



Defense Travel Management Office



Overview of Training Resources

Connect 2011 Seminar

April 2011

For Official Use Only



Agenda

- Travel Explorer (TraX)
- Web-Based Training
- Distance Learning
- DTS Demonstrations
- Enterprise Web Training System
- Instructor Materials





Training Resources Overview

- E-Learning
 - **Web-based training** – self-paced, on-demand instruction from desktop
 - **Distance learning** – interactive PowerPoint presentations and demonstrations with a live instructor
 - **Demonstrations** – watch and learn simulations of DTS functions
- Instructor resources: access to Enterprise Web Training System and courseware for instructors
- Reference materials: manuals, quick reference materials, guides and information papers





New DTMO Website – Access to TraX

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DOD CENTER FOR TRAVEL EXCELLENCE

Home About Programs & Services News & Events References Search: [] Go

DTS is available. EWTS is available. Login to DTS

IN THE SPOTLIGHT
2011 Excellence in Practice Awards
Here's your chance to recognize your organization's travel management efforts! Click here to view the Connect 2011 Excellence in Practice Award information and entry forms. Award will be presented at this year's Connect 2011 Seminar. [Find out more.](#)

Travel Tools

- DTS
- Travel Explorer (TraX)**
- Allowance Calculators/Tools
- Per Diem Rates Tool
- Premium Class Travel Tool
- Training Resources Lookup
- DoD Travel Regulations
- Rental Vehicle Customer Assistance
- Find Your Local DTA

Travel Assistance Center
24 hours a day, 7 days a week
1-888-Help1Go (888-435-7146)
Overseas: 1-888-Help1Go from any DSN line
Submit a help desk ticket through the Tickets section of TraX www.defensetravel.dod.mil/Passport
Contact your local help desk for local business rules.

Director's Blog
Travel Talk
Welcome to *Travel Talk with DoD*, our DoD Live weblog. Designed to share travel related news and initiate an ongoing conversation with you, our most important stakeholder...
Talk Back - click to participate
[Learn more about the DTMO](#)

DTS Information

- DTS Status Update
- EWTS Status Update
- Recent Software Updates
- FY Crossover and Affected Partner Systems

Travel Regulations and Allowances

- Basic Allowance For Housing (BAH)
- CONUS Cost of Living Allowance (COLA)
- Overseas COLA
- Overseas Housing Allowance (OHA)
- Per Diem
- Travel Regulations (JFTR/JTR)
- Other Rates and Allowances

Training Resources

- View available training by Type, Role, Topic or Series
- Learn about Travel Explorer (TraX) to access training resources

CONNECT RSS Feeds Podcasts Twitter





DTMO Passport Login Screen



www.defensetravel.dod.mil/passport





Passport Access Screen

User Profile Passport Access LOG-OUT

Passport Access

TRAVEL EXPLORER	PRISM	SIM
Training Administrator	CTIM Express	Secure Communications Portal





TraX – Knowledge Center

[PASSPORT PROFILE](#)
[Passport Applications](#)
[HOME](#)
[Help Tickets](#)

[Knowledge Center](#)
[Training](#)
[Trip Tools](#)
[Links](#)
[Feedback](#)
[LOG-OUT](#)

TRIP TOOLS

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

DoD Travel Explorer Home



[Welcome Message](#)
[Welcome Video](#)

KNOWLEDGE SEARCH

ANNOUNCEMENTS

- Now Available -- Fall/Winter Edition of our Quarterly Newsletter, The Dispatch
- 2010 DTA Seminar -- Registration Opens for Arlington, VA Event
- GSA Announces 2010 Mileage Rates
- DTS Update -- Downtime Scheduled for DTS and EWTS
- 2010 Basic Allowance for Housing Rates Released
- Current Functional Requirement Documents
- Production Paid and Archived Vouchers Movement to

TRAINING

Recommended Training

- AD/RO - TAOCO (COL)
- AD/RO - The DTS Approval Process
- CitiDirect - EAS1
- CitiDirect - EAS2
- CitiDirect - EAS3
- DTA - DTA Overview
- DTA - Maintenance Tool: An Overview
- DTA - Maintenance Tool: Groups
- DTA - Maintenance Tool: Organizations

Travel Assistance

My Help Desk Tickets



Search Tab

User Profile | Passport Access | HOME | Help Tickets | Knowledge Center | Training | Trip Tools | Links | Feedback | LOG-OUT

Search Knowledge Center | Browse Knowledge Center

Search by Category: All, **All**, FAQs, DTS Reference Materials, DTS Instructor Curriculum, Government Travel Charge Card, Other Travel Information, Travel Assistance Center

Search: TSA | Search | Powered by RIGHT NOW

Search by: Phrases, **Phrases**, Similar Phrases, Exact Search, Complex Expression, Answer ID

Other Suggested Searches: [rental vehicles](#) [claims](#) [canceling a flight](#) [online payments](#)

5 Answers Available

Summary

- 1 [DTS TSA Secure Flight Screen](#)
- 2 [Where do I find Transportation Security Administration \(TSA\) information for the Air Traveler with a Disability/Special Need?](#)
- 3 [Can I upgrade to premium-class accommodation because coach seating does not accommodate my disability or special need?](#)
- 4 [Updated - DTS: Personal Profile](#)
- 5 [Book Return Flight in DTS](#)

Narrow results by:

Topics

- Disability, Transportation Allowance Committee Website, Air Carriers, Special, Diem
- Flight, Trip, Screen, Pre-Audit Flags, Select



Browse Tab

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Search Knowledge Center **Browse Knowledge Center**

Search Tips Search Powered by RIGHT NOW

Topics

- Most Popular Answers
- Charge Card, Agency Program, Pay, Split Disbursement, Payment (63)
- TDY, Vehicle, Distance Learning Classes, Overview Screen, Instructor Guide (15)
- Instructor Guide, Distance Learning Classes, Download Instructor-Led Training, PowerPoint Presentation, Demonstration (82)
- Rate, CTO, Conference Lodging, TDY Location, Rental Cars (77)
- Trip Types, SCT, Special Circumstances, List, Overview Screen (40)
- TAC, Removed, Changes, Organization, Update (137)
- Transportation Allowance Committee Website, Air, Mode, Constructed, Par (43)
- Civilian Employees, Contract, Transportation Allowance

Most Popular Answers

- Cost Comparison Worksheet for Constructed Travel
- DTS TDY Documents: Document Processing Manual
- DTA Manual, Chapters and Appendices
- What receipts are required for travel reimbursements?
- CBA Reconciliation: PowerPoint Presentation
- Where can I find information on DTS training?
- Will I receive training for the proper use of the travel card?
- Available Instructor-Led Training Materials
- What is an Agency Program Coordinator (APC) and how do I locate the one assigned to me?
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- TAOCO (COL) Quick Reference Guide
- Why aren't charge card statements and electronic records in DTS valid receipts?
- I want to go on personal leave while on TDY. Can I use the rental vehicle?





TraX Home Page - Training

PASSPORT PROFILE Passport Applications LOG-OUT

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

TRIP TOOLS

- Air
- Rail
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DoD Travel Explorer Home



Welcome Message Welcome Video

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- DTA - Maintenance Tool: An Overview
- DTA - Maintenance Tool: Groups
- DTA - Maintenance Tool: Organizations



Training Screen

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Recommended Training 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:
Launch! INFO	Programs & Policies - Travel Policies	Web Based
Launch! INFO	Travel Card Program Management	Web Based
Schedule INFO	Citibank Custom Reporting System - Advanced - Norfolk, VA	Instructor Led
Schedule INFO	Citibank Custom Reporting System - Advanced - Washington, DC	Instructor Led
Schedule INFO	CitiDirect - Camp LeJeune, NC	Instructor Led
Schedule INFO	CitiDirect - Norfolk, VA	Instructor Led
Schedule INFO	CitiDirect - Okinawa, Japan	Instructor Led
Schedule INFO	CitiDirect - Pearl Harbor, HI	Instructor Led
Schedule INFO	CitiDirect - San Diego, CA	Instructor Led
Schedule INFO	CitiDirect - Washington, DC	Instructor Led
Schedule INFO	Approval Process for TDY (Route & Review)	Distance Learning
Schedule INFO	Budgets in DTS	Distance Learning



WEB-BASED TRAINING (WBT)





WBT Tab

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

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

ACCOUNTS	CLASS NAME (RECOMMENDED)	TYPE:
+	Launch! INFO AO/RO - TAOCO (COL)	Web Based
+	Launch! INFO AO/RO - The DTS Approval Process	Web Based
+	Launch! INFO CitiDirect - EAS1	Web Based
+	Launch! INFO CitiDirect - EAS2	Web Based
+	Launch! INFO CitiDirect - EAS3	Web Based
+	Launch! INFO DTA - DTA Overview	Web Based
+	Launch! INFO DTA - Maintenance Tool: An Overview	Web Based
+	Launch! INFO DTA - Maintenance Tool: Groups	Web Based
+	Launch! INFO DTA - Maintenance Tool: Organizations	Web Based
+	Launch! INFO DTA - Maintenance Tool: People	Web Based
+	Launch! INFO DTA - Maintenance Tool: Routing Lists	Web Based
+	Launch! INFO DTA - Reports	Web Based
+	Launch! INFO DTS (Basic) - DTS Travel Documents	Web Based
+	Launch! INFO DTS (Special Topic) - Cancellation Procedures	Web Based
+	Launch! INFO DTS (Special Topic) - Constructed Travel	Web Based
+	Launch! INFO DTS (Special Topic) - FY Crossover	Web Based
+	Launch! INFO DTS (Special Topic) - Group Travel	Web Based
+	Launch! INFO DTS (Special Topic) - Itinerary Adjustments	Web Based



Information Screen

Available/Recommended Training | My Schedule | My Completed | My Roles | Conferences | Info

DTA - Reports [RETURN TO CLASS LIST](#)

DESCRIPTION

This class explains how to produce reports in DTS. Understanding DTS's reporting capabilities will assist in answering questions such as how many travelers went to conference last year, what funding is available, and what bottlenecks exist in the electronic routing chain.

Recommended To: AO, CO, RO, LDTA, ODTA, FDTA, BDTA, CBA

Have you already taken DTA - Reports? Yes





Launching Classes

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Recommended Training 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:
Launch! INFO	AD/RO - TAOCO (COL)	Web Based
Launch! INFO	AD/RO - The DTS Approval Process	Web Based
Launch! INFO	CitiDirect - EAS1	Web Based
Launch! INFO	CitiDirect - EAS2	Web Based
Launch! INFO	CitiDirect - EAS3	Web Based
Launch! INFO	DTA - DTA Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: An Overview	Web Based
Launch! INFO	DTA - Maintenance Tool: Groups	Web Based
Launch! INFO	DTA - Maintenance Tool: Organizations	Web Based
Launch! INFO	DTA - Maintenance Tool: People	Web Based
Launch! INFO	DTA - Maintenance Tool: Routing Lists	Web Based
Launch! INFO	DTA - Reports	Web Based
Launch! INFO	DTS (Basic) - DTS Travel Documents	Web Based
Launch! INFO	DTS (Special Topic) - Cancellation Procedures	Web Based
Launch! INFO	DTS (Special Topic) - Constructed Travel	Web Based
Launch! INFO	DTS (Special Topic) - FY Crossover	Web Based
Launch! INFO	DTS (Special Topic) - Group Travel	Web Based
Launch! INFO	DTS (Special Topic) - Itinerary Adjustments	Web Based



DISTANCE LEARNING WEBINARS



Connect 2011
DISCOVER NETWORK ENERGIZE



New DTMO Website – Home Page

DEFENSE TRAVEL MANAGEMENT OFFICE
THE DOD CENTER FOR TRAVEL EXCELLENCE

View Website Demos

Home About Programs & Services News & Events References Search: Go

DTS is available. EWTS is available. Login to DTS

IN THE SPOTLIGHT

2011 BAH Rates Released

The Department of Defense released the 2011 Basic Allowance for Housing (BAH) rates, which take effect Jan. 1, 2011.

Find out more.

1 2 3 4 5

Director's Blog

Travel Talk

Welcome to *Travel Talk with DoD*, our DoD Live weblog. Designed to share travel related news and initiate an ongoing conversation with you, our most important stakeholder...

Talk Back - click to participate

Learn more about the DTMO

Travel Tools

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Travel Assistance Center

24 hours a day, 7 days a week

1-888-Help1Go (888-435-7146)

Overseas: 1-888-Help1Go from any DSN line

Submit a help desk ticket through the Tickets section of TraX
www.defensetravel.dod.mil/Passport

Contact your local help desk for local business rules.





New DTMO Website – Webinar Schedule

The screenshot shows the DTMO website interface. At the top, there is a navigation menu with links for Home, About, Programs & Services, News & Events, and References. A search bar is located to the right of the menu. Below the navigation, there are status indicators for DTS and EWTs availability, and a 'Login to DTS' button. The main content area is titled 'TRAINING RESOURCES' and features a sidebar on the left with links for eLearning Resources, Instructor Resources, and Reference Materials. The main content area includes a breadcrumb trail 'Programs & Services > Training', a heading 'DoD Travel Training and Resource Center', and a paragraph describing the resources. A list of resource categories is provided, with 'Distance Learning Schedule' highlighted by a red box. Below this is a 'Training Resources Lookup' section with a dropdown menu for 'Type'. On the right side, there is a 'QUICK LINKS AND RESOURCES' section with a list of links, including 'Distance Learning Schedule', 'DTS Document Processing Manual', 'DTS Defense Travel Administrator's Manual / DTA Manual Appendices', 'Financial Field Procedures Guide', 'Information on Training for Certifying Officers/Accountable Officials (COL)', and 'EWTs - This training environment is not secure...'



Webinar Information On TraX

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/R... My Schedule My Complet... My Roles Conferences Info

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

Actions	CLASS NAME (RECOMMENDED):	TYPE:
Schedule INFO	Document Processing - Vouchers	Distance Learning
Schedule INFO	DTA Maintenance Tool - Groups	Distance Learning
Schedule INFO	DTA Maintenance Tool - Organizations	Distance Learning
Schedule INFO	DTA Maintenance Tool - Overview	Distance Learning
Schedule INFO	DTA Maintenance Tool - People	Distance Learning
Schedule INFO	DTA Maintenance Tool- Routing Lists	Distance Learning
Schedule INFO	EWTS Setup and Application	Distance Learning
Schedule INFO	Fiscal Year (FY) Crossover	Distance Learning
Schedule INFO	Itinerary Adjustments	Distance Learning
Schedule INFO	Lines of Accounting in DTS	Distance Learning



Register For Training

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Recommended Training **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:	Register	START	END	FROM	TO
<input type="button" value="Launch!"/> <input type="button" value="INFO"/>	Programs & Policies - Travel Policies	Web Based	<input type="button" value="Register"/>	09Feb10	09Feb10	1230	1330
<input type="button" value="Launch!"/> <input type="button" value="INFO"/>	Travel Card Transition	Web Based	<input type="button" value="Register"/>	29Apr10	29Apr10	930	1030
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	Approval Process for TDY (Route & Review)	Distance Learning					
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	Constructed Travel	Distance Learning					
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	Document Processing - Vouchers	Distance Learning					
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	DTA Maintenance Tool - Groups	Distance Learning					
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	DTA Maintenance Tool - Organizations	Distance Learning					
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	DTA Maintenance Tool - Overview						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	DTA Maintenance Tool - People						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	DTA Maintenance Tool- Routing Lists						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	EWTS Setup and Application						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	Fiscal Year (FY) Crossover						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	Itinerary Adjustments						
<input type="button" value="Schedule"/> <input type="button" value="INFO"/>	OCONUS Travel						

Training Scheduled

Your training has been scheduled and an e-mail has been sent to your account with course details! Click on the "My Schedule" Tab to view it.

Travel Explorer Course Registration
DTMO@DTMO.Pentagon.mil

Dear Travel Explorer User,

Thank you for registering for the distance learning course for Itinerary Adjustments scheduled on 01/12/2010 from 930 to 1030 Eastern Standard Time. You may access the course on the scheduled date 15 minutes prior to class using the link below or by logging into the Travel Explorer and accessing your Scheduled Training tab within Training and clicking the Launch button. If there are any changes to this course, you will be notified via email.

Use the link below to access your class.
Link : <https://connect.dco.dod.mil/r26116869>

Thank you,
Travel Explorer



Attend Webinar

PASSPORT PROFILE
 Passport Applications
 LOG-OUT

HOME
 Help Tickets
 Knowledge Center
 Training
 Trip Tools
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Available/R...
 My Schedule
 My Complet...
 My Roles
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 Info

Print My Schedule

Class Scheduled:	Type	Start:	End:	From:	To:	
EWTS Setup and Application	Distance Learning	13Apr10	13Apr10	1030	1130	INFO Cancel Launch



DEMONSTRATIONS





Watch A Demonstration

PASSPORT PROFILE Passport Applications LOG-OUT

HOME Help Tickets Knowledge Center Training Trip Tools Links Feedback

Available/Recommended Training 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:
Launch! INFO	Authorization - Reservations - Air	Demo
Launch! INFO	Authorization - Reservations - Lodging	Demo
Launch! INFO	Authorization - Reservations - Rail	Demo
Launch! INFO	Authorization - Reservations - Rental Car	Demo
Launch! INFO	Authorization - Reservations - Trip Summary	Demo
Launch! INFO	Authorization - Review/Sign - Digital Signature	Demo
Launch! INFO	Authorization - Review/Sign - Other Authorizations	Demo
Launch! INFO	Authorization - Review/Sign - Pre-Audit	Demo
Launch! INFO	Authorization - Review/Sign - Preview Trip	Demo
Launch! INFO	Authorization - View Entire Authorization	Demo
Launch! INFO	Cancel a Trip	Demo
Launch! INFO	Create a Group Authorization	Demo
Launch! INFO	Create a Local Voucher	Demo
Launch! INFO	Create a Voucher	Demo
Launch! INFO	Create an Imported Authorization	Demo
Launch! INFO	First Time Log Into DTS	Demo
Launch! INFO	Route and Review	Demo
Launch! INFO	Special Circumstances Travel	Demo



ENTERPRISE WEB TRAINING SYSTEM





Enterprise Web Training System

- DTS “simulator”
 - Training environment to practice DTS applications
 - Requires Public Key Infrastructure (PKI) certificates
 - EWTS Guide available online
 - Certificate request form on last page





New DTMO Website – EWTS Access

Home About Programs & Services News & Events References Search: **Go**

DTS is available. **EWTS is available.** **Login to DTS**

TRAINING RESOURCES

eLearning Resources
Instructor Resources
Reference Materials

[Programs & Services > Training](#)

DoD Travel Training and Resource Center

DTMO provides a comprehensive set of resources to conduct training. These resources are continually reviewed, evaluated and updated. They include:

- **eLearning:** Comprising Web-based training, Distance Learning and Demonstrations.
- **Instructor Resources:** Access to the Enterprise Web Training System and courseware summary for instructors.
- **Reference Materials:** Manuals, quick reference materials, guides and information papers.

Select any of the above links to find more information on training resources.

Training Resources Lookup

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click **Submit**.

Type:

QUICK LINKS AND RESOURCES

- Distance Learning Schedule
- DTS Document Processing Manual
- DTS Defense Travel Administrator's Manual / DTA Manual Appendices
- Financial Field Procedures Guide
- Information on Training for Certifying Officers/Accountable Officials (COL)
- **EWTS** - This training environment is not accessible with the use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your [Lead Defense Travel Administrator \(LDTA\)](#). Refer to the [EWTS guide](#) for detailed information on requesting PKI certificates.





INSTRUCTOR-LED MATERIALS





ILT Material Search On TraX

PASSPORT PROFILE Passport Applications

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

LOG-OUT

Search Knowledge Center Browse Knowledge Center

Search by Category *i*
DTS Instructor Curriculum
All Subcategories
All Subcategories
Traveler
Advanced Traveler
Routing Official
Defense Travel Administrator

Instructor Search

Search by Phrases Powered by RIGHT NOW

499 Answers Available Page: 1 of 34 Go

Summary

- 1 Cost Comparison Worksheet for Constructed Travel
- 2 DTS TDY Documents: Document Processing Manual
- 3 DTA Manual, Chapters and Appendices
- 4 What receipts are required for travel reimbursements?
- 5 CBA Reconciliation: PowerPoint Presentation
- 6 Where can I find information on DTS training?
- 7 Will I receive training for the proper use of the travel card?
- 8 Available Instructor-Led Training Materials
- 9 What is an Agency Program Coordinator (APC) and how do I locate the one assigned to me?
- 10 Can you change the routing list on a DTS document after it has been created?
- 11 How do I apply for a travel card?
- 12 TAOCC (COL) Quick Reference Guide
- 13 Why aren't charge card statements and electronic records in DTS valid receipts?
- 14 I want to go on personal leave while on TDY. Can I use the rental vehicle?
- 15 Can I access DTS from a public domain via the public Internet?



ILT Materials List

- | | Summary |
|----|--|
| 1 | Available Instructor-Led Training Materials |
| 2 | Updated - Available Web-Based Training Materials |
| 3 | DoD Travel Card Program: Available Training |
| 4 | Available Training and Training Materials |
| 5 | Updated - DoD TDY Travel Policy: Distance Learning Materials (P-115) |
| 6 | ILT Materials: DTS Basics |
| 7 | Updated - DoD Rental Car Program: Available Training |
| 8 | DoD TDY Travel Policy: Available Training |
| 9 | ILT Materials: Cancellation Procedures |
| 10 | ILT Materials: OCONUS Travel |
| 11 | ILT Materials: Group Travel |
| 12 | DTS Basics: Available Training |
| 13 | DTS Demonstrations |
| 14 | DTA MT: Available Training |
| 15 | DTS TDY Documents: Distance Learning Materials (T-101) |



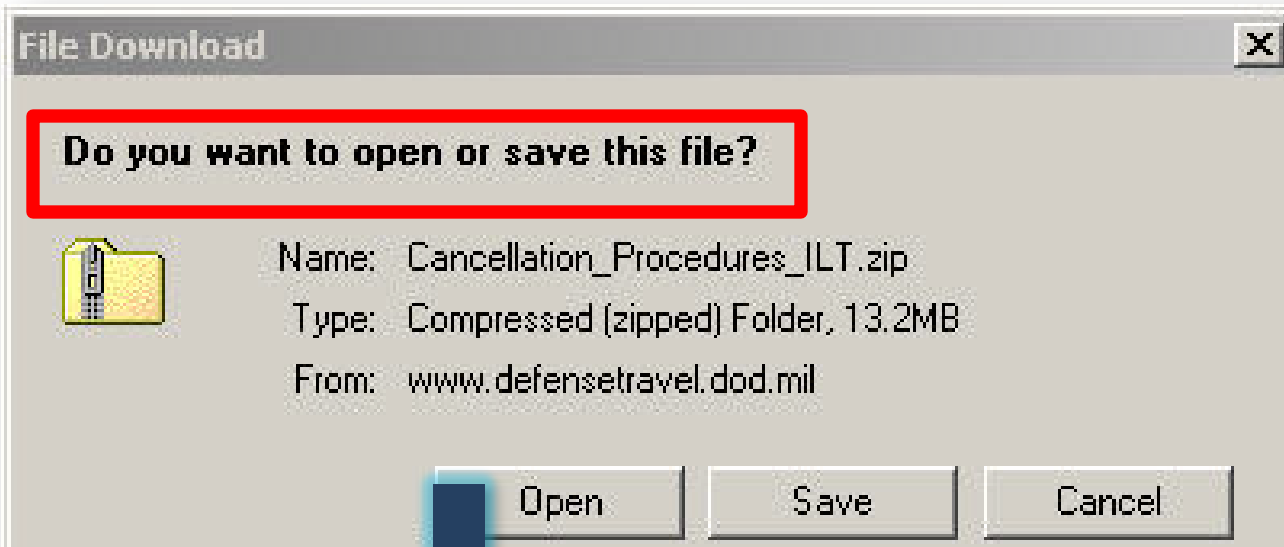
Download ILT Materials

The screenshot shows a web interface for the Knowledge Center. At the top, there is a navigation bar with links for PASSPORT PROFILE, Passport Applications, HOME, Help Tickets, Knowledge Center, Training, Trip Tools, Links, and Feedback. A LOG-OUT button is also present. Below the navigation bar are two tabs: Search Knowledge Center and Browse Knowledge Center. The main content area features a search bar with a dropdown menu set to 'All', a search input field containing 'instructor', and a 'Search' button. A 'Search By' dropdown is set to 'Phrases'. Below the search bar, the results for 'ILT Materials: Cancellation Procedures' are displayed. The results include a metadata table with fields for Answer ID (728), Date Created (06/24/2009 09:01 AM), and Last Updated (12/17/2009 10:09 AM). A 'Print Answer' button is located below the metadata. The description of the answer states: 'Are instructor-led training materials available to allow service/agency instructors to teach how to handle a Defense Travel System (DTS) authorization when a trip is cancelled?'. The answer provided is 'Yes.' and a paragraph explains the procedures for authorizations, including incurred expenses and reimbursement. A red box highlights the link 'download the materials' in the text: 'Select the link to [download the materials](#).' At the bottom of the results area, there is a checkbox for 'Notify Me by Email if this Answer is Updated'.





Open Or Save ILT Materials



-  Cancellation_Procedures_2003.ppt
-  Cancellation_Procedures_2007.pptx
-  Cancellation_Procedures_InstructorGuide.doc
-  Cancellation_Procedures_ParticipantGuide.doc





DEFENSE TRAVEL MANAGEMENT OFFICE
 THE DoD CENTER FOR TRAVEL EXCELLENCE

View Website Demos
Search: [Go](#)
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News & Events
References

● DTS is available.
 ● EWTS is available.
 [Login to DTS](#)

IN THE SPOTLIGHT

Learn More About Basic Allowance for Housing

Watch our new informational video to learn how BAH rates are determined.

[Find out more.](#)

◀
1 2 3 4 5
▶

Director's Blog

Travel Talk

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- EWTS Status Update
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- FY Crossover and Affected Partner Systems

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Contact your local help desk for local business rules.

Training Resources

- View available training by Type, Role, Topic or Series
- Learn about Travel Explorer (TraX) to access training resources
- Training Resources Lookup Tool

MORE TRAINING RESOURCES





Most Commonly Accessed Manuals

Home About Programs & Services News & Events References Search: Go

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TRAINING RESOURCES

[Programs & Services > Training](#)

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- Financial Field Procedures Guide
- Information on Training for Certifying Officers/Accountable Officials (COL)
- EWTS - This training environment is not secure, use of the Common Access Card (CAC) is not recommended to access EWTS. If you need access to the training environment, please contact your [Lead Defense Travel Administrator \(LDTA\)](#). Refer to the [EWTS guide](#) for detailed information on requesting PKI certificates.





Training Resource Lookups

courseware summary for instructors.

- **Reference Materials:** Manuals, quick reference materials, guides and information papers.

Select any of the above links to find more information on training resources.

Training Resources Lookup

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below. To view all training resources, leave the criteria blank and click **Submit**.

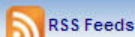
Type:	<input type="text" value="Reference Materials"/>	<input type="text"/>
Role:	<input type="text" value="eLearning"/> <input type="text" value="Instructor Resources"/> <input type="text" value="Reference Materials"/>	<input type="text"/>
Topic:	<input type="text" value="Select.."/>	
Series:	<input type="text" value="Select.."/>	

- **DTS Defense Travel Administrator's Manual / DTA Manual Appendices**
- **Financial Field Procedures Guide**
- **Information on Training for Certifying Officers/Accountable Officials (COL)**
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All courses are offered through [Travel Explorer \(TraX\)](#). To access [TraX](#), users must register through [Passport](#), DTMO's web portal. For instructions on accessing training in [TraX](#), [click here](#).

CONNECT





Resources



DTMO Website

- Access EWTS
- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

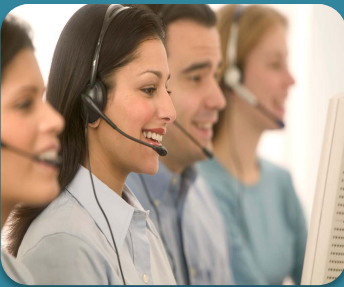
www.defensetravel.dod.mil



Travel Explorer (TraX)

- Access e-learning, instructor resources, and reference materials
- Access FAQ through Knowledge Center

www.defensetravel.dod.mil/Passport



Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX