NAVIGATING TRAVEL EXPLORER (TRAX)

I MEF/MCI-W DTS Helpdesk

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Objectives

- Profile registration

- Welcome page navigation

- Navigation of tools

Finding TRAX

Access TRAX from the DTMO website: http://www.defensetravel.dod.mil/index.cfm

On the right hand side you will see Travel Tools and listed below you will see Travel Explorer (TRAX) Once selected you will be required to login
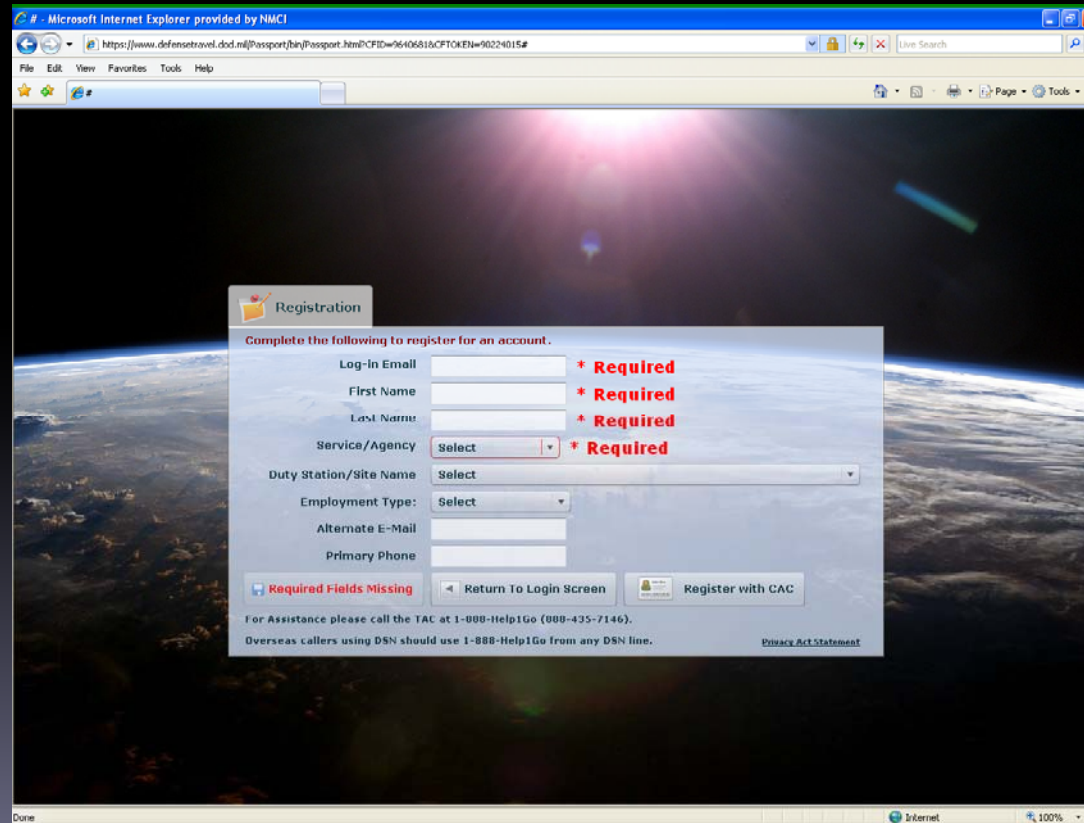
Login page

Login the program with your registered e-mail address/password or enabled CAC certificates.
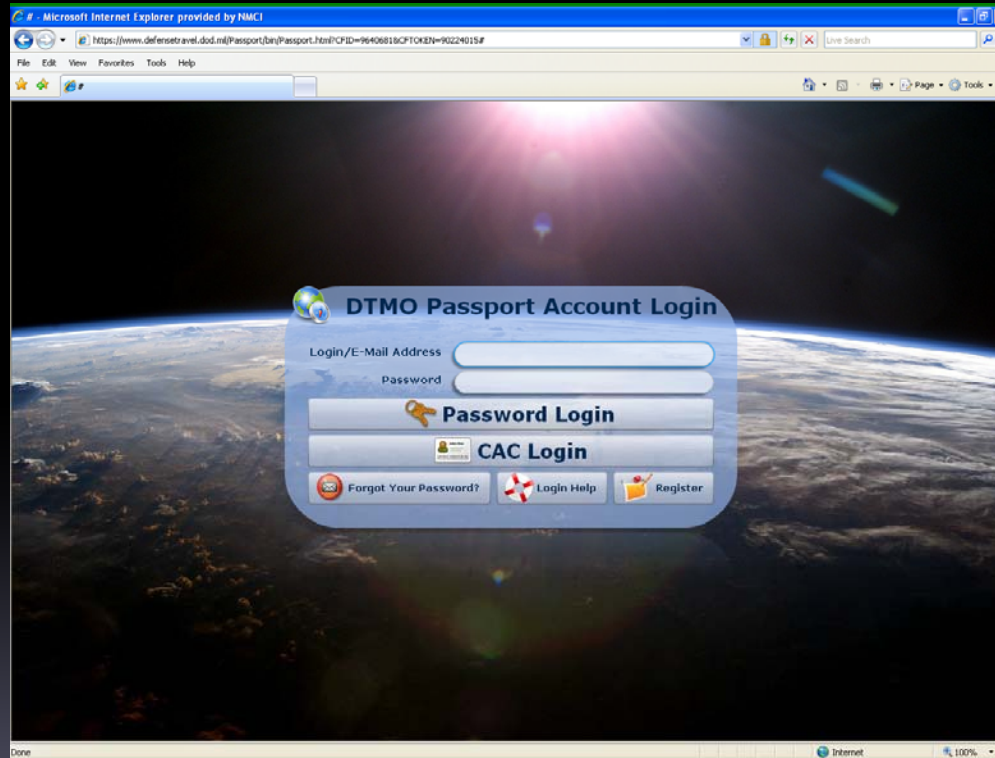
Note: If you do not already have an account, click the Register for a New Account button.

Registration

1. Email login- Fill all the required fields and submit.
2. CAC login- Select to register with CAC, select your certificate and verify your pin.
3. You will be asked to select the role you will be executing, this is to provide a curriculum of training that best suits your role. You will also be allowed to view all the training and enroll in any class if you wish.

Home page

The Navigation Page is your home page. From here you will be allowed to access Trip Tools and any of the training at a quick glance.

Menu Items

HOME — Navigate back to the Home/welcome page

Help Tickets — Help Tickets allow you to create trouble tickets directly with the TAC.

Knowledge Center — Access the Knowledge Center to find troubleshooting support and solutions to common errors.

Training — Access available DTS training module classes and role specific training 24/7 or signup for upcoming training classes

Trip Tools — Calculate rates and baseline costs for trips by searching Per Diem rates and calculating travel cost while utilizing DTMO cost tools.

Links — Quick links and references for external sites and useful references.

Trip tools

With the Trip Tools
you can create a baseline
trip summary complete with:

- Per Diem costs
- City Pair flight
- expenses costs
- rental car expenses costs
- mileage breakdown (if any)
- miscellaneous expenses

Use these tool vice creating
an authorization within DTS
to determine if funds will
cover expenses.
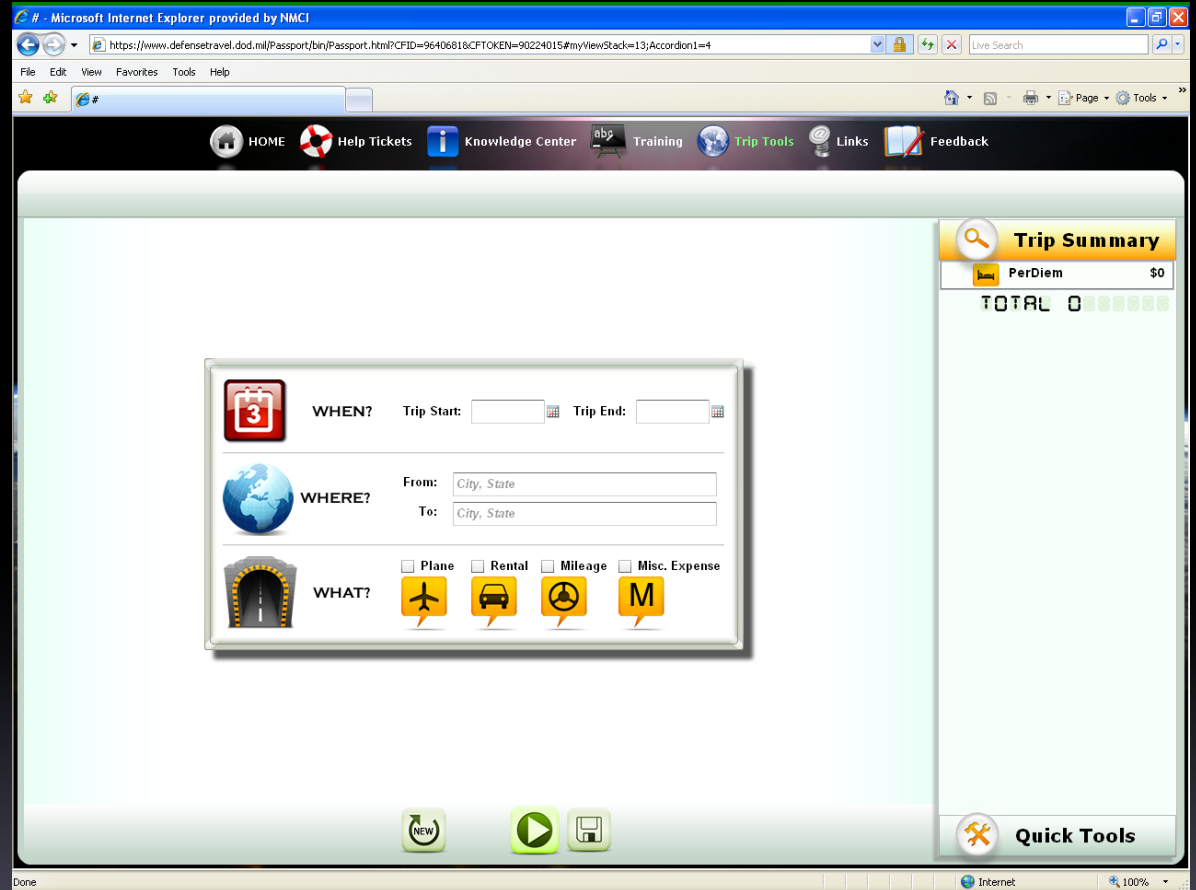
Per Diem Rates

Input the location and dates. After inputting locations and dates you can see the details and have the option to "See the Math" for a breakdown of the Per Diem rates and the total baseline cost.

Flights

On the flight page you can choose between airport options and see the City Pair Fare Finder to compare rates for a more detailed breakdown of expenses for the planning of the trip.

This is helpful for constructive travel worksheet comparisons for frequent travelers with future issues.

Expenses costs

Miscellaneous Expenses will allow you to input basis expenses you may encounter. Keep in mind that these are projected expenses but you can better plan by using this tool.

Rental Car

Rental Car expenses vary depending on time of travel, location, and vendor. You can use the rate search for calculation details but to put an exact dollar figure to the expense you will need to utilize DTS or the CTO.

Rental Car view rates screen

This is a screen shot of the View Rates screen with rates that are calculated dependent on the size and company. Similar to the City Pair rates these are just estimates but they can assist with the comparison purposes.

Mileage tool

Mileage lookup will utilize the DTOD table to find the official ordered distance. Input the locations select find distance and the mileage will calculate for you. Once you find the ordered distance you can add expenses to the trip. Mileage tool will calculate totals dependent on the current TAD mileage rate being utilized.
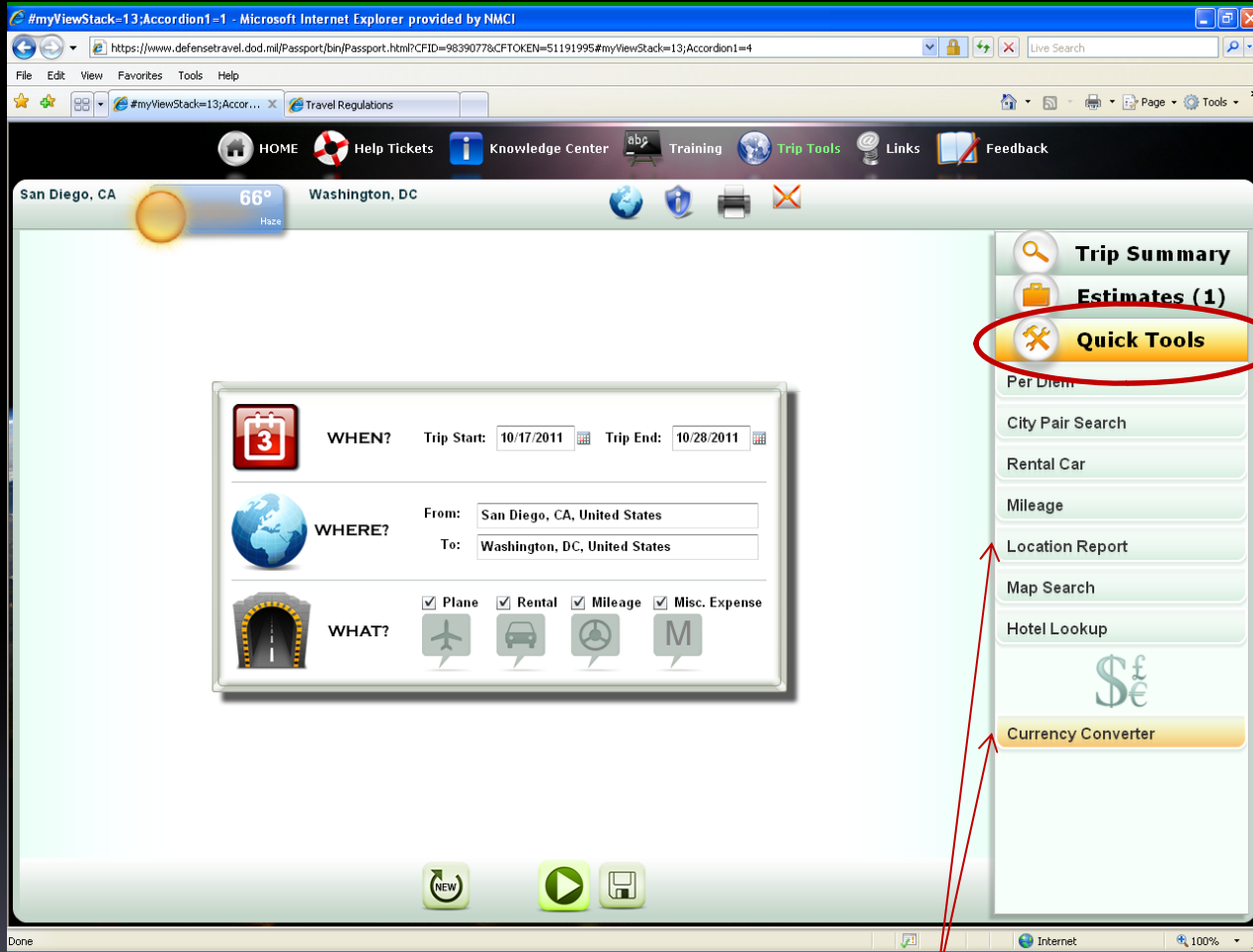
Estimates
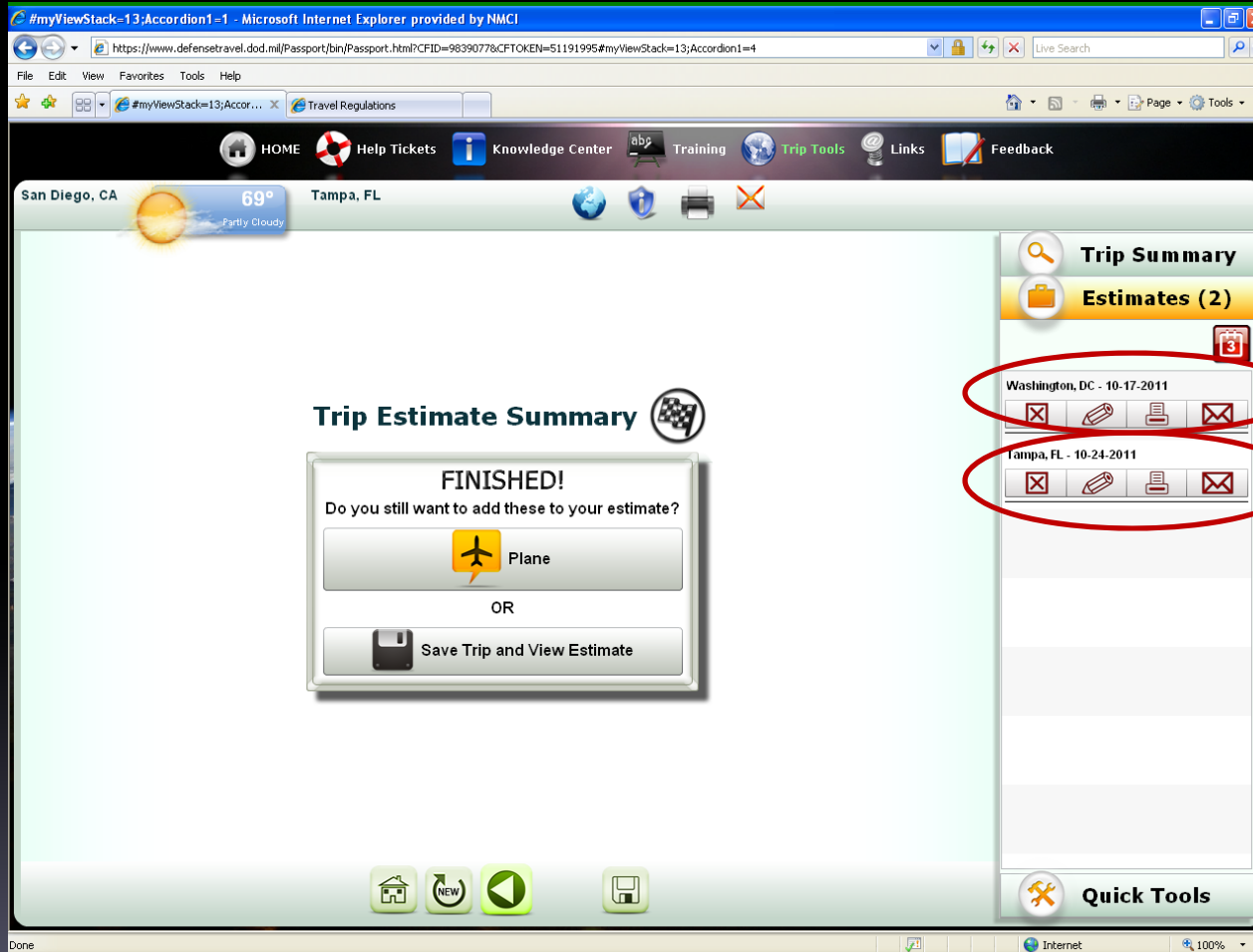
Estimates will allow you to review or delete previously created trip summaries.

-Edit/delete prior trips.

-Print or save via PDF.

-Email to another TRAX user for their review no approval or confirmation just for informational purposes
i.e. Approving Officials

Quick tools

Quick tools lets you select different items at a glance independently from creating a Trip Summary to include viewing items such as hotels within the TAD vicinity, and the rates that have already discussed and covered in earlier slides.

You also have a currency conversion tool and location report to help with OCONUS transactions and security protocol.

Location report

Location reports will help you plan your trip. Enclosed with each report you can find:

-**Security threat levels**
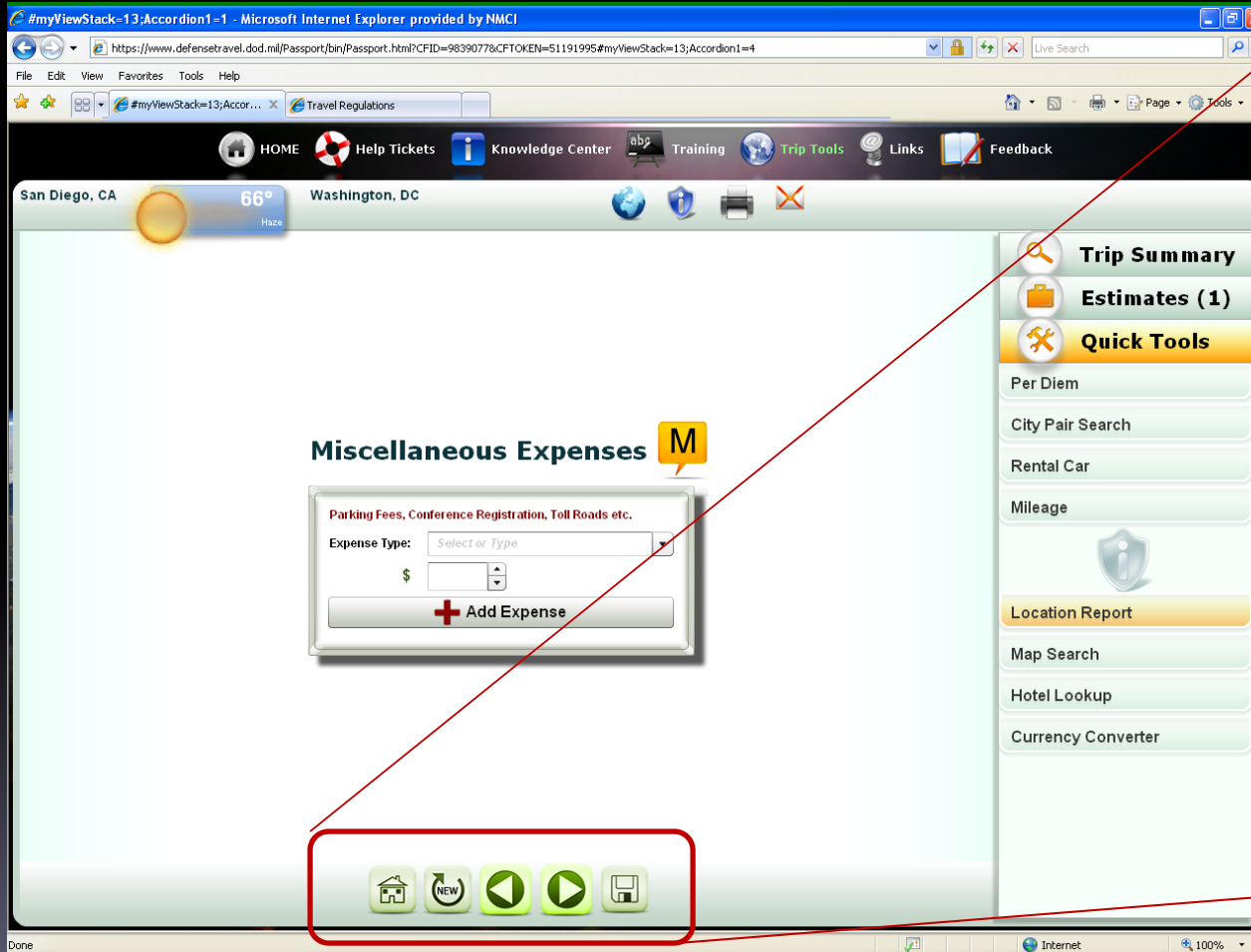Crime, Terrorism, useful telephone numbers (Embassies)

-**Health planning**
Immunizations needed
-**Customs and Immigration procedures**

-**Transportation support**
Local airports, mass transit.

- **Weather**

Navigation tools from the bottom of the menu

Navigate home

Start over-create new summary

Move back a slide/tool

Move forward a slide/tool

Save trip details

Questions?

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