

To change lodging costs:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **Enter (or Update) Actual Lodging Costs**.
4. Select **Edit** for the date on which changes are necessary.
5. Update the **fields** as necessary.
6. Select **Save These Entitlements**.

Section 6 Update Rental Car Information

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

To delete a rental car selection:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Remove** to delete the rental car entry.
4. Select **OK** to the pop-up window.

To update a rental car selection:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.
3. Select **Edit** next to the rental car that requires changes.
4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

To add a new rental car expense:

1. Select **Expenses** from the navigation bar.
2. Enter **Rental Car** in the **–OR–** field.
3. Enter the **Cost** of the rental car.
4. Enter the **Date** the expense was incurred.
5. Select the **Method of Reimbursement**.
6. Select **Save Expenses**.

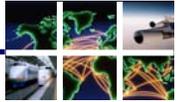
Section 7 Additional Changes

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

Continue with necessary changes. Refer to Chapter 4 of the *DTS Document Processing Manual* for instructions on making changes to expenses, per diem entitlements, accounting, and personal profile. When finished, stamp the voucher **SIGNED** then select **Submit Completed Document**. See the Defense Travel Administrator (DTA) if additional assistance is required.

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.

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Adjusting/Amending an Itinerary and Reservation Expenses in a Voucher

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This trifold guides the traveler through creating an adjustment or amendment to an itinerary and reservation expenses in a voucher.

Log On to DTS

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

Section 1 Adjust vs. Amend

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
TCSCRANTONRA112708_V01	11/27/08	SIGNED	0NWS5	> view/edit	> print		

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

1. Access the **Voucher** screen.
2. Select **view/edit** next to the voucher to be adjusted.
3. Uncheck the **View-Only** box.
4. Select **OK**.
5. Select the appropriate certificate from the **Choose Signing Certificate** box.

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

1. Access the **Voucher** screen.

2. Select **amend** next to the voucher to be amended.
3. Enter the reason for the amendment in the **Comments** box.
4. Select **OK**.
5. Select the appropriate certificate from the **Choose Signing Certificate** box.

Section 2 Update Dates on an Itinerary



To change overall trip start and end dates:

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 Update Per Diem Locations



To add or remove Per Diem locations:

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 required:
 - 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 Update or Add Air and Other Ticketed Transportation



Note: Air travel reservations cannot be made on a voucher.

To update air travel:

1. Select **Travel** from the navigation bar.
2. Select **Edit** in the Trip Summary box next to the flight for which the information will be changed.
3. Select **Change Ticket Data** on the bottom left of the screen.
4. Update the **fields** with the correct information.
5. Select **Save**.

To remove a flight:

1. Select **Travel** from the navigation bar.
2. Select **remove** next to the flight to be deleted.
3. Select **OK** to the pop-up window.

To add ticket information outside of DTS:

1. Select **Travel** from the navigation bar.
2. Select **Other Trans.** from the subnavigation bar.
3. Select the **Type** drop-down list and select the type of travel.
4. Complete the **Ticket No.** field.
5. Complete the **Ticket Value** field.
6. Complete the **Ticket Cost** field, if different from ticket value.
7. Complete the **Departure Date** field.
8. Complete the **Issue Date** field, if known.
9. Select **Save**.

Section 5 Update Lodging Information



Note: Do not add hotel sales taxes or room taxes in the Lodging section for CONUS locations. These should be entered in the Expenses > Non-Mileage section.

To delete lodging information:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **remove** to delete the lodging.
4. Select **OK** to the pop-up window.

To change lodging dates:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.
3. Select **Edit** next to the lodging for which the dates will be changed.
4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates and times.
5. Select **Save Selected Accommodations**.