



DEPARTMENT OF THE NAVY  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

Canc: Sep 2022

COMNAVRESFORNOTE 1570  
N1  
16 Sep 2021

COMNAVRESFOR NOTICE 1570

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2022 INACTIVE DUTY TRAINING TRAVEL REIMBURSEMENT  
POLICY AND PROCEDURES

Ref: (a) Joint Travel Regulations  
(b) COMNAVRESFORINST 4000.1G

Encl: (1) IDT-R Business Rules  
(2) IDT-R Standard Operating Procedures  
(3) IDT-R Eligible Personnel

1. Purpose. To establish standardized policy and procedures, per reference (a), for the implementation of Navy Reserve Inactive Duty Training Travel Reimbursement (IDT-R) for Fiscal Year (FY) 2022.
2. Background. This program is designed to reimburse travel for select members of the Navy Reserve to address critical manning and training shortfalls and improve unit readiness for undermanned units and critical skill communities.
3. Scope. Officer and Enlisted Sailors that meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site.
  - a. Per reference (a), eligible Sailors who opt-in to the IDT-R program will be reimbursed up to \$500.00 in travel expenses for transportation. Sailors are limited to 12 reimbursable round trips to their drill site in FY 22. This program may be restricted due to budget constraints.
  - b. Reimbursable travel expenses include transportation, lodging (exclusive of IDT location lodging) and meals to and from the qualifying drill location. Receipts for reimbursable expenses are required for each trip. Actual cost and fees incurred during travel may be paid as incidentals per reference (a). Rental vehicles are authorized for reimbursement.
4. Eligibility
  - a. Sailors locally assigned to a billet located 150 miles or more from their primary residence as calculated by the Defense Table of Official Distances using permanent change of station and temporary duty route type.

- b. Member of the TRIAD (Commanding Officer, Executive Officer, Command Master Chief, etc.) in an R coded billet on the unit Reserve Unit Assignment Document.
- c. Rating/Navy Enlisted Classification (NEC)/Navy Officer Billet Classification match. Eligible Sailors will be in a rating or hold an NEC that matches their billet assignment.
- d. The listing of eligible units, rates and NECs will be maintained and is available via the Navy Reserve Homeport located at [https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC\\_N1C2/SitePages/IDT-R\\_signup2.aspx](https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC_N1C2/SitePages/IDT-R_signup2.aspx).

5. Responsibilities

- a. Eligible Sailors who would like to participate in the IDT-R program will apply via the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) N12 SharePoint website.
- b. COMNAVRESFORCOM N12 will vet applications to ensure eligibility.
- c. COMNAVRESFORCOM N33 will assign the appropriate Line of Accounting.
- d. For travel reimbursement, Sailors will submit a local voucher in defense travel system per enclosure (2). Travel claims will be processed accordingly.

6. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



J. A. SCHOMMER  
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Notices/>.

**IDT-R Business Rules**

1. All echelon V Navy Reserve Activity (NRA) Defense Travel System (DTS) routing lists must have a local Authorizing Official (AO) to approve IDT-R local vouchers. Reserve Component Command (RCC) Reserve DTS teams will provide assistance to NRAs when updating the routing list.
2. Sailors must apply for the IDT-R program via the COMNAVRESFORCOM N12 SharePoint site. If approved, the COMNAVRESFORCOM Lead Defense Travel Administrator (LDTA) will apply the appropriate Line of Accounting (LOA) in DTS. If the Sailor is approved by COMNAVRESFORCOM N12, but the appropriate LOA has not been applied in DTS, contact Commander, Navy Reserve Force (COMNAVRESFOR) N33 via the RCC Organizational Defense Travel Administrator (ODTA). The appropriate LOA must be applied before the Sailor is able to submit the required local voucher.
3. AO Business Rules for IDT-R. AOs will follow the guidance outlined in COMNAVRESFORINST 4000.1G regarding Section IV – Subsistence for Enlisted Drilling Reservists, and Section V, Chapter 1 – Contract Berthing for Drilling Reservists. IDT-R funding will not be used to provide reimbursement for lodging and meals that are covered by the Subsistence for Enlisted Drill Reservists, and Contract Berthing for Drilling Reservists policies.
  - a. Subsistence for Enlisted Drilling Reservists. Navy Operational Support Center commanding officers (CO) and stand alone Unit COs are authorized to provide Rations-in-Kind (RIK) to enlisted Navy Drilling Reservists performing multiple qualifying drill periods who meet the eligibility requirements:
    - (1) Breakfast is authorized if the Sailor resides more than 50 miles from the drill site, and the Sailors is scheduled to perform at least two consecutive qualifying drill periods within the same calendar day the meal is consumed.
    - (2) Lunch is authorized if the Sailor is scheduled to perform at least two consecutive qualifying drill periods on the same calendar day the meal is consumed.
    - (3) Dinner is authorized if the Sailor is scheduled to perform at least two consecutive qualifying drill periods the day following consumption of the evening meal, and the Sailor resides more than 50 miles from the drill site.
    - (4) Use the NRA zip code for all rate determinations.
    - (5) Sailors may eat at non-designated eateries at their own expense.

**Please Note.** Officers, Active Component, Full-Time Support and civilian personnel are not entitled to RIK funded with Reserve Personnel Navy (RPN) dollars.

b. Berthing for Drilling Reservists. COMNAVERSFOR activities will provide berthing for Navy Drilling Reserve personnel traveling more than 50 miles to their drill site.

(1) The Sailor must be scheduled for two consecutive four hour drills to be eligible for one night of berthing and four consecutive four hour drills to be eligible for two nights of berthing.

(2) Use the NRA zip code for all rate determinations.

(3) Sailors may stay at non-designated lodging at their own expense.

c. IDT-R eligible expense reimbursement. Sailors are authorized reimbursement for transportation expenses for one-way distances over 150 miles.

(1) Members may not claim reimbursement for meals covered under the IDT RIK program. This means that (a) no dinner reimbursement may be claimed on the night before the first IDT period, (b) no breakfast or lunch may be claimed on the day of the final IDT period, and (c) no meals at all may be claimed in between these points.

(2) Members may not claim reimbursement for lodging covered under the Berthing for Drilling Reservists policy. This includes lodging on the night before the first IDT period and all consecutive IDT evenings that follow except for the evening following the final IDT training period.

(3) Notwithstanding the restrictions in 3.c.(1) and 3.c.(2), meals and lodging may be claimed subject to the following JTR-based limitations.

Please Note. Receipts are required for all IDT-R claims—including meals.

(a) Maximum daily lodging reimbursement (not including taxes and fees which may carry the claim amount over the max daily rate) is limited to the locality rate at the ZIP code of the NRA, regardless of where the lodging takes place. The locality max lodging rate (which often varies by month) can be found by entering the NRA ZIP code at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated annually.

(b) Lodging and meal reimbursements are limited as follows (locality meal rates can be found by entering the NRA ZIP code at <https://www.gsa.gov/travel/plan-book/per-diem-rates> and are updated annually):

1. On the day before the first IDT period, maximum reimbursement for the first meal claimed may not exceed the locality lunch rate at the ZIP code of the NRA, regardless of where the meal is consumed, and maximum reimbursement for the second meal claimed may not exceed the locality breakfast rate in the same manner. No other meal reimbursements on that day are authorized.

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2. On the last day of the IDT period, maximum reimbursement is limited to the locality dinner rate at the ZIP code of the NRA, regardless of where the meal is consumed. Only this singular meal reimbursement is authorized on that day.

3. On any days in transit to the NRA other than the day before the first IDT period (e.g., Sailor travels 600 miles and therefore leaves on a Thursday for a weekend drill set), maximum reimbursement for the first meal claimed may not exceed the locality dinner rate at the ZIP code of the NRA, regardless of where the meal is consumed. Maximum reimbursement for the second meal claimed may not exceed the locality lunch rate in the same manner, and maximum reimbursement for the third meal claimed may not exceed the locality breakfast rate in the same manner.

4. On any days in transit from the NRA other than the day of the final IDT period (e.g., Sailor travels 600 miles and thus lodges on a Sunday night en route home after a weekend drill set and continues travel on Monday), the maximum reimbursement for the first meal claimed may not exceed the locality breakfast rate at the ZIP code of the NRA, regardless of where the meal is consumed. Maximum reimbursement for the second meal claimed may not exceed the locality lunch rate in the same manner, and maximum reimbursement for the third meal claimed may not exceed the locality dinner rate in the same manner.

Please Note. Total local voucher reimbursement is limited to that amount claimed within the boundaries of the above policy or \$500, whichever is less.



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Inactive Duty for Training-Reimbursement  
(IDT-R): Local Voucher

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**Revision History**

<b>Revision No.</b>	<b>Date</b>	<b>Authorization</b>	<b>Revision/Change Description</b>	<b>Page, Section</b>
1.0	10/28/19	CNRFC, N33	New Guide	All



# 1 Local Vouchers

This guide will assist the Reservist in completing their local voucher for reimbursement of IDT travel in accordance with the Joint Travel Regulations (JTR) para. 032304 and COMNAVRESFORCOMNOTE 5420. This program is designed to incentivize travel for select members of the Navy Reserve to address critical manning and training shortfalls and increase overall readiness of the Navy Reserve Force. Eligible Reservists that are assigned locally, but travel over 150 miles (one-way) from their Primary Residence, may be entitled to reimbursement on a DTS Local Voucher.

A local voucher is a claim for reimbursement for expenses you incurred and allowances you earned while traveling to your normal drill location and to claim IDT-R reimbursement. This stand-alone document can only be submitted after competition of your drills. Therefore, you may not project expenses or estimate allowances on a local voucher, only enter actual amounts.

**All travel must be submitted by 30 September of the Fiscal Year (FY) in which travel occurred. Failure to do so will result in no reimbursement.**

*\* In this guide, "you" are a Reservist, unless otherwise stated.*

## 1.1 Create a Local Voucher

To create a local voucher: under the Reserve Profile (SSN+R)

1. Select **Create New Document**, then **Local Voucher** on the **DTS Dashboard** (Figure 1-1). The **Create Local Voucher** screen (Figure 1-2) opens. A **Progress Bar**, (left side of the screen) tracks your Local Voucher steps.

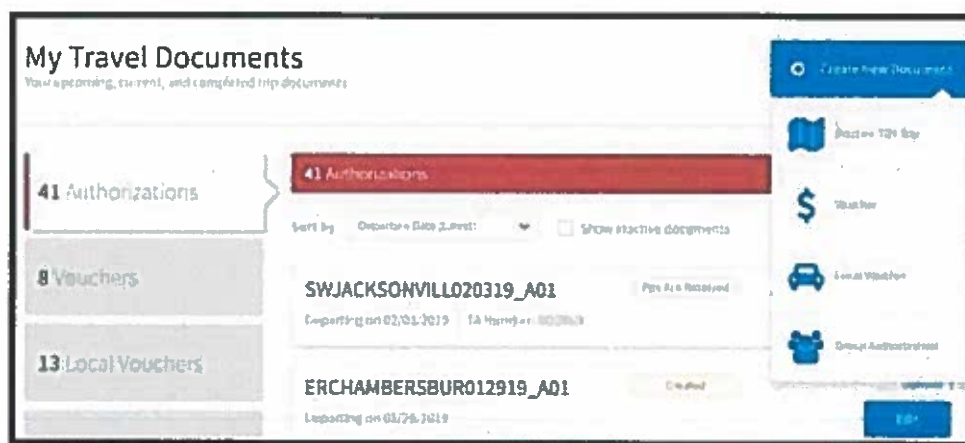


Figure 1-1: DTS Welcome Screen

*Figure 1-2: Local Voucher Date Screen*

1. Enter the **Local Voucher Date**. The screen defaults to the current date, but you ***MUST*** change the date to the last day of your drill weekend. Once you save the date, you can't change it.
2. In **Reference**, enter "Reimbursement for IDT-R Travel"
3. **Are you Attending a Conference or Event?** Enter a **No**.
4. Select **Continue** to create the local voucher. The **Enter Travel Expenses** screen (Figure 1-3) opens.

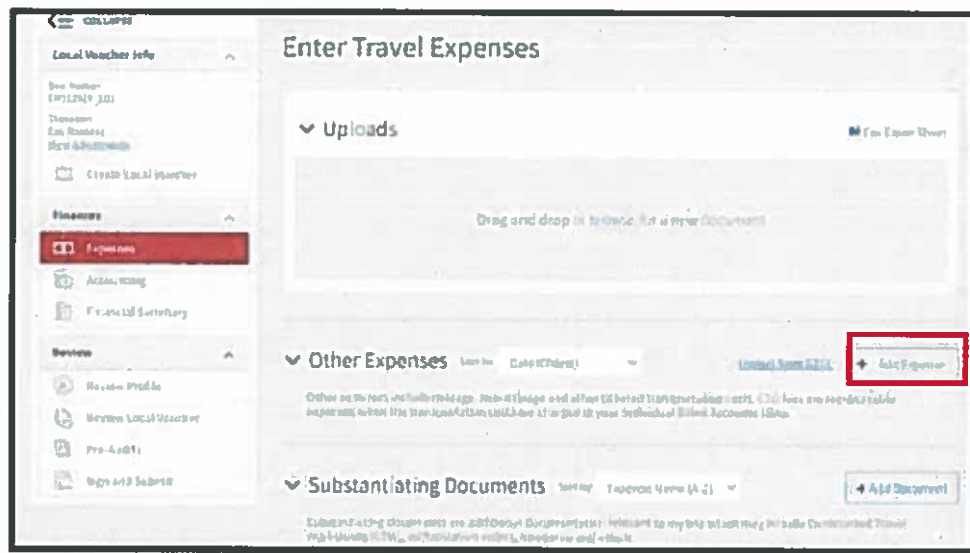
## 2 DTS Expenses Module



**2.1 The Expenses module** lets you enter all the expenses you incurred and allowances you earned. You must enter them accurately to ensure you receive the proper reimbursement. You can access the **Expenses** module at anytime from the **Progress Bar** and then the **Enter Travel Expenses** screen (Figure 1-3) opens.

### Add Expenses

Enter your incurred expenses and attach your receipts/supporting documents on the **Enter Travel Expenses** screen. To add expenses and mileage allowances, select **Add Expenses**.



*Figure 1-3: Enter Travel Expenses Screen*

The **Add New Expense** screen (Figure 1-4) opens.

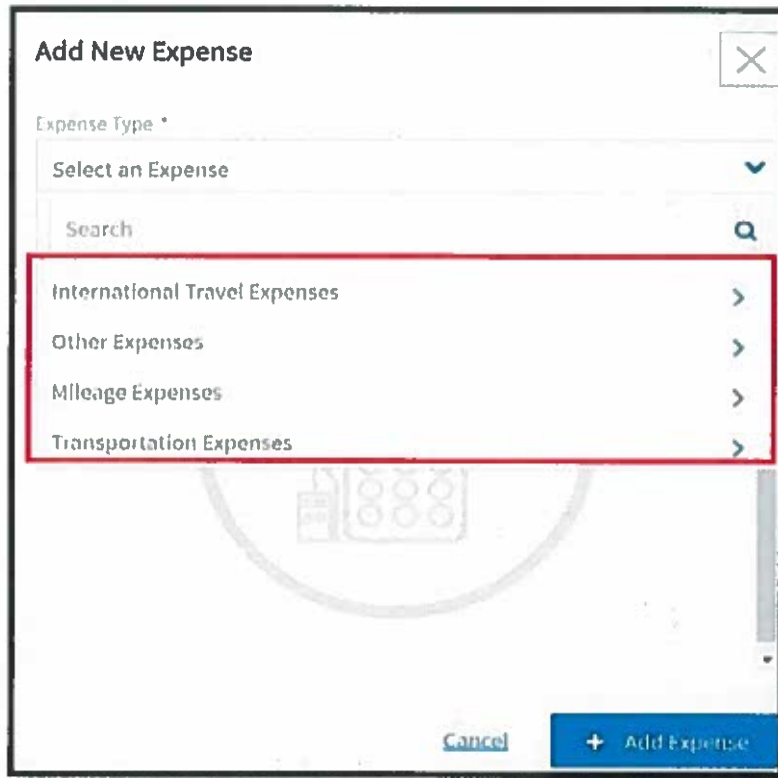


Figure 1-4: Add New Expense Screen

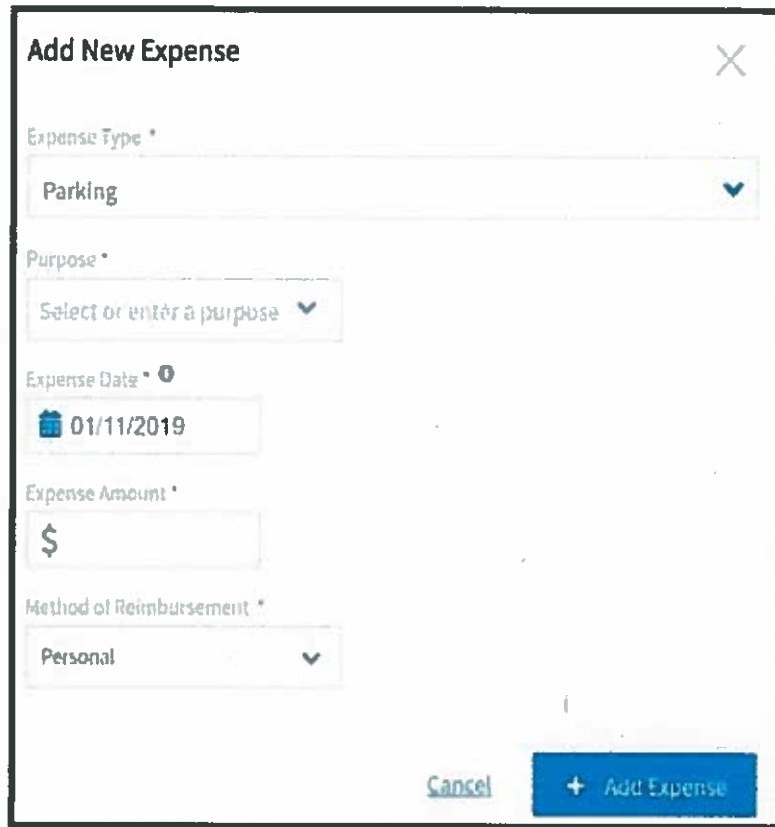
1. Select one of the four primary expense categories. A list of expense types displays. Table 4-1 shows the expenses, only available for Navy Reserve IDT-R travel, in each expense category.

Table 4-1

EXPENSE	EXPENSE TYPE
International Travel Expenses	Foreign Currency Conv Fees
Other Expenses	Other-Create Your Own * Purpose = Plane ticket
Mileage Expenses	Private Vehicle-GOV Auth & Avail (note 1)
Transportation Expenses	Government Vehicle-Fuel/Oil Parking Public Transportation Rental Car Rental Car- Fuel Taxi Tolls/Ferry Fees

Note 1: If you travel via Private Vehicle reimbursement is limited to \$0.20 per mile.

1. Select your **Expense Type**. The **Add New Expense** window (Figure 1-5) appears.



**Add New Expense**

Expense Type \*

Parking

Purpose \*

Select or enter a purpose

Expense Date \* 01/11/2019

Expense Amount \*

\$

Method of Reimbursement \*

Personal

Cancel + Add Expense

*Figure 1-5: Add New Expense Screen*

2. Select or enter a **Purpose** (Reimbursement for IDT-R).

3. The **Expense Date** defaults to the **Local Voucher Date**. You can change it to the date of the actual expense. If you enter a future date for an expense, you won't be able to sign the local voucher until that expense date occurs.
4. Enter the **Expense Amount**. DTS automatically selects the **Method of Reimbursement** for you. Select the drop-down menu if you need to change it.
5. **Mileage Expenses** contain additional fields in addition to **Expense Type**, **Expense Date**, and **Purpose** to add an entry. The only mileage option authorized is **Private Vehicle – GOV Auth & Avail**.
  - **From and To** locations are as follows:
    - **From** = Enter Primary Residence.
    - **To** = Duty Station (Drill Location)
    - Select either **One Way Mileage** or **Commuting Cost** radio button calculate the mileage allowance minus your daily commute. Enter total **Miles** drive and DTS will do the calculation for you. For example, your total miles driven from residence to the local travel location is 30 minus 20 for your daily commute, multiplied by the current mileage rate .20 = \$2.00 reimbursement for one direction (Figure 1-6b).

The screenshot shows a web form titled "Add New Expense" with a close button (X) in the top right corner. The form contains the following fields:

- Expense Type \***: A dropdown menu with "Private Vehicle - GOV Auth & Avail" selected.
- Expense Date \***: A date picker showing "06/24/2019".
- Purpose \***: A dropdown menu with "Reimbursement for IDT-R" selected.
- From \***: A dropdown menu with "Primary Residence" selected.
- To \***: A dropdown menu with "Duty Station" selected.

*Figure 1-6a: Mileage from Residence Expense*

Miles\*

247 X \$0.2 = \$ 49.40

Method of Reimbursement \*

Personal

Create a separate expense for round trip

Cancel + Add Expense

Figure 1-6b: Mileage from Residence Expense

6. Select **Add Expense**. The expense details displays under the *Other Expenses* section. Each expense will have either the **Receipt Optional** or **Receipt Required** (\$75.00 or more) indicator. Selecting the plus sign icon allows you to attach a receipt to the expense quickly (Figure 1-7).

Other Expenses		Sort by	Date (Oldest)	Import from GICC	+ Add Expense
	Private Vehicle - GOV Auth & Avail	\$	49.40	06/24/2019	Receipt Optional
	Private Vehicle - GOV Auth & Avail	\$	49.40	06/24/2019	Receipt Optional

Figure 1-7: Saved Expenses

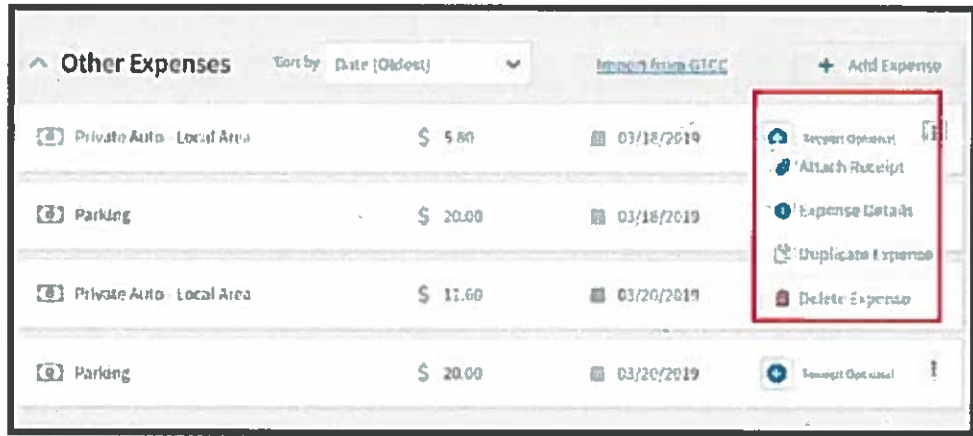


**Note:** On DTS screens, a red asterisk (\*) indicates required information.

Additional actions for saved expenses are available under the options icon on the right side of the expense entry (Figure 1-8). Options include:

- **Attach Receipt** directly to an expense.
- View or edit an expense using **Expense Details**.

- Copy an expense using **Duplicate Expense** if you incurred the same expenses on different days (e.g., the same parking fee each day of a multi-day event).
- Remove the expense from the local voucher by selecting **Delete Expense**.



The screenshot displays a web interface for managing expenses. At the top, there is a header 'Other Expenses' with a 'Sort by' dropdown set to 'Date (Oldest)'. A link 'Import from GLE' and a '+ Add Expense' button are also visible. Below the header is a table of expenses:

Description	Amount	Date	Actions
Private Auto - Local Area	\$ 5.00	03/18/2019	Reset Options, Attach Receipt, Expense Details, Duplicate Expense, Delete Expense
Parking	\$ 20.00	03/18/2019	
Private Auto - Local Area	\$ 11.00	03/20/2019	
Parking	\$ 20.00	03/20/2019	Reset Options

A red box highlights the context menu for the first expense entry, which includes the following options: 'Reset Options', 'Attach Receipt', 'Expense Details', 'Duplicate Expense', and 'Delete Expense'.

Figure 1-8: Expenses – Options



## 2.2 Import from GTCC

You can also import expenses from your GTCC account when you:

1. Select **Import from GTCC** (Figure 1-9a) from the *Other Expenses* area. An **Import from GTCC** window opens.
2. Select the transaction or charged item from the list, then use the drop down menu to select the **Expense Type**.
3. Select **Import**. The expense appears in the details under *Other Expenses*.

**Note:** Only import valid charges (Figure 1-9b). Do not import meal transactions into **Expenses**. If a valid transaction you want to import appears in the list, but has no drop down menu to select the **Expense Type** and provides a warning message, "*This expense cannot be imported,*" then you must add it manually using the instructions in Section 2.1.



Figure 1-9a: Import from GTCC link

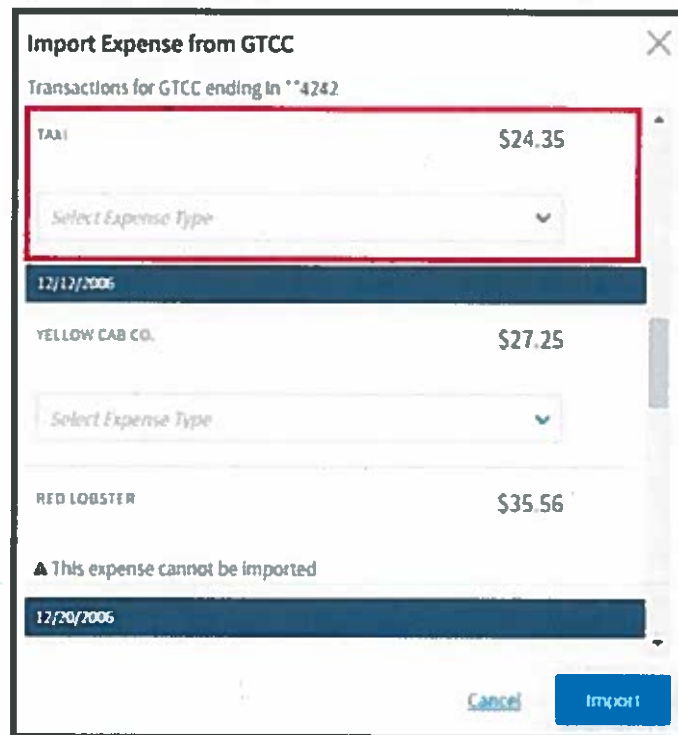


Figure 1-9b: Import Expense from GTCC screen

## 2.3 Attaching Documents

The **Enter Travel Expenses** screen (Figure 1-10) allows you to upload documents that support your trip claims. Documents you upload include, but aren't limited to:

- Inactive Duty for Training (IDT) orders
- Copy of approved drills from **Enhanced Drill Management (EDM)**
- Receipts (Air Ticket and anything over \$75.00)
- Constructed Travel Worksheets

The screenshot displays the 'Enter Travel Expenses' interface. At the top, there is an 'Uploads' section with a 'Fax Cover Sheet' button. Below this is a large grey area with the text 'Drag and drop or [browse](#) for a new document.' Below the uploads section is the 'Other Expenses' section, which includes a 'Sort by' dropdown menu set to 'Date (Oldest)', an 'Import from GISC' button, and an '+ Add Expense' button. A descriptive text below reads: 'Other expenses include mileage, non-mileage and other ticketed transportation costs. CTC fees are reimbursable expenses when the transportation costs are charged to your Individual Billed Accounts (IBA).' At the bottom is the 'Substantiating Documents' section, which includes a 'Sort by' dropdown menu set to 'Name (A-Z)' and a red-bordered '+ Add Document' button. A descriptive text below reads: 'Substantiating documents are additional documentation relevant to my trip which may include Constructed Travel Worksheets (CTW), authorization orders, itineraries and emails.'

Figure 1-10: Enter Travel Expense Attaching Documents

You can attach documents via the **Enter Travel Expenses** screen multiple ways:

- **Fax:** Select **Fax Cover Sheet** and follow the instructions. **Note:** Be sure to place the **Fax Cover Sheet** on top of the packet to fax the documents into DTS.
- **Uploads (Trip Workbook):** Select **Browse** the **Add Receipt/Document** window opens. Select **Browse** to search for the file and follow the prompts (Figure 1-11). Select **Save** to retain the entry. The document appears under **Uploads** (Figure 1-12). Once you save the document in **Uploads**, you can drag and drop the file to **Substantiating Documents**. **Note:** The AO/RO does not have access

to *Uploads*. Only the traveler or document creator sees information under *Uploads*.

Figure 1-11: Add Receipt/Document Screen

Figure 1-12: Upload Attachments

- **Attach Receipt:** Choose **Add Expense**, and then select options to attach the receipt to the expense.
- **Substantiating Documents:** Select **Add Document** and browse to upload the document.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

Once the window opens, you can:

- Identify it as a specific document such as Constructed Travel Worksheet (CTW) (Figure 1-13).
- Add a Note to clarify the type of document.
- View the document to ensure legibility.
- If needed, delete the file using the “garbage can” icon.



*Figure 1-13: CTW Attachment*

Once you enter all your expenses or allowances, and provide the required receipts or necessary *Substantiating Documents*, select **Continue** (Figure 1-14).



*Figure 1-45: Expense Summary*

### 3 DTS Accounting Module

#### 3.1 Lines of Accounting

The DTS Accounting module identifies where the money is coming from to pay for this trip. Access Accounting from the Progress Bar. The Review Accounting screen (Figure 1-15) opens.

Before the AO may approve your local voucher, it must contain only one LOA.

Figure 1-15: Review Accounting Screen

#### 3.2 Add a LOA

Your Reserve profile does not contain a default LOA, therefore you must select an LOA as directed below:

Select **Add LOA** to see the source list then pick:

- **Select the only LOA available under Cross Org LOA:**
  - Use of any other LOA will result in the Local Voucher being returned by the AO.

### 3.3 Financial Summary

The **Review Financial Summary** screen (Figure 1-16) provides details of various financial aspects of the document. Most of the data on this screen is view-only, but you can use the **Adjust Disbursements** link to the move dollar amounts from the GTCC vendor or your bank account. Access **Financial Summary** from the **Progress Bar**.

**Review Financial Summary**

**Expense Summary**

Reimbursable Expenses	\$57.40	
Non-Reimbursable Expenses	\$0.00	
<b>Total Expenses</b>	<b>\$57.40</b>	<a href="#">Show Details</a>

**Credit Summary**

Collections	\$0.00	
Waivers/Appeals	\$0.00	
<b>Net to Traveler</b>	<b>\$57.40</b>	
Balance Due US	\$0.00	<a href="#">Show Details</a>

**Entitlement Summary** [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$57.40	\$0.00	\$57.40
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
<b>Net to Traveler</b>	<b>\$57.40</b>	<b>\$0.00</b>	<b>\$57.40</b>
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
<b>Net Distribution</b>	<b>\$57.40</b>	<b>\$0.00</b>	<b>\$57.40</b>

[Back](#) [Continue](#)

Figure 1-16: Review Financial Summary Screen

There are three sections within the screen:

- **Expense Summary:** Provides the total of all expenses on the voucher and divides them into reimbursable expenses and non-reimbursable expenses. Non-reimbursable expenses generally include expenses paid by the Government (e.g., CBA).
- **Credit Summary:** Supplies information about debts – the total reimbursement you are due to receive - **Net to Traveler**, any amount you were overpaid - **Balance Due US**, and any **Collections** or **Waivers/Appeals** used to help pay off the debt.

- **Entitlement Summary:** Shows the **Total Expenses, Prior Payments, Collections, Previous Pmt Adjustments, and Net Distribution** – amount to be paid. The columns show whether the amount in each category affects your bank account (**Personal**) or the GTCC vendor (**GTCC**), then provides the **Total** per category (Figure 1-17). The **Adjust Disbursement** link lets you adjust the amounts to be paid to the GTCC vendor and your bank account:
  - **GTCC ATM Withdrawal:** If you used a GTCC to withdraw cash from an ATM, enter the total amount you withdrew. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Additional Payment Paid to the GTCC:** If you paid any legitimate expenses with your GTCC that you cannot account for in the voucher (such as a meal), enter the total amount here. DTS redirects funds to the GTCC vendor to repay the amount.
  - **Overpaid GTCC (By Traveler):** If you overpaid your GTCC account for expenses incurred for the travel, then enter the amount of the overpayment. DTS redirects funds to your personal bank account to balance the overpayment.

Figure 1-17: Adjust Disbursement Screen



Before submitting your local voucher, you should always ensure that the total listed in the **Net Distribution to GTCC** matches the amount the GTCC vendor says you owe, after accounting for all charged expenses. Paying the correct amount to the GTCC vendor helps prevent delinquencies in your charge card.

## 4 Review

Under **Review**, you can check and update your **Profile**, verify your trip **Expenses** are correct, and justify any **Pre-Audits** before you **Sign and Submit** your document.

### 4.1 Review Profile

Your DTS personal profile contains vital information (e.g., your home address, work location, EFT data, and GTCC information), which is required to help you create documents and receive reimbursements. You should check it frequently to ensure all the information in it is up-to-date. You can update your data by accessing the **Review Profile** from the **Progress Bar**. The **Review Profile** screen (Figure 1-18) opens.

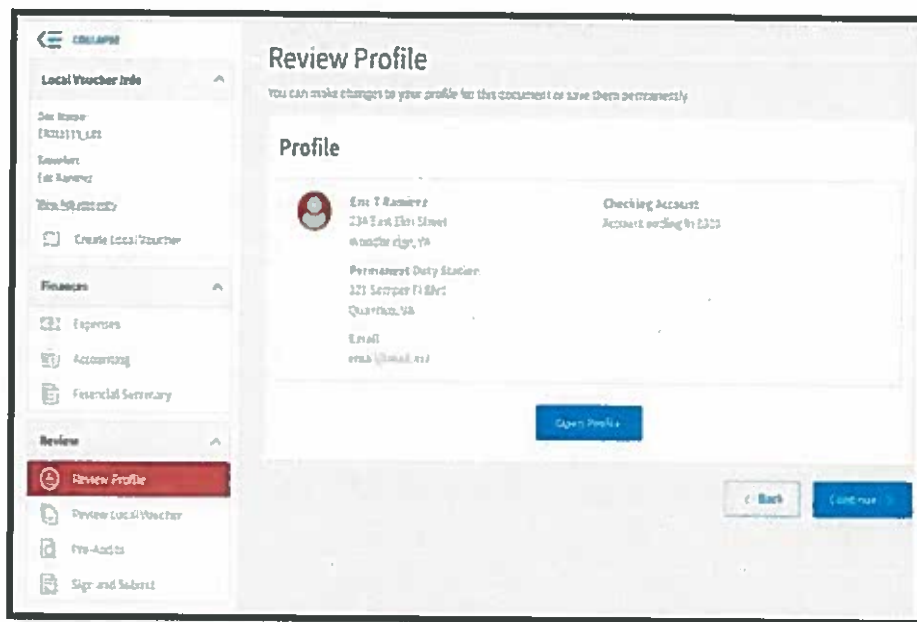


Figure 1-18: Review Profile

You can update most but not all of your profile information from this screen. Contact your DTA to update fields that you can't update yourself. Select **Open Profile** to access the following screens:

- **Personal Information.** Update your **Name**, **Email address**, and **Phone Number**.
- **Addresses:** Update **Residence** and **Mailing Addresses**.
- **Passport:** Enter **Name**, **Passport Number**, **Expiration Date**, and more.
- **Emergency Contact:** Who to contact and number.
- **Service or Agency Info:** Civ/Mil, title/rank, and employer **Service or Agency**.



- **Duty Station.** Update your **Duty Station Address, Duty Phone Number,** and more.
- **My TSA Information Screen.** Update the information that appears on the My TSA Information screen when you make reservations.
- **Accounting Information:** Optional – to select a default LOA.
- **EFT and Credit Card Accounts.** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking or savings accounts.

To save changes to your DTS personal profile, check the box **Update Permanent Profile** before you select **Save**. Leave the box unchecked to save the information for this document only.

#### 4.2 Review Local Voucher

The **Review Local Voucher** screen (Figure 1-19) is an end-to-end details screen displaying all the costs you added to the local voucher, so you should verify all information and correct any errors before you sign it. You can add comments for clarification of expense entries or travel requirements if needed. Access the **Review Local Voucher** screen from the **Progress Bar**.

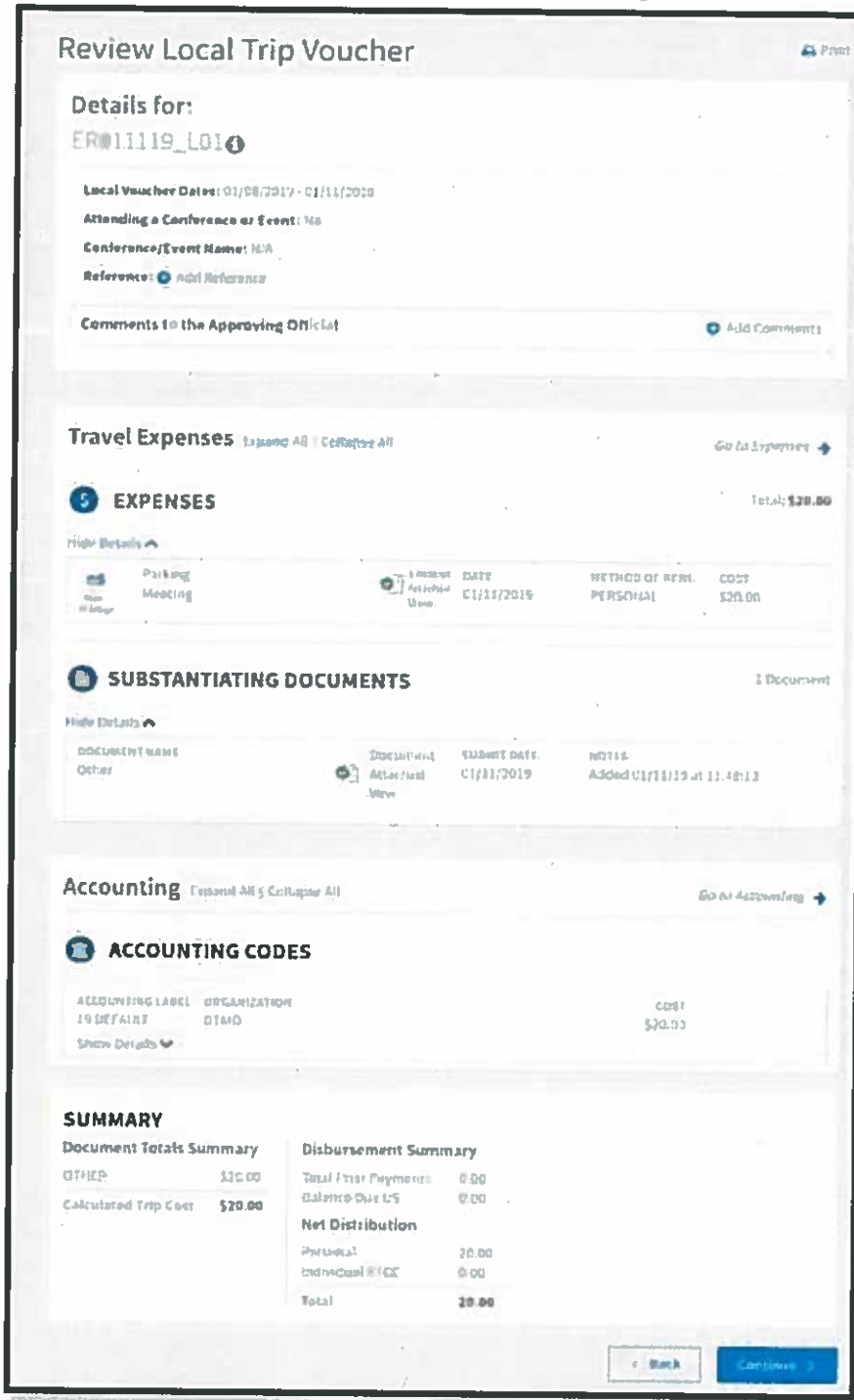


Figure 1-19: Review Local Voucher Screen

Roughly, from top to bottom, the screens displays:

- Text fields:
  - A Reference number
  - Comments to the Approving Official

- Expenses and allowances you entered, as well as documents you attached. With a **Go to Expenses** link to open the **Enter Trip Expenses** screen, and make any necessary changes.
- A summary of all trip expenses broken down by LOA and by category, along with a **Go To Accounting** link to view and update LOAs, if necessary.

### 4.3 Pre-Audits

The **Pre-Audits** screen (Figure 1-20) displays items flagged by DTS when they are not within DoD travel policy, exceed established cost thresholds, or simply require another look to prevent underpayments. Access the **Pre-Audits** screen from the Progress Bar.

**Note:** You can access this screen at any time. However, before you can sign the local voucher, DTS requires you to access this screen immediately before you proceed to the **Digital Signature** screen.

If you don't access those screens in that order, DTS sends you back to **Pre-Audits** before allowing you to sign the local voucher.

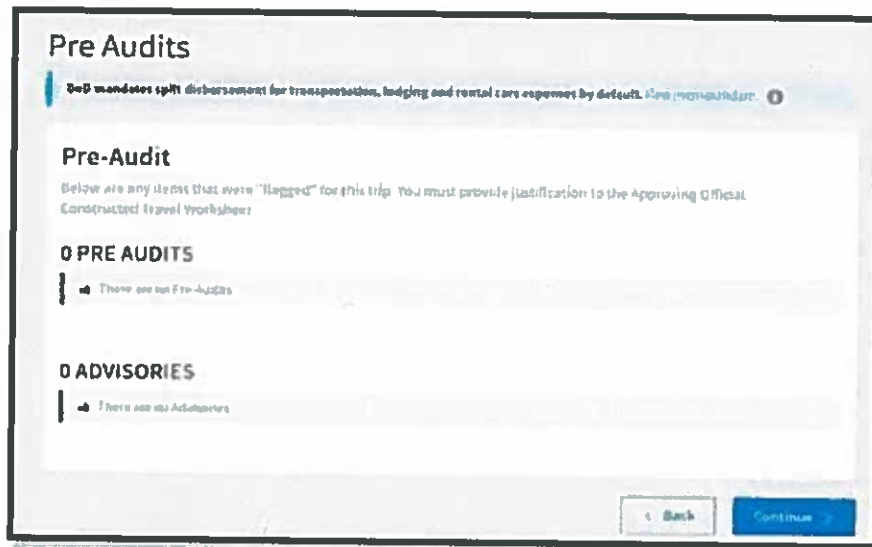


Figure 1-20: Pre-Audit Screen

The screen is broken into two parts:

- 4.3.1 Pre Audits (flags):** These items potentially break travel policy or exceed established cost thresholds. Use **Add Justification** to provide **Justification to the Approving Official** explaining why you selected the flagged item and why the AO should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation.

You must provide a justification for each flagged item.

- 4.3.2 Advisories (notices):** These items alert you to items of potential concern or remind you about something you forgot (e.g., you used a rental car, but didn't include a gas expense for it.) They do not require justification.

When you have properly justified all required items, select **Continue** to go to the **Digital Signature** screen.

#### 4.4 Digital Signature

The **Digital Signature** screen (Figure 1-21) allows you to sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AO.

You can access the **Digital Signature** screen at any time by selecting **Sign and Submit** from the **Progress Bar**. However, if you access the **Digital Signature** screen this way and attempt to sign the document, DTS will route you back to the **Pre-Audit** screen. See the **Note** in section 4.4.

**Digital Signature**

**Local Trip Voucher Status**  
See where your local trip voucher currently is in the approval process

[Click here to return to my items](#)

01/14/2019 10:02AM  
**CREATED** NAME: Eric T. Kaminski

01/14/2019 10:02AM  
**SIGNED**

DOCUMENT STATUS \*  I agree to SIGN this document

ROUTING LIST \*  
 DEFAULT

Additional Comments [Add Comment](#)

NAME: Eric T. Kaminski TODAY'S DATE: 01/14/2019

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation-related expense and actual per diem amount may be reduced if travel is completed using a different transportation mode than authorized by your AO.

[Submit Completed Document](#)

Your next steps will be determined based on the Routing List you submit.

Figure 1-21: Digital Signature Screen

On the **Digital Signature** screen, you can:

- 4.4.1 (Optional) Check document for errors.
- 4.4.2 See the document stamping history.
- 4.4.3 View the (*Pending*) status stamp (**SIGNED**, in this case).
- 4.4.4 Check the **I agree to SIGN this document** box under **DOCUMENT STATUS**.
- 4.4.5 (Optional) Change the **Routing List** your document will follow after you sign it.
- 4.4.6 (Optional) Add **Additional Comments** to the AO.
- 4.4.7 Digitally sign the document by selecting **Submit Completed Document**.

DTS verifies the expense dates against the current date. If you enter an expense with a future date, DTS will not allow you to proceed with signing the local voucher (Figure 1-22). A warning message appears. You will need to either remove the future date expense and then sign the local voucher or wait until the expense actually occurs to sign the trip.



*Figure 1-22: Future Date Expense Warning*

After you submit (digitally sign) the local voucher, the following steps occur:

- 4.4.8 A **Confirm Submission** box (Figure 1-23) informs you of legal aspects of your claim. You must confirm that this is a valid claim and that you understand there are legal penalties for knowingly submitting a false claim.

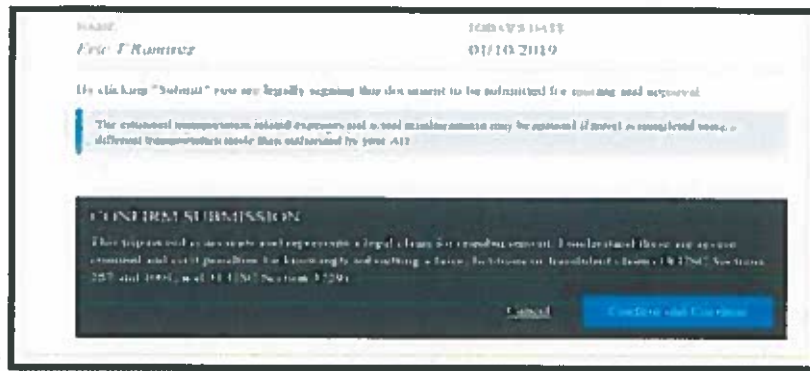


Figure 1-23: Confirm Submission Screen

4.4.9 Select **Confirm and Continue**. You may have to verify your identity by entering your CAC PIN.

4.4.10 A **Confirmation** window (Figure 1-24) lets you know your document has begun to route to the systems and to individuals on the selected routing list.

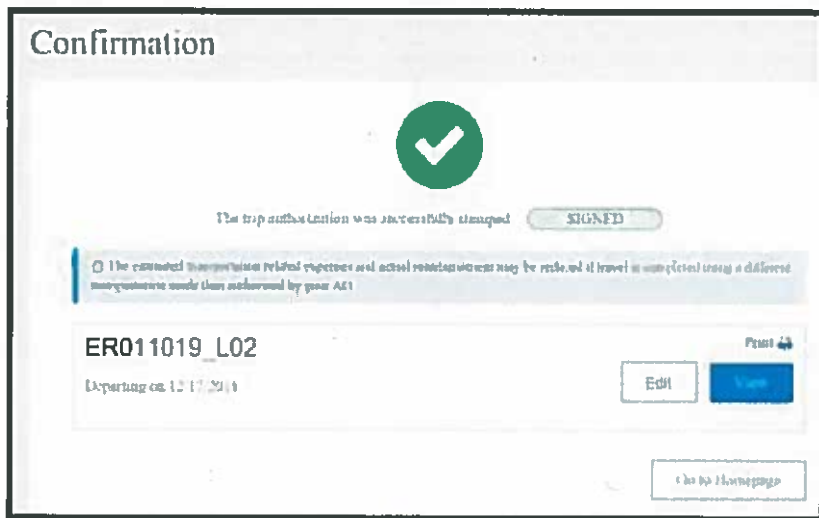


Figure 1-24: Confirmation Screen

4.4.11 To exit the window, select **Go To Homepage** at the bottom of the screen.

You should receive payment for your claim within 72 hours of the time the AO approves it.

Approved:

10/28/2019

Thomas Bleiler

Deputy Director, CNRFC Force Travel  
Signed by: BLEILER,THOMAS.ERIC.1035915644

**IDT-R Eligible Personnel**

1. **CNAFR:** AD, AE, AF, AM, AME, AN, AO, AS, AT, AV AWF, AWO, AWR, AWS, AZ, PR and CO/XO/CMC/CSC/SEL (E-1 – E-9) and CO/XO/OIC/CMC/CSC/SEL assigned to CNAFR R coded billets.
2. **CNIFR:** IS/CT (E-4 – E-9) and CO/XO/OIC/CMC/CSC/SEL assigned to CNIFR R coded billets.
3. **CRS:** Enlisted personnel (E-1 – E-9) and CO/XO/OIC/CMC/CSC/SEL assigned to CRS R coded billets.
4. **NSW:** Naval Special Warfare Enlisted Ratings and CO/XO/OIC/CMC/CSC/SEL assigned to NSW R coded billets.
5. **USMC:** HM (E-4 – E-9) assigned to USMC R coded billets.