

TRAINING FOR REVIEWERS

TRAX TRAVEL EXPLORER

TRAX TRAVEL EXPLORER

- Registering:
 - Access DTS
 - <http://www.defensetravel.osd.mil>
 - Select TraX Travel Explorer in the lower left corner of the log in page

TRAX TRAVEL EXPLORER

WDXAZ402079 Unclassified

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer provided by NMCI

http://www.defensetravel.osd.mil/dts/site/index.jsp

File Edit View Favorites Tools Help

Defense Travel System - Welcome to DTS

- Home
- DTMO Website
- Training
- FAQs
- Travel Assistance Center (TAC)
- Document Library
- Contacts

Welcome to DTS!!

Welcome to the new era of government travel that can really take you places.

Featuring the best practices in industry and plug-and-play components, Defense Travel System streamlines the entire process involved in global Department of Defense (DoD) travel.

Login to the Defense Travel System

Click on the button below to begin using the Defense Travel System.

LOGIN TO DTS

DTMO Website

DoD Center for Travel Excellence
Single Source for Travel Information
[Click Here To Visit!](#)

System Status

DTS
DTS is Available.

EWTS
EWTS is Available

Recent Updates

- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Travel Alert for Europe
- Now Available - Summer Edition of the Defense Travel Dispatch
- DTS/EWTS Status Update - Downtime Scheduled for 10/9

Travel Assistance Center

Serving the DoD Travel Community
24 hours a day, 7 days a week
[Click here for more information](#)

ICE

Provide Feedback Here!

First Time Users

Click below to learn more about DTS and the tools required for use.

LEARN MORE

Training

Click below to learn how to use DTS and for additional training resources.

TRAINING

Notices

- Travel Alert for Europe
- Your Reimbursement Could Be Affected - Keeping Your DTS Profile Up to Date
- Now Available - Summer Edition of the Defense Travel Dispatch
- DTS/EWTS Status Update - Downtime Scheduled for 10/9

TRAX TRAVEL EXPLORER

Select Trax Travel Explorer

Internet 100%

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TRAX TRAVEL EXPLORER

- ① Registering in DTMO Passport
 - Select → Register
 - Complete registration form
 - Log in e-mail
 - First Name
 - Last Name
 - Service/Agency (drop down)
 - Duty Station/Site Name (drop down)
 - Employment type (drop down)
 - Alternate e-mail – please leave blank
 - Primary Phone Number
 - Return to Login Screen

TRAX TRAVEL EXPLORER

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Passport - Microsoft Internet Explorer provided by NMCI

https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=222885&CFTOKEN=17606748

File Edit View Favorites Tools Help

Passport

DTMO Passport Account Login

Login/E-Mail Address

Password

 **Password Login**

 **CAC Login**

 **Forgot Your Password?**  **Login Help**  **Register**

Done Internet 100%

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Select Register



TRAX TRAVEL EXPLORER

- DoD Travel Explorer Home
 - Once you have logged in, select Training from the top page markings
 - Then select My Roles
 - Select both of the below options:
 - I have a Travel Card
 - I am a DoD Traveler and/or I use DTS
 - View Recommended Training
 - The list of training provided, is specific to the roles that you selected above.

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File Edit View Favorites Tools Help

PASSPORT PROFILE LOG-OUT

HOME Help Tickets Knowledge Center **Training** Trip Tools Links Feedback

TRIP TOOLS

- Air
- Rail
- Car
- Lodging
- Maps
- Trip Calculator
- Location Report

ANNOUNCEMENTS

- Travel Alert for Europe
- Secure Flight Update -- Secure Flight Passenger Data Required for ALL Reservations
- FY 2011 Per Diem Rates
- SIM Access (for DTAs)
- NOW AVAILABLE - Summer Edition of our Newsletter, The

DoD Travel Explorer Home

TRAX TRAVEL EXPLORER BETA

Welcome Message Welcome Video

KNOWLEDGE SEARCH

Travel Assistance

My Help Desk Tickets

TRAINING

Recommended Training

- DTS (Special Topic) - Cancellation Procedures
- DTS (Special Topic) - Group Travel
- DTS (Special Topic) - Itinerary Adjustments
- DTS (Special Topic) - OCONUS

Done Internet 100%

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Select Training

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https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=222885&CFTOKEN=17606748#app=4e8a&7a8

File Edit View Favorites Tools Help

Home Help Tickets Knowledge Center Training Trip Tools Links Feedback

PASSPORT PROFILE LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Rec... My Schedule My Completed **My Roles** Conferences Info

Web Based Demos Instructor Led Distance Learning

My Completed – Log of training you have completed

Actions	CLASS NAME (RECOMMENDED):	TYPE:
Launch! INFO	DTS (Special Topic) - Cancellation Procedures	Web Based
Launch! INFO	DTS (Special Topic) - Group Travel	Web Based
Launch! INFO	DTS (Special Topic) - Itinerary Adjustments	Web Based
Launch! INFO	DTS (Special Topic) - OCONUS Travel	Web Based
Launch! INFO	DTS (Special Topic) - Personal Leave with Official Travel	Web Based
Launch! INFO	FDIA - Budget/Lines of Accounting	Web Based
Launch! INFO	FDIA - Debt Management Monitor	Web Based
Schedule INFO	Constructed Travel	Distance Learning
Schedule INFO	Document Processing - Authorization	Distance Learning
Schedule INFO	Document Processing - Vouchers	Distance Learning

Select My Roles

Done Internet 100%

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https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=222885&CFTOKEN=17606748#app=4e8a&7a8

File Edit View Favorites Tools Help

PASSPORT PROFILE LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Rec... My Schedule My Completed My Roles Conferences 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 OAF

View Recommended Training

Done Internet 100%

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*Check the
Two boxes
and click
View*

TRAX TRAVEL EXPLORER

- DTS Training Requirements for all Reviewers:
 - DTS (Basic) – About DTS
 - DTS (Basic) – DTS Travel Documents
 - DTS (Special Topic) – Constructed Travel
 - Programs & Policies – City Pair Program
 - Programs & Policies – Rental Car Program
 - Programs & Policies – Travel Card Program (Travel Card 101)
 - Programs & Policies – Travel Policies
- Members are expected to complete the required training within 30 days of being received in DTS

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HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Rec... My Schedule My Completed My Roles Conferences Info

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

Actions	CLASS NAME (RECOMMENDED):	TYPE:
	DTS (Special Topic) - Cancellation Procedures	Web Based
	DTS (Special Topic) - Group Travel	Web Based
	DTS (Special Topic) - Itinerary Adjustments	Web Based
	DTS (Special Topic) - OCONUS Travel	Web Based
	DTS (Special Topic) - Personal Leave with Official Travel	Web Based
	FDTA - Budget/Lines of Accounting	Web Based
	FDTA - Debt Management Monitor	Web Based
	Constructed Travel	Distance Learning
	Document Processing - Authorization	Distance Learning
	Document Processing - Vouchers	Distance Learning
	Itinerary Adjustments	Distance Learning

Done Internet 100%

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The list of training is based upon your rolls that you selected.

All training is required, and certificates are to be provided to IBF for submission to AR.

TRAX TRAVEL EXPLORER

● Completion of Training

- Once all required is completed, please submit a copy of the certificates to IBF for submission to AR for their files.

● POC's for this action is:

- Carolyn Dickinson – ODTA, Intel Dept
 - (703) 614-4868
 - E-mail: carolyn.dickinson@usmc.mil
- Chris Brown – ODTA, AR Div
 - (703) 614-1970
 - E-mail: christopher.j.brown4@uscm.mil