

NAVIGATING TRAVEL EXPLORER (TRAX)

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Objectives

- Profile registration
- Welcome page navigation
- Navigation of tools

Finding TRAX

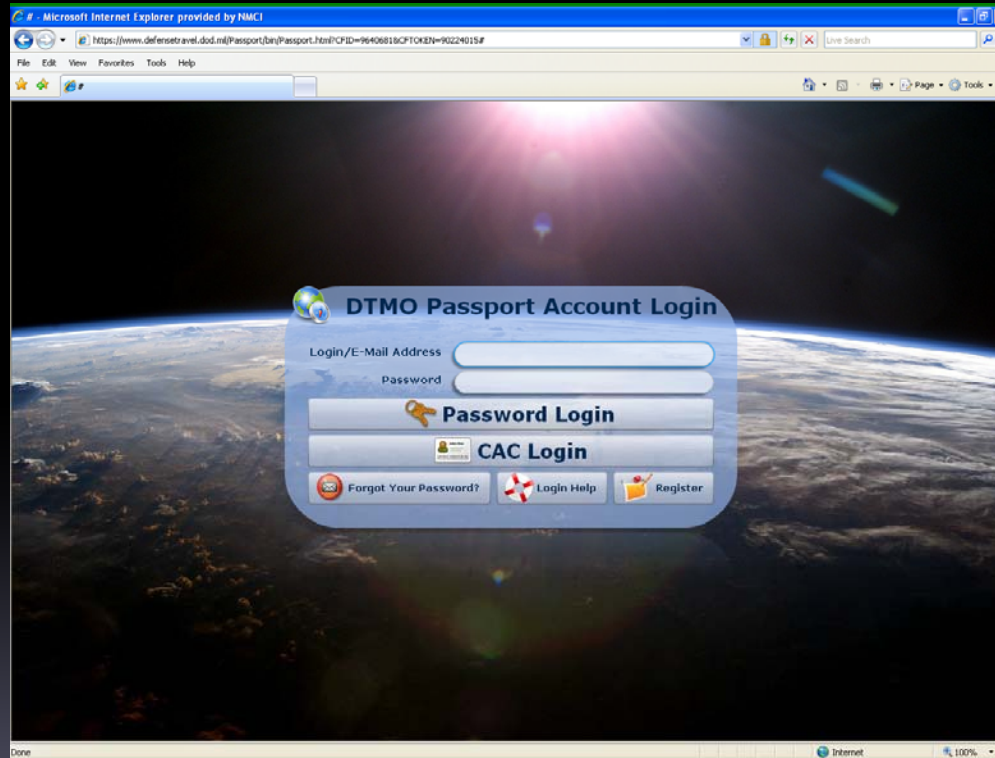
Access TRAX from the DTMO website:
<http://www.defensetravel.dod.mil/index.cfm>

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

The screenshot shows the Defense Travel Management Office (DTMO) website in Microsoft Internet Explorer. The browser's address bar displays <http://www.defensetravel.dod.mil/index.cfm>. The website header includes the DTMO logo and the text "DEFENSE TRAVEL MANAGEMENT OFFICE THE DoD CENTER FOR TRAVEL EXCELLENCE". A navigation menu contains links for Home, About, Programs & Services, News & Events, and References. A search bar is located to the right of the menu. Below the navigation, a "View Website Demos" button is visible. The main content area features a "IN THE SPOTLIGHT" section with a "New! - Training for Rental Car Employees" announcement. To the right, the "Travel Tools" section is highlighted, and "Travel Explorer (TRAX)" is circled in red. Other tools listed include Allowances Tables, Allowance Calculators/Tools, Per Diem Rates Tool, Premium Class Travel Tool, Training Resources Lookup, DoD Travel Regulations, Rental Vehicle Assistance Tool, and Find Your Local DTA. Below the Travel Tools section, there is a "Travel Assistance Center" contact information and a "Training Resources" section. The footer of the page contains "DTS Information" and "Travel Regulations and Allowances" sections.

Login page

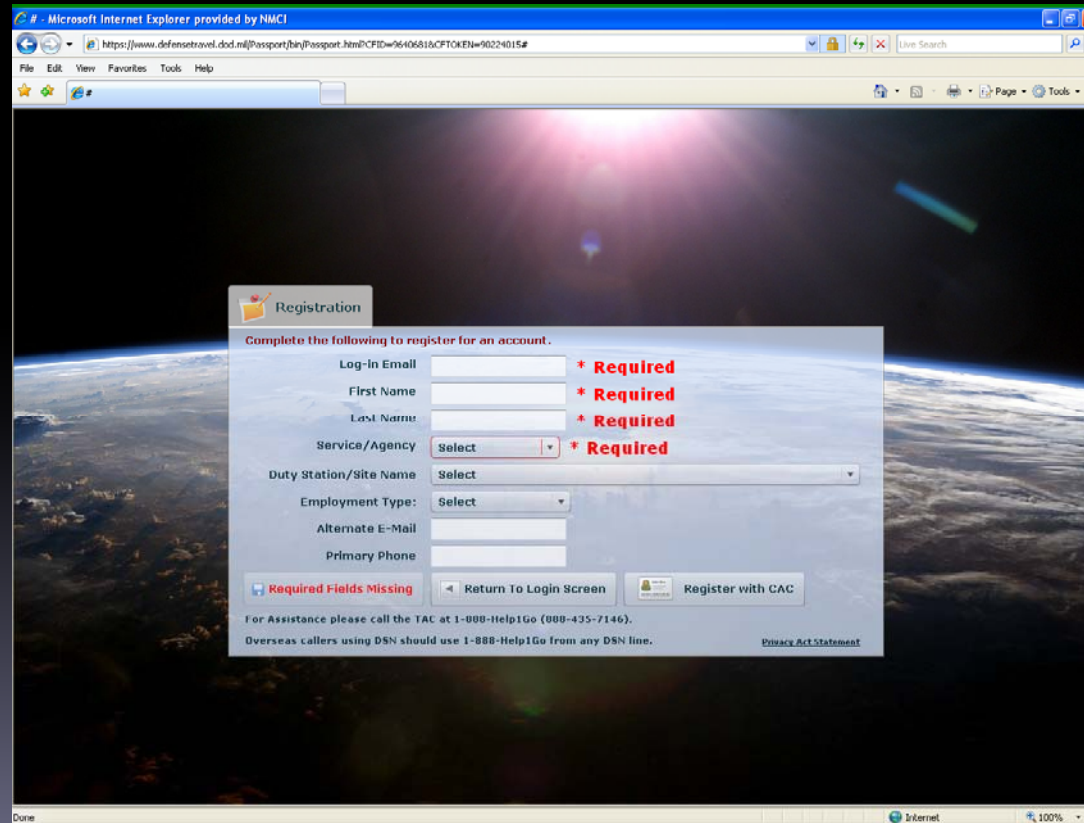
Login the program with your registered e-mail address/password or enabled CAC certificates.



***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.



The screenshot shows a Microsoft Internet Explorer browser window displaying a registration form. The browser's address bar shows the URL: <https://www.defensetravel.dod.mil/Passport/bin/Passport.NtmPCFID=96406818/CFTOKEN=90224015#>. The registration form is titled "Registration" and contains the following fields:

- Log-in Email: * Required
- First Name: * Required
- Last Name: * Required
- Service/Agency: * Required
- Duty Station/Site Name:
- Employment Type:
- Alternate E-Mail:
- Primary Phone:

At the bottom of the form, there is a red message: "Required Fields Missing". Below this message are two buttons: "Return To Login Screen" and "Register with CAC".

For Assistance please call the TAC at 1-888-Help1Go (888-435-7146).
Overseas callers using DSN should use 1-888-Help1Go from any DSN line. [Privacy Act Statement](#)

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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the DoD Travel Explorer Home page. The browser's address bar shows the URL: <https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=9640661&CFTOKEN=90224015#>. The page features a navigation bar with icons for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. A "LOG-OUT" button is also present. The main content area is titled "DoD Travel Explorer Home" and displays the TRAX TRAVEL EXPLORER BETA logo. On the left, there is a "TRIP TOOLS" sidebar with links for Trip Calculator, Per Diem, City Pair, and Mileage. Below this is an "ANNOUNCEMENTS" section with several notices, including "FY2012 OCONUS Incidental Expense Rate" and "DTS Update: 12-Hour Downtime Scheduled for 10/7 and 10/14". On the right, there is a "KNOWLEDGE SEARCH" box, a "Travel Assistance" section with "My Help Desk Tickets" listing several error messages, and a "TRAINING" section with "Recommended Training" including "DTS (Basic) - DTS Travel Documents (DTS 101)". At the bottom of the main content area, there are buttons for "Welcome Message" and "Welcome Video".

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

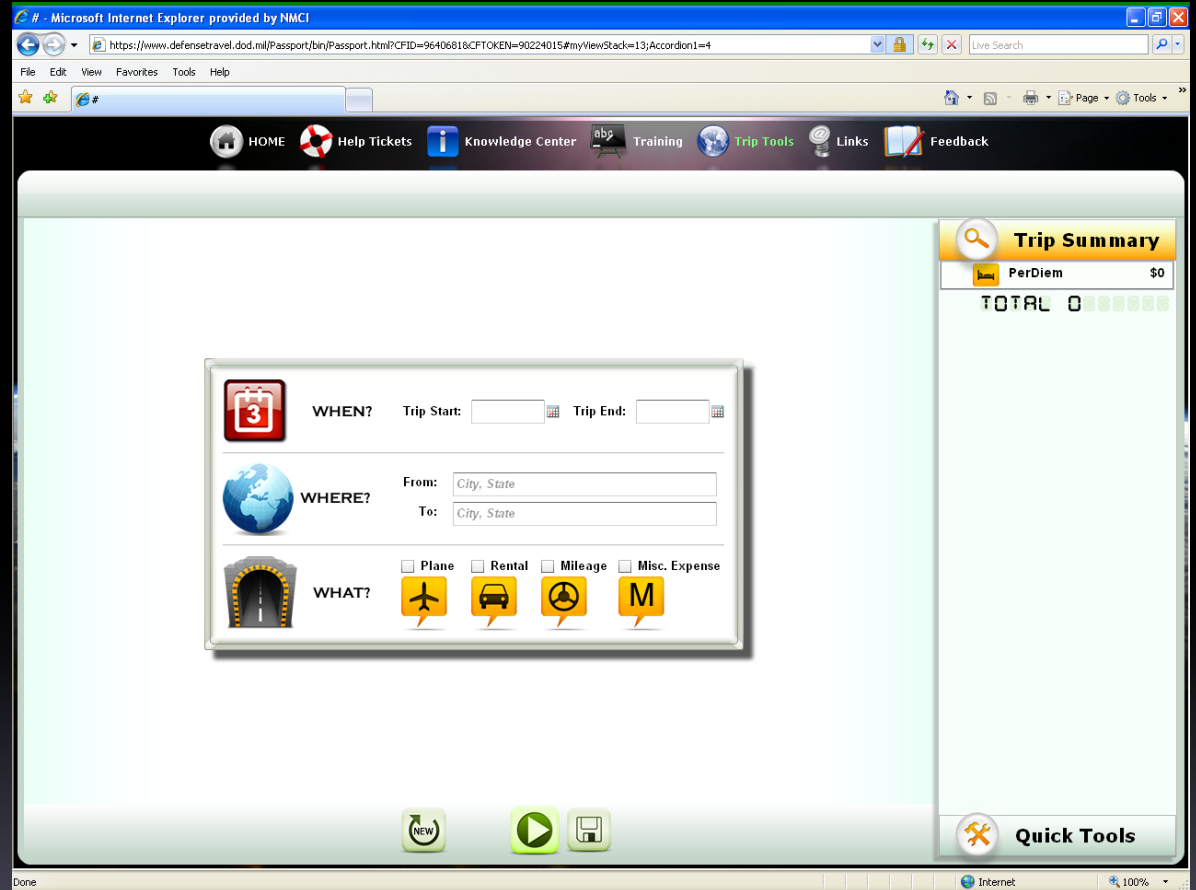
Quick links and references for external sites and useful references.

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.

Per Diem Rates

Hotel Lookup

DISTRICT OF COLUMBIA, DC
 TOTAL LODGING: \$2,486.00
 TOTAL M&IE: \$816.50
 TOTAL PER DIEM: \$3,302.50

See The Math

See Calendar

PER DIEM LOCATION FOR DISTRICT OF COLUMBIA, DC 17-Oct-11 to 28-Oct-11

Date(s)	# of Days	Daily Lodging	Daily M&IE	Lodging x Days	M&IE x Days
17-Oct-11	First Day	\$226.00	\$71.00	\$226.00	\$53.25
18-Oct-11 To 27-Oct-11	10	\$226.00	\$71.00	\$2,260.00	\$710.00
28-Oct-11	Last Day	\$226.00	\$71.00	\$0.00	\$53.25
17-Oct-11 To 28-Oct-11	11			\$2,486.00	\$816.50
TOTAL LODGING EXPENSES		TOTAL M&I EXPENSES		TOTAL PER DIEM EXPENSES	
\$2,486.00		\$816.50		\$3,302.50	

Flights

The screenshot shows a web browser window displaying a flight search application. The browser title is "# - Microsoft Internet Explorer provided by NMCI". The address bar shows a URL from the defense travel website. The page features a navigation bar with links for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. The main content area is titled "City Pair Fare Finder" and shows a search for flights from San Diego, CA to Washington, DC. The search results table lists three options: Delta Air Lines, United Airlines, and Southwest Airlines. A map shows the flight route between the two cities. A sidebar on the right contains a "Trip Summary" section with links for "Estimates (1)", "Quick Tools", "Per Diem", "City Pair Search", "Rental Car", "Mileage", "Location Report", "Map Search", "Hotel Lookup", and "Currency Converter".

City Pair Fare Finder

Within 50 Miles Roundtrip One way

FROM: San Diego, CA, United States TO: Washington, DC, United States

AIR FARE (EACH WAY)	From	To	Airline
CITY PAIR \$242	SAN (2 MI)	DCA (3 MI)	Delta Air Lines, Inc.
CITY PAIR \$620	SAN (2 MI)	IAD (23 MI)	United Airlines, Inc.
CITY PAIR \$417	SAN (2 MI)	BWI (35 MI)	Southwest Airlines Co.

ADD OWN ESTIMATE \$

MY SELECTED FLIGHTS

Fare	Origin	Destination	Airline
\$242.00	SAN (2 MI)	DCA (3 MI)	Delta Air Lines, Inc.
\$242.00	DCA (3 MI)	SAN (2 MI)	Delta Air Lines, Inc.

Total Cost \$484.00

Map Satellite Hybrid Terrain

Map data ©2011 Europa Technologies - Terrain

POWERED BY Google

Per Diem

City Pair Search

Rental Car

Mileage

Location Report

Map Search

Hotel Lookup

Currency Converter

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

San Diego, CA 66° Hazy Washington, DC

Miscellaneous Expenses M

Parking Fees, Conference Registration, Toll Roads etc.

Expense Type:

- Conference Fees
- Parking
- Tolls
- Taxi

Trip Summary

PerDiem	\$3,302
Air Travel	\$484
Misc	\$0
TOTAL	3,786

Trip Washington, DC - 10-17-2011

ADD MORE?

Rental Mileage

Estimates (1)

Quick Tools

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

San Diego, CA 66° Hazy Washington, DC

Car Rental Ceiling Rates

VIEW RATES

PICK SIZE: Compact

\$ [] DOLLARS A DAY

11 DAYS

ADD TO ESTIMATE

Trip Summary

PerDiem	\$3,302
Air Travel	\$484
Rental Car	\$0
Misc	\$0
TOTAL	3,786

Trip Washington, DC - 10-17-2011

ADD MORE?

Mileage

Estimates (1)

Quick Tools

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

http://www.defensestravel.dod.mil/Docs/DomesticCeilingRates.pdf? - Microsoft Internet Explorer provided by NMCI

http://www.defensestravel.dod.mil/Docs/DomesticCeilingRates.pdf? Live Search

File Edit Go To Favorites Help

http://www.defensestravel.dod.mil/Docs/DomesticCeilingRates.pdf? Page Tools

DOMESTIC RENTAL CAR CEILING RATES CURRENT AS OF: September 1, 2011

	Econ	Comp	Midsize	Fullsize	Sports Utility- Standard (SUV) up to 5 passengers	Sports Utility- Intermediate up to 5 passengers	Sports Utility- Fullsize up to 7-9 passengers	Minivan (standard)-7 passengers	Van Fullsize 8- 10 passengers	Van Full up to 12 15 passengers	Ranger Pick UP
Maximum CONUS - Standard - Base Rates											
Ace Rent-A-Car	\$48.00	\$48.00	\$50.00	\$52.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Advantage Rent-A-Car	\$48.00	\$50.00	\$52.00	\$54.00	\$99.00	N/A	N/A	\$99.00	N/A	\$150.00	N/A
Alamo Rent-A-Car, L.L.C.	\$65.00	\$67.00	\$70.00	\$75.00	\$117.00	\$121.00	\$126.00	\$121.00	N/A	N/A	N/A
Avis Rent-A-Car	\$61.00	\$63.00	\$65.00	\$67.00	\$98.00	N/A	N/A	\$109.00	N/A	N/A	N/A
Budget Rent-A-Car	\$59.00	\$61.00	\$63.00	\$65.00	N/A	N/A	N/A	\$109.00	N/A	N/A	N/A
Dollar Rent-A-Car	\$83.00	\$85.00	\$87.00	\$89.00	\$135.00	N/A	N/A	\$155.00	N/A	N/A	N/A
Enterprise Rent A Car	\$64.00	\$66.00	\$69.00	\$74.00	\$116.00	\$120.00	\$125.00	\$120.00	N/A	N/A	N/A
Fox Rent-A-Car**	\$64.00	\$74.00	\$84.00	\$96.00	\$150.00	N/A	N/A	\$150.00	N/A	N/A	N/A
The Hertz Corporation	\$64.00	\$66.00	\$69.00	\$70.00	\$119.00	N/A	N/A	\$116.00	N/A	N/A	N/A
National Car Rental	\$66.00	\$68.00	\$71.00	\$76.00	\$119.00	\$122.00	\$127.00	\$122.00	N/A	N/A	N/A
Nissan Rent-A-Car***	\$45.00	\$47.00	\$51.00	\$63.00	\$85.00	N/A	N/A	\$95.00	N/A	N/A	N/A
Pireless Car Rental Systems, Inc.	\$69.00	\$74.00	\$79.00	\$89.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Thrifty Car Rental	\$83.00	\$85.00	\$87.00	\$89.00	\$135.00	N/A	N/A	\$155.00	N/A	N/A	N/A

*See PAYLESS for "Other-Standard" type vehicle (5-Passenger) at a daily rate of \$84.00, weekly rate of \$504.00 and monthly rate of \$2,016.00.
**See FOX for "Other" type vehicle (5-Passenger) at a daily rate of \$254.00, weekly rate of \$1,506.00 and monthly rate of \$6,024.00.
***See NISSAN for "Other-Frontier/Crewcab Truck (5-Passenger) at a daily rate of \$95.00, weekly rate of \$670.00 and a monthly rate of \$2,280.00.
****Advantage is no longer offering rates to Cost-Reimbursable Contractors.

Page 1

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

The screenshot shows a web application interface for a mileage tool. The page is titled "Mileage Lookup" and features a form for entering trip details. The form includes fields for "Type Origin" (San Diego, CA) and "Type Destination" (Washington, DC), both marked with checkmarks. A "Round Trip" checkbox is present and unchecked. A "FIND DISTANCE" button is located below the form. The results displayed are: "Enter Miles = 2695", "Official Mileage Rate = 0.51", and "Expense Total = 1374.45". A red plus icon and the text "Add Estimate to Trip" are also visible.

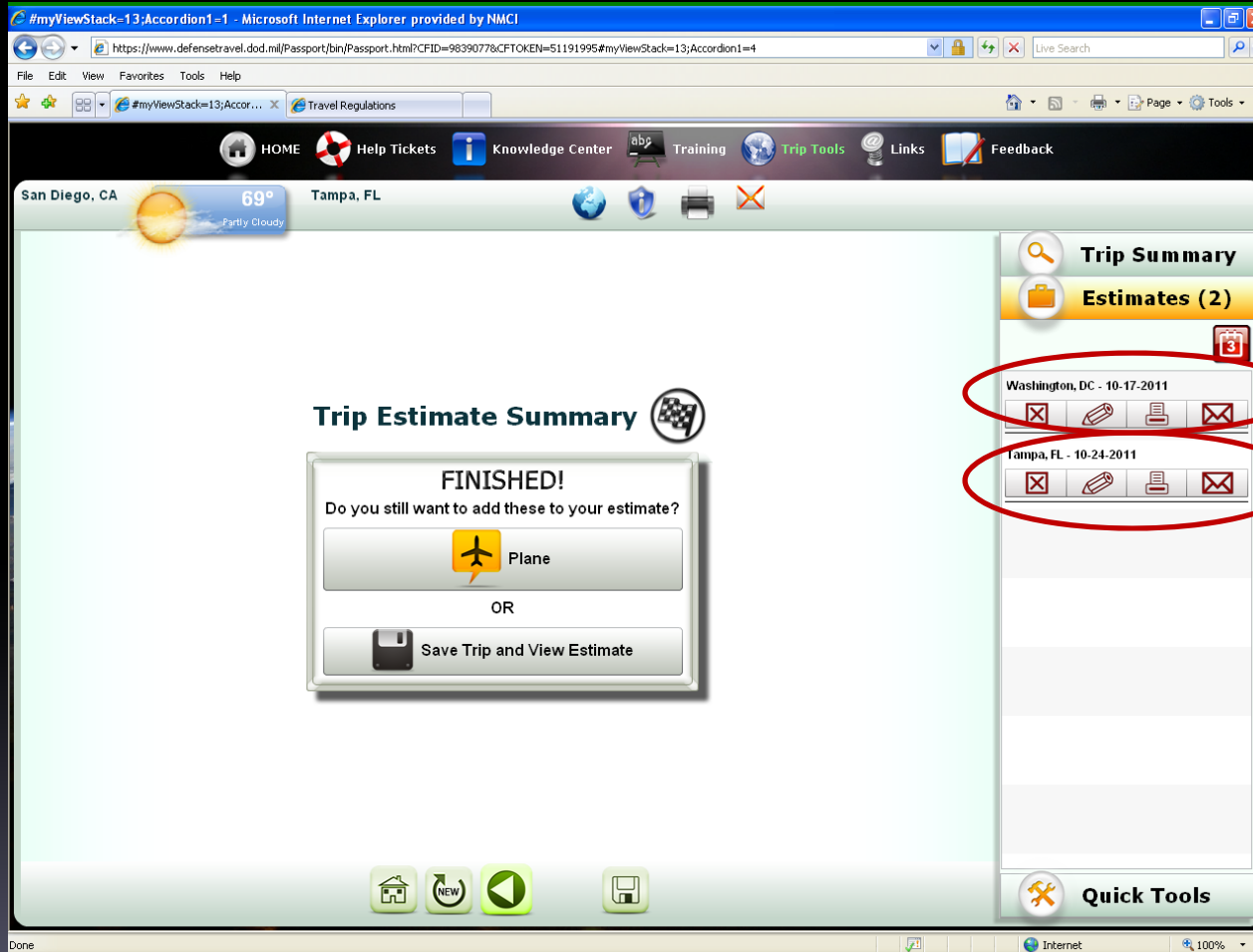
On the right side of the page, there is a "Trip Summary" section. It contains a table of expenses:

Expense Type	Amount
PerDiem	\$3,302
Air Travel	\$484
Rental Car	\$0
Mileage	\$0
Misc	\$0
TOTAL	3,786

Below the table, it says "Trip Washington, DC - 10-17-2011". At the bottom right, there are buttons for "Estimates (1)" and "Quick Tools".

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



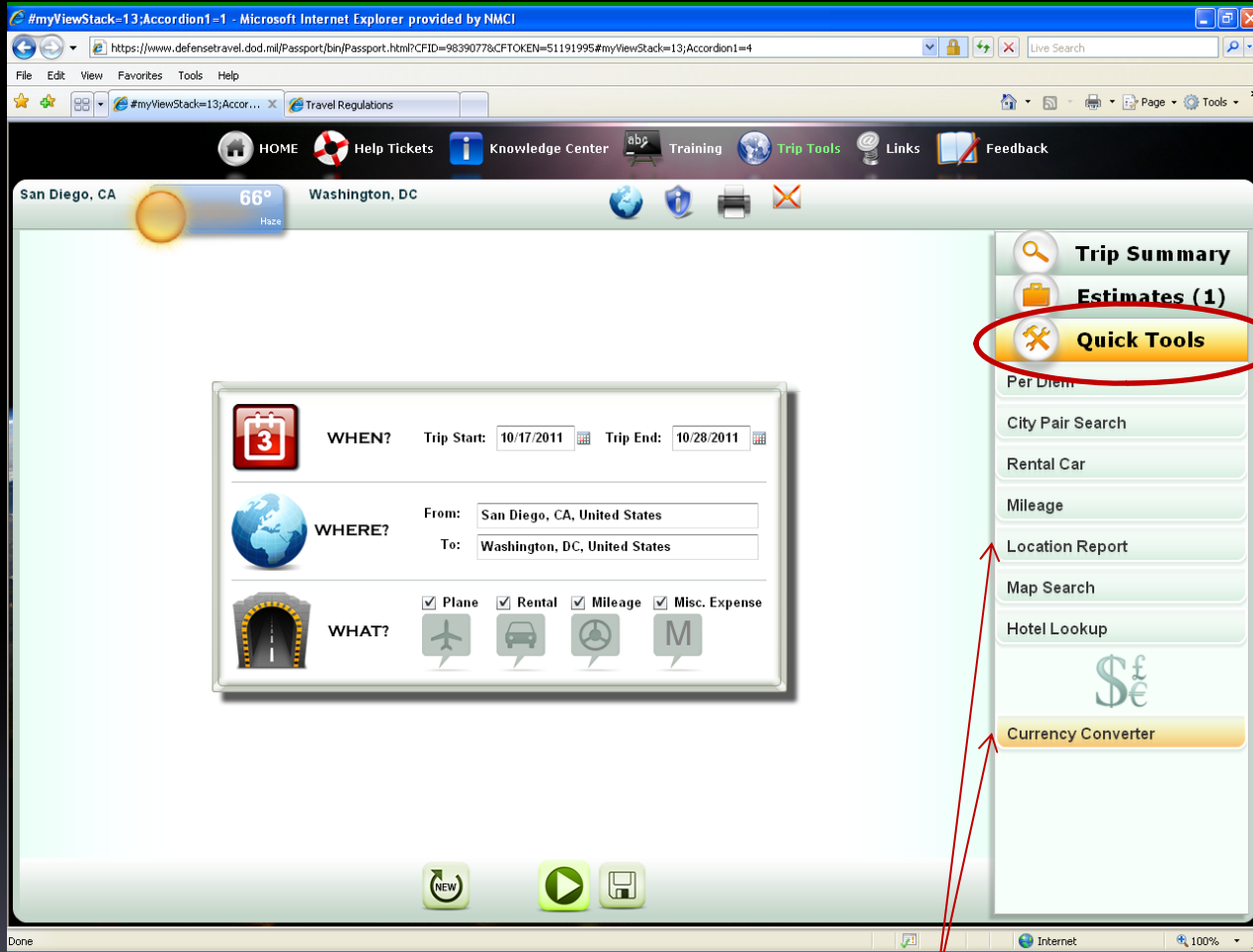
Estimates will allow you to review or delete previously created trip summaries.

-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

The screenshot shows a web browser window titled "iJET : Trip Brief - Microsoft Internet Explorer provided by NMCI". The address bar contains a URL from worldcue.ijet.com. The page content includes a header for "TRAX LOCATION REPORT" with a globe icon and the URL "https://www.defensetravel.dod.mil/passport". The main heading is "District of Columbia - Washington, DC (Prepared on Oct 11, 2011 12:49:21 PM GMT)".

TRAVEL ALERTS
KEY: ● CRITICAL ● WARNING ● INFORMATIONAL

10/09/2011 - UPDATE 6: Occupy Wall Street and related protests grow in New York City, spreading to other major US cities. Expect increased security, transit disruptions.

BEFORE YOU GO: District of Columbia - Washington, DC
See Detailed Report below for full information.
Overview: [United States, District of Columbia - Washington, DC](#)

Security

- ▶ [Security Overview of United States](#)
- ▶ **Crime:** Washington, DC, experiences significant crime but most tourist and business areas are relatively safe.
- ▶ **Crime:** The crime risk in the US varies widely based on destination.
- ▶ **Terrorism:** There is a low risk of international and domestic terrorism in the US.

Health

- ▶ **Health Planning:** Health risks in the US.
- ▶ **Immunizations:** Recommended immunizations for US.

Entry/Exit

- ▶ **Customs and Immigration Clearance:** Entry customs guidelines for the United States.
- ▶ **Entry/Exit:** Entry requirements for the US.
- ▶ **Entry/Exit:** Passport and travel information for US citizens traveling abroad.

Transportation

- ▶ **Airports:** Information for Baltimore-Washington International Airport, Maryland.
- ▶ **Airports:** Information for Ronald Reagan Washington National Airport in Washington DC.
- ▶ **Airports:** Information for Washington Dulles International Airport in Washington, D.C.
- ▶ **Mass Transit:** Ground transportation information for Washington DC.
- ▶ **Air Travel:** General security and check-in procedures at US airports, including information on prohibited items.

USEFUL NUMBERS FOR UNITED STATES
Contact information for select embassies in the United States.

Australia - Embassy 1601 Massachusetts Avenue NW Washington DC 20036-2273 Phone: 202-797-3000 Fax: 202-797-3331	Brazil - Embassy 3006 Massachusetts Avenue NW Washington DC 20008-3634 Phone: 202-238-2700 Fax: 202-238-2827
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Location reports will help you plan your trip. Enclosed with each report you can find:

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

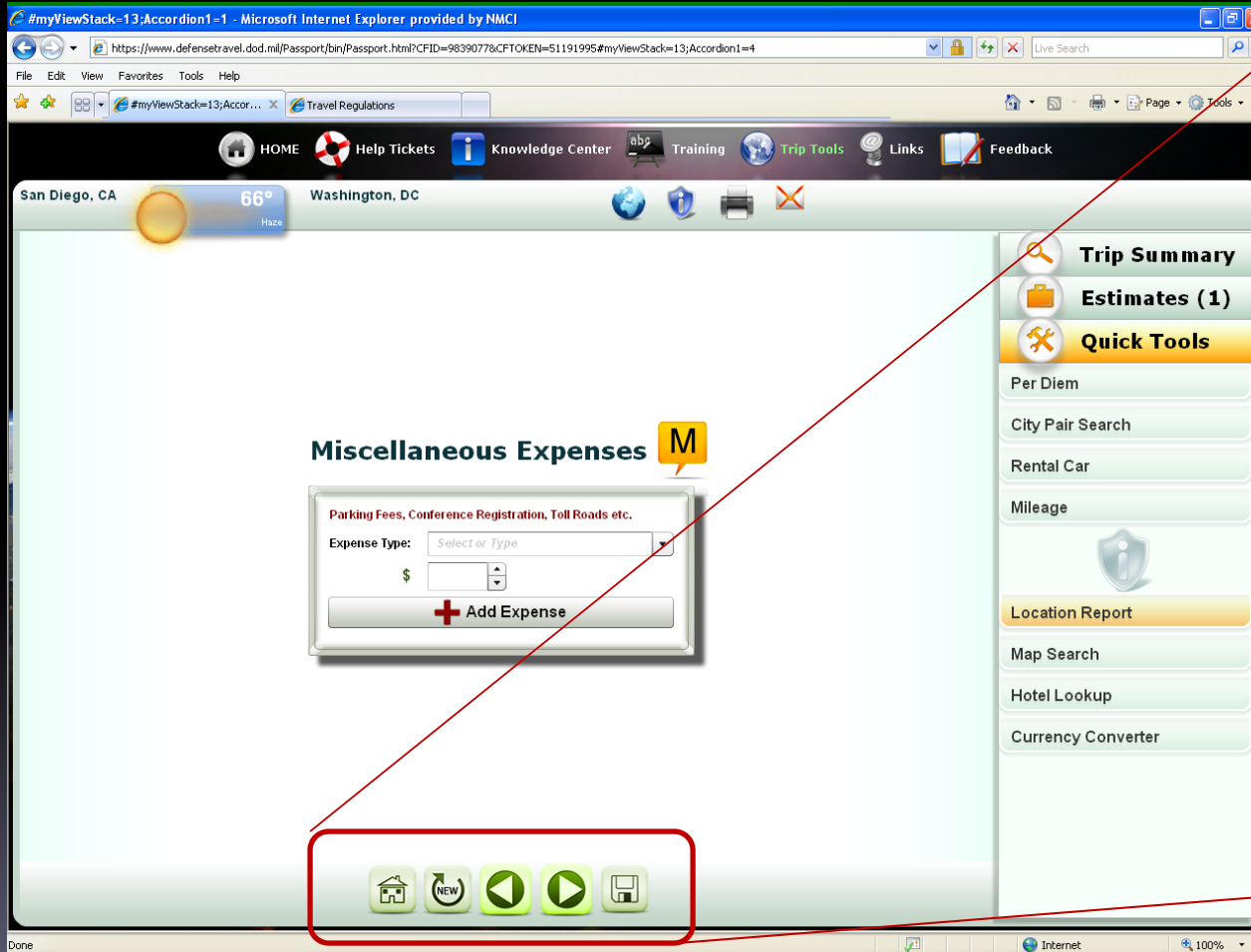
- **Health planning**
Immunizations needed

- **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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