IF FAMILIAR WITH VOUCHER FILING, SKIP TO ITEM 9

1. Log into DTS at [https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view](https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view%20)
2. Towards the bottom of the screen, click on the boot print at DTS Training on TraX.
3. Log into TraX using your CAC. You may need to enter your PIN several times.
4. Click on *Knowledge Center*, then click *Search Knowledge Center.*
5. Enter “*Preparing a Voucher*” in the search block.
6. Click on “*Available Training Materials: DTS Travel Documents”.*
7. Click on *“DTS Guide 3: Voucher*” and we recommend saving a copy to your desktop for future reference.
8. Only use Edge or Chrome for DTS. Go to <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>

CREATE THE VOUCHER…Log into DTS

1. Click on *Create New Document*, then select “*Voucher.*”
2. Click on *Create Voucher* next to the authorization listed for the trip name.

NOTE: Within the voucher, clicking on each item in the left column will take you to every screen that needs to be worked complete the voucher but we recommend using the “*Continue*” option.

Update ITINERARY

1. **First**, click on *Edit Itinerary* in left column (note: anytime this screen changes, it resets the per diem)
2. Adjust *Arriving, Departing, Leaving On, and Returning On* dates as required. Click the “+” beside the first location to add any overnight locations. You may have several locations depending on where you went. IMPORTANT: Make sure to adjust the “Leaving On” and “Returning On” dates after adjusting the dates for all locations. Each time you adjust a location, the “Leaving On” and “Returning On” dates change in the bottom section.
3. Click on *Continue.*

Update EXPENSES

1. In the left column, click *Expenses*; this is where you will enter your airline, rental car, fuel, and any other expenses with receipts using the drop down menu provided. Do not type or create your own expenses. If there is an *Airline Estimate*, you'll need to remove it and replace it with a *Ticketed Expense*. Review the GTC statement for currency conversion fees (other than for meals).
2. Click on *Add Expense* and choose the category for the expense you wish to add. You **must** use the drop down menu list, **do not** create your own expense.
3. Airline tickets are under *Ticketed Expenses / Airline Ticket IBA*. If this option is not listed, you need to update your GTC information in your profile within the voucher. You will also add an expense for the SATO fee under *Ticketed Expense / TMC Fee (IBA).*
4. Rental vehicles are listed under *Transportation Expenses / Rental Car – At TDY Area.*
5. Fuel Expenses are listed under *Transportation Expenses / Rental Car – Fuel.*
6. Lodging taxes are entered under *Lodging Expenses / Lodging Taxes (CONUS and Non-Foreign).*
7. Add your itemized lodging receipt to the Lodging expense and to the tax expense, if over $75.
8. Currency conversion fees are under *International Travel Expenses / Foreign Currency Conversion Fees*
9. For rental cars, you must be listed on the authorization letter as authorized to rent a vehicle. The same applies for fuel reimbursement. Fuel can be combined into one expenses as long as it is in the same Fiscal Year. The rental car receipt must be the receipt that shows your card was charged. It CANNOT be the Agreement Contract because those are only estimated charges.
10. Taxi expenses should be Taxi-To/From Terminal in most cases and this is also listed under *Transportation Expenses.*
11. SATO airline receipts must state, “This Is Your Official Receipt” at the top of the first page. If it doesn’t show that statement, it is only an itinerary and you MUST contact SATO at <https://www.cwtsatotravel.com/searchResults.html> to get a final receipt.
12. To add receipts, click “*Expand all*” located at the top of the Expense screen and drag each receipt to the corresponding expense, or click “*Browse*“ and choose to attach them as a file. Ensure each receipt is attached to an expense or added accordingly (***NOTE***: any document with a signature; i.e., missed meal forms, need to be maintained as a PDF when attaching in DTS else the signature gets stripped off).
13. You can include your Citi Statement with your receipt for foreign exchange to show the actual amount charged. These are needed as backup documentation to verify the conversion rates.

Update Per Diem

1. In the left column, click on *Per Diem.*
2. Click on the *three dots* to the right of the dates and adjust the *Lodging* and *M&IE* for each location. Per CED orders, *M&IE is $3.50 per day* when lodging is provided. The first date at any location is full per diem.
3. For alternate lodging locations, enter the daily room rate in the Per Diem screen and meal rate under M&IE. If meals were available, then select that option and which meal was available. Full rate is only if meals were not available.
4. Room taxes are entered separately on the Expense screen using the drop down menus provided (See Item 19 above).

Accounting Screen: Ensure the FY21 LOA has been included. Some cases only have the FY20.

PRE-AUDIT – Remarks/Justifications

1. On the Pre-Audit screen; enter correct codes and a “Justification to Approving Official” for any items not already answered. Provide a statement or explanation. Do not just use “Authorized” or “OK”.
2. For lodging audits enter either code *L5* and enter “*Lodging provided*” in comments, or *L12* and “*Group lodging required*” in comments.
3. For any others, enter an explanation for what happened. The system flagged it for a reason, so please do not just enter a symbol or “authorized”.
4. Click on *Continue.*

SIGN the Voucher:

1. Place a check mark in the box stating you want to sign the voucher.
2. Ensure “*Deployed*” is selected from the drop down Routing list.
3. Click on *Submit Document.*
4. There may be one or two confirmations.
5. A screen will appear with a large green checkmark if you’ve successfully submitted the document.
6. The vouchers will be thoroughly reviewed before approval to ensure you receive the correct entitlements. You need to monitor email notifications for voucher returns and be sure to make any needed corrections immediately.
7. For assistance, please contact your unit’s DTS representative (see page 3):

**\*\*FOR ALL DTS CUSTOMER INQUIRIES\*\*** visit the Comptroller Service Portal at: [usaf.dps.mil/teams/saffmCSP/portal/](http://go.usa.gov/xvNDP) *(CAC-enabled device required)*

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