Hurricane Evac Voucher Process

U.S. AIR FORCE

A1C Tizon

Defense Travel System (DTS)

- **Log On DTS**
  - **Create New Document > Routine TDY Trip**

Create Itinerary

Create Itinerary:

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

Integrity - Service - Excellence

Create Itinerary

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)**
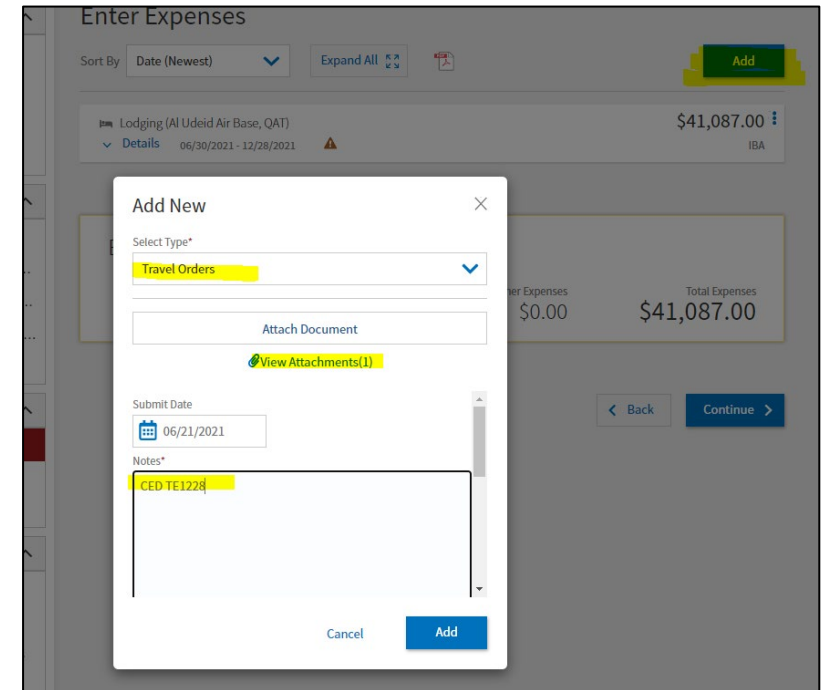
- **Click Continue > OK**

Expenses

- **SKIP Reservations**

- **Go to "Expenses" under Finances**
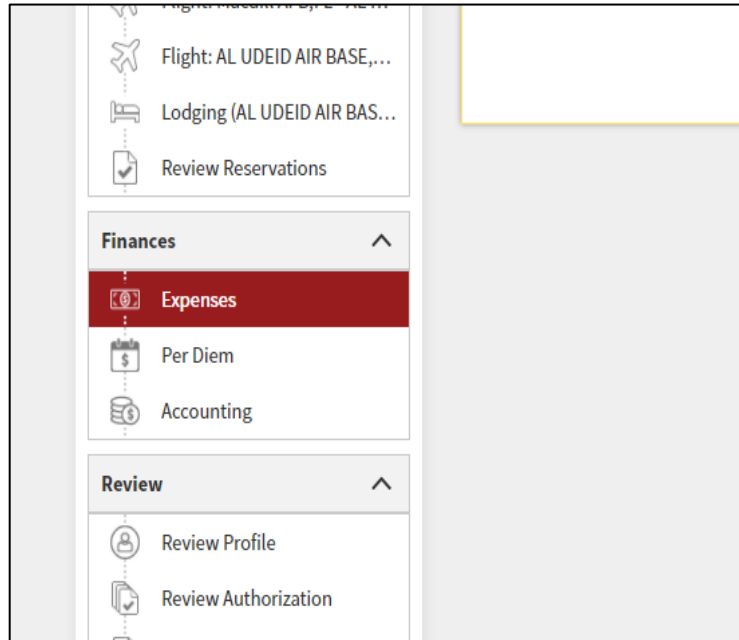
- **Click "Add" in the top right hand corner**

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

- **Continue**

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*

📅 09/27/2022

Start Location*

33578 Riverview, FL, Hillsborough ✕ 🔍

End Location*

32802 Orlando, FL, Orange ✕ 🔍

84 | mi X $0.625 = $ | 0.00

Method of Reimbursement*

Cancel | Add

Per Diem

- **Per Diem**
  - **Click Adjust Per Diem**

Per Diem

- **Adjustment Date Range**
  - **Input first and last day of travel**
- **Meals: 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 *

📅 09/27/2022 - 09/30/2022

🍴 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

Per Diem

- **Skip to Expense Details:**
  - **Method of Reimursement**
    - **GOVCC – Individuals**
- **Lodging Cost**
  - **Lodging cost should be the actual cost paid per night not to exceed the locality rate.**
- **Save Adjustments**

Accounting

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

Accounting

- **Select the LOA**
  - **Select 22 DM CED Z3 (DFCMA)**

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

← Back Search 🔍

ⓘ No Lines of Accounting (LOA) have been added.

22 DM CED Z3 (DFCMA)

21 21 AMHJR5 2 (DF)

20 TD 9312 (DF)

18 11 OG STAFF (DF)

18 18OSS MSN TA (DF)

17 AFIMSC CX (DF)

ACCOUNTING SUMMARY

Expense Summary

Non-Reimbursable Expenses $0.00

Accounting

- **Continue to OTHER AUTHS AND PRE-AUDITS > ADD JUSTIFICATION**
  - **Justifications: Hurricane Evac**
- **Continue**

Other Auths & Pre-Audits

- **EXAMPLE**

Sign & Submit

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