



Completing a DTS Voucher

CNRFC N14 Operations/Travel
Department

[cnrfc_n14_operations-
travel@us.navy.mil](mailto:cnrfc_n14_operations-travel@us.navy.mil)

Last Updated
16 FEB 2026



REQUIRED DOCUMENTS IN VOUCHER

- Original orders
- All ORDMODS (if you received any)
- Signature page of orders (wet signed or downloaded from NSIPS)
- Itemized lodging receipt (if lodging was used)
- CWT SATO invoice (if you flew)
- Completed CTW (Constructed Travel Worksheet) if you used POV
- Rental Car Receipt w/ gas receipts (if you had rental car)



EXAMPLE OF PERFECT VOUCHER

Home Trips ▾ Travel Tools ▾ Message Center Administration ▾

COLLAPSE

Trip Voucher Info ^

[Return to traveler's documents](#)

Doc Name: JBNOSC [REDACTED]

Traveler: [REDACTED] ⓘ

[View Adjustments](#)

Itinerary

Finances ^

- Expenses**
- Per Diem
- Accounting
- Financial Summary

Review ^

- Review Profile
- Review Voucher
- Other Auths and Pre-Audits
- Sign and Submit

! This document was imported using a DTS partner system. [View Details](#)

Enter Expenses

Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: airfare itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

Sort By: ▾

Travel Orders ▾ Details 08/05/2025	Orders and Signature Page ✓	
Travel Orders ▾ Details 07/23/2025	Orders and Signature Page ✓	
Rental Car - Fuel ▾ Details 07/21/2025	Gas for Rental Car ✓	\$20.16 EFT
Lodging (Nosc Norfolk, VA) ▾ Details 07/19/2025 - 07/22/2025	Lodging ✓	\$288.00 EFT
Enterprise Rent-A-Car (ORF) ▾ Details 07/19/2025 - 07/22/2025	Rental Car ✓	\$196.22 EFT
Delta Air Lines (Flight 5608 - BOS to ORF) ▾ Details 07/16/2025	Flight itinerary ✓	\$636.30 CBA

Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$1,120.52	\$20.16	\$1,140.68



HOW TO CREATE THE VOUCHER

Step 1: Select “Create New Document”

Navigation menu with five items:

- Trips Awaiting Action
- Traveler Lookup
- Cross-Org Document Lookup
- DTA Maintenance Tool
- Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.



[+ Create New Document](#)

- 3 Authorizations
- 1 Vouchers
- 0 Local Vouchers
- 0 Group Authorizations

3 Authorizations		
Sort by	Departure Date (Latest)	<input type="checkbox"/> Show inactive documents
EDNORFOLKNAVA041523_A01-01	Reconciled	Options
Departing on 04/15/2023 TA Number: 2R680W		View
RBGUAMINCLALL012423_G01-01	Reconciled	Options
Departing on 01/24/2023 TA Number: 2PZA41		View



Creating Voucher

Step 2: Select "Voucher"

- Trips Awaiting Action
- Traveler Lookup
- Cross-Org Document Lookup
- DTA Maintenance Tool
- Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

- 3 Authorizations
- 1 Vouchers
- 0 Local Vouchers
- 0 Group Authorizations

3 Authorizations

Sort by Show inactive documents

EDNORFOLKNAVA041523_A01-01 Departing on 04/15/2023 TA Number: 2R680W	Reconciled
RBGUAMINCLALL012423_G01-01 Departing on 01/24/2023 TA Number: 2PZA41	Reconciled

- Create New Document
- Routine TDY Trip
- Voucher**
- Local Voucher
- Group Authorization





Step 3: Select “Create Voucher”

Create Voucher from authorization

Select the authorization that appears here to create a voucher for it

If nothing populates in this drop down, please email the N14 Travel distro

Close

Home Trips Travel Tool

Trips Awaiting Action

My Travel Documents
Your upcoming, current, and completed trips

3 Authorizations

1 Vouchers

0 Local Vouchers

Message Center

Create New Document

Options View

Options



Creating Voucher

Step 4: “Click Vouchers” tab to locate an already created voucher to continue to edit

SEARCH BY FIRST NAME LAST NAME

Name

If you cannot find what you are looking for make sure this button is clicked.



4 Authorizations

3 Vouchers

0 Local Vouchers

0 Group Authorizations

4 Authorizations

Sort by: Departure Date (Latest) Show inactive documents

10525_A01-02	CTO Amendment	Options
Departing on 01/05/2025	TA Number:	<input type="button" value="View"/>
AMNORFOLKNAVA030324_A01-02	CTO Amendment	Options
Departing on 03/03/2024	TA Number:	<input type="button" value="View"/>



How to Upload in Voucher

All documents will be attached in the “EXPENSES” tab.
Click on the “EXPENSES” tab (on the left side.)

System Status: ✔ DTS ▼

ELI J DUNPHY ▼

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

EXPENSES

Enter Expenses

Click here to create a new expense item.

Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: air itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

Sort By: Date (Newest) ▼ Expand All ↕

\$ Taxi - To/From Terminal	12/23/2023	\$64.96	EFT
\$ Rental Car - Fuel	12/22/2023	\$31.65	EFT
Orders	12/22/2023		
Lodging (Nosc Norfolk, VA)	12/10/2023 - 12/22/2023	\$1,130.00	EFT
Dollar Rent-A-Car (ORF)		\$522.23	



Uploading Orders/ORDMODS and Signature Page to DTS

Select from the drop down the type of expense you need to add.
If you cannot find the exact type you need, you can just select “documents” and attach your receipt to it.

The screenshot displays the Defense Travel System (DTS) interface. The top navigation bar includes the system status (DTS) and the user name (ELI J DUNPHY). The main content area shows a sidebar with navigation options: Home, Trips, Travel Tools, Message Center, and Administration. The sidebar is partially collapsed, and the 'Expenses' option is highlighted with a red arrow. The 'Add New' dropdown menu is open, showing a search bar and a list of expense types: Mileage Expenses, Other Expenses, Ticketed Expenses, Transportation Expenses, and Documents. The 'Documents' option is highlighted in blue. The background shows a list of expenses with columns for amount and type (EFT).

Amount	Type
\$64.96	EFT
\$31.65	EFT



For Example: When adding your Orders, you would select “Documents,” then select “Travel orders.”

You can also type into the search exactly what you are looking for.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Trips', 'Travel Tools', 'Message Center', and 'Administration'. A sidebar on the left is collapsed, showing sections for 'Trip Voucher Info', 'Finances', and 'Review'. The 'Expenses' section is highlighted. A search dropdown menu is open, displaying the following options: 'Constructed Travel Worksheet (CTW)', 'Travel Voucher (Form 1351-2)', 'Memo', 'Other', and 'Travel Orders' (which is highlighted in blue). A red arrow points from the search input field to the dropdown menu. The background shows a list of expenses with columns for description, date, and amount.

Description	Date	Amount	Category
Following are <u>NOT</u> receipts: airfare itinerary, rental car		\$50.26	EFT
		\$2,411.50	CBA
		\$1,522.60	CBA
Europcar International (ZAG)	12/04/2023 - 01/07/2024	\$3,146.80	EFT



Once you've selected what type of document you are adding, it will prompt you to attach the file/receipt.

The screenshot displays a web application interface for document management. A modal window titled "Add New" is open, showing the following fields:

- Select Type:** A dropdown menu with "Travel Orders" selected.
- Attach Document:** A button highlighted with a red arrow.
- Submit Date:** A date picker set to "01/10/2024".
- Notes:** A text area for additional information.
- Buttons:** "Cancel" and "Add" buttons at the bottom of the modal.

The background interface shows a document list with the following columns:

- Details:** Includes a "Details" link and a date (e.g., "12/20/2023").
- Amounts:** Monetary values such as "\$50.26", "\$2,411.50", "\$1,522.60", and "\$3,146.80".
- Account Types:** Labels like "EFT" and "CBA" are associated with the amounts.



If you have anything you would like us to know about the expense type it in the notes!

The screenshot shows a web application interface with a navigation menu at the top (Home, Trips, Travel Tools, Message Center, Administration) and a sidebar on the left with sections for Trip Voucher Info, Finances (Expenses, Per Diem, Accounting, Financial Summary), and Review (Review Profile, Review Voucher, Other Auths and Pre-Audits, Sign and Submit). The main content area displays a list of expense entries with columns for description, amount, and type. A modal window titled "Add New" is open in the center, allowing the user to create a new expense entry. The modal includes a "Select Type" dropdown menu with "Travel Orders" selected, an "Attach Document" button, a "Submit Date" field set to "01/10/2024", and a "Notes" text area. A large red arrow points to the "Notes" field, indicating where to enter the expense type. The modal also has "Cancel" and "Add" buttons at the bottom.

Description	Amount	Type
Following are NOT receipts: airfare itinerary, rental car		
	\$50.26	EFT
	\$2,411.50	CBA
	\$1,522.60	CBA
Europcar International (ZAG)	\$3,146.80	



How to Find your Orders/ORDMODS and Signature Page



How to Find Orders/ORDMODS and Signature Page

- Log into NSIPS
- Click “Employee Self Service” from the menu



Personalize Content | Layout

A screenshot of the NSIPS web interface. On the left is a "Menu" sidebar with a list of options: My Favorites, EDM, RED/DA, User Release Information, Career Information Management, Employee Self Service, Retirements & Separations, Manager Self Service, Reporting Tools, My Profile, DOD ID Look Up, NSIPS Report Manager, Notification Inbox, Change My Password, and DMR Link. A large red arrow points from the "Employee Self Service" option in the menu towards the main content area. The main content area is titled "ESR Home Page" and contains a "Notifications" section. A notification box is displayed with a red "Warning" header and the following text: "VERIFY YOUR DEATH GRATUITY BENEFICIARY DESIGNATIONS IN THE BENEFICIARIES SECTION OF THE DEPENDENCY DATA PAGE. IF THE GRATUITY PAY DESIGNATIONS AND ALL OTHER INFORMATION ON THE DEPENDENCY DATA PAGE ARE ACCURATE, RETURN TO THE TOP OF THE SCREEN AND CLICK THE 'YES' BUTTON IN THE DEPENDENCY APPLICATION FIELD. TO INITIATE CHANGES, CONTACT YOUR CPC OR PERSONNEL OFFICE." Below the text is an "OK" button.



How to Find Orders/ORDMODS and Signature Page


- Click “View”





Employee Self Service

 **Employee Self Service**

Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock

 **Electronic Service Record**
Electronic Service Record

-  View
-  Tasks


























How to Find Orders/ORDMODS and Signature Page

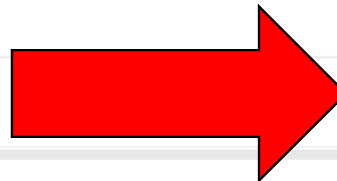
- Click "AT/ADT Orders Signature Page"



View

View

 Officer Career Development Brd Officer Career Development Board	 Personal Information Links Personal Information Links	 Training, Education, Quals Training, Education, Quals
 Performance Links Performance Links	 Service Obligations Service Obligations	 Professional History Links Professional History Links
 Administrative Remarks Links Administrative Remarks Links	 Member Data Summary Member Data Summary	 Dependency Data Dependency Data
 SGLI SGLI	 Thrift Savings Plan Thrift Savings Plan	 Training Summary Training Summary
 Exam Profile Data Exam Profile Data page	 Montgomery GI Bill Montgomery GI Bill	 Court Memorandum Court Memorandum
 Unauthorized Absence Unauthorized Absence	 Honors and Awards Honors and Awards	 Fitness Report Fitness Report
 History of Assignments History of Assignments	 IDT Detail Summary IDT Detail Summary	 AT/ADT Orders Signature Page Annual Training/Active Duty Tour Orders Signature Page.





How to Find Orders/ORDMODS and Signature Page

- Retrieve orders/ORDMODS and signature page



FOUO - Privacy Sensitive: N157230721950001 Last login: 01-10-2024 10:12 Home Add to Favorites Sign Out

New Window

AT/ADT Orders Signature Page

Name: [REDACTED] Rank/Rate: [REDACTED] Current DSC: 200

Orders Assignment History Signature Page

SDN	Orders Report Date	Orders Detach Date	Check In Date	Check Out Date	View/Print Signature Page	View Orders History
[REDACTED]	04/23/2023	05/05/2023	04/23/2023	05/05/2023		View Orders History
[REDACTED]	05/06/2023	09/30/2023				View Orders History
[REDACTED]	10/01/2023	09/30/2024	10/01/2023			View Orders History

This will have your full orders and ORDMODS.

This will have your signature page.

If your signature page is completely blank (NOT SIGNED) and you have been off orders more than 5 days please contact the OIC or POC on your orders to request proper E-mustering



Itinerary VS Invoice

- This is a SATO Flight itinerary. If you are booked flights and/or rental car you will receive an email with this attached. *We cannot retrieve your itinerary for you.*
- Your voucher will automatically be returned to you if you do not have the invoice attached.
- If you cannot find this in your email you will have to request the SATO INVOICE from their website.

CWT
SatoTravel
Your Itinerary

Trip on Oct 03, 2022
Locator: IQU [REDACTED]
Date: Sep 28, 2022

Travelers

[REDACTED] BURNS

[REDACTED] BURNS

[REDACTED] BURNS

[REDACTED] BURNS

[REDACTED] BURNS

[REDACTED] BURNS

CWTSATOTRAVEL

THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL
PLEASE RETAIN FOR VOUCHERING OR
REIMBURSEMENT PURPOSES.

Customer Number: Q358 [REDACTED]

Agent: 03

----- IMPORTANT CHANGE -----

IF TICKET NUMBER IS NOT REFLECTED ON THIS ITINERARY, THIS AIR RESERVATION WILL AUTOMATICALLY BE CANCELLED AT 72 HOURS PRIOR TO TRAVEL DATE IF APPROVAL OR ORDERS ARE NOT RECEIVED FOR TICKETING DUE TO AIRLINE FARE RULES. THE TRAVELER IS RESPONSIBLE FOR CANCELLING ALL ASSOCIATED HOTEL AND CAR RESERVATIONS TO AVOID ANY NO-SHOW PENALTIES.

AIR/RAIL TRANSPORTATION EXPENSES ON THIS ITINERARY ARE BILLED TO AN INDIVIDUALLY BILLED ACCOUNT. THESE EXPENSES ARE REIMBURSABLE TO THE TRAVELER.

FEEES TOTALING 12.59PP CHARGED IN ADDITION TO TKT PRICE

FEE-USD12.59PP-AIR AGENT INITIATED INTL

FEE 8902566550332 TOTALING 12.59

FEE 8902566550333 TOTALING 12.59

FEE 8902566550334 TOTALING 12.59

FEE 8902566550335 TOTALING 12.59

FEE 8902566550336 TOTALING 12.59

FEE 8902566550337 TOTALING 12.59

Monday, October 03, 2022
Confirmation YNX [REDACTED]

✈

Flight AMERICAN AIRLINES 8402

<p>DEPARTURE NEW YORK JFK, NY 1:25 PM, Oct 03, 2022</p>	<p>ARRIVAL TOKYO/HANEDA 4:40 PM, Oct 04, 2022</p>
--	--

Status	Confirmed
Class	Coach Class - Y
Duration	14:15 (Non-stop)
Equipment	773
Meal Service	Meal
Frequent Flyer	[REDACTED] BURNS - AA1 [REDACTED]
	[REDACTED] BURNS - AA6 [REDACTED]
	[REDACTED] BURNS - AA [REDACTED]

Notes

DEP-TERMINAL 1
ARR-TERMINAL 3
*JFK-HND OPERATED BY JAPAN AIRLINES
ONEWORLD
CABIN-ECONOMY;



How to Request the CWT SATO Invoice Retrieval

ONLY NEEDED IF YOU LOST THE
ITINERARY!!!

SHOWED ON PREVIOUS SLIDE

CWT On-Demand Invoices

CWT SatoTravel

DTA 9 OFFICIAL-US	NAS JRB NEW ORLEANS
	400 RUSSELL AVE
	BLDG 555 RM 145
	NEW ORLEANS LA 70143

Invoice Number	: 539353	Ticket Number	: 001/7162672521
Account Number	: 3JL-US	Date of Invoice	: 11/26/2024
PNR	: VE	Department	
Booking Agent	: GOV	Form of Payment	: VI - 9955
E - Ticket	: YES	Fee Amount	:
Transaction Type	: Sale	Trip Type	: Domestic
Issuing Branch ID	: USU89607	Received Info	:
Refundable Ticket Status	:	Booking Method	: Fully Self Booked

Traveler Name: THOMPSON/RYAN E

Vendor	Flight# / Class Fare Basis	Travel Dates	City - Airport	Time
AMERICAN AIRLINES	3099 / Economy / Coach YCA	Sunday, December 01, 2024	LV: MINNEAPOLIS INTERNATIONAL APT (MSP) AR: CHARLOTTE(CLT)	10:09 AM 2:00 PM
AMERICAN AIRLINES	5378 / Economy / Coach YCA	Sunday, December 01, 2024	LV: CHARLOTTE(CLT) AR: NORFOLK INTERNATIONAL APT (ORF)	4:16 PM 5:31 PM
AMERICAN AIRLINES	1105 / Economy / Coach GCA	Friday, December 13, 2024 Friday, December 13, 2024	LV: NORFOLK INTERNATIONAL APT(ORF) AR: CHARLOTTE(CLT)	8:08 PM 9:36 PM
AMERICAN AIRLINES	2041 / Economy / Coach GCA	Friday, December 13, 2024 Saturday, December 14, 2024	LV: CHARLOTTE(CLT) AR: MINNEAPOLIS INTERNATIONAL APT (MSP)	10:55 PM 12:45 AM

Remarks: DTS,MSY	Base Air Fare:	USD 332.09
	Base Air Tax:	USD 74.11
	Paid Fare:	USD 406.20
	Total Invoice Amount:	USD 406.20

EXAMPLE OF THE CWT SATO
INVOICE



CWT SATO Invoice Retrieval

Google

cwt sato



Images

Shopping

Login

Phone number

Perspectives

Videos

News

Review

Results for **Norfolk, VA** · Choose area



CWTSatoTravel

<https://www.cwtsatotravel.com>

CWTSatoTravel | Military & Government Travel Solutions Partner

CWTSatoTravel provides travel services for U.S military and civilian government agencies. Whether you're traveling for work, reporting for duty, ...

Step 1: Google "CWT SATO" in google search engine

Step 2: Click on CWT SATO result

Step 3: Select "New: CHAT WITH US" function

CWT SatoTravel

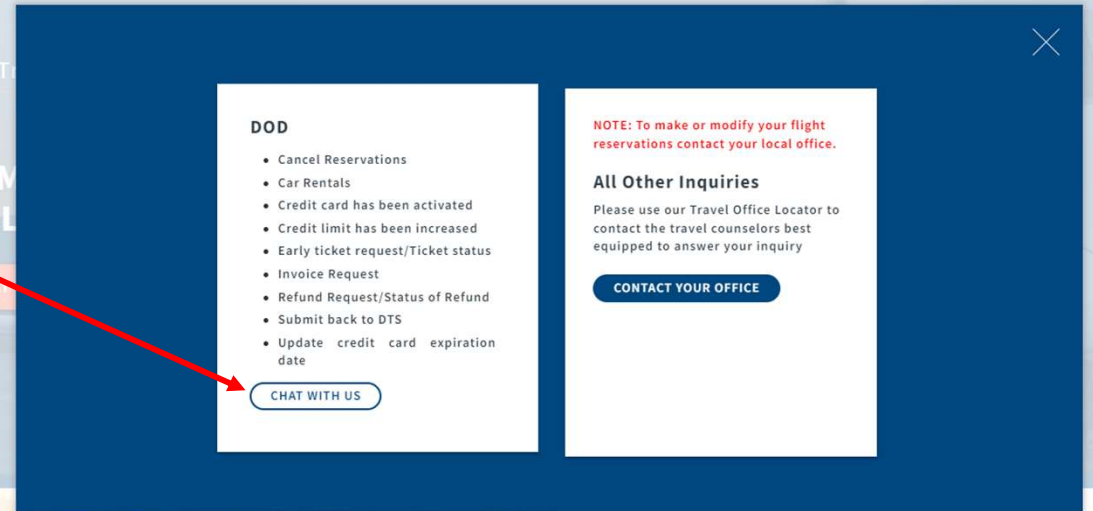
CWTSatoTravel

YOUR MILITARY & GOVERNMENT TRAVEL SOLUTIONS PARTNERS

NEW: CHAT WITH US



Step 4: Select "CHAT WITH US"



CWTSatoTravel Chat Portal

Live Help

Chat now

Form fields for chat request: First Name, Last Name, Email Address, Phone Number, Agency, Reason for Chat, Traveler's Name, Record locator.

Step 5: Fill out requested information and enter chat

Do not use government email

Record locator found on itinerary

Submit Request

Chat support is available
Chat hours are listed below.
Monday - Friday: 07:00 AM - 07:00 PM CST
Saturday - Sunday: Closed
It is currently Wednesday, Jan 10, 2024 12:53 PM CST
Note: Hours may vary for dedicated services.

Privacy and Security: You will never be asked to provide, and should never include, private security, credit card or bank account numbers.



Uploading the CWT SATO Invoice

- Upload SATO invoice into the pre generated flight expenses
- If you had multiple flights on different airlines, please retrieve each invoice from your specific record locator
- If the prices do not match do not adjust them! A civilian will balance the CBA account.

Expense Category	Date	Amount	Account Type
Taxi - To/From Terminal	12/23/2023	\$64.96	EFT
Rental Car - Fuel	12/22/2023	\$31.65	EFT
Orders	12/22/2023		
Lodging (Nosc Norfolk, VA)	12/10/2023 - 12/22/2023	\$1,130.00	EFT
Dollar Rent-A-Car (ORF)	12/10/2023 - 12/22/2023	\$522.23	EFT
Taxi - To/From Terminal	12/10/2023	\$29.97	EFT
Southwest Airlines (Flight 473 - OMA to MDW)	12/07/2023	\$582.40	CBA

Southwest Airlines (Flight 473 - OMA to MDW) - \$582.40 (CBA)

Info Notes

OMA 11:10 AM 1h 25m Expense Amount: \$ 582.40

MDW 12:35 PM

Description: Airline Ticket (CBA)

Ticket Number: 5268072847283

Ticket Value:

Attachments (4)

Image Preview Not Available

Upload here



HOW TO ACCOUNT FOR TRAVEL BY POV



QUICK INFO ABOUT POV TRAVEL

What do I do if I want to drive to my orders?

Step 1: Email cnrfc_n14_travel@us.navy.mil informing us of this decision so we know not to book you flights/rental car.

Step 2: Calculate the route from your HOR to TDY to get the total mileage of one-way travel.

Step 3: If under 400miles one way, you only need to properly account for the mileage. If OVER 400miles one way, you will fill out a CTW form and attach this in your voucher along with the mileage.

****CTW FORM AND HOW TO GUIDE ON SSO TOOLKIT****

You will only receive one travel day on your orders before your report date. If POV will take more than one day take this into account and always report to orders on time.

***When utilizing POV as mode of travel, you will only be reimbursed the mileage from your HOR to TDY and then back to HOR.

- You do **NOT** receive reimbursement for gas
- You do **NOT** receive reimbursement for TOLLS***



How to Upload in Voucher

All documents will be attached in the “EXPENSES” tab.
Click on the “EXPENSES” tab (on the left side.)

System Status: ✔ DTS ▼

ELI J DUNPHY ▼

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

EXPENSES

Enter Expenses

Click here to create a new expense item.

Verify that each receipt contains the required information for reimbursement. The following are **NOT** receipts: air itinerary, rental car booking estimate, hotel online booking confirmation, DTS reservation booking details.

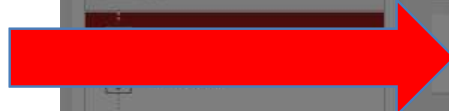
Sort By: Date (Newest) ▼ Expand All ↕ 📄 📄 ➕

\$ Taxi - To/From Terminal	12/23/2023	\$64.96	EFT
\$ Rental Car - Fuel	12/22/2023	\$31.65	EFT
Orders	12/22/2023		
Lodging (Nosc Norfolk, VA)	12/10/2023 - 12/22/2023	\$1,130.00	EFT
Dollar Rent-A-Car (ORF)		\$522.23	



HOW TO ACCOUNT FOR POV MILEAGE

Select
“Mileage
Expenses”



Home Trips Travel Tools Message Center Administration

COLLAPSE

Trip Voucher Info

[Return to traveler's documents](#)

Doc Name: [REDACTED]

Traveler: [REDACTED]

[View Adjustments](#)

Edit Itinerary

Finances

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

This document was imported using a DTS partner system. [View Details](#)

Enter Expenses

Add New

Please select one of the options below

Type to filter

- International Travel Expenses
- Lodging Expenses
- Mileage Expenses**
- Other Expenses
- Ticketed Expenses

Following are **NOT** receipts: airfare Itinerary, rental car

Add

\$883.40 EFT

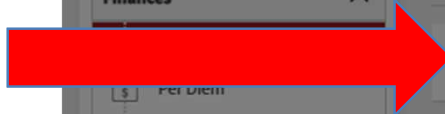
Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$883.40	\$883.40

Continue >



HOW TO ACCOUNT FOR POV MILEAGE

Select
"Private Auto –
TO/FROM TDY"



Home Trips Travel Tools Message Center Administration

COLLAPSE

Trip Voucher Info

Return to traveler's documents

Doc Name: [REDACTED]

Traveler: [REDACTED]

View Adjustments

Edit Itinerary

Finances

Per Diem

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

This document was imported using a DTS partner system. [View Details](#)

Enter Expenses

Sort

Following are **NOT** receipts: airfare Itinerary, rental car

Private Auto - At TDY Area

Private Auto - To/From TDY

Private Auto - To/From Terminal

Private Motorcycle - At TDY Area

Add

\$883.40 EFT

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$883.40	\$883.40

Continue >



HOW TO ACCOUNT FOR POV MILEAGE

When you go to type in the locations, you should type in the zip code and give it a second to load and then a drop-down list of locations will pop up and you will then have to click one of those.

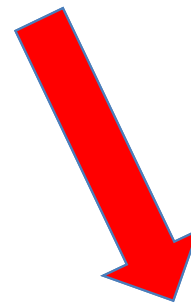
The system will then automatically calculate the mileage and mileage cost.

The image displays two screenshots of the 'Enter Expenses' form, illustrating the process of adding a new expense. The left screenshot shows the 'Add New' dialog box with the 'Select Type' dropdown set to 'Private Auto - To/From TDY'. The 'Expense Date' is set to 07/19/2025. The 'Start Location' and 'End Location' fields are empty, with search prompts: 'Type to search for a starting location' and 'Type to search for an ending location'. The 'Method of Reimbursement' is set to '0', resulting in a calculated cost of \$0.00. The right screenshot shows the same dialog box, but the 'End Location' dropdown is open, displaying a list of locations. The selected location is '23551 Norfolk, VA, Norfolk'. A warning message is visible: 'Requires a [Constructed Travel Worksheet](#) when mileage exceeds 400 one-way/800 roundtrip.' The calculated cost is now \$883.40. Red arrows point from the text to the search fields and the dropdown list.



HOW TO ACCOUNT FOR POV MILEAGE

As a “receipt,” you will attach a screenshot of the route and mileage from a mapping software.



\$ Private Auto - To/From TDY

\$442.40

[Details](#) 07/22/2025

EFT

Info Notes

Expense Date*

07/22/2025

Start Location*

32250 Jacksonville Beach, FL,

End Location*

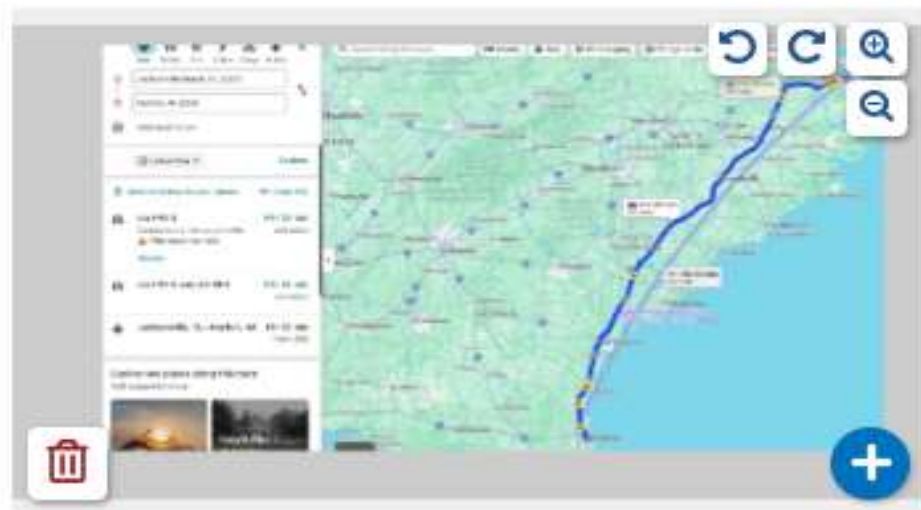
23551 Norfolk, VA, Norfolk

632.0 mi X \$0.700 = \$ 442.40

Method of Reimbursement*

Personal

Attachments (1)





WHAT YOUR VOUCHER SHOULD SHOW

Separate mileage expenses for mileage from HOR to TDY and then for TDY to HOR.

CTW FORM AND HOW TO GUIDE ON SSO TOOLKIT

If over 400miles one way, you will then be required to fill out a CTW FORM. This allows you to be reimbursed for the additional mileage over 400miles.

booking estimate, hotel online booking confirmation, DTS reservation booking details.

You have uploaded documents waiting to be assigned. [Assign documents now.](#)

Sort By: Date (Newest) | Expand All | Add

Travel Orders	Details	07/24/2025		
Constructed Travel Worksheet (CTW)	Details	07/24/2025	Travel >400 Miles CTW FORM ✓	
\$ Private Auto - To/From TDY	Details	07/22/2025	Mileage one-way ✓	\$443.10 EFT
\$ Private Auto - To/From TDY	Details	07/22/2025	Mileage one-way ✓	\$442.40 EFT



HOW TO ACCOUNT FOR LODGING



QUICK INFO ABOUT LODGING

- When do you have to stay at the navy lodge?
 - IF YOUR ORDERS STATE, “GOVERNMENT LODGING AVAILABLE AND DIRECTED” YOU ARE REQUIRED TO BOOK LODGING AT THE NEARBY NAVY LODGE.
 - If there is no vacancy at the Navy Lodge, then you will obtain a **CNA (Certificate of Non-Availability)** from the hotel. Once you have this you are authorized to stay at a hotel off-base and this document must be attached to your voucher.
- How do I claim off-base lodging? (CONUS SPECIFIC)
 - You will request a DAILY ITEMIZED Lodging receipt from the hotel. This will show the separate costs of the daily rate of the room and any additional taxes and fees.
 - The daily rate of the room will be what is reflected in your lodging per diem amount. (EXAMPLE SHOWN IN NEXT SLIDES)
 - The TAXES AND FEES will be compiled as a separate expense labeled as Lodging Taxes in the voucher. (EXAMPLE SHOWN IN NEXT SLIDES)

****If you were traveling OCONUS then you **DO NOT** separate the taxes and fees from daily rate. You will leave it combined and put the total as the lodging per diem ****



EXAMPLE OFFBASE LODGING: LT JOE SHMOE

LT JOE SHMOE was directed to get lodging at the local base. He called and they had no rooms for him at the time he was requesting. He asked them to email a CNA stating there was no rooms.
(Example on right)

----- Forwarded message -----

From: Navy Lodge <Confirmations@nexweb.org>

Date: Fri, Jun 13, 2025 at 07:21

Subject: Your Reservation Confirmation From NAVY LODGE EVERETT For your stay 212016808 on 06/22/2025

To:



NAVY LODGE

BY/NEXCOM HOSPITALITY GROUP

EXAMPLE OF A CNA

Reservation Confirmation

NAVY LODGE EVERETT
 14320 45TH AVENUE N.E.
 MARYSVILLE, WA
 98271
 360-653-6390
navylodge.everett@nexweb.org
navylodge.everett@nexweb.org

Confirmation Number: 212016808
 Date Reserved: 06/13/2025
 Name:
 Status:
 Channel:
 Booking Agency:
 Organization:
 Group:

Directions

Check-In: 06/22/2025 Sunday
 Check-Out: 07/04/2025 Friday
 Total Amount: 0.00 USD
 Average Nightly Rate: 0.00 USD

Adults: 2
Children: 2

Charge Summary

Room Type:	NON-AVAILABILITY	Total Stay Room:	0.00 USD
Rooms:	1	Total Stay Add-Ons:	0.00 USD
Nights:	12	Total Stay Taxes:	0.00 USD
Rate:	Temporary Duty	Total Stay Amount:	0.00 USD

Sunday, 06/22/2025	Rate Plan: Temporary Duty	Total Rate Amount:	0.00
Nights: 12			

Room:	Room Type: NON-AVAILABILITY	Nightly Rate:	0.00
-------	-----------------------------	---------------	------



EXAMPLE OFF BASE LODGING RECEIPT



11001 Marine View Dr
 Everett, WA 98201
 (425) 252-6779
 WA269@stayatchoice.com

Arrival Date: 6/22/25
 Departure Date: 7/4/25
 Check In Time: 6/22/25 2:03 PM
 Check Out Time:

UNKNOWN
 UNKNOWN, VA 22

(Example Off-base Lodging Receipt)

Rewards Program ID: ()
 You were checked in by: ksonta
 You were checked out by:
 Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/22/25	Room Charge		155.72
6/22/25	State Tax		15.42
6/22/25	Occupancy Tax		3.11
6/23/25	Room Charge		177.06
6/23/25	State Tax		17.53
6/23/25	Occupancy Tax		3.54
6/24/25	Room Charge		181.81
6/24/25	State Tax		18.00
6/24/25	Occupancy Tax		3.64
6/25/25	Room Charge		181.02
6/25/25	State Tax		17.92
6/25/25	Occupancy Tax		3.62
6/26/25	Room Charge		182.99
6/26/25	State Tax		18.12
6/26/25	Occupancy Tax		3.66
6/27/25	Room Charge		226.90
6/27/25	State Tax		22.46
6/27/25	Occupancy Tax		4.54
6/28/25	Room Charge		227.71
6/28/25	State Tax		22.54
6/28/25	Occupancy Tax		4.55
6/29/25	American Express		(1,491.86)
6/29/25	Room Charge	XXXX	158.09
6/29/25	State Tax		15.65
6/29/25	Occupancy Tax		3.16
6/30/25	Room Charge		158.88
6/30/25	State Tax		15.73
6/30/25	Occupancy Tax		3.18
7/1/25	Room Charge		153.35
7/1/25	State Tax		15.18
7/1/25	Occupancy Tax		3.07

LT JOE SHMOE then got a reservation at a nearby hotel off base. When he checked out of the hotel, he made sure to request an itemized daily lodging receipt that showed separate charges.

7/2/25	Room Charge	157.70
7/2/25	State Tax	15.61
7/2/25	Occupancy Tax	3.15
7/3/25	American Express	(875.67)
7/3/25	Room Charge	154.53
7/3/25	State Tax	15.30
7/3/25	Occupancy Tax	3.09
Folio Summary 6/22/25 - 7/3/25		
	Room Charge	2,115.76
	Occupancy Tax	42.31
	State Tax	209.46
	American Express	(2,367.53)
	Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.

x _____



Earn rewards nights faster! Learn More at www.choicehotels.com/cardoffer.



EXAMPLE OFF BASE LODGING RECEIPT

LT JOE SHMOE attached all documents into his voucher as shown.

Expenses

- Per Diem
- Accounting
- Financial Summary

Review

- Review Profile
- Review Voucher
- Other Auths and Pre-Audits
- Sign and Submit

Expense Description	Amount	Payment Method
Travel Orders		
Navy Lodge NonAvailability		
Parking - At the Terminal	\$273.00	EFT
Rental Car - Fuel	\$43.00	EFT
United Airlines (Flight 2665 - IAD to SEA)	\$428.61	CBA
Rental Car - Fuel	\$24.00	EFT
Lodging (Naval Station Everett, WA)	\$2,115.76	EFT
Budget Rent-a-Car (SEA)	\$688.89	EFT
Lodging Taxes (CONUS and Non-foreign)	\$251.77	EFT

Annotations in the screenshot:

- Green checkmark next to "HOTEL CNA" (Navy Lodge NonAvailability)
- Green checkmark next to "DAILY Lodging Rate" (Lodging (Naval Station Everett, WA))
- Green checkmark next to "Separate Lodging Taxes" (Lodging Taxes (CONUS and Non-foreign))
- Red arrow pointing to the "Separate Lodging Taxes" entry

LT JOE SMOE added the taxes from his hotel lodging receipt and inputted it as one expense.



EXAMPLE OFF BASE LODGING RECEIPT

LT JOE SHMOE adjusted his lodging per diem to reflect the daily rate for each day of lodging as shown in his receipt.

Itinerary

Finances

- Expenses
- Per Diem**
- Accounting
- Financial Summary

Review

- Review Profile
- Review Voucher
- Other Auths and Pre-Audits
- Sign and Submit

TDY: NAVAL STATION EVERETT, WA (13 days)

The TDY Location is to an Official Integrated Lodging Program (ILP) Site. Per the JTR, if you do not choose DoD Lodging or DoD Preferred Commercial Lodging, then your lodging reimbursement may be limited to the allowed ILP rate unless an exemption (as outlined in the JTR) applies. You may confirm the appropriate rate here: [Integrated-Lodging-Program-Sites](#)

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 06/22/2025 First Day Code: ACTL	\$155.72	\$155.72	\$64.50
> 06/23/2025 Code: ACTL	\$177.06	\$177.06	\$86.00
> 06/24/2025 Code: ACTL	\$181.81	\$181.81	\$86.00
> 06/25/2025 Code: ACTL	\$181.02	\$181.02	\$86.00
> 06/26/2025 Code: ACTL	\$182.99	\$182.99	\$86.00
> 06/27/2025 Code: ACTL	\$226.90	\$226.90	\$86.00
> 06/28/2025 Code: ACTL	\$227.71	\$227.71	\$86.00
> 06/29/2025 Code: ACTL	\$158.09	\$158.09	\$86.00
> 06/30/2025 Code: ACTL	\$158.88	\$158.88	\$86.00
> 07/01/2025 Code: ACTL	\$153.35	\$153.35	\$86.00
> 07/02/2025 Code: ACTL	\$157.70	\$157.70	\$86.00
> 07/03/2025 Code: ACTL	\$154.53	\$154.53	\$86.00
> 07/04/2025 Last Day Code: ADTQ	\$0.00	\$0.00	\$64.50



How to ADJUST PERDIEM RATE

STEP 1: Go to per diem tab

STEP 2: Click “Adjust PER Diem Amounts”

COLLAPSE

Trip Voucher Info

Doc Name:
LHNOSCNORFOLK121023_V01

Traveler:
[Redacted] ⓘ

[View Adjustments](#)

Edit Itinerary

Finances

- Expenses
- Per Diem**
- Accounting
- Financial Summary

Review

- Review Profile
- Review Voucher
- Other Auths and Pre-Audits
- Sign and Submit

You are adjusting this document.

ⓘ This document was imported using a DTS partner system. [View Details](#)

[Reset all adjustments](#) **Adjust Per Diem Amounts**

Review 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: NOSC NORFOLK, VA (13 days)

DATE	LOGGING COST	LOGGING ALLOWED	M&E ALLOWED
> 12/10/2023 First Day Code: ADQM B L D	\$93.00	\$93.00	\$44.25
> 12/11/2023 - 12/14/2023 Code: ADQM B L D	\$93.00	\$93.00	\$22.10
> 12/15/2023 - 12/21/2023 Code: ADQM B L D	\$95.00	\$95.00	\$22.10
> 12/22/2023 Last Day Code: ADQM B L D	\$0.00	\$0.00	\$44.25

PER DIEM SUMMARY



Adjusting Per Diem

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 *

12/10/2023 - 12/22/2023

Nov 2023							Dec 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	1	
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	31	1	2	3	4	5	6

12/10/2023 - 12/22/2023 Cancel Apply

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

LODGING COST (Locality rate: \$0.00)	M&IE COST (Locality rate: \$0.00)
<input type="text" value="\$0.00"/> Currency Converter	<input type="text" value="\$0.00"/> Currency Converter

Cancel Save Adjustments

Select the days that need to be adjusted

Select meal rate specified in orders. This will change this rate.

Adjust lodging cost Here.

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 *

12/10/2023 - 12/22/2023

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

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

LODGING COST (Locality rate: \$0.00)	M&IE COST (Locality rate: \$0.00)
<input type="text" value="\$0.00"/> Currency Converter	<input type="text" value="\$0.00"/> Currency Converter

Cancel Save Adjustments



Adjusting Per Diem

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 *

12/10/2023 - 12/22/2023

- Actual Lodging Cost (over per diem)
- OCONUS Incidental Amount (reduced rate) ?
- In Place Travel (receive full per diem) ?

\$ Expense Details

Edit expense details.

Lodging

Reimbursable

Expense Category

Lodging

Method of Reimbursement *

Nothing selected

M&IE

Reimbursable

Expense Category

M&IE

Method of Reimbursement *

Personal

LODGING COST (Locality rate: \$0.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$0.00)

\$0.00

[Currency Converter](#)

If you check this box have a valid answer in the "Other Auths and Pre-Audits". If NGIS was used and over per diem just write "NGIS used."

"Method of Reimbursement" will be "Personal"

[Cancel](#)

[Save Adjustments](#)



Rental Car Receipt

RECEIPT MUST SHOW "FINAL" OR "TOTAL" COST. **CANNOT SAY ESTIMATED.**

Renter Information

Renter Name

[REDACTED]

Renter Address

[REDACTED]

Contract

USGOV TDY - DEPARTMENT OF DEFENSE

Vehicle Information

4DR SEDAN

License #: ABGK12

State/Province: CO

Unit #: 7VLNPM

Vehicle #: NE430452

Vehicle Class Driven

Midsize 2/4 door/Automatic/Air

Vehicle Class Charged

Compact 2/4 door/Automatic/Air

Odometer Mileage/Kilometers

Starting: 36,760 Ending: 37,416

Total: 656

Fuel

Starting: Full Ending: Full

Thank you for renting with Alamo

We appreciate your business!

This email was automatically generated from an unattended mailbox, so please

Trip Information

Pickup

Sunday, December 3, 2023 10:53 AM

Return

Friday, December 15, 2023 5:42 AM

DENVER INTL ARPT (DEN) ✈

24530 E 78TH AVE

DENVER, CO 80249-6388 USA

Start Charges

Sunday, December 3, 2023 11:01 AM

DENVER INTL ARPT (DEN) ✈

24530 E 78TH AVE

DENVER, CO 80249-6388

USA

Renter Charges

Rental Rate		
Time & Distance 1 Week at \$157.00 / Week		\$157.00
Extra - Time & Distance 5 Day at \$26.00 / Day		\$130.00
Coverages	Cdw-allocated Inclusive	Included
Taxes and Fees	Veh. License Recovery Fee \$0.30/day (\$0.30 / Day)	\$3.60
	Concession Recovery Fee 11.11 Pct (11.11%)	\$38.95
	Co Road Safety Program Fee 2.13/day (\$2.13 / Day)	\$25.56
	Ownership Tax (2.00%)	\$9.23
	Sales Tax (11.25%)	\$51.92
	Customer Facility Charge 6.00/day (\$6.00 / Day)	\$72.00
	Government Admin Rate Supplement (\$5.00 / Day)	\$60.00
Total		\$548.26
(Subject to audit)		
Amount charged on December 15, 2023 to VISA (5275)		(\$548.26)
Amount Due		\$0.00

GARS should be listed

Must be final total (as shown)...not "estimated"



Closing Remarks

- If you think you are authorized reimbursement for an expense add it to your voucher!
- Utilize the JTR/FMR/Fly America Act and other internet resources
- DO NOT BE AFRAID TO ASK OIC QUESTIONS!
- Read your orders to fully understand what you are entitled to.
- If any questions arise, please reach out to our travel distro at cnrfc_n14_operations-travel@us.navy.mil