

- or edit any incurred expenses, then select **Save Expenses** at the bottom of the screen.
- (If necessary) Select **Mileage** from the subnavigation bar, add/edit any mileage expenses, then select **Save Expenses** at the bottom of the screen.
 - (If necessary) Select **Substantiating Records** from the subnavigation bar and attach receipts for lodging or any expenses of \$75 or more. For more information, see the DPM, Chapter 2, Section 2.7.4.
 - Select **Review/Sign** from the navigation bar.
 - The Preview Trip screen opens. Scroll down to the Accounting Summary and verify that the **Calculated Trip Cost** is equal to the cost of incurred expenses. In cases where SPPs or Advances were received, verify that the **Balance Due US** is equal to payment minus any incurred expenses.
 - Select **Save And Proceed To Other Auths**.
 - The Other Authorization screen opens. If necessary, edit or add any **Remarks**.
 - Select **Save And Proceed To Pre-Audits** to save any remarks.
-OR-
Select **Continue**.
 - The Pre-Audit Trip screen opens. Complete the **Justification to Approving Official** text boxes for any flagged items.
 - Select **Save And Proceed To Digital Signature**.
 - The Digital Signature screen opens. Select the Submit this document as drop-down list arrow and select **SIGNED**.
 - Optional) Complete the **Additional Remarks** field.
 - Select **Submit Completed Document**.
 - Complete the **PIN** field then select **OK**.
- The voucher will route to the AO for the appropriate action.

Section 5 Authorizing Official Instructions

Cancel an Authorization – No Expenses Incurred

- On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval.
- The Documents in Routing screen opens. Select **review** located to the left of the document name.
- The Preview Trip screen opens. Select **Other Auths** from the subnavigation bar.
- The Other Authorizations screen opens. Select **Continue**.
- The Pre-Audit Trip screen opens. Select **Proceed To Digital Signature**.

- Select **Submit this Document as:** drop-down list arrow and choose **CANCELLED**.
-OR-
Select **RETURNED** to send the document back to the traveler for correction.
- Select **Submit Completed Document**.
- Complete the **PIN** field then select **OK**.

Expenses Incurred – Voucher Submitted

The AO can approve a voucher for expenses or CTO fees that have been incurred due to a cancelled trip. The traveler will use the trip cancel button to cancel any reservations and DTS will automatically create a voucher for the traveler to complete.

- On the DTS Welcome screen, select **Click Here** next to Documents Awaiting Your Approval.
- The Documents in Routing screen opens. Select **review** located to the left of the document name.
- The Preview Trip screen opens. Review the expenses claimed to verify that no expenses have been claimed that have not been incurred.
- (If necessary) Select **Substantiating Records** to view receipts for lodging or expenses of \$75 or more. Select **Return to Trip Preview** to continue.
- Scroll down and select **Proceed To Other Auths**.
- The Other Authorizations screen opens. Review any remarks and select **Continue**.
- The Pre-Audit Trip opens. Review any justifications, and select **Proceed To Digital Signature**.
- The Digital Signature screen opens. Select the **Submit this Document as:** drop-down list arrow and choose **APPROVED**.
-OR-
Select **RETURNED** to send the document back to the traveler for correction.
- Select **Submit Completed Document**.
- The Stamp Process screen opens. Select **Save and Continue**.
- The Fund Voucher screen opens. Select **OK**.
- The Stamping Result screen opens. Select **Close**.
- Complete the **PIN** field then select **OK**.

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Instructions to Cancel a Trip (Traveler, NDEA and AO)

June 15, 2010

This trifold guides the traveler/travel clerk and AO through cancelling a typical trip in DTS. For more information, see Chapter 10 in the Document Processing Manual (DPM).

Instructions to Cancel a Trip

The steps required to Cancel a Trip in DTS depend on the scenario that applies:

- Authorization Created - No Expenses were incurred**
- Authorization Signed or Approved - No Expenses were incurred**
- Authorization Signed – Expenses incurred**
- Authorization Approved - Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment**

CTO disabled sites should refer to their local business rules to cancel any reservations.

Section 1 Authorization Created – No Expenses Incurred



- On the DTS Welcome screen, mouse over **Official Travel** on the menu bar.
- Select **Authorization/Orders** from the drop-down list.
- Select **remove** next to the document to be deleted.

Sort by	Sorted by	Sort by	Sort by	View/Edit	Print	Remove / Trip Cancel	Amend
Document Name	Departure Date	Status	TA Number				
HCSANDPROCA100608_A01	10/06/08	CREATED		> edit	> print	> remove	
PCDDNVRCC009208_A01	10/06/08	PAY LINK	DNZLIF	> view	> print	> trip cancel	> amend

- If no reservations were made in the document, a pop-up message appears asking for confirmation that the selected trip is to be deleted. Select **OK**. DTS will remove the document and no further action is required.

-OR-

If reservations were made, a pop-up message will display letting the traveler know that reservations exist in the document and must be removed before the document can be deleted. Select **OK**.

- Select **edit** next to the document containing the reservations.
- The Preview Trip screen appears. Select **Travel** from the navigation bar.
- Select **Cancel** next to the reservation to be cancelled.
- A pop-up message displays to confirm the cancellation. Select **OK**.
- Repeat Steps 7–8 to remove the remainder of the reservations.
- After the reservations are removed, the traveler can go back to the Authorizations/Orders screen by selecting the **RETURN TO LIST** button on the top left corner.
- Remove the document by following Steps 3 - 4.

Section 2 Authorization Signed – No Expenses Incurred

- Follow Steps 1 – 2 in Section 1.
- Select **trip cancel** next to the document to be cancelled.

Document Name	Sorted by	Sorted by	Sorted by	Sorted by	View/Edit	Print	Remove / Trip Cancel	Amend
	Departure Date	Status	T/A Number					
PCSDNIBGOC100408_A01	10/04/08	CREATED			> edit	> print	> remove	
PCDENVERCO092208_A01	10/06/08	PAY LINK	DNTLHF		> view	> print	trip cancel	> amend

- The Trip Cancellation screen opens. Select the **No Expenses were incurred** radio button.

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

- A pop-up message appears informing the traveler that this action is non-reversible. Select **OK**.
- Select **Continue**.

-OR-

Select **Return to Document List** to cancel this action.

- The Digital Signature screen opens. Select **Other Auths.** from the subnavigation bar.
- The Other Authorizations screen opens. Select **Continue**.
- The Pre-Audit Trip screen opens. Select **Save And Proceed To Digital Signature**.
- The Digital Signature screen opens. Select the **Submit this document as:** drop-down list arrow and choose **SIGNED**.
- (Optional) Complete the **Additional Remarks** field.
- Select **Submit Completed Document**.
- Complete the **PIN** field then select **OK**. The authorization will route to the AO for the appropriate action.

Section 3 Authorization Signed – Expenses Incurred

- Follow Steps 1 - 2 in Section 2.
- The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment radio button**.

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

- A pop-up message appears informing the traveler that this action is non-reversible and that reservations will be cancelled once signed. Select **OK**.

Note: Reservations will be cancelled once the user selects continue (Step 4).

- Select **Continue**.
- A pop-up message appears informing the traveler that once the authorization is approved a voucher will need to be created and incurred expenses added to receive reimbursement. Select **OK**.
- The Digital Signature screen opens. Select **Other Auths.** from the subnavigation bar.
- The Other Authorizations screen opens. Select **Continue**.

- The Pre-Audit Trip screen opens. Complete the **Justification to Approving Official** text boxes for any flagged items.
- Select **Save And Proceed To Digital Signature**.
- The Digital Signature screen opens. Select the **Submit this document as:** drop-down list arrow and select **SIGNED**.
- (Optional) Complete the **Additional Remarks** field.
- Select **Submit Completed Document**.
- Complete the **PIN** field then select **OK**. The authorization is routed to the AO for approval. After the traveler has received notification that the authorization has been approved, a voucher must be created and expenses edited or added to receive reimbursement.

Section 4 Authorization Approved – Expenses Incurred or Advance/SPP Received

- Follow Steps 1 – 2 in Section 2.
- The Trip Cancellation screen opens. Select the **Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment radio button**.

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

No Expenses were incurred

Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment.

Return to Document List Continue

- A pop-up message appears informing the traveler that this action is non-reversible. This process will create a voucher and any reservations will be cancelled once continue is selected. Select **OK**.
- Select **Continue**.
- DTS automatically creates the voucher. The Non-Mileage Expenses screen opens. All expenses on the voucher are set to \$0 cost, except for CTO fees and any CBA transactions in a matched status. Add