



MyTravel Training Environment



Overview

The MyTravel Training Environment (TE) is available for Travel Managers and Instructors to use to provide demonstrations, facilitate their organization's *Introduction for Travelers & Approvers* class, and apply (hands-on) knowledge learned in Foundation Training.

How it works:

- General process:
- DTMO will provide each requestor with a mock Travel Manager profile.
- The mock Travel Manager will then create mock Traveler and Approver profiles. (Important to refer to naming convention for name, user id, and login id. See below.)

Access: Currently, there is a login id and password for each TE user. At a future date, the TE may be accessed with a type of soft cert.

Important: All reservations made in the TE are live bookings, so it is CRUCIAL that you read, understand, and follow the use requirements (see below) for every travel reservation.

Use Requirements

Very Important!

Remember that the TE displays real reservation availabilities. For that reason, when creating travel reservations for your mock Traveler, you MUST:

- Book at least six months in the future
- Avoid days immediately before or after holidays
- Limit the trip duration to less than 2 weeks
- Verify the hotel cancellation policy to avoid incurring a fee (e.g., instant purchase, deposit)
- Never book multiple reservations on one date with the same city pair, carrier and Traveler
- Always use the test credit card
- Cancel each reservation as soon as you complete the test/demo
- Never change a profile's email address from the fake "@train.mil" to an official email address. If you want to see system emails, always use an unofficial email (Gmail, etc.).
- Also, whenever possible, only view rather than the select reservation options. Even before approval, the system holds the reservation.
- Failure to follow the above processes could result in hotel or airline charges that you could be responsible for.

Required Naming Convention

All mock users must be named William <M, A, or T> Never.

- “M” for a Travel Manager, “A” for an Approver, “T” for a Traveler
- Their mock Employee ID and Login ID will be constructed as follows:
- “train” (always)
- 1 letter for the user type (M, A, or T)
- 3 initials of requestor (if no middle initial, will use “x” in its place)
- 1 or 2 letters to ensure unique Employee IDs system-wide (a, b, etc.)

Table 1 shows sample mock user names for requestor Mary Ann Howdy.

Table 1

Mock Role in TE	Mock Name	Employee ID *	Login ID*
Mary’s 1 st Travel Manager	William M Never	trainMmaha	trainMmaha@train.mil
Mary’s 1 st Approver	William A Never	trainAmaha	trainAmaha@train.mil
Mary’s 1 st Traveler	William T Never	trainTmaha	trainTmaha@train.mil
Mary’s 2nd Traveler	William T Never	trainTmahb	trainTmaha@train.mil

Access & Next Steps

To request access to the TE, select the hyperlink below or cut-and-paste the URL into a web browser. When the fillable form opens, follow the instructions provided to complete and submit it. If you have any trouble using the online form, please contact us as the email provided.

Form URL: <https://travel.dod.mil/Community/se/251137455F6E4C05>

- **NOTE: When asked what picture you see ... use one word.**

Email address (for questions): DODHRA MC-ALEX DTMO List MyTravel Tng Env Request MBX

Note: All requests must come from – and will only be sent to – a “.mil” or Government organization.

- In response to your request, DTMO will:
- Ensure your component will be implementing MyTravel in the next six months.
- Provide a mock Travel Manager with brief instructions on your next steps to create a mock Traveler and mock Approver.
- The request will be returned in 1-4 weeks (based on the number of requests received.)