

## MyTravel Home Page Features



### Disclaimers

This document presents a look-ahead at the MyTravel Home Page Features Supplement as we expect it to appear when MyTravel's new "Travel Allowances" (TA) module is fully integrated and launched. The function of this document is to allow you to become familiar with the major system functionality changes well in advance of the actual release.

Please bear in mind several very important facts as they pertain to the new TA module:

- It substantially simplifies and improves the expense report creation process. For this reason, although changes could happen anywhere, for now you should focus your attention on the *Document Tabs* section.
- Its projected launch date is in early July, but that is definitely an estimate, not a promise. The new TA module will be launched after it passes all internal testing processes.
- It is a work in progress. You can absolutely expect this document to change as the module is tweaked during the testing process.

With those disclaimers fully explained and in effect, we hereby offer you this look-ahead MyTravel Home Page Features Supplement.

### Introduction

This supplement provides more information about the MyTravel home page, and explains many of the options on it. The specific items that display on that page are based on your assigned permissions. There are many combinations of permissions; this supplement cannot cover them all. In other words, you may see a different layout from those in various screenshots. If you are using an online version of this supplement, selecting the links in it will take you directly to the other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

**Note:** For best results, use the Chrome browser to access MyTravel.

### Home Page Basic Layout

When you log into MyTravel, the MyTravel home screen (Figure 1) opens. It contains (list numbers equate to indicator numbers in Figure1):

1. Navigation links
2. Access to personal information, support, and help
3. Tabs to create certain new documents or access existing documents
4. **Trip Search:** An itinerary creation tool where you begin creating most travel requests
5. **Alerts and Company Notes:** Important information
6. **My Trips:** Links that display information about upcoming trips
7. **My Tasks:** Tabs to open documents and unused expenses

The individual sections of this supplement explain each area in turn.

Home Page Basic Layout (continued)

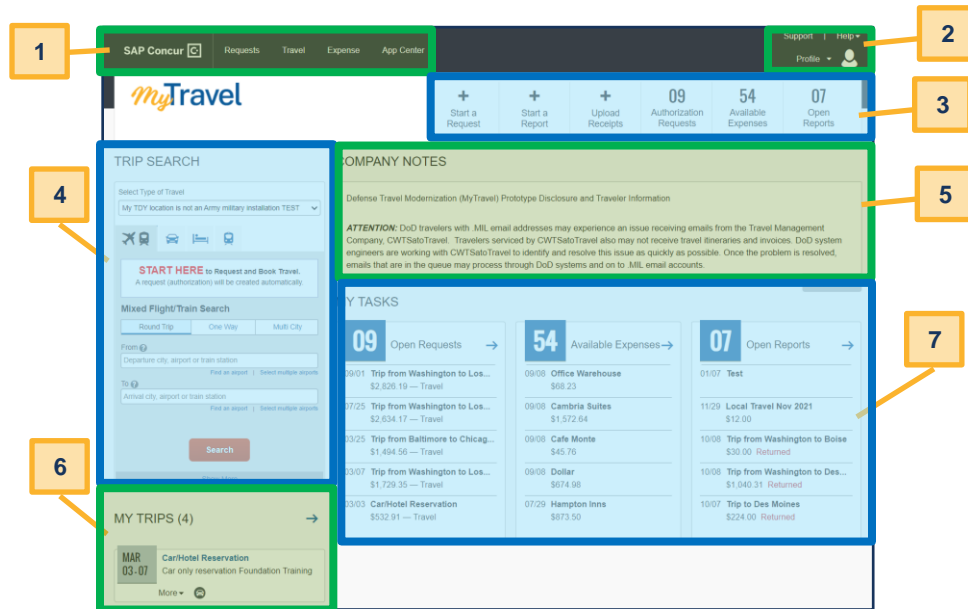


Figure 1: MyTravel Home Screen (Travelers)

Navigation Links

Links (Figure 1, indicator #1 and Figure 2) are available on all MyTravel screens. They include:

1. **SAP Concur** – Brings you back to the MyTravel home screen.
2. **Requests, Travel, and Expense** take you to screens from which you can create new and view existing documents, though the **My Tasks** options and **Trip Search** tool (see those sections below) usually provide better options.
3. **App Center** – Provides a list of apps you can connect to MyTravel on your personal and Government devices.

**Note:** If an Approver is also a Traveler, they see the **SAP Concur, Requests, Travel, Expense, Approvals, and App Center** links. If an Approver does not have a Traveler role, they only see the **SAP Concur, Travel, Approvals, and App Center** links. Either way, they select **Approvals** to see documents awaiting their review and approval. All of the other links function as described below for Travelers. Travel Managers may see other options, depending on their roles. Those links are beyond the scope of this supplement.

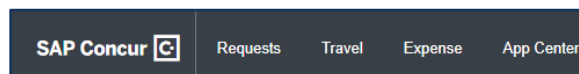


Figure 2: Navigation Links (Travelers)

Personal Information and Help

There are three links in this small section (Figure 3):

1. **Support** gives you access to online help by ticket (aka, “case”) or via chat. If you are a travel manager, an **Administration** link replaces the **Support** link. Its use is beyond the scope of this supplement.

**Personal Information and Help (continued)**

2. **Help** provides, among other things, a link to training resources. For Travel Administrators, who have no **Support** link, it also contains the options described in #1 above.
3. The **Profile** options allow you to update your profile and log off MyTravel. If you have the appropriate permissions, it also lets you work as a Proxy or Delegate for another user.
  - a. A green **Acting as <name>** panel with a two-person icon replaces the usual **Profile** option while you are working as a Proxy or Delegate.



Figure 3: Personal Information, Support, and Help

**Document Tabs**

There are usually 6 document tabs (Figure 4) for Travelers:

1. **+ Start a Request:** Select it to create a new trip request. You should only use this option when your TDY trip requires no reservations. If you need to make any reservations at all, always start with **Trip Search** (see that section below).
2. **+ Start a Report:** Select it to create an expense report for official travel in the local area. To create an expense report for TDY travel, always start by opening the trip request.
3. **+ Upload Receipt:** Provides tools to help you manually upload receipt images into an existing expense report.
4. **## Authorization Requests:** Opens a screen that displays all of your active trip requests. It also displays a selectable menu to see other types of trip requests (e.g., closed, inactive).
5. **## Available Expenses:** Opens a screen that displays all of the expense-related items that you have not yet used in an expense report. Those could be imported GTCC transactions, emailed receipts and e-receipts, and more. You can attach them to an expense report from that list, upload them from within an expense report, or delete them, as needed.
6. **## Open Reports:** Opens a screen that displays all of your active expense reports. A selectable menu to see other types of expense reports (e.g., closed, inactive) also displays.

**Note:** For the last three items, “##” shows you the number of available items.

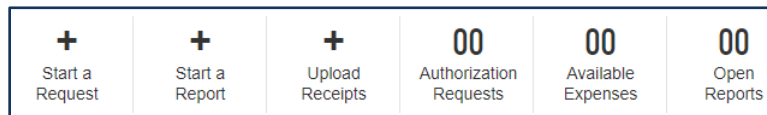


Figure 4: Document Creation and Access Tabs (Traveler)

## Document Tabs (continued)

Approvers with Traveler permissions see slightly different tabs (Figure 5):

- The **+ New** tab opens a drop-down menu from which you can access the **+ Start a Request**, **+ Start a Report**, and **+ Upload Receipts** options described above.
- The tab – **## Required Approvals** – provides access to documents you need to approve.
- The other three tabs (**## Authorization Requests**, **## Available Expenses**, and **## Open Reports**) all function as described above.

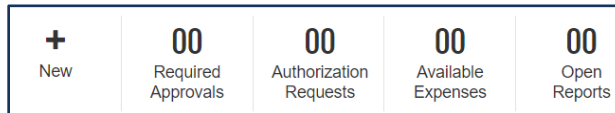


Figure 5: Document Creation and Access Tabs (Approver)

Approvers without Traveler permissions only see the **## Required Approvals** tab and one called **## View Trips** that lets you see your planned trips (though since you aren't a Traveler, that tab will never contain information).

## Trip Search

This is where you start building a TDY trip request with at least one reservation. See the *Document Tabs* section above if your upcoming TDY requires no reservations.

On this portion of the screen (Figure 6), enter your itinerary information, which also tells MyTravel which types of reservations – flight, train, rental car, or hotel – you need, and a few key details about them, such as dates, times, and locations.

**Trip Search**  
*(continued)*

### TRIP SEARCH

Select Type of Travel

My TDY location is not an Army military installation TEST

**START HERE** to Request and Book Travel.  
A request (authorization) will be created automatically.

#### Mixed Flight/Train Search

Round Trip | One Way | Multi City

From ?  
Departure city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

To ?  
Arrival city, airport or train station  
[Find an airport](#) | [Select multiple airports](#)

Depart ?  
[Calendar] depart 09:00 am ± 4

Return ?  
[Calendar] depart 03:00 pm ± 4

Pick-up/Drop-off car at airport  
 Find a Hotel

Search within 10 miles from  
 Airport  Address  
 Company Location  Reference Point / Zip Code

Reference Point / Zip Code  
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

Only show results containing:

Search by  
Price

**Search**

Figure 6: Trip Search

## Alerts and Company Notes

**Alerts** (Figure 7) are messages from the vendor about new tools and functions, travel documents you started but didn't finish, etc.

**Company Notes** (Figure 7) contains DoD-wide messages pertinent to all MyTravel users. This may one day allow your Component or local organization to post information that only applies at those levels.

**Note:** Select **Read More** under **Company Notes** to see important information that doesn't fit within the default-size text box. This includes helpful hints for first-time users, help desk and Travel Management Company (TMC) contact information, and more.

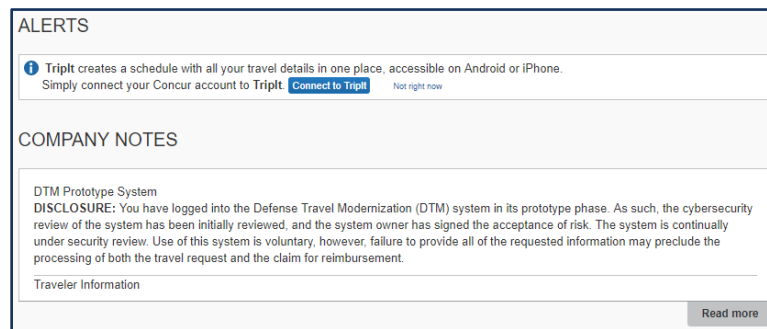


Figure 7: Alerts and Company Notes

## Upcoming Trip Documents

The **My Trips** section (Figure 8) lists upcoming or current trips that have not yet reached their trip end date. Select any item to see information about that trip.

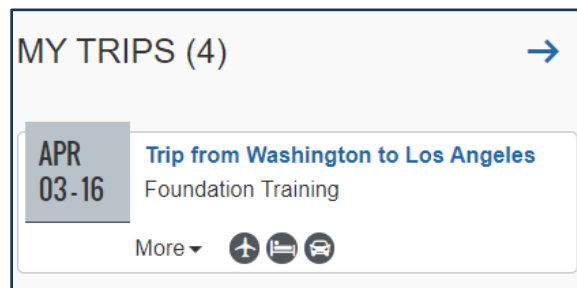


Figure 8: My Trips

## Active Document Tabs

The **My Tasks** area (Figure 9) has three sections, each of which offers two options:

1. Selecting the header area – next to the blue square with the number – has the same effect as selecting one of the tabs in the **Document Tabs** section (see above).
2. Below the header, a list contains up to five available items. Selecting a trip request or expense report opens the chosen document. Selecting a listed expense opens a screen that lets you work with all expense reports and expenses – open an expense report, import or delete an expense, etc.

## Active Document Tabs (continued)

MY TASKS		
<b>09</b> Open Requests →	<b>54</b> Available Expenses →	<b>07</b> Open Reports →
09/01 Trip from Washington to Los... \$2,826.19 — Travel	09/08 Office Warehouse \$68.23	01/07 Test
07/25 Trip from Washington to Los... \$2,634.17 — Travel	09/08 Cambria Suites \$1,572.64	11/29 Local Travel Nov 2021 \$12.00
03/25 Trip from Baltimore to Chicag... \$1,494.56 — Travel	09/08 Cafe Monte \$45.76	10/08 Trip from Washington to Boise \$30.00 <b>Returned</b>
03/07 Trip from Washington to Los... \$1,729.35 — Travel	09/08 Dollar \$674.98	10/08 Trip from Washington to Des... \$1,040.31 <b>Returned</b>
03/03 Car/Hotel Reservation \$532.91 — Travel	07/29 Hampton Inns \$873.50	10/07 Trip to Des Moines \$224.00 <b>Returned</b>

Figure 9: My Tasks (Traveler View)

For an Approver who is also a Traveler, a **## Required Approvals** field replaces the **## Open Requests** field. It contains up to five documents you need to review. If you have more than 5 documents to review, you can select the document type to see a list of all documents of that type that are available for your review.

For an Approver who is not also a Traveler, **## Required Approvals** is the only field available in this section.

## Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations  
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link  
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at <https://travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.