

Claiming Local Mileage in DTS

A Quick Guide from HQ RIO

When performing duty within the local area in which you reside and are commuting daily to the duty location, you may claim one round-trip of mileage for the set of orders. Previously, this mileage was claimed during the Tour of Duty Certification (TODC) within AROWS-R and would pay with your military pay. Starting 1 Oct 2023, this mileage will only be reimbursed in DTS via a local voucher.

Create a Local Voucher

Step 1: Go to DTS Website (<https://www.defensetravel.osd.mil>) and **log in**.

Step 2: Click **your name** in the top right:

2a. Verify you are under your RIO Det & not your AD or previous unit.

2b. Click **My Profile**. Verify your email (**add personal email**), address, banking & GTC info are updated and current.

Step 3: On the DTS Dashboard select **Create New Document** and then **Local Voucher**.

The screenshot shows the 'My Travel Documents' dashboard. On the left, there are four summary cards: '0 Authorizations', '0 Vouchers', '1 Local Vouchers', and '0 Group Authorizations'. A red bar at the top indicates '0 Authorizations'. The main content area displays 'You have no trip authorizations.' with a suitcase icon. On the right, a 'Create New Document' dropdown menu is open, listing 'Routine TDY Trip', 'Voucher', 'Local Voucher' (highlighted with a red arrow), and 'Group Authorization'.

3a. Local Voucher Date: You **must** change the *local voucher date* to the last day of duty. Once you save this date, you cannot change it.

3b. In the **Reference** block, enter "Local Mileage".

3c. Are you **Attending a Conference or Event**? Select "No".

3d. Select **Continue** to create the local voucher.

The screenshot shows a web form titled "Local Voucher". Below the title is a subtitle: "Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed." The main section is titled "Create Local Voucher" and contains three fields: "Local Voucher Date" with a calendar icon and the value "09/15/2023"; "Reference" with the text "LOCAL MILEAGE"; and "Are You Attending a Conference or Event?" with a dropdown menu set to "No". At the bottom right, there are "Cancel" and "Continue >" buttons.

Adding Mileage

Step 4: To add mileage select **Add**.

The screenshot shows the "Enter Expenses" interface. It includes a header with instructions: "Verify that each receipt contains the required information for reimbursement. The following are NOT receipts: airfare itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details." Below this is a notification: "You have uploaded documents waiting to be assigned. [Assign documents now](#)." The interface has a "Sort By" dropdown set to "Date (Newest)", an "Expand All" button, and an "Add" button highlighted with a red arrow. Below the "Add" button is a section titled "Add A New Expense" with a document icon. At the bottom is an "Expense Summary" table:

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$0.00	\$0.00

At the bottom right, there is a "Continue >" button.

Step 5: Select Mileage Expenses and then Private Auto—Local Area.

The screenshot shows the 'Add New' dialog box with a search bar containing 'Type to filter'. Below the search bar, a list of options is displayed: 'International Travel Expenses', 'Mileage Expenses', 'Other Expenses', 'Transportation Expenses', and 'Documents'. A red arrow points to 'Mileage Expenses'.

The screenshot shows the 'Add New' dialog box with a search bar containing 'Type to filter'. Below the search bar, a list of options is displayed: '< Back', 'Private Auto - Local Area', 'Private Motorcycle - Local Area', and 'Private Vehicle - GOV Auth & Avail'. A red arrow points to 'Private Auto - Local Area'.

5a: Expense date: First day of orders to capture trip *TO* duty location.

5b: Purpose: LOCAL MILEAGE

5c: Start Location: Choose *My Residence* if leaving from HOR. If departing from alternate location, type in city/state/zip (ex, Littleton, CO 80120).

5d: End Location: Choose Duty Station if performing duty at Duty Location in Profile. If arriving at alternate location, type in city/state/zip (ex, Buckley SFB, 80011).

5e: Click the button for **One-way Mileage** and enter **0**. Type the actual miles in the block. Click the box to **Create a separate expense for round trip**.

5f: Click **Add**.

The screenshot shows the 'Add New' dialog box with the 'Select Type*' dropdown set to 'Private Auto - Local Area'. Below this is an 'Attach Receipt' button. The 'Expense Date*' is set to 10/03/2023. The 'Purpose*' is set to 'LOCAL MILEAGE'. The 'Start Location*' is set to 'My Residence' and the 'End Location*' is set to 'Duty Station'. At the bottom, there are 'Cancel' and 'Add' buttons.

The screenshot shows the 'Add New' dialog box with the 'Select Type*' dropdown set to 'Private Auto - Local Area'. Below this is an 'Attach Receipt' button. A note states: 'If traveling to or from your residence, you won't be reimbursed for your daily commute.' The 'One-way Mileage' radio button is selected with a value of 0. Below it, a calculation shows '18 - 0) mi X \$0.655 = \$ 11.79'. The 'Method of Reimbursement*' dropdown is set to 'Personal'. The 'Create a separate expense for round trip' checkbox is checked. At the bottom, there are 'Cancel' and 'Add' buttons.

5g: On the Expense page, update the date for the return trip to reflect actual travel.

Expense entry form for "Private Auto - Local Area" with amount \$11.79. The "Expense Date" field is highlighted with a red box and shows a calendar icon with the date 10/03/2023. The "Purpose" is "LOCAL MILEAGE". The "Attachments" section shows a "Drag And Drop" area with a plus sign button.

Upload AF938 as Substantiating Document

"Add New" menu with "Documents" selected.

"Add New" menu with "Travel Orders" selected.

"Attach Document" dialog box with "Orders.pdf" selected and the "Retain as PDF" checkbox checked.

Step 6: Upload AF938 orders. Click **Add** and scroll down to select **Documents**. Click **Travel Orders** and then **Browse** to find your AF938 orders. Make sure the **Retain as PDF** box is checked and then click **Select**. This will take you back to the main pop-out. Type *Orders* in the **Notes** box. Click **Add**.

"Add New" form with "Travel Orders" selected, "Attach Document" button highlighted, and "Orders" typed in the Notes field.

Accounting

Step 7: Click **Add LOA**. Search for and select the appropriate Line of Accounting (LOA). Click **Continue**.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

No Lines of Accounting (LOA) have been added.

+ Add LOA

ACCOUNTING SUMMARY

Calculated Trip Cost
\$23.58

< Back Continue >

For example:

⇒ If your duty is for AT and you are enlisted, you would choose **24 AT MILE ENL**. Similarly, if you are an officer that performed AT, you would choose **24 AT MILE OFF**.

⇒ If you attended a Command funded tour (with BRS notification), you will need to choose **24 CMD MILE ENL/OFF**.

⇒ If you attended a Command funded school (with BRS notification) you will need to choose **24 CMS MILE ENL/OFF**.

⇒ If you attended a Unit Funded school with DET approval, you will need to choose **24 SCH MILE ENL/OFF**.

⇒ If you had RPA orders with DET approval, you will need to choose **24 RPA MILE ENL/OFF**.

Click **Continue**.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

No Lines of Accounting (LOA) have been added.

+ Add LOA

mile

- 24 AT MILE ENL (DFXAFRARP CRIO)
- 24 AT MILE OFF (DFXAFRARP CRIO)
- 24 CMD MILE ENL (DFXAFRARP CRIO)
- 24 CMD MILE OFF (DFXAFRARP CRIO)
- 24 CMS MILE ENL (DFXAFRARP CRIO)
- 24 CMS MILE OFF (DFXAFRARP CRIO)

ACCOUNTING SUMMARY

Step 8: Review Financial Summary page to verify mileage is disbursed to correct account (personal account or GTC). Click **Continue**.



Review Profile & Claim

Step 9: Review Profile information. Ensure address, email, and checking/savings account information is correct and updated. Click **Continue**.

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

 <p>PEGGY HICKPICKER 123 MAIN ST AURORA, CO 80012</p> <p>Permanent Duty Station 18420 E. SILVER CREEK AVE BLDG 390 STOP 68 BUCKLEY SFB, CO</p> <p>Email PEGGY.HICKPICKER@us.af.mil</p>	<p>GTCC Card ending in 0001 </p> <p>Checking Account Account ending in 0011</p>	<p>Exp. Date 04/24</p>
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[Open Profile](#)

[< Back](#) [Continue >](#)

Step 10: Review Local Trip Voucher for accuracy. Revisit any areas that need adjusted. Click **Continue** when finished.

Pre Audits

Step 11: Review Pre Audits and provide justification as necessary. Click **Continue**.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

0 PRE AUDITS

👍 There are no Pre-Audits.

0 ADVISORIES

👍 There are no Advisories.

[< Back](#) [Continue >](#)

Sign & Submit

Step 12: Check the box to **SIGN** the document. Ensure routing list is **DFXAFRARPCRIOLOCAL**. Include contact information in **Additional Comments** in case the AO has questions. **Submit Completed Document!**

Digital Signature

Local Trip Voucher Status

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

[Check document for errors...](#)

09/28/2023 01:41PM
CREATED
NAME
PEGGY HICKPICKER

(Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST * DFXAFRARPCRIOLOCAL

Additional Comments

Comments are saved after selecting Submit Completed Document

Please contact 720-555-3545, if necessary

41/1959
Close

NAME TODAY'S DATE
PEGGY HICKPICKER 09/29/2023

By clicking "Submit" 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

CONGRATULATIONS!

You've submitted your voucher for Local Mileage, but you're not done yet.

You will need to monitor the email associated with your DTS profile in case it is returned for errors. You can also login to DTS and click Local Vouchers to see the status. Common stamps are **Created**, **Signed**, **Reviewed**, **Returned**, and **Approved**.

Both the Review and Approve steps are completed by HQ RIO Travel Reimbursement Office (TRO). For questions or concerns with your claim, please contact your DET **Organization Defense Travel Administrator (ODTA)**.