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

3. Update the lodging cost, and then select **Save Adjustments**.
4. Repeat steps 1-4 until all per diem allowances are correct.

7   Additional Changes

See *DTS Guide 3: Vouchers* at https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf for more information on how to make changes to vouchers. 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.).

Follow your local business rules regarding adding or changing a LOA (line of accounting).

8   Review & PreAudit

When you finish making all your changes to the authorization, select **Review** from the **Progress Bar**.
1. Verify the information is correct.
2. Select **Continue** at the bottom of the page to advance.
3. In the *Other Authorizations* section, add new comments as necessary.
4. In the *Pre-Audit* section, enter justifications for all items DTS flagged as questionable and add **Reason Codes** where required.
5. In the *Advisory* section, review any advisory notices, which alert you to items you may have forgotten (e.g., claiming gas for your rental car).

6. Select **Continue** at the bottom of the screen.

9   Sign and Submit

The **Digital Signature** screen opens.
1. Ensure you select the correct **Document Status** (**SIGNED**) and **Routing List**.
2. Under **Document Status** check mark, **I agree to SIGN this document.**
3. **Add Comments** is *optional.*
4. Select **Submit Completed Document**.
5. Read and acknowledge all pop-ups.
6. If prompted, enter your CAC **PIN**, and then select **OK**.

Monitor the voucher for AO approval and verify receipt of payment.

10   Final Note

If you have any questions regarding changing the voucher, see your Defense Travel Administrator for additional assistance.

Note: Although designed for travelers to use, the steps described in this Trifold 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 located under **Trip Tools** on the **DTS Dashboard**.

Adjusting or Amending a Voucher with Itinerary and Reservation Changes

December 01, 2020

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**.

1   Adjust vs. Amend

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.

2   Update Itinerary

Select **Edit Itinerary** from 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.

3   TDY Locations

Select **Edit Itinerary** from 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.

4   Enter Expenses

Select **Expenses** from the **Progress Bar.**

You can add a new expense (including a transportation ticket you purchased outside DTS or a Travel Management Company (TMC) fee):
1. On the **Enter Expenses** page, select **Add.** The **Add New** window opens.
2. Select the correct **Expense** category and 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.
   - For **Baggage – Excess** or **Other - Create You Own** use **Other Expenses.**
3. Complete all required and if needed optional fields, and then select **Add**.
4. The entry displays in a single listing on the **Enter Expenses** screen.

To import a new expense from your Government Travel Charge Card data:
1. Select **Add** from the **Enter Expenses** screen.
2. On the **Add New** screen, scroll down to **Add Expense from GTCC**.
3. The expense list opens.
4. Select the expense item and expense type using the drop-down menu.
5. Select **Import**. The expense displays in a single listing on the **Enter Expenses** screen.

To update an existing expense:
1. On the **Enter Expenses** page, locate the expense entry and select **Details**. The entry expands.
2. Review and make the change to the expense such as cost.
3. (Optional) Add **Notes.**
4. Select **Update** to save the change.
5. Select **Details** again to collapse the expense entry.

To remove an expense:
1. On the **Enter Expenses** page, locate the expense entry. Under the **options** (3-dot icon), select **Delete Expense.**
2. Select **Delete**.

3. The expense is no longer in the list.

5   Receipts & Documents

You can attach a receipt to an expense a few ways**.** Each method begins on the **Enter Expenses** screen.

Attach Receipt using Expense Details
1. After adding an expense, select **Details**. The window opens.
2. Add images by choosing **Browse** and uploading them, dragging them from another location or selecting the +sign (Add) to attach receipts.
3. Select **Attach** and the **Attachment** with number displays.
4. (Optional) Add **Notes**. Select **Update**.
5. Select **Details** to close the window.
6. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

Import Electronic Images
1. Select the **Import a PDF** icon. The window opens.
2. **Browse** for file to upload, attach the file and choose **Select**.
3. You can either **Attach to Existing** (expense) or **Create New** (expense) to attach files.
4. Follow the prompts and on the last screen select **Done.**
5. The **Enter Expenses** screen updates reflecting the attachment as a paper clip.

6   Update Per Diem

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** from the **Progress Bar**.