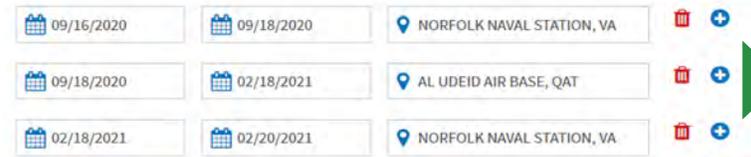
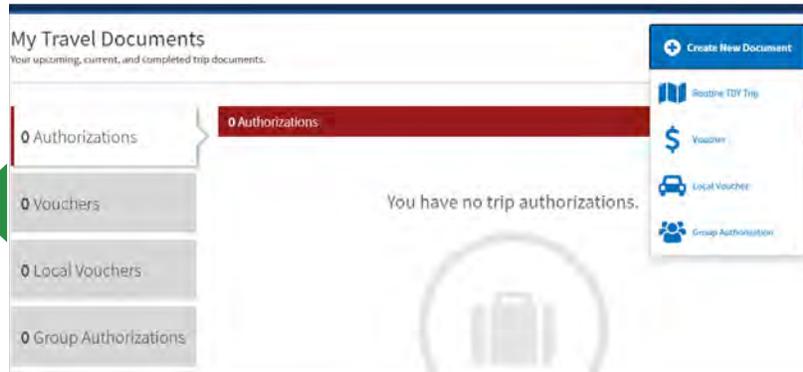


Completing a TDY Voucher



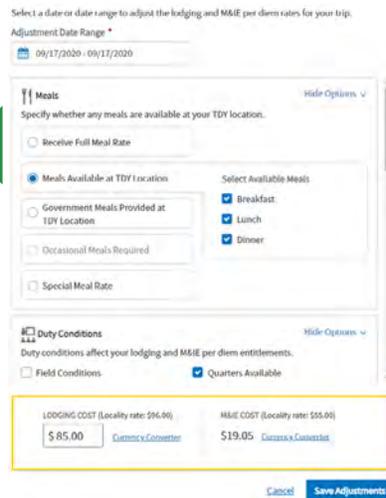
1. After you have returned from your trip, go to:
<https://dtsproweb.defensetravel.osd.mil/>.

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.



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).

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'.



6. Review all information and add any notes on the 'Pre-audit' page. Once complete, sign and submit to the correct unit routing list.

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.

