

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:

- ▶ NMCS D homepage
- ▶ Resources Tab
- ▶ Defense Travel System
- ▶ DTS Website
- ▶ Go to bottom of page → DTS Training on Trax

Defense Travel System

System Status: ✔ DTS Log In

Defense Travel System

Your Travel Management Hub for DoD Trips

Military members and DoD Civilian personnel can book official travel and manage travel expenses.

[Log In](#)

[Need Help Accessing DTS?](#)

How It Works

- Book Your Travel**
with all the reservations you need, estimate expenses, and request advanced payments
- Receive Approvals**
for your travel plans and known expenses before and after you travel
- Keep Records Up to Date**
with your travel plans and expenses before and during your trip
- Input Final Expenses**
and attach receipts and records when you return from your trip
- Get Reimbursed**
back to your bank account, Government Travel Charge Card (GTCC), or both

DoD Travel News

- > DoD Dine Smart Traveler Rewards - Enroll Today!
- > Defense Travel Dispatch Newsletter - Summer 2020 Edition
- > GSA Announces FY21 CONIUS Per Diem Rates
- > Travel Information - Coronavirus
- > How to Disinfect Your Space on an Airplane

[More news →](#)

DTS Notices

- > DTS/EWTS Maintenance Schedule

[More notices →](#)

Resources

- DTS Training on Trax**
Learn how to use the DTS system through online videos and more.
- Live Chat**
Instant message with a real person
Mon - Fri 8am - 6pm ET
- TSA PreCheck**
Save time at the airport and find out how you can participate for free
- Travel Policy**
Access the Joint Travel Regulations and other travel policies

Registration Instructions

The screenshot shows the Passport login interface. At the top left is the Passport logo. Below it are fields for Username (Login/Email Address) and Password (Enter Your Password). A green button labeled 'Log in to Passport' is present. Below the button is an 'OR' separator and a yellow button labeled 'Continue with your CAC'. A red circle highlights the text 'If you're new to Passport, register here.' with a green arrow pointing to it from the text 'New Accounts ONLY'. A red-bordered box on the right contains the text: 'New to PASSPORT or DTS ONLY', 'Select: Register Here', and 'To register your CAC card and create a PASSPORT account'. At the bottom left is the Defense Travel Management Office logo and text. At the bottom right are links for 'Passport Login' and 'DTMO Home'.

The screenshot shows the registration instructions page. It has a heading 'Registration Instructions'. Below it are two options: 'Option 1: Complete all of the following items to register for an account.' and 'Option 2: Register with your CAC. Complete the remaining items below.' The 'Option 2' text is circled in red. Below the options is a red note: 'If your login email has changed, please login to Passport using your old email address.' There are four required fields: 'Login Email *', 'First Name *', 'Last Name *', and 'Employment Type *'. Each field has a corresponding input box.

New to PASSPORT or DTS ONLY

Select: **Register with your CAC**

Then complete the remaining items:

- **Login Email (Command Email required)**
- **First Name**
- **Last Name**
- **Employment Type**
- **Work Phone**



Passport

Passport is the Defense Travel Management Office's single sign-on portal to permission-based applications related to DoD commercial travel.

My Profile

SIM

Subscriptions

TraX

Select: [TraX](#)

To access TraX Home

TraX
Tool used to access training courses, trip estimate calculator, and submit help desk tickets to the Travel Assistance Center.



Defense Travel Management Office
The DOD Center for Travel Excellence

Passport Home
Passport Feedback

DTMO Home
Logout



Passport

Username

Login/Email Address


Password

Enter Your Password

[Forgot your password?](#)

Log in to Passport

OR

 Continue with your CAC

If you're new to Passport, [register here](#).
[Login Help](#)

Select:

[Continue with your CAC](#)

To access PASSPORT account for training



Defense Travel Management Office
The DOD Center for Travel Excellence

Passport Login
DTMO Home

- TraX Home
- Trip Calculator
- Quick Tools
- Training
- Knowledge Search
- Travel Assistance
- Passport Home
- Logout

Training
 Access all of our online travel training. Customize your training itinerary, track your completed training, and print certificates of completion.

Knowledge Search
 Find answers to your travel questions by searching our database of thousands of FAQs, help topics, guides, and other resources.

Trip Tools
 Build a trip estimate and look up location reports that include maps, travel advisories, U.S. Embassy contacts, weather and more.

Travel Assistance
 Submit a help desk ticket directly to the Travel Assistance Center. Plus, review your ticket history.

- Announcements**
- [TAC Outreach Call - Next Call 10/27 \(topic: Groups and Group Membership Rules\)](#)
 - [DTS Users Should Delete Internet Files and Cookies After a Software Release](#)
 - [DTS Status: Latest DTS Software Release: Expense Module](#)
 - [Key Points About Securing a Non-Availability Confirmation Number](#)
 - [Spring 2020 Edition of our Newsletter, The Dispatch](#)
 - [EWTS Status: No Downtime Scheduled](#)
 - [Trouble Logging into DTS? Check Your Pop-Up Blocker](#)
 - [UPDATED 4/24/19 - Workarounds for Common DTS Issues Resulting from DTS Software Releases](#)

Select: **Training**
 To access:
 Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]

- TraX Home
- Trip Calculator
- Quick Tools
- Training
- Available
- Scheduled
- Completed
- My Roles
- Info
- Knowledge Search
- Travel Assistance
- Passport Home
- Logout

Available Training

Programs & policies

Show All Web Based Distance Learning Classroom

Key: **RM** Recommended **WB** Web Based **DL** Distance Learning **DE** Demonstration **CL** Classroom

Actions	Class Name	Duration	Tags
<input type="button" value="Launch"/>	AO/RO - The DTS Approval Process	5.00	WB RM
<input type="button" value="Launch"/>	AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Refresher)	5.00	WB RM NV
<input type="button" value="Launch"/>	AO/RO - Training for Accountable Officials and Certifying Officers (Initial COL)	5.00	WB RM NV
<input type="button" value="Launch"/>	AO/RO - Vital Skills for Authorizing Officials	3.00	WB RM
<input type="button" value="Launch"/>	AO/RO - Vital Skills for Authorizing Officials: Applied	3.01	WB RM
<input type="button" value="Launch"/>	DTS (Basic) - About DTS	3.00	WB RM NV
<input type="button" value="Launch"/>	DTS (Basic) - DTS Travel Documents (DTS 101)	7.00	WB RM
<input type="button" value="Launch"/>	DTS (Special Topic) - Cancellation Procedures	3.02	WB RM
<input type="button" value="Launch"/>	DTS (Special Topic) - Constructed Travel	3.00	WB RM
<input type="button" value="Launch"/>	DTS (Special Topic) - Group Travel	3.00	WB RM NV
<input type="button" value="Launch"/>	DTS (Special Topic) - Itinerary Changes	6.01	WB RM NV
<input type="button" value="Launch"/>	DTS (Special Topic) - OCONUS Travel	4.00	WB RM
<input type="button" value="Launch"/>	DTS (Special Topic) - Personal Leave with Official Travel	4.00	WB RM

Type: **Programs & Policies**
 in the search field
 Then click **Search**



TraX Home

Trip Calculator +

Quick Tools +

Training -

Available

Scheduled

Completed

My Roles

Info

Knowledge Search

Travel Assistance +

Passport Home

Logout

Available Training

DTS TRAVEL DOCUMENT

Search Reset

Programs & policies

Show All OR: Recommended Only Web Based Distance Learning

Key:

RM Recommended WB Web Based DL Distance Learning DE Demonstration CL Class

Export to Excel

Export to PDF

Print Classes

Show 25 entries

Actions	Class Name	Version	Type
Launch	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]	7.00	WB RM

Showing 1 to 1 of 1 entries (filtered from 37 total entries)

Previous 1 Next

- Launch Training
- Complete Training
- Print Certificate



Defense Travel Management Office
The DOD Center for Travel Excellence

Passport Home
Passport Feedback

DTMO Home
Logout



DEFENSE TRAVEL MANAGEMENT OFFICE

This certifies that

A New Check In

has successfully completed

Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] v. 2.02
on
A date within 30 Days of Check In

Training Certificate date should be within **30 days** of checking into the command





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-tax-information>.

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

Date

Supervisor Name/Signature

DTS Self Registration



General Information:

SSN

Last Name

First Name

Initial

Gender Male Female

DOB

E-mail

Address

City

State

Zip/Postal Code

Home Phone

Work Phone

Directorate

Department

Rank/Pay Grade

Type of Employment Military Civilian

Government Charge Card Holder:

Yes No

Account Number

GOVCC Exp Date

Electronic Funds Transfer Data:

* Enter only **ONE** account with a routing number

Checking Account

Routing Number

Account Number

OR

Savings Account

Routing Number

Account Number

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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:	GMT - 8:00 (Pacific Standard Time)
Address:	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