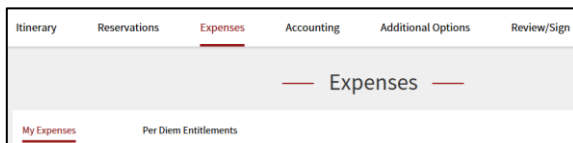


For any lodging you need to change:


1. From the Review Reservation Requests screen, select **Cancel Lodging** to remove the old hotel.
2. After confirming the cancellation, select **Book** next to the LODGING you need to re-book.
3. If necessary, adjust the information at the top of the Lodging Step 1 of 3 screen, and search for a new hotel.
4. Choose **Select Lodging** to book a new hotel.
5. Choose **Select Room** to book a new room type and rate.
6. Review hotel details, then **Book Lodging**.

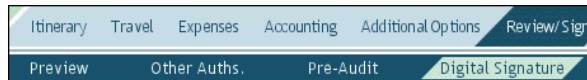
**Note:** For any hotel, you could instead select **Request TMC Assistance**.

**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.



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

1. Select **Expenses > My Expenses** at the top of the screen.
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**.



See *DTS Guide 2: Authorizations*

([http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_2\\_Authorization.pdf](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 finish making changes, submit the authorization as **SIGNED** to begin the routing process. See your Defense Travel Administrator (DTA) for additional assistance.

### Final Note

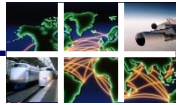


*DTS auto-cancels all flight reservations that are not approved and ticketed according to the following schedule:*

| <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.

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## Adjusting or Amending an Authorization with Itinerary and Reservation Changes

February 16, 2018

***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 **Log In**.
4. Read and **Accept** the DoD Privacy & Ethics Policy.
5. Enter your CAC **PIN**, then select **OK**.

| Document Name         | Jer   | Edit        | Print | Remove/Cancel | Amend |
|-----------------------|-------|-------------|-------|---------------|-------|
| EWFTKNOXKY030418_A01  | 03807 | View        | Print |               | Amend |
| EWGREENBAYWI012818_A0 |       | Edit        | Print | Remove        |       |
| EWBILLINGSMO011418_A0 |       | View / Edit | Print | Trip Cancel   |       |

If the Authorizing Official (AO) has never approved the authorization, you'll *adjust* it:

1. On the DTS Welcome screen, select **Official Travel > Authorizations/Orders** to open the Authorizations screen.
2. Select **Edit** or **View/Edit** next to an authorization. (If you've adjusted the authorization before, you must select **View/Edit** on two screens.)
3. If it appears, uncheck the **View-Only** box, then select **OK**.
4. If it appears, acknowledge the reminder to re-sign the authorization if you change reservations or methods of reimbursement.

The authorization opens on the Preview Trip screen.

If the AO has approved the authorization, you'll *amend* it:

1. On the DTS Welcome screen, select **Official Travel > Authorizations/Orders** to open the Authorizations screen.
2. Select **Amend** next to an authorization.
3. Read, acknowledge, and heed any warnings DTS presents to help you prevent a loss of information (e.g., you must reschedule a request for a travel advance).

The authorization opens on the Preview Trip screen.

## Section 2 Itinerary Dates

Select **Itinerary** on the navigation bar.

If the Trip Overview 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 3-4 until all dates are correct.

**Note:** If you see pop-up messages during this process, read and acknowledge them.

If the My Itinerary screen opens:

1. Change the **Arriving** and/or **Departing** dates in the **YOUR TDY LOCACTION(S) OVERVIEW** dates change automatically.
2. Select **Continue**.
3. Acknowledge the pop-up that reminds you to double-check your reservations, expense dates, and per diem allowances.

## Section 3 Per Diem Locations

Itinerary Reservations Expenses Accounting Additional Options Review/Sign

Select **Itinerary** at the top of the screen.

If the Trip Overview 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. Multiple links appear if several 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 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**.

**Note:** If you see pop-up messages during this process, read and acknowledge them.

If the My 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, if needed.
  - b) **+ icon:** Add a location to the itinerary.
2. Enter/update all dates as necessary.
3. Select **Continue**.
4. Acknowledge the pop-up that reminds you to double-check your reservations, expense dates, and per diem allowances.

## 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   |

Itinerary Reservations Expenses Accounting Additional Options Review/Sign

1. The **Reservations** Module opens when you save the itinerary changes.
2. 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:** When you leave the **Reservations** module, DTS reminds you of the auto-cancellation rules. Acknowledge the pop-up.

### Section 4.1 Flight Reservations

For any flight you need to change:

1. From the Review Reservation Requests screen, select **Cancel Flight**.
2. After confirming the cancellation, select **Book** next to the FLIGHT to re-book it.
3. If necessary, adjust the information at the top of the Flight Step 1 of 3 screen, and search for a new flight.
4. Choose **Select Flight** to book a new flight.
5. Select a seat or seat type. Repeat for each connecting flight.
6. Review flight details, then **Book Flight**.

**Note:** For any flight, you could instead select **Request TMC Assistance**.

### Section 4.2 Rental Car Reservations

For any rental car you need to change:

1. From the Review Reservation Requests screen, select **Cancel Rental Car** to remove the old rental car.
2. After confirming the cancellation, select **Book** next to the RENTAL CAR you need to re-book.
3. If necessary, adjust the information at the top of the Rental Car Step 1 of 2 screen, and search for a new rental car.
4. Choose **Select Car** to book a new rental car.
5. Review rental car details, then **Book Car**.

**Note:** For any rental car, you could instead select **Request TMC Assistance**.