

Defense Travel System (DTS) Travel Voucher Tutorial

Make sure you have included:

Price of the airfare and any applicable CTO fee(s).

Travel to/from the airport (on both ends of travel).

TDY location. Students are authorized full per diem for meals & incidentals.

Lodging. REMOVE any lodging per diem amounts. Lodging should indicate \$0.00. **For centrally funded students,** lodging is paid for by the Privatization of Army Lodging (PAL) Contract. You will not be charged or receive a billing statement for lodging expense.

Laundry. Laundry expense is limited to \$30 for Basic Course students, \$45 for Intermediate Course students and \$65 for the Advanced Course students. Laundry can be claimed up to the authorized expense if you actually have laundry expenses.

Checked Baggage Fee. Travelers are authorized two bags, not to exceed 50 pounds per bag, and must be within airline regulations for standard bag rate. Oversized/overweight charges will not be reimbursed.

TRAVEL EXPENSE – TRAVELERS WHO WISH TO DRIVE POV INSTEAD OF FLY:

You are authorized reimbursement of your travel expenses from your duty station to TDY location and return. Travelers are required to fly to the TDY location. If you elect to drive, your round trip mileage reimbursement is limited to the constructive cost of common carrier transportation or the actual cost of the POV plus additional travel days if applicable whichever is the lesser. You must complete a cost comparison and upload it to the substantiating records on the travel voucher.

COST COMPARISON:

If driving POV, include an additional travel day/Per Diem (\$123) for every 400 miles.

The cost comparison also includes tolls if the toll fees are known.

The cost comparison mileage is always the most direct route. Google maps, Rand McNally or MapQuest cannot be used for the cost comparison. The mileage calculator in DTS or at the Defense Table of Distance website must be used.

Use the following cost comparison formula and annotate the cost comparison in the Comments to the Approving Official field. Cost construct formula: airfare + CTO Fee + round trip taxi + checked baggage fee **VERSUS** round trip mileage + tolls + (at a minimum) \$123 additional per diem for each day over 400 miles.

LEAVE IN CONJUNCTION WITH TDY:

The traveler's voucher must indicate a Personally Procured Ticket with Comments to the Approving official annotating the one way Government fare and that the traveler is reimbursed either the Government fare or full amount of Personally Procured ticket whichever is the lesser. A copy of the Personally Procured airfare receipt must be attached to the travel voucher submission to validate which is cheaper to the Government. Attach the receipt under Substantiating Records.

RECEIPTS: Upload all pertinent receipts in Expenses, and in Substantiating Records. Failure to do so may result in your voucher being returned. You must load any receipt of \$75.00 or more to Substantiating Records.

Airfare receipt: You must upload your eTicket Receipt or eInvoice to Substantiating Records. To print your eTicket Receipt and/or eInvoice log on to “Virtually There” at <https://www.virtuallythere.com/new/homePage.html?pnr=&name=&language=0&style=&host=1W&clocktype=12&Finali=0&res=0> by entering your reservation code (a 6 character PNR locator number which can be found on the Preview page of the Authorization in the trip description section).

After entering the Reservation Code and Last Name click the View Itinerary tab

After entering the email address used for this booking click the View Itinerary tab

This itinerary page will not suffice as a receipt. You must click on View eTicket Receipt or View eInvoice on the right side of the page under Next Steps...either one will suffice as a receipt. See example below.



CARLSON WAGONLIT TRAVEL
 THANK YOU FOR CHOOSING CARLSON WAGONLIT TRAVEL
 Phone: 410-273-1100

Electronic Invoice

Prepared For:

[REDACTED]

SALES PERSON	M1
INVOICE NUMBER	[REDACTED]
INVOICE ISSUE DATE	02 Apr 2012
RECORD LOCATOR	[REDACTED]
CUSTOMER NUMBER	[REDACTED]

Delivery Address

RETURN ANY UNUSED TICKETS W/2 ORDERS TO
 CWTSATOTRAVEL
 P.O.BOX 790
 4305 SUSQUEHANNA AVE.
 ABERDEEN PROVING GROUND, MD 21005
 410-273-1100

Notes

AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT. THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER. ANY CAR/HOTEL RESERVATION EXPENSES ON THIS ITINERARY ARE NOT DIRECT BILLED MUST BE PAID FOR BY A MAJOR CREDIT CARD AND SHOULD BE VOUCHERED FOR REIMBURSEMENT.

TICKET PURCHASED WITH FOP VI***** [REDACTED]

FEES TOTALING 15.25PP CHARGED IN ADDITION TO TKT PRICE
 FEE-USD 15.25PP-AIR/AMTRAK DOMESTIC ONLINE
 FEE 8902256702531 TOTALING 15.25
 TICKET TOTALING ... 424.20
 FEE AND TICKET TOTAL ... 439.45

DATE: Sun, Apr 08

Flight: UNITED AIRLINES 4309

From	BALTIMORE WASHNTN, MD	Departs	10:00am
To	CLEVELAND, OH	Arrives	11:19am
Duration	01hr(s) :19min(s)	Class	UNITED ECONOMY
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	HORNBERGER/JAMES S		UA - XXXX EW

DATE: Sun, Apr 08

Flight: UNITED AIRLINES 4307

From	CLEVELAND, OH	Departs	12:25pm
To	KANSAS CITY INTL, MO	Arrives	1:31pm
Duration	02hr(s) :06min(s)	Arrival Terminal	C
Type		Class	UNITED ECONOMY
Stop(s)	Non Stop	Meal	
Seat(s) Details	HORNBERGER/JAMES		UA - XXXX EW

S

DATE: Sun, Apr 08

Car: ENTERPRISE R A C
KANSAS CITY INTL, MO

Pick Up	1:31pm	Drop Off	20 Apr
Confirmation Number	998725153COUNT	Car Type	2/4 Door,Compact
CD	G169DTS		
Service Information	CIC61930		
Phone	816-464-2500		
Rate Plan For -	11 Days,2 Hours	USD	M/KM
	USD Rate	116.00	UNL
	Extra Day	19.00	UNL
	Extra Hour	3.00	UNL
	Mandatory Charges	277.82	
	Approximate Total Price	494.82	UNL
			Extra MI/KM
			0.00
			0.00
			0.00

DATE: Fri, Apr 20

Flight: UNITED AIRLINES 6130

From	KANSAS CITY INTL, MO	Departs	3:12pm
To	CHICAGO OHARE, IL	Arrives	4:39pm
Departure Terminal	A	Arrival Terminal	2
Duration	01hr(s) :27min(s)	Class	UNITED ECONOMY
Type		Meal	
Stop(s)	Non Stop		
Seat(s) Details	HORNBERGER/JAMES S	Seat(s) - 05B	UA - XXXX EW

DATE: Fri, Apr 20

Flight: UNITED AIRLINES 626

From	CHICAGO OHARE, IL	Departs	6:15pm
To	PHILADELPHIA, PA	Arrives	9:17pm
Departure Terminal	1	Arrival Terminal	D
Duration	02hr(s) :02min(s)	Class	UNITED ECONOMY
Type		Meal	Refreshment - Complimentary
Stop(s)	Non Stop		
Seat(s) Details	HORNBERGER/JAMES S		UA - XXXX EW

DATE: Wed, Oct 17

Others

DEFENSE TRAVEL
SYSTEM

Ticket Information

Ticket Number	UA 7048183656	Passenger	[REDACTED]		
Billed to:	VI XXXXXXXXXXXXX			USD	* 424.20
				SubTotal	USD 424.20
				Net Credit Card Billing	* USD 424.20
				Total Amount Due	USD 0.00

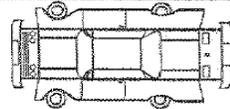
Rental Car Receipt: A contract for rental car services signed when renting a car is not a valid receipt because it only shows estimated charges, and does not show the amount actually paid. A valid receipt must show the rental car agency name, specific dates of service, itemized unit costs, any additional charges (e.g., airport concession fees, taxes), and total amount actually paid. The receipt is provided by the rental car company when the traveler returns the rental car, or may be sent to the traveler when using an express return. If you have an upgrade and it is not on your authorization, you will need to upload a justification statement with approval from your Authorizing Official. See sample of rental car receipt below.



GSP TRANSPORTATION INC 110205
 DBA DOLLAR RENT A CAR
 434 AIRWAYS AVE
 SAVANNAH, GA 31408 (912) 964-9001

Customer Information	Rental Expiry Information	Rental Agreement Number	
Cust No: [REDACTED] [REDACTED] [REDACTED] [REDACTED] - NO ADDITIONAL DRIVERS - ONLY AUTHORIZED RENTERS MAY DRIVE THE CAR. Destination: SAVANNAH Source: Dollar 17815184 Res#: Q3693719	RA Out: 03/23/2012 18.02 SVD RA In: 03/30/2012 20.00 SVD RA Due: 04/01/2012 11.30 SVD	[REDACTED]	
	Vehicle Information	Rate Information	
	Veh.#: 290297 Lic.#: Temp 2012 FORD F-150 Fuel Out: 8/8 Odom Out: 148 Fuel In: Odom In: 537 Miles Driven: 388 0 0 Miles Driven: 0	Hourly (sp) 1 10.00 hour 10.00 Weekly (sp) 1 123.00 week 123.00 Net T&M 133.00 GARS 8 5.00 day 40.00 CFC fee - SVD 1 3.00 unit 3.00 Vehicle License Fee 5 .53 day 7.44 CONC REC FEE - SVD 9.250 % 15.69 CITY TAX - SVD 3.000 % 5.91 SALES TAX - SVD 7.000 % 13.49 Subtotal of Other Charges 66.53 Total Charges 219.53	Charges: Deposit VI 46XX 9088 261.87 Payment VI 45XX 9088 -62.34 Total Deposits/Payments 219.53 Balance Due 0.00 Minimum one day rental charge
Coverages	Payment Information		
I have DECLINED LDW1 _____ I have DECLINED LDW _____ I have DECLINED PAIPEC _____ I have DECLINED SLI _____ I have DECLINED Prepaid Fuel _____ I have DECLINED Roadsafe _____	VI 46XXXXXX0000 [REDACTED] 62.34-		

Unlimited mileage rates are restricted to: NC, SC, GA, FL, AL, TN, KY, OH, VA, and WV. Otherwise, unlimited mileage rate is void and will default to \$0.32 per mile with zero free miles.
 I authorize Dollar to charge a minimum administrative fee of \$50.00 plus any fees associated with parking tickets and toll violations.
 Rentals over 30 days are subject to a charge of 20 cents per mile for all miles over 3000.
 Loss Damage Waiver (LDW) is 24.95-29.99 per day. Reference herein to LDW shall be interpreted to mean (or include) Loss Damage Waiver.
 Limited LDW is \$11.95 per day. Limited LDW covers you for up to the first \$500 of damages to our vehicle. The rental vehicle is considered to be in your care, custody, and control until one of our agents checks it in. Rates are subject to change if vehicle is not returned to renting location on date stated above. \$1.75 per mile will apply if vehicle is not returned to agreed location.
 Use of Debit Card for Rental: If using a debit card at the time of rental, customer understands it may take up to two weeks to receive any credit due the customer. Dollar has no control over this as it is an issue between the customer and his or her issuing bank. X _____
 You are responsible to inspect the vehicle before leaving the lot and if you notice any damages other than noted you will inform a Dollar Representative. X _____
 A cleaning fee plus any associated administrative fees will be charged to my credit card should the vehicle be returned in an excessively dirty condition. This will include cleaning required to remove smoke and/or animal hair. X _____
 For Vehicles going into Florida:
 The valid and collectible liability insurance and personal injury protection insurance of any authorized rental or leasing driver is primary for the limits of liability and personal injury protection coverage required by ss. 324.021 (7) and 627. 735, Florida Statutes.



By signing below, you acknowledge and agree that renting agency / lessor may use skip-tracing and similar services to locate, research, and prosecute you in the event you fail to return the rental /leased vehicle or fail to pay any and all rental fees due and owing under this agreement in full.
 By signature below, I acknowledge that I have read and agreed to the terms, conditions and notices, both printed and written, including the Loss Damage Waiver information, that appear on this Rental Statement and on the separate rental jacket (the "Agreement"), which is incorporated herein. THE UNDERSIGNED AUTHORIZE DOLLAR TO PROCESS OR SUBMIT A CHARGE TO MY CREDIT, DEBIT OR CHARGE CARD FOR THE ESTIMATED CHARGES FOR THIS RENTAL UPON MY SIGNING THIS RENTAL AGREEMENT AND FOR ALL ADDITIONAL CHARGES DUE UPON RETURN OF THE VEHICLE.
 All charges subject to final audit.

Customer Signature _____

Additional Driver Signature _____

DIGITALLY SIGN YOUR VOUCHER

Once you complete and sign your voucher it will route to Fort Leavenworth's Resource Management office for approval.

Please Note: We DO NOT FUND rental car, fuel, tips, in/around mileage or transportation at the TDY site, phone calls, and internet connection fees under AMSC's Line of Accounting. Your duty station may cite their funds to cover any expenses AMSC does not authorize.