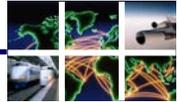


To change lodging costs:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **Enter (or Update) Actual Lodging Costs**.
4. Select **Edit** for the date on which changes are necessary.
5. Update the **fields** as necessary.
6. Select **Save These Entitlements**.

expenses, per diem allowances, payment totals, accounting, and personal profile. When finished, stamp the voucher **SIGNED** then select **Submit Completed Document**. See your Defense Travel Administrator (DTA) if you require additional assistance.

**Note:** Remember to update expense dates and any per diem allowances (meals, duty conditions, lodging cost, leave, etc.) affected by a change in trip dates.



## Adjusting/Amending an Itinerary and Reservation Expenses in a Voucher

March 10, 2015

*This trifold guides the traveler through creating an adjustment or amendment to an itinerary and reservations in a voucher.*

### Log On to DTS

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

### Section 6 Update Rental Car Information



To delete a rental car selection:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Remove** to delete the rental car entry.
4. Select **OK** to the pop-up window.

To update a rental car selection:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Edit** next to the rental car that requires changes.
4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

### Section 1 Adjust vs. Amend

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWICOLORADO5PR101413_A01	10/14/13	SIGNED		> view / edit	> print	> trip cancel	
EWTAHPAFL061613_A01	06/16/13	POS ACK RECEIVED	00271Q	> view	> print	> trip cancel	> amend

If the Authorizing Official (AO) has not approved the voucher, use the steps below to create an *adjustment*:

1. Access the **Vouchers** screen.
2. Select **view/edit** next to the voucher to be adjusted.
3. Remove the check from the **View-Only** box.
4. Select **OK**.

### Section 7 Additional Changes



Continue with necessary changes. Refer to Chapter 4 of the *DTS Document Processing Manual* for instructions on making changes to

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If the AO has approved the voucher, use the steps below to create an *amendment*.

1. Access the **Vouchers** screen.
2. Select **<amend>** next to the voucher you will be amending.
3. Enter the reason for the amendment in the **Comments** box.
4. Select **OK**.

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## Section 2 Update Dates on an Itinerary



To change overall trip start and end dates:

1. Select **Itinerary** from the navigation bar.
2. Select **Edit** for the **Overall Starting Point** or **Overall Ending Point**, depending on the date that changed.
3. Change the **Start Date** or **End Date** field.
4. Select **Proceed to Per Diem Locations**.
5. Select **OK** to the pop-up window (you may have to select **OK** twice based on date change made).
6. Select **Edit** for Location 1 in the Trip Summary to change either the arrival or departure date for that location. If there is more than one location, select the one that is affected by the new date. You may need to select **OK** based on date change made.
7. Select the calendar icon in the **Per Diem Locations** box and select the new **Arriving On** or **Departing On** date for the selected location.
8. Select **Save Changes**.
9. Select **OK** to the pop-up window.

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## Section 3 Update Per Diem Locations



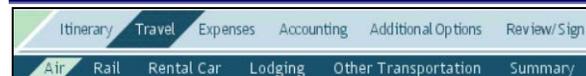
To add or remove Per Diem locations:

1. Select **Itinerary** from the navigation bar.

2. Select **Per Diem Locations** from the sub-navigation bar.
3. Select one of the following based on the change required:
  - a) **Click Here to Add a Destination in Between**: Use to add a new location to which the traveler will travel *before* traveling to Location 1. Go to Step 4.
  - b) **Remove**: Use to remove the location from the itinerary. Select **OK** in the pop-up window. Proceed to Step 4 to add another location.
  - c) **Location, State/Country-Location, Zip Code, and County Lookup**: Use to add another TDY location to which the traveler will travel *after* Location 1. Enter the necessary information and proceed to Step 5.
4. Select one of the options in the **Search by** box and enter the necessary information.
5. Select the radio button next to the location.
6. Choose **Select and Close**.
7. Select the calendar icon and adjust dates as necessary.
8. Select **Save This Location**.
9. Select **OK** to the pop-up window.

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## Section 4 Update or Add Air and Other Ticketed Transportation



**Note:** Air travel reservations cannot be made on a voucher.

To update air travel:

1. Select **Travel** from the navigation bar.
2. Select **Edit** in the Trip Summary box next to the flight for which the information will be changed.
3. Select **Change Ticket Data** on the bottom left of the screen.
4. Update the **fields** with the correct information.
5. Select **Save**.

To remove a flight:

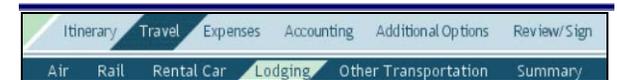
1. Select **Travel** from the navigation bar.
2. Select **remove** next to the flight to be deleted.
3. Select **OK** to the pop-up window.

To add ticket information for tickets purchased outside of DTS or a CTO fee:

1. Select **Travel** from the navigation bar.
2. Select **Other Trans.** from the subnavigation bar.
3. Select the **Type** drop-down list and select the correct type of transaction.
4. Complete the **Ticket No.** field. If CTO fee, enter "890" before the ticket number.
5. Complete the **Ticket Value** field.
6. Complete the **Ticket Cost** field, if different from ticket value.
7. Complete the **Departure Date** field.
8. Complete the **Issue Date** field, if known.
9. Select **Save**.

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## Section 5 Update Lodging Information



**Note:** Do not add hotel sales taxes or room taxes in the Lodging section for CONUS locations. These should be entered in the Expenses > Non-Mileage section.

To delete lodging information:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **remove** to delete the lodging.
4. Select **OK** to the pop-up window.

To change lodging dates:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **Edit** next to the lodging for which the dates will be changed.
4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates and times.
5. Select **Save Selected Accommodations**.