

Local Mileage

A Quick Guide from HQ RIO

When performing duty within the local area to which you reside and are commuting daily to the duty location, you may claim one round-trip of mileage. 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. *NOTE: If your HOR is in the same city/town as your duty location, you are not entitled to local mileage reimbursement (i.e. HOR is Aurora, CO and Duty Location is Buckley SFB, CO).*

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 displays 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 shows 'You have no trip authorizations.' with a suitcase icon. On the right, a 'Create New Document' dropdown menu is open, listing options: '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 + the order number from your AF938 orders (found in block 32).

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

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

Local Voucher

Enter the local voucher date and specify any conference or event attendance. Expenses can now be added daily until the document is signed.

Create Local Voucher

Local Voucher Date * ⓘ

Reference ⓘ

Are You Attending a Conference or Event? *

Cancel Continue >

Adding Mileage

Step 4: To add mileage, click the Expenses tab and then select **Add**.

Enter Expenses

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.

You have uploaded documents waiting to be assigned. [Assign documents now.](#)

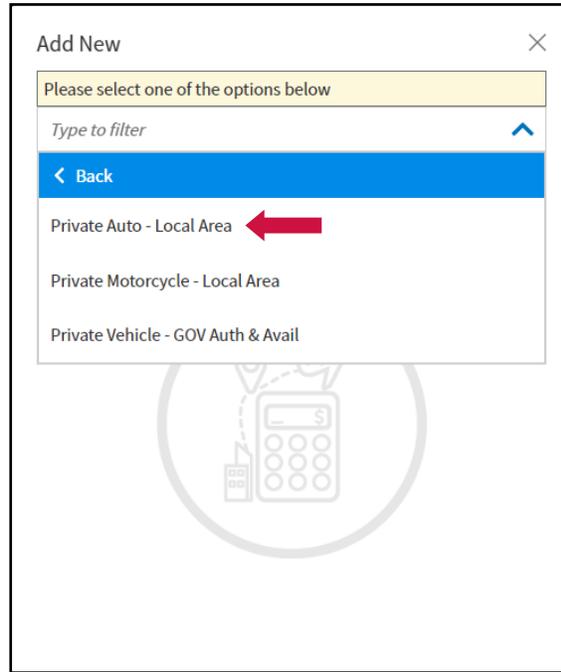
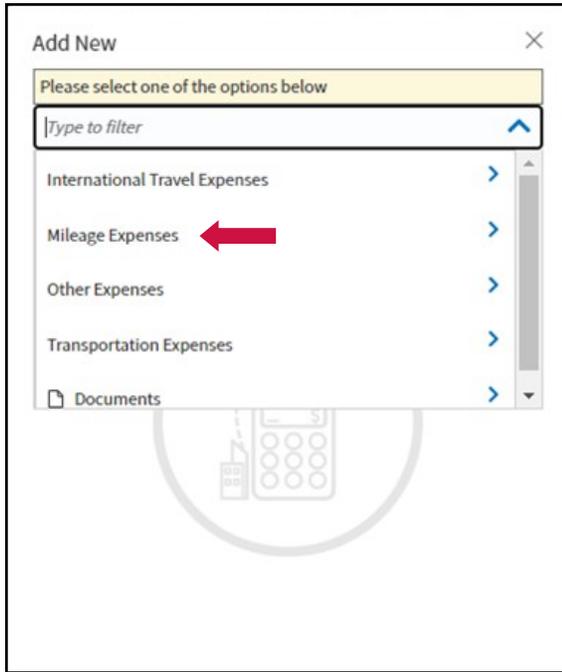
Sort By: ←

Add A New Expense

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

Continue >

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**.

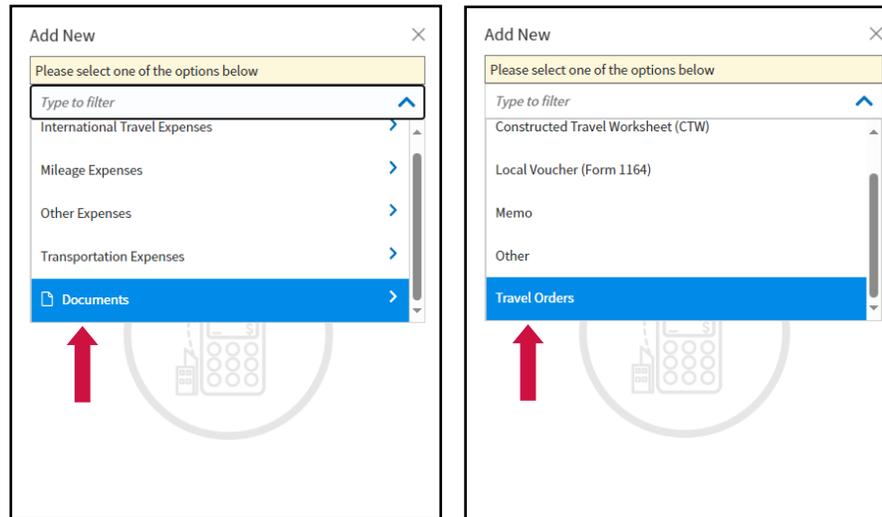
5f: Click **Add**.

This screenshot shows the 'Add New' form with the following fields: 'Select Type*' set to 'Private Auto - Local Area', 'Expense Date*' set to '10/01/2023', 'Purpose*' set to 'LOCAL MILEAGE', 'Start Location*' set to 'My Residence', and 'End Location*' set to 'Duty Station'. The 'Attach Receipt' button is visible. At the bottom are 'Cancel' and 'Add' buttons.

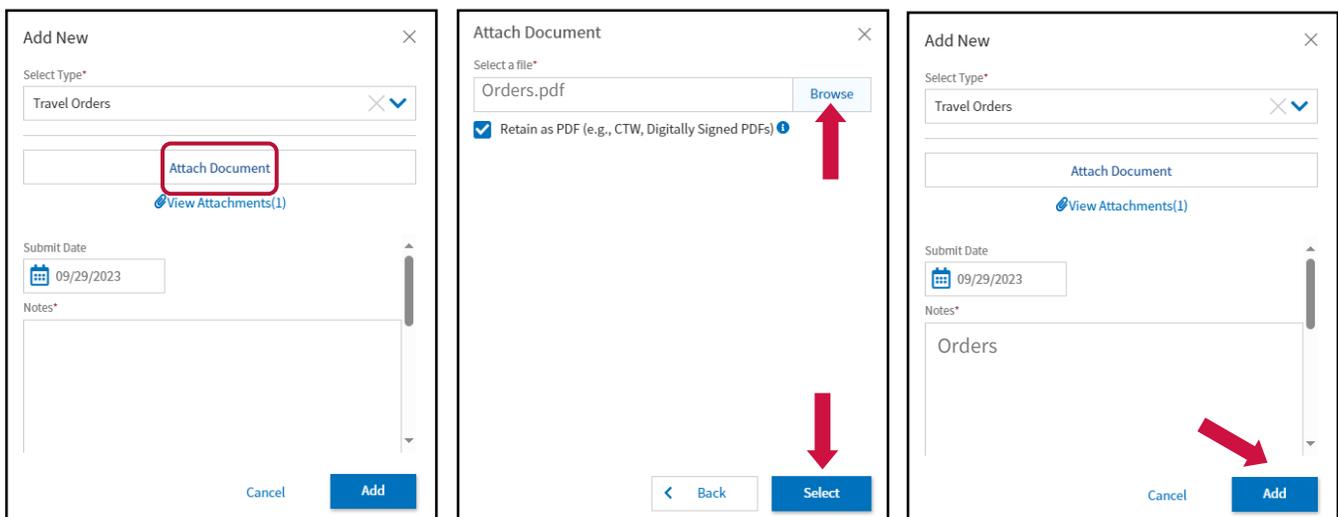
This screenshot shows the 'Add New' form with the following fields: 'Select Type*' set to 'Private Auto - Local Area', 'Attach Receipt' button, a note about reimbursement for daily commute, 'One-way Mileage' set to '0', 'Commuting Cost' selected, a calculation '18 - 0) mi X \$0.655 = \$ 11.79', 'Method of Reimbursement*' set to 'Personal', and the checkbox 'Create a separate expense for round trip' checked. A red arrow points to this checkbox. At the bottom are 'Cancel' and 'Add' buttons.

Upload AF938 as Substantiating Document

Step 6: Upload AF938 orders on the Expenses tab. Click **Add** and scroll down to select **Documents** and then **Travel Orders**.



Click **Attach Document**. Select **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**. *choose the line of accounting for the time period of the claim:* FY25, FY26, FY27 and so on.

For example:

⇒ If your duty is for AT and you are enlisted, you would choose **25 RIO AT ENL**. Similarly, if you are an officer that performed AT, you would choose **25 RIO AT OFF**.

⇒ If you attended a Command funded tour (with BRS notification), you will need to choose **25 CMD ENL/OFF**.

⇒ If you attended a Command funded school (with BRS notification) you will need to choose **25 RPA CMS ENL/OFF**.

⇒ If you attended a Unit Funded school with DET approval, you will need to choose **25 RIO SCH ENL/OFF**.

⇒ If you had RPA orders with DET approval, you will need to choose **25 RIO RPA 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) + Add LOA

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Calculated Trip Cost
\$23.58

< Back 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) + Add LOA

No Lines of Accounting (LOA) have been added.

25 RIO

- 25 RIO AT ENL (DFXAFRRP CRIO)
- 25 RIO AT OFF (DFXAFRRP CRIO)
- 25 RIO RPA ENL (DFXAFRRP PCRIO)
- 25 RIO RPA OFF (DFXAFRRP PCRIO)
- 25 RIO SCH ENL (DFXAFRRP PCRIO)
- 25 RIO SCH OFF (DFXAFRRP PCRIO)

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

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

[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 **DFXAFRRARPCRIOLOCAL**. 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 * DFXAFRRARPCRIOLOCAL

Additional Comments

Comments are saved after selecting Submit Completed Document

Please contact 720-555-3545, if necessary

[Close](#) 41/1959

NAME TODAY'S DATE
PEGGY HICKPICKER **10/05/2023**

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**, **Returned**, and **Approved**.

Approval is completed by HQ RIO Travel Reimbursement Office (TRO). For questions or concerns with your claim, please contact your DET **Organization Defense Travel Administrator (ODTA)**.