

## TRAVELER - ASSISTANCE

TRAVEL EXPLORER: offers a centralized source of travel information to include travel assistance, training, access to trip tools (you can obtain estimates), and other useful information.

## PROGRAM and SERVICES

CONTACTS: – an alternate source for assistance.

1. SELF HELP Information and systematic instructions posted for your convenience on the Intranet at Garrison-GRMO-Documents.

2. ORGANIZATIONAL DTA POC:

MWR/ACS: Martha Manor: 798-4131 ODTA permissions

DHR: Tracey Richardson: 798-4729 ODTA permissions, alternate ODTA: Geri Nelson: ODTA in training

DPW: Devra Stadler: 798-9700 ODTA permissions, alternate Arena Dixon ODTA in training

Chaplain Office: Ray Lepper, ODTA in training

DPTM: Kylie Perrine: 798-6711, ODTA in training

Installation Safety, PAO, PAIO, CHAPLAIN, IRAC, EEO, ASAP and SJA (Garrison): ODTA permissions Julie Parsons 798-3214, alternate Jackie Harbin 798-0613. LDTA: Julie Parsons 798-3214

3. DFAS LDTA: Dale Coward 412-5651

4. On rare extreme emergencies, exhaust all contacts above before contacting DFAS Tier2 help desk – 1-877-676-6742.

Travel Assistance Center: 24 hours a day, 7 days a week, 1-888-435-7146: TAC, can assist with some CTO issues try them first the call is free

CTO 1-800-296-2959 during duty hours, DTA 3 – Army CONUS (800) 468-2863 (from US) (210) 877-3255 (from overseas call collect), for a fee of \$19.20.

Get to know DTS and what is available to you.

- Home
- [DTMO Website](#)
- [Training](#)
- Travel Assistance
- [Travel Explorer](#)
- [Programs and Services](#)
- Contacts

## Welcome to DTS

The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank accounts and the Government Travel Charge Card (GTCC) vendor. DTS operates at over 9,500 total sites worldwide.

### Login to the Defense Travel System

Begin using the Defense Travel System.

Login to DTS

### First Time Users

Learn more about DTS and the tools required for use.

First Time Users

### Training

Learn how to use DTS & find additional training resources.

Training

### Notices

DTS Status: No Downtime Scheduled

### System Status



#### DTS Status

DTS is available

Updated: 19 Dec 2015



#### EWTS Status

EWTS is available

Updated: 30 Dec 2015

Now Available in DTS!

## DoD Lodging

Book Air Force Inns, Navy Gateway Inns & Suites, Navy Lodge, and OCONUS Army lodging or secure a non-availability certificate number directly in DTS.

### Travel Assistance

Click button to contact your local help desk

Army Air Force  
Navy DoD Agency  
Marine Corps Joint Command

Travel Assistance Center



## Notable Policy Changes

### News

- DoD Expands Integrated Lodging Program Pilot
- Chip and PIN GTCC

CLICK ON DTMO WEBSITE, IS FULL OF INFORMATION

http://www.defensetravel.dod.mil/ Defense Travel System - DTS Defense Travel System - DTS Defense Travel Managemen... Citi® Commercial Cards



# DEFENSE TRAVEL MANAGEMENT OFFICE

THE DOD CENTER FOR TRAVEL EXCELLENCE

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DTS is available. EWTS is available. Login to DTS

## IN THE SPOTLIGHT

### 2016 BAH Rates Announced



The Department of Defense has released the 2016 Basic Allowance for Housing (BAH) rates, which take effect on January 1, 2016. Overall rates will increase an average of 3.4 percent this year.

[Find out more.](#)

1 2 3 4 5

## IN OTHER NEWS

- DTMO Website Downtime on 12/18
- TSA PreCheck
- GTCC Chip and PIN
- Notable Travel Policy Changes
- "Virtually There" Update
- Instructions for Correcting Mission Related Expense Errors

## Travel Assistance

Click button to contact your local help desk

Army Air Force

Navy DoD Agency

Marine Corps Joint Command

[Travel Assistance Center](#)

## Travel Tools

- Find Your DTA
- Flat Rate Per Diem Lookup
- State Tax Exemption Forms
- Baggage Allowance
- Rental Vehicle Assistance Tool
- Travel Explorer (TraX)
- Allowance Tables
- Allowance Calculators
- Restricted Fares

## Travel Regulations and Allowances

- Basic  using
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Per Diem
- JTR
- Other Rates and Allowances

## Travel Programs

- Government Travel Charge Card
- Rental Car and Truck Program

## Training Resources

SCROLL DOWN TO TRAINING RESOURCES/TRAVEL REGULATIONS AND ALLOWANCES

http://www.defensetravel.dod.mil/ Defense Travel System - DTS Defense Travel System - DTS Defense Travel Managem... Citi® Commercial Cards

### Travel Tools

- Find Your DTA
- Flat Rate Per Diem Lookup
- State Tax Exemption Forms
- Baggage Allowance
- Rental Vehicle Assistance Tool
- Travel Explorer (TraX)
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- Allowance Calculators
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### Travel Regulations and Allowances

- Basic Allowance For Housing
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Per Diem
- JTR
- Other Rates and Allowances

### Training Resources

- Training Resource Lookup
- Listing of Available Training Resources**
- New and Updated Training Resources
- Instructions for Accessing Training in Travel Explorer
- Training for Accountable Officials and Certifying Officers (COL)
- Enterprise Web Training System (EWTS) - Guide and Request Form
- Training for Rental Car Employees

### Travel Programs

- Government Travel Charge Card
- Rental Car and Truck Program
- Military Bus Program
- Recruit Travel and Assistance
- DoD Lodging
- Air
- Travel Policy Compliance

### Defense Travel System

- DTS/EWTS Maintenance Schedule
- DTS Status Update
- EWTS Status Update
- Recent Software Updates

**CONNECT** RSS Feeds Podcasts

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Navy DoD Agency  
Marine Corps Joint Command

[Travel Assistance Center](#)

## Defense Travel Transformation

Click here for more...

*Transforming the Defense Travel Enterprise*

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CLICK ON "LISTING OF AVAILABLE TRAINING RESOURCE"

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## TRAINING RESOURCES

[eLearning Resources](#)  
[Instructor Resources](#)  
[Reference Materials](#)  
[Training Resources Lookup Tool](#)

[Programs & Services](#) > [Training Resources](#) > Resource Lookup - Results

### Resource Lookup - Results

The Training resources that match your criteria are listed below.

**ENTER NEW SEARCH**

Name ▼ sort	Type ▼ sort	Sub-Type ▼ sort	Roles	Topic ▼ sort	Series
<a href="#">72-Hour Auto Cancellation</a> This paper provides information on how the 72 Hour Auto Cancellation will work in DTS. This change is effective 1 October 2012	Reference Materials	Information Paper	DTA, LDTA, ODTA	DTS	DTS Basics
<b>About DTS</b> This class provides an introduction to DTS, explaining how to access and navigate the system. It serves as an excellent precursor to Basic DTS Travel Documents. This class is listed as "DTS (Basics) - About DTS" in TrAX.	eLearning	Web-based	AO, BDTA, CBA-S, Clerk, CO, DMM, DTA, FDTA, LDTA, NDEA, ODTA, Traveler	DTS	DTS Basics

**DTS KNOWLEDGE AT YOUR FINGER TIPS!!!! YOU WILL FIND TRI-FOLDS, INFORMATION PAPERS, TOPICS FOR WEB-BASED TRAININGS AND DEMONSTRATIONS (ARE INTERACTIVE TO TEACH YOU DTS).**

**SCROLL THROUGH THE MANY PAGES OR USE SEARCH**

The screenshot shows a web browser window with the URL <http://www.defensetravel.dod.mil/site/training.cfm>. The page has a blue header with a "Guide" tab. Below the header, there are instructions: "To view all training resources, leave the criteria blank and click **Submit**." and "To view training resources by Type, Role, Topic or Series, choose from **ONE** or **TWO** corresponding drop downs below, and click **Submit**." The main content area contains a form with four dropdown menus: "Type:" (set to "Reference Materials"), "Role:" (set to "Traveler"), "Topic:" (set to "DTS"), and "Series:" (set to "DTS Basics"). A "Submit" button is located below the form. To the right of the form, there is a sidebar with a warning box about EWTS security, a list of RSS feeds, and a "Travel Training Program Fact Sheet" link. Below the sidebar is the "TRAX TRAVEL EXPLORER" logo and a note about course registration. At the bottom of the page, there is a "CONNECT" section with links for "RSS Feeds" and "Podcasts".

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[FOIA](#) | [USA.gov](#) | [Department of Defense](#) | [Military Personnel Policy](#) | [Personnel & Readiness](#) | [Website Feedback](#)

**SELECT EACH BLOCK AS SHOWN ABOVE, then click "SUBMIT".**

**YOU WILL NOTICE DIFFERENT SUB-TYPES CAN BE SAVED OR PRINTED.**

**TO PRINT THE TRI-FOLDS, PROPERTIES NEED TO BE LANDSCAPE, DOUBLE SIDED, PRINT ON SHORT SIDE. THEREFORE, YOU CAN FOLD IT PROPERLY.**



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  EWTS is available.



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[Programs & Services](#) > [Training Resources](#) > Resource Lookup - Results

### Resource Lookup - Results

The Training resources that match your criteria are listed below.

**Type:** Reference Materials  
**Role:** Traveler  
**Topic:** DTS  
**Series:** DTS Basics

Name <small>▼ sort</small>	Sub-Type <small>▼ sort</small>
<a href="#">Accessing "DTS Basics" Training</a> This paper provides instructions on how to access the DTS Basics WBTs.	Information Paper
<a href="#">Booking Hotels at Conference Rates</a> This information paper discusses the process for booking a hotel in DTS when a conference rate applies.	Information Paper
<a href="#">Commercial Travel Office Fee</a> This information paper describes the proper way to enter a Commercial Travel Office (CTO) fee in a DTS document.	Information Paper
<a href="#">Correct EFT Returns</a> This information paper discusses the best practices for preventing electronic fund transfer (EFT) returns.	Information Paper



<p><a href="#">How to Calculate Local POC Mileage</a> This paper provides information on how to correctly enter POC mileage into DTS for one-stop and multi-stop official travel in the local area.</p>	Information Paper
<p><a href="#">How to Claim Airline Checked Baggage Fee</a> This paper discusses how a traveler can claim reimbursement for checked baggage that airlines may charge.</p>	Information Paper
<p><a href="#">Multiple Profiles in DTS</a> This paper discusses switching profiles if you have multiple roles in DTS.</p>	Information Paper
<p><a href="#">Partner System Traveler Instructions for Completing an Imported Authorization in DTS</a> This tri-fold shows travelers how to complete an imported authorization in DTS.</p>	Tri-fold
<p><a href="#">Required TAC Ticket Information</a> This information paper outlines the information required when creating a Travel Assistance Center (TAC) ticket.</p>	Information Paper
<p><a href="#">Review, Certify, and Approve DTS Documents: Instructions for AOs and COs</a> This tri-fold assists Authorizing Officials in completing the DTS route and review process, providing checklists of necessary actions for authorization and voucher reviews.</p>	Tri-fold
<p><a href="#">TraX Touch</a> This information paper discusses the functionality contained in TraX Touch, a mobile app version of Travel Explorer (TraX).</p>	Information Paper
<p><a href="#">Understanding A Travel Debt</a> This information paper provides information about when a travel-incurred debt occurs, what a debt notification e-mail is, when a traveler should receive a debt notification e-mail, repayment options, and recourse for a travel debt.</p>	Information Paper
<p><a href="#">Updating Itinerary and Reservations in a Voucher</a> This tri-fold guides the user through creating adjustments and amendments to an itinerary in a voucher.</p>	Tri-fold
<p><a href="#">Updating Itinerary and Reservations in an Authorization</a> This tri-fold guides the user through the process of creating adjustments and amendments to an itinerary in an authorization.</p>	Tri-fold

**CONNECT**



RSS Feeds



Podcasts

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