Hurricane Evacuation DTS Authorization & Voucher Process

Contact Information:

6CPTS.Evacuation.CustomerService@us.af.mil

(813)828-5377

DISCLAIMER

YOU MUST SUBMIT SEPARATE DTS AUTHORIZATIONS AND VOUCHERS FOR HURRICANE HELENE AND HURRICANE MILTON

(THEY CANNOT BE COMBINED)

YOU MUST SUBMIT SEPARATE CERTIFICATION ROSTERS FOR HURRICANE HELENE AND HURRICANE MILTON

(ENSURE THE MONTH AND HURRICANE NAME ARE ACCURATE BEFORE UPLOADING)

Determining Your Voucher Process

Determine your process:

1. **Are you a single Airman OR do you have dependents (who are enrolled in DEERs) that did NOT evacuate with you.**

   If so, then you'll be filing your Evacuation voucher in DTS
   (IF YOU RECEIVED A CASH ADVANCE YOU WILL FILE IN PERSON, NOT DTS)

   You must create an Authorization AND a Voucher to receive payment

2. **Everyone else will be filing their voucher in person and will not be using DTS.**

Steps Overview

- **Initiate a DTS Authorization and follow the steps in this slide deck.**
- **During authorization creation, upload items #1 and #2 from below and a Duplicate Payment Form to DTS.** FILLABLE DUPLICATE PAYMENT
- **Once the authorization is approved, submit a DTS Voucher and follow the steps in this slide deck.**
- **1. You MUST upload an itemized hotel receipt with a zero balance (showing lodging was fully paid)**
- **2. You MUST upload a Commander or Commander Designated Representative signed certification roster to the expenses screen.**

No appointment required.

Authorization

Authorization Process Overview

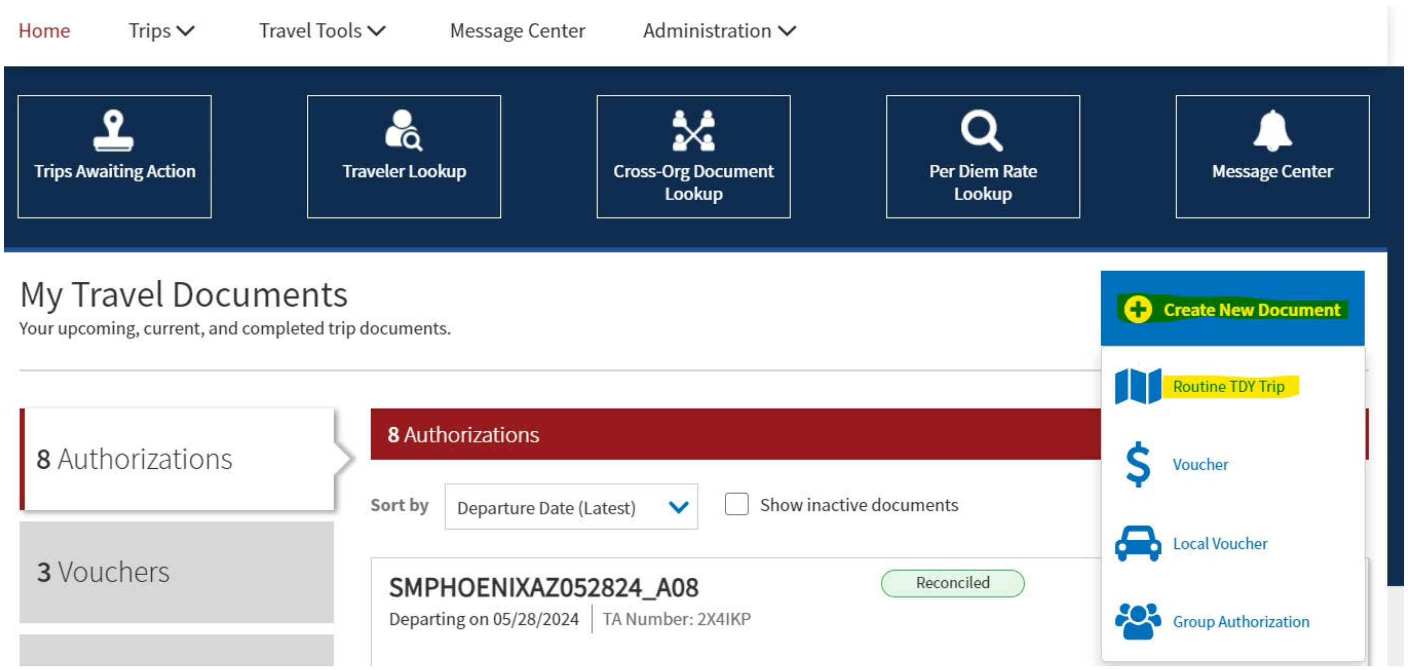
Create Routine TDY (Authorization)

- Itinerary
- Expenses
- Per Diem
- Accounting
- Other Auths & Pre-Audits
- Sign & Submit

Authorization Process – Create Routine TDY

Log into DTS

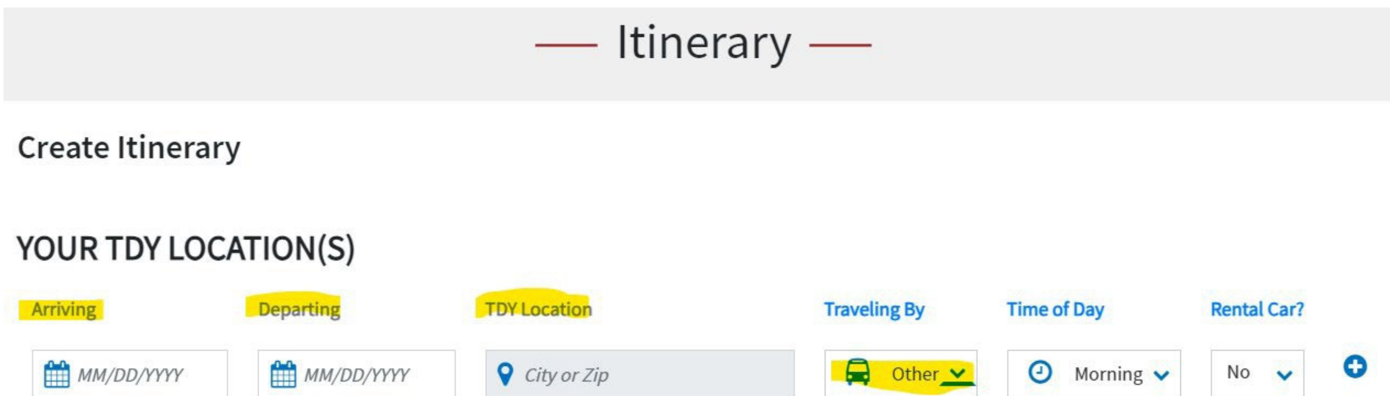
- **Create New Document > Routine TDY Trip**



Authorization Process - Create Itinerary

TDY LOCATION(S)

- **Arriving –First Day of Travel for Evacuation**
- **Departing –Return Date of Travel from Evacuation (Date of LOE termination)**
- **TDY Location –Evac Location (ex. Orlando, Fl)**
- **Traveling By -Other**



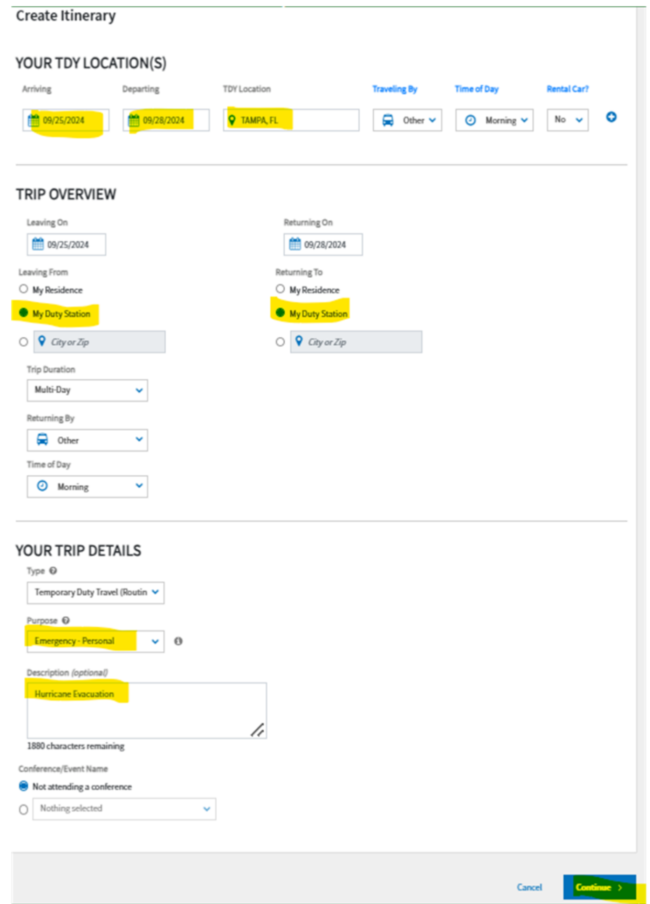
Authorization Process – Create Itinerary

Trip Overview

- Leaving From & Returning On > Select: Members residing on MacDill AFB will select “My Duty Station” for BOTH.
- Members residing off bases will select “My Residence” for both.

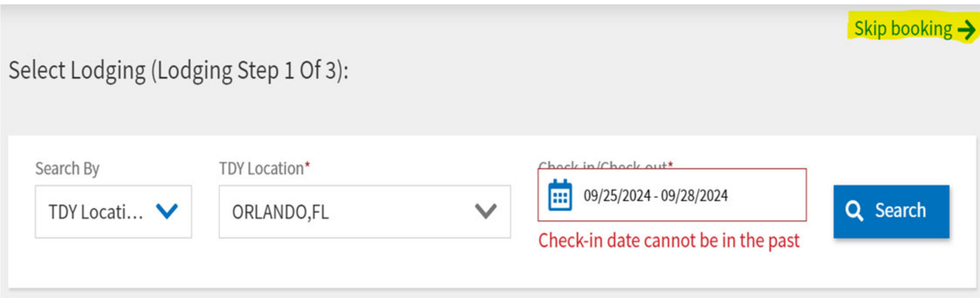
Your Trip Details:

- Purpose: Emergency - Personal
  - Description
    - Hurricane Evacuation (add your evac zone)
    - County
    - Click Continue > OK

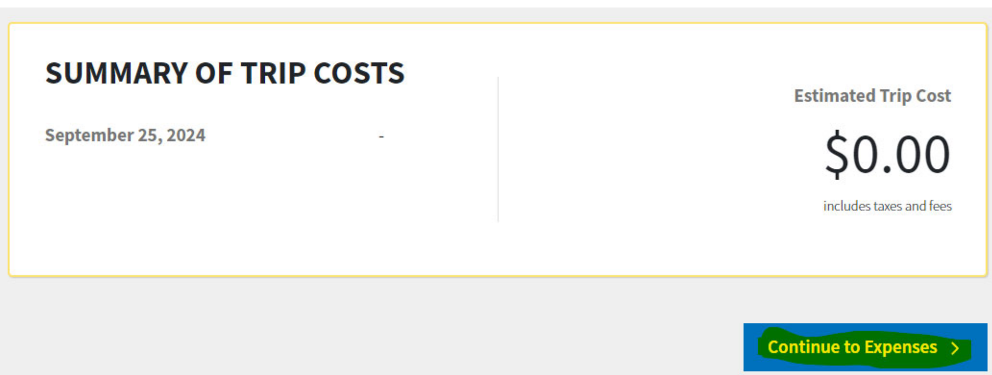


Authorization Process – Expenses

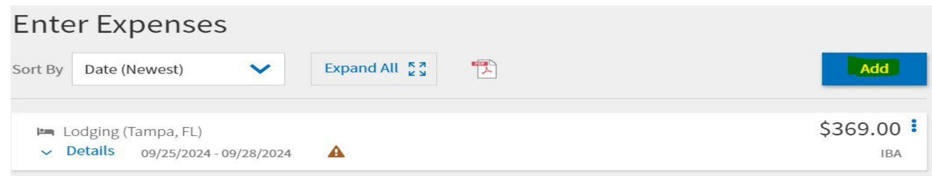
- **SKIP Booking**



- **Continue to Expenses**

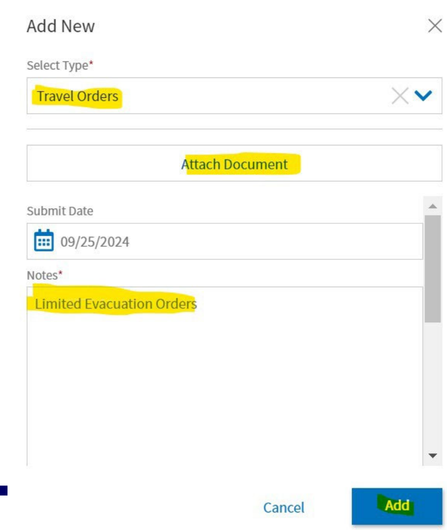


- **Click "Add" in the top right hand corner**



- **Add New > Documents > Travel Orders > Attach Document: Attach Order > Hurricane Evacuation Order.**

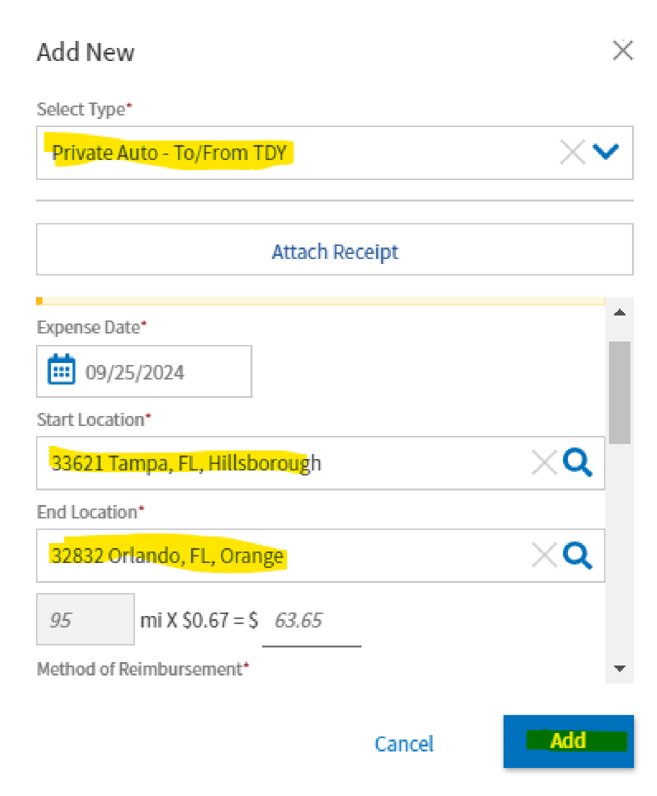
- **Continue**



CHARGE THE STORM…LET'S GO!

Authorization Process - Expenses

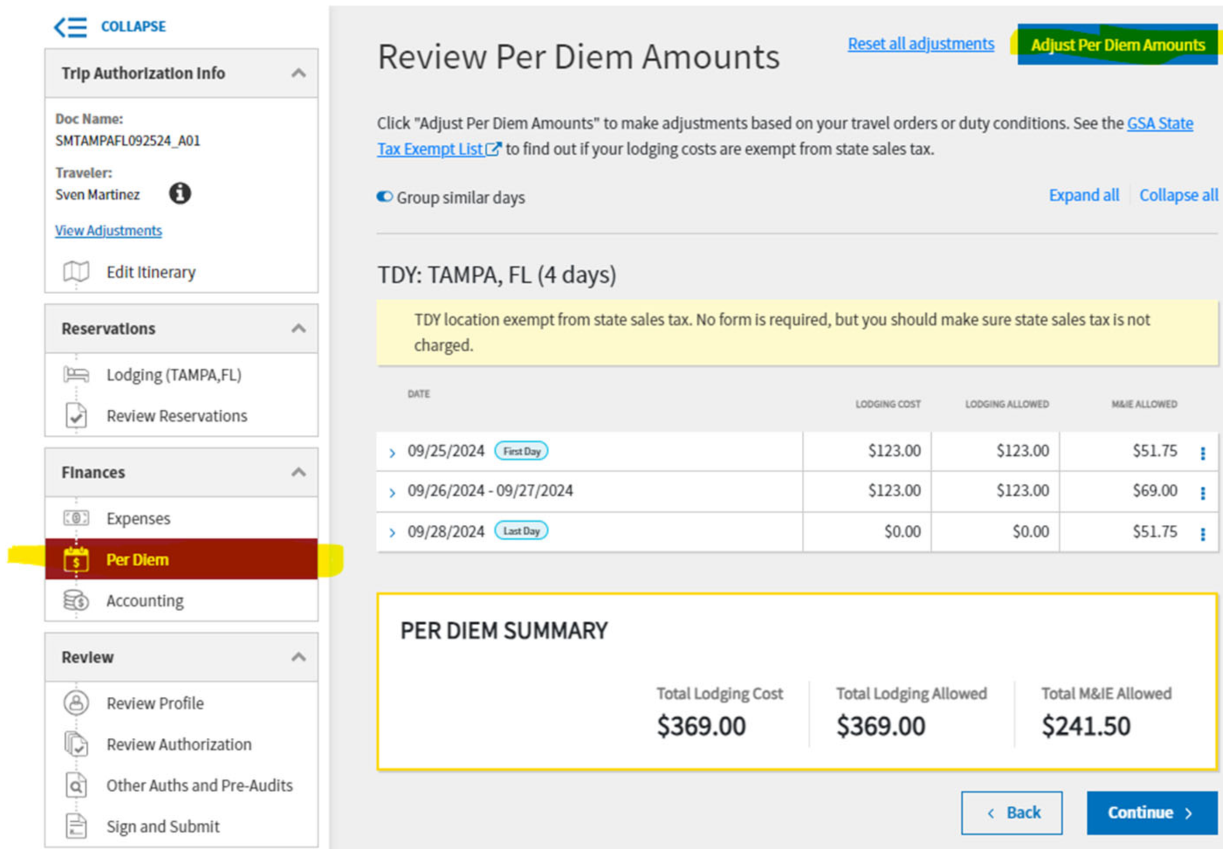
- Select Add > Mileage Expenses > Private Auto –To/From TDY
- Select first date of travel for expense date
- Enter residence Zip Code for starting location
- Enter Evac Zip Code for end location
- Repeat this action for the return trip with evac zip code as starting location and residence zip code as ending location.



Authorization Process – Per Diem

Per Diem

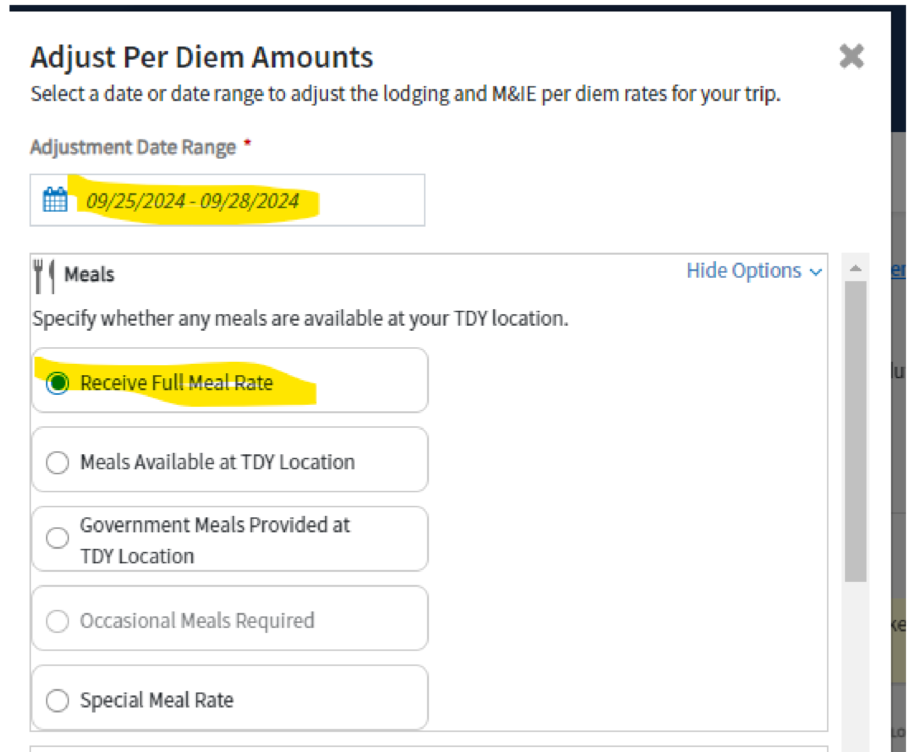
- Click Per Diem on the left-hand side.
- Click Adjust Per Diem on the top right corner.



Authorization Process – Per Diem

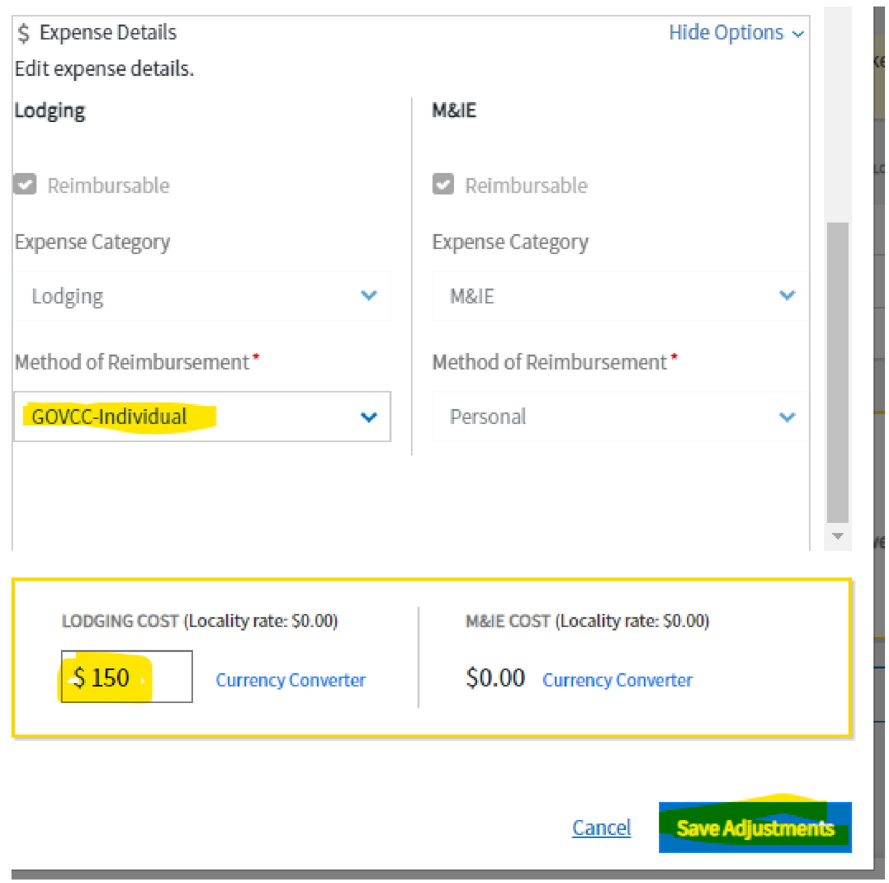
- **Adjust Date Range**
  - **Input first and last day of travel**

- **Meals: Click Receive Full Meal Rate**



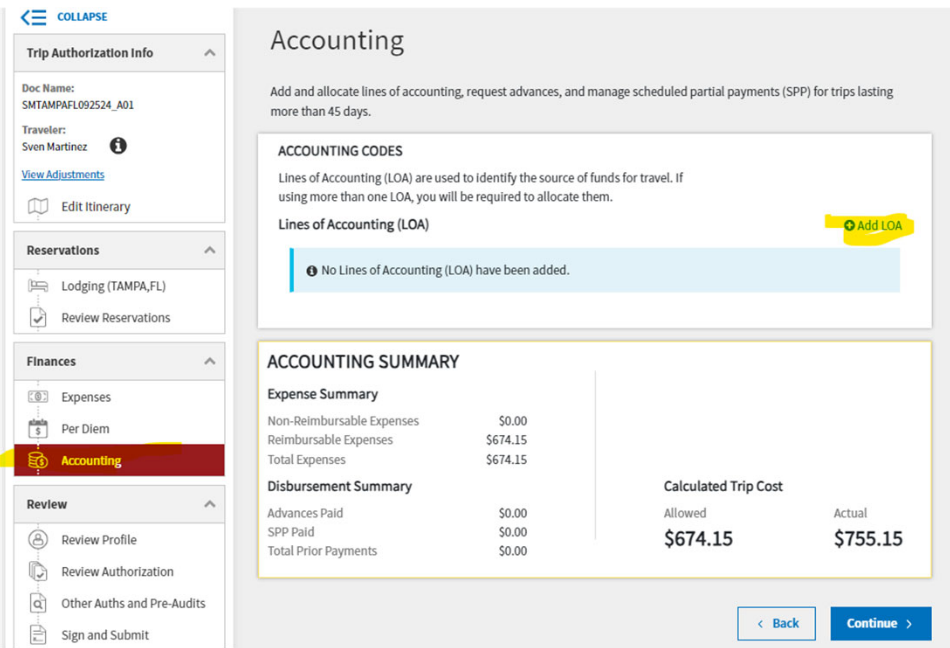
Authorization Process – Per Diem

- **Skip to Expense Details:**
  - **Method of Reimbursement**
    - **Must allocate full amount to GOVCC**
- **Lodging Cost**
  - **Lodging cost should be the actual cost paid per night not to exceed the locality rate.**
  - **Save Adjustments**



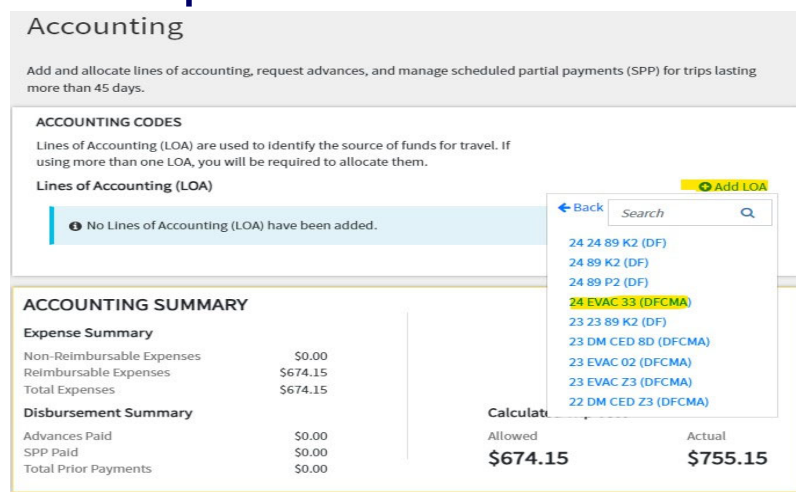
Authorization Process - Accounting

- Go to the "Accounting" tab under Finances
  - Add LOA > Shared LOA



- LOA's will be loaded for each hurricane
- LOA Example *YY EVAC (DFCMA)*
  - LOA will automatically save

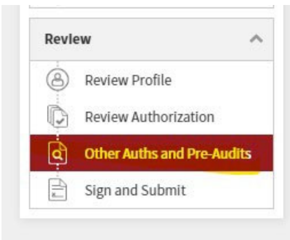
DTS Example:



CHARGE THE STORM…LET'S GO!

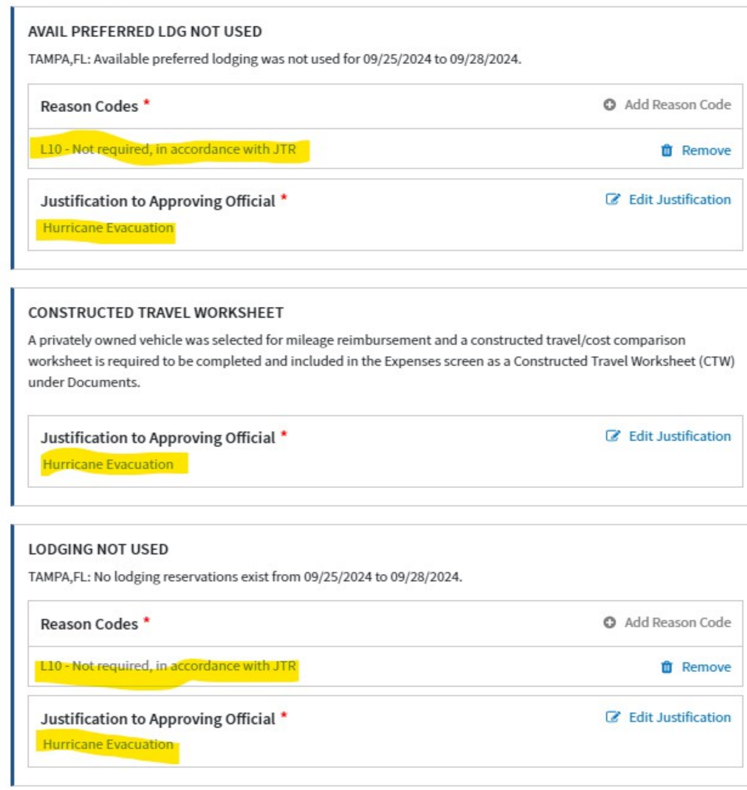
Authorization Process – Other Auths & Pre Audits

- Continue to OTHER AUTHS AND PRE-AUDITS > ADD JUSTIFICATION



- Reason Code: L10
- Justifications: Hurricane Evacuation

Example



Authorization Process – Other Auths & Pre Audits

- **For Approval After Trip Start Date:**

  Reason Code: 002-Uniformed Service Member Evacuation

  Justification: Hurricane Evacuation

- **Click Continue**

APPROVAL AFTER TRIP START DATE

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

Reason Codes * | Add Reason Code

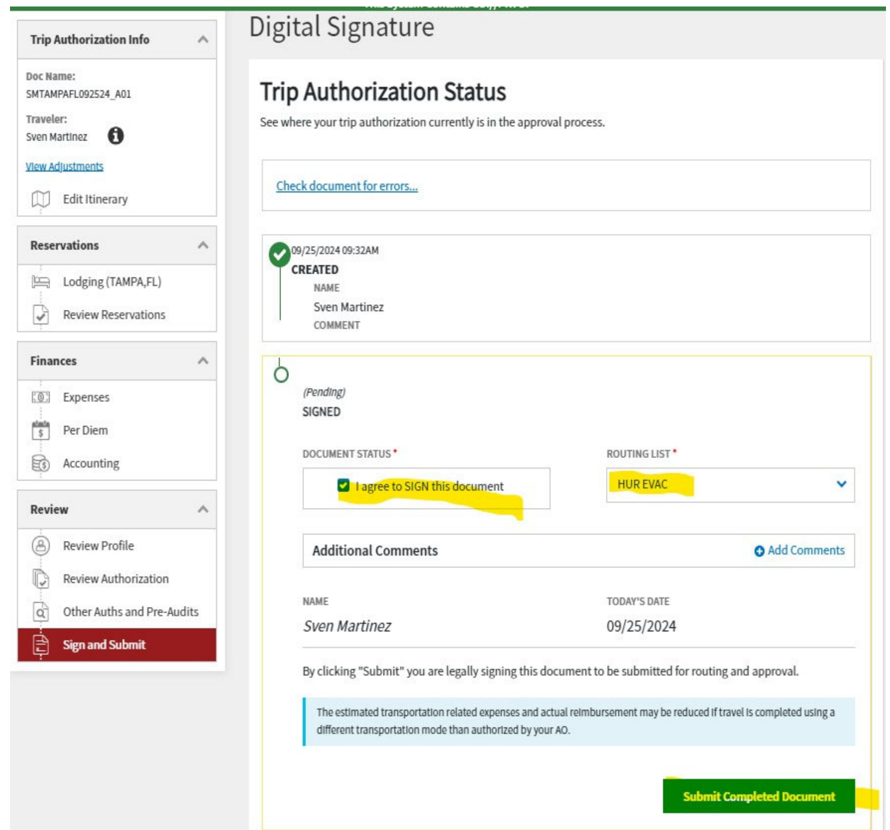
002 - Uniformed Service Member Evacuation | Remove

Previously entered Justification

Hurricane Evacuation

Authorization Process – Sign & Submit

- **Sign and Submit**
  - **Check: I agree to SIGN this document**
  - **Select Routing List: HUR EVAC**
  - **Click: Submit Completed Document**



CHARGE THE STORM…LET'S GO!

Authorization Process – CPTS Approval

- Wait until Authorization has been approved by 6 CPTS before creating voucher
- If any corrections need to be made, CPTS will reject the Authorization back to you with comments. If you have any questions, feel free to reach out to the customer org box at 6CPTS.Evacuation.CustomerService@us.af.mil

Voucher

Once Authorization has been fully approved by CPTS, you can create the Voucher.

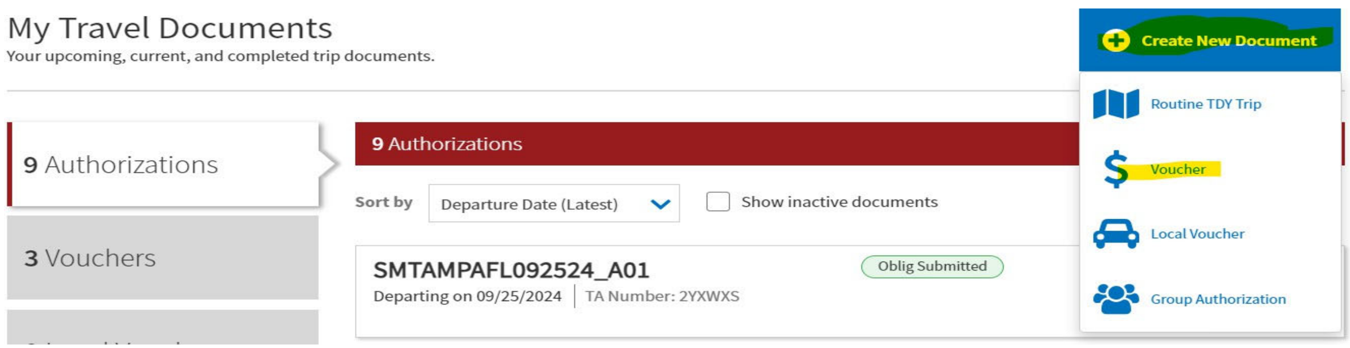
Voucher Process Overview

Create Voucher

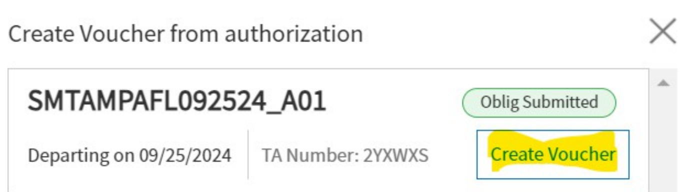
- Itinerary
- Expenses
  - Add Documentation
- Per Diem
- Accounting
- Other Auths & Pre-Audits
- Sign & Submit

Voucher Process – Initiate Voucher

- **Initiate voucher:**
  - **Select Create New Document > Voucher**

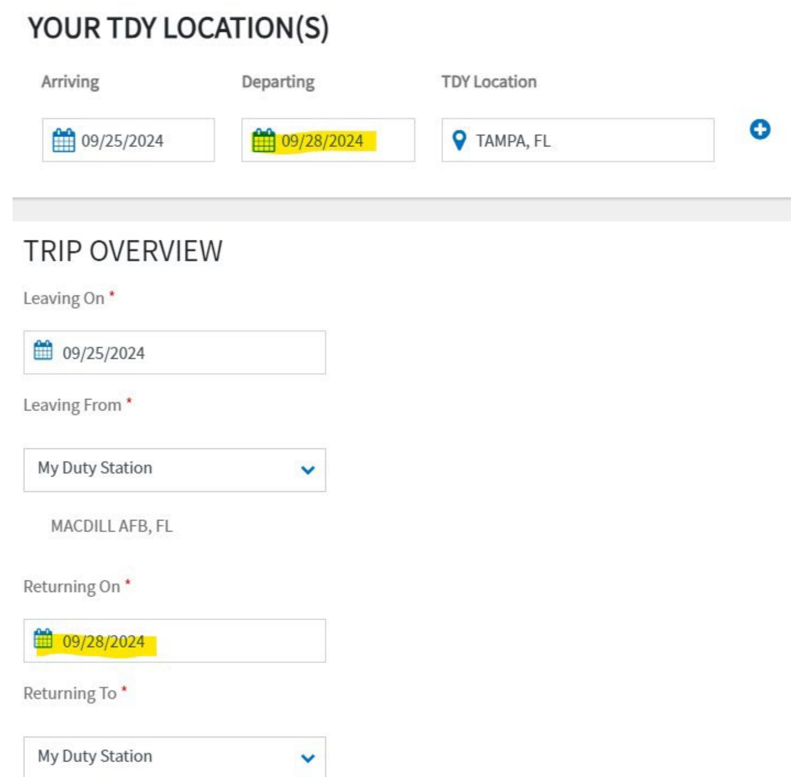


  - **Select Create Voucher**



Voucher Process – Review Itinerary

- Verify return date is correct per Limited Evacuation Order Termination date
- Links to the LEO are located on slide 2 of this document
- If all good, click Continue at the bottom



Voucher Process – Expenses (Supporting Docs)

You will be adding additional documentations listed below in the Expenses tab.

Supporting Documentations:

1. **You MUST upload an itemized hotel receipt with a zero balance or shows "PAID" (this shows us that lodging was actually used and fully paid)**

2. **You MUST upload a Commander or Commander Designated Representative signed certification roster to the expenses screen.**
   Members chain of command can help members get a copy of one of these certification rosters

3. **Duplicate Payment Form.** FILLABLE DUPLICATE PAYMENT

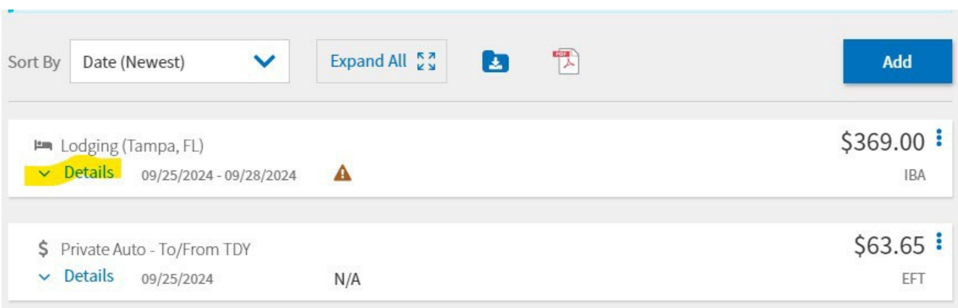
4. **Lodging Taxes: Federal employees on official business are exempt from taxes, so these should not be added to your receipt. Make sure they are not. If they are, reach out to the hotel and get them removed. If they won't remove them, you will have to add these tax expenses to your Voucher. Follow slide 26 if this is the case.**

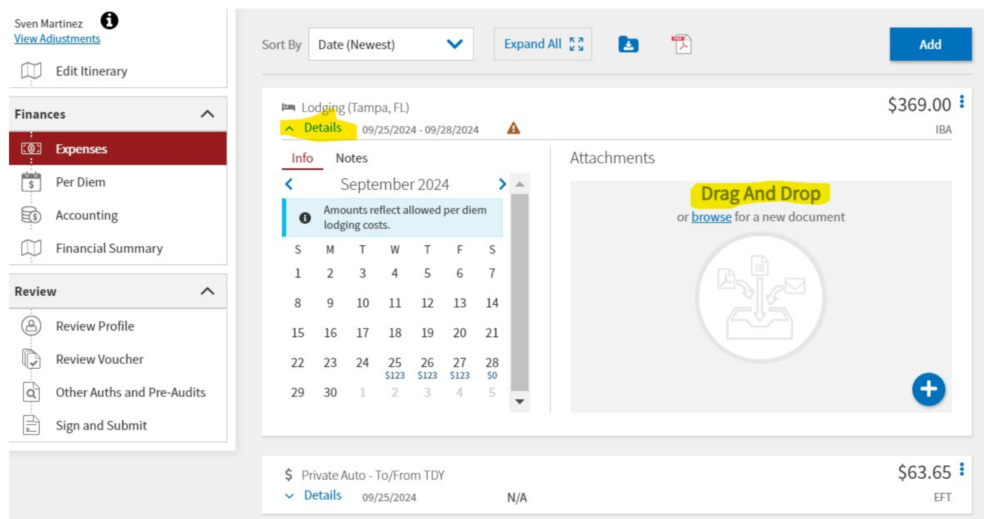
Voucher Process – Expenses (Lodging Receipt)

- Drag and drop lodging receipt or browse

Lodging Receipt:
(Uploading Receipt only)

- Click on details. This will open up the attachment screen





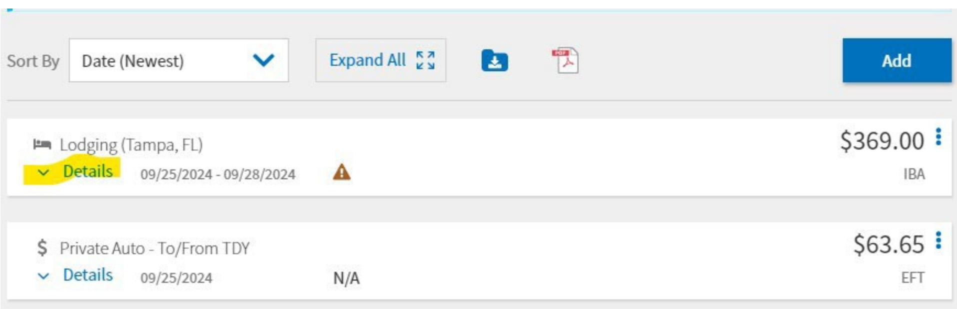
CHARGE THE STORM…LET'S GO!

Voucher Process – Expenses (Lodging Receipt)

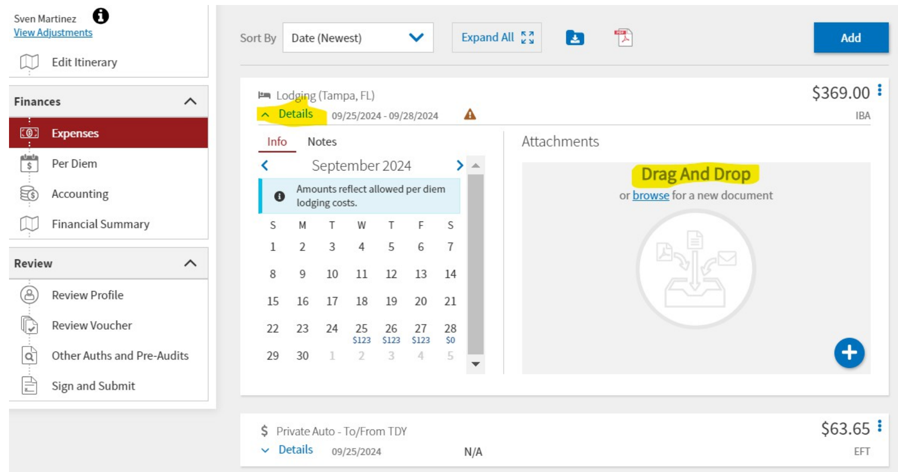
Lodging Receipt:

(Uploading Receipt only)

- **Click on details. This will open up the attachment screen**



- **Drag and drop lodging receipt or browse**

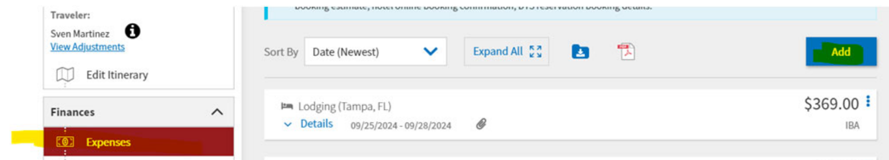


- **Click attach**

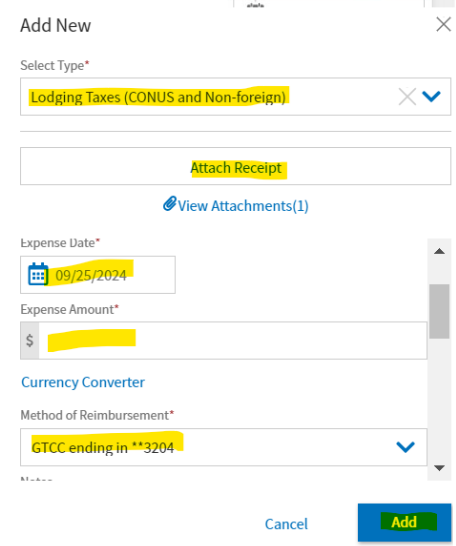
CHARGE THE STORM…LET'S GO!

Voucher Process – Expenses (Lodging Taxes)

- **Lodging Taxes: Federal employees on official business are exempt from taxes, so these should not be added to your receipt. Make sure they are not. If they are, reach out to the hotel and get them removed. If they won't remove them, you will have to add these tax expenses to your Voucher.**

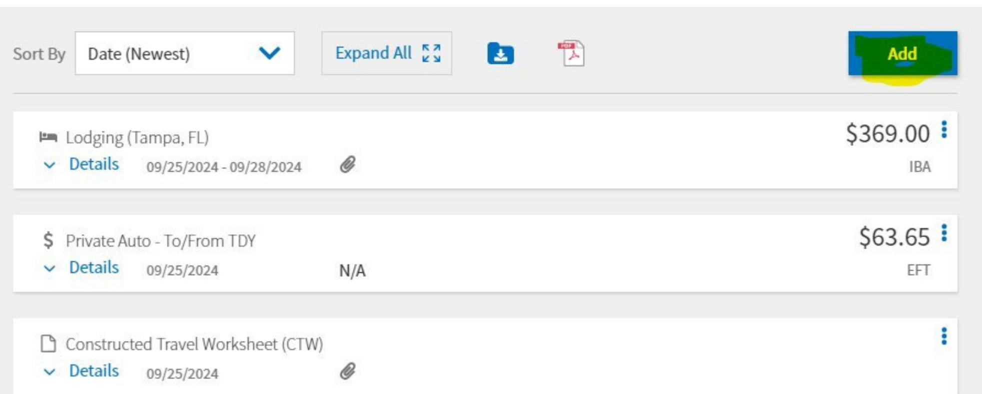


- **Add Expense**
- **Add New > Lodging Expenses > CONUS & Non-Foreign**
- **Add Receipt**
- **Expense Amount (Add taxes from each day into one lumpsum)**
- **Select Method of Reimbursement**
- **Click Add**

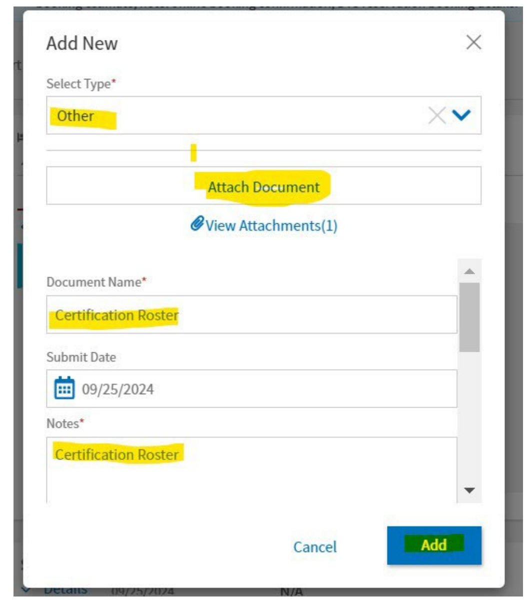


Voucher Process – Expenses (Certification Roster)

- Add Certification Roster Documentation
  - Click on Add



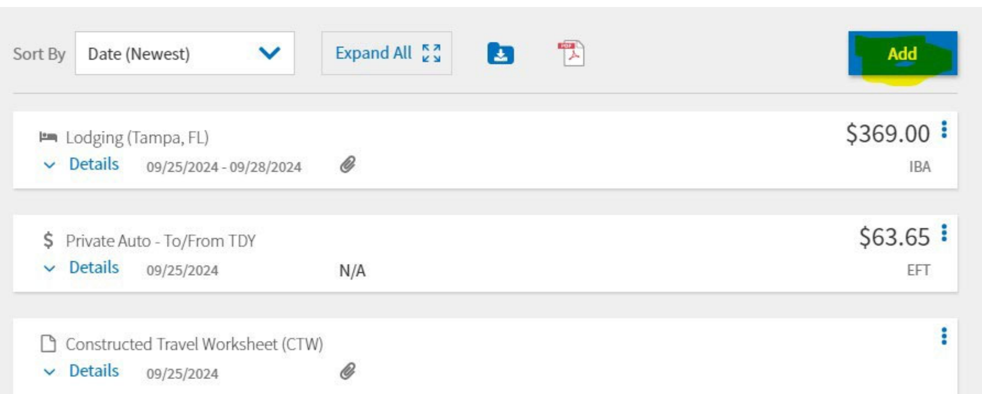
- Add new > Type Filter > Documents > Other
  - Add Attachment
  - Add Document Name
  - Add Notes
  - Click on Add



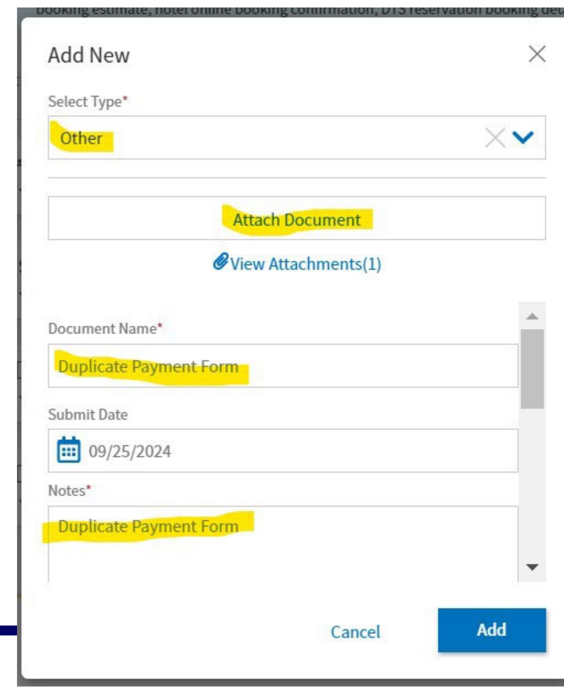
CHARGE THE STORM…LET'S GO!

Voucher Process – Expenses (Duplicate Payment Form)

- Add Duplicate Payment Form Documentation
  - Click on Add

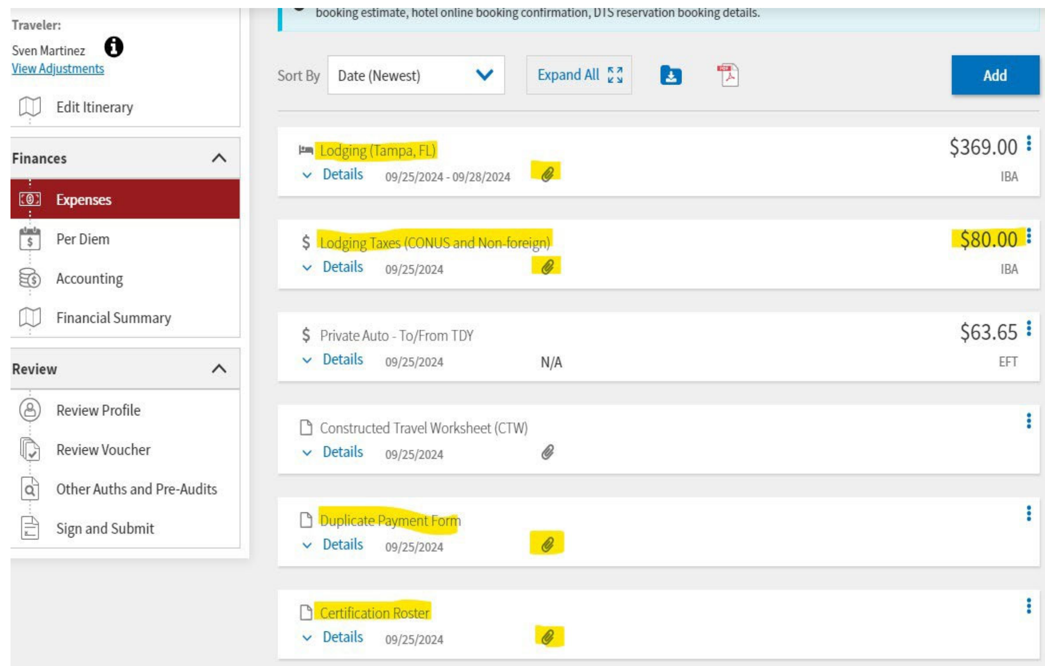


- Add new > Type Filter > Documents > Other
  - Add Attachment
  - Add Document Name
  - Add Notes
  - Click on Add



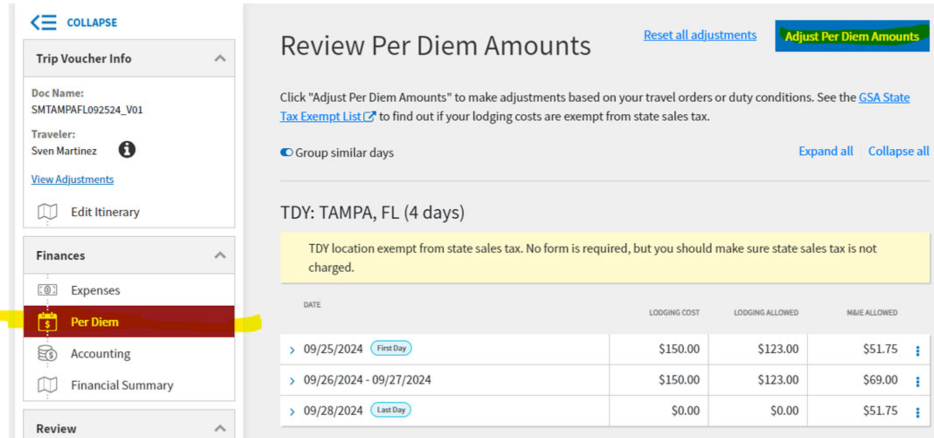
Voucher Process – Expenses Review

- Double check if these 3 docs have been added
  - Lodging receipt
  - Duplicate Payment Form
  - Certification Roster
- Add lodging taxes only after attempt has been made to remove from receipt

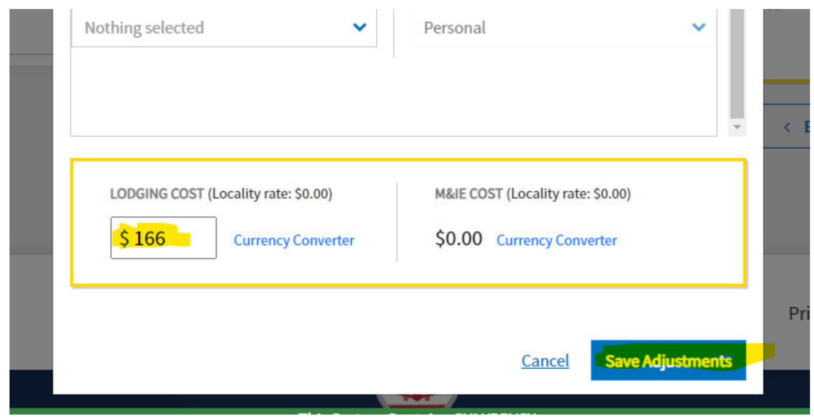


Voucher Process – Per Diem

- **Go to the Per Diem page and verify the daily amounts**
  - **Click on Adjust Per Diem Amounts**



  - **If it is different from the receipt, correct it here**

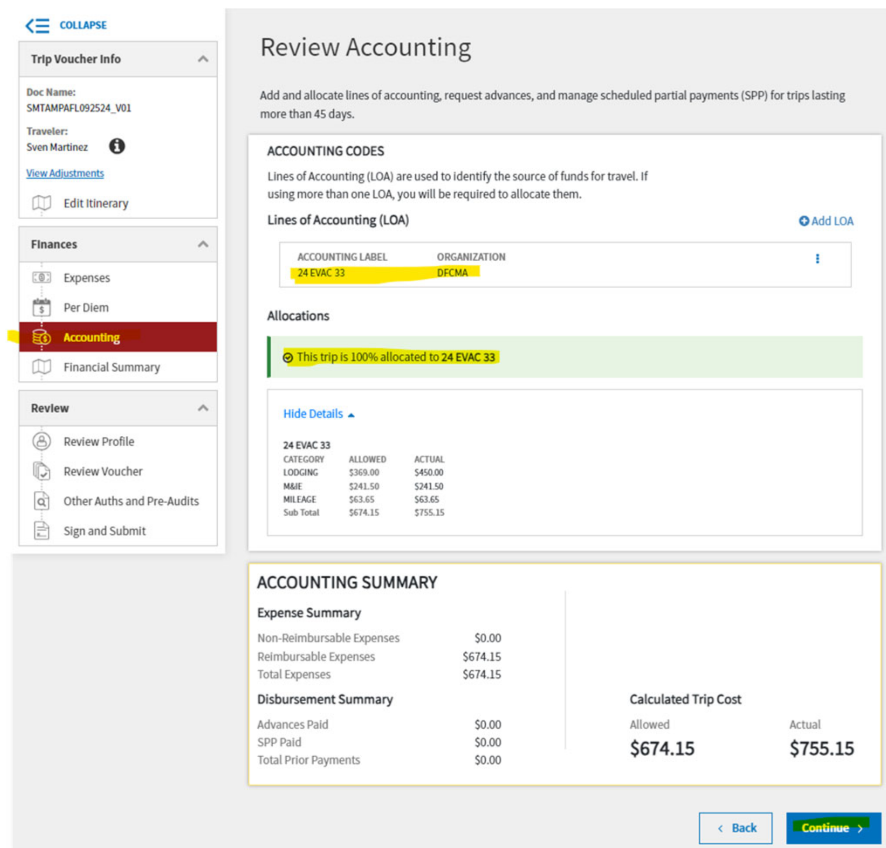


CHARGE THE STORM…LET'S GO!

Voucher Process – Accounting

Review information

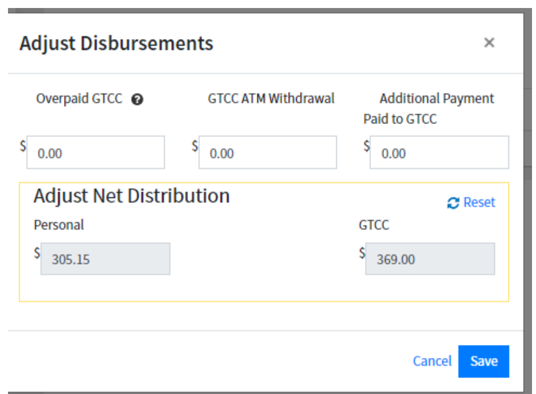
- Verify Accounting label is correct
- Example: YY EVAC ##

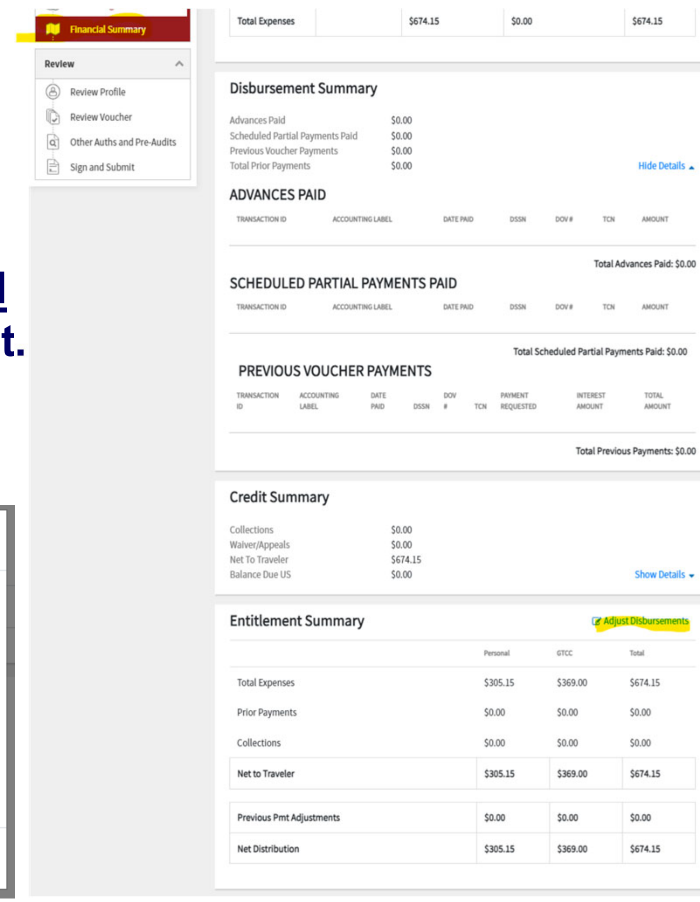


Voucher Process – Financial Summary

- **Entitlement Summary**
  - **Click Adjust Disbursement**
  - **<u>Split disbursement between GTCC and personal bank account. Make sure you disburse the exact amount you used on your GTCC during this trip so that it is fully paid off.</u> All other funds will go to your personal bank account.**

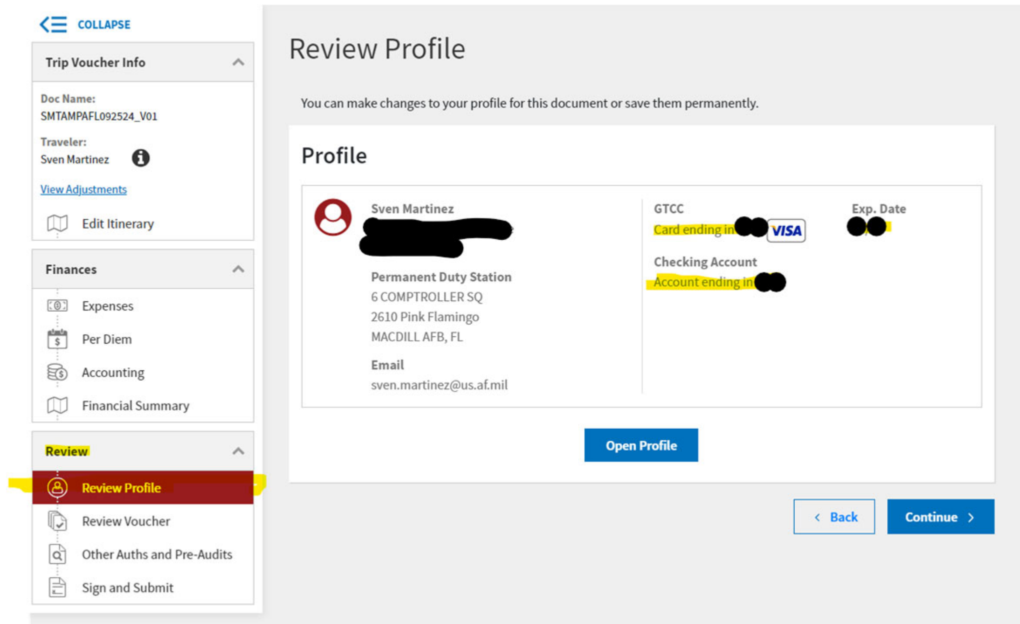
- **If you have a GTCC, ensure the full amount is disbursed to it**
- **Slide 40 will show you how to request a refund from Citi Bank for the excess amount**
- **Click Save**





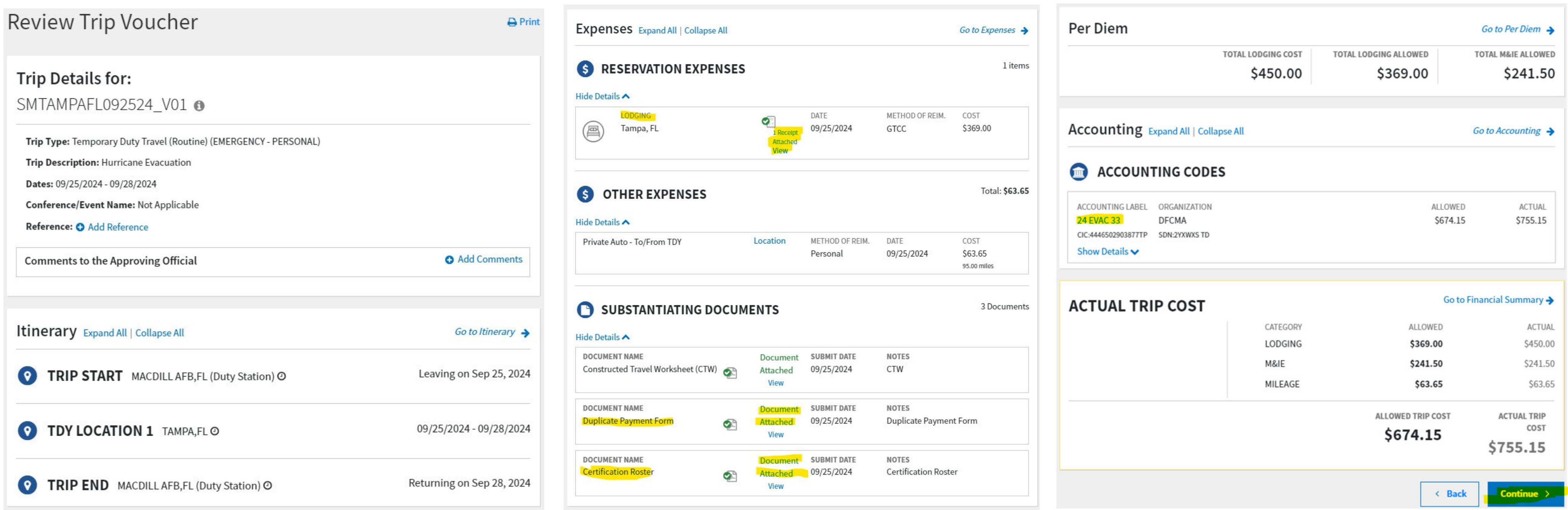
Voucher Process – Review Profile

- Make sure this information is correct



Voucher Process – Review Voucher

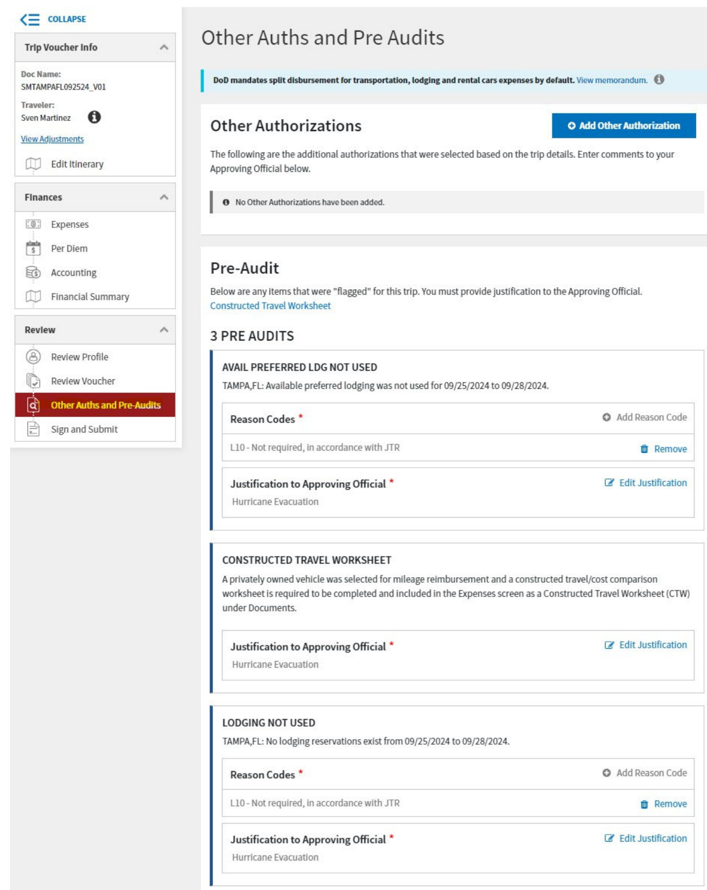
- Verify if all information is correct and all docs supporting docs are uploaded
- Verify if Accounting Label is correct
- Click Continue



CHARGE THE STORM…LET'S GO!

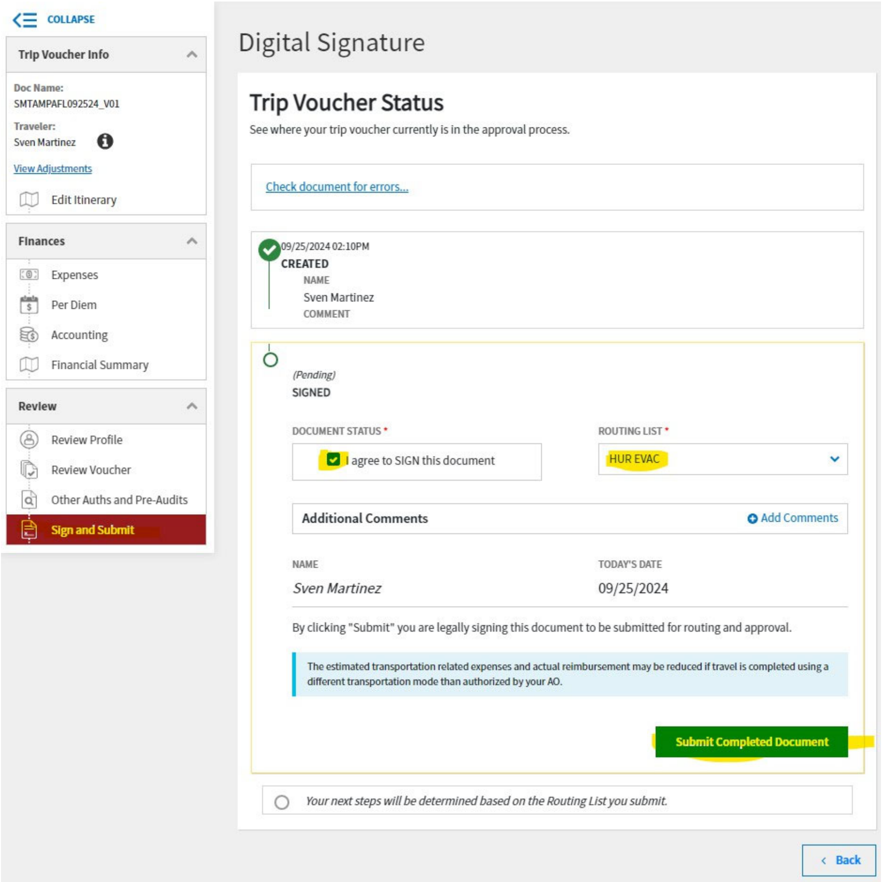
Voucher Process – Other Auths & Pre Audits

- Verify all information is correct



Voucher Process – Sign & Submit

- **Sign and Submit**
  - **Check: I agree to SIGN this document**
  - **Select Routing List: HUR EVAC**
  - **Click: Submit Completed Document**



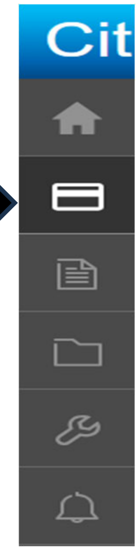
CHARGE THE STORM…LET'S GO!

Voucher Process – CPTS Approval

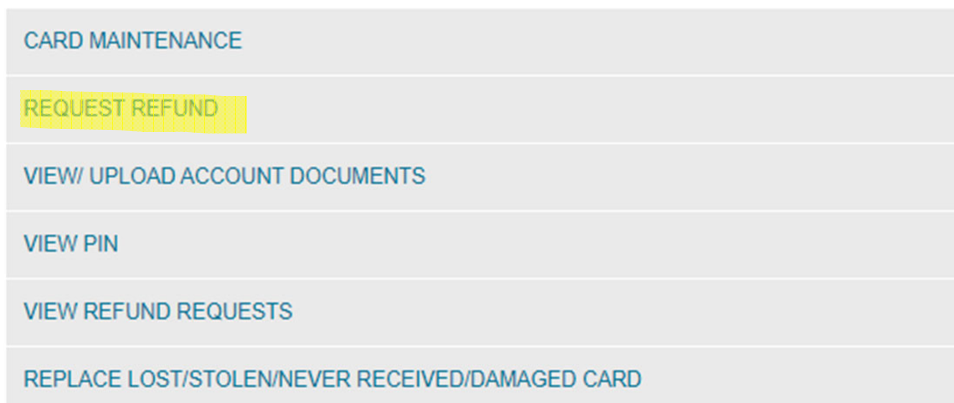
- Wait until Authorization has been approved by 6CPTS
- If any corrections need to be made, CPTS will reject the voucher back to you with comments. If you have any questions, feel free to reach out to the customer org box at 6CPTS.Evacuation.CustomerService@us.af.mil

Citi Bank Refund Request Steps

- Login to Citi Bank [Citi Commercial Cards (citidirect.com)]
- Navigate to "Cards" by selecting the card icon on the left-hand side of the screen



- Then select "Request Refund" on the right side of the screen
- Proceed through the prompted questions



Questions?

If you have any questions, feel free to reach out to the customer org box at

6CPTS.Evacuation.CustomerService@us.af.mil