



Hurricane Evacuation DTS Authorization & Voucher Process

Contact Information:

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

(813)828-5377

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Limited Evacuation Order (LEO) Links

Limited Evacuation Order: [HELENE LEO](#)

Partial Limited Evacuation Order: [HELENE PARTIAL LEO 27 SEPT](#)

(MacDill AFB, Hillsborough, and Manatee RNLTL 28 Sept)

Partial Limited Evacuation Order: [HELENE PARTIAL LEO 28 SEPT](#)

(Pinellas and Hernando RNLTL 28 Sept)

Partial Limited Evacuation Order: [HELENE PARTIAL LEO 29 SEPT](#)

(Sarasota and Citrus RNLTL 29 Sept)

Partial Limited Evacuation Order for Pasco County is TBD

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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.**

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DISCLAIMER

Due to fiscal year crossover, financial accounting systems will experience down periods from 2-14 Oct 24

This will prevent DTS authorizations from being approved until 14 Oct 24

Resulting in delayed payments by 7-10 business days

Members may start inputting authorizations on 2 Oct 24

Members will need to go back into DTS and input their vouchers once their authorizations are approved

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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.
 - Members chain of command can help members get a copy of one of these certification rosters or go here for a blank roster: [CERTIFICATION ROSTER BLANK TEMPLATE](#)

No appointment required.

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Authorization

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Authorization Process Overview



Create Routine TDY (Authorization)

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

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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 Reconciled

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

+ Create New Document

 Routine TDY Trip

 Voucher

 Local Voucher

 Group Authorization

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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?	
<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="City or Zip"/>	<input type="text" value="Other"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>	<input type="button" value="+"/>

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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)
 - Click Continue > OK

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Authorization Process – Expenses



■ SKIP Booking

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

Search By: TDY Locati...

TDY Location*: ORLANDO,FL

Check-in/Check-out*: 09/25/2024 - 09/28/2024

Check-in date cannot be in the past

■ Continue to Expenses

SUMMARY OF TRIP COSTS

September 25, 2024

Estimated Trip Cost

\$0.00

includes taxes and fees

■ Click “Add” in the top right hand corner

Enter Expenses

Sort By: Date (Newest)

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*

Submit Date

Notes*

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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

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Authorization Process – Per Diem

Per Diem

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

The screenshot shows a web application interface for trip authorization. On the left is a navigation menu with sections: Trip Authorization Info, Reservations, Finances, and Review. The 'Per Diem' option under 'Finances' is highlighted with a red bar. The main content area is titled 'Review Per Diem Amounts' and includes a 'Reset all adjustments' link and a green 'Adjust Per Diem Amounts' button. Below this is a text block explaining the 'Adjust Per Diem Amounts' button and a 'Group similar days' toggle. A table displays TDY information for Tampa, FL (4 days), with a yellow callout box stating 'TDY location exempt from state sales tax. No form is required, but you should make sure state sales tax is not charged.' The table has columns for DATE, LODGING COST, LODGING ALLOWED, and M&E ALLOWED. A 'PER DIEM SUMMARY' box at the bottom shows Total Lodging Cost (\$369.00), Total Lodging Allowed (\$369.00), and Total M&E Allowed (\$241.50). Navigation buttons for '< Back' and 'Continue >' are at the bottom right.

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](#)

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&E ALLOWED
> 09/25/2024 <small>First Day</small>	\$123.00	\$123.00	\$51.75
> 09/26/2024 - 09/27/2024	\$123.00	\$123.00	\$69.00
> 09/28/2024 <small>Last Day</small>	\$0.00	\$0.00	\$51.75

PER DIEM SUMMARY

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

[< Back](#) [Continue >](#)

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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

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Authorization Process – Per Diem



- **Skip to Expense Details:**
 - **Method of Reimbursement**
 - **GOVCC –Individuals**
- **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
<input checked="" type="checkbox"/> Reimbursable	<input checked="" type="checkbox"/> Reimbursable
Expense Category	Expense Category
Lodging	M&IE
Method of Reimbursement*	Method of Reimbursement*
GOVCC-Individual	Personal

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

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

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Authorization Process - Accounting



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

- Select **24 EVAC 33 (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		Disbursement Summary		Calculated Trip Cost	
Non-Reimbursable Expenses	\$0.00	Advances Paid	\$0.00	Allowed	
Reimbursable Expenses	\$674.15	SPP Paid	\$0.00	SPP Paid	
Total Expenses	\$674.15	Total Prior Payments	\$0.00	Total Prior Payments	
				\$674.15	\$755.15

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

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		Disbursement Summary		Calculated Trip Cost	
Non-Reimbursable Expenses	\$0.00	Advances Paid	\$0.00	Allowed	
Reimbursable Expenses	\$674.15	SPP Paid	\$0.00	SPP Paid	
Total Expenses	\$674.15	Total Prior Payments	\$0.00	Total Prior Payments	
				\$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 Z3 (DFCMA)

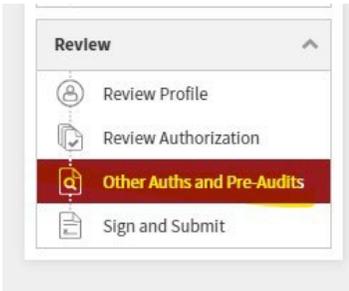
CHARGE THE STORM...LET'S GO!



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

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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

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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

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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.**

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

Create New Document

- Routine TDY Trip
- Voucher
- Local Voucher
- Group Authorization

- Select Create Voucher

Create Voucher from authorization

SMTAMPAFL092524_A01 Oblig Submitted
Departing on 09/25/2024 | TA Number: 2YXWXS Create Voucher

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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
<input type="text" value="09/25/2024"/>	<input type="text" value="09/28/2024"/>	<input type="text" value="TAMPA, FL"/>

TRIP OVERVIEW

Leaving On *

Leaving From *

MACDILL AFB, FL

Returning On *

Returning To *

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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 or go here for a blank roster: [CERTIFICATION ROSTER BLANK TEMPLATE](#)
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.**

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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) | Expand All | Add

Lodging (Tampa, FL)	\$369.00
<ul style="list-style-type: none"> Details 09/25/2024 - 09/28/2024 	IBA
Private Auto - To/From TDY	\$63.65
<ul style="list-style-type: none"> Details 09/25/2024 	EFT

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

Sort By: Date (Newest) | Expand All | Add

Lodging (Tampa, FL) \$369.00

Details 09/25/2024 - 09/28/2024

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
			\$123	\$123	\$123	50
29	30	1	2	3	4	5

Attachments

Drag And Drop or browse for a new document

Private Auto - To/From TDY \$63.65

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

- Drag and drop lodging receipt or browse

Sort By: Date (Newest) | Expand All | Add

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

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

Sort By: Date (Newest) | Expand All | Add

Lodging (Tampa, FL) | \$369.00

Details | 09/25/2024 - 09/28/2024 | IBA

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
			\$123	\$123	\$123	\$0
29	30	1	2	3	4	5

Attachments

Drag And Drop or browse for a new document

Private Auto - To/From TDY | \$63.65

Details | 09/25/2024 | N/A | EFT

Attach Document

File Name*

constructed_travel_worksheet.pdf

Retain as PDF (e.g., CTW, Digitally Signed PDFs)

- Click attach

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 software interface for adding expenses. At the top, a list of expenses is visible, including 'Lodging (Tampa, FL)' for \$369.00. Below this, a 'Add New' dialog box is open. The 'Select Type*' dropdown is set to 'Lodging Taxes (CONUS and Non-foreign)'. There is an 'Attach Receipt' button and a 'View Attachments(1)' link. The 'Expense Date*' is set to 09/25/2024. The 'Expense Amount*' field is empty. The 'Method of Reimbursement*' dropdown is set to 'GTCC ending in **3204'. At the bottom of the dialog are 'Cancel' and 'Add' buttons.

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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

Sort By

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*

[View Attachments\(1\)](#)

Document Name*

Submit Date

Notes*

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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

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	

booking estimate, hotel online booking confirmation, DTS reservation booking detail

Add New

Select Type*

Document Name*

Submit Date

Notes*

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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

The screenshot displays the expense review interface for a traveler named Sven Martinez. The interface is divided into several sections:

- Traveler:** Sven Martinez, with a 'View Adjustments' link and an 'Edit Itinerary' button.
- Finances:** A sidebar menu with options: Expenses (selected), Per Diem, Accounting, and Financial Summary.
- Review:** A sidebar menu with options: Review Profile, Review Voucher, Other Auths and Pre-Audits, and Sign and Submit.
- Expense List:** A table of expenses with columns for description, date, amount, and currency. The items listed are:
 - Lodging (Tampa, FL) for \$369.00 (IBA), dated 09/25/2024 - 09/28/2024.
 - Lodging Taxes (CONUS and Non-foreign) for \$80.00 (IBA), dated 09/25/2024.
 - Private Auto - To/From TDY for \$63.65 (EFT), dated 09/25/2024.
 - Constructed Travel Worksheet (CTW) (no amount), dated 09/25/2024.
 - Duplicate Payment Form (no amount), dated 09/25/2024.
 - Certification Roster (no amount), dated 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

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	LOGGING COST	LOGGING ALLOWED	M&E 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

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

Nothing selected [Personal](#)

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

M&E 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
 - 24 EVAC 33**

COLLAPSE

Trip Voucher Info

Doc Name:
SMTAMPALF092524_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) [Add LOA](#)

ACCOUNTING LABEL	ORGANIZATION
24 EVAC 33	DFCMA

Allocations

[This trip is 100% allocated to 24 EVAC 33](#)

[Hide Details](#)

24 EVAC 33		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$369.00	\$450.00
M&IE	\$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		Calculated Trip Cost	
Advances Paid	\$0.00	Allowed	Actual
SPP Paid	\$0.00	\$674.15	\$755.15
Total Prior Payments	\$0.00		

[< Back](#)
[Continue >](#)

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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.

Financial Summary

Review

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

Total Expenses	\$674.15	\$0.00	\$674.15
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Disbursement Summary

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

ADVANCES PAID

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

SCHEDULED PARTIAL PAYMENTS PAID

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

PREVIOUS VOUCHER PAYMENTS

TRANSACTION ID	ACCOUNTING LABEL	DATE PAID	DSSN	DOV #	TCN	PRIVMENT 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

Entitlement Summary

	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

- Here you can change how much you pay to your GTCC and personal bank account

Adjust Disbursements

Overpaid GTCC	GTCC ATM Withdrawal	Additional Payment Paid to GTCC
\$ 0.00	\$ 0.00	\$ 0.00

Adjust Net Distribution

Personal	GTCC
\$ 305.15	\$ 369.00

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

- Click Save

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Voucher Process – Review Profile



- Make sure this information is correct

Review Profile

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

Profile

Sven Martinez
[Redacted]
Permanent Duty Station
6 COMPTROLLER SQ
2610 Pink Flamingo
MACDILL AFB, FL
Email
sven.martinez@us.af.mil

GTCC
Card ending in [Redacted] VISA
Exp. Date [Redacted]

Checking Account
Account ending in [Redacted]

[Open Profile](#)

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

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](#)

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Voucher Process – Review Voucher

- Verify if all information is correct and all docs supporting docs are uploaded
- Verify if Accounting Label is correct **24 EVAC 33**
- Click Continue

Review Trip Voucher Print

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 Expand All | Collapse All Go to 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 Expand All | Collapse All Go to Expenses

RESERVATION EXPENSES 1 items

[Hide Details](#)

LODGING	DATE	METHOD OF REIM.	COST
Tampa, FL Receipt Attached View	09/25/2024	GTCC	\$369.00

OTHER EXPENSES Total: \$63.65

[Hide Details](#)

Private Auto - To/From TDY	Location	METHOD OF REIM.	DATE	COST
		Personal	09/25/2024	\$63.65 95.00 miles

SUBSTANTIATING DOCUMENTS 3 Documents

[Hide Details](#)

DOCUMENT NAME	Document Attached View	SUBMIT DATE	NOTES
Constructed Travel Worksheet (CTW)	Document Attached View	09/25/2024	CTW
Duplicate Payment Form	Document Attached View	09/25/2024	Duplicate Payment Form
Certification Roster	Document Attached View	09/25/2024	Certification Roster

Per Diem Go to Per Diem

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$450.00	\$369.00	\$241.50

Accounting Expand All | Collapse All Go to Accounting

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
24 EVAC 33	DFCMA	\$674.15	\$755.15

[Show Details](#)

ACTUAL TRIP COST Go to Financial Summary

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](#)

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Voucher Process – Other Auths & Pre Audits



- Verify all information is correct

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Other Authorizations [Add Other Authorization](#)

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. [Constructed Travel Worksheet](#)

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 * [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

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Voucher Process – Sign & Submit



■ Sign and Submit

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

The screenshot shows a web interface for digital signature and submission. On the left is a sidebar with a 'COLLAPSE' button and three sections: 'Trip Voucher Info', 'Finances', and 'Review'. The 'Review' section has four items: 'Review Profile', 'Review Voucher', 'Other Auths and Pre-Audits', and 'Sign and Submit' (highlighted in red). The main content area is titled 'Digital Signature' and 'Trip Voucher Status'. It includes a 'Check document for errors...' link, a 'CREATED' status entry for 09/25/2024 02:10PM by Sven Martinez, and a 'SIGNED' status entry marked as '(Pending)'. Below this are two dropdown menus: 'DOCUMENT STATUS' with a checked 'I agree to SIGN this document' option, and 'ROUTING LIST' with 'HUR EVAC' selected. There is an 'Additional Comments' field with an 'Add Comments' link. At the bottom, there is a 'Submit Completed Document' button and a 'Back' button. A disclaimer at the bottom states: '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.'

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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



Questions?

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

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

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