

DTS AUTHORIZATION/VOUCHER TIPS

AUTHORIZATION – BEFORE YOU TRAVEL			
MOI / TRAVEL AUTHORIZATION	➤ Upload the training MOI and travel authorization memo in Substantiating Records (this tab is located under Expenses)		
COMMERCIAL AIR TRAVEL	➤ MUST be selected through DTS (CTO Submit)		
CAR RENTAL	➤ MUST be selected through DTS (CTO Submit)		
<u>EXPENSES</u> MILEAGE AND NON MILEAGE	<ul style="list-style-type: none"> ➤ Travel to and from airport (mileage) *may be claimed even if dropped off at airport ➤ Taxi, Uber, Public Transportation (non mileage) ➤ Airport Parking – MUST be least expensive long term/economy parking (non mileage) ➤ Hotel Taxes (non mileage) ➤ No Hotel Taxes (FL, LA, TX, KS, PA, NY, MA, WI, MI, OR, AK, VI, & PR) OTC will provide document for hotels ➤ Estimated cost of fuel (prepaid fuel, rental car refuel fee, insurance, and GPS charges will not be reimbursed) – (non mileage) 		
DRIVING POV TO TDY	➤ MUST receive prior approval from OTC, will complete constructed travel worksheet unless TDY is than 800 miles roundtrip		
LODGING	<ul style="list-style-type: none"> ➤ Do not select lodging through DTS. Press the “Skip Lodging” button in the Travel section of the authorization ➤ Under “per diem, lodging tab”, adjust cost to the price listed in MOI ➤ If lodging is not chosen through DTS, a justification code is required. You must choose the L12 “Group Reservation” justification if commercial lodging is being used or L5 “Military Lodging” justification if staying on base lodging or base hotel on the audit page. 		
OTHER AUTHORIZATION	➤ You MUST select two options under the “Other Authorizations Tab” Fiscal Year Funds; and Other, add the following remark in the “Other” box “ Alternative means, such as Secure Video Teleconference (SVTC) or other web based communications are not sufficient to accomplish travel objectives ”		
VOUCHER – AFTER YOU TRAVEL			
SUBSTANTIATING RECORDS	<ul style="list-style-type: none"> ➤ Upload all receipts no matter the amount (exception food receipts). If you do not have a receipt, contact OTC. ➤ Load itemized receipt showing \$0 balance (hotel, rental, etc.) ➤ Load commercial flight e-invoice with CTO charge (even if centrally billed). May retrieve your e-invoice from https://www.cwtsatotravel.com/home.aspx if you do not have a copy. 		
NON MILEAGE	➤ Amounts must match the cost reflected on receipts		
OTC DTS ASSISTANCE - POINTS OF CONTACT			
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