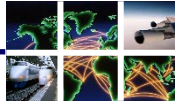


## Additional Information

The DTMO website provides travel resources at <https://www.defensetravel.dod.mil/site/training.cfm>.

Some key resources for Authorizing Officials include:

- [AO/CO Desktop Guide](#)
- [AO Checklist and Instructions](#)
- [DTS Guide 2: Authorizations](#)
- [DTS Guide 3: Vouchers](#)



## Authorizing Official: Trip Cancellation Procedures

December 04, 2020

*This trifold is setup to guide the Authorizing Official's (AO's) actions for a trip cancellation. For more information, see the Trip Cancellation Procedures in DTS information paper at [https://www.defensetravel.dod.mil/Docs/CancellationProcedures Information Paper.pdf](https://www.defensetravel.dod.mil/Docs/CancellationProceduresInformationPaper.pdf).*

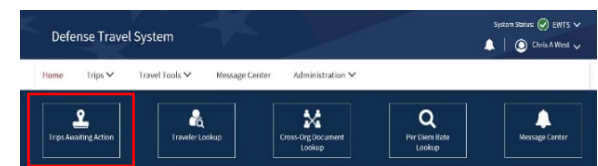
### Log On to DTS

1. Open the DTS Home page at <https://www.defensetravel.osd.mil>.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN** and then select **OK**.

## 1

### No Expenses Incurred – Cancel the Authorization

**Note:** The traveler, clerk, or NDEA must complete their cancellation actions before you can begin the process shown below.



1. On the DTS Dashboard, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.



2. Select **Approve** next to an authorization. The **Review Trip Authorization** screen opens.
3. Select **Other Auths and Pre-Audits** from the **Progress Bar**. The **Other Auths and Pre Audits** screen opens. Ensure flags are justified and comments entered as needed.
4. Select **Continue** at the bottom of the screen. The **Digital Signature** screen opens. DTS provides a trip cancel message.



5. Ensure **CANCELLED** displays as the **Document Status**.
6. Select **Submit Completed Document**.



7. Acknowledge all pop-ups.

## 2 Expenses Incurred – Approve the Voucher (Requires an Approved Authorization)

**Notes:** The traveler, clerk, or NDEA must complete their cancellation actions before you can begin the process shown below.

If you **did not** approve the authorization before the traveler selected **Cancel Trip**, an authorization will route to you for review and approval. If you approve it, the traveler will submit a voucher, which you also must review and approve.



If you **did** approve the authorization before the traveler selected **Cancel Trip**, and expenses incurred then only a voucher will route to you for review and approval.

When you approve the voucher, the traveler will receive the requested reimbursement for incurred expenses and payment for earned allowances.

For either an authorization or voucher:

1. On the **DTS Dashboard**, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.
2. Select **Approve** next to the document (it may be an authorization or voucher). The **Review Trip <document type>** screen opens.
3. Review the document to verify its accuracy. **Note: A hotel cancellation number should display in the document when cancelling prior to short notice (24 to 48 hours of departure). If the cancellation occurs within the vendor's cancellation timeframe, the hotel can impose a cancellation or no-show fee.**
4. Make sure to view all attached documentation (e.g., receipt or fees).
5. When you finish reviewing the document, select **Other Auths and Pre-Audits** from the **Progress Bar**. The screen provides the travel document's **Other Authorizations, Pre Audit Flags, and Advisories**. **Note: Other Authorizations** require **Comments**, while **Pre-Audits** require **Justifications** and sometimes **Reason Codes**.
6. After reviewing the **Other Auths and Pre-Audits** entries, select **Continue** at the bottom the screen or **Sign and Submit** from the **Progress Bar** to advance.
7. The **Digital Signature** screen opens. Ensure your default stamp (e.g., **APPROVED** for AOs) appears in the **Document Status** field.

**Note:** If the travel document contains any errors, the best practice is to change the default stamp to **RETURNED**, so the traveler can correct the errors. Remember to enter comments explaining the required corrective action.



8. Select **Submit Completed Document**. The **Confirm Submission** statement appears.



9. Select **Confirm and Continue**. You'll receive confirmation that the document was processed or notification that it was not (along with the reason why).

