

5. Select **Review Voucher** from the **Progress Bar**. The **Review Trip Voucher** screen opens.
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** from 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**.
12. Select **Submit Completed Document**.
13. Enter your CAC PIN, and then select **OK**. The voucher routes to the AO for approval.

3. Select **Other Auths and Pre-Audits** from 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.

Expenses Incurred

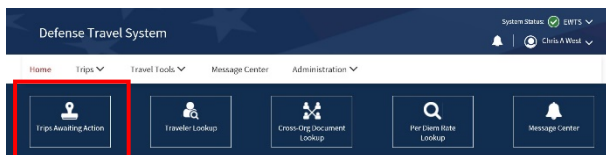
1. On the **DTS Dashboard**, select **Trips Awaiting Action**. The **Trips Awaiting Action** screen opens.
2. The document requiring action could be either an authorization or voucher. Select **Approve** next to the appropriate document.
3. Review to the entire document to ensure the traveler is only claiming expenses they incurred. **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., receipts).
5. When you finish reviewing the document, select **Other Auths and Pre-Audits** from 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.

5

Authorizing Official - Instructions

Note: The instructions below assume the traveler or document creator completed the trip cancellation process as described earlier in this information paper.

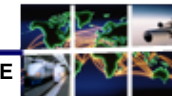
No Expenses Incurred



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.



How to Cancel a Trip in DTS

December 02, 2020

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/Cancellation_Procedures_Information_Paper.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. If prompted, enter your CAC PIN, and then select **OK**.

1

Authorization CREATED

1. On the **DTS Dashboard**, select **Options** and the widow open. Select **Remove Authorization** next to an authorization.
Note 1: Travel Clerks and NDEAs must select **Trips > Traveler Lookup** instead to find the traveler's document.



If the document contains no reservations, select **Remove Document** when the remove message appears. No further action is required.

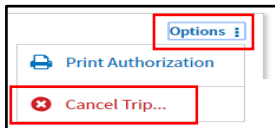
-OR-

If the document contains reservations, select **Remove Document** on the remove message and select OK, when the existing reservations message appears. Continue to step 3.

2. Under Options, select **Edit** to access the document. The document opens to **Review Trip Authorization** screen.
3. Select **Reservations**. The **Review Reservation Selections** screen opens.
4. Select **Cancel <Type> Reservation** beneath a reservation, then acknowledge the pop-up.
5. Repeat Step 6 until you cancel all reservations.
Note: If within 24 to 48 hours of departure and you need to cancel the lodging, be aware hotel cancellation rules can apply. Contact the hotel to verify if a cancellation or no-show fee is applicable. Cancel reservations, but do not remove the unsigned authorization, if the hotel imposes a fee. Instead, obtain the hotel receipt, and claim the fee, if you followed guidelines to prevent the charge.
6. Close the authorization.
7. Remove the authorization if no expenses incurred by following steps 1-3.

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.



Cancel Trip
Because this document has been signed, you must select an option below to cancel the trip. This action cannot be undone.

No trip expenses were incurred.
Select this option if there are no expenses or fees on this authorization. Any existing reservations will be cancelled and you will no longer be able to make new ones for this trip.

Trip expenses were incurred or the traveler received a non-ATM advance or scheduled partial payment.
Select this option if expenses or fees were incurred and require reimbursement. If your authorization was approved, a voucher will automatically be created. Any existing reservations will be cancelled and you will no longer be able to make new ones.

Don't Cancel Trip

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. **Note:** Always contact the vendor (e.g. airline, hotel, rental car company) to ensure all your reservations fully cancel to avoid incurring additional charges or fees.
4. Select **Other Auths and Pre-Audits** from 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**.
8. Select **Submit Completed Document**.
9. Enter your CAC **PIN** and then select **OK**. The authorization routes to the AO for cancellation.

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.

Cancel Trip

This trip authorization has been signed and travel expenses were incurred. If your authorization was approved, a voucher will automatically be created. Any existing reservations will be cancelled and you will no longer be able to make new ones.

Don't Cancel Trip

2. Select **Cancel Trip**. The authorization opens on the **Digital Signature** screen.
3. Select **Review Authorization** from the **Progress Bar**. The **Review Trip Authorization** screen opens to view trip information. **Note:** Always contact the vendor (e.g. airline, hotel, rental car company) to ensure all your reservations are fully cancelled to avoid incurring additional charges or fees.
4. Select **Accounting** from 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** from 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. After the AO approves it, you must create a voucher using the usual process, which the AO will also approve.

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. **Note: If the hotel imposes a cancellation or no-show fee (short notice cancellation), obtain the hotel receipt for the expense. Claim on the voucher if you took all reasonable actions to avoid incurring the fee.**
4. Enter and save all expenses you incurred.