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

3. Choose Select Car to the right of the new rental car.

If you chose Change in Section 4, a pop-up window opens.

4. Select OK to continue with the change.
   - OR-
   Select Cancel to keep the original reservation.

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### Section 4.3 Change a Lodging Reservation

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

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

3. Choose Select Hotel to the right of the new hotel.
4. Choose Select Room to the right of the new room.

If you chose Change in Section 4, a pop-up window opens.

5. 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 has the responsibility to contact the hotel directly to obtain one.

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### Section 5 Change Ticket Information

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

1. Access the Travel>Other Transportation screen.
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.

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### Section 6 Changes

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

If you need to make additional changes to the authorization, refer to Chapter 7 of the DTS Document Processing Manual for those instructions. When finished, stamp the authorization SIGNED then select Submit Completed Document. See your Defense Travel Administrator (DTA) if you require additional assistance.

**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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### Section 1 Adjust vs. Amend

**Important:** Authorizations containing airline reservations must be approved and ticketed at least 72 hours prior to scheduled flight departure to avoid cancellation by the airline. Airline reservations booked or adjusted within 72 hours of scheduled flight departure must be approved and ticketed within 24 hours of departure. Airline reservations booked within 24 hours of departure must be approved and ticketed at least 6 hours prior to flight departure time. This policy applies to domestic and international City Pair and non-contract Government flights that are either booked through DTS or through a CTO.

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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 editing the advance, the traveler must sign the document.

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

4. 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 (may have to select OK twice based on changes 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 dates. You may need to select OK twice based on date changes made.
7. Select the calendar icon in the Per Diem Locations box and select the new Arriving On or Departing On dates 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. Use any of the following based on the change:
   a) Click Here to Add a Destination in Between: To add a new location to which the traveler will travel before traveling to Location 1. Proceed to Step 4.
   b) Remove: 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: 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 correct 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

Important: When new reservations are added, any reservations on the previous signed or approved authorization will be cancelled if the new reservations are not signed in a timely manner. The authorization must be signed within 24 hours of booking to avoid cancellation of reservations. Reservations made on the same day of departure or within a day must be signed within 24 hours.

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

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

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

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

Section 4.2  Change a Rental Car Reservation

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