



**WELCOME to...** Alaska



**THE LAST FRONTIER** ★



**HOME of the  
ARCTIC WARRIORS**



Prior to venturing out to see all of what this great state has to offer, there are a few necessary steps you need to do in order properly in-process travel...

There are two things to note when in-processing:

# IMPORTANT

One, all incoming personnel must complete **ALL** of the necessary in-processing steps for both the Defense Travel System (DTS) and Government Travel Charge Card (GTCC).

It is **YOUR** responsibility to ensure all steps are complete!

# MANDATORY

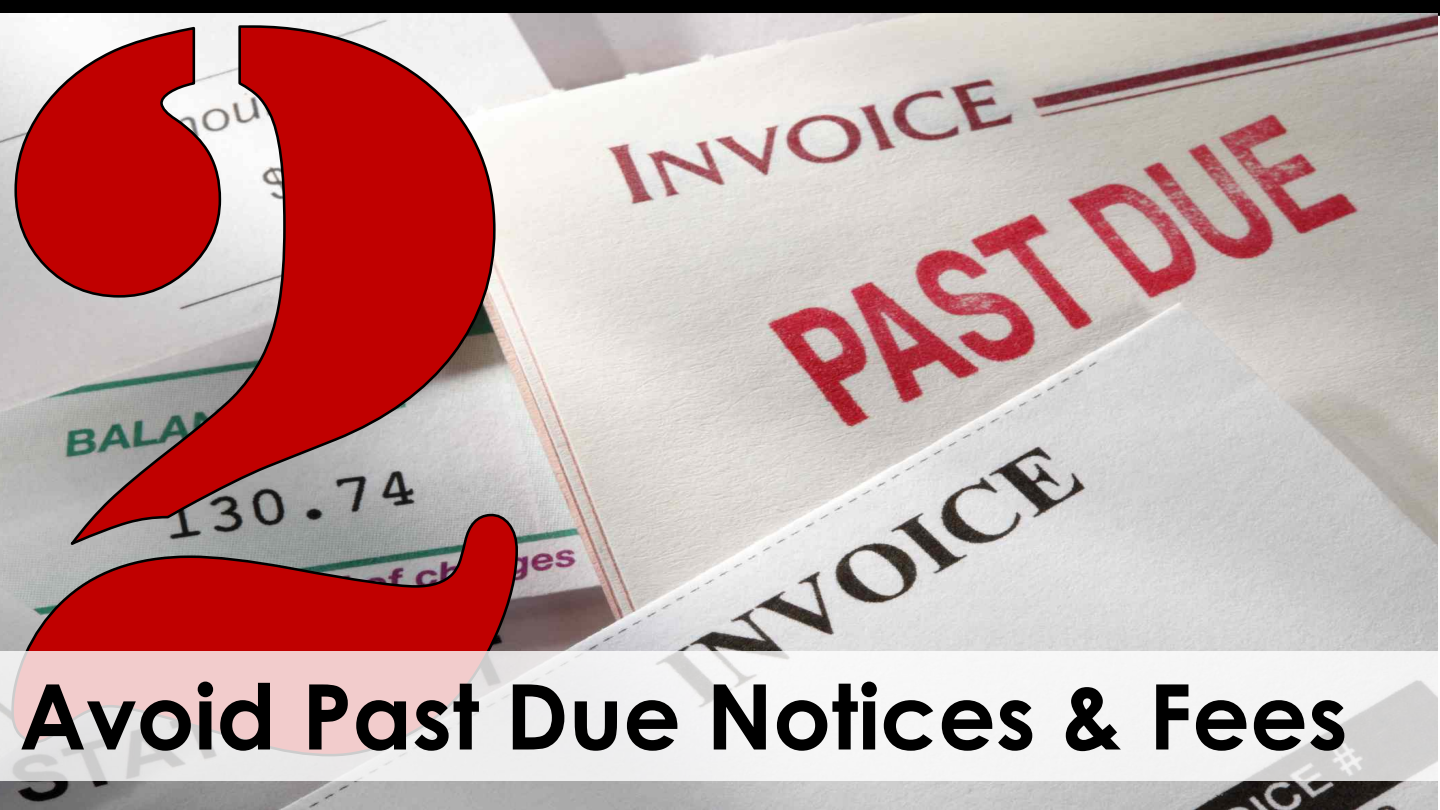


Two, having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.



## **Avoid Out-of-Pocket Expenses**

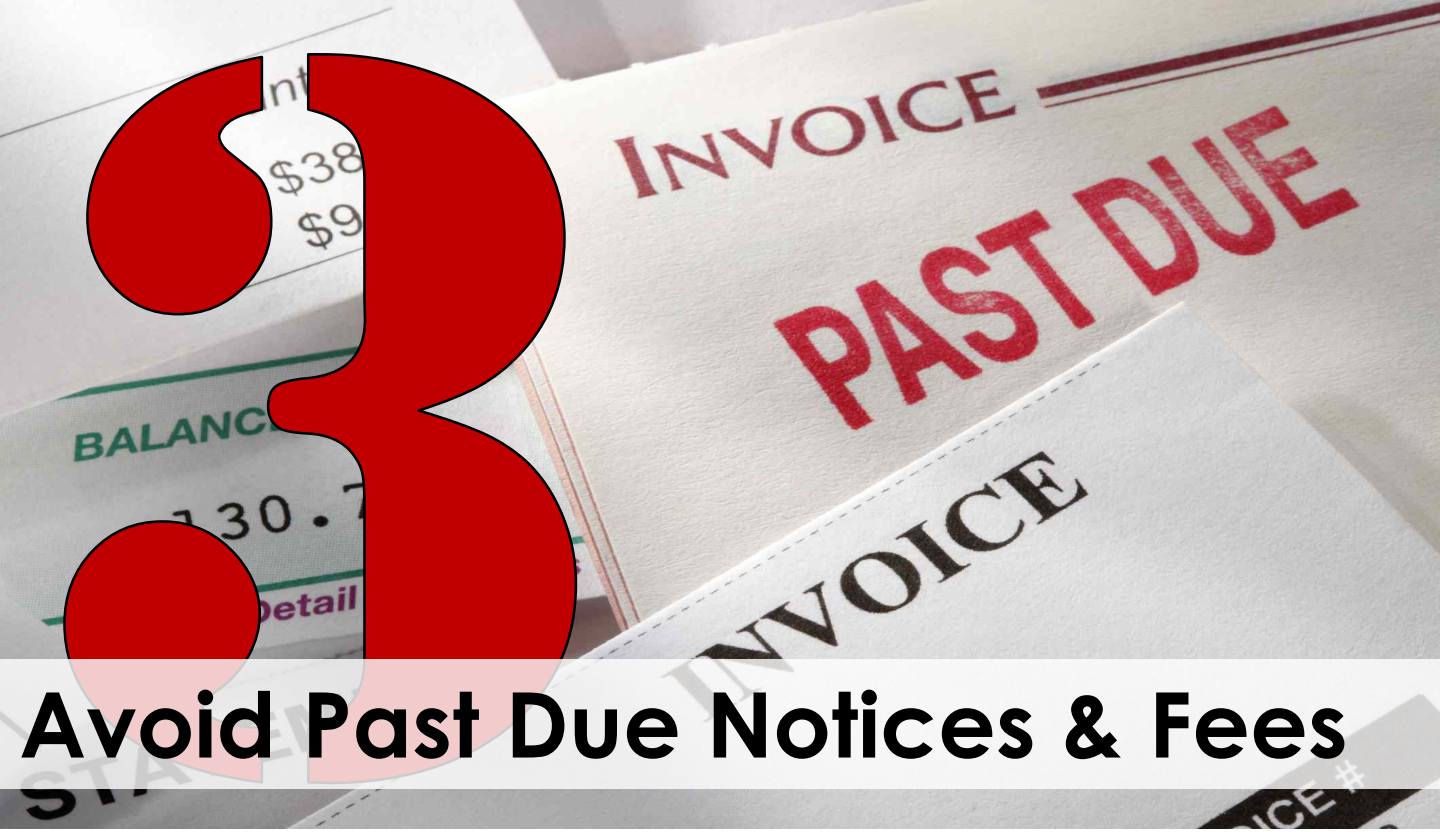
PCS travel expenses add up quickly. By ensuring you have a Government Travel Charge Card (GTCC), you avoid out-of-pocket Expenses.



## **Avoid Past Due Notices & Fees**

Out-Processing ensures your GTCC is set up properly, giving you time to travel to your new duty station before payments are due. This also ensures DTS travel has been properly settled.





## Avoid Past Due Notices & Fees

If you do not properly in-process, you may rack up past due notices and unnecessary late fees.

**All** are avoidable if you in-process!



## Receive Your Payments Quickly

Proper in-processing helps ensure timely reimbursement payments and puts money back into your pocket!



# MISSION READINESS BE PREPARED!

Be mission ready for both the expected and unexpected! Having a GTCC and **correct** DTS profile supports your....

## TRAINING

By preventing delays and supporting your training development

## RECEIVING EMERGENCY CARE

By allowing quick response to ensure you receive necessary medical care

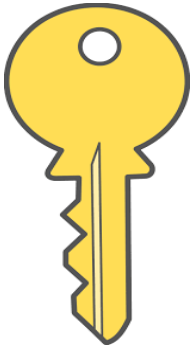
## MISSION

By supporting last minute travel no matter the location

## FINANCE

By preventing out-of-pocket expenses, delayed advancements and/or reimbursements

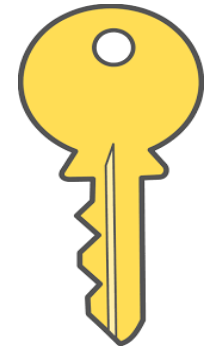
# KEY TAKEAWAYS



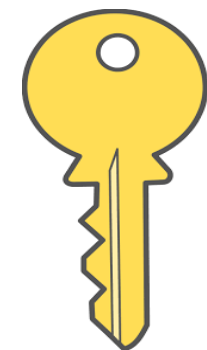
All incoming personnel must complete **ALL** of the necessary in-processing steps for both the Defense Travel System (DTS) and Government Travel Charge Card (GTCC).



Having a Government Travel Charge Card (GTCC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.



Proper in-processing benefits you!



It is **YOUR** responsibility to ensure all steps are completed promptly!

# LET'S GET STARTED!





# Defense Travel System (DTS)

## IN-PROCESSING

**(PERSONNEL who have a DTS PROFILE)**



Ensure you follow **ALL** in-processing steps below. Correct profiles are essential. Your profile determines what DTS tools you may access and what actions you may take in the system.

**Information provided must be complete and correct to avoid potential travel and payment delays!**

- Complete DOD required Defense Travel System (DTS) Card Training below in TRAX Passport:

<https://www.defensetravel.dod.mil/Passport>

- DTS (Basic)/About DTS
- DTS (Basic)/DTS Travel Documents
- (DTS 101)Program & Policies/Travel Policies

1

- Provide your Unit Organizational Defense System Administrator (ODTA) your training certificates. Your unit ODTA will then receive you into your new organization

2

- Log into DTS and update your DTS Profile. Ensure the following information is correct:

3

- Home Address Information
- Official .mil email
- GTCC # and Expiration: **If you do not have a GTCC, you must apply for one**
- Bank Routing and Checking Number
- Unit Address Information
- Work Phone Number
- Organization Owner Name (Provided by Unit ODTA)

- Once you have updated your DTS profile, complete the GTCC in-processing.

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# GOVERNMENT TRAVEL CREDIT CARD(GTCC) IN-PROCESSING

**(PERSONNEL who have a GTCC)**



If you do not have a GTCC, scroll down to **INITIAL GTCC APPLICATION PROCESS**

If you do have a GTCC, complete steps below

- 
- Complete DOD required Travel Card Training below in TRAX Passport:

<https://www.defensetravel.dod.mil/Passport>

- Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory](Renewed Every 3 years)

**1**

- 
- Complete a Statement of Understanding (SoU) (Renewed every 3 years)

**2**

- 
- Provide your Training Certificate and SoU to your local Agency Program Coordinator (APC). Your APC will receive you into the proper hierarchy.

**3**

- 
- Log into Citi Manager:

<https://home.cards.citidirect.com/CommercialCard/login>

**4**

- 
- Update your GTCC Profile. Ensure the following information is correct:

- Home Address Information
- Official .mil email

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You have finished both DTS and GTCC in-processing and are now part of team of travelers who are travel ready! If you have any questions, contact your unit APC and/or OTDA.

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Happy & Safe Travels!

The USARAK Travel Management Team



# INITIAL GTCC APPLICATION PROCESS (NEVER HAD A GTCC ACCOUNT)



Having a Government Travel Credit Card (GTC) is **MANDATORY** for **ALL personnel (military or civilian)** to pay for **ALL** official travel costs for TDY and PCS.

- Complete DOD required Travel Card Training below in TRAX Passport:  
<https://www.defensetravel.dod.mil/Passport>
  - Programs & Policies - Travel Card Program (Travel Card 101) [Mandatory](Renewed Every 3 years)
- Complete a Statement of Understanding (SOU) (Renewed every 3 years)
- Provide your Training Certificate and SOU to your local Agency Program Coordinator APC
- APC will send you an e-mail notification with instructions on how to apply for your GTCC and the link to the Citi website.
- Once your GTCC application has been reviewed and approved by your direct supervisor and your local APC, you should receive your new card within 10 business days  
**Note: The card will arrive in a plain white envelope**
- Activate Card when Received
- Update DTS Profile with credit card number and expiration
- Notify** unit ODTA that Card was Received
- Notify** Local APC that Card was Received and request Activation
- Create Citi login to manage your Card



You have finished both DTS and GTCC In-processing and are now part of a team of travelers who are travel ready! If you have any questions, contact your unit APC and/or OTDA.

Happy & Safe Travels!  
The USARAK Travel Management Team



**Defense Travel System (DTS)  
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**Other Important Information**

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CTO Fort Wainwright: 1.855.729.8688  
CTO After Hours Emergency: 1.800.349.8231  
DTMO / TAC: 1.888.435.7146  
CITI/GTC Customer Svc: 1.800.200.7056



DTS Website: <https://dtsproweb.defensetravel.osd.mil>

Citi GTC Website:  
<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login>

TRAX PASSPORT for Training:  
<https://www.defensetravel.dod.mil/Passport>

