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

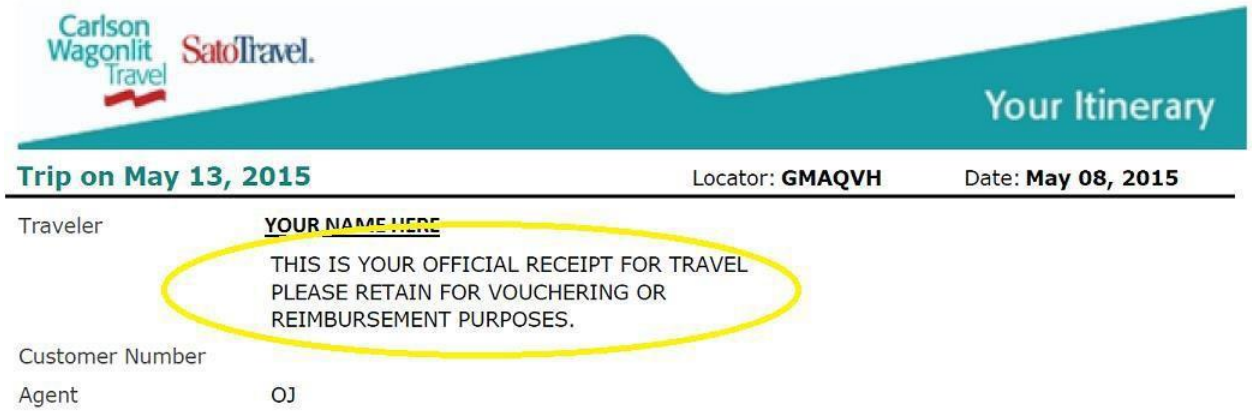
(DTS)Voucher Instructions

SELECT THE LOGIN BUTTON

https://dtsproweb.defensetravel.osd.mil/

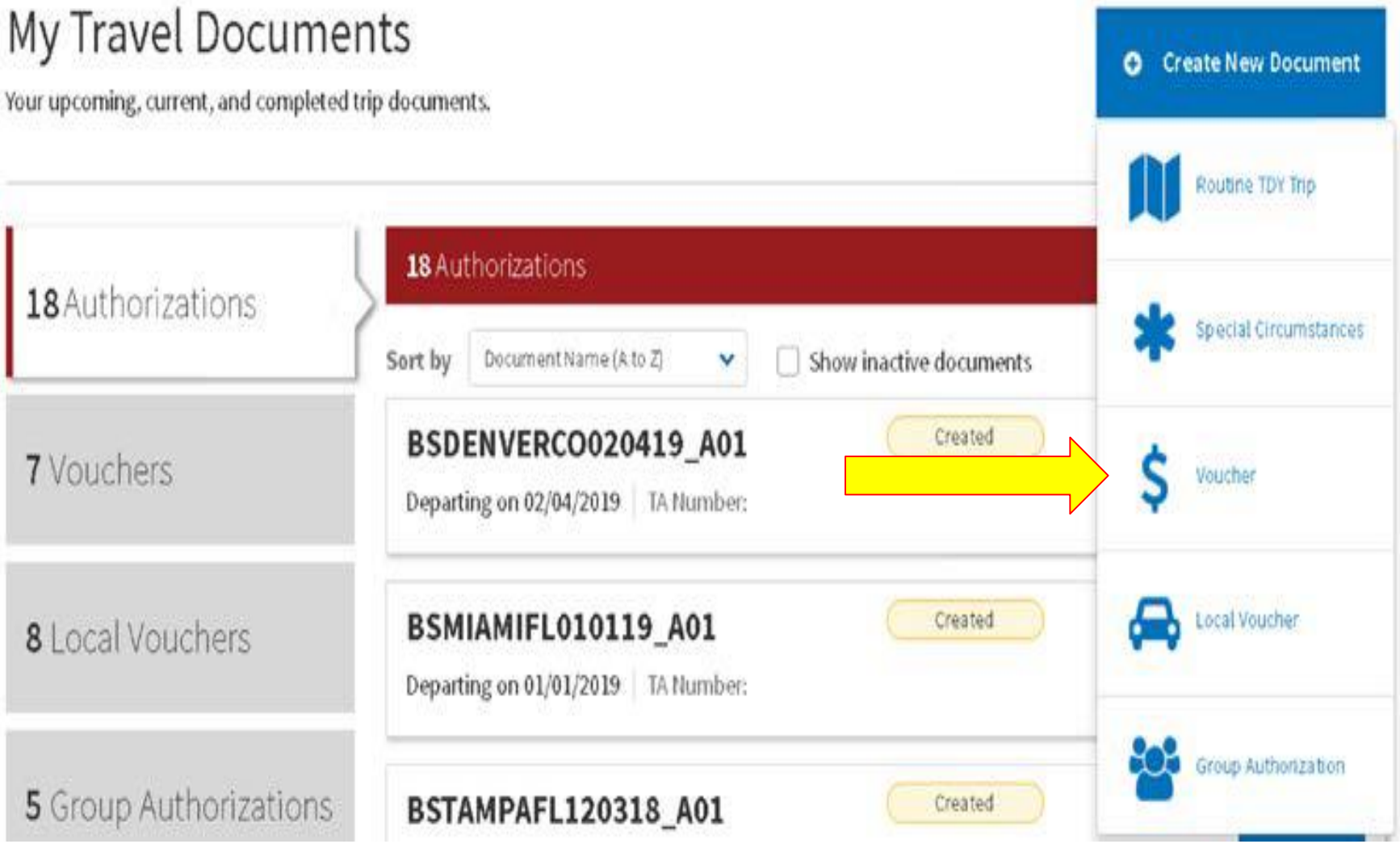
Steps to be taken prior to logging in to DTS.

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.



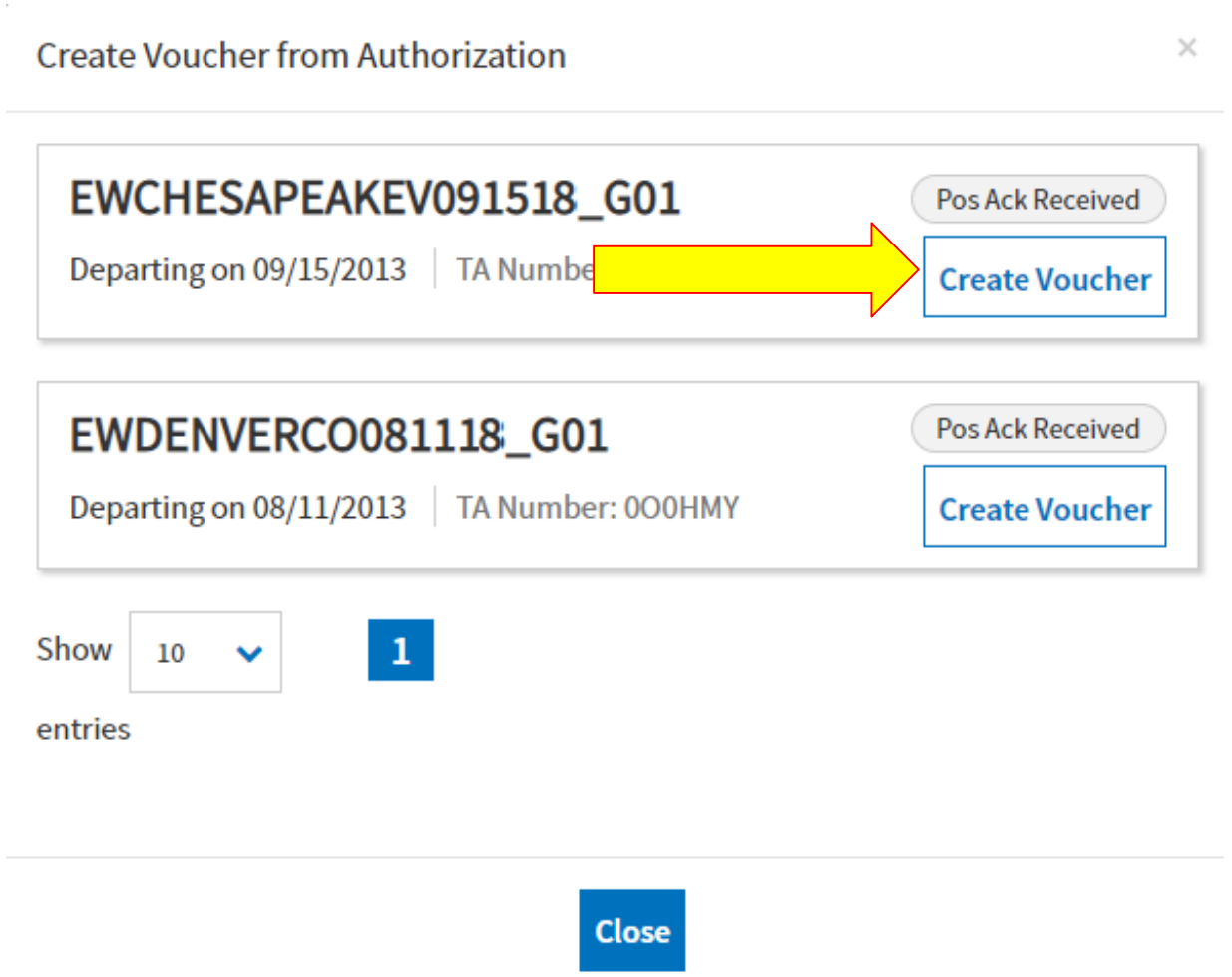
2. Gather all other receipts reimbursement will be requested for. Scan them and save as a PDF to the desktop.
    1. TAXI (tips are not reimbursable)
    2. BAGGAGE FEES (overweight or excess baggage will not be reimbursed)
    3. RENTAL CAR AND GAS
    4. LODGING (CES students will not have lodging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

To create a voucher, select Create New Document, Then Voucher



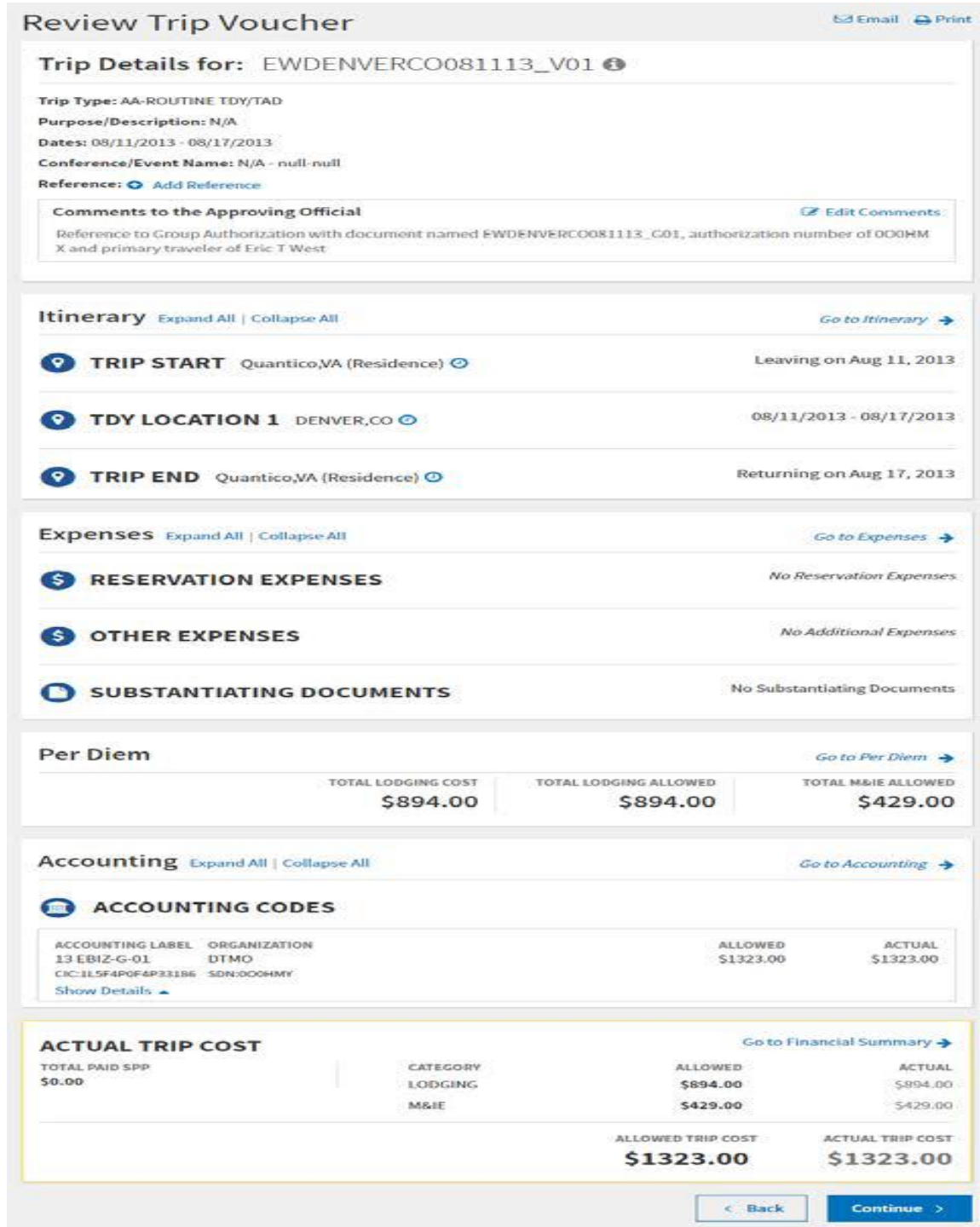
Select Create Voucher for your Fort Leavenworth trip.

* 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.



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.



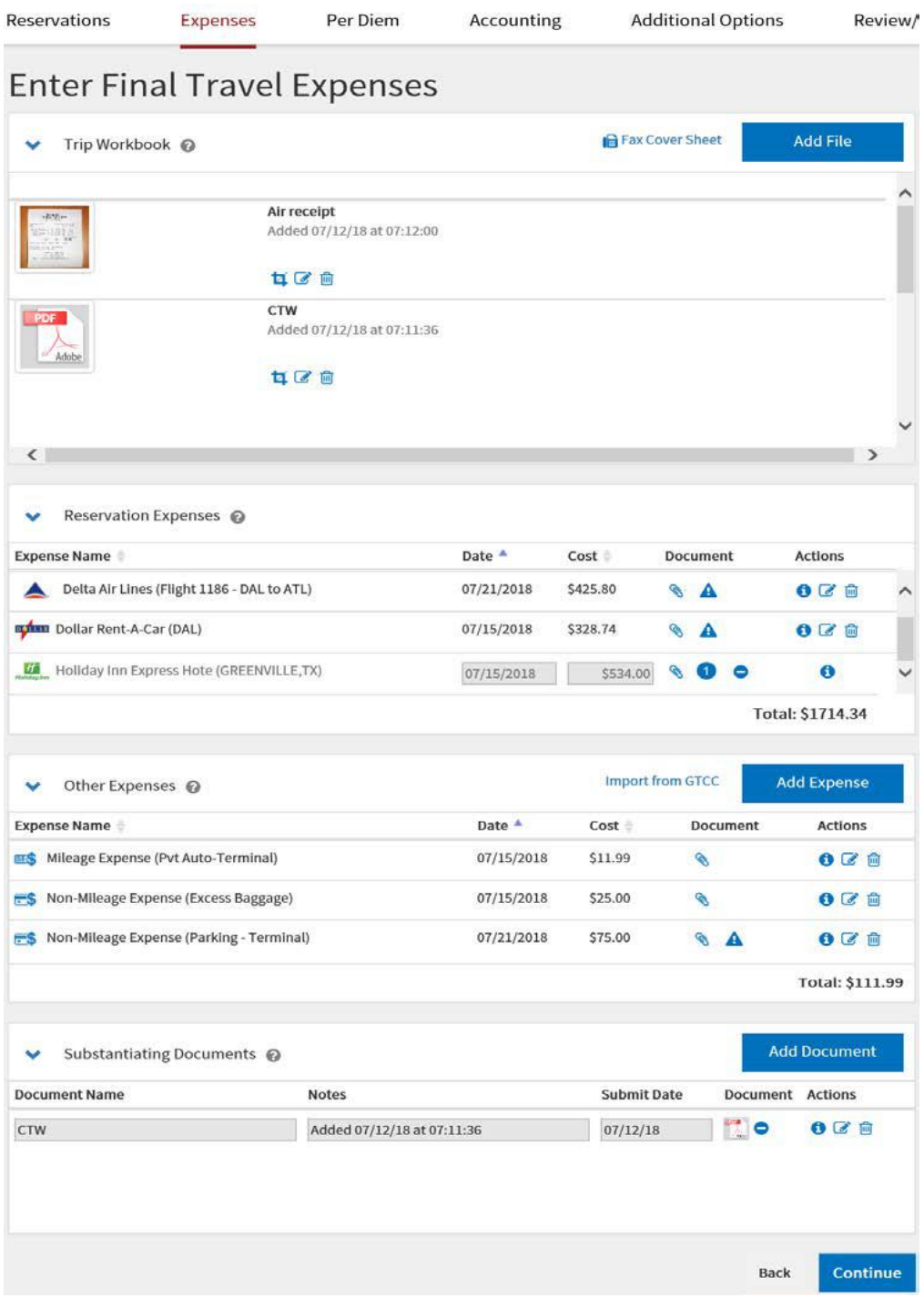
Add, Edit or Remove ALL expenses (mileage and/or non-mileage). Make sure the expenses reflect the amounts listed on your receipts.

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.

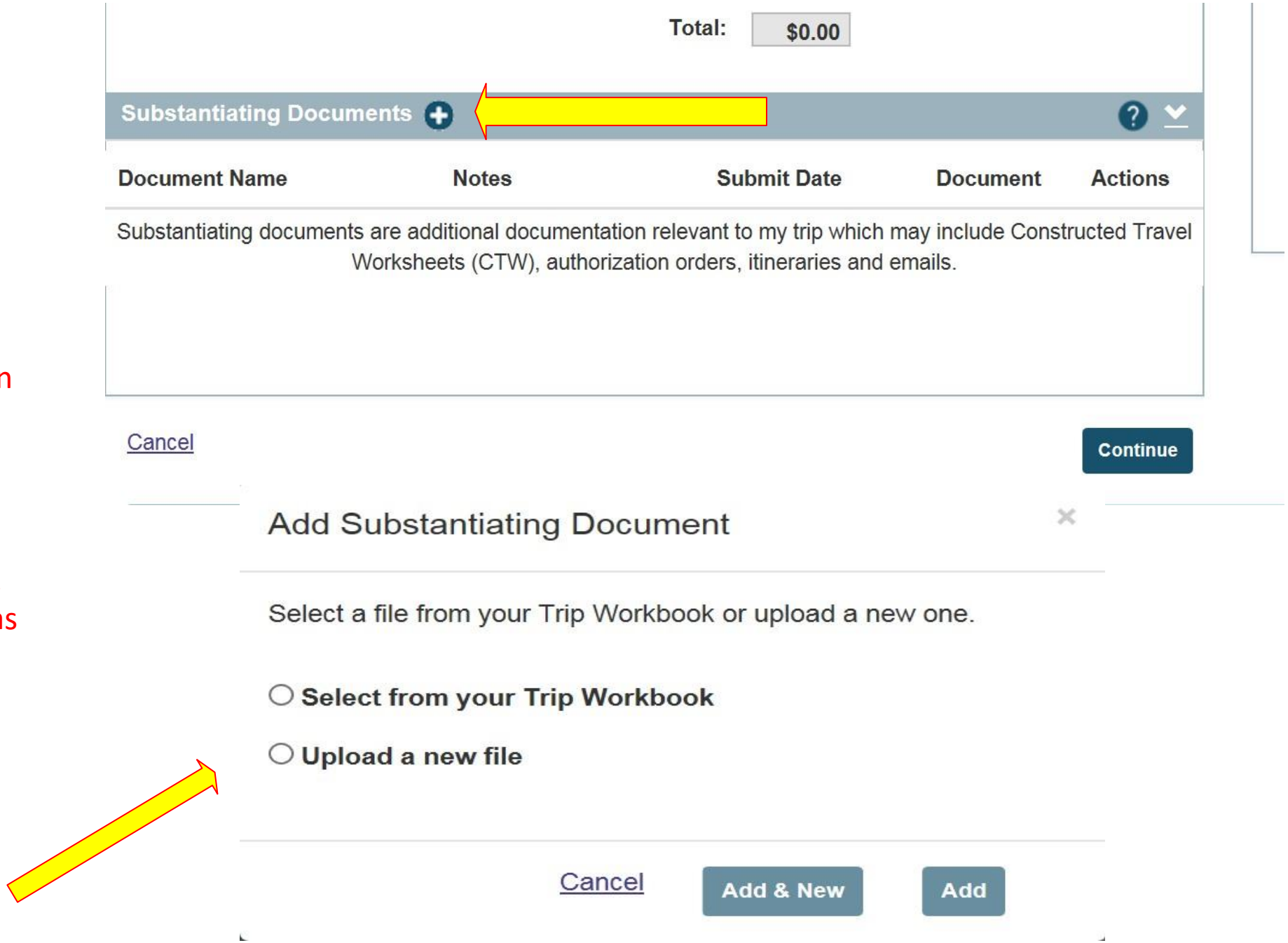
Continue



RECEIPTS

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

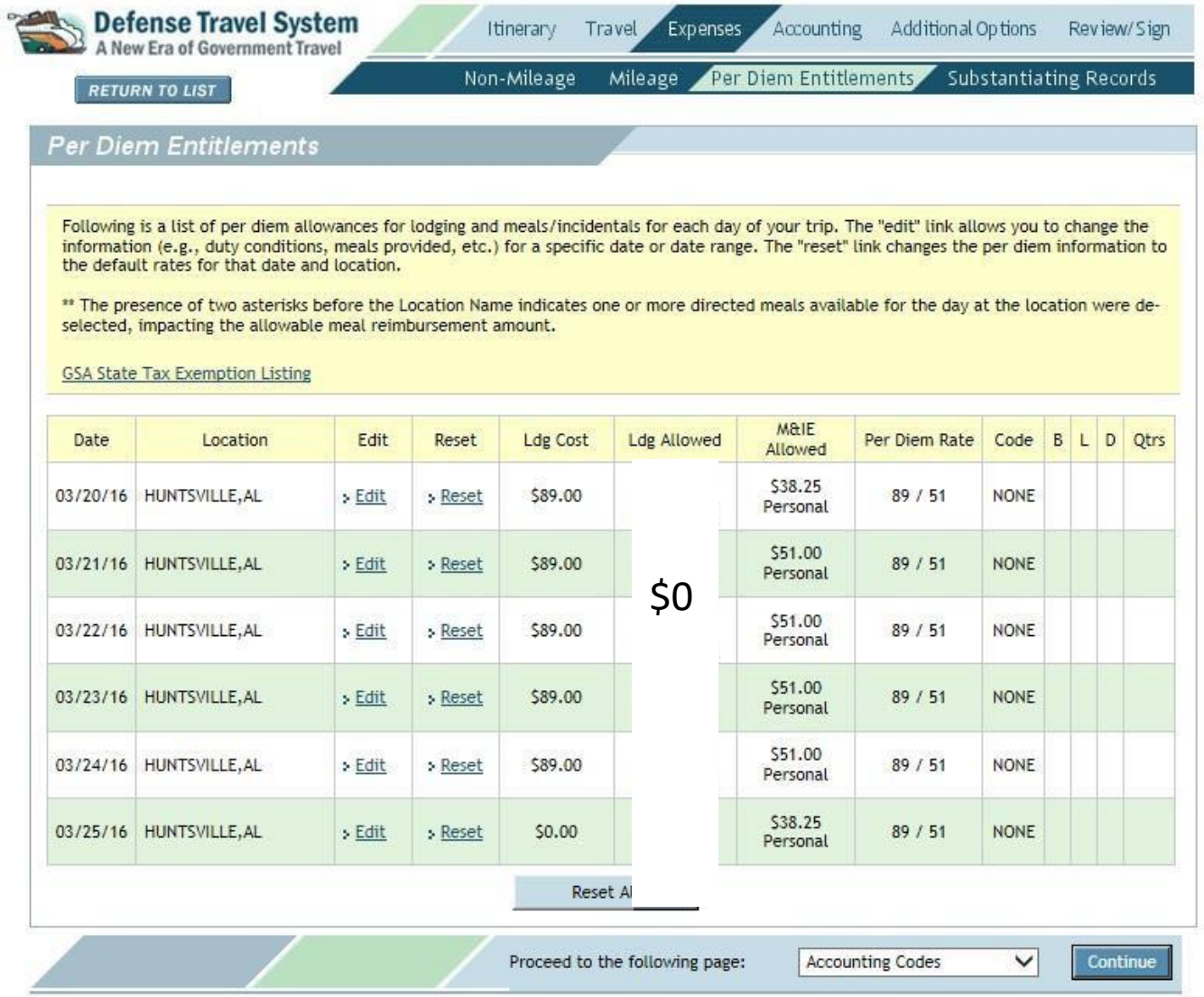
The next page of the instructions will provide a visual of what this will look like when the document has uploaded.



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.

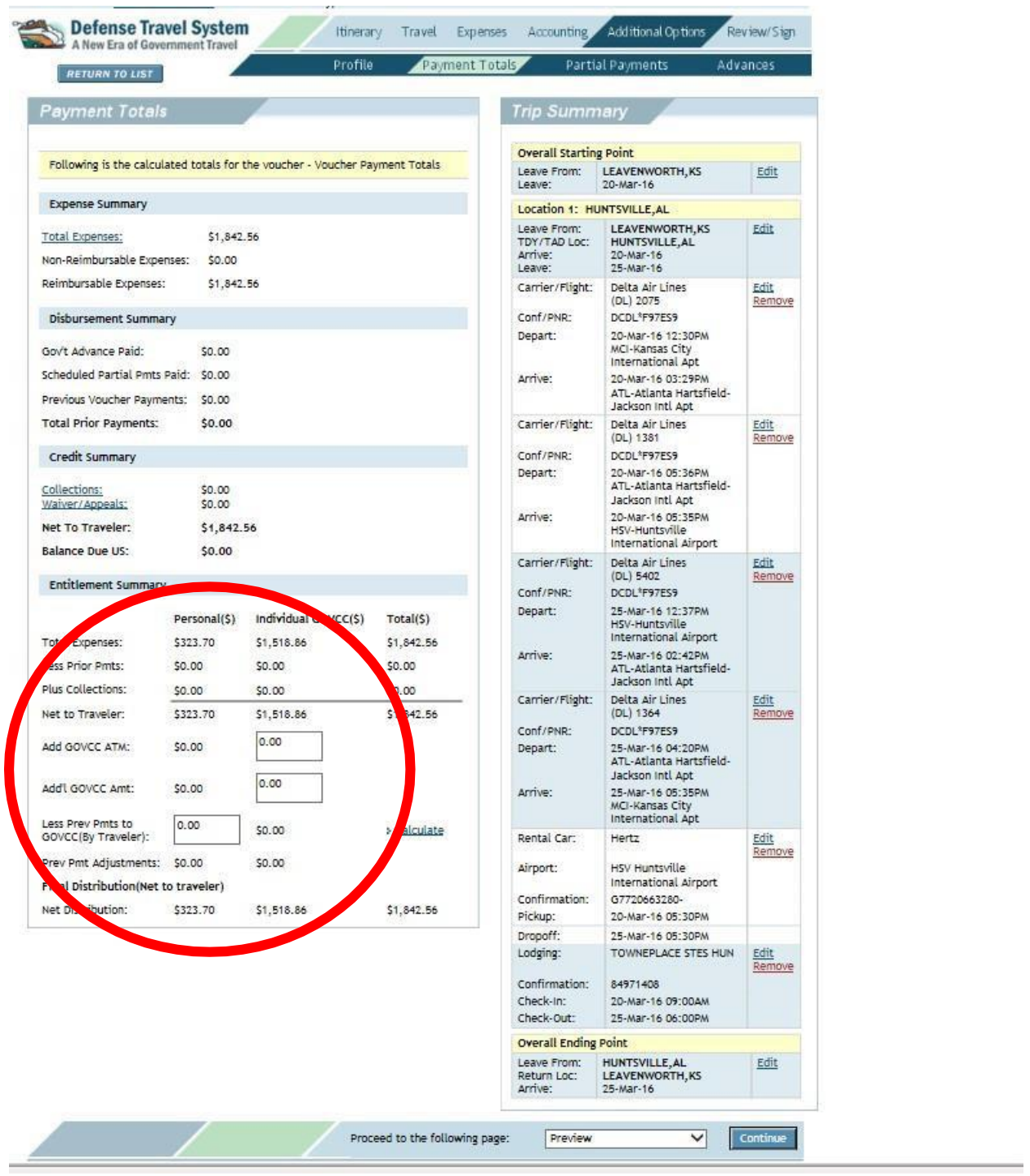
Select the Continue button

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.

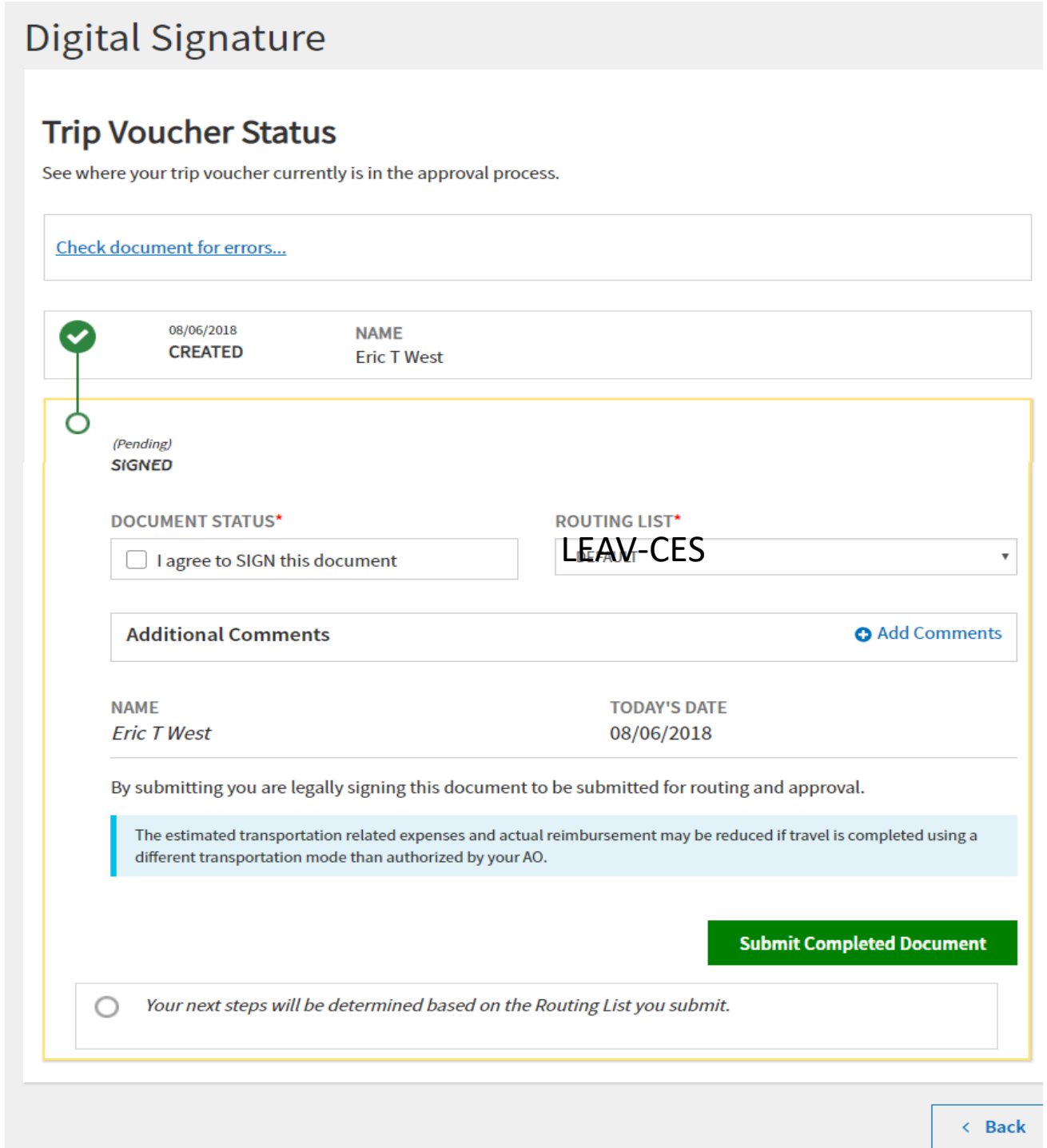
Continue



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.



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.