

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		

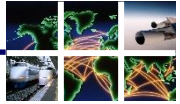
See [DTS Guide 3: Vouchers](#)

(http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf) 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 essentially the same for Non-DTS Entry Agents and travel clerks. The key difference is that NDEAs and travel clerks must first search for the traveler through the **Official Travel – Others** option on the DTS Welcome screen.



Adjusting or Amending a Voucher with Itinerary and Reservation Changes

February 16, 2018

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

Document Name	Days	Edit	Print	Remove/Cancel	Amend
EWINDIANAPOLI032518_V01	1/6	Edit	Print	Remove	
EWCOLORADOSPR030418_V01	1/8	View / Ed	Print		
EWPORTLANDOR090317_V01	1/1	View	Print		Amend

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

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

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

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 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.

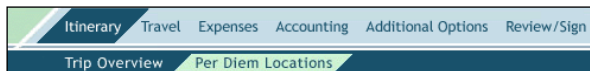
If the My Itinerary screen opens:

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. Select **Continue**.

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

Section 3

Per Diem Locations



Select **Itinerary > Per Diem Locations** on the navigation bars.

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**.

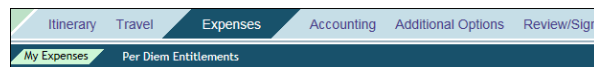
Note: If you see pop-up messages during this process, read and acknowledge them.

If the My Itinerary 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**.

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 section's 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:

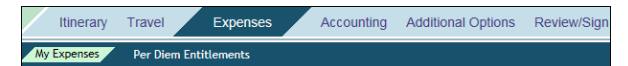
1. In the **Transportation Expenses** section, select the **✎** icon next to a transportation expense.
2. Enter the correct information, then select **Save**. (It will appear under **Other Expenses**.)

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**.