Information Paper:

Updating your Government Travel Charge Card in DTS



DEFENSE TRAVEL MANAGEMENT OFFICE

Introduction

This info paper outlines the steps you must take to prepare to use your Government Travel Charged Card (GTCC) in the Defense Travel System (DTS). This paper will guide you through how to update your DTS profile with your current GTCC information.

Update Your DTS Profile

After you receive and activate your new GTCC, you must update your DTS profile before using it. Failure to do so may result in your card and related reservations being declined by your local Commercial Travel Office (CTO). To update your profile:

1. After logging onto DTS, on the Welcome screen, hover over **Traveler Setup** and select **Update Personal Profile** (Figure 1).

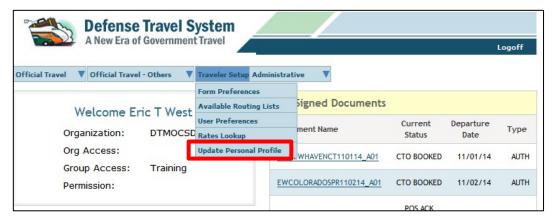


Figure 1: DTMO Welcome Screen - Traveler Setup

2. When the My Profile screen opens, select My Account Information (Figure 2).



Figure 2: My Profile Screen



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Update Your DTS Profile (Continued)

- 3. When the **My Account Information** screen opens, scroll down and update the GOVCC details (Figure 3). If you've been re-issued an expiring card you will only have to change the **Expiration Date**. If this is a newly issued card, you will have to enter the **Account Number** as well.
- 4. While you are here, update any other information that has changed. Having up-to-date contact information, particularly email addresses, is very important. For example, did you recently change to a "mail.mil" account?
- 5. When you are done making updates, select **Update Personal Information** to save the changes.

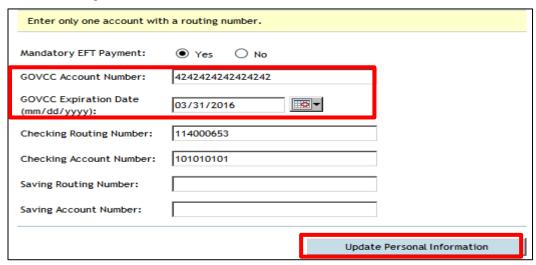


Figure 3: My Profile Screen

Existing Travel Authorization with Expired GTCC info

If you have a SIGNED travel authorization that has NOT been ticketed, and has either an expired GTCC or an invalid account number in the travel document, you must either:

- Contact your CTO directly and provide them your new account information
 OR
- 2) Update your DTS authorization and resign to route the travel document back to your CTO

For detailed instructions on how to update a DTS travel authorization with invalid account information, refer to the information paper at:

 $http://www.defense travel.dod.mil/Docs/Updating_DTS_Auth_with_GTCC_Info.pdf.$

For any additional questions regarding this process– please contact your local Defense Travel Administrator.