

Completing the two-step DTS process (after travel)

Filing a travel voucher in DTS is a two-step process, regardless of whether it is filed before or after travel.

To get started, check to see if your orders direct you to file your travel claim via DTS. To do this, look at page 2, line “e”, of your orders for “DTS”.

Step 1 - Authorization

First, you must complete an Authorization, which is intended to get you to your destination and should be completed prior to travel. This must be accomplished before you can complete the voucher.

- Log in to DTS and click on **Official Travel - Authorization Orders**. You will see the imported document ready for you to ‘edit’
- Verify your *EFT* (direct deposit) and *government travel card* (GOVCC) data under **Additional Options-My Account Information**. REFRESH ACCT DATA or add needed info. Save to permanent profile and click **Update**
- Click on **Travel Tab-Other Trans** to manually enter paid airfare ticket using **COMM AIR-INDIV BILLED**
- Click on **Expenses Tab** (Non-mileage, Mileage, Perdiem entitlements) and enter your other travel expenses
- Upload your certified orders and required receipts (lodging, airfare showing itinerary, amount paid and form of payment used, etc.) under the **Expenses-Substantiating Records** tab
- Digitally sign

Once Authorization is approved by your Detachment Program Manager, you can complete the Voucher for reimbursement

Step 2 - Completing your voucher

- Log in to DTS and click on **Official Travel Vouchers**
- Click on **Create voucher from approved authorization/orders**
- Click on **Create**
- Ensure all expenses are correct and add, remove or make changes as necessary
- Ensure all required documents are uploaded and viewable under the **Expenses-Substantiating Records** tab
- Verify payment to *GOVCC* and *EFT* are correct under the **Additional Options-Payment Totals** tab.
- Digitally sign

Tracking your Voucher

The BEST thing about DTS is that you now have visibility into every step of the filing and approval process. You can check the status of your travel voucher at any time by going back to the Document and following these steps:

- Log in to DTS and click on **Official Travel** and then select the document you wish to check (Authorization/orders or Vouchers)
- Click on **View/edit** and stay in **View Only** mode
- Select the **Digital Signature** tab - this shows you what actions are pending and which steps have already taken place