Student Orientation

Financial Services Staff

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 Jordan Miles, Jordan.s.miles.civ@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: Mr. Jordan Miles, NDU-RMD) TO MAINTAIN A FILE OF TRAINING CERTIFICATION OR TEST.

Jordan Miles – AGENCY PROGRAM COORDINATOR

PASSPORT/VISA

- Resource Management Directorate assists 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
    - National War College – Mr. Dave Pearson 202-685-4344
    - Capstone – Mr. Cliff Wheeler 202.685.4250

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.

LAKISHA WHITE – DTS ADMIN, 202-685-3955

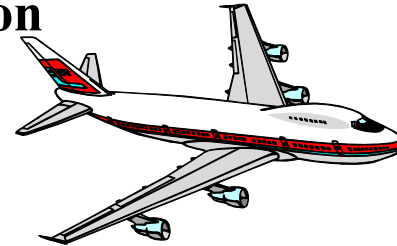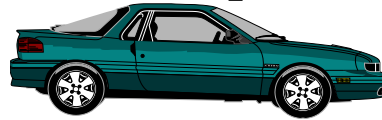*Example of DTS process to create orders and travel.*
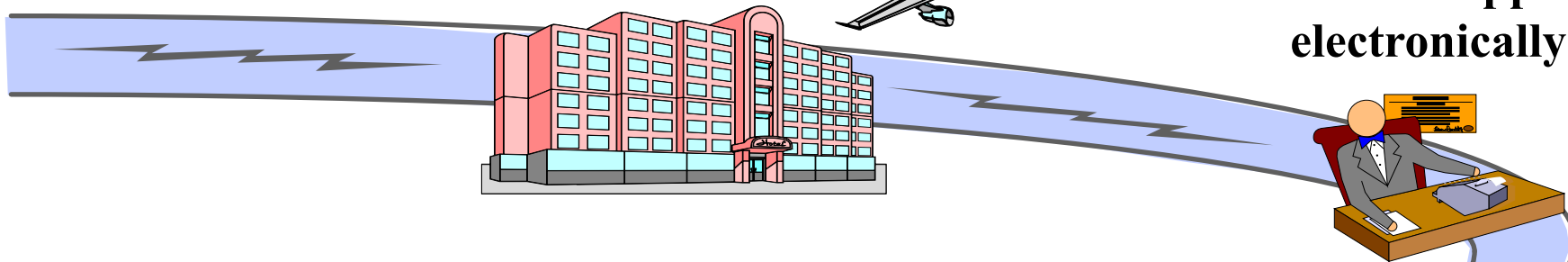
DTS Travel Authorization

Traveler/Admin inputs travel order in PC

Interface with CTO for lodging, rentals transportation

Authorizing Official approves electronically

TDY/TAD

Ticketing

Traveler receives completed order; prints as needed

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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.pdfBrigade
- 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

DTS Point of Contact

COMMAND GROUP
(HQ, COO, AA)
Michelle Germany 682-3962

HEALTH FITNESS
Don Myers 685- 2791
Duane Dunmire 685-3825

LIBRARY
Mary Bowser 685-3967
Kari Anderson 685-3421

EISENHOWER SCHOOL
Belinda Palmer 685-4765
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Aaron Adams 685-2063

Lead Defense Travel Administrator
LaKisha White 685-3955

Defense Travel System (DTS)

What is Group Travel?

To save time when two or more people travel together to the same TDY location, you can create a single document known as a group authorization, to capture travel details common to all group travelers. Later, DTS splits the group authorization into individual authorizations, allowing each traveler to enter details unique to their own trip. After travel, each traveler creates and submits a voucher to claim reimbursement for the expenses they incurred and payment for the allowances they earned.

- The Faculty Lead will email or call Travel Management Company Group Desk to assist in making reservations for the entire group.

- Group Authorizations have the same options of printing, adjusting, and amending (depending on the document status) as a regular authorization. Once the AO approves the group authorization, DTS separates the single group document into individual travel authorizations.

- Once you return from your trip, you can file your file as normal.

LAKISHA WHITE – DTS ADMIN, 202-685-3955