Completing the two-step DTS process

Filing a travel voucher in DTS is a two-step process. The first step is completed prior to travel and allows you to make necessary travel arrangements, such as purchasing airline tickets. The second step is completed at the end of your tour and is when you claim your expenses

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 the info. Save to permanent profile and click **Update**.
    - o **If flying to TDY location:**
        - ▪ Click on Travel Tab-AIR and click on Add New Flight (you will do this for going and returning)
        - ▪ Put in appropriate date, airport codes and desired time of travel. Select SEARCH
        - ▪ Choose a flight option. A seat assignment window opens up and you can select your preference of aisle or window. Not all airlines forward seating information to the system, so you may not always get the seat selection window
        - ▪ Select Save
    - o **If driving POV to TDY location:**
        - ▪ Click on **Expenses Tab-Mileage** and use **PVT AUTO-TDY/TAD**
        - ▪ Change date to beginning date and click on **DoD Table of Distances**
        - ▪ Enter City/Sate (Home of Record), click **Search** for zip code and select the appropriate one. Repeat this step for **TDY location**
        - ▪ Click on **Calculate Mileage**
        - ▪ Click on **Save total** and continue
        - ▪ Place a check mark next to "**click here to create separate mileage expense for return**"
        - ▪ Select **Save** (you should see roundtrip mileage)
- Click on **REVIEW/SIGN-Preview** (look over this page for accuracy)
- Save and proceed to **Other Authorizations, Pre-Audit & Digital Signature**
- Click on **Submit completed document** to Digitally sign (will ask for CAC PIN)
- Screen will show **Signed** or **CTO Submit** under the Sort by Status column

Step 2 – Completing your voucher

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

- Log in to DTS and click on **Official Travel Vouchers**.
- Click on **Create voucher from approved authorization/orders**, then click on **Create**

- Click on **Expenses Tab** (Non-mileage, Mileage, Per diem entitlements) and enter your 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. Verify they are there and readable
- Verify payment to GOVCC and Personal are correct under **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