

1. Select the **LOA(s)** from the appropriate drop-down list.
Multiple LOAs: When two or more LOAs are used:
2. Select **OK** to the pop-up window.
3. Scroll to the bottom of the screen and select the **How To Allocate** drop-down list. Choose an allocation method.
4. Select **Allocate Expenses**.
5. Allocate the expenses among the LOAs.
6. Select **Save Allocations**.
The Expense Summary box will display a breakdown of the expenses pertaining to each LOA selected.

1. Select **Additional Options** from the navigation bar.
2. Complete the **Comments for Local Voucher** field with comments to the AO. Select **Save Comments and Proceed to Payment Totals**.
3. Select **Payment Totals** to view or edit reimbursement amounts to a personal checking/savings account and the credit card vendor.

1. Select **Review/Sign** from the navigation bar.
2. Review the information on the Preview screen. Use the **Edit** links to update information.
3. Scroll to the bottom of the page and select **Save And Proceed To Pre-Audit**.
4. Complete the **Justification to AO** box for each of the flagged items. *Justifications are mandatory.*
5. Select **Save And Proceed To Digital Signature**.
6. The Digital Signature screen opens. The **Submit this document as:** drop-down list defaults to the **SIGNED** stamp.
7. Select **Submit Completed Document**.
8. The Stamp Process screen opens. Select **Save and Continue**.

Adjust and Amend Local Vouchers

An **adjustment** is a change to a local voucher *before* the AO applies the APPROVED stamp. An **amendment** is a change to a local voucher *after* the AO applies the APPROVED stamp.

Note: An amendment to a local voucher is normally for correcting a rejected local voucher. If expenses need to be added to a local voucher after it has been APPROVED, a new local voucher must be created.

Create an Adjustment

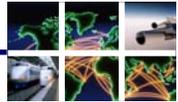
1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **view/edit** next to the desired document.
4. Clear the **Open Document VIEW-ONLY** box.
5. Complete the **PIN** field then select **OK**.
6. On the Preview screen, select **Edit** next to the items that need adjustment. Make changes and save.
7. Select **Pre-Audit** and justify any new flags.
8. Select **Save And Proceed To Digital Signature**.
9. Enter comments in the Additional Remarks field and stamp the document **SIGNED**.
10. Complete the **PIN** field then select **OK**.

Create an Amendment

1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **amend** next to the desired document.
4. Enter justification in the **Comment** box.
5. Follow steps 5-10 as described above.

For more information see Chapter 5 in the *Document Processing Manual*.

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Create a Local Voucher: Instructions for Travelers

Version 6.0, December 1, 2010

A local voucher is a request for reimbursement of expenses incurred while conducting government business in and around the permanent duty station (PDS), local travel or miscellaneous expenses.

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page:
<http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.
5. The Digital Signature Login window opens. Complete the **PIN** field then select **OK**.

Create a Local Voucher



1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers** from the drop-down list.
3. Select **Create New Local Voucher**.
4. Complete the Local Voucher **Date** field. The date defaults to the day that the local voucher is being created. The date may be changed to the last day an expense was incurred. The date may not be in the future though.
5. Select **OK**. The DTS Expenses feature displays.

Note: Expenses for multiple dates on one local voucher may be claimed as long as each expense is before the date that was put in the **Local Voucher Date** field.

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Non-Mileage Expenses

Expenses	Accounting	Additional Options	Review / Sign
Non-Mileage	Mileage	Substantiating Records	

Added Manually

- Use the drop-down arrow in the **Select Expense Type** drop-down list and choose the **expense type**. If the expense type is not listed, type it in the **-OR-** field.
- Complete the **Event Purpose** field with the reason for the expense.
- Complete the **Cost** field with the expense amount.
- Complete the **Date** field, if different from the date used to create the voucher. The pop-up calendar is available to input the date.
- Select the **Method of Reimbursement** drop-down list and choose how the expense was paid.
- Select **currency calculator** to convert foreign currency to U.S. Dollars.
 - Enter **amount and exchange rate**.
 - Select **Save**.
- On the Non-Mileage screen two expenses may be added.
- Select **Save Expenses**.
- If an expense is greater or equal to \$75.00, a pop-up reminder about receipts will display. Select **OK**.
- Once the screen refreshes, enter additional expenses one at a time and select **Save Expense**.

Add Expense from the Government Charge Card

[create an expense item from a government charge card transaction](#)

- Select the **create an expense item from a government charge card transaction** link.
 - The transactions display. Select **Add** next to the charge that is to be added to the local voucher.
- Note:** Charge card transactions that do not have an **Add** link must be entered manually. If the box to the left of a transaction is marked, the transaction has previously been used.
- If not auto-populated, select the **Expense Type** drop-down list. Select the correct type. If the expense is not listed, select OTHER from the drop-down list and the expense will populate in the **-OR-** field.
 - Select **OK**.
 - Select **Save Expenses**.

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Mileage Expenses

Expenses	Accounting	Additional Options	Review / Sign
Non-Mileage	Mileage	Substantiating Records	

The most common types of mileage are:
In-and-Around Mileage. This is mileage that begins and ends at the event location.
Private Auto (or Motorcycle) Mileage. This is mileage that begins and ends at the traveler's duty station or residence.

In-and-Around Mileage (Private Auto or Motorcycle)

Mileage Expense #1	
* Expense Type: In-and-Around Mileage - Private Auto	* Date: 08/01/2005 (mm/dd/yyyy)
* Event Purpose: DTS Training Conference	* Method of Reimbursement: PERSONAL
* Location: Washington, DC	* Miles: 12 x Rate: .405 = Cost: \$ 4.86

- Select the **Expense Type** drop-down list.
- Select the appropriate In-and-Around Mileage expense type (either **Private Auto** or **Private Motorcycle**).
- Verify or enter the **Event Purpose**.
- Complete the **Location** field.
- Complete the **Date** field of the expense, if different from the default date.
- Complete the **Miles** field with the number of miles driven.
- Enter up to two expenses, select **Save Expenses**.
- Enter and save additional expenses one at a time.

Private Auto (or Motorcycle) Mileage-Owner/Operator

Mileage Expense #2	
* Expense Type: Private Auto Mileage - Owner/Operator	* Date: 08/01/2005 (mm/dd/yyyy)
* Event Purpose: DTS Training Conference	* Method of Reimbursement: PERSONAL
From: RES FAIRFAX, VA	* Miles: 25 x Rate: .405 = Cost: \$ 10.13
To: Washington, DC	Check box to create a separate expense for round trip: <input type="checkbox"/>
Profile Locations: DUTY STATION RESIDENCE	
Profile Locations: DUTY STATION RESIDENCE	

- Select the **Expense Type** drop-down list.
- Select either **Private Auto Mileage-Owner/Operator** or **Private Motorcycle Mileage-Owner/Operator**.
- Verify or complete the **Event Purpose**.
- Complete the **From** field or select a **location** from the **Profile Locations** as either the **From** or **To** field, and the event location in the other field.
- If **Duty Station** was selected, enter the mileage from the PDS to the location specified and skip to Step 9.

-OR-

- If **Residence** was selected; new fields will appear. Follow the below steps to complete them:
- Select either the **Normal one-way mileage** radio button or the **Daily one-way commuting cost** radio button.
 - If the **Normal one-way mileage** radio button is selected, complete the Normal one-way mileage from Residence to PDS field.
- OR-
- If the **Daily one-way commuting cost** radio button is selected, enter the appropriate dollar amount into the field.
- Complete the **Miles** field with the number of miles to the destination.
 - To claim a round trip mileage expense, check the box next to **Check box to create a separate expense for round trip**.
 - Select **Save Expenses** when all expenses are added.

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Substantiating Records

Expenses	Accounting	Additional Options	Review / Sign
Non-Mileage	Mileage	Substantiating Records	

Use the Substantiating Records screen to add supporting documents to a local voucher:

Fax Method

- Select **Print Fax Cover Sheet**.
- Choose the printer and select **Print**.
- The bar code on the fax sheet is unique to each document name. **A cover sheet must be printed and attached for each submission.** Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.
- After the fax has been received follow steps 5-6 below.

Scan and Upload Method

- Select **Browse**.
- Select the **file** to be uploaded.
- Select **Open**.
- Select **Upload**. Once the file is uploaded a Notes field displays.
- In the **Notes** field, enter descriptive information about the file.
- Select **Save Notes**. The screen will refresh.