

Student Orientation



Kimberly Scott
Financial Services Manager

*Imagine, Create, and
Secure a Stronger Peace...*



NATIONAL DEFENSE
UNIVERSITY
Washington, D.C.



CITIBANK GOVERNMENT TRAVEL CARD PROGRAM



NEW CARDHOLDERS

1. Must have HRD in-processing paperwork
2. After you receive your email address account you will receive the forms below by submitting request email to Ms. Kathy Chittams chittamsk@ndu.edu:
 - Citibank Applications
 - Statement of Understanding (SoU)
 - Travel Card Training - Passport Trax training (Travel 101)
<https://www.defensetravel.dod.mil/> <<https://www.defensetravel.dod.mil/>>



TRANSFERRING CARD INFORMATION - FORMER DOD AGENCY ONLY

1. Must have HRD in-processing paperwork
2. Complete Transfer Form – Social Security Number or Account Number required
 - Update address, phone number, date of birth

NEW DOD TRAVEL CARD REQUIREMENT THE GOVERNMENT TRAVEL CHARGE CARD REGULATIONS: AUTHORIZED BY DoDI 5154.31, VOLUME 4. IT REQUIRES ALL GOVERNMENT TRAVEL CARD HOLDERS TO RECEIVE TRAINING ON THE USE OF THE TRAVEL CARD, AND FOR THE AGENCY PROGRAM COORDINATOR (APC: MS. KATHY CHITTAMS, NDU-RMD) TO MAINTAIN A FILE OF TRAINING CERTIFICATION OR TEST.

KATHY CHITTAMS – AGENCY PROGRAM COORDINATOR, BLDG 62, RM 210G, 202-685-3907



PASSPORT/VISA



- Resource Management Directorate assist with the issuance of Official Passports (Brown) & Visas
- Military and Federal Government Civilians must travel with an Official Passport when travelling on Official Government Business
- Begin the process for the Official Passport at www.travel.state.gov
- The Passport application must be completed online
 - Provide passport application to your school Certified Passport Agent
 - Certified Passport Agents
 - Eisenhower – Ms. Sue Fuchs 202-685-1420
 - National War College – Mr. Dave Pearson 202-685-4344

Defense Travel System (DTS)



What is DTS?

DTS is a fully integrated, electronic, end-to-end travel management system that automates temporary duty (TDY) travel for the Department of Defense. It allows travelers to create authorizations, book reservations, receive approval, generate vouchers for reimbursement, and direct payments to their bank accounts and the Government Travel Charge Card vendor, via a single web portal.

**Example of DTS process to create orders and travel.*

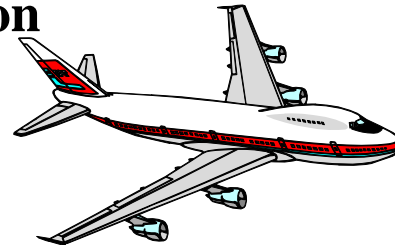
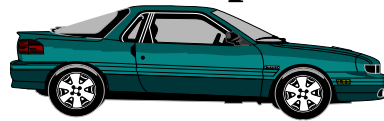
DTS Travel Authorization



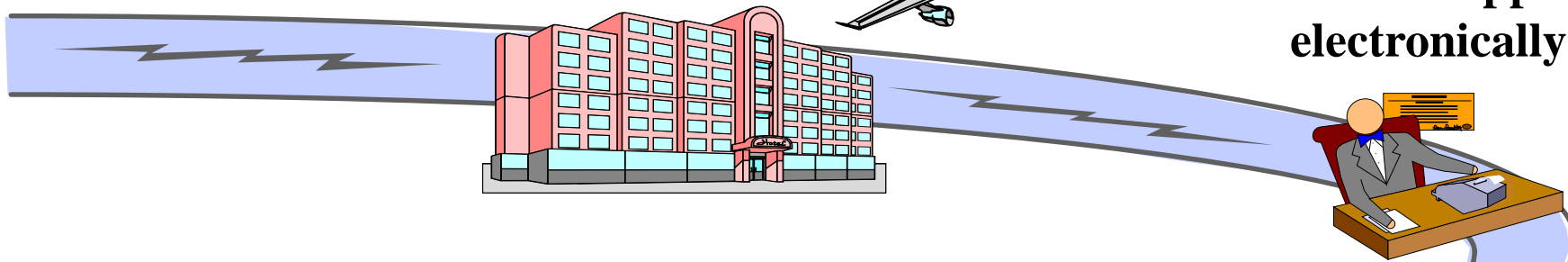
**Traveler/Admin inputs
travel order in PC**



**Interface with CTO
for lodging, rentals
transportation**



**Authorizing
Official approves
electronically**



**ATM advance
as required**

TDY/TAD



**Traveler receives
completed order;
prints as needed**



Ticketing

DTS Point of Contact



COMMAND GROUP

(HQ, COO, AA)

Lakisha White 685-3858

HEALTH FITNESS

Don Myers 685- 2791

LIBRARY

Mary Bowser 685-3967

EISENHOWER SCHOOL

Belinda Palmer 685-4765

NWC

Susan Schindler 685-4342

Dave Pearson 685-4344

CAPSTONE

Alena Ho 685-4260

INSS/CSWMD

Brett Swaney 685-2335

Kira McFadden 685-2343

ISMO

Elizabeth Horton 685-4240

CISA

Genevieve Fields 685-3440

JFSC

Candace Moore (757)443-6114

CIC

Aaron Adams 685-2063

Lead Defense Travel Administrator
Luis S. Cordero 202-685-2232/ 2489

Questions?





BACKUP Slide

Defense Travel System (DTS)



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- DTS provides full functionality, accessibility, and security when processing travel documents. You may search for airline, hotel, car rental, and rail availability as well as gather other details to plan a trip.
- Real-time* reservations for air, lodging, and rental cars are built into DTS to provide easy access to commercial travel service information. The system streamlines workflow and processes to improve efficiency and productivity. *Exception: Southwest Airlines
- DTS meets the major functional requirements of the DoD and serves the needs of all users and travelers. The following are highlights of some of DTS' major functions
- Policy
 - JTR
 - NDU (Business Rules)
 - <https://portal.ndu.edu/Policies%20Instructions%20and%20Guidance/Travel%20Requests%20and%20Defense%20Travel%20System%20Instruction.pdf> Brigade
- Your Responsibility
 - Be pro-active in learning and asking questions
 - Look over the training on the website (<https://www.defensetravel.dod.mil/Passport/bin/Passport.html>)
 - Entering orders in DTS at least 30 days prior to travel
 - Making reservations for airfare and car rentals in DTS, must use CTO for all reservation
 - Confirming lodging and dates (some Lodging reservation are made outside of DTS and paid CBA)
 - Save Receipts for Everything for voucher reimbursement
 - CAC is required to access DTS on any platforms