



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

Customer Service Notification

Issued 1/25/11

I. Customer Service Notification

Defense Travel Management Office (DTMO) Notification
25 January 2011
0930 ET

Subject: Defense Travel System (DTS) Software Update

Issue: A software update will be implemented in DTS on Wednesday, January 26, 2011. No system downtime is required. As part of this update, the Trip Cancel link will be temporarily removed.

Suggested Action: Until the Trip Cancel link is restored, authorizations should be canceled using the manual process. Please go to the following web address for details on how to manually cancel an authorization:
http://www.defensetravel.dod.mil/DTSOutreach/Table_for_CTO_Enabled_Sites_Cancel.pdf.

For details on the contents of the software update, visit http://www.defensetravel.dod.mil/DTSOutreach/Off-Cyle_Software_Update.pdf.

We apologize for any inconvenience and thank you for your continued support of DTS.

Defense Travel Management Office

*** Please do not reply to this e-mail notification. If you need additional information or would like to submit a question, please go to the DTMO Passport Portal at <https://www.defensetravel.dod.mil/passport> ***