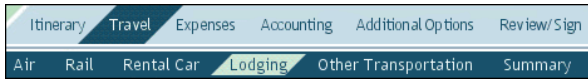


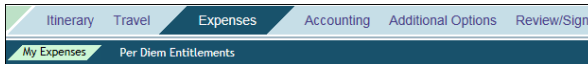
Section 4.3 **Lodging Reservations**




1. Enter search criteria in the **Modify Search** section, then select **Search**.
2. Choose **Select Hotel** to next to a hotel.
3. Choose **Select Room** to the right a room type and rate.

Note: If the Travel Management Company (TMC) does not provide a cancellation number for a cancelled hotel stay, contact the hotel to get one. You may be reimbursed for no-show fees, but only if you show that you took all reasonable actions to avoid incurring them.

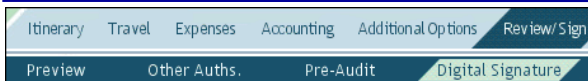
Section 5 **Ticketed Transportation Purchased Outside DTS**



To edit the information for tickets you purchased outside of DTS:

1. Select **Expenses > My Expenses**.
2. In the **Other Expenses** section, select the  icon to next to an expense.
3. Enter the correct information in the fields on the Edit Expense screen (e.g., cost, date).
4. Select **Save**.

Section 6 **Additional Changes**



See *DTS Guide 2: Authorizations* (http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf) for more information on how to make changes to authorizations (e.g., when your trip dates change, you may need to update your expense dates or per diem allowances (meals, duty conditions, lodging costs, leave, etc.).

When you are finished making changes, submit the authorization as **SIGNED** to begin the routing process. See your Defense Travel Administrator (DTA) for additional assistance.

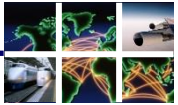
Final Note



DTS auto-cancels all flight reservations that are not approved and ticketed according to the following schedule:

<i>DTS cancels all flights booked or adjusted ___ hours before departure time:</i>	<i>If they are not approved and ticketed within ___ hours before departure time.</i>
Over 72	72
24-72	24
Less than 24	6

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.



Adjusting or Amending an Authorization with Itinerary and Reservation Changes

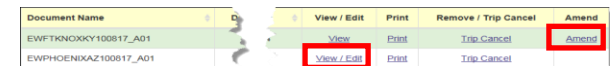
September 28, 2017

This trifold guides you, the traveler, through creating an adjustment or amendment to an authorization when you have to change your travel itinerary and reservations.

Log On to DTS

1. Insert your CAC into the reader.
2. Open DTS Home page: <http://www.defensetravel.osd.mil>.
3. Select **LOGIN TO DTS**.
4. Read and **Accept** the DoD Privacy & Ethics Policy.
5. Enter your CAC **PIN**, then select **OK**.

Section 1 **Adjust vs. Amend**



If the Authorizing Official (AO) has not yet approved the authorization, create an *adjustment*:

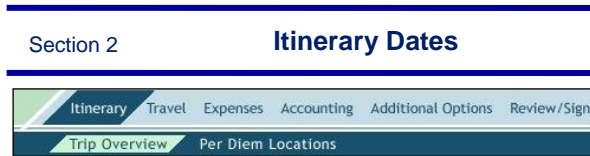
1. On the DTS Welcome screen, select **Official Travel > Authorizations/Orders** to open the Authorizations/Orders screen.
2. Select **View/Edit** next to an authorization. (If you've adjusted the authorization before, you must select **View/Edit** twice.)
3. Uncheck the **View-Only** box, then select **OK**.
4. Acknowledge the reminder to sign the authorization after you change reservations or methods of reimbursement. The authorization opens on the Preview Trip screen.

If the AO has approved the authorization, create an *amendment*:

1. On the DTS Welcome screen, select **Official Travel > Authorizations/Orders** to open the Authorizations/Orders screen.

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2. Select **Amend** next to an authorization.
3. Carefully read and acknowledge the warnings DTS presents before opening the travel document. They provide important information to help you prevent a loss of information (e.g., the need to reschedule a request for an advance) when making an amendment. The authorization opens on the Preview Trip screen.



Select **Itinerary** on the navigation bar.

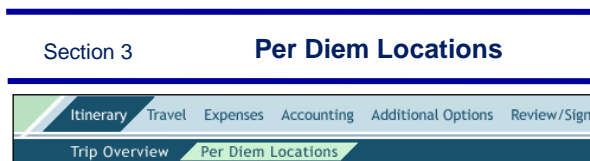
If the legacy itinerary screen opens:

1. Change the dates in the **Overall Starting Point** section and/or the **Overall Ending Point** section in the left column.
2. Select **Proceed to Per Diem Locations**.
3. Select **Edit** next to a per diem location in the right column, then change the dates in the left column.
4. Select **Save Changes**.
5. Repeat steps 4-5 until all dates are correct.

If the new itinerary screen opens:

1. Change the **Arriving** and/or **Departing** dates in the **My TDY Locations** section until all dates are correct. The dates in the **My Trip Overview** section change automatically.
2. Select **Continue**.
3. Select whether you want to change your reservations or if you want DTS to cancel them all for you so you can start from scratch.

Note: You'll see various pop-up messages during this process. Read and acknowledge them all.



Select **Itinerary > Per Diem Locations** on the navigation bars.

If the legacy itinerary screen opens:

1. Use any of the following fields:
 - a) **Click Here to Add a Destination in Between:** Add a TDY location where the link

appears. More than one link appears if multiple TDY locations are listed.


- b) **Remove:** Delete a location from the itinerary. The link only appears if multiple TDY locations are listed.
 - c) **Add a TDY/TAD Location:** Add a TDY location immediately before the end point.
2. Use the search tools to select a destination, as well as arrival and departure dates.
 3. Select **Save This Location**.

If the new itinerary process screen opens:

1. Use either of the following fields:
 - a) **TDY Location:** Select **"X"** to remove a TDY location, then type in a new one.
 - b) **+ icon:** Add a location to the itinerary.
2. Enter/update all dates as necessary.
3. Select **Continue**.
4. Select whether you want to change your reservations or if you want DTS to cancel them all for you so you can start from scratch.

Note: You'll see various pop-up messages during this process. Read and acknowledge them all.

Section 4 Travel Reservations

 **Note:** DTS auto-cancels all your reservations if you do not sign the authorization according to the following schedule:

<i>DTS cancels all reservations booked ___ hours before the trip start date:</i>	<i>If you do not sign the authorization within ___ hours of the time you booked them.</i>
Over 24	24
24	2

1. Select **Travel** from the navigation bar.
2. If you used the legacy itinerary creation process, select whether you want to change your reservations or if you want DTS to cancel them all for you so you can work from scratch.

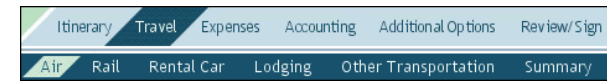
Note: If you used the new itinerary process, DTS asked this question earlier in the process.

3. If you chose:
 - **Cancel All and Start Over:** The Trip Summary screen contains no reservations. Go directly to step 4.

- **Change or Cancel Separately:** The Trip Summary screen still contains your reservations. **Cancel** those you don't need.
4. Select new reservations per the guidance in the following sections:
 - Section 4.1 – Flight Reservations
 - Section 4.2 – Rental Car Reservations
 - Section 4.3 – Lodging Reservations

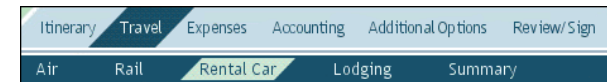
Note: After you make reservations, when you leave the **Travel** module, DTS reminds you of the auto-cancellation rules via pop-up message. Acknowledge the pop-up to continue.

Section 4.1 Flight Reservations



1. Enter search criteria in the **Modify Search** section, then select **Search**.
2. Choose **Select Flight** next to a flight.
3. Use the **Seat Selector** to select a seat, then select **Done**. You must do this multiple times if your flight has connections.
4. If needed, repeat steps 1-3 to book additional flights.

Section 4.2 Rental Car Reservations



1. Enter search criteria in the **Modify Search** section, then select **Search**.
2. Choose **Select Car** next to a car.