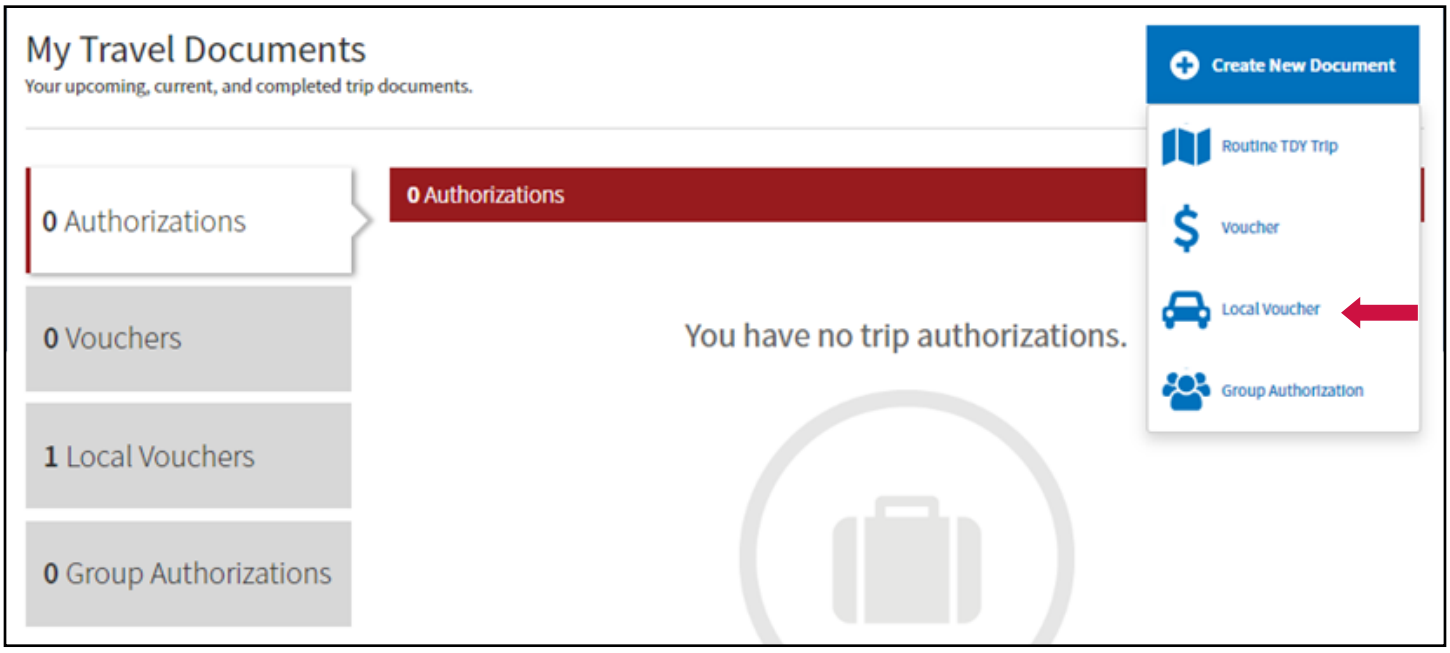
Claiming Local Mileage in DTS

A Quick Guide from HQ RIO

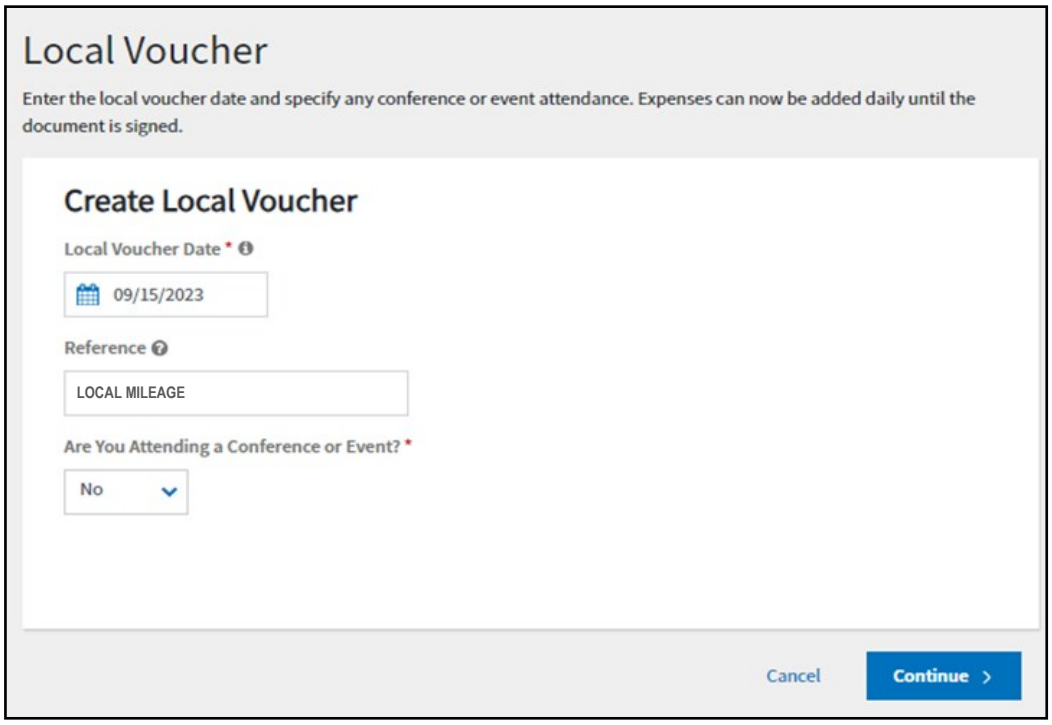
When performing duty within the local area in which you reside and are commuting daily to the duty location, you may claim one round-trip of mileage for the set of orders. Previously, this mileage was claimed during the Tour of Duty Certification (TODC) within AROWS-R and would pay with your military 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**.

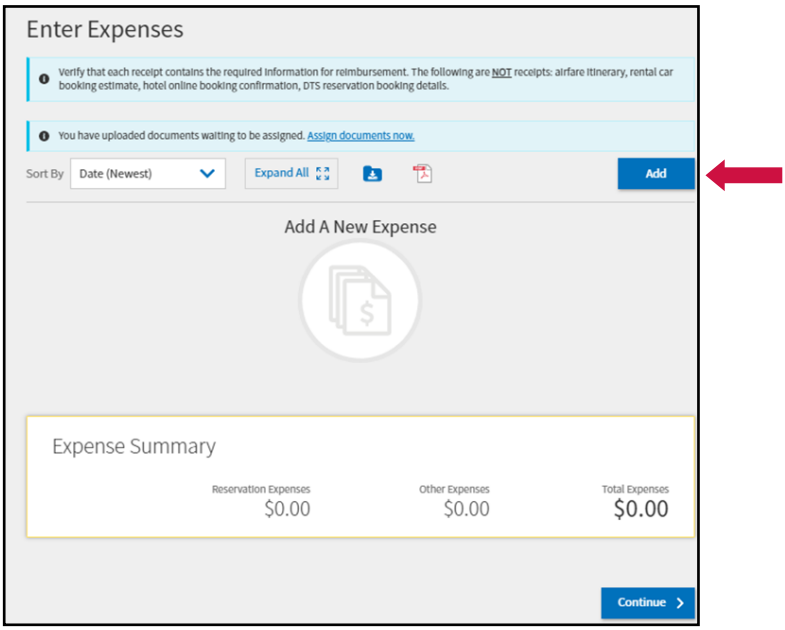


3a. Local Voucher Date: You **must** change the *local voucher date* to the last day of duty. Once you save this date, you cannot change it.
3b. In the **Reference** block, enter "Local Mileage".
3c. Are you **Attending a Conference or Event**? Select "No".
3d. Select **Continue** to create the local voucher.

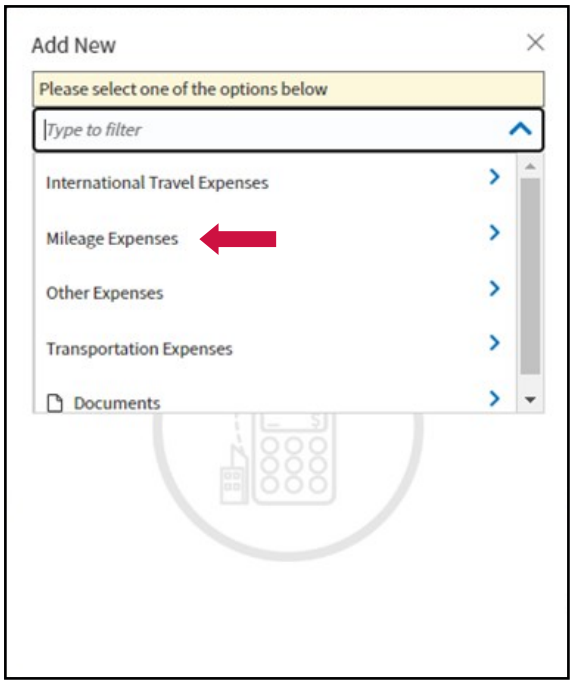


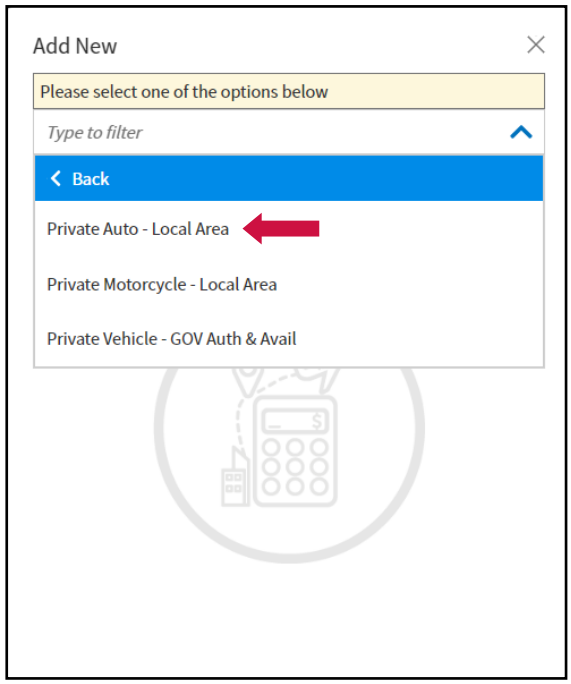
Adding Mileage

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



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





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

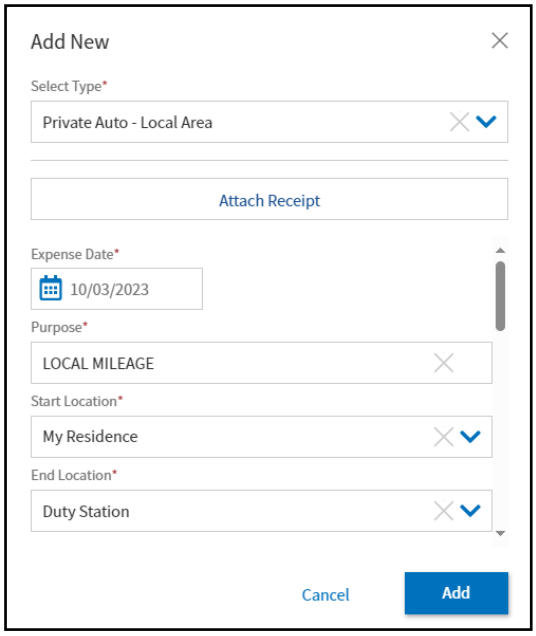
5b: Purpose: LOCAL MILEAGE

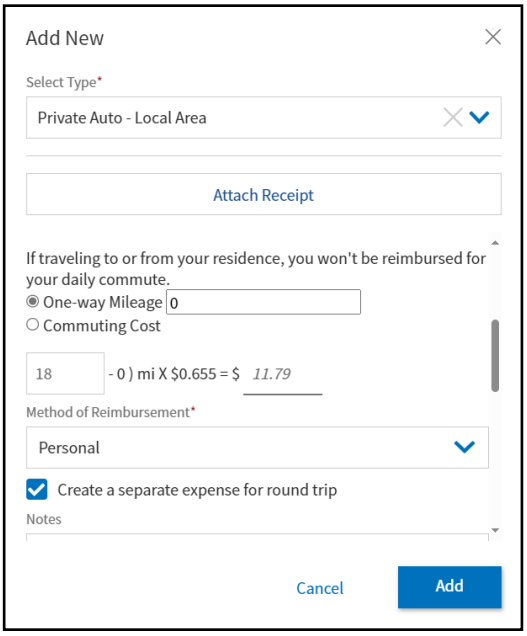
5c: Start Location: Choose *My Residence* if leaving from HOR. If departing from alternate location, type in city/state/zip (ex, Littleton, CO 80120).

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).

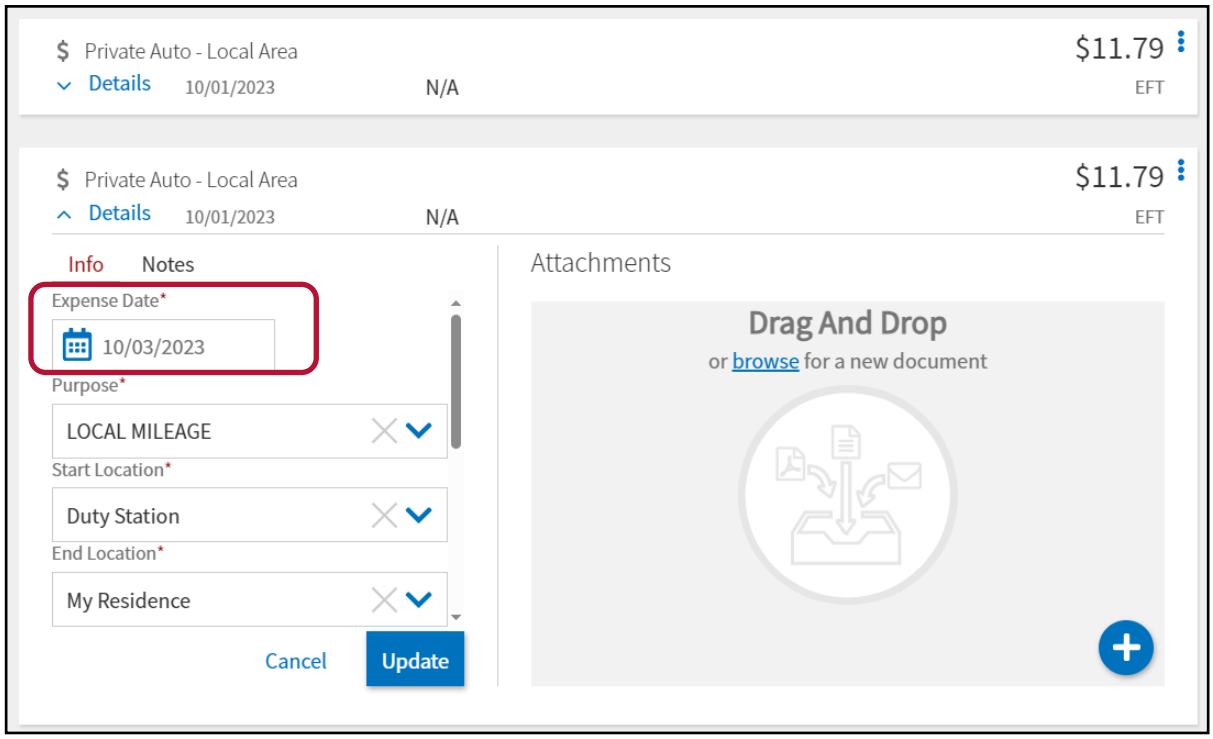
5e: Click the button for **One-way Mileage** and enter **0**. Type the actual miles in the block. Click the box to **Create a separate expense for round trip**.

5f: Click **Add**.

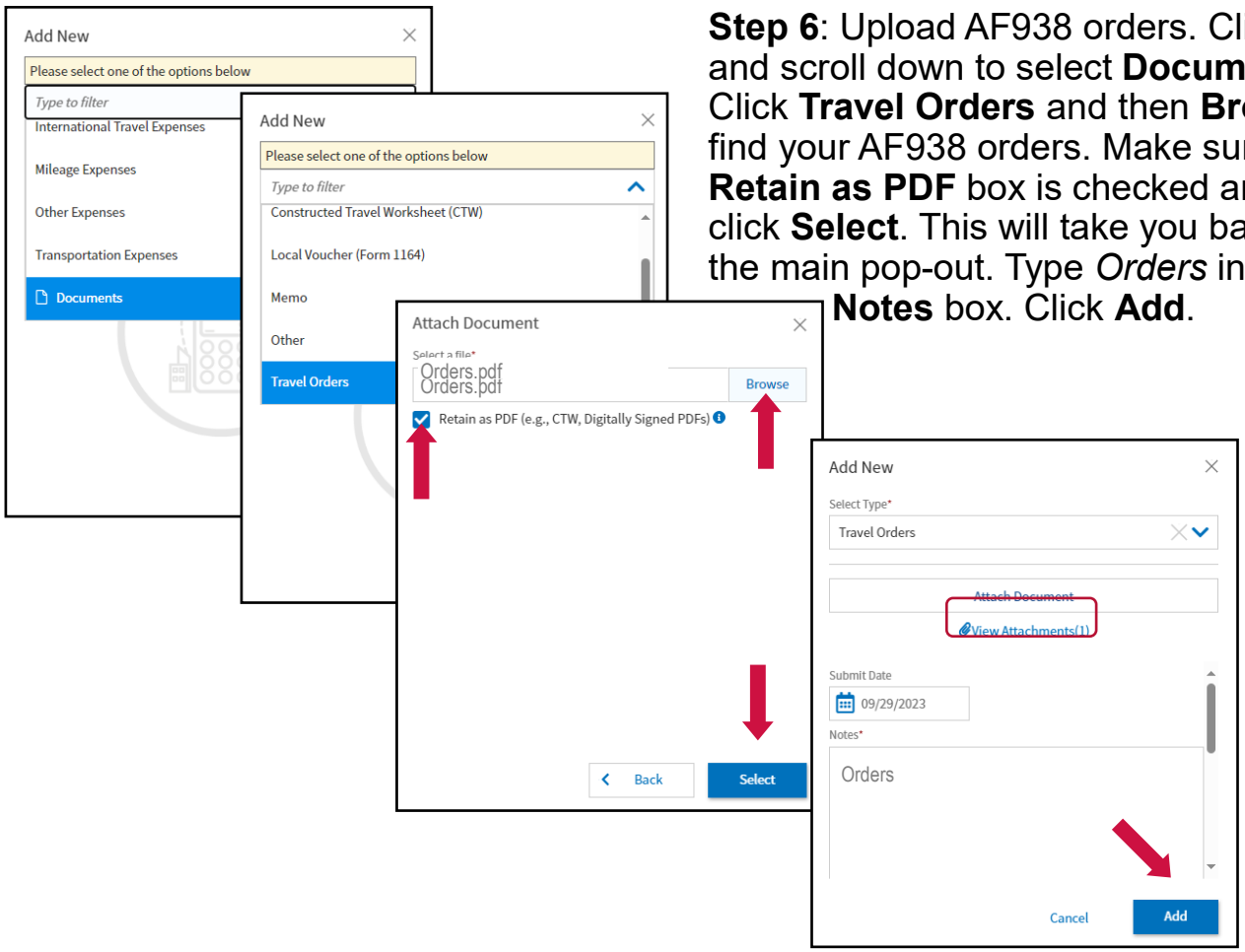




5g: On the Expense page, update the date for the return trip to reflect actual travel.



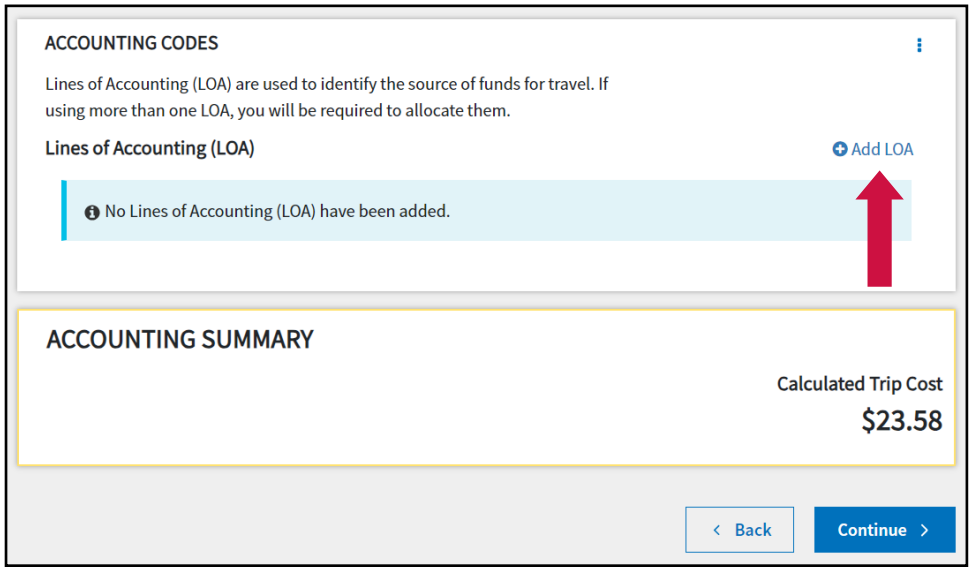
Upload AF938 as Substantiating Document

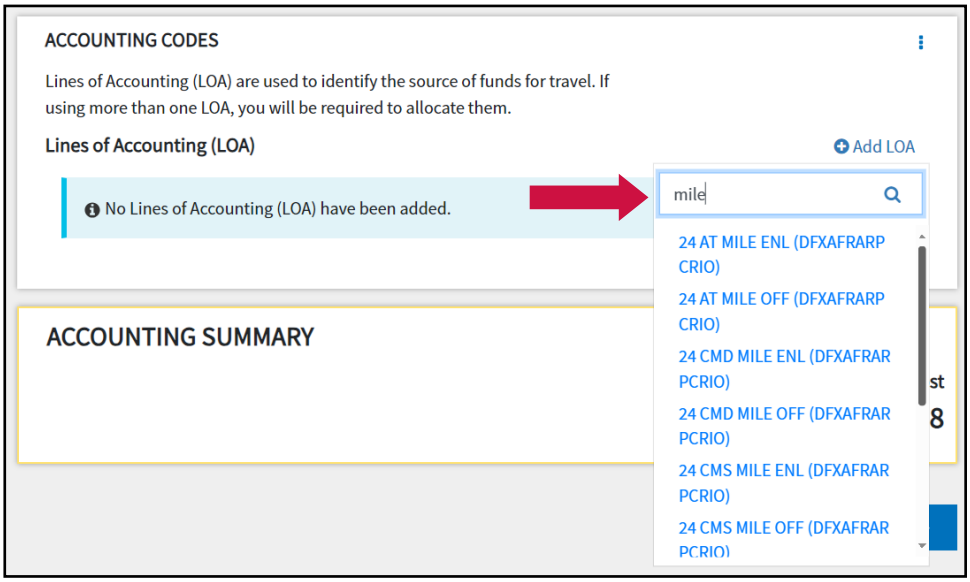


Step 6: Upload AF938 orders. Click **Add** and scroll down to select **Documents**. Click **Travel Orders** and then **Browse** to find your AF938 orders. Make sure the **Retain as PDF** box is checked and then click **Select**. This will take you back to the main pop-out. Type *Orders* in the **Notes**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

Accounting

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

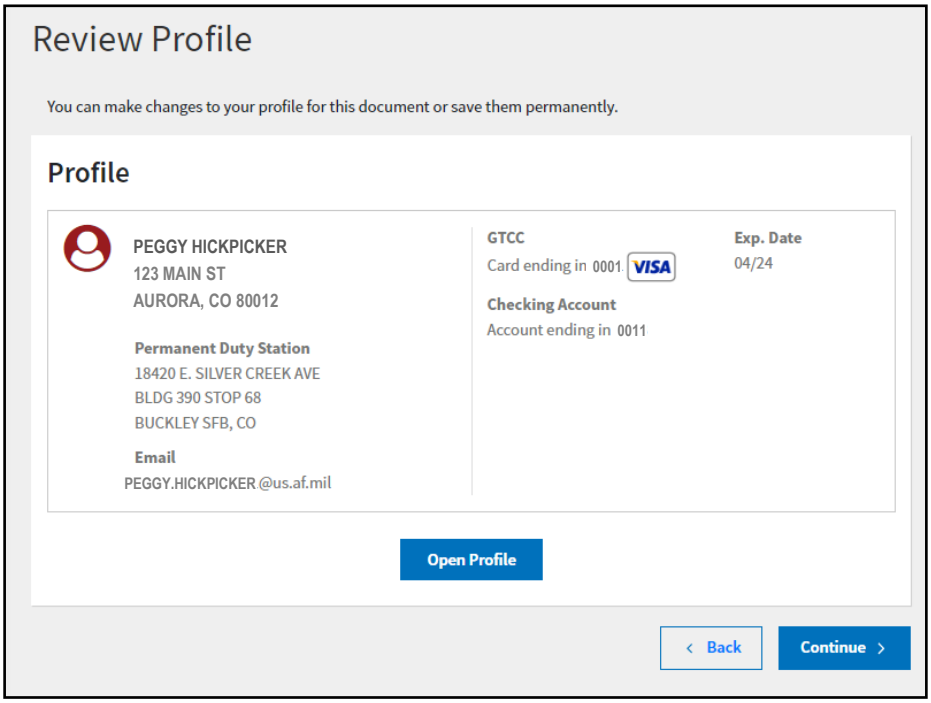
⇒ If you had RPA orders with DET approval, you will need to choose **24 RPA MILE ENL/OFF.**

Click **Continue**.

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

Review Profile & Claim

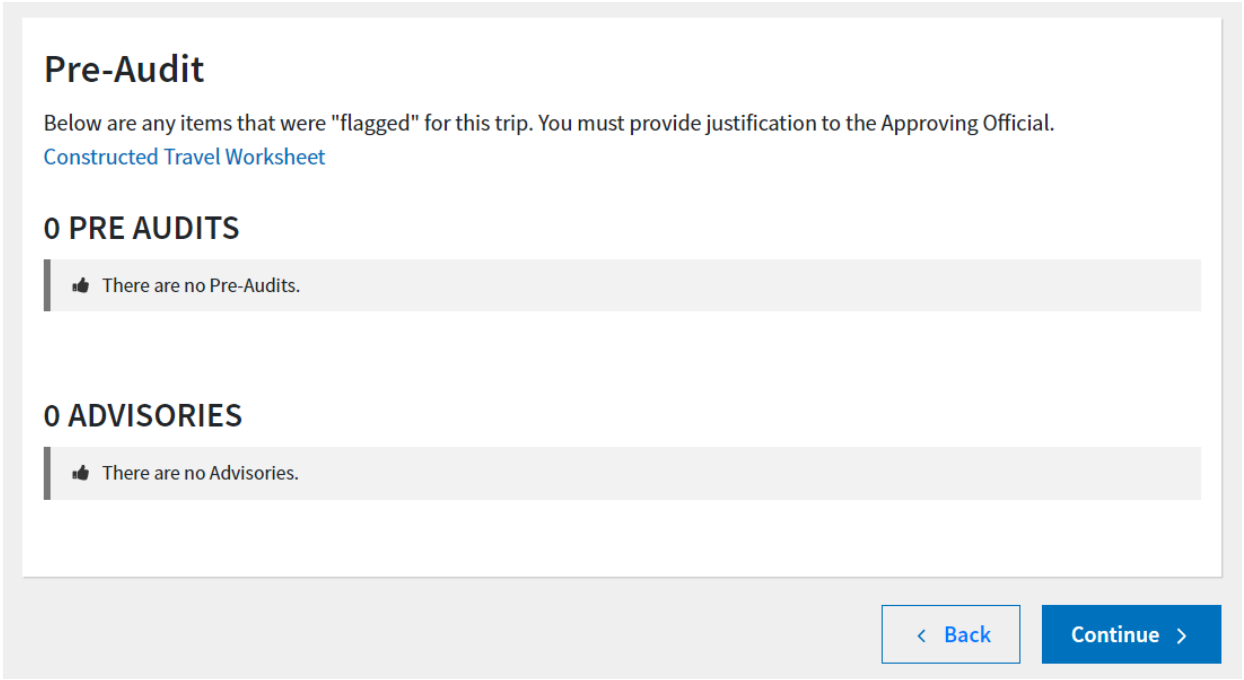
Step 9: Review Profile information. Ensure address, email, and checking/savings account information is correct and updated. Click **Continue**.



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

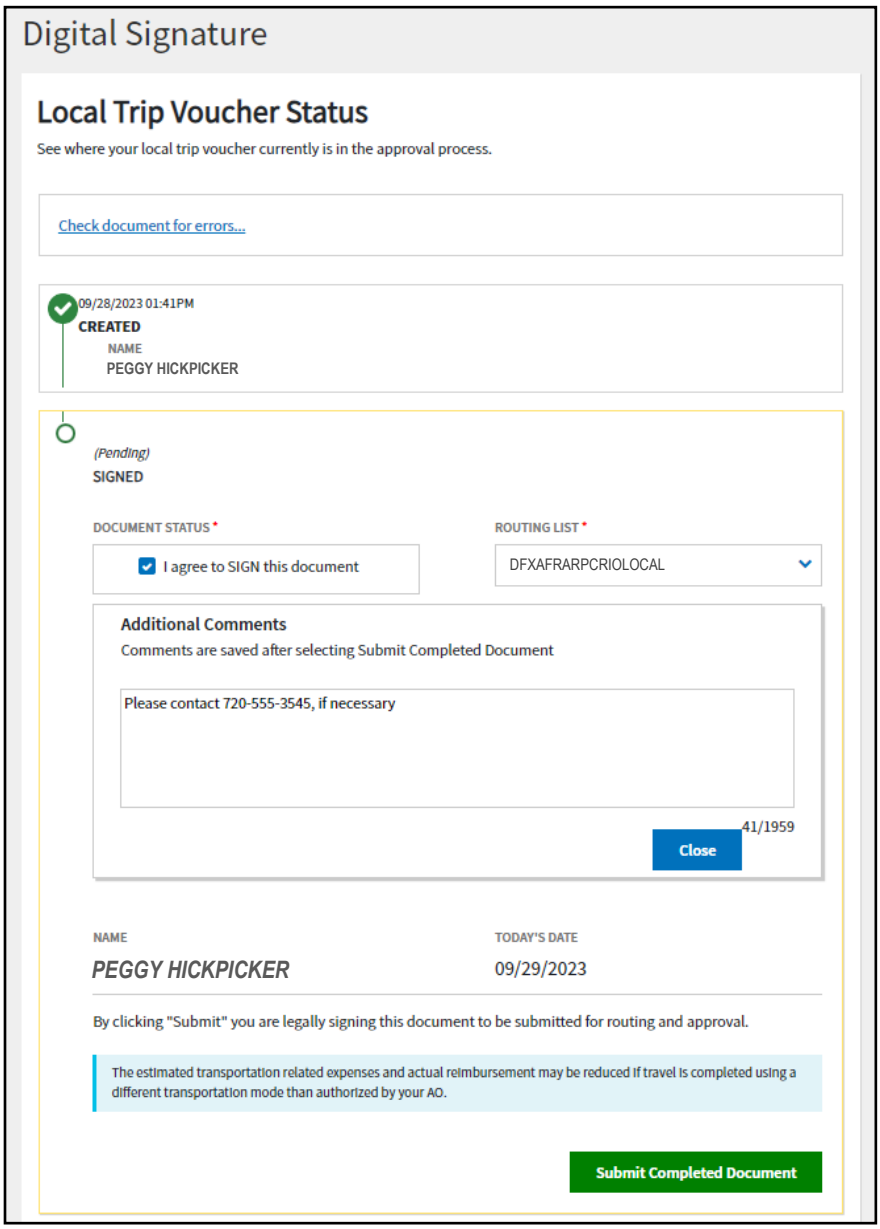
Pre Audits

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



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**!



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**).