



DTS Vouchers 101

By: N14 Travel Department


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Purpose

- Explain what a voucher is and their purpose
- Enable the member to better submit a complete voucher
- Provide avenues of assistance
- Alert members to the change of practice

What is a DTS Voucher

- “A **voucher** is a claim for reimbursement of actual expenses incurred and payment of allowances you earned while you were TDY.”-DTS
- A document that creates a traceable and auditable history of your expenses
- “Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel”-DTS



The AO approving your claim is 100% responsible for every cent. Therefore if they pay out too much because they don't complete a thorough audit they owe the money back to the government!

Key Parts of a Voucher

- Orders and Order Modifications
- Signature page
- Lodging receipt
- CWT SATO invoice
- Additional expenses incurred



Retrieving Your Orders

- Log onto NSIPS
- Employee Self Service
- Electronic Service Record
- View
- AT/ADT Orders Signature Page
- View Order History
- Download all Orders/ORDMODS

Top Left of NSIPS should look like this as you go to AT/ADT Signature Page!

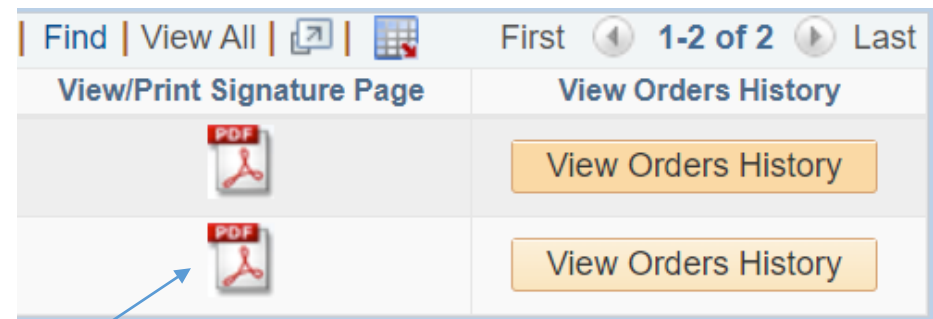
Main Menu > Employee Self Service > Electronic Service Record > View

Click here for Orders/ORDMODS!

View/Print Signature Page	View Orders History
	View Orders History
	View Orders History

Retrieving Your Signature Page

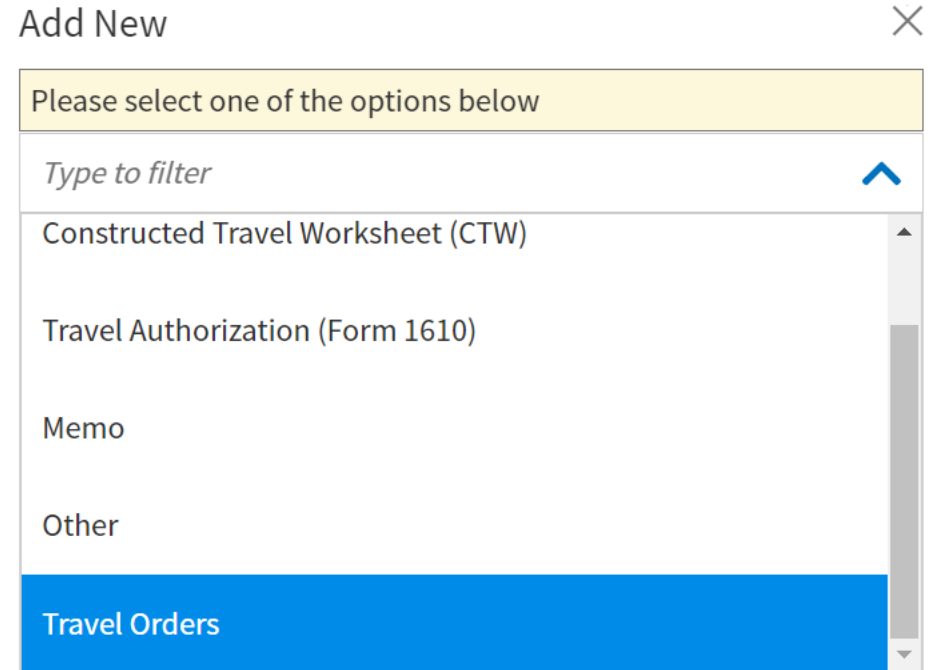
- Log onto NSIPS
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- Download signature page



Click this to download signature page!

Uploading Orders and ORDMODS to Voucher

- Expenses
- Add (top right blue box)
- Select type
- Documents
- Travel Orders
- Upload all orders to this expense



The screenshot shows a dropdown menu titled "Add New" with a close button (X) in the top right corner. The menu contains a yellow header bar with the text "Please select one of the options below". Below this is a search bar with the placeholder text "Type to filter" and a blue upward-pointing arrow. The menu lists several options: "Constructed Travel Worksheet (CTW)", "Travel Authorization (Form 1610)", "Memo", "Other", and "Travel Orders". The "Travel Orders" option is highlighted with a blue background. A blue arrow points from the text "Click that to upload orders!" below to the "Travel Orders" option.

Click that to upload orders!

Uploading Signature Page to Voucher

- Expenses
- Add (top right blue box)
- Select type
- Documents
- Travel Orders
- Upload signature page to this expense

Add New ×

Please select one of the options below

Type to filter ↑

Constructed Travel Worksheet (CTW)

Travel Authorization (Form 1610)

Memo

Other

Travel Orders

Click that to upload voucher!

Lodging Receipt

- Upload clear unedited receipt
- Only claim the daily room charge in this expense...NO TAXES!
- If daily room charge changed day by day, find sum of total stay and divide by number of days. This will be your per diem for lodging

Adding Lodging Taxes

- Find sum of all taxes from your stay
- Add expense
- “Lodging Expenses”
- Claim the sum of all taxes and upload loading receipt

Add New ✕

Please select one of the options below

Type to filter ↑

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

Upload lodging taxes here!

Retrieving CWT SATO Invoice

- Go to CWT SATO
- Click “NEW: CHAT WITH US”
- Department of Defense
- DoD “CHAT WITH US”
- Fill out requested info and enter chat function
- Reason for chat is “Invoice Request”
- 6 digit record LOCATOR (alpha) can be found on itinerary (be sure you don't confuse this with the “Confirmation” code)

Do not use
government email

Live Help

Chat now

First Name *

Last Name *

Email Address *

Phone Number *

Agency *

Reason for Chat *

Traveler's Name

Record locator (6 alpha char) *

Submit Request

Uploading CWT SATO Invoice

- Upload Invoice to flight expense in DTS
- Ticket value in expense should match the value on invoice

Rental Car

If authorized, the following is needed:

- Rental car receipt that states total paid, not an estimated total
- Ensure no additional add-on charged such as insurance or Sirius XM

Common Additional Expenses

Examples of additional expenses:

- Rental car fuel
- Certificate of Non-Availability (CNA)
- Taxi/ride shares (can now reimburse up to 20% tip)
- Private Auto - To/From TDY
- Tolls/Ferry fees

All of these can be found in “Add” with the exception of CNA which will just be added in “Documents”

Do's

- Do add every expense you think you can be reimbursed for under the proper expense
- Do add up to the best of your ability every expense
- Do ensure everything stated in this brief is in your voucher
- Do contact N14 at CNRFC N14 TRAVEL@US.NAVY.MIL if you have questions before submitting an incomplete voucher

Don'ts

- Don't submit a voucher without all of the requested documents
- Don't submit a voucher without any expenses calculated
- Don't book lodging outside Military Lodging when directed without a CNA
- Don't book hotel through online source like Kayak as they do not provide the proper reimbursable receipt

Where to Find Additional Help

- https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
- (757)-322-5769

Change of Practice

Policy requires all the documents stated above to be in your travel voucher. It has been the practice of the N14 Travel Department to go into NSIPS and wait in SATO chat to retrieve these documents if not present. Due to the increased number in vouchers with nothing in them and number of SSOs going on orders the backlog of vouchers has grown. This serves as a notice that incomplete vouchers will now be returned immediately if these documents are not present. This will relieve the backlog and allow members that do their due diligence to be paid in a timely manner.

Notes From N14 Travel

- It is possible for vouchers to not show up in our “Trips Awaiting Action” inbox. Therefore after 30 days of no action on your voucher please alert N14 travel of the inactivity.
- Please allow time for the travel department to process your voucher. We are also admin and have to split time between DTS and NSIPS.
- We want you to get every cent you are owed. Therefore help us by making your voucher as thorough as possible.
- N33 Reserve Travel (the civilians we answer to) want to see a “story” created by your travel voucher accurately detailing every expense.