

12. Select **Save And Proceed To Pre-Audits** to save any remarks.
-OR-
Select **Continue**.
13. The Pre-Audit Trip screen opens. Complete the **Justification to Approving Official** text boxes for any flagged items.
14. Select **Save And Proceed To Digital Signature**.
15. The Digital Signature screen opens. Select the Submit this document as drop-down list arrow and select **SIGNED**.
16. (Optional) Complete the **Additional Remarks** field.
17. Select **Submit Completed Document**.
18. The Stamp Process screen opens. Select **Save and Continue**.
19. Complete the **PIN** field then select **OK**.

The voucher will route to the AO for the appropriate action.

Section 5 Authorizing Official Instructions

The document routes to the AO after the traveler or NDEA completes the trip cancellation procedures. The traveler or NDEA must complete the trip cancellation procedures before the AO can proceed.

Cancel an Authorization – No Expenses Incurred

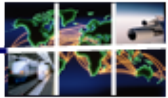
1. On the DTS Welcome screen, select [Click Here](#) next to Documents Awaiting Your Approval.
2. The Documents in Routing screen opens. Select **review** located to the left of the document name.
3. The Preview Trip screen opens. Select **Other Auths.** from the subnavigation bar.
4. The Other Authorizations screen opens. Select **Continue**.
5. The Pre-Audit Trip screen opens. Select **Proceed To Digital Signature**.
6. Select **Submit this Document as:** drop-down list arrow and choose **CANCELLED**.
-OR-
Select **RETURNED** to send the document back to the traveler for correction.
7. Select **Submit Completed Document**.
8. Complete the **PIN** field then select **OK**.

AO Approves a Document - Expenses Incurred

If the authorization had not been approved before trip cancel was initiated, it will route to the AO as an authorization. If the authorization had already been approved, it will route to the AO as a voucher.

1. On the DTS Welcome screen, select [Click Here](#) next to Documents Awaiting Your Approval.
2. The Documents in Routing screen opens. Select **review** located to the left of the document name.
3. The Preview Trip screen opens. Review to ensure the traveler is only claiming expenses they incurred.
4. (If necessary) Select **Substantiating Records** to view receipts for lodging or individual expenses of \$75 or more. Select **Return to Trip Preview** to continue.
5. Scroll down and select **Proceed To Other Auths**.
6. The Other Authorizations screen opens. Review any remarks and select **Continue**.
7. The Pre-Audit Trip opens. Review any justifications, and select **Proceed To Digital Signature**.
8. The Digital Signature screen opens. Select the **Submit this Document as:** drop-down list arrow and choose **APPROVED**.
-OR-
Select **RETURNED** to send the document back to the traveler for correction.
9. Select **Submit Completed Document**.
10. The Stamp Process screen opens. Select **Save and Continue**.
11. The Fund Authorization or Fund Voucher screen opens. Select **OK**.
12. The Stamping Result screen opens. Select **Close**.
13. **Complete the PIN field then select OK**.

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Instructions to Cancel a Trip

May 2, 2017

This trifold guides the traveler, travel clerk, NDEA or AO through cancelling a typical trip in DTS. For more information, see Chapter 10 in the Document Processing Manual (DPM).

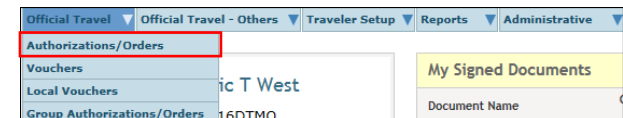
Instructions to Cancel a Trip

The steps required to Cancel a Trip in DTS depend on the scenario that applies:

- *Authorization is in a CREATED status*
- *Authorization Signed or Approved - No Expenses were incurred*
- *Authorization Signed – Expenses incurred*
- *Authorization Approved - Expenses were incurred to the traveler and/or Government, or the traveler received a non-ATM advance or scheduled partial payment*

CTO disabled sites should refer to their local business rules to cancel any reservations.

Section 1 Authorization is in a CREATED status



1. On the DTS Welcome screen, mouse over **Official Travel** on the menu bar.
2. Select **Authorization/Orders** from the drop-down list.
3. Select **remove** next to the document to be deleted.
4. If no reservations were made in the document, a pop-up message appears asking for confirmation that the selected trip is to be deleted. Select **OK**.

DTS will remove the document and no further action is required.

-OR-

If reservations were made, a pop-up message will display letting you know that you must remove the reservations before you can delete the document. Select **OK**.

5. Select **edit** next to the document containing the reservations.
6. The Preview Trip screen opens. Select **Travel** from the navigation bar.
7. Select **Cancel** next to the reservation to be cancelled.
8. A pop-up message displays to confirm the cancellation. Select **OK**.
9. Repeat Steps 7–8 to remove the remainder of the reservations.
10. After you remove the reservations, you can go back to the Authorizations/Orders screen by selecting the **RETURN TO LIST** button on the top left corner.
11. Remove the document by following Steps 3 - 4.

Section 2 Authorization Signed or Approved – No Expenses Incurred

1. Follow Steps 1 – 2 in Section 1.
2. Select **trip cancel** next to the document to be cancelled.

Document Name	Departure Date	Status	TA Number	View / Edit	Print	Remove / Trip Cancel	Amend
EMANAGOR/ANDOP/052017_AD1	05/20/17	CTO BOOKED	003598	View	Print	Trip Cancel	
EMBCSTONWAZ02017_AD1	05/01/17	CTO BOOKED		View / Edit	Print	Trip Cancel	

3. The Trip Cancellation screen opens. Select the **No Expenses were incurred** radio button.
Note: The No Expenses were incurred button is not available if DTS detects any incurred expenses.
4. A pop-up message appears informing you that this action is non-reversible. If you elect to continue, you will not be able to access the reservations module. Select **OK**.
5. Select **Continue**.
6. The Digital Signature screen opens. Select the Other Authorizations screen.
7. The Other Authorizations screen opens. Select **Continue**.
8. The Pre-Audit Trip screen opens. Select **Save And Proceed To Digital Signature**.

9. The Digital Signature screen opens. Select the **Submit this document as:** drop-down list arrow and choose **SIGNED**.
10. (Optional) Complete the **Additional Remarks** field.
11. Select **Submit Completed Document**.
12. Complete the **PIN** field then select **OK**.

The authorization will route to the AO for the appropriate action.

Section 3

Authorization Signed – Expenses Incurred

1. Follow Steps 1 - 2 in Section 2.
The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

The screenshot shows the 'Trip Cancellation' screen with a warning message at the top. Below the message are two radio button options. The second option, 'Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment', is selected and highlighted with a red box. At the bottom of the screen are two buttons: 'Return to Document List' and 'Continue'.

2. A pop-up message appears informing you that this action is non-reversible. If you elect to continue, you will not be able to access the reservations module. Select **OK**.
3. The Digital Signature screen opens telling you that **This trip was Trip Cancelled through the DTS Trip Cancel functionality**. Make sure the **Submit this document as** drop down box has the stamp **SIGNED**.
4. Select **Submit Completed Document**.
5. The Other Auths screen opens. Select **Continue**.
6. The Pre-Audit screen opens. Select **Save and Proceed To Digital Signature**.
7. Select **Submit Completed Document**.

The authorization is routed to the AO for approval. After the AO approves the authorization, you must create a voucher listing any expenses for reimbursement.

Section 4 Authorization Approved – Expenses Incurred or Advance/SPP Received

1. Follow Steps 1 – 2 in Section 2.
2. The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment** radio button.

This screenshot is identical to the one in Section 3, showing the 'Trip Cancellation' screen with the second radio button option selected and highlighted with a red box. The 'Continue' button is visible at the bottom right.

3. A pop-up message appears informing you that this action is non-reversible. This process will create a voucher and any reservations will be cancelled once continue is selected. Select **OK**.
4. Select **Continue**. DTS automatically creates the voucher.
5. The Non-Mileage Expenses screen opens. All expenses on the voucher are set to \$0 cost, except for CTO fees and any CBA transactions in a matched status.
6. List any incurred expenses, then select **Save Expenses** at the bottom of the screen.
7. (If necessary) Select **Mileage** from the subnavigation bar; add/edit any mileage expenses, then select **Save Expenses** at the bottom of the screen.
8. Select **Review/Sign** from the navigation bar.
9. The Preview Trip screen opens. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received SPPs or Advances, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
10. Select **Save And Proceed To Other Auths**.
11. The Other Authorization screen opens. If necessary, edit or add any **Remarks**.