# APPROVING OFFICIAL – TRAVEL (DETAILED INSTRUCTIONS)

General Information

1. Once you have completed the Travel Card Training for Cardholders (Lessons 1-11), continue to Lesson 12, Travel Card Training for Approving Officials on the GSA website.
2. The completion certificate received for successfully completing the Travel Card Training for Cardholders will also serve as the completion certificate for successfully completing the Travel Card Training for Approving Officials.

Access DOI Talent (Recommended Browsers: Use the Chrome or Edge browsers when accessing DOI Talent. Do not use IE 11).
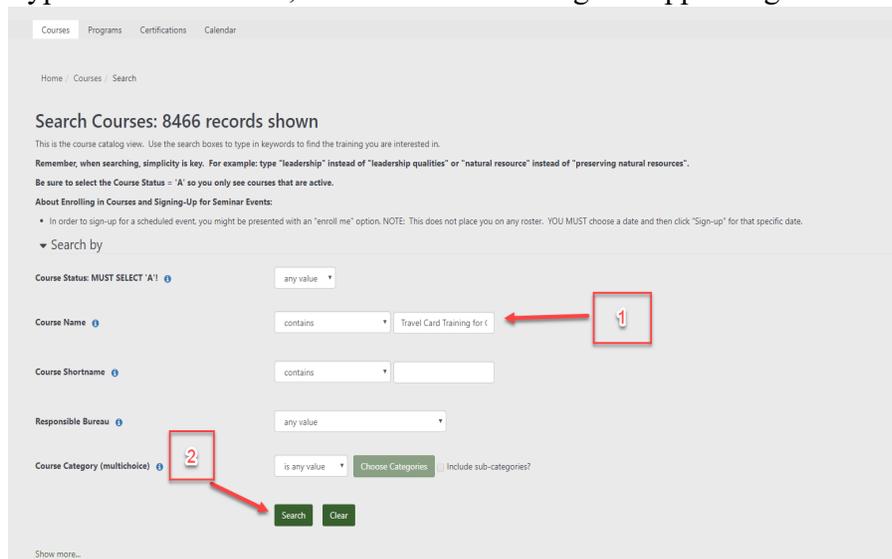
3. Click on the "Find Learning" tab.
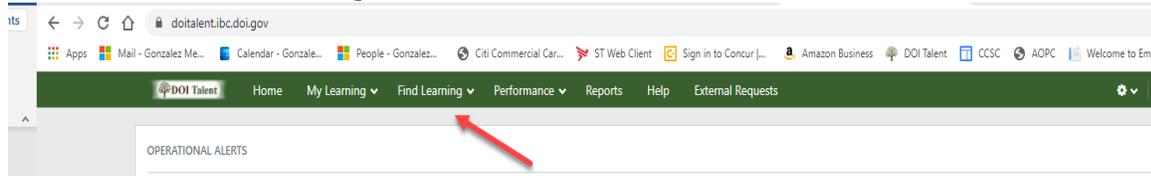
4. Select "Courses" from the drop-down menu.
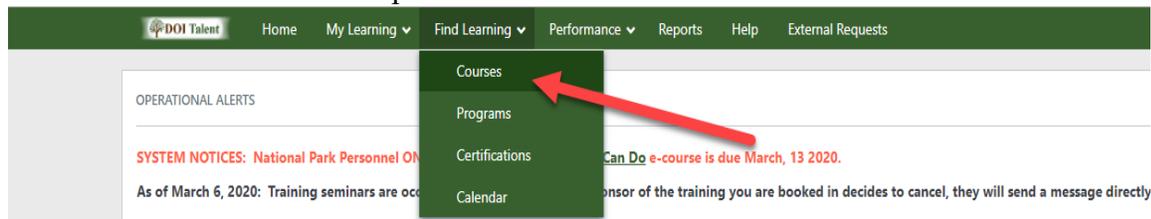
5. Type the course name, "Travel Card Training for Approving Officials"[1], and click on "Search"[2].

6. Click on the course name:

7. Click on the "Enroll me" button to self-enroll in the course.

Step 1: Take the GSA Travel Card Training for Approving Officials

1. Even if you have taken the cardholder travel card training, you must click on the "*Take the GSA Travel Card Training for Approving Officials*" link for the radio button to checkmark. It will open a new window for the GSA website, continue to Lesson 12, on Travel Card Training for Approving Officials.

# Step 2: Download the Charge Card Agreement of Responsibility

1. After returning to DOI Talent, click on the "*Charge Card Agreement of Responsibility*" link located in Step 2. Read and save a copy for your records, if desired. Close the screen when completed.

Step 3: Download the GSA Travel Cardholder Training PDF

1. Click on the "*GSA SmartPay Online Training Courses-Travel*" This step is necessary for recording the completed task in DOI Talent. If you did not save a copy from the GSA Training website, you can save a copy for your records at this time.
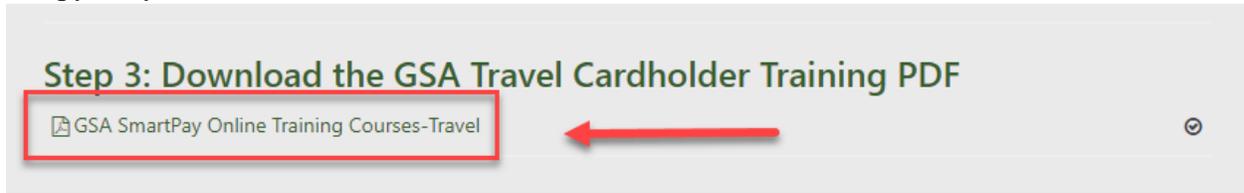
Step 4: Download the Appointment Letter for Approving Officials.

1. Click on the "DOI AO Appointment Letter March 9, 2020" link. This step is necessary for recording the completed task in DOI Talent.

## Step 5: Uploading your training certificate from GSA.

1. Click on the "Instructions for Uploading Certificates" link. This step is necessary for recording the completed task in DOI Talent. Click the box to the right when finished reading the instructions on how to upload your certificate.
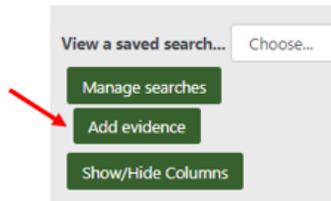

2. Start the process to upload your certification by clicking on the 'My Learning' tab and then on the 'Record of Learning' button.

3. Click on the 'OTHER EVIDENCE' button.
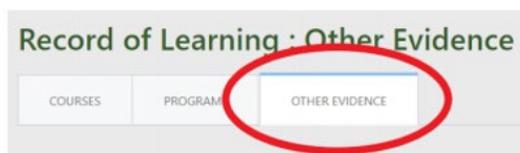
4. Click on the 'Add evidence' button.

5. Enter 'Travel Card Training for Approving Officials' as the evidence name.

6. Select 'Certificate of Completion' from the 'Evidence Type' drop-down menu.

7. Enter 'GSA' as the Provider/Vendor.

8. Enter the date of completion.

9. Click on the icon to locate your Certificate of Completion that you saved to your computer from the GSA website and select it for upload

10. Click the 'Add evidence' button.

Step 6: Self Certify Completion/Compliance.

1. After reading the bullet points, click the box to the right to certify completion of all steps within the Travel Charge Card Training.

2. Your Travel Card Training for Approving Officials has been completed. Once you have completed all steps, please make sure all boxes and radio buttons have been marked. This is an indication that all steps have being completed. Please see below:

3. Logout of DOI Talent.

Once you complete the training successfully, you will receive a congratulatory email from DOI Talent Admin.