



Hurricane Evacuation DTS Authorization & Voucher Process

Contact Information:

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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)**

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Limited Evacuation Order (LEO) Links

Helene Limited Evacuation Order: [HELENE LEO](#)

Helene Limited Evacuation Order Termination: [HELENE LEO TERMINATION 1 OCT](#)

Milton Limited Evacuation Order: [MILTON LEO](#)

Milton Limited Evacuation Order Termination: [MILTON FULL LEO TERMINATION \(11 OCT\)](#)

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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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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.

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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)
 - County
 - Click Continue > OK

Create Itinerary

YOUR TDY LOCATION(S)

Arriving: 09/25/2024 | Departing: 09/28/2024 | TDY Location: TAMPA, FL | Traveling By: Other | Time of Day: Morning | Rental Car?: No

TRIP OVERVIEW

Leaving On: 09/25/2024 | Returning On: 09/28/2024

Leaving From: My Duty Station | Returning To: My Duty Station

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 >**

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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
<input type="button" value="Details"/> 09/25/2024 - 09/28/2024	IBA

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

■ Continue

Add New

Select Type*

Submit Date

Notes*

Cancel

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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.

COLLAPSE
Adjust Per Diem Amounts

Trip Authorization Info

Doc Name:
SMTAMPFL092524_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

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	\$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 >

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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**
 - **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
<input checked="" type="checkbox"/> Reimbursable	<input checked="" type="checkbox"/> Reimbursable
Expense Category Lodging ▾	Expense Category M&IE ▾
Method of Reimbursement* GOVCC-Individual ▾	Method of Reimbursement* Personal ▾

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

- For Helene select **24 EVAC 33 (DFCMA)**
- For Milton select **25 EVAC 40 (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)

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

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)

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

Dropdown menu items: 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)

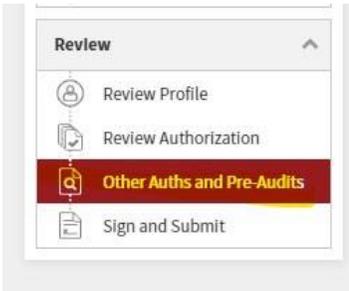
CHARGE THE STORM...LET'S GO!



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 *

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.**

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 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"/>	<input type="button" value="+"/>

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
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
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

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

[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	IBA
Details 09/25/2024 - 09/28/2024		
Private Auto - To/From TDY	\$63.65	EFT
Details 09/25/2024	N/A	

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 | IBA

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
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

Attach Document

File Name*

unnstructured-travel-worksheet.pdf

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

Close | Attach

- Click attach

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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 displayed, including 'Lodging (Tampa, FL)' for \$369.00. Below this, a modal window titled 'Add New' 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 modal 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) <input type="button" value="Details"/> 09/25/2024 - 09/28/2024	\$369.00 IBA
Private Auto - To/From TDY <input type="button" value="Details"/> 09/25/2024 N/A	\$63.65 EFT
Constructed Travel Worksheet (CTW) <input type="button" value="Details"/> 09/25/2024	

Add New

Select Type*

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, note online booking confirmation, U.S. reservation booking details

Add New

Select Type*

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

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 a web interface for reviewing expenses. On the left, a navigation menu includes sections for 'Traveler' (Sven Martinez), 'Finances' (with 'Expenses' selected), and 'Review'. The main area shows a list of expense items with columns for item name, date, amount, and currency type. The items listed are:

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

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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&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

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

Nothing selected [Personal](#)

LOGGING COST (Locality rate: \$0.00) M&IE COST (Locality rate: \$0.00)

\$166 [Currency Converter](#) \$0.00 [Currency Converter](#)

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

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Voucher Process – Accounting



Review information

- Verify Accounting label is correct
 - Helene: **24 EVAC 33**
 - Milton: **25 EVAC 40**

< 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

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 >

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

Financial Summary

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

[Hide Details](#)

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	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

	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

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

[Reset](#)

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

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Voucher Process – Review Profile



- Make sure this information is correct

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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
- 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 1 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	SUBMIT DATE	NOTES
Constructed Travel Worksheet (CTW)	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
CIC:4446502903877TP SDN:2YXWXS TD			

[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

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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 application interface for digital signing and submission. On the left is a sidebar with a 'COLLAPSE' button and three main sections: 'Trip Voucher Info', 'Finances', and 'Review'. The 'Review' section is expanded, showing 'Review Profile', 'Review Voucher', 'Other Auths and Pre-Audits', and a highlighted 'Sign and Submit' button. 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 'Sven Martinez' on 09/25/2024 at 02:10PM, and a 'SIGNED' status entry marked as '(Pending)'. Below this, there are two dropdown menus: 'DOCUMENT STATUS' with a checked 'I agree to SIGN this document' option, and 'ROUTING LIST' with 'HUR EVAC' selected. An 'Additional Comments' field with an 'Add Comments' button is present. At the bottom, there are fields for 'NAME' (Sven Martinez) and 'TODAY'S DATE' (09/25/2024). A disclaimer states: '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.' A prominent green 'Submit Completed Document' button is at the bottom right, and a 'Back' button is in the footer.

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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

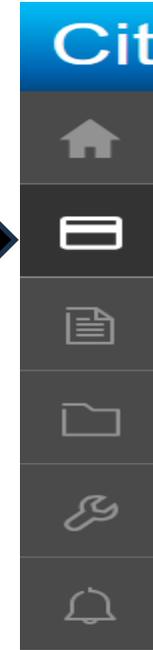
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Citi Bank Refund Request Steps



- 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



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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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