Select Expenses on the Progress Bar.

To edit the information for tickets you purchased outside of DTS:
1. Select Expenses at the top of the screen or on the Progress Bar.
2. In the Other Expenses section, select the icon under Options to next to an expense.
3. Enter the correct information in the fields on the Edit Expense screen (e.g., cost, date).
4. Select Save.

Adjusting or Amending an Authorization with Itinerary and Reservation Changes

October 09, 2018

This trifold guides you, the traveler, through creating an adjustment or amendment to an authorization when you have to change your travel itinerary and reservations.

Log On to DTS
1. Insert your CAC into the reader.
3. Select Log In.
4. Read and Accept the DoD Privacy & Ethics Policy.
5. Enter your CAC PIN, then select OK.

Adjust vs. Amend

If the Authorizing Official (AO) has never approved the authorization, you’ll adjust it:


If the AO has approved the authorization, you’ll amend it:

1. On the DTS Dashboard select Create Amendment under Options next to an authorization.
2. Enter comments about the amendment, then select Create Amendment and acknowledge all pop-ups. The Review Trip Authorization screen opens.

Section 5
Ticketed Transportation Purchased Outside DTS

DTS auto-cancels all flight reservations that are not approved and ticketed according to the following schedule:

<table>
<thead>
<tr>
<th>Flights Booked or Adjusted</th>
<th>Approved and Ticketed Within</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 72 hours before departure time</td>
<td>72 hours before departure time</td>
</tr>
<tr>
<td>24-72 hours before departure time</td>
<td>24 hours before departure time</td>
</tr>
<tr>
<td>less than 24 hours before departure time</td>
<td>6 hours before departure time</td>
</tr>
</tbody>
</table>

Note: Although this trifold is designed for travelers to use, the steps described are the essentially the same for Non-DTS Entry Agents and travel clerks.

Section 6
Additional Changes

See DTS Guide 2: Authorizations at https://www.defensestravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf for more information on how to make additional changes to authorizations. For example, when your trip dates change, you may need to update your expense dates or per diem allowances (meals, duty conditions, lodging costs, leave, etc.).

When you finish making changes, submit the authorization as SIGNED to begin the routing process. See your Defense Travel Administrator (DTA) for additional assistance.

Final Note
Select Edit Itinerary on the Progress bar.

On the Edit Itinerary screen:
1. Change the Arriving and/or Departing dates in the YOUR TDY LOCATION(S) section until all dates are correct. The TRIP OVERVIEW dates change automatically.
2. Make any other necessary changes.
3. Select Continue.
4. Acknowledge the pop-up that reminds you to double-check your reservations, expense dates, and per diem allowances.

Select Edit Itinerary on the Progress Bar.

On the Edit Itinerary screen:
1. Use the following options in the YOUR TDY LOCATION(S) section:
   a) To add a TDY location: Select the + icon and enter the dates and location.
   b) To change a TDY location: Select the field containing incorrect information and enter the correct information.
   c) To remove a TDY location: Select the icon. Note: Icon only appears if multiple TDY locations display.
2. Make any other necessary changes.
3. Select Continue.
4. Acknowledge the pop-up that reminds you to double-check your reservations, expense dates, and per diem allowances.

Select Reservations on the Progress Bar.

1. Update reservations following the guidance in the following sections:
   - Section 4.1 – Flight Reservations
   - Section 4.2 – Rental Car Reservations
   - Section 4.3 – Lodging Reservations

Select Reservations on the Progress Bar.

1. Update reservations following the guidance in the following sections:
   - Section 4.1 – Flight Reservations
   - Section 4.2 – Rental Car Reservations
   - Section 4.3 – Lodging Reservations

Section 4.1 Flight Reservations

For any flight you need to change:
1. From the Review Reservation Selections screen, select Cancel Flight.
2. After confirming the cancellation, select Book next to the flight to re-book it.
3. If necessary, adjust the information at the top of the Select a Flight screen, and search for a new flight.
5. Select a seat or seat type. Repeat for each connecting flight.
6. Review flight details, then Book Flight.

Note: For any flight, you could instead select Request TMC Assistance.

Section 4.2 Rental Car Reservations

For any rental car you need to change:
1. From the Review Reservation Selections screen, select Cancel Rental Car to remove the old rental car.
2. After confirming the cancellation, select Book next to the rental car you need to re-book.
3. If necessary, adjust the information at the top of the Select a Rental Car screen, and search for a new rental car.
5. Review rental car details, then Book Car.

Note: For any rental car, you could instead select Request TMC Assistance.

Section 4.3 Lodging Reservations

For any lodging you need to change:
1. From the Review Reservation Selections screen, select Cancel Lodging to remove the old hotel.
2. After confirming the cancellation, select Book next to the lodging you need to re-book.
3. If necessary, adjust the information at the top of the Select Your Lodging screen, and search for a new hotel.
5. Choose Select Room to book a new room type and rate.
6. Review hotel details, then Book Lodging.

Note: For any hotel, you could instead select Request TMC Assistance.

Note: If the Travel Management Company (TMC) does not provide a cancellation number for a cancelled hotel stay, contact the hotel to get one. You may be reimbursed for no-show fees, but only if you show that you took all reasonable actions to avoid incurring them.