INFORMATION PAPER

DefenseTravel Management Office

Making Changes to DTS Documents

Summary

You* created a DTS document – say, an authorization or voucher – but now you have to change it. Maybe you need to update your travel plans or add a new expense cost estimate, or any number of other things. What do you do? This information paper explains the processes you must follow to open a DTS document to make changes.

**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.*

If …	Follow the instructions for making …
You created but never signed the document	an *edit*
You signed the document, but it is not currently approved	an *adjustment*
The AO approved the document at least once	an *amendment*

Getting Started

All changes begin the same way:

1. From the **DTS Dashboard,** the listing of documents displays. On this screen, select the document type (authorization, voucher, local voucher, or group authorization) you want to change*. A list of available documents (Figure 1) opens. **Note:** If the document you want to change does not initially appear on the list, select the **Show inactive documents** box (Figure 1a.) The example shows the starting point for changing an authorization, but other document types function essentially the same way. See individual sections for explanations of the indicator numbers.

   NDEAs and travel clerks must select **Trips, then **Traveler Lookup** first, to find the traveler whose document requires changing.*

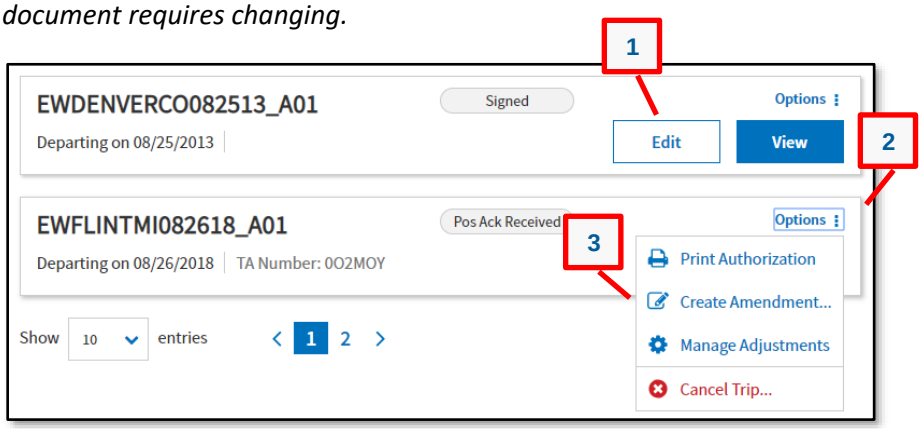

Figure 1: Authorizations Screen

Getting Started *(continued)*

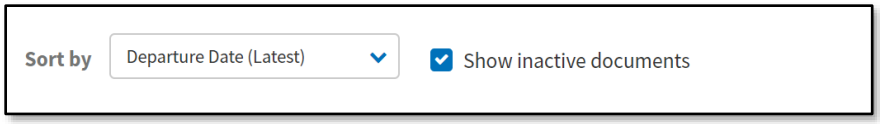

Figure 1a: Show inactive documents Screen

Making an Edit

To edit an unsigned document (i.e., in a **CREATED** status), select **Edit** (Figure 1, Indicator 1) beside the document that you need to change. The document opens on the **Review Trip <document type>** screen (Figure 2). From here, you can navigate to any DTS screen and make all necessary changes.

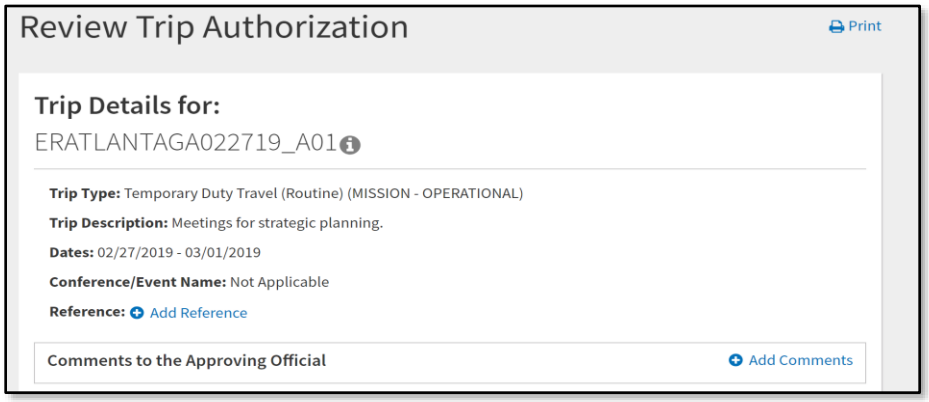

Figure 2: Review Trip Authorization Screen (Top)

Making an Adjustment

To adjust a signed document, but the AO has not currently **APPROVED** (e.g. **ADJUSTED**):

1. Select **Edit** (Figure 1, Indicator 1) beside the document that you need to change. A pop-up (Figure 3) opens to let you know you are making an adjustment.

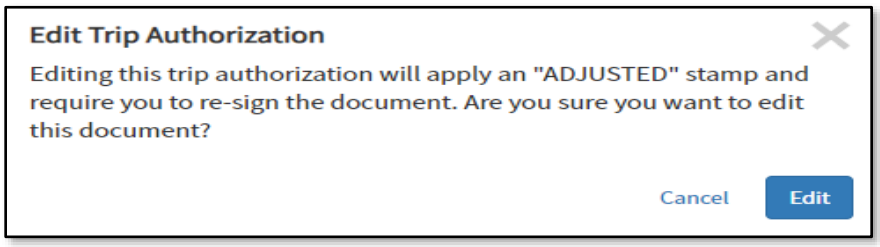

Figure 3: Edit Trip Authorization Pop-up

2. Select **Edit**. The document opens on the **Review Trip <document type>** screen (Figure 2) opens. From there, you can navigate to any DTS screen and make all necessary changes.

Making an Amendment

To amend an approved document:

1. Select **Options** (Figure 1, Indicator 2) beside the document that you need to change, then **Create Amendment** (Figure 1, Indicator 3). A pop-up appears (Figure 4) so you can enter comments about the reason for the amendment.

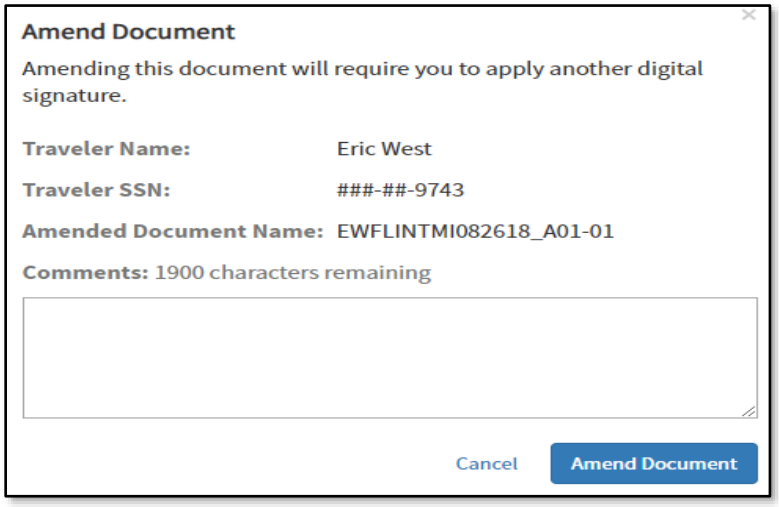

Figure 4: Amend Document Pop-up

2. Enter a clear comment to explain what you are changing and why, then select **Amend Document**. The document opens on the **Review Trip <document type>** screen (Figure 2) opens. From there, you can navigate to any DTS screen and make all necessary changes.

Wrapping Up

Changing a document may trigger new *Other Authorizations* and *Pre-audit* flags. You must provide comments and justifications (and possibly reason codes) for them, before you can digitally sign the document.

You must visit the **Other Auths and Pre Audits** screen before you may sign the document. After you sign it, DTS routes the trip for approval.

References

The DTMO website provides a number of travel resources. To see the full list, go to the main *Training* page and search the *Training Search Tool*. Below are some references

- DTS Guide 2 –

  https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF

- DTS Guide 3 –

  https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF