The October 26, 2018 DTS focused on two topics:

- Updates to the final voucher screens that allows itinerary changes and adjustments of requested split disbursement amounts. This information paper explains these changes and provides a high-level introduction to them.

- Simplification of the travel advance request process for travelers who selected a restricted airfare. For an explanation of that change, see the Advances for Restricted Airfares information paper at: https://www.defensetravel.dod.mil/Docs/Advance_for_Ticketed_Restricted_Fare.pdf

Note: In this info paper, unless stated otherwise “you” are a traveler, although anyone with access to traveler functions on your DTS documents can use them.

Please note that this information paper reflects the DTS release of October 2018. We continue to make it available it for historical purposes, but changes to the system since that date are not reflected in this information paper.
Introduction

You can access both of the new voucher screens from the Progress Bar (Figure 1).

![Figure 1: Voucher Progress Bar](image)
**Update Your Itinerary**

When you create a voucher and need to change the information on your itinerary screen (e.g., travel dates, trip purpose), select **Edit Itinerary**. The Update Itinerary (Figure 2) opens.

![Update Itinerary Screen](image)

Figure 2: Update Itinerary Screen

Just enter the new information (in some fields you must remove the old information first), then, when everything on the screen is correct, select **Continue**. DTS will remind you to double-check your reservation, expense, and per diem information before it opens the Expense module.
Split disbursements show the amounts of your voucher payment that DFAS will send to the Government Travel Charge Card (GTCC) vendor to pay off your GTCC account, and how much they will send to your personal bank account. Should you need to change those amounts, select Financial Summary on the Progress Bar. The Review Financial Summary screen (Figure 3) opens.

For the most part, as its name implies, you can only use this screen to review the financial information of your trip. It does, however, have one interactive element; you can make changes to your split disbursement values. When you select Adjust Disbursements, the Adjust Disbursements screen (Figure 4) opens.
The middle portion of the Adjust Disbursements screen (Figure 4, indicator #1) shows the amounts DFAS will send to your bank account (Personal) and to the GTCC vendor to pay off your GTCC account (GTCC). You can use the tools in the top portion of the screen (Figure 4, indicator #2) to change those amounts. Here’s how that works:

1. **Overpaid GTCC**: If your GTCC account is currently overpaid, enter the amount of that overpayment here. Money that would have gone to the GTCC vendor will go to your bank account instead.

2. **GTCC ATM Withdrawal**: If you withdrew money from an ATM to use for official travel purposes, enter the total amounts of those withdrawals here. Do not include the ATM fees, if any, that you paid. Money that would have gone to your bank account will go to the GTCC vendor instead, to pay off the withdrawal.

3. **Additional Payment Paid to GTCC**: If you charged any legitimate, official travel expenses to your GTCC that doesn’t show up anywhere else on your voucher (e.g., meals), enter the total amount of all those charges here. Money that would have gone to your bank account will go to the GTCC vendor instead, to pay off the withdrawal.

Select **Save** (Figure 4, indicator #3) when the number in the GTCC field matches the total you owe to the GTCC vendor for this trip.
Final Words

A final note: Even after these updates are put into place, in some circumstances you may continue to see the legacy DTS screens instead of the updated screens shown in this information paper. If you need more information about legacy DTS screens, see DTS Guide 2: Authorizations and DTS Guide 3: Vouchers. If you are viewing this information paper offline, you can find those Guides at the following URLs: