS) Guide 4: Local Vouchers

July 14, 2023

V2.7

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/11/17	DTMO	Update link	Section 6
1.2	08/17/18	DTMO	Updated URLs to https vs. http Updated access through DTS Dashboard	Throughout Section 1.1
2.0	04/05/19	DTMO	Redesign of the local voucher screens	All
2.1	04/22/20	DTMO	Redesign of expenses and receipts screens General update	Section 2 Throughout
2.2	12/11/20	DTMO	Updated Dashboard screen shot General review	Page 4 All
2.3	01/07/21	DTMO	Updated Expense wording Updated mileage expenses screen shots	Section 2, Page 7 Throughout
2.4	02/25/22	DTMO	Rebranding effort	Throughout
2.5	06/10/22	DTMO	Added Browsers for DTS Updated CT links and wording	Chapter 1 Chapter 5
2.6	01/23/23	DTMO	Updated screen shots and wording Updated Expense table Added What is a Valid Receipt Info paper	Throughout Table 4-1 Page 10
2.7	07/14/23	DTMO	General Review Removed Travel System Redirect Updated Multiple LOAs section	Throughout Page 3 Page 19

Chapter 1: Local Vouchers Introduction

A local voucher is a claim for reimbursement for expenses you incurred and allowances you earned while conducting official business in the local area near your* Permanent Duty Station. A local voucher is a stand-alone document you may only submit after you complete your official duty. Therefore, you may not project expenses or estimate allowances on a local voucher. Instead, only enter actual amounts.

***** *In this guide, "you" are a traveler, unless otherwise stated.*

Travel documents are subject to internal (per local business rules) and external (e.g., Defense Finance and Accounting Service [DFAS]) audits which help identify improper payments, recognize trends, implement corrective measures to appropriately recover funds, and improve travel compliance. If you are uncertain if an expense is allowable then review the *JTR*, contact your Lead DTA or supervisor before submitting the local voucher for approval and payment. Your AO should carefully review the submitted local voucher and return it for correction, if any portion is non-compliant for travel policy.

Note 1: If you're logging into DTS for the first time or after an extended period, DTS may provide you a pop-up message which can include:

- **Review and Update Profile** - This option triggers when it is at least 60 days since your last log on to DTS. Either choose **Open Profile** and make your changes or **Continue without Updating**. For more about profiles, see the *DTS Guide 1: Authorizations* and *DTA Manual, Chapter 7: People.*
- **What's New** - This feature alerts you when software changes occur. The first time you access an affected module, the **What's New** feature activates. A series of pop-up screens annotate any revisions. Once you proceed through the overview, you must select **Got It** to close the messaging. Your personal profile tracks your acknowledgement and then the **What's New** feature inactivates. As this a one-time alert, unless there is another system change, you will not see the **What's New** alert again. For more on the **What's New** feature, review the *DTS Guide 1*.

Note 2: Before accessing DTS verify your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. Contact your IT POC for technical support. See the bottom of the *DTS Home* page**, Need More Assistance?** for the requirements.

1.1 Trip Processing Rules

Travelers and those who create, edit, or amend documents for travelers must adhere to trip processing rules. Local voucher specifications apply to reduce incorrect claims. These processing rules include:

- Local vouchers must be processed for only actual expenses incurred.
- Local vouchers must have a current or a past date create date. No future create date permitted.
- Local vouchers do not have access to the **Reservation** module or **Per Diem** table.
- Local vouchers may combine expenses from different dates.
- Local vouchers may contain more than one LOA, but each LOA must use the same **Format Map** (e.g., Air Force, Army etc.).
- Local vouchers cannot be stamped **Signed** with a future expense date.

When a document does not meet the policy requirements for trip creation date, or contains future expense date, DTS will alert the user.

- If *creating* a document with a future create date, the following error message displays on the **Local Voucher** screen:
    - "Local voucher date cannot be greater than today's date." "There are errors with this local voucher. Please correct the errors and try submitting again."
- If *signing* a document with a future expense date, the following error message displays on the **Digital Signature** page.
    - "TRIP NOT COMPLETED Document contains expenses with future dates. Local Vouchers cannot be signed until all the expenses claimed have occurred."

Chapter 2: Create a Local Voucher

To create a local voucher log onto DTS. On the **DTS Dashboard** (Figure 4-1), select **Create New Document** then choose **Local Voucher**.

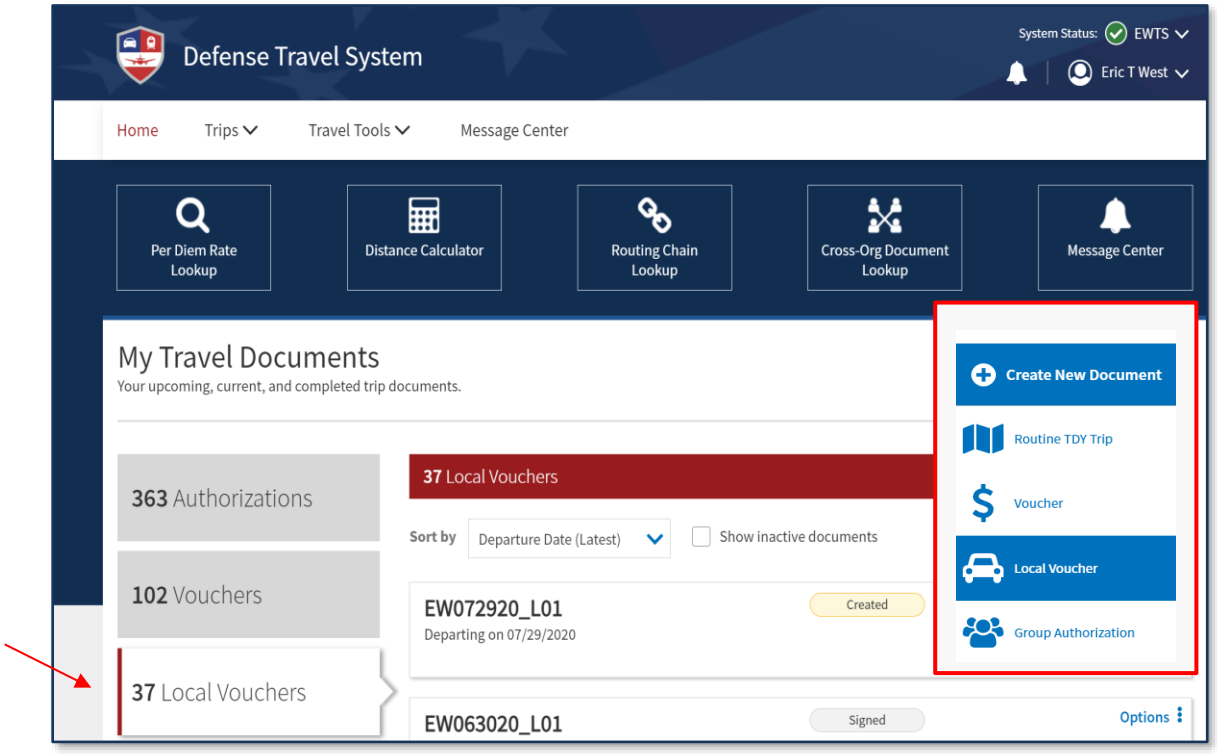

Figure 4-1: DTS Dashboard

The **Create Local Voucher** screen (Figure 4-2) opens. A **Progress Bar**, (left side of the screen) tracks your **Local Voucher** steps.

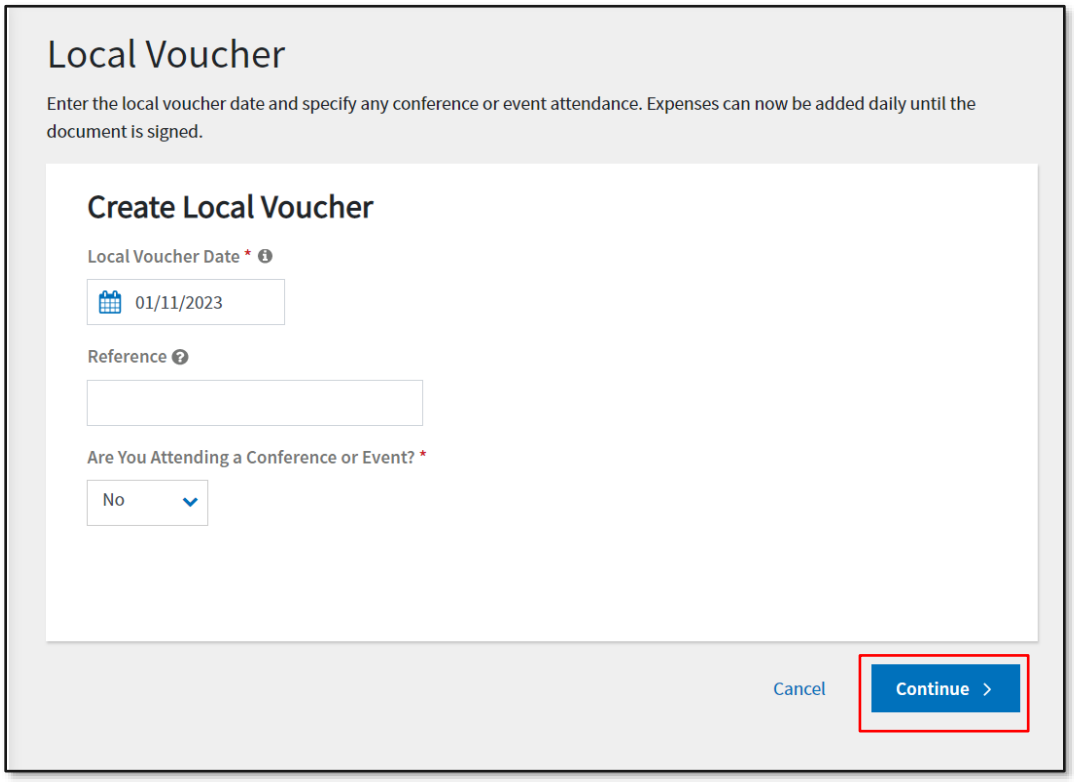

Figure 4-2: Local Voucher Date Screen

1. Enter the **Local Voucher Date.** The screen defaults to the current date, but you can change it. Once you save the date, you can't change it. **Note:** The create date can't be greater than the current date. DTS will display an error message, if you try to create a local voucher with a future date.
2. In **Reference**, you can enter information per your local policies or leave the field blank.
3. **Are you Attending a Conference or Event?** Provide a **Yes** or **No** response. If **Yes**, select the conference name using the drop down menu or if the name is not in the listing, select **Other**.
4. Select **Continue** to create the local voucher. The **Enter Expenses** screen (Figure 4-3) opens.

Chapter 3: DTS Expenses Module

The **Expenses** module allows you to enter all your incurred expenses and earned allowances. You must enter them accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at any time on the **Progress Bar** and then the **Enter Expenses** screen (Figure 4-3) opens.

3.1 Add Expenses

Enter your incurred expenses and attach your receipts and supporting records on the **Enter Expenses** screen.

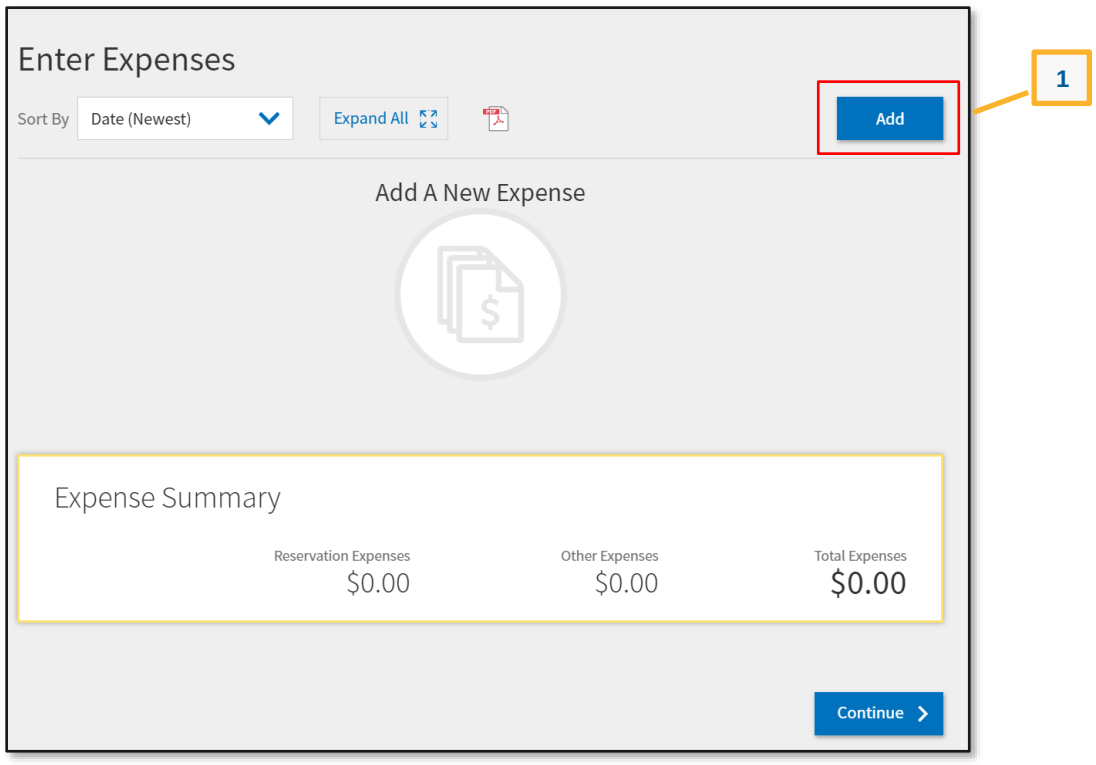

Figure 4-3: Enter Expenses Screen

Add new expense:

1. On the **Enter Expenses** screen, select **Add** (Figure 4-3, Indicator 1). The **Add New** screen opens (Figure 4-4). **Note**: Under **Select Type*** use the drop-down menu to access the four primary expense categories, **Add Expense From GTCC**, and **Documents**.

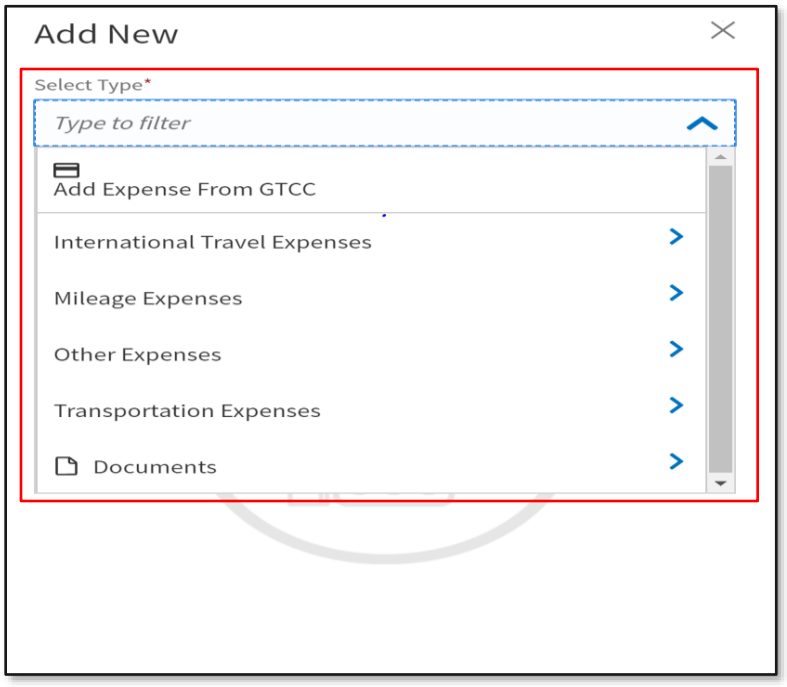

Figure 4-4: Add New Screen

2. Select the **Expense Category**, then the **Expense Types** display (Figure 4-4). *Table 4-1* shows the expenses available in each expense category.

   Key Note: If the **Expense** table does not include an allowable incurred expense, contact your DTA or AO for guidance on entering the expense in DTS.

   Example: When using the Government Travel Charge Card (GTCC) on official travel, if a *Cross Border Processing Fee* occurs, an option could be to use the **Foreign Currency Conv Fees** expense type to record the cost, then add notes to the expense for the AO to review.

Table 4-1

EXPENSE CATEGORY	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees
Mileage Expenses	Private Auto - Local Area Private Motorcycle - Local Area Private Vehicle - GOV Auth & Avail
Other Expenses	Other - Create Your Own Recruiter - Parking Recruiter - Snack Returned Payment

Transportation Expenses	Government Vehicle - Fuel/Oil Parking Public Transportation Rental Car Rental Car - Fuel Taxi Tolls/Ferry Fees

3. On the **Add New** screen, select the expense type (Figure 4-5).

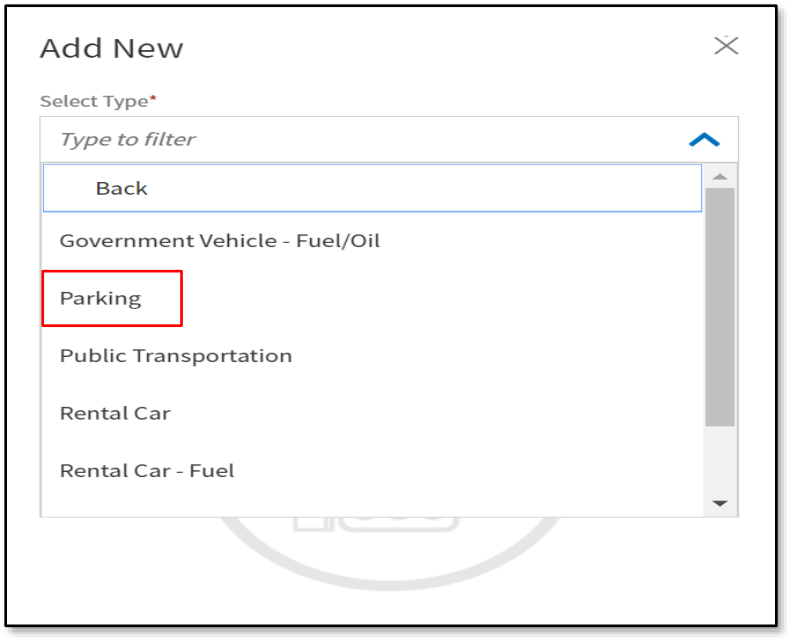

Figure 4-5: Add New Screen (Expense Types)

4. The selected expense appears on the **Add New** screen (Figure 4-6). **Note**: Fields with a red asterisk (*) identify required information. Enter the data for the expense (e.g., Parking) and continue until you add each incurred expense. To complete an Expense entry:

   - Verify the **Select Type** displays the correct expense.
   - If flagged as a requirement, then **Attach Receipt**.

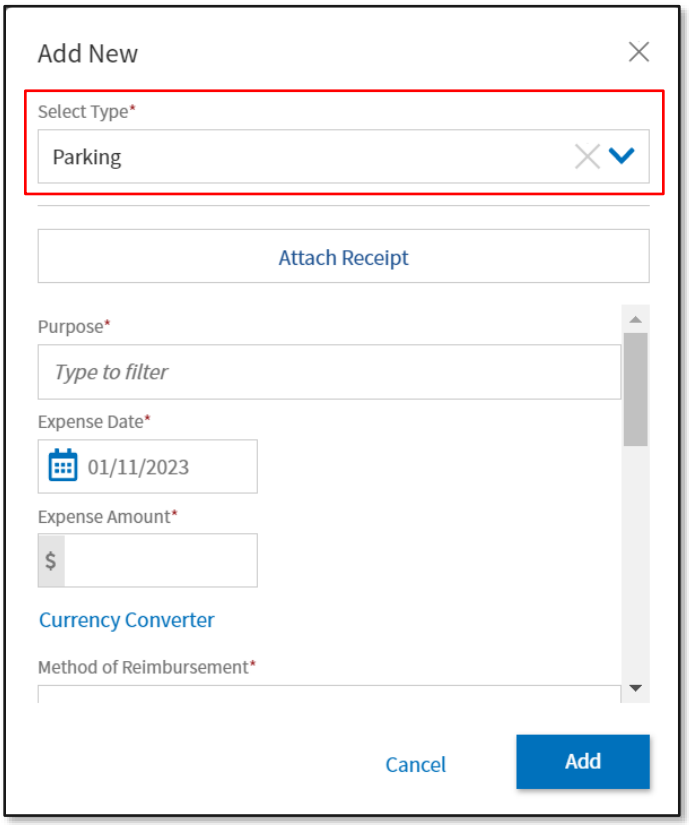

Figure 4-6: Add New Screen (Expense Details)

- Select or enter a **Purpose** (why you incurred the expense).
- The **Expense Date** defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. **Note:** If you enter a future date for an expense, you will not be able to sign the local voucher until that expense date occurs.
- Enter the **Expense Amount**.
- DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.
- (Optional) Enter **Notes** for the expense.
- Mileage Expenses contain additional fields to enter data. Specifically, you must select a mileage rate (**Private Auto – Local Area**, **Private Motorcycle** – **Local Area** or **Private Vehicle** – **GOV Auth & Avail**) and a **Start Location** (My Residence or Duty Station).
    - If your **Start Location** is **My Residence**:
        - Enter your local travel location (Figure 4-7a) in the **End Location**.
        - Select either **One-Way Mileage** or **Commuting Cost** radio button and enter your usual commuting mileage or cost (one-way). DTS calculates your mileage allowance for you.

      Example: It's 50 miles from your residence to the local travel location. Your daily commute is 30 miles. The mileage rate is $0.665, so your reimbursement for one direction is 50 miles – 30 miles = 20 miles x $0.665 = $13.10 (Figure 4-7a).

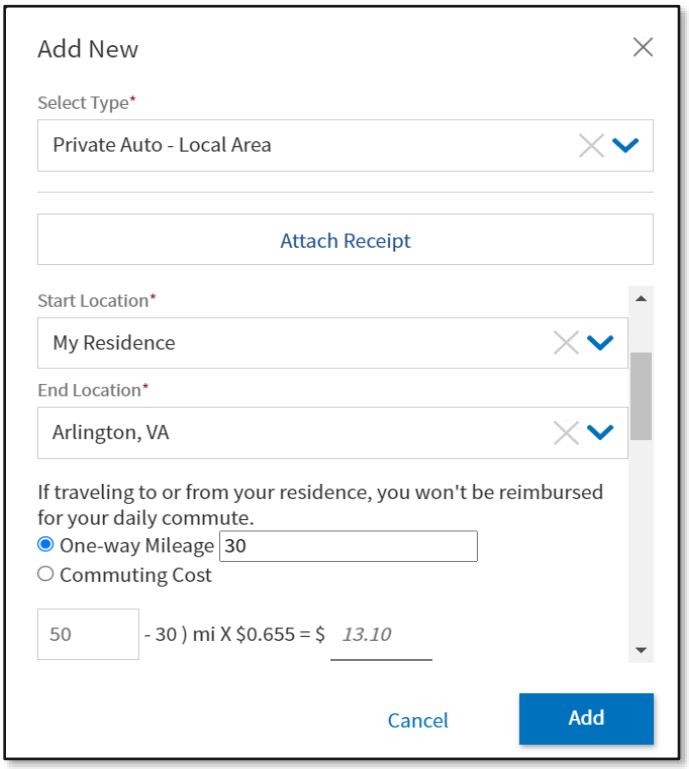

Figure 4-7a: Mileage Expense Screen (from Residence)

- If your **Start Location** is **Duty Station**, just enter the total **Miles** driven. DTS calculates the mileage (Figure 4-7b). **Note:** You can also check a box to create a round-trip expense.

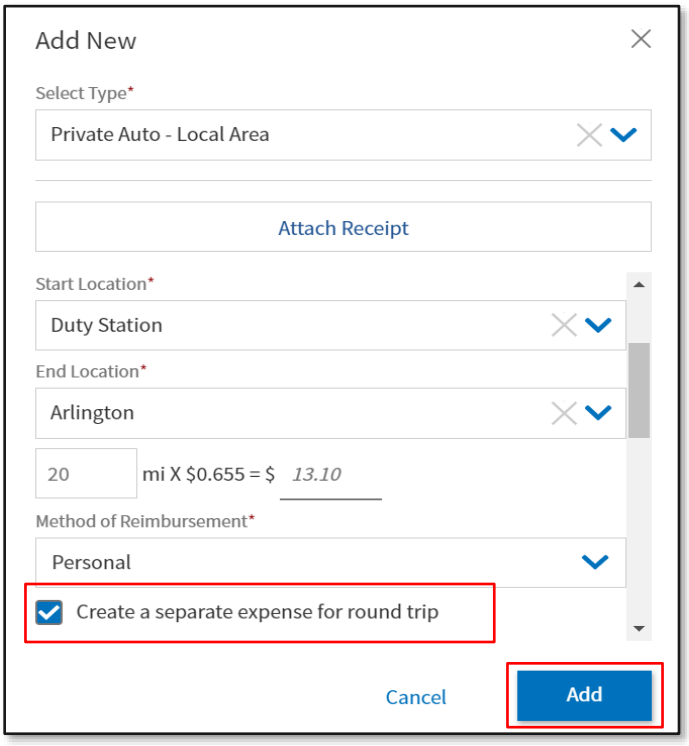

Figure 4-7b: Mileage Expense Screen (from Duty Station)

5. Select **Add (**Figure 4-6, 4-7a, and 4-7b). The list of expenses displays on the **Enter Expenses** screen (Figure 4-8).

Per the *JTR*, all lodging expenses (regardless of cost) and all other expenses of $75.00 or more require a receipt. The information paper, *What is a Valid Receipt?*, discusses receipt requirements, gives examples of improper receipts, and provides policy resource links.

To assist you with travel compliance, DTS flags those items with a **Receipt Required** indicator (Figure 4-8, Indicator 1) or triangle icon. For expenses under the policy threshold DTS will display N/A or no receipt indicator appears (Figure 4-8, Indicator 2).

Attach a supporting record or receipt:

1. Begin on the **Enter Expenses** screen and locate the expense entry.
2. Select the expense **Details** (Figure 4-8, Indicator 3) and the widow expands with attaching options.
3. Browser or drag and drop to include the record. **Save** the selection. See *Section 3.3* below for complete steps.
4. Select expense **Details** again to close the window. The **Enter Expenses** screen updates reflecting the paper clip icon for attachment.

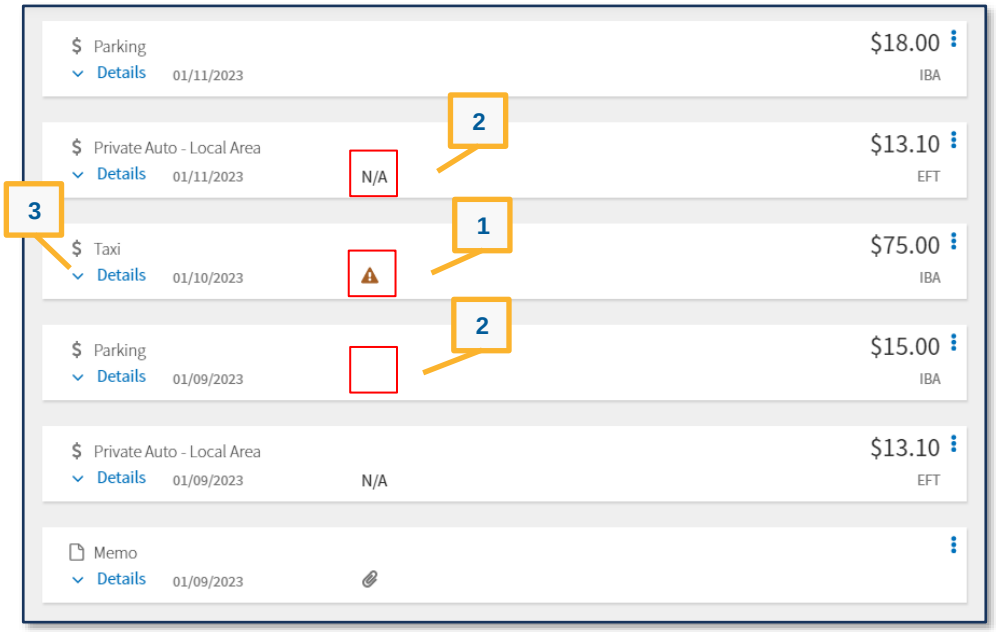

Figure 4-8: Enter Expenses Screen

Additional actions for saved expenses are available under **options** (3-dot icon) on the right side of the expense entry (Figure 4-9).

Duplicate an expense:

1. Begin on the **Enter Expenses** screen and locate the expense entry to copy (Figure 4-9). Example: The same expenses on different days (e.g., the same parking fee each day of a multi-day event)**.**
2. Select **Duplicate Expense**. The **Duplicate Expense** screen opens.

3. Enter the date for the duplicated expense.
4. Select **Duplicate Expense**. The duplicated expense displays on the **Enter Expenses** screen.

Delete an expense:

1. Begin on the **Enter Expenses** screen and locate the expense entry (Figure 4-9).
2. Select **Delete Expense**. The **Delete Expense** screen opens.
3. Select **Delete** to remove the expense. The expense is no longer in DTS.

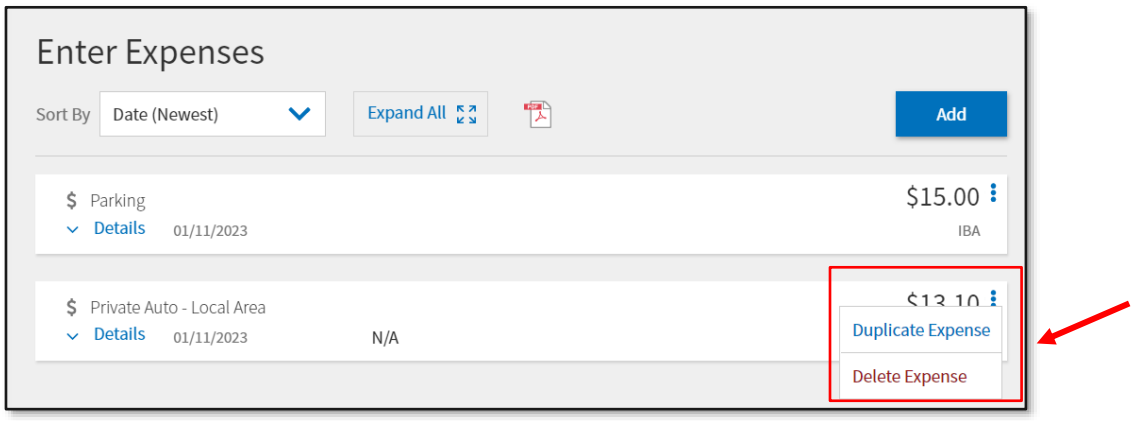

Figure 4-9: Enter Expenses Screen - Options

3.2 Import from GTCC

Instead of manually adding an expense charged to the GTCC, you can save steps by importing GTCC charges into the document.

Add a GTCC expense:

1. Begin on the **Enter Expenses** screen and select **Add** (Figure 4-10). The **Add New** screen opens (Figure 4-11).

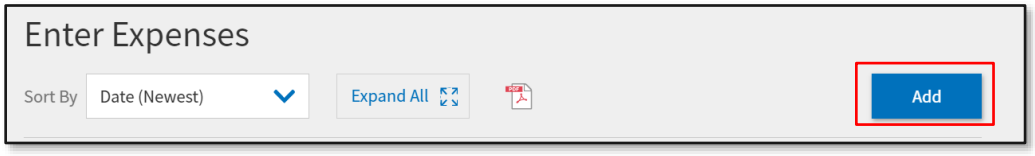

Figure 4-10: Enter Expenses Screen

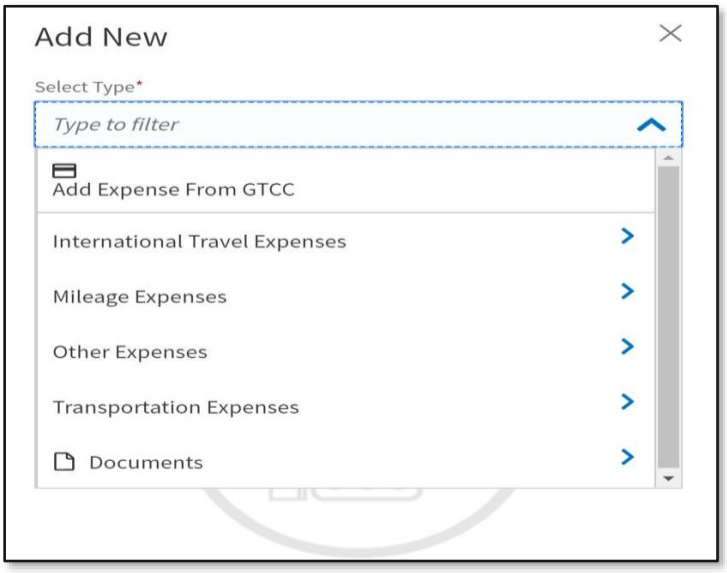

Figure 4-11: Add Expense From GTCC

2. Use the drop-down menu and select **Add Expense from GTCC** (Figure 4-12).

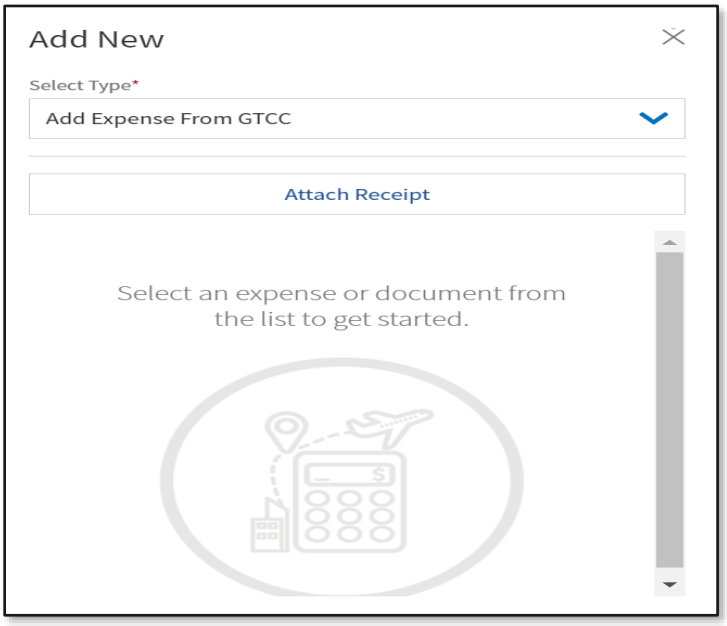

Figure 4-12: Expense from GTCC

3. On the **Import Expense** screen, check the box to select the transaction or charged item from the list (Figure 4-13). Select the expense category and expense type.

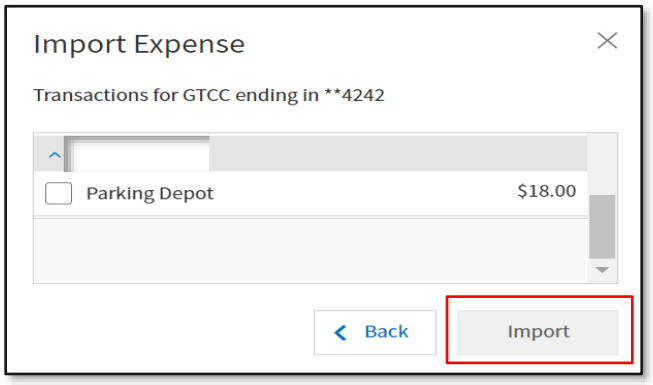

Figure 4-13: Import Expense from GTCC

4. Select **Import**. The **Enter Expenses** screen updates with the imported expenses appearing in a list (Figure 4-14).

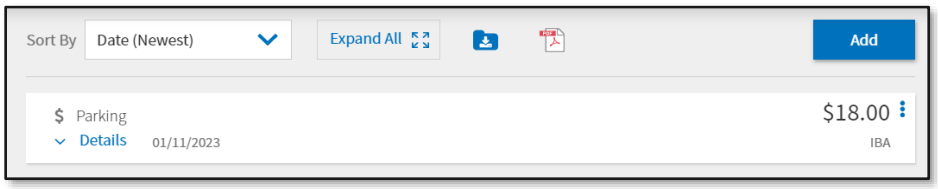

Figure 4-14: Enter Expenses Screen (Imported Expense from GTCC)

Note: Only import valid charges (Figure 4-13). Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but you cannot select the expense type and you see a warning message, "*This expense cannot be imported,"* you must add it manually using the instructions in *Section 3.1.*

3.3 Attaching Documents

The **Enter Expenses** screen (Figure 4-15) allows you to attach documents that support your trip claim such as receipts and memorandums.

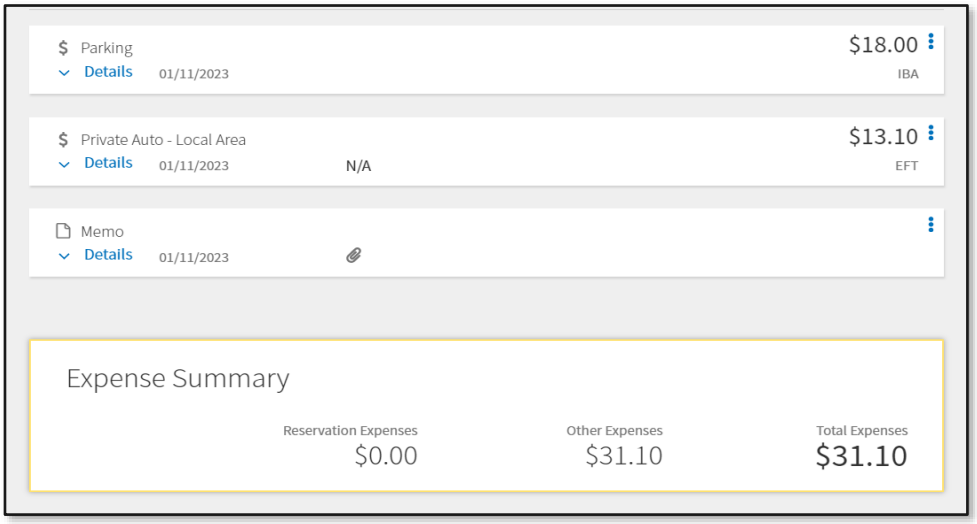

Figure 4-15: Enter Expense Screen

You can attach documents to an existing entered expense using **Details,** use **Documents** to attach records, or **Import a PDF**.

Attach records using **Details**:

1. Begin on the **Enter Expenses** screen and locate the expense item. Select **Details**. The window opens (Figure 4-16).

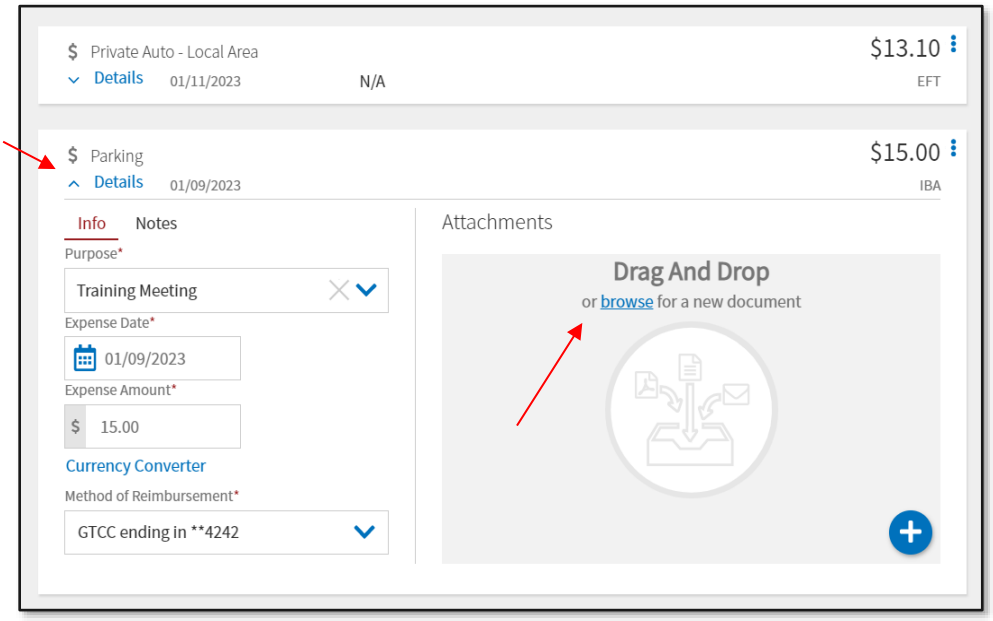

Figure 4-16: Attachments Screen

2. To attach a receipt to this expense, select **browse** to search for the file, the **+** sign to upload it, or **Drag And Drop** it into the **Attachments** area. Whichever option you chose, you only need to follow the prompts, then select **Done** to retain the entry.

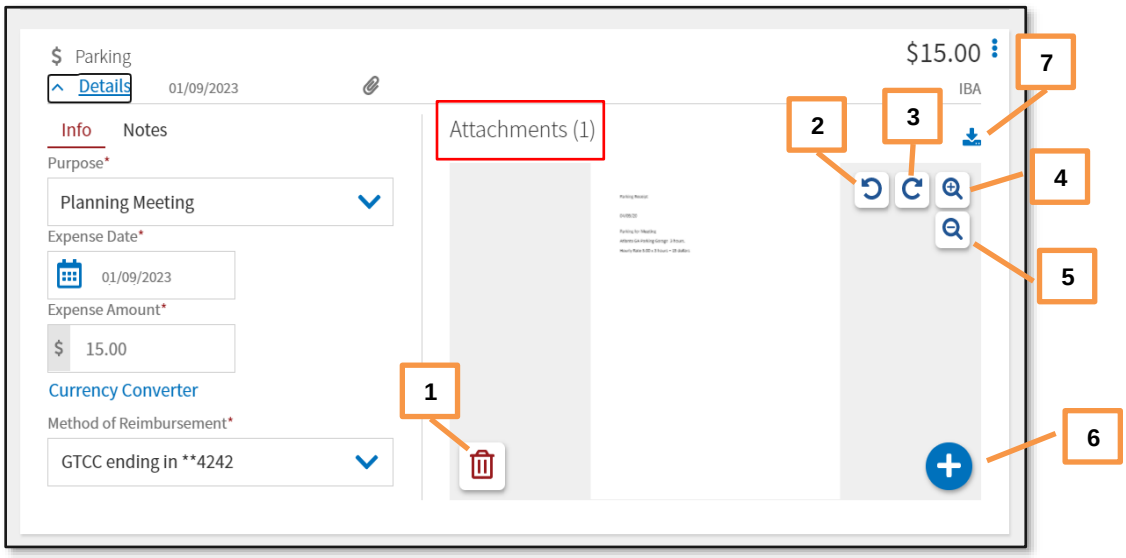

Figure 4-17: Attached Receipt Screen

3. Once the file attaches (Figure 4-17), you should see the document and view the number of attachments. Icons on the screen include:
    - **Trash can** to remove the record (Indicator 1)
    - **Rotate Left** (Indicator 2)
    - **Rotate Right** (Indicator 3)
    - **Zoom In** (Indicator 4)
    - **Zoom Out** (Indicator 5)
    - **Add** (Indicator 6)
    - **Download Attachments** (Indicator 7)

Add **Documents**:

1. Begin on the **Enter Expenses** screen. Select **Add**. The **Add New** screen appears.
2. Select the **Expense Category**, then the **Expense Types** displays, use the dropdown menu to choose **Documents**.
3. Choose one of the five **Type** options.
4. Select **Attach Document** to browse for a file.
5. Enter **Document Name**.
6. Select **Add** to retain the selection.
7. The **Enter Expenses** screen updates to reflect the attached file.

Import a PDF:

1. Begin on the **Enter Expenses** screen. Select the **Import PDF** icon and the **Import PDF** window opens.
2. Select **Browse** to search for the file. Choose **Select** (Figure 4-18)**.**

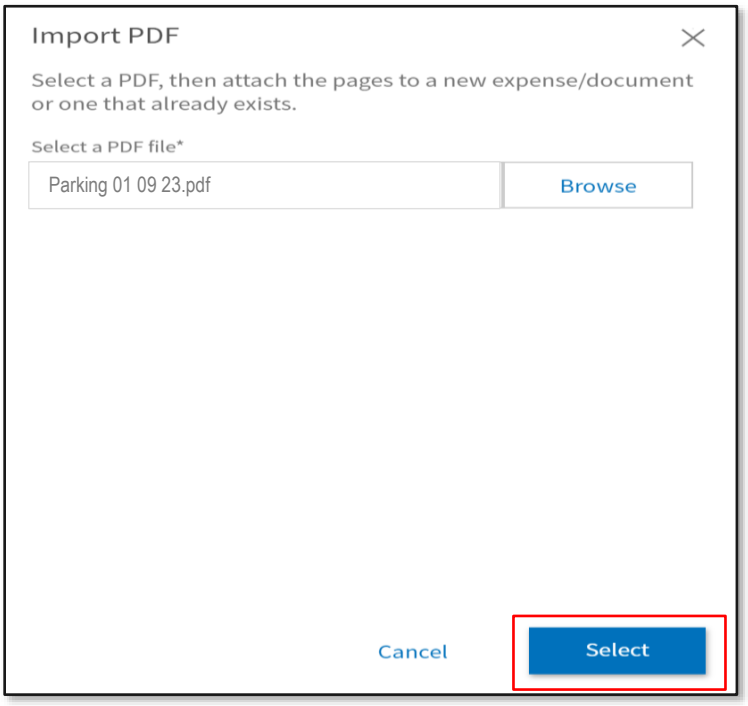

Figure 4-18: Import PDF Screen

3. An **Import PDF** screen opens. Check the box and choose **Next.**

   - A list of expense types appears (Figure 4-19). Select **Attach to Existing** (Indicator 1) to associate the file to a current expense or select an expense type from the list to **Create New** expense (Indicator 2), so you can attach the file. Follow the prompts to advance.

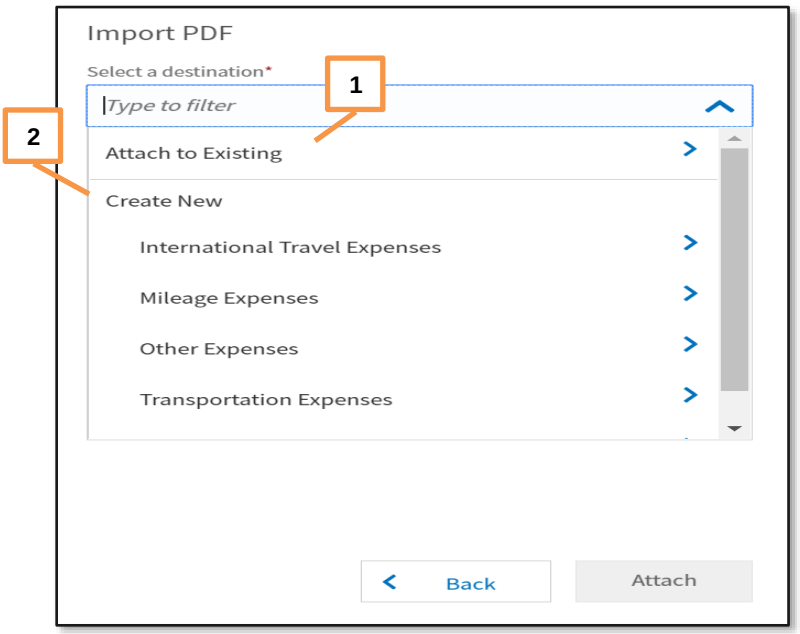

Figure 4-19: Import PDF Screen

4. Select **Done** to retain the entry. The **Enter Expenses** screen updates to reflect the attached file with the expense item (Figure 4-20).

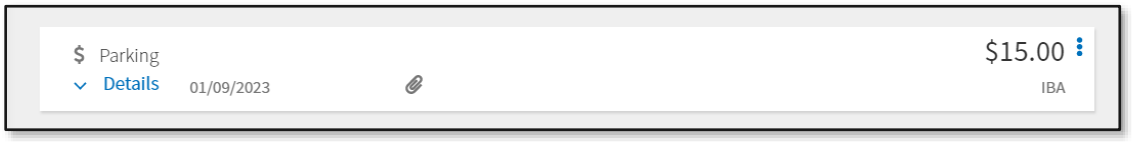

Figure 4-20: Enter Expenses Screen (Receipt Attached)

If you have several supporting documents or receipts, on the **Enter Expenses** screen, you can use the **Download Attachments** option to combine the information (Figure 4-21, Indicator 1). Once you select the **Download Attachments** icon, the window opens. You can save the compiled receipts and attached documents zip file to your PC. If you don't attach all uploaded documents, you will receive an information message (Figure 4-21, Indicator 2) alerting you of required action.

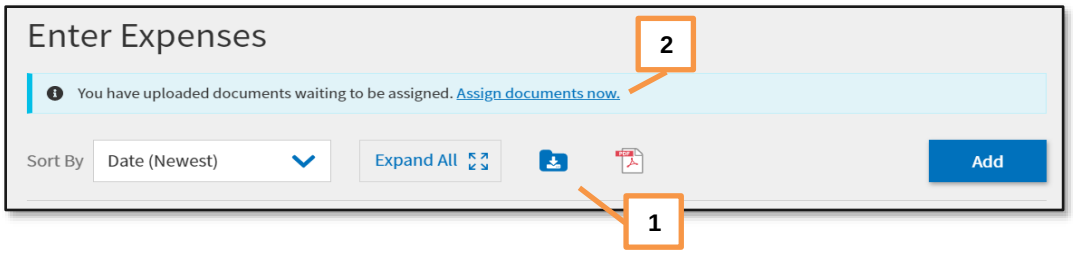

Figure 4-21: Enter Expenses Screen (Download Attachments - Option)

Once you enter all your expenses or allowances, provide the required receipts or supporting documents, then select **Continue** (Figure 4-22).

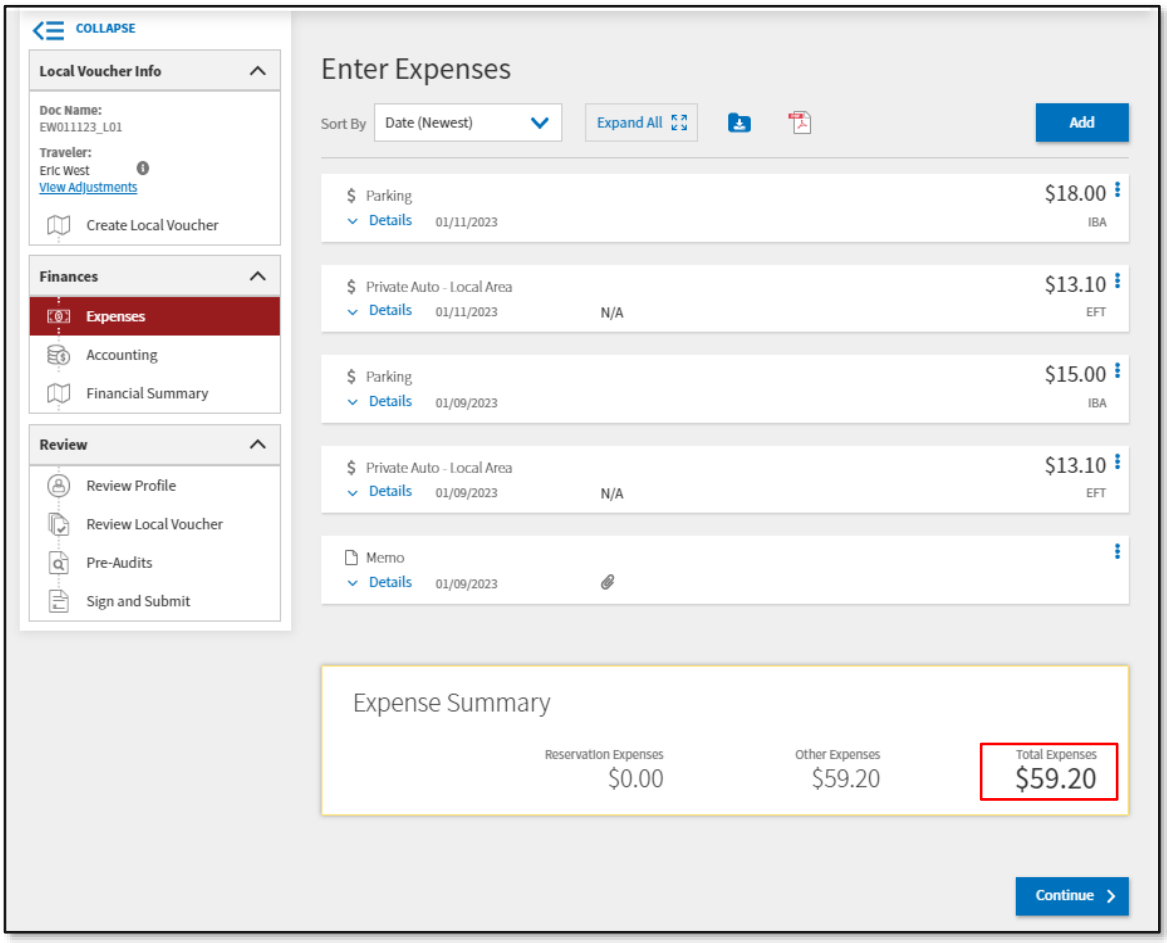

Figure 4-22: Enter Expenses - Expense Summary

Chapter 4: DTS Accounting Module

The **Accounting** module provides key finance data such as identifying where the money is coming from to pay for this trip and the total trip cost. You can access **Accounting** on the **Progress Bar**.

The **Accounting** screen contains three main areas:

- Accounting Codes
- Allocations
- Account Summary

The sections below look closer at these main areas.

4.1 Lines of Accounting

The **Review Accounting** screen (Figure 4-23) shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For our purposes, we will use "LOA," unless the DTS screen displays the latter.

Before the AO may approve your local voucher, it must contain at least one LOA. However, DTS does not require you to provide that LOA. In fact, you can sign your local voucher without a LOA, and some local business rules require no action from you on this screen. If that is the case, you may skip to *4.4 Financial Summary* instead.

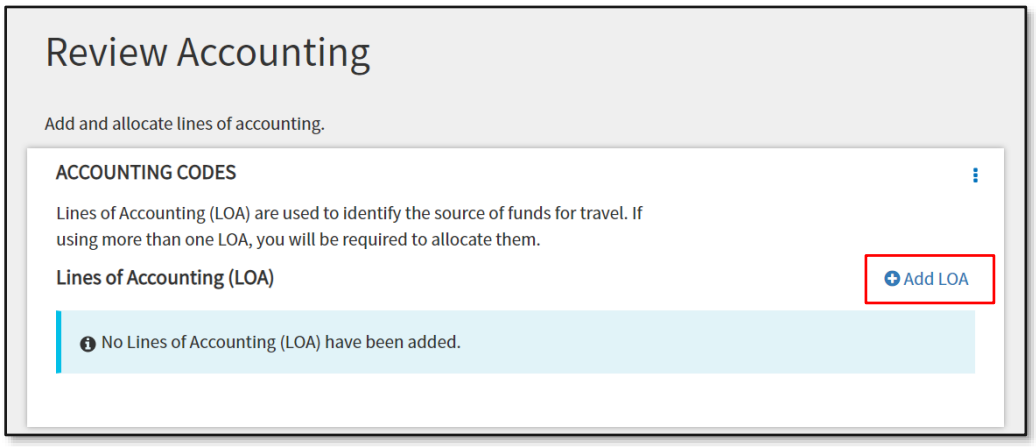

Figure 4-23: Review Accounting Screen

4.2 Add a LOA

Many travelers' profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically (Figure 4-24). You can **Add**, **Edit**, or **Remove** a LOA.

Select **Add LOA** to see the source list then pick:

- **From [Organization]**: These LOAs belong to your organization.
- **Shared LOA**: These shared LOAs were from a higher organization in your hierarchy.
- **Cross Org LOA**: These LOAs have limited use and belong to an organization outside your hierarchy.

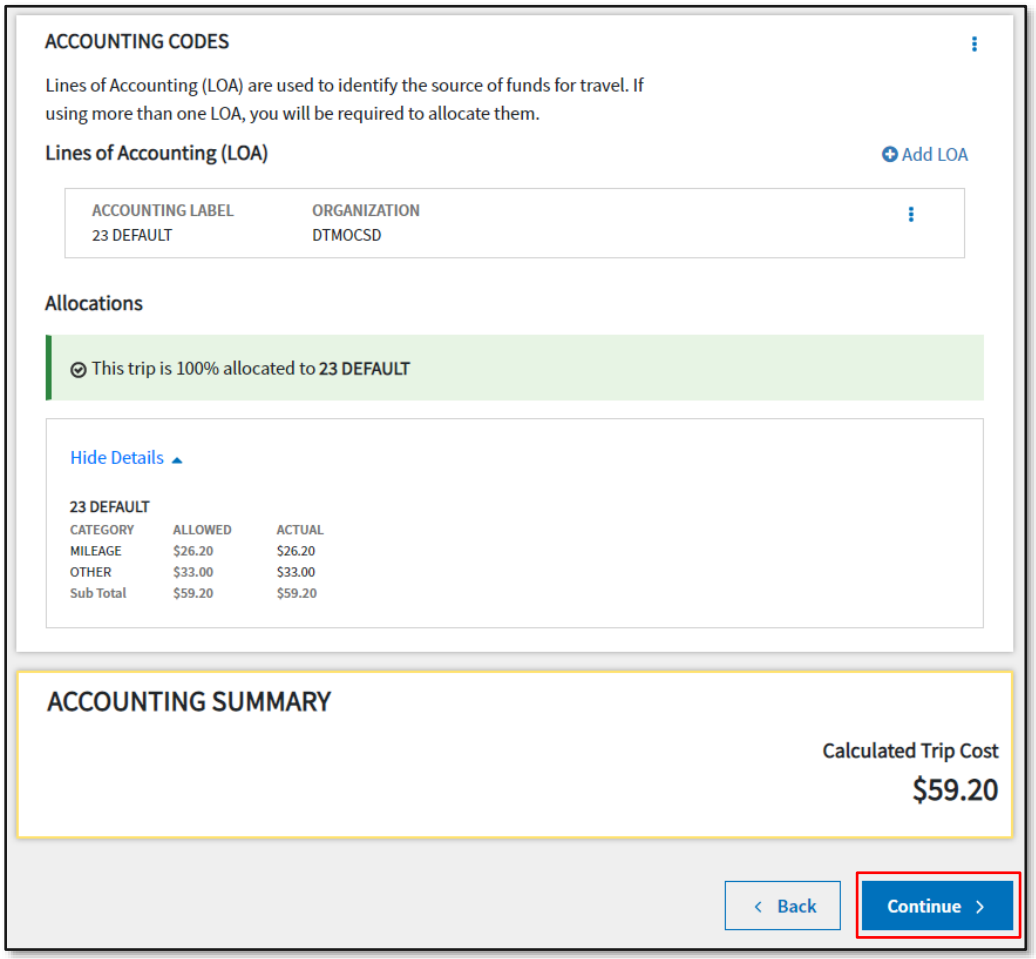

Figure 4-24: Accounting Codes – Single LOA Screen

4.3 Add Multiple LOAs

If you only require one LOA, you can skip this section and move to *4.4 Financial Summary*. If you do need to use more than one LOA for your document, you must allocate the costs – which means identifying which expense types to associate to each LOA.

1. Select **Add LOA** to select each required LOA label. The LOA labels display on the page and expenses default to the first chosen LOA.

Note: DTS is designed to only allow LOAs with the same **Format Map** to process on a **Local Voucher**. For example, you if select a LOA with an **AF Format Map**, then the options in the drop-down list will only provide AF LOAs. To learn more about **Format Maps**, see the *DTA Manual, Chapter 8* and *Appendix R*.

2. Select **Edit LOA Allocations** (Figure 4-25) to divide your costs between LOAs using the options:

- **Percentage**: Select a percent of the total cost to apply to each LOA.
- **Expense Category**: Select the LOA that will pay for each type of expense (e.g., Transportation).
- **Date**: Select the date range that applies for each LOA. This is useful for trips that cross Fiscal Years.
- **Specific Expense**: Select an LOA for each expense that appears in the authorization.
- **Category / Date**: Select LOAs based on a combination of both **Expense Category** and **Date**.

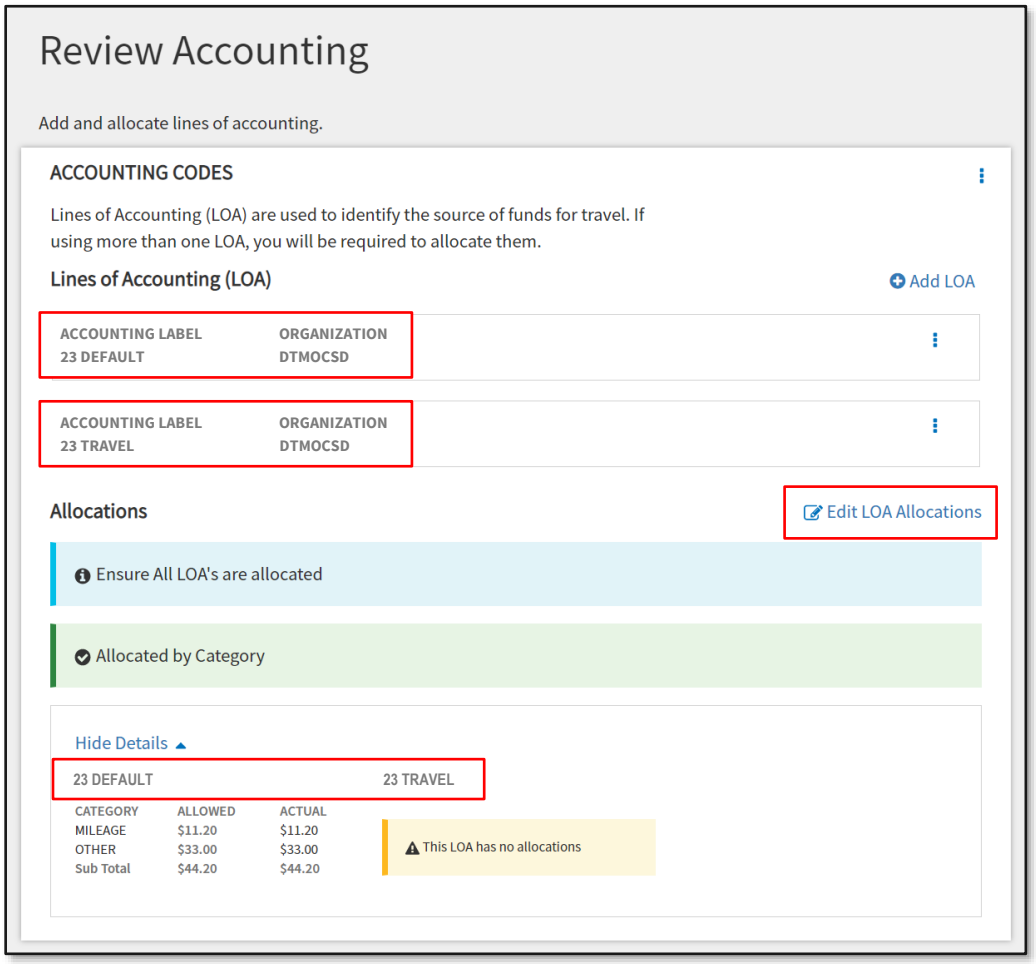

Figure 4-25: Edit LOA Allocations

3. Once you complete the expense allocation, select **Save**. The **Accounting Codes** page updates to reflect the LOA labels and allocation method.

When you complete the LOA portion, you are ready to proceed with the **Review** process.

4.4 Financial Summary

The **Review Financial Summary** screen (Figure 4-26) provides details of various financial aspects of the document. Most of the data on this screen is view-only, but you can use the **Adjust Disbursements** link to the move dollar amounts from the GTCC vendor or your bank account. Access **Financial Summary** on the **Progress Bar**.

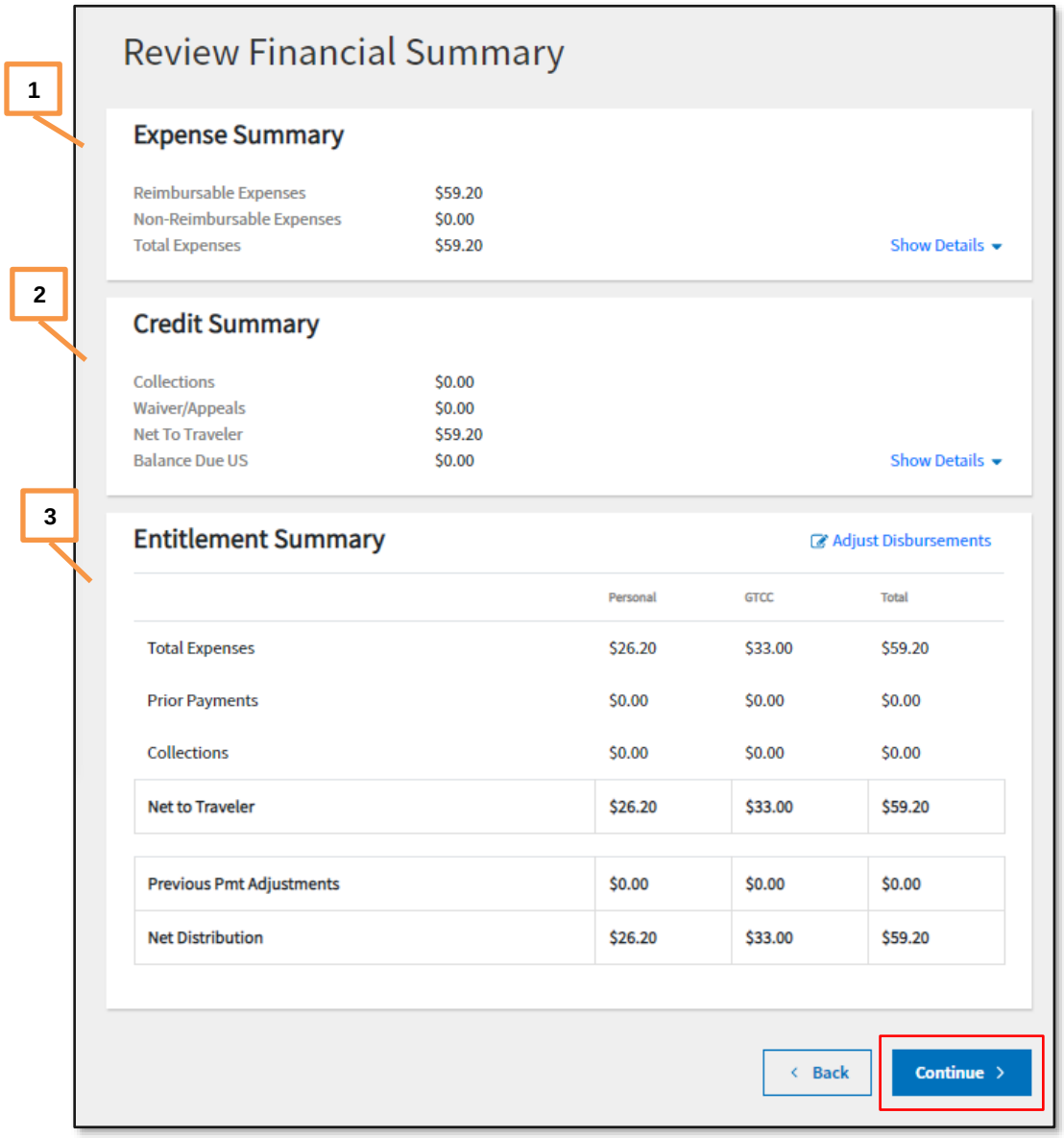

Figure 4-26 Review Financial Summary Screen

There are three areas within the **Review Financial Summary** screen:

- **Expense Summary** (Figure 4-26, Indicator 1)*:* Provides the total of all expenses on the voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).
- **Credit Summary** (Figure 4-26, Indicator 2): Supplies information about debts – the total reimbursement you are due to receive - **Net to Traveler**, any amount you were overpaid - **Balance Due US**, and any **Collections** or **Waivers/Appeals** used to help pay off the debt.
- **Entitlement Summary** (Figure 4-26, Indicator 3*)*: Shows the **Total Expenses**, **Prior Payments**, **Collections**, **Previous Pmt Adjustments**, and **Net Distribution** – amount to be paid. The columns confirm whether the amount in each category affects your bank account (**Personal**) or the GTCC vendor (**GTCC**), then provides the **Total** per category (Figure 4-27). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:

- **GTCC ATM Withdrawal** (Figure 4-27, Indicator 1)**:** If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.
- **Additional Payment Paid to the GTCC** (Figure 4-27, Indicator 2)**:** If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meal), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.
- **Overpaid GTCC [By Traveler]** (Figure 4-27, Indicator 3)**:** If you overpaid your GTCC account for expenses incurred for the trip, enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

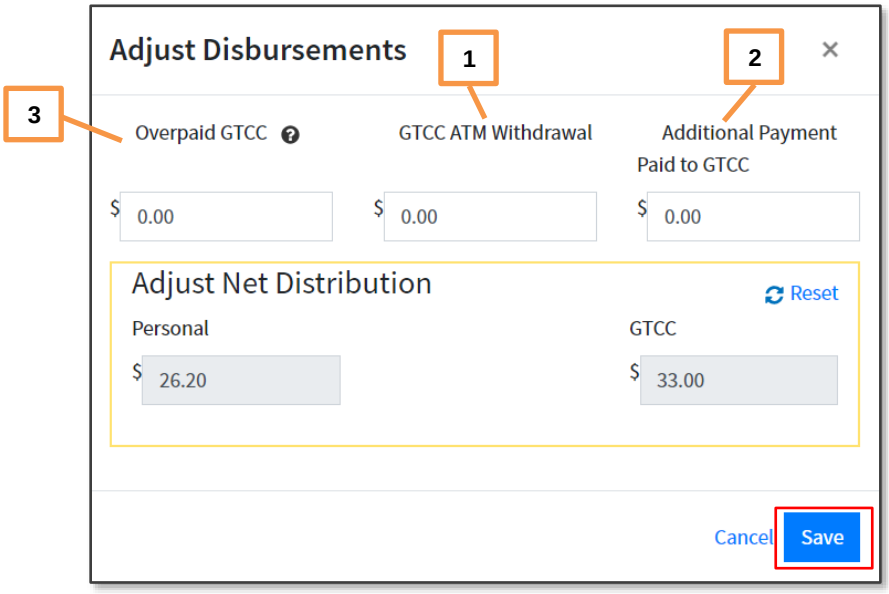

Figure 4-27: Adjust Disbursement Screen

Before submitting your local voucher, you should always ensure that the total listed in the **Net Distribution** to **GTCC** matches the amount the GTCC vendor says you owe, after accounting for all charged expenses. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card account.

Once you finish with **Review Financial Summary**, select **Continue** (Figure 4-26).

Chapter 5: Review

Under **Review**, you can check and update your **Profile**, verify your trip **Expenses** are correct, and justify any **Pre-Audits** before you **Sign and Submit** your document.

5.1 Review Profile

Your DTS personal profile contains vital information (e.g., your home address, work location, EFT, and GTCC), which is required to help you create documents and receive reimbursements. You should check your profile frequently to ensure all the information in it is up to date. You can update your data by accessing the **Review Profile** on the **Progress Bar.** The **Review Profile** screen (Figure 4-28) opens.

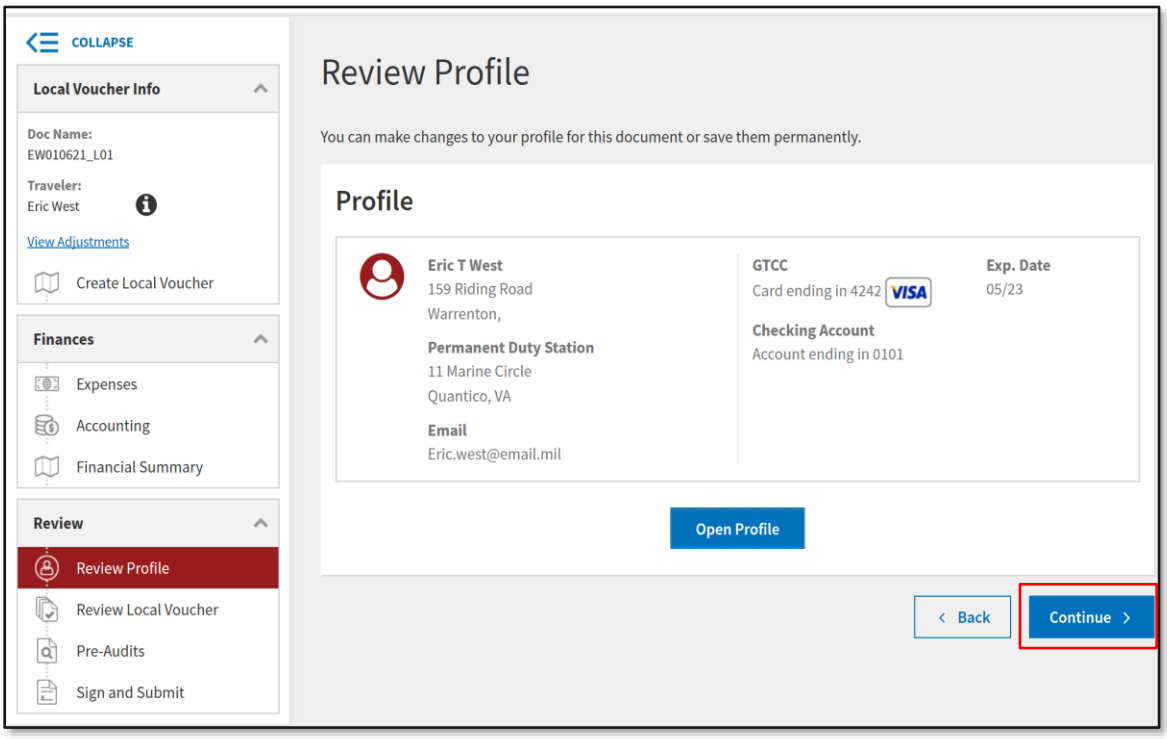

Figure 4-28: Review Profile

You can update most, but not all your profile information from this screen. Contact your DTA to change fields that you can't update yourself. To make a profile change, select **Open Profile** to access the following screens:

- **Personal Information**: Update your Name, Email address, and Phone Number.
- **Addresses**: Update Residence and Mailing Addresses.
- **Passport**: Enter Name, Passport Number, Expiration Date, and more.
- **Emergency Contact**: Who to contact and number.
- ***S*ervice or Agency Info**: Civ/Mil, title/rank, and employer Service or Agency.
- **Duty Station**: Update Duty Station Address, Duty Phone Number, and more.
- **Accounting Information**: Optional – to select a default LOA.
- **EFT and Credit Card Accounts**: Update financial information, such as your GTCC (sometimes reflected as GOVCC in DTS) and electronic funds transfer (EFT) information for your checking or savings account.

Note: If your profile reflects that EFT payment is mandatory for reimbursements (which is the case for most DoD personnel), you won't be able to sign the local voucher, if your profile is missing EFT data.

To save changes to your DTS personal profile, check the box **Update Permanent Profile** before you select **Save**. Leave the box unchecked to save the information for this document only.

5.2 Review Local Voucher

The **Review Local Voucher** screen (Figure 4-29) is the end-to-end trip details displaying all the costs you added to the local voucher, so you should verify all information and correct any errors before you sign it. You can add comments for clarification of expense entries or travel requirements if needed. There is a **Print** option at the top of the screen. You can access the **Review Local Voucher** screen on the **Progress Bar**.

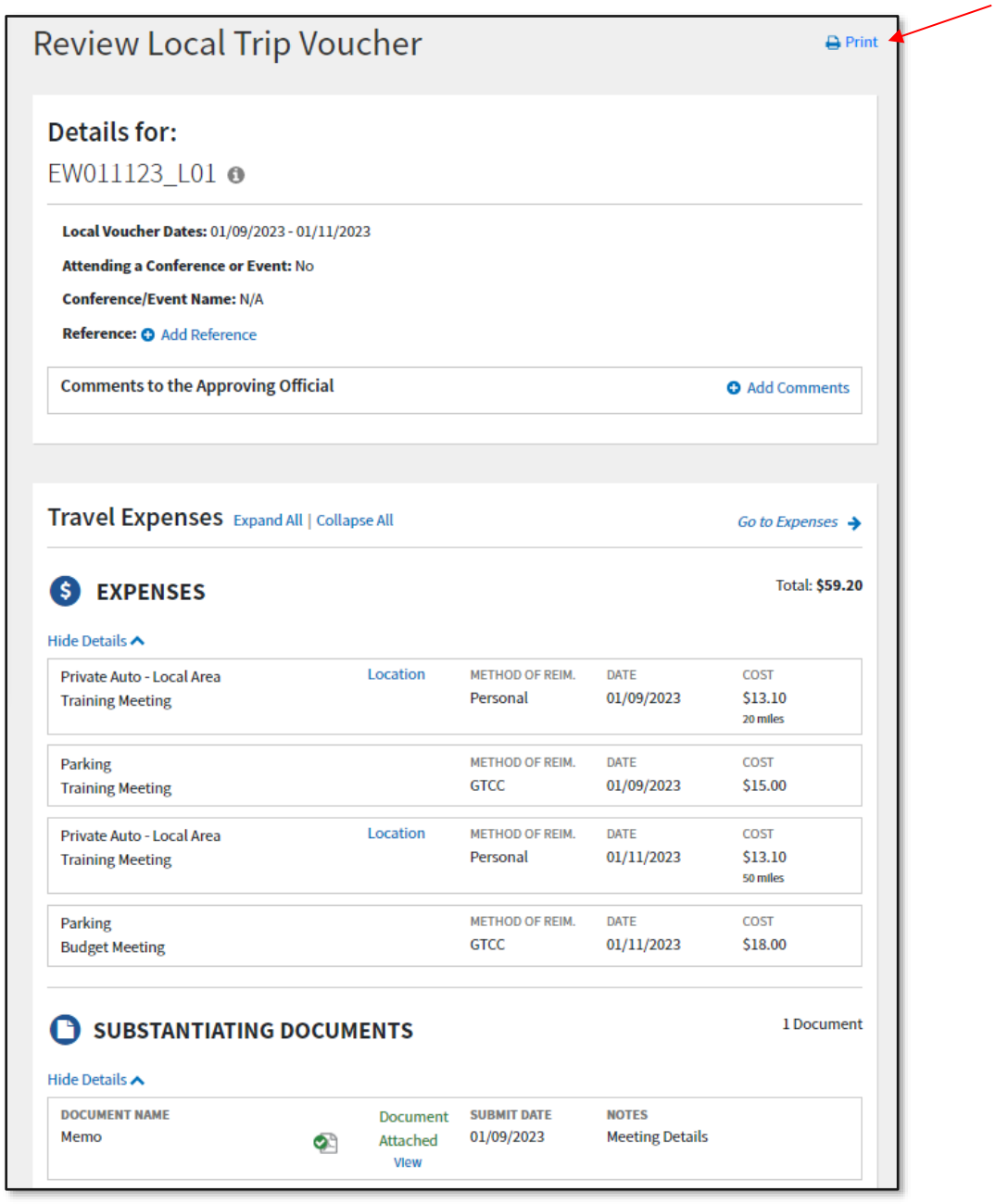

Figure 4-29: Review Local Voucher Screen

Roughly, from top to bottom, the screens display:

- Text fields:
  - A **Reference** number
  - Comments to the Approving Official
- Expenses and allowances you entered, as well as documents you attached. With a **Go to Expenses** link allowing you to open the **Enter Expenses** screen and make any necessary changes.
- A summary of all trip expenses broken down by LOA and by category, along with a **Go To Accounting** link to view and update LOAs, if necessary.
- **Summary** provides the Trip costs and distribution of reimbursement (Personal and GTCC).

When you finish checking the document, select **Continue** to advance.

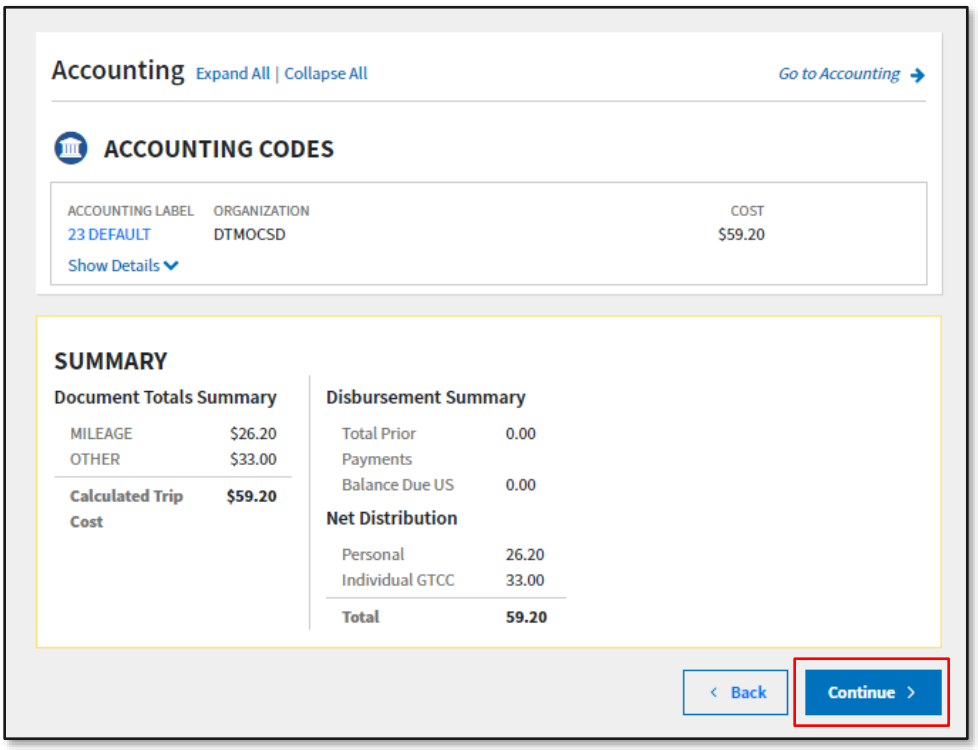

Figure 4-29: Review Local Voucher Screen (continued)

5.3 Pre-Audits

The **Pre-Audits** screen (Figure 4-30) displays items flagged by DTS when they are not within DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access **Pre-Audits** on the **Progress Bar**.

Note: You can access this screen at any time. However, before you can sign the local voucher, DTS requires you to access this screen immediately before you proceed to the **Digital Signature** screen. If you don't access those screens in that order, DTS sends cycles you back to **Pre-Audits** before allowing you to sign the local voucher.

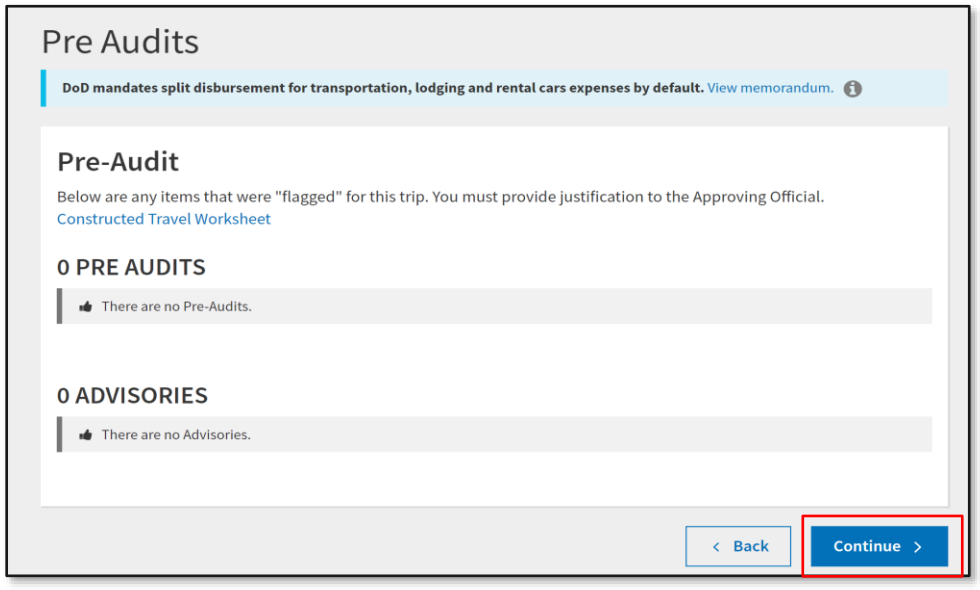

Figure 4-30: Pre Audits Screen

The screen is broken into two parts:

- **Pre Audits (flags)**: These items potentially break travel policy or exceed established cost thresholds. Use **Add Justification** to provide **Justification to the Approving Official** explaining why you selected the flagged item and why the AO should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.
- **Advisories (notices)**: These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn't include a gas expense for it.) They do not require justification.

When you have properly justified all required items, select **Continue** to proceed to the **Digital Signature** screen.

5.4 Digital Signature

The **Digital Signature** screen (Figure 4-31) allows you to sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AO.

You can access the **Digital Signature** screen at any time by selecting **Sign and Submit** on the **Progress Bar.** However, if you access the **Digital Signature** screen this way and attempt to sign the document, DTS will route you back to the **Pre-Audit** screen. See the **Note** in *Section 5.3*.

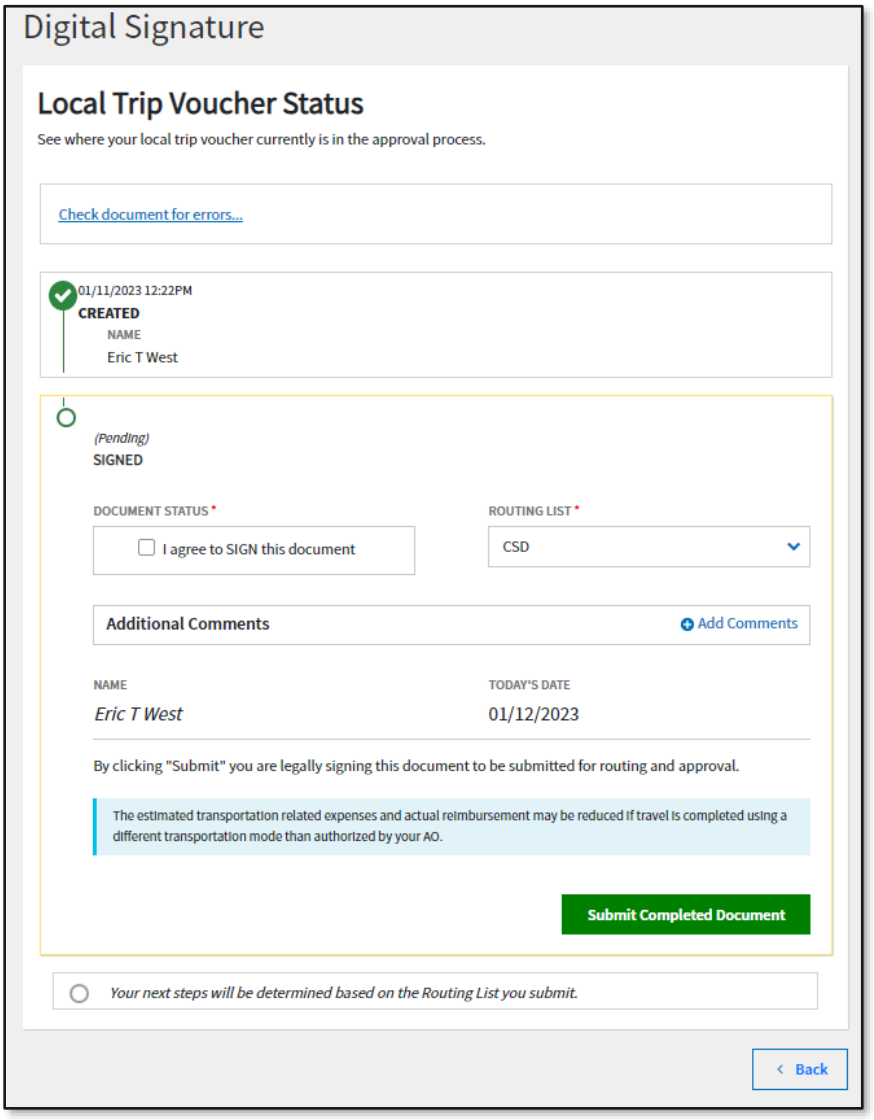

Figure 4-31: Digital Signature Screen

To sign the local voucher:

1. Check document for errors.
2. View the document stamping history.
3. View the (**Pending**) status stamp (**SIGNED**, in this case).
4. Under **DOCUMENT STATUS**, check the box next to, **I agree to SIGN this document**.
5. (Optional) Change the **Routing List** your document will follow, after you sign it.
6. (Optional) Add **Additional Comments to the AO**.
7. Select **Submit Completed Document**.

DTS verifies the expense dates against the current date. If you enter an expense with a future date, DTS will not allow you to proceed with signing the local voucher (Figure 4-32). A warning message appears. You will need to

either remove the future date expense and then sign the local voucher or wait until the expense occurs to sign the trip.

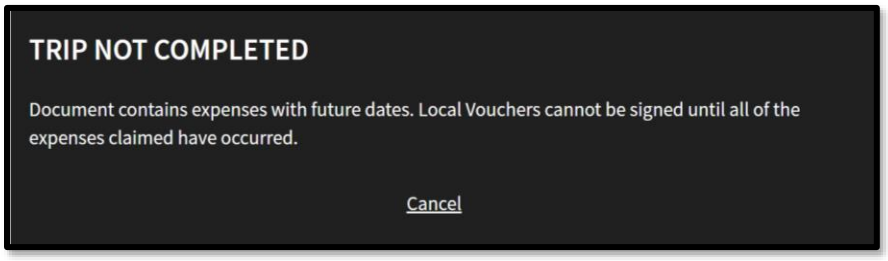

Figure 4-32: Future Date Expense Warning

After you submit (digitally sign) the local voucher, the following actions occur:

- A **Confirm Submission** box (Figure 4-33) informs you of legal aspects of your claim. You must confirm that this is a valid claim and that you understand there are legal penalties for knowingly submitting a false claim.

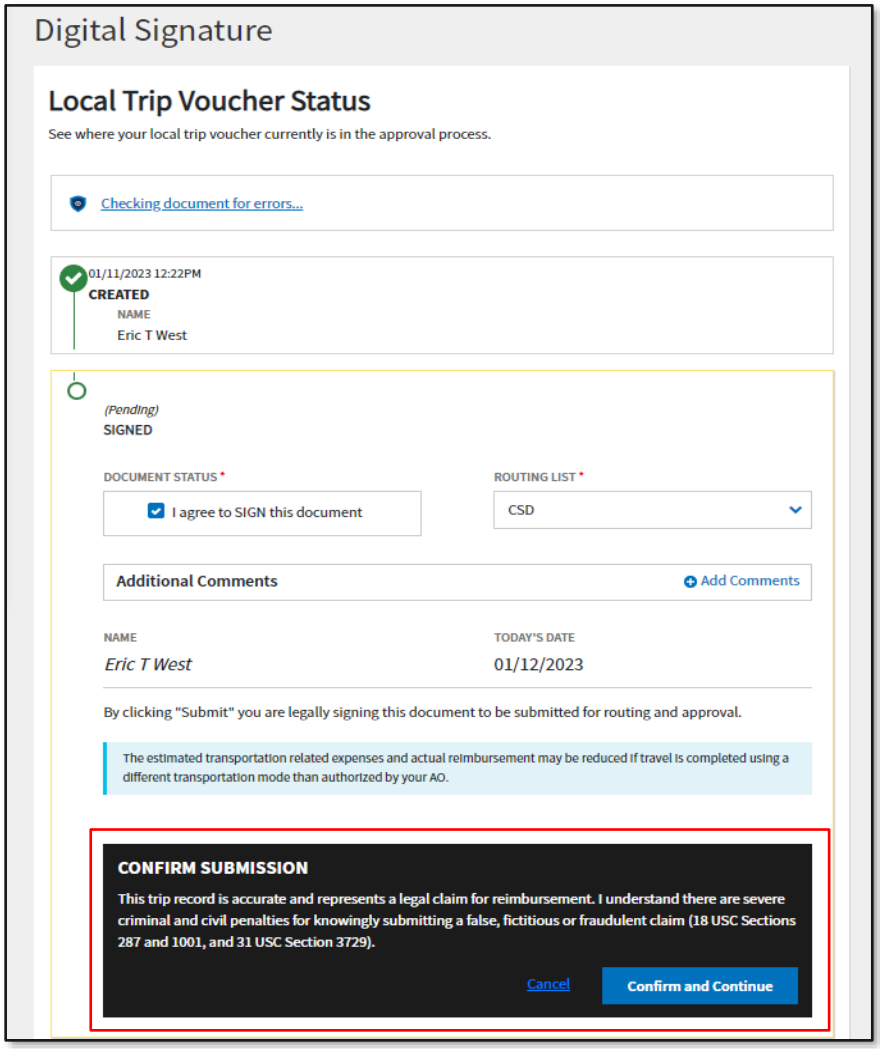

Figure 4-33: Confirm Submission Screen

- Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.
- A **Confirmation** window (Figure 4-34) lets you know your document has begun to route to the systems and to individuals on the selected routing list.

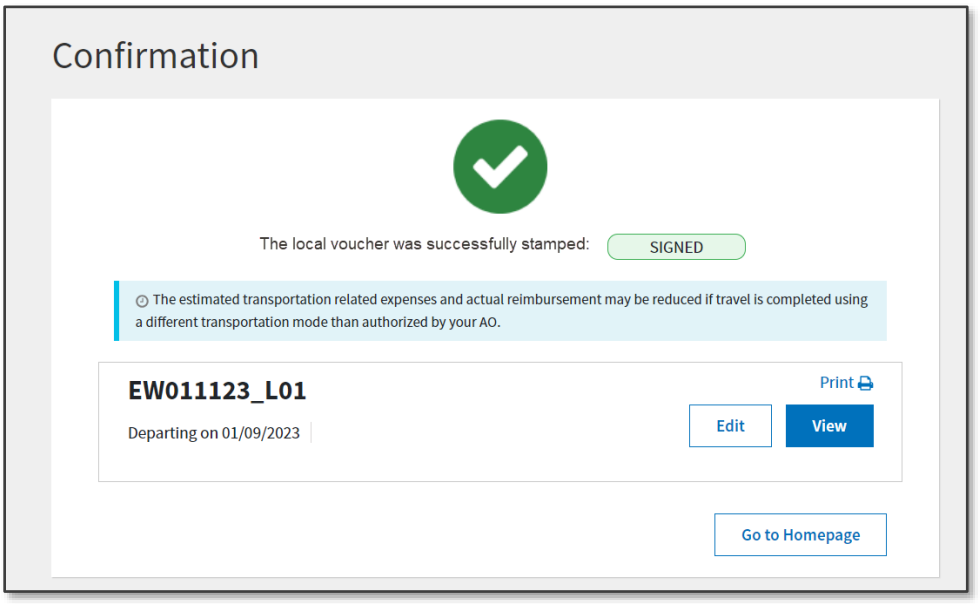

Figure 4-34: Confirmation Screen

- To exit the window, select **Go To Homepage** at the bottom of the screen.

You should receive payment for your claim within 72 hours of the time the AO approves it.

Chapter 6: Additional Resources

6.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS *Component Representatives*. Also available by selecting the *Contacts: DTS Service/Agency Offices* link at the bottom, left side of the *DTS Home* page.

6.2 Helpful References

Travel Explorer (TraX) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and trifolds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the *Training Search Tool*.

GUIDES and MANUALS	
Title	**URL**
DTS Guide 1: Getting Started	https://https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorization	https://https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Voucher	https://https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Voucher	https://https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorization	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
DoD Integrated Lodging Program (ILP) Guide	https://media.defense.gov/2021/Nov/09/2002890145/-1/-1/0/ILP_GUIDE.PDF
DTA Manual, Appendix K	https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

OTHER RESOURCES	
Title	**URL**
Joint Travel Regulations (JTR)	https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/

OTHER RESOURCES	
Title	**URL**
DTMO Training Search Tool	https://www.travel.dod.mil/Training/Training-Search/
Per Diem Rate Lookup	https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export Trifold Information Paper	Trifold: https://https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
Renewal Agreement Travel Information Paper	https://media.defense.gov/2022/May/13/2002996904/-1/-1/0/RENEWAL_AGREEMENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
*Constructed Travel Worksheet (CTW) Home page Pre-Travel and Post-Travel Worksheets:	CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/ Pre-Travel and Post-Travel Worksheets: https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip https://www.travel.dod.mil/Portals/119/Documents/Constructed_Travel/pre-travel-worksheet.zip

OTHER RESOURCES	
Title	**URL**
Pre-Travel and Post-Travel Worksheet Guides Information Paper	Pre-Travel and Post-Travel Worksheet Guides: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF
*Cancellation Procedures Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF Information Paper: https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
* Web-based training module is also available in *Travel Explorer (TraX)*	