

Step-by-step Guide for Processing Your DTS Travel Voucher

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A1C GREINER, SRA MUCKER, SRA WEST, MARIAH WYAND



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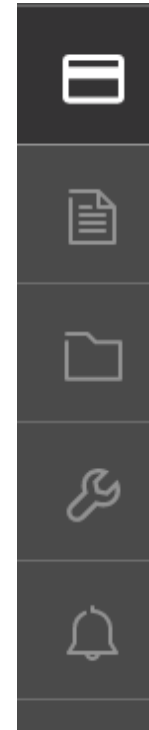
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How to Obtain GTC Statements

- Go to:
<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login?locale=en>
- Log in and then click on the credit card in the upper left corner to go to your GTC statements



How to Obtain GTC Statements

- Go to the first monthly statement that an expense was incurred
- Select the download button as shown by the arrow in the upper left corner
- Select PDF and then the blue download button as shown in the lower right corner



TRANSACTION TOTAL - \$ 164.00	PAYMENTS RECEIVED \$ 164.00	AVAILABLE CREDIT \$ 4,000.00
STATEMENT DATE 08/22/2020	CREDITS \$ 0.00	NEW CHARGES \$ 0.00

Billed Transactions



DOWNLOAD (PDF, CSV, XLS)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS
02/04/2020	02/04/2020	SPLIT DISBURSEMENT PAYMEN T

Please select a download format.

- ☐ CSV
- ☒ PDF
- ☐ EXCEL



DOWNLOAD

How to Obtain GTC Statements

- Label each of your statements to the corresponding month that an expense was incurred
- You will need to repeat this process for each month that your GTC had an expense during your Deployment/TDY



TRANSACTION TOTAL - \$ 164.00	PAYMENTS RECEIVED \$ 164.00	AVAILABLE CREDIT \$ 4,000.00
STATEMENT DATE 08/22/2020	CREDITS \$ 0.00	NEW CHARGES \$ 0.00

Billed Transactions



[DOWNLOAD \(PDF, CSV, XLS\)](#)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS
02/04/2020	02/04/2020	SPLIT DISBURSEMENT PAYMEN T

Please select a download format.

- ☐ CSV
- ☒ PDF
- ☐ EXCEL



DOWNLOAD



Airfare Receipts

- Dates of travel
- Traveler name
- Issued date of ticket
- Ticket price in USD
 - If not in USD, GTC statement will show currency conversion
- Ticket numbers
- Last 4 of GTC to show payment
- Zero Dollar Balance

AIR - Friday, February 14 2020

Delta Air Lines Flight DL774 Economy Class

Depart:

San Antonio International Airport, Terminal A
San Antonio, Texas, United States
06:00 AM Friday, February 14 2020

Weather

Arrive:

Hartsfield-Jackson ATL, S - Terminal South
Atlanta, Georgia, United States
09:16 AM Friday, February 14 2020

Weather

Duration:

2 hour(s) and 16 minute(s) Non-stop

Status:

Confirmed - Delta Air Lines Booking Reference:

Meal:

Refreshment

Equipment:

Airbus Industrie A321

Seat:

30E Confirmed

Flight Miles:

873

AIR - Friday, February 14 2020

Delta Air Lines Flight DL3664 Economy Class

Depart:

Hartsfield-Jackson ATL, S - Terminal South
Atlanta, Georgia, United States
10:33 AM Friday, February 14 2020

Weather

Arrive:

Valdosta Regional Airport
Valdosta, Georgia, United States
11:50 AM Friday, February 14 2020

Weather

Duration:

1 hour(s) and 17 minute(s) Non-stop

Status:

Confirmed - Delta Air Lines Booking Reference:

Equipment:

Canadair Regional Jet

Operated By:

OPERATED BY SKYWEST DBA DELTA CONNECTION

Seat:

06A Confirmed

Flight Miles:

208

Ticket Detail

Steve Snuffy

Issued:

07 Feb

Carrier:

Delta Air Lines

E-Ticket Number:

0123456789012

Invoice:

Payment Type:

Credit Card XXXX

Total Ticket:

515.90

Total Charged:

515.90

Service Fee Detail

Steve Snuffy

Issued:

07 Feb

Service Fee:

Payment Type:

Credit Card XXXX

Invoice:

Fee:

3.10

Total of Tickets and Service Fees:

519.00

Lodging Receipts

Lodging Receipt Requirements:

- Your name
- Itemized dates
- Nightly rate
- Zero dollar balance



HILTON SAN ANTONIO AIRPORT
611 Northwest Loop 410 | San Antonio, TX | 78216
T: 210 340 6060 | F: 210 377 4674
W: hilton.com

NAME AND ADDRESS:

Amn Steve Snuffy

MOODY AIR FORCE BASE GA 31699
UNITED STATES OF AMERICA

Room: 609/D2
Arrival Date: 2/10/2020 5:07:00 PM
Departure Date: 2/14/2020 12:37:00 PM

Adult/Child: 2/0
Room Rate: 127.00

Rate Plan: AFIMSC
HH #: 1239011313 BLUE
AL:
Car:

Confirmation Number: 3186162280

2/14/2020

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
2/10/2020	5466978	GUEST ROOM EXEMPT	\$127.00
2/11/2020	5467687	GUEST ROOM EXEMPT	\$127.00
2/12/2020	5468398	GUEST ROOM EXEMPT	\$127.00
2/13/2020	5469097	GUEST ROOM EXEMPT	\$127.00
2/14/2020	5469718	VS XXXX	(\$508.00)
		BALANCE	\$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,700 hotels and resorts in 113 countries, please visit [Honors.com](https://hilton.com/honors)

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CONRAD
HOTELS & RESORTS

canopy
by hilton



CURIO
A COLLECTION BY HILTON



TAPESTRY

How to Create Your Travel Voucher

- Login to DTS
- Select *create new document* as shown in the upper right corner
- Select voucher



My Travel Documents

Your upcoming, current, and completed trip documents.

0 Authorizations

0 Authorizations

0 Vouchers

0 Local Vouchers

0 Group Authorizations

You have no trip authorizations.



+ Create New Document

Routine TDY Trip

\$ Voucher

Local Voucher

Group Authorization

How to Create Your Travel Voucher

- A list of available vouchers to create should populate
- Select the appropriate voucher
- Contact your ODTA for assistance if the voucher does not populate



Create Voucher from Authorization

JMMORONABESP050520_A01-01

SPP Paid

Departing on 05/05/2020

TA Number: 2FBSWD

Create Voucher

1

Close

Updating Itinerary

- Before proceeding with your voucher you will need to update your itinerary
- From the main page in your voucher select the edit itinerary tab on the left-hand side of the page



COLLAPSE

Trip Authorization Info

Doc Name:
LGMOODYAFBGA091620_A01

Traveler:
LORNE GREINER

[View Adjustments](#)

Edit Itinerary

Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

















Sign and Submit

Updating Itinerary

- To add more locations click on the + to the right of the location
- You will need all locations to/from the AOR, TDY location, etc.



YOUR TDY LOCATION(S)


















Arriving	Departing	TDY Location		
 09/16/2020	 09/18/2020	 NORFOLK NAVAL STATION, VA		 
 09/18/2020	 02/18/2021	 AL UDEID AIR BASE, QAT		
 02/18/2021	 02/20/2021	 NORFOLK NAVAL STATION, VA		

Updating Itinerary

- Arriving and departing dates should overlap. i.e. (Norfolk depart 9/18, arrive Al Udeid 9/18)
- Once your itinerary is complete, click *Continue* at the bottom of the page



YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location		
 09/16/2020	 09/18/2020 	 NORFOLK NAVAL STATION, VA		
 09/18/2020 	 02/18/2021	 AL UDEID AIR BASE, QAT		
 02/18/2021	 02/20/2021	 NORFOLK NAVAL STATION, VA		

Updating Per Diem and Lodging

- Go to your *Per Diem* tab
- Go to the date(s) that you need to update and select the three vertical dots located on the right
- Click edit



COLLAPSE

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[View Adjustments](#)

Edit Itinerary

Reservations

Finances

- Expenses
- Per Diem
- Accounting



TDY: NORFOLK NAVAL STATION, VA (2 days)

DATE		LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 09/16/2020	First Day Code: QTRS	\$85.00	\$85.00	\$41.25
> 09/17/2020	Code: MESS B L D	\$85.00	\$85.00	\$19.05

TDY: AL UDEID AIR BASE, QAT (153 days)

Edit

Reset...

Updating Per Diem and Lodging

- Change the date range to what you are updating
- Choose the authorized meal rate
 - Full meal rate while in transit or if your orders authorize it
 - Meals available at TDY location if government meals are available

(Cont. on next page)



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020



Meals

Hide Options ▾

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

☐ 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

LODGING COST (Locality rate: \$96.00)

\$ 85.00

[Currency Converter](#)

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

\$19.05

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)

Updating Per Diem and Lodging

- Choose the authorized meal rate (cont.)
 - Special meal rate of \$3.50 if at a deployed location if stated in orders
- Uncheck *Quarters Available* if not staying at government lodging
- Input the nightly rate for your lodging under lodging cost



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020



Meals

Hide Options ▾

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner



Duty Conditions

Hide Options ▾

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

☐ Field Conditions

☒ Quarters Available

LODGING COST (Locality rate: \$96.00)

\$ 85.00

[Currency Converter](#)

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

\$19.05

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)

Updating Per Diem and Lodging

- Be sure to check your GTC statement for your lodging amount if you stayed OCONUS and divide by the nights stayed
- If lodged in CONUS do not include taxes, these will be claimed separately
- If no lodging was used input \$0 into the cost



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020

Meals

Hide Options ▾

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

☐ 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

LODGING COST (Locality rate: \$96.00)

\$ 85.00

[Currency Converter](#)

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

\$19.05

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)

Updating Per Diem and Lodging

- Scroll all the way down to the bottom of the pop-up
- Make sure the lodging method of reimbursement is GOVCC-Individual
- If this option does not pop-up please contact your Organizational Defense Travel Administrator (ODTA) for assistance



\$ Expense Details

Edit expense details.

Lodging

☒ Reimbursable

Expense Category

Lodging

Method of Reimbursement *

GOVCC-Individual

GOVCC-Individual

Personal

M&IE

☒ Reimbursable

Expense Category

M&IE

Method of Reimbursement *

Personal

LODGING COST (Locality rate: \$102.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$61.00)

\$61.00

[Currency Converter](#)

Cancel

Save Adjustments

Updating Per Diem and Lodging

- Once you are finished adjusting the per diem select *Save Adjustments*
- Repeat previous 4 slides until all lodging and meals are properly claimed for the entire itinerary



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020

Meals

Hide Options ▾

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

☐ 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

LODGING COST (Locality rate: \$96.00)

\$ 85.00

[Currency Converter](#)

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

\$19.05

[Currency Converter](#)

[Cancel](#)

Save Adjustments



Adding Receipts

- Ensure you have all of your receipts and substantiating documents ready to attach
- Select the expenses tab



 COLLAPSE

Trip Authorization Info

Doc Name:

LGMOODYAFBGA091620_A01


Traveler:

LORNE GREINER 

[View Adjustments](#)



Edit Itinerary

Reservations 

Finances



Expenses



Per Diem






Accounting

Attaching Lodging Receipts

- Lodging expenses will automatically populate here from the per diem page
- To attach lodging receipts, select *Details* on the appropriate lodging location
- You can drag and drop files here or select the + sign to browse




  Lodging (Norfolk Naval Station, VA)
[Details](#) 02/18/2021 - 02/20/2021 

\$247.00 
EFT

Info Notes

< February 2021 >

 Amounts reflect allowed per diem lodging costs.

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Per diem amounts for February 2021:
Feb 18: \$85
Feb 19: \$85
Feb 20: \$77

Attachments

Drag And Drop
or [browse](#) for a new document





Substantiating Documents

- To add substantiating documents or new expenses select *Add* in the upper right of the screen
- For documents that will not have an expense attached (Missed meal forms, MFR, GTC Statement, Orders, etc.) select *Documents* at the bottom

A screenshot of a web application interface for entering expenses. At the top right, there is a blue button labeled "Add", which is pointed to by a large red arrow. Below this, there is a summary section showing a total of "\$2,805.00" with a three-dot menu icon and "EFT" below it. At the bottom, there is a table with two columns: "Other Expenses" and "Total Expenses". The "Other Expenses" row shows "\$0.00" and the "Total Expenses" row shows "\$2,805.00".

Add New

Select Type*

Type to filter

International Travel Expenses

Lodging Expenses

Mileage Expenses

Other Expenses

Ticketed Expenses

Transportation Expenses

Documents






Substantiating Documents

- To attach the document you will need to select *Attach Document* and then *Browse*
- Include a short summary of the document in the notes section
- Select *Add* to finish submitting the document


Add New ☐

Select Type*


Memo




Submit Date

 09/18/2020

Notes*







Substantiating Documents

- If attaching any document with a digital signature, i.e. (Signed with Adobe), you will need to keep the document as a PDF
- If you do not retain as a PDF the signature will be wiped and the document will be invalid

Attach Document

File Name*

Lost receipt

☒ Retain as PDF (e.g., CTW, Digitally Signed PDFs) [i](#)

Close

Attach

Adding Receipts and Other Expenses

- To add expenses select the same *Add* button as you did for substantiating documents
- Nearly every expense should have a pre-built name/category already made for it
 - Custom expense names should rarely ever be built



Add New



Select Type*

- International Travel Expenses >
- Lodging Expenses >
- Mileage Expenses >
- Other Expenses >
- Ticketed Expenses >
- Transportation Expenses >
- Documents >



Adding Receipts and Other Expenses

- Claiming will be a similar process for nearly every expense apart from airfare
- Select the appropriate expense you are trying to claim (for example, lodging expenses not included in the nightly rate)
- Select the appropriate sub-category/name



Add New

Select Type*

Type to filter

- International Travel Expenses
- Lodging Expenses
- Mileage Expenses
- Other Expenses
- Ticketed Expenses
- Transportation Expenses
- Documents

Add New

Select Type*

Type to filter

- Dual Lodging
- Lodging Cancellation Fee
- Lodging Early Check-In Fee
- Lodging Late Check-Out Fee
- Lodging Resort Fees
- Lodging Retained on Leave
- Lodging Taxes (CONUS and Non-foreign)

Adding Receipts and Other Expenses

- Input the expense date or date range that the expense was incurred
- Add expense amount
 - Lodging taxes all on one receipt can be added and claimed together
- Scroll down and ensure the reimbursement method is your GTCC
- Select Add



Add New



Select Type*

Lodging Taxes (CONUS and Non-foreign)



Attach Receipt

Expense Start Date*

09/18/2020

Expense End Date*

10/21/2020

Expense Amount*

\$

Currency Converter

Method of Reimbursement*

Cancel

Add



Add New



Select Type*

Lodging Taxes (CONUS and Non-foreign)



Attach Receipt

Currency Converter

Method of Reimbursement*

GTCC ending in XXXX



Notes

Cancel

Add

Airfare Receipts and CTO Fees

- To claim airfare select *Ticketed Expenses*
- Select *Airline ticket (IBA)*
 - If *(IBA)* is not available please reach out to your unit ODTA, *(CBA)* will not reimburse you



Add New

Select Type*

Type to filter

- International Travel Expenses
- Lodging Expenses
- Mileage Expenses
- Other Expenses
- Ticketed Expenses
- Transportation Expenses
- Documents



Add New

Select Type*

Type to filter

- Back
- Airline Ticket (CBA)
- Airline Ticket (IBA)
- Bus Ticket (CBA)
- Bus Ticket (IBA)
- TMC Fee (CBA)
- TMC Fee (IBA)

Airfare Receipts and CTO Fees

- Attach your Airfare receipt
- Input the amount of your airline ticket minus the CTO fee (you will claim it separately)
- Input the ticket number
- Input the ticket value (frequently the same as the expense amount)
- Input the date the ticket was issued to you
- Select add



Add New



Select Type*

Airline Ticket (IBA)



Attach Receipt



Expense Amount*

\$



Description*

Airline Ticket (IBA)

Ticket Number*



Ticket Value*

\$



Ticket Date*



09/18/2020



Issued Date



09/18/2020

What are these dates?

Cancel

Add



Airfare Receipts and CTO Fees

- To claim CTO fees, select *TMC Fee (IBA)*
- No receipt should be required
- Input CTO fee expense amount
- Input the ticket number
- Input the cost of the airline ticket
- Input ticket date
- Select add



Add New

Select Type*

Type to filter

Back

Airline Ticket (CBA)

Airline Ticket (IBA)

Bus Ticket (CBA)

Bus Ticket (IBA)

TMC Fee (CBA)

TMC Fee (IBA)

Add New

Select Type*

TMC Fee (IBA)

Attach Receipt

Expense Amount*

\$

Description*

TMC Fee (IBA)

Ticket Number*

Ticket Value*

\$

Ticket Date*

09/18/2020

Issued Date

09/18/2020

What are these dates?

Cancel

Add

Ensuring Your Profile is Correct

- In order to ensure that you get paid without delay you will want to check your payment information
- Select *Review Profile*
- Select *Open Profile*



[COLLAPSE](#)

Trip Authorization Info

Doc Name:
LGMOODYAFBGA091620_A01

Traveler:
LORNE GREINER ⓘ

[View Adjustments](#)

Edit Itinerary

Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Profile


	Steve Snuffy 3044 USAF Rd, Moody AFB Permanent Duty Station 23 CPTS 5001 BURRELL STREET SUITE MOODY AFB, GA Email	GTCC Card ending in Checking Account Account ending in XXXX	Exp. Date 02/24
--	---	--	---------------------------

Open Profile

Ensuring Your Profile is Correct

- Select *EFT and credit card accounts*
- Check your GOVCC expiration date (if date is expired it needs to be updated)
- Check your bank account and routing numbers
- If you have updated your DTS profile select *Refresh Account Data*
- Save your info





LORNE S GREINER

User Profile ▾

- Personal Information
- Addresses
- Passport Information
- Emergency Contact
- Service or Agency Info
- Duty Station

Accounting ▾


- Accounting Information
- EFT and Credit Card Accounts**
- Travel Preferences ▾
- TSA Secure Flight Information
- Flight
- Rental Car
- Lodging
- Smoking Preference





EFT and Credit Card Accounts

Payment by Electronic Funds Transfer (EFT) is mandatory unless the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

ACCOUNTS

[Refresh Account Data](#) 

Account Type	Account Number	Routing Number	Expiration Date
<input type="radio"/> GOVCC	[REDACTED]	N/A	02/24 
<input type="radio"/> Checking	[REDACTED]	[REDACTED] 	


Enter only one account with a routing number.

Mandatory EFT Payment
☒ Yes ☐ No

GTCC Account Number
[REDACTED]

GTCC Expiration Date
[REDACTED]

☐ Update Permanent Profile

[Dismiss](#) [Cancel](#) [Save](#) 

Completing Your Pre-Audits

- Pre-Audits are used to catch any possible areas of concern
- Select appropriate codes for your situation
- Enter brief justification
- Pay special attention to anything you believe Approvers might return your voucher for i.e. (Expense not normally authorized, etc.)



[COLLAPSE](#)

Trip Authorization Info

Doc Name:
LGM00DYAFBGA091620_A01

Traveler:
LORNE GREINER ⓘ

[View Adjustments](#)

Edit Itinerary

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Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit



Pre-Audit

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

4 PRE AUDITS

AVAIL DOD LDG NOT USED

NORFOLK NAVAL STATION,VA: Available Government DoD lodging was not used for 09/18/2020 to 10/21/2020.

Reason Codes *

[+ Add Reason Code](#)

Justification to Approving Official *

[+ Add Justification](#)

AVAIL PREFERRED LDG NOT USED

NORFOLK NAVAL STATION,VA: Available preferred lodging was not used for 09/18/2020 to 10/21/2020.

Reason Codes *

[+ Add Reason Code](#)

Justification to Approving Official *

[+ Add Justification](#)

1 ADVISORIES

NO ACCT CODE ASSIGNED

NO LINE OF ACCOUNTING (LOA) HAS BEEN SELECTED ON THIS DOCUMENT. THIS DOCUMENT CANNOT BE APPROVED UNTIL AT LEAST ONE LOA HAS BEEN SELECTED AND ALL EXPENSES HAVE BEEN ALLOCATED TO AN LOA.

[< Back](#)

[Continue >](#)



Submitting Your Voucher

- Check the */Agree* box
- Choose the appropriate routing list
 - CED order TDYs go to *Deployed*
 - Unit funded TDYs will go to your units routing list
- Select *Submit Completed Document* and then *Confirm and continue*



[Check document for errors...](#)

09/18/2020 07:51AM
CREATED

NAME
LORNE S GREINER

(Pending)
SIGNED

DOCUMENT STATUS *

☐ I agree to SIGN this document

ROUTING LIST *

DEPLOYED

Additional Comments

[+ Add Comments](#)

NAME
LORNE S GREINER

TODAY'S DATE
09/18/2020

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.

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



Submitting Your Voucher

- Please ensure that you check up periodically on your voucher for any return for corrections
- You can view the needed corrections on the *Sign and Submit* tab
- Once corrections have been made, please resubmit



[Check document for errors...](#)



09/18/2020 07:51AM

CREATED

NAME

LORNE S GREINER



(Pending)

SIGNED

DOCUMENT STATUS *

☐ I agree to SIGN this document

ROUTING LIST *

DEPLOYED

Additional Comments

[+ Add Comments](#)

NAME

LORNE S GREINER

TODAY'S DATE

09/18/2020

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.



Conclusion

If at any point you are having trouble with your voucher, please reach out to your unit ODTA

Submit any further questions or concerns to the
Comptroller Services Portal (CSP)

You can access the CSP by going to:

<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>