



How to Cancel a Trip in DTS

February 16, 2018

When a projected trip is cancelled, your actions in DTS depend on the particular circumstances of the cancellation. This trifold provides guidance on the trip cancellation process for travelers, travel clerks, NDEAs, and AO when the authorization:

- *Is in a CREATED status*
- *Was SIGNED or APPROVED, and no expenses were incurred*
- *Was SIGNED, but expenses were incurred*
- *Was APPROVED, but expenses were incurred*

More information is available in the information paper [Trip Cancellation Procedures in DTS](#).

Section 1 Authorization is in a CREATED status

1. On the DTS Welcome screen, select **Authorization/Orders** from the **Official Travel** drop-down list. The Authorizations screen opens. **Note:** Travel Clerks and NDEAs use **Official Travel - Others** instead, then find the traveler.

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2. Select **Remove** next to the authorization for the cancelled trip.
3. If the document contains no reservations, acknowledge the pop-up message to delete the document. No further action is required. -OR- If the document contains reservations acknowledge the pop-up message and continue to step 4.

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Expenses Incurred

1. On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval. The Documents in Routing screen opens.

Awaiting Status	Type	Document
APPROVED	AUTH	EWINDIANAPOLI102317_A01
APPROVED	AUTH	EWPHOENIXAZ100817_A01

2. Select **APPROVED** next to the document name (it may be an authorization or a voucher). The Preview Trip screen opens.
3. Review the document ensure the traveler is only claiming expenses they incurred.
4. If necessary, select **Substantiating Records** to view attached documentation (e.g., receipts), then select **Return to Trip Preview** to continue. The Preview Trip screen opens.
5. Select **Proceed To Other Auths**. The Other Authorizations screen opens.
6. Review any remarks, then select **Continue**. The Pre-Audit Trip screen opens.
7. Review any justifications, then select **Proceed To Digital Signature**. The Digital Signature screen opens.
8. If everything in the document is correct, select **APPROVED** in the **Submit this Document as** drop-down list. -OR- If anything needs to be corrected, select **RETURNED**.
9. (Optional, unless returning the document) Enter comments in the **Additional Remarks** field.
10. Select **Submit Completed Document**. The Stamp Process screen opens.
11. Select **Save and Continue**. The Fund Authorization or Fund Voucher screen opens.
12. Select **OK**. The Stamping Result screen opens.
13. Select **Close**.
14. Enter your CAC **PIN**, then select **OK**.

14. Ensure **SIGNED** appears in the **Submit this document as** field.
15. (Optional) Enter comments in the **Additional Remarks** field.
16. Select **Submit Completed Document**.

The voucher routes for AO approval.

Section 5 Authorizing Official Instructions

Note: The instructions below assume the traveler (or whoever created the authorization) completed the trip cancellation process as described earlier in this information paper.

No Expenses Incurred

1. On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval. The Documents in Routing screen opens.

Awaiting Status	Type	Document
APPROVED	AUTH	EWINDIANAPOLI102317_A01
APPROVED	AUTH	EWPHOENIXAZ100817_A01

2. Select **APPROVED** next to the authorization. The Preview Trip screen opens.
3. Select **Other Auths**. at the top of the screen. The Other Authorizations screen opens.
4. Select **Continue**. The Pre-Audit Trip screen opens.
5. Select **Proceed To Digital Signature**. The Digital Signature screen opens.
6. Select **CANCELLED** in the **Submit this Document as** drop-down list.
7. Select **Submit Completed Document**.
8. Enter your CAC **PIN**, then select **OK**.

4. Select **Edit** to open the document. The Preview Trip screen opens.
5. Select **Travel** at the top of the screen. The Review Reservation Selections screen opens.
6. Select **Cancel <Type> Reservation** beneath any reservation, then acknowledge the pop-up.
7. Repeat Step 6 until all reservations are cancelled.
8. Close the authorization.
9. Remove the authorization by following steps 1-3.

Section 2 Authorization SIGNED/APPROVED – No Expenses Incurred

BSHALFMOONBAY070810_G01 07/08/2010 APPROVED ONYQD3 View Print **Trip Cancel**

1. On the Authorizations screen, select **Trip Cancel** next to the authorization for the cancelled trip. The Trip Cancellation screen opens.

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were Incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

2. Select the **No Expenses were incurred** radio button, then acknowledge the pop-up message that informs you the action is not reversible. **Note:** The radio button is not available if DTS detects any incurred expenses.
3. Select **Continue**. The Digital Signature screen opens.
4. Select **Other Authorizations**. The Other Authorizations screen opens.
5. Select **Continue**. The Pre-Audit Trip screen opens.
6. Select **Save And Proceed To Digital Signature**. The Digital Signature screen opens.
7. Ensure **SIGNED** appears in the **Submit this document as** field.
8. (Optional) Enter comments in the **Additional Remarks** field.
9. Select **Submit Completed Document**.
10. Enter your CAC PIN, then select **OK**. The authorization routes to the AO for cancellation.

Section 3

Authorization SIGNED – Expenses Incurred

Note: “Expenses incurred” means that either the traveler or the Government made payments for which they must be reimbursed.

BSDALLASTX071512_A01 07/15/2012 SIGNED View / Edit Print **Trip Cancel**

1. On the Authorizations screen, select **Trip Cancel** next to the authorization for the cancelled trip. The Trip Cancellation screen opens.

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were Incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

2. Select the **Expenses were incurred ...** radio button, then acknowledge the pop-up message that informs you the action is not reversible.
3. Select **Continue**, then acknowledge the pop-up message that informs you that you'll have to create a voucher after the AO approves the authorization. The Digital Signature screen opens.
4. Select **Preview** at the top of the screen. The Preview Trip screen opens.
5. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received a SPP or travel advance, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
6. Select **Other Auths.** at the top of the screen. The Other Authorizations screen opens.
7. If necessary, edit or add **Remarks**.
8. Select **Continue**. The Pre-Audit screen opens.
9. Justify any pre-audit flags.
10. Select **Save and Proceed To Digital Signature**. The Digital Signature screen opens.
11. Ensure **SIGNED** appears in the **Submit this document as** field.
12. (Optional) Enter comments in the **Additional Remarks** field.
13. Select **Submit Completed Document**.

The authorization routes for AO approval. After the AO approves it, you must create a voucher using the usual process, which the AO will also approve.

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

Note: “Expenses incurred” means that either the traveler or the Government made payments for which they must be reimbursed.

BSHALFMOONBAY070810_G01 07/08/2010 APPROVED ONYQD3 View Print **Trip Cancel**

1. On the Authorizations screen, select **Trip Cancel** next to the authorization for the cancelled trip. The Trip Cancellation screen opens.

Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were Incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

2. Select the **Expenses were incurred ...** radio button, then acknowledge the pop-up message that informs you the action is not reversible.
3. Select **Continue**, then acknowledge the pop-up message that informs you the system will create a voucher and cancel all reservations.
4. DTS automatically creates and opens a voucher on the Non-Mileage Expenses screen. All expenses are set to \$0.00 except TMC fees and CBA transactions in a matched status.
5. Enter all expenses you incurred, then select **Save Expenses** at the bottom of the screen.
6. If necessary, select **Mileage** at the top of the screen, update the mileage expenses, and select **Save Expenses**.
7. Select **Review/Sign** at the top of the screen. The Preview Trip screen opens.
8. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received a SPP or travel advance, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
9. Select **Other Auths.** at the top of the screen. The Other Authorization screen opens.
10. If necessary, edit or add **Remarks**.
11. Select **Continue**. The Pre-Audit screen opens.
12. Justify any pre-audit flags.
13. Select **Save and Proceed To Digital Signature**. The Digital Signature screen opens.