TRAVEL TRAINING PROGRAM

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OVERVIEW

The Defense Travel Management Office (DTMO) provides a comprehensive set of resources for Military Services and Defense Agencies to conduct Defense travel training for all users and administrators.

TRAINING RESOURCES

E-Learning

Training is available in the following formats:

- **Web-based Training** – Provides self-paced, on demand instruction from your desktop
- **Distance Learning** – Offers an interactive environment using a combination of PowerPoint presentations and live demonstrations taught through a live instructor
- **Demonstrations** – Offers online simulations of DTS functions such as creating a voucher or authorization

Instructor Resources

Resources and tools specifically designed for instructors or DTAs that can be used to enhance instruction of training courses

- **Courseware** - Instructor materials, available for both classroom and Distance Learning modules, are conveniently formatted for formal classroom or web-conferencing presentations. Classroom materials include instructor and student guides, and supporting PowerPoint demonstrations. Distance Learning materials include an instructor guide and a supporting PowerPoint demonstration. Instructor guides can be used as-is or customized to meet your training needs
- **Enterprise Web-based Training System (EWTS)** - Online practice tool that mirrors the live (production) DTS software. Participants can use EWTS to create and edit mock travel documents, build test organizations or routing lists, and much more

Reference Materials

Valuable resources including manuals, quick references, guides and information papers that support travel training.

Travel training resources are available through Travel Explorer (TraX)

- **Visit the *Training Center* to access web-based or Distance Learning courses and demonstrations**
- **Visit the *Knowledge Center* to access to instructor tools and reference materials**
- **To access TraX, register through Passport, DTMO's web portal at**

www.defensetravel.dod.mil/Passport

Training Series:

- DTS Basics
- DTS Special Topics
- Defense Travel Administrator
- Authorizing Official and Reviewing Officials
- Finance Basics
- Programs and Policies

For a complete list of courses, visit the Training Center in TraX

*Information current as of 7/07/2010