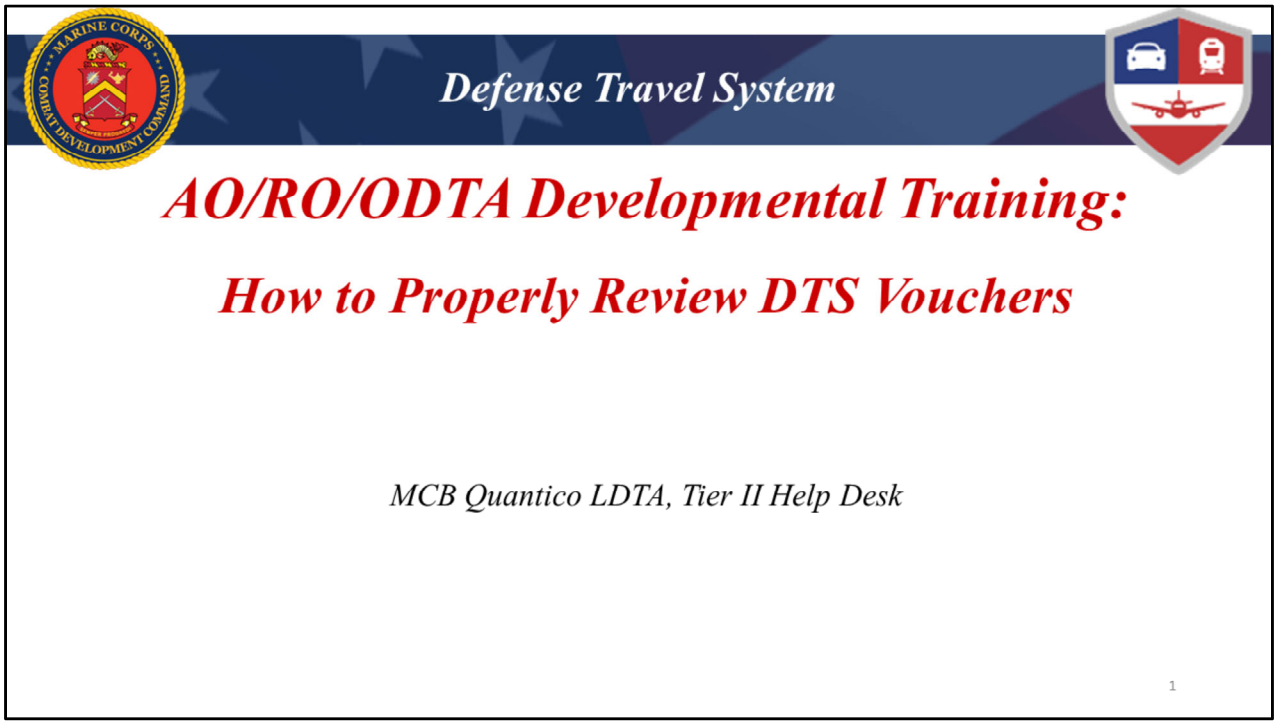


While we are focused on vouchers today, many of the things we will cover apply to the authorization as well. Ensuring authorizations are being approved correctly will make the voucher process much smoother.

As you know, today we are looking at How to properly review vouchers. Remember, the traveler has 5 working days to accurately complete and sign their voucher after their return. The organization must route the voucher to the finance office within 2 days after the traveler signs their voucher so it's extremely important that you perform your review quickly and thoroughly when its at your level.

We will discuss best practices in reviewing vouchers to avoid the headaches and multiple returns from the finance office.

I always like to start with the DTMO website as it is your # 1 resource for information on all aspects of government travel as well as tools for you and your travelers.

Since we are focusing on reviewing vouchers in this training, the two most useful parts of the DTMO website related to this class is **the Joint Travel Regulations (JTR) & the DTS Guide, Number 3**

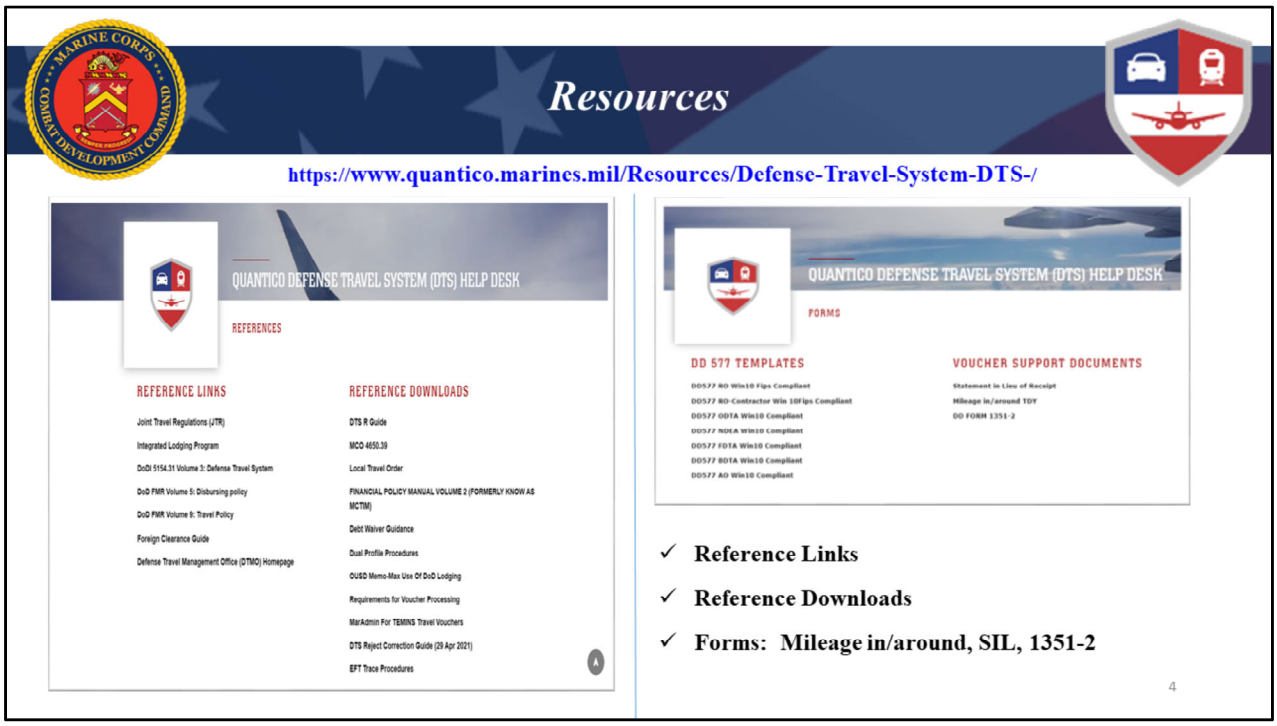
Joint Travel Regulations (JTR) (green rectangle):): is what governs travel. It changes monthly so it's extremely important that you review this information regularly so you understand what is allowable in a travel voucher. Your main focus is Specifically Chapter 2 & 3 for TDY

The DTS Guide 3 is where you can find information and instructions on creating and processing vouchers in DTS.

- When you click on the "Training Resources Lookup" link it will show the Quick Links to the DTS Guide on the right side of your screen. (1)
- Upon opening that, you can browse the available DTS Guides. (2)
- Number 3: Vouchers, has been underlined in the window on the far right (3)

Additionally there is the **DTS Login Button** (red oval): this is recommended for DTS login instead of a favorited link in your browser. Two reasons:

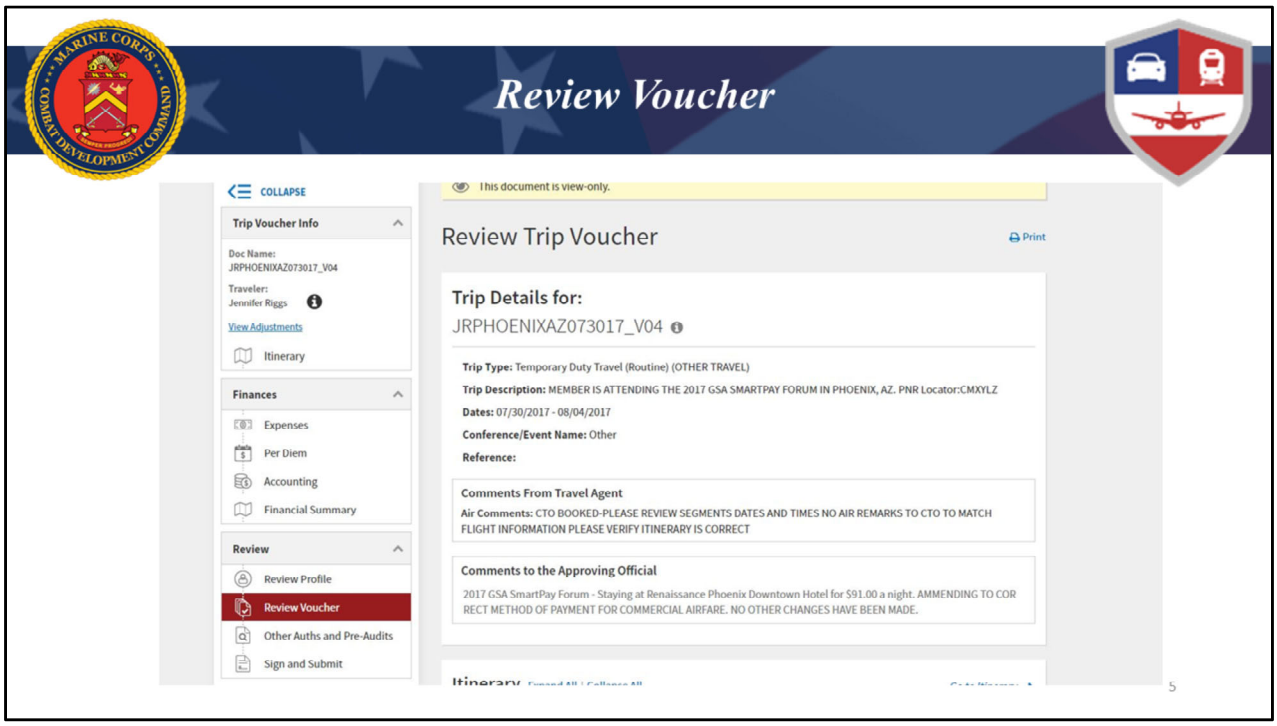
1) When you login here, it opens a new tab for DTS and a DTMO tab remains open for easy reference.
2) It also gives you a fresh DTS link every time, which is a especially important after updates.



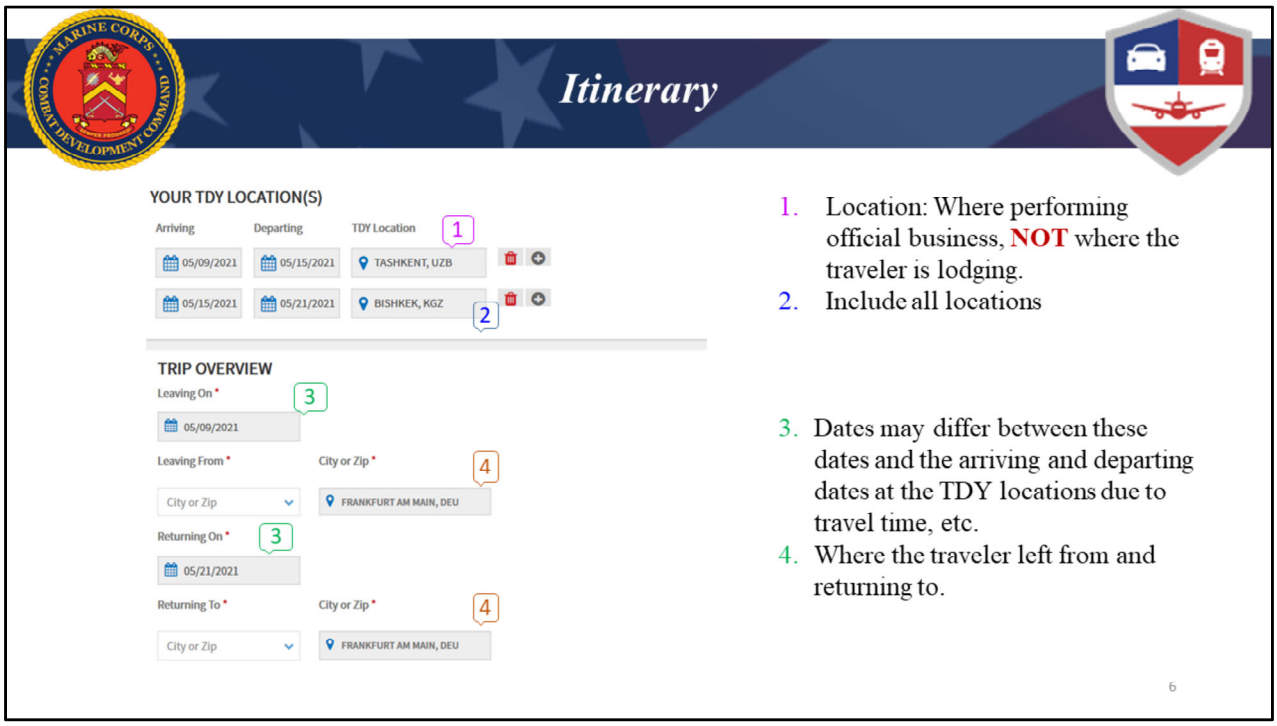
Another great resource to bookmark is our website. The URL is at the top of the screen but the easiest way to find it is to Google “Quantico DTS Help Desk”. It will typically be the first item that shows up in your search.

The DTMO website can be somewhat overwhelming and doesn’t contain information specific to the Marine Corps. Our website is focused on Marine Corps guidance and our needs.

Shown on the left is the References page which gives access to reference links and downloads of manuals that will aid you in your duties as an RO. On the right side is the Forms page is where you can find **Statement in Lieu of Receipts (SILs)** and other useful forms for travel. The most helpful item regarding today’s subject is the **Requirements for Voucher Processing**. This document was designed in collaboration with the Finance Office. It should be one of the tools you’re consistently using to ensure your traveler’s vouchers make it to the approved stage without a return.



After selecting the link to review from your list, you will land on the “review voucher” screen. What you need to look at here is comments from the travel agent to see if there is anything they input and the comments to the approving official. Once you have any important info needed, you are ready to start your review. The best practice is to use the left side to actually go screen by screen.



The first screen you'll review is the Itinerary. That portion of the voucher is extremely important because it drives most of the other information on the voucher from per diem to expense dates. This information will transfer from the Authorization but may need to be adjusted if what the traveler actually did differed from the authorization.

When you are looking at the arriving and departing dates, these are when the traveler arrived to and departed from the TAD location.

Traveler needs to use the locations they are performing official duty. For example, if duty is being performed at Camp Lejeune, NC the traveler cannot put Jacksonville, NC as the TDY location.

Traveler should include every location the traveler is performing official business, but not any layover or leave locations.

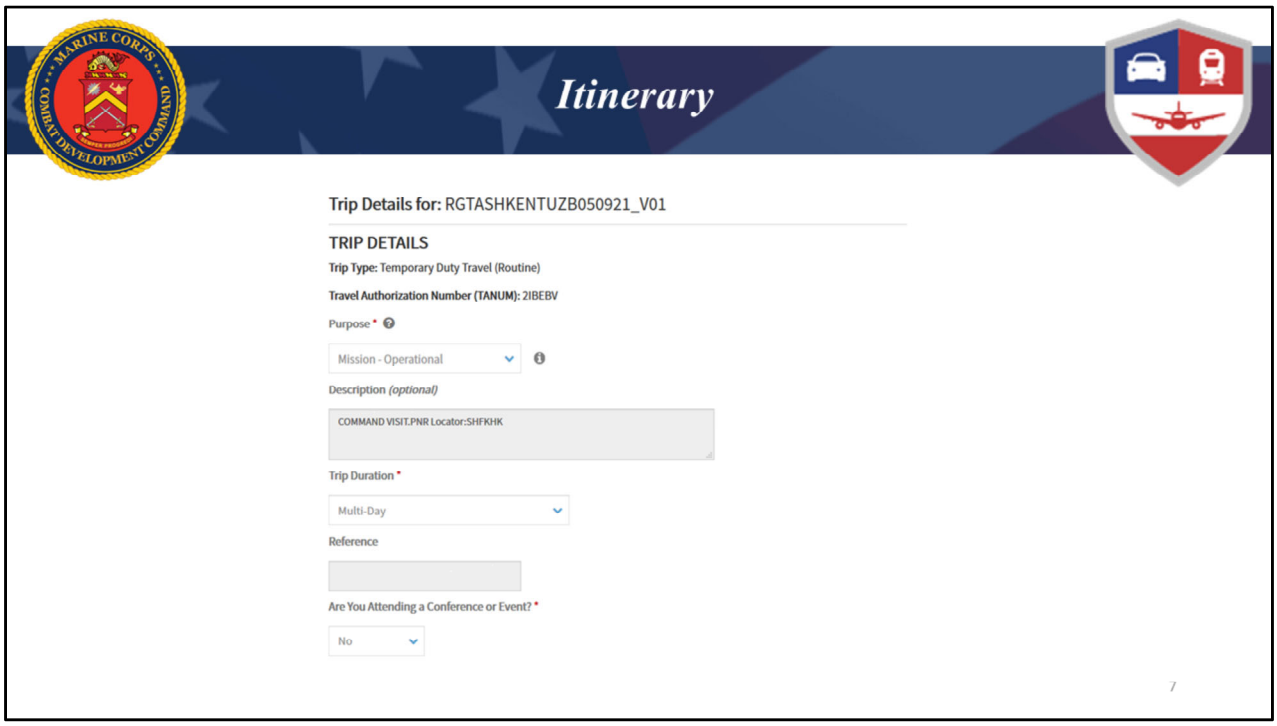
AO TIP: If you see a city near an installation shown in this section you have to start asking questions to confirm where the actual duty occurred. If the TDY location is incorrect here, you need to return it to the traveler to correct once you've completed the rest of your review.

The Trip Overview section of the itinerary will contain the following:

The dates they began and ended overall..

Where travel started and ended. This is generally the Residence or Duty Station (PDS) but could be elsewhere if the traveler had back-to-back trips without returning. One example is an in-place stop like what occur for travel crossing from FY 21 to FY 22.

The residence and duty station locations are pulled straight from the traveler's profile within DTS, so, please ensure the information is accurate within their profile, if it's not correct the traveler or ODTA can assist in correcting it.

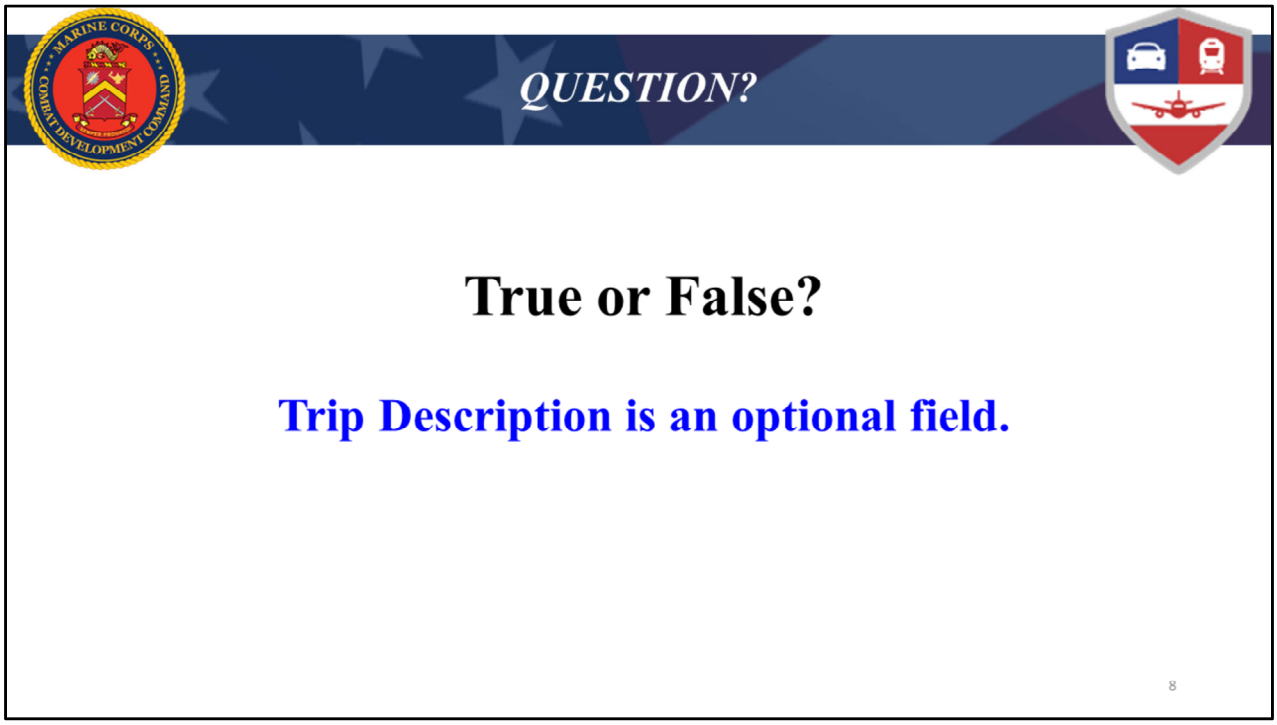


The Trip Details section will contain the reason for travel and should contain why there is a need to travel. These will determine what entitlements apply based on certain criteria since there are different types of travel.

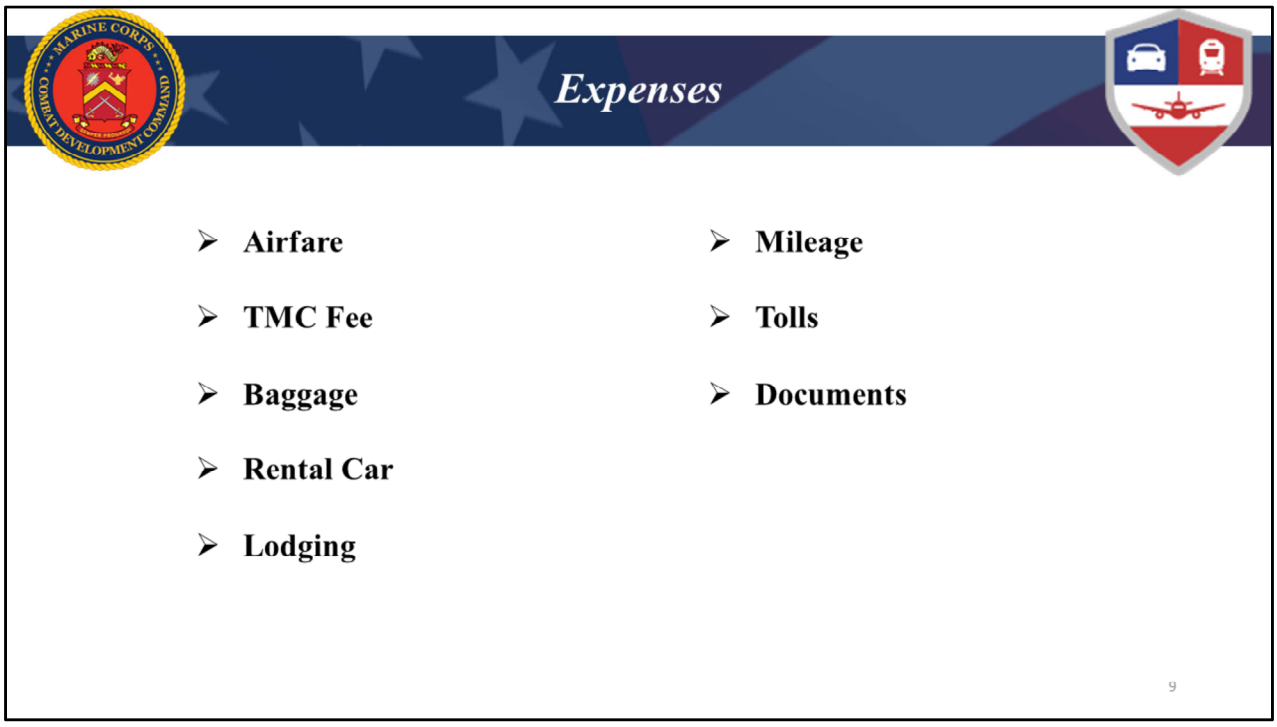
Description is an optional field but it can provide further clarification for the reason for the trip. Here you can go into a little more detail about what exactly the trip is but avoid using acronyms specific to your organization so anyone that reviews the voucher will understand it.

Trip duration (less than 12 Hours, 12-24 hours with/without lodging, or multi-day) needs to be accurate since it affects per diem entitlement.

Conference is the biggest offender. There are two options (not attending or other) to select. If you select the other, it means you attended a conference and the required conference meal statement must be on the voucher, we'll cover comments to the approver later.



True: Trip Description is an optional field that will give you a better overall picture of what the traveler did.



Some of this may be a review but let's walk through the some of the common expenses you will see on a voucher. Again, these are common ones but there are many more expenses that may be claimed as outlined in the JTR Chapter 2.

The most important take away from this screen is, even though expenses will move over from the authorization, you must ensure the amounts being claimed have been adjusted, if necessary, and that they all match the actual costs incurred by the traveler.

PRO TIP #1: if you see taxi terminal on the front and back end of the travel that are the same amounts, traveler may have just left it from the authorization. Ask for a receipt even if it's less than $75 so you can validate the actual expense amount.

PRO TIP #2: Travelers cannot approve their own expense, so if there is something additional on the voucher, don't accept "authorized", "OK", or "…" and hit reviewed. You, as the AO, need to make notes to the finance office to authorize anything outside of the norm.

A majority of the time Airfare is the authorized mode of travel. It should include the fare and the associated taxes as one expense. The TMC Fee is a separate expense and if TMC

assistance was used or the traveler called and changed anything on the ticket, the TMC Fee will be the higher "touch fee" amount. Regardless, the TMC fee should be included on the airfare receipt so you can validate it is correct.

Baggage fees– 1st Checked Bag or Baggage-Excess may be on the voucher. The important thing here is you should rarely, if ever, see the 1st checked bag for military because Airlines usually include a free bag for military members. Excess baggage is something that is usually on the authorization, but remember that it should only be allowed if excess gear and equipment is required or the location and duration of the trip may require additional gear/clothing.

Rental car is another expense that is commonly associated with air travel. Rental cars should be authorized at the compact rate unless a bigger vehicle was appropriately authorized by the unit AO in accordance with JTR 020209. If you determined a larger rental is allowed the, on the voucher the unit AO must make a comment to the Approver stating what criteria was met to allow for the upgraded rental. This statement must be made by the AO since the AO is this only one that can approve the upgrade. At times, you may also see additional vehicle insurance for foreign locations, for this check the foreign area clearance guide to see if it was required. If the additional insurance was not required by the guide it is not reimbursable per the JTR.

There are other expenses associated to rental cars such as fuel, however the prepaid fuel option cannot be reimbursed per JTR Table 2-8. So any fuel claimed should be from an actual gas station. At times travelers will lump all their gas expenses together which may exceed the $75.00. They will need to attach their receipts.

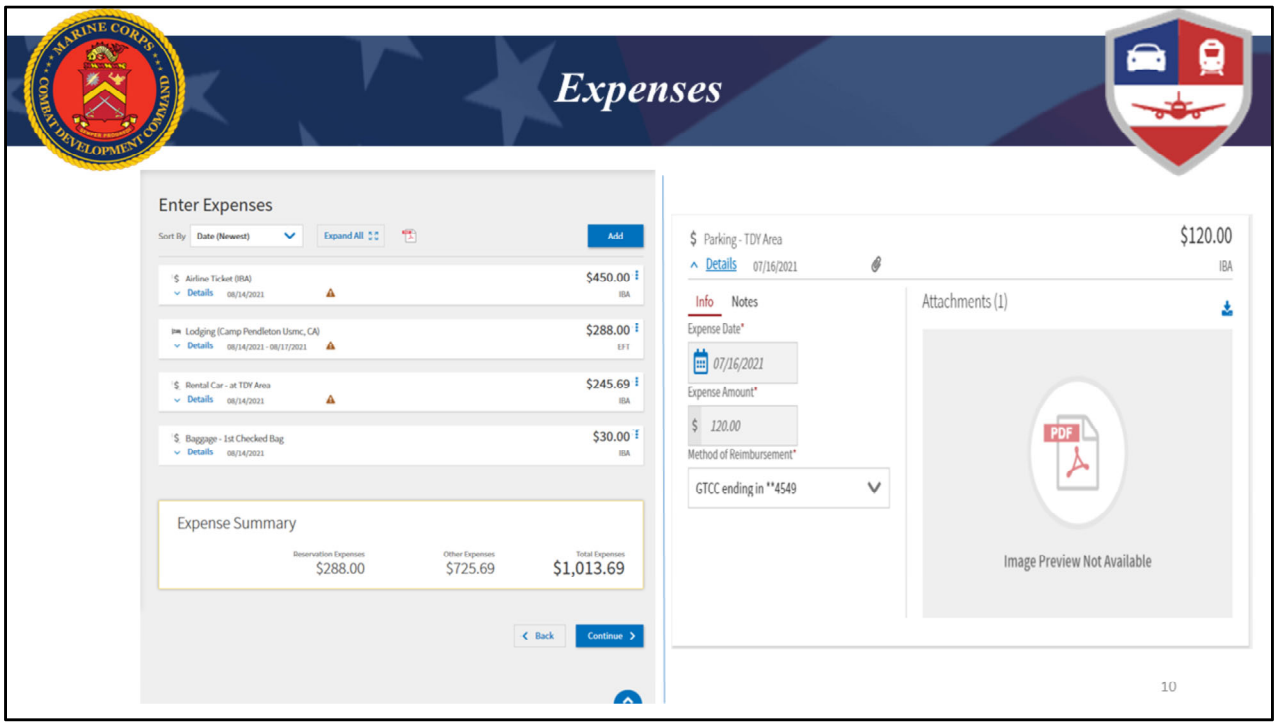
Lodging expense can be easy but it can be made difficult. Whether they are military or civilian travelers, ensure that the Integrated Lodging Program (ILP) was adhered too. They need to go through the levels and obtain appropriate Statement of non-availabilities. Where the duty was performed vs. the location in the itinerary can negatively impact the traveler here so that must be correct. It can be easy if it was booked and approved on the authorization. It can be difficult if the traveler booked outside of DTS. Ensure the receipts match what is claimed. Lodging taxes for travel within CONUS/Non-Foreign OCONUS are claimed separately on the expenses screen but lodging taxes at Foreign locations are included in the lodging portion of per diem. You may also see other fees associated to the lodging but refer to Table 2-16 of the JTR for guidance.

You generally see three types of mileage on vouchers. Private Auto – To/From TDY, Private Auto – To/From Terminal, & Private Auto – At TDY Area.
Private Auto – To/From TDY is just that, reimbursement for miles driven in a POV to or from the TDY location. This expense uses zip codes and the Defense Table of Official Distances (DTOD) to determine the number of miles.
Private Auto – To/From Terminal is the actual mileage the traveler drove to/from the airport.

Private Auto – At TDY Area is only allowed at the unit AO's discretion. The mileage is in and around the TAD location limited to specific purposes such as to/from duty location, meals, & lodging. This type requires a mileage log that is obtainable from our website. See JTR 020212 for more guidance.
Mileage rates can differ depending on the type of vehicle or type of travel. The standard rate for POV in CY 2021 is $0.56 a mile and the other rate is $0.16. There are a few circumstances where the "Other" rate would apply but the most common is if a GOV is directed but the traveler decides to drive their POV and the GOV is not used by other travelers on the same trip. If another traveler on the same trip takes the GOV then the traveler driving their POV would get no mileage reimbursement.

Tolls incurred on an official travel route can be reimbursed. This is different than Hot Lane tolls such as 95/495 which are specifically prohibited from reimbursement.

The Expense screen is also where the traveler must load any supporting documents that are directly related to an expense such as Lodging CNAs, Constructed Travel Worksheets or any other relevant memos or docs regarding the trip such as DD 1351-2s (for invitational travelers), or LOIs



This is what the Expenses screen currently looks like. All expenses and documents are loaded on the screen and are in the order they are added. If you see the little hazard sign with the exclamation point, that means a receipt is required but not attached.

Any expense over $75 requires a receipt per JTR 010301. If there are any expenses that have multiples of the same expense being claimed where the total is close to $75 without an attached receipt, finance will likely question that expense and ask for a receipt.

A proper receipt contains Business information, customer information, services or items rendered with itemized expenditures, and a positive proof of payment or zero balance as described in DOD FMR Vol 9.

PRO TIP: Check to ensure the receipts are within the TAD dates and area or during the en-route travel.

On the voucher, all the items from the Expense screen will transfer over from the authorization. While this is convenient for the traveler, it causes potential issues and requires your full attention when being reviewed. Most expenses here other than possibly the airfare are going to just be estimates, during the review it's extremely important to look at the receipts for all expenses to make sure the amount has been adjusted to the actual

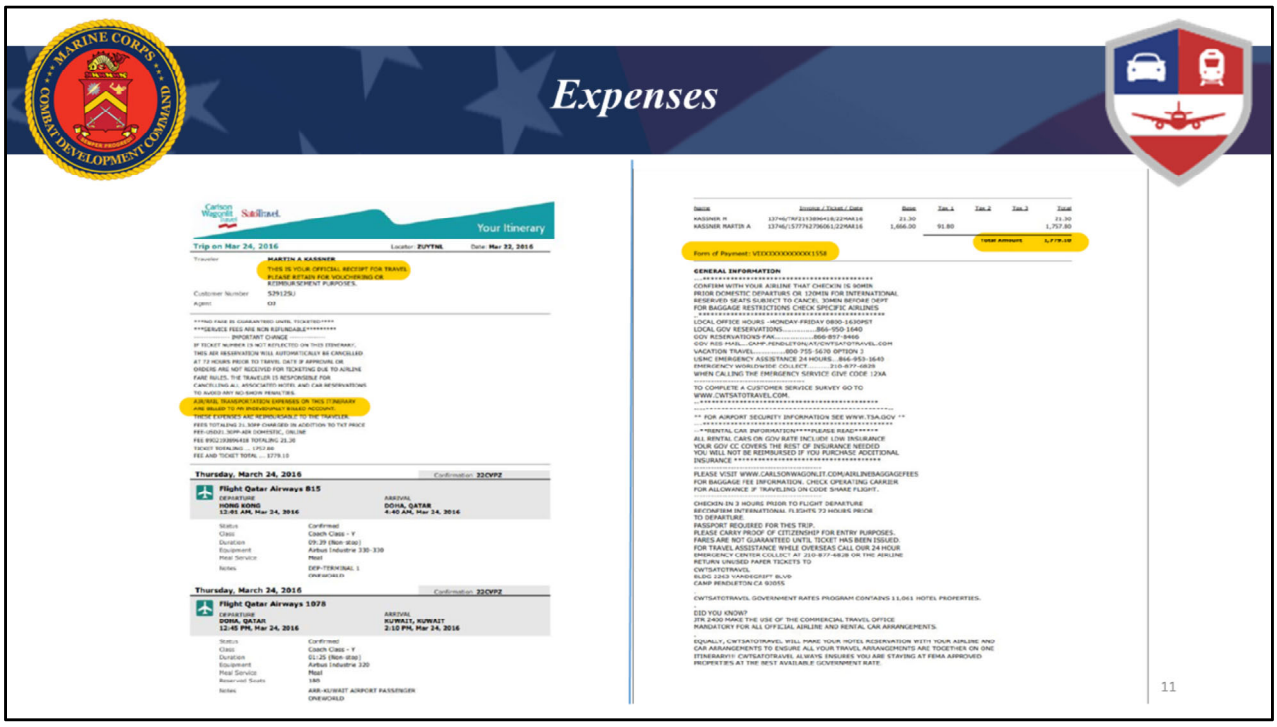
amount charged. **Remember Pro Tip #1??**

Because the traveler is making a claim to the government, you can never increase the amount of an expense. You ARE able to
downward adjust expenses to match the receipt, it's recommended to return it to the traveler to be fixed so that they can learn for future vouchers.

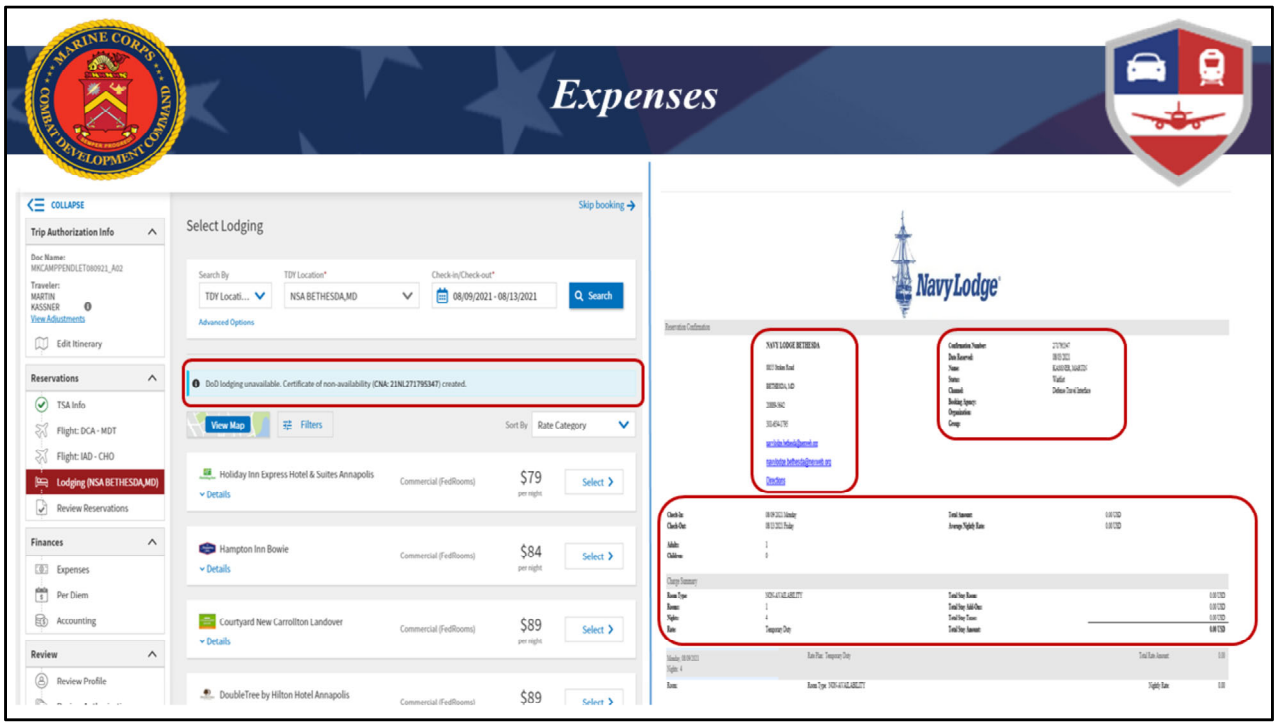
Pay attention to method of reimbursement. The DODI 5154.31 Vol 4, mandates the GTCC be used for all travel related expenses for travelers who have or who can obtain one. You should make sure that GTCC is selected when appropriate.

Know the difference between IBA vs CBA. IBA is individually billed account, meaning the traveler paid for it using their GTCC. CBA is a centrally billed account for airfare and is generally only used by invitational travelers. If the CBA was used for airfare and the TMC fee, it will normally show that on the authorization.

Pro Tip: If you see all the expenses are going to personal accounts and the airfare has switched to CBA from the IBA on the authorization, this typically is due to the GTCC expiring during the TAD period. You should return the voucher after completing the review to let them know to update the GTCC info in their profile.



On the screen is a good example of an airfare receipt. If your traveler booked their airfare in DTS they should have received an email with an **E-Ticket Receipt.** This is what the TMC will send, it contains the ticket information, the itinerary, and proof of payment. This is the best example of an airfare receipt. What often happens is travelers will submit just the Ticket portion or their boarding pass.



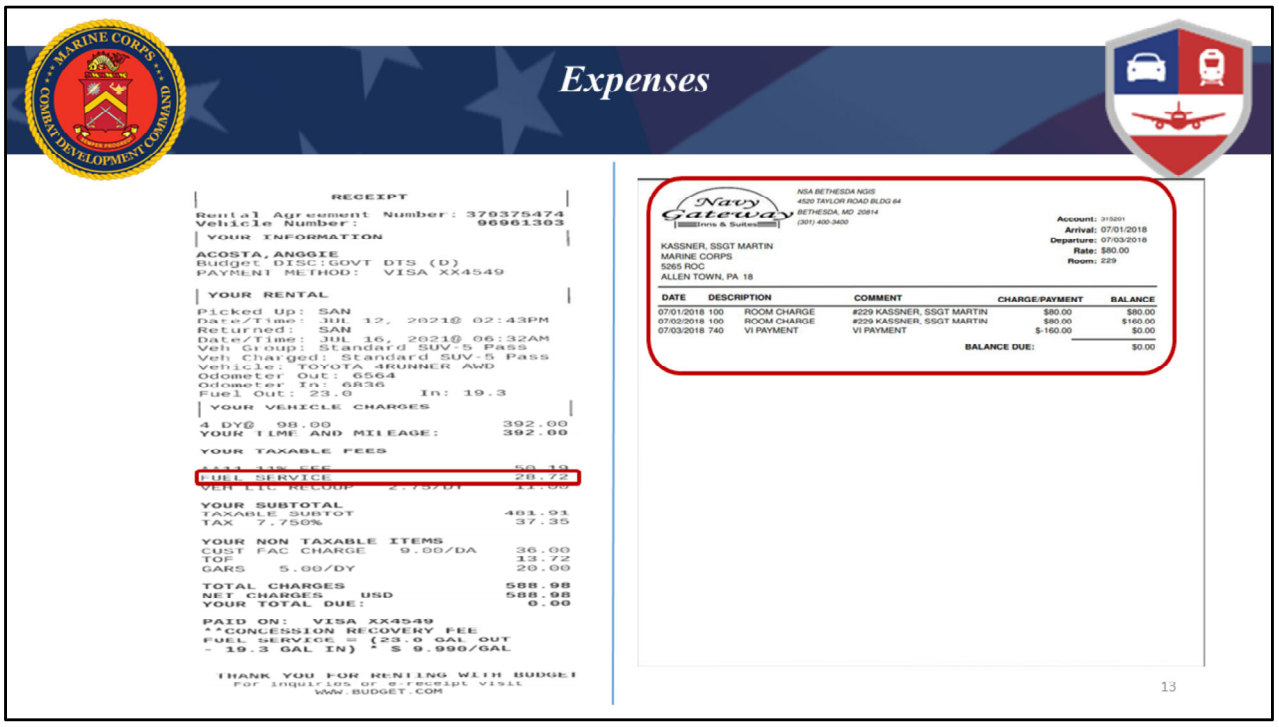
Remember when we said in the beginning about we may be addressing the authorization side of the house? Travelers must adhere to the Integrated Lodging Program (ILP). This is something that you needs to be resolved on the Authorization. Waiting to address it on the voucher is TOO LATE.

As an AO, what do we need to look at when it comes to lodging expense? Where is the duty location? Is it an ILP Location? Did they book it through DTS? Are they Military and booked commercial lodging without a CNA uploaded? How many guests show on the receipt in the room? Is there a shared Room statement?

If on-base lodging also known in DTS as “DoD Lodging “ is not available at an installation that it is loaded in DTS, DTS will provide the CNA which is shown on the left side of the screen. The only USMC location this will occur at is 29 Palms.

For manual CNAs that your Marines may need to obtain, they must contain:

- Lodging facility for TAD site
- Non-Availability or Confirmation number
- Dates
- Business contact information
- Traveler’s information (name, rank, etc.)



At times it's easy to confuse a rental estimate or agreement with the actual receipt.

To verify that it is indeed a receipt, it must contain:

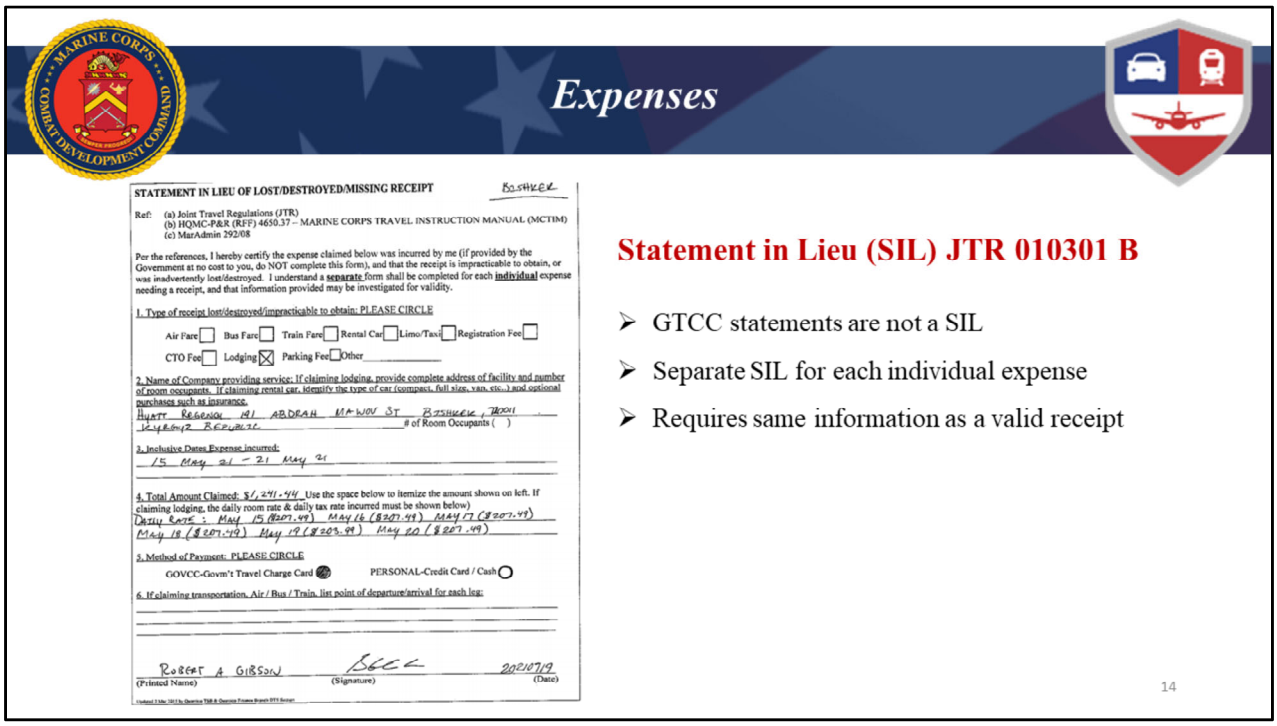
- Rental agreement and vehicle number
- The renter
- Pick-up/return date and times
- Vehicle type rented and type that was charged (if a full size SUV was rented but charged at compact rate)
- Odometer out/in
- Fuel out/in
- Itemized breakdown of charges

So we see on the left that fuel service is highlighted. Prepaid fuel, also known as fuel service option from the rental car agency is not reimbursable per Table 2-8 of the JTR. Fuel charges at the rental agency upon turn-in can only be allowed if the criteria contained in the JTR are met, 99% of the time that won't be the case. If you see this, you should downward adjust the rental car expense and tax because tax on the portion that is not

reimbursable is not allowed.

The right side of our screen is an example of a proper lodging receipt.
The lodging receipt must contain:

- Business information
- Customer information
- Check-in/Check-out dates
- Rate
- Room information
- Itemized expense for daily charges
- Proof of payment or zero balance



If your travelers have inadvertently lost, misplaced, destroyed their receipt, and/or it was impractical to obtain, A Statement in Lieu of Receipt (SIL) is required by the JTR 01301 B. We have provided a good example here.

It is important to note an SIL is required for each separate expense type. The traveler cannot lump all of them together. It must be clear and concise what expense is being claimed and include all required information the actual receipt would contain. It is highly recommended that you require signatures on the form even though it's no longer a requirement from the Finance Office.

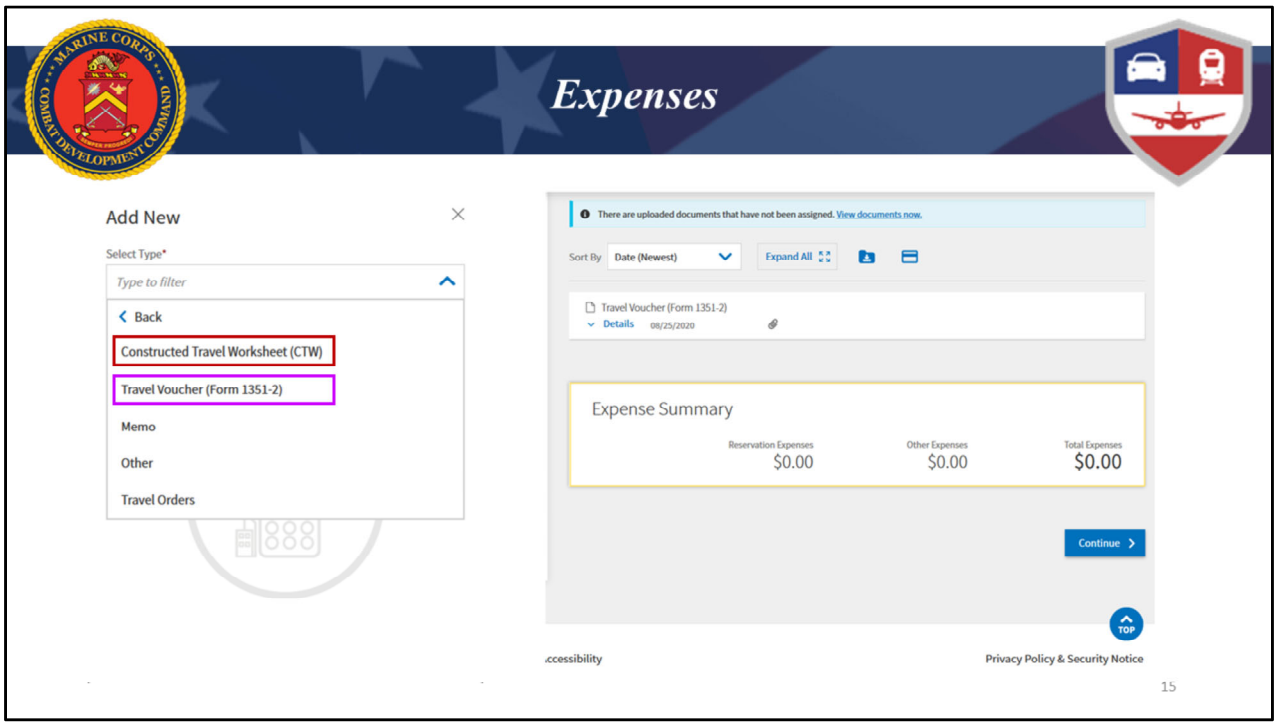
Travelers are prohibited from using an SIL of a receipt for any online booking such as Expedia, Hotels.com, Air B&B. This is per the JTR 010301 B

For lodging they need to breakdown the daily room & tax rate.

Transportation will need to include the departure and arrival locations (not layovers).

There are specific requirements for foreign receipts that are outlined in the Requirements for Voucher Processing guide located on our website.

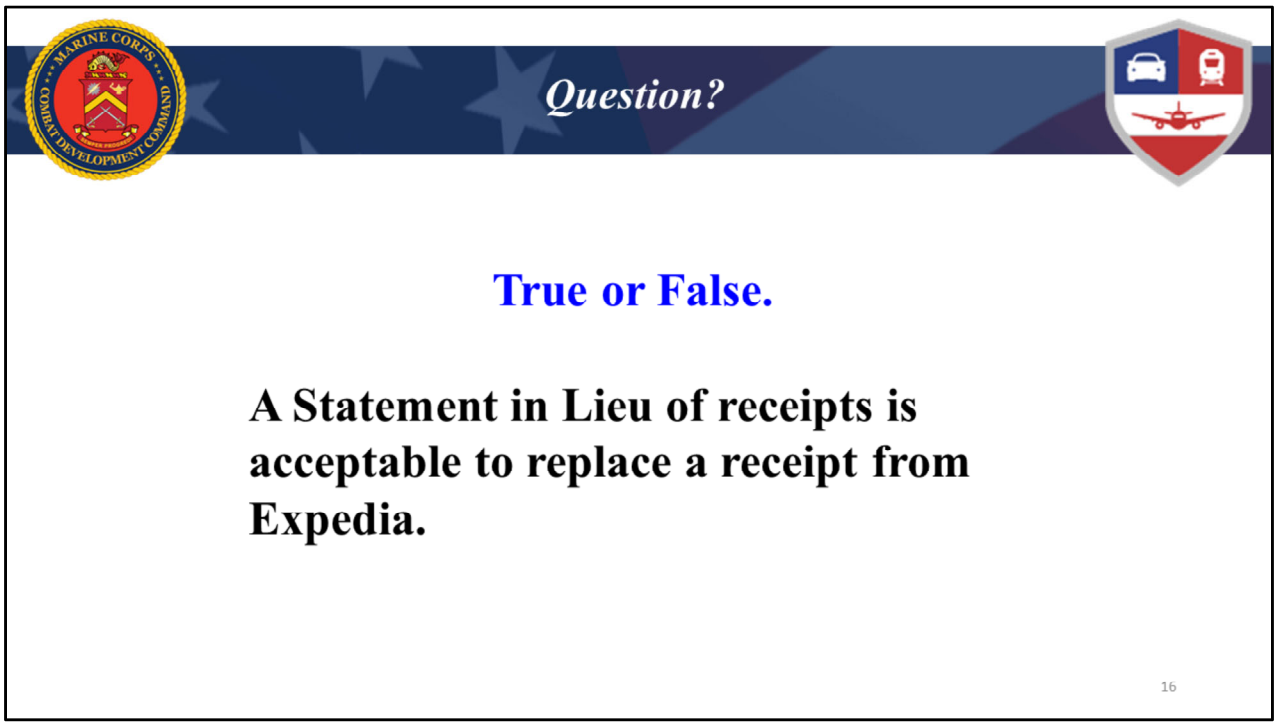
PRO TIP: Most receipts can be quickly obtained after-the-fact from many vendors such as hotels, rental cars, airfare, etc. You should push the traveler to obtain an actual receipt if possible.



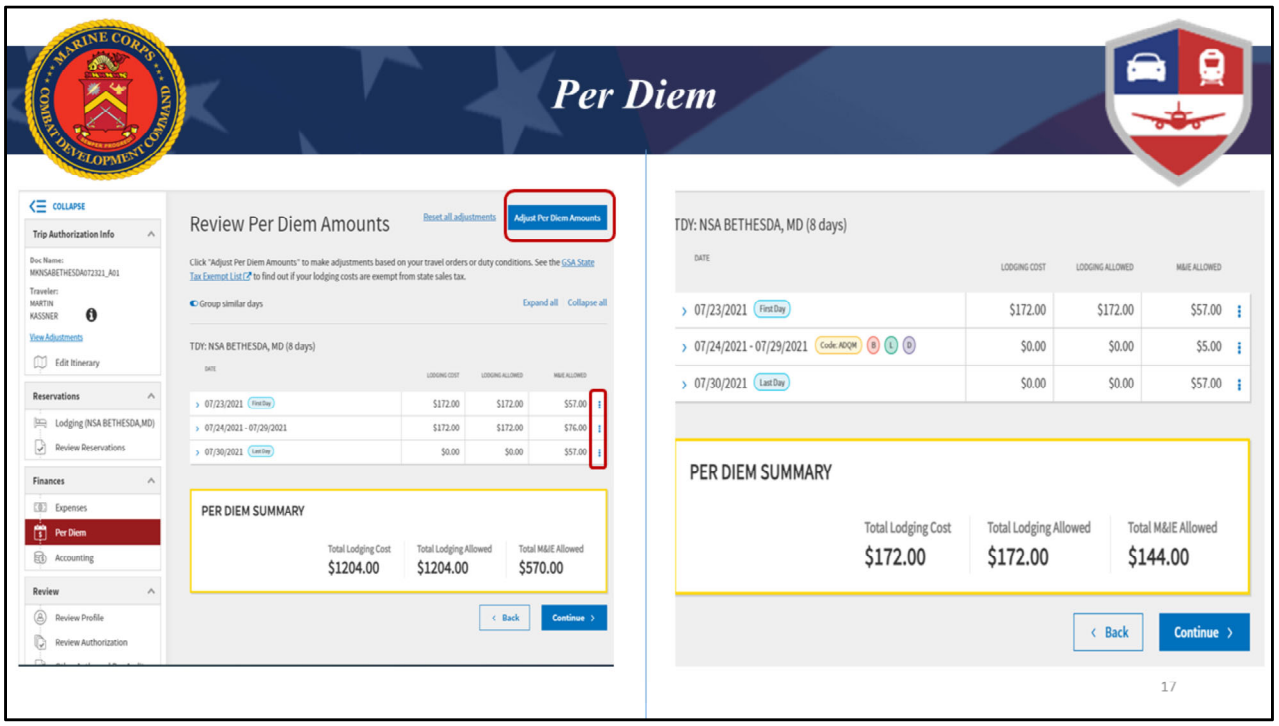
When reviewing, it is required to ensure all receipts and documents are loaded properly. This is extremely important in the case of a Constructed Travel Worksheet (CTW) and DD for 1351-2. If those documents are not uploaded properly it will cause processing issues. On the screen is how they should be uploading these items and how you will see it when reviewing.

PRO TIP: Don't trust that is what it really is! OPEN ALL DOCUMENTS even if you don't think it matters. We have been seeing a trend in returns and debts from TECOM due to travelers vouchers being returned due to missing documents especially reporting and detaching endorsements. When that happens, travelers have been forgetting to resubmit. As the unit level review on the routing list, you need to open every document to ensure the requirements are met.

We're not going to cover the CTW because it's covered on your required training. If you do have questions about it contact your ODTA, if you are an ODTA contact your permissions manager in our office.



False. Statement in Lieu of Receipts are not acceptable for online booking sites per JTR 010301 B.



Let's move onto the Per Diem Screen:

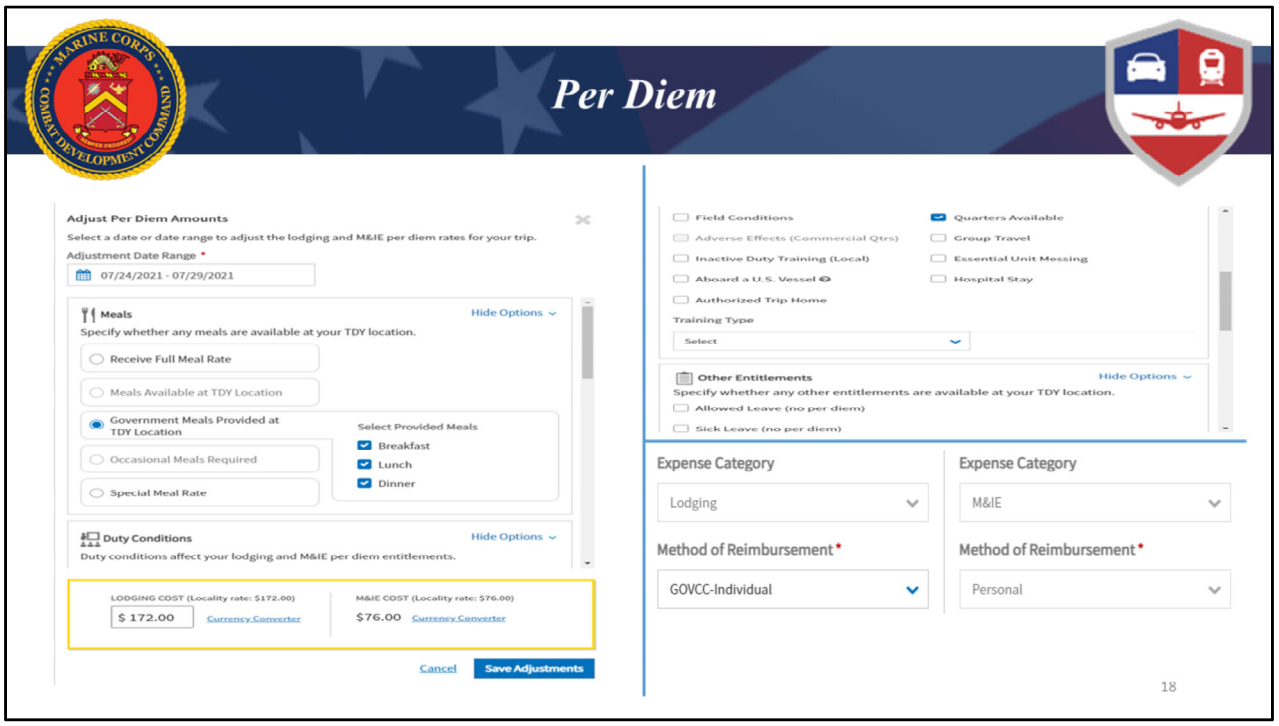
You need to check the per diem screen with attention to detail! This is wrong far too often.

The screen shots show before an after an edit.

You can edit Per diem amounts by either selecting the Adjust Per Diem Amount

The ellipses allows you to either view or edit the per diem.

Make sure these amounts for lodging match what's on the receipt and the M&IE is correct based on what was directed on the authorization.

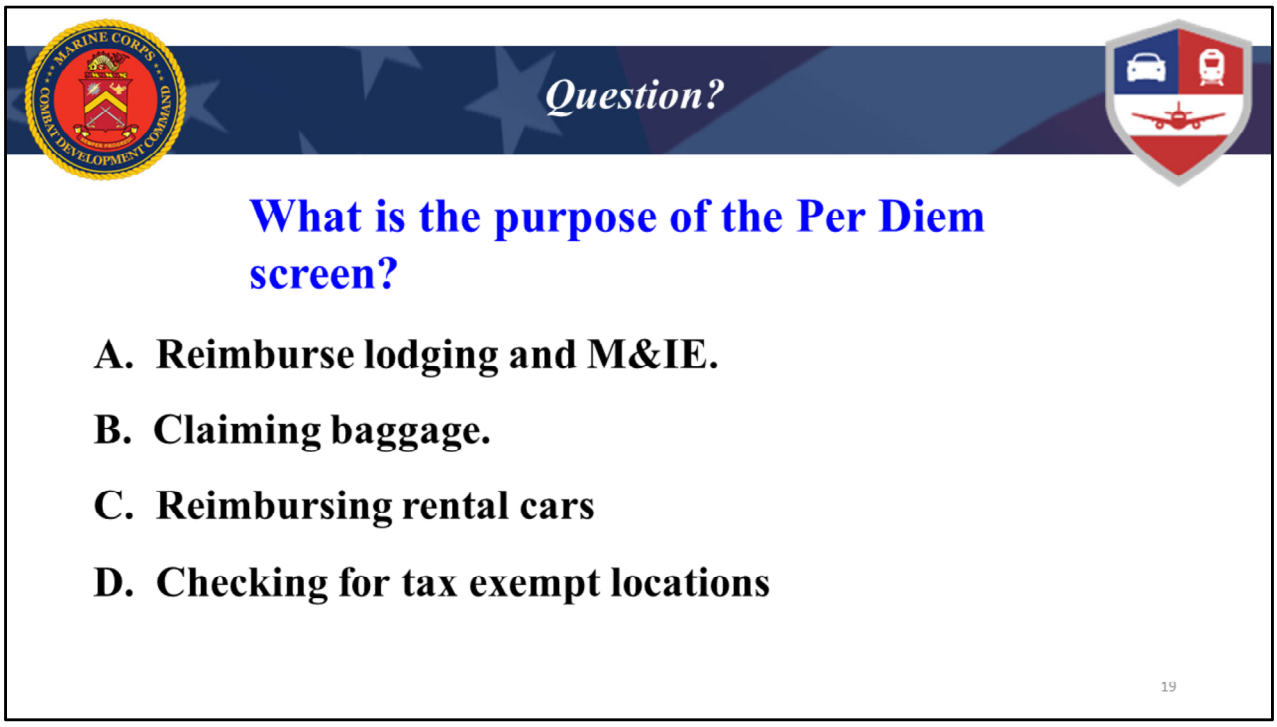


All portions of per diem which is lodging, meals, & incidentals are adjusted here.

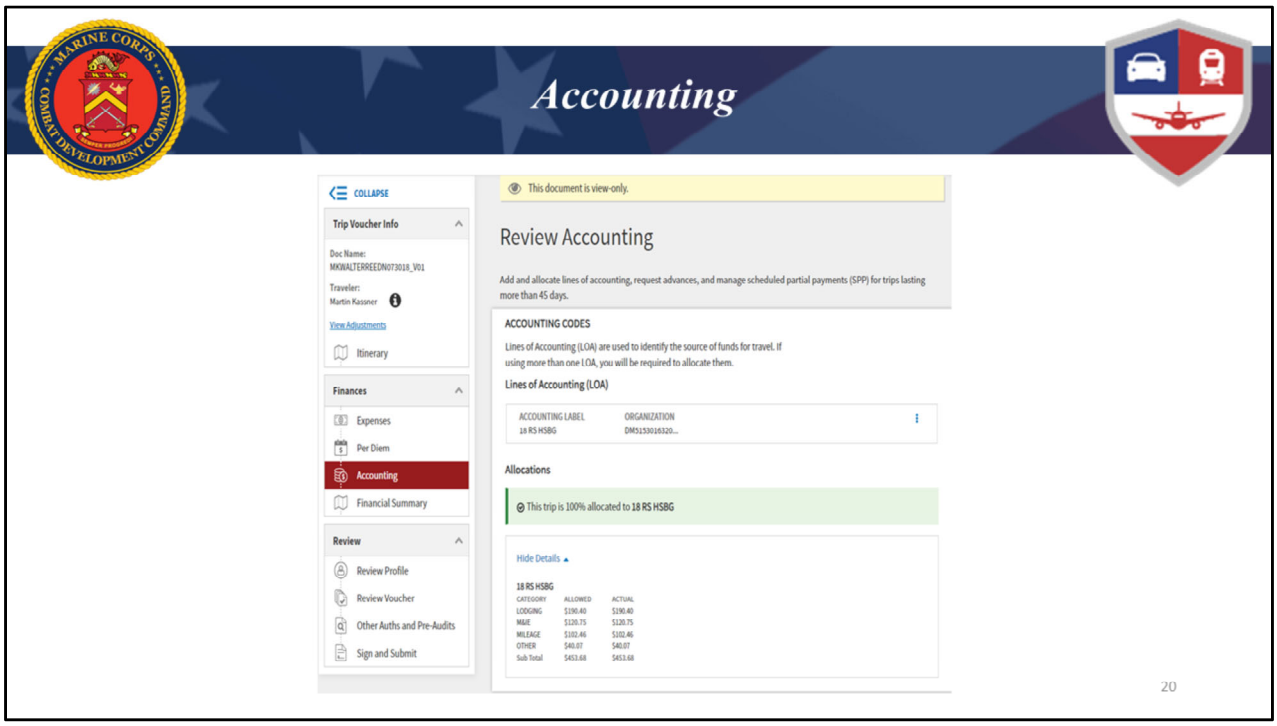
Travelers often get confused between meals provided and meals available.

- "Meals Provided" means they received the meal for free where the government paid for it other ways such as meals at a conference (this does not include things like a continental breakfast).
- "Meals Available" means the chow hall/dining facility is available to the traveler. This is only allowed if Government Lodging was available. If lodging is not available then government messing cannot be directed. Military members TAD to an installation need to have this on their authorization as well. For the correct M&IE rate to actually be paid the Quarters Available box must be checked.

Other situations such as field conditions (known as Field Duty), Aboard a U.S. Vessel (known as Ship Duty), and leave periods would be accounted for here as well. You need to make sure the dates match what actually occurred. For field duty and ship duty, you only select the box for the whole days in that status, not for the days in and out.

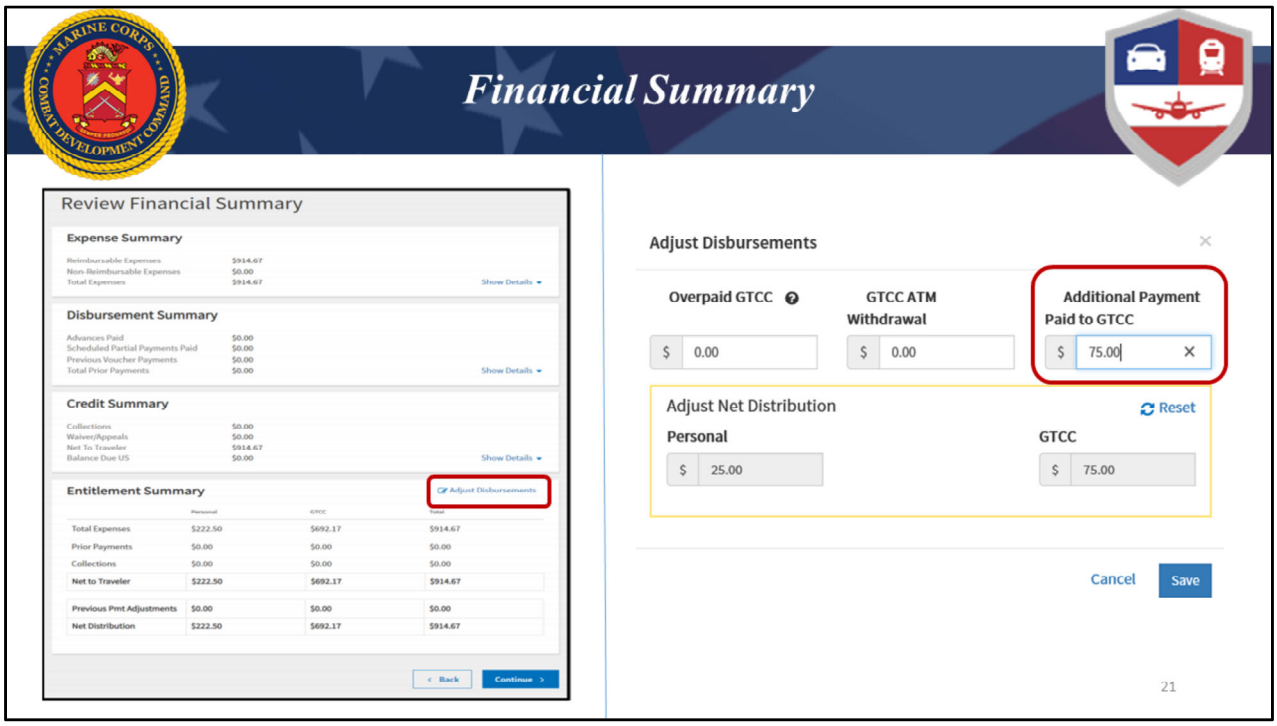


Answer is A, The purpose is to properly account for the traveler's entitlements to per diem which consist of lodging, meals, and incidental expenses.



Next is the Accounting screen

Here you want to ensure that the voucher has the correct LOA attached and it is allocated. If the LOA is incorrect it needs to be changed. If the LOA is not allocated finance will run into an approval error and will return the voucher. If there are multiple LOAs on the voucher, ensure that all the LOAs cover the expenses 100% to include allocation. A green box with checkmark will let you know this as seen on the screen.

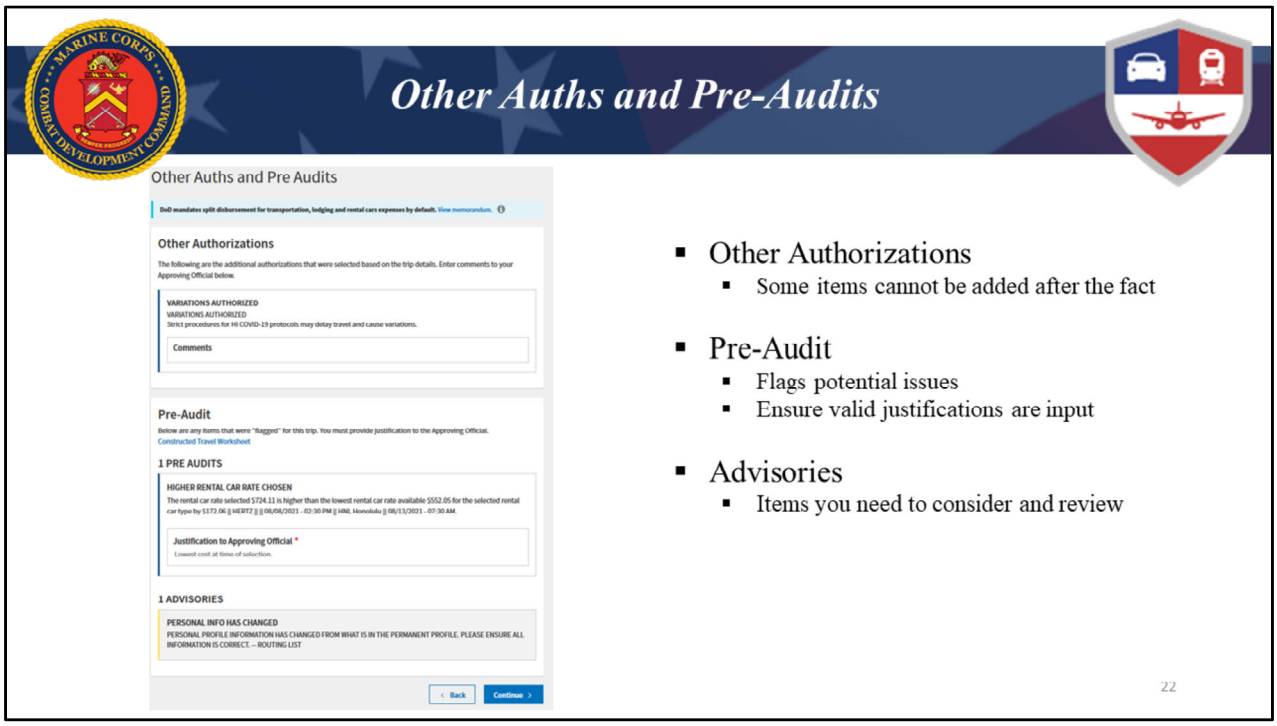


The Financial Summary Screen shows the breakdown of funds for the voucher. It will show you what expenses are reimbursable and what are not, an example of those that are not would be CBA Airfare and CBA TMC expenses. Those are not reimbursed to the traveler because the government paid for the flight and TMC charge using the CBA.

It also shows the disbursement history for any previous payments, credits for any money due to the US or owed to the traveler, and the split disbursement breakdown between personal/GTCC.

On the split disbursement you need to make sure the traveler is sending enough funds to the GTCC to cover all the charges they placed on their GTCC. To change a split disbursement, click adjust disbursements highlighted in red and then add money to the Additional Payment to Paid to GTCC box that is also highlighted in red.

If a frequent traveler is involved and they want to cover only the expenses for that specific trip, Ensure either you or the traveler input a statement on the voucher that states “Split disbursement covers all charges for this trip, all other charges on the GTCC are for other TAD periods.” If that statement is missing, the full GTCC balance will be split-disbursed.

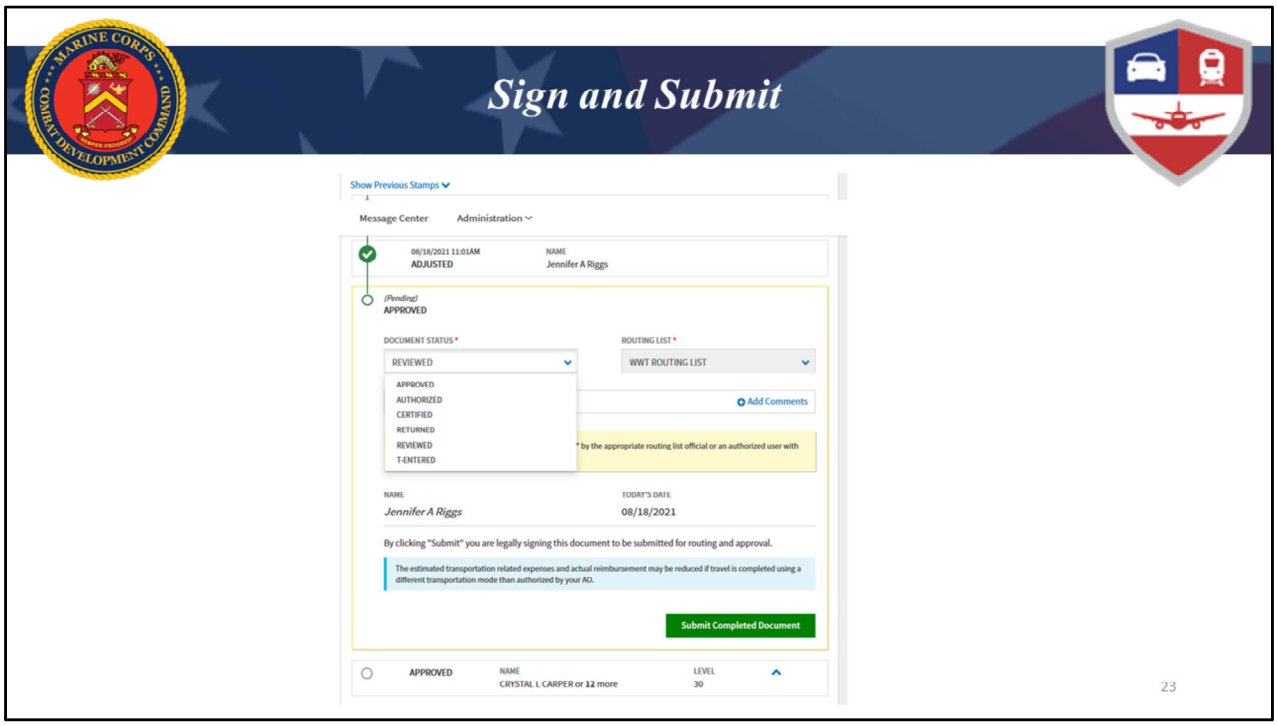


Other Authorizations is the command's opportunity to add additional authorizations to the trip and should generally be included on the authorization. There are certain things that can only be input on the authorization. It cannot be added to the voucher after the fact. Example: variations authorized.

DTS is very intuitive, it knows when you are doing something different and will flag items that have potential issues here on the Pre-Audit screen. When reviewing vouchers, you really need to pay attention to these. You need to make sure you and the traveler have put real justifications here. If you leave them blank or put vague information such as "mission approved" or "authorized" you will find your voucher likely getting returned.

Ultimately this is the chance to fully explain the situation and story of the trip, the finance office cannot read minds and they do not assume anything. The voucher must be fully contained and self-explanatory, the finance office and any post-payment auditors will not go digging anywhere else to figure things out, this includes the authorizations.

Advisories include items such as DTS Lodging CNAs,Routing list changes, Missing EFT info, Rental car being claimed without gas expense. And many, many more.

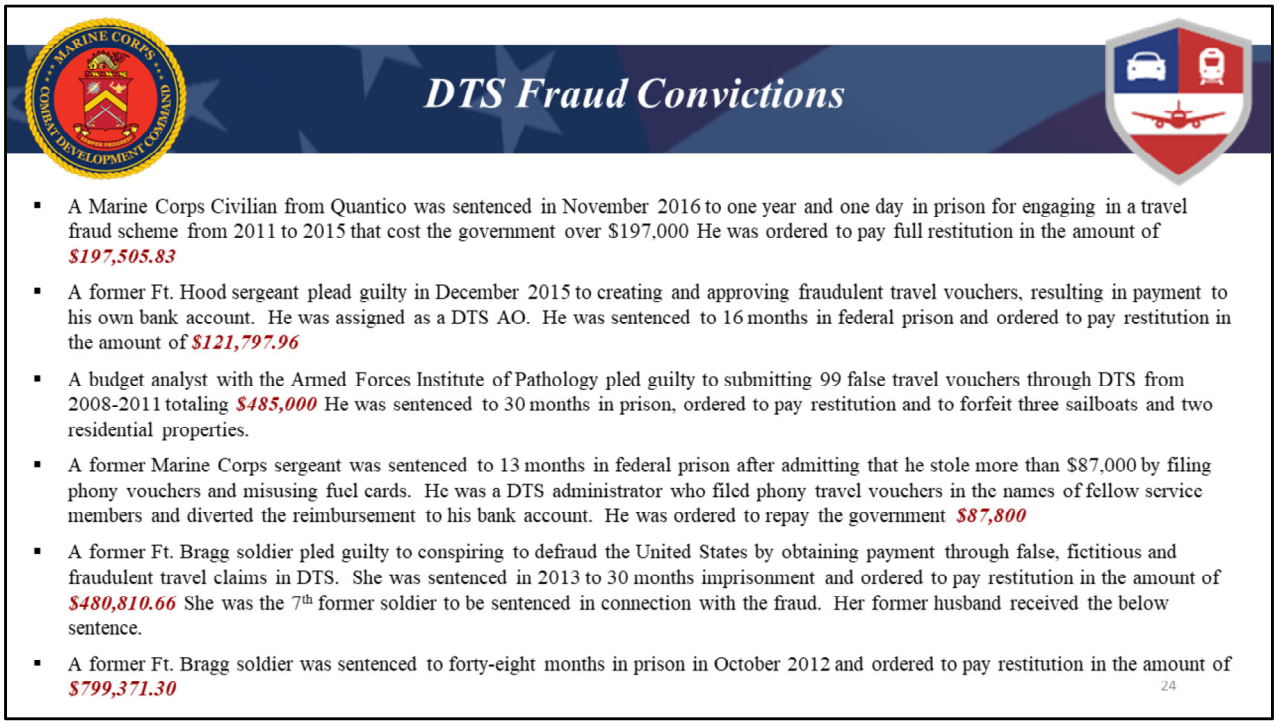


Once you have fully reviewed it, this is where you need to ensure they are using the correct routing list, check any document history for comments from either the traveler, or finance office, and then you will either stamp the voucher “Returned” or “Reviewed”.

If you are returning the voucher, you need to input comments to the traveler of what needs to be corrected.

If you are stamping it reviewed, you will need to include comments to the finance office regarding the items you want approved such as upgraded rental vehicle, If you determined from a CTW that actual POV mileage is advantageous to the government, and of course the GTCC statement we discussed earlier for back to back travelers.

As the Debt Management Monitors, we cleared over $600,000.00 in debt during CY 2020 due to vouchers that were not properly reviewed. Don’t be a “Button Pusher”!!! Everyone plays a vital part ensuring vouchers are being paid timely and accurately.



This is a list of some fraud convictions. One thing they all have in common is the command reviewers all looked and them and didn't bother to question anything. You need to question things that seem out of place or don't look right. You are charged with stewardship of the taxpayers funds (your funds).

Here is our contact information. Thank you for attending today's presentation.