## Completing a **TDY Voucher**

**<u>1</u>**. After you have returned from your trip, go to: https://dtsproweb.defensetravel.osd.mil/.

2. On the home page you will select 'Create New Document' in the upper right corner. Select 'Voucher' and a pop up will appear with any authorizations that do not have a voucher associated with it. Select the authorization that you are trying to claim expenses for. If there are no authorizations you can create an authorization or contact your Organizational Defense Travel Administrator (ODTA) for assistance.

09/16/2020	09/18/2020	<b>Q</b> NORFOLK NAVAL STATION, VA	Û	0
09/18/2020	02/18/2021	AL UDEID AIR BASE, QAT		0
02/18/2021	02/20/2021	NORFOLK NAVAL STATION, VA	۵	0

4. Select the 'Per Diem' tab from the menu on the left side. Select the three dots to edit the per diem amounts. Once the pop-up appears, select whether meals were provided or not. Input the nightly rate you paid for lodging (excluding taxes). If you stayed in Government dorms, check 'Quarters Available'.

5. Select the 'Expenses' tab from the menu on the left side. Add all expenses incurred. Airline tickets should always be Individual Billed Account (IBA) unless there is a

Memorandum For Record (MFR) for Centrally Billed Accounts (CBA). Central Ticket Office (CTO) fees may be claimed as TMC Fee (IBA). Lodging taxes for CONUS locations will be added in the 'Expenses' tab. Attach all receipts for expenses greater than \$75. 'Method of Reimbursement' should be GTCC for all expenses unless, for rare cases, in which expenses were paid for with a personal account.

dd New	×	Add New	×	Add New	×
elect Type*		Select Type*		Select Type*	
Type to filter	^	Type to filter	^	Type to filter	^
Dual Lodging	•	Back	*	Back	5
Lodging Cancellation Fee	1.1	Airline Ticket (CBA)		Airline Ticket (CBA)	
Lodging Early Check-In Fee		Airline Ticket (IBA)		Airline Ticket (IBA)	
Lodging Late Check-Out Fee		Bus Ticket (CBA)		Bus Ticket (CBA)	
Lodging Resort Fees		Bus Ticket (IBA)		Bus Ticket (IBA)	
Lodging Retained on Leave		TMC Fee (CBA)		TMC Fee (CBA)	
Lodging Taxes (CONUS and Non-foreign)		TMC Fee (IBA)		TMC Fee (IBA)	

3. Edit the itinerary with the exact dates and locations. The dates that are in the voucher are estimated dates off of the authorization and may vary from actual travel that occurred. Departing and arriving dates should overlap (i.e. Norfolk departed 9/18, arrived AI Udeid 9/18).



**O** Authorizatio

My Travel Documents

**O** Authorizations

Meals

Adjustment Date Range m 09/17/2020 - 09/17/2020 pecify whether any meals are available at your TDY local Receive Full Meal Rate Mash Available at TDV Location Breakfas Lunch Dinne Decasional Meals Reput Special Meal Rat Duty Condition ity conditions affect vo nd MELE ner diem Field Conditions Quarters Available GING COST (Locality rate: 596.00) MAIE COST (Locality rate: \$55.00) \$85.00 Duminey.Com \$19.05 Currence Con





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