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

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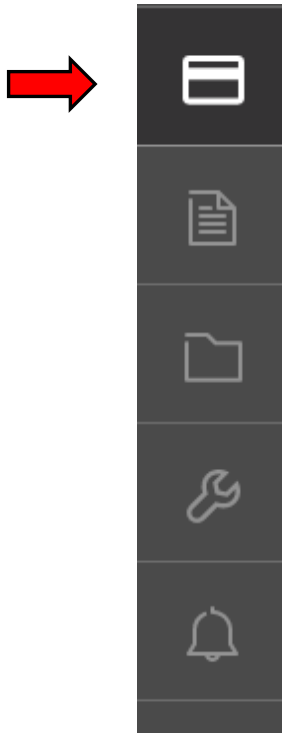
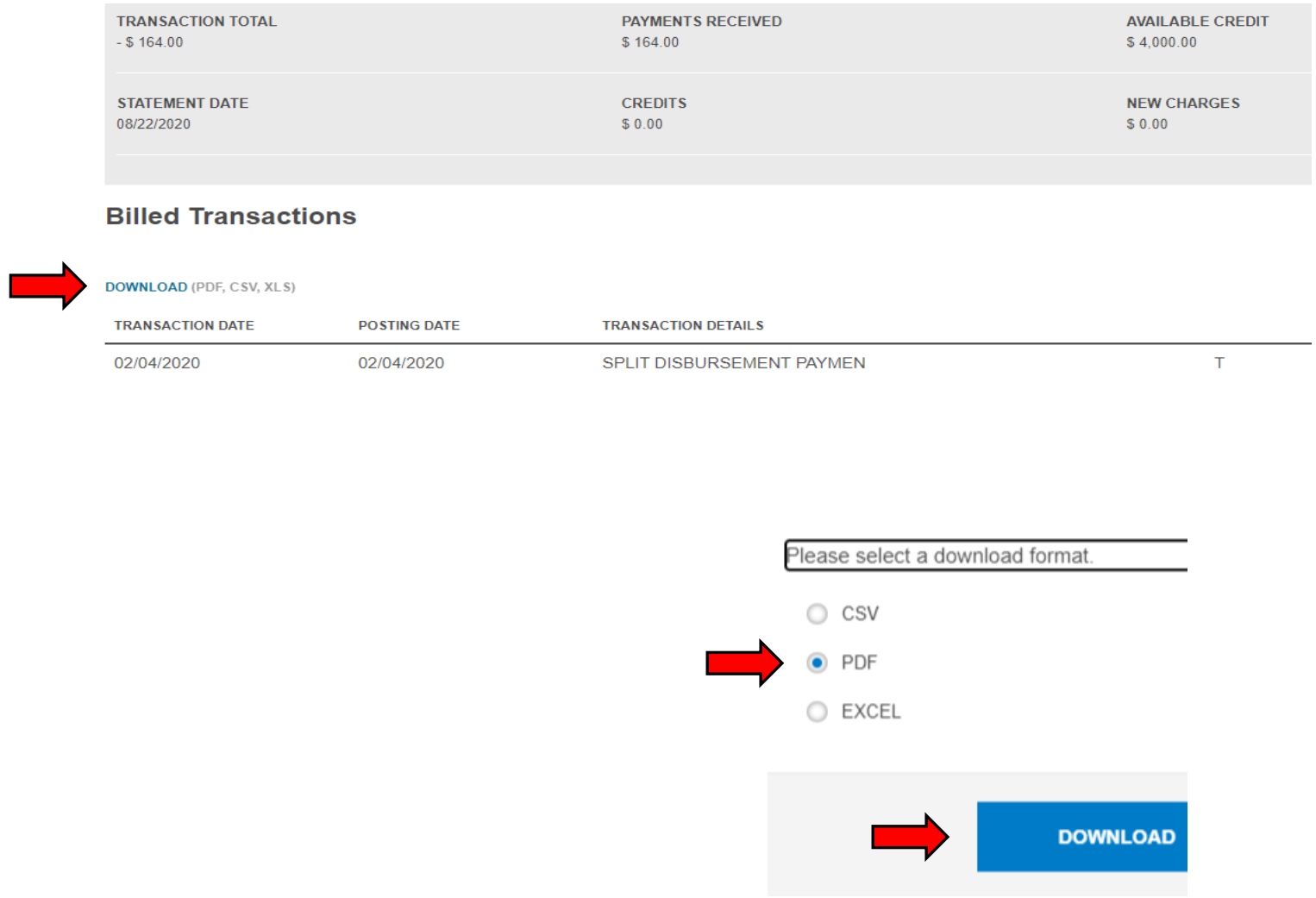
How to Obtain GTC Statements

- 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



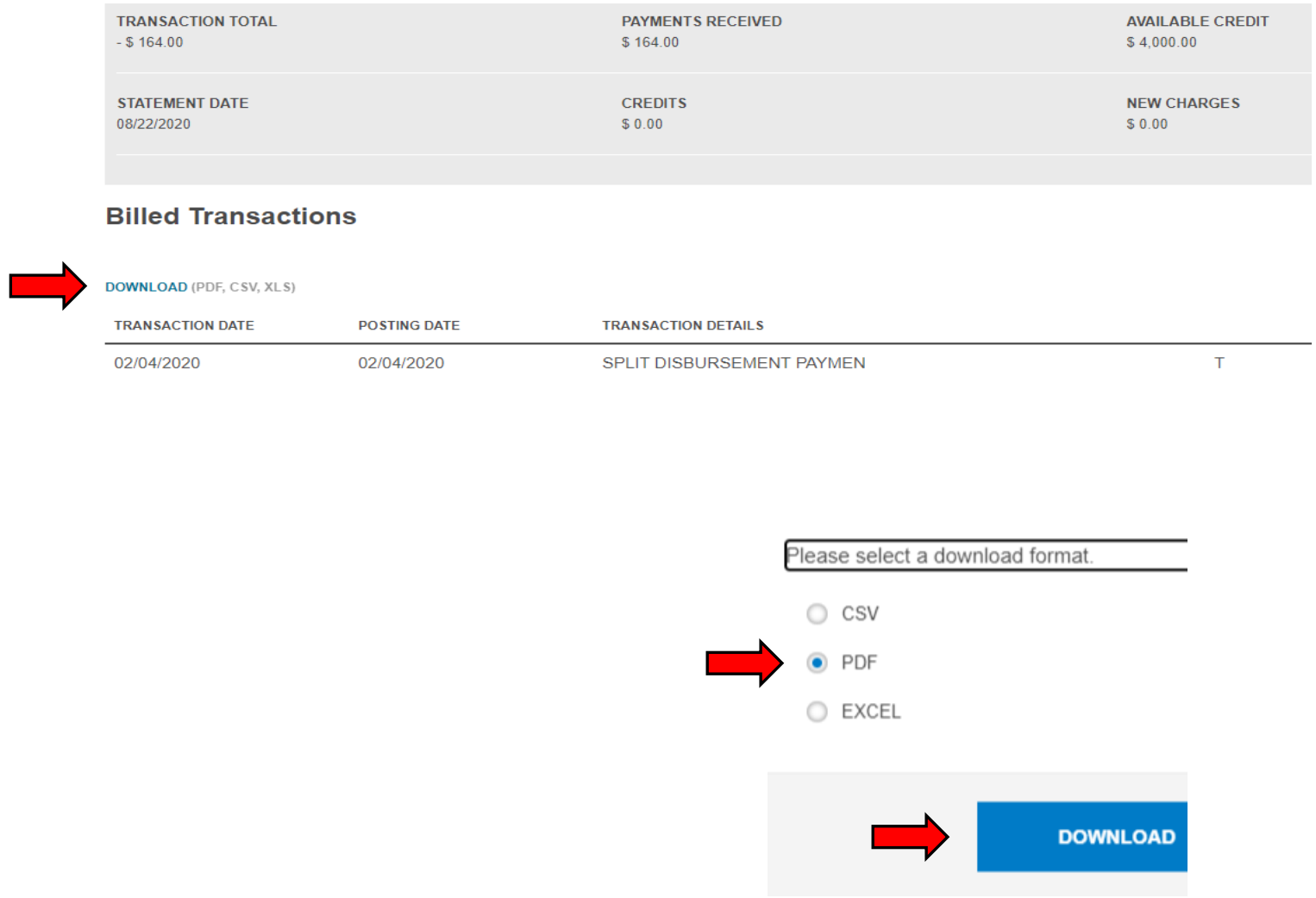
How to Obtain GTC Statements

- 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



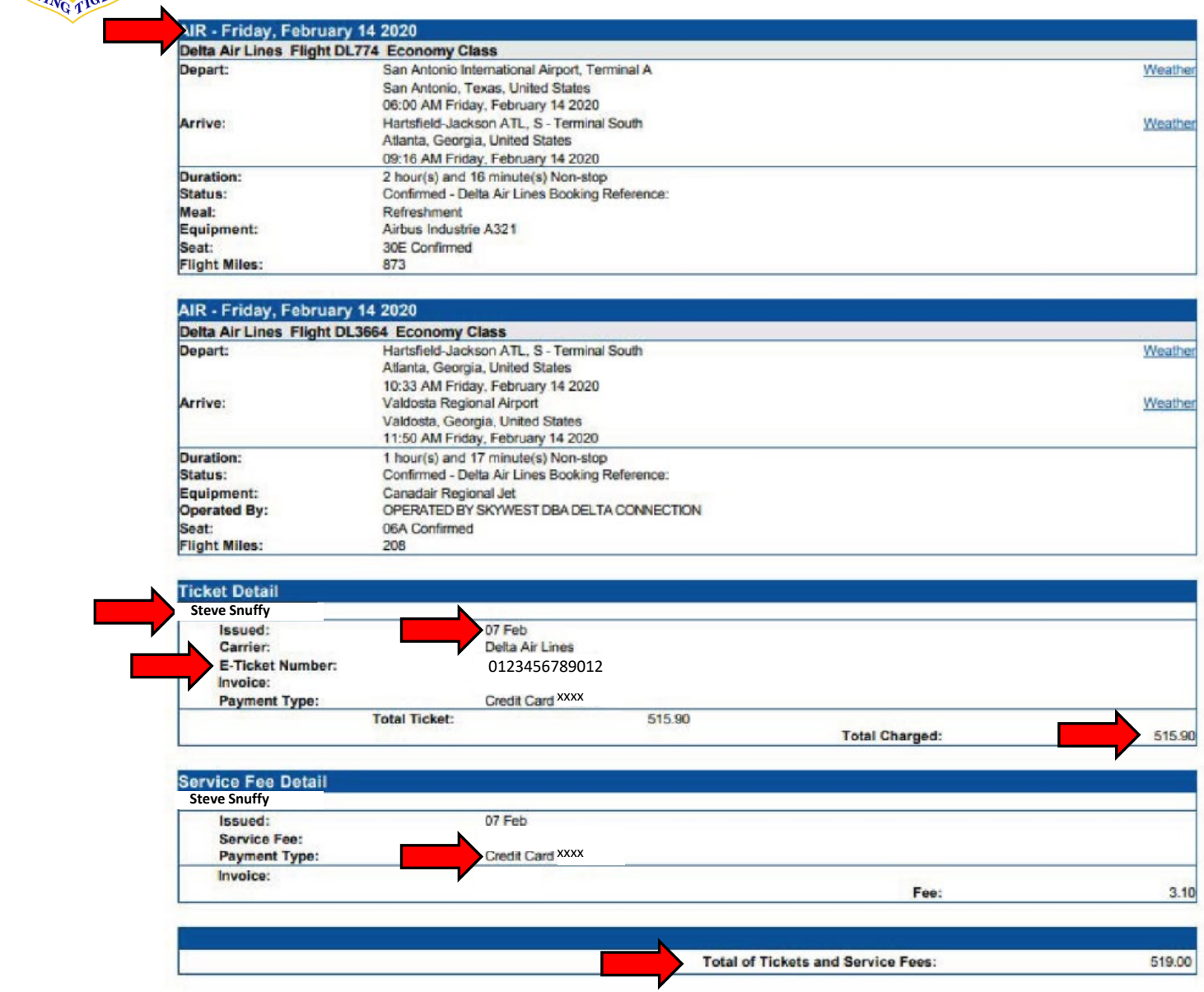
How to Obtain GTC Statements

- 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



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

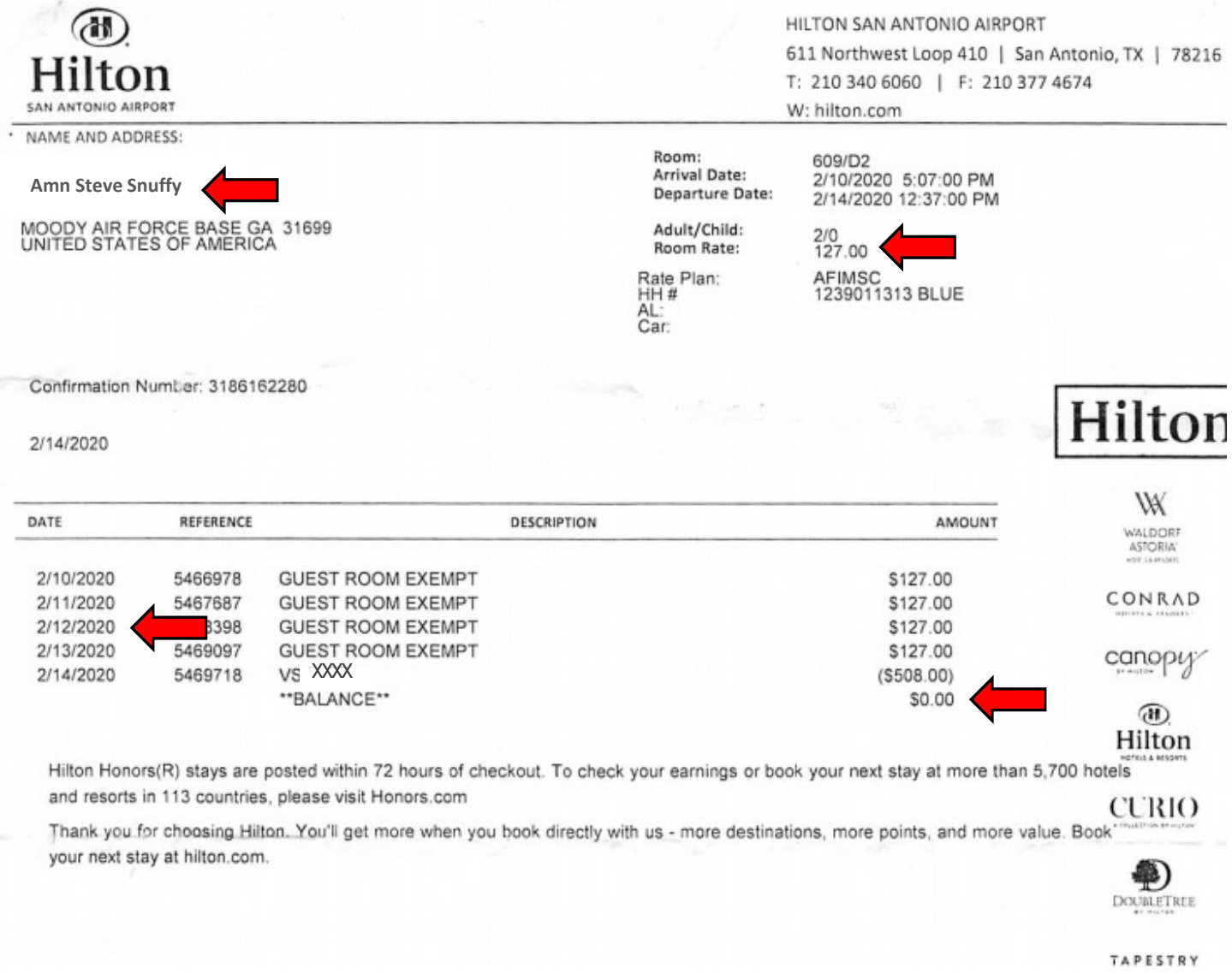
Issued:	07 Feb
Service Fee:	
Payment Type:	Credit Card XXXX
Invoice:	
Fee:	3.10

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

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

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	[illegible]398	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

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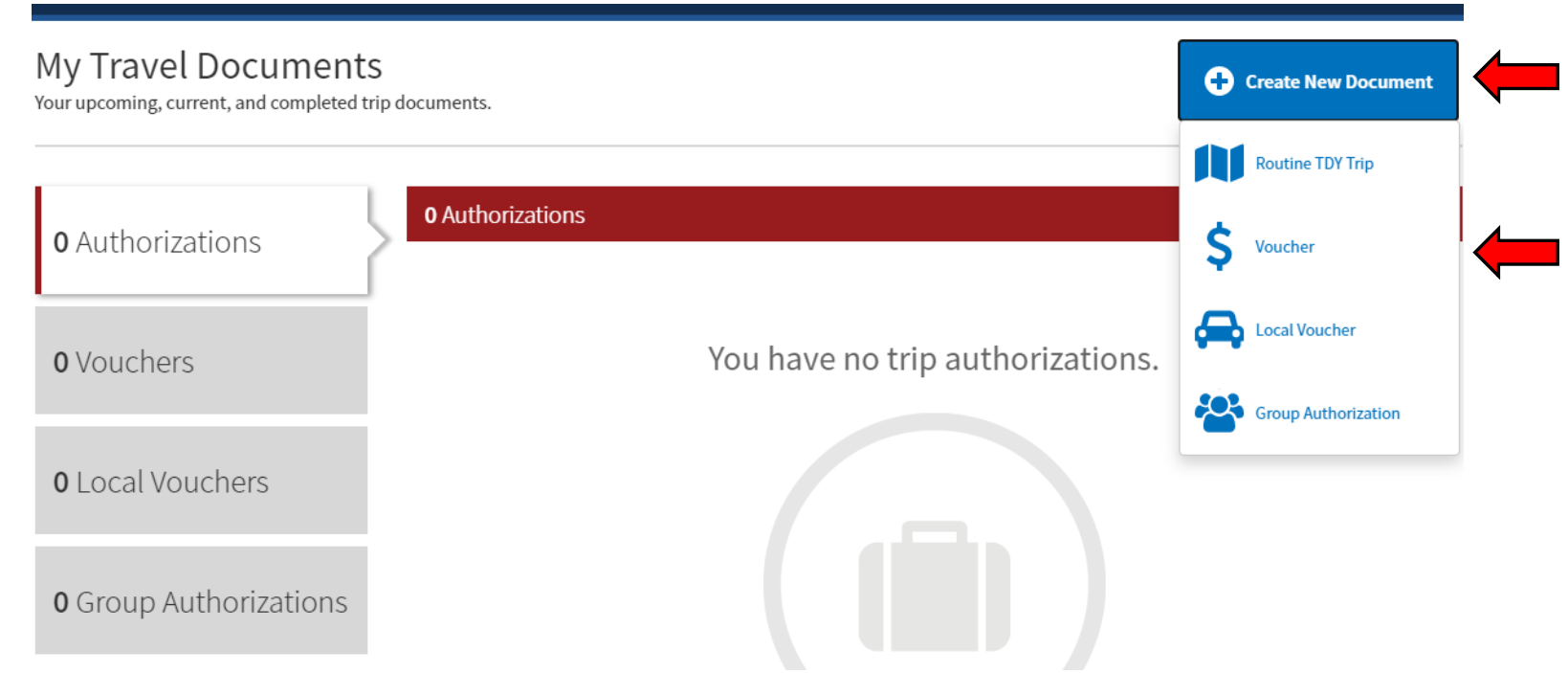
TAPESTRY

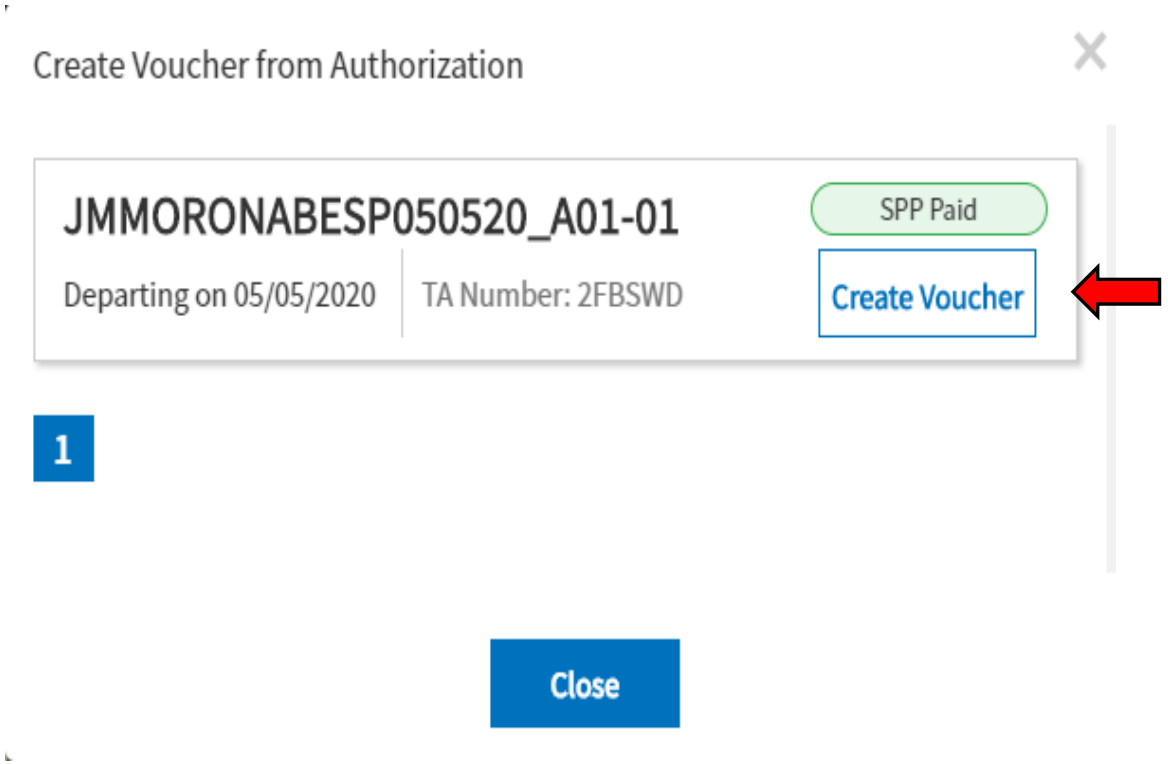
How to Create Your Travel Voucher

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



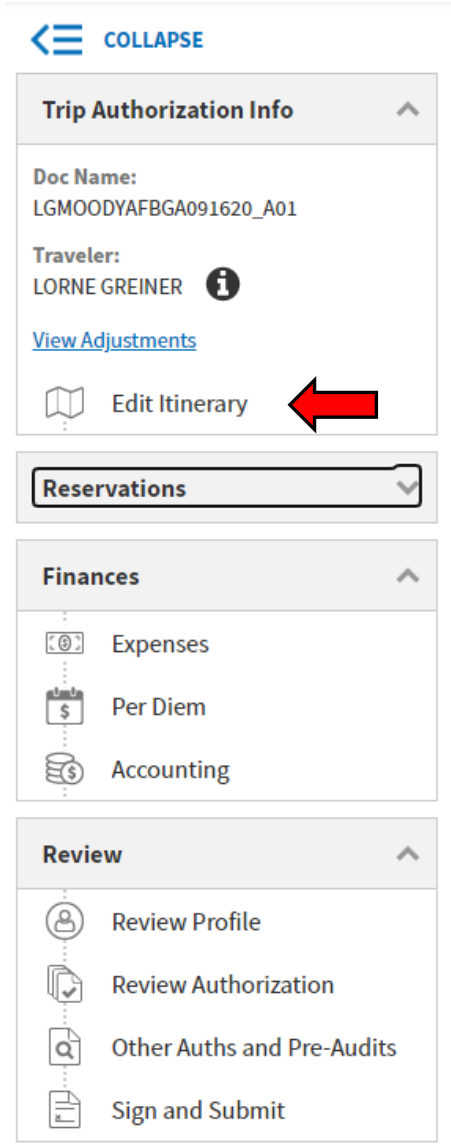
How to Create Your Travel Voucher

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



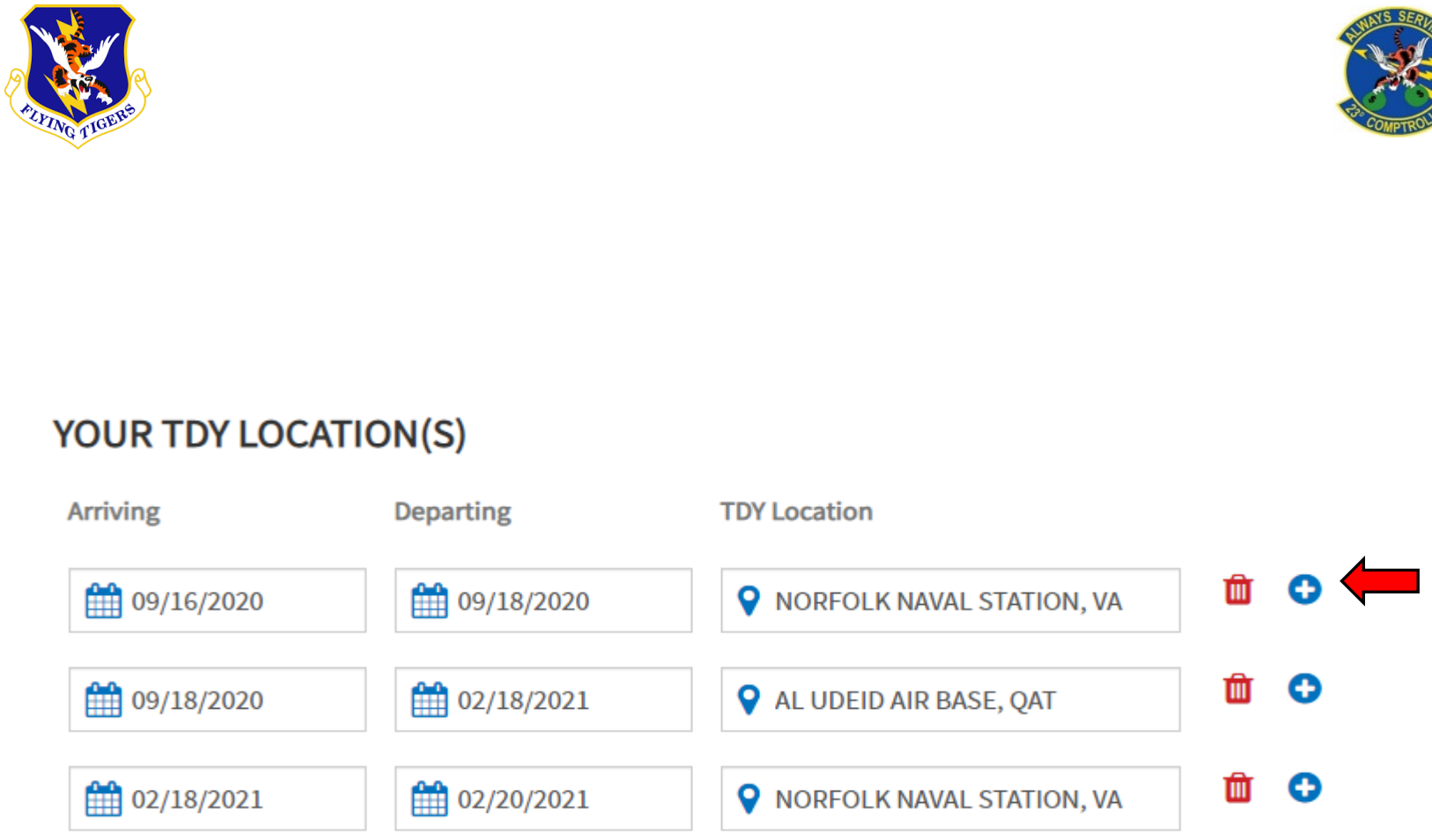
Updating Itinerary

- 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



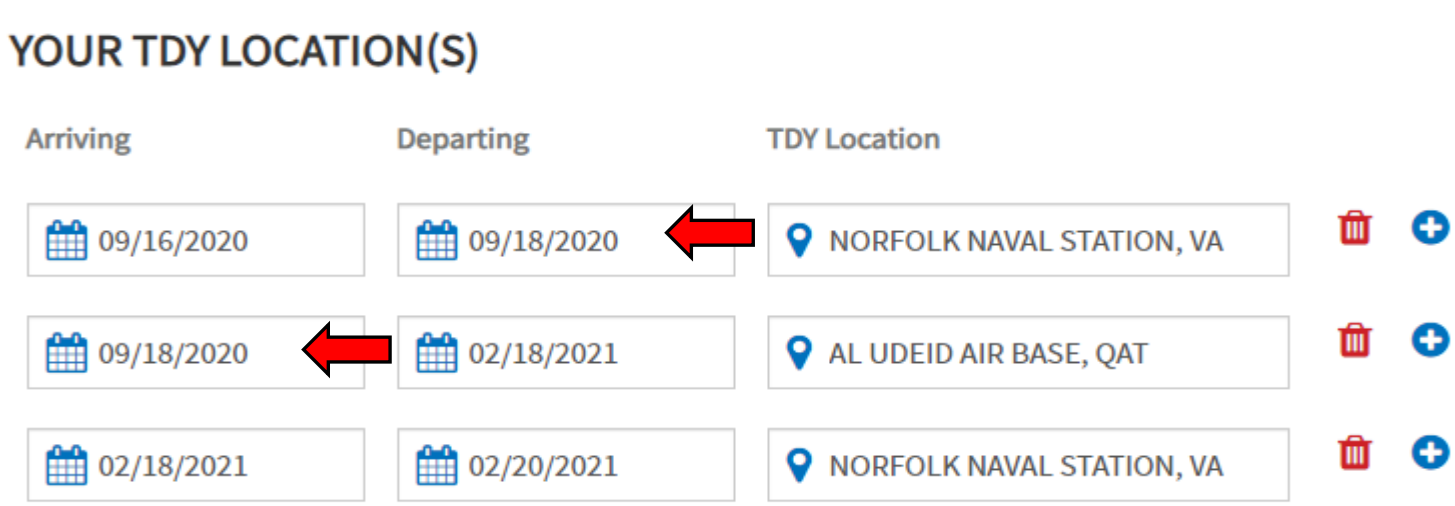
Updating Itinerary

- 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.



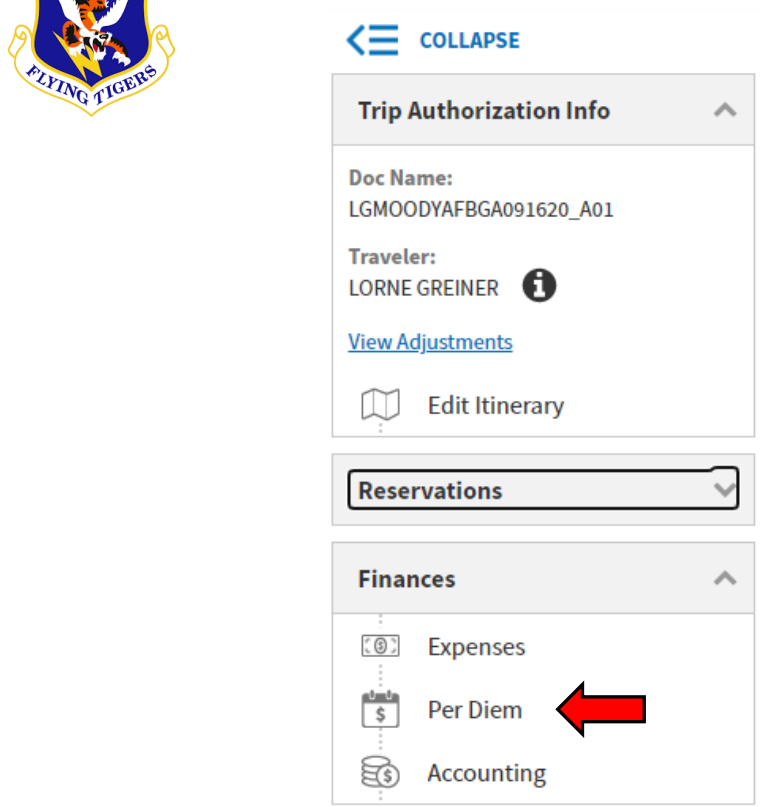
Updating Itinerary

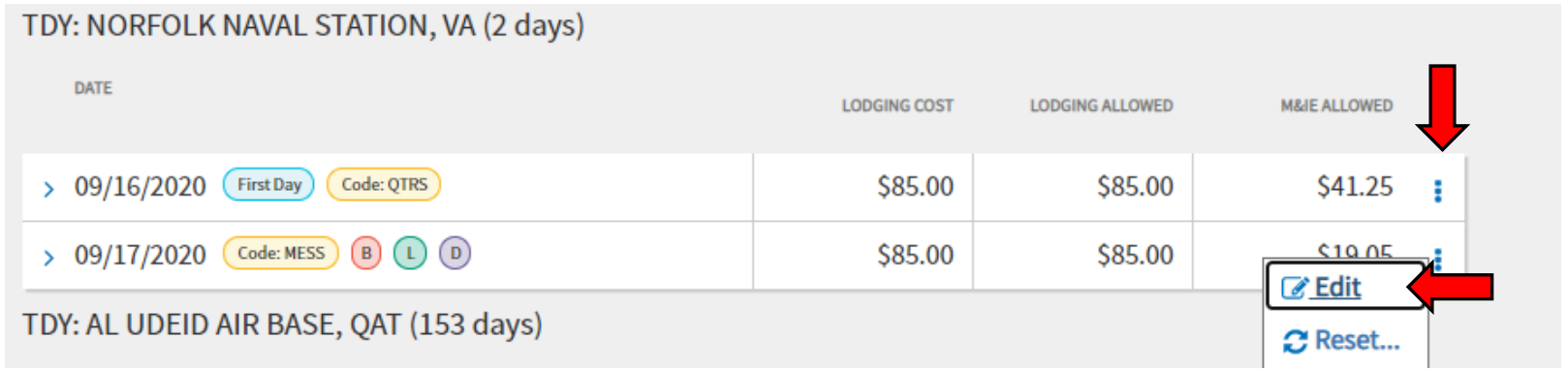
- Arriving and departing dates should overlap. i.e. (Norfolk depart 9/18, arrive Al Udeid 9/18)
- Once your itinerary is complete, click *Continue* at the bottom of the page



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

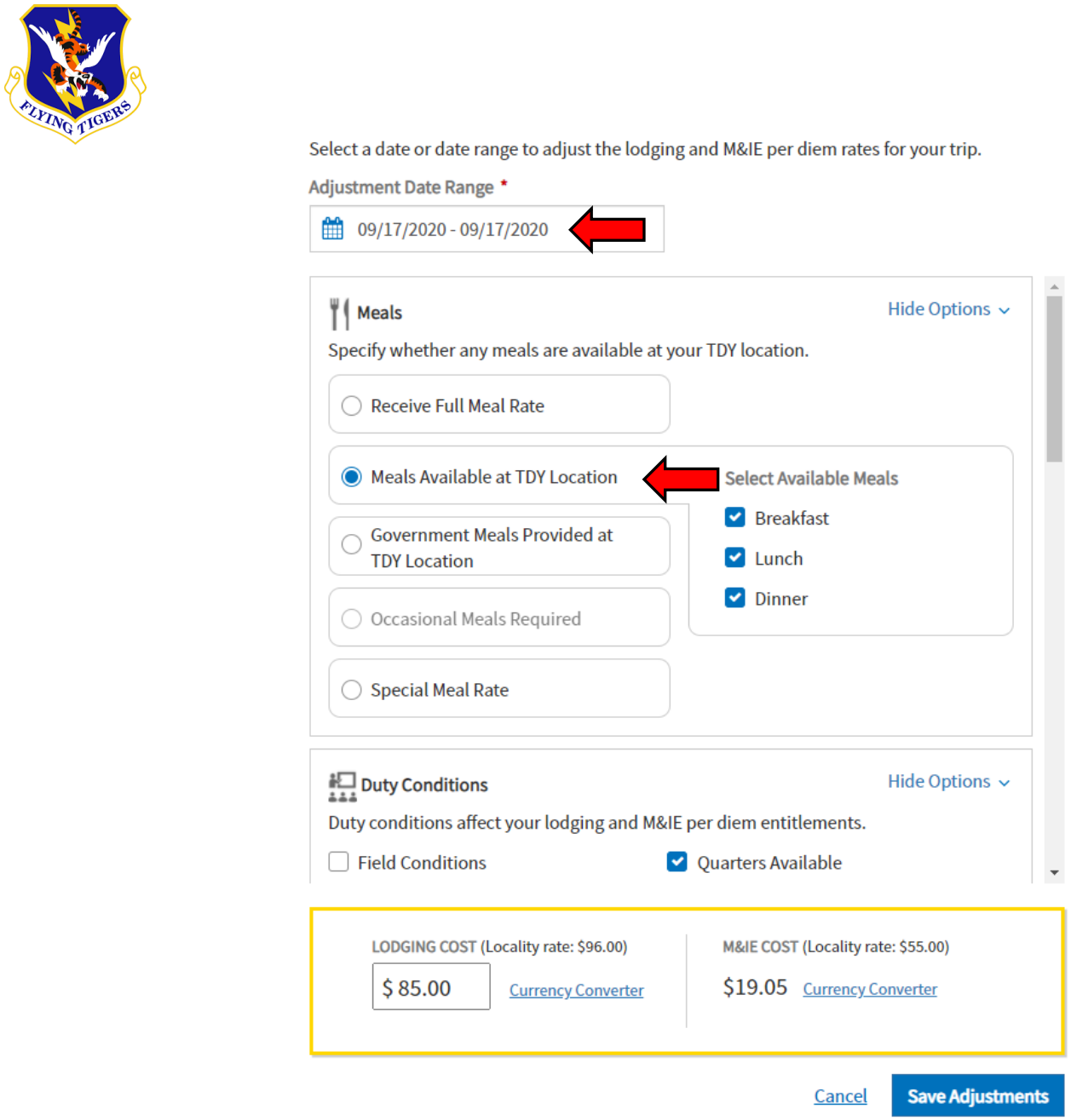




Updating Per Diem and Lodging

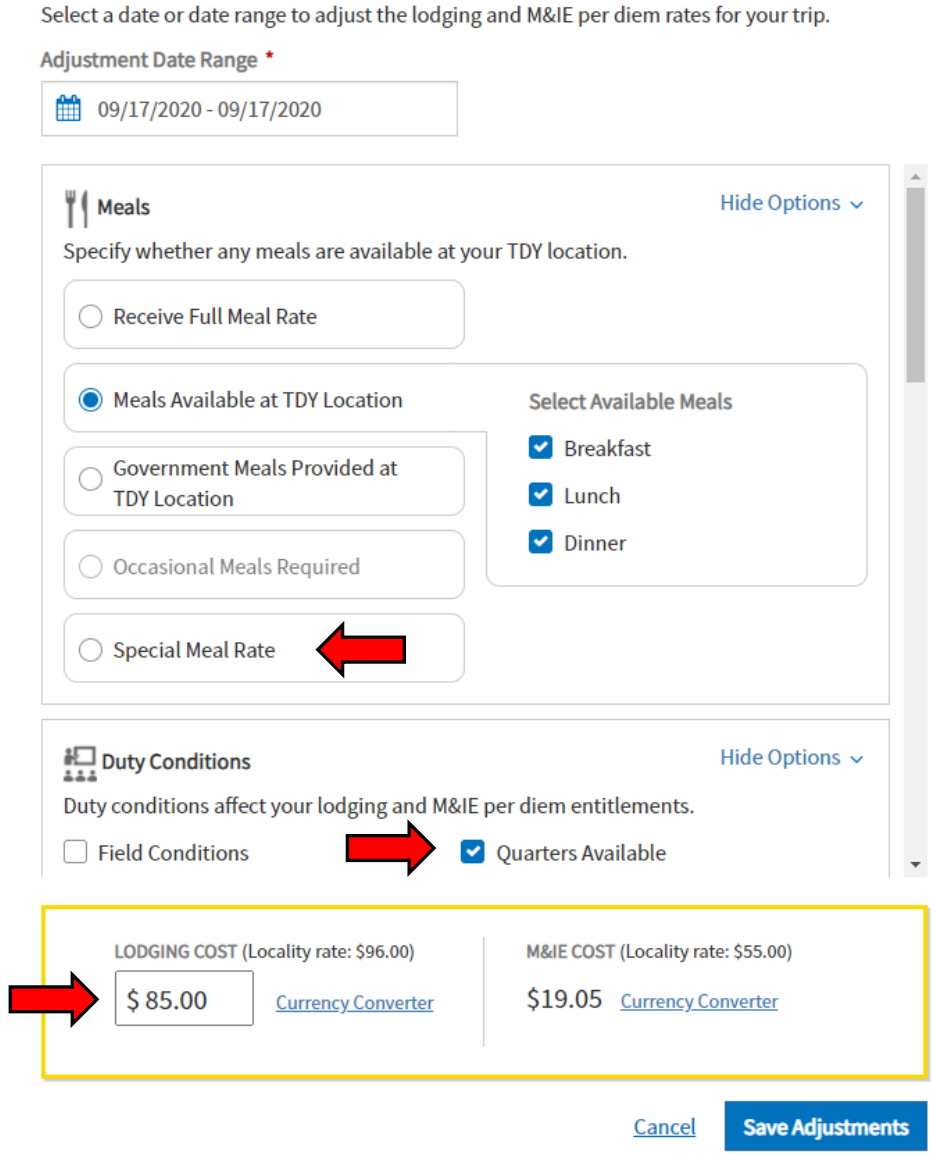
- Change the date range to what you are updating
- Choose the authorized meal rate
  - Full meal rate while in transit or if your orders authorize it
  - Meals available at TDY location if government meals are available

(Cont. on next page)



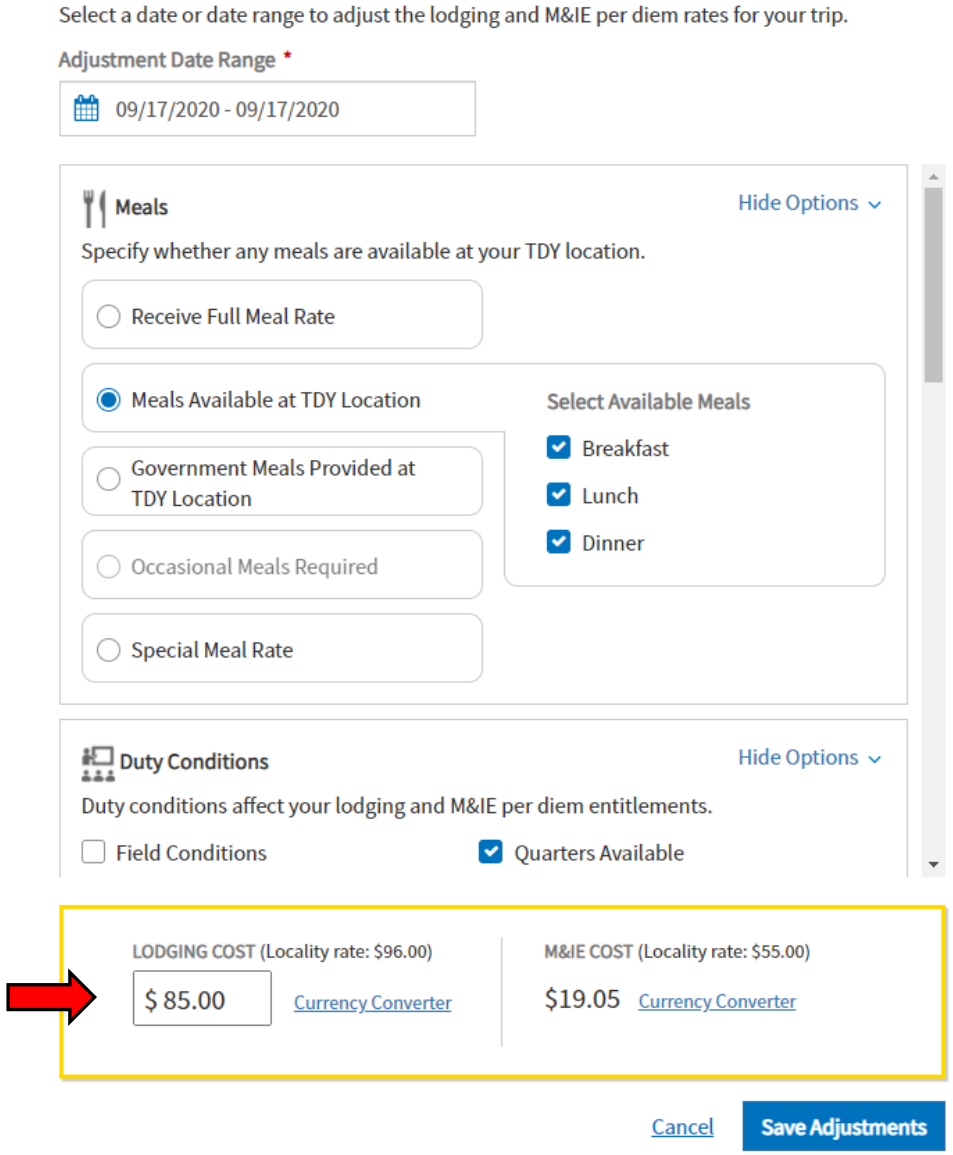
Updating Per Diem and Lodging

- 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



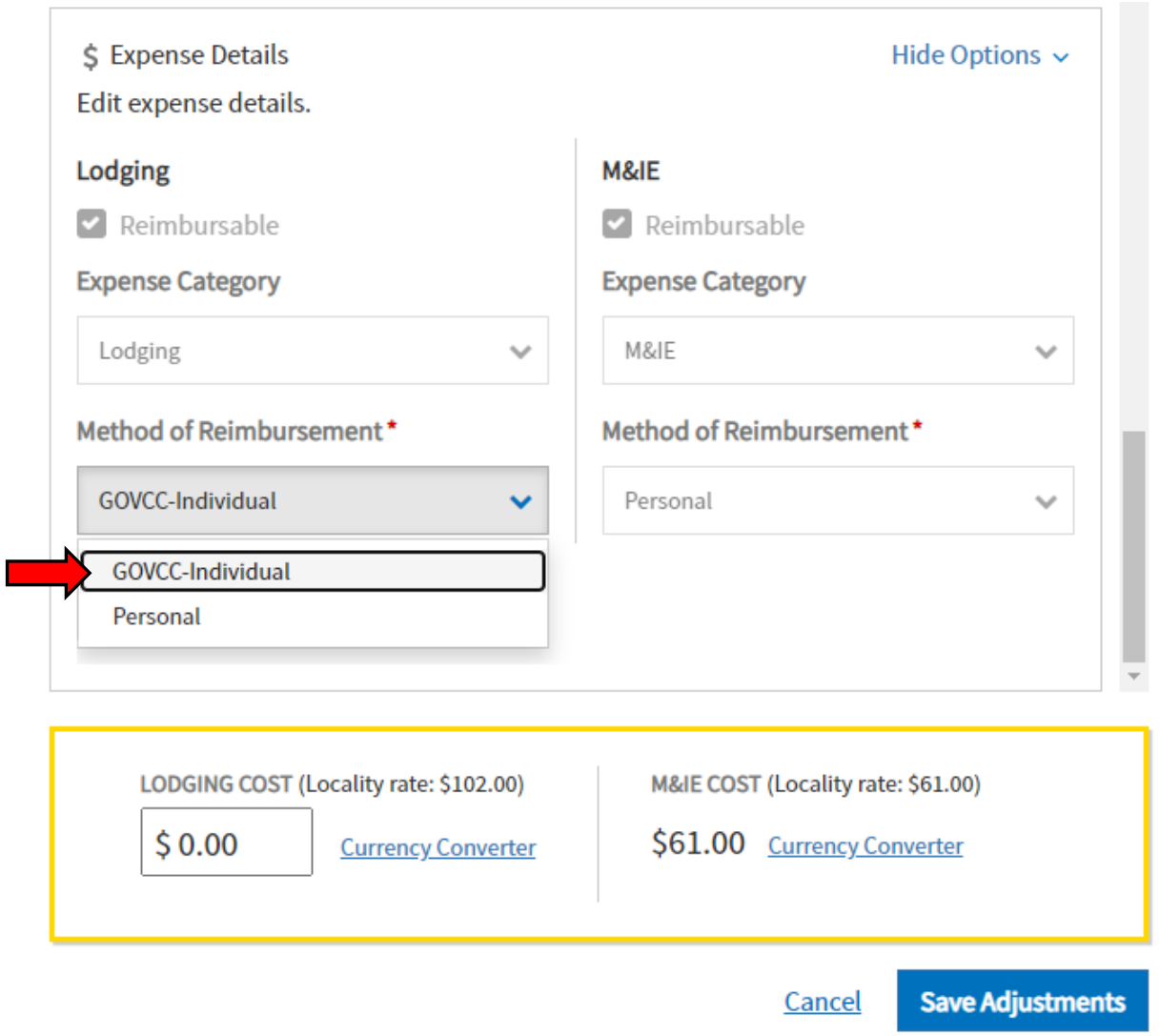
Updating Per Diem and Lodging

- 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



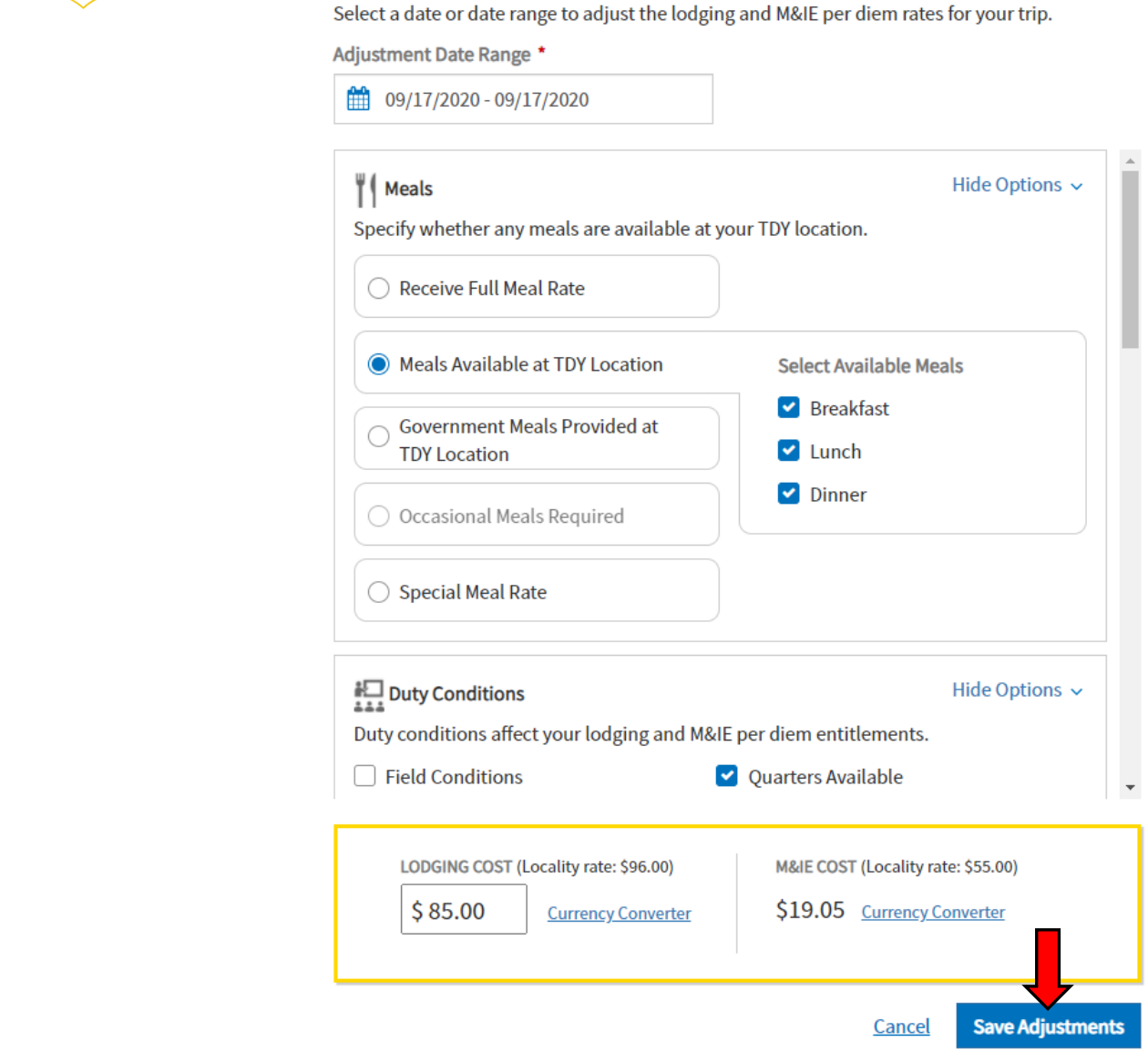
Updating Per Diem and Lodging

- 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



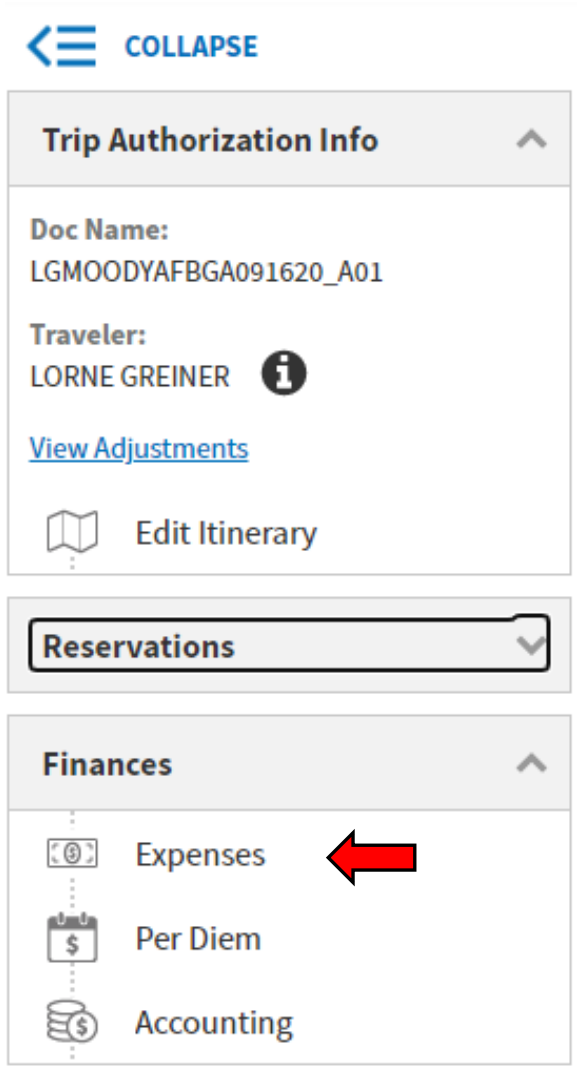
Updating Per Diem and Lodging

- 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



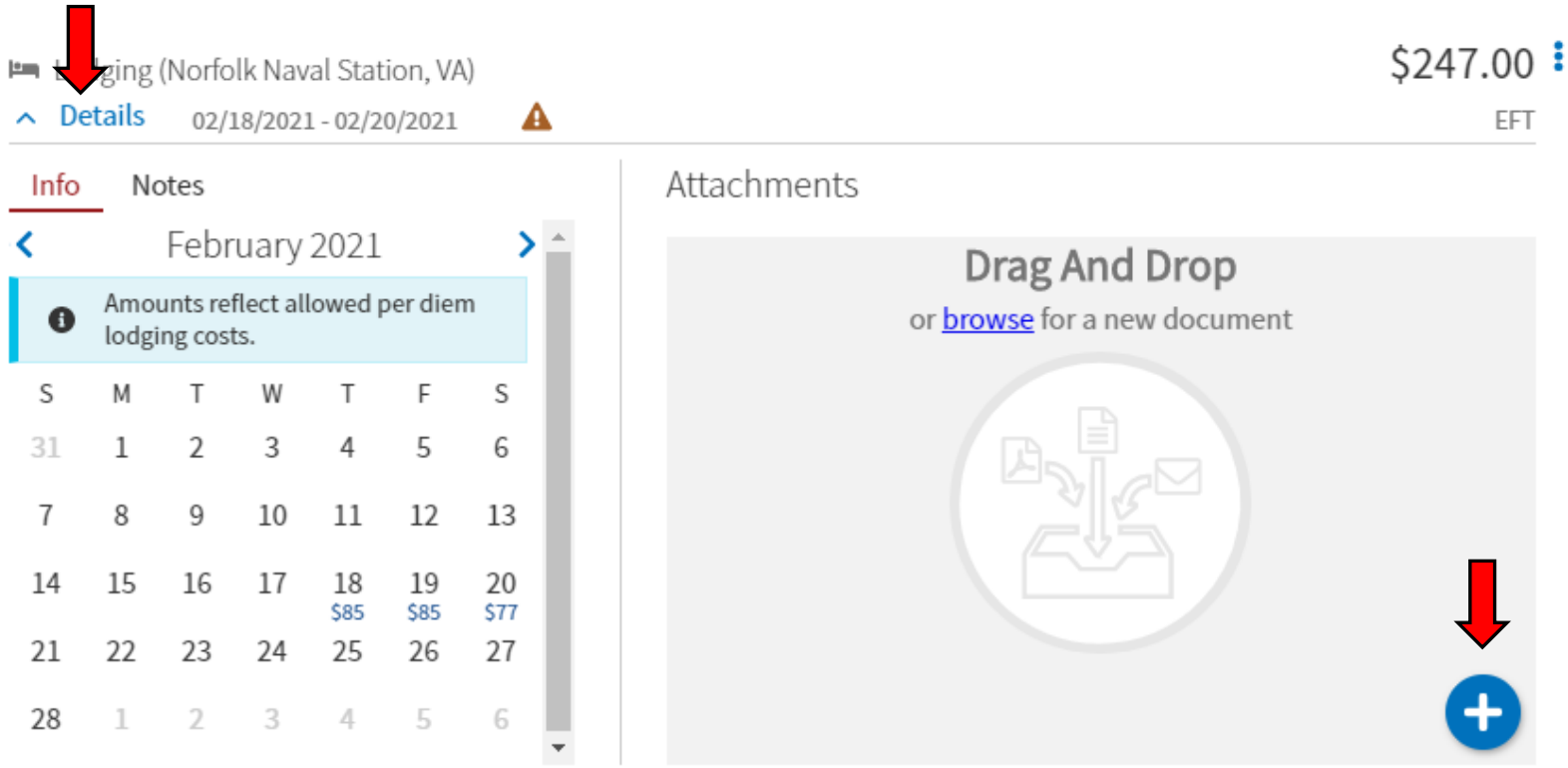
Adding Receipts

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



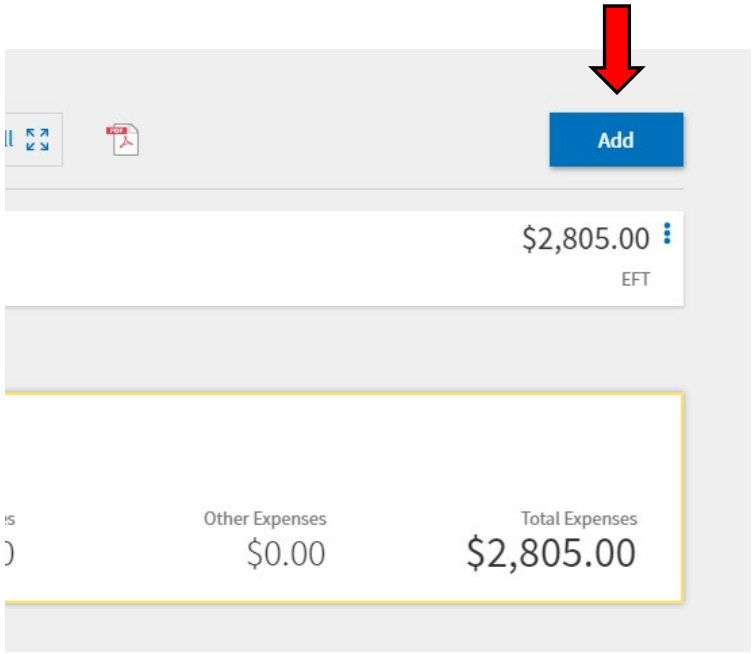
Attaching Lodging Receipts

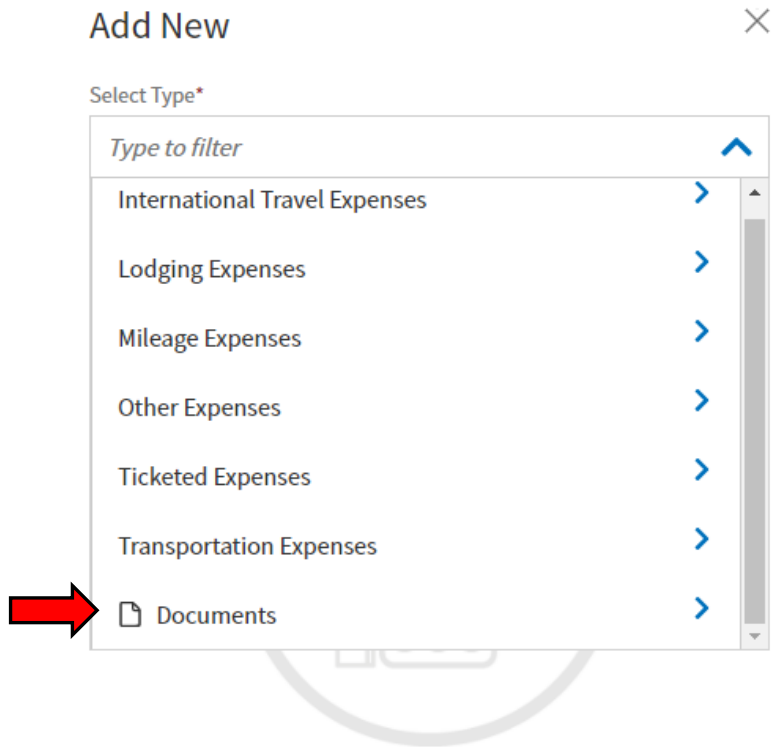
- Lodging expenses will automatically populate here from the per diem page
- To attach lodging receipts, select *Details* on the appropriate lodging location
- You can drag and drop files here or select the + sign to browse



Substantiating Documents

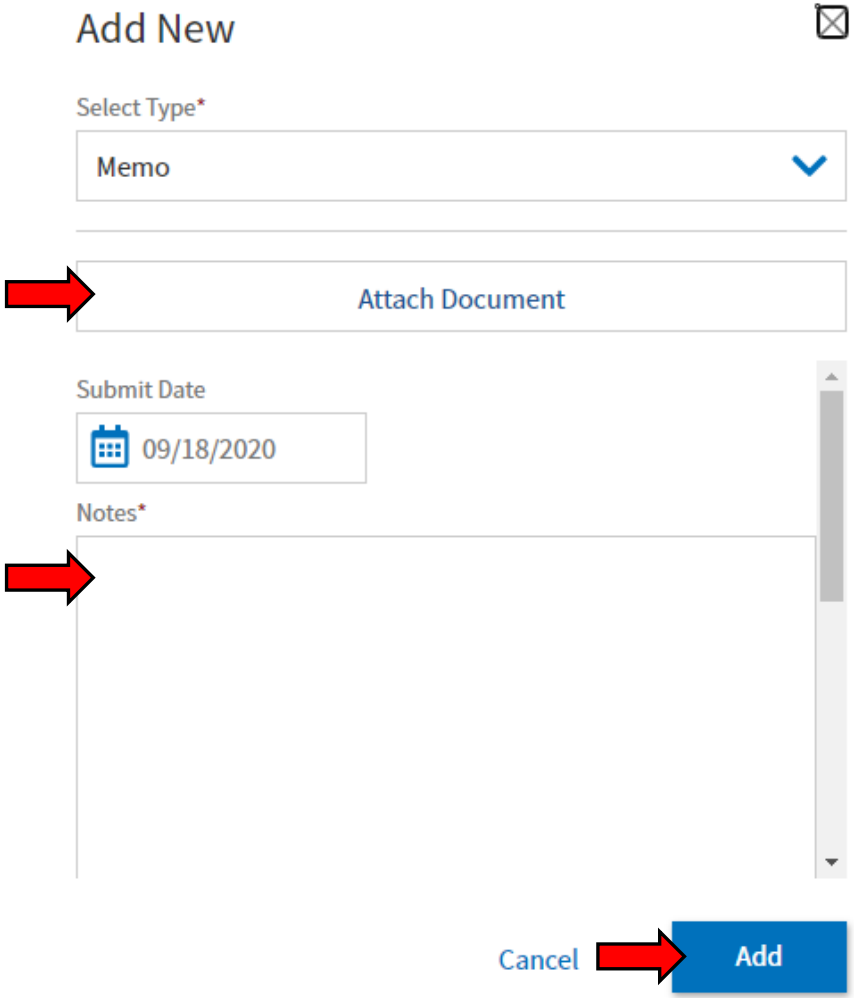
- To add substantiating documents or new expenses select ***Add*** in the upper right of the screen
- For documents that will not have an expense attached (Missed meal forms, MFR, GTC Statement, Orders, etc.) select ***Documents*** at the bottom





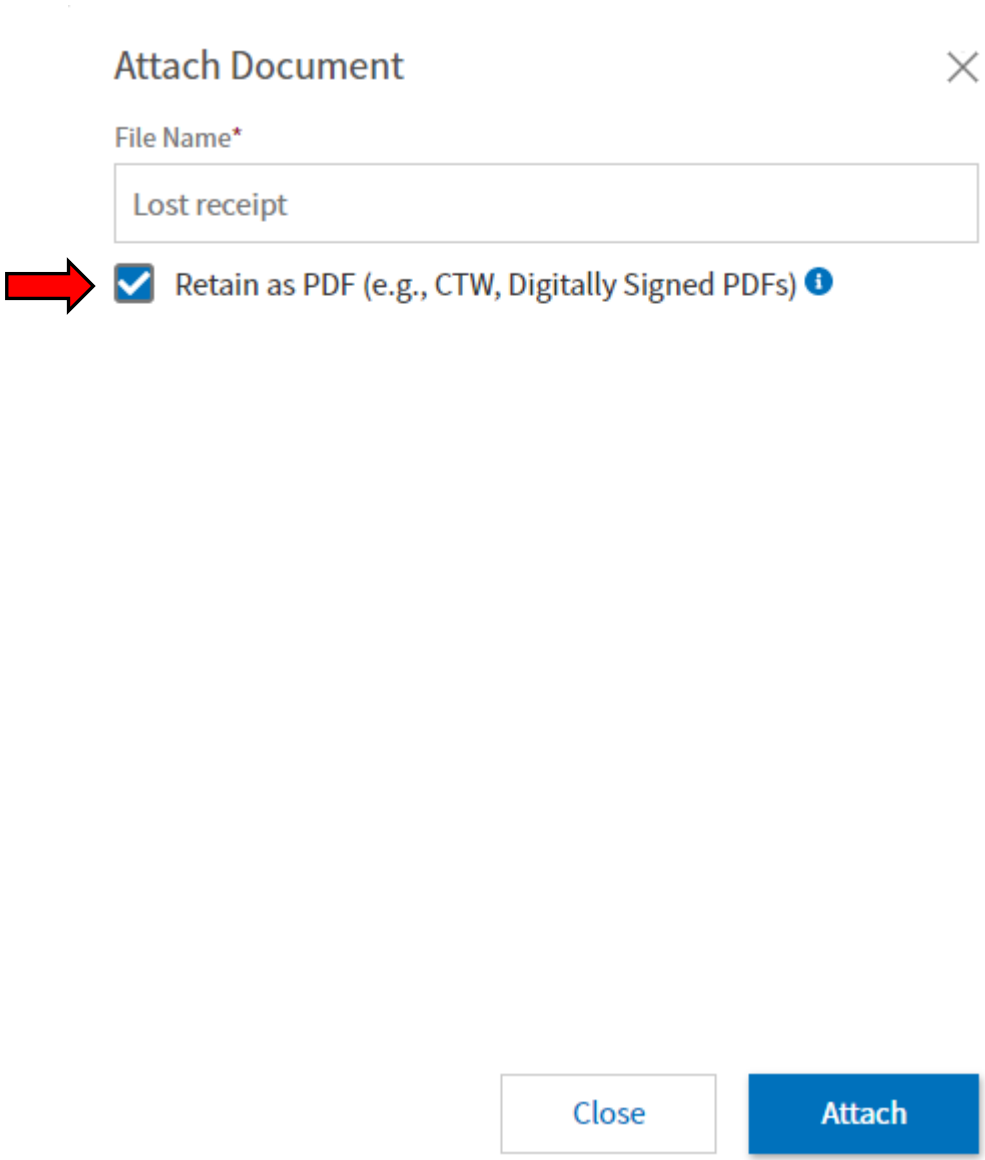
Substantiating Documents

- 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



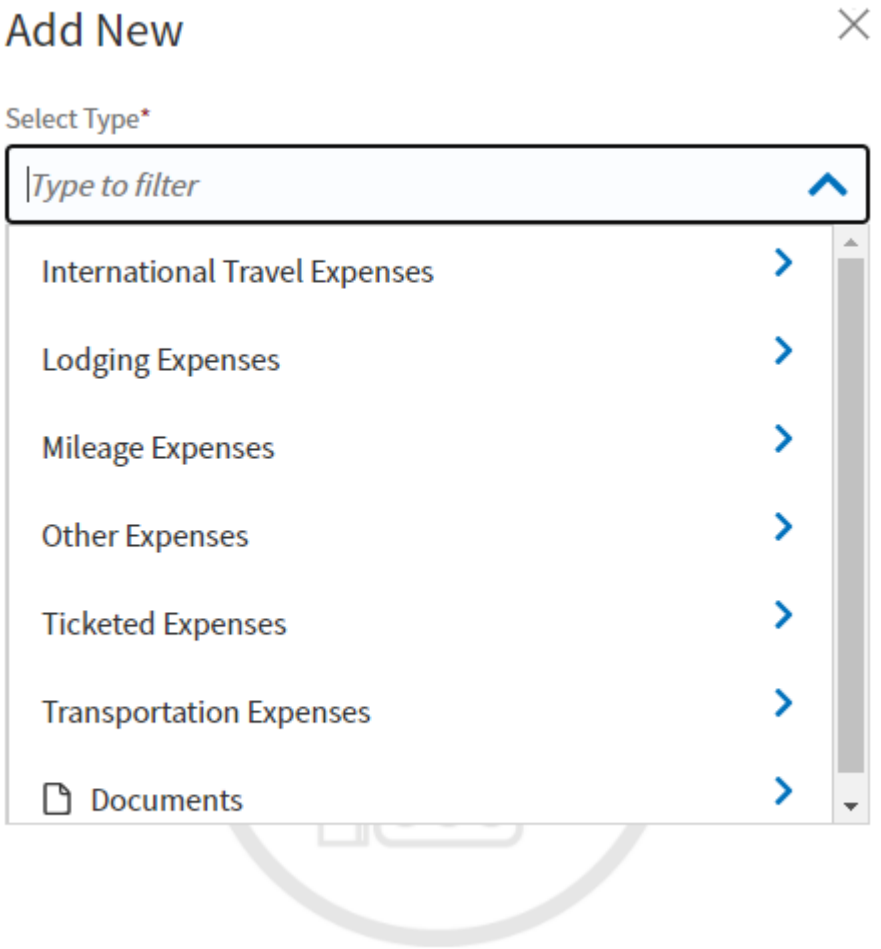
Substantiating Documents

- 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



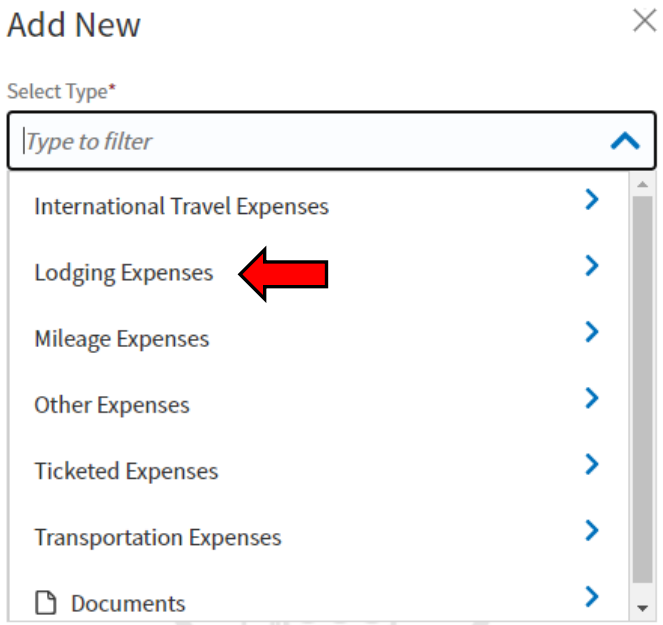
Adding Receipts and Other Expenses

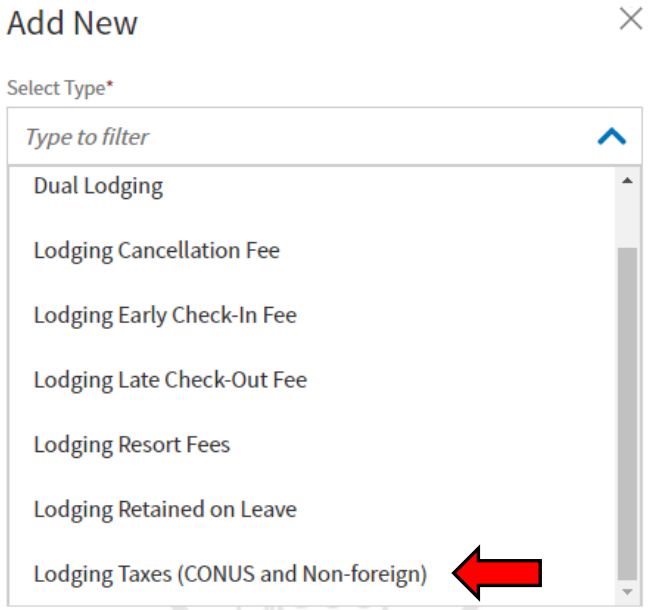
- To add expenses select the same *Add* button as you did for substantiating documents
- Nearly every expense should have a pre-built name/category already made for it
  - Custom expense names should rarely ever be built



Adding Receipts and Other Expenses

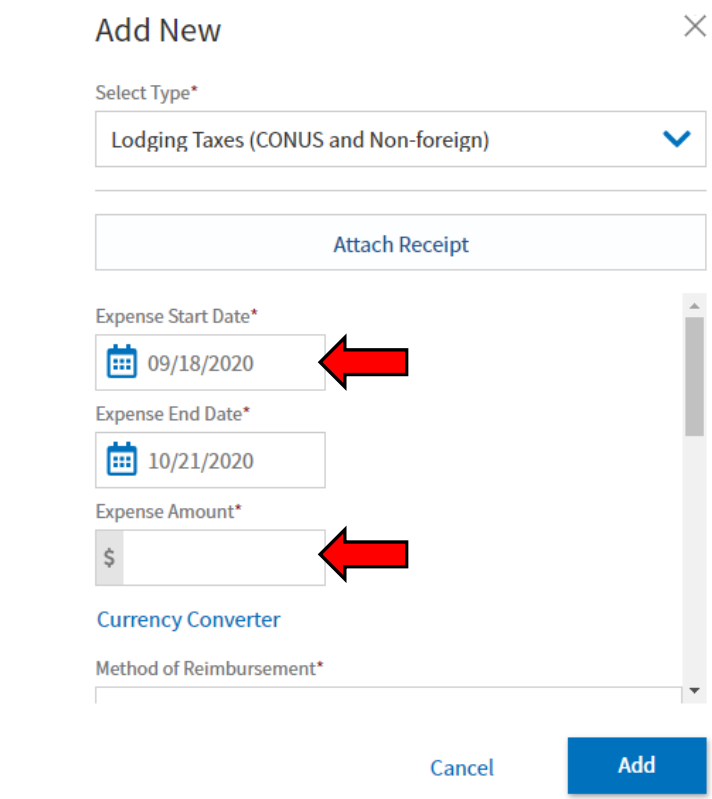
- Claiming will be a similar process for nearly every expense apart from airfare
- Select the appropriate expense you are trying to claim (for example, lodging expenses not included in the nightly rate)
- Select the appropriate sub-category/name

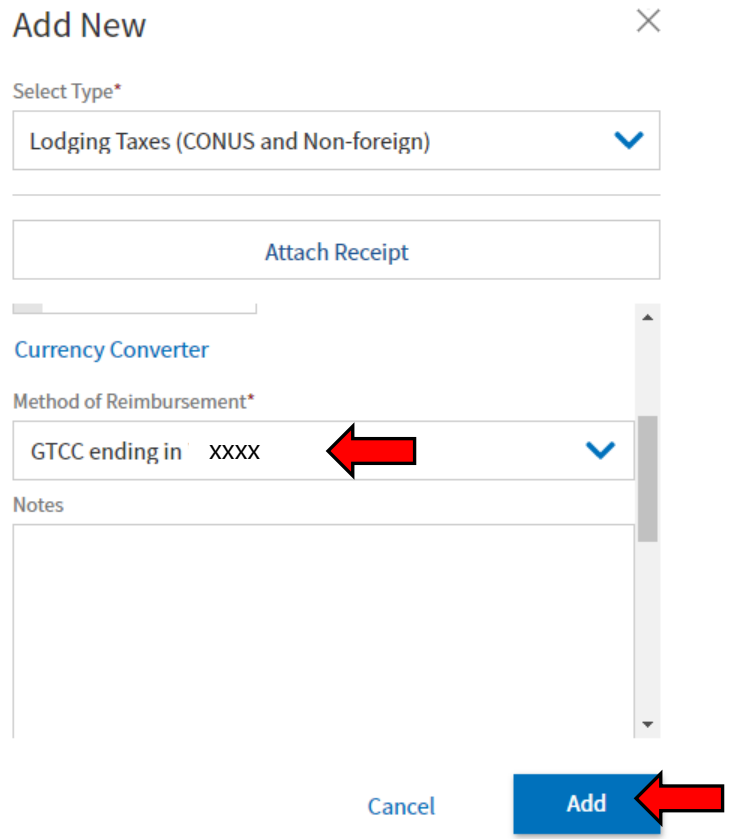




Adding Receipts and Other Expenses

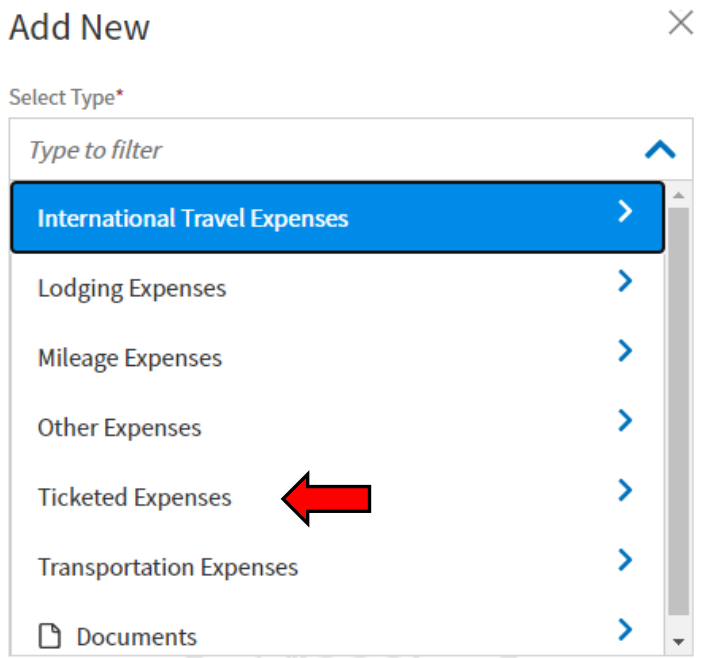
- Input the expense date or date range that the expense was incurred
- Add expense amount
  - Lodging taxes all on one receipt can be added and claimed together
- Scroll down and ensure the reimbursement method is your GTCC
- Select Add

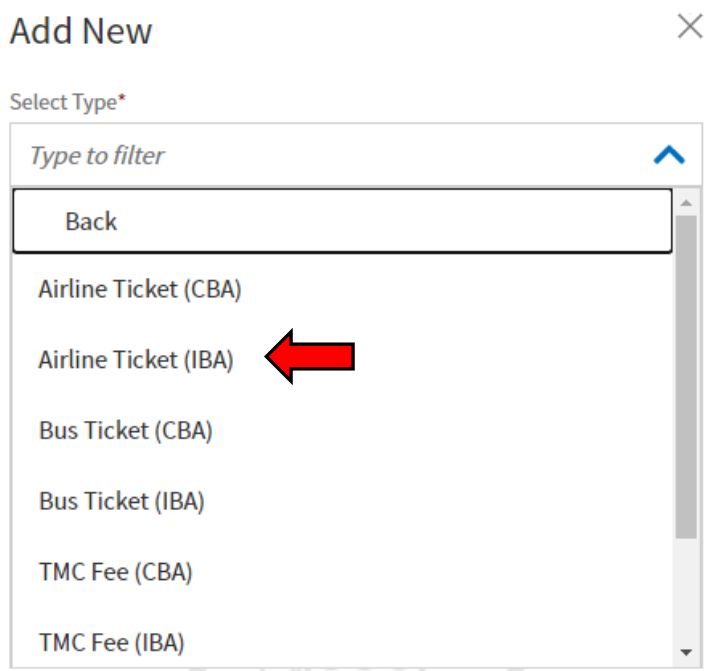




Airfare Receipts and CTO Fees

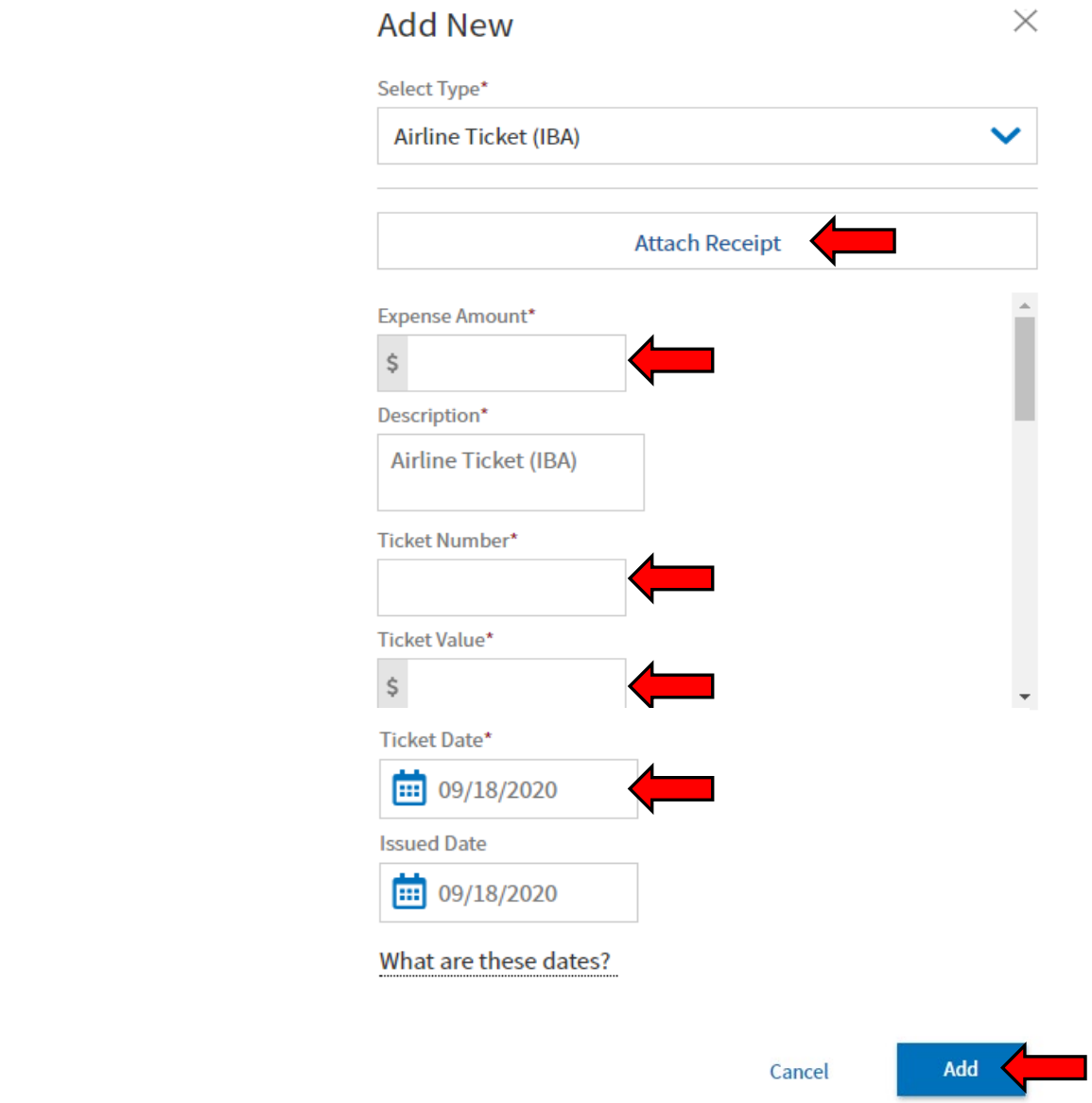
- To claim airfare select ***Ticketed Expenses***
- Select ***Airline ticket (IBA)***
  - If ***(IBA)*** is not available please reach out to your unit ODTA, ***(CBA)*** will not reimburse you





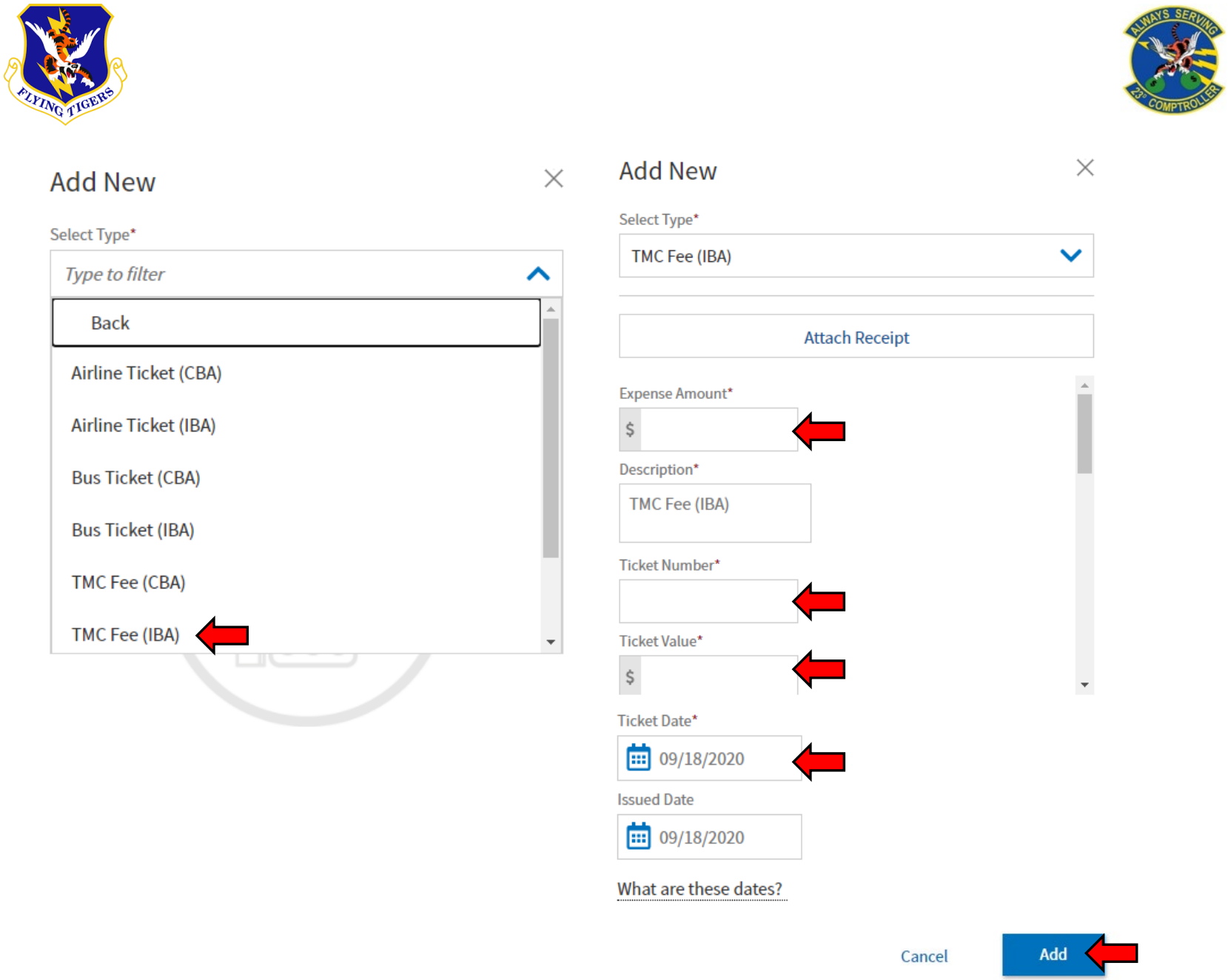
Airfare Receipts and CTO Fees

- 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



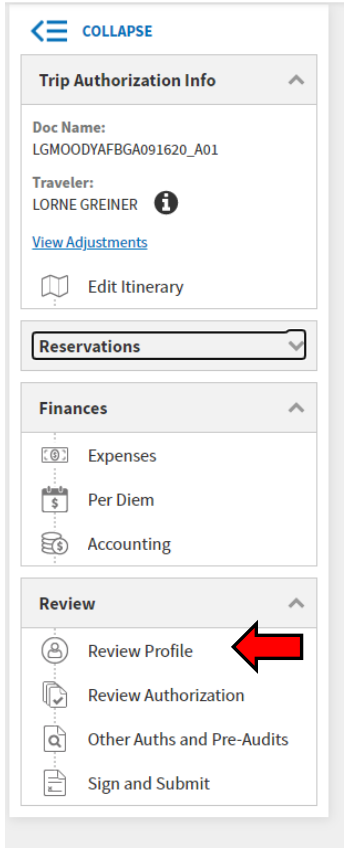
Airfare Receipts and CTO Fees

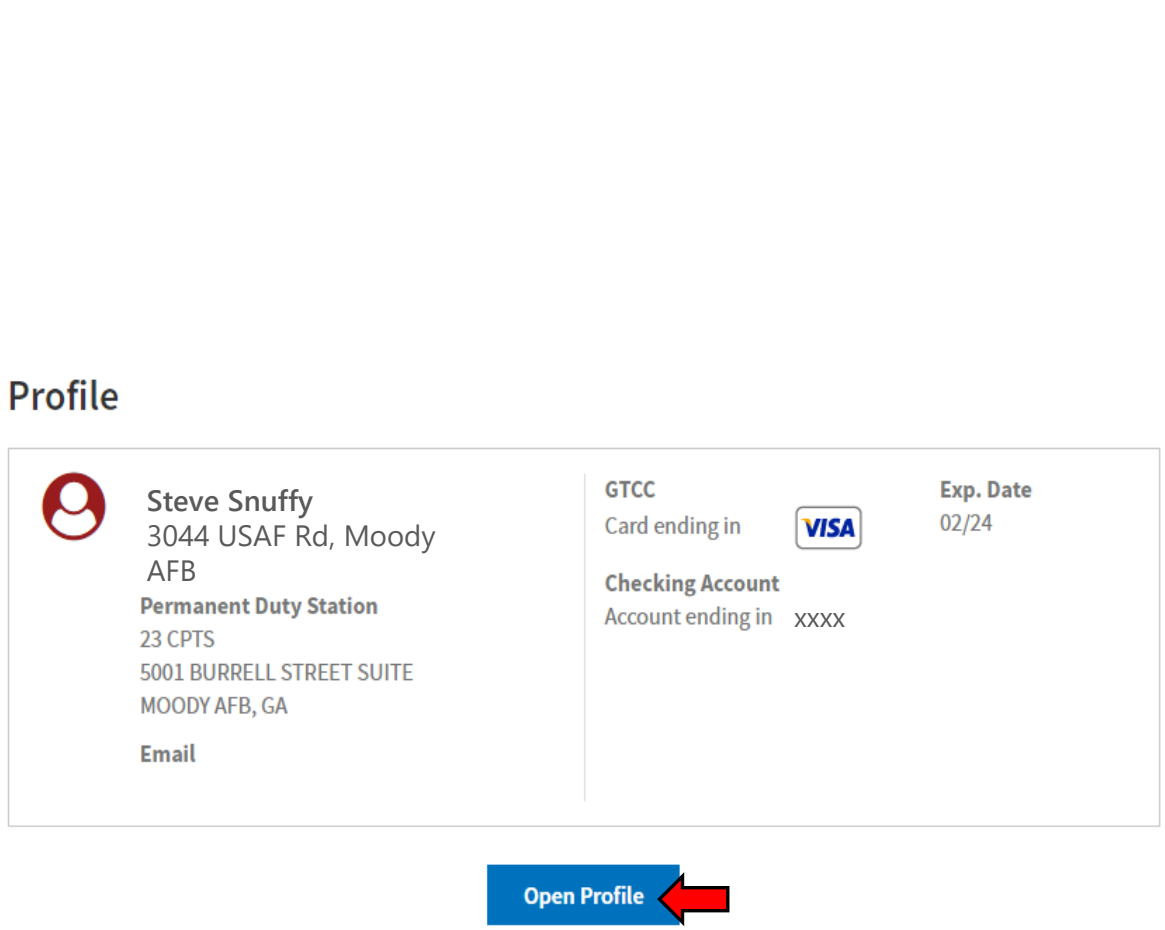
- To claim CTO fees, select *TMC Fee (IBA)*
- No receipt should be required
- Input CTO fee expense amount
- Input the ticket number
- Input the cost of the airline ticket
- Input ticket date
- Select add



Ensuring Your Profile is Correct

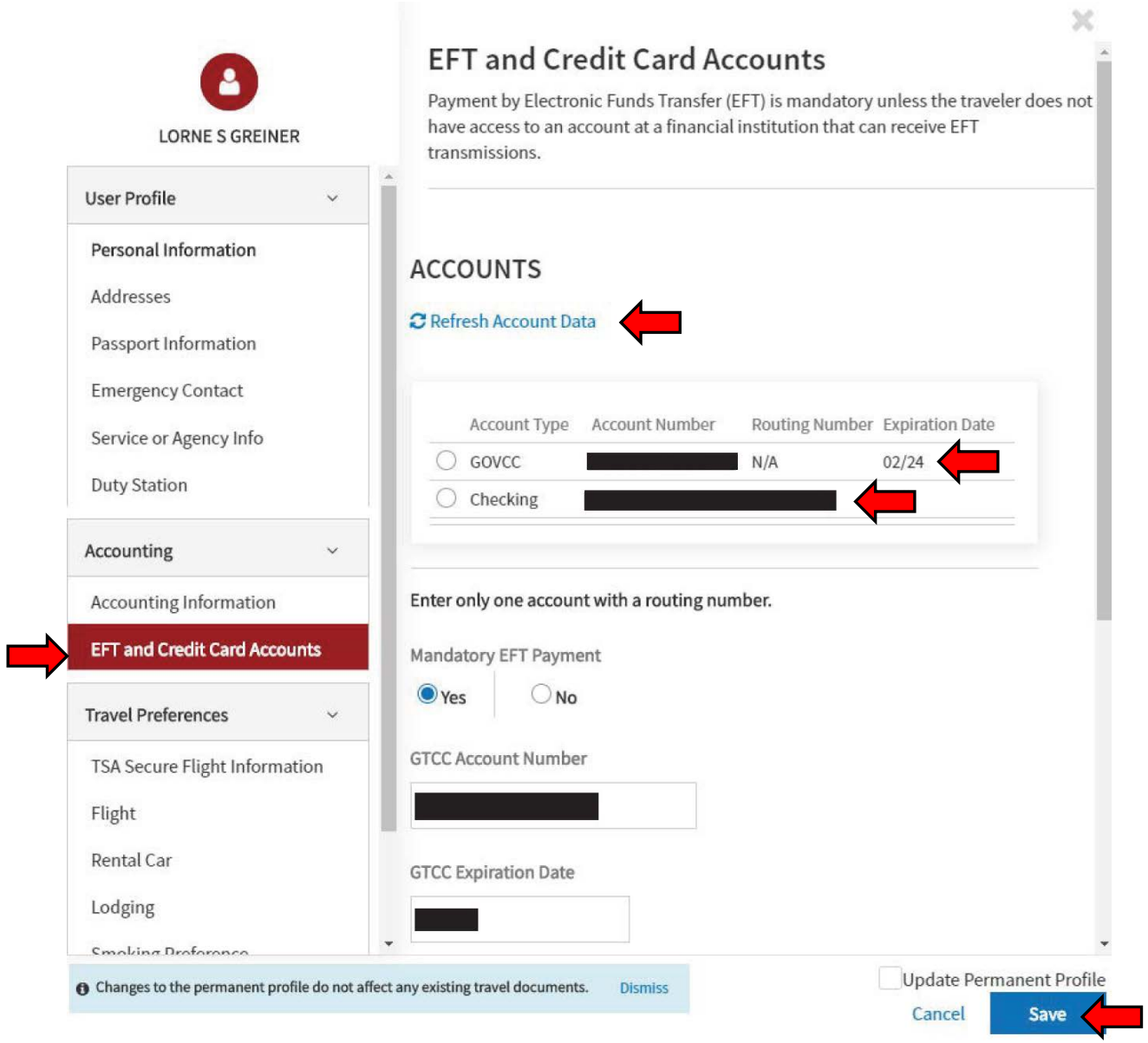
- In order to ensure that you get paid without delay you will want to check your payment information
- Select *Review Profile*
- Select *Open Profile*





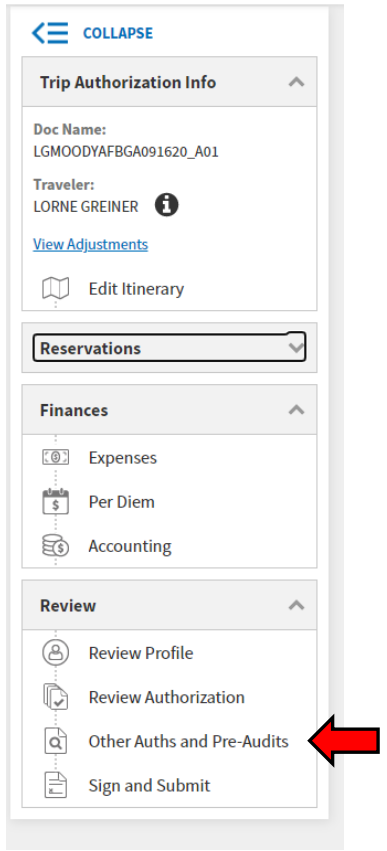
Ensuring Your Profile is Correct

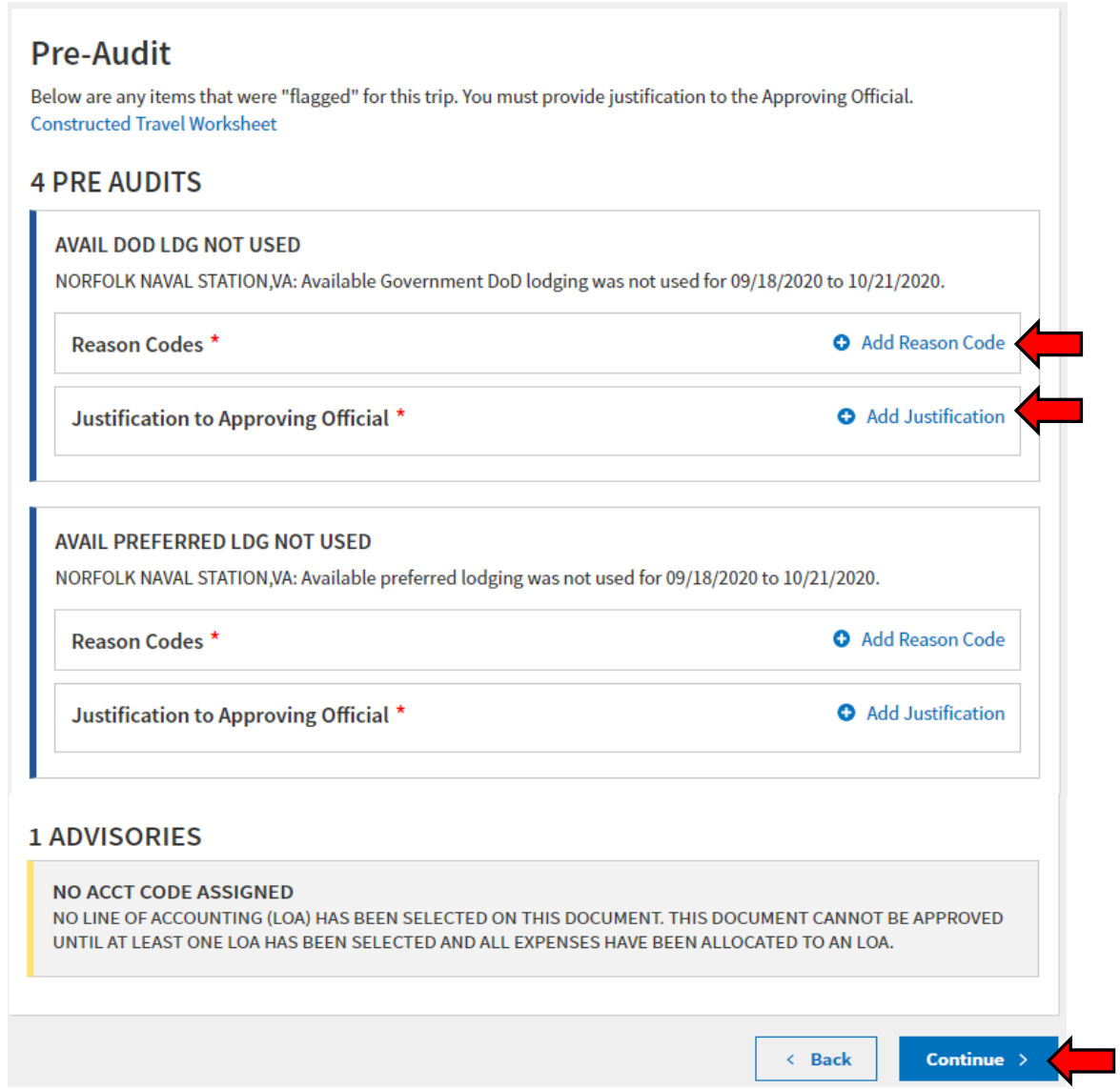
- Select *EFT and credit card accounts*
- Check your GOVCC expiration date (if date is expired it needs to be updated)
- Check your bank account and routing numbers
- If you have updated your DTS profile select *Refresh Account Data*
- Save your info



Completing Your Pre-Audits

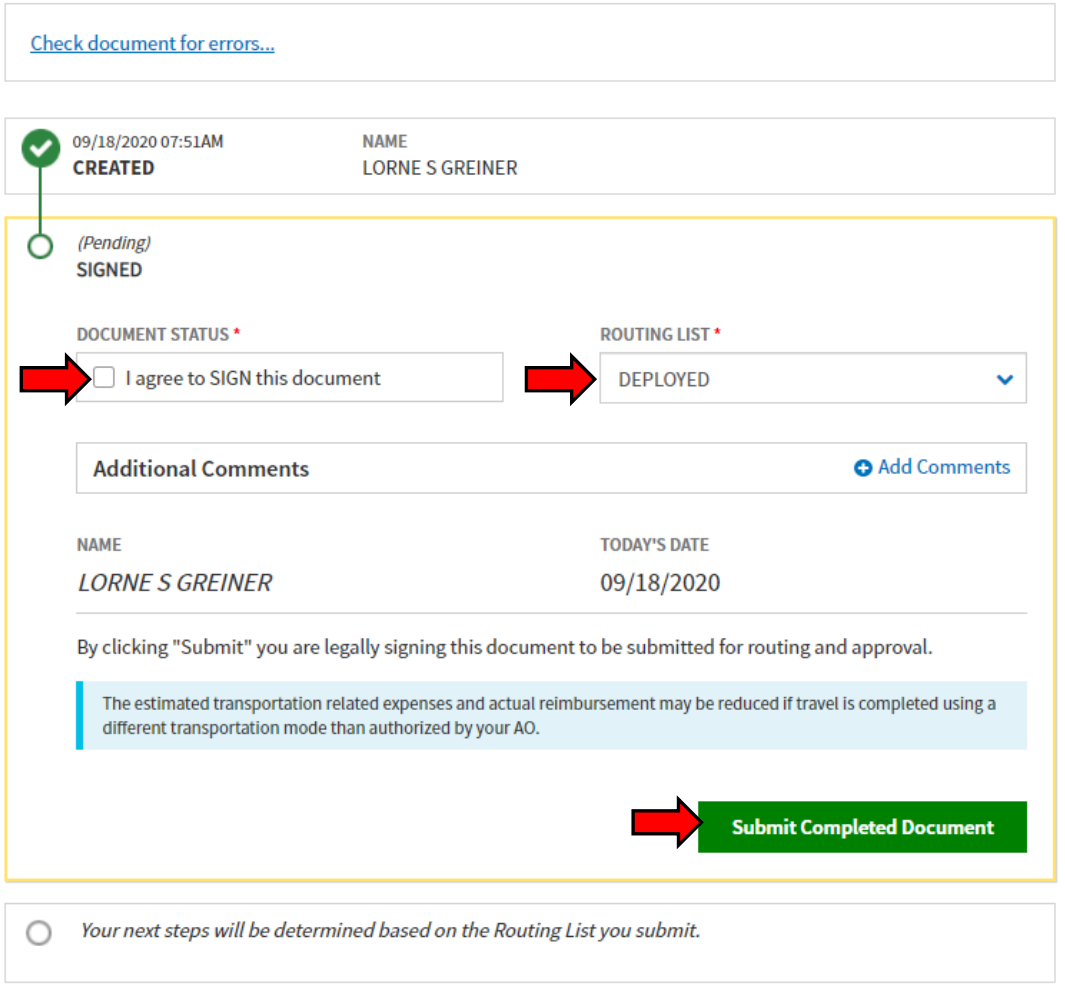
- Pre-Audits are used to catch any possible areas of concern
- Select appropriate codes for your situation
- Enter brief justification
- Pay special attention to anything you believe Approvers might return your voucher for i.e. (Expense not normally authorized, etc.)





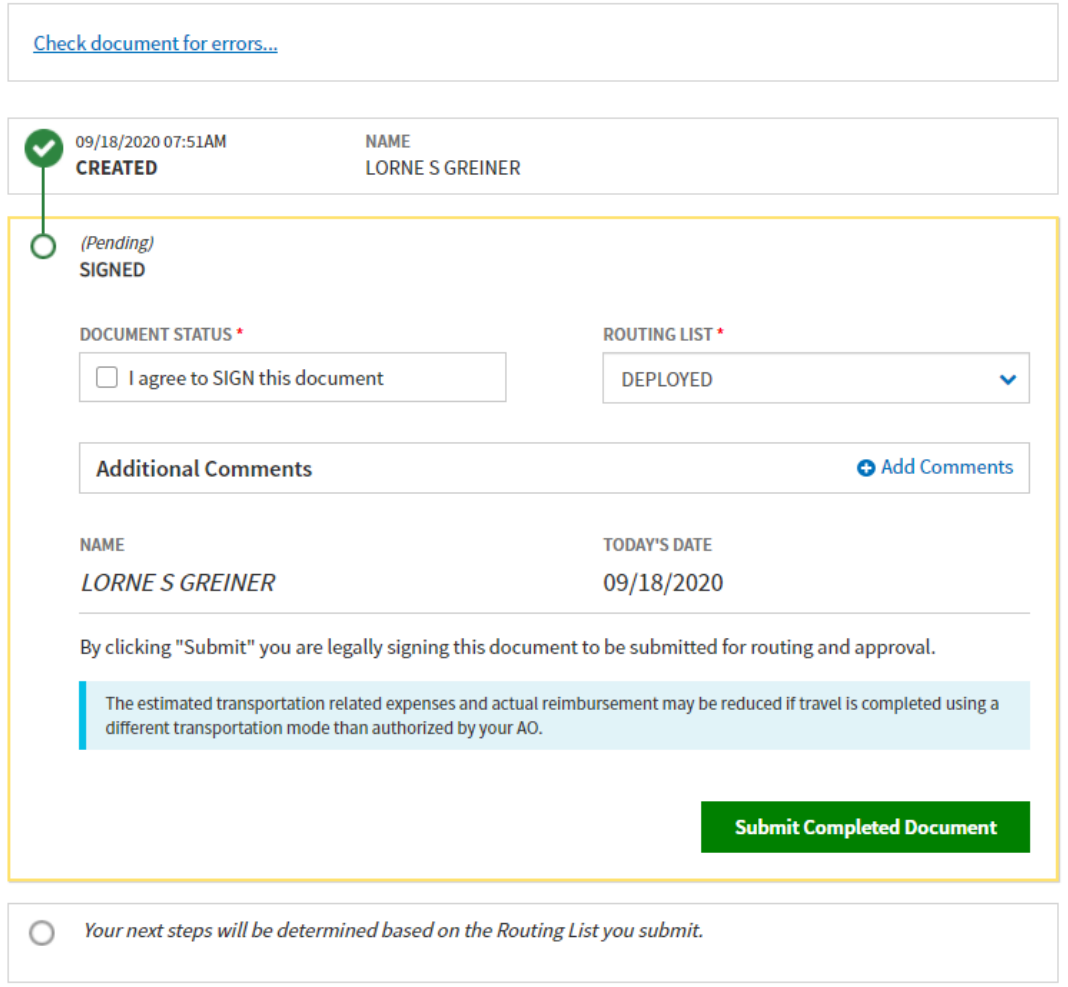
Submitting Your Voucher

- Check the *I 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*



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



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