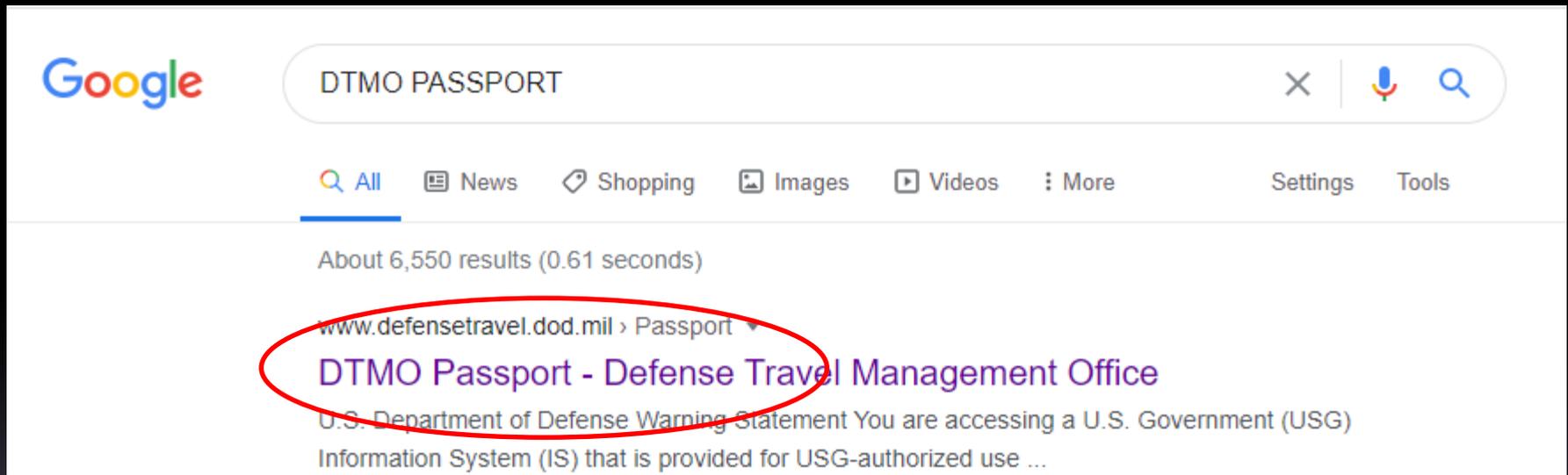


USING PASSPORT/TRAVEL EXPLORER (TRAX) & TRIP CALCULATOR

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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". A red circle highlights the URL and the title of this result. 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

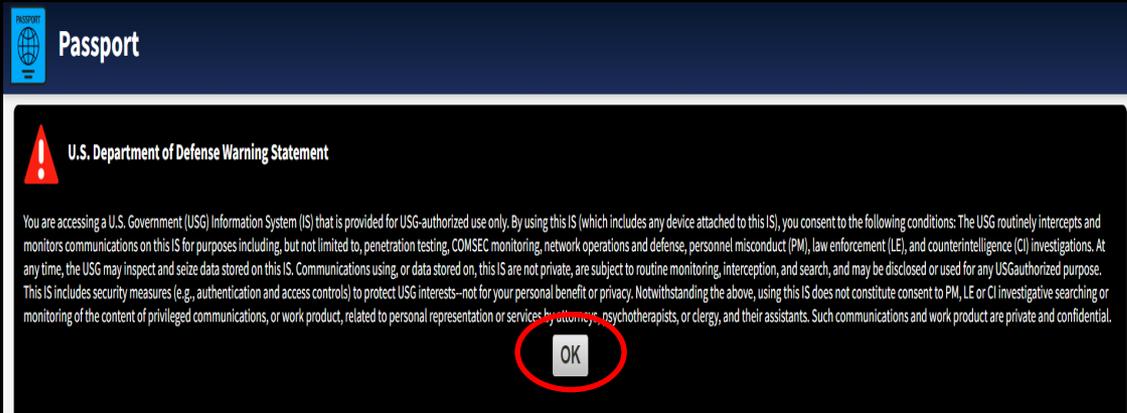
About 6,550 results (0.61 seconds)

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



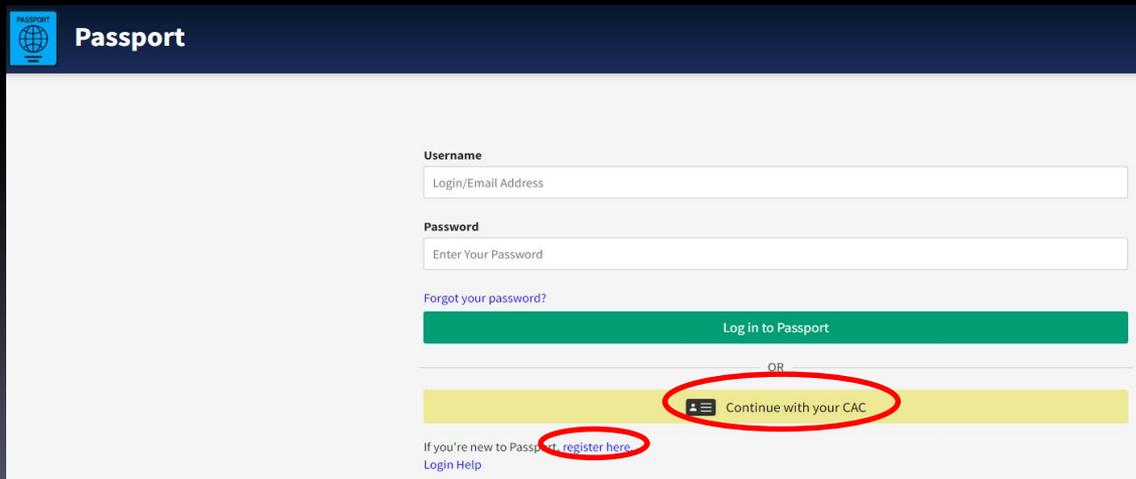
Passport

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

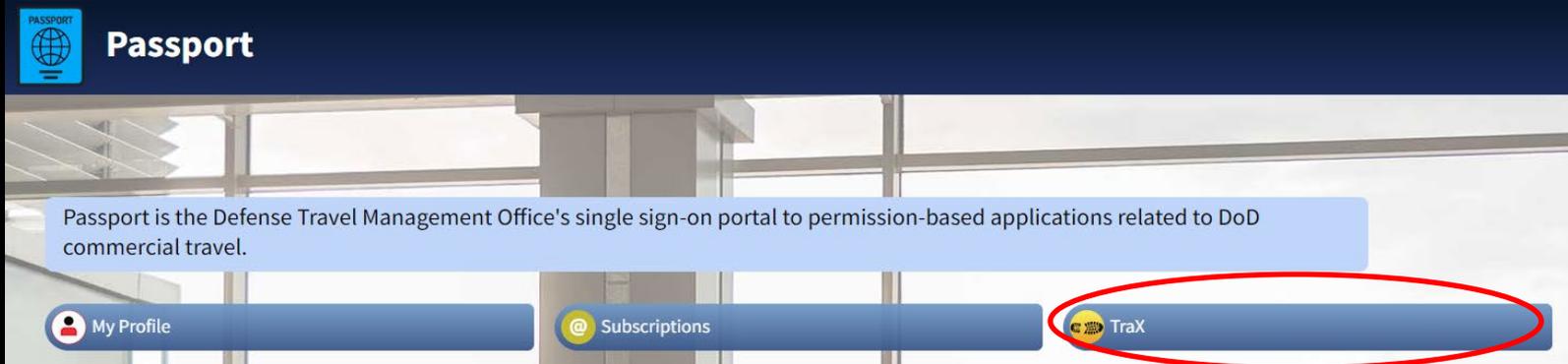
Continue with your CAC

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



The screenshot shows the Trip Calculator web application interface. It features a main content area with three sections: 'WHEN?' with date pickers for 'Trip Start' and 'Trip End'; 'WHERE?' with text input fields for 'From: City, State' and 'To: City, State'; and 'WHAT?' with four radio button options: 'Plane' (with an airplane icon), 'Rental' (with a car icon), 'Mileage' (with a steering wheel icon), and 'Misc. Expense' (with an 'M' icon). A right-hand sidebar contains a 'Trip Summary' section with a search icon, a 'PerDiem' entry showing '\$0', and a 'TOTAL' entry showing '0' with a progress bar. At the bottom of the sidebar is a 'Quick Tools' section with a wrench icon.

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

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
TOTAL		1,508

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
05-Jul-20 To 11-Jul-20	6			\$1,014.00	\$494.00
TOTAL LODGING EXPENSES		TOTAL M&I EXPENSES		TOTAL PER DIEM EXPENSES	
\$1,014.00		\$494.00		\$1,508.00	

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 displays a web application interface for flight booking. 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 divided into two primary sections: the City Pair Fare Finder and the Trip Summary.

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

	From	To	Airline
+ CITY PAIR \$326	BOI (4 MI)	DCA (3 MI)	Delta Air Lines, Inc.
+ CITY PAIR \$314	BOI (4 MI)	BWI (35 MI)	Southwest Airlines Co
+ CITY PAIR \$332	BOI (4 MI)	IAD (23 MI)	Southwest Airlines Co

A red circle highlights the first option, '+ CITY PAIR \$326'. Below the table is an 'ADD OWN ESTIMATE' button. The 'MY SELECTED FLIGHTS' section shows two selected flights, each for \$326.00, both from BOI to DCA on Delta Air Lines, Inc. The total cost is \$652.00.

Trip Summary: This section on the right lists various trip components with checkboxes for selection:

Item	Amount
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 total for the trip is \$2,160.00 for the trip to Washington, DC on 07-05-2020. A red circle highlights the 'Air Travel' item.

At the bottom of the interface, there are navigation icons for home, refresh, back, forward, and save, along with 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 the trip from Washington, DC to Boise, ID. Below the main content, an inset window displays a table titled 'DOMESTIC RENTAL CAR CEILING RATES' effective March 18, 2010. The table lists various car categories and their corresponding rates for different rental companies.

	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
Maximum CONUS - Standard Base Rates									
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:
- Enter Miles: 24
- Official Mileage Rate: 0.575
- Expense Total: 13.80

The 'FIND DISTANCE' button is circled in red. The 'Trip Summary' sidebar on the right shows:

Category	Amount
PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$402
Mileage	\$0
Misc	\$0
TOTAL	2,562

Below the sidebar, it says 'Trip Washington, DC - 07-05-2020'.

The screenshot shows the 'Mileage Lookup' form after clicking 'Find Distance'. The 'Expense Total' is now 13.80. The 'Add Estimate to Trip' button is circled in red. A table is displayed next to the form:

Miles	Estimate		
12	\$6.89		
12	\$6.89		

The 'Trip Summary' sidebar on the right shows:

Category	Amount
PerDiem	\$1,508
Air Travel	\$652
Rental Car	\$402
Mileage	\$13
Misc	\$0
TOTAL	2,575

Below the sidebar, it says '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"/> M Misc	\$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"/> M Misc	\$313

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).

The screenshot displays the TRAX Trip Estimate Summary interface. At the top, a navigation bar includes links for HOME, Help Tickets, Knowledge Center, Training, Trip Tools, and Feedback. The main content area features a 'Trip Estimate Summary' header with a checkered flag icon and a large 'FINISHED!' message. Below this is a button labeled 'Save Trip and View Estimate' with a floppy disk icon. A right-hand sidebar contains a 'Trip Summary' section with 'Estimates (1)' highlighted, a calendar icon showing '3', and a date entry 'Washington, DC - 07-05-2020'. Below the date is a row of four icons: a red 'X' (delete), a pencil (edit), a printer (print), and an envelope (email). A red circle highlights this row of icons. At the bottom, there are four navigation icons: a house (home), a 'NEW' button, a left arrow, and a floppy disk (save).

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 text boxes 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 three icons: a 'NEW' button, a play button, and a save button. 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

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