Defense Travel System (DTS) Instructions for
Army Management Staff College Students

You can find information about creating a Voucher in DTS at
http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf

As DTS is currently undergoing phased upgrades, these instructions may not reflect everything that you currently see when creating your travel authorization.

Defense Travel System

(DTS)Voucher Instructions

SELECT THE LOGIN BUTTON
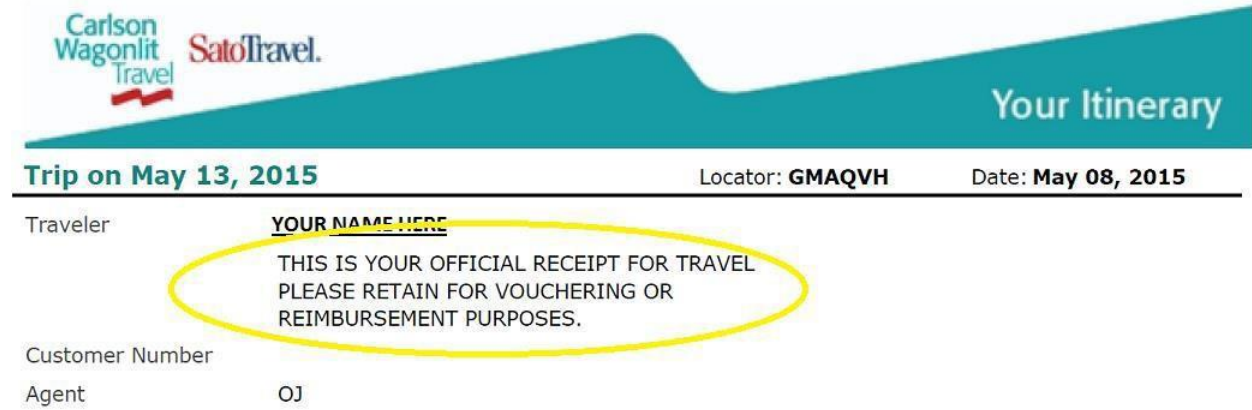https://dtsproweb.defensetravel.osd.mil/

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
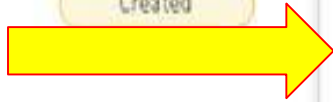
Select Create Voucher for
your Fort Leavenworth trip.

* 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.

Create Voucher from Authorization

×

EWCHESAPEAKEV091518_G01

Pos Ack Received

Departing on 09/15/2013 | TA Numbe

Create Voucher

EWDENVERCO081118_G01

Pos Ack Received

Departing on 08/11/2013 | TA Number: 0O0HMY

Create Voucher

Show [10 ∨]   [1]

entries

Close

Review 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.

Review Trip Voucher

☑ Email   🖨 Print

Trip Details for: EWDENVERCO081113_V01 ℹ

Trip Type: AA-ROUTINE TDY/TAD
Purpose/Description: N/A
Dates: 08/11/2013 - 08/17/2013
Conference/Event Name: N/A - null-null
Reference: ⊕ Add Reference

Comments to the Approving Official	✏ Edit Comments
Reference to Group Authorization with document named EWDENVERCO081113_G01, authorization number of 000HM X and primary traveler of Eric T West	

Itinerary Expand All | Collapse All   Go to Itinerary →

📍 TRIP START Quantico,VA (Residence) ⊙	Leaving on Aug 11, 2013
📍 TDY LOCATION 1 DENVER,CO ⊙	08/11/2013 - 08/17/2013
📍 TRIP END Quantico,VA (Residence) ⊙	Returning on Aug 17, 2013

Expenses Expand All | Collapse All   Go to Expenses →

💲 RESERVATION EXPENSES	No Reservation Expenses
💲 OTHER EXPENSES	No Additional Expenses
📄 SUBSTANTIATING DOCUMENTS	No Substantiating Documents

Per Diem   Go to Per Diem →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
$894.00	$894.00	$429.00

Accounting Expand All | Collapse All   Go to Accounting →

🏛 ACCOUNTING CODES

ACCOUNTING LABEL ORGANIZATION		ALLOWED	ACTUAL
13 EBIZ-G-01 DTMO		$1323.00	$1323.00
CIC:1L5F4P0F4P33186 SDN:000HMY			
Show Details ▲			

ACTUAL TRIP COST   Go to Financial Summary →

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
$0.00	LODGING	$894.00	$894.00
	M&IE	$429.00	$429.00

ALLOWED TRIP COST	ACTUAL TRIP COST
$1323.00	$1323.00

‹ Back   Continue ›

Add, Edit or Remove ALL expenses (mileage and/or non-mileage). Make sure the expenses reflect the amounts listed on your receipts.

Please note that tips will not be reimbursed.

In reference to Baggage Fees (do not select "Excess Baggage", manually type in "Baggage Fees")

You are authorized reimbursement on two bags and must be within airline regulations for standard bag rate. EXCESS BAGGAGE OR OVERSIZED/ OVERWEIGHT CHARGES WILL NOT BE REIMBURSED by AMSC.

Continue

Enter Final Travel Expenses

⌄ Trip Workbook ?   🖅 Fax Cover Sheet   **Add File**

Air receipt
Added 07/12/18 at 07:12:00

⊏ ☑ 🗑

CTW
Added 07/12/18 at 07:11:36

⊏ ☑ 🗑

⌄ Reservation Expenses ?

Expense Name	Date ▲	Cost	Document	Actions
Delta Air Lines (Flight 1186 - DAL to ATL)	07/21/2018	$425.80	🔗 ⚠	ℹ ☑ 🗑
Dollar Rent-A-Car (DAL)	07/15/2018	$328.74	🔗 ⚠	ℹ ☑ 🗑
Holiday Inn Express Hote (GREENVILLE,TX)	07/15/2018	$534.00	🔗 ❶ ⊖	ℹ

Total: $1714.34

⌄ Other Expenses ?   Import from GTCC   **Add Expense**

Expense Name	Date ▲	Cost	Document	Actions
Mileage Expense (Pvt Auto-Terminal)	07/15/2018	$11.99	🔗	ℹ ☑ 🗑
Non-Mileage Expense (Excess Baggage)	07/15/2018	$25.00	🔗	ℹ ☑ 🗑
Non-Mileage Expense (Parking - Terminal)	07/21/2018	$75.00	🔗 ⚠	ℹ ☑ 🗑

Total: $111.99

⌄ Substantiating Documents ?   **Add Document**

Document Name	Notes	Submit Date	Document	Actions
CTW	Added 07/12/18 at 07:11:36	07/12/18	📄 ⊖	ℹ ☑ 🗑

Back   **Continue**

RECEIPTS

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.

Total: $0.00

Substantiating Documents ➕

Document Name	Notes	Submit Date	Document	Actions

Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.

Cancel   Continue

Add Substantiating Document   ✕
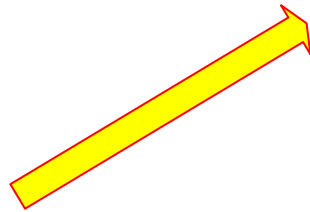
Select a file from your Trip Workbook or upload a new one.

○ **Select from your Trip Workbook**

○ **Upload a new file**

Cancel   Add & New   Add

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.

Confirm the expenses are correct.

Select the Continue button

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

Defense Travel System
A New Era of Government Travel

Itinerary   Travel   Expenses   Accounting   Additional Options   Review/Sign

RETURN TO LIST

Profile   Payment Totals   Partial Payments   Advances

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	0.00	
Add'l GOVCC Amt:	$0.00	0.00	
Less Prev Pmts to GOVCC(By Traveler):	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:	DCDL⁵F97ES9	
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:	DCDL⁵F97ES9	
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:	DCDL⁵F97ES9	
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:	DCDL⁵F97ES9	
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	

Proceed to the following page: Preview   Continue

Other Auths and Pre Audits

In Pre-Audit, flagged items will vary. Justification MUST be provided for all of them or DTS will not allow you to submit the travel order.

Ensure all receipts and supporting documentation is uploaded to substantiating records.

Digital Signature

Trip Voucher Status

See where your trip voucher currently is in the approval process.

Check document for errors...

✓ | 08/06/2018
CREATED | **NAME**
Eric T West

(Pending)
SIGNED

DOCUMENT STATUS*

☐ I agree to SIGN this document

ROUTING LIST*

LEAV-CES

Additional Comments   ⊕ Add Comments

NAME
Eric T West

TODAY'S DATE
08/06/2018

By submitting you are legally signing this document to be submitted for routing and approval.

> The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

○ *Your next steps will be determined based on the Routing List you submit.*

‹ **Back**

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

Voucher value is high and **may** take approximately 10 - 14 days to process. You can request your APC/Travel Card Manager to set your travel card in Mission Critical status for this TDY. This will avoid your travel card from going into delinquent status.