



1. On the **Enter Expenses** page, 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 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. The **Add New** window opens.
2. Choose the **Expense** category and type and enter required and optional expense items. Select **Add** to save.
3. The entry saves in a single **Expense** listing.

To duplicate an expense:

1. On the **Enter Expenses** page, locate the expense.
2. Select the options (3-dots icon) for the entry. The **Duplicate Expense** window opens.
3. Add the date range for the replication.
4. Select **Duplicate Expense**. The results appear on the **Enter Expenses** screen.

 **Note:** The **Expand All** icon  opens **Details** for all entered expenses. The **Collapse All** icon  closes **Details** for all entered expenses.

### Additional Information

Follow your local business rules regarding adding or changing a line of accounting (LOA).

See [DTS Guide 2: Authorizations](#) for more information on making changes to authorizations.

 **Note:** When you finish making all your changes to the authorization, don't forget to submit the authorization as **SIGNED** to begin the routing process.

 **Note:** Monitor your trip for re-approval and ticketing actions.

### Final Note

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

<i>DTS cancels all flights booked or adjusted ___ hours before departure time:</i>	<i>If they are not approved and ticketed within ___ hours before departure time.</i>
Over 72	72
24-72	24
Less than 24	6

See your Defense Travel Administrator (DTA) for additional assistance.

**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.

## Adjusting or Amending an Authorization with Itinerary and Reservation Changes

July 27, 2020

***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. Open DTS Home page at <https://www.defensetravel.osd.mil>.
2. Select **Log In**.
3. Read and **Accept** the DoD Privacy & Ethics Policy.
4. Enter your CAC **PIN**, then select **OK**.

### Adjust vs. Amend

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

1. On the **DTS Dashboard**, select **Edit** next to an authorization and acknowledge any pop-ups. The **Review Trip Authorization** screen opens.

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.

## 1 Itinerary

Select **Edit Itinerary** from 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 verify your reservations, expense dates, and per diem allowances.

## 2 Adding TDY Locations

Select **Edit Itinerary** from 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.

 **Note:** If you change the trip dates or add additional per diem locations, be sure to verify your per diem allowances in the **Per Diem** table making any necessary changes (e.g., leave or meals provided).

## 3 Reservations

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

DTS cancels all reservations booked ___ hours before the trip start date:	If you do not sign the authorization within ___ hours of the time you booked them.
Over 24	24
Up to 24	2

Select **Review Reservations** from the **Progress Bar**.

- Update reservations following the guidance in the following sections:
  - Section 3.1 – Flight Reservations
  - Section 3.2 – Rental Car Reservations
  - Section 3.3 – Lodging Reservations

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

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

### Section 3.1 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 for a flight.
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, then select **Book Flight**.

### Section 3.2 Rental Car Reservations

To make a rental car change:

1. From the **Review Reservation Selections** screen, select **Cancel Rental Car** to remove the rental car. 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.

 **Note:** When there are no government rate rentals listed, you must select **Request TMC Assistance** to book a rental car.

### Section 3.3 Lodging Reservations

To make a lodging change:

1. From the **Review Reservation Selections** screen, select **Cancel Lodging** to remove the hotel. Confirm pop-up message.
2. Select **Add to Trip > Add new lodging**, and search.
3. DTS displays the most appropriate lodging type for your trip.
4. To see lodging different 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.

 **Note:** Even if the DTS document updates with a hotel confirmation number for a cancelled hotel stay, contact the hotel to ensure reservations fully cancel. No-show fees are reimbursable, but only if you show that you took all reasonable actions to avoid incurring them.

## 4 Expenses

Select **Expenses** from the **Progress Bar**.

To edit an expense: