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# Hurricane Evac Voucher Process



A1C Tizon



# Defense Travel System (DTS)

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

Home Trips ▼ Travel Tools ▼ Message Center Administration ▼

Trips Awaiting Action Traveler Lookup Cross-Org Document Lookup DTA Maintenance Tool Message Center

### My Travel Documents

Your upcoming, current, and completed trip documents.

1 Authorizations

Sort by Departure Date (Latest) ▼  Show inactive documents

0 Vouchers

**+** Create New Document

Routine TDY Trip

\$ Voucher

Local Voucher



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# 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

— Itinerary —

### Create Itinerary

**YOUR TDY LOCATION(S)**

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
<input type="text" value="09/27/2022"/>	<input type="text" value="09/30/2022"/>	<input type="text" value="TAMPA, FL"/>	<input type="text" value="Air"/>	<input type="text" value="Morning"/>	<input type="text" value="No"/>



# 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

**Create Itinerary**

**YOUR TDY LOCATION(S)**

Arriving: 09/27/2022 | Departing: 09/30/2022 | TDY Location: TAMPA, FL | Traveling By: Air | Time of Day: Morning | Rental Car?: No

**TRIP OVERVIEW**

Leaving On: 09/27/2022 | Returning On: 09/30/2022

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

Trip Duration: Multi-Day | Returning By: Air | 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

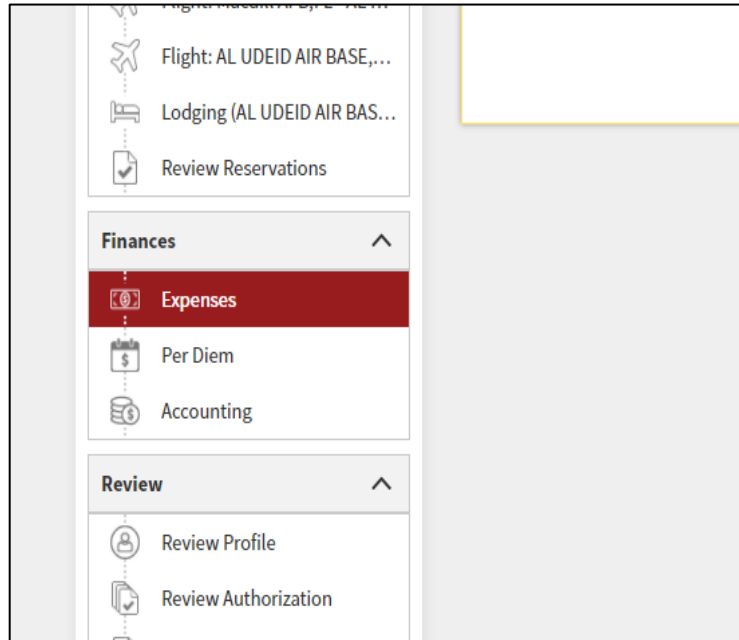
Cancel | Continue >



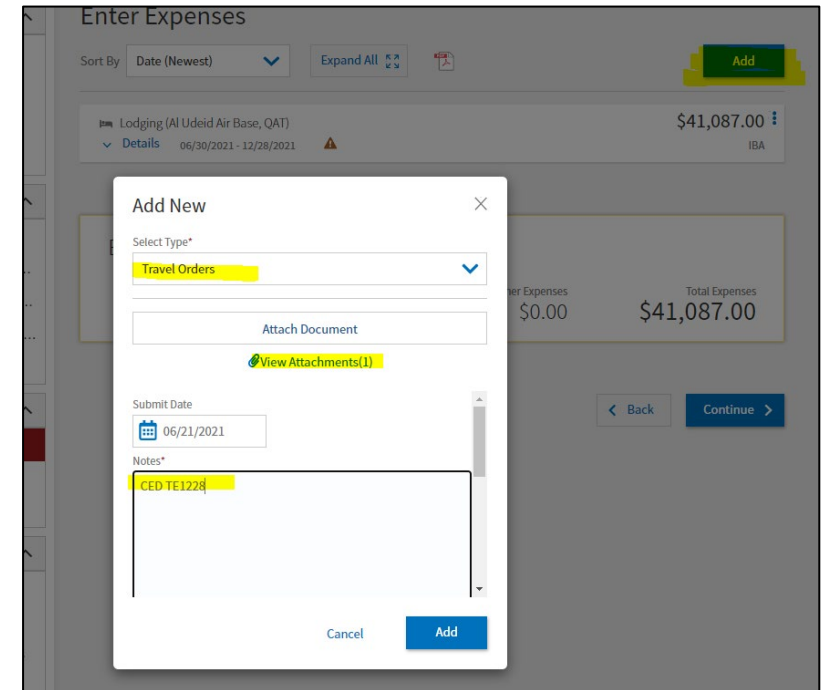
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# Expenses

- 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





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# 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

[COLLAPSE](#)

**Trip Authorization Info** ^

Doc Name:  
CTTAMPAFL092722\_A01

Traveler:  
CHEN JESSICA  
TIZON i

[View Adjustments](#)

[Edit Itinerary](#)

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**Reservations** ^

TSA Info

Flight: TPF - TPF

Flight: TPF - TPF

Lodging (TAMPA,FL)

Review Reservations

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**Finances** ^

Expenses

**Per Diem**

Accounting

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**Review** ^

## 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](#)

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TDY: TAMPA, FL (4 days)

TDY location exempt from state sales tax but requires exemption form. [Download exemption form](#)

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 09/27/2022 <span style="border: 1px solid #0070c0; border-radius: 10px; padding: 2px;">First Day</span>	\$105.00	\$105.00	\$51.75 <span style="font-size: 0.8em;">⋮</span>
> 09/28/2022 - 09/29/2022	\$105.00	\$105.00	\$69.00 <span style="font-size: 0.8em;">⋮</span>
> 09/30/2022 <span style="border: 1px solid #0070c0; border-radius: 10px; padding: 2px;">Last Day</span>	\$0.00	\$0.00	\$51.75 <span style="font-size: 0.8em;">⋮</span>

### PER DIEM SUMMARY

Total Lodging Cost	Total Lodging Allowed	Total M&IE Allowed
<b>\$315.00</b>	<b>\$315.00</b>	<b>\$241.50</b>

< Back Continue >



# 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 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](#) v

Edit expense details.

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

LODGING COST (Locality rate: \$0.00) \$ 124 Currency Converter	M&IE COST (Locality rate: \$0.00) \$0.00 Currency Converter
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[Cancel](#) [Save Adjustments](#)



# Accounting

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

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

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

Search

- From DFCMAGAMWCPTS
- Shared LOA**
- Cross Org LOA

ACCOUNTING SUMMARY



# 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**  **Q**

- 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
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# Accounting

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

using more than one LOA, you will be required to allocate them.

## Lines of Accounting (LOA)

+ Add LOA

ACCOUNTING LABEL	ORGANIZATION	
22 DM CED Z3	DFCMA	

 Edit

 Remove

## Allocations



# Other Auths & Pre-Audits

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## EXAMPLE

The screenshot displays a web interface for 'Other Auths & Pre-Audits'. On the left is a navigation menu with categories: 'Review Reservations', 'Finances' (Expenses, Per Diem, Accounting), and 'Review' (Review Profile, Review Authorization, Other Auths and Pre-Audits, Sign and Submit). The 'Other Auths and Pre-Audits' item is highlighted in red. The main content area is titled '2 PRE AUDITS' and contains two items:

- AVAIL PREFERRED LDG NOT USED**  
TAMPA,FL: Available preferred lodging was not used for 09/27/2022 to 09/30/2022.  
Reason Codes \* (Add Reason Code)  
L10 - Not required, in accordance with JTR (Remove)  
Justification to Approving Official \* (Edit Justification)  
Hurricane Evacuation
- LODGING NOT USED**  
TAMPA,FL: No lodging reservations exist from 09/27/2022 to 09/30/2022.  
Reason Codes \* (Add Reason Code)  
L10 - Not required, in accordance with JTR (Remove)  
Justification to Approving Official \* (Edit Justification)  
Hurricane Evacuation

Below the pre-audits is a section titled '1 ADVISORIES' with one item:

- LODGING OVER PER DIEM**  
HOTEL RATE EXCEEDED PER DIEM ALLOWED. ACTUAL LODGING MUST BE SELECTED ON THE PER DIEM ENTITLEMENTS SCREEN IN ORDER FOR THE TRAVELER TO BE REIMBURSED THE FULL AMOUNT.

At the bottom right, there are '< Back' and 'Continue >' buttons. The 'Continue >' button is highlighted in green.



# Sign & Submit

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

The screenshot shows a mobile application interface for trip authorization. On the left is a navigation menu with sections: Trip Authorization Info (Doc Name: KBORLANDOFL092622\_A01, Traveler: KORI BARR), Reservations (Lodging (ORLANDO, FL), Review Reservations), Finances (Expenses, Per Diem, Accounting), and Review (Review Profile, Review Authorization, Other Auths and Pre-Audits, Sign and Submit). The main area is titled 'Digital Signature' and 'Trip Authorization Status'. It shows a 'CREATED' status on 10/03/2022 at 12:48 PM for KORI A BARR. The 'DOCUMENT STATUS' is 'SIGNED' with a checkbox for 'I agree to SIGN this document'. The 'ROUTING LIST' dropdown is open, showing options: CPTS, 6 AMW OCO, CED, CIV TRAINING, and HUR EVAC (highlighted in red). A 'Submit Completed Document' button is highlighted in green at the bottom right. 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.'