

Home Screen Features



Introduction

This supplement provides information about the MyTravel home screen and explains many of the options on it. Items appear on the screen based on your assigned permissions, so you may see a different layout than what you see here. To access other resources mentioned in this supplement, select its link or copy-paste the URL at the end of this guide into a web browser.

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

Home Screen 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
8. Tutorial help getting started

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

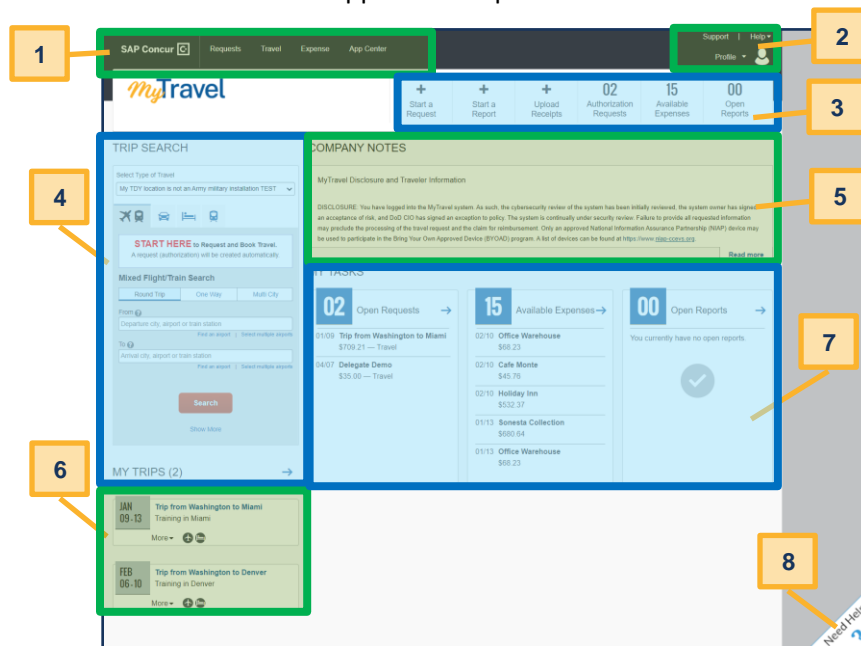


Figure 1: MyTravel Home Screen (Travelers)

Navigation Links

Navigation 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 you are both an Approver and a Traveler, you see the **SAP Concur, Requests, Travel, Expense, Approvals, and App Center** links. If you are an Approver but not a Traveler, you only see the **SAP Concur, Travel, Approvals, and App Center** links. Either way, you select **Approvals** to see documents awaiting your review and approval. All of the other links function as described below for Travelers. Travel Managers may see other options, depending on their permissions. 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 (a *case* in MyTravel parlance) 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.
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.

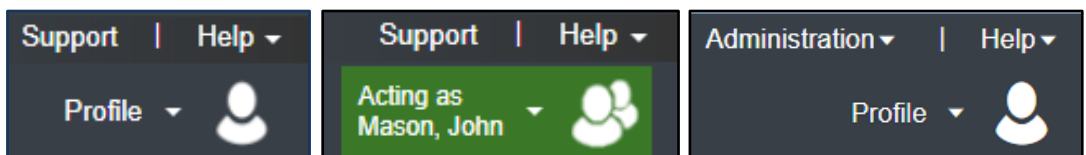


Figure 3: Personal Information, Support, and Help

Document Tabs

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

1. **+ Start a Request:** Select it to create a new trip request – but only if you will make no reservations at all through MyTravel. In other words, if you will make all your reservations directly with the TMC or the vendor or if you need no reservations at all. If you will make any reservations in the system, 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, 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 items 4-6, “##” shows you the number of available items, as seen in Figure 4.

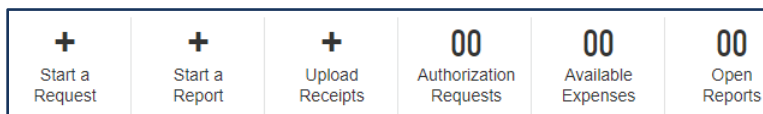


Figure 4: Document Creation and Access Tabs (Traveler)

If you are an Approver with Traveler permissions, you 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 **## Required Approvals** tab provides access to documents you need to approve.
- The other three tabs (**## Authorization Requests**, **## Available Expenses**, and **## Open Reports**) all function as described above.

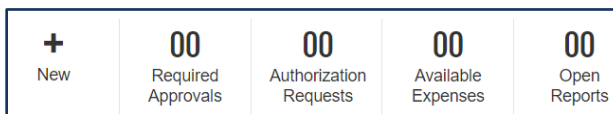


Figure 5: Document Creation and Access Tabs (Approver)

If you are an Approver with no Traveler permissions, you 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 any information).

Trip Search

This is where you start building a TDY trip request with at least one reservation made in the system. See the *Document Tabs* section above if you require 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

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 miles from

Airport
 Address

Company Location
 Reference Point / Zip Code

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

[Input field]

Only show results containing:

[Input field]

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.

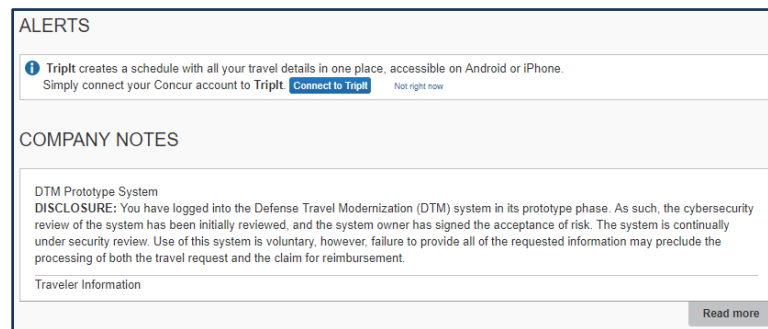


Figure 7: Alerts and Company Notes

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 – though it does not open the actual trip request.

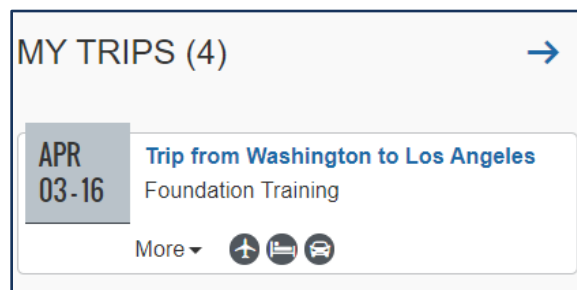


Figure 8: My Trips

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)

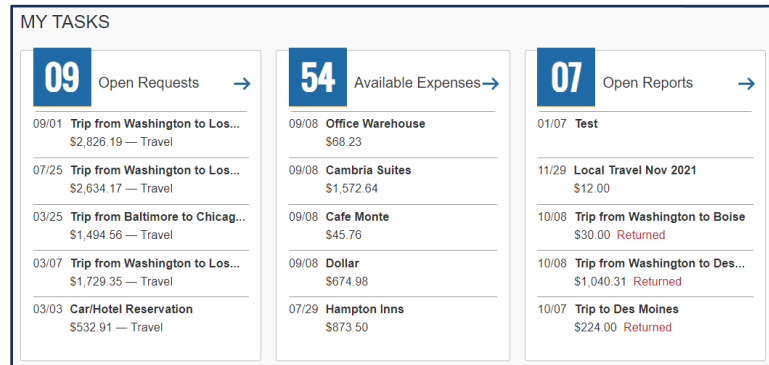


Figure 9: My Tasks (Traveler View)

If you are 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.

Tutorial Help

In the bottom right corner of the home screen is a triangular button labeled “Need Help?” (Figure 10). Select it to open a menu (Figure 11) that offers several tutorial options.



Figure 10: Tutorial Help Button

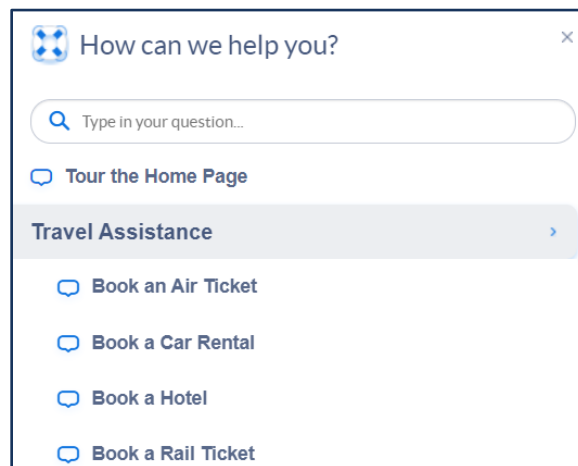


Figure 11: Tutorial Help Menu

Tutorial Help (continued)

On the tutorial help menu, select:

1. **Type in your question** and enter a keyword. Depending on what you enter, one or more of the other tutorials may appear.
2. **Tour the Home Page** to see a short introduction to the MyTravel home screen.
3. **Travel Assistance** to open additional options. They are self-explanatory, usually walking you through the reservation booking process from the MyTravel main screen through to the **Edit Request Header** screen. Your options on this menu are:
 - a. **Book an Air Ticket**
 - b. **Book a Car Rental**
 - c. **Book a Hotel**
 - d. **Book a Rail Ticket**

Selecting the **Book an Air Ticket** demonstration can also include booking a car and hotel demonstrations. All other options only walk you through booking the named reservation type.

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.