### Expenses Incurred

1. On the DTS Dashboard, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.
2. The document requiring action could be either an authorization or voucher. Select **Approve** next to the appropriate document.
3. Review the entire document to ensure the traveler is only claiming expenses they incurred.
4. Make sure to view all attached documentation (e.g., receipts).
5. When you finish reviewing the document, 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** at the bottom of the screen. The Digital Signature screen opens.
7. If everything in the document is correct, select APPROVED as the **Document Status**.
   - **OR**-
   If anything needs correction, select RETURNED instead.
8. (Optional, unless returning the document) Enter comments in the **Additional Comments** field.
9. Select **Submit Completed Document**. The **Confirm Submission** statement appears.
10. Select **Confirm and Continue**. A **Confirmation** screen opens. It informs you whether or not the submission was successful.

### No Expenses Incurred

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** on the Progress Bar. The **Other Auths and Pre Audits** screen opens.
4. Select **Continue** at the bottom of the screen. The Digital Signature screen opens.
5. Ensure CANCELLED displays as the **Document Status**.
6. Select **Submit Completed Document** and acknowledge the pop-ups that asks whether you’re sure you want to cancel the document.
5. Select Cancel <Type> Reservation beneath a reservation, then acknowledge the pop-up.
6. Repeat Step 6 until you cancel all reservations.
7. Close the authorization.
8. Remove the authorization by following steps 1-3.

**Section 3**

Authorization SIGNED – Expenses Incurred

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

1. Identical to step 1 in Section 2. A Cancel Trip message opens.

2. Select Cancel Trip. The authorization opens on the Digital Signature screen.
4. Select Accounting on the Progress Bar and verify that the Calculate Trip Costs 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.
5. Select Other Auths and Pre-Audits on the Progress Bar. The Other Auths and Pre Audits screen opens.
6. If necessary, edit or enter Comments, Justifications, and Reason Codes.
7. Select Continue. The Digital Signature screen opens.
8. Ensure SIGNED appears in the Submit this document as field.
9. (Optional) Enter Additional Comments.
10. Select Submit Completed Document.
11. Enter your CAC PIN, then select OK. The authorization routes to the AO for approval.

**Section 2**

Authorization SIGNED – No Expenses Incurred

1. On the DTS Dashboard, select Options > Cancel Trip next to an authorization. The Cancel Trip message opens. **Note:** The link is not available if DTS detects any incurred expenses.

2. Select the No trip expenses were incurred radio button (DTS tells you the action is nonreversible).
3. Select Cancel Trip. DTS cancels all reservations and opens the authorization on the Digital Signature screen.
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 Additional Comments.
9. Enter your CAC PIN and then select OK. The authorization routes to the AO for cancellation.

**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 receive reimbursement.

1. Identical to steps 1 in Section 3.
2. Select Cancel Trip. 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.
6. Scroll down and select, Go to Financial Summary. The Review Financial Summary screen opens. 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 enter Comments, 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 Additional Comments.
13. Enter your CAC PIN, then select OK. The voucher routes to the AO for approval.