Information Paper:

Accessing "Travel Card Program" Training

Introduction

The DTMO-sponsored Travel Card Program course covers the basics about the Government Travel Charge Card (GTCC) program. The course provides information on obtaining, using, and paying balances on the GTCC, and is mandatory for all persons who have one. The course is approximately 75 minutes in duration.

Access and Login

To access the course, navigate to Passport at https://www.defensetravel.dod.mil/passport (Figure 1). You will need to have a user account to login to Passport. If you do not have an account, you may create one by selecting the **Register** button, complete then submit the form.

Figure 1: DTMO Passport Account Login

TraX

The DoD Travel Explorer Home page displays (Figure 2). Navigate to the Training courses by selecting the **Training** icon.

Figure 2: DoD Travel Explorer Home Page

The Training section of TraX lists courses that support your role (Figure 3). To see the Travel Card course in the list of available classes, you will need to complete the **My Roles** tab.

Figure 3: TraX Training Section

Place a check in the box next to **I am a DoD Traveler and/or I use DTS** or in the box next to **I have a Travel Card.** After selecting the applicable roles, select **View Recommended Training** (Figure 4).

Please Check All That Apply So We Can Recommend Training

☑ I have a Travel Card

☑ I am a DoD Traveler and/or I use DTS

    ☐ I am an AO/CO

    ☐ I am an LOTA/ODTA

    ☐ I am an FDTA/BDTA

    ☐ I am a DTS Transportation Officer

    ☐ I am a DMM

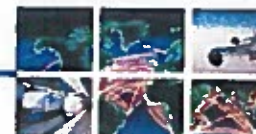   ☐ I am a DTS Travel Clerk/NDEA

☐ I'm an APC

☐ I'm a CPM

☐ I'm a CTO QAE/COTR

View Recommended Training

Figure 4: My Roles Section

**Launching
the Course**

The screen returns to the Available/Recommended Training tab, and the Travel Card course displays in the list. (If you still don't see the course on the list, select the "View All" radio button).Start the course by selecting **Launch** to the left of the course titled: **Programs & Policies-Travel Card Program (Travel Card 101) [Mandatory]** (Figure 5).

Defense Travel Management Office

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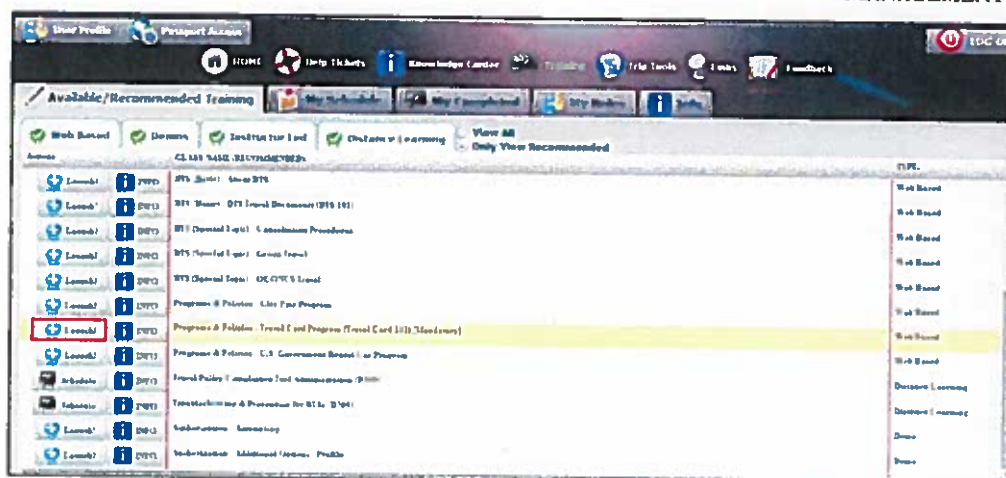Please check revision currency on the web prior to use.

Figure 5: Launch Button

Another browser window opens with a screen providing information about the system requirements for accessing the training. When you have verified that your computer is properly equipped and the settings are properly configured, select **Launch Course** either at the top or the bottom of the window (Figure 6).
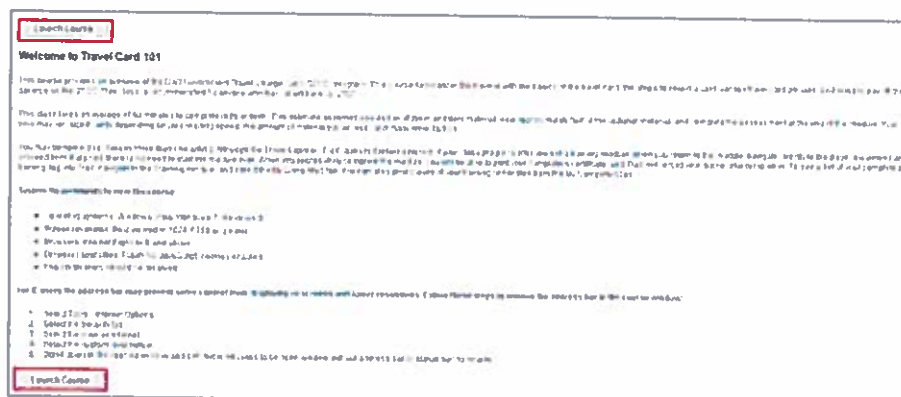

Figure 6: Launch Course

The Launch screen of the Travel Card course appears.

Travel Card

Traveler's Responsibilities

Dos ≫

- Use your Government Travel Charge Card (GTCC) to pay for official travel expenses only.

- Obtain travel advances for official travel through an ATM.

- Identify if GSA SmartPay Tax Exemption Status applies to your TDY location and ensure appropriate forms are provided as proof to merchants (Lodging/Car Rental):

  https://www.smartpay.gsa.gov/about-gsa-smartpay/tax-information/travel-card

- Track you expenses while traveling so you have accurate information for filing your travel voucher.

- Keep your receipts for all transaction made on your travel card.

- File your travel voucher within five days (5) after you complete your trip or every 30 days if you are on continuous travel.

- Submit payment in full to the Charge Card Vendor (CCV) for each monthly bill by the due date regardless of reimbursement status.

- Follow your GTCC contractor's dispute process for charges which are not valid.

- Contact the GTCC customer service if you have questions about your monthly GTCC bill.

- Be aware that failure to pay your bill in a timely manner can result in suspension or cancellation of your card.

- Immediately report a lost or stolen card to the GTCC contractor and follow up with your Agency Program Coordinator (APC).

Don'ts »

- Use your travel card for personal use.

- Obtain travel advances through ATM which exceed your expected 'out of pocket' expenses for a trip.

- Allow your monthly bill to become overdue because this could result in suspension or cancellation of your card.

- Wait for receipt of your monthly billing statement to file your travel claim. A summary of your travel charges is available 24X7 on the Government Travel Charge Card Electronic Access System, CitiDirect, for registered users at:

  https://home.cards.citidirect.com/CommercialCard/Cards.html

- Forget that the card is issued in your name and liability for payment is your responsibility.

- Write your Personal Identification Number (PIN) on your card or carry your PIN in your wallet/purse.