



# Completing a DTS Voucher

**CNRFC N14 Travel Department**

Last Updated

**08JAN2025**



## Minimum Needed For an SSO Voucher

- Original orders
- All ORDMODS (if you received any)
- Signature page (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)



# Creating Voucher

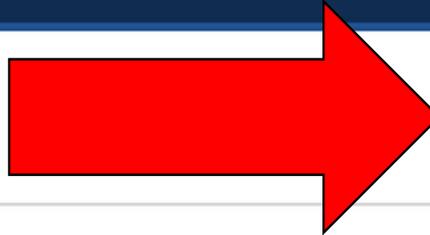
## Step 1: Select “Create New Document”

Navigation bar with five buttons:

- 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="button" value="v"/>	<input type="checkbox"/> Show inactive documents
<b>EDNORFOLKNAVA041523_A01-01</b> Departing on 04/15/2023   TA Number: 2R680W	Reconciled	Options <a href="#">View</a>
<b>RBGUAMINCLALL012423_G01-01</b> Departing on 01/24/2023   TA Number: 2PZA41	Reconciled	Options <a href="#">View</a>



# 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 voucher to edit

SEARCH BY      FIRST NAME      LAST NAME

Name                 

---

**4 Authorizations**

Sort by:        Show inactive documents

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



# How to Upload in Voucher

Click on the “EXPENSES” tab (on the left side.)  
Click the “Add” button to attach an expense/document.

System Status: DTS | | ELI J DUNPHY

Home | Trips | Travel Tools | Message Center | Administration

COLLAPSE

**Trip Voucher Info**

Doc Name:  
LHNOSCNORFOLK121023\_V01

Traveler:

[View Adjustments](#)

Edit 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.

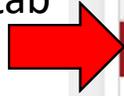
Sort By: Date (Newest)  Expand All

**Click here to add expenses**

**Add**

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

Expenses are added in this tab





# 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 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.\**

A screenshot of a web application interface. The top navigation bar includes "Home", "Trips", "Travel Tools", "Message Center", and "Administration". A left sidebar menu is visible with sections: "Trip Voucher Info", "Finances", and "Review". The "Expenses" option under "Finances" is highlighted in red, with a red arrow pointing to it. A search bar is present, and a dropdown menu titled "Add New" is open, showing a list of options: "Constructed Travel Worksheet (CTW)", "Travel Voucher (Form 1351-2)", "Memo", "Other", and "Travel Orders". The "Travel Orders" option is highlighted in blue. The background shows a list of travel-related items with details like dates and amounts.



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 with a red arrow pointing to it, indicating the next step.
- 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 includes a sidebar with the following sections:

- Trip Voucher Info:** Includes "Return to traveler's documents", "Doc Name: MTOTHERHRV120323\_V01", "Traveler:", "View Adjustments", and "Edit Itinerary".
- Finances:** Includes "Expenses" (selected), "Per Diem", "Accounting", and "Financial Summary".
- Review:** Includes "Review Profile", "Review Voucher", "Other Auths and Pre-Audits", and "Sign and Submit".

The main content area shows a list of expense items with amounts and categories:

- \$50.26 EFT
- \$2,411.50 CBA
- \$1,522.60 CBA
- \$3,146.80



# 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 &amp; 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 to the right. 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

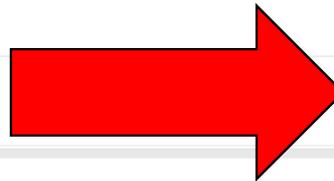
- Click “AT/ADT Orders Signature Page”



## View

View

 <b>Officer Career Development Brd</b> Officer Career Development Board	 <b>Personal Information Links</b> Personal Information Links	 <b>Training, Education, Quals</b> Training, Education, Quals
 <b>Performance Links</b> Performance Links	 <b>Service Obligations</b> Service Obligations	 <b>Professional History Links</b> Professional History Links
 <b>Administrative Remarks Links</b> Administrative Remarks Links	 <b>Member Data Summary</b> Member Data Summary	 <b>Dependency Data</b> Dependency Data
 <b>SGLI</b> SGLI	 <b>Thrift Savings Plan</b> Thrift Savings Plan	 <b>Training Summary</b> Training Summary
 <b>Exam Profile Data</b> Exam Profile Data page	 <b>Montgomery GI Bill</b> Montgomery GI Bill	 <b>Court Memorandum</b> Court Memorandum
 <b>Unauthorized Absence</b> Unauthorized Absence	 <b>Honors and Awards</b> Honors and Awards	 <b>Fitness Report</b> Fitness Report
 <b>History of Assignments</b> History of Assignments	 <b>IDT Detail Summary</b> IDT Detail Summary	 <b>AT/ADT Orders Signature Page</b> 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		<a href="#">View Orders History</a>
[REDACTED]	05/06/2023	09/30/2023				<a href="#">View Orders History</a>
[REDACTED]	10/01/2023	09/30/2024	10/01/2023			<a href="#">View Orders History</a>

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**

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

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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

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----- 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

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**Monday, October 03, 2022**
Confirmation **YNX** [REDACTED]

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✈

**Flight AMERICAN AIRLINES 8402**

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

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Notes

DEP-TERMINAL 1

ARR-TERMINAL 3

\*JFK-HND OPERATED BY JAPAN AIRLINES

ONEWORLD

CABIN-ECONOMY;



# Itinerary VS Invoice

This is a SATO Flight invoice. The traveler is responsible for getting this document from CWT SATO chat function.

## CWT On-Demand Invoices

CWT SatoTravel

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

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	LV: NORFOLK INTERNATIONAL APT(ORF) AR: CHARLOTTE(CLT)	8:08 PM 9:36 PM
AMERICAN AIRLINES	2041 / Economy / Coach GCA	Friday, December 13, 2024	LV: CHARLOTTE(CLT)	10:55 PM
		Saturday, December 14, 2024	AR: MINNEAPOLIS INTERNATIONAL APT (MSP)	12:45 AM

<b>Remarks:</b>	<b>Base Air Fare:</b>	<b>USD 332.09</b>
DTS,MSY	<b>Base Air Tax:</b>	<b>USD 74.11</b>

**Paid Fare: USD 406.20**

**Total Invoice Amount: USD 406.20**



# 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"

DOD

- Cancel Reservations
- Car Rentals
- Credit card has been activated
- Credit limit has been increased
- Early ticket request/Ticket status
- Invoice Request
- Refund Request/Status of Refund
- Submit back to DTS
- Update credit card expiration date

NOTE: To make or modify your flight reservations contact your local office.

**All Other Inquiries**

Please use our Travel Office Locator to contact the travel counselors best equipped to answer your inquiry

**CONTACT YOUR OFFICE**

**CHAT WITH US**

Step 5: Fill out requested information and enter chat

Do not use government email

Record locator found on itinerary

### CWTSatoTravel Chat Portal

#### 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**

##### 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	Payment Method
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



# 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
<b>Coverages</b>	Cdw-allocated Inclusive	Included
<b>Taxes and Fees</b>	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
<b>Total</b>		<b>\$548.26</b>
(Subject to audit)		
	Amount charged on December 15, 2023 to VISA (5275)	(\$548.26)
<b>Amount Due</b>		<b>\$0.00</b>

Compact cars only unless they have to upgrade due to availability. Charge has to be the compact car as seen here

Always return car full

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 and other internet resources
- 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\\_travel@us.navy.mil](mailto:cnrfc_n14_travel@us.navy.mil)