

## CHAPTER 7: AMENDMENTS

If you need to change an authorization or a voucher, and the Authorizing Official (AO) has approved the document, you must create an amendment. An amendment is created *after* a document is approved. Changes to the itinerary, lodging arrangements, accounting codes, and expenses are examples of reasons to create an amendment.

This chapter covers the following topics:

7.1 Create an Amendment for an Authorization or Voucher .....	7-2
7.1.1 Amend Dates on an Itinerary .....	7-4
7.1.2 Amend Locations .....	7-9
7.1.2.1 Add a Location .....	7-9
7.1.2.2 Change or Remove a Location .....	7-11
7.2 Travel .....	7-11
7.2.1 Amend Air Travel .....	7-15
7.2.1.1 Cancel a Flight Reservation .....	7-15
7.2.2 Amend Rail .....	7-16
7.2.2.1 Cancel a Rail Reservation .....	7-16
7.2.3 Amend Rental Car .....	7-17
7.2.3.1 Cancel a Rental Car Reservation .....	7-17
7.2.4 Amend Lodging .....	7-18
7.2.4.1 Cancel a Lodging Reservation .....	7-18
7.2.5 Amend Ticketed Transportation .....	7-18
7.2.5.1 Add Ticket Information .....	7-19
7.2.5.2 Edit Ticket Information .....	7-21
7.2.5.3 Remove Ticket Information .....	7-22
7.3 Expenses .....	7-24
7.3.1 Amend Non-Mileage Expenses .....	7-24
7.3.2 Amend Mileage Expenses .....	7-26
7.3.3 Amend Per Diem Entitlements .....	7-27
7.4 Accounting .....	7-28
7.5 Additional Options .....	7-29
7.5.1 Amend Partial Payments .....	7-30
7.5.2 Change an Advance Amount .....	7-31
7.6 Review/Sign .....	7-32

## 7.1 Create an Amendment for an Authorization or Voucher

Beginning on the User Welcome screen, follow the steps below to create an amendment for an authorization or a voucher:

1. Mouse over **Official Travel** on the menu bar.
2. Select **Authorizations/Orders** from the drop-down list to amend an authorization.  
-OR-  
Select **Vouchers** from the drop-down list to amend a voucher.

The Authorizations/Orders or Vouchers screen opens (Figure 7-1). This screen displays a list of existing documents for the document type selected. View/edit, view, edit, print, remove, trip cancel, and amend are the options that may display for each document.

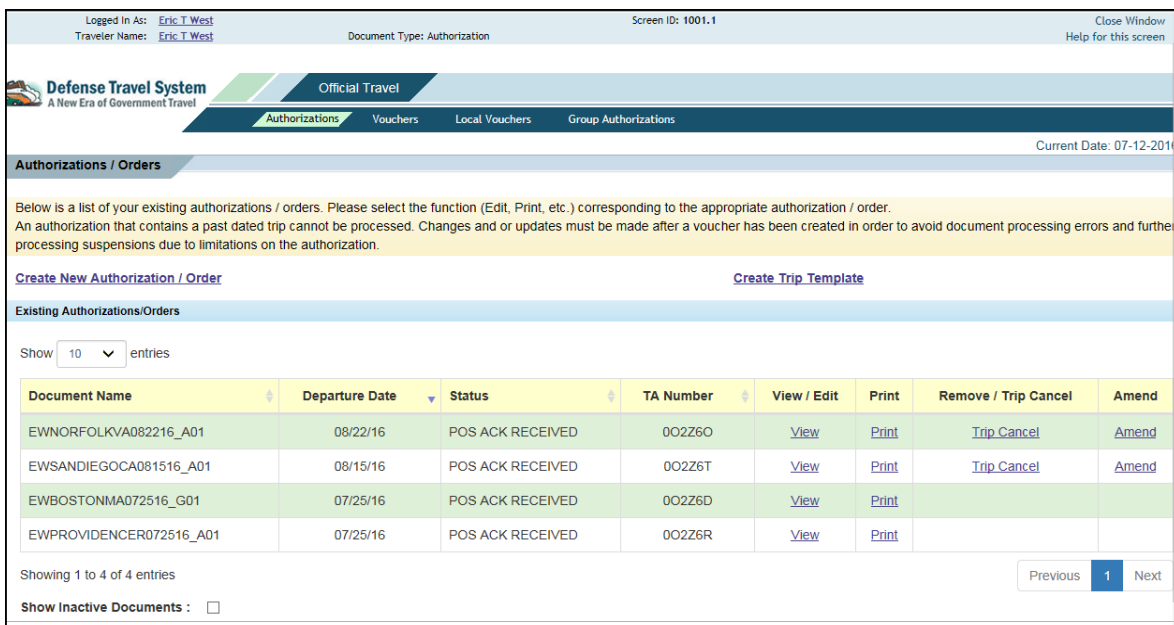


Figure 7-1: Authorizations/Orders Screen

3. Select **Amend** next to the document that needs changing.

**Note 1:** When you select **Amend**, DTS locks the document to prevent others from making modifications to the same document simultaneously. If someone else selects **amend** when you are already amending the document, an error message displays, and the document will not open. The document lock is removed when you exit the document. See Chapter 1, Section 1.11 of this manual for more information on locked documents.

**Note 2:** If the authorization you are amending includes an advance, the Advance Deschedule Warning window opens (Figure 7-2). After editing the authorization, you must sign the document and route it to the AO for approval. If you select the **amend** link in error, select **Cancel** to retain any previously approved advance. Select **Continue**.

Section 7.5.3 explains how to access the Advances screen.

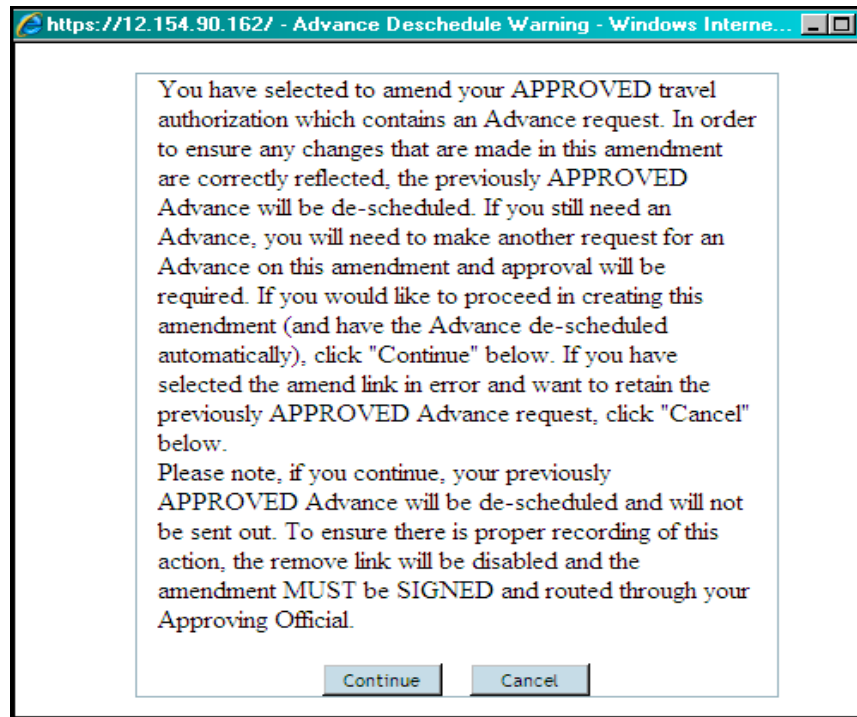


Figure 7-2: Advance Deschedule Warning Pop-up Message

The Create Amendment screen opens (Figure 7-3).

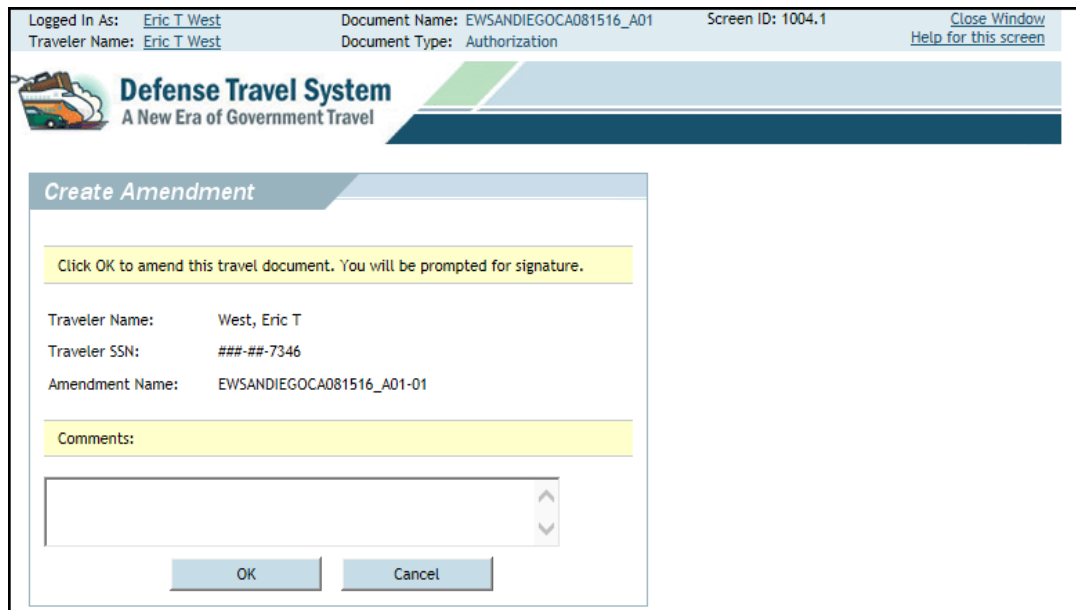


Figure 7-3: Create Amendment Screen

4. (Optional) Use the **Comments** field to enter the reason you are amending the document.

5. Select **OK**.

A message opens. It informs you that if you make any changes to reservations or to the method of reimbursement, you must apply the SIGNED stamp for those changes to take effect (Figure 7-4).

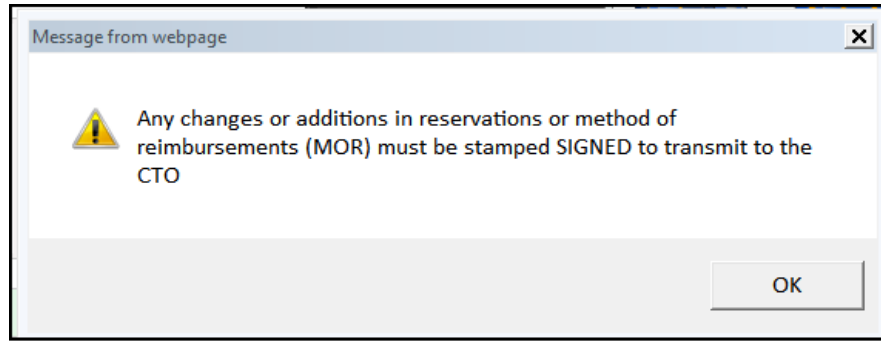


Figure 7-4: Pop-up Reminder

6. Select **OK** acknowledging the reminder.

### 7.1.1 Amend Dates on an Itinerary

To amend the date(s) on an itinerary, follow the steps below:

1. Select **Edit** in the Overall Starting Point section or the Overall End Point section to change the date(s) for travel.

- The Trip Overview screen opens (Figure 7-5). The Trip Summary section on the right side of the screen provides the links to edit the document.

Logged In As: Eric T West Document Name: EWSANDIEGOCAD81516\_A01-01 Screen ID: 1039.1  
 Traveler Name: Eric T West Document Type: Authorization

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Trip Overview Per Diem Locations

**Trip Overview**

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air/rail) and lodging after these initial steps are complete.

**Overall Starting Point Information**

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter a Starting Point:

RES: Quantico IVA Search

\* Start Date(mm/dd/yyyy): 08/15/2016

**Overall Ending Point Information**

Please Note: A Red Star (\*) indicates a required field.  
 \* Select a Location: -OR- \* Enter an Ending Point:

RES: Quantico IVA Search

\* End Date(mm/dd/yyyy): 08/25/2016

**Other Trip Information**

Please Note: A Red Star (\*) indicates a required field.  
 \* Trip Type: Trip Description (optional):  
 AA-ROUTINE TDY/TAD

\* Trip Purpose: TRAINING ATTENDANCE

\* Trip Duration:  
 12 Hours or Less  >12 - 24 Hours - With Lodging  
 >12 - 24 Hours - No Lodging  Multi-Day

\*Conference/Event: Not Applicable  
 Name:  Not Applicable Search Conference/Event

Authorization Number: 00226T  
 Authorization Date: 07/11/2016  
 (mm/dd/yyyy)

Trip Number: 1

Comments for Travel Order:  
 Adding expenses to authorization

Proceed to Per Diem Locations

**Trip Summary**

**Overall Starting Point**

Leave From:	Quantico,VA	Edit
Leave:	15-Aug-16	

**Location 1: SAN DIEGO,CA**

Leave From:	Quantico,VA	Edit
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Aug-16	
Leave:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 524	Edit
Conf/PNR:	123456	
Depart:	15-Aug-16 06:05AM	
	DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Aug-16 07:00AM	
	MDW-Chicago Midway Intl	
Carrier/Flight:	Southwest Airlines (WN) 1110	Edit
Conf/PNR:	123456	
Depart:	15-Aug-16 10:30AM	
	MDW-Chicago Midway Intl	
Arrive:	15-Aug-16 12:35PM	
	SAN-San Diego International	
Rental Car:	ADVANTAGE	Edit
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Aug-16 01:00PM	
Dropoff:	25-Aug-16 06:30AM	
Lodging:	Candlewood Suites San Di	Edit
Confirmation:	12345678-	
Check-In:	15-Aug-16 11:59PM	
Check-Out:	25-Aug-16 06:00AM	

**Overall Ending Point**

Leave From:	SAN DIEGO,CA	Edit
Return Loc:	Quantico,VA	
Arrive:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 403	Edit
Conf/PNR:	123456	
Depart:	25-Aug-16 07:10AM	
	SAN-San Diego International	
Arrive:	25-Aug-16 04:55PM	
	DCA-Washington Ronald Reagan National Ap	

Proceed to the following page: Per Diem Locations (TDY/TAD) Continue

Figure 7-5: Trip Overview Screen

**Note:** When making an amendment to itinerary dates, be sure to change any reservations and expense dates.

- Select the **Start Date calendar** icon in the Trip Overview box (left side of the screen) to select a new starting date for the trip. Select the new **date**.
- Select the **End Date calendar** icon to select a new ending date for the trip. Select the new **date**.

**Important:** Do not change the trip type on the amendment. If you change the trip type, the document will fail the audit process when the AO approves it.

## Chapter 7: Amendments

5. (Optional) Complete the **Trip Description** field with information about the amendment.
6. Select **Proceed to Per Diem Locations**.

A message displays, stating that the per diem entitlements will be updated to reflect the changes in the dates (Figure 7-6).

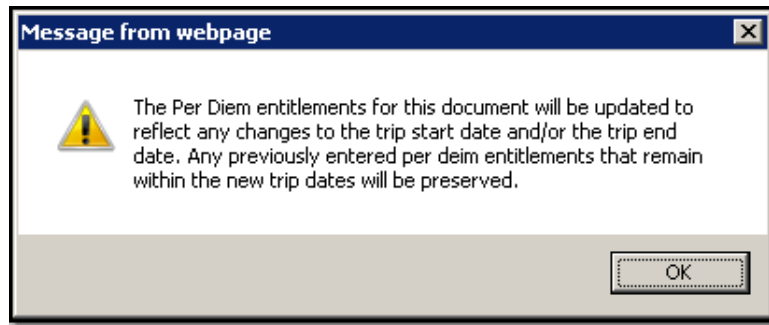


Figure 7-6: Per Diem Entitlements Will Be Updated Message

7. Select **OK**.

The Per Diem Locations screen opens (Figure 7-7). The Per Diem Locations box displays on the left side of the screen. The Trip Summary box displays on the right side of the screen.

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 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Trip Overview **Per Diem Locations**

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**Per Diem Locations**

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: Quantico,VA  
 Overall Start Date: 15-Aug-16  
[Click Here to Add a Destination in Between](#)

Location 1: SAN DIEGO,CA  
 Arrival Date: 15-Aug-16  
 Departure Date: 25-Aug-16

**Add a TDY/TAD Location**

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (\*) indicates a required field.

Search by:

Location  State/Country - Location  
 Zip Code  County Lookup

\*Location: Use Location Tools Above  
 \*Arriving On:    
 \*Departing On:

Overall End Point: RES: Quantico,VA  
 Overall End Date: 25-Aug-16

---

**Trip Summary**

**Overall Starting Point**  
 Leave From: Quantico, VA   
 Leave: 15-Aug-16

**Location 1: SAN DIEGO,CA**

Leave From: Quantico, VA   
 TDY/TAD Loc: SAN DIEGO,CA  
 Arrive: 15-Aug-16  
 Leave: 25-Aug-16

Carrier/Flight: Southwest Airlines (WN) 524   
 Conf/PNR: 123456  
 Depart: 15-Aug-16 06:05AM  
 DCA-Washington Ronald Reagan National Ap  
 Arrive: 15-Aug-16 07:00AM  
 MDW-Chicago Midway Intl

Carrier/Flight: Southwest Airlines (WN) 1110   
 Conf/PNR: 123456  
 Depart: 15-Aug-16 10:30AM  
 MDW-Chicago Midway Intl  
 Arrive: 15-Aug-16 12:35PM  
 SAN-San Diego International

Rental Car: ADVANTAGE   
 Airport: SAN - San Diego International, CA (USA)  
 Confirmation: ABCD1234678-  
 Pickup: 15-Aug-16 01:00PM  
 Dropoff: 25-Aug-16 06:30AM  
 Lodging: Candlewood Suites San Di   
 Confirmation: 12345678-  
 Check-In: 15-Aug-16 11:59PM  
 Check-Out: 25-Aug-16 06:00AM

**Overall Ending Point**  
 Leave From: SAN DIEGO,CA   
 Return Loc: Quantico, VA  
 Arrive: 25-Aug-16

Carrier/Flight: Southwest Airlines (WN) 403   
 Conf/PNR: 123456  
 Depart: 25-Aug-16 07:10AM  
 SAN-San Diego International  
 Arrive: 25-Aug-16 04:55PM  
 DCA-Washington Ronald Reagan National Ap

Proceed to the following page:

Figure 7-7: Per Diem Locations Screen

8. Select **Edit** for Location 1 in the Trip Summary to change either the Arrive or Leave date for your TDY location. If there is more than one location, select the one that is affected by the amendment.

The Per Diem Locations screen refreshes (Figure 7-8).

Figure 7-8: Per Diem Locations Screen – Refreshed to Edit

9. Select the **calendar** icon(s) and select the new **Arriving On** and **Departing On** dates, if necessary.
10. Select **Save Changes** at the bottom of the screen.

A message displays, stating that the per diem entitlements have been updated.



11. Select **OK**.

If there are multiple destinations in the trip that are affected by the new dates, update all locations as shown in the previous steps.

## 7.1.2 Amend Locations

To amend the location(s) for a trip, follow the steps below:

1. Select **Itinerary** from the navigation bar.
2. Select **Per Diem Locations** from the subnavigation bar.

The Per Diem Locations screen opens (Figure 7-7).

The screen objects listed below allow you to change the location:

- *Click Here to Add a Destination in Between.* Use to add a new location to which the traveler will travel before traveling to Location 1.
- *Remove.* Use to remove the location from the itinerary.
- *Location, State/Country – Location, Zip Code, and County Lookup.* Use to add another TDY location to which the traveler will travel after traveling to Location 1. See Chapter 2, Section 2.5.1.1 through Section 2.5.1.4 of this manual.

### 7.1.2.1 Add a Location

Beginning on the left side of the screen, follow the steps below to add a location to an itinerary:

1. Choose **Click Here** (below the Overall Starting Point information) to add a location before the location listed as Location 1  
-OR-  
Select one of the **Search by:** buttons to add a new destination as Location 2.

Chapter 2 provides instructions for use of the Search by: buttons as listed below:

- Location - Section 2.5.1.1
  - State/Country - Location. - Section 2.5.1.2
  - Zip Code - Section 2.5.1.3
  - County Lookup - Section 2.5.1.4
2. Select the **Arriving On calendar** icon and select the date when the traveler will arrive at Location 2.
  3. Select the **Departing On calendar** icon and select the date when the traveler will leave Location 2.
  4. Select **Save This Location**.

A message displays stating that the per diem entitlements have been updated for the document.

5. Select **OK**.

The Per Diem Locations screen refreshes with the new location (Figure 7-9).

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 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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[RETURN TO LIST](#) Trip Overview **Per Diem Locations**

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### Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: Quantico,VA  
 Overall Start Date: 15-Aug-16  
[Click Here to Add a Destination in Between](#)

Location 1: SAN DIEGO,CA  
 Arrival Date: 15-Aug-16 [Remove](#)  
 Departure Date: 25-Aug-16  
[Click Here to Add a Destination in Between](#)

Location 2: SAN FRANCISCO,CA  
 Arrival Date: 25-Aug-16 [Remove](#)  
 Departure Date: 06-Sep-16

**Add a TDY/TAD Location**

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (\*) indicates a required field.

Search by:

Location

State/Country - Location

Zip Code

County Lookup

\*Location: Use Location Tools Above  
 \*Arriving On:    
 \*Departing On:

Overall End Point: RES: Quantico,VA  
 Overall End Date: 06-Sep-16

### Trip Summary

**Overall Starting Point**

Leave From:	Quantico, VA	<a href="#">Edit</a>
Leave:	15-Aug-16	

**Location 1: SAN DIEGO,CA**

Leave From:	Quantico, VA	<a href="#">Edit</a>
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Aug-16	
Leave:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 524	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 06:05AM DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Aug-16 07:00AM MDW-Chicago Midway Intl	
Carrier/Flight:	Southwest Airlines (WN) 1110	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 10:30AM MDW-Chicago Midway Intl	
Arrive:	15-Aug-16 12:35PM SAN-San Diego International	
Rental Car:	ADVANTAGE	<a href="#">Edit</a>
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Aug-16 01:00PM	
Dropoff:	25-Aug-16 06:30AM	
Lodging:	Candlewood Suites San Di	<a href="#">Edit</a>
Confirmation:	12345678-	
Check-In:	15-Aug-16 11:59PM	
Check-Out:	25-Aug-16 06:00AM	

**Location 2: SAN FRANCISCO,CA**

Leave From:	SAN DIEGO,CA	<a href="#">Edit</a>
TDY/TAD Loc:	SAN FRANCISCO,CA	
Arrive:	25-Aug-16	
Leave:	06-Sep-16	
Carrier/Flight:	Southwest Airlines (WN) 403	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	25-Aug-16 07:10AM SAN-San Diego International	
Arrive:	25-Aug-16 04:55PM DCA-Washington Ronald Reagan National Ap	

**Overall Ending Point**

Leave From:	SAN FRANCISCO,CA	<a href="#">Edit</a>
Return Loc:	Quantico, VA	
Arrive:	06-Sep-16	

Proceed to the following page:

Figure 7-9: Per Diem Locations Screen, Location 2 Added

### 7.1.2.2 Change or Remove a Location

Beginning on the left side of the Per Diem Locations screen (Figure 7-9), follow the steps below to change a location:

1. Select **Remove** next to the arrival date.

A message displays asking for confirmation to delete the location.

2. Select **OK**.

A message displays, stating that the per diem entitlements for the trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.

4. Select one of the **Search by:** buttons to add a new location.

5. Select **Save This Location**.

A message displays with a reminder that the per diem entitlements have been updated for the document.

6. Select **OK**.

The Per Diem Locations screen refreshes with the new location. The traveler must also amend any reservations (e.g., air, hotel, car rental).

## 7.2 Travel

The subsequent sections describe how to amend or adjust air, rental car, rail, lodging, and other ticketed transportation.

Follow the steps below to amend or adjust reservations in DTS prior to travel:

**Note:** When new reservations are added, any prior reservations on the previous approved authorization will be cancelled if the new reservations are not signed in a timely manner. See Chapter 10, Section 10.5 of this manual for more information on DTS Reservation Autocancellation.

1. Select **Travel** from the navigation bar.

## Chapter 7: Amendments

The Cancel Reservations screen welcomes the user back, if changes have been made to the itinerary outside of the DTS Travel module (Figure 7-10).

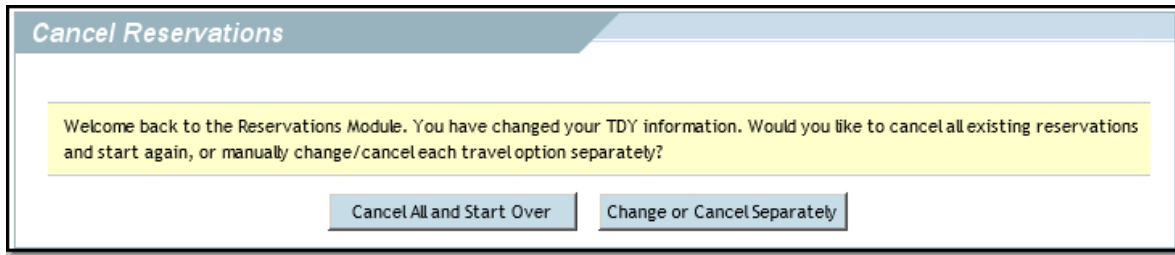


Figure 7-10: Cancel Reservations Screen

2. Select **Cancel All and Start Over** to cancel ALL existing reservations at once and start over.  
-OR-  
Select **Cancel or Edit Separately** to cancel or update each reservation separately.

The Trip Summary screen opens (Figure 7-11). This screen has two tabs: Payment Information and Final Trip Itinerary.

**Note:** A TDY location can be changed or added by selecting **Change TDY Location** at the bottom left corner of the Trip Summary Payment Information screen.

If **Cancel All and Start Over** was chosen the Trip Summary screen opens with no reservation information (Figure 7-11). Select the link(s) on the right side of the screen to initiate a search for the desired type of reservation.

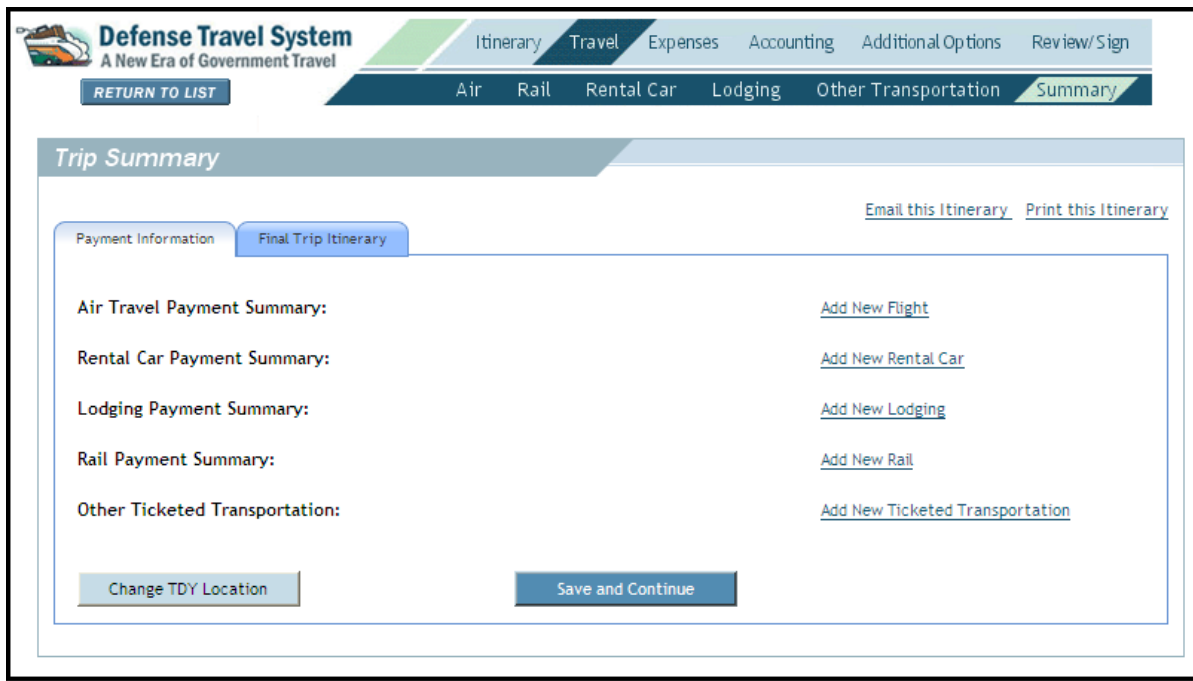


Figure 7-11: Trip Summary Screen – All Reservations Cancelled

Select **Add New <reservation type>** on the right side of the screen to initiate a search for a new reservation.

The corresponding reservation screen opens with instructions to use the Modify Search area to search for reservations (Figure 7-12). No reservation information displays in the green reservation box because all reservations have been cancelled.

The screenshot shows the Defense Travel System interface. At the top, there is a navigation bar with links for Itinerary, Travel, Expenses, Accounting, Additional Options, and Review/Sign. Below this is a secondary navigation bar with links for Air, Rail, Rental Car, Lodging, Other Transportation, and Summary. The main content area is titled 'Air Travel' and is split into two columns. The left column contains a 'Modify Search' form with the following fields: a text input for 'Departure Airport (or city, state):', a text input for 'Arrival Airport (or city, state):', a dropdown menu for 'Arrival or Departure:' set to 'Departure', a date picker, a time dropdown set to '12:00 AM', and a checkbox for 'Show Alternate Airports:'. A 'Search' button is at the bottom of the form. The right column contains a 'RESERVATIONS SUMMARY' box with the text 'AIR: \$0.00'. Below this box is a large red text message: 'Please use the Modify Search area to find alternate flights', with two blue arrows pointing left towards the search form.

Figure 7-12: Sample Reservation Screen – Modify Search

The list below references the sections of this manual that guide the traveler through the Modify Search process:

- Section 2.6.1.1 - Modify Search for Air Travel
- Section 2.6.2.1 - Modify Search for Rail Travel
- Section 2.6.3.1 - Modify Search for Rental Car
- Section 2.6.4.1 - Modify Search for Lodging
- Section 7.2.5.1 - Add Ticket Information (This is to add information for ticketed travel booked out side of DTS.)

## 7.2.1 Amend Air Travel

If the trip has been completed and another ticket was purchased as a result of a change in itinerary, the ticket information can be added on the Other Trans. screen. If the trip has not taken place, the following subsections will assist the traveler in cancelling or changing a flight reservation.

### 7.2.1.1 Cancel a Flight Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen. In the Air Travel Payment Summary, select the flight that is to be removed. Follow the steps below to cancel a flight reservation:

1. Select **Cancel** if no flight is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation prompt (Figure 7-13).

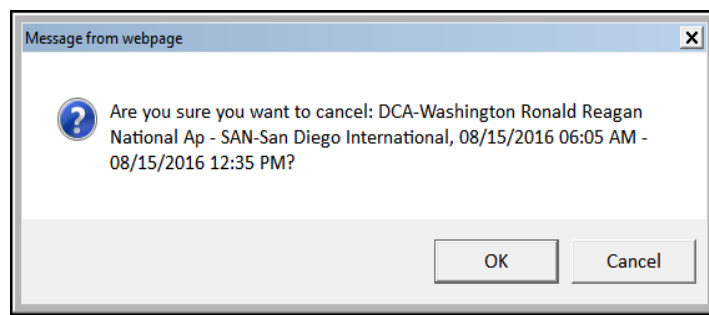


Figure 7-13: Flight Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.  
-OR-  
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and the cancelled reservation no longer displays.

## 7.2.2 Amend Rail

If the trip has been completed and another ticket was purchased as a result of a change in itinerary the ticket information can be added and edited on the Other Trans. screen.

If the trip has not taken place, the steps below serve as a guide for cancelling or changing a rail reservation.

### 7.2.2.1 Cancel a Rail Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen. In the Rail Travel Payment Summary, identify the reservation that is to be removed. Follow the steps below to cancel a rail reservation:

1. Select **Cancel** if no train is needed for this leg of the trip.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-14)

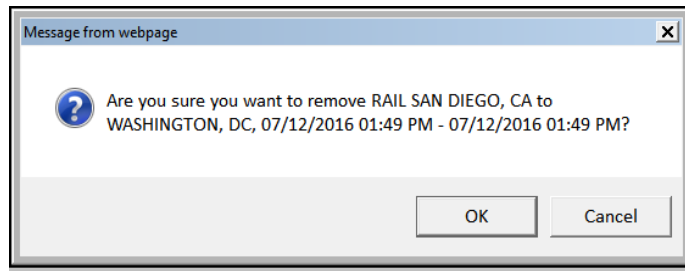


Figure 7-14: Rail Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
- OR-
- Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

### 7.2.3 Amend Rental Car

If the trip has not been taken place, the steps below will serve as a guide for cancelling or changing a rental car reservation.

#### 7.2.3.1 Cancel a Rental Car Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen. In the Rental Car Payment Summary, identify the rental car that is to be removed. Follow the steps below to cancel a rental car reservation:

1. Select **Cancel** if no rental car is needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-15).

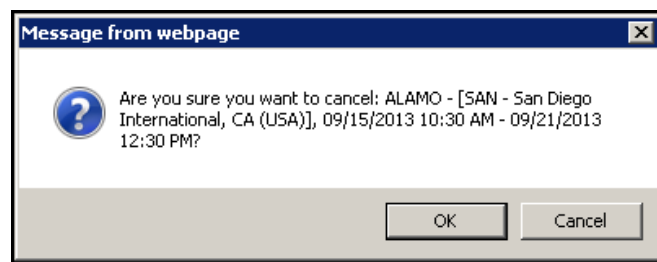


Figure 7-15: Rental Car Reservation Cancellation Confirmation

2. Select **OK** to continue with the cancellation.
- OR-
- Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

## 7.2.4 Amend Lodging

If the trip has been completed and the actual rates or dates were different from those reserved in DTS, use the Per Diem Entitlements screen in the voucher to update the Lodging Per Diem Rates to reflect the actual dates and rates. (See Section 7.5.2.) If the trip has not yet taken place, the steps below will serve as a guide for cancelling or changing a lodging reservation.

### 7.2.4.1 Cancel a Lodging Reservation

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-11). In the Lodging Payment Summary, identify the hotel reservation that is to be removed. Follow the steps below to cancel a lodging reservation:

1. Select **Cancel** if lodging is not needed.

DTS displays a Reservation Cancellation Confirmation screen (Figure 7-16).

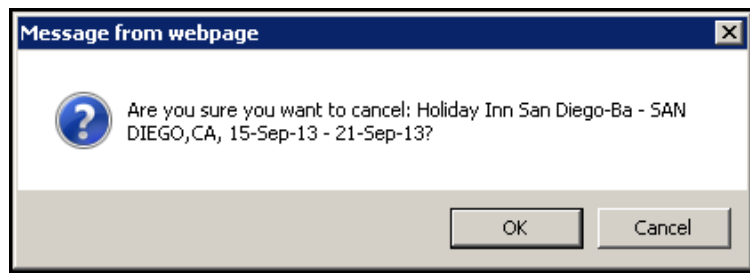


Figure 7-16: Lodging Cancellation Confirmation

2. Select **OK** to continue with the cancellation.  
-OR-  
Select **Cancel** to close this window and return to the Trip Summary.

The Payment Information screen refreshes and no longer displays the cancelled reservation.

## 7.2.5 Amend Ticketed Transportation

The Other Trans. screen allows for addition of ticketed transportation that was purchased outside of DTS. The Other Trans. screens allows the traveler to add, edit, or remove the ticket information listed below:

- Type of transportation
- Description
- Ticket number
- Ticket value
- Cost (if different from ticket value)
- Departure date
- Issue date
- Ticket date
- CBA label
- CBA account



### 7.2.5.1 Add Ticket Information

Follow the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-11). In the Other Ticketed Transportation Payment Summary, follow the steps below to change the reservation:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-17).

2. Follow the steps in Section 2.6.6 of this manual to add ticketed transportation.

Chapter 7: Amendments

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA081516\_A01-01 Screen ID: 1094.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Air Rail Rental Car Lodging **Other Transportation** Summary

---

### Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A **Red Star ( \* )** indicates a field is required.

\* Type:

\* Description:

\* Ticket No:

\* Ticket Value:

Cost:  
(if different from ticket value)

\* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

\* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account:  [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

### Trip Summary

Overall Starting Point		
Leave From:	Quantico, VA	<a href="#">Edit</a>
Leave:	15-Aug-16	
Location 1: SAN DIEGO,CA		
Leave From:	Quantico, VA	<a href="#">Edit</a>
TDY/TAD Loc:	SAN DIEGO,CA	
Arrive:	15-Aug-16	
Leave:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 524	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 06:05AM DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Aug-16 07:00AM MDW-Chicago Midway Intl	
Carrier/Flight:	Southwest Airlines (WN) 1110	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 10:30AM MDW-Chicago Midway Intl	
Arrive:	15-Aug-16 12:35PM SAN-San Diego International	
Rental Car:	ADVANTAGE	<a href="#">Edit</a>
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Aug-16 01:00PM	
Dropoff:	25-Aug-16 06:30AM	
Lodging:	Candlewood Suites San Di	<a href="#">Edit</a>
Confirmation:	12345678-	
Check-In:	15-Aug-16 11:59PM	
Check-Out:	25-Aug-16 06:00AM	
Overall Ending Point		
Leave From:	SAN DIEGO,CA	<a href="#">Edit</a>
Return Loc:	Quantico, VA	
Arrive:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 2724	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	25-Aug-16 10:15AM SAN-San Diego International	
Arrive:	25-Aug-16 07:55PM DCA-Washington Ronald Reagan National Ap	

Proceed to the following page:

Figure 7-17: Other Trans. Screen

### 7.2.5.2 Edit Ticket Information

Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-18).

Logged In As: [Eric T West](#)  
Traveler Name: [Eric T West](#)
Document Name: EWSANDIEGOCA081516\_A01-01  
Document Type: Authorization
Screen ID: 1200.1  
[Close Window](#)  
[Help for this screen](#)

**Defense Travel System**
A New Era of Government Travel

[Itinerary](#) | [Travel](#) | [Expenses](#) | [Accounting](#) | [Additional Options](#) | [Review/Sign](#)

[RETURN TO LIST](#)

Air
Rail
Rental Car
Lodging
Other Transportation
Summary

#### Trip Summary

[Email this Itinerary](#) | [Print this Itinerary](#)

Payment Information
Final Trip Itinerary

**Air Travel Payment Summary:** [Add New Flight](#)

**\$386.70 Total Cost (Including Taxes & Fees)** [View Flight Details](#)

[Cancel](#)

	Depart: 06:05 AM DCA-Washington Ronald Reagan National Ap Arrive: 07:00 AM MDW-Chicago Midway Intl Frequent Flyer #: --Please Select--	<a href="#">Special Requests</a>	Mon 08/15/2016	SEAT: 17F
	Depart: 10:30 AM MDW-Chicago Midway Intl Arrive: 12:35 PM SAN-San Diego International Frequent Flyer #: --Please Select--	<a href="#">Special Requests</a>	Mon 08/15/2016	SEAT: 17F
	Depart: 10:15 AM SAN-San Diego International Arrive: 07:55 PM DCA-Washington Ronald Reagan National Ap Frequent Flyer #: --Please Select--	<a href="#">Special Requests</a>	Thu 08/25/2016	SEAT: 17F (changed)

\*Type: **(Required)** Comm Air (Indiv Bill) | Method of Reimbursement: GOVCC

**Rental Car Payment Summary:** [Add New Rental Car](#)

**\$310.10 Estimated Total Cost (Including Taxes & Fees)** [View Rental Car Details](#)

Weekly Rate: \$118.00

	ADVANTAGE SAN - San Diego International, CA (USA) Frequent Renter #: --Please Select-- Frequent Flyer #: --Please Select--	<a href="#">Special Requests</a>	Pick-up Date: Mon 08/15/2016	Drop-off Date: Thu 08/25/2016	<a href="#">Cancel</a>
--	---	----------------------------------	---------------------------------	----------------------------------	------------------------

\*Type: **(Required)** GOVCC | Method of Reimbursement: GOVCC

**Lodging Payment Summary:** [Add New Lodging](#)

**\$1,399.00 Estimated Total Cost (Excluding Taxes & Fees)** [View Lodging Details](#)

Rate: \$139.90 / Night

	Candlewood Suites San Di Frequent Guest #: --Please Select-- Frequent Flyer #: --Please Select--	<a href="#">Special Requests</a>	Check In: Mon 08/15/2016	Check Out: Thu 08/25/2016	<a href="#">Cancel</a>
--	---	----------------------------------	-----------------------------	------------------------------	------------------------

\*Type: **(Required)** GOVCC | Method of Reimbursement: GOVCC

**Rail Payment Summary:** [Add New Rail](#)

**Other Ticketed Transportation:** [Add New Ticketed Transportation](#)

To view or change other ticketed transportation, please click on the Add New Ticketed Transportation link.

Other:	Comm Bus	Type:	CB - Comm Bus	Depart:	Wed 17-Aug-2016
--------	----------	-------	---------------	---------	-----------------

Change TDY Location
Save and Continue

Proceed to the following page:
Expense - Non-Mileage
Continue

Figure 7-18: Trip Summary Screen – Other Ticketed Transportation

In the Other Ticketed Transportation Summary, identify the reservation that is to be changed. Follow the steps below to change the reservation:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-17).

2. Select **Edit** next to the Ticketed Transportation on the right side of the screen.
3. Change the appropriate information in the fields on the left side of the screen.
4. Select **Save**.

### 7.2.5.3 Remove Ticket Information

If an authorization has a ticketed transportation entry, but no reservations, then the ticket information can be removed. Use the steps explained in Section 7.2 to access the Payment Information section of the Trip Summary screen (Figure 7-18). In the Other Ticketed Transportation Summary, identify the ticket information that is to be removed. Follow the steps below to remove the information:

1. Select **Add New Ticketed Transportation**.

The Other Trans. screen opens (Figure 7-19).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA081516\_AD1-01 Screen ID: 1094.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging **Other Transportation** Summary

### Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

**ADD Ticket Information**

Enter or select the required data.

Please Note: A Red Star ( \* ) indicates a field is required.

\* Type: --Select--

\* Description:

\* Ticket No: See Attached Ticket 4

\* Ticket Value: 0.00

Cost: (If different from ticket value) 0.00

\* Departure Date (mm/dd/yyyy): 08/15/2016

Issue Date (mm/dd/yyyy):

\* Ticket Date (mm/dd/yyyy): 08/10/2016

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

**Save**

### Trip Summary

Overall Starting Point		
Leave From:	Quantico, VA	<a href="#">Edit</a>
Leave:	15-Aug-16	
Location 1: SAN DIEGO, CA		
Leave From:	Quantico, VA	<a href="#">Edit</a>
TDY/TAD Loc:	SAN DIEGO, CA	
Arrive:	15-Aug-16	
Leave:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 524	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 06:05AM DCA-Washington Ronald Reagan National Ap	
Arrive:	15-Aug-16 07:00AM MDW-Chicago Midway Intl	
Carrier/Flight:	Southwest Airlines (WN) 1110	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	15-Aug-16 10:30AM MDW-Chicago Midway Intl	
Arrive:	15-Aug-16 12:35PM SAN-San Diego International	
Rental Car:	ADVANTAGE	<a href="#">Edit</a>
Airport:	SAN - San Diego International, CA (USA)	
Confirmation:	ABCD1234678-	
Pickup:	15-Aug-16 01:00PM	
Dropoff:	25-Aug-16 06:30AM	
Lodging:	Candlewood Suites San Di	<a href="#">Edit</a>
Confirmation:	12345678-	
Check-In:	15-Aug-16 11:59PM	
Check-Out:	25-Aug-16 06:00AM	
Other:	Comm Bus	<a href="#">Edit</a>
Type:	CB - Comm Bus	<a href="#">Remove</a>
Depart:	17-Aug-16	
Overall Ending Point		
Leave From:	SAN DIEGO, CA	<a href="#">Edit</a>
Return Loc:	Quantico, VA	
Arrive:	25-Aug-16	
Carrier/Flight:	Southwest Airlines (WN) 2724	<a href="#">Edit</a>
Conf/PNR:	123456	
Depart:	25-Aug-16 10:15AM SAN-San Diego International	
Arrive:	25-Aug-16 07:55PM DCA-Washington Ronald Reagan National Ap	

Proceed to the following page: Expense - Non-Mileage [Continue](#)

Figure 7-19: Other Trans. Screen – Remove Ticket Information

2. Select **Remove** next to the item on the right side of the screen.

A pop-up message displays to confirm that the user wants to delete this segment.

3. Select **OK** to remove the ticket information.

-OR-

Select **Cancel** to close the message and keep the ticket information on the authorization.

## 7.3 Expenses

Use the Expenses module to edit or add expenses in your authorization. In the non-mileage section, you can select an expense from a list or enter an expense manually. In the mileage section, DTS automatically enters the appropriate mileage rate when you select the transportation mode, and calculates your mileage allowance when you enter the mileage. Per diem allowances are based on the allowed amounts for the TDY location.

### 7.3.1 Amend Non-Mileage Expenses

The below information can be amended on the Non-Mileage Expenses screen:

- Cost
- Date
- Method of reimbursement (when other methods are allowed)

**Note:** See Section 7.5.3 for information on changing the amount of an advance.

Follow the steps below to amend non-mileage expenses:

1. Select **Expenses** from the navigation bar.
2. Select **Non-Mileage** from the subnavigation bar.

The Non-Mileage Expenses screen opens (Figure 7-20).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCOA081516\_A01-01 Screen ID: 1036.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

[RETURN TO LIST](#) Non-Mileage Mileage Per Diem Entitlements Substantiating Records

### Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expenses" to save the expenses to the travel document.  
 Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 15-Aug-16 Return: 25-Aug-16 **Add Expense**

\* Expense Type:

- OR -

\* Cost: \$

\* Date: (mm/dd/yyyy)

\* Method of Reimbursement:

[view expense details / currency calculator](#)

### Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	08/15/2016	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
Hotel Sales Tax	08/15/2016	\$20.00	<a href="#">Edit</a> <a href="#">Remove</a>
Parking - Terminal	08/15/2016	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
Parking - TDY/TAD	08/15/2016	\$13.00	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$123.00	

Proceed to the following page:

Figure 7-20: Non-Mileage Expenses Screen

3. Select **Edit** next to the expense.
4. Update the **fields** as necessary.

**Note:** If the Expense Type is incorrect, users must remove it and add the correct one.

5. Select **Save Expense**.

Follow the steps below to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.
2. Select **OK** to the deletion confirmation pop-up message.

Follow the steps below to add non-mileage expenses:

1. Complete the **Expense Type**, **Cost**, **Date**, and **Method of Reimbursement** fields.
2. Select **Save Expense**.

### 7.3.2 Amend Mileage Expenses

The below information can be amended on the Mileage Expenses screen:

- Date
- Method of reimbursement (when other methods are allowed)

Use the steps below to amend mileage expenses:

1. Select **Expenses** from the navigation bar.
2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 7-21).

Logged In As: Eric T West  
 Traveler Name: Eric T West  
 Document Name: EWSANDIEG0CA081516\_A01-01  
 Document Type: Authorization  
 Screen ID: 1035.1  
[Close Window](#)  
[Help for this screen](#)

**Defense Travel System**  
 A New Era of Government Travel

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

**Mileage Expenses**

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 15-Aug-16 Return: 25-Aug-16 **Add Expense**

\* Expense Type:

\* Date: 08/25/2016  
 (mm/dd/yyyy)

\* Method of Reimbursement: --Please Select--

\* Miles  x Rate = Cost \$

[View This Expense Type's Defaults](#)

**Save Expense**

**Expenses Summary**

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	08/25/2016	\$18.90	<a href="#">Edit</a> <a href="#">Remove</a>
Total Expenses:		\$18.90	

Proceed to the following page: Per Diem Entitlements

Figure 7-21: Mileage Expenses Screen

3. Select **Edit** next to the expense.
4. Update the **fields** as necessary.

**Note:** If the Expense Type is incorrect, you must remove it and add the correct one.

5. Select **Save Expense**.

Follow the steps below to delete non-mileage expenses:

1. Select **Remove** in the Expenses Summary next to the unnecessary expense.
2. Select **OK** to the deletion confirmation pop-up message.

Follow the steps below to add non-mileage expenses:

1. Complete the **Expense Type**, **Date**, **Method of Reimbursement**, and **Miles** fields.
2. Select **Save Expense**.

### 7.3.3 Amend Per Diem Entitlements

Follow the steps below to update per diem entitlements in DTS:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default (Figure 7-20).



2. Select **Per Diem Entitlements** from the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 7-22).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOC081516\_A01-01 Screen ID: 1022.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

**Per Diem Entitlements**

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

\*\* The presence of two asterisks before the Location Name indicates one or more directed meals available for the day at the location were de-selected, impacting the allowable meal reimbursement amount.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/15/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$48.00 Personal	140 / 64	NONE				
08/16/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/17/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/18/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/19/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/20/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/21/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/22/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/23/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/24/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	\$140.00	\$140.00 GOVCC-Individual	\$64.00 Personal	140 / 64	NONE				
08/25/16	SAN DIEGO, CA	> <a href="#">Edit</a>	> <a href="#">Reset</a>	50.00	50.00 GOVCC-Individual	\$48.00 Personal	140 / 64	NONE				

[Reset All](#)

Proceed to the following page:  [Continue](#)

Figure 7-22: Per Diem Entitlements Screen

3. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens.

4. Complete the **Values Apply Through** field if changes are for multiple days in a row.

5. Select the appropriate updates.

6. Select **Save these Entitlements**.

7. Repeat for other trip dates, as necessary.

## 7.4 Accounting

If no payment has been made on an LOA, the LOA may be amended. However, the LOA should NEVER be removed or amended if it was used for any payments. For example, if an advance, scheduled partial payment (SPP), or voucher settlement has been paid, then the associated LOA should not be removed or amended. If a change must be made, it will be done manually outside of DTS.

Follow the steps below to make changes to the accounting code(s) on a document:

1. Select **Accounting** from the navigation bar.
1. The Accounting Codes screen opens (Figure 7-23).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA081516\_A01-01 Screen ID: 1067.1 [Close Window](#)  
 Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

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Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) Accounting Codes Trip Totals

---

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 15-Aug-16 [Find Accounting Label](#)  
 End Date: 25-Aug-16

Accounting Label:  From TDZ16DTMO  
 Shared LOA:   
 Cross Org LOA:

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed. **Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
16 CONFERENCE	TDZ16DTMO	<a href="#">view/edit</a>	<a href="#">remove</a>

---

**Expenses Summary**

16 CONFERENCE		
Category	Allowed	Actual
COM. CARR.-I	\$386.70	\$386.70
LODGING	\$1,400.00	\$1,400.00
M&IE	\$672.00	\$672.00
MILEAGE	\$18.90	\$18.90
OTHER	\$78.00	\$78.00
RENTAL CAR	\$310.10	\$310.10
TRANSPORT	\$45.00	\$45.00
<b>16 CONFERENCE Sub Total:</b>	<b>\$2,910.70</b>	<b>\$2,910.70</b>
<b>Calculated Trip Cost:</b>	<b>\$2,910.70</b>	<b>\$2,910.70</b>

Proceed to the following page:  [Continue](#)

Figure 7-23: Accounting Codes Screen

2. Update the **fields** as necessary.
3. Select **Allocate Expenses** if multiple accounting codes are used for this document.

## 7.5 Additional Options

By selecting **Additional Options** from the navigation bar, the below information can be changed:

- Personal profile
- Partial payments
- Advances

**Note:** Travelers may view and edit their personal profile from their DTS User Welcome screen by selecting **Traveler Setup > Update Personal Profile**. Changes made using the Traveler Setup feature will not update existing documents.

### 7.5.1 Amend Partial Payments

Follow the steps below to add SPPs to an amendment:

1. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default.

2. Select **Partial Payments** from the subnavigation bar.

The Scheduled Partial Payments screen opens (Figure 7-24).

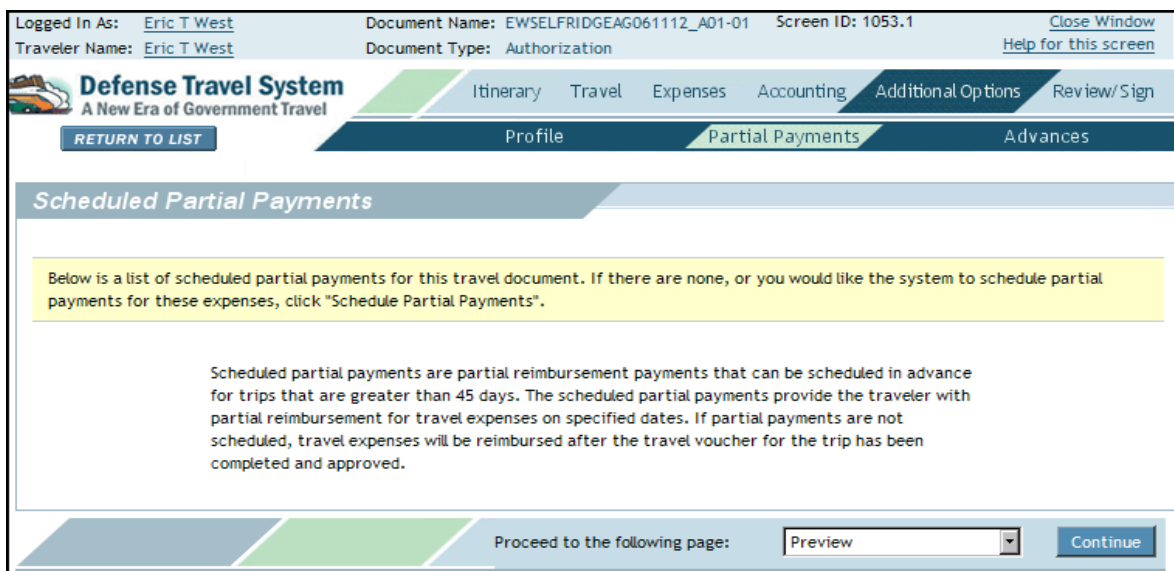


Figure 7-24: Scheduled Partial Payments Screen

3. Select **Schedule Partial Payments**.

The SPPs are now added to the document.

## 7.5.2 Change an Advance Amount

After the authorization has been created, a situation may arise when the expenses change from the original advance request. For example, a trip may be extended or shortened. The process for changing the advance amount depends upon whether or not the document has been approved.

The process for each case follows.

If the advance has not yet been approved, follow the steps below:

1. Log on to DTS and make any necessary changes.
2. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default.

3. Select **Advances** from the subnavigation bar.
4. Select the **remove** link to the right of the selected Advance LOA (Figure 7-25).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile Partial Payments **Advances**

**Advances**

Non-ATM Advances. Select the accounting Labels(s) that are associated to the Non-ATM Advance(s) for this trip.

Start Date: 05-Jan-09 [Max Advance Detail](#)

End Date: 30-Apr-09

Accounting Label: -- Select to Add --

Shared LOA: No Other Accounts Available

Cross Org LOA: No Other Accounts Available

**Selected Non-ATM Accounting Label**

Accounting Label	View Acctg Code	View/Edit	Remove
09 DEFAULT	<a href="#">view</a>	<a href="#">edit</a>	<a href="#">remove</a>

**Advances Summary**

<b>09 DEFAULT</b>	
Traveler SSN:	XXXXX2371
Date:	26-Nov-08
Type:	EFT
Advance Requested:	\$200.00
Organization:	DTMOCSD

Figure 7-25: Advances Screen

5. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

The screen refreshes. It displays the new advance amount (Figure 7-26).

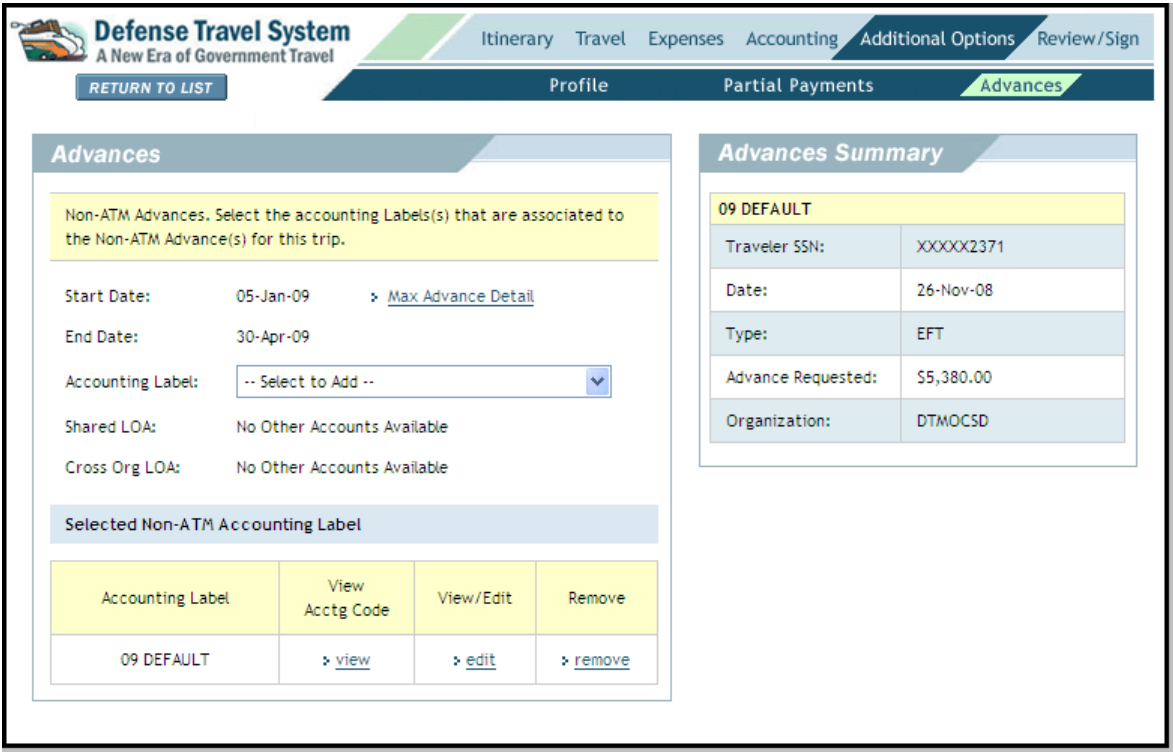


Figure 7-26: Advances Screen

If the advance has been approved, follow the steps below:

1. Make the required changes.
2. Select **Additional Options** from the navigation bar.

The My Profile screen opens by default.

3. Select **Advances** from the subnavigation bar.
4. Select the **Accounting Label** drop-down list arrow and select the correct **LOA**.

The screen refreshes. It displays the new advance amount (Figure 7-26).

### 7.6 Review/Sign

The final step in creating the amendment is to review and sign the document. Comments may be entered for the AO during this step. Follow the steps below to review and sign the amendment:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default. On this page, **Edit** can be selected to edit parts of the trip and comments may be entered for the AO.

2. Select **Other Auths.** from the subnavigation bar.

## Chapter 7: Amendments

The Other Authorizations screen opens. Other authorizations may be entered and comments entered for the AO.

3. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit screen opens. If any selections have caused a preaudit flag, the list will be shown on this screen. All preaudit flags require justification before proceeding.

4. Select **Digital Signature** from the subnavigation bar.

The Digital Signature screen opens (Figure 7-27).

Logged In As: [Eric T West](#) Document Name: EWSANDIEGOCA081516\_A01-01 Screen ID: 1059.1 [Close Window](#)  
Traveler Name: [Eric T West](#) Document Type: Authorization [Help for this screen](#)

**Defense Travel System**  
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

RETURN TO LIST Preview Other Auths. Pre-Audit **Digital Signature**

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

This authorization has been adjusted and the travel reservations have been changed. The document must be signed so that the CTO can confirm the reservations before routing continues. Please submit the SIGNED stamp to send the reservations to the CTO (CTO Submit). You can also use the return or cancel feature, if appropriate.

**Pending Routing Actions**

Awaiting Status Change To	By	Level
SIGNED	Eric T West	0

**Document History**

Status	Date	Time	Name	Remarks
CREATED	07/12/16	1150	Eric T West	Adding expenses to authorization

[View Reasons for Audit Failures](#) [View Adjustments](#)

Proceed to the following page:

Figure 7-27: Digital Signature Screen

5. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.

6. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different from the default.

A message displays, stating that the document must be stamped **SIGNED** to initiate the new routing list.

7. Select **OK**.
8. Complete the **Additional Remarks** text box with any comments for the AO.
9. Select **Submit Completed Document**.

If you made airline reservations or made a request for CTO Assistance, the Cancellation Warning screen opens. The warning notifies you that if the document is not APPROVED or tickets issued at least 72 hours prior to departure, airline reservations will be cancelled. Airline reservations booked within 72 hours of scheduled flight departure time must be approved and ticketed within 24 hours to avoid cancellation.

10. Select **OK**.

If the document is a voucher, the Stamp Process screen opens. It confirms that all expenses claimed are honest and true,

11. Select **Save and Continue**.

**Note:** If the document is a voucher and has **Conference Attendance** selected as the Trip Purpose but the Conference/Event Name is **Not Applicable** or **Other**, an additional Stamp Process message opens. Select **Cancel** to update and indicate the actual Conference/Event Name on the Itinerary > Trip Overview screen. Select **Save and Continue** to complete the digital signature process.

12. Complete the **PIN** field.

13. Select **OK**.

There are certain conditions under which an amendment does not require the AO to apply the APPROVED stamp. For example, a CTO amendment will not route to the AO if one of the below is true:

- If the indicator for the organization's threshold for CTO amendments is set to Y, and the cost change is the lesser of \$250 or five percent of the cost on the most recently approved version of the document.
- If the indicator for the organization's threshold for CTO amendments is set to N, and the cost change is less than or equal to the amount on the most recently approved version of the document.

A user-created amendment will bypass routing to the AO and automatically be stamped PROCESSED if the change in expenses is less than or equal to the amount on the most recently approved version of the document, and the amendment meets all of the below criteria:

- No increase in reimbursable air, rail, rental car, or lodging costs
- No nonreimbursable CBA cost changes
- No non-ATM advance request or SPPs in the authorization
- No change to the TDY location(s) or dates
- No new additional other authorization items
- No amount increase to any LOA allocation
- Not a group authorization
- Not created from an original Import/Export partner-system document
- Not for a Military Entrance Processing Station (MEPS) trip type
- No increase in mileage and non-mileage costs

## Chapter 7: Amendments

- No change to the ticket fare basis
- No change to travel dates (no tickets are waiting (TAW) date change)
- No change to ticketed transportation

If all criteria are not met, the amendment routes normally.

If all the criteria are met, DTS will display a message to inform the user that the amendment will bypass AO approval (Figure 7-28). The message explains that if travel arrangements have changed, the amendment will be stamped CTO SUBMIT and will route for approval.

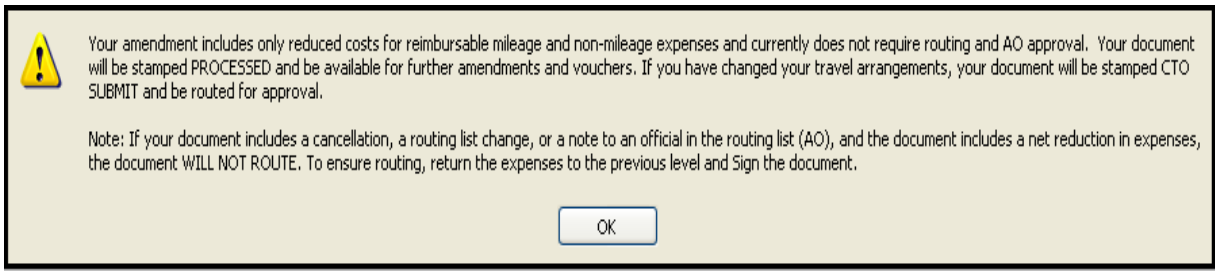


Figure 7-28: No AO Approval Required Message

14. Select **OK**.