

Defense Travel System (DTS) Voucher Instructions



The screenshot shows the DTS website interface. At the top left is the logo for the Defense Travel System, featuring a stylized globe and the text "Defense Travel System A New Era of Government Travel". Below the logo is a navigation menu with links for Home, DTMO Website, Training, Travel Assistance, Travel Explorer, Programs and Services, and Contacts. The main content area is titled "Welcome to DTS" and contains a paragraph describing the system's capabilities. Below this is a "Login to the Defense Travel System" section with a "Login to DTS" button. On the right side, there is a "System Status" box showing "DTS Status" as "DTS is available" (updated 28 Mar 2016) and "EWTS Status" as "EWTS is available" (updated 19 Mar 2016). At the bottom left, there is a red "DoD Lodging" banner with text about checking availability for military travelers. At the bottom right, there is a "Notable" banner with a globe icon and the text "The Joint Travel".

Defense Travel System
A New Era of Government Travel

- Home
- DTMO Website
- Training
- Travel Assistance
- Travel Explorer
- Programs and Services
- Contacts

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System

Begin using the Defense Travel System.

[Login to DTS](#)

System Status

DTS Status
DTS is available
Updated: 28 Mar 2016

EWTS Status
EWTS is available
Updated: 19 Mar 2016

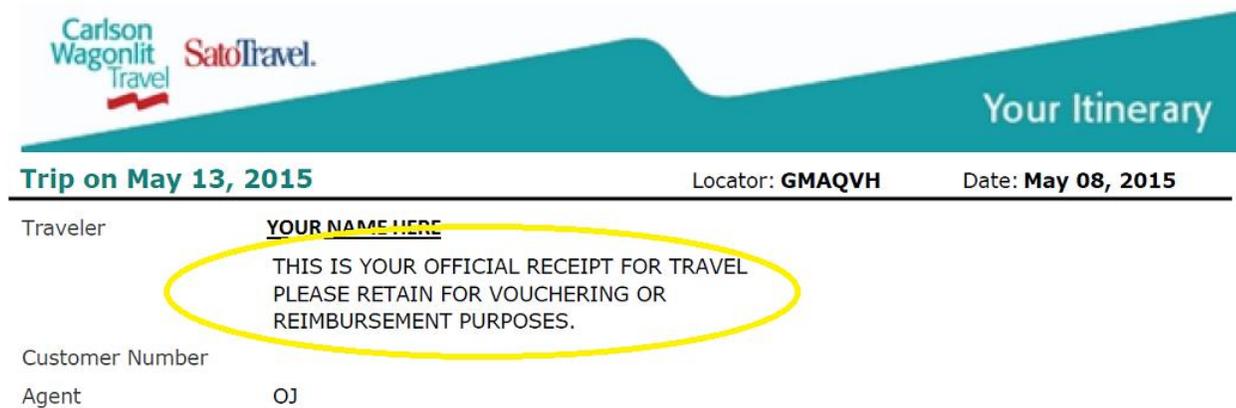
DoD Lodging
Military travelers going TDY to military installations must check DoD lodging availability before making

The Joint Travel **Notable**



Steps to be taken prior to logging in to DTS.

1. Locate the airfare travel invoice that was emailed from Carlson Wagonlit/SATO prior to travel. See example below. Failure to upload the correct document will delay your reimbursement.



2. Gather all other receipts reimbursement will be requested for. Scan them and save as a PDF to the desktop.
 1. TAXI (tips are not reimbursable)
 2. BAGGAGE FEES (overweight or excess baggage will not be reimbursed)
 3. RENTAL CAR AND GAS
 4. LODGING (CES students will not have lodging receipt)
 5. OTHER MISC EXPENSES

- Home
- DTMO Website
- Training
- Travel Assistance
- Travel Explorer
- Programs and Services
- Contacts

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System

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[Login to DTS](#)



First Time Users

Learn more about DTS and the tools required for use.

[First Time Users](#)

Training

Learn how to use DTS & find additional training resources.

[Training](#)

Notices

[DTS Status: 8-Hour Downtime on 7/24](#)

[EWTS Status: 8-Hour Downtime on 7/17](#)

[New Pre-Audit Flag for Lodging in DTS](#)

[Flat Rate Per Diem Calculation Change](#)

[JAVA Issues with DTS Logins](#)

System Status



DTS Status

DTS is available

Updated: 11 Jul 2015



EWTS Status

EWTS is available

Updated: 15 Jul 2015

COMING SOON
Book directly in DTS!

DoD Lodging

Military travelers going TDY to military installations must check DoD Lodging availability before booking other accommodations. Civilians are encouraged to use DoD Lodging when available.

[Check Availability](#)

Travel Assistance

Click button to contact your local help desk

[Army](#) [Air Force](#)
[Navy](#) [DoD Agency](#)
[Marine Corps](#) [Joint Command](#)

[Travel Assistance Center](#)



Notable Policy Changes

SELECT THE
LOGIN
BUTTON

News

- [DoD Launches New Integrated Lodging Program Pilot](#)
- [Chip and PIN GTCC Cards Issued Across DoD](#)
- [TSA PreCheck Program](#)
- [Travel Policy Compliance Program](#)
- [Instructions for Correcting Mission Related Expense Errors](#)



Defense Travel System

A New Era of Government Travel

Logoff

CHOOSE OFFICIAL TRAVEL,



Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

VOUCHERS OPTION WILL
APPEAR BELOW THE
ARROW

SELECT VOUCHERS

Welcome ERIKA L BENKE

Organization: DA570CAC
 Org Access: No Org Access
 Group Access: AMSC
 Permission: 0,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Army personnel needing additional assistance for Army specific issues should contact the DFAS-Army Tier 2.5 Help Desk at dfas.bean.jft.mbx.in-army-dts-inquiries@dfas.mil (preferred) or 877-676-6742.

On June 15, 2015, the Department of Defense will launch a pilot of a new Integrated Lodging Program which includes preferred commercial lodging and integrates the ability to book government (DoD) lodging properties in DTS. Per the Joint Travel Regulations, travelers TDY to select pilot sites are directed to book government lodging or preferred commercial lodging before other lodging options. Pilot sites include: Charleston, SC/Joint Base Charleston, Dayton, OH/Wright-Patterson Air Force Base, Norfolk, VA/select area U.S. installations, Saratoga Springs, NY/Naval Support Activity Saratoga Springs, Seattle-Tacoma Airport area, WA, Tampa, FL/MacDill Air Force Base, or Twentynine Palms, CA/Marine Air/Ground



Vouchers

Select Create New Voucher
From Authorization/Order



* If there are no Authorizations/Orders available to create vouchers from, this means the travel authorization is hung up somewhere and needs to be amended and reapproved before a voucher can be created.

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](#) > [NEXT 25](#)

Existing Vouchers

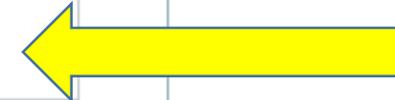
Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
JHFTHUACHUCA092715_V02	09/27/15	ARCHIVE ACCEPTED	1R3IS4	> view	> print		> amend
JHGABORONEBWA031514_V01	03/14/14	ARCHIVE ACCEPTED	1J25J4	> view	> print		> amend
JHJOHANNESBUR021414_V01	02/15/14	ARCHIVE IMAGE ACCEPT	1IU3LD	> view	> print		> amend



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>	<u>Create</u>
JHHUNTSVILLEA032016_A01-01	03/20/16	POS ACK RECEIVED	1T90S9	> create



Voucher from
Authorization/Order

Select CREATE next to
the authorization the
voucher will be created
from.

Itinerary

The travel itinerary is displayed for review. Unless the TDY was shortened or extended, no changes will be made here. Select the Continue button on the bottom right hand corner of the page.

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter a Starting Point:

RES: LEAVENWORTH KS Search

* Start Date(mm/dd/yyyy): 03/20/2016

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.
* Select a Location: -OR- * Enter an Ending Point:

RES: LEAVENWORTH KS Search

* End Date(mm/dd/yyyy): 03/25/2016

Other Trip Information

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

* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):
AMSC Intermediate
Course MET Redstone
Arsenal PNR
Locator: IZNUVW

* Trip Purpose: SITE VISIT

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging
 >12 - 24 Hours - No Lodging Multi-Day

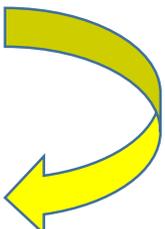
* Conference/Event: Not Applicable
Name: Not Applicable Search Conference/Event

Authorization Number: 1T9O59
Authorization Date: 12/02/2015 (mm/dd/yyyy)
Trip Number: 1
Comments for Travel Order:

Proceed to Per Diem Locations

Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Airport	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 06:00PM	
Dropoff:	25-Mar-16 06:00PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-In:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	
Overall Ending Point		
Leave From:	HUNTSVILLE,AL	Edit
Return Loc:	LEAVENWORTH,KS	
Arrive:	25-Mar-16	

Proceed to the following page: Per Diem Locations (TDY) Continue



Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about 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 steps are completed.

Overall Starting Point: RES: LEAVENWORTH,KS

Overall Start Date: 20-Mar-16

[Click Here to Add a Destination in Between](#)

Location 1: HUNTSVILLE,AL

Arrival Date: 20-Mar-16

Departure Date: 25-Mar-16

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

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

Search by:

Location

State/Country - Location

Zip Code

County Lookup

*Location: Use Location Tools Above

*Arriving On: 03/25/2016

*Departing On: 03/25/2016

Overall End Point: RES: LEAVENWORTH,KS

Overall End Date: 25-Mar-16

Save This Location

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS
Leave: 20-Mar-16

Location 1: HUNTSVILLE,AL

Leave From: LEAVENWORTH,KS
TDY/TAD Loc: HUNTSVILLE,AL
Arrive: 20-Mar-16
Leave: 25-Mar-16

Carrier/Flight: Delta Air Lines (DL) 2075

Conf/PNR: DCOL*F97E59
Depart: 20-Mar-16 12:30PM
MCI-Kansas City International Apt

Arrive: 20-Mar-16 03:29PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1381

Conf/PNR: DCOL*F97E59
Depart: 20-Mar-16 05:36PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Arrive: 20-Mar-16 05:35PM
HSV-Huntsville International Airport

Carrier/Flight: Delta Air Lines (DL) 5402

Conf/PNR: DCOL*F97E59
Depart: 25-Mar-16 12:37PM
HSV-Huntsville International Airport

Arrive: 25-Mar-16 02:42PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1364

Conf/PNR: DCOL*F97E59
Depart: 25-Mar-16 04:20PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Arrive: 25-Mar-16 05:35PM
MCI-Kansas City International Apt

Rental Car: Hertz

Airport: HSV Huntsville International Airport

Confirmation: G7720663280-

Pickup: 20-Mar-16 06:00PM

Dropoff: 25-Mar-16 06:00PM

Lodging: TOWNEPLACE STES HUN

Confirmation: 84971408

Check-in: 20-Mar-16 09:00AM

Check-Out: 25-Mar-16 06:00PM

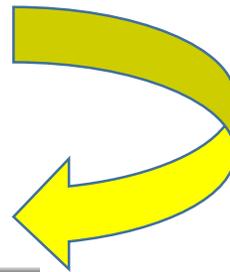
Overall Ending Point

Leave From: HUNTSVILLE,AL
Return Loc: LEAVENWORTH,KS
Arrive: 25-Mar-16

Per Diem Locations

If the itinerary is correct and no changes to the travel were made during the trip, no adjustments need to be made on this page.

Continue



[RETURN TO LIST](#)

Air Travel

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

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS [Edit](#)
Leave: 20-Mar-16

Location 1: HUNTSVILLE,AL

Leave From: LEAVENWORTH,KS [Edit](#)
TDY/TAD Loc: HUNTSVILLE,AL
Arrive: 20-Mar-16
Leave: 25-Mar-16

Carrier/Flight: Delta Air Lines (DL) 2075 [Edit](#) [Remove](#)

Conf/PNR: DCDLF97E59
Depart: 20-Mar-16 12:30PM
MCI-Kansas City International Apt
Arrive: 20-Mar-16 03:29PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1381 [Edit](#) [Remove](#)

Conf/PNR: DCDLF97E59
Depart: 20-Mar-16 05:36PM
ATL-Atlanta Hartsfield-Jackson Intl Apt
Arrive: 20-Mar-16 05:35PM
HSV-Huntsville International Airport

Carrier/Flight: Delta Air Lines (DL) 5402 [Edit](#) [Remove](#)

Conf/PNR: DCDLF97E59
Depart: 25-Mar-16 12:37PM
HSV-Huntsville International Airport
Arrive: 25-Mar-16 02:42PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1364 [Edit](#) [Remove](#)

Conf/PNR: DCDLF97E59
Depart: 25-Mar-16 04:20PM
ATL-Atlanta Hartsfield-Jackson Intl Apt
Arrive: 25-Mar-16 05:35PM
MCI-Kansas City International Apt

Rental Car: Hertz [Edit](#) [Remove](#)

Airport: HSV Huntsville International Airport
Confirmation: G7720663280-
Pickup: 20-Mar-16 06:00PM
Dropoff: 25-Mar-16 06:00PM
Lodging: TOWNEPLACE STES HUN [Edit](#) [Remove](#)

Confirmation: 84971408
Check-In: 20-Mar-16 09:00AM
Check-Out: 25-Mar-16 06:00PM

Overall Ending Point

Leave From: HUNTSVILLE,AL [Edit](#)
Return Loc: LEAVENWORTH,KS
Arrive: 25-Mar-16

Air Travel

This will only appear if commercial air was used for the TDY. No changes will be made here at this time.

Continue



Proceed to the following page: Expense - Non-Mileage [Continue](#)

[RETURN TO LIST](#)

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: 20-Mar-16 Return: 25-Mar-16

Add Expense

* Expense Type:

- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
baggage fees	03/20/2016	\$25.00	Edit Remove
Gasoline-Rental/Govt. Car	03/25/2016	\$8.11	Edit Remove
baggage fees	03/25/2016	\$25.00	Edit Remove
Taxi - Terminal	03/25/2016	\$50.00	Edit Remove

Total Expenses: \$108.11

Proceed to the following page:

Continue



Non-Mileage Expenses

Add, Edit or Remove expenses. Make sure the expenses reflect the amounts listed on your receipts. Please note that tips will not be reimbursed.

Continue



[RETURN TO LIST](#)

Mileage Expenses

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

Leave: 20-Mar-16 Return: 25-Mar-16

Add Expense

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	03/20/2016	\$21.60	Edit Remove
Pvt Auto-Terminal	03/25/2016	\$21.60	Edit Remove

Total Expenses: \$43.20

Proceed to the following page:

Expense - Substantiating F



Mileage Expenses

Add, Edit or Remove
mileage.

Continue

Receipts

Next, upload receipts in to Substantiating Records. Select the Browse button, locate/select the receipts saved to the computer, then choose the Upload button.

The next page of the instructions will provide a visual of what this will look like when the document has uploaded.

The screenshot shows the 'Defense Travel System' interface. At the top, there is a navigation bar with links for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a secondary navigation bar highlights 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. A 'RETURN TO LIST' button is located on the left. The main content area is titled 'Receipts' and contains a yellow instruction box: '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.' Below this is a yellow banner with the Adobe Acrobat Reader logo and the text: 'You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)' There are two expandable sections: 'Print Fax Cover Sheet' and 'Upload Scanned Receipts'. The 'Upload Scanned Receipts' section contains a 'Browse...' button and an 'Upload' button. A light blue message box states: 'Currently there are no Receipts on file for this Voucher.' Below this is a table with columns: 'Date', 'CTW', 'Notes', 'View', and 'Remove'. A 'Refresh' button is positioned below the table. At the bottom, a navigation bar includes the text 'Proceed to the following page:', a dropdown menu currently set to 'Per Diem Entitlements', and a 'Continue' button.

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

RETURN TO LIST

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
------	-----	-------	------	--------

Proceed to the following page:



[RETURN TO LIST](#)

(Receipts Continued)

This is an example of what the screen looks like after the document has loaded.

The following page will demonstrate how to change the Notes to help the voucher examiner locate specific receipts.

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](#)

Browse...

Upload

Existing Receipts

Date	CTW	Notes	View	Remove
06-Apr-2016	<input type="checkbox"/>	<input type="text" value="Added 04/06/16 at 12:01:55"/>	▷ View	▷ Remove

Refresh

Save Notes

Proceed to the following page:

Per Diem Entitlements

[Continue](#)

[RETURN TO LIST](#)

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](#)

Browse...

Upload

Existing Receipts

Date	CTW	Notes	View	Remove
06-Apr-2016	<input type="checkbox"/>	<input type="text" value="Airline Invoice"/>	▷ View	▷ Remove
06-Apr-2016	<input type="checkbox"/>	<input type="text" value="Gas and Baggage Receipts"/>	▷ View	▷ Remove
06-Apr-2016	<input type="checkbox"/>	<input type="text" value="Rental Car Receipt"/>	▷ View	▷ Remove

Refresh

Save Notes

(Receipts continued)

Highlight the date and time listed in the Notes to rename the document according to the type of receipt that it is. Choose Save Notes when you are done.

Examples:
Airline Invoice
Rental Car Invoice
Baggage Fees, etc.

Continue

Proceed to the following page:

Per Diem Entitlements

[Continue](#)

[RETURN TO LIST](#)

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

** The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were detected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
03/20/16	HUNTSVILLE,AL	Edit	Reset	\$89.00	\$89.00 GOVCC-Individual	\$38.25 Personal	89 / 51	NONE				
03/21/16	HUNTSVILLE,AL	Edit	Reset	\$89.00	\$89.00 GOVCC-Individual	\$51.00 Personal	89 / 51	NONE				
03/22/16	HUNTSVILLE,AL	Edit	Reset	\$89.00	\$89.00 GOVCC-Individual	\$51.00 Personal	89 / 51	NONE				
03/23/16	HUNTSVILLE,AL	Edit	Reset	\$89.00	\$89.00 GOVCC-Individual	\$51.00 Personal	89 / 51	NONE				
03/24/16	HUNTSVILLE,AL	Edit	Reset	\$89.00	\$89.00 GOVCC-Individual	\$51.00 Personal	89 / 51	NONE				
03/25/16	HUNTSVILLE,AL	Edit	Reset	\$0.00	\$0.00 GOVCC-Individual	\$38.25 Personal	89 / 51	NONE				

Reset All

Proceed to the following page:

Accounting Codes

[Continue](#)

Per Diem Entitlements

CES students will have \$0 in their lodging costs.

Continue

Accounting Codes

Shows expenses allocated to specific Lines of Accounting.

For CES students:
Rental Car and Transport (GAS) should be allocated to the sending unit's LOA.

Review the expenses listed. If the Commercial Carrier and/or Rental Car amounts do not match the receipts, the next page of instructions will explain how to make these adjustments.

If the amount of the commercial carrier and rental car are correct, go to page **26** of the instructions to continue completing the voucher.

Defense Travel System
A New Era of Government Travel

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

[RETURN TO LIST](#) Accounting Codes

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Mar-16 [Find Accounting Label](#)

End Date: 25-Mar-16

Accounting Label: From DA570CAC

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
16 AMSC MET	DA570CAC	view/edit	remove

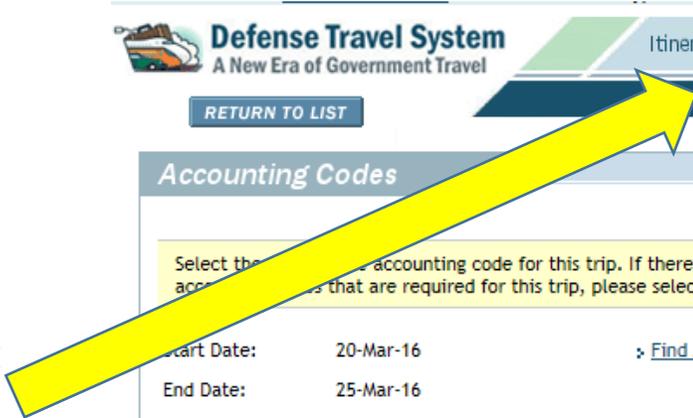
Expenses Summary

16 AMSC MET		
Category	Allowed	Actual
COM. CARR.-I	\$657.90	\$657.90
LODGING	\$445.00	\$445.00
M&IE	\$280.50	\$280.50
MILEAGE	\$43.20	\$43.20
OTHER	\$125.42	\$125.42
RENTAL CAR	\$248.64	\$248.64
TRANSPORT	\$8.11	\$8.11
16 AMSC MET Sub Total:	\$1,808.77	\$1,808.77
Calculated Trip Cost:	\$1,808.77	\$1,808.77

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

Adjusting Commercial Carrier Amount

Choose the Travel option at the top of the page.



Accounting Codes

Select the accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Mar-16 [Find Accounting Label](#)
 End Date: 25-Mar-16
 Accounting Label: From DA570CAC
 Shared LOA:
 Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
16 AMSC MET	DA570CAC	view/edit	remove

Expenses Summary

16 AMSC MET		
Category	Allowed	Actual
COM. CARR.-I	\$657.90	\$657.90
LODGING	\$445.00	\$445.00
M&IE	\$280.50	\$280.50
MILEAGE	\$43.20	\$43.20
OTHER	\$112.85	\$112.85
RENTAL CAR	\$248.64	\$248.64
TRANSPORT	\$8.11	\$8.11
16 AMSC MET Sub Total:	\$1,796.20	\$1,796.20
Calculated Trip Cost:	\$1,796.20	\$1,796.20

RETURN TO LIST

Air Travel

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

Trip Summary

Overall Starting Point		
Leave From:	LEAVENWORTH, KS	Edit
Leave:	20-Mar-16	
Location 1: HUNTSVILLE, AL		
Leave From:	LEAVENWORTH, KS	Edit
TDY/TAD Loc:	HUNTSVILLE, AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL'F97ES9	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL'F97ES9	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL'F97ES9	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL'F97ES9	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 06:00PM	
Dropoff:	25-Mar-16 06:00PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-In:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	
Overall Ending Point		
Leave From:	HUNTSVILLE, AL	Edit
Return Loc:	LEAVENWORTH, KS	
Arrive:	25-Mar-16	

Air Travel Expense Adjustment

Select the Edit option next to the flight.



[RETURN TO LIST](#)

Air Travel

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

Flight Selected to Edit

\$639.20 [⇒] Estimated Total Ticket Cost

 Delta Air Lines Inc. (DL) Flight: 2075
 Depart: MCI-Kansas City International Apt At 12:30 PM On Sun 20-Mar-16
 Arrive: ATL-Atlanta Hartsfield-Jackson Intl Apt At 03:29 PM On Sun 20-Mar-16
 Class: K - K
 Confirmation Number: DCDL*F97ES9 Duration:
 Ticket Number: 0067758682920
 Status: TICKETED
 Seat Selection: 22C Seat
[OSI-Other Supplementary Information](#)

Ticket Date: 17-Mar-16
 Total Tax: \$86.64 PassFacChg: \$0.00 Fees: \$0.00
 Issue Date: 17-Mar-16

Flight Details Entered:

Frequent Flyer:
 Type: COM. CARR.-I
 Method of Reimbursement: GOVCC-Individual
 CBA Label:
 CBA Account:

Comments to the Travel Agent:
[⇒]

[Change Ticket Data](#)

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS [Edit](#)
 Leave: 20-Mar-16

Location 1: HUNTSVILLE,AL

Leave From: LEAVENWORTH,KS [Edit](#)
 TDY/TAD Loc: HUNTSVILLE,AL
 Arrive: 20-Mar-16
 Leave: 25-Mar-16

Carrier/Flight: Delta Air Lines (DL) 2075 [Edit](#) [Remove](#)

Conf/PNR: DCDL*F97ES9
 Depart: 20-Mar-16 12:30PM MCI-Kansas City International Apt
 Arrive: 20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1381 [Edit](#) [Remove](#)

Conf/PNR: DCDL*F97ES9
 Depart: 20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt
 Arrive: 20-Mar-16 05:35PM HSV-Huntsville International Airport

Carrier/Flight: Delta Air Lines (DL) 5402 [Edit](#) [Remove](#)

Conf/PNR: DCDL*F97ES9
 Depart: 25-Mar-16 12:37PM HSV-Huntsville International Airport
 Arrive: 25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt

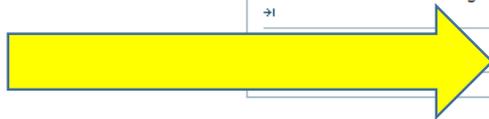
Carrier/Flight: Delta Air Lines (DL) 1364 [Edit](#) [Remove](#)

Conf/PNR: DCDL*F97ES9
 Depart: 25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt
 Arrive: 25-Mar-16 05:35PM MCI-Kansas City International Apt

Rental Car: Hertz [Edit](#) [Remove](#)

Airport: HSV Huntsville International Airport

Select the Change Ticket Data link



[RETURN TO LIST](#)

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):

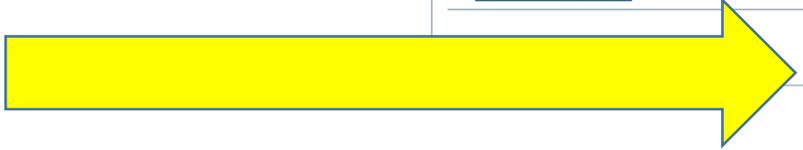
* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: > [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)



Trip Summary

Overall Starting Point		
Leave From:	LEAVENWORTH,KS	Edit
Leave:	20-Mar-16	
Location 1: HUNTSVILLE,AL		
Leave From:	LEAVENWORTH,KS	Edit
TDY/TAD Loc:	HUNTSVILLE,AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 05:30PM	
Dropoff:	25-Mar-16 05:30PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove

Change the ticket value to reflect the amount on your invoice. Please note that if your airfare increased due to a change in departure time or the original amount was not in US dollars, you will require approval from the authorizing official before submitting your voucher. Unauthorized airfare amounts may result in a delay processing your voucher.

Leave the rest of the data like it is.

Select the Save button.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging Other Trans.

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](#)

Ticketed Transportation Saved

Ticket Information

Select the "edit" link for the corresponding ticketed transportation item to edit this ticketed transportation.

- * Type: Comm Air (Indiv Bill)
- * Description: Air Fare (GOVCC-I)
- * Ticket No 2: 0067758682920
- * Ticket Value: 639.20
- Cost: 639.20
(If different from ticket value)
- * Dep Date : 03/20/2016
- Issue Date : 03/17/2016
- * Ticket Date : 03/17/2016
- CBA Label:
- CBA Account:

> [view expense details](#)

[Create a New Ticketed Transportation Entry](#)

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS [Edit](#)
Leave: 20-Mar-16

Location 1: HUNTSVILLE,AL

Leave From: LEAVENWORTH,KS [Edit](#)
TDY/TAD Loc: HUNTSVILLE,AL
Arrive: 20-Mar-16
Leave: 25-Mar-16

Carrier/Flight: Delta Air Lines (DL) 2075 [Edit](#) [Remove](#)
Conf/PNR: DCOL-F97E59
Depart: 20-Mar-16 12:30PM
MCI-Kansas City International Apt
Arrive: 20-Mar-16 03:29PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1381 [Edit](#) [Remove](#)
Conf/PNR: DCOL-F97E59
Depart: 20-Mar-16 05:36PM
ATL-Atlanta Hartsfield-Jackson Intl Apt
Arrive: 20-Mar-16 05:35PM
HSV-Huntsville International Airport

Carrier/Flight: Delta Air Lines (DL) 5402 [Edit](#) [Remove](#)
Conf/PNR: DCOL-F97E59
Depart: 25-Mar-16 12:37PM
HSV-Huntsville International Airport
Arrive: 25-Mar-16 02:42PM
ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1364 [Edit](#) [Remove](#)
Conf/PNR: DCOL-F97E59
Depart: 25-Mar-16 04:20PM
ATL-Atlanta Hartsfield-Jackson Intl Apt
Arrive: 25-Mar-16 05:35PM
MCI-Kansas City International Apt

Rental Car: Hertz [Edit](#) [Remove](#)
Airport: HSV Huntsville International Airport
Confirmation: G7720663280-
Pickup: 20-Mar-16 05:30PM
Dropoff: 25-Mar-16 05:30PM
Lodging: TOWNPLACE STES HUN [Edit](#) [Remove](#)
Confirmation: 84971408
Check-In: 20-Mar-16 09:00AM
Check-Out: 25-Mar-16 06:00PM

Overall Ending Point

Leave From: HUNTSVILLE,AL [Edit](#)
Return Loc: LEAVENWORTH,KS
Arrive: 25-Mar-16

Proceed to the following page: Expense - Non-Mileage [Continue](#)

This page will reflect the adjustment made to the commercial carrier amount.

If you did not have a rental car go to page **26** of the instructions to continue completing the voucher.

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.

Rental Car

Please select a car rental from the list on the right to edit car rental reservations.

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS [Edit](#)
 Leave: 20-Mar-16

Location 1: HUNTSVILLE,AL

Leave From: LEAVENWORTH,KS [Edit](#)
 TDY/TAD Loc: HUNTSVILLE,AL
 Arrive: 20-Mar-16
 Leave: 25-Mar-16

Carrier/Flight: Delta Air Lines (DL) 2075 [Edit](#) [Remove](#)
 Conf/PNR: DCDL#F97E59
 Depart: 20-Mar-16 12:30PM
 MCI-Kansas City International Apt
 Arrive: 20-Mar-16 03:29PM
 ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1381 [Edit](#) [Remove](#)
 Conf/PNR: DCDL#F97E59
 Depart: 20-Mar-16 05:36PM
 ATL-Atlanta Hartsfield-Jackson Intl Apt
 Arrive: 20-Mar-16 05:35PM
 HSV-Huntsville International Airport

Carrier/Flight: Delta Air Lines (DL) 5402 [Edit](#) [Remove](#)
 Conf/PNR: DCDL#F97E59
 Depart: 25-Mar-16 12:37PM
 HSV-Huntsville International Airport
 Arrive: 25-Mar-16 02:42PM
 ATL-Atlanta Hartsfield-Jackson Intl Apt

Carrier/Flight: Delta Air Lines (DL) 1364 [Edit](#) [Remove](#)
 Conf/PNR: DCDL#F97E59
 Depart: 25-Mar-16 04:20PM
 ATL-Atlanta Hartsfield-Jackson Intl Apt
 Arrive: 25-Mar-16 05:35PM
 MCI-Kansas City International Apt

Rental Car: Hertz [Edit](#) [Remove](#)
 Airport: HSV Huntsville International Airport
 Confirmation: G7720663280-
 Pickup: 20-Mar-16 06:00PM
 Dropoff: 25-Mar-16 06:00PM

Lodging: TOWNEPLACE STES HUN [Edit](#) [Remove](#)
 Confirmation: 84971408
 Check-In: 20-Mar-16 09:00AM
 Check-Out: 25-Mar-16 06:00PM

Overall Ending Point

Leave From: HUNTSVILLE,AL [Edit](#)
 Return Loc: LEAVENWORTH,KS
 Arrive: 25-Mar-16

Proceed to the following page: Expense - Non-Mileage [Continue](#)

Adjusting Rental Car Amount

Select Rental Car at the top of the page.

[RETURN TO LIST](#)

Rental Car

Please select a car rental from the trip summary on the right to edit car rental reservations.

Trip Summary

Overall Starting Point		
Leave From:	LEAVENWORTH,KS	Edit
Leave:	20-Mar-16	
Location 1: HUNTSVILLE,AL		
Leave From:	LEAVENWORTH,KS	Edit
TDY/TAD Loc:	HUNTSVILLE,AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 06:00PM	
Dropoff:	25-Mar-16 06:00PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-in:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	
Overall Ending Point		
Leave From:	HUNTSVILLE,AL	Edit
Return Loc:	LEAVENWORTH,KS	
Arrive:	25-Mar-16	

Select the Edit button next to the Rental Car



[RETURN TO LIST](#)

Rental Car

Use this screen to save the selected rental car

TDY/TAD Location: HUNTSVILLE, AL

Pickup Date: 20-Mar-16
 Pickup Time: 06:00 PM

Dropoff Date: 25-Mar-16
 Dropoff Time: 06:00 PM

Rental Car Selected (ER) En Route

\$248.64

Rental Car: Hertz
 Car Class: Compact Automatic
 Location: HSV Huntsville International Airport

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

Restrictions: Weekly \$124.00USD, Extra Hour \$19.00USD, Extra Day \$38.00USD, Total \$248.64USD, Unlimited Miles
 > OSI-Other Supplementary Information

Enter the following details:

Pickup Date: 03/20/2016
 Pickup Time: 05:30 PM
 Dropoff Date: 03/25/2016
 Dropoff Time: 05:30 PM
 Cost: 248.64
 Method Of Reimbursement: GOVCC

Comments to the Travel Agent: +1

[Save Selected Car](#)

Trip Summary

Overall Starting Point		
Leave From:	LEAVENWORTH,KS	Edit
Leave:	20-Mar-16	
Location 1: HUNTSVILLE,AL		
Leave From:	LEAVENWORTH,KS	Edit
TDY/TAD Loc:	HUNTSVILLE,AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL*F97ES9	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 06:00PM	
Dropoff:	25-Mar-16 06:00PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-In:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	
Overall Ending Point		
Leave From:	HUNTSVILLE,AL	Edit
Return Loc:	LEAVENWORTH,KS	
Arrive:	25-Mar-16	

Adjust the cost of the rental car to reflect what the receipt shows.



Then choose the Save Selected Car button



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RETURN TO LIST

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

Air Rental Car Lodging Other Trans.

Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location:

Pickup Date: 03-16
Pickup Time: 06:00 PM

Dropoff Date: 25-Mar-16
Dropoff Time: 06:00 PM

Rental Car Selected (ER) En Route

\$248.64

Rental Car: Hertz
Car Class: Compact Automatic
Location: HSV Huntsville International Airport

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

Restrictions: Weekly \$124.00USD, Extra Hour \$19.00USD, Extra Day \$38.00USD, Total \$248.64USD, Unlimited Miles
OSI-Other Supplementary Information

Enter the following details:

Pickup Date: 03/20/2016
Pickup Time: 05:30 PM
Dropoff Date: 03/25/2016
Dropoff Time: 05:30 PM
Cost: 248.64
Method Of Reimbursement: GOVCC

Comments to the Travel Agent:
+1

Save Selected Car

Trip Summary

Overall Starting Point

Leave From: LEAVENWORTH,KS
Leave: 20-Mar-16 [Edit](#)

Location 1: HUNTSVILLE,AL

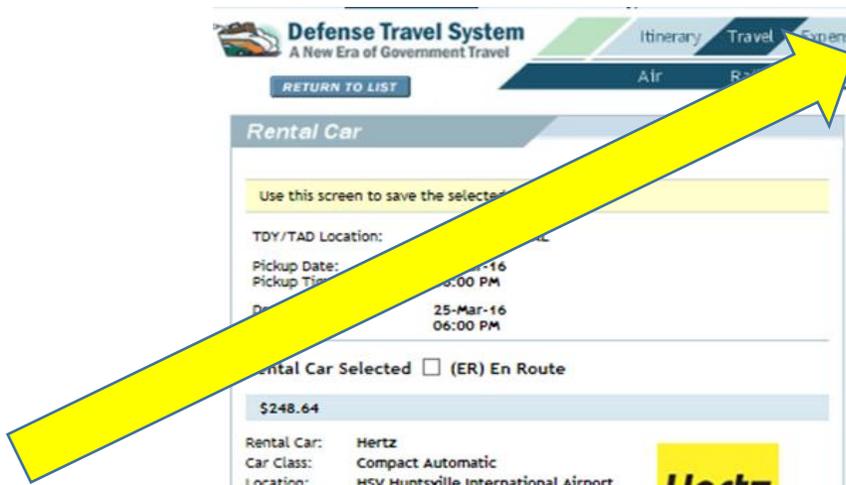
Leave From:	LEAVENWORTH,KS	Edit
TDY/TAD Loc:	HUNTSVILLE,AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	
Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	
Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	
Rental Car:	Hertz	Edit Remove
Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 06:00PM	
Dropoff:	25-Mar-16 06:00PM	
Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-In:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	

Overall Ending Point

Leave From: HUNTSVILLE,AL
Return Loc: LEAVENWORTH,KS
Arrive: 25-Mar-16 [Edit](#)

Proceed to the following page: Expense - Non-Mileage [Continue](#)

To make sure the amounts have changed, select the Accounting tab at the top of the screen.





[RETURN TO LIST](#)

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 20-Mar-16 [Find Accounting Label](#)

End Date: 25-Mar-16

Accounting Label: From DA570CAC

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
16 AMSC MET	DA570CAC	view/edit	remove

Expenses Summary

16 AMSC MET

Category	Allowed	Actual
COM. CARR.-I	\$657.90	\$657.90
LODGING	\$445.00	\$445.00
M&IE	\$280.50	\$280.50
MILEAGE	\$43.20	\$43.20
OTHER	\$112.85	\$112.85
RENTAL CAR	\$295.00	\$295.00
TRANSPORT	\$8.11	\$8.11

16 AMSC MET Sub Total:	\$1,842.56	\$1,842.56
-------------------------------	-------------------	-------------------

Calculated Trip Cost:	\$1,842.56	\$1,842.56
------------------------------	-------------------	-------------------

Proceed to the following page:

Payment Totals

[Continue](#)

Confirm the expenses are now correct.

Select the Continue button

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$1,842.56
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$1,842.56

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

Collections:	\$0.00
Waiver/Appeals:	\$0.00
Net To Traveler:	\$1,842.56
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$323.70	\$1,518.86	\$1,842.56
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$323.70	\$1,518.86	\$1,842.56
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	Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution (Net to traveler)			
Net Distribution:	\$323.70	\$1,518.86	\$1,842.56

Trip Summary

Overall Starting Point

Leave From:	LEAVENWORTH,KS	Edit
Leave:	20-Mar-16	

Location 1: HUNTSVILLE,AL

Leave From:	LEAVENWORTH,KS	Edit
TDY/TAD Loc:	HUNTSVILLE,AL	
Arrive:	20-Mar-16	
Leave:	25-Mar-16	

Carrier/Flight:	Delta Air Lines (DL) 2075	Edit Remove
-----------------	---------------------------	--

Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 12:30PM MCI-Kansas City International Apt	
Arrive:	20-Mar-16 03:29PM ATL-Atlanta Hartsfield-Jackson Intl Apt	

Carrier/Flight:	Delta Air Lines (DL) 1381	Edit Remove
-----------------	---------------------------	--

Conf/PNR:	DCDL*F97E59	
Depart:	20-Mar-16 05:36PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	20-Mar-16 05:35PM HSV-Huntsville International Airport	

Carrier/Flight:	Delta Air Lines (DL) 5402	Edit Remove
-----------------	---------------------------	--

Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 12:37PM HSV-Huntsville International Airport	
Arrive:	25-Mar-16 02:42PM ATL-Atlanta Hartsfield-Jackson Intl Apt	

Carrier/Flight:	Delta Air Lines (DL) 1364	Edit Remove
-----------------	---------------------------	--

Conf/PNR:	DCDL*F97E59	
Depart:	25-Mar-16 04:20PM ATL-Atlanta Hartsfield-Jackson Intl Apt	
Arrive:	25-Mar-16 05:35PM MCI-Kansas City International Apt	

Rental Car:	Hertz	Edit Remove
-------------	-------	--

Airport:	HSV Huntsville International Airport	
Confirmation:	G7720663280-	
Pickup:	20-Mar-16 05:30PM	
Dropoff:	25-Mar-16 05:30PM	

Lodging:	TOWNEPLACE STES HUN	Edit Remove
Confirmation:	84971408	
Check-In:	20-Mar-16 09:00AM	
Check-Out:	25-Mar-16 06:00PM	

Overall Ending Point

Leave From:	HUNTSVILLE,AL	Edit
Return Loc:	LEAVENWORTH,KS	
Arrive:	25-Mar-16	

Payment Totals

Confirm the correct amount is going to the GOVCC.

If any additional amount needs to go to the GOVCC, put that amount in the Add'l GOVCC Amt. box and select Calculate.

Continue

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

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

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

Air Comments: CTO BOOKED-PLS REVIEW SEGMENT DATES AND TIMES PLEASE NOTE SCHEDULE CHANGES ON YOUR ITINERARY WE RECOMMEND YOU RECONFIRM YOUR FLIGHTS WITH THE AIRLINE 24 HRS PRIOR TO DEPARTURE CTO ASSISTANCE REQUIRED TO UPDATE ITINERARY. PLEASE NOTE SCHEDULE CHANGES ON YOUR ITINERARY WE RECOMMEND YOU RECONFIRM YOUR FLIGHTS WITH THE AIRLINE 24 HRS PRIOR TO DEPARTURE CTO ASSISTANCE REQUIRED TO UPDATE ITINERARY.
Lodging Comments: FN FAIRFIELD INN HSV 20MAR CANCELED-56130132

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
 Trip Purpose: SITE VISIT
 Trip Description: AMSC Intermediate Course MET Redstone ArsenalPNR Locator:IZNUVW
 Conference/Event Name: Not Applicable

Overall Starting Point: Time Zone: CST (07)

Itinerary: Leave From: LEAVENWORTH,KS
 Edit Leave: 20-Mar-16

Location 1 - HUNTSVILLE,AL Time Zone: CST (07)

Itinerary: Leave From: LEAVENWORTH, KS
 Edit TDY/TAD Location: HUNTSVILLE,AL
 Arrive: 20-Mar-16
 Leave: 25-Mar-16

Commercial Lodging: Reserved: Yes

Air Travel: Carrier: Delta Air Lines Comments to the Travel Agent:
 Edit Flight: 2075
 Fare: \$639.20

Preview Trip

This will show all of the individual expenses for the TDY. Verify that expenses are accurate and no further adjustments need to be made.

Expenses

Non-Mileage:

No.	Expense Type	Date	Cost	Method Of Reimbursement
Edit 1.	baggage fees	03/20/16	\$25.00	GOVCC-Individual
Edit 2.	Gasoline-Rental/ Govt. Car	03/25/16	\$8.11	GOVCC-Individual
Edit 3.	baggage fees	03/25/16	\$25.00	GOVCC-Individual
Edit 4.	Hotel Taxes	03/25/16	\$62.85	GOVCC-Individual
			Total:	\$120.96

Mileage:

No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
Edit 1.	Pvt Auto-Terminal	03/20/16			\$21.60	Personal	40
Edit 2.	Pvt Auto-Terminal	03/25/16			\$21.60	Personal	40
					Total:	\$43.20	

Per Diem Entitlements

Lodging M&IE:

Start Date	End Date	Total Lodge	Total M&IE
Edit 03/20/16	03/25/16	\$445.00	\$280.50

Accounting Summary

Actual/Estimate	Allowed
Accounting Code: 16 AMSC MET Edit	Accounting Code: 16 AMSC MET Edit SDN: 1T90S9 CIC: 2620A57GB021001
COM. CARR.-1: \$657.90	COM. CARR.-1: \$657.90
LODGING: \$445.00	LODGING: \$445.00
M&IE: \$280.50	M&IE: \$280.50
MILEAGE: \$43.20	MILEAGE: \$43.20
OTHER: \$112.85	OTHER: \$112.85
RENTAL CAR: \$295.00	RENTAL CAR: \$295.00
TRANSPORT: \$8.11	TRANSPORT: \$8.11
16 AMSC MET Sub Total: \$1,842.56	16 AMSC MET Sub Total: \$1,842.56
Calculated Trip Cost: \$1,842.56	Calculated Trip Cost: \$1,842.56

Preview Trip

At the bottom of the preview trip screen is a Disbursing Summary.

Personal (\$) goes directly to the traveler's bank account

Individual GOVCC (\$) will go directly to the traveler's government travel card.

Continue

Disbursing Summary			
Total Prior Payments:	\$0.00		
Balance Due US:	\$0.00		
Net Distribution			
Personal(\$):	\$323.70		
Individual GOVCC(\$):	\$1,518.86		
Total(\$):	\$1,842.56		
Document Totals			
Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.-I:	\$657.90	COM. CARR.-I:	\$657.90
LODGING:	\$445.00	LODGING:	\$445.00
M&IE:	\$280.50	M&IE:	\$280.50
MILEAGE:	\$43.20	MILEAGE:	\$43.20
OTHER:	\$112.85	OTHER:	\$112.85
RENTAL CAR:	\$295.00	RENTAL CAR:	\$295.00
TRANSPORT:	\$8.11	TRANSPORT:	\$8.11
Calculated Trip Cost:	\$1,842.56	Calculated Trip Cost:	\$1,842.56
Advances and Scheduled Partial Payments Summary			
No Advances requested.			
No Scheduled Partial Payments Requested.			
Save And Proceed To Other Auths			
Proceed to the following page:		Other Authorizations <input type="button" value="v"/>	Continue

[RETURN TO LIST](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1	MANUALLY ENTERED EXPENSE (S)	MANUALLY ENTERED EXPENSE(S). Reimbursement claimed for manually entered expense(s): baggage fees, baggage fees, Hotel Taxes. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s). <input type="text"/>	

[Save and Proceed to Pre-Audits](#)

Proceed to the following page:

Pre-Audit

[Continue](#)

Other Authorizations

Continue

Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the Justification to Approving Official text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

[Constructed Travel Worksheets](#)

5 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	NON-CONTRACT FARE	Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 5402 HSV-Huntsville International Airport 25-Mar-16 - 12:37 PM ATL-Atlanta Hartsfield-Jackson Intl Apt 25-Mar-16 - 02:42 PM	Reason Codes (C3) - Lower non-contract fare available to the general public -
	NON-CONTRACT FARE	Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 2075 MCI-Kansas City International Apt 20-Mar-16 - 12:30 PM ATL-Atlanta Hartsfield-Jackson Intl Apt 20-Mar-16 - 03:29 PM	Reason Codes (C2) - Outside normal working hours -
	NON-CONTRACT FARE	Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 1381 ATL-Atlanta Hartsfield-Jackson Intl Apt 20-Mar-16 - 05:36 PM HSV-Huntsville International Airport 20-Mar-16 - 05:35 PM	Reason Codes (C2) - Outside normal working hours -
	NON-CONTRACT FARE	Air Fare selected is not a GSA City Pair, GSA City Pair w/ Capacity Limits although one was available at time of selection: DL - 1364 ATL-Atlanta Hartsfield-Jackson Intl Apt 25-Mar-16 - 04:20 PM MCI-Kansas City International Apt 25-Mar-16 - 05:35 PM	Reason Codes (C2) - Outside normal working hours -

The following are provided for advisory purposes only

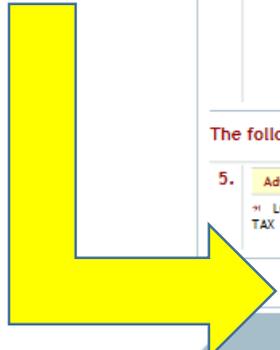
5.	Advisory	Advisory Description <Help>
	LODGING WITH NO HOTEL TAX	YOUR VOUCHER INDICATES A LODGING EXPENSE, BUT YOU HAVE NOT ENTERED ANY HOTEL TAXES. IF A HOTEL TAX WAS INCURRED, PLEASE ADD IT TO THE DOCUMENT AS A SEPARATE EXPENSE.

Save And Proceed To Digital Signature

Pre-Audit Trip

Justification for any flagged items must be provided, otherwise the voucher cannot be submitted.

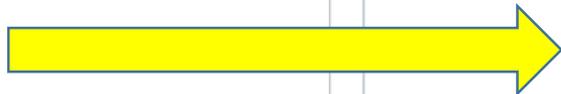
Choose Save and Proceed to Digital Signature otherwise you may be prompted to reenter justifications.



Digital Signature

Voucher is complete.

Select Submit Completed Document.



Defense Travel System
A New Era of Government Travel

RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign
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:

Routing List:

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 A0.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED		0

Document History

Status	Date	Time	Name	Remarks
CREATED	04/06/16	1111	ERIKA BENKE	

[View Reasons for Audit Failures](#)

Proceed to the following page:



After submitting the completed document, the status will read SIGNED.

Due to the high volume of travelers/students on this installation, it may take 10-14 BUSINESS days for the voucher to be processed.

Please contact the travel office with questions regarding the travel vouchers at 913-684-1850.

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 [» NEXT 25](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
JHHUNTSVILLEA032016_V01	03/20/16	SIGNED	1T9059	» view / edit	» print		