

CHAPTER 7: AMENDMENTS

If the traveler needs to make changes to an authorization or a voucher, and the Authorizing Official (AO) has already approved the document, then the traveler must create an amendment. (An amendment is created *after* a document is approved. An adjustment refers to a document that is modified *before* approval.) Changes to the itinerary, lodging arrangements, accounting codes, and significant additional expenses are examples of reasons to create an amendment.

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7.1 Create an Amendment for an Authorization or Voucher

Beginning on the User Welcome screen, follow the below steps to create an amendment for an authorization or a voucher:

1. Mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list.

The Authorizations/Orders screen opens (Figure 7-1). This screen displays a list of existing authorizations. View/edit, view, edit, print, remove, trip cancel, and amend are the options that may display for each document.

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

[Create New Authorization/Order](#)
[Create Trip Template](#)

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
ECPHILADELPHI011909_A01	01/19/09	ADJUSTED		> view/edit	> print	> trip cancel	
ECPORTLANDOR011209_A01	01/12/09	POS ACK RECEIVED	ONZOY7	> view	> print		
ECATLANTANAVA010509_A01	01/05/09	POS ACK RECEIVED	ONZOY4	> view	> print		
ECSANANTONIOT122908_A01	12/29/08	AUTH 24 HOUR PASSED	ONZP5Z	> view	> print	> trip cancel	> amend
ECSANDIEGOCOU122908_A01	12/29/08	POS ACK RECEIVED	ONZP5I	> view	> print		
ECSOCORROCOUN122208_A01	12/22/08	AUDIT PASS		> view/edit	> print	> trip cancel	
ECCHICAGO0HAR121508_G01	12/15/08	POS ACK RECEIVED	ONZO7W	> view	> print		
ECFREDERICKSB121508_A01	12/15/08	CREATED		> edit	> print	> remove	

Figure 7-1: Authorizations/Orders Screen

3. Select **amend** next to the authorization to be amended.

Note: If the selected authorization includes an advance request, the Advance Deschedule Warning window opens (Figure 7-2). It warns that by selecting Continue, the user will deschedule the approved advance. After adding the new advance, the user must sign the document and route it to the AO for approval. If the Amend link was selected in error, select Cancel to retain the previously approved advance. Select **Continue**.

Section 7.5.3 explains how to access the Advances screen.

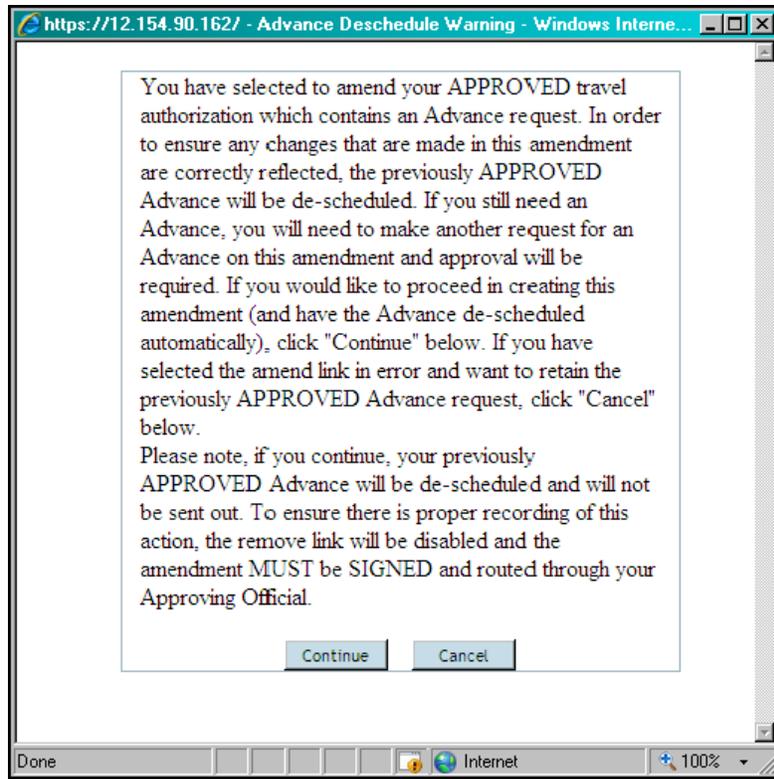


Figure 7-2: Advance Deschedule Warning Pop-up Message

The Create Amendment screen opens (Figure 7-3).

Create Amendment

Click OK to amend this travel document. You will be prompted for signature.

Traveler Name: Carson, EricT
Traveler SSN: XXXXX2371
Amendment Name: ECSANANTONIOT122908_A01-01

Comments:

OK Cancel

Figure 7-3: Create Amendment Screen

4. Use the **Comments** field to enter a reason for the amendment.
5. Select **OK**.
6. Complete the **PIN** field.
7. Select **OK**.

The Preview Trip screen opens with a message informing the user that if any changes are made to reservations or to the method of reimbursement, the SIGNED stamp must be applied for those changes to take effect (Figure 7-4).

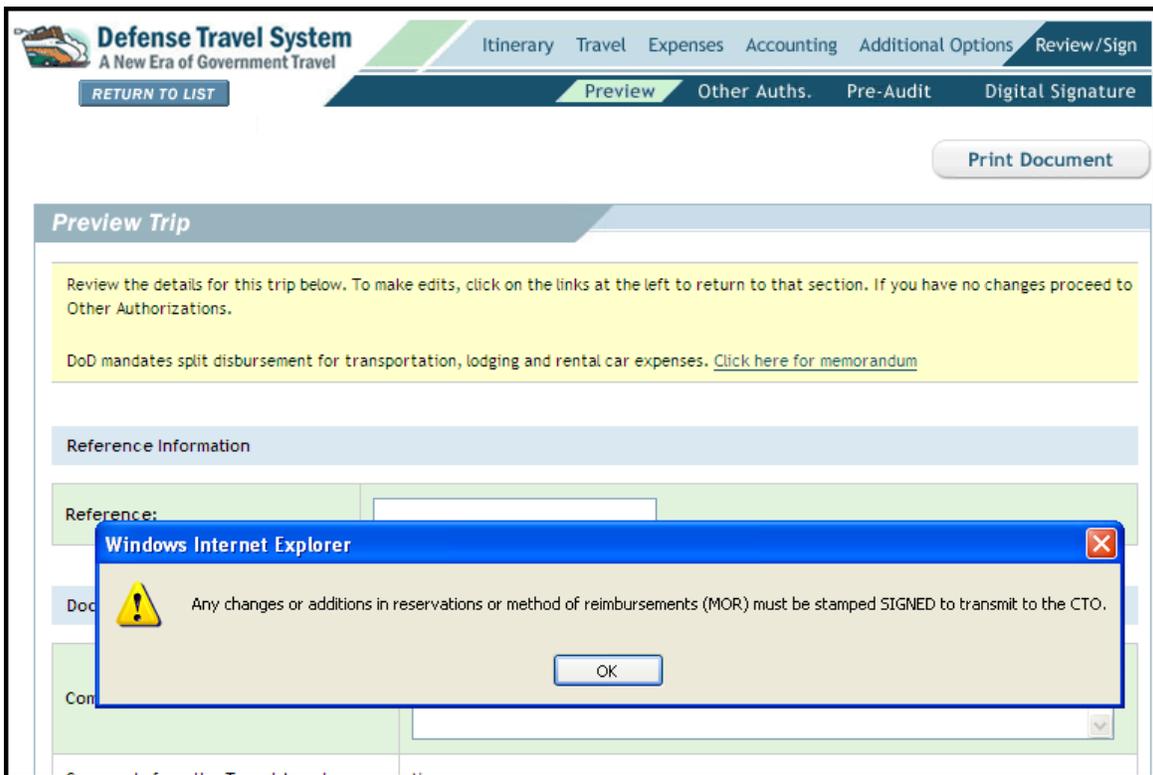


Figure 7-4: Preview Trip Screen

8. Select **OK** to acknowledge the reminder.

Note: The Print Document button near the top of the screen opens a text-only version of the document in a separate window.

7.1.1 Amend Dates on an Itinerary

To amend the date(s) on an itinerary, follow the below steps:

1. Select **Edit** in the Overall Starting Point section or the Overall Ending Point section to change the date(s) for travel (Figure 7-4).

The Trip Overview screen opens (Figure 7-5). The Trip Summary section on the right side of the screen provides the links to edit the authorization.

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Trip Overview Per Diem Locations

Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

RES: STAFFORD VA Search

* Start Date(mm/dd/yyyy): 12/22/2008

Overall Ending Point Information

Please Note: A Red Star (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

RES: STAFFORD VA Search

* End Date(mm/dd/yyyy): 12/26/2008

Other Trip Information

Please Note: A Red Star (*) indicates a required field.

* Trip Type: AA-ROUTINE TDY/TAD Trip Description (optional):

* Trip Purpose: CONFERENCE ATTENDANCE

* Trip Duration:

12 Hours or Less >12 - 24 Hours - With Lodging

>12 - 24 Hours - No Lodging Multi-Day

Authorization Number: _____

Authorization Date: 11/25/2008 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order: _____

Proceed to Per Diem Locations

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	22-Dec-08	

Location 1: SOCORRO COUNTY, NM

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SOCORRO COUNTY, NM	
Arrive:	22-Dec-08	
Leave:	26-Dec-08	
Carrier/ Flight:	United Airlines Inc. (UA) 977	Edit
Conf/PNR:	123456	
Depart:	7:51 AM - 22-Dec-08 IAD-Washington, DC (USA) (Dulles Apt)	
Arrive:	9:02 AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/ Flight:	United Airlines Inc. (UA) 7653	Edit
Conf/PNR:	123456	
Depart:	10:06 AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	12:15 PM - 22-Dec-08 ABQ-Abuquerque, NM (USA)	

Overall Ending Point

Leave From:	SOCORRO COUNTY, NM	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	26-Dec-08	

Figure 7-5: Trip Overview Screen

Note: When making an amendment to itinerary dates, be sure to change the reservations and expense dates.

2. Select the **Start Date calendar** icon in the Trip Overview box (left side of the screen) to select a new starting date for the trip. Select the new **date**.
3. Select the **End Date calendar** icon to select a new ending date for the trip. Select the new **date**.

Important: Do not change the trip type on the amendment. If the trip type is changed, the document will fail the audit process when the AO tries to approve it.

4. (Optional) Complete the **Trip Description** field with details about the trip or the amendment.
5. Select **Proceed to Per Diem Locations**.

A message displays, stating that the per diem entitlements will be updated to reflect the changes in the dates (Figure 7-6).



Figure 7-6: Per Diem Entitlements Will Be Updated Message

6. Select **OK**.

Note: If the start date or the end date of the trip was changed, a message will display with a reminder to change the dates at the per diem locations. Select **OK**.

Chapter 7: Amendments

The Per Diem Locations screen opens (Figure 7-7). The Per Diem Locations box displays on the left side of the screen. The Trip Summary box again displays on the right side of the screen.

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

Trip Overview **Per Diem Locations**

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD, VA
Overall Start Date: 22-Dec-08

[Click Here](#) to Add a Destination in Between

Location 1: SOCORRO COUNTY, NM
Arrival Date: 22-Dec-08 [Remove](#)
Departure Date: 24-Dec-08

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location State/Country - Location
Zip Code County Lookup

* Location: Use Location Tools Above
* Arriving On: 12/22/2008
* Departing On: 12/24/2008

Overall End Point: RES: STAFFORD, VA
Overall End Date: 24-Dec-08

[Save This Location](#)

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD, VA [Edit](#)
Leave: 22-Dec-08

Location 1: SOCORRO COUNTY, NM

Leave From: RES: STAFFORD, VA [Edit](#)
TDY/TAD Loc: SOCORRO COUNTY, NM
Arrive: 22-Dec-08
Leave: 24-Dec-08

Carrier/Flight: United Airlines Inc. (UA) 977 [Edit](#)
Conf/PNR: 123456
Depart: 7:51AM - 22-Dec-08
IAD-Washington, DC (USA) (Dulles Apt)
Arrive: 9:02AM - 22-Dec-08
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier/Flight: United Airlines Inc. (UA) 7653 [Edit](#)
Conf/PNR: 123456
Depart: 10:06AM - 22-Dec-08
ORD-Chicago, IL (USA) (O'Hare Apt)
Arrive: 12:15PM - 22-Dec-08
ABQ-Albuquerque, NM (USA)

Overall Ending Point

Leave From: SOCORRO COUNTY, NM [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 24-Dec-08

Figure 7-7: Per Diem Locations Screen

7. Select **Edit** for Location 1 in the Trip Summary to change either the arrival or departure date for that location.

Note: If the start date or the end date of the trip was changed, a message will display with a reminder to change the dates at the per diem locations. Select **OK**.

The Per Diem Locations screen refreshes (Figure 7-8). The left side of the screen displays calendar icons to change the dates associated with the Location 1.

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RETURN TO LIST Trip Overview Per Diem Locations

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD,VA
Overall Start Date: 22-Dec-08

[Click Here](#) to Add a Destination in Between

Edit a TDY/TAD Location

Click on a button below to select your TDY/TAD Location.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location State/Country - Location
Zip Code County Lookup

* Location: SOCORRO COUNTY,NM
* Arriving On: 12/22/2008 [Remove](#)
* Departing On: 12/24/2008

[Click Here](#) to Add a Destination in Between

Overall End Point: RES: STAFFORD, VA
Overall End Date: 24-Dec-08

[Save Changes](#)

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD,VA	Edit
Leave:	22-Dec-08	

Location 1: SOCORRO COUNTY,NM

Leave From:	RES: STAFFORD,VA	Edit
TDY/TAD Loc:	SOCORRO COUNTY,NM	
Arrive:	22-Dec-08	
Leave:	24-Dec-08	
Carrier/ Flight:	United Airlines Inc. (UA) 977	Edit
Conf/PNR:	123456	
Depart:	7:51AM - 22-Dec-08 IAD-Washington, DC (USA) (Dulles Apt)	
Arrive:	9:02AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/ Flight:	United Airlines Inc. (UA) 7653	Edit
Conf/PNR:	123456	
Depart:	10:06AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	12:15PM - 22-Dec-08 ABQ-Albuquerque, NM (USA)	

Overall Ending Point

Leave From:	SOCORRO COUNTY,NM	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	24-Dec-08	

Figure 7-8: Per Diem Locations Screen – Refreshed to Edit

8. Select the **calendar** icon(s) and select the new **Arriving On** and **Departing On** dates, if necessary.
9. Select **Save Changes** at the bottom of the screen.

A message displays, stating that the per diem entitlements have been updated to reflect the changes in the dates.

10. Select **OK**.
11. Select **Edit** for each location in the Trip Summary box (right side of screen) that is affected by the new date(s).

Chapter 7: Amendments

12. Select the **calendar** icon(s) in the Per Diem Locations box (left side of the screen) and select the new **Arriving On** and **Departing On** date(s) for the selected location (Figure 7-8).
13. Select **Save Changes** at the bottom of the screen.

A message displays, stating that the per diem entitlements have been updated to reflect the changes in the dates.

14. Select **OK**.

The dates in the Trip Summary will update for the location.

7.1.2 Amend Locations

To amend the location(s) for a trip, follow the below steps:

1. Select **Itinerary** from the navigation bar.
1. Select **Per Diem Locations** from the subnavigation bar.

The Per Diem Locations screen opens (Figure 7-7).

The below screen objects allow the user to change the location:

- *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.
- *Remove.* Use to remove the location from the itinerary.
- *Location, State/Country – Location, Zip Code, and County Lookup.* Use to add another TDY location to which the traveler will travel after traveling to Location 1. See Chapter 2, Section 2.5.1.1 through Section 2.5.1.4 of this manual.

7.1.2.1 Add a Location

Beginning on the left side of the screen, follow the below steps to add a location to an itinerary:

1. Choose **Click Here** (below the Overall Starting Point information) to add a location before the location listed as Location 1
-OR-
Select one of the **Search by:** buttons to add a new destination as Location 2.

Chapter 2 provides instructions for use of the Search by: buttons as listed below:

- Location - Section 2.5.1.1
- State/Country - Location. - Section 2.5.1.2
- Zip Code - Section 2.5.1.3
- County Lookup - Section 2.5.1.4

2. Select the **Arriving On calendar** icon and select the date when the traveler will arrive at Location 2.
3. Select the **Departing On calendar** icon and select the date when the traveler will leave Location 2.
4. Select **Save This Location**.

A message displays stating that the per diem entitlements have been updated for the document.

5. Select **OK**.

Chapter 7: Amendments

The Per Diem Locations screen refreshes with the new location (Figure 7-9).



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RETURN TO LIST
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Per Diem Locations

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD,VA
Overall Start Date: 20-Dec-08

[Click Here to Add a Destination in Between](#)

Location 1: LAS CRUCES,NM
Arrival Date: 20-Dec-08 [Remove](#)
Departure Date: 22-Dec-08

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

* Location: Use Location Tools Above

* Arriving On: 12/22/2008

* Departing On: 12/22/2008

Location 2: SOCORRO COUNTY,NM
Arrival Date: 22-Dec-08 [Remove](#)
Departure Date: 24-Dec-08

[Click Here to Add a Destination in Between](#)

Overall End Point: RES: STAFFORD, VA
Overall End Date: 24-Dec-08

Save This Location

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD,VA [Edit](#)
Leave: 20-Dec-08

Location 1: LAS CRUCES,NM

Leave From: RES: STAFFORD,VA [Edit](#)
TDY/TAD Loc: LAS CRUCES,NM
Arrive: 20-Dec-08
Leave: 22-Dec-08

Carrier/Flight: United Airlines Inc. (UA) 977 [Edit](#)
Conf/PNR: 123456
7:51AM - 22-Dec-08
Depart: IAD-Washington, DC (USA) (Dulles Apt)
9:02AM - 22-Dec-08
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier/Flight: United Airlines Inc. (UA) 7653 [Edit](#)
Conf/PNR: 123456
10:06AM - 22-Dec-08
Depart: ORD-Chicago, IL (USA) (O'Hare Apt)
12:15PM - 22-Dec-08
Arrive: ABQ-Albuquerque, NM (USA)

Location 2: SOCORRO COUNTY,NM

Leave From: LAS CRUCES,NM [Edit](#)
TDY/TAD Loc: SOCORRO COUNTY,NM
Arrive: 22-Dec-08
Leave: 24-Dec-08

Overall Ending Point

Leave From: SOCORRO COUNTY,NM [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 24-Dec-08

Figure 7-9: Per Diem Locations Screen, Location 2 Added

7.1.2.2 Change or Remove a Location

Beginning on the left side of the Per Diem Locations screen (Figure 7-9), follow the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays asking for confirmation to delete the location.

2. Select **OK**.

A message displays, stating that the per diem entitlements for the trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by:** buttons to add a new location.

5. Select **Save This Location**.

A message displays with a reminder that the per diem entitlements have been updated for the document.

6. Select **OK**.

Chapter 7: Amendments

The Per Diem Locations screen refreshes with the new location (Figure 7-10). The traveler must also amend any reservations (e.g., air, hotel, car rental).



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[Itinerary](#) | [Travel](#) | [Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)

[RETURN TO LIST](#)
Trip Overview
Per Diem Locations

Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD,VA
Overall Start Date: 18-Dec-08

[Click Here to Add a Destination in Between](#)

Location 1: SOCORRO COUNTY,NM
Arrival Date: 18-Dec-08 [Remove](#)
Departure Date: 22-Dec-08

[Click Here to Add a Destination in Between](#)

Location 2: ALBUQUERQUE,NM
Arrival Date: 22-Dec-08 [Remove](#)
Departure Date: 24-Dec-08

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

* Location: Use Location Tools Above

* Arriving On: 12/24/2008

* Departing On: 12/24/2008

Overall End Point: RES: STAFFORD, VA
Overall End Date: 24-Dec-08

Save This Location

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD,VA	Edit
Leave:	18-Dec-08	

Location 1: SOCORRO COUNTY,NM

Leave From:	RES: STAFFORD,VA	Edit
TDY/TAD Loc:	SOCORRO COUNTY,NM	
Arrive:	18-Dec-08	
Leave:	22-Dec-08	
Carrier/Flight:	United Airlines Inc. (UA) 977	Edit
Conf/PNR:	123456	
Depart:	7:51AM - 22-Dec-08 IAD-Washington, DC (USA) (Dulles Apt)	
Arrive:	9:02AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/Flight:	United Airlines Inc. (UA) 7653	Edit
Conf/PNR:	123456	
Depart:	10:06AM - 22-Dec-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	12:15PM - 22-Dec-08 ABQ-Albuquerque, NM (USA)	

Location 2: ALBUQUERQUE,NM

Leave From:	SOCORRO COUNTY,NM	Edit
TDY/TAD Loc:	ALBUQUERQUE,NM	
Arrive:	22-Dec-08	
Leave:	24-Dec-08	

Overall Ending Point

Leave From:	ALBUQUERQUE,NM	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	24-Dec-08	

Figure 7-10: Per Diem Locations Screen, Location 1 Changed

7.2 Travel

The subsequent sections describe how to amend or adjust air, rental car, rail, lodging, and other ticketed transportation. Follow the below steps to amend or adjust reservations in DTS:

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

The Cancel Reservations screen welcomes the user back, if changes have been made to the itinerary outside of the DTS Travel module (Figure 7-11).

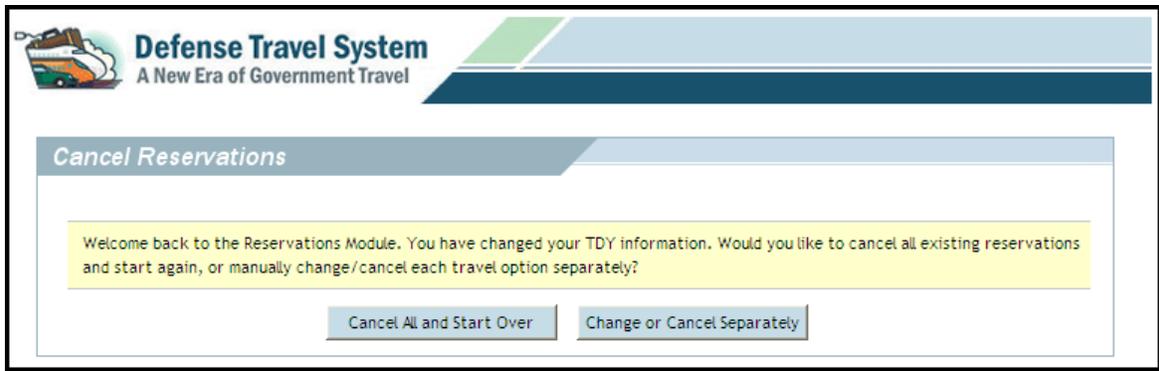


Figure 7-11: Welcome Back to the Reservations Module Screen

2. Select **Cancel All and Start Over** to cancel ALL existing reservations at once and start over.
-OR-
Select **Cancel or Edit Separately** to cancel or update each reservation separately.

The Trip Summary screen opens (Figure 7-12 and Figure 7-14). This screen has two tabs: Payment Information and Final Trip Itinerary. See Section 2.6.7 of this manual for a description of the Trip Summary screens.

Note: A TDY location can be changed or added by selecting **Change TDY Location** at the bottom left corner of the Trip Summary Payment Information screen. See Section 7.1.2 for instructions on changing a location in DTS.

Chapter 7: Amendments

If *Cancel All and Start Over* was chosen the Trip Summary screen opens with no reservation information (Figure 7-12). Select the link(s) on the right side of the screen to initiate a search for the desired type of reservation.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Trip Summary

Payment Information Final Trip Itinerary

Email this Itinerary Print this Itinerary

Air Travel Payment Summary: Add New Flight

Rental Car Payment Summary: Add New Rental Car

Lodging Payment Summary: Add New Lodging

Rail Payment Summary: Add New Rail

Other Ticketed Transportation: Add New Ticketed Transportation

Change TDY Location Save and Continue

Figure 7-12: Trip Summary Screen – All Reservations Cancelled

Select **Add New <reservation type>** on the right side of the screen to initiate a search for a new reservation.

The corresponding reservation screen opens with instructions to use the Modify Search area to search for reservations (Figure 7-13). No reservation information displays in the green reservation box because all reservations have been cancelled.

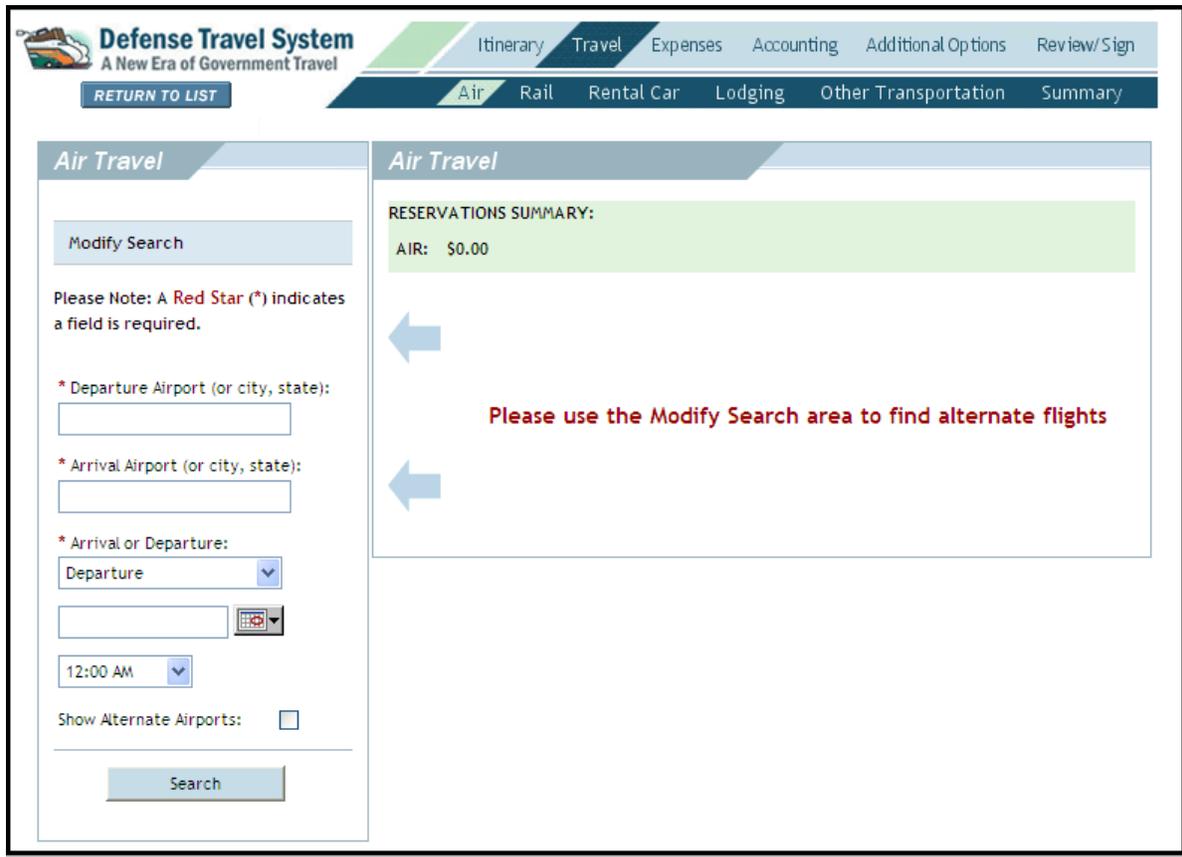


Figure 7-13: Sample Reservation Screen – Modify Search

The below list references the sections of this manual that guide the traveler through the Modify Search process:

- Section 2.6.1.1 - Modify Search for Air Travel
- Section 2.6.2.1 - Modify Search for Rail Travel
- Section 2.6.3.1 - Modify Search for Rental Car
- Section 2.6.4.1 - Modify Search for Lodging
- Section 7.2.5.1 - Add Ticket Information (This is to add information for ticketed travel booked outside of DTS.)

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If *Change or Cancel Separately* was chosen, the Trip Summary screen opens with all reservations intact (Figure 7-14). The right side of the Payment Information screen displays the **Cancel** and **Change** links that will be used to amend the reservations.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Transportation Summary

Trip Summary

[Email this Itinerary](#) [Print this Itinerary](#)

Payment Information Final Trip Itinerary

Air Travel Payment Summary: [Add New Flight](#)

\$320.00 Total Cost (Including Taxes & Fees) [View Flight Details](#)

				Cancel	Change
	Depart: 08:21 AM IAD-Washington, DC (USA) (Dulles Apt) Arrive: 10:30 AM DEN-Denver, CO (USA) (Denver Intl. Apt) Frequent Flyer #: <input type="text" value="--Please Select--"/>	> Special Requests	Thu 12/18/2008	SEAT: 17F (changed)	
	Depart: 11:20 AM DEN-Denver, CO (USA) (Denver Intl. Apt) Arrive: 12:31 PM ABQ-Albuquerque, NM (USA) Frequent Flyer #: <input type="text" value="--Please Select--"/>	> Special Requests	Thu 12/18/2008	SEAT: 17F	

*Type: (Required) Method of Reimbursement: CENTRAL BILL
 CBA Label: CBA Account: > [CBA Accounts](#)

Rental Car Payment Summary: [Add New Rental Car](#)

\$28.80 Estimated Total Cost (Including Taxes & Fees) Daily Rate: \$18.40 [View Rental Car Details](#)

				Cancel	Change
	ENTERPRISE ABQ - Albuquerque, NM (United States) Frequent Renter #: <input type="text"/>	> Special Requests	Pick-up Date: Thu 12/18/2008	Drop-off Date: Thu 12/18/2008	

*Type: (Required) Method of Reimbursement: GOVCC

Lodging Payment Summary: [Add New Lodging](#)

\$179.80 Estimated Total Cost (Excluding Taxes & Fees) Rate: \$44.95 / Night [View Lodging Details](#)

				Cancel	Change
	Super 8 Socorro Frequent Guest #: <input type="text"/>	> Special Requests	Check In: Thu 12/18/2008	Check Out: Mon 12/22/2008	

*Type: (Required) Method of Reimbursement: GOVCC

Rail Payment Summary: [Add New Rail](#)

Other Ticketed Transportation: [Add New Ticketed Transportation](#)

Figure 7-14: Trip Summary Screen

7.2.1 Amend Air Travel

If the trip has been completed and another ticket was purchased as a result of a change in itinerary, the ticket information can be added on the Other Trans. screen (See Section 7.2.5). If the trip has not yet taken place, the following subsections will assist the traveler in cancelling or changing a flight reservation.

7.2.1.1 Cancel a Flight Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Air Travel Payment Summary, select the flight that is to be removed. Follow the below steps to cancel a flight reservation:

1. Select **Cancel** if no flight is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation prompt (Figure 7-15).

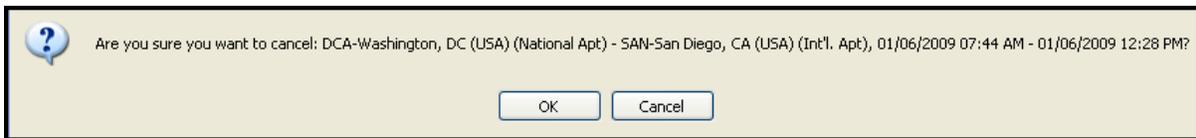


Figure 7-15: Flight Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and the cancelled reservation no longer displays.

7.2.1.2 Change a Flight Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Air Travel Payment Summary, identify the flight that is to be changed. The below steps serve as a guide if the arrival or departure airport, travel dates, or time require changing:

1. Select **Change**.

DTS displays a Reservation Change Confirmation prompt (Figure 7-16).



Figure 7-16: Flight Change Confirmation

2. Select **OK** to search for alternate flights.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

Chapter 7: Amendments

The Air Travel screen displays the flight information in red text in the Reservations Summary box (Figure 7-17). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

The screenshot shows the Defense Travel System interface. At the top, there is a navigation bar with tabs for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this is a secondary navigation bar with tabs for Air, Rail, Rental Car, Lodging, Other Transportation, and Summary. The main content area is divided into two columns. The left column, titled 'Air Travel', contains a 'Modify Search' button, a note about red stars indicating required fields, and search criteria for departure and arrival airports, arrival or departure type, date, and time. A 'Search' button is at the bottom of this column. The right column, also titled 'Air Travel', displays a 'RESERVATIONS SUMMARY' with the following details: AIR: \$320.00, IAD-Washington, DC (USA) (Dulles Apt) to ABQ-Albuquerque, NM (USA) Depart: 12/18/08 08:21 AM Arrive: 12/18/08 12:31 PM, RENTAL CAR: \$28.80, ENTERPRISE ABQ - Albuquerque, NM (United States) Pickup: 12/18/08 Drop-off: 12/18/08, and LODGING: \$179.80, Super 8 Socorro, SOCORRO, NM Dates: 12/18/08 - 12/22/08. A red text message reads 'Please use the Modify Search area to find alternate flights'. At the bottom of the right column, there is a yellow box with a note about travel agent assistance and a 'Request Assistance in Booking Flights' button.

Figure 7-17: Air Travel Screen – Search for a Flight

3. Modify the search criteria on the left side of the screen. See Section 2.6.1.1 of this manual for instructions.
4. Select **Search**.

The Air Travel screen refreshes. Flights are displayed that meet the criteria inserted in the itinerary screen.

5. Select a **flight**. See Section 2.6.1.2 of this manual for information on selecting a flight.
6. The new flight details display on the Trip Summary screen. The authorization must be stamped SIGNED to route to the CTO for confirmation and to the AO for approval.

Note: If a flight cannot be found that meets the traveler's requirements, scroll to the bottom of the screen and select **Request Assistance in Booking this Flight**. Further details may be

added to the system-generated comment, but it is recommended not to remove any part of the system generated text. To expedite the handling of the requested reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added to the reservation whether the CTO Assist button is used or the CTO is called. If the CTO is called, the CTO may redirect the user back to DTS to use this button.

7.2.2 Amend Rail

If the trip has been completed and another ticket was purchased as a result of a change in itinerary the ticket information can be added and edited on the Other Trans. screen (See Section 7.2.5).

If the trip has not yet taken place, the below steps serve as a guide for cancelling or changing a rail reservation.

7.2.2.1 Cancel a Rail Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rail Travel Payment Summary, identify the reservation that is to be removed. Follow the below steps to cancel a rail reservation:

1. Select **Cancel** if no train is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-18).

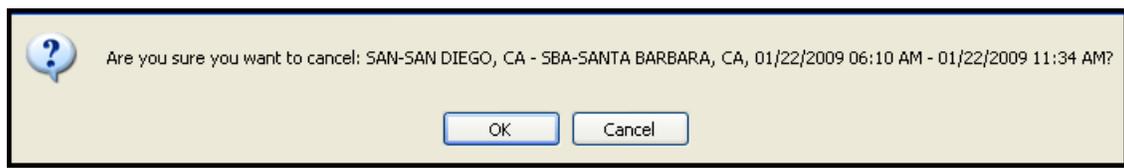


Figure 7-18: Rail Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

7.2.2.2 Change a Rail Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rail Travel Payment Summary, identify the train reservation that is to be changed. Follow the below steps to change the arrival or departure station, travel dates, or time:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-19).



Figure 7-19: Rail Change Confirmation - First

2. Select **OK** to search for alternate trains.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Rail Travel screen displays the reservation information in red text in the Reservation Summary box (Figure 7-20). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

The screenshot shows the Defense Travel System interface. At the top, there are navigation tabs: Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below these are sub-tabs: Air, Rail, Rental Car, Lodging, Other Transportation, and Summary. The main content area is divided into two sections. On the left, the 'Rail Travel' section contains a 'Modify Search' button and a 'Please Note: A Red Star (*) indicates a field is required.' section. Below this are search criteria: Departure Station (SAN-SAN DIEGO, CA), Arrival Station (SBA-SANTA BARBARA, CA), Time (06:00 AM), Arrival or Departure (Departure), and Arrival or Departure Date (01/21/2009). A 'Search' button is at the bottom of this section. On the right, the 'Rail Travel' section displays a 'RESERVATIONS SUMMARY:' box. This box contains the following information: AIR: \$316.00 (DCA-Washington, DC (USA) (National Apt) to SAN-San Diego, CA (USA) (Int'l. Apt) : 01/05/09 07:00 AM Arrive: 12:19 PM); RAIL: Confirmation Pending, Departure: Wed 01/21/2009 06:10 AM, SAN-SAN DIEGO, CA to SBA-SANTA BARBARA, CA, with a 'Keep Original Reservation' link; RENTAL CAR: \$3,071.95 (ADVANTAGE SAN - San Diego International, CA (Unite Pickup: 01/05/09, Drop-off: 04/30/09)); and LODGING: \$2,780.00 (Holiday Inn Express San, SAN DIEGO, CA Dates: 01/05/09 - 01/25/09). Below the summary box, a red message states 'Please use the Modify Search area to find alternate trains.' and a 'Request Assistance in Booking Rail' button is at the bottom.

Figure 7-20: Rail Travel Screen – Search for a Train

3. Modify the search criteria on the left side of the screen. See Section 2.6.2.1 of this manual for instructions.
4. Select **Search**.

The Rail Travel screen refreshes. It displays trains that meet the criteria in the Modify Search fields.

5. Select a train. See Section 2.6.2.2 of this manual for information on selecting a train.

Chapter 7: Amendments

A second confirmation window displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-21).

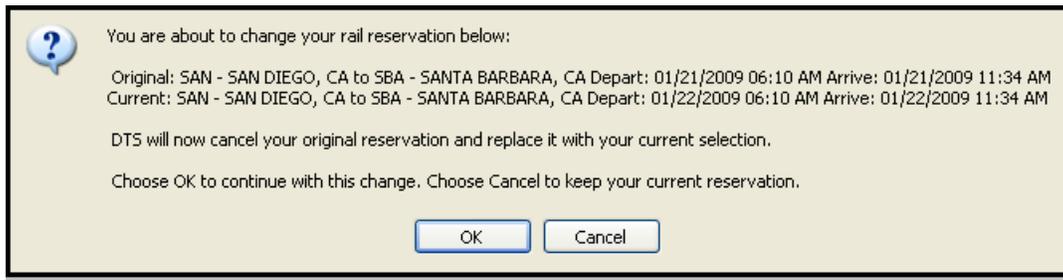


Figure 7-21: Rail Change Confirmation - Second

Note: If no reservation is found that meets the traveler's requirements, scroll to the bottom of the screen and select Request Assistance in Booking Train. Additional information may be added to the system-generated comment, but it is recommended not to delete any part of the system message. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added whether the CTO Assistance button is used or the CTO is contacted. If the CTO is contacted, the office will likely direct the caller back to DTS to use the button.

7.2.3 Amend Rental Car

If the trip has been completed, and a rental car expense needs to be added to the trip, use DTS to add a Commercial Auto expense (See Section 7.3.1). If the trip has not yet taken place, the below steps will serve as a guide for cancelling or changing a rental car reservation.

7.2.3.1 Cancel a Rental Car Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rental Car Payment Summary, identify the rental car that is to be removed. Follow the below steps to cancel a rental car reservation:

1. Select **Cancel** if no rental car is needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-22).

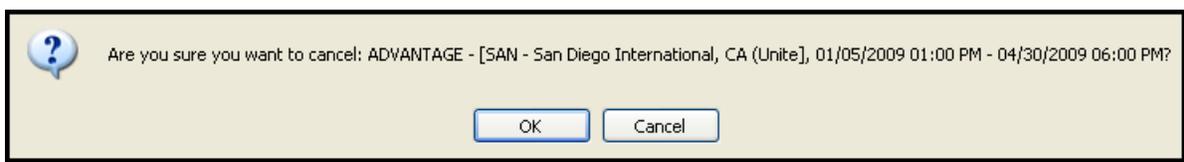


Figure 7-22: Rental Car Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

7.2.3.2 Change a Rental Car Reservation

Follow the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Rental Car Payment Summary, identify the rental car reservation that is to be changed. The below steps will assist in changing the reservation:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-23).



Figure 7-23: Rental Car Change Confirmation - First

2. Select **OK** to search for alternate rental cars.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

Chapter 7: Amendments

The Rental Car screen displays the rental car information in red text in the Reservations Summary box (Figure 7-24). If the original reservation is going to be kept, select **Keep Original Reservation** to return to the Trip Summary with no changes.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail **Rental Car** Lodging Other Transportation Summary

Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date: 01/05/2009

* Pick-Up Time: 01:00 PM

* Drop-Off Date: 04/30/2009

* Drop-Off Time: 06:00 PM

One-Way Rental:

* Pickup Airport (or city, state): SAN - San Diego Interr

* Type: Economy

Search

Rental Car

RESERVATIONS SUMMARY:

AIR: \$217.00
DCA-Washington, DC (USA) (National Apt) to SAN-San Diego, CA (USA)
(Int'l. Apt) : 01/06/09 07:44 AM Arrive: 12:28 PM

RAIL:
Confirmation Pending Departure: Wed 01/21/2009 12:00 PM
SAN-SAN DIEGO, CA to SBA-SANTA BARBARA, CA

RENTAL CAR: \$3,071.95
ADVANTAGE SAN - San Diego International, CA (Unite Pickup: 01/05/09 Drop-off: 04/30/09) [Keep Original Reservation](#)

LODGING: \$2,780.00
Holiday Inn Express San, SAN DIEGO, CA Dates: 01/05/09 - 01/25/09

Please use the Modify Search area to find alternate rental cars.

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

Request Assistance in Booking Rental Car

Figure 7-24: Rental Car Screen – Search for a Rental Car

3. Modify the search criteria on the left side of the screen. See Section 2.6.3.1 of this manual for instructions.
4. Select **Search**.

The Rental Car screen refreshes. It displays vehicles that meet the criteria entered in the Modify Search fields.

5. Select the **rental car**. See Section 2.6.3.2 of this manual for instructions.

A message displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-25).



Figure 7-25: Rental Car Change Confirmation - Second

6. Select **OK** to display the Trip Summary with the new reservation.
- OR-
- Select **Cancel** to return to the Trip Summary with no change.

Note: If no reservation is found that meets the traveler's requirements, scroll to the bottom of the screen and select Request Assistance in Booking Car. Additional information may be added to the system-generated comment, but it is recommended that any part of system message not be deleted. To expedite the handling of the reservations, it is important to use this button rather than calling the CTO. Additional handling fees will be added whether the CTO Assistance button is used or the CTO is contacted. If the CTO is contacted, the office will likely direct the caller back to DTS to use the button.

7.2.4 Amend Lodging

If the trip has been completed and the actual rates or dates were different from those reserved in DTS, use the Per Diem Entitlements screen in the voucher to update the Lodging Per Diem Rates to reflect the actual dates and rates. (See Section 7.5.2.) If the trip has not yet taken place, the below steps will serve as a guide for cancelling or changing a lodging reservation.

7.2.4.1 Cancel a Lodging Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Lodging Payment Summary, identify the hotel reservation that is to be removed. Follow the below steps to cancel a lodging reservation:

1. Select **Cancel** if lodging is not needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-26).



Figure 7-26: Lodging Cancellation Confirmation

Chapter 7: Amendments

2. Select **OK** to continue with the cancellation.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

7.2.4.2 Change a Lodging Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Lodging Payment Summary, identify the lodging reservation that is to be changed. Follow the below steps to change a reservation:

1. Select **Change**.

DTS displays a Reservation Change Confirmation screen (Figure 7-27).



Figure 7-27: Lodging Change Confirmation - First

2. Select **OK** to search for alternate lodging.
-OR-
Select **Cancel** to close this window and return to the Trip Summary.

The Lodging screen displays the hotel reservation information in red text in the Reservations Summary box (Figure 7-28). The traveler may select **Keep Original Reservation** to return to the Trip Summary with no changes.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car **Lodging** Other Transportation Summary

Lodging

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Check-in Date:
01/05/2009

* Check-Out Date:
01/25/2009

Select By:
TDY Location

* City / TDY Location:
SAN DIEGO CA

* Distance:
10 Miles

Search

Lodging

RESERVATIONS SUMMARY:

AIR: \$217.00
DCA-Washington, DC (USA) (National Apt) to SAN-San Diego, CA (USA)
(Int'l. Apt) : 01/06/09 07:44 AM Arrive: 12:28 PM

RAIL:
Confirmation Pending Departure: Wed 01/21/2009 12:00 PM
SAN-SAN DIEGO, CA to SBA-SANTA BARBARA, CA

RENTAL CAR: \$3,071.95
ADVANTAGE SAN - San Diego International, CA (Unite Pickup:
01/05/09
Drop-off: 04/30/09

LODGING: \$2,780.00
Holiday Inn Express San, SAN DIEGO, CA Dates: 01/05/09 - 01/25/09 [Keep Original Reservation](#)

Please use the Modify Search area to find alternate lodging.

If travel agent assistance is required, click on the button "Request Assistance in Booking Hotel".
NOTE: Additional travel agent handling fees may apply.

Request Assistance in Booking Hotel

Figure 7-28: Lodging Screen – Search for Lodging

3. Modify the search criteria on the left side of the screen. For example, a different city may be selected, departure or arrival date, or time. See Section 2.6.1.1 of this manual for instructions.

4. Select **Search**.

The Lodging screen refreshes. It displays hotels that meet the criteria entered in the Modify Search fields.

5. Select the **hotel**. For more information, see Section 2.6.4.2 of this manual.

Chapter 7: Amendments

A second confirmation window displays to confirm the cancellation of the original reservation and selection of the new reservation (Figure 7-29).



Figure 7-29: Lodging Change Confirmation - Second

6. Select **OK** to display the Trip Summary with the new reservation.
-OR-
Select **Cancel** to return to the Trip Summary with no change.

7.2.5 Amend Ticketed Transportation

The Other Trans. screen allows for addition of ticketed transportation that was purchased outside of DTS. The Other Trans. screens allows the traveler to add, edit, or remove the ticket information listed below:

- Type of transportation
- Description
- Ticket number
- Ticket value
- Cost (if different from ticket value)
- Departure date
- Issue date
- Ticket date
- CBA label
- CBA account

7.2.5.1 Add Ticket Information

Follow the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-14). In the Other Ticketed Transportation Payment Summary, follow the below steps to change the reservation:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-30).

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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

[RETURN TO LIST](#)

Air
Rail
Rental Car
Lodging
Other Transportation
Summary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost: (If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: > [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	05-Jan-09	

Location 1: SAN DIEGO, CA

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SAN DIEGO, CA	
Arrive:	05-Jan-09	
Leave:	30-Apr-09	
Rental Car:	ADVANTAGE	Edit
Airport:	SAN - San Diego International, CA (Unite	
Confirmation:	ABCD1234678-	
Pick-Up:	05-Jan-09 1:00PM	
Drop-Off:	30-Apr-09 6:00PM	
Lodging:	Holiday Inn Express San	Edit
Confirmation:	12345678-	
Check-In:	05-Jan-09	
Check-Out:	25-Jan-09	

Overall Ending Point

Leave From:	SAN DIEGO, CA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	30-Apr-09	
Carrier/Flight:	United Airlines Inc. (UA) 605	Edit
Conf/PNR:	123456	
Depart:	7:44AM - 06-Jan-09 DCA-Washington, DC (USA) (National Apt)	
Arrive:	9:02AM - 06-Jan-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/Flight:	United Airlines Inc. (UA) 421	Edit
Conf/PNR:	123456	
Depart:	10:05AM - 06-Jan-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	12:28PM - 06-Jan-09 SAN-San Diego, CA (USA) (Intl. Apt)	
Ship:	Ship Fare (Indiv Bill)	Edit
Type:	CV - Ship Fare (Indiv Bill)	Remove
Depart:	05-Jan-09	
Train:	Amtrak (2V) 0775	Edit
Depart:	12:00PM - 21-Jan-09 - SAN	
Arrive:	5:30PM - 21-Jan-09 - SBA	

Figure 7-30: Other Trans. Screen

Chapter 7: Amendments

- Follow the steps in Section 2.6.6 of this manual to add ticketed transportation.

7.2.5.2 Edit Ticket Information

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-31).

The screenshot shows the 'Trip Summary' screen with two tabs: 'Payment Information' and 'Final Trip Itinerary'. The 'Payment Information' tab is active. At the top right, there are links for 'Email this Itinerary' and 'Print this Itinerary'. Below the tabs, there are sections for 'Air Travel Payment Summary', 'Rental Car Payment Summary', 'Lodging Payment Summary', and 'Rail Payment Summary'. Each section includes a table with details like company name, dates, and reimbursement methods. At the bottom, there are buttons for 'Change TDY Location' and 'Save and Continue'.

Air Travel Payment Summary:		Add New Flight	
Rental Car Payment Summary:		Add New Rental Car	
\$3,071.95	Estimated Total Cost (Including Taxes & Fees)	Monthly Rate: \$599.00	View Rental Car Details
	ADVANTAGE SAN - San Diego International, CA (Unite Frequent Renter #: <input type="text"/>	Special Requests	Pick-up Date: Mon 01/05/2009 Drop-off Date: Thu 04/30/2009 Cancel Change
*Type: (Required)	GOVCC <input type="button" value="v"/>	Method of Reimbursement:	GOVCC

Lodging Payment Summary:		Add New Lodging	
\$2,780.00	Estimated Total Cost (Excluding Taxes & Fees)	Rate: \$139.00 / Night	View Lodging Details
	Holiday Inn Express San Frequent Guest #: <input type="text"/>	Special Requests	Check In: Mon 01/05/2009 Check Out: Sun 01/25/2009 Cancel Change
*Type: (Required)	GOVCC <input type="button" value="v"/>	Method of Reimbursement:	GOVCC

Rail Payment Summary:		Add New Rail	
Other Ticketed Transportation:		Add New Ticketed Transportation	
To view or change other ticketed transportation, please click on the Add New Ticketed Transportation link.			
Other:	Ship Fare (Indiv Bill)	Type:	Ship Fare (Indiv Bill) - CV Depart: 05-Jan-2009

Figure 7-31: Trip Summary Screen – Other Ticketed Transportation

In the Other Ticketed Transportation Summary, identify the reservation that is to be changed. Follow the below steps to change the reservation:

- Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-30).

- Select **Edit** next to the Ticketed Transportation on the right side of the screen.

3. Change the appropriate information in the fields on the left side of the screen.
4. Select **Save**.

7.2.5.3 Remove Ticket Information

If an authorization has a ticketed transportation entry, but no reservations, then the ticket information can be removed. Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-31). In the Other Ticketed Transportation Summary, identify the ticket information that is to be removed. Follow the below steps to remove the information:

1. Select **Add New Ticketed Transportation**.

Chapter 7: Amendments

The Other Trans. screen opens (Figure 7-32).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging **Other Transportation** Summary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: -- Select --

* Description:

* Ticket No: See Attached Ticket 1

* Ticket Value: 0.00

Cost: (If different from ticket value) 0.00

* Departure Date (mm/dd/yyyy): 01/21/2009

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy): 01/16/2009

CBA Label:

CBA Account: > [CBA Accounts](#)

If necessary, add comments to the travel agent:

> [view expense details](#)

Save

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD,VA	Edit
Leave:	05-Jan-09	

Location 1: SAN DIEGO,CA

Leave From:	RES: STAFFORD,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	05-Jan-09	
Leave:	30-Apr-09	
Rental Car:	ADVANTAGE	Edit
Airport:	SAN - San Diego International, CA (Unite	
Confirmation:	ABCD1234678-	
Pick-Up:	05-Jan-09 1:00PM	
Drop-Off:	30-Apr-09 6:00PM	
Lodging:	Holiday Inn Express San	Edit
Confirmation:	12345678-	
Check-In:	05-Jan-09	
Check-Out:	25-Jan-09	

Overall Ending Point

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	30-Apr-09	
Ship:	Ship Fare (Indiv Bill)	Edit
Type:	CV - Ship Fare (Indiv Bill)	Remove
Depart:	05-Jan-09	

Figure 7-32: Other Trans. Screen – Remove Ticket Information

2. Select **Remove** next to the item on the right side of the screen.

A pop-up message displays to confirm that the user wants to delete this segment.

3. Select **OK** to remove the ticket information.
-OR-
Select **Cancel** to close the message and keep the ticket information on the authorization.

7.3 Expenses

The Expenses feature of DTS allows users to record mileage and non-mileage expenses, as well as edit per diem entitlements. In the non-mileage section, expenses can be selected from a list or entered manually. In the mileage section, different modes of transportation and related mileage can be selected, with the costs calculated automatically. DTS calculates the per diem entitlements based on the allowed amounts for the TDY location.

7.3.1 Amend Non-Mileage Expenses

The below information can be amended on the Non-Mileage Expenses screen:

- Expense type
- Cost
- Date
- Method of reimbursement

Note: See Section 7.5.3 for information on changing the amount of an advance.

Follow the below steps to amend non-mileage expenses:

1. Select **Expenses** from the navigation bar.
2. Select **Non-Mileage** from the subnavigation bar.

The Non-Mileage Expenses screen opens (Figure 7-33).

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 05-Jan-09 Return: 30-Apr-09 **Add Expense**

* Expense Type:
- OR -
* Cost: \$
* Date: (mm/dd/yyyy)
* Method of Reimbursement:
[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Excess Baggage	01/05/09	\$50.00	Edit Remove
Taxi - Terminal	01/05/09	\$60.00	Edit Remove
Hotel Room Tax	01/05/09	\$100.00	Edit Remove
Total Expenses:		\$210.00	

Figure 7-33: Non-Mileage Expenses Screen

3. Update the **fields** as necessary.
4. Select **Save Expense**.

Follow the below steps to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.
2. Select **OK** to the deletion confirmation pop-up message.

Follow the below steps to add non-mileage expenses:

1. Complete the **Expense Type**, **Cost**, **Date**, and **Method of Reimbursement** fields.
2. Select **Save Expense**.

7.3.2 Amend Mileage Expenses

The below information can be amended on the Mileage Expenses screen:

- Expense type
- Date
- Method of reimbursement

Use the below steps to amend mileage expenses:

1. Select **Expenses** from the navigation bar.
2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 7-34).

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Leave: 05-Jan-09 Return: 30-Apr-09 **Add Expense**

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	04/30/09	\$11.70	Edit Remove
Total Expenses:		\$11.70	

Figure 7-34: Mileage Expenses Screen

3. Update the **fields** as necessary.
4. Select **Save Expense**.

Follow the below steps to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.
2. Select **OK** to the deletion confirmation pop-up message.

Chapter 7: Amendments

Follow the below steps to add non-mileage expenses:

1. Complete the **Expense Type, Date, Method of Reimbursement,** and **Miles** fields.
2. Select **Save Expense**.

7.3.3 Amend Per Diem Entitlements

Follow the below steps to update per diem entitlements in DTS:

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

The Non-Mileage Expenses screen opens by default (Figure 7-33).

2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 7-35).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
09/12/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$53.25 Personal	147 / 71	NONE				
09/13/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$71.00 Personal	147 / 71	NONE				
09/14/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$71.00 Personal	147 / 71	NONE				
09/15/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$71.00 Personal	147 / 71	NONE				
09/16/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$71.00 Personal	147 / 71	NONE				
09/17/10	SAN DIEGO,CA	> Edit	> Reset	\$147.00	\$147.00 Personal	\$71.00 Personal	147 / 71	NONE				
09/18/10	SAN DIEGO,CA	> Edit	> Reset	\$0.00	\$0.00 Personal	\$53.25 Personal	147 / 71	NONE				

Reset All Edit All

Figure 7-35: Per Diem Entitlements Screen

3. Select **Edit** for the date that needs to be amended.

Warning: Only use the **Edit All** function when Meals Available (for a military site) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all other previous edits.

The Per Diem Entitlements screen refreshes, entitlements can be edited for the selected day.

4. Select the appropriate updates.
5. Select **Save these Entitlements**.
6. Repeat for other trip dates, as necessary.

7.4 Accounting

If no payment has been made on an LOA, the LOA may be amended. However, the LOA should NEVER be removed or amended if it was used for any payments. For example, if an advance, scheduled partial payment (SPP), or voucher settlement has been paid, then the associated LOA should not be removed or amended. If a change must be made, it will be done manually outside of DTS.

Follow the below steps to make changes to the accounting code(s) on a document:

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

The Accounting Codes screen opens (Figure 7-36).

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

RETURN TO LIST Accounting Codes Trip Totals

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-Jan-09 [Find Accounting Label](#)

End Date: 10-Jan-09

Accounting Label: ---Select--- From DTMOCSD

Shared LOAs: ---Select to Add---

Cross Org LOAs: ---Select to Add---

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
09 PERDIEM	DTMOCSD	view/edit	remove

Expenses Summary

09 PERDIEM		
Category	Allowed	Actual
COM. CARR.-I :	\$45.00	\$45.00
LODGING :	\$735.00	\$735.00
M&IE :	\$352.00	\$352.00
MILEAGE :	\$11.70	\$11.70
OTHER :	\$210.00	\$210.00
09 PERDIEM Sub Total:	\$1,353.70	\$1,353.70
Calculated Trip Cost:	\$1,353.70	\$1,353.70

Figure 7-36: Accounting Codes Screen

2. Update the **fields** as necessary.
3. Select **Allocate Expenses** if multiple accounting codes are used for this document.

7.5 Additional Options

By selecting **Additional Options** from the navigation bar, the below information can be changed:

- Personal profile
- Partial payments
- Advances

Note: Travelers may view and edit their personal profile from their DTS User Welcome screen by selecting Traveler Setup > Update Personal Profile. Changes made using the Traveler Setup feature will not update existing documents.

7.5.1 Amend Personal Profile

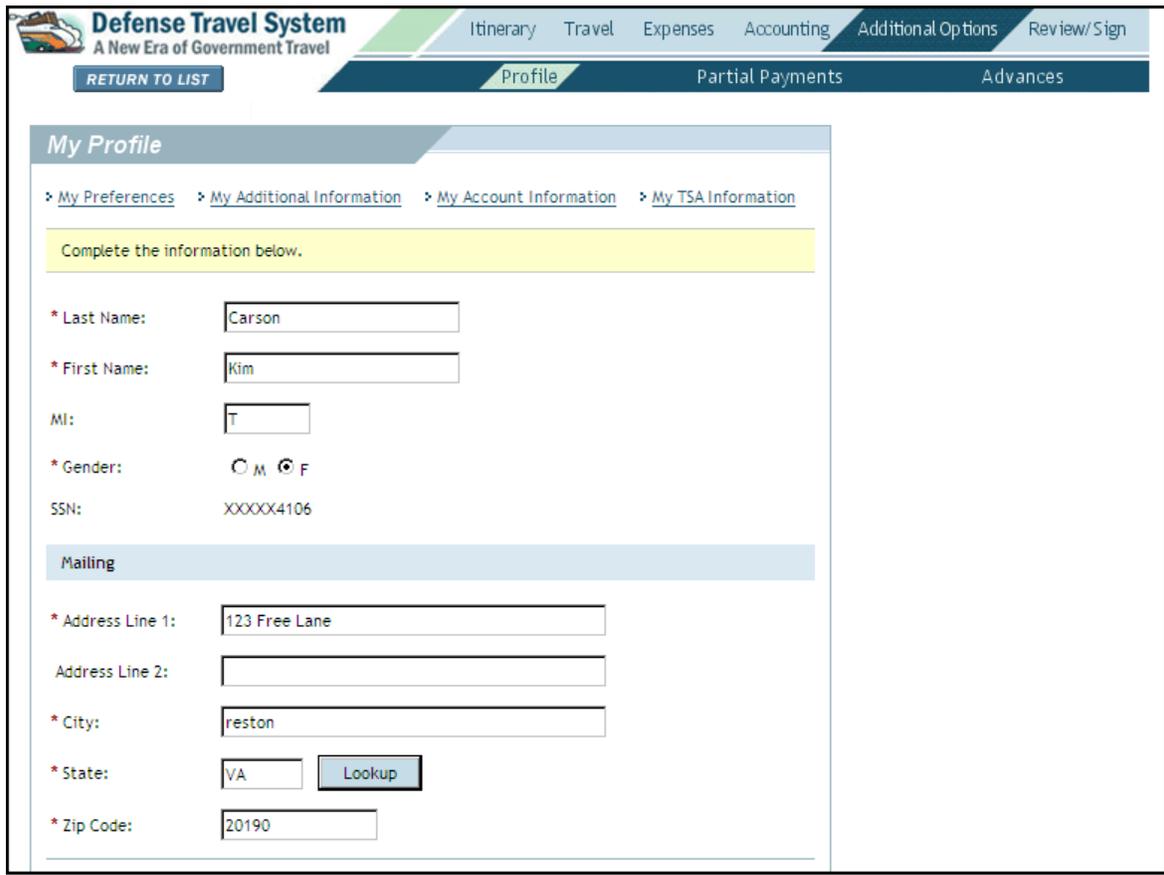
Follow the below steps to update a personal profile in DTS:

1. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default (Figure 7-37). The links near the top of the My Profile box provide the user with access to the parts of My Profile listed below:

- *My Profile.* Name, address, and other general information
- *My Preferences.* Travel preferences, rewards programs, and passport information
- *My Additional Information.* Service or agency and duty station information
- *My Account Information.* Accounting code, Electronic Funds Transfer (EFT), and Government Travel Charge Card (GTCC) information
- *My TSA Information.* Secure Flight Passenger Data (SFPD)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile Partial Payments Advances

My Profile

> [My Preferences](#) > [My Additional Information](#) > [My Account Information](#) > [My TSA Information](#)

Complete the information below.

* Last Name:

* First Name:

MI:

* Gender: M F

SSN: XXXXX4106

Mailing

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

Figure 7-37: My Profile Screen

2. Update **fields** as necessary.
-OR-
Select one of the **links** to edit other personal information.
3. Check the **Save changes to permanent traveler information** box *only* to save the changes to the traveler's personal profile for future travel documents. Leave the box unchecked to apply the changes to the current document.
4. Select **Update Personal Information**.

7.5.2 Amend Partial Payments

Follow the below steps to add SPPs to an amendment:

1. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default (Figure 7-37).

2. Select **Partial Payments** from the subnavigation bar.

The Scheduled Partial Payments screen opens (Figure 7-38).

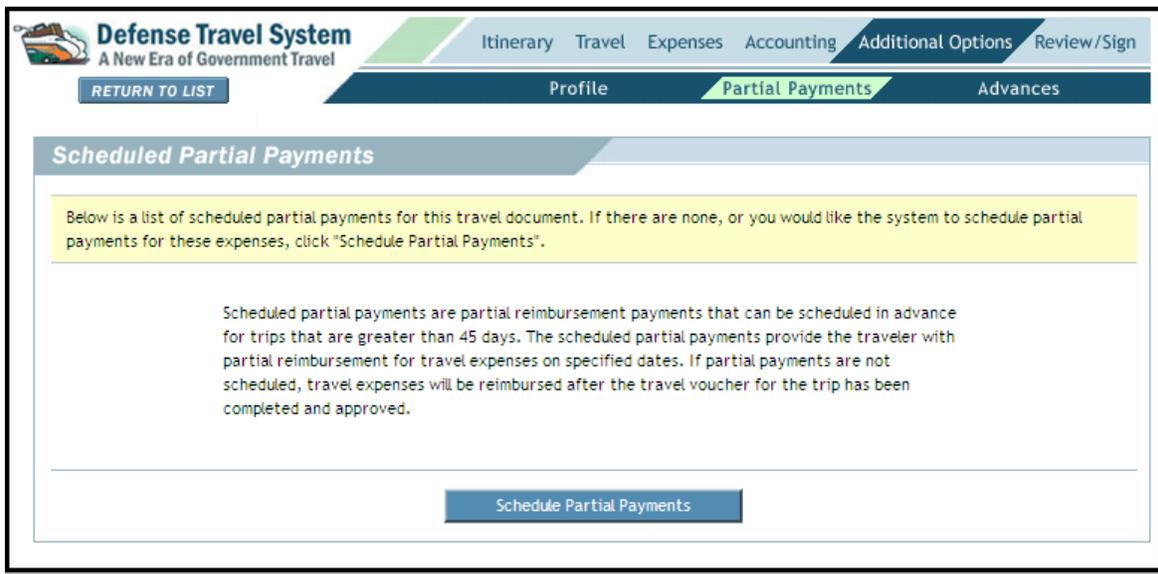


Figure 7-38: Scheduled Partial Payments Screen

3. Select **Schedule Partial Payments**.

The SPPs are now added to the document.

7.5.3 Change an Advance Amount

After the authorization has been created, a situation may arise when the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved.

The process for each case follows.

If the advance has not yet been approved, follow the below steps:

1. Log on to DTS and make any necessary changes.
2. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default.

3. Select **Advances** from the subnavigation bar.
4. Select the **remove** link to the right of the selected Advance LOA (Figure 7-39).

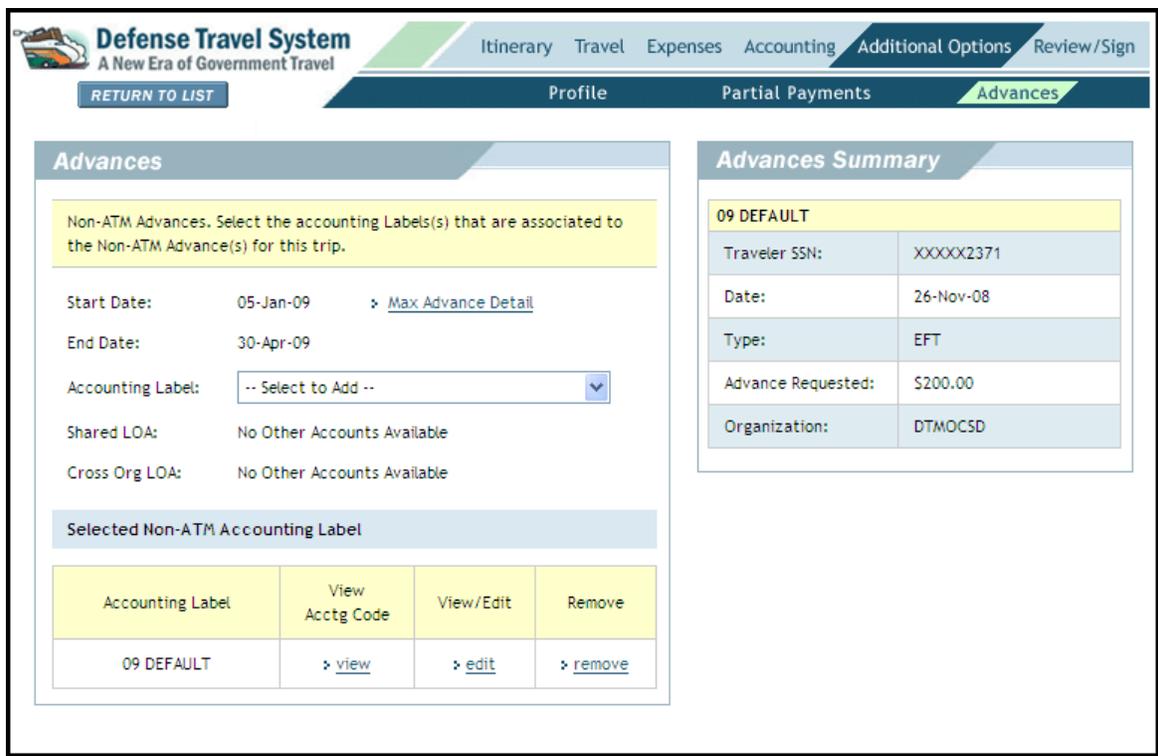


Figure 7-39: Advances Screen

5. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

The screen refreshes. It displays the new advance amount (Figure 7-40).

Figure 7-40: Advances Screen

If the advance has been approved, follow the below steps:

1. Make the required changes.
2. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default.

3. Select **Advances** from the subnavigation bar.
4. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

The screen refreshes. It displays the new advance amount (Figure 7-40).

7.6 Review/Sign

The final step in creating the amendment is to review and sign the document. Comments may be entered for the AO during this step. Follow the below steps to review and sign the amendment:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default. On this page, **Edit** can be selected to edit parts of the trip and comments may be entered for the AO.

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2. Select **Other Auths.** from the subnavigation bar.

The Other Authorizations screen opens. Other authorizations may be entered and comments entered for the AO.

3. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit screen opens. If any selections have caused a preaudit flag, the list will be shown on this screen. All preaudit flags require justification before proceeding.

4. Select **Digital Signature** from the subnavigation bar.

The Digital Signature screen opens (Figure 7-41).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T Carson	0

Document History

Status	Date	Time	Name	Remarks
CREATED	11/26/08	1412	Eric T Carson	

[View Reasons for Audit Failures](#) [View Adjustments](#)

Figure 7-41: Digital Signature Screen

5. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.
6. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different from the default.

A message displays, stating that the document must be stamped SIGNED to initiate the new routing list.

7. Select **OK**.
8. Complete the **Additional Remarks** text box with any comments for the AO.
9. Select **Submit Completed Document**.
10. View any audits or adjustments.
11. Complete the **PIN** field.
12. Select **OK**.

There are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. For example, a CTO amendment will not route to the AO if one of the below is true:

- If the indicator for the organization's threshold for CTO amendments is set to Y, and the cost change is the lesser of \$250 or five percent of the cost on the most recently approved version of the document.
- If the indicator for the organization's threshold for CTO amendments is set to N, and the cost change is less than or equal to the amount on the most recently approved version of the document.

A user-created amendment will bypass routing to the AO and automatically be stamped PROCESSED if the change in expenses is less than or equal to the amount on the most recently approved version of the document, and the amendment meets all of the below criteria:

- No increase in reimbursable air, rail, rental car, or lodging costs
- No nonreimbursable CBA cost changes
- No non-ATM advance request or SPPs in the authorization
- No change to the TDY location(s) or dates
- No new additional other authorization items
- No amount increase to any LOA allocation
- Not a group authorization
- Not created from an original Import/Export partner-system document
- Not for a Military Entrance Processing Station (MEPS) trip type
- No increase in mileage and non-mileage costs
- No change to the ticket fare basis
- No change to travel dates (no tickets are waiting (TAW) date change)
- No change to ticketed transportation

If all criteria are not met, the amendment routes normally.

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If all the criteria are met, DTS will display a message to inform the user that the amendment will bypass AO approval (Figure 7-42). The message explains that if travel arrangements have changed, the amendment will be stamped CTO SUBMIT and will route for approval.

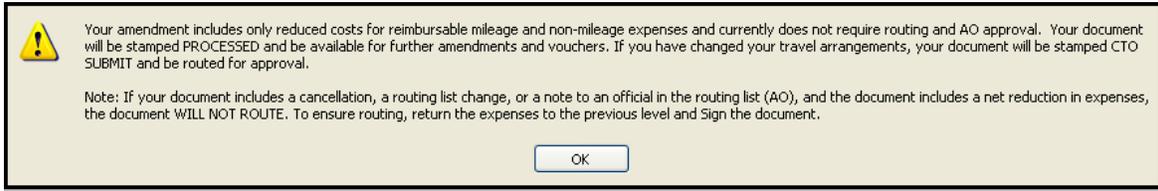


Figure 7-42: No AO Approval Required Message

13. Select **OK**.

7.7 Amend a Local Voucher

Unlike authorizations and vouchers, an amendment to a local voucher is primarily to correct a rejected local voucher. If a local voucher has been rejected, it must be corrected for the voucher to be processed. If additional expenses need to be added to a local voucher after it has been APPROVED, a new local voucher will need to be created.

Beginning on the Local Vouchers screen, follow the below steps to amend a local voucher that has been stamped APPROVED by the AO:

1. Select **amend**.

A pop-up message displays. It states that the amendment option should only be used to correct local voucher rejects (Figure 7-43).

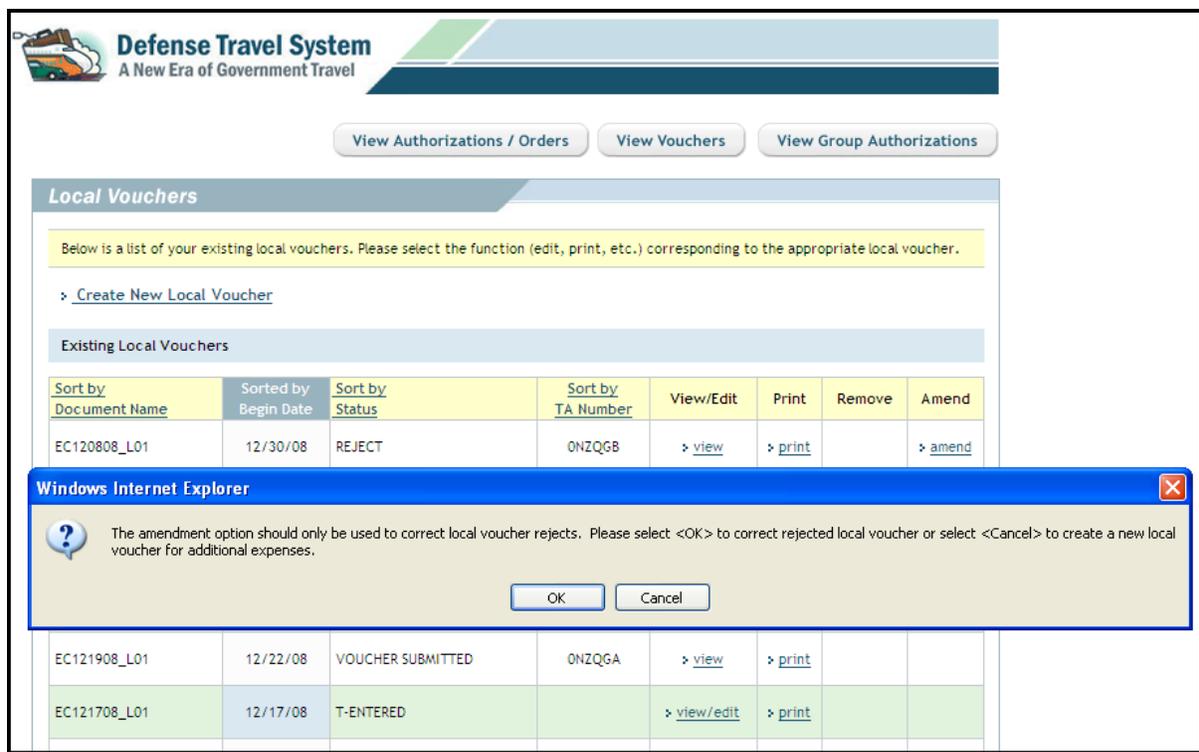


Figure 7-43: Amendment Option Popup Message

2. Select **OK** to correct the rejected local voucher.
-OR-
Select **Cancel** to create a new local voucher for additional expenses.
3. Select **Digital Signature** to open the Digital Signature screen.
4. Select **Reasons for Audit Failures**. Make any necessary corrections.

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5. Select **Review/Sign** from the navigation bar. Preview the document and enter comments to the AO, if necessary.
6. Select **Pre-Audit** from the subnavigation bar. Enter any justifications to the AO.
7. Complete the **Additional Remarks** text box with any comments for the AO.
8. Select **Save and Proceed to Digital Signature**.
9. Select the **Submit this document as** drop-down list and select **SIGNED**.

This reinitiates routing of the local voucher.

10. Complete the **Additional Remarks** text box with any comments for the AO.
11. Select **Submit Completed Document**.
12. View any audits or adjustments.
13. Complete the **PIN** field.
14. Select **OK**.

7.8 Restore a Purged Document

DTS documents are migrated to a secondary storage location (also known as “purged”) after a 15 month period of inactivity and other qualifying conditions are met. Documents may need to be restored from the secondary storage location if a traveler needs to access the document to support a travel claim audit, investigation, or complete an amendment. The Restore Purged Documents functionality allows travelers to instantly restore DTS documents that had previously been purged. Once a document has been restored, travelers can access their document as if it had never been purged.

Beginning on the DTS User Welcome screen, follow the below steps to restore a purged document:

1. Mouse over **Official Travel** on the menu bar.

2. Select **Restore Purged Documents** (Figure 7-44).

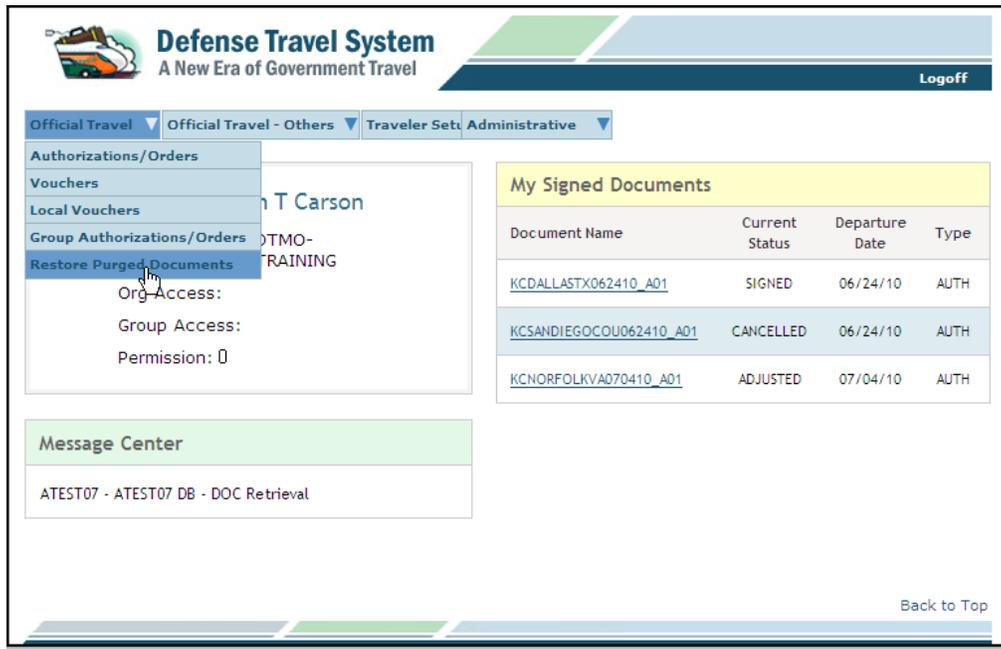


Figure 7-44: Official Travel - Restore Purged Documents Screen

The Purged Trip Documents screen opens.

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3. Select the **restore** link next to the document to be restored (Figure 7-45).

Sort by Document Name	Sorted by Departure Date	Sort by Return Date	Sort by Status	Sort by TA Number	Restore
KCSANDIEGOCO103109	10/31/09	11/12/09	PAY LINK	ONXG2F	> restore
KCSANFRANCISC103009	10/30/09	11/19/09	OBLIG SUBMITTED	ONXG8X	> restore

Figure 7-45: Purged Trip Documents Screen

The Restore Trip Document screen refreshes.

4. Select **View Authorization/Orders**, **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** to access the document.

7.9 Restore a Purged Document for Another Traveler

Users with group access can access and restore another traveler's purged documents.

Beginning on the DTS User Welcome screen, follow the below steps to restore another traveler's purged documents:

1. Mouse over **Official Travel - Others** on the menu bar (Figure 7-46).

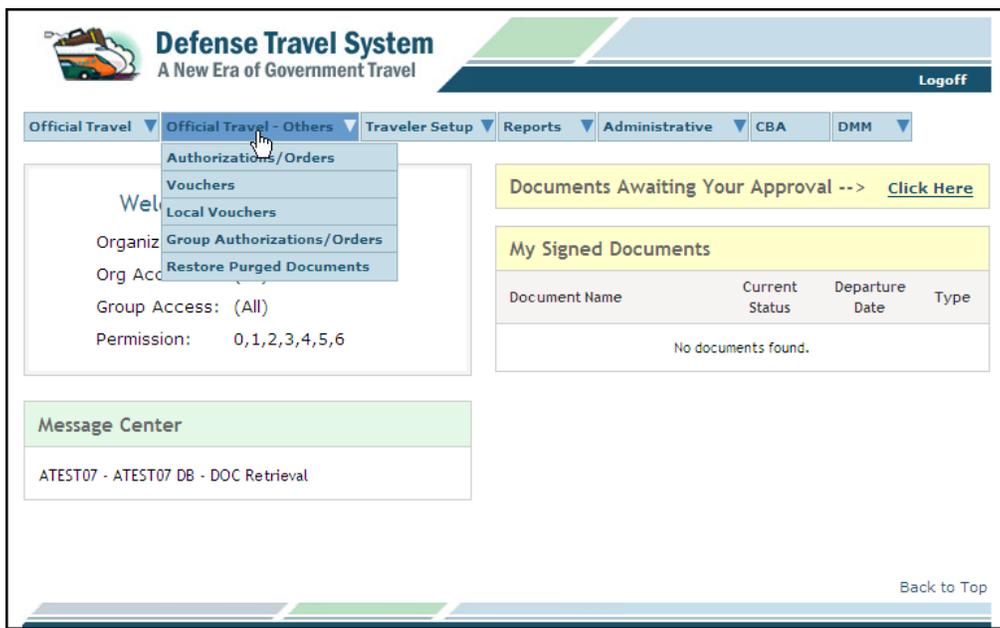


Figure 7-46: Official Travel - Others

2. Select **Restore Purged Documents**.

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The Purged Trip Documents Traveler Lookup screen opens (Figure 7-47).

Figure 7-47: Restore Purged Documents - Traveler Lookup Screen

3. Complete the **Traveler SSN**, **Last Name**, or **Last Name** and **First Name** field. (The option to search by TANUM is grayed out and cannot be used at this time.)
4. Select **Search**.

The Traveler Lookup screen refreshes and displays a list of travelers by name and the last four digits of their SSNs.

5. Choose **select** next to the traveler for whom the document is being restored.

The Purged Trip Documents screen opens.

6. Select the **restore** link next to the document to be restored (Figure 7-45).

The Restore Trip Document screen refreshes.

7. Select **View Authorization/Orders**, **View Vouchers**, **View Local Vouchers**, or **View Group Authorizations** to access the traveler's document.

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