



MyTravel Training Resources



Overview

A robust portfolio of travel training resources is available for trainers or Travel Managers to use to perform the tasks required to efficiently create and manage your organization's travel training program.

Training materials and resources are available to you 24/7 in three areas:

1. Through the Defense Travel Management Office (DTMO) website on the **MyTravel** page
2. In TraX via web based training (WBT) modules
3. In a zip folder posted online (accessible with a CAC)

As your Component starts implementation (or upon request), more resources become available:

- Access to a Training Environment for hands-on application
- A training plan, which recommends multiple options for you to provide information and training to your Travelers, Approvers, and Delegates
- Presentations on various aspects of training during *Blastoff* sessions
- A Facilitator's Guide for use when training your organization's MyTravel users

This Supplement contains information about all of these assets, which you can easily incorporate them into your overall training strategy.

Resources on the DTMO Website

On the DTMO website's **MyTravel** Page (<https://travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>), you'll find these items under **Training Resources**:

- Quick Start Guide for Travelers
- Quick Start Guide for Approvers
- Quick Start Guide for Travel Managers
- Supplemental papers on:
 - Home Page Features
 - Profile Updates
 - Proxies and Delegates
 - Changing Reservations
 - Receipts
 - Local Travel Expense Reports
 - Travel Allowances
 - Cognos Reporting
- Recorded demos of how to create and approve trip requests and expense reports

Resources in Passport/Travel Explorer (TraX)

As of this writing, the following web-based training modules are available in TraX:

- MyTravel – Traveler/Approver: Travel Request and Expense Report
- MyTravel – Travel Managers: An Overview
- MyTravel – Travel Managers: Employee Administrator
- My Travel – Travel Managers: Request Administrator
- MyTravel – Travel Managers: Expense Processor
- MyTravel – Travel Managers: Company Card Administrator

Resources in the Zip Folder

The materials below are available for Travel Managers and trainers at:

<https://secure.defensetravel.dod.mil/cacdocs/training/training.zip>.

Note: Document dates will change as the materials are updated.

Type	Document Title
Travel Manager or classroom trainer materials (virtual/distance learning)	Slides and Instructor Guides for: <ul style="list-style-type: none"> • M120 TM-A Intro (Travel Manager Overview) • M125 TM-B EA (Employee Administrator) • M130 TM-C CCA (Company Card Administrator) • M135 TM-D D-P (Delegate, Proxy) • M140 TM-E RA-EP (Request Administrator, Expense Processor)
Travel Manager or classroom trainer materials (classroom learning)	MyTravel Roles & Responsibilities, How to Create or Update a Profile
Classroom trainer materials	Class handouts to support Scenario Challenges
MyTravel Training Environment Overview Information Paper	Explains how to get started using the MyTravel Training Environment for live demonstrations
MyTravel Training Resources Information Paper	Enumerates available MyTravel training resources
MyTravel – WBTs Available in TraX Information Paper	Provides a list and explanation of MyTravel WBTs that are currently available in TraX
Recorded Demonstrations Information Paper	Provides content of and links to access Recorded Demonstrations of the MyTravel Facilitator Classes
MyTravel Information Paper	Provides additional information that support MyTravel use (e.g., where to find help when using the system or information about system outages)
SAP Concur’s Traveler and Approver Facilitator Guide	Reference for trainers designing a class to train Travelers and Approvers

Complementary Resources and Materials

To complement the entire training portfolio and the technical materials (above, on the functions of MyTravel), the following resources may be beneficial to your organizations travel program.

The following materials are available from your DTMO Training Team via either attendance at Foundation Training, information provided to your Lead or Agency Travel Manager, or presentations at MyTravel Introductions, Kickoffs, or Blastoff meetings.

- **Training Environment**

- The MyTravel Training Environment (TE) is available for Travel Managers and Instructors to provide demonstrations, facilitate their organization's Introduction for Travelers & Approvers session, and supplement knowledge learned in Foundation Training with hands-on demonstrations.
- The DTMO will provide each requestor with a Travel Manager profile. The requestor can use that profile to create Traveler and Approver profiles, as needed.
- Use the form below to request access to the TE. You will receive your Travel Manager profile in 1-4 weeks, based on the number of requests:
 - Form URL:
<https://www.defensetravel.dod.mil/Community/se/251137455F6E4C05>
 - **Note:** When asked what picture you see, only type one word.
 - If you have any questions, please email them to us at dodhra.mc-alex.dtmo.mbx.mytravel-tng-env-request@mail.mil, and we'll get back to you as soon as we can.

- **Training Plan** - This is the DTMO's overall plan for training as part of implementation.
- **Training Sustainment Topics** – These cover various aspects of system use. You'll see them during *Blastoff* sessions.
- **Facilitator's Guide** – Use this resource for training your Travelers, Approvers, and Delegates. It is available via the invitation for Foundation Training – Part One, but is also distributed directly to your organization and is in zip folder.