



Hurricane Evacuation DTS Authorization & Voucher Process

Contact Information:

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

(813)828-5377

CHARGE THE STORM...LET'S GO!



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)**

CHARGE THE STORM...LET'S GO!



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.**

CHARGE THE STORM...LET'S GO!



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.

CHARGE THE STORM...LET'S GO!



Authorization

CHARGE THE STORM...LET'S GO!



Authorization Process Overview



Create Routine TDY (Authorization)

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

CHARGE THE STORM...LET'S GO!



Authorization Process – Create Routine TDY

Log into DTS

- Create New Document > Routine TDY Trip

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

Trips Awaiting Action Traveler Lookup Cross-Org Document Lookup Per Diem Rate Lookup Message Center

My Travel Documents

Your upcoming, current, and completed trip documents.

8 Authorizations

3 Vouchers

8 Authorizations

Sort by: Departure Date (Latest) ▼ ☐ Show inactive documents

SMPHOENIXAZ052824_A08

Departing on 05/28/2024 | TA Number: 2X4IKP

Reconciled

Create New Document

Routine TDY Trip

Voucher

Local Voucher

Group Authorization

CHARGE THE STORM...LET'S GO!



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

— Itinerary —

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?	
MM/DD/YYYY	MM/DD/YYYY	City or Zip	Other	Morning	No	+

CHARGE THE STORM...LET'S GO!



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

Create Itinerary

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
09/25/2024	09/26/2024	SAMPFL, FL	Other	Morning	No

TRIP OVERVIEW

Leaving On	Returning On
09/25/2024	09/26/2024
Leaving From	Returning To
☐ My Residence	☐ My Residence
☒ My Duty Station	☒ My Duty Station
☐ City or Zip	☐ City or Zip
Trip Duration	
Multi-Day	
Returning By	
Other	
Time of Day	
Morning	

YOUR TRIP DETAILS

Type

Temporary Duty Travel (Routin)

Purpose

Emergency - Personal

Description (optional)

Hurricane Evacuation

1880 characters remaining

Conference/Event Name

☒ Not attending a conference

☐ Nothing selected

Cancel Continue >

CHARGE THE STORM...LET'S GO!



Authorization Process – Expenses

■ SKIP Booking

Select Lodging (Lodging Step 1 Of 3): Skip booking →

Search By TDY Location*
TDY Locati... ▼ ORLANDO, FL ▼

Check-in/Check-out*
09/25/2024 - 09/28/2024
Check-in date cannot be in the past

Search

■ Continue to Expenses

SUMMARY OF TRIP COSTS

September 25, 2024 -

Estimated Trip Cost
\$0.00
includes taxes and fees

Continue to Expenses >

■ Click “Add” in the top right hand corner

Enter Expenses

Sort By Date (Newest) ▼ Expand All Add

Lodging (Tampa, FL) \$369.00 IBA
Details 09/25/2024 - 09/28/2024

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

■ Continue

Add New ×

Select Type*
Travel Orders × ▼

Attach Document

Submit Date
09/25/2024

Notes*
Limited Evacuation Orders

Cancel Add

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.

Add New

Select Type*

Private Auto - To/From TDY

Attach Receipt

Expense Date*

09/25/2024

Start Location*

33621 Tampa, FL, Hillsborough

End Location*

32832 Orlando, FL, Orange

95 mi X \$0.67 = \$ 63.65

Method of Reimbursement*

Cancel

Add

CHARGE THE STORM...LET'S GO!



Authorization Process – Per Diem

Per Diem

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

COLLAPSE

Trip Authorization Info

Doc Name:
SMTAMPAFL092524_A01

Traveler:
Sven Martinez

[View Adjustments](#)

Edit Itinerary

Reservations

Lodging (TAMPA,FL)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

[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: TAMPA, FL (4 days)

TDY location exempt from state sales tax. No form is required, but you should make sure state sales tax is not charged.

DATE	LOGGING COST	LOGGING ALLOWED	M&IE ALLOWED
> 09/25/2024 First Day	\$123.00	\$123.00	\$51.75
> 09/26/2024 - 09/27/2024	\$123.00	\$123.00	\$69.00
> 09/28/2024 Last Day	\$0.00	\$0.00	\$51.75

PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
\$369.00	\$369.00	\$241.50

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

CHARGE THE STORM...LET'S GO!



Authorization Process – Per Diem



- **Adjust Date Range**
 - Input first and last day of travel
- **Meals: Click Receive Full Meal Rate**

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 *

09/25/2024 - 09/28/2024

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

CHARGE THE STORM...LET'S GO!



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**

\$ Expense Details [Hide Options](#) ▼
Edit expense details.

Lodging	M&IE
☒ Reimbursable	☒ Reimbursable
Expense Category Lodging ▼	Expense Category M&IE ▼
Method of Reimbursement * GOVCC-Individual ▼	Method of Reimbursement * Personal ▼

LODGING COST (Locality rate: \$0.00)	M&IE COST (Locality rate: \$0.00)
\$150 Currency Converter	\$0.00 Currency Converter

[Cancel](#) [Save Adjustments](#)

CHARGE THE STORM...LET'S GO!



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

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

[Add LOA](#)

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary	
Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$674.15
Total Expenses	\$674.15

Disbursement Summary	
Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost	
Allowed	Actual
\$674.15	\$755.15

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

DTS Example:

Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

[Add LOA](#)

No Lines of Accounting (LOA) have been added.

ACCOUNTING SUMMARY

Expense Summary	
Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$674.15
Total Expenses	\$674.15

Disbursement Summary	
Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost	
Allowed	Actual
\$674.15	\$755.15

[Back](#) [Search](#)

- 24 24 89 K2 (DF)
- 24 89 K2 (DF)
- 24 89 P2 (DF)
- 24 EVAC 33 (DFCMA)**
- 23 23 89 K2 (DF)
- 23 DM CED 8D (DFCMA)
- 23 EVAC 02 (DFCMA)
- 23 EVAC 23 (DFCMA)
- 22 DM CED 23 (DFCMA)

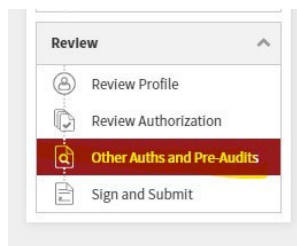
CHARGE THE STORM...LET'S GO!



Authorization Process – Other Auths & Pre Audits



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



- Reason Code: L10
- Justifications: Hurricane Evacuation

Example



AVAIL PREFERRED LDG NOT USED	
TAMPA,FL: Available preferred lodging was not used for 09/25/2024 to 09/28/2024.	
Reason Codes *	Add Reason Code
L10 - Not required, in accordance with JTR	Remove
Justification to Approving Official *	Edit Justification
Hurricane Evacuation	

CONSTRUCTED TRAVEL WORKSHEET	
A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.	
Justification to Approving Official *	Edit Justification
Hurricane Evacuation	

LODGING NOT USED	
TAMPA,FL: No lodging reservations exist from 09/25/2024 to 09/28/2024.	
Reason Codes *	Add Reason Code
L10 - Not required, in accordance with JTR	Remove
Justification to Approving Official *	Edit Justification
Hurricane Evacuation	

CHARGE THE STORM...LET'S GO!



Authorization Process – Other Auths & Pre Audits



■ For Approval After Trip Start Date:

Reason Code: 002-Uniformed Service Member Evacuation

Justification: Hurricane Evacuation

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

■ Click Continue

CHARGE THE STORM...LET'S GO!



Authorization Process – Sign & Submit



■ Sign and Submit

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

Trip Authorization Info

Doc Name:
SMTAMPAFL092524_A01

Traveler:
Sven Martinez

[View Adjustments](#)

Edit Itinerary

Reservations

Lodging (TAMPA, FL)

Review Reservations

Finances

Expenses

Per Diem

Accounting

Review

Review Profile

Review Authorization

Other Auths and Pre-Audits

Sign and Submit

Digital Signature

Trip Authorization Status
See where your trip authorization currently is in the approval process.

[Check document for errors...](#)

09/25/2024 09:32AM
CREATED
NAME
Sven Martinez
COMMENT

(Pending)
SIGNED

DOCUMENT STATUS *
☒ I agree to SIGN this document

ROUTING LIST *
HUR EVAC

Additional Comments [Add Comments](#)

NAME
Sven Martinez

TODAY'S DATE
09/25/2024

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

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

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**

CHARGE THE STORM...LET'S GO!



Voucher

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

CHARGE THE STORM...LET'S GO!



Voucher Process Overview



Create Voucher

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

CHARGE THE STORM...LET'S GO!



Voucher Process – Initiate Voucher

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

My Travel Documents
Your upcoming, current, and completed trip documents.

9 Authorizations

3 Vouchers

9 Authorizations

Sort by Departure Date (Latest) ☐ Show inactive documents

SMTAMPAFL092524_A01

Departing on 09/25/2024 | TA Number: 2YXWXS

Oblig Submitted

Create New Document

Routine TDY Trip

Voucher

Local Voucher

Group Authorization

- **Select Create Voucher**

Create Voucher from authorization

SMTAMPAFL092524_A01

Departing on 09/25/2024 | TA Number: 2YXWXS

Oblig Submitted

Create Voucher

CHARGE THE STORM...LET'S GO!



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

YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	
09/25/2024	09/28/2024	TAMPA, FL	

TRIP OVERVIEW

Leaving On *

09/25/2024

Leaving From *

My Duty Station

MACDILL AFB, FL

Returning On *

09/28/2024

Returning To *

My Duty Station

CHARGE THE STORM...LET'S GO!



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.**

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

Sort By: Date (Newest) [v] Expand All [icon] [icon] [icon] Add

Lodging (Tampa, FL)	\$369.00
Details 09/25/2024 - 09/28/2024 [icon]	IBA
\$ Private Auto - To/From TDY	\$63.65
Details 09/25/2024 N/A	EFT

Sven Martinez [icon]
[View Adjustments](#)

Edit Itinerary

Finances [icon]
Expenses
Per Diem
Accounting
Financial Summary

Review [icon]
Review Profile
Review Voucher
Other Auths and Pre-Audits
Sign and Submit

Sort By: Date (Newest) [v] Expand All [icon] [icon] [icon] Add

Lodging (Tampa, FL) \$369.00 [icon]
[Details](#) 09/25/2024 - 09/28/2024 [icon]

Info Notes
September 2024
Amounts reflect allowed per diem lodging costs.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Attachments
Drag And Drop
or [browse](#) for a new document

\$ Private Auto - To/From TDY \$63.65 [icon]
[Details](#) 09/25/2024 N/A EFT

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

Sort By: Date (Newest) [v] Expand All [x] [upload icon] [pdf icon] [Add]

Lodging (Tampa, FL)	\$369.00
Details 09/25/2024 - 09/28/2024 [warning icon]	IBA
\$ Private Auto - To/From TDY	\$63.65
Details 09/25/2024 N/A	EFT

- Drag and drop lodging receipt or browse

Sven Martinez [info icon]
[View Adjustments](#)
[book icon] Edit Itinerary

Finances [up arrow]
[expenses icon] **Expenses**
[per diem icon] Per Diem
[accounting icon] Accounting
[summary icon] Financial Summary

Review [up arrow]
[profile icon] Review Profile
[voucher icon] Review Voucher
[auths icon] Other Auths and Pre-Audits
[submit icon] Sign and Submit

Sort By: Date (Newest) [v] Expand All [x] [upload icon] [pdf icon] [Add]

Lodging (Tampa, FL) \$369.00 IBA
[Details](#) 09/25/2024 - 09/28/2024 [warning icon]

Info **Notes**
September 2024
Amounts reflect allowed per diem lodging costs.

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Attachments
Drag And Drop
or [browse](#) for a new document

\$ Private Auto - To/From TDY \$63.65 EFT
[Details](#) 09/25/2024 N/A

- Click attach

Attach Document [x]
File Name:

☐ Retain as PDF (e.g., CTW, Digitally Signed PDFs) [info icon]

CHARGE THE STORM...LET'S GO!

[Close] [Attach]



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**

The screenshot shows a web application interface for adding a new expense. A modal window titled 'Add New' is open, displaying the following fields:

- Select Type***: A dropdown menu with 'Lodging Taxes (CONUS and Non-foreign)' selected.
- Attach Receipt**: A button to attach a receipt.
- View Attachments(1)**: A link to view attachments.
- Expense Date***: A date picker showing '09/25/2024'.
- Expense Amount***: A text input field with a dollar sign prefix.
- Currency Converter**: A link to the currency converter.
- Method of Reimbursement***: A dropdown menu with 'GTCC ending in **3204' selected.

At the bottom of the modal are 'Cancel' and 'Add' buttons. In the background, a table lists expenses, including 'Lodging (Tampa, FL)' for \$369.00.

CHARGE THE STORM...LET'S GO!



Voucher Process – Expenses (Certification Roster)



- Add Certification Roster Documentation

- Click on Add

Sort By	Date (Newest) ▼	Expand All			
	Lodging (Tampa, FL)				\$369.00
▼ Details	09/25/2024 - 09/28/2024				IBA
\$	Private Auto - To/From TDY				\$63.65
▼ Details	09/25/2024	N/A			EFT
	Constructed Travel Worksheet (CTW)				
▼ Details	09/25/2024				

- Add new > Type Filter > Documents > Other

- Add Attachment
- Add Document Name
- Add Notes
- Click on Add

Add New

Select Type*

Other

Attach Document

View Attachments(1)

Document Name*

Certification Roster

Submit Date

09/25/2024

Notes*

Certification Roster

Cancel

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**

Sort By

Date (Newest)

Expand All

Add

Lodging (Tampa, FL)

Details

09/25/2024 - 09/28/2024

\$369.00

IBA

Private Auto - To/From TDY

Details

09/25/2024

N/A

\$63.65

EFT

Constructed Travel Worksheet (CTW)

Details

09/25/2024

Add New

Select Type*

Other

Attach Document

View Attachments(1)

Document Name*

Duplicate Payment Form

Submit Date

09/25/2024

Notes*

Duplicate Payment Form

Cancel

Add

CHARGE THE STORM...LET'S GO!



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

Traveler: Sven Martinez [View Adjustments](#)

[Edit Itinerary](#)

Finances

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

Review

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

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

Sort By: Date (Newest) [Expand All](#) [Download](#) [Print](#) [Add](#)

Lodging (Tampa, FL)	\$369.00	IBA
Details 09/25/2024 - 09/28/2024		
\$ Lodging Taxes (CONUS and Non-foreign)	\$80.00	IBA
Details 09/25/2024		
\$ Private Auto - To/From TDY	\$63.65	EFT
Details 09/25/2024	N/A	
Constructed Travel Worksheet (CTW)		
Details 09/25/2024		
Duplicate Payment Form		
Details 09/25/2024		
Certification Roster		
Details 09/25/2024		

CHARGE THE STORM...LET'S GO!



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

Review Per Diem Amounts [Reset all adjustments](#) [Adjust 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: TAMPA, FL (4 days)

TDY location exempt from state sales tax. No form is required, but you should make sure state sales tax is not charged.

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 09/25/2024 First Day	\$150.00	\$123.00	\$51.75
> 09/26/2024 - 09/27/2024	\$150.00	\$123.00	\$69.00
> 09/28/2024 Last Day	\$0.00	\$0.00	\$51.75

Nothing selected [Personal](#)

LODGING COST (Locality rate: \$0.00)
\$166 [Currency Converter](#)

M&IE COST (Locality rate: \$0.00)
\$0.00 [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

CHARGE THE STORM...LET'S GO!



Voucher Process – Accounting



Review information

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

COLLAPSE

Trip Voucher Info

Doc Name:
SMTAMPAL092524_V01

Traveler:
Sven Martinez

[View Adjustments](#)

[Edit Itinerary](#)

Finances

Expenses

Per Diem

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

Review Accounting

Add and allocate lines of accounting, request advances, and manage scheduled partial payments (SPP) for trips lasting more than 45 days.

ACCOUNTING CODES

Lines of Accounting (LOA) are used to identify the source of funds for travel. If using more than one LOA, you will be required to allocate them.

Lines of Accounting (LOA)

ACCOUNTING LABEL

ORGANIZATION

24 EVAC 33

DFCMA

Allocations

This trip is 100% allocated to 24 EVAC 33

Hide Details

24 EVAC 33	ALLOWED	ACTUAL
LODGING	\$369.00	\$450.00
MEAL	\$241.50	\$241.50
MILEAGE	\$63.65	\$63.65
Sub Total	\$674.15	\$755.15

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses	\$0.00
Reimbursable Expenses	\$674.15
Total Expenses	\$674.15

Disbursement Summary

Advances Paid	\$0.00
SPP Paid	\$0.00
Total Prior Payments	\$0.00

Calculated Trip Cost

Allowed	Actual
\$674.15	\$755.15

< Back

Continue >

CHARGE THE STORM...LET'S GO!



Voucher Process – Financial Summary

Entitlement Summary

- Click Adjust Disbursement
- 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. 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

Adjust Disbursements

Overpaid GTCC GTCC ATM Withdrawal Additional Payment Paid to GTCC

Adjust Net Distribution [Reset](#)

Personal	GTCC
\$ 305.15	\$ 369.00

[Cancel](#) [Save](#)

Financial Summary

[Review Profile](#)
[Review Voucher](#)
[Other Auths and Pre-Audits](#)
[Sign and Submit](#)

Total Expenses	\$674.15	\$0.00	\$674.15
----------------	----------	--------	----------

Disbursement Summary

Advances Paid	\$0.00
Scheduled Partial Payments Paid	\$0.00
Previous Voucher Payments	\$0.00
Total Prior Payments	\$0.00

[Hide Details](#)

ADVANCES PAID

TRANSACTION ID	ACCOUNTING LABEL	DATE PAID	DISN	DOV #	TCCN	AMOUNT
Total Advances Paid: \$0.00						

SCHEDULED PARTIAL PAYMENTS PAID

TRANSACTION ID	ACCOUNTING LABEL	DATE PAID	DISN	DOV #	TCCN	AMOUNT
Total Scheduled Partial Payments Paid: \$0.00						

PREVIOUS VOUCHER PAYMENTS

TRANSACTION ID	ACCOUNTING LABEL	DATE PAID	DISN	DOV #	TCCN	PAYMENT REQUESTED	INTEREST AMOUNT	TOTAL AMOUNT
Total Previous Payments: \$0.00								

Credit Summary

Collections	\$0.00
Waiver/Appeals	\$0.00
Net To Traveler	\$674.15
Balance Due US	\$0.00

[Show Details](#)

Entitlement Summary [Adjust Disbursements](#)

	Personal	GTCC	Total
Total Expenses	\$305.15	\$369.00	\$674.15
Prior Payments	\$0.00	\$0.00	\$0.00
Collections	\$0.00	\$0.00	\$0.00
Net To Traveler	\$305.15	\$369.00	\$674.15
Previous Pmt Adjustments	\$0.00	\$0.00	\$0.00
Net Distribution	\$305.15	\$369.00	\$674.15

CHARGE THE STORM...LET'S GO!



Voucher Process – Review Profile



- Make sure this information is correct

COLLAPSE

Trip Voucher Info

Doc Name:
SMTAMPAPL092524_V01

Traveler:
Sven Martinez

[View Adjustments](#)

Edit Itinerary

Finances

Expenses

Per Diem

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

Review Profile

You can make changes to your profile for this document or save them permanently.

Profile

Sven Martinez

Permanent Duty Station

6 COMPTROLLER SQ

2610 Pink Flamingo

MACDILL AFB, FL

Email

sven.martinez@us.af.mil

GTCC

Card ending in VISA

Exp. Date

Checking Account

Account ending in

Open Profile

< Back

Continue >

CHARGE THE STORM...LET'S GO!



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

Review Trip Voucher

Trip Details for:

SMTAMPAFL092524_V01

Trip Type: Temporary Duty Travel (Routine) (EMERGENCY - PERSONAL)

Trip Description: Hurricane Evacuation

Dates: 09/25/2024 - 09/28/2024

Conference/Event Name: Not Applicable

Reference: [Add Reference](#)

Comments to the Approving Official

[Add Comments](#)

Itinerary

TRIP START

MACDILL AFB,FL (Duty Station)

Leaving on Sep 25, 2024

TDY LOCATION 1

TAMPA,FL

09/25/2024 - 09/28/2024

TRIP END

MACDILL AFB,FL (Duty Station)

Returning on Sep 28, 2024

Expenses

RESERVATION EXPENSES

1 Items

Lodging

Tampa, FL

09/25/2024

GTCC

\$369.00

OTHER EXPENSES

Total: \$63.65

Private Auto - To/From TDY

Location

Method of Reim.

DATE

COST

Personal

09/25/2024

\$63.65

95.00 miles

SUBSTANTIATING DOCUMENTS

3 Documents

DOCUMENT NAME

Document

SUBMIT DATE

NOTES

Constructed Travel Worksheet (CTW)

Attached

09/25/2024

CTW

View

DOCUMENT NAME

Document

SUBMIT DATE

NOTES

Duplicate Payment Form

Attached

09/25/2024

Duplicate Payment Form

View

DOCUMENT NAME

Document

SUBMIT DATE

NOTES

Certification Roster

Attached

09/25/2024

Certification Roster

View

Per Diem

TOTAL LODGING COST

TOTAL LODGING ALLOWED

TOTAL M&IE ALLOWED

\$450.00

\$369.00

\$241.50

Accounting

ACCOUNTING CODES

ACCOUNTING LABEL

ORGANIZATION

ALLOWED

ACTUAL

24 EVAC 33

DFCMA

\$674.15

\$755.15

OC:4446502903877TP

SDN:2YXWXS TD

Show Details

ACTUAL TRIP COST

CATEGORY

ALLOWED

ACTUAL

LODGING

\$369.00

\$450.00

M&IE

\$241.50

\$241.50

MILEAGE

\$63.65

\$63.65

ALLOWED TRIP COST

ACTUAL TRIP COST

\$674.15

\$755.15

< Back

Continue >

CHARGE THE STORM...LET'S GO!



Voucher Process – Other Auths & Pre Audits



- Verify all information is correct

TRIP VOUCHER

Other Auths and Pre Audits

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

3 PRE AUDITS

AVAIL PREFERRED LDG NOT USED

TAMPA,FL: Available preferred lodging was not used for 09/25/2024 to 09/28/2024.

Reason Codes *

L10 - Not required, in accordance with JTR

Justification to Approving Official *

Hurricane Evacuation

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and Included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *

Hurricane Evacuation

LODGING NOT USED

TAMPA,FL: No lodging reservations exist from 09/25/2024 to 09/28/2024.

Reason Codes *

L10 - Not required, in accordance with JTR

Justification to Approving Official *

Hurricane Evacuation

CHARGE THE STORM...LET'S GO!



Voucher Process – Sign & Submit



■ Sign and Submit

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

COLLAPSE

Trip Voucher Info

Doc Name:
SMTAMPAFL092524_V01

Traveler:
Sven Martinez

[View Adjustments](#)

Edit Itinerary

Finances

Expenses

Per Diem

Accounting

Financial Summary

Review

Review Profile

Review Voucher

Other Auths and Pre-Audits

Sign and Submit

Digital Signature

Trip Voucher Status

See where your trip voucher currently is in the approval process.

[Check document for errors...](#)

09/25/2024 02:10PM

CREATED

NAME
Sven Martinez

COMMENT

(Pending)

SIGNED

DOCUMENT STATUS *
☒ I agree to SIGN this document

ROUTING LIST *
HUR EVAC

Additional Comments
[Add Comments](#)

NAME
Sven Martinez

TODAY'S DATE
09/25/2024

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

The estimated transportation related expenses and actual reimbursement 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.

[Back](#)

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**

CHARGE THE STORM...LET'S GO!



Citi Bank Refund Request Steps



- Login to Citi Bank [Citi Commercial Cards \(citidirect.com\)](https://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



CARD MAINTENANCE
REQUEST REFUND
VIEW/ UPLOAD ACCOUNT DOCUMENTS
VIEW PIN
VIEW REFUND REQUESTS
REPLACE LOST/STOLEN/NEVER RECEIVED/DAMAGED CARD

CHARGE THE STORM...LET'S GO!



UNCLASS//FOUO



Questions?

If you have any questions, feel free to reach out to the customer org box at
6CPTS.Evacuation.CustomerService@us.af.mil

CHARGE THE STORM...LET'S GO!