

DTS VOUCHER SUBMISSION REQUIREMENTS



The information provided in this document will explain DTS voucher submission requirements established by current travel regulations and the National Capital Region (NCR) Finance Office. This document was prepared by the Quantico DTS Helpdesk and reviewed by the NCR Finance Office DTS Approval Section. This document is intended to assist both travelers and units to prepare DTS vouchers.

For questions regarding the content of this document, please contact the Quantico DTS Helpdesk at (703) 784-2411/2412

References:

- (a) [Joint Travel Regulations](#)
- (b) [DODFMR, Volume 9](#)
- (d) [MCO 4650.39](#)
- (e) [MCO 4600.40b](#)
- (f) [MARADMIN 291/12](#)
- (g) [TAN 08-11 Valid Receipts for Reimbursement of Travel Expenses](#)
- (h) [DTS Document Processing Manual](#)
- (i) [Marine Corps Travel Instruction Manual \(MCTIM\)](#)

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Receipts:

○ Airline receipts:

- Required when tickets are charged to the traveler's GTCC or personally procured. As a reminder, it is mandatory for airline tickets to be charged to the GTCC for cardholders unless LICWO is involved
- Receipts emailed from CTO or printed from the kiosk at the airport are sufficient, an itinerary or boarding pass is not.
- If an exchanged ticket is involved due to early return, etc., both the original and supplemental ticketing receipts are required in addition to proof of refunded ticket amount, if any (Attach copy of GTCC Statement showing refunded amount). The traveler must claim the "True" commercial carrier cost, which is obtained by adding the sum of tickets purchased, and subtracting the sum of the refunded amount.

○ Lodging receipts:

- Must be in the travelers name and must show positive indication of payment.
- The receipts must show that the card was charged (instead of saying "will be settled to").
- Express check-out receipts (those showing "will be settled" or "will be charged") are invalid and will not be accepted.
- The lodging receipt must also be itemized. CONUS hotel taxes are claimed separately as a non-mileage expense. OCONUS lodging taxes are included as part of the daily lodging rate in per diem entitlements. **The lodging receipt must contain the name and full address of the lodging facility.**
- If the address of the lodging facility is in a foreign language, it must be translated into English and either handwritten on the receipt or on a Statement in Lieu.
- Lodging may only be claimed for the traveler that incurred the expense; travelers may not claim someone else's lodging (or any other expenses) on their voucher. If a traveler pays for 100% of someone else's lodging, they should contact their GTCC Agency Program Coordinator (APC) and request assistance with transferring the transaction in Citi. Citi can only move whole transactions, and cannot split a transaction in half after the fact. The lodging establishment may be able to credit one half the room rate back to a traveler and charge the additional traveler one half the rate. **REFERENCE: DCFO Memo - Prohibition on Paying for Others Travel Expenses dated 6 March 2015, DoD FMR, Volume 9, Chapter 8, 080401 H., MCTIM 10603**
- When the lodging receipt shows 2 or more occupants, the traveler is required to state whether or not the room was shared with another official government traveler or a family member and the cost of a single room. **REFERENCE: JTR 020303, MCTIM 10502, 10602**

○ Rental Car Receipts:

- Must have a positive indication of payment and not the rental agreement.
- If something on the rental car receipt was not allowed (for example, traveler had a GPS that was not authorized prior to the TAD) the taxes for that expense also have to be removed.
- Receipts must show the class of car that was rented.
- Finalized rental car receipts can normally be obtained via online request from the vendor 2 business days post rental.

- **Miscellaneous Expenses:**
 - \$75.00 or greater require receipts **REFERENCE: JTR 010301, MARADMIN 347/14**

Rental Cars:

- **Upgrades/Other than Non-Compact Car Authorized:**
 - Authorization/Orders: If the vehicle rented is other than compact, it must be authorized, determined to be mission essential and properly justified by the Traveler & Organization Approval Official. The traveler should enter justifying comments on the “Other Auths” page. The Approving Official should review the justifying comments by the traveler on the “Other Auths” page, and enter justifying comments at the digital signature page specifically authorizing the larger vehicle when approving the Authorization/Orders.
 - Voucher Scenarios:
 - Other than “Compact” size rented: The Approving Official should once again review the justifying comments by the traveler on the “Other Auths” page, and enter justifying comments at the digital signature page specifically authorizing the larger vehicle prior to applying the reviewed stamp to the voucher.
 - Free Upgrade, no additional cost to Government: If vehicle rented is other than a compact car but the traveler was offered as a free upgrade from the vendor at the time of rental, the estimated rental car cost must be verified using the initial booking itinerary. If the class charged was “Compact”, the voucher must be noted that the compact rate was charged for the larger vehicle at no additional cost to the Government.
 - Personal choice upgrade, additional cost borne by traveler: If the traveler chose to upgrade as a personal preference where extra costs are incurred, the traveler must make comments at the “Other Auths” page and type the verbiage “I chose to upgrade my rental car as a personal preference, I understand my rental car reimbursement is limited to the compact rate”. The Approving Official must also type comments at the digital signature page prior to applying the reviewed stamp to the voucher stating: “Traveler chose the upgrade as a personal preference and should be limited to the compact car rate as originally estimated at \$XX.XX”. (X = amount listed on original booking itinerary).

REFERENCE: MARADMIN 347/14

- **Rental Car Pre-Paid Fuel / Fueling**
 - Pre-paid fuel is prohibited by the JTR
 - Refuel prior to returning the rental vehicle to the drop-off location.
 - If safety concerns or the location of the closest fueling station prevent refueling, travelers will be reimbursed for vendor refueling charges (specific justification is required on the voucher).
REFERENCE: JTR, 020209, MCTIM 40502
- **Rental Insurance and Other charges**
 - Foreign locations – Insurance is only reimbursable if it’s required by the country the vehicle is rented in. This information can be found in the Foreign Area Clearance Guide
 - Non-Foreign locations – Insurance is not reimbursable

- Charges such as Road-Side Assistance are just other forms of insurance and are not reimbursable
- Other charges such as frequent flyer point transfers are admin charges to transfer points to an airline frequent flyer program. Those fees and associated taxes are not reimbursable
- GPS systems and toll transponders may be reimbursable but the AO must specifically state that they were authorized on the document

Lodging:

○ Government Quarters

- Uniformed Members are directed by regulation to utilize government quarters while TDY to another base or installation
 - Booked through DTS if lodging facility is listed in DTS
 - Booked manually by:
 - Contacting the government lodging facilities directly to make reservations
 - Booking reservations through www.dodlodging.net
 - The only exception is if government quarters are not available. If government quarters are not available, non-availability documentation must be provided as outlined in JTR 020303.
- The AO may also determine that government quarters are not available/directed only if the use of government quarters would adversely affect mission performance. If the AO determines non-availability for mission requirements, a specific and detailed justification must be provided. This exception should not be used to circumvent the regulation for personal convenience. Simply stating “mission requirement” without details as to the effect on the mission is not proper justification and will result in lodging reimbursement being limited to the government quarters cost. **REFERENCE: JTR, 020303**

○ Integrated Lodging Program Pilot (ILPP)

- All travelers TDY to an ILPP location are required to book lodging in the following order.
 1. Government (DoD) Lodging. (Air Force, Navy, USMC)
Privatized Lodging (Army Installations Only)
 2. DoD Preferred Commercial
 3. Commercial Fire Safety Act Compliant
 4. Commercial Other Published Rates
- DoD Service members must use available Government quarters if ordered to a U.S. installation (ILPP location or Not), or obtain a Certificate of Non-Availability (CNA) or Statement of Non-Availability (SNA) before booking Commercial DoD Preferred lodging. DoD Service members are directed by regulation to contact government lodging facilities directly to make reservations, or make reservations through www.dodlodging.net if lodging cannot be booked through DTS.
- A Civilian Employee is required to use available Government quarters at an ILPP site. If the electronic reservation system (DTS) cannot reserve Government quarters, they are considered not available for Civilian Employees.
- If government or privatized on-base lodging is not available, the next level is 2-DoD Preferred Commercial. If that is not available in DTS, the reservation module will automatically bring you to the next level and also create an advisory in the Pre-Audit screen stating it was not available. If it is available but the traveler chooses to skip it, DTS displays a warning stating they will be limited and also creates a Pre-Audit stating available DoD Preferred Commercial lodging was not used.

- Failure to book the required DoD Government or Commercial DoD Preferred lodging may result in limited reimbursement for both DoD Service Members and Civilian Employees.
- ILPP locations and detailed information on the program can be found here:
<http://www.defensetravel.dod.mil/site/lodging.cfm>
REFERENCE: JTR, 020303, Appendix X

- **Dual Lodging:**

Voucher must contain specific justification as to why it was necessary for the traveler to be authorized dual lodging. This justification and approval of dual lodging should be included under Other Auths, and must come from the Organization Approving Official, not the traveler.

REFERENCES: JTR, 020303, 020311, MCTIM 10604

- **Actual Expense Allowance - Lodging:**

Voucher must contain specific justification as to why the traveler is being authorized to exceed the lodging portion of per diem. Only use this option when lodging costs exceed the published rate and are justifiable. Personal convenience is not justifiable and excess costs must be borne by the traveler. This justification and approval of actual expenses must come from the Organization Approving Official, not the traveler. "Group Travel" is not a valid exemption, the JTR does not define the term as it relates to AEA.

REFERENCE: JTR, 020307

Mileage:

- **In and Around:**

When claiming in and around mileage, a mileage log must be uploaded as a substantiating record to show the breakdown of the mileage being claimed. At a minimum, the log sheet will list the date of each individual trip, departure location, arrival location, and mileage executed. The traveler is authorized to use the starting and ending odometer readings in place of mileage figures. Each log sheet will have the traveler's first and last name, grade, and signature attesting that the mileage is their true mileage, and date signed.

REFERENCE: MCTIM 61402

- **Local Mileage:**

When mileage is being claimed on a local voucher and the traveler departs from their residence they must deduct their normal commuting miles (or) cost associated with their normal commute, DTS does this automatically when you input the expense. Each leg of mileage will be input separately.

REFERENCE: JTR 020603

Constructed Travel Worksheets (CTWs):

Constructed Travel Worksheets (CTWs), when flagged, must be provided unless the authorized mode is POC and the authorized distance is less than 400 miles one way or 800 miles round trip. For other modes such as rental car under 400 mi one way or 800 round trip, it's the unit AOs decision whether or not to require one as they are ultimately responsible for determining what is advantageous to the government.

When the travel distance exceeds the parameters set forth in the previous paragraph, and determined to be more advantageous, the AO is required to ensure the CTW is marked accordingly and comment appropriately at the digital signature page as such when approving the authorization. The AO must also make those same comments on the signature

page of the voucher when they are reviewing the document. Comments on the pre-audit page such as “not required” are not sufficient, and must state the specific reason the CTW is not required. There are two scenarios for capturing costs, one is “BEST PRACTICE” and the other is “REQUIRED”.

1. **BEST PRACTICE** – When a “GSA Contract Rate” airfare is available in DTS: When commercial air is the directed mode of transportation for the trip, and the traveler elects to use an alternate mode of transportation for the trip, the traveler must search for flights using DTS and sort them by “Price”. If the first flight shown is a “GSA Contract Rate w/Limited Availability”, scroll down until DTS displays both a “GSA Contract Rate w/Limited Availability” & “GSA Contract Rate”; capture a screenshot of the information. Use the “GSA Contract Rate” as the CTW baseline cost. As a best practice, the screenshot should be uploaded as a supporting record to the CTW. This practice protects both the Government & Traveler prior to execution of travel by identifying the expected reimbursement limit before travel begins.
2. **REQUIRED** – When a “GSA Contract Rate” airfare is NOT available in DTS for the leg of travel, the following action is REQUIRED.
 - a. Search for flights using DTS and sort them by price. Capture a screenshot of the first flight (Lowest Cost). Use this lowest cost unrestricted airfare cost as the CTW baseline cost. Do not use a restricted airfare for this comparison.
 - b. You are REQUIRED to attach the screenshot as a supporting record to the CTW cost.

For other scenarios, i.e. Rental Car or Rail, capturing a screenshot of the lowest cost “Rental Car/Rail” within DTS (Sorted by Price) is considered best practice. You are REQUIRED to attach the screenshot as a supporting record to the CTW for both Rental Car & Rail scenarios.

Parking:

o Terminal parking:

Travelers are required to utilize economy parking facilities. Per the JTR, the terminal parking fees while TDY will not exceed the cost of two one-way taxi fares. Reimbursement for terminal parking fees will not exceed that amount, with the exception of extenuating circumstances defined in the JTR.

REFERENCE: JTR, 020213, 010103

o Valet Parking:

Valet parking is not generally reimbursable unless it is the only parking available such as at a downtown hotel with no self-parking available. In those rare instances, clear justification is required.

Excess Baggage:

The authorization/voucher must contain specific justification for excess baggage. It should be placed in Other Auths and must be approved by the Organization Approving Official.

Leave In Conjunction With Orders (LICWO):

o Military Personnel:

- o The NCR Finance Office will validate the leave has been recorded on the DTS voucher as well as correctly reported in MCTFS. If it is determined that the leave was not recorded, or reported incorrectly in MCTFS, the Finance office will correct the MCTFS record. Recommended Military Members upload a copy of the approved leave papers as a source document to the DTS voucher.

- Special Liberty ICW travel: Military members authorized special Liberty in conjunction with travel must include the special liberty approval from MOL and use the “DUTY” code for those days, do not use the leave codes.
- **Civilian Personnel:**
The NCR Finance Office will ensure the claim is paid correctly utilizing a constructed travel scenario. The Finance Office cannot validate if the leave was reported correctly in the civilian payroll system.

Conferences:

Trip Purpose must be conference based on the JTR definition: “A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. Does not include regularly scheduled courses of instruction conducted at a Gov’t/commercial training facility.” JTR, Appendix A

- **Conference Fee Statement:**
This statement can be put as a “Comment to the Approving Official” or on the “Other Authorizations” page: A statement as to whether or not a conference fee was incurred by the traveler’s organization (Unit Charge Card) or directly by the individual, i.e. GOVCC, other form of payment. **If no fee was incurred, a statement is still required.
- **Conference Meals Statement:**
A statement as to whether or not meals were provided as part of the conference fee; or at any time during the conference at no cost to the traveler. If provided, the per diem entitlements should be properly annotated and reflect the deduction of the meal(s) provided.

REFERENCE: MCTIM, 10303

Foreign Travel:

Local Commands that have foreign transactions need to supply the currency conversion rate used. It can be written on a receipt, or put into comments or Other Auths. It is recommended to check the statement in Citi and obtain the “Official” conversion rate for the expense.

Local Commands that do not utilize a CTO (for example, MCESG/Embassy) need to include a statement on the voucher that a CTO is not available so they are not limited to the cost of the GTR.

Pre-Audit Flags:

Pre-audit flags must contain a written explanation of the flagged item. The words "auth", “approved”, and the characters “.”, “..” etc. mean nothing. Ensure a written explanation/justification of the flagged item exists or the voucher “May” be returned for further clarification/justification.

REFERENCE: TAN 2-18

Laundry:

Laundry is not reimbursable. The IE (Incidental Expense) portion of per diem is intended to cover this expense, if incurred.

ATM Fee Reimbursement:

ATM Fees are not reimbursable. The IE (Incidental Expense) portion of per diem is intended to cover this expense, if incurred. There are extremely rare circumstances outlined in the JTR where ATM fees may be reimbursable.

Split Disbursement:

Travelers are responsible for ensuring that their split disbursement will cover all undisputed charges and pay their GTCC balance in full. The Financial Summary screen will be used to manually adjust the split disbursement as required. When the split is adjusted, remarks are required in the pre-audit flag indicating that the traveler is aware of their GTCC balance and that their split disbursement will cover all undisputed charges.

REFERENCE: MARADMIN 216/13

Line of Accounting (LOA)

Prior to submitting the travel voucher, ensure that the Fiscal Year LOA matches the Fiscal Year of travel. For example, if the dates of travel were in Fiscal Year 18 (1 October 2017 to 30 September 2018), the LOA should be for Fiscal Year 18.

T-Entered Vouchers:

Vouchers may only be input by the NDEA when the traveler does not have reasonable access to a CAC-enabled computer. Travelers who do not have reasonable access to a CAC-enabled computer must provide a manually prepared DD FORM 1351-2, paper voucher to the NDEA. The DD1351-2 must be completely filled out, contain their full SSN, and be uploaded as a substantiating record in DTS. Under no circumstances may the DTS generated DD1351-2 be used as the substantiating record. DTS will prevent the document from being signed if the DD 1351-2 is no loaded as that document type.

REFERENCE: MARADMIN 348/14

Timeliness of Processing Voucher:

- **Traveler:**
Travelers must complete and sign their DTS voucher within 5 working days of trip completion
- **Command:**
The Organization must route the voucher to the NCR Finance Office Approvers (level 30) within 4 working days after the traveler has signed the voucher.
REFERENCE: MCTIM 040601
- **NCR Finance Office:**
Finance Office Approving Officials must process the voucher within 10 working days after receiving the voucher. TECOM WWT vouchers may take longer depending on their workload volume.
REFERENCE: MCTIM 040602

After approval of the voucher:

- Traveler receive an auto-generated email from DTS notifying them of the approval.
- Traveler must log into DTS and look at the remarks on the digital signature page. If an expense was disallowed or removed, and the entitlement can be reimbursed on a supplemental voucher, the remarks will alert the traveler as to what additional supporting records are required in addition to required action. If the traveler has any

questions on a voucher that has been returned, or an expense that has been disallowed or removed, they should first coordinate with their ODTA.

- The ODTA can contact the LD/TA/DTS Help Desk for questions and clarification. Travelers should not contact the Finance Office approvers directly.

Supplemental Vouchers:

Supplemental vouchers need notes for why the supplemental is being submitted ("amended voucher being submitted to claim reimbursement for hotel taxes"). Recommend this description/statement be typed into the box that you get when you amend the voucher. Supplemental vouchers that are T-Entered by an NDEA must have a 1351-2 uploaded that reflects the amount previously paid on the original voucher.

DO NOT REMOVE EXPENSES PREVIOUSLY CLAIMED, OR A DEBT MAY RESULT.

REFERENCE: MCTIM 20302