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.osd.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:

<table>
<thead>
<tr>
<th>DTS cancels all flights booked or adjusted hours before departure time:</th>
<th>If they are not approved and ticketed within hours before departure time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 72</td>
<td>72</td>
</tr>
<tr>
<td>24-72</td>
<td>24</td>
</tr>
<tr>
<td>Less than 24</td>
<td>6</td>
</tr>
</tbody>
</table>

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:
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.

This document is controlled and maintained on the www.defensetravel.dod.mil website. Printed copies may be obsolete. Please check revision currency prior to use.
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.

Section 2

Itinerary Dates

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 2-4 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.

Section 3

Per Diem Locations

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:

<table>
<thead>
<tr>
<th>DTS cancels all reservations booked</th>
<th>If you do not sign the authorization within</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ hours before the trip start date:</td>
<td>__ hours of the time you booked them.</td>
</tr>
<tr>
<td>Over 24</td>
<td>24</td>
</tr>
<tr>
<td>24</td>
<td>2</td>
</tr>
</tbody>
</table>

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.