



Travel Card 101 Training

Judge Advocate Officer Basic Course
Charlottesville, VA



Complete Mandatory Travel Card Training

<https://www.defensetravel.dod.mil/neoaccess/login.php>

- Click “OK”



Passport



U.S. Department of Defense Warning Statement

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OK





Complete Mandatory Travel Card Training

- Click “Continue with your CAC/PIV”


Username

Password

[Forgot your password?](#)

Log in to Passport

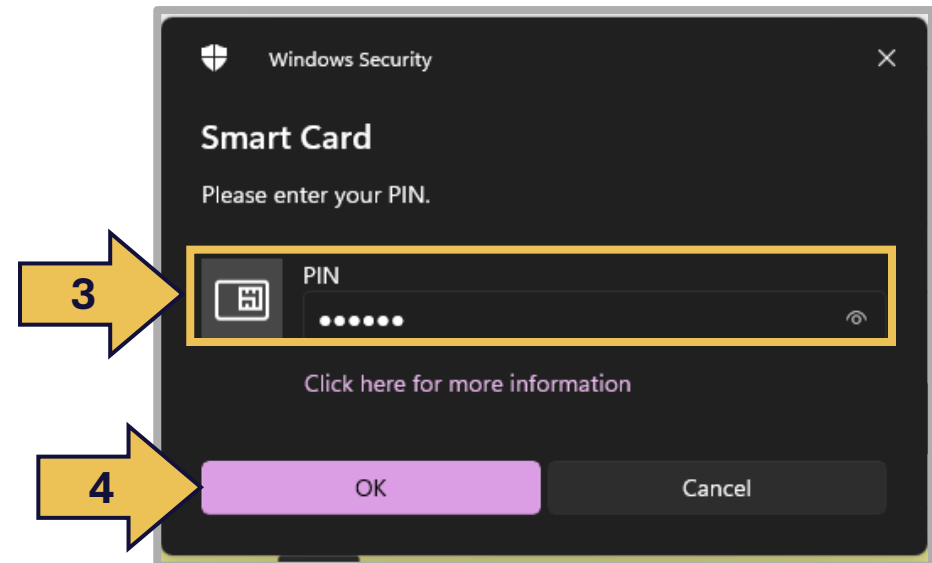
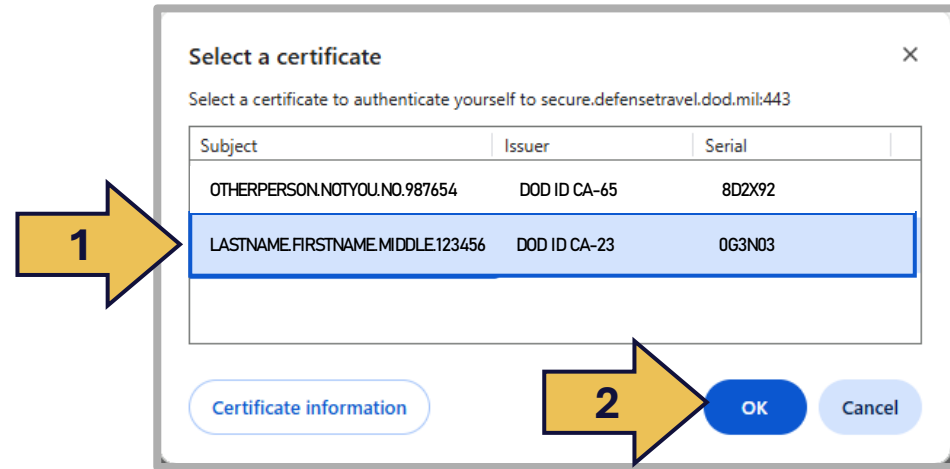
OR

 **Continue with your CAC/PIV**



Complete Mandatory Travel Card Training

1. Select **your** CAC certificate.
2. Click “OK”
3. Enter your CAC pin #.
4. Click “OK”





Complete Mandatory Travel Card Training

- Click “TraX”

The screenshot shows the 'Passport' application portal. At the top left, there is a blue icon with a globe and the word 'PASSPORT' above it, followed by the word 'Passport' in a large, bold, white font. Below this, a light pink banner contains the text 'All applications are operational.' in bold black font. A light blue box contains the text: 'Passport is the Defense Travel Management Office's single sign-on portal to permission-based applications related to DoD commercial travel.' At the bottom, there are two dark blue buttons. The first button has a white person icon and the text 'My Profile'. The second button has a white globe icon and the text 'TraX'. A large yellow arrow points to the 'TraX' button.



Complete Mandatory Travel Card Training

- Click the “Training” button.

TraX

TraX Home

- Trip Calculator +
- Quick Tools +
- Training +
- Knowledge Search
- Travel Assistance +

Passport Home

Logout

Training
Access all of our online travel training. Customize your training itinerary, track your completed training, and print certificates of completion.

Knowledge Search
Find answers to your help topics, guides

Trip Tools
Build a trip estimate and look up location reports that include maps, travel advisories, U.S. Embassy contacts, weather and more.

Travel Assistance
Submit a help desk history.

Announcements

- [Trouble Logging into DTS? Check Your Pop-Up Blocker](#)
- [TAC Outreach Call - Next Call 8/25 \(topic: FY Crossover\)](#)



Complete Mandatory Travel Card Training

1. Type “Travel Card 101” into the search box.
2. Click “Search”

Available Training

Travel Card 101 **Search** **Reset**


Show All **OR:** Recommended Only Web Based Distance Learning Classroom



Complete Mandatory Travel Card Training

- Click “Launch”

Export to Excel Export to PDF Print Classes

Actions	Class Name
 Launch	Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory]

Showing 1 to 1 of 1 entries (filtered from 37 total entries)



Complete Mandatory Travel Card Training

- A new window will pop up.
- Read the information & click “Launch Course”

Welcome to Programs & Policies - Travel Card Program (Travel Card 101)


This course provides an overview of the DoD Government Travel Charge Card (GTCC) program. This course familiarizes the traveler with the basics of the GTCC (which is also referred to as the “travel card” in this class), the steps to obtain a travel card, various travel card policies, and ways to pay off the balance on the GTCC. This class is recommended for anyone who has, or will have, a GTCC.

This class takes an average of 60 minutes to complete in its entirety. This estimate assumes you visit all of the mandatory material, view approximately half of the optional material, and complete the assessment at the end of the module. Your time may vary significantly depending on your reading speed, the amount of material you access, and many other factors.

You may complete this class in more than one sitting. Although the Travel Explorer (TraX) does not retain a record of your class progress after you exit a training module, when you return to the module, navigate directly to the page last viewed and proceed from that point; there is no need to start the module over. When you successfully complete the module, you will be able to print your completion certificate, and TraX will record your successful completion. To see a list of your completed training, log into TraX, navigate to the **Training** module, and select the **Completed** tab. You can also print copies of your training certificates from the **Completed** tab.

System Requirements to view the course:

- **Operating Systems:** Windows 8.1 and greater, macOS 10.13 and greater
- **Screen Resolution:** Best viewed in 1024 X 768 or greater
- **Supported Browsers:** Edge, Chrome, Safari, Firefox
- **Technologies:** JavaScript and Cookies enabled
- **Pop-up blockers** must be disabled or manually allowed

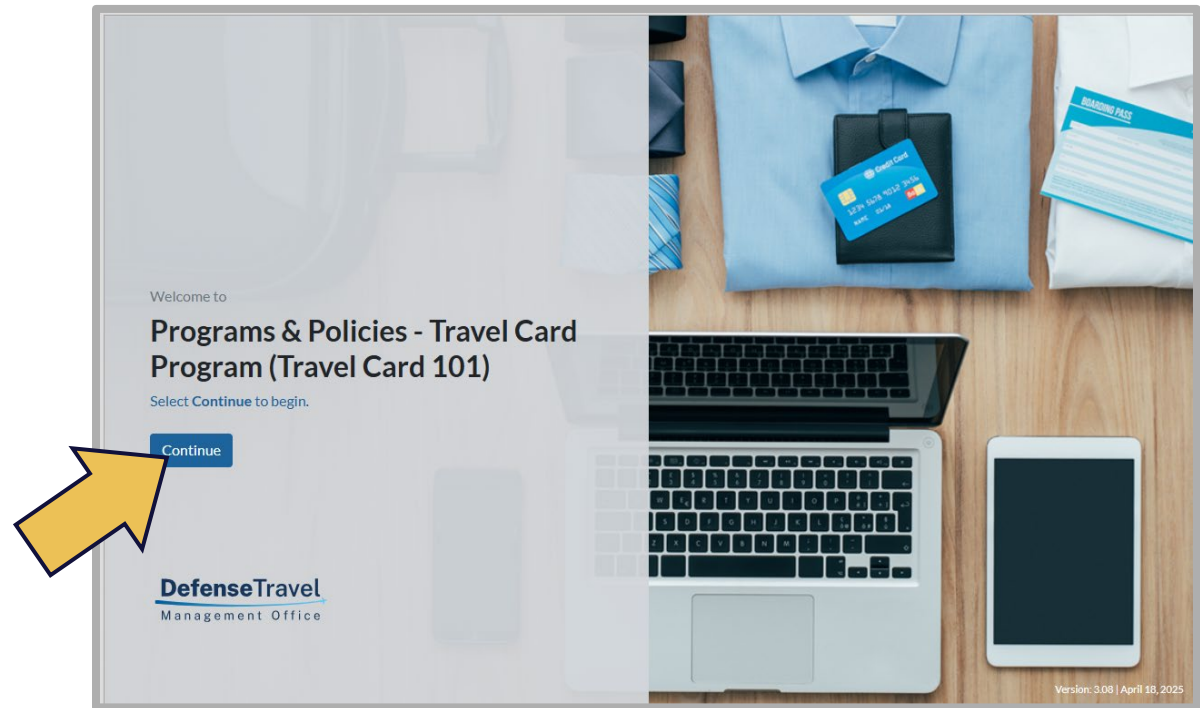


Launch Course



Complete Mandatory Travel Card Training

- The course will launch in a new window.





Complete Mandatory Travel Card Training

- After completing the final assessment, click “View Your Certificate”

Congratulations, you have successfully completed Programs & Policies - Travel Card Program (Travel Card 101)!

You answered 11 out of 12 (91.67%) correctly.

You have completed this assessment successfully.

Your score was successfully sent to TraX. To view/print your class completion certificate, you may:

- Select the **View Your Certificate** button below, or
- Log into TraX, select **Training**, and select the **Completed** tab.

[View Your Certificate](#)


Select **Menu** at the bottom of the screen to revisit the class or close your browser to exit.



Complete Mandatory Travel Card Training

- Your certificate will open in a new window. Download a copy of your certificate by clicking the download button.

secure.defen... / 31738701757022826.pdf

 **DefenseTravel**
Management Office

This certifies that


YOUR NAME HERE

has successfully completed

Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory] v. 3.08

September 04, 2025

Sarah W. Moore
Director, Defense Travel Management Office





Complete Mandatory Travel Card Training

- Save your certificate using the file naming convention:

LASTNAME_###st_TravelCard101

= your class number

