

7 Accounting

Follow your local business rules for adding or changing a line of accounting (LOA) to an adjusted or amended document.

8 Financial Summary

Select **Financial Summary** from the **Progress Bar**, then:

1. Review the information on the page for **Reimbursable** and **Non-Reimbursable Expenses**.
2. If you need to make changes to the **Entitlement Summary**, select **Adjust Disbursements**.
 - o Add more dollars to go to the GTCC or Personal accounts.
 - o When you are finished entering costs, select **Save**.
 - o The **Entitlement Summary** section reflects the changes.

9 Review Voucher

Select **Review Voucher** 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**.

Note: Travel documents are subject to audits which help identify improper payments. It is important you carefully review your voucher for accuracy and resolve open items before submitting the document for AO approval.

10 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**.

11 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 verify receipt of payment to the GTCC and personal accounts.

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



TRI-FOLD

Adjust or Amend a Voucher with Itinerary or Reservation Changes: Traveler Instructions

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

For more information, see [DTS Guide 3: Vouchers](#)

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 voucher, you will *adjust* the document:

1. On the **DTS Dashboard**, select **Vouchers** to display the documents.
2. Select **Edit** for the voucher and acknowledge any pop-ups. The **Review Trip Voucher** screen opens.

If the Authorizing Official (AO) has approved the voucher, you will create an *amendment*.

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



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 any pop-up messages.

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. When you finish making changes, select **Continue**.
3. 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 Enter Expenses

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

You can add a new expense (including a transportation ticket you purchased outside DTS or a Travel Management Company (TMC) fee):

To add an expense:

1. Select **Add**. The **Add New** window opens.
2. Choose the **Expense** category and type.

- For ticketed transportation (e.g., air, rail), options are available under, **Ticketed Expenses**.
 - For rental cars, select **Transportation Expenses**, and one of the **Rental Car** options.
 - For **Baggage – Excess or Other - Create You Own** or use **Other Expenses**.
3. Complete all required and optional expense fields and select **Add** to save.
 4. The entry appears displays with the other entered expenses.

To import a new expense from your Government Travel Charge Card data:

1. Select **Add**. The **Add New** screen opens, scroll down to **Add Expense from GTCC**.
2. The expense list opens. Select the expense item and expense type using the drop-down menu.
3. Select **Import**.
4. The item displays along with the other expenses on the **Enter Expenses** screen.

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 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. Select **Duplicate Expense**.
3. The results appear on the **Enter Expenses** screen.

To remove an expense:

1. On the **Enter Expenses** page, locate the expense entry. Under the **options** (3-dot icon), select **Delete Expense**.
2. Select **Delete**.
3. The expense is no longer in the list.

 If your trip requires a certificate of non-availability (CNA) number, be sure it is accessible in your document.

 For lodging cancellations verify the lodging provider

supplied the cancellation confirmation number and it is accessible in your document.

5 Receipts & Documents

You can attach a receipt to an expense a few ways. Each method begins on the **Enter Expenses** screen.

To attach a receipt using **Expense Details**:

1. After adding an expense, select **Details**. The window opens.
2. Add images by choosing **Browse** and uploading them, dragging them from another location or selecting the +sign (Add) to attach receipts.
3. Select **Attach** and the **Attachment** with number displays.
4. (Optional) Add **Notes**. Select **Update**.
5. Select **Details** to close the window.
6. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.


To attach a receipt or document using import:

1. Select the **Import a PDF** icon. The window opens.
2. **Browse** for file to upload, attach the file and choose **Select**.
3. You can either **Attach to Existing** (expense) or **Create New** (expense) to attach files.
4. Follow the prompts and on the last screen select **Done**.
5. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

6 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 correct.

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