# **CHECK-INS:**

## All three items must be completed before signing in with the TAD Office. Thank you.

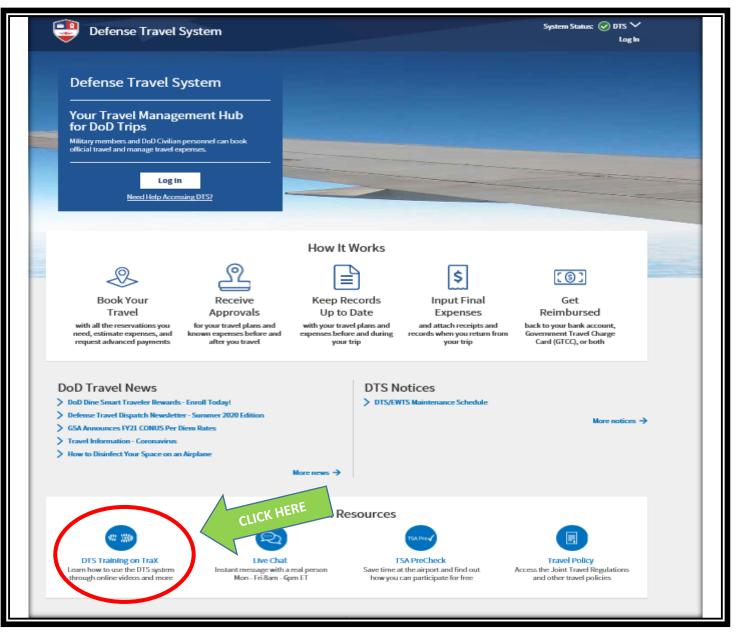
## **Required Documents:**

- Programs & Policies Travel Card
  Program(Travel Card 101) Certificate
  ✓ Required every three (3)years
- Statement of Understanding (SOU)
  - Check each block
  - ✓ Applicant Signature
  - ✓ Print full name, rank & date below signature
- Defense Travel System (DTS) Self-Registration form

## https://www.defensetravel.dod.mil/neoaccess/login.php

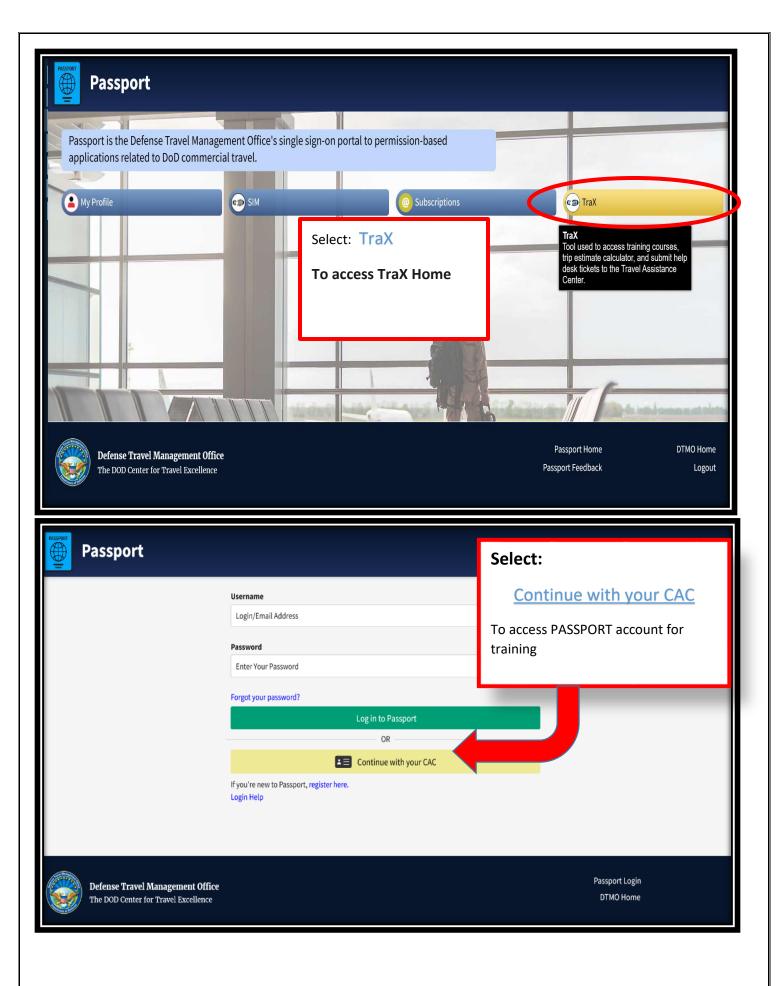
#### GOVERNMENT TRAVEL CARD TRAINING Go to website listed above or use link found on:

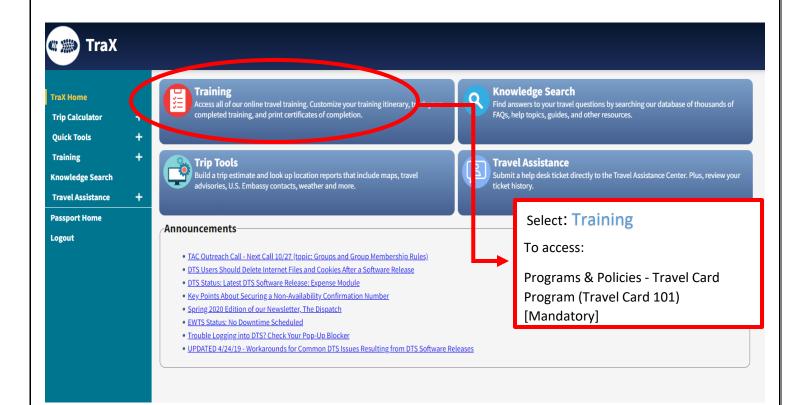
- NMCSD homepage
- Resources Tab
- Defense Travel System
- DTS Website
- ► Go to bottom of page → DTS Training on Trax



## **Registration Instructions**

Passport			
	Username Login/Email Address Password Enter Your Password Forgot your password?	og in to Passport OR	
Defense Travel Management Offer The DOD Center for Travel Excellence	If you're new to Passport, register here.	ontir ewith your CAC New Accounts <b>ONLY</b>	New to PASSPORT or DTS ONLY Select: Register Here To register your CAC card and create a PASSPORT account Passport Login DTMO Home
Registration Instructions      Option 1: complete all of the following term to register for an account.      Option 2:    Register with your CAC      Complete the remaining items below.			
Login Email * Login Email * Login Email First Name * First Name Last Name Last Name Employment Type *	ease login to Passport using your old em	Select: Register with Then complete the rer	maining items: command Email required)





TraX Home		Available Training			
Trip Calculator	~	Programs & policies × Search Reset			
Quick Tools	+	Show Au	Distance Learning Clas		
Training	-	Key:	Type: Programs & F	Policies	
Available		RM Recommended	Web Based DL Distance Learning DE Demonstration CL Classroom		
Scheduled			In the search field		
Completed		Export to Excel			es
My Roles		Actions	Class Name		
Info		Launch	AO/RO - The DTS Approval Process	5.00	BRM
Knowledge Search		Launch	AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	5.00	B RM NV
Travel Assistance	+	Launch	AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)	5.00	B RM NV
	<u> </u>	Launch	AO/RO - Vital Skills for Authorizing Officials 3.00		BRM
Passport Home		Launch	AO/RO - Vital Skills for Authorizing Officials: Applied		BRM
Logout		Launch	DTS (Basic) - About DTS	3.00 w	B RM NV
		Launch	DTS (Basic) - DTS Travel Documents (DTS 101)	7.00	B RM
		Launch	DTS (Special Topic) - Cancellation Procedures	3.02	BRM
		Launch	DTS (Special Topic) - Constructed Travel	3.00 w	B RM
		Launch	DTS (Special Topic) - Group Travel	3.00 W	B RM NV
		Launch	DTS (Special Topic) - Itinerary Changes	6.01 w	
		1 Launch	DTS (Special Topic) - OCONUS Travel	4.00 W	B RM
		1 Launch	DTS (Special Topic) - Personal Leave with Official Travel	4.00 w	B RM
		I annah	Deserance & Delision City Deserant 1.04 un		

Press Defense Travel Management Office	TraX Home Trip Calculator + Quick Tools + Training - Available	Available Training	Launch Training Complete Training Print Certificate	
Weiter Hade Hadgemein Under The DOD Center for Travel Excellence    Paspor Feedback    Logo      Image: Comparison of the DOD Center for Travel Excellence    DEFENSE TRAVEL MANAGEMENT OFFICE    Image: Comparison of the Compariso	Completed My Roles Info Knowledge Search Travel Assistance + Passport Home	Actions Class Name        Launch      Programs & Policies - Travel Card Program (Travel Card	✓      Version      Type        101) [Mandatory]      7.00      ₩8 RM	s ]
Training Certificate date should be within <b>30 days</b> of checking into the command Mas successfully completed Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] v. 2.02			Passport Home	DTMO Home
has successfully completed Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] v. 2.02 on		anagen		Logout
		DEFENSE TRAVEL MANAGEN	MENT OFFICE Training Certificate date she within <b>30 days</b> of checking i	



#### STATEMENT OF UNDERSTANDING (SOU)

The Government Travel Charge Card (GTCC) is mandated to be used by DoD personnel to pay for authorized expenses when on official travel unless an exemption is granted. This includes temporary duty travel (TDY), and, per Component guidance, permanent change of station (PCS) travel.

Cardholder must check off each item below.

I understand that I am being directed to:

Use my card only for expenses incurred by me for official travel and if applicable for my dependents.

Confirm receipt of my GTCC upon delivery.

Ensure that my card is activated by my APC prior to ticketing and travel.

Pay all my undisputed charges by the due date on my billing statement, regardless if my travel voucher has been processed.

Use split disbursement to pay for all outstanding charges.

Charge my official expenses to the GTCC wherever possible rather than use cash withdrawals or another form of payment.

File my travel voucher within five working days after completing my travel.

Obtain tax exemption information prior to my trip from https://smartpay.gsa.gov/content/state-taxinformation.

Keep my account number, expiration date and contact information updated in DTS.

Update my contact information with the travel card vendor, when necessary.

Notify the travel card vendor, and my APC, if my GTCC is lost or stolen.

Complete "Travel Card 101" training initially, and refresher training every three years thereafter. Complete a "NEW" SOU upon arrival at each new duty assignment, or every three years.

I understand that:

Disputes must be submitted within 60 calendar days from the statement date.

If I misuse the card, I will be subject to administrative or disciplinary action.

Cash withdrawal fees are part of incidental expenses and not separately reimbursable.

Online, and mobile, access to my account is available at citimanager.com.

For additional information on the Travel Card, refer to your APC and the DoD GTCC Regulations (https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf).

APC's Name: \_\_\_\_\_ APC's Phone Number: \_\_\_\_\_

Applicant Name/Signature

Supervisor Name/Signature

### **DTS Self Registration**

General Inform	ation:	
SSN		SAN DIEGO
Last Name		
First Name		Government Charge Card Holder:
Initial		○ Yes ○ No
Gender	O Male O Female	AccountNumber
DOB		GOVCC Exp Date
E-mail		
		Electronic Funds Transfer Data:
Address		* Enter only <b>ONE</b> account with a routing number
City State		Checking Account
Zip/Postal Code		RoutingNumber
Home Phone		AccountNumber
Work Phone		OR
Directorate		Savings Account
Department		Routing Number
Rank/Pay Grade		
Type of Employme	ent 🔿 Military 🔿 Civilian	AccountNumber

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#### **Duty Station Data**

Printed Organization Name:	Naval Medical Center
Present Duty Station Name:	NMC San Diego
Service/Agency by which traveler is employed:	United States Navy
Number of work hours per day:	8
Time Zone: Address:	GMT - 8:00 (Pacific Standard Time) 34800 Bob Wilson Drive
City:	San Diego
State:	CA
Zip/Postal Code:	92134
Phone Number:	619-532-6100
Fax Number:	619-532-6561
Number of miles to closest airport:	8
Unit ID:	00259