

Note: If *Change* was selected in Section 4, and the modified search does not return acceptable results, the traveler may select **Keep Original Reservation** to prevent cancellation or change. This option is not available if *Cancel* was selected.

- Choose **Select Car** to the right of the new rental car.
- If *Change* was chosen in Section 4, a pop-up window opens.
- Select **OK** to continue with the change.
-OR-
Select **Cancel** to keep the original reservation.

Section 4.3 Change a Lodging Reservation

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Rail	Rental Car	Lodging	Other Transportation	Summary

- Update the fields in the **Modify Search** section as necessary.
 - Select **Search**.
- Note:** If *Change* was chosen in Section 4, and the modified search does not return acceptable results, the traveler may select **Keep Original Reservation** to prevent cancellation or change. This option is not available if *Cancel* was selected.
- Choose **Select Hotel** to the right of the new hotel.
 - Choose **Select Room** to the right of the new room.
- If *Change* was chosen in Section 4, a pop-up window opens.
- Select **OK** to continue with the change.
-OR-
Select **Cancel** to keep the original reservation.

Note: Travelers must ensure that hotel reservations are cancelled with the hotel before the cancellation deadline to avoid paying a no-show charge. If the Commercial Travel Office (CTO) does not provide a cancellation number from the hotel, the traveler is responsible to contact the hotel directly to obtain one.

Section 5 Change Ticket Information

Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Air	Rail	Rental Car	Lodging	Other Transportation	Summary

Follow the below steps to edit ticket information purchased outside of DTS:

- Access the **Travel>Other Transportation** screen.
- Select **Edit** next to the Ticketed Transportation on the right side of the screen.
- Change the appropriate information in the fields on the left side of the screen.
- Select **Save**.

Section 6 Additional Changes

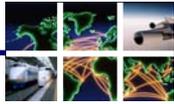
Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
Preview	Other Auths.	Pre-Audit	Digital Signature		

Continue with necessary changes. Refer to Chapter 7 of the *DTS Document Processing Manual* for instructions on making changes to expenses, per diem entitlements, accounting, personal profile, partial payments, and advances. When finished, stamp the authorization **SIGNED** then select **Submit Completed Document**. See the Defense Travel Administrator (DTA) if additional assistance is required.

Important: Ensure the authorization is signed within 24 hours to avoid cancellation of reservations. Reservations made the same day of departure or within a day must be signed within 2 hours.

Note: Remember to update expense dates and any per diem entitlements (meals, duty conditions, lodging cost, leave, etc.) affected by the change in trip dates. Additional guidance can be found in Chapter 2 of the *DTS Document Processing Manual*.

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Adjusting/Amending an Itinerary and Reservations in an Authorization

Version 5.0, August 27, 2010

This trifold guides the traveler through creating an adjustment or amendment to an itinerary and reservations in an authorization.

Log On to DTS

- Insert the CAC into the CAC reader.
- Access the DTS Home page:
<http://www.defensetravel.osd.mil>
- Select **LOGIN TO DTS**.
- Read the DoD Privacy & Ethics Policy then select **Accept**.
- Select the appropriate certificate from the **Choose Signing Certificate** box.

Section 1 Adjust vs. Amend

Sort by	Sort by	Sort by	Sort by	View/Edit	Print	Remove	Amend
Document Name	Report Date	Status	TA Number				
TCSRAM/TOMP/12708_V01	11/27/08	SIGNED	0NWSRS	> view/edit	> print		

If the authorization has not been approved by the Authorizing Official (AO), follow the steps below to create an *adjustment*:

- Access the **Authorizations/Orders** screen.
- Select **view/edit** next to the authorization to be adjusted.
- Uncheck the **View-Only** box then select **OK**.
- Select the appropriate certificate from the **Choose Signing Certificate** box.

The Preview Trip screen opens with a reminder to stamp **SIGNED** after any changes or additions to reservations or to the method of reimbursement.

- Select **OK**.

If the authorization has been approved by the AO, follow the steps below to create an *amendment*:

- Access the **Authorizations/Orders** screen.
- Select **amend** next to the authorization to be amended.

Note: If the selected authorization includes an advance request, the **Advance Deschedule Warning** window opens. It warns that by selecting Continue, any approved advances will be descheduled. After re-adding the advance, the traveler must sign the document. Select **Continue**.

3. Enter the reason for the amendment in the **Comments** box then select **OK**.
4. Select the appropriate certificate from the **Choose Signing Certificate** box.

The Preview Trip screen opens with a reminder to stamp **SIGNED** after any changes or additions to reservations or to the method of reimbursement.

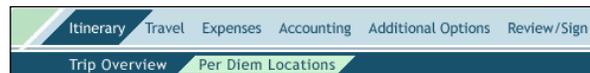
5. Select **OK**.

Section 2 Change Dates on an Itinerary



1. Select **Itinerary** from the navigation bar.
2. Select **Edit** for the **Overall Starting Point** or **Overall Ending Point**, depending on the date that changed.
3. Change the **Start Date** or **End Date** field.
4. Select **Proceed to Per Diem Locations**.
5. Select **OK** to the pop-up window (**OK** may have to be selected twice based on date change(s) made).
6. Select **Edit** for Location 1 in the Trip Summary to change either the arrival or departure date for that location. If there is more than one location, select the one that is affected by the new date(s). **OK** may need to be selected based on date change(s) made.
7. Select the calendar icon in the **Per Diem Locations** box and select the new **Arriving On** and/or **Departing On** date(s) for the selected location.
8. Select **Save Changes**.
9. Select **OK** to the pop-up window.

Section 3 Change a Per Diem Location



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

3. Select one of the following based on the change:
 - a) **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. Proceed to Step 4.
 - b) **Remove:** Use to remove the location from the itinerary. Select **OK** to the pop-up window. Proceed to Step 4 to add another location.
 - c) **Location, State/Country-Location, Zip Code, and County Lookup:** Use to add another TDY location to which the traveler will travel *after* Location 1. Enter the necessary information and proceed to Step 5.
4. Select one of the options in the **Search by** box and enter the necessary information.
5. Select the radio button next to the location.
6. Choose **Select and Close**.
7. Select the calendar icon and adjust dates as necessary.
8. Select **Save This Location**.
9. Select **OK** to the pop-up window.

Section 4 Change a Travel Reservation

Note: For short notice changes (two duty days prior to departure), refer to local business rules for any special procedures that may apply.

1. Select **Travel** from the navigation bar. The Cancel Reservations screen opens if changes have been made to the itinerary dates and/or per diem locations.
2. Select **Cancel All and Start Over** to cancel all existing reservations at once and start over. **Note: This option is currently not working as designed. Travelers should choose the Change or Cancel Separately option.**
-OR-
Select **Change or Cancel Separately** to cancel or update each reservation separately.
3. If **Cancel All and Start Over** was chosen, the Trip Summary screen opens with no reservation information. Select the appropriate **Add New <reservation type>** to search for a new reservation.
-OR-

If **Change or Cancel Separately** was chosen, the Trip Summary screen opens with all reservations intact. Select **Cancel** to cancel the reservation or **Change** to change the reservation. Select **OK** to the pop-up window. If Cancel was selected,

choose the appropriate **Add New <reservation type>** to search for a new reservation.

4. Refer to the below sections for further guidance:
 - Section 4.1 – Change a Flight Reservation
 - Section 4.2 – Change a Rental Car Reservation
 - Section 4.3 – Change a Lodging Reservation

Note: Upon navigating to any other module after completing reservation change(s), the system will display two separate pop-ups informing the traveler that confirmed travel reservations will be cancelled in 24 hours if the authorization remains unsigned.

5. Select **OK**.

Section 4.1 Change a Flight Reservation



1. Update the fields in the **Modify Search** section as necessary.
2. Select **Search**.

Note: If **Change** was chosen in Section 4, and the modified search does not return acceptable results, the traveler may select **Keep Original Reservation** to prevent cancellation or change. This option is not available if **Cancel** was selected.

3. Choose **Select Flight** to the right of the new flight.
4. Use the **Seat Selector** to select a seat.
5. Select **Done**.
6. Repeat seat selection for each segment of the flight, if necessary.

Section 4.2 Change a Rental Car Reservation



1. Update the fields in the **Modify Search** section as necessary.
2. Select **Search**.