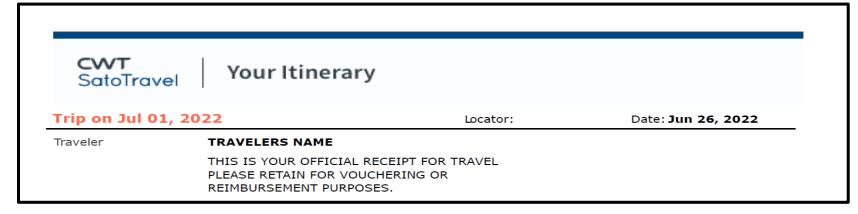
Steps to be taken prior to logging in to DTS when submitting your Travel Voucher



1. If traveled by air, locate your E-Ticket Receipt that was emailed from CWT/SATO Travel prior to departure. See example below.



Failure to upload the correct document will result in the return of your voucher further delaying your reimbursement.

- 2. Gather all other receipts. Scan them and save as a **PDF** by specific expense and upload them to substantiating documents (3.3 Attaching Files and Substantiating Documents)
 - 1. ITINERARY . pdf
 - TAXI.pdf
 - 3. BAGGAGE FEES (overweight or excess baggage will not be reimbursed) .pdf
 - 4. RENTAL CAR AND GAS (If org funded) .pdf
 - 5. OTHER MISC EXPENSES .pdf

You can find information about creating a Voucher in DTS at https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF

Ensure that you sign your voucher for processing. Vouchers will be processed as they are received. The ACCMA Team can be reached at usarmy.belvoir.chra-accma.mbx.ces-tdy@army.mil.