



## Making Changes to DTS Documents

### Introduction

For TDY and Local travel, DTS supports three document types: authorizations, vouchers, and local vouchers. In most cases, the process is straight forward you process an authorization and voucher after you return from your TDY trip. You process a local voucher for incurred expenses when official travel is within your PDS.

There may be circumstances where \*you need to make a change to your document. You can make changes, but if you will edit, adjust, or amend depends on the document status. How will you know what to do? This information paper explains the processes you must follow when document changes are necessary.

Table 1 provides a quick breakdown of the status and then action required in DTS.

*Table 1: Change Document Process*

If ...	Follow the instructions for making ...
You created but never signed the document	an <i>edit</i>
You signed the document, but it is not currently approved	an <i>adjustment</i>
The AO approved the document at least once	an <i>amendment</i>

*\*In this information paper, “you” refers to a traveler; however, the actions described also apply to anyone who creates documents for you, such as a Non-DTS Entry Agent or travel clerk.*

### Getting Started

Begin by logging into DTS.

1. On the **DTS Dashboard**, the listing of documents display under the **My Travel Documents** screen. Look at the right side of the page. View the available document types:
  - [Authorizations](#): Authorizes the trip, supports reservation processing, and captures travel estimates. **Note:** You can’t amend trips 75 days after the trip end date.
  - [Vouchers](#): Created from an approved authorization to claim incurred TDY expenses and earned allowances.
  - [Local Vouchers](#): For travel expenses incurred while conducting official business in the local area near the Permanent Duty Station.
  - [Group Authorizations](#): Supports multiple people traveling together to the same TDY location, on a single document to capture common travel details.
2. Locate the trip type you want to change\* (Figure 1).

Getting Started  
(continued)

- a. If the document you want to change does not initially appear on the list, select the **Show inactive documents** box (Figure 1a.) to refresh the list.
  - b. Figure 1 displays a few authorizations already in process. From here, is how you make a change to an authorization.
  - c. For **Cancel Trip** (Figure 1, Indicator 3), use the guidance in the [Trip Cancellation](#) information paper and [Cancel Trip](#) trifold.
3. \*NDEAs and travel clerks must select **Trips**, then **Traveler Lookup** first, to find the traveler whose document requires changing.

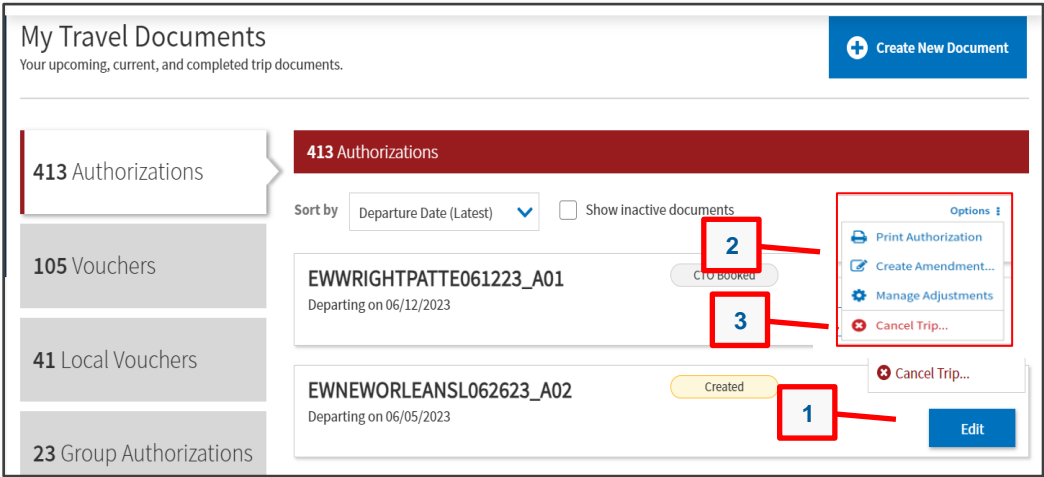


Figure 1: Authorizations Screen

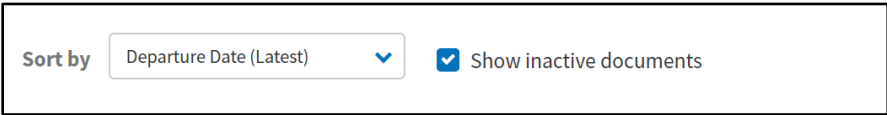


Figure 1a: Show inactive documents Screen

Editing an Unsigned Document

To edit an unsigned document (i.e., in a **CREATED** status), select **Edit** (Figure 1, Indicator 1) beside the document that you need to alter. The document opens on the **Review Trip <document type>** screen (Figure 2). From this page, you can navigate through the document using the **Progress Bar** or by selecting the **Go To <specific module>** link to make modifications.

## Editing an Unsigned Document (continued)

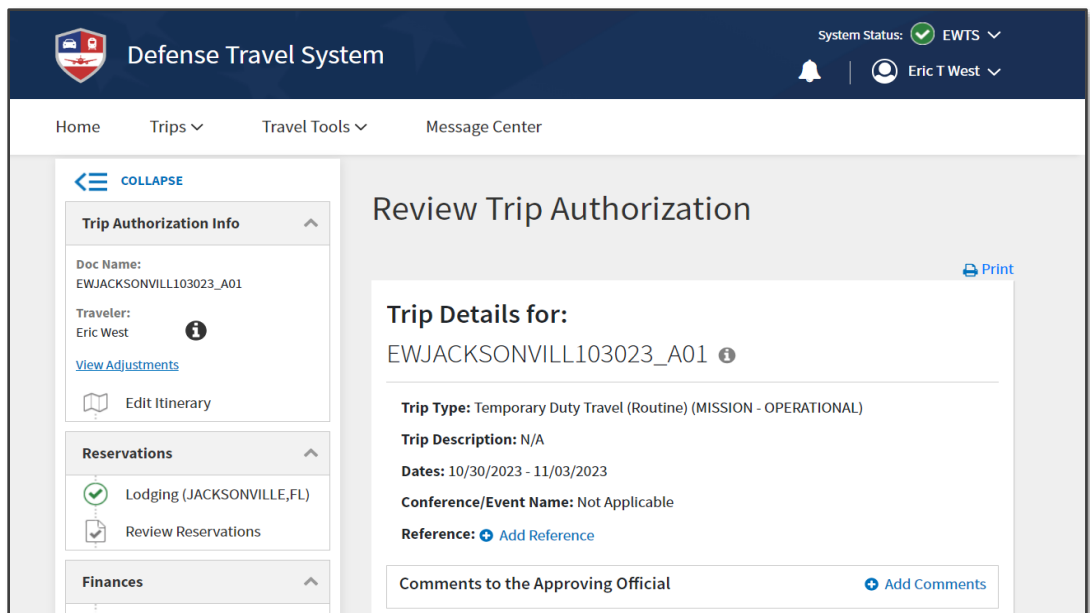


Figure 2: Review Trip Authorization Screen (Top)

In this section, we use examples to reflect situations requiring a document edit and how to complete the steps. If you want to learn how to create a document end to end, see the *DTS Guides 1 through 5* available under the [Training Search Tool](#).

Begin with the document open and on the **Review Trip <document type>** screen.

1. **Changing Trip Dates:** If you change the start of the trip and/or extend it you can do so, but only up to 365 total travel days. **Note:** If your trip is greater than 365 days, follow your local business rules on how to process the trip.
  - a. On the **Progress Bar**, select the **Edit Itinerary** link.
  - b. If you have reservations selected in the document, the **Auto Cancel Warning** message appears, if document is not signed within 24 hours your reservations will be cancelled. Select **OK** to proceed.
  - c. The **Edit Itinerary** page opens (Figure 3). Change the **Arriving** date to start your trip earlier or change your **Departing** date to extend the trip. **Example:** Change **Departing** field from 11/01/23 to 11/03/23.

Editing an Unsigned Document (continued)

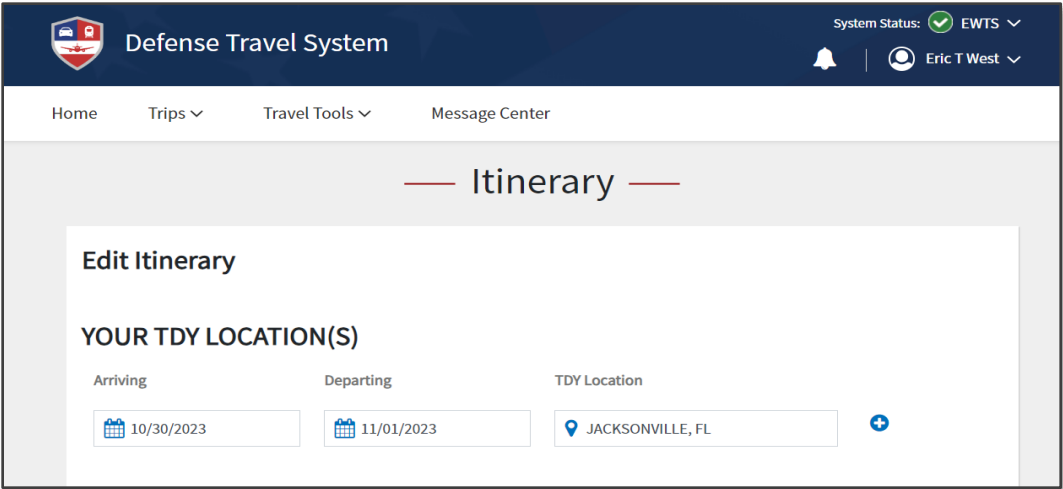


Figure 3: Edit Itinerary Screen - Single TDY Location

- d. Under **Trip Overview**, your **Leaving On** and **Returning On** dates update to align with the **Arriving** and **Departing** dates.
- e. Scroll to the bottom the page, select **Continue**.
- f. DTS provides an **Itinerary Updated** message (Figure 4).
- g. Review the information, select **OK**.

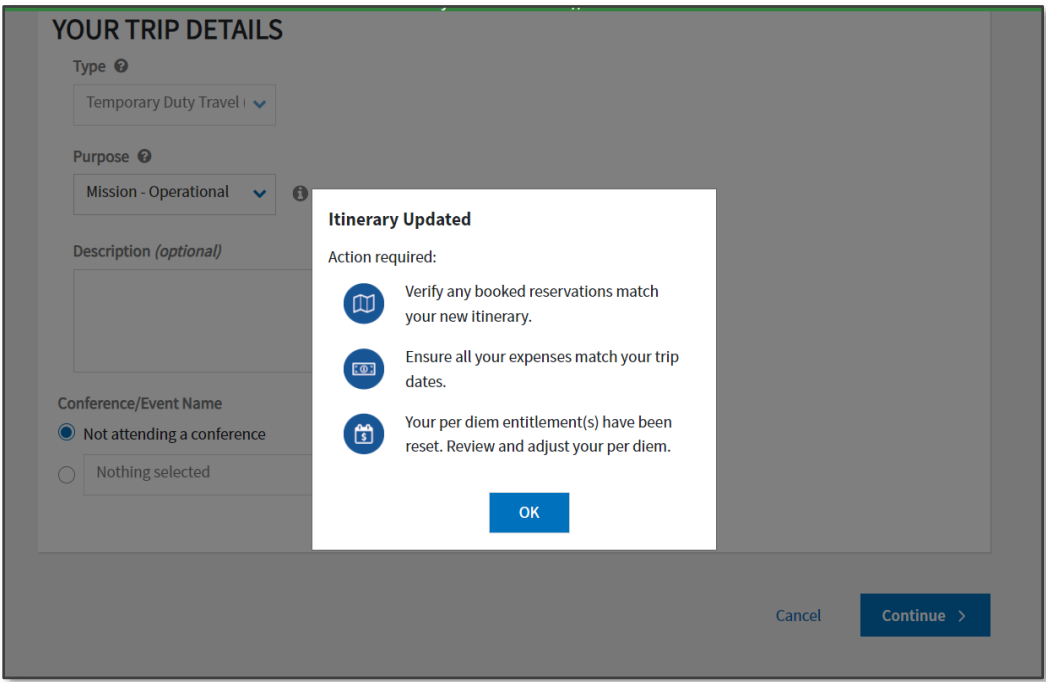


Figure 4: Itinerary Updated Message

- h. The **Review Reservation Selections** page appears. Follow the steps under *Changing Reservations*.

## Editing an Unsigned Document (continued)

2. *Changing a TDY Location or Adding an Additional TDY Location:* If you need to change the **TDY Location** or add additional locations, you can make the update.
  - a. On the **Progress Bar**, select the **Edit Itinerary** link.
  - b. If you have reservations selected in the document, the **Auto Cancel Warning** message appears, if document is not signed within 24 hours your reservations are cancelled. Select **OK** to proceed.
  - c. The **Edit Itinerary** page opens.
    - i. In the **TDY Location**, enter the correct location. **Example:** Jacksonville, FL changed to NAS Jacksonville, FL.
    - ii. If you need to add another TDY Location, select the plus (+) sign to have a second row added (Figure 5).
      1. Add the correct dates for the first location.
      2. Add the correct dates for the additional location.

The screenshot shows the 'Edit Itinerary' screen in the Defense Travel System. The header includes the system name, status (EWTS), and user (Eric T West). The main content area is titled 'Itinerary' and contains a table for 'YOUR TDY LOCATION(S)'. The table has columns for 'Arriving', 'Departing', and 'TDY Location'. Two rows are shown: the first row has dates 10/30/2023 and 11/03/2023, and location NAS JACKSONVILLE, FL; the second row has dates 11/03/2023 and MM/DD/YYYY, and location City or Zip. Each row has delete and add icons. Below the table is a 'TRIP OVERVIEW' section.

Figure 5: Edit Itinerary Screen - Multiple TDY Locations

- d. Under **Trip Overview**, your **Leaving On** and **Returning On** dates update to align with the **Arriving** and **Departing** dates.
  - e. Scroll to the bottom the page, select **Continue**.
  - f. DTS provides an **Itinerary Updated** message (Figure 4).
  - g. Review the information, select **OK**.
  - h. The **Review Reservation Selections** page appears. Follow the steps under *Changing Reservations*.
3. *Changing Reservations:* If you change your **Trip Dates** and/or **TDY Location** then you must update your reservations to match your trip selections. **Note:** If you created the trip, it has

## Editing an Unsigned Document (continued)

been more than 24 hours since you made selections and didn't sign it, DTS cancelled those reservations. You can try to remove the reservations, but you may have to do a new document with new reservations.

For this example, begin on the **Review Reservation Selections** page (Figure 6).

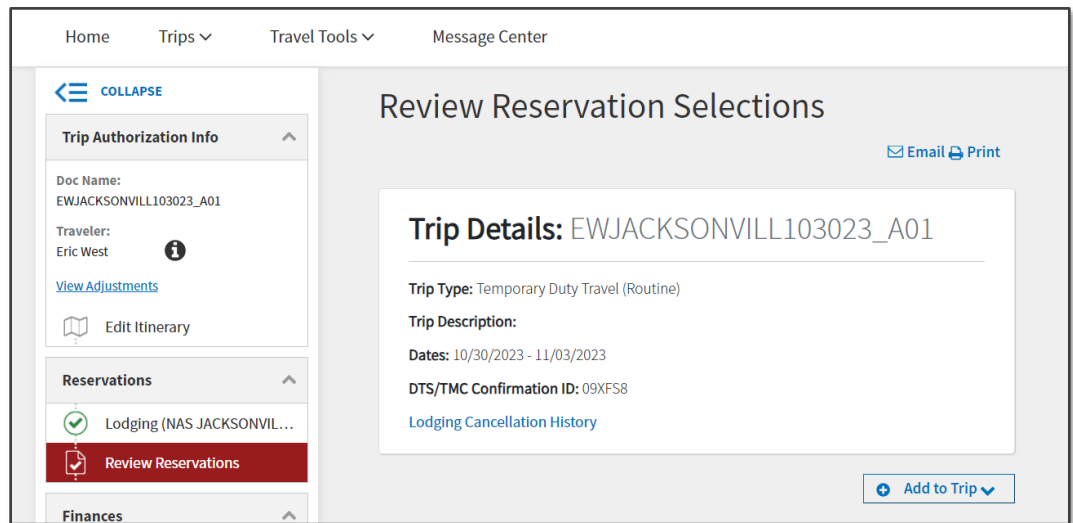


Figure 6: Review Reservations Selections Screen

- a. Remove or cancel incorrect reservations.
  - b. Select **Add to Trip** to search for and book additional reservations.
  - c. Based upon your mission, select **Add new flight**, **Add new Rail (TMC Assistance)**, **Add new rental car**, and/or **Add new lodging** reservations. **Note:** If you have any problems with adding reservations, you can select the **Request TMC Assistance** for help. General comments appear. You may add additional notes to the TMC, but don't remove the general comments.
  - d. Your chosen selections appear under the **Review Reservation Selections** page and on the **Review Trip <document type>** screen. **Note:** If you have multiple TDY Locations, the reservations are grouped with each TDY Location (e.g., TDY Location 1, TDY Location 2).
  - e. When you finish adding your new requests, select **Continue to Expenses** at the bottom of the screen or on the **Progress Bar** choose **Expenses**.
4. **Editing Expenses:** If you changed your **Trip Dates** then the expense dates and costs must align too. For this example, begin on the **Review Trip <document type>** screen.
    - a. On the **Progress Bar**, select **Expenses**. The **Enter Expenses** screen opens (Figure 7).

## Editing an Unsigned Document (continued)

**Defense Travel System**

System Status: ✔ EWTS | Eric T West

Home | Trips | Travel Tools | Message Center

**Enter Expenses**

You have uploaded documents waiting to be assigned. [Assign documents now.](#)

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

United Airlines (Flight 315 - FLL to IAD)	11/07/2023	\$202.90	IBA
Lodging (Fort Lauderdale, FL)	11/03/2023 - 11/07/2023	\$629.00	IBA
Budget Rent-a-Car (FLL)	11/03/2023 - 11/07/2023	\$266.10	IBA
American Airlines (Flight 5680 - JAN to CLT)	11/03/2023	\$111.70	IBA
Baggage - 1st Checked Bag	11/01/2023	\$25.00	IBA
Lodging (Nas Jacksonville, FL)	10/30/2023 - 11/02/2023	\$316.00	IBA

Figure 7: Enter Expenses Screen

- b. Select the **options** (3-dots icon) at the end of the row of the expense item (e.g., Baggage - 1<sup>st</sup> Checked Bag).
    - i. Select **Delete Expense** to remove an entry.
    - ii. DTS provides a **Delete** message, select **Delete** to confirm.
  - c. Select **Add** to enter an expense
    - i. The **Add New** widow opens.
    - ii. In the Expense Category window, select the Expense Type.
    - iii. Complete the entry and save.
  - d. For an existing **Expense**, select **Details**.
    - i. **Select** the **Expense Date** and/or **Expense Amount** requiring a change (e.g., Baggage - 1<sup>st</sup> Checked Bag or Rental Car- Fuel - not displayed).
    - ii. Make the correction.
    - iii. Select **Update** to save the change.
    - iv. Select **Details** again to close the window.
5. **Updating Per Diem:** If you changed your **Trip Dates**, added a new **TDY Location** or changed a **TDY Location** then the **Per Diem** table re-set the entitlements and allowances. You must

## Editing an Unsigned Document (continued)

check the **Per Diem** amounts and update if needed. For this example, begin on the **Review Trip <document type>** screen.

- a. On the **Progress Bar**, select **Per Diem** (Figure 8).

**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: NAS JACKSONVILLE, 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
> 10/30/2023 <a href="#">First Day</a> <a href="#">Code: QTR5</a>	\$79.00	\$79.00	\$44.25
> 10/31/2023 - 11/02/2023 <a href="#">Code: MESS</a> <a href="#">B</a> <a href="#">L</a> <a href="#">D</a>	\$79.00	\$79.00	\$22.10

**TDY: FORT LAUDERDALE, FL (5 days)**

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

DATE	LODGING COST	LODGING ALLOWED	M&IE ALLOWED
> 11/03/2023 - 11/06/2023	\$157.25	\$157.25	\$69.00
> 11/07/2023 <a href="#">Last Day</a>	\$0.00	\$0.00	\$51.75

Figure 8: Review Per Diem Amounts Screen

- b. The **Review Per Diem Amounts** screen opens (Figure 8). View the **Lodging Costs**, **Lodging Allowed**, and **M&IE Allowed**. **Note:** DTS groups the days together. To see each day, select the **Group similar days** toggle to expand the **Per Diem** dates.
  - c. Select the **options** (3-dots icon) at the end of the row of a lodging entry.
    - i. Select **Edit** to modify an individual date or choose the **Adjust Per Diem Amount** button to change the lodging for multiple days.
    - ii. Be sure to Save Adjustments.
  - d. At the bottom of the **Per Diem** page, select **Continue** to proceed.
6. **Adding Supporting Documentation:** You can include supporting records for your mission using the **Expenses** module. On the authorization, you may not need to add a record, if so then skip to *Verifying an Edited Document*. For a voucher, all lodging and any expense \$75.00 or more require a receipt. For this example, begin on the **Review Trip <document type>** screen.
- a. On the **Progress Bar**, select **Expenses**. The **Enter Expenses** screen opens.
    - i. Select **Add** and the **Add New** window appears.
    - ii. In the **Expense Category** window, choose **Documents**. Select the appropriate document type such as a **Pre-Travel Worksheet** (e.g., CTW) or **Memo**.



- Home
Trips
Travel Tools
Message Center

COLLAPSE

Trip Authorization Info

Doc Name:  
EWJACKSONVILL103023\_A01

Traveler:  
Eric West

View Adjustments

Edit Itinerary

Reservations

Lodging (NAS JACKSONVIL...

Lodging (FORT LAUDERDAL...

Review Reservations

Finances

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)

ACCOUNTING LABEL  
24 ROUTINE TVL

ORGANIZATION  
DTMOCSD

Edit
Remove

Allocations

This trip is 100% allocated to 24 ROUTINE TVL

- b. Select the **options** (3-dots icon) on the LOA row. Select **Remove** to delete the wrong LOA. Then select **Add LOA** to choose the correct LOA. Verify all the costs under **Allocations**.
- c. If you require multiple LOAs, select **Add LOA** and then be sure to allocate the costs to each appropriate LOA.
- d. If you had SPPs scheduled then added more expenses to the trip, be sure to **Cancel** or de-schedule the SPPs and then re-schedule the payments to the LOA or multiple LOAs ensuring the costs calculate properly (Figure 10).

Editing an Unsigned Document (continued)

Hide Details ▲

24 DEFAULT

CATEGORY	ALLOWED	ACTUAL
LODGING	\$7040.00	\$7040.00
M&IE	\$5221.50	\$5221.50
MILEAGE	\$119.22	\$119.22
Sub Total	\$12380.72	\$12380.72

SCHEDULED PARTIAL PAYMENTS (SPP) ✕ Cancel SPP

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

☒ SPP's requested

PAYMENT 1

10/30/2023 - 11/29/2023

Show Details ▼

STATUS

Scheduled

AMOUNT

\$4216.17

PAYMENT 2

11/30/2023 - 12/30/2023

Show Details ▼

STATUS

Scheduled

AMOUNT

\$4170.00

Figure 10: SPP Screen

- e. If you had an **Advance** scheduled, then added more expenses to the trip, be sure to **Cancel Request**, then select **Advance** again ensuring the cost calculate properly (Figure 11).

ADVANCES [Advance Limits](#) ➕ Request Advance

An advance is a payment sent to your personal bank account before trip departure. Advances are typically only given if you do not have a Government Travel Charge Card (GTCC).

	ACCOUNTING LABEL	ORGANIZATION	STATUS	AMOUNT	TYPE	
10/30/2023	24 DEFAULT	DTMOCSD	REQUESTED	\$3382.60		<div><div>Edit</div><div>✕ Cancel Request</div><div>Print Preview</div></div>

Figure 11: Advances Screen

Verifying an Edited Document

After making a change to a trip (e.g., dates, TDY location, reservations, etc.) you must review the document for accuracy. You will need to stamp **SIGNED** to begin document routing. **Note:** If you fail to stamp the trip **SIGNED** and you make reservation changes, the TMC wont receive the updated Passenger Name Record (PNR) or reservations selections information.

Begin on the **Review Trip <document type>** screen.

- 1. Check all aspects of the trip details:
  - a. Trip Dates
  - b. TDY Location
  - c. Reservations and Dates
  - d. Request TMC Assistance Comments
  - e. Expenses
  - f. Supporting Records
  - g. Comments to the AO
  - h. LOA (if required)
- 2. Select **Continue** to proceed to the **Pre-Audit and Other Authorizations** page.

**Note 1:** If you created a document, added lodging, changed the **Trip Dates**, and forgot to change the lodging reservation dates to match your **Trip Dates**, DTS will flag your trip for **Lodging Outside Trip Dates** (Figure 12).

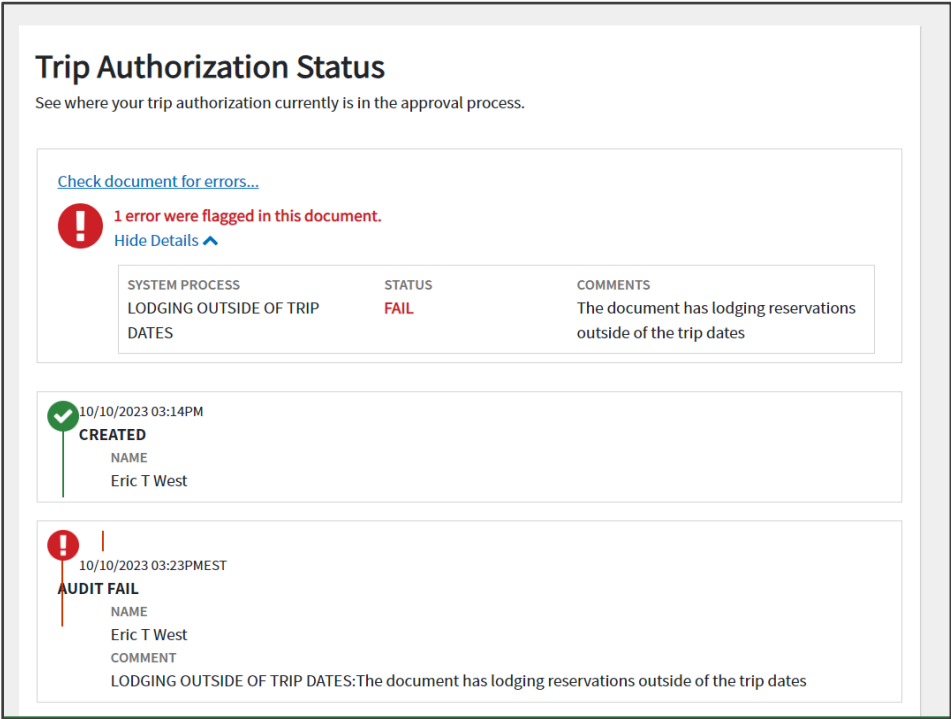


Figure 12: Trip Authorization Status - Lodging Audit Failure

## Verifying an Edited Document (continued)

**Note 2:** You must correct the lodging reservations before DTS will permit document signing.

3. Check for the **Pre-Audit** flags, **Reason Codes**, and **Lodging Audit Failures**.
  - a. Provide valid justifications for flags.
  - b. Skipped flagged items prevents document signing.
  - c. Enter comments when required.
  - d. Enter **Reason Codes**, if your selections triggered a justification.
  - e. Select **Continue** at the bottom of the page
4. The **Digital Signature** page opens. View the information.
  - a. Under **DOCUMENT STATUS**, check the box next to, I agree to **SIGN** this document.
  - b. (Optional) Add Comments to the AO.
  - c. Select **Submit Completed Document** to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message.
5. Monitor for changes in document status and reservation booking and ticketing actions (i.e., **CTO BOOKED, APPROVED, CTO TICKETED**).

**Note 1:** Reservation changes go to the TMC first before the document routes for approval. If there are no reservation changes, then the document routes to the officials on the routing list.

**Note 2:** The **Authorizing Official** stamps the document **APPROVED** and is the only one who can apply the **CANCELLED** stamp.

## Adjusting a Signed Document

Sometimes a change is necessary (e.g., add an expense) after you **SIGNED** your trip. You can *adjust* the trip, but before the AO stamps the document **APPROVED** (e.g. **ADJUSTED**).

Begin by logging into DTS:

On the DTS Dashboard, **My Travel Documents** section, locate the trip requiring a change.

1. Select **Edit** (Figure 1, Indicator 1) beside the document that you need to alter. A pop-up (Figure 13) opens to let you know you are making an adjustment.

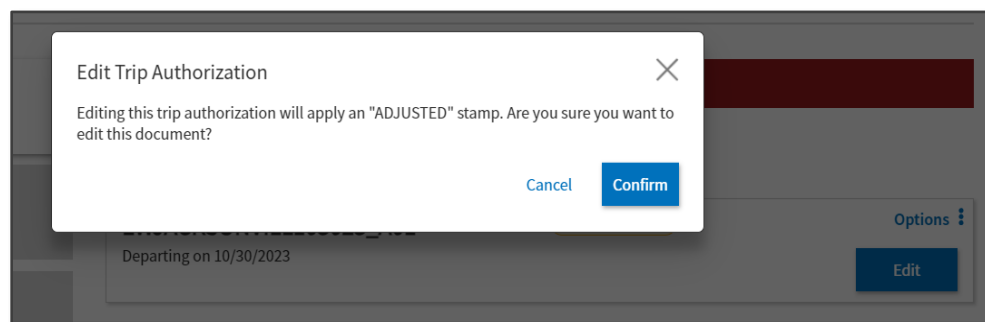


Figure 13: Edit Trip Authorization Pop-up Message

## Adjusting a Signed Document (continued)

2. Select **Confirm**. The document opens on the **Review Trip <document type>** screen (Figure 2) opens. From there, you can navigate to any DTS screen by selecting the item from **Progress Bar** or choosing the **Go To <specific module >** link. You can make all necessary modifications as outlined in the sections under *Editing an Unsigned Document*.
3. *Editing the Itinerary*: If you make a change to trip dates and/or **TDY Locations**, DTS provides you an **Itinerary Updated** message (Figure 4). Review the information, select **OK**.
4. *Trip Details*: If you change the **Itinerary** you must update your reservations, estimated costs, and per diem entitlements to reflect the correct information. See each of these items under *Editing an Unsigned Document*.
5. *Supporting Documentation*: If you need to include records or attach a receipt, do so on the **Progress Bar**, select **Expenses**. On the **Enter Expenses** screen, **Add** the documents or open the details of an existing **Expense** to attach the record.
6. Return to the **Review Trip <document type>** screen. Check all aspects of the trip details:
  - a. Trip Dates
  - b. TDY Location
  - c. Reservations and Dates
  - d. Request TMC Assistance Comments
  - e. Expenses
  - f. Supporting Records
  - g. Comments to the AO
  - h. LOA (if required)
7. Select **Continue** to proceed to the **Pre-Audit and Other Authorizations** page.
  - a. Provide valid justifications.
  - b. Add comments for all flagged items.
  - c. Select **Continue** at the bottom of the page to advance.
8. The **Digital Signature** page opens. View the information.
  - a. Under **DOCUMENT STATUS**, check the box next to, I agree to **SIGN** this document.
  - b. (Optional) Add **Comments** to the AO.
  - c. Select **Submit Completed Document** to attach the displayed stamp. Unless DTS detects a problem with the document, it provides a successful message.
9. Monitor for changes in document status and reservation booking and ticketing actions (i.e., **CTO BOOKED, APPROVED, CTO TICKETED**).

**Note 1:** Reservation changes go to the TMC first before the document routes for approval. If there are no reservation changes, then the document routes to the officials on the routing list.

**Note 2:** The **Authorizing Official** stamps the document **APPROVED** and is the only one who can apply the **CANCELLED** stamp.

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## Making an Amendment

When you need to alter a trip after **APPROVED** then you *amend* the document. Before you create the amendment, you need to take into consideration:

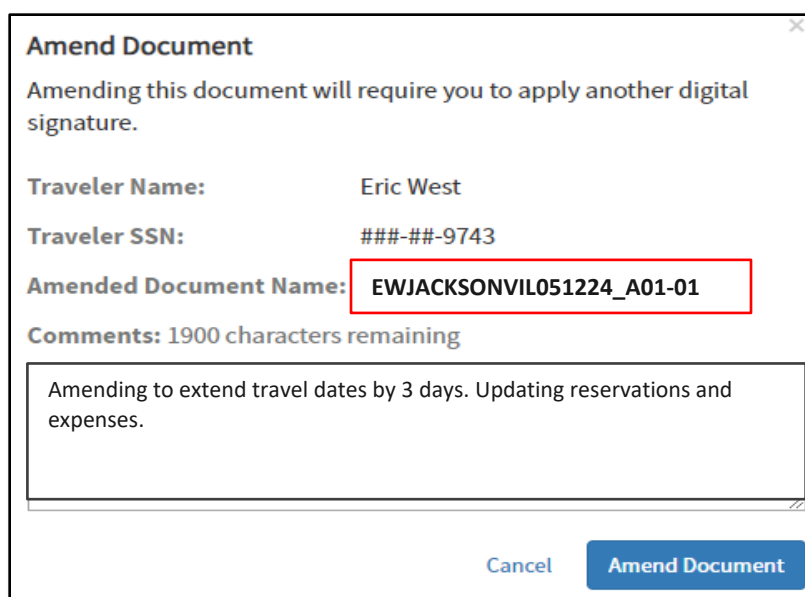
- The departure date for your trip.
  - If you need to change the reservations, reach out to the supervisor or DTA first to discuss if the amended authorization order is required or if the changes can be applied to the voucher. In most cases, if the trip changed by a few days then the changes can be reflected on the voucher. Check your local business rules.
  - If you are not within the 3 business days of travel, you can amend the trip, change trip dates, add or remove expenses, cancel reservations and resend the new reservation request to the TMC. There is ample time for the TMC to work the reservation request change, update DTS, and have the AO approve the amendment for reservation ticketing.
  - If you are within 3 business days of travel, the TMC will ticket your reservations (e.g., air or rail) for approved trip. It is best to contact the TMC to make the reservations changes offline, so they receive the short notice change right away. Retain the TMC invoice, so you have the new reservation information and can upload the documentation for your trip.
  - If you must amend the authorization and you are within the 3 business days window, suggest waiting until after ticketing and the trip start date.

Begin by logging into DTS.

On the **DTS Dashboard**, under the **My Travel Documents** locate the trip requiring a change.

1. Select the **options** (3-dots icon) beside the document that you need to change (Figure 1, Indicator 2). Then choose **Create Amendment**. A pop-up appears (Figure 14), so you can enter comments about the reason for the amendment.

## Making an Amendment (continued)



**Amend Document**

Amending this document will require you to apply another digital signature.

**Traveler Name:** Eric West

**Traveler SSN:** ###-##-9743

**Amended Document Name:** EWJACKSONVIL051224\_A01-01

**Comments:** 1900 characters remaining

Amending to extend travel dates by 3 days. Updating reservations and expenses.

Cancel Amend Document

Figure 14: Amend Document Pop-up

2. Enter a concise comment explaining the changes, then select **Amend Document**.
3. The document opens on the **Review Trip <document type>** screen. From there, you can navigate to any DTS screen by selecting the item from **Progress Bar** or choosing the **Go To <specific module>** link on the page.
4. You can make all necessary modifications (e.g., trip dates, expenses, etc.) as outlined in the sections under *Editing an Unsigned Document*.
5. Special considerations for Scheduled Partial Payments (SPPs) and Advances.
  - **SPPs.** If you have a long term trip with scheduled SPPs and your trip is shortened or is extended are typical reasons for amending an authorization.
    - a. On the **LOA** screen, de-schedule your SPPs before making any changes.
    - b. Make the changes (e.g., trip dates, expenses, etc.)
    - c. Re-schedule the SPPs.
    - d. Verify the changes applied.
  - **Advances.** DFAS requires 10 days lead time to process an advance.
    - a. If you within 10 days of departure trying to amend the trip and make a modification it is a risk as DFAS may not have ample time to receive the change.
    - b. If you must amend and make a change, under the **LOA** screen select **Cancel Request** to remove the advance request.
    - c. Make your changes.
    - d. Select the **Request Advance** link. Select **Choose an LOA** and the advance will apply to the trip.

## Making an Amendment (continued)

- e. Verify the changes applied.
6. Justify any **Pre-Audit** flags and **Reason Codes**.
7. (Optional) Add **Comments** to the AO.
8. Sign the amended authorization.
9. Monitor your trip for **CTO BOOKED** (reservation changes), **APPROVED**, and **CTO TICKETED** (reservations) actions.

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## References

The DTMO website provides several travel resources. To see the full list, go to the main [Training](#) page and search the [Training Search Tool](#). Below are some references:

- Trifold - Update Authorization: <https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF>
- Trifold - Update Voucher: <https://media.defense.gov/2022/May/13/2002996883/-1/-1/0/UPDATINGITINERARYVOU.PDF>
- DTS Guide 2: [https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS\\_Guide\\_2\\_Authorizations.PDF](https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_Guide_2_Authorizations.PDF)
- DTS Guide 3: [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)