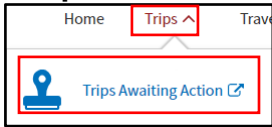


Note: The instructions below assume the traveler (or whoever created the authorization) completed the trip cancellation process as described earlier in this information paper.

No Expenses Incurred



1. On the DTS Dashboard, select **Trips > Trips Awaiting Action**. The Documents in Routing screen opens.

Awaiting Status	Type	Document
APPROVED	AUTH	EWINDIANAPOLI102317_A01
APPROVED	AUTH	EWPHOENIXAZ100817_A01

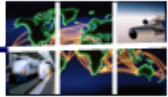
2. Select **APPROVED** next to an authorization. The Review Trip Authorization screen opens.
3. Select **Other Auths and Pre-Audits** on the progress bar. The Other Auths and Pre Audits screen opens.
4. Select **Continue**. The Digital Signature screen opens.
5. Select **CANCELLED** in the **Submit this Document as** drop-down list.
6. Select **Submit Completed Document**.
7. Enter your CAC PIN, then select **OK**.

Expenses Incurred

1. Identical to step 1 in Section 5.

Awaiting Status	Type	Document
APPROVED	AUTH	EWINDIANAPOLI102317_A01
APPROVED	AUTH	EWPHOENIXAZ100817_A01

2. Select **APPROVED** next to a document name (it may be an authorization or a voucher). The Review Trip <document type> screen opens.
3. Review to the document ensure the traveler is only claiming expenses they incurred.
4. If necessary, select **Substantiating Records** to view attached documentation (e.g., receipts), then return to the Review Trip <document type> screen opens.
5. Select **Other Auths and Pre-Audits** on the progress bar. The Other Auths and Pre Audits screen opens.
6. Review all items on the screen, then select **Continue**. The Digital Signature screen opens.
7. If everything in the document is correct, select **APPROVED** in the **Submit this Document as** drop-down list.
-OR-
If anything needs to be corrected, select **RETURNED**.
8. (Optional, unless returning the document) Enter comments in the **Additional Remarks** field.
9. Select **Submit Completed Document**. The Stamp Process screen opens.
10. Select **Save and Continue**. The Fund Authorization or Fund Voucher screen opens.
11. Select **OK**. The Stamping Result screen opens.
12. Select **Close**.
13. Enter your CAC PIN, then select **OK**.



How to Cancel a Trip in DTS

August 17, 2018

When a projected trip is cancelled, your actions in DTS depend on the particular circumstances of the cancellation. This trifold provides guidance on the trip cancellation process for travelers, travel clerks, NDEAs, and AOs when the authorization:

- Is in a **CREATED** status
- Was **SIGNED** or **APPROVED**, and no expenses were incurred
- Was **SIGNED**, but expenses were incurred
- Was **APPROVED**, but expenses were incurred

More information is available in the information paper Trip Cancellation Procedures in DTS at <https://www.defensetravel.dod.mil/Docs/CancellationProceduresInformationPaper.pdf>.

Section 1 Authorization is in a **CREATED** status



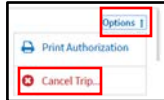
1. On the DTS Dashboard, select **Options > Remove Authorization** next to an authorization.
Note: Travel Clerks and NDEAs must select **Trips > Traveler Lookup** instead to find the traveler's document.
2. If the document contains no reservations, acknowledge the pop-up message to delete the document. No further action is required.
-OR-
If the document contains reservations acknowledge the pop-up message and continue to step 4.



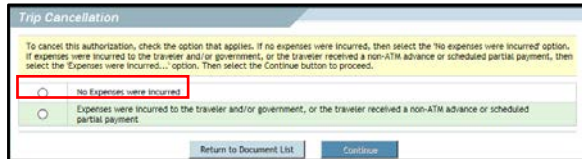
3. Select **Edit** to open the document. The Preview Trip screen opens.

4. Select **Travel** at the top of the screen. The Review Reservation Selections screen opens.
5. Select **Cancel <Type> Reservation** beneath a reservation, then acknowledge the pop-up.
6. Repeat Step 6 until all reservations are cancelled.
7. Close the authorization.
8. Remove the authorization by following steps 1-3.

Section 2 Authorization SIGNED/APPROVED – No Expenses Incurred



1. On the DTS Dashboard, select **Options > Trip Cancel** next to an authorization. The Trip Cancellation screen opens.



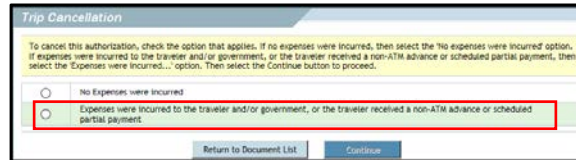
2. Select the **No Expenses were incurred** radio button, then acknowledge the pop-up message that informs you the action is not reversible.
Note: The radio button is not available if DTS detects any incurred expenses.
3. Select **Continue**. The Digital Signature screen opens.
4. Select **Other Auths and Pre-Audits** on the progress bar. The Other Auths and Pre Audits screen opens.
5. Select **Continue**. The Digital Signature screen opens.
6. Ensure **SIGNED** appears in the **Submit this document as** field.
7. (Optional) Enter comments in the **Additional Remarks** field.
8. Select **Submit Completed Document**.
9. Enter your CAC **PIN**, then select **OK**. The authorization routes to the AO for cancellation.

Section 3

Authorization SIGNED – Expenses Incurred

Note: “Expenses incurred” means that either the traveler or the Government made payments for which they must be reimbursed.

1. Identical to step 1 in Section.



2. Select the **Expenses were incurred ...** radio button, then acknowledge the pop-up message that informs you the action is not reversible.
3. Select **Continue**, then acknowledge the pop-up message that informs you that you’ll have to create a voucher after the AO approves the authorization. The Digital Signature screen opens.
4. Select **Review Authorization** on the progress bar. The Review Trip Authorization screen opens.
5. Scroll down to the Accounting Codes section and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received a SPP or travel advance, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
6. Select **Other Auths and Pre-Audits** on the progress bar. The Other Auths and Pre Audits screen opens.
7. If necessary, edit or add **Remarks, Justifications, and Reason Codes**.
8. Select **Continue**. The Digital Signature screen opens.
9. Ensure **SIGNED** appears in the **Submit this document as** field.
10. (Optional) Enter comments in the **Additional Remarks** field.
11. Select **Submit Completed Document**.
12. Enter your CAC **PIN**, then select **OK**. The authorization routes to the AO for cancellation. After the AO approves it, you must create a voucher using the usual process, which the AO will also approve.

Section 4

Authorization Approved – Expenses Incurred or Advance/SPP Received

Note: “Expenses incurred” means that either the traveler or the Government made payments for which they must be reimbursed.

1. Identical to steps 1 and 2 in Section 3.
2. Select **Continue**, then acknowledge the pop-up message that informs you the system will create a voucher and cancel all reservations.
3. DTS automatically creates and opens a voucher on the Expenses screen. All expenses are set to \$0.00 except TMC fees and CBA transactions in a matched status.
4. Enter and save all expenses you incurred.
5. Select **Review Authorization** on the progress bar. The Review Trip Authorization screen opens.
6. Scroll down to the Accounting Codes section and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. If you received a SPP or travel advance, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
7. Select **Other Auths and Pre-Audits** on the progress bar. The Other Auths and Pre Audits screen opens.
8. If necessary, edit or add **Remarks, Justifications, and Reason Codes**.
9. Select **Continue**. The Digital Signature screen opens.
10. Ensure **SIGNED** appears in the **Submit this document as** field.
11. (Optional) Enter comments in the **Additional Remarks** field.
12. Select **Submit Completed Document**.
13. Enter your CAC **PIN**, then select **OK**. The authorization routes to the AO for cancellation.