

DTS Evacuation Guide

TRAVIS AIR FORCE BASE, AUGUST 2020

A solid green horizontal bar at the bottom of the page.

This is a how-to guide for filing your evac voucher in DTS. If you are completing a DTS voucher for the evacuation then you must:

1: Have evacuated

2: Be a military member or DoD employee

3: Have a marital status of single with no dependents or your dependents did not evacuate

If at any time you are not sure what to do, you receive an error code, or you do not have a DTS profile then contact your unit DTS monitor. Every unit has at least one and they are there to assist you. If you do not know who this is then contact your CSS reps and they can point you in the right direction.

Overview

Pre-Filing

DTS Authorization

- Create Itinerary
- Trip Overview
- Your Trip Details
- Select Lodging Page
- Review Reservation Selection
- Expenses
- Mileage
- Lodging
- Substantiating Docs
- Accounting
- Review
- Common Audit Flags
- Sign

File The Voucher

Pre-Filing

UPDATE YOUR PERSONAL INFORMATION

-Personal Information

-Address

-EFT and Credit Card Accounts

The screenshot shows the Defense Travel System (DTS) user interface. At the top, the system status is 'DTS' with a green checkmark. The user is identified as 'JASMINE M KEGLER'. A dropdown menu is open, showing the user's last sign-on time as 'Thu Aug 20, 2020 at 05:58 PM'. The menu also displays organizational details: 'Organization: DFCTP60AMWDSCPTS', 'Organization Access: None', 'Group Access: DFCTP', and 'Permissions: 0 | 1'. The 'My Profile' option is highlighted with a red box. Below the menu, there is a 'Log Out' button and a 'Create New Document' button. The main navigation bar includes 'Home', 'Trips', 'Travel Tools', 'News & Notices', and 'Administration'. The main content area features several tool icons: 'Per Diem Rate Lookup', 'Distance Calculator', 'Routing Chain Lookup', and 'Cross-Org Document Lookup'. A section titled 'My Travel Documents' is visible at the bottom, with the subtitle 'Your upcoming, current, and completed trip documents.'

This screenshot shows a vertical menu for the 'User Profile'. The menu items are: 'Personal Information', 'Addresses' (highlighted in red), 'Passport Information', 'Emergency Contact', 'Service or Agency Info', 'Duty Station', and 'Form Printing Preferences'. Below this, there is a section for 'Accounting' with a sub-menu containing 'Accounting Information', 'EFT and Credit Card Accounts' (highlighted in red), and 'Accounts'. A red warning triangle icon is visible next to the 'EFT and Credit Card Accounts' item.

This screenshot shows a vertical menu for the 'User Profile'. The menu items are: 'Emergency Contact', 'Service or Agency Info', 'Duty Station', and 'Form Printing Preferences'. Below this, there is a section for 'Accounting' with a sub-menu containing 'Accounting Information', 'EFT and Credit Card Accounts' (highlighted in red), and 'Travel Preferences'. A red warning triangle icon is visible next to the 'EFT and Credit Card Accounts' item.

DTS Authorization

Scroll to + Create New Document

Select "Routine TDY Trip"

The screenshot displays the 'My Travel Documents' section of a web application. The header includes the title 'My Travel Documents' and a subtitle 'Your upcoming, current, and completed trip documents.' On the left, there are three summary cards: '3 Authorizations', '1 Vouchers', and '0 Local Vouchers'. A red banner at the top right of the main content area reads '0 Local Vouchers'. The central area contains the text 'You have no local trip vouchers.' with a large grey arc below it. On the right side, a blue button labeled '+ Create New Document' is highlighted with a red box. A dropdown menu is open below this button, listing four options: 'Routine TDY Trip' (with a map icon), 'Voucher' (with a dollar sign icon), 'Local Voucher' (with a car icon), and 'Group Authorization' (with a group of people icon).

Create Itinerary

1. Arriving:

08/19/2020- Day Evacuation orders dropped

2. Departing:

08/21/2020- Date returned, not to exceed dates listed on Orders

3. TDY Location: **Safe Haven Location** (area evacuated to)

4. Traveling By: **Other**

5. Rental Car: **No**

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
 08/19/2020	 08/21/2020	 SACRAMENTO, CA	 Other ▾	 Morning ▾	No ▾ 

TRIP OVERVIEW

Leaving On

 08/19/2020

Returning On

 08/21/2020

Leaving From

My Residence
 My Duty Station
  City or Zip

Returning To

My Residence
 My Duty Station
  City or Zip

Trip Duration

Multi-Day ▾

Returning By

 Other ▾

Trip Overview

6. Leaving on and Returning to will automatically populate

7. Leaving From/ Returning On:

Select “My Residence”

Or If you live ON BASE, select “My Duty Location

8. Trip Duration:

Select the applicable duration of your trip

9. Returning By: **Other**

10. Time of Day: **Morning, Afternoon, or Evening**

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="08/19/2020"/>	<input type="text" value="08/21/2020"/>	<input type="text" value="SACRAMENTO, CA"/>	<input type="text" value="Other"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>

TRIP OVERVIEW

Leaving On	Returning On
<input type="text" value="08/19/2020"/>	<input type="text" value="08/21/2020"/>
Leaving From	Returning To
<input checked="" type="radio"/> My Residence	<input checked="" type="radio"/> My Residence
<input type="radio"/> My Duty Station	<input type="radio"/> My Duty Station
<input type="radio"/> <input type="text" value="City or Zip"/>	<input type="radio"/> <input type="text" value="City or Zip"/>
Trip Duration	
<input type="text" value="Multi-Day"/>	
Returning By	
<input type="text" value="Other"/>	

Trip Overview

Note*

If you stayed overnight at more than one location/zipcode, press the plus button to add another stop

If you stayed at multiple hotels in the same area/zipcode, then you do not have to add another location

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="08/19/2020"/>	<input type="text" value="08/21/2020"/>	<input type="text" value="SACRAMENTO, CA"/>	<input type="text" value="Other"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>



TRIP OVERVIEW

Leaving On	Returning On
<input type="text" value="08/19/2020"/>	<input type="text" value="08/21/2020"/>
Leaving From	Returning To
<input checked="" type="radio"/> My Residence	<input checked="" type="radio"/> My Residence
<input type="radio"/> My Duty Station	<input type="radio"/> My Duty Station
<input type="radio"/> <input type="text" value="City or Zip"/>	<input type="radio"/> <input type="text" value="City or Zip"/>
Trip Duration	
<input type="text" value="Multi-Day"/>	
Returning By	
<input type="text" value="Other"/>	

Your Trip Details

11. Type: **Temporary Duty Travel (Routine)**
12. Purpose: **Emergency-Personal**
13. Description: **Evacuation Orders**
14. Conference/ Event Name: **Not Attending**
15. Select “Continue”

YOUR TRIP DETAILS

Type ⓘ

Temporary Duty Travel (Rout... ▾

Purpose ⓘ

Emergency - Personal ▾ ⓘ

Description *(optional)*

Evacuation Orders

1883 characters remaining

Conference/Event Name

Not attending a conference

Cancel

Continue >

Select Lodging Page

Select “Skip Booking”

-since this trip already happened,
we can skip this part.

The screenshot shows a web application interface for selecting lodging. At the top, there is a navigation bar with links for Home, Trips, Travel Tools, News & Notices, and Administration. On the left side, there is a sidebar menu with a 'COLLAPSE' button and sections for Trip Authorization Info, Reservations, and Finances. The Trip Authorization Info section displays the document name 'JKSACRAMENTOC081920_A01' and the traveler's name 'JASMINE KEGLER'. The Reservations section is expanded, showing 'Lodging (SACRAMENTO, CA)' as the selected option. The main content area is titled 'Select Lodging' and contains a search form with fields for 'Search By' (set to 'TDY Locati...'), 'TDY Location*' (set to 'SACRAMENTO, CA'), and 'Check-in/Check-out*' (set to '08/19/2020 - 08/21/2020'). A 'Search' button is located to the right of the date field. Below the search form, there is a 'View Map' button and a 'Filters' button. At the bottom right, there is a 'Sort By' dropdown menu set to 'Rate Category'. A red box highlights the 'Skip booking' button in the top right corner of the main content area.

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

Trip Authorization Info ^

Doc Name:
JKSACRAMENTOC081920_A01

Traveler:
JASMINE
KEGLER ⓘ
[View Adjustments](#)

📖 Edit Itinerary

Reservations ^

🏠 Lodging (SACRAMENTO, CA)

📄 Review Reservations

Finances ^

💰 Expenses

💵 Per Diem

📊 Accounting

Select Lodging

Skip booking →

Search By TDY Location* Check-in/Check-out*

TDY Locati... SACRAMENTO, CA 08/19/2020 - 08/21/2020 Search

Check-in date cannot be in the past

View Map Filters

Sort By Rate Category ▾

Review Reservation Selections Screen

No Action Needed

Select “Continue to Expenses”

Review Reservation Selections Email Print

Trip Details: JKSACRAMENTOC081920_A01

Trip Type: Temporary Duty Travel (Routine)
Trip Description: Evacuation Orders
Dates: 08/19/2020 - 08/21/2020
DTS/TMC Confirmation ID:
[Lodging Cancellation History](#)

[Add to Trip](#)

August 19, 2020

LODGING in SACRAMENTO, CA [Book](#)

SUMMARY OF TRIP COSTS

August 19, 2020	Estimated Trip Cost
	\$0.00
	<small>includes taxes and fees</small>

[Continue to Expenses >](#)

Enter Expenses

Select "Add"

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

Trip Authorization Info ^

Doc Name:
JKSACRAMENTOC081920_A01

Traveler:
JASMINE
KEGLER ⓘ
[View Adjustments](#)

Edit Itinerary

Reservations ^

Lodging (SACRAMENTO,CA)

Review Reservations

Finances ^

Expenses

Per Diem

Accounting

Review ^

Review Profile

Enter Expenses

Sort By: ▾

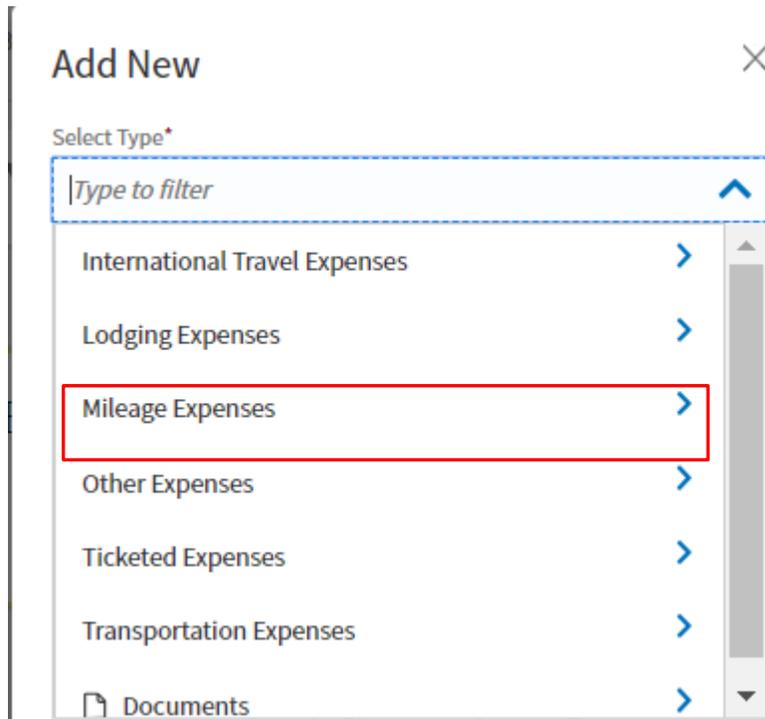
Lodging (Sacramento, CA) \$280.00 ⓘ
▾ Details 08/19/2020 - 08/21/2020 ⚠ IBA

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$280.00	\$0.00	\$280.00

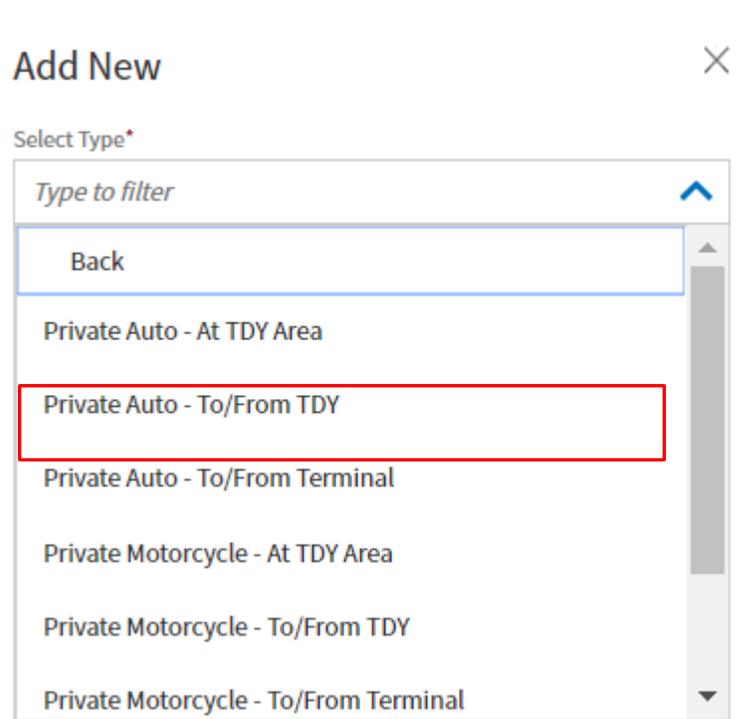
Mileage

1. Select "Mileage Expenses"



The screenshot shows a dialog box titled "Add New" with a close button (X) in the top right corner. Below the title is a search bar labeled "Select Type*" containing the text "Type to filter" and an upward arrow. A list of expense categories is displayed below the search bar, each with a right-pointing arrow. The "Mileage Expenses" option is highlighted with a red rectangular border. The other options are: International Travel Expenses, Lodging Expenses, Other Expenses, Ticketed Expenses, Transportation Expenses, and Documents.

2. Select "Private Auto- To/From TDY"



The screenshot shows a dialog box titled "Add New" with a close button (X) in the top right corner. Below the title is a search bar labeled "Select Type*" containing the text "Type to filter" and an upward arrow. A list of vehicle-related options is displayed below the search bar, each with a right-pointing arrow. The "Private Auto - To/From TDY" option is highlighted with a red rectangular border. The other options are: Back, Private Auto - At TDY Area, Private Auto - To/From Terminal, Private Motorcycle - At TDY Area, Private Motorcycle - To/From TDY, and Private Motorcycle - To/From Terminal.

Mileage Cont.

Select Type: **Private Auto – To/ From TDY**

Expense Date: **Departure Date**

Start Location: **Your home address**

End Location: **Evac location**

Method of Reimbursement: **Personal**

Press “Add”

Add New



Select Type*

Private Auto - To/From TDY



Attach Receipt

 08/24/2020

Start Location*

95688 Vacaville, CA, Solano



End Location*

95814 Sacramento, CA, Sacramento



34 mi X \$0.575 = \$ 0.00

Method of Reimbursement*

Personal



Cancel

Add

Mileage Cont

Lodging (Sacramento, CA)	\$420.00	IBA
Details 08/24/2020 - 08/27/2020		
Private Auto - To/From TDY	\$10.55	
Details 08/24/2020 N/A		

The departure mileage has been added!

To add the return mileage, press the vertical dots button and then press “Duplicate Expense”

Lodging Expenses

Select three dots

Select "Edit Per Diem"

The screenshot shows a web application interface for 'Enter Expenses'. The top navigation bar includes 'Home', 'Trips', 'Travel Tools', 'News & Notices', and 'Administration'. The left sidebar has sections for 'Trip Authorization Info', 'Reservations', and 'Finances'. The 'Expenses' section in 'Finances' is highlighted. The main content area shows a list of expenses with an 'Add' button and a 'Sort By' dropdown set to 'Date (Newest)'. Two expense items are visible: 'Lodging (Sacramento, CA)' for \$280.00 and 'Private Auto - To/From TDY' for \$39.10. The 'Lodging' item has an 'Edit Per Diem' link. An 'Expense Summary' table is at the bottom.

Category	Amount	Type
Reservation Expenses	\$280.00	
Other Expenses	\$39.10	EFT
Total Expenses	\$319.10	

Lodging Expenses Cont.

Select to update lodging amounts to reflect the amounts paid on Lodging Receipt.

*Lodging taxes will be claimed as a separate expense

Press the top vertical dots button to get started

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

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: SACRAMENTO, CA (3 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&E ALLOWED
> 08/19/2020 First Day	\$140.00	\$140.00	\$49.50 ⋮
> 08/20/2020	\$140.00	\$140.00	\$66.00 ⋮
> 08/21/2020 Last Day	\$0.00	\$0.00	\$49.50 ⋮

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&E Allowed
\$280.00	\$280.00	\$165.00

[< Back](#) [Continue >](#)

Lodging Expenses Cont.

Select the dates that you want to edit
Per Diem for

If you stayed at multiple hotels with
different rates then simply edit the date
range that applies for the hotel you
stayed at

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 *

 08/19/2020 - 08/19/2020

Back to Back

\$ Expense Details [Hide Options](#)

Edit expense details.

Lodging	M&IE
<input checked="" type="checkbox"/> Reimbursable	<input checked="" type="checkbox"/> Reimbursable
Expense Category	Expense Category
Lodging	M&IE
Method of Reimbursement *	Method of Reimbursement *
GOVCC-Individual	Personal

LODGING COST (Locality rate: \$140.00)	M&IE COST (Locality rate: \$66.00)
\$ 140.00 Currency Converter	\$49.50 Currency Converter

[Cancel](#) [Save Adjustments](#)

Lodging Expenses Cont.

Scroll down to “Method of Reimbursement”:

“GOVCC-Individual”

Lodging Cost: **Actual expense on receipt.**

*If you stayed with Friends and Family

Lodging Cost = \$0.00

*If you did not have a GTC prior to evacuation,

Method of Reimbursement will show “Personal”.

This may flag on the later audit screen, use comment “Did not receive GTC”

This is your **DAILY** lodging, not total.

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 *

08/19/2020 - 08/19/2020

Back to Back

Expense Details Hide Options

Edit expense details.

Lodging	M&IE
<input checked="" type="checkbox"/> Reimbursable	<input checked="" type="checkbox"/> Reimbursable
Expense Category	Expense Category
Lodging	M&IE
Method of Reimbursement *	Method of Reimbursement *
GOVCC-Individual	Personal

LODGING COST (Locality rate: \$140.00)	M&IE COST (Locality rate: \$66.00)
\$ 140.00 Currency Converter	\$49.50 Currency Converter

[Cancel](#) [Save Adjustments](#)

Lodging Expenses Cont.

Once Per Diem/Lodging is updated, press the "Continue" button

Home Trips ▾ Travel Tools ▾ News & Notices Administration ▾

COLLAPSE

Trip Authorization Info ^

Doc Name:
JKSACRAMENTOC081920_A01

Traveler:
JASMINE
KEGLER ⓘ

[View Adjustments](#)

Edit Itinerary

Reservations ^

Lodging (SACRAMENTO, CA)

Review Reservations

Finances ^

Expenses

Per Diem

Accounting

Review ^

Review Profile

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: SACRAMENTO, CA (3 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 08/19/2020 First Day	\$140.00	\$140.00	\$49.50
> 08/20/2020	\$140.00	\$140.00	\$66.00
> 08/21/2020 Last Day	\$0.00	\$0.00	\$49.50

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$280.00	\$280.00	\$165.00

[< Back](#) [Continue >](#)

Substantiating Documents

Select Expenses Tab

Select Add

Home Trips Travel Tools News & Notices Administration

COLLAPSE

Trip Authorization Info

Doc Name:
JKSACRAMENTOC081920_A01

Traveler:
JASMINE
KEGLER
[View Adjustments](#)

Edit Itinerary

Reservations

Lodging (SACRAMENTO,CA)
Review Reservations

Finances

Expenses
Per Diem
Accounting

Enter Expenses

Sort By: Date (Newest) Expand All

Add

\$ Private Auto - To/From TDY		\$39.10
Details	08/19/2020	N/A
		EFT

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$39.10	\$39.10

Back Continue

Substantiating Documents Cont.

Upload the following documents

1. Lodging Receipt(s)
2. Limited Evacuation Orders
+3 Amendments

3. The certification roster that has your name on it

*Limited Evacuation Orders and Amendments

can be found on Sharepoint:

https://eim2.amc.af.mil/org/60cpts/FSO_Resources/default.aspx

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
- Constructed Travel Worksheet (CTW)
- Travel Authorization (Form 1610)
- Memo
- Other
- Travel Orders

Accounting

Select "+Add LOA"

Select Shared LOA

Select Label:

20 300503 7Y (DFCTP)

[← Back](#) [Add LOA](#)

20 300503 7Y (DFCTP)
20 MG IA (DFCTP)

Select Continue

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
20 300503 7Y	DFCTP

Allocations

This trip is 100% allocated to 20 300503 7Y

[Q](#)

- From DFCTP60AMWDSCPTS [>](#)
- Shared LOA [>](#)
- Cross Org LOA [>](#)

Review Profile/ Authorization

Review the next few pages, then select Continue.

Review Trip Authorization [Print](#)

Trip Details for:
JKSACRAMENTOC081920_A01 🔍

Trip Type: Temporary Duty Travel (Routine) (EMERGENCY - PERSONAL)
Trip Description: Evacuation Orders
Dates: 08/19/2020 - 08/21/2020
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** Travis AFB, CA (Residence) 📍 Leaving on Aug 19, 2020

- 📍 **TDY LOCATION 1** SACRAMENTO, CA 📍 08/19/2020 - 08/21/2020

- 📍 **TRIP END** Travis AFB, CA (Residence) 📍 Returning on Aug 21, 2020

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

- \$ **RESERVATION EXPENSES** *No Reservation Expenses*

- \$ **OTHER EXPENSES** Total: **\$39.10**

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

- \$ **RESERVATION EXPENSES** *No Reservation Expenses*

- \$ **OTHER EXPENSES** Total: **\$39.10**

[Hide Details](#) ^

Private Auto - To/From TDY	Location	METHOD OF REIM.	DATE	COST
		Personal	08/19/2020	\$39.10 68.00 miles

Substantiating Documents No Substantiating Documents

Per Diem [Go to Per Diem](#) →

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$0.00	\$0.00	\$165.00

Accounting [Expand All](#) | [Collapse All](#) [Go to Accounting](#) →

Accounting Codes

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
20 300503 7Y	DFCTP	\$204.10	\$204.10

[Show Details](#) v

ESTIMATED TRIP COST

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	M&IE	\$165.00	\$165.00
	MILEAGE	\$39.10	\$39.10

Common Audits and Flags

APPROVAL AFTER TRIP START DATE

Approval of Travelers AUTH is after trip start date. Traveler must provide name of AO and the date the AO provided oral approval to proceed on travel (or supporting documentation indicating date and person who provided approval)

Reason Codes *	+ Add Reason Code
006 - Routing Delay	🗑 Remove
Previously entered Justification	
Delayed to sudden Evacuation	

CONSTRUCTED TRAVEL WORKSHEET

A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via scanning.

Justification to Approving Official *	📝 Edit Justification
< 400 Mi, CTW not necessary	

Common Audits and Flags Continued

LODGING NOT USED

SACRAMENTO,CA: No lodging reservations exist from 08/19/2020 to 08/21/2020.

Reason Codes *	+ Add Reason Code
L6 - Lodging with family or friends	🗑 Remove
Justification to Approving Official * Stayed with friends.	📝 Edit Justification

Sign Authorization

Select: **I Agree**

Routing List: **CED ORDERS- CPTS USE ONLY**

**YOU MUST SELECT THE CED ORDERS ROUTING LIST.*

This will NOT get approved if routed through unit.

Select: **“Submit Completed Document”**

Digital Signature

Trip Authorization Status

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

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

 No errors flagged in this document

 08/21/2020 07:40PM
CREATED NAME
JASMINE M KEGLER

 (Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST * CED ORDERS- CPTS USE ONLY

Additional Comments [Add Comments](#)

NAME TODAY'S DATE
JASMINE M KEGLER 08/21/2020

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

Sign Authorization

Once CPTS Receives your Authorization, we will Approve your Authorization.

Filing the Voucher

After your authorization has been approved (may take a week), press the “Create New Document” button and then “Voucher”

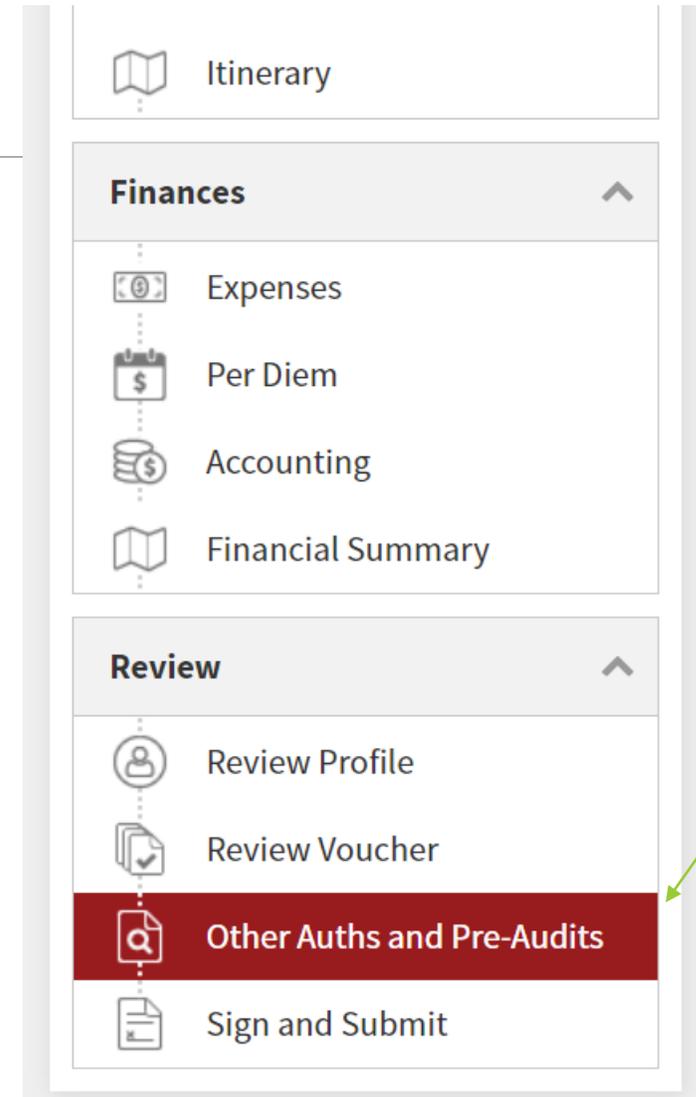
The screenshot displays the 'My Travel Documents' dashboard. On the left, there are three summary cards: '5 Authorizations', '1 Vouchers', and '0 Local Vouchers'. The main content area features a red header for '5 Authorizations', a 'Sort by' dropdown set to 'Departure Date (Latest)', and a 'Show inactive documents' checkbox. Below this, a document card is shown for 'CSCHEAPEAKEV031620_A01-02' with a status of 'Archive Submitted'. On the right, a blue 'Create New Document' button is open, showing a list of options: 'Routine TDY Trip', 'Voucher' (highlighted with a red box and a green arrow), 'Local Voucher', and 'Group Authorization'.

Filing the Voucher

A list of potential vouchers will pop up

Select the evac trip and then your voucher will open up

If you were successful with all the previous steps then skip right down to the “Other Auths and Pre-Audits” button on the lower left-hand side



Pre Audit Screen

Verify that all pre-audit items have an explanation and if they don't, ensure that you add one

If everything is complete then scroll to the bottom and press "Continue"

Warning: If there is an item on this page that is missing an explanation then you will be unable to sign the voucher

AVAIL DOD LDG NOT USED

KEESLER AFB,MS: Available Government DoD lodging was not used for 07/30/2017 to 08/11/2017.

L5 - Military Lodging

Justification to Approving Official *

Keesler lodging confirmation # 871546677

CONSTRUCTED TRAVEL WORKSHEET

A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning.

Justification to Approving Official *

Less than 400 miles.

LODGING NOT USED

KEESLER AFB,MS: No lodging reservations exist from 07/30/2017 to 08/11/2017.

Sign Voucher

Select: **I Agree**

Routing List: **CED ORDERS- CPTS USE ONLY**

**YOU MUST SELECT THE CED ORDERS ROUTING LIST.*

This will NOT get approved if routed through unit.

Select: **“Submit Completed Document”**

Digital Signature

Trip Authorization Status

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

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

 No errors flagged in this document

 08/21/2020 07:40PM
CREATED NAME
JASMINE M KEGLER

 (Pending)
SIGNED

DOCUMENT STATUS * I agree to SIGN this document

ROUTING LIST * CED ORDERS- CPTS USE ONLY

Additional Comments [Add Comments](#)

NAME TODAY'S DATE
JASMINE M KEGLER 08/21/2020

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 evacuation claim has been successfully filed! Please allow two weeks for processing time.

To reduce inquiry volume and to ensure that the proper procedures are being followed, if you have any questions then please get with your unit DTS monitor. If they do not know the answer then your DTS monitor must contact our office directly.