Welcome to OTJAG/USALSA

In-processing Requirements for the Budget Office

- **Statement of Understanding for the Government Travel Credit Card (GTCC) Program**

- **GTCC Training**
  - Initial Training (*mandatory*) for <u>all</u> cardholders
  - Cardholder training found on the TraX website *
  - Refresher Training:
    - Required every three years

GTCC Resources

- DTMO Website – http://www.defensetravel.dod.mil Use the Training Resource Lookup Tool to find elearning, instructor resources, reference materials
- Travel Explorer (TraX) * – http://www.defensetravel.dod.mil/passport {Click **Training** at the top then look for **Program & Policies – Travel Card Program (Travel Card 101) [Mandatory]** }
- Travel Assistance Center (TAC) – 24 hours/7 days a week 1-888-Help1-Go (Overseas: Use DSN to dial directly) or submit a Help Ticket through the Tickets section of TraX
- Citi DoD Travel Card Resources: http://www.transactionservices.citigroup.com/transactionservices/home/card_solutions/commercial_cards/fed_govt_svcs/forms.jsp
- Citi EAS Log In: https://home.cards.citidirect.com/CommercialCard/Cards.html