How to Cancel a Trip in DTS

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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


No Expenses Incurred

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.

Expenses Incurred

1. Identical to steps 1 and 2 under No Expenses Incurred, except the document could be either an authorization or voucher.
2. Review to the entire document to ensure the traveler is only claiming expenses they incurred.
3. Make sure to view all attached documentation (e.g., receipts).
4. When you finish reviewing the document, select Other Auths and Pre-Audits on the Progress Bar. The Other Auths and Pre Audits screen opens.
5. Review all items on the screen, then select Continue at the bottom of the screen. The Digital Signature screen opens.
6. If everything in the document is correct, select APPROVED as the Document Status.
   - OR -
   If anything needs correction, select RETURNED instead.
7. (Optional, unless returning the document) Enter comments in the Additional Comments field.
9. Select Confirm and Continue. A Confirmation screen opens. It informs you whether or not the submission was successful.

Section 1 Authorization is in a CREATED status

1. On the DTS Dashboard, select Options > Remove Authorization next to an authorization.
   Note 1: 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 3.
3. Select Edit to open the document. The Preview Trip screen opens.

This document is maintained on the DTMO website at https://www.defensetravel.dod.mil. Printed copies may be obsolete.
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 you cancel all reservations.
7. Close the authorization.
8. Remove the authorization by following steps 1-3.

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**Section 2**  
**Authorization SIGNED/APPROVED** – No Expenses Incurred

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

1. Select the **No trip expenses were incurred** radio button, then acknowledge the pop-up message that informs you the action is not reversible.
2. Select **Cancel Trip**. DTS cancels all reservations and opens the authorization on the Digital Signature screen.
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. Ensure **SIGNED** appears in the **Submit this document as** field.
6. (Optional) Enter comments in the **Additional Remarks** field.
7. Select **Submit Completed Document**.
8. Enter your CAC PIN, then select OK. The authorization routes to the AO for cancellation.

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**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.
2. Select the **Trip expenses were incurred** ... radio button, then acknowledge the pop-up message that informs you the action is not reversible.
3. Select **Cancel Trip**. The authorization opens on the Digital Signature screen.
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 approval. After the AO approves it, you must create a voucher using the usual process, which the AO will also approve.

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**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 and 2 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 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.