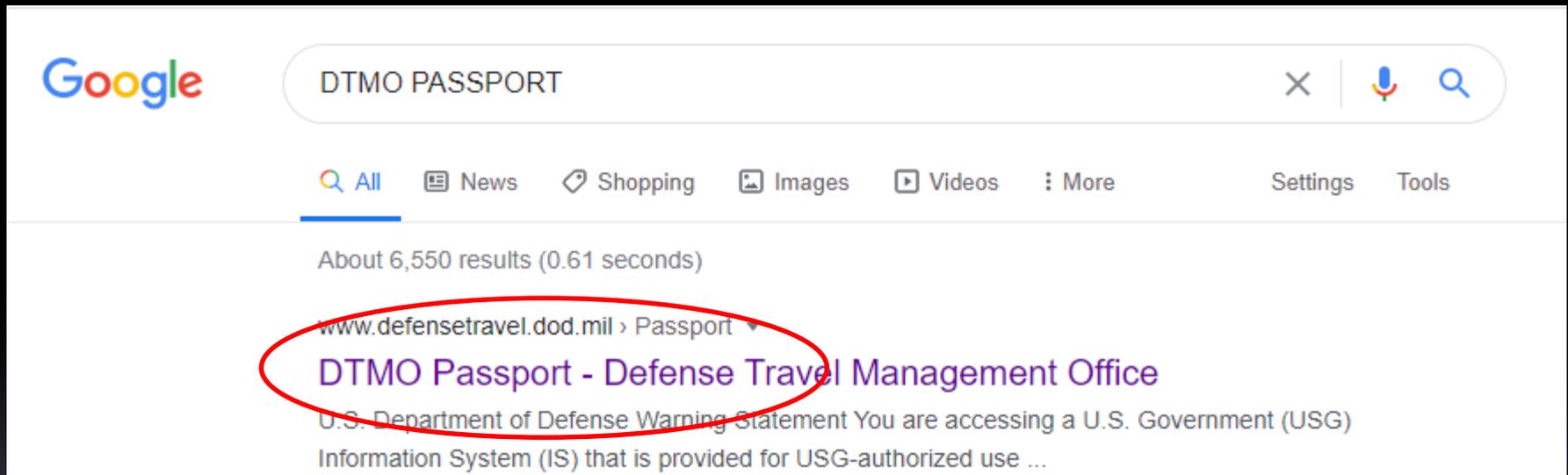


# USING PASSPORT/TRAVEL EXPLORER (TRAX) & TRIP CALCULATOR

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(208) 272-4226

# Finding TRAX/Passport

-Navigate to TRAX/Passport by entering these search terms in google:  
**DTMO PASSPORT**



The image shows a Google search interface. The search bar contains the text "DTMO PASSPORT". Below the search bar, there are navigation links for "All", "News", "Shopping", "Images", "Videos", and "More". The search results show "About 6,550 results (0.61 seconds)". The top result is from "www.defensetravel.dod.mil > Passport" and is titled "DTMO Passport - Defense Travel Management Office". The title and the URL are circled in red. Below the title, there is a warning statement: "U.S. Department of Defense Warning Statement You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use ...".

Google

DTMO PASSPORT

All News Shopping Images Videos More Settings Tools

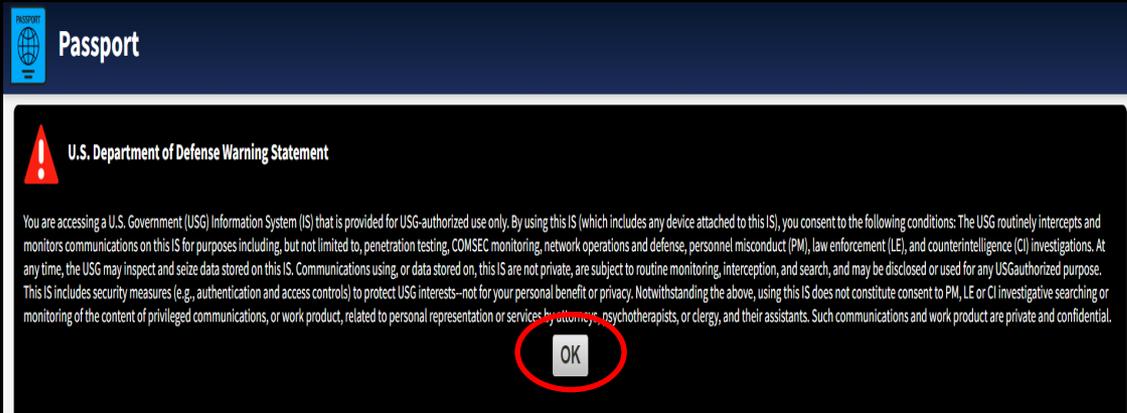
About 6,550 results (0.61 seconds)

www.defensetravel.dod.mil > Passport

**DTMO Passport - Defense Travel Management Office**

U.S. Department of Defense Warning Statement You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use ...

# Login page



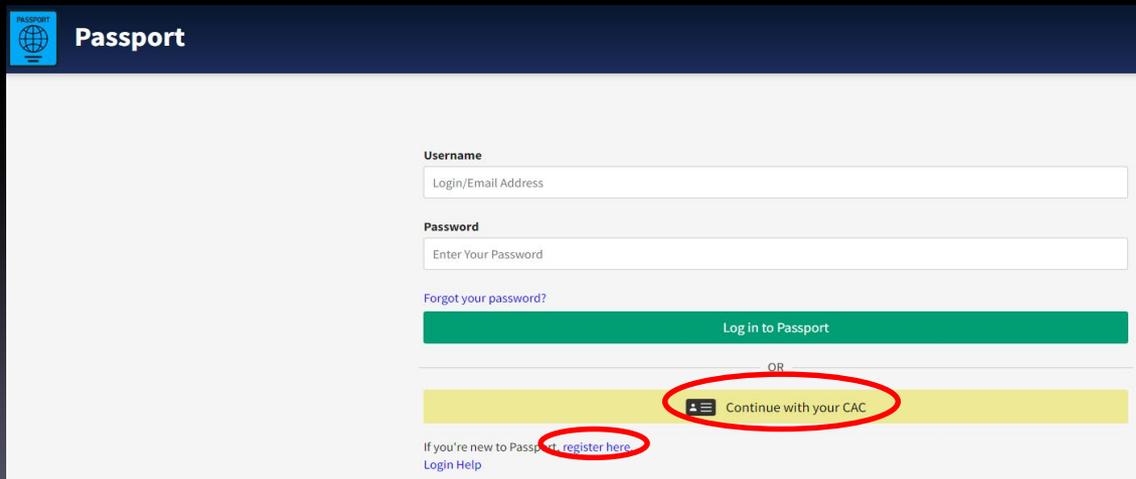
**Passport**

**U.S. Department of Defense Warning Statement**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations. At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose. This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

**OK**

-Click 'Continue with your CAC' & use your Authentication Certificate.



**Passport**

**Username**  
Login/Email Address

**Password**  
Enter Your Password

[Forgot your password?](#)

**Log in to Passport**

OR

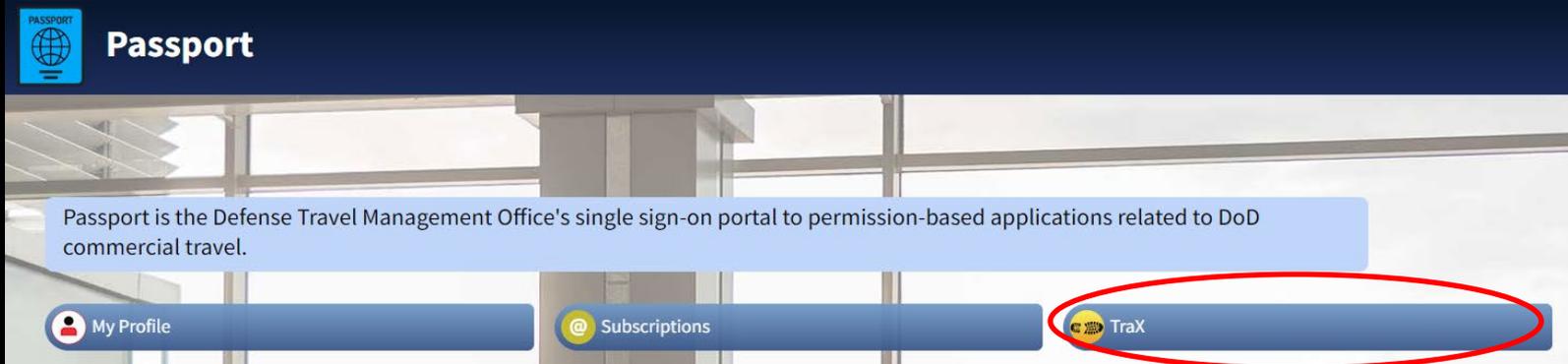
**Continue with your CAC**

If you're new to Passport, [register here](#)  
[Login Help](#)

**\*Note:** If you do not have an account, click the *Register Here* link.

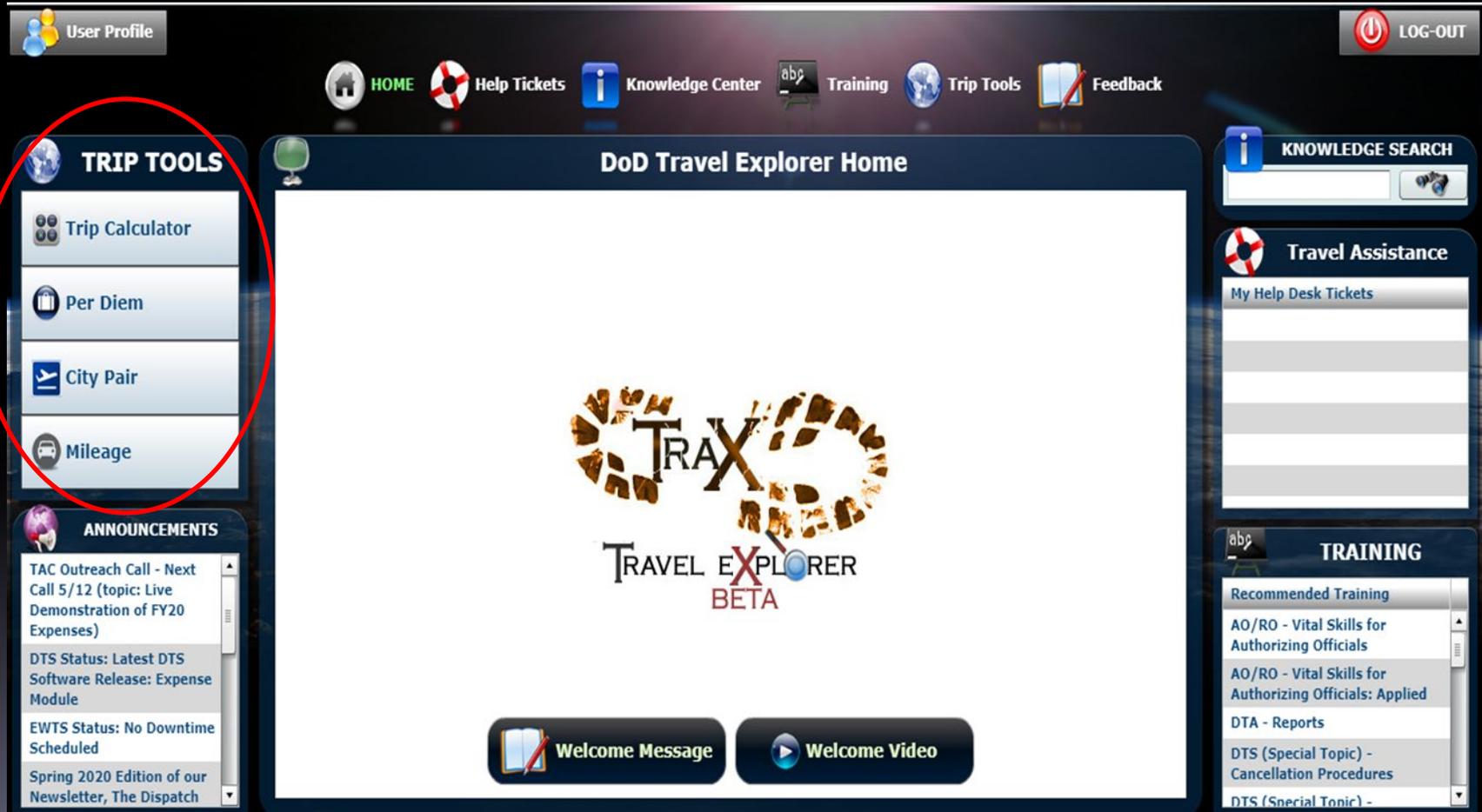
# Login page

-Click on 'TraX'



# Home Page

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



**User Profile** **LOG-OUT**

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

## TRIP TOOLS

- Trip Calculator
- Per Diem
- City Pair
- Mileage

## ANNOUNCEMENTS

- TAC Outreach Call - Next Call 5/12 (topic: Live Demonstration of FY20 Expenses)
- DTS Status: Latest DTS Software Release: Expense Module
- EWTS Status: No Downtime Scheduled
- Spring 2020 Edition of our Newsletter, The Dispatch

## DoD Travel Explorer Home

**TRAX**  
**TRAVEL EXPLORER**  
**BETA**

**Welcome Message** **Welcome Video**

## KNOWLEDGE SEARCH

## Travel Assistance

My Help Desk Tickets

## TRAINING

Recommended Training

- AO/RO - Vital Skills for Authorizing Officials
- AO/RO - Vital Skills for Authorizing Officials: Applied
- DTA - Reports
- DTS (Special Topic) - Cancellation Procedures
- DTS (Special Topic) -

# Trip Calculator

With the Trip Calculator you can create a baseline **trip summary**, complete with:

- Per Diem costs
- City Pair flight
- Rental Car expense costs
- Mileage Breakdown (if any)
- Miscellaneous expenses

*Use this tool instead of creating an authorization within DTS to determine if funds will cover expenses.*

The screenshot shows the Trip Calculator web application interface. At the top, there is a navigation bar with icons and labels for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and Feedback. The main content area is divided into three sections: WHEN?, WHERE?, and WHAT?.

**WHEN?** This section includes a calendar icon with the number 3, and two date input fields labeled "Trip Start:" and "Trip End:".

**WHERE?** This section includes a globe icon and two text input fields labeled "From:" and "To:", both with "City, State" as placeholder text.

**WHAT?** This section includes a road tunnel icon and four radio button options: "Plane", "Rental", "Mileage", and "Misc. Expense". Each option has a corresponding icon: an airplane for Plane, a car for Rental, a steering wheel for Mileage, and a letter 'M' for Misc. Expense.

On the right side of the interface, there is a "Trip Summary" panel. It features a search icon and the title "Trip Summary". Below the title, there is a table with two columns: "PerDiem" and "\$0". Underneath the table, it says "TOTAL 0" followed by a progress bar with 10 empty slots. At the bottom of the panel, there is a "Quick Tools" button with a wrench icon.

# Starting Your Trip Summary

-Input trip dates and location.

*NOTE: Locations can be tricky to find, if you are unable to locate your destination, please call 272-4226*

-Check the boxes that apply to your trip (*rental cars may not be authorized for all locations*)



**WHEN?** Trip Start:   Trip End:  

---



**WHERE?** From:   
To:

---



**WHAT?**  Plane  Rental  Mileage  Misc. Expense

# Per Diem Rates

HOME Help Tickets Knowledge Center Training Trip Tools Feedback

Boise, ID Washington, DC

**WHEN?** Trip Start: 07/05/2020 Trip End: 07/11/2020

**WHERE?** From: Boise, ID To: Washington, DC

**WHAT?**  Plane  Rental  Mileage  Misc. Expense

**Trip Summary**

	PerDiem	\$1,508
<input checked="" type="checkbox"/>	Air Travel	\$0
<input checked="" type="checkbox"/>	Rental Car	\$0
<input checked="" type="checkbox"/>	Mileage	\$0
<input checked="" type="checkbox"/>	Misc	\$0
<b>TOTAL</b>		<b>1,508</b>

Trip Washington, DC - 07-05-2020

-Per Diem is automatically calculated, click the hotel bed to see the breakdown by day.

**PER DIEM LOCATION FOR DISTRICT OF COLUMBIA, DC 05-Jul-20 to 11-Jul-20**

Date(s)	# of Days	Daily Lodging	Daily M&IE	Lodging x Days	M&IE x Days
05-Jul-20	First Day	\$169.00	\$76.00	\$169.00	\$57.00
06-Jul-20 To 10-Jul-20	5	\$169.00	\$76.00	\$845.00	\$380.00
11-Jul-20	Last Day	\$169.00	\$76.00	\$0.00	\$57.00
<b>05-Jul-20 To 11-Jul-20</b>	<b>6</b>			<b>\$1,014.00</b>	<b>\$494.00</b>
<b>TOTAL LODGING EXPENSES</b>		<b>TOTAL M&amp;I EXPENSES</b>		<b>TOTAL PER DIEM EXPENSES</b>	
<b>\$1,014.00</b>		<b>\$494.00</b>		<b>\$1,508.00</b>	

# Flights

- Next, click the plane icon to bring up City Pair
- To populate fares, click the binocular icon
- Click the '+ City Pair' icon for your destination

*This action will add airfare to your trip summary on the right side of the page.*

The screenshot shows a web application interface for finding flights. At the top, there is a navigation bar with icons for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and Feedback. Below this, the main content area is titled "City Pair Fare Finder".

The "City Pair Fare Finder" section includes a search form with "FROM: Boise, ID" and "TO: Washington, DC". A search radius of "50 Miles" is selected, along with "Roundtrip" travel type. A red circle highlights a binocular icon next to the search radius. Below the search form, a table lists "AIR FARE (\*EACH WAY)" options:

	From	To	Airline
<input checked="" type="checkbox"/> CITY PAIR \$326	BOI (4 MI)	DCA (3 MI)	Delta Air Lines, Inc.
<input checked="" type="checkbox"/> CITY PAIR \$314	BOI (4 MI)	BWI (35 MI)	Southwest Airlines Co
<input checked="" type="checkbox"/> CITY PAIR \$332	BOI (4 MI)	IAD (23 MI)	Southwest Airlines Co

A red circle highlights the first row of the table. Below the table is an "ADD OWN ESTIMATE" button. The "MY SELECTED FLIGHTS" section shows a table with two rows, both for Delta Air Lines, Inc. flights between BOI and DCA, each priced at \$326.00. The "Total Cost" is \$652.00.

On the right side, the "Trip Summary" section shows a list of items with checkboxes:

Item	Amount
<input checked="" type="checkbox"/> PerDiem	\$1,508
<input checked="" type="checkbox"/> Air Travel	\$652
<input checked="" type="checkbox"/> Rental Car	\$0
<input checked="" type="checkbox"/> Mileage	\$0
<input checked="" type="checkbox"/> Misc	\$0

The "Air Travel" row is highlighted in yellow and has a red circle around the airplane icon. The "TOTAL" is 2,160. Below the summary, it says "Trip Washington, DC - 07-05-2020". At the bottom right, there is a "Quick Tools" button.

# Rental Car

-Click the car icon on the right side of the page

-Then, click 'View Rates'

Use the ceiling rates to locate standard base rate

*Note: Pages 2-7 are for High Cost Areas*

The screenshot shows a web application interface for 'Car Rental Ceiling Rates'. At the top, there is a navigation bar with links for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and Feedback. Below this, the main content area displays the title 'Car Rental Ceiling Rates' with a car icon. A red circle highlights a button labeled 'VIEW RATES' with a car icon. To the right, a 'Trip Summary' box shows a total of 2,160 for a trip from Washington, DC to Washington, DC from 07-05-2020 to 07-05-2020. The summary includes items like PerDiem (\$1,508), Air Travel (\$652), Rental Car (\$0), Mileage (\$0), and Misc (\$0). Below the main content, a PDF viewer displays a document titled 'DOMESTIC RENTAL CAR CEILING RATES Effective March 18, 2010'. The PDF contains a table with columns for car categories (Economy, Compact, MidSize, Full size, Sports Utility-Standard (SUV) up to 5 passengers, Sports Utility-Intermediate up to 6 passengers, Sports Utility-Full size 7-9 passengers, Minivan-7 passengers, Van 12-15 passengers) and rows for various rental companies (Ace Rent-A-Car, Advantage Rent-A-Car, Alamo Rent-A-Car, L.L.C., Avis Rent-A-Car, Budget Rent-A-Car, Dollar Rent-A-Car, Enterprise Rent A Car, E-Z Rent-A-Car).

	Economy	Compact	MidSize	Full size	Sports Utility-Standard (SUV) up to 5 passengers	Sports Utility-Intermediate up to 6 passengers	Sports Utility-Full size 7-9 passengers	Minivan-7 passengers	Van 12-15 passengers
<b>Maximum CONUS - Standard Base Rates</b>									
Ace Rent-A-Car	\$65	\$67	\$70	\$75	\$125	\$125	\$125	\$125	\$150
Advantage Rent-A-Car	\$83	\$85	\$87	\$89	\$135	N/A	N/A	NA	\$155
Alamo Rent-A-Car, L.L.C.	\$88	\$90	\$92	\$94	\$140	\$170	\$160	\$160	N/A
Avis Rent-A-Car	\$61	\$63	\$65	\$67	\$98	N/A	N/A	\$108	N/A
Budget Rent-A-Car	\$59	\$61	\$63	\$65	N/A	N/A	N/A	\$108	N/A
Dollar Rent-A-Car	\$88	\$90	\$92	\$94	\$140	N/A	N/A	\$160	N/A
Enterprise Rent A Car	\$88	\$90	\$92	\$94	\$140	\$170	\$160	\$160	N/A
E-Z Rent-A-Car	\$83	\$85	\$87	\$89	\$135	N/A	N/A	N/A	\$155

# Rental Car (cont'd.)

Boise, ID Washington, DC

## Car Rental Ceiling Rates

VIEW RATES

PICK SIZE Economy

\$ 67 DOLLARS A DAY

6 DAYS

+ ADD TO ESTIMATE

**Trip Summary**

PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$0
Mileage	\$0
Misc	\$0

TOTAL 2.160  
Trip Washington, DC - 07-05-2020

-After locating your rental car daily rate, input the \$ amount

-Click 'Add to Estimate', the cost is now listed in Trip Summary

Boise, ID Washington, DC

## Car Rental Ceiling Rates

VIEW RATES

PICK SIZE Economy

\$ [ ] DOLLARS A DAY

6 DAYS

+ ADD TO ESTIMATE

Summary

Total Days	6
Average Rate	\$67.00
Total Cost	\$402.00

Size	Rate	Days	Cost
Economy	67	6	\$402

**Trip Summary**

PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$402
Mileage	\$0
Misc	\$0

TOTAL 2.562  
Trip Washington, DC - 07-05-2020

Quick Tools

# Mileage

-If you will be claiming mileage, input start/finish locations

-Ensure 'Round Trip' is selected if applicable

-Click 'Find Distance'

The screenshot shows the 'Mileage Lookup' form with the following fields and values:

- Type Origin: Meridian, ID
- Type Destination: Boise, ID
- Round Trip:
- Official Mileage Rate: 0.575
- Expense Total: 13.80

The 'FIND DISTANCE' button is circled in red. Below the form, the 'Enter Miles' field is set to 24.

**Trip Summary**

PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$402
Mileage	\$0
Misc	\$0
<b>TOTAL</b>	<b>2,562</b>

Trip Washington, DC - 07-05-2020

The screenshot shows the 'Mileage Lookup' form with the following fields and values:

- Type Origin: Meridian, ID
- Type Destination: Boise, ID
- Round Trip:
- Official Mileage Rate: 0.575
- Expense Total: 13.80

The 'Add Estimate to Trip' button is circled in red. Below the form, the 'Enter Miles' field is set to 24.

Miles	Estimate
12	\$6.89
12	\$6.89

**Trip Summary**

PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$402
Mileage	\$13
Misc	\$0
<b>TOTAL</b>	<b>2,575</b>

Trip Washington, DC - 07-05-2020

-Next, click 'Add Estimate to Trip'

-Your Mileage is now listed in the Trip Summary

# Miscellaneous Expenses

Boise, ID Washington, DC

HOME Help Tickets Knowledge Center Training Trip Tools Feedback

## Miscellaneous Expenses M

Parking Fees, Conference Registration, Toll Roads etc.

Expense Type:

\$

**+ Add Expense**

NEW

Quick Tools

### Trip Summary

PerDiem	\$1,508
<input checked="" type="checkbox"/> Air Travel	\$652
<input checked="" type="checkbox"/> Rental Car	\$402
<input checked="" type="checkbox"/> Mileage	\$13
<input checked="" type="checkbox"/> <b>M Misc</b>	\$0

**TOTAL 2,575**  
Trip Washington, DC - 07-05-2020

Enter the following expenses here, such as:

- CTO Fee
- Baggage Fee
- Rental Car Fuel
- Lodging Taxes
- Parking
- Tolls
- Public Transport
- Taxi

- Trip Summary is now complete
- Click the 'Save' icon at the bottom of the screen
- Click the right green arrow to finish

Boise, ID Washington, DC

HOME Help Tickets Knowledge Center Training Trip Tools Feedback

## Miscellaneous Expenses M

Parking Fees, Conference Registration, Toll Roads etc.

Expense Type:

\$

**+ Add Expense**

Expense	Amount	
Baggage	60	<input checked="" type="checkbox"/>
Parking	70	<input checked="" type="checkbox"/>
Lodging Taxes	147	<input checked="" type="checkbox"/>
Cas	36	<input checked="" type="checkbox"/>

NEW

Quick Tools

### Trip Summary

PerDiem	\$1,508
<input checked="" type="checkbox"/> Air Travel	\$652
<input checked="" type="checkbox"/> Rental Car	\$402
<input checked="" type="checkbox"/> Mileage	\$13
<input checked="" type="checkbox"/> <b>M Misc</b>	<b>\$313</b>

**TOTAL 2,888**  
Trip Washington, DC - 07-05-2020

Remember, these are projected expenses but you can better plan by using this tool.

# Trip Estimates

Your trip is now saved here. From this screen you can:

- Edit/delete prior trips.
- Print or save via PDF.
- Email to another TRAX user for their review (for informational purposes only i.e. Approving Officials or Supervisor).

Boise, ID      Washington, DC

HOME   Help Tickets   Knowledge Center   Training   Trip Tools   Feedback

## Trip Estimate Summary

**FINISHED!**

 Save Trip and View Estimate

Washington, DC - 07-05-2020

Quick Tools

# Quick Tools

The screenshot displays a web application interface for trip management. At the top, a navigation bar contains icons and text for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and Feedback. Below this, a header area shows the current location as Boise, ID and Washington, DC, along with printer and refresh icons. The main content area features a central form with three sections: 'WHEN?' with date pickers for Trip Start (07/05/2020) and Trip End (07/11/2020); 'WHERE?' with input fields for From (Boise, ID) and To (Washington, DC); and 'WHAT?' with checkboxes for Plane, Rental, Mileage, and Misc. Expense, each accompanied by a representative icon. At the bottom of the form are icons for 'NEW', 'PLAY', and 'SAVE'. On the right side, a vertical sidebar menu lists various tools: Trip Summary, Estimates (1), Quick Tools (highlighted in yellow and circled in red), Per Diem, City Pair Search, Rental Car, Mileage (highlighted in yellow), Location Report, Hotel Lookup, and Currency Converter.

-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 TDY vicinity, and the rates that have already discussed and covered in earlier slides.

# Navigation Tools

Boise, ID Washington, DC

## Miscellaneous Expenses



Parking Fees, Conference Registration, Toll Roads etc.

Expense Type:

\$

**+** Add Expense

Expense	Amount	
Baggage	60	<input type="checkbox"/>
Parking	70	<input type="checkbox"/>
Lodging Taxes	147	<input type="checkbox"/>
Gas	36	<input checked="" type="checkbox"/>

### Trip Summary

<input type="checkbox"/>	PerDiem	\$1,508
<input checked="" type="checkbox"/>	Air Travel	\$652
<input checked="" type="checkbox"/>	Rental Car	\$402
<input checked="" type="checkbox"/>	Mileage	\$13
<input checked="" type="checkbox"/>	Misc	\$313

**TOTAL 2,888**  
Trip Washington, DC - 07-05-2020

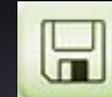
**Estimates (1)**  
 **Quick Tools**



Navigate home



Move back



Save trip details



Start a new trip



Move forward

# Questions?

Gina Giddens, HRDS

[janina.giddens@us.af.mil](mailto:janina.giddens@us.af.mil)

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