

Navigating the Defense Travel Resources and Accessing Training

ASA (FM&C) Proponency

Topics

- Accessing the Defense Travel Management Office (DTMO) Website
- Finding Your Defense Travel Administrator (DTA)
- Accessing the Travel Explorer (TraX) Website
- Accessing TraX Resources and Training
- TraX Travel Training Quick Links

Accessing the Defense Travel Management Office (DTMO) Website

Two ways to access the DTMO website:

- 1) Direct Link to DTMO website: <http://www.defensetravel.dod.mil/>
- 2) Link on Defense Travel System (DTS) homepage: <http://www.defensetravel.osd.mil/>

Defense Travel System
A New Era of Government Travel

Home
DTMO Website
Training
Travel Assistance
Travel Explorer
Programs and Services
Contacts

Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

Login to the Defense Travel System
Begin using the Defense Travel System.
[Login to DTS](#)

First Time Users
Learn more about DTS and the tools required for use.
[First Time Users](#)

Training
Learn how to use DTS & find additional training resources.
[Training](#)

System Status

DTS Status
DTS is available
Updated: 17 Jan 2015

EWTS Status
EWTS is available
Updated: 17 Jan 2015

DoD Lodging
Military travelers going TDY to military installations must check DoD lodging availability before making other accommodations. Civilians are encouraged to use DoD lodging when available.
[Click here to check availability.](#)

Travel Assistance

Notable Policy Changes

News
• [Notable Policy Changes](#)

DTMO Homepage

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search: Go

IN THE SPOTLIGHT
Fall/Winter 2014 Defense Travel Dispatch
Stay abreast of the latest travel news, events, and training information with our quarterly newsletter.
Find out more.

IN OTHER NEWS

- TSA PreCheck
- GTCC Chip and PIN
- Notable Travel Policy Changes
- "Virtually There" Update
- Instructions for Correcting Mission Related Expense Errors

Travel Tools

- Find Your DTA
- Flat Rate Per Diem Lookup
- State Tax Exemption Forms
- Baggage Allowance
- Rental Vehicle Assistance Tool
- Travel Explorer (TraX)
- Allowance Tables
- Allowance Calculators
- Restricted Fares

Travel Regulations and Allowances

- Basic Allowance For Housing
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Per Diem
- JTR
- Other Rates and Allowances

Travel Programs

- Government Travel Charge Card
- Rental Car and Truck Program
- Military Bus Program
- Recruit Travel and Assistance
- DoD Lodging
- Air
- Travel Policy Compliance

Defense Travel System

- DTS/EWTS Maintenance Schedule
- DTS Status Update
- EWTS Status Update
- Recent Software Updates

Training Resources

- Training Resource Lookup
- Listing of Available Training Resources
- New and Updated Training Resources
- Instructions for Accessing Training in Travel Explorer
- Training for Accountable Officials and Certifying Officers (COL)
- Enterprise Web Training System (EWTS) - Guide and Request Form
- Training for Rental Car Employees

Travel Assistance
Click button to contact your local help desk

Army Air Force
Navy DoD Agency
Marine Corps Joint Command

[Travel Assistance Center](#)

Defense Travel Transformation

Click here for more...

CONNECT RSS Feeds Podcasts

Link to DTS homepage

LDTA Lookup Tool

Training
Trip Calculator Tool
(Estimated TDY Cost)

Link to JTR
info and
document

DTMO Resources

“Login to DTS”

- Links directly to the Defense Travel System (DTS) homepage

“Find Your DTA”

- Search Lead Defense Travel Administrator (LDTA) Point of Contact (POC)

“Travel Explorer (TraX)”

- Common Access Card (CAC) Login Registration
- Trip Calculator Tool
- Interactive travel training and resources
- Travel Assistance Center HelpDesk Ticket Creation and Tracking

“JTR”

- Provides information and updates on the JTR
- Links to Joint Travel Regulation (JTR)

Find Your DTA

Click on the “Find Your DTA” under the “Travel Tools” on DTMO homepage

The screenshot shows the DTMO homepage with the following elements:

- Header:** Defense Travel Management Office, THE DoD CENTER FOR TRAVEL EXCELLENCE. Navigation tabs: Home, About, Programs & Services, News, References. Search bar with a "Go" button.
- Banner:** Images of four people using headsets. Text: "DTS is available.", "EWTS is available.", "Login to DTS".
- Section Header:** CUSTOMER SUPPORT.
- Left Sidebar:** Local Level Support, Travel Assistance Center, Travel Explorer, Commercial Travel Office Support.
- Main Content Area:**
 - Local Level Support
 - The Lead Defense Travel Administrator (LDTA) for a site is typically responsible for local level support. This subject matter expert will be able to provide direction on local business rules governing travel for a particular organization.
 - Callout box: "If you are the LDTA and your Local Level Support information requires updating or you would like to add your site, please use the Quick Link to the right to request the update/addition."
 - Form: "Select your Service/Agency:" with a dropdown menu showing "Select...", "Agency", "Air Force", "Army" (highlighted), "Joint Command", "Marine Corps", "Navy".
- Right Sidebar:** QUICK LINKS AND RESOURCES
 - Update your Local Level Support Contact Information
 - Travel Assistance Center
- Footer:** CONNECT, RSS Feeds, Podcasts. Tagline: "Transforming the Defense Travel Enterprise".

A red arrow points from the text "Select 'Army' from the drop down menu" to the "Army" option in the dropdown menu.

Find Your DTA

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search: Go

DTS is available. EWTS is available. Login to DTS

CUSTOMER SUPPORT

Local Level Support
Travel Assistance Center
Travel Explorer
TraX Touch
Commercial Travel Office Support

[Programs & Services](#) > [Customer Support](#) > Local Level Support

Local Level Support

The Lead Defense Travel Administrator (LDTA) for a site is typically responsible for local level support. This subject matter expert will be able to provide direction on local business rules governing travel for a particular organization.

If you are the LDTA and your Local Level Support information requires updating or you would like to add your site, please use the Quick Link to the right to request the update/addition.

QUICK LINKS AND RESOURCES

- Update your Local Level Support Contact Information
- Travel Assistance

Select your Service/Agency: Search: Go

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |

Army DFAS Tier 2.5 Help Desk 1-877-676-6742 dfas_bean_jft_mbx_in-army-dts-inquiries@mail.mil
1/25TH SBCT 907-353-6707
103rd ESC Site POC 515-867-9853 usarmy.usarc.103-esc.mbx.g8-support@mail.mil 645th RSG 248-359-7942
104th TNG DIV 303-365-3081
108th Training Command 704-342-5144
1173rd DDSB 520-225-2272

Type in the Fort/Camp/City of the travelers Permanent Duty Location (e.g. Fort Bragg)

Select "Go"

Find Your DTA

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search: Go

DTS is available. EVTS is available. Login to DTS

CUSTOMER SUPPORT

Local Level Support
Travel Assistance Center
Travel Explorer
TraX Touch
Commercial Travel Office Support

[Programs & Services](#) > [Customer Support](#) > Local Level Support

Local Level Support

The Lead Defense Travel Administrator (LDTA) for a site is typically responsible for local level support. This subject matter expert will be able to provide direction on local business rules governing travel for a particular organization.

If you are the LDTA and your Local Level Support information requires updating or you would like to add your site, please use the Quick Link to the right to request the update/addition.

QUICK LINKS AND RESOURCES

- Update your Local Level Support Contact Information
- Travel Assistance Center

Select your Service/Agency: Search: Go

1|2|3|4|5|6|7|8|9|A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|Y|

Fort Bragg
DFAS LDTA
910-907-4397/910-396-7259
DFAS INDY T2.5 HD
1-877-676-6742
armydtainquiries@dfas.mil
ABN Test Board
910-396-2353
FORSCOM (DA076)
910-670-5872
usarmy.bragg.forscom.mbx.g8-defense-travel-system@mail.mil
IMCOM
910-396-6250
MICC Center
404-464-3660
MISSION
910-396-0262/910-908-3873
USASFC
910-643-7623
USASOC
910-432-9143
WOMACK (MEDDAC)
910-649-2069, 910-907-7364/6073

Results of LDTA located at Fort Bragg, NC will populate by Command

Only Telephone Number/DSN will be provided for respective DTA

Local DTS/DTMO HelpDesk Email will be provided for Command as applicable

If DTA is not listed Click on the "Travel Assistance Center"

Find Your DTA

The screenshot shows the Defense Travel Management Office (DTMO) website. The header includes the DTMO logo, the text "DEFENSE TRAVEL MANAGEMENT OFFICE" and "THE DoD CENTER FOR TRAVEL EXCELLENCE", and a navigation menu with links: Home, About, Programs & Services, News, and References. A search bar is also present. Below the navigation menu, there are status indicators for "DTS is available" and "EWTS is available", and a "Login to DTS" button. The main content area is titled "CUSTOMER SUPPORT" and features a sidebar with links: Local Level Support, Travel Assistance Center, Travel Explorer, TraX Touch, and Commercial Travel Office Support. The main content area displays the "Travel Assistance Center" page, which includes a description of the TAC, contact information (1-888-Help1Go), and a link to the Tickets section of TraX. A red-bordered box highlights the text: "Travel Assistance Center can be reached by Phone or HelpDesk Ticket submitted through Travel Explorer (TraX)".

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DoD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News References Search: Go

DTS is available. EWTS is available. Login to DTS

CUSTOMER SUPPORT

Local Level Support
Travel Assistance Center
Travel Explorer
TraX Touch
Commercial Travel Office Support

[Programs & Services](#) > [Customer Support](#) > Travel Assistance Center

Travel Assistance Center

The [Travel Assistance Center \(TAC\)](#) is available to all DoD travelers 24 hours a day, seven days a week. Staffed by a team of trained analysts, the TAC offers assistance on the spectrum of DoD travel including DTS, Government Travel Charge Card, Commercial Travel Programs, Travel Policy, and 24-hour Recruit Assistance.

The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the Tickets section of [Travel Explorer \(TraX\)](#). If you are calling from overseas, you can now directly dial the TAC at 1-888-Help1Go from any DSN line. The Tickets section of TraX maintains a record of a user's call center tickets, and provides the capability to track progress of tickets from creation to resolution. In addition, the traveler can access self-help resources such as, FAQs, user guides, and computer-based training aides through the Knowledge Center and Training sections of [TraX](#).

Travelers are encouraged to contact their [local help desk](#) or use these self-help resources in the Knowledge Center prior to contacting the TAC. The Knowledge Center provides instant access to hundreds of frequently asked questions and corresponding answers.

Travel Assistance Center
24 hours a day, 7 days a week
1-888-Help1Go (888-435-7146)
Overseas: 1-888-Help1Go from any DSN line
Submit a help desk ticket through the Tickets section of TraX
www.defensetravel.dod.mil/Passport
Contact your local help desk for local business rules.

CONNECT RSS Feeds Podcasts

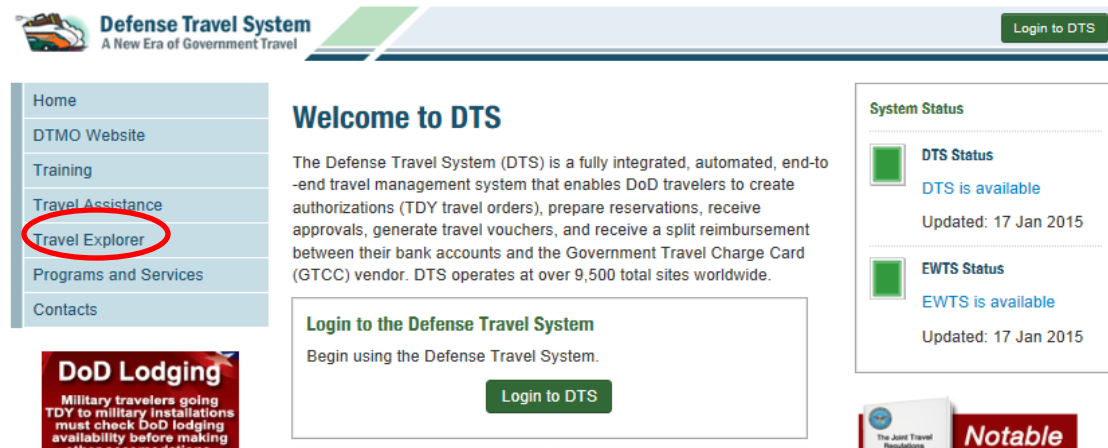
Travel Explorer (TraX)

Three ways to access the TraX website:

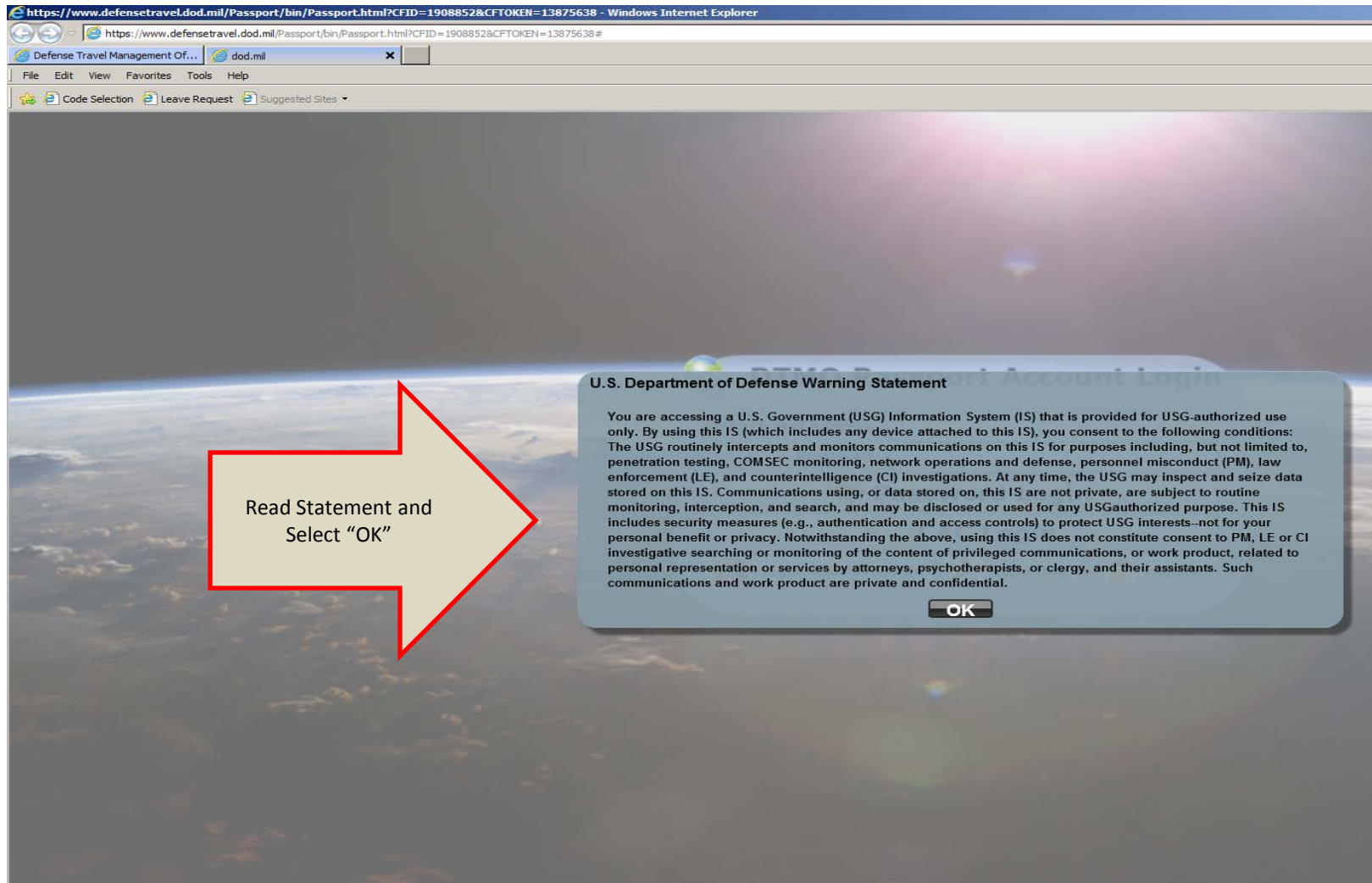
- 1) Direct Link to TraX website: <https://www.defensetravel.dod.mil/Passport/>
- 2) Link on DTMO homepage: <https://www.defensetravel.dod.mil/>



- 3) Link on Defense Travel System (DTS) homepage: <http://www.defensetravel.osd.mil/>



Travel Explorer (TraX)



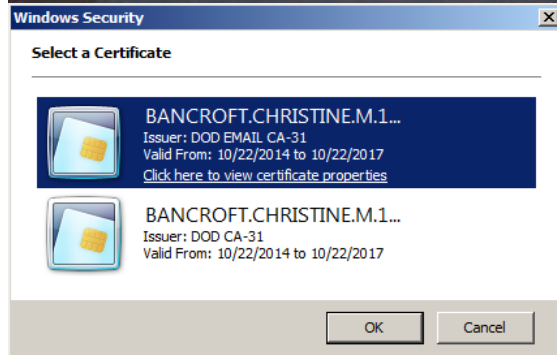
Travel Explorer (TraX)



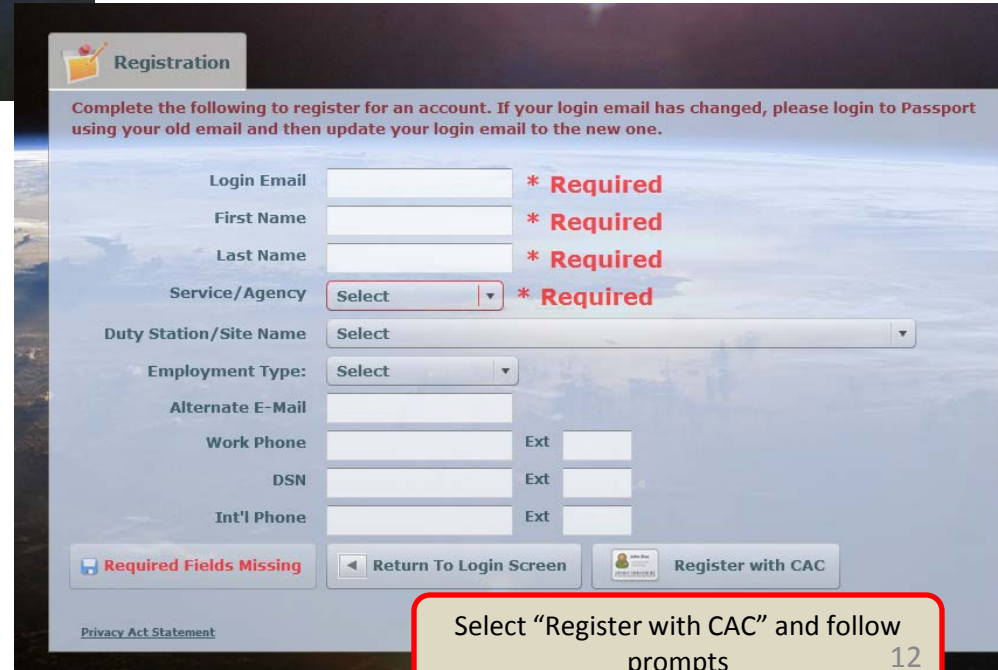
The screenshot shows the 'DTMO Passport Account Login' interface. It features a header with a globe icon and the title. Below the header are three input fields: 'Login/E-Mail Address', 'Password', and 'Captcha'. There are three main buttons: 'Forgot Your Password?' (with a mail icon), 'Login Help' (with a lifebuoy icon), and 'Register' (with a document icon). A 'CAC Login' button is also present, featuring a 'CAC Login' icon and the text 'CAC Login'.

Existing Users
Select "CAC Login" ...

First Time Users
Select "Register" ...



Select the Certificate associated with
Email and Select "OK"



The screenshot shows the 'Registration' screen. It includes a header with a registration icon and the title 'Registration'. Below the header is a red warning message: 'Complete the following to register for an account. If your login email has changed, please login to Passport using your old email and then update your login email to the new one.' The form contains several fields: 'Login Email' (marked * Required), 'First Name' (marked * Required), 'Last Name' (marked * Required), 'Service/Agency' (dropdown menu, marked * Required), 'Duty Station/Site Name' (dropdown menu), 'Employment Type' (dropdown menu), 'Alternate E-Mail', 'Work Phone' (with 'Ext' field), 'DSN' (with 'Ext' field), and 'Int'l Phone' (with 'Ext' field). At the bottom, there is a 'Required Fields Missing' message, a 'Return To Login Screen' button, and a 'Register with CAC' button. A 'Privacy Act Statement' link is also visible.

Select "Register with CAC" and follow
prompts

Travel Explorer (TraX) Homepage

The screenshot shows the DoD Travel Explorer (TraX) homepage in a Windows Internet Explorer browser. The address bar displays a secure URL from defensetravel.dod.mil. The page features a dark blue header with navigation links: HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. A "User Profile" button and a "LOG-OUT" button are also present. The main content area is titled "DoD Travel Explorer Home" and features the TraX logo, which includes the text "TRAVEL EXPLORER BETA".

Navigation arrows point to the following sections:

- Trip Tools**: A sidebar on the left containing links to Trip Calculator, Per Diem, City Pair, and Mileage.
- Training**: A central arrow pointing to the Training section in the header.
- Travel Assistance Center HelpDesk Ticket Tracker**: An arrow pointing to the Knowledge Search and Travel Assistance sections on the right.

First Time Users

Select "Welcome Message" and then "Welcome Video" to get acclimated to the TraX website

At the bottom of the page, there are two buttons: "Welcome Message" and "Welcome Video".

ANNOUNCEMENTS

- TAC Outreach Call - Next Call 2/10 (topic: Routing Lists)
- DTS Status: 6-Hour Downtime on 2/27
- EWTS Status: 6-Hour Downtime on 2/20
- Fall/Winter 2014 Edition of our Newsletter, The Dispatch
- It's Coming - the Chip and PIN Government Travel Charge Card.
- Government Travel from Ebola-Affected Countries
- Marriott and Hilton to Change Cancellation Policies
- TSA PreCheck Now Open to Academy Students
- Lookup Flat Rate Per Diem Rates

TRAINING

- Recommended Training
- DTS (Basic) - About DTS
- Travel Card Program Management (APC Course) [Mandatory]
- Citi - Visa IntelliLink - Jacksonville, FL
- Citi - Visa IntelliLink - Norfolk, VA
- Citi - Visa IntelliLink - Washington, DC
- Citibank Custom Reporting System - Advanced - Jacksonville, FL
- Citibank Custom Reporting System - Advanced - Norfolk, VA

TraX Resources – Trip Tools

Trip Calculator

- Create mock TDY Travel Itinerary for concise Travel Cost estimates
- Bundles Per Diem Entitlements, Transportation, and Lodging Costs based on Government Rates
- Helpful for populating “Indirect Travel Cost” Section on SF-182 Training Requests

Per Diem

- Search Allowable Per Diem Entitlements (Meal and Incidental Expenses (M&IE) and Lodging) per Location
- Adjusts for Travel Days based on Date Range provided
- Aligns to default Per Diem Entitlements provided in DTS Travel Authorization

City Pair

- Search Flights per Departure and Arrival Locations
- Provides flight estimates based on City Pair Government rates

Mileage

- Create mock mileage estimates based on locations provided
- Aligns to Mileage estimates provided in DTS Travel Authorization
- Helpful for completing Constructive Travel Worksheet (CTW) if needed

TraX Resources – Training

Select on the “Training” on TraX homepage

The screenshot shows the TraX Training page in a Windows Internet Explorer browser. The URL is <https://secure.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=1908852&CFTOKEN=13875638#myViewStack=13;Accordion1=3;TrainingTabNav2=0>. The page features a navigation bar with links: HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. Below this is a tabbed interface with 'Available/Recommended', 'Scheduled', 'Completed', 'My Roles', and 'Info'. The 'My Roles' tab is highlighted with a red circle. A red box with the text 'Select “My Roles” tab' points to this tab. Below the tabs, there are filters for 'Web Based', 'Demos', 'Instructor Led', 'Distance Learning', and 'View All'. The 'View All' filter is also highlighted with a red circle. The main content area displays a table of training courses with columns for 'Actions', 'CLASS NAME (RECOMMENDED):', 'Version:', and 'TYPE:'. The table lists various courses, including 'DTS (Basic) - About DTS', 'Travel Card Program Management (APC Course) [Mandatory]', and several 'Citi - Visa Intellilink' and 'Citibank Custom Reporting System' courses.

Select “My Roles” tab

Actions	CLASS NAME (RECOMMENDED):	Version:	TYPE:
Launch! INFO	DTS (Basic) - About DTS	1.01	Web Based
Launch! INFO	Travel Card Program Management (APC Course) [Mandatory]	1.00	Web Based
Schedule INFO	Citi - Visa Intellilink - Jacksonville, FL	0.00	Instructor Led
Schedule INFO	Citi - Visa Intellilink - Norfolk, VA	1.00	Instructor Led
Schedule INFO	Citi - Visa Intellilink - Washington, DC	1.00	Instructor Led
Schedule INFO	Citibank Custom Reporting System - Advanced - Jacksonville, FL	1.00	Instructor Led
Schedule INFO	Citibank Custom Reporting System - Advanced - Norfolk, VA	1.00	Instructor Led
Schedule INFO	Citibank Custom Reporting System - Advanced - Washington, DC	1.00	Instructor Led
Schedule INFO	CitiManager - Jacksonville, FL	1.00	Instructor Led
Schedule INFO	CitiManager - Norfolk, VA	1.00	Instructor Led
Schedule INFO	CitiManager - O'Fallon, MO	1.00	Instructor Led
Schedule INFO	CitiManager - Washington, DC	1.00	Instructor Led
Schedule INFO	Citibank Visa Intellilink - Advanced - DoD	1.00	Distance Learning
Schedule INFO	Citibank Visa Intellilink - Basic - DoD	1.00	Distance Learning
Schedule INFO	CitiManager Advanced Reports - DoD Travel	1.00	Distance Learning
Schedule INFO	CitiManager Basic Reports - DoD Travel	1.00	Distance Learning
Schedule INFO	CitiManager Card Maintenance - DoD Travel	1.00	Distance Learning
Schedule INFO	CitiManager for APCs - DoD Travel	1.00	Distance Learning
Schedule INFO	CitiManager Researching Account Activity - DoD Travel	1.00	Distance Learning
Schedule INFO	CitiManager- What can my Cardholders do? - Cardholder Applications and Maintenance - DoD Travel	1.00	Distance Learning
Schedule INFO	DoD GTCC APC Policy	1.00	Distance Learning

TraX Resources – Training

The screenshot shows the TraX Training Resources page. At the top, there is a navigation bar with links: User Profile, HOME, Help Tickets, Knowledge Center, Training (highlighted), Trip Tools, Links, and Feedback. Below this is a secondary navigation bar with buttons: Available/Recommended, Scheduled, Completed, My Roles, and Info. The main content area features a form titled "Please Check All That Apply So We Can Recommend Training". A large red arrow points to the first checkbox option, "I am a DoD Traveler and/or I use DTS", which is checked. Another red circle highlights the "View Recommended Training" button at the bottom of the form.

User Profile

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Recommended Scheduled Completed My Roles Info

Please Check All That Apply So We Can Recommend Training

- ☐ I have a Travel Card
- ☒ I am a DoD Traveler and/or I use DTS
 - ☐ I am an AO/CO
 - ☐ I am an LDTA/ODTA
 - ☐ I am an FDTA/BDTA
 - ☐ I am a DTS Transportation Officer
 - ☐ I am a DMM
 - ☐ I am a DTS Travel Clerk/NDEA
- ☐ I'm an APC
- ☐ I'm a CPM
- ☐ I'm a CTO QAE/COTR
- ☐ Do Not Use

View Recommended Training

TraX Resources – Training

User Profile
 LOG-OUT

HOME
 Help Tickets
 Knowledge Center
 Training
 Trip Tools
 Links
 Feedback

Available/Recommended
 Scheduled
 Completed
 My Roles
 Info

☒ Web Based
 ☒ Demos
 ☒ Instructor Led
 ☒ Distance Learning
 ☐ View All
 ☒ Only View Recommended

Actions	CLASS NAME (RECOMMENDED):	Version:	TYPE:
Launch! INFO	DTS (Basic) - About DTS	1.01	Web Based
Launch! INFO	DTS (Basic) - DTS Travel Documents (DTS 101)	3.02	Web Based
Launch! INFO	DTS (Special Topic) - Cancellation Procedures	1.00	Web Based
Launch! INFO	DTS (Special Topic) - Constructed Travel	1.00	Web Based
Launch! INFO	DTS (Special Topic) - Group Travel	1.00	Web Based
Launch! INFO	DTS (Special Topic) - Itinerary Changes	2.00	Web Based
Launch! INFO	DTS (Special Topic) - Personal Leave with Official Travel	1.00	Web Based
Launch! INFO	Programs & Policies - City Pair Program	1.00	Web Based
Launch! INFO	Programs & Policies - Travel Policies	2.02	Web Based
Launch! INFO	Programs & Policies - U.S. Government Rental Car Program	1.00	Web Based
Schedule INFO	Document Processing - Authorization (T101)	1.00	Distance Learning
Schedule INFO	Document Processing - Vouchers (T102)	1.00	Distance Learning
Schedule INFO	JTR Module A (P200)	1.00	Distance Learning
Schedule INFO	JTR Module B (P205)	1.00	Distance Learning
Schedule INFO	JTR Module C (P210)	1.00	Distance Learning
Schedule INFO	JTR Module D (P215)	1.00	Distance Learning
Schedule INFO	JTR Module E (P220)	1.00	Distance Learning
Schedule INFO	JTR Module F (P225)	1.00	Distance Learning
Schedule INFO	JTR Module G (P230)	1.00	Distance Learning

Accessing TraX Training

Available/Recommended | **Scheduled** | **Completed** | **My Roles** | **Info**

Web Based | **Demos** | **Instructor Led** | **Distance Learning** | ☐ View All | ☐ Only View Recommended

Actions	CLASS NAME (RECOMMENDED):	Version:	TYPE:
	AO/RO - COL/Training for Accountable Officials and Certifying Officers (Initial or Refresher)	2.01	Web Based
	AO/RO - The DTS Approval Process	2.00	Web Based
	DTA - DTA Overview	1.00	Web Based
	DTA - Maintenance Tool: An Overview	2.00	Web Based
	DTA - Maintenance Tool: Groups	1.00	Web Based
	DTA - Maintenance Tool: Organizations	1.00	Web Based
	DTA - Maintenance Tool: People	1.00	Web Based
	DTA - Maintenance Tool: Routing Lists	1.00	Web Based
	DTS (Basic) - About DTS	1.01	Web Based
	DTS (Basic) - DTS Travel Documents (DTS 101)	3.02	Web Based
	DTS (Basic) - Non-DTS Entry Agent (NDEA)	1.00	Web Based
	DTS (Special Topic) - Cancellation Procedures	1.00	Web Based
	DTS (Special Topic) - Constructed Travel	1.00	Web Based
	DTS (Special Topic) - FY Crossover	1.00	Web Based
	DTS (Special Topic) - Group Travel	1.00	Web Based
	DTS (Special Topic) - Itinerary Changes	2.00	Web Based
	DTS (Special Topic) - Personal Leave with Official Travel	1.00	Web Based
	FDIA - Budget/Lines of Accounting	1.00	Web Based
	FDIA - Debt Management Monitor	1.00	Web Based
	Programs & Policies - City Pair Program	1.00	Web Based
	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	2.02	Web Based

To Access, Select "Launch" for the desired training

An Alternate Screen will populate with Course Title and Overview

Select "Launch Course" at the bottom of the page access the training

Accessing TraX Training

Defense Travel Management Of... # Travel Card 101 x

File Edit View Favorites Tools Help

Code Selection Leave Request

Welcome to Travel Card 101

An additional screen/tab will open and include Course Title and Overview

This course provides an overview of the DoD Government Travel Charge Card (GTCC) program. This course familiarizes the traveler with the basics of the travel card, the steps to obtain a card, various travel card policies, and ways to pay off the balance on the GTCC. This class is recommended for anyone who has, or will have, a GTCC.

This class takes an average of 60 minutes to complete in its entirety. This estimate assumes you visit all of the mandatory material, view approximately half of the optional material, and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, the amount of material you access, and many other factors.

You may complete this class in more than one sitting. Although the Travel Explorer (TraX) does not retain a record of your class progress after you exit a training module, when you return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the Training module, and select the My Completed tab. You can also print copies of your training certificates from the My Completed tab.

System Requirements to view the course:

- Operating systems: Windows Vista, Windows 7, Windows 8
- Screen resolution: Best viewed in 1024 X 768 or greater
- Browsers: Internet Explorer (8 and above), Google Chrome, Safari, Firefox
- Browser capabilities: Flash 10.3, JavaScript, cookies enabled
- Pop-up blockers should be disabled or manually allowed

For IE users the address bar may prevent some content from displaying on screens with lower resolutions. Follow these steps to remove the address bar in the course window.

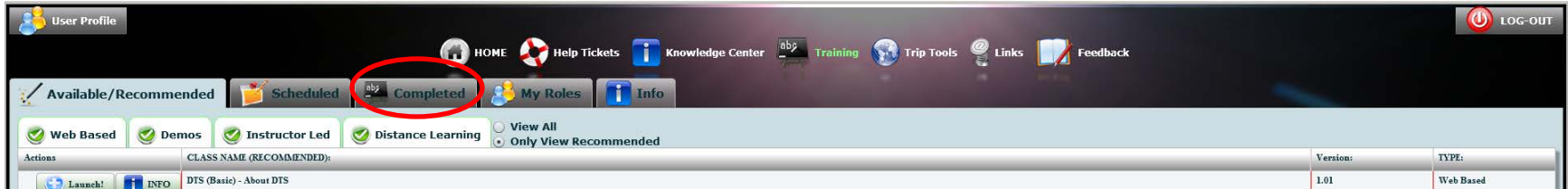
1. Select Tools - Internet Options
2. Select the Security tab
3. Select the zone as internet
4. Select the custom level button
5. Scroll down in the opened window and set "Allow websites to be open window without address bar or status bar" to Enable

Launch Course

Select "Launch Course" to start training

Completed TraX Training

To view Completed Training and Print Certificate, Select “Completed” from the TraX homepage



Select “Print” for the desired training instance



NOTE: An additional screen/tab will open with Certificate of Completion in PDF format

TraX Training – Quick Links

The following are Direct Links to the frequently access Travel Training for DTS Users in TraX.

To Access each training:

- Right Click on the Respective Link and Select “Open Hyperlink”
- New Screen will open; Follow prompts to login to TraX
- Read over training overview as provided
- Select “Launch Course” to start the training

- [Programs & Policies - Travel Card Program \(Travel Card 101\)](#)
- [First Time Log Into DTS](#)
- [DTS \(Basic\) - About DTS](#)
- [DTS \(Basic\) - DTS Travel Documents \(DTS 101\)](#)
- [Programs & Policies - Travel Policies](#)