



Defense Travel System



AO/RO/ODTA Developmental Training: How to Properly Review DTS Vouchers

MCB Quantico LDTA, Tier II Help Desk

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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.



Agenda



- **Resources**
- **Accounting**
- **Itinerary**
- **Financial Summary**
- **Expenses**
- **Other Authorizations/Pre-Audit**
- **Per Diem**
- **Signature Page**

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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.

Resources





<https://www.defensetravel.dod.mil/>

Joint Travel Regulations (JTR)


DTS GUIDE

DTS login button

Quick Links and Resources

- Distance Learning Schedule
- Distance Learning Course Synopsis
- DTA Toolkit RSS Feed
- DTS Guides 1-5
- DTA Manual
- DTA Manual Appendices
- Download entire DTA Manual & Appendices
- EWTS
- All RSS Feeds
- Travel Training Program Fact Sheet

DTS Guides 1-5

- Getting Started
- Authorizations
- Vouchers
- Local Vouchers
- Group Authorizations

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 especially important after updates.



Resources



<https://www.quantico.marines.mil/Resources/Defense-Travel-System-DTS-/>



QUANTICO DEFENSE TRAVEL SYSTEM (DTS) HELP DESK


REFERENCES

REFERENCE LINKS

- Joint Travel Regulations (JTR)
- Integrated Lodging Program
- DoD 5154.31 Volume 3: Defense Travel System
- DoD PMR Volume 5: Disbursing policy
- DoD PMR Volume 9: Travel Policy
- Foreign Clearance Guide
- Defense Travel Management Office (DTMO) Homepage

REFERENCE DOWNLOADS

- DTS R Guide
- MCO 4650.19
- Local Travel Order
- FINANCIAL POLICY MANUAL VOLUME 2 (FORMERLY KNOWN AS MCTM)
- DoIT Waiver Guidance
- Dual Profile Procedures
- OSD Memo-Max Use Of DoD Lodging
- Requirements for Voucher Processing
- WarAdmin For TEMMS Travel Vouchers
- DTS Reject Correction Guide (28 Apr 2021)
- EFT Trace Procedures



QUANTICO DEFENSE TRAVEL SYSTEM (DTS) HELP DESK

FORMS

DD 577 TEMPLATES

- DD577 RO Wt100 Pigs Compliant
- DD577 RO-Contractor Wt100 Pigs Compliant
- DD577 MDTA Wt100 Compliant
- DD577 MDTA Wt100 Compliant
- DD577 FDTA Wt100 Compliant
- DD577 MDTA Wt100 Compliant
- DD577 AD Wt100 Compliant

VOUCHER SUPPORT DOCUMENTS

- Statement in Lieu of Receipt
- Mileage In/around TDY
- DD FORM 1351-2

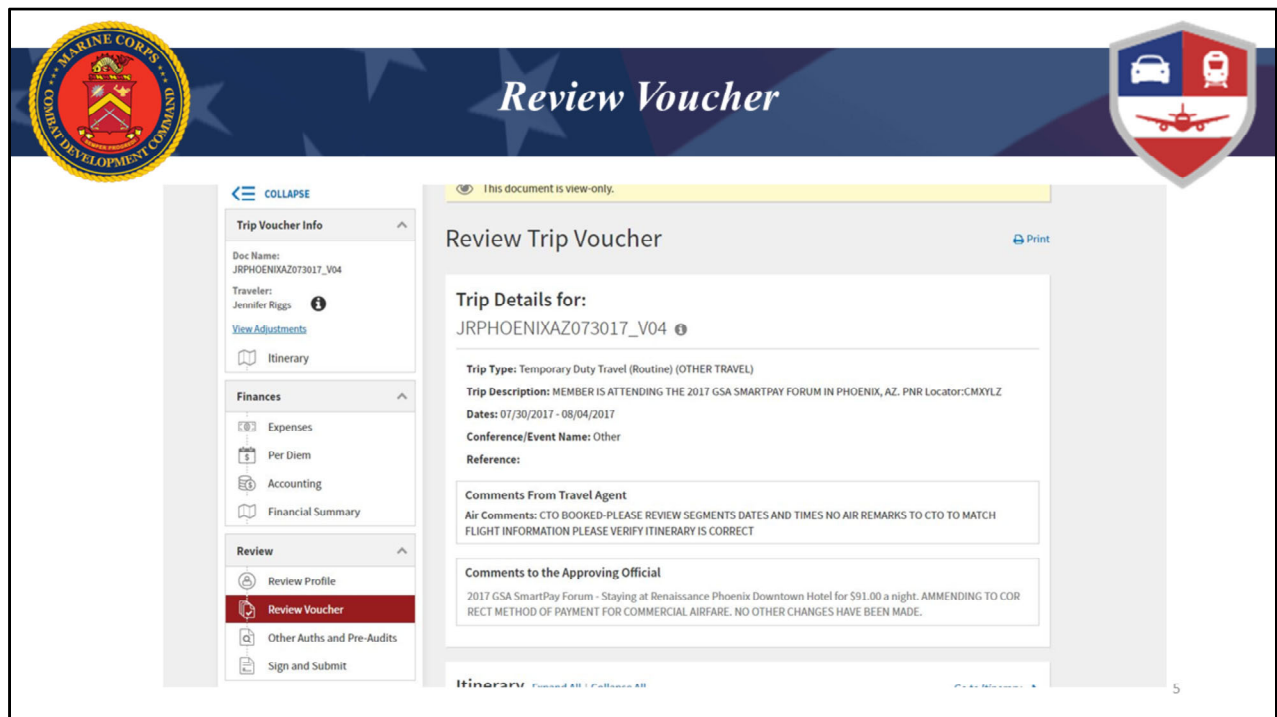
- ✓ **Reference Links**
- ✓ **Reference Downloads**
- ✓ **Forms: Mileage in/around, SIL, 1351-2**

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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.



Itinerary



YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location
05/09/2021	05/15/2021	TASHKENT, UZB
05/15/2021	05/21/2021	BISHKEK, KGZ

TRIP OVERVIEW

Leaving On * 05/09/2021

Leaving From * City or Zip * FRANKFURT AM MAIN, DEU

Returning On * 05/21/2021

Returning To * City or Zip * FRANKFURT AM MAIN, DEU

1. Location: Where performing official business, **NOT** where the traveler is lodging.
2. Include all locations
3. Dates may differ between these dates and the arriving and departing dates at the TDY locations due to travel time, etc.
4. Where the traveler left from and returning to.

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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.

Itinerary

Trip Details for: RGTASHKENTUZB050921_V01

TRIP DETAILS

Trip Type: Temporary Duty Travel (Routine)

Travel Authorization Number (TANUM): 21BEBV

Purpose *

Mission - Operational ?

Description (optional)

COMMAND VISIT.PNR Locator:SHFQHK

Trip Duration *

Multi-Day

Reference

Are You Attending a Conference or Event? *

No

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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.



QUESTION?





True or False?

Trip Description is an optional field.

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



Expenses

- Airfare
- TMC Fee
- Baggage
- Rental Car
- Lodging
- Mileage
- Tolls
- Documents

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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

Expenses

Enter Expenses

Sort By: Date (Newest) | Expand All | Add

Expense	Date	Amount	Receipt Status
Airline Ticket (IBA)	08/14/2021	\$450.00	IBA
Lodging (Camp Pendleton Home, CA)	08/14/2021 - 08/15/2021	\$288.00	IBA
Rental Car - at TDY Area	08/14/2021	\$245.69	IBA
Baggage - 1st Checked Bag	08/14/2021	\$30.00	IBA

Expense Summary

Reimbursement Expenses	Other Expenses	Total Expenses
\$288.00	\$725.69	\$1,013.69

[Back](#) | [Continue](#)

Details: Parking - TDY Area | \$120.00 | IBA

Expense Date: 07/16/2021

Expense Amount: \$120.00

Method of Reimbursement: GTCC ending in **4549

Attachments (1)

Image Preview Not Available

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.

[illegible]

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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.)



Expenses



RECEIPT

Rental Agreement Number: 379375474
Vehicle Number: 99961393

YOUR INFORMATION

ACOSTA, ANGIE
Budget DISC: GOVT DTS (D)
PAYMENT METHOD: VISA XX4549

YOUR RENTAL

Picked Up: SAN
Date/Time: JUL 12, 2021@ 02:43PM
Returned: SAN
Date/Time: JUL 16, 2021@ 06:32AM
Veh Group: Standard SUV-5 Pass
Veh Charged: Standard SUV-5 Pass
Vehicle: TOYOTA 4RUNNER AWD
Odometer Out: 6564
Odometer In: 6836
Fuel Out: 23.6 In: 19.3

YOUR VEHICLE CHARGES

4 DY@ 98.00 392.00
YOUR TIME AND MILEAGE: 392.00

YOUR TAXABLE FEES

SALES TAX	58.19
FUEL SERVICE	28.72
VER LIC RECOUP	21.09

YOUR SUBTOTAL
TAXABLE SUBTOT 461.91
TAX 7.759%


YOUR NON TAXABLE ITEMS

CUST FAC CHARGE	9.00/DA	36.00
TOP		13.72
GARS	5.00/DY	20.00

TOTAL CHARGES 588.98
NET CHARGES USD 588.98
YOUR TOTAL DUE: 0.00

PAID ON: VISA XX4549
**CONCESSION RECOVERY FEE
FUEL SERVICE - (23.6 GAL OUT
- 19.3 GAL IN) - \$ 0.999/GAL

THANK YOU FOR RENTING WITH BUDGET
FOR AN UNLIMITED OF STRESSFUL TRIP
WWW.BUDGET.COM



NSA BETHESDA MD
4520 TAYLOR ROAD BLDG 64
BETHESDA, MD 20814
(202) 400-3400

KASSNER, SSGT MARTIN
MARINE CORPS
5265 ROC
ALLEN TOWN, PA 18

Account: 918091
Arrival: 07/01/2018
Departure: 07/03/2018
Rate: \$80.00
Room: 229

DATE	DESCRIPTION	COMMENT	CHARGE/PAYMENT	BALANCE
07/01/2018 100	ROOM CHARGE	#229 KASSNER, SSGT MARTIN	\$80.00	\$80.00
07/02/2018 100	ROOM CHARGE	#229 KASSNER, SSGT MARTIN	\$80.00	\$160.00
07/03/2018 740	VI PAYMENT	VI PAYMENT	\$-160.00	\$0.00
BALANCE DUE:				\$0.00

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



Expenses



STATEMENT IN LIEU OF LOST/DESTROYED/MISSING RECEIPT 805466

Ref: (a) Joint Travel Regulations (JTR)
 (b) HQMC-P&R (RFP) 4650.37 - MARINE CORPS TRAVEL INSTRUCTION MANUAL (MCTIM)
 (c) M&A Admin 29208

For the references, I hereby certify the expense claimed below was incurred by me (if provided by the Government at no cost to you, do NOT complete this form), and that the receipt is impracticable to obtain, or was inadvertently lost/destroyed. I understand a separate form shall be completed for each individual expense needing a receipt, and that information provided may be investigated for validity.

1. Type of receipt lost/destroyed/impracticable to obtain. PLEASE CIRCLE

Air Fare ☐ Bus Fare ☐ Train Fare ☐ Rental Car ☐ Limo/Taxi ☐ Registration Fee ☐
 CTO Fee ☐ Lodging ☒ Parking Fee ☐ Other ☐

2. Name of Company providing service: If claiming lodging, provide complete address of facility and number of room occupants. If claiming rental car, identify the type of car (compact, full size, van, etc.) and optional purchases such as insurance.

Hyatt Regency 101 ABRAHAM LINCOLN ST PTSBURGH, PA 15801
15801-2000 DEERBUSH # of Room Occupants ()

3. Inclusive Dates Expense Incurred:
15 May 21 - 21 May 21

4. Total Amount Claimed: \$ 241.44. Use the space below to itemize the amount shown on left. If claiming lodging, the daily room rate & daily tax rate incurred must be shown below.

Daily Rate: \$ MAY 15 (\$207.94) MAY 16 (\$207.94) MAY 17 (\$207.94)
MAY 18 (\$207.94) MAY 19 (\$207.94) MAY 20 (\$207.94)

5. Method of Payment: PLEASE CIRCLE

GOVCC-Gov't Travel Charge Card ☒ PERSONAL-Credit Card / Cash ☐

6. If claiming transportation, Air / Bus / Train, list point of departure/arrival for each leg:

Robert A. GIBSON 805466 20210719
 (Printed Name) (Signature) (Date)

Statement in Lieu (SIL) JTR 010301 B

- GTCC statements are not a SIL
- Separate SIL for each individual expense
- Requires same information as a valid receipt

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.

Expenses

Add New

Select Type*

Type to filter

< Back

Constructed Travel Worksheet (CTW)

Travel Voucher (Form 1351-2)

Memo

Other

Travel Orders

There are uploaded documents that have not been assigned. [View documents now.](#)

Sort By: Date (Newest) Expand All

Travel Voucher (Form 1351-2) Details 08/25/2020

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

Continue

Accessibility Privacy Policy & Security Notice 15

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.



Question?





True or False.

A Statement in Lieu of receipts is acceptable to replace a receipt from Expedia.

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





COLLAPSE

Trip Authorization Info

Doc Name: MNNSABETHSDA072321_A01

Traveler: MARTIN KASSNER

View Adjustments

Edit Itinerary

Reservations

Lodging (NSA BETHESDA, MD)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Review Per Diem Amounts

Reset all adjustments

Adjust Per Diem Amounts

Click "Adjust Per Diem Amounts" to make adjustments based on your travel orders or duty conditions. See the [GSA State Tax Exempt List](#) to find out if your lodging costs are exempt from state sales tax.

Group similar days

Expand all

Collapse all

TDY: NSA BETHESDA, MD (8 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 07/23/2021 First Day	\$172.00	\$172.00	\$57.00
> 07/24/2021 - 07/29/2021 Code: ADQM	\$0.00	\$0.00	\$5.00
> 07/30/2021 Last Day	\$0.00	\$0.00	\$57.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$1204.00	\$1204.00	\$570.00

< Back

Continue >

TDY: NSA BETHESDA, MD (8 days)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 07/23/2021 First Day	\$172.00	\$172.00	\$57.00
> 07/24/2021 - 07/29/2021 Code: ADQM	\$0.00	\$0.00	\$5.00
> 07/30/2021 Last Day	\$0.00	\$0.00	\$57.00

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$172.00	\$172.00	\$144.00

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Continue >

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.

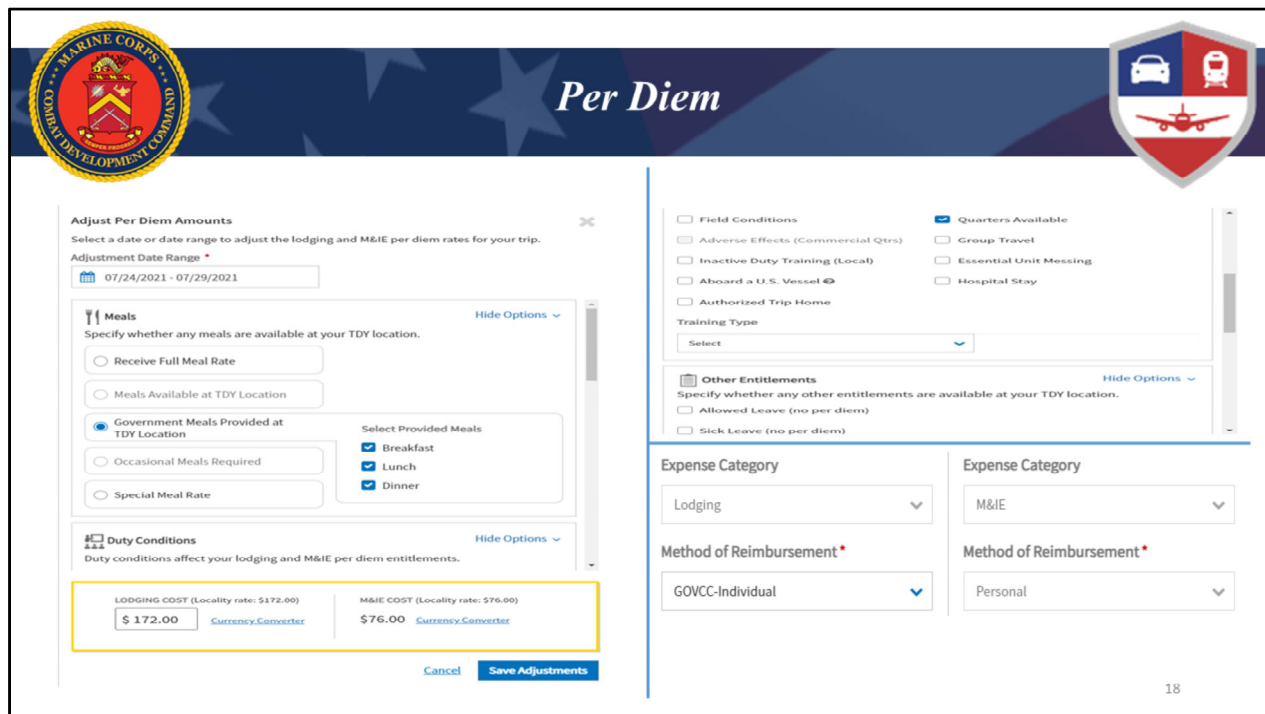
The screen shots show before an after an edit.

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.

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Per Diem

Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *
07/24/2021 - 07/29/2021

Meals

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☐ Meals Available at TDY Location

☒ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Provided Meals

☒ Breakfast

☒ Lunch

☒ Dinner

Duty Conditions

Duty conditions affect your lodging and M&IE per diem entitlements.

Lodging Cost (Locality rate: \$172.00)
\$ 172.00 [Currency Converter](#)

M&IE Cost (Locality rate: \$76.00)
\$76.00 [Currency Converter](#)

Other Entitlements

Specify whether any other entitlements are available at your TDY location.

☐ Field Conditions

☐ Adverse Effects (Commercial Qtrs)

☐ Inactive Duty Training (Local)

☐ Aboard a U.S. Vessel

☐ Authorized Trip Home

☒ Quarters Available

☐ Group Travel

☐ Essential Unit Messing

☐ Hospital Stay

Expense Category

Lodging

Method of Reimbursement *

GOVCC-Individual

Expense Category

M&IE

Method of Reimbursement *

Personal

Cancel Save Adjustments

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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.



Question?





What is the purpose of the Per Diem screen?

- A. Reimburse lodging and M&IE.**
- B. Claiming baggage.**
- C. Reimbursing rental cars**
- D. Checking for tax exempt locations**

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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.

Accounting

[COLLAPSE](#)

Trip Voucher Info

Doc Name:

MKNALTERREEDN073018_V01

Traveler:

Martin Kasserer

[View Adjustments](#)

Itinerary

Finances

Expenses

Per Diem

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

This document is view-only.

Review Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

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)

ACCOUNTING LABEL	ORGANIZATION
18 RS HSBG	DM2130016320...

Allocations

☒ This trip is 100% allocated to 18 RS HSBG

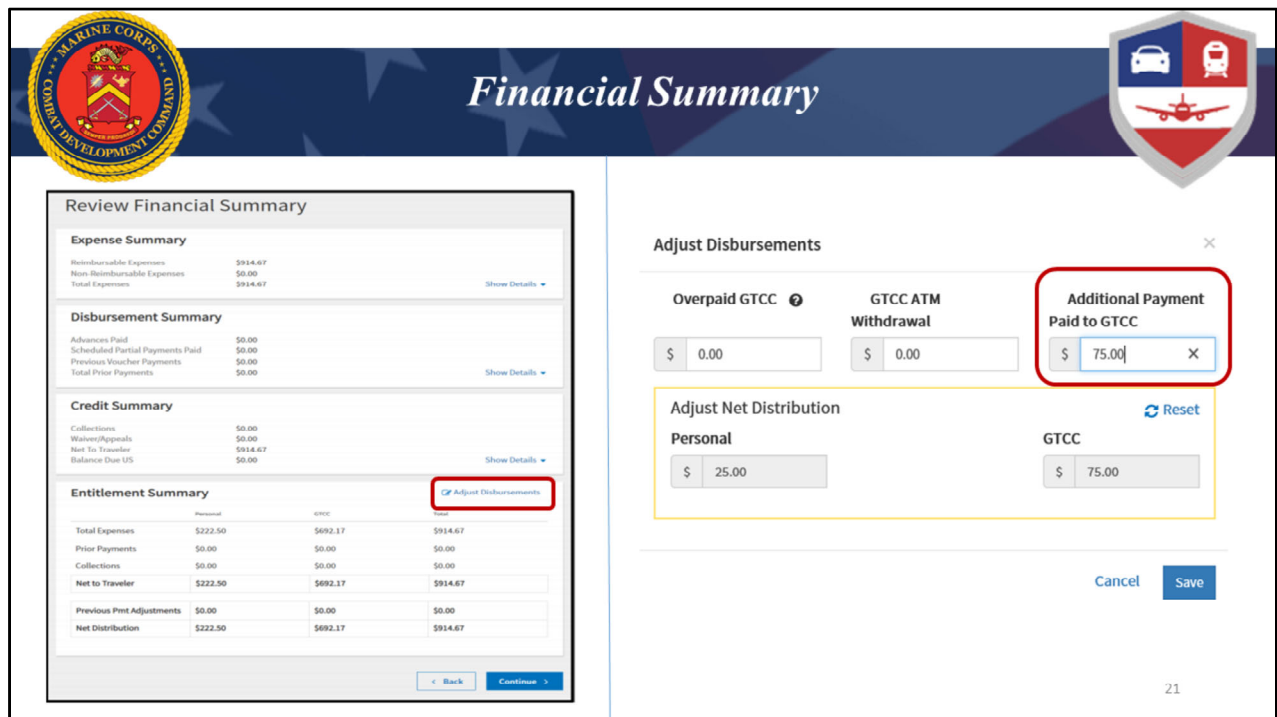
[Hide Details](#)

CATEGORY	ALLOWED	ACTUAL
LODGING	\$190.40	\$190.40
MEAL	\$120.75	\$120.75
MILEAGE	\$102.46	\$102.46
OTHER	\$40.07	\$40.07
Sub Total	\$453.68	\$453.68

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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 screenshot displays the 'Financial Summary' interface. On the left, a 'Review Financial Summary' panel contains four sections: Expense Summary, Disbursement Summary, Credit Summary, and Entitlement Summary. The 'Entitlement Summary' section includes a table with columns for Personal, GTCC, and Total, and a red box highlighting the 'Adjust Disbursements' link. On the right, the 'Adjust Disbursements' modal is open, showing input fields for 'Overpaid GTCC', 'GTCC ATM Withdrawal', and 'Additional Payment Paid to GTCC' (highlighted with a red box). Below these, the 'Adjust Net Distribution' section shows 'Personal' and 'GTCC' amounts, with a 'Reset' button. At the bottom right are 'Cancel' and 'Save' buttons.

Financial Summary

Review Financial Summary

Expense Summary

Reimbursable Expenses	\$914.67
Non Reimbursable Expenses	\$0.00
Total Expenses	\$914.67

Show Details

Disbursement Summary

Advances Paid	\$0.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$0.00

Show Details

Credit Summary

Collections	\$0.00
Waivers/Approvals	\$0.00
Net To Traveler	\$914.67
Balance Due US	\$0.00

Show Details

Entitlement Summary

[Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$222.50	\$692.17	\$914.67
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net to Traveler	\$222.50	\$692.17	\$914.67
Previous Print Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$222.50	\$692.17	\$914.67

Back Continue

Adjust Disbursements

Overpaid GTCC

GTCC ATM Withdrawal

Additional Payment Paid to GTCC

Adjust Net Distribution

Personal

GTCC

Reset


Cancel Save

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.

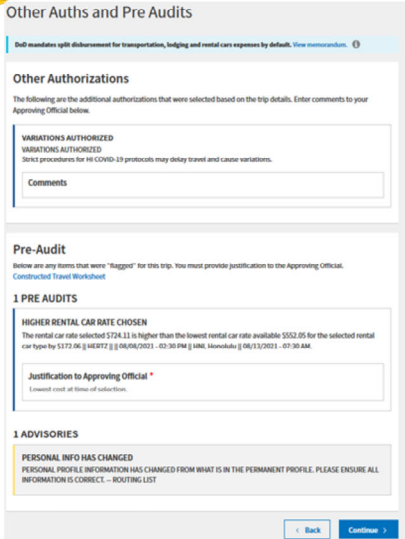
On the split disbursement you need to make sure the traveler is sending enough funds to the GTCC to cover all the charges they placed on their GTCC. To change a split disbursement, click adjust disbursements highlighted in red and then add money to the Additional Payment to Paid to GTCC box that is also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





- **Other Authorizations**
 - Some items cannot be added after the fact
- **Pre-Audit**
 - Flags potential issues
 - Ensure valid justifications are input
- **Advisories**
 - Items you need to consider and review


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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.



Sign and Submit



Message Center Administration

08/18/2021 11:01AM
ADJUSTED NAME
Jennifer A Riggs

(Pending)
APPROVED

DOCUMENT STATUS * ROUTING LIST *

REVIEWED v WWT ROUTING LIST v

APPROVED
AUTHORIZED
CERTIFIED
RETURNED
REVIEWED
T-ENTERED

[Add Comments](#)

* by the appropriate routing list official or an authorized user with

NAME: TODAY'S DATE:
Jennifer A Riggs 08/18/2021

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](#)

☐ APPROVED NAME: LEVEL:
CRYSTAL L CARPER or 12 more 30

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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.



DTS Fraud Convictions



- A Marine Corps Civilian from Quantico was sentenced in November 2016 to one year and one day in prison for engaging in a travel fraud scheme from 2011 to 2015 that cost the government over \$197,000. He was ordered to pay full restitution in the amount of **\$197,505.83**.
- A former Ft. Hood sergeant plead guilty in December 2015 to creating and approving fraudulent travel vouchers, resulting in payment to his own bank account. He was assigned as a DTS AO. He was sentenced to 16 months in federal prison and ordered to pay restitution in the amount of **\$121,797.96**.
- A budget analyst with the Armed Forces Institute of Pathology pled guilty to submitting 99 false travel vouchers through DTS from 2008-2011 totaling **\$485,000**. He was sentenced to 30 months in prison, ordered to pay restitution and to forfeit three sailboats and two residential properties.
- A former Marine Corps sergeant was sentenced to 13 months in federal prison after admitting that he stole more than \$87,000 by filing phony vouchers and misusing fuel cards. He was a DTS administrator who filed phony travel vouchers in the names of fellow service members and diverted the reimbursement to his bank account. He was ordered to repay the government **\$87,800**.
- A former Ft. Bragg soldier pled guilty to conspiring to defraud the United States by obtaining payment through false, fictitious and fraudulent travel claims in DTS. She was sentenced in 2013 to 30 months imprisonment and ordered to pay restitution in the amount of **\$480,810.66**. She was the 7th former soldier to be sentenced in connection with the fraud. Her former husband received the below sentence.
- A former Ft. Bragg soldier was sentenced to forty-eight months in prison in October 2012 and ordered to pay restitution in the amount of **\$799,371.30**.

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This is a list of some fraud convictions. One thing they all have in common is the command reviewers all looked at 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).



Contact Information



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<https://www.cwtsatotravel.com>

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