


Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Non-Mileage	Mileage	Per Diem Entitlements	Substantiating Records		

**Note:** Do not claim hotel taxes for foreign OCONUS locations separately. Include them in the lodging cost.

To update your lodging allowance:

1. Select **Expenses > Per Diem Entitlements** on the navigation bars.
2. Select **Edit** by the first day you need to change.
3. Enter a **Values Apply Through** date.

 Steps 1-3 change **all** duty conditions (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If duty conditions differ from day to day, change the dates individually.

4. Update the lodging cost, then select **Save These Entitlements**.
5. Repeat steps 1-4 until all per diem allowances are correct.

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Preview	Other Auths.	Pre-Audit	Digital Signature		

See [DTS Guide 3: Vouchers](#)

([http://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_3\\_Voucher.pdf](http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf)) for more information on how to make changes to authorizations.

For example, 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 for additional assistance.

**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 a Voucher with Itinerary and Reservation Changes

September 28, 2017

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

### Log On to DTS

1. Insert your CAC into the reader.
2. Open the 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**.

Document Name	View / Edit	Print	Remove	Amend
EWSEASIDECA100817_V01	Edit	Print		Amend
EWOMAHANE090317_V01	View / Edit	Print		

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

1. On the DTS Welcome screen, select **Official Travel > Vouchers** to open the Vouchers screen.
2. Select **View/Edit** next to a voucher. (If you've adjusted the voucher before, you must select **View/Edit** twice).
3. Uncheck the **View-Only** box, then select **OK**.  
The voucher opens on the Preview Trip screen.

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

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1. On the DTS Welcome screen, select **Official Travel > Vouchers** to open the Vouchers screen.
2. Select **Amend** next to a voucher.
3. Enter **Comments** about why you are making the amendment, then select **OK**. The voucher opens on the Preview Trip screen.

## Section 2

### Itinerary Dates



Select **Itinerary** on the navigation bar.

If the legacy itinerary screen (i.e., 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.

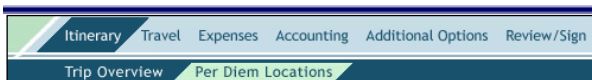
If the new itinerary screen (i.e., My Itinerary screen) opens:

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**.

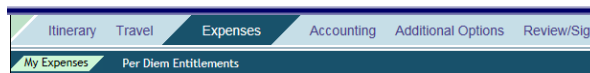
If the new itinerary screen opens:

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

### Transportation Expenses



Select **Expenses** on the navigation bar to open the My Expenses screen, then:

To add a new transportation expense:

1. In the **Other Expenses** section, select the **+ icon** in the section header.
2. Select a reservation type:
  - For ticketed transportation (e.g., air, rail), options are available under the **Expense Type "Ticketed Expense."**
  - For rental cars, select **Transportation Travel Expense**, and one of the **Commercial Auto** options.

3. Complete all remaining fields, then select **Save**. The new information displays in the **Other Expenses** section.

Alternatively, you can import a new transportation expense into the **Other Expenses** section from your Government Travel Charge Card data:

1. In the header bar, select the **+** icon.
2. In the pop-up window, select an **Expense Type** for a transaction, and select **Import**.

To update a transportation expense:

1. In the **Transportation Expenses** section, select the **✎ icon** next to a transportation expense.
2. Enter the correct information, then select **Save**.

To remove a transportation expense:

1. In the **Transportation Expenses** or **Other Expenses** section, select the **- icon** next to a transportation reservation, then acknowledge the pop-up.

## Section 5

### Ticketed Transportation Purchased Outside DTS



If you purchased tickets outside DTS, or incurred a Travel Management Company (TMC) fee that wasn't included in a ticket price, select **Expenses** on the navigation bar to open the My Expenses screen, then, in the **Other Expenses** section:

To add a new expense or remove an expense:

1. Follow the instructions in Section 4 for adding a new transportation expense. The TMC fee is a **Ticketed Expense**.

To update an expense:

1. Select the **✎ icon** next to an expense.
2. Enter the correct information, then select **Save**.