9 Update Per Diem
Select Per Diem from the Progress Bar. The Review Per Diem screen opens.
1. Select Adjust Per Diem Amounts to change one or more allowances.
2. Enter the Date Range you want to adjust.
3. Make all necessary changes, and then select Save Adjustments.
4. Repeat steps 1-3 until all allowances are entered.

Double check the amounts (e.g., lodging, meals, field duty, leave) are correct for each day of the trip.

10 Accounting
Follow your local business rules for adding or changing a line of accounting (LOA) to an adjusted or amended document. If permitted and necessary, select Accounting from the Progress Bar, then:
1. Select Add LOA and add an Accounting Label for each LOA you need to use.
2. If you choose multiple LOAs, select Edit LOA Allocations, and select the Allocation Method of the expenses among the LOAs.
3. Select Request Advance to request a travel advance for payment to your bank account.
4. Select Partial Payments to request monthly reimbursements to the GTCC vendor to prevent your account going delinquent on long trips. Note: Option is only available if your trip is greater than 45 days.

11 Review Authorization
Select Review Authorization from the Progress Bar, then:
1. (Optional) Enter Comments to the Approving Official.
2. Review all document contents. Use the Go to <DTS module name> links to make changes as needed.
3. When everything is correct, select Continue at the bottom of the screen or select Other Auths and Pre-Audits from the Progress Bar.

12 Other Auths and Pre-Audits
The Other Authorizations and Pre Audits screen opens.
1. In the Other Authorizations section, add new comments as necessary.
2. In the Pre-Audit section, enter justifications for all items DTS flagged as questionable and add Reason Codes where required.
3. In the Advisory section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).
4. Select Continue at the bottom of the screen or select Review and Submit from the Progress Bar.

13 Sign and Submit
The Digital Signature window opens.
1. Ensure you select the correct Document Status (SIGNED) and Routing List.
2. Check the I agree to SIGN this document box.
3. Add Comments (optional).
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC PIN and select OK.

Monitor your trip for approval and ticketing actions.

14 Cancellation
DTS auto-cancels all flight reservations for unapproved authorizations and non-ticketed flights according to the following schedule:

<table>
<thead>
<tr>
<th>DTS Cancels All Flights Booked or Adjusted ___ Hours Before Departure Time:</th>
<th>If They Are Not Approved and Ticketed Within ___ Hours Before Departure Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 72</td>
<td>72</td>
</tr>
<tr>
<td>24-72</td>
<td>24</td>
</tr>
<tr>
<td>Less than 24</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: This trifold is designed for travelers, but the steps described also work for Non-DTS Entry Agents and travel clerks.

Adjust or Amend an Authorization with Itinerary or Reservation Changes: Traveler Instructions

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

For more information, see DTS Guide 2: Authorizations

Log On to DTS
1. Access the DTS Home page at https://www.defensetravel.osd.mil
2. Select Log In.
3. Read and Accept the DoD Privacy & Ethics Policy.
4. If prompted, enter your CAC PIN, then select OK.
5. You should see the DTS Dashboard.

1 Adjust vs. Amend
If the Authorizing Official (AO) has never approved the authorization, you will adjust the document:

If the Authorizing Official (AO) has approved the authorization, you will amend the document:
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.
2 Update Itinerary
Select Edit Itinerary from the Progress Bar. Once the screen opens:

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

3 TDY Locations
Select Edit Itinerary from the Progress Bar. Once the screen opens:

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 displays for multiple TDY locations.

2. Make any other necessary changes.
3. Select Continue.
4. Acknowledge the pop-up message.

Note: Changing the trip dates or adding additional per diem locations can override previous entries (e.g., leave or meals provided) in the Per Diem table. Go to Per Diem to check.

4 Reservations
DTS auto-cancels all your reservations if you do not sign the authorization per the following schedule:

<table>
<thead>
<tr>
<th>DTS cancels all reservations booked</th>
<th>If you do not sign the authorization within</th>
</tr>
</thead>
<tbody>
<tr>
<td>hours before the trip start date</td>
<td>hours of the time you booked them.</td>
</tr>
<tr>
<td>Over 24</td>
<td>24</td>
</tr>
<tr>
<td>Up to 24</td>
<td>2</td>
</tr>
</tbody>
</table>

Select Review Reservations from the Progress Bar. Once the screen displays, update reservations following the guidance in the following sections:

- Section 5 – Flight Reservations
- Section 6 – Rental Car Reservations
- Section 7 – Lodging Reservations

Note 1: You have the option to Request TMC Assistance for any reservation change.

Note 2: When you leave the Reservations module, DTS reminds you of the auto-cancellation rules. Acknowledge the pop-up message.

5 Flight Reservations
To make a flight change:

1. From the Review Reservation Selections screen, select Cancel Flight to remove flight. Confirm pop-up message.
2. Select Add to Trip > Add new flight and search.
3. Choose Select Flight and Confirm seat.
4. Select Book flight to re-book travel.
5. Repeat for each connecting flight.
6. Review flight details, and then select Book Flight.

6 Rental Car Reservations
To make a rental car change:

1. From the Review Reservation Selections screen, select Cancel Rental Car to remove it. Confirm pop-up message.
2. Select Add to Trip > Add new rental car and search.
3. Only participating government program rentals display.
4. Choose Select Car.
5. Select Book Car to confirm your selection.

Note: Select Request TMC Assistance when there are no government rate rentals listed.

7 Lodging Reservations
To make a lodging change:

1. From the Review Reservation Selections screen select Cancel Lodging to remove the hotel. Confirm pop-up.

2. Select Add to Trip > Add new lodging and search.
3. DTS displays the most appropriate lodging type (per JTR and ILP) for your tip. Note: If your trip requires a certificate of non-availability (CNA) number, be sure it is accessible in your document.
4. To see the different lodging locations, use View Map or Filters.
5. Choose Select for an available hotel.
6. Choose Select for an available room.
7. Select Book to confirm your selection.

For lodging cancellations verify the lodging provider supplied the cancellation confirmation number and it is accessible in your document. No-show fees are reimbursable, but only if you show that you took all reasonable actions to avoid incurring them.

8 Enter Expenses
Select Expenses from the Progress Bar. The Enter Expenses screen displays.

To edit an expense:

1. Locate the existing expense and select Details. The expense entry expands.
2. Make the change such as cost and select Update to save the entry.
3. Use browse or Drag and Drop to attach a document/receipt to an expense item.
4. Select Details again to collapse the expense entry.

To add an expense:

1. Select Add on the Enter Expenses page.
2. The Add New window opens.
3. Choose the Expense category and type and enter required and optional expense items. Select Add to save. The entry appears displays with the other entered expenses.

To duplicate an expense:

1. Locate the expense. Select the options (3-dots icon) for the entry. The Duplicate Expense window opens.
2. Add the date range for the replication.