



# Information Paper: Updating your Government Travel Charge Card in DTS

## Introduction

This info paper outlines the steps you must take to prepare to use your Government Travel Charged Card (GTCC) in the Defense Travel System (DTS). This paper will guide you through how to update your DTS profile with your current GTCC information.

## Update Your DTS Profile

After you receive and activate your new GTCC, you must update your DTS profile before using it. Failure to do so may result in your card and related reservations being declined by your local Commercial Travel Office (CTO). To update your profile:

1. After logging onto DTS, on the Welcome screen, hover over **Traveler Setup** and select **Update Personal Profile**. (Figure 1)

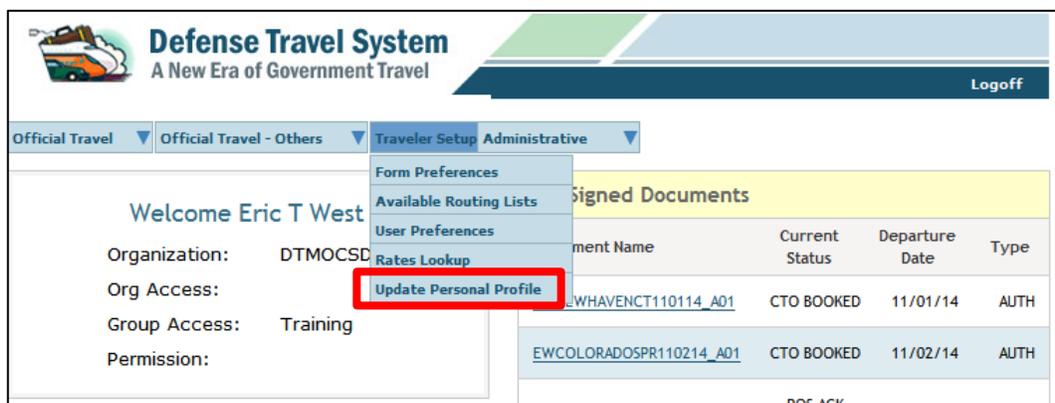


Figure 1: DTMO Welcome Screen – Traveler Setup

2. When the **My Profile** screen opens, select **My Account Information**. (Figure 2)

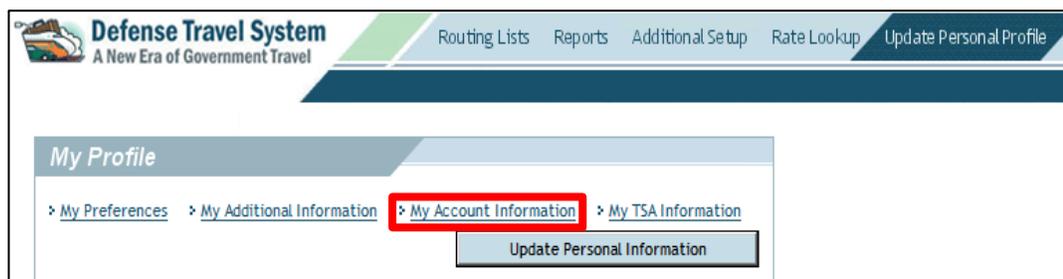


Figure 2: My Profile Screen



**Update Your  
DTS Profile  
(Continued)**

3. When the **My Account Information** screen opens, scroll down and update the GOVCC details. (Figure 3) If you've been re-issued an expiring card you will only have to change the **Expiration Date**. If this is a newly issued card, you will have to enter the **Account Number** as well.
4. While you are here, update any other information that has changed. Having up-to-date contact information, particularly email addresses, is very important. For example, did you recently change to a "mail.mil" account?
5. When you are done making updates, select **Update Personal Information** to save the changes.

Enter only one account with a routing number.

Mandatory EFT Payment:  Yes  No

GOVCC Account Number: 4242424242424242

GOVCC Expiration Date (mm/dd/yyyy): 03/31/2016

Checking Routing Number: 114000653

Checking Account Number: 101010101

Saving Routing Number:

Saving Account Number:

Update Personal Information

Figure 3: My Profile Screen

**Existing Travel  
Authorization  
with Expired  
GTCC info**

If you have a SIGNED travel authorization that has NOT been ticketed, and has either an expired GTCC or an invalid account number in the travel document, you must either:

- 1) Contact your CTO directly and provide them your new account information  
**OR**
- 2) Update your DTS authorization and resign to route the travel document back to your CTO

For detailed instructions on how to update a DTS travel authorization with invalid account information, refer to the information paper at:

[http://www.defensetravel.dod.mil/Docs/Updating\\_DTS\\_Auth\\_with\\_GTCC\\_Info.pdf](http://www.defensetravel.dod.mil/Docs/Updating_DTS_Auth_with_GTCC_Info.pdf)

For any additional questions regarding this process– please contact your local Defense Travel Administrator.