

Single LOA: When you use only one LOA.

1. Select the **LOA** from the appropriate drop-down list.

Multiple LOAs: When you use two or more LOAs:

2. Select **OK** in the pop-up window.
3. Select the **How To Allocate** drop-down list and choose an allocation method.
4. Select **Allocate Expenses**.
5. Allocate the expenses among the LOAs.
6. Select **Save Allocations**.
The Expense Summary box will display a breakdown of the expenses pertaining to each LOA selected.

1. Select **Additional Options** from the navigation bar.
2. Enter any comments to the AO in the **Comments for Local Voucher** field.
3. Select **Save Comments and Proceed to Payment Totals**. View or edit the local voucher totals. If necessary, complete the **Add'l GOVCC Amount**.

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

8. The Stamp Process screen opens. Select **Save and Continue**.
9. Complete the **PIN** field then select **OK**.

Adjust and Amend Local Vouchers

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

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

Create an Adjustment

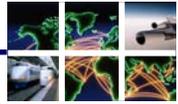
1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers**.
3. Select **view/edit** next to the document to be adjusted.
4. Clear the **Open Document VIEW-ONLY** box.
5. Complete the **PIN** field then select **OK**.
6. On the Preview screen, select **Edit** next to the items that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

Create an Amendment

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

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

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Create a Local Voucher: Instructions for Travelers

January 24, 2013

A local voucher is a request for reimbursement for miscellaneous expenses incurred while transacting official business with the locality of the Permanent Duty Station (PDS).

Log On to DTS

1. Insert the CAC into the reader.
2. Access the DTS Home page: <http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read the DoD Privacy & Ethics Policy then select **Accept**.

Create a Local Voucher



1. Mouse over **Official Travel** on the menu bar.
2. Select **Local Vouchers** from the drop-down list.
3. Select **Create New Local Voucher**.
4. Complete the **Date** field. The date defaults to the date you create the local voucher. You can leave this date as is or change it to any past date. You cannot use a future date because according to DoD travel policy, personnel can only claim reimbursement on a local voucher for expenses that have already been incurred.
5. Select **OK**.
The **Non-Mileage Expenses** module opens.

Note: You may claim expenses for multiple dates on one local voucher as long as each expense is before the date in the **Local Voucher Date**

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Non-Mileage Expenses

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

Added Manually

- Use the drop-down arrow in the **Select Expense Type** and choose the **expense type**. If the expense type is not listed, type it in the **-OR-** field.
- Enter the reason/event in the **Event Purpose** field. DTS populates the same entry into the Event Purpose field for the next expense. You can edit this field if the expense is for a different event.
- Complete the **Cost** field.
- Put the date that the expense was incurred in the **Date** field.
- Select the **Method of Reimbursement** drop-down arrow and choose how you paid the expense.
- On the Non-Mileage screen you may add up to two expenses.
- Select **Save Expenses**.
- If an expense is greater or equal to \$75.00, a pop-up reminder about receipts will display. Select **OK** to acknowledge the pop-up.
- Once the screen refreshes, enter additional expenses one at a time and select **Save Expense**.

Add Expense from the Government Travel Charge Card

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

When you use your GTCC to pay for something that needs to be included on the local voucher, you can use the **“Create an expense item from a government charge card transaction”**. This link is located above Expense item #1.

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Mileage Expenses

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

The most common types of mileage included in a local voucher are:

In-and-Around Mileage. This is mileage that begins and ends at the event location.

Private Auto (or Motorcycle) Mileage. This is mileage that begins and ends at the traveler’s duty station or residence.

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

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

- Select the **Expense Type** drop-down list.
- Select the appropriate In-and-Around Mileage expense type (either **Private Auto** or **Private Motorcycle**).
- Verify or enter the **Event Purpose**.
- Enter the **Location**.
- Verify or enter the **Date** field of the expense.
- Enter the **Miles** field with the number of miles driven.
- Two expenses can be added initially, then select **Save Expenses**.
- Enter and save additional expenses one at a time.

Private Auto (or Motorcycle) Mileage-Owner/Operator

Mileage Expense #2			
* Expense Type: Private Auto Mileage - Owner/Operator	* Date: 08/01/2005 (mm/dd/yyyy)		
* Event Purpose: DTS Training Conference	* Method of Reimbursement: PERSONAL		
From: RES: FAIRFAX, VA	* Miles: 25 x Rate: .405 = Cost: \$ 7.29	Check box to create a separate expense for round trip: <input checked="" type="checkbox"/>	
<input checked="" type="radio"/> Normal one-way mileage from Residence to PDS: <input type="radio"/> Daily one-way commuting cost from Residence to PDS: (if do not normally drive to PDS)	Profile Locations: DUTY STATION RESIDENCE		
To: Washington, DC	Profile Locations: DUTY STATION RESIDENCE		

- Select the **Expense Type** drop-down list.
- Choose either **Private Auto Mileage-Owner/Operator** or **Private Motorcycle Mileage-Owner/Operator**.
- Verify or complete the **Event Purpose**.
- Complete the **From** field or select a **location** from the **Profile Locations** as either the **From** or **To** field, and the event location in the other field.
- If you selected **Duty Station**, enter the mileage from the PDS to the location specified and skip to Step 9. **-OR-** If you selected **Residence**, new fields will appear. Follow the below steps to complete them:
- Select either the **Normal one-way mileage** radio button or the **Daily one-way commuting cost** radio button.
- If you select the **Normal one-way mileage** radio button, complete the Normal one-way mileage from **Residence to PDS** field. **-OR-**

If you selected the **Daily one-way commuting cost** radio button, enter the appropriate dollar amount into the field.

- Enter the **Miles** field with the number of miles to the destination.
- To claim a round trip mileage expense, check the box next to **Check box to create a separate expense for round trip**.
- Select **Save Expenses** when all expenses are added.

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Substantiating Records

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

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

Fax Method

- Select **Print Fax Cover Sheet**.
- Choose the printer and select **Print**.
- The bar code on the fax sheet is unique to each document name. **You must print and attach a cover sheet or each submission.** Use the fax cover sheet as the first page and fax it with all supporting documents and receipts to the fax number on the cover sheet.

Scan and Upload Method

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