Information Paper:
Updating your Government Travel Charge Card Information in a DTS Travel Authorization with Unticketed Reservations

Introduction
This info paper outlines the steps for revising a SIGNED, un-ticketed Defense Travel System (DTS) travel authorization with updated Government Travel Charge Card (GTCC) information. Use these steps if the authorization has NOT been ticketed and includes either an expired GTCC or an invalid account number. To update your travel authorization, you will need to:

1) amend an existing unticketed travel authorization
2) update your profile to reflect your new GTCC information, and
3) route the amended travel authorization to the CTO so they receive your new form of payment for ticketing purposes.

Failure to complete these steps may result in your GTCC being declined when your local Commercial Travel Office (CTO) attempts to issue your airline ticket.

Amend travel authorization

1. Log onto DTS, then from the Official Travel menu, select Authorizations/Orders (Figure 1).

![Figure 1: DTMO Welcome Screen – Official Travel](image)

2. When the Authorizations/Orders screen opens, select the view/edit or amend link next to the document to update (Figure 2).

![Figure 2: Authorizations/Orders Screen](image)
Amend travel authorization (Continued)

3. When the View-Edit screen opens, de-select the **Open Document VIEW-ONLY** check box, and then select **OK** (Figure 3). The authorization opens on the Trip Preview screen.

![Figure 3: View-Only Screen](image)

4. Acknowledge the pop-up message by selecting **OK** (Figure 4).

![Figure 4: Acknowledge Message](image)

5. Select **Additional Options** and then **My Account Information** (Figure 5).

![Figure 5: Additional Options – My Account Information](image)
6. When the **My Account Information** screen opens, scroll down and update the GTCC details (Figure 6). If you have been re-issued an expiring card, you only have to change the **Expiration Date**. If this is a newly issued card, you will have to enter the **Account Number** as well.

While you are here, update any other information that has changed. It is very important to keep contact information current, particularly email addresses so you will continue to receive all communications related to your travel. For example, did you recently change to a “mail.mil” address?

When you have completed your updates, select **Save Changes to Permanent Traveler Information** (Figure 6).

7. Select **Update Personal Information** to save the changes (Figure 6).
8. To update the new form of payment for the travel authorization, the information must be provided to the CTO. To initiate this request, select Travel and then Add New Flight (Figure 7).

![Image of Travel – Add New Flight Screen](image)

Figure 7: Travel – Add New Flight Screen

9. Enter trip Departure Airport, Arrival Airport, Arrival Date, and Time of trip from existing parameters of travel authorization. Select Search (Figure 8).

![Image of Travel – Reservation Summary Screen](image)

Figure 8: Travel – Reservation Summary Screen
10. When the screen refreshes, select **Request Assistance in Booking Flights** on the Reservations Summary Screen (Figure 9).

![Figure 9: Reservations Summary Screen](image)

11. The CTO Comments– Air screen opens (Figure 10). Update the CTO Comments field so that it ONLY contains the following text **“CTO, please assist traveler with: No Assistance Needed. Update Form of Payment.”** Select **Send Comments to CTO**.

![Figure 10: CTO Comments – Air Screen](image)

12. **Sign** the authorization following standard DTS procedures. Re-signing your document will route it back to the CTO and your travel reservations will be updated with your new/updated GTCC information. If you have additional questions regarding this process, contact your local Defense Travel Administrator.