

**THIS GUIDE IS NOT OFFICIAL. THIS IS MEANT TO
GIVE YOU SUPPORTING GUIDANCE AND
UNDERSTANDING IN THE GENERAL MANOR OF
FILLING OUT DTS VOUCHERS FOR TDYs TO ALTUS.**

**MILITARY CRASHPAD IS NOT RESPONSIBLE FOR
IMPROPERLY FILLED OUT AND/OR SUBMITTED DTS
VOUCHERS.**

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Per Diem Rate
Lookup



Distance Calculator



Routing Chain
Lookup



Cross-Org Document
Lookup



News and Notices



Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

+ Create New Document



Defense Travel System

Defense Travel System

System Status: ✔ DTS ▼

0

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Q

Per Diem Rate
Lookup

Distance Calculator

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Cross-Org Document
Lookup

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Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

50 Authorizations

17 Vouchers

50 Authorizations

Sort by

Departure Date (Latest) ▼

☐ Show inactive documents

Departing on | TA Number:

Pos Ack Received

Create New Document

Routine TDY Trip

\$

Voucher

Local Voucher

Group Authorization

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Trip Voucher Info

Doc Name:

[Redacted]

Traveler:

[Redacted]

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Review Trip Voucher

[Print](#)

Trip Details for:

[Redacted]



Trip Type: Temporary Duty Travel (Routine) (TRAINING)

Trip Description: [Redacted]

Dates: [Redacted]

Conference/Event Name: Not Applicable

Reference: [+ Add Reference](#)

Comments to the Approving Official

[+ Add Comments](#)

Itinerary [Expand All](#) | [Collapse All](#)

[Go to Itinerary](#) [→](#)

TRIP START [Redacted] (Duty Station) ⓘ

Leaving on

[Redacted]



TDY LOCATION 1 ALTUS AFB, OK ⓘ

[Redacted]



Update Itinerary

YOUR TDY LOCATION(S)

Arriving

Departing

TDY Location



Edit dates as needed.
departing and returning to will be
your duty station

TRIP OVERVIEW

Leaving On *

Leaving From *

JBLM, WA

Returning On *

Returning To *

JBLM, WA

Trip Details for: [REDACTED]

TRIP DETAILS

Trip Type: Temporary Duty Travel (Routine)

Travel Authorization Number (TANUM): [REDACTED]

Purpose *

Description (optional)

Trip Duration *

Reference

Are You Attending a Conference or Event? *

Description can be PIQ, PCO, CPAD,
ACAD, IAC, LIQ, etc.

[Continue](#)

[COLLAPSE](#)

Trip Voucher Info

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Traveler:

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Enter Travel Expenses

Uploads

[Fax Cover Sheet](#)Drag and drop or [browse](#) for a new document

Click browse to add all of your substantiating documents. Some items you might include are. Receipts, NON-A, Taxi Receipts, other entitlement receipts, MFRs for TDY extension, etc.

Reservation Expenses

Sort by: [Date \(Oldest\)](#)

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

Other Expenses

Sort by: [Date \(Oldest\)](#)[Import from GTCC](#)[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

Substantiating Documents

Sort by: [Name \(A-Z\)](#)[+ Add Document](#)[Constructed Travel Worksheet \(CTW\)](#)[Memo For Record](#)

CTW required for driving instead of flying

add all the documents that you submitted above

EXPENSE SUMMARY

Total Reservation Expenses
\$0.00Total Other Expenses
\$0.00Total Expenses
\$0.00[Continue >](#)



COLLAPSE

Trip Voucher Info

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Enter Travel Expenses

Uploads

[Fax Cover Sheet](#)Drag and drop or [browse](#) for a new document.

Reservation Expenses

Sort by: Date (Oldest)

Reservation expenses include air, rail, rental car and hotel costs when booked through DTS. They are automatically imported from your document's itinerary.

Add expenses like taxi if warranted. Must have receipt for taxis over \$75

Other Expenses

Sort by: Date (Oldest)[Import from GTCC](#)[+ Add Expense](#)

Other expenses include mileage, non-mileage and other ticketed transportation costs. CTO fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).

Substantiating Documents

Sort by: Name (A-Z)[+ Add Document](#)

| | | |
|------------------------------------|--|-------------------------------------|
| Constructed Travel Worksheet (CTW) | | 1 Document Attached |
| Memo For Record | | 1 Document Attached |
| from Military Crashpad.pdf | | 1 Document Attached |
| from Military Crashpad.pdf | | 1 Document Attached |
| from Military Crashpad.pdf | | 1 Document Attached |

EXPENSE SUMMARY

Total Reservation Expenses
\$0.00Total Other Expenses
\$0.00Total Expenses
\$0.00[Continue](#)



COLLAPSE

Trip Voucher Info

Doc Name:

Traveler:

[View Adjustments](#)

Edit Itinerary

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Review Voucher

Other Auths and Pre-Audits

Sign and Submit

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](#)

This ungroups the days so you can see each day individually.

YDR: ALTUS AFB, OK (59 days)

| DATE | LODGING COST | LODGING ALLOWED | M&IE ALLOWED |
|--|--------------|-----------------|--------------|
| > [Redacted] First Day Code: QTR5 | \$70.00 | \$70.00 | \$41.25 |
| > [Redacted] Code: ME SS | \$70.00 | \$70.00 | \$18.90 |
| > [Redacted] Code: QTR5 | \$0.00 | \$0.00 | \$55.00 |

IN TRANSIT (3 days)

| DATE | LODGING COST | LODGING ALLOWED | M&IE ALLOWED |
|--|--------------|-----------------|--------------|
| > [Redacted] In Transit | \$0.00 | \$0.00 | \$55.00 |
| > [Redacted] Last Day In Transit | \$0.00 | \$0.00 | \$41.25 |

PER DIEM SUMMARY

Total Lodging Cost

\$4060.00

Total Lodging Allowed

\$4060.00

Total M&IE Allowed

\$1324.80[< Back](#)[Continue >](#)

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 *



Meals

Hide Options

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate  Only if you have a NON-A

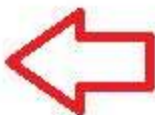
☒ Meals Available at TDY Location 

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner


This is with out a
NON-A

☐ Government Meals Provided at
TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Duty Conditions

Hide Options

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

☐ Field Conditions

☒ Quarters Available 

☐ Adverse Effects (Commercial Qtrs)

☐ Group Travel

☐ Inactive Duty Training (Local)

☐ Essential Unit Messing


☐ Aboard a U.S. Vessel

☐ Hospital Stay

Q available and Q and Meals available is
key to get the correct M&IE.
If you have a NON-A, DO NOT Select these.

☐ Authorized Trip Home

Training Type

Active duty training 

Quarters and Meals Available 

☐ Quarters

☒ Quarters and
Meals

☐ Commercial Qtrs

Other Entitlements

Show Options

LODGING COST (Locality rate: \$94.00)

\$ 70.00 

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$55.00

[Currency Converter](#)

Scroll Down after this. DO NOT
select save adjustments yet.

[Cancel](#)

[Save](#) 

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 *



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

☐ Field Conditions

☒ Quarters Available

☐ Adverse Effects (Commercial Qtrs)

☐ Group Travel

☐ Inactive Duty Training (Local)

☐ Essential Unit Messing

☐ Aboard a U.S. Vessel

☐ Hospital Stay

☐ Authorized Trip Home

Training Type

Active duty training



Quarters and Meals Available *

☐ Quarters

☒ Quarters and Meals

☐ Commercial Qtrs

Other Entitlements

Show Options ^

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

\$ Expense Details

Hide Options v

Edit expense details.

Lodging

☒ Reimbursable

Expense Category

Lodging



Method of Reimbursement *

GOVCC-Individual



M&IE

☒ Reimbursable

Expense Category

M&IE



Method of Reimbursement *

Personal



LODGING COST (Locality rate: \$94.00)

\$ 70.00

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$55.00

[Currency Converter](#)

[Cancel](#)

Save Adjustments

[COLLAPSE](#)

Trip Voucher Info

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Traveler:

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You are adjusting this document.

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: ALTUS AFB, OK (59 days)

| DATE | | LOGGING COST | LOGGING ALLOWED | M&IE ALLOWED |
|--------------|----------------------------|--------------|-----------------|--------------|
| > [Redacted] | First Day Code: MISS B L D | \$70.00 | \$70.00 | \$41.25 |
| > [Redacted] | Code: AQM B L D | \$70.00 | \$70.00 | \$18.90 |
| > [Redacted] | Code: QTR | \$0.00 | \$0.00 | \$0.00 |

IN TRANSIT (3 days)

| DATE | | LOGGING COST | LOGGING ALLOWED | M&IE ALLOWED |
|--------------|---------------------|--------------|-----------------|--------------|
| > [Redacted] | In Transit | \$0.00 | \$0.00 | \$55.00 |
| > [Redacted] | Last Day In Transit | \$0.00 | \$0.00 | \$41.25 |

M&IE should be 18.90 because meals were available. Check with your Approving official. If you have a Non-A, you will receive full rate of \$55/day

PER DIEM SUMMARY

Total Lodging Cost

\$4060.00

Total Lodging Allowed

\$4060.00

Total M&IE Allowed

\$1324.80

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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)

[Add LOA](#)

ACCOUNTING LABEL

ORGANIZATION

Allocations

This trip is 100% allocated to [redacted]

[Hide Details ▲](#)

| CATEGORY | ALLOWED | ACTUAL |
|-----------|-----------|-----------|
| LODGING | \$4000.00 | \$4000.00 |
| MEAL | \$1324.80 | \$1324.80 |
| Sub Total | \$5384.80 | \$5384.80 |

Make sure your accounting codes
are correct with your DTS
Approving Official (AO)

ACCOUNTING SUMMARY

Expense Summary

| | |
|---------------------------|-----------|
| Non-Reimbursable Expenses | \$0.00 |
| Reimbursable Expenses | \$5384.80 |
| Total Expenses | \$5384.80 |

Disbursement Summary

| | |
|----------------------|--------|
| Advances Paid | \$0.00 |
| SPP Paid | \$0.00 |
| Total Prior Payments | \$0.00 |

Calculated Trip Cost

| Allowed | Actual |
|-----------|-----------|
| \$5384.80 | \$5384.80 |

[Continue >](#)

[COLLAPSE](#)

Trip Voucher Info

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Sign and Submit

Review Financial Summary

Expense Summary

| | |
|---------------------------|-----------|
| Reimbursable Expenses | \$5384.80 |
| Non-Reimbursable Expenses | \$0.00 |
| Total Expenses | \$5384.80 |

[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 |
| Waiver/Appeals | \$0.00 |
| Net To Traveler | \$5384.80 |
| Balance Due US | \$0.00 |

[Show Details ▸](#)

Entitlement Summary

[Adjust Disbursements](#)

| | Personal | GTCC | Total |
|--------------------------|-----------|-----------|-----------|
| Total Expenses | \$1324.80 | \$4060.00 | \$5384.80 |
| Prior Payments | \$0.00 | \$0.00 | \$0.00 |
| Collections | \$0.00 | \$0.00 | \$0.00 |
| Net to Traveler | \$1324.80 | \$4060.00 | \$5384.80 |
| Previous Pmt Adjustments | \$0.00 | \$0.00 | \$0.00 |
| Net Distribution | \$1324.80 | \$4060.00 | \$5384.80 |

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COLLAPSE

Trip Voucher Info ▲

Doc Name:



Traveler:



[View Adjustments](#)



Edit Itinerary

Finances ▲



Expenses



Per Diem



Accounting



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Review Profile



Review Voucher



Other Auths and Pre-Audits



Sign and Submit

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile



GTCC



Exp. Date



Checking Account



[Open Profile](#)

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Review Trip Voucher

[Print](#)

Trip Details for:

Trip Type: Temporary Duty Travel (Routine) (TRAINING)

Trip Description:

Dates:

Conference/Event Name: Not Applicable

Reference: [Add Reference](#)

Comments to the Approving Official

[Add Comments](#)Itinerary [Expand All](#) | [Collapse All](#)[Go to Itinerary](#)

TRIP START

(Duty Station)

Leaving on



TDY LOCATION 1

ALTUS AFB, OK



TRIP END

(Duty Station)

Returning on

Expenses [Expand All](#) | [Collapse All](#)[Go to Expenses](#)

RESERVATION EXPENSES

No Reservation Expenses



OTHER EXPENSES

No Additional Expenses



SUBSTANTIATING DOCUMENTS

6 Documents

[Hide Details](#)

| DOCUMENT NAME | | SUBMIT DATE | NOTES |
|---|---|-------------|-------|
| <div> from Military</div> <div>Crashpad.pdf</div> | Document Attached View | | |
| <div> Memo For Record</div> | Document Attached View | | |
| <div> Constructed Travel Worksheet (CTW)</div> | Document Attached View | | |
| <div> from Military</div> <div>Crashpad.pdf</div> | Document Attached View | | |
| <div> from Military</div> <div>Crashpad.pdf</div> | Document Attached View | | |
| <div> Memo For Record</div> | Document Attached View | | |

OTHER EXPENSES

No Additional Expenses

SUBSTANTIATING DOCUMENTS

6 Documents

Hide Details ^

| | | | |
|---|--|---------------------------|---------------------|
| DOCUMENT NAME [REDACTED] from Military Crashpad.pdf |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |
| DOCUMENT NAME Memo For Record |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |
| DOCUMENT NAME Constructed Travel Worksheet (CTW) |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |
| DOCUMENT NAME [REDACTED] from Military Crashpad.pdf |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |
| DOCUMENT NAME [REDACTED] from Military Crashpad.pdf |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |
| DOCUMENT NAME Memo For Record |  Document Attached View | SUBMIT DATE [REDACTED] | NOTES [REDACTED] |

Per Diem

[Go to Per Diem](#) →

TOTAL LODGING COST

\$4060.00

TOTAL LODGING ALLOWED

\$4060.00

TOTAL M&IE ALLOWED

\$1324.80

Accounting [Expand All](#) | [Collapse All](#)

[Go to Accounting](#) →

ACCOUNTING CODES

| ACCOUNTING LABEL | ORGANIZATION | ALLOWED | ACTUAL |
|------------------|--------------|-----------|-----------|
| [REDACTED] | [REDACTED] | \$5384.80 | \$5384.80 |

[Show Details](#) ▾

ACTUAL TRIP COST

[Go to Financial Summary](#) →

| TOTAL PAID SPP | CATEGORY | ALLOWED | ACTUAL |
|----------------|----------|-------------------|------------------|
| | LODGING | \$4060.00 | \$4060.00 |
| | M&IE | \$1324.80 | \$1324.80 |
| | | ALLOWED TRIP COST | ACTUAL TRIP COST |
| | | \$5384.80 | \$5384.80 |

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Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum](#)

Other Authorizations

[Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official. [Constructed Travel Worksheet](#)

5 PRE AUDITS

AVAIL DOD LDG NOT USED

ALTUS AFB, OK: Available Government DoD lodging was not used for

Reason Codes *

[Add Reason Code](#)

L4 - Personal choice/limited reimbursement

[Remove](#)

Justification to Approving Official *

[Edit Justification](#)

Stayed off base for better living conditions

COST COMPARISON

VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST

Justification to Approving Official *

[Edit Justification](#)

Drove POV to save money on rental car

LODGING NOT USED

ALTUS AFB, OK: No lodging reservations exist from

Reason Codes *

[Add Reason Code](#)

L4 - Personal choice/limited reimbursement

[Remove](#)

Justification to Approving Official *

[Edit Justification](#)

Stayed off base for better living conditions

TRIP DATES & LOCS MISMATCH

TRIP START DATE NOT AUTHORIZED

Justification to Approving Official *

[Edit Justification](#)

Dates changed due to training pipeline backup

TRIP DATES & LOCS MISMATCH

TRIP END DATE NOT AUTHORIZED

L4 - Personal choice/limited reimbursement

 Remove

Justification to Approving Official *

 Edit Justification

Stayed off base for better living conditions

COST COMPARISON

VCH COST (TRIP 1) IS NOT WITHIN 15% OF AUTH EST COST

Justification to Approving Official *

 Edit Justification

Drove POV to save money on rental car

LODGING NOT USED

ALTUSAFB,OK: No lodging reservations exist from

Reason Codes *

 Add Reason Code

L4 - Personal choice/limited reimbursement

 Remove

Justification to Approving Official *

 Edit Justification

Stayed off base for better living conditions

TRIP DATES & LOCS MISMATCH

TRIP START DATE NOT AUTHORIZED

Justification to Approving Official *

 Edit Justification

Dates changed due to training pipeline backup

TRIP DATES & LOCS MISMATCH


TRIP END DATE NOT AUTHORIZED

Justification to Approving Official *

 Edit Justification

Dates changed due to training pipeline backup

0 ADVISORIES

 There are no Advisories.

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Digital Signature

Trip Voucher Status

See where your trip voucher currently is in the approval process.

[Check document for errors.](#)

1 error were flagged in this document.

[Show Details ▼](#)

CREATED

NAME



(Pending)

SIGNED

DOCUMENT STATUS *

☒ I agree to SIGN this document

ROUTING LIST *

[Add Comments](#)

NAME

TODAY'S DATE

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](#)

Your next steps will be determined based on the Routing List you submit.

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