



Adjusting or Amending an Authorization with Itinerary and Reservation Changes

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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. Open DTS Home page at <https://www.defensetravel.osd.mil>.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN**, and then select **OK**.

1 Adjust vs. Amend

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

1. On the **DTS Dashboard**, select **Edit** next to an authorization and acknowledge any pop-ups. The **Review Trip Authorization** screen opens.

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

1. On the **DTS Dashboard** select **Create Amendment** under **Options** next to an authorization.
2. Enter comments about the amendment, then select **Create Amendment** and acknowledge all pop-ups. The **Review Trip Authorization** screen opens.

4. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
5. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
6. Select **Continue** at the bottom of the screen.

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Sign and Submit

The **Digital Signature** screen opens.

1. Ensure you select the correct **Document Status (SIGNED)** and **Routing List**.
2. Under **Document Status** check mark, **I agree to SIGN this document**.
3. **Add Comments** is *optional*.
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN**, and then select **OK**.



Note: Monitor your trip for re-approval and ticketing actions.

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Final Note



DTS auto-cancels all flight reservations for unapproved authorizations and non-ticketed flights 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 |

See [DTS Guide 2: Authorizations](#) for more information on making changes to authorizations.

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.

This document is maintained on the DTMO website at <https://www.defensetravel.dod.mil>.
Printed copies may be obsolete

To edit an expense:

1. On the **Enter Expenses** page, locate the existing expense and select **Details**. The expense entry expands.
2. Make the change such as cost and select **Update** to save the entry.
3. Use **browse** or **Drag and Drop** to attach a document to an expense item.
4. Select **Details** again to collapse the expense entry.

To add an expense:

1. Select **Add** on the **Enter Expenses** page. The **Add New** window opens.
2. Choose the **Expense** category and type and enter required and optional expense items. Select **Add** to save.
3. The entry saves in a single **Expense** listing.

To duplicate an expense:

1. On the **Enter Expenses** page, locate the expense.
2. Select the options (3-dots icon) for the entry. The **Duplicate Expense** window opens.
3. Add the date range for the replication.
4. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.



Note: The **Expand All** icon opens **Details** for all entered expenses. The **Collapse All** icon closes **Details** for all entered expenses.

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Accounting

Follow your local business rules regarding adding or changing a line of accounting (LOA) to an adjusted or amended document.

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Review & PreAudit

When you finish making all your changes to the authorization, select **Review** from the **Progress Bar**.

1. Verify the information is correct.
2. Select **Continue** at the bottom of the page to advance.
3. In the *Other Authorizations* section, add new comments as necessary.

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Update Itinerary

Select **Edit Itinerary** from the **Progress Bar**.

On the **Edit Itinerary** screen:

1. Change the **Arriving** and/or **Departing** dates in the **YOUR TDY LOCATION(S)** section until all dates are correct. The **TRIP OVERVIEW** dates change automatically.
2. Make any other necessary changes.
3. Select **Continue**.
4. Acknowledge the pop-up that reminds you to verify your reservations, expense dates, and per diem allowances.

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TDY Locations

Select **Edit Itinerary** from the **Progress Bar**.

On the **Edit Itinerary** screen:

1. Use the following options in the **YOUR TDY LOCATION(S)** section:
 - a) To add a TDY location: Select the  icon and enter the dates and location.
 - b) To change a TDY location: Select the field containing incorrect information and enter the correct information.
 - c) To remove a TDY location: Select the  icon. **Note:** Icon only appears if multiple TDY locations display.
2. Make any other necessary changes.
3. Select **Continue**.
4. Acknowledge the pop-up that reminds you to double-check your reservations, expense dates, and per diem allowances.



Note: If you change the trip dates or add additional per diem locations, be sure to verify your per diem allowances in the **Per Diem** table making any necessary changes (e.g., leave or meals provided).

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Reservations



Note: DTS auto-cancels all your reservations if you do not sign the authorization per 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 |
| Up to 24 | 2 |

Select **Review Reservations** from the **Progress Bar**.

- Update reservations following the guidance in the following sections:
 - Section 5 – Flight Reservations
 - Section 6 – Rental Car Reservations
 - Section 7 – Lodging Reservations

Note: You have the option to **Request TMC Assistance** for any reservation change.



Note: When you leave the **Reservations** module, DTS reminds you of the auto-cancellation rules. Acknowledge the pop-up.

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Flight Reservations

To make a flight change:

1. From the **Review Reservation Selections** screen, select **Cancel Flight** to remove flight. Confirm pop-up message.
2. Select **Add to Trip > Add new flight**, and search for a flight.
3. Choose **Select Flight** and **Confirm** seat.
4. Select **Book flight** to re-book travel.
5. Repeat for each connecting flight.
6. Review flight details, and then select **Book Flight**.

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Rental Car Reservations

To make a rental car change:

1. From the **Review Reservation Selections** screen, select **Cancel Rental Car** to remove the rental car. Confirm pop-up message.
2. Select **Add to Trip > Add new rental car**, and search.
3. Only participating government program rentals display.
4. Choose **Select Car**.
5. Select **Book Car** to confirm.



Note: When there are no government rate rentals listed, you must select **Request TMC Assistance** to book a rental car.

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Lodging Reservations

To make a lodging change:

1. From the **Review Reservation Selections** screen, select **Cancel Lodging** to remove the hotel. Confirm pop-up message.
2. Select **Add to Trip > Add new lodging**, and search.
3. DTS displays the most appropriate lodging type for your trip.
4. To see lodging different locations use **View Map** or **Filters**.
5. Choose **Select** for an available hotel.
6. Choose **Select** for an available room.
7. Select **Book** to confirm your selection.



Note: Even if the DTS document updates with a hotel confirmation number for a cancelled hotel stay, contact the hotel to ensure reservations fully cancel. No-show fees are reimbursable, but only if you show that you took all reasonable actions to avoid incurring them.

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Enter Expenses

Select **Expenses** from the **Progress Bar**.