

# 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.

<b>CWT SatoTravel</b>   <b>Your Itinerary</b>	
<b>Trip on Jul 01, 2022</b>	Locator: _____ Date: <b>Jun 26, 2022</b>
Traveler	<b>TRAVELERS NAME</b>
	THIS IS YOUR OFFICIAL RECEIPT FOR TRAVEL PLEASE RETAIN FOR VOUCHERING OR REIMBURSEMENT PURPOSES.

**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
  2. TAXI (tips are not reimbursable) .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](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-dts@army.mil](mailto:usarmy.belvoir.chra-accma.mbx.ces-dts@army.mil).