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Lines of Accounting

Expenses Accounting Additional Options Review / Sign

1. Select the **LOA(s)** from the appropriate drop-down list.

Multiple LOAs: When two or more LOAs are used:

2. Select **OK** to the pop-up window.
 3. Select the **How To Allocate** drop-down list and choose an allocation method.
 4. Select **Allocate Expenses**.
 5. Allocate the expenses among the LOAs.
 6. Select **Save Allocations**.
- The Expense Summary box will display a breakdown of the expenses pertaining to each LOA selected.

5

Additional Options

Expenses Accounting Additional Options Review / Sign

Comments Payment Totals Profile

1. Select **Additional Options** from the navigation bar.
2. Complete the **Comments for Local Voucher** field with comments to the AO. Select **Save Comments and Proceed to Payment Totals**.
3. Select **Payment Totals** to view or edit reimbursement amounts to a personal checking/savings account and the GTCC vendor.
4. Select **Profile** to view or edit the traveler's personal profile data. If changes are intended to be permanent and not just for this document, ensure that the **Save changes to permanent traveler information** check box is selected prior to selecting **Update Personal Information**.

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Review / Sign

Expenses Accounting Additional Options Review / Sign

Preview Pre-Audit Digital Signature

1. Select **Review/Sign** from the navigation bar.
2. Review the information on the Preview screen. Use the **Edit** links to update information.
3. Select **Pre-Audit** from the subnavigation bar or **Save And Proceed To Pre-Audit**.
4. Complete the **Justification to AO** box for each of the flagged items. *Justifications are mandatory.*
5. Select **Save And Proceed To Digital Signature**.

6. The Digital Signature screen opens. The **Submit this document** as drop-down list defaults to the **SIGNED** stamp.
7. Select **Submit Completed Document**.
8. The Stamp Process screen opens. Select **Save and Continue**.
9. Complete the **PIN** field then select **OK**.

Adjust and Amend Local Vouchers

An **adjustment** is a change to a local voucher *before* the AO applies the APPROVED stamp. An **amendment** is a change to a local voucher *after* the AO applies the APPROVED stamp.

Note: An amendment to a local voucher is normally for correcting a rejected local voucher. If expenses need to be added to a local voucher after it has been APPROVED, a new local voucher must be created.

Sort by	Document Name	Entered by	Expiration Date	Sort by	Status	Sort by	TA Number	View/Edit	Print	Remove	Amend
	LS0CRANTONPA051506_A01	05/15/06	CTO BOOKED					view/edit	print	remove	amend
	LS0RFFALOOKY0406_A01-01	04/04/06	AUTH 24 HOUR PASSED		OK/M42			view/edit	print	remove	amend

Create an Adjustment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **view/edit** next to the desired document.
4. Clear the **Open Document VIEW-ONLY** box.

Open Document VIEW-ONLY:

5. Complete the **PIN** field then select **OK**.
6. On the Preview screen, select **Edit** next to the items that need adjustment. Make changes and save.
7. Select **Pre-Audit** and justify any new flags.
8. Select **Save And Proceed To Digital Signature**.
9. Enter comments in the Additional Remarks field and stamp the document **SIGNED**.
10. Complete the **PIN** field then select **OK**.

Create an Amendment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **amend** next to the desired document.
4. Enter justification in the **Comment** box.
5. Follow steps 5-10 as described above.

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Create a Local Voucher: Instructions for Travelers

Version 5.0, June 15, 2010

A local voucher is a request for reimbursement of expenses incurred while conducting government business in and around the permanent duty station (PDS), local travel or miscellaneous expenses. See Chapter 5 in the *Document Processing Manual*.

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: <http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. The Digital Signature Login window opens. Complete the **PIN** field then select **OK**.

Create a Local Voucher



1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers** from the drop-down list.
3. Select **Create New Local Voucher**.
4. Complete the Local Voucher **Date** field. This defaults to the date that the local voucher is being created; however, it may be changed to the last date an expense was incurred.
5. Select **OK**. The DTS Expenses feature displays.

Note: Expenses for multiple dates on one local voucher may be claimed as long as each expense precedes the local voucher date.

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Non-Mileage Expenses

Expenses Accounting Additional Options Review / Sign

Non-Mileage Mileage Substantiating Records

Added Manually

1. Select the **Select Expense Type** drop-down list and choose the **expense type**. If the expense type is not listed, type it in the **-OR-** field.

- Complete the **Event Purpose** field with the reason for the expense.
- Complete the **Cost** field with the expense amount.
- Complete the **Date** field, if different from the default. Use the pop-up calendar if necessary.
- Select the **Method of Reimbursement** drop-down list and choose the correct method, if the default needs to be changed.
- Select **currency calculator** if required to convert foreign currency to U.S. Dollars.
 - Enter **amount** and **exchange rate**.
 - Select **Save**.
- Enter up to 2 expenses, then select **Save Expenses**.
- If an expense is greater or equal to \$75.00, a pop-up message will display. Select **OK**.
- Once the screen refreshes, enter additional expenses one at a time and select **Save Expense**.

Added from the Government Charge Card

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

- Select the **create an expense item from a government charge card transaction** link.
 - The transactions display. Select **Add** next to the charge that is to be added to the local voucher.
- Note:** Charge card transactions that do not have an **Add** link must be entered manually. If the box to the left of a transaction is marked, the transaction has previously been used.
- If not auto-populated, select the **Expense Type** drop-down list. Select the correct type. If the expense is not listed, select **OTHER** from the drop-down list and the expense will populate in the – **OR-** field.
 - Select **OK**.
 - Select **Save Expenses**.

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Mileage Expenses



The two most commonly selected types of mileage are as follows:

In-and-Around Mileage. This is mileage that begins and ends at the event location.

Private Auto (or Motorcycle) Mileage. This is mileage that begins and ends at the traveler's duty station or residence.

In-and-Around Mileage (Private Auto or Motorcycle)

- Select the **Expense Type** drop-down list.
- Select the appropriate In-and-Around Mileage expense type (either **Private Auto** or **Private Motorcycle**).
- Verify or enter the **Event Purpose**.
- Complete the **Location** field.
- Complete the **Date** field of the expense, if different from the default date.
- Complete the **Miles** field with the number of miles driven.
- Enter up to 2 expenses, and select **Save Expenses**.
- Enter and save additional expenses one at a time.

Private Auto (or Motorcycle) Mileage-Owner/Operator

- Select the Expense Type drop-down list.
 - Select either **Private Auto Mileage-Owner/Operator** or **Private Motorcycle Mileage-Owner/Operator**.
 - Verify or complete the **Event Purpose**.
 - Complete the **From** field or select a **location** from the **Profile Locations** as either the **From** or **To** field, and the event location in the other field.
 - If **Duty Station** was selected, enter the mileage from the PDS to the location specified and skip to Step 9.
- OR-
- If **Residence** was selected; new fields will appear. Use the following steps to complete them:
- Select either the **Normal one-way mileage** radio button or the **Daily one-way commuting cost** radio button.

- If the **Normal one-way mileage** radio button is selected, complete the Normal one-way mileage from Residence to PDS field.
- OR-
- If the **Daily one-way commuting cost** radio button is selected, enter the appropriate dollar amount into the field.
- Complete the **Miles** field with the number of miles to the destination.
 - To claim a round trip mileage expense, check the box next to **Check box to create a separate expense for round trip**.
 - Select **Save Expenses** when all expenses are added.

3

Substantiating Records



Use the Substantiating Records screen to add supporting documents to a local voucher:

Fax Method

- Select **Print Fax Cover Sheet**.
- Choose the printer and select **Print**.
- The bar code on the fax sheet is unique to each document name. **A cover sheet must be printed and attached for each submission.** Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.
- Follow Steps 5-6 below.

Scan and Upload Method

- Select **Browse**.
- Select the **file** to be uploaded.
- Select **Open**.
- Select **Upload**. Once the file is uploaded a Notes field displays.
- In the **Notes** field, enter descriptive information about the file.
- Select **Save Notes**. The screen will refresh.

See *Document Processing Manual*, Section 2.7.4. for supported file types.