Note: Although this trifold is designed for travelers to use, the steps described are essentially the same for Non-DTS Entry Agents (NDEAs) and travel clerks. The key difference is that NDEAs and travel clerks must first search for the traveler through the Traveler Lookup tool under Trip Tools on the DTS Dashboard.

Adjusting or Amending a Voucher with Itinerary and Reservation Changes

April 05, 2019

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

Log On to DTS

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

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

1. On the DTS Dashboard, select Vouchers to display your vouchers.
2. Select Edit next to a voucher, and acknowledge the pop-up (if you see one).
3. The voucher opens on the Review Trip Voucher screen.

If the AO has approved the voucher, create an amendment:

1. On the DTS Dashboard, select Vouchers to display your vouchers.
2. Select **Create Amendment** under **Options** next to a voucher.

3. Enter **Comments** about why you are making the amendment, then select **Amend Document**. The voucher opens on the **Review Trip Voucher** screen.

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### Section 2 
**Itinerary Dates**

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. Select **Continue**.

**Note:** If you see pop-up messages during this process, read and acknowledge them.

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### Section 3 
**Per Diem Locations**

Select **Edit Itinerary** on the **Progress Bar**.

On the Edit Itinerary screen:

1. To add a TDY Location, select the **icon** near the top of the screen, then enter the applicable dates and TDY location.

2. To remove a TDY location select the **icon**
   
   **Note:** Icon is only available if multiple TDY locations appear.

3. To replace a TDY location, highlight the **TDY Location** that you want to replace, and type a new location.

4. When everything is accurate, select **Continue**.

**Note:** If you see pop-up messages during this process, read and acknowledge them.

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### Section 4 
**Transportation Expenses**

Select **Expenses** on the **Progress Bar** to open the **Expenses** screen, then:

You can add a new expense (including a transportation ticket you purchased outside DTS or a Travel Management Company (TMC) fee):

1. In the **Other Expenses** section, select **Add Expense**.

2. Select a reservation type:
   - For ticketed transportation (e.g., air, rail), options are available under, **Ticketed Expenses**.
   - For rental cars, select **Transportation Expenses**, and one of the **Rental Car** options.

3. Complete all remaining fields, then select **Add Expense**

You can import a new expense into the **Other Expenses** section from your Government Travel Charge Card data:

1. Select the **Import from GTCC** link.

2. In the pop-up window, select an **Expense Type** for a transaction, and select **Import**.

You can update an existing expense:

1. In the **Other Expenses** section, under **Options**, select the **icon** to view or update expense details.

2. Enter the correct information, then select **Add Expense**.

To remove a transportation expense:

1. In the **Transportation Expenses** or **Other Expenses** section, select the **icon** under **Options** next to a transportation reservation, then acknowledge the pop-up.

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### Section 5 
**Lodging Allowances**

**Note:** Do not claim hotel taxes for foreign OCONUS locations separately. Include them in the lodging cost.

To update your lodging allowance:

1. Select **Per Diem** on the **Progress Bar**.

2. Select **Adjust Per Diem Amounts**.

3. Enter the date or date range.

   Performing steps 1-3 changes all duty conditions (e.g., field duty, leave) for the dates in the selected range, which may override previous entries. If your duty conditions differ from day to day, change the dates individually.

4. Update the lodging cost, then select **Save Adjustments**.

5. Repeat steps 1-4 until all per diem allowances are correct.

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### Section 6 
**Additional Changes**


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 are finished making changes, submit the voucher as **SIGNED** to begin the routing process. See your Defense Travel Administrator for additional assistance.