9 Update Per Diem

Select **Per Diem** from the **Progress Bar**. The **Review Per Diem Amounts** screen open.

1. Select **Adjust Per Diem Amounts** to change one or more allowances.
2. Enter the **Date Range** you want to adjust**.**
3. Make all necessary changes, and then select **Save Adjustments**.
4. Repeat steps 1-3 until all allowances are entered.

⚠️ Double check the amounts (e.g., lodging, meals, field duty, leave) are correct for each day of the trip.

10 Accounting

Follow your local business rules for adding or changing a line of accounting (LOA) to an adjusted or amended document. If permitted and necessary, select **Accounting** from the **Progress Bar**, then:

1. Select **Add LOA** and add an **Accounting Label** for each LOA you need to use.
2. If you choose multiple LOAs, select **Edit LOA Allocations**, and select the **Allocation Method** of the expenses among the LOAs**.**
3. Select **Request Advance** to request a travel advance for payment to your bank account.
4. Select **Partial Payments** to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. **Note:** Option is only available if your trip as greater than 45 days.

11 Review Authorization

Select **Review Authorization** from the **Progress Bar**, then:

1. (Optional) Enter **Comments** to the Approving Official.
2. Review all document contents. Use the **Go to <DTS module name>** links to make changes as needed.
3. When everything is correct, select **Continue** at the bottom of the screen or select **Other Auths and Pre-Audits** from the **Progress Bar**.

12 Other Auths and Pre-Audits

The **Other Authorizations and Pre Audits** screen opens.

1. In the *Other Authorizations* section, add new comments as necessary.

2. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
3. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
4. Select **Continue** at the bottom of the screen or select **Review and Submit** from the **Progress Bar.**

13 Sign and Submit

The **Digital Signature** window opens.

1. Ensure you select the correct **Document Status (SIGNED)** and **Routing List**.
2. Check the **I agree to SIGN this document** box.
3. **Add Comments** (optional).
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN** and select **OK**.

⚠️ Monitor your trip for approval and ticketing actions.

14 Cancellation

DTS auto-cancels all flight reservations for unapproved authorizations and non-ticketed flights according to the following schedule:

DTS cancels all flights booked or adjusted ___ hours before departure time:	If they are not approved and ticketed within ___ hours before departure time.
Over 72	72
24-72	24
Less than 24	6

Note: This trifold is designed for travelers, but the steps described also work for Non-DTS Entry Agents and travel clerks.

DefenseTravel

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TRI-FOLD

Adjust or Amend an Authorization with Itinerary or Reservation Changes: Traveler Instructions

This trifold guides you, the traveler, through creating an adjustment or amendment to an authorization to modify your itinerary and reservations.

For more information, see DTS Guide 2: Authorizations

Log On to DTS

1. Access the DTS Home page at https://www.defensetravel.osd.mil
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. If prompted, enter your CAC **PIN**, then select **OK**.
5. You should see the **DTS Dashboard**.

1 Adjust vs. Amend

If the Authorizing Official (AO) has never approved the authorization, you will *adjust* the document:

1. On the **DTS Dashboard**, select **Edit** next to an authorization and acknowledge any pop-ups. The **Review Trip Authorization** screen opens.

If the Authorizing Official (AO) has approved the authorization, you will *amend* the document:

1. On the **DTS Dashboard** select **Create Amendment** under **Options** next to an authorization.
2. Enter comments about the amendment, then select **Create Amendment** and acknowledge all pop-ups. The **Review Trip Authorization** screen opens.

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2 Update Itinerary

Select **Edit Itinerary** from the **Progress Bar**. Once the screen opens:

1. Change the **Arriving** and/or **Departing** dates in **YOUR TDY LOCATION(S)** section until dates are correct. The **TRIP OVERVIEW** dates automatically change.
2. Make any other necessary changes.
3. Select **Continue**.
4. Acknowledge the pop-up to verify your reservations, expense dates, and per diem allowances.

3 TDY Locations

Select **Edit Itinerary** from the **Progress Bar**. Once the screen opens:

1. Use the following options in the **YOUR TDY LOCATION(S)** section:
   a. To add a TDY location: Select the ⊕ icon and enter the dates and location.
   b. To change a TDY location: Select the field containing incorrect information and enter the correct information.
   c. To remove a TDY location: Select the 🗑 icon. **Note:** Icon only displays for multiple TDY locations.
2. Make any other necessary changes.
3. Select **Continue.**
4. Acknowledge the pop-up message.

Note: Changing the trip dates or adding additional per diem locations can override previous entries (e.g., leave or meals provided) in the **Per Diem** table. Go to **Per Diem** to check.

4 Reservations

DTS auto-cancels all your reservations if you do not sign the authorization per the following schedule:

DTS cancels all reservations booked ___ hours before the trip start date:	If you do not sign the authorization within ___ hours of the time you booked them.
Over 24	24
Up to 24	2

Select **Review Reservations** from the **Progress Bar**. Once the screen displays, update reservations following the guidance in the following sections:

- Section 5 – Flight Reservations
- Section 6 – Rental Car Reservations
- Section 7 – Lodging Reservations

Note 1: You have the option to **Request TMC Assistance** for any reservation change.

Note 2: When you leave the **Reservations** module, DTS reminds you of the auto-cancellation rules. Acknowledge the pop-up message.

5 Flight Reservations

To make a flight change:

1. From the **Review Reservation Selections** screen, select **Cancel Flight** to remove flight. Confirm pop-up message.
2. Select **Add to Trip > Add new flight** and search.
3. Choose **Select Flight** and **Confirm** seat.
4. Select **Book flight** to re-book travel.
5. Repeat for each connecting flight.
6. Review flight details, and then select **Book Flight.**

6 Rental Car Reservations

To make a rental car change:

1. From the **Review Reservation Selections** screen, select **Cancel Rental Car** to remove it. Confirm pop-up message.
2. Select **Add to Trip > Add new rental car** and search.
3. Only participating government program rentals display.
4. Choose **Select Car**.
5. Select **Book Car** to confirm your selection.

Note: Select **Request TMC Assistance** when there are no government rate rentals listed.

7 Lodging Reservations

To make a lodging change:

1. From the **Review Reservation Selections** screen select **Cancel Lodging** to remove the hotel. Confirm pop-up.

2. Select **Add to Trip > Add new lodging** and search.
3. DTS displays the most appropriate lodging type (per JTR and ILP) for your tip. **Note**: If your trip requires a certificate of non-availability (CNA) number, be sure it is accessible in your document.
4. To see the different lodging locations, use V**iew Map** or **Filters**.
5. Choose **Select** for an available hotel.
6. Choose **Select** for an available room.
7. Select **Book** to confirm your selection.

⚠️ For lodging cancellations verify the lodging provider supplied the cancellation confirmation number and it is accessible in your document. No-show fees are reimbursable, but only if you show that you took all reasonable actions to avoid incurring them.

8 Enter Expenses

Select **Expenses** from the **Progress Bar**. The **Enter Expenses** screen displays.

To edit an expense:

1. Locate the existing expense and select **Details**. The expense entry expands.
2. Make the change such as cost and select **Update** to save the entry.
3. Use **browse** or **Drag and Drop** to attach a document/receipt to an expense item.
4. Select **Details** again to collapse the expense entry.

To add an expense:

1. Select **Add** on the **Enter Expenses** page.
2. The **Add New** window opens.
3. Choose the **Expense** category and type and enter required and optional expense items. Select **Add** to save. The entry appears displays with the other entered expenses.

To duplicate an expense:

1. Locate the expense. Select the options (3-dots icon) for the entry. The **Duplicate Expense** window opens.
2. Add the date range for the replication.
3. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.