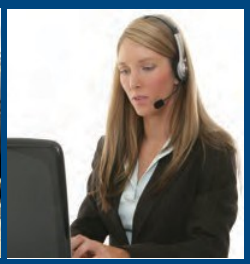
U.S General Services Administration

Travel and Transportation

2016 Courses



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Washington, DC

Las Vegas, NV

March	April	May	June	July	August	September
	Apr 12-13			Jul 19-20	Aug 9-10	Sep 13-14
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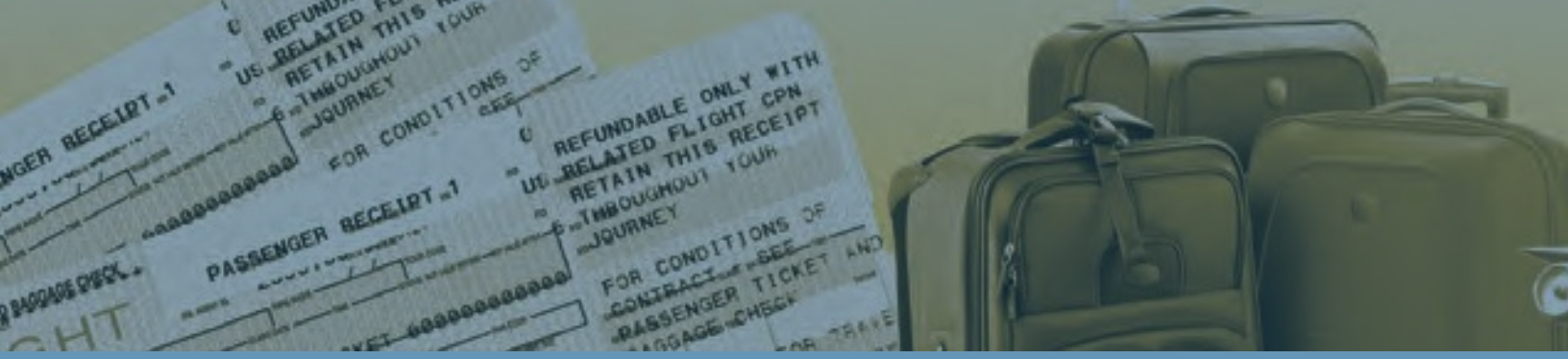
Washington, DC

Las Vegas, NV



ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

Travel Basics

Cost: $50

Length: Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

Continuous Learning Points: Three

Intended Audience:

- Travelers
- Approvers
- Supervisors
- Travel arrangers

Course Objective:

To teach travelers the appropriate steps to take for official business travel in order to be a prudent traveler and remain in compliance with Federal Travel Regulation (FTR). The course introduces each student to three different travel scenarios to teach the FTR travel entitlements and the government travel programs a traveler needs to know before going on an official duty travel assignment. The three scenarios are TDY round trips, traveling from Washington, D.C. to:

- Atlanta,
- San Francisco,
- Munich, Germany.

Expected Outcomes:

- Understand and be able to provide the information required in the travel authorization process,
- Be able to travel in compliance with the FTR,
- Effectively use the government's travel programs, and
- Determine valid travel expenses that may be included on the voucher.

ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

Attending a Conference

Cost: $50

Length: Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

Continuous Learning Points: Three

Intended Audience:

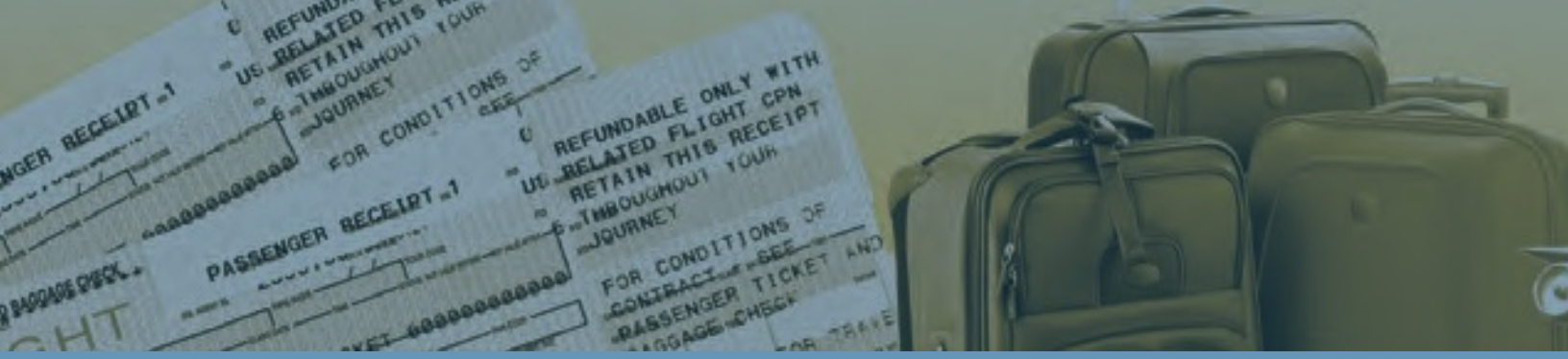
- Travelers who plan to attend a conference
- Approvers
- Supervisors
- Travel arrangers

Course Objective:

To educate students on aligning their respective agency's core mission with future conferences or meetings that require travel. This course teaches travelers the Federal Travel Regulation (FTR) policies most important to travelers attending or participating in conferences or workshops. The course introduces the student to ethics guidelines often experienced at conferences in regard to accepting merchandise from vendors.

Expected Outcomes:

- Improve their understanding of what constitutes efficient spending when planning to attend a conference,
- Learn prudent decisions they should make when attending a conference,
- Gain a better understanding of the FTR,
- Understand the challenges identifying and using the proper trip purpose identifier in the ETS or, for DoD, DTS.
- Understand the existing government travel programs and how to effectively use them, and
- Heighten their understanding of what constitutes permissible meals and gifts.



ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

Approving Officials' Responsibilities: Federal Travel Regulation

Cost: $199

Length: Four hours minimum; five to eight hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Three

Intended Audience:

- Approvers
- Supervisors
- Travel arrangers

Course Objectives:

To teach the responsibilities and requirements for approving travel authorization, travel claims for transportation, subsistence, and miscellaneous expense allowances in accordance with the FTR, and other applicable regulations.

Expected Outcomes:

- Understand Approving Officials' rights and responsibilities,
- Know how to properly authorize and approve travel,
- Improve their understanding of the FTR to ensure travelers comply with mandatory travel rules, regulations, and programs,
- Understand how to determine the most cost advantageous transportation mode for a trip, and
- Recognize unauthorized travel expenses and take appropriate action.

ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

Federal Travel Regulation In Depth

Cost: $199

Length: Four hours minimum; five to eight hours for a thorough study of the course content.

Continuous Learning Points (CLPs): Five

Intended Audience:

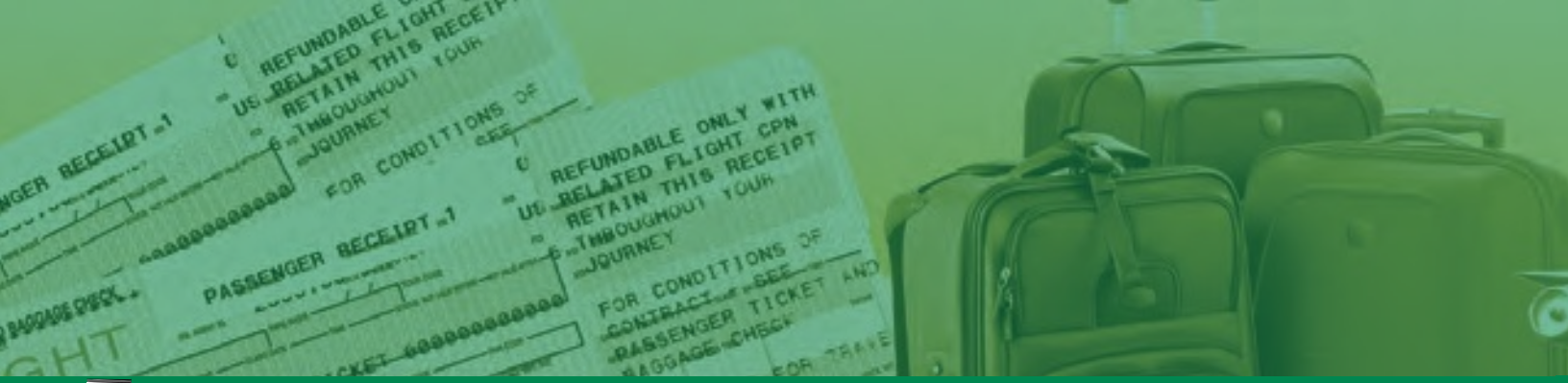
- Frequent travelers
- Supervisors
- Travel arrangers
- Travel managers and policy analysts

Course Objectives:

To educate students how to effectively and efficiently plan for trips, and make decisions during trips about expenses. Students will learn how to interpret and apply the Federal Travel Regulations when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes Federal Travel Regulations transportation, per diem, and miscellaneous travel expense allowances, and the mandatory use of GSA government wide travel programs.

Expected Outcomes:

- Achieve a greater understanding of the FTR and compliance with mandatory travel rules, regulations, and programs,
- Understand the FTR and how to properly authorize and approve travel,
- Learn how to determine the most cost advantageous transportation mode for a trip,
- Recognize unauthorized travel expenses,
- Understand that the FTR is a legislative rule that has the force and effect of law (as such, there is no authority for anyone to waive any provisions of the FTR), and
- Prove that they have command of the FTR by completing knowledge checks and quizzes during the course and passing a final exam.



SCHEDULED INSTRUCTOR LED

About Instructor Led Courses

GSA's Travel Training Program offers instructor led courses to provide federal employees with insight into the latest travel regulations and practices, including the most up to date travel and transportation information critical for meeting agency missions.

These courses are particularly beneficial for students who find the learning experience is most productive in the classroom environment led by a teacher who is available for questions and additional explanation about travel circumstances of particular interest to students.

Visit www.gsa.gov/traveltraining to register by course type.

SCHEDULED

INSTRUCTOR LED

Temporary Duty Travel: Federal Travel Regulation (FTR)

Cost: $1,000

Length: Two days 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): Twelve

Intended Audience:

- Civilian travel specialists
- Support staff
- Authorizing, supervising, and policy officials
- Frequent travelers

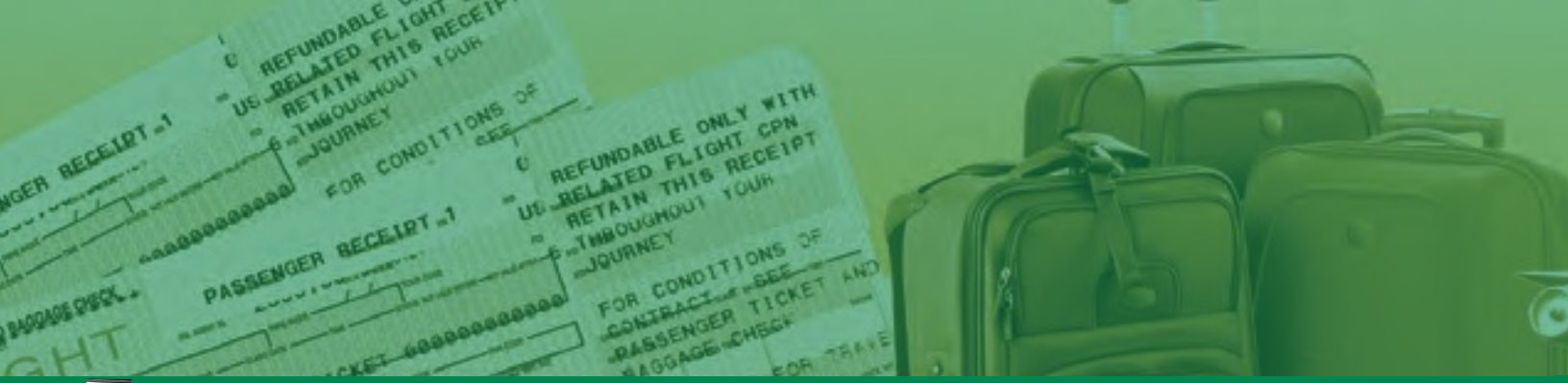
Location	Session #	Date
Washington, D.C.	01	January 26-27
	02	April 12-13
	03	August 9-10
	04	September 13-14
Las Vegas, NV	05	July 19-20

Course Objectives:

To teach how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes FTR transportation, per diem, and miscellaneous travel expense allowances, and the mandatory use of GSA government wide travel programs.

Course Topics:

- Travel Authorizations
- Transportation Allowances
- Fly America Act
- Contract City Pair Fares Per Diem Allowances Actual Expenses
- E-Gov Travel Service (ETS)
- GSA SmartPay® Travel Charge Card
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses



SCHEDULED

INSTRUCTOR LED

Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian

Cost: $1,000

Length: Two days 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): Twelve

Location	Session #	Date
Washington, D.C.	01	May 10-11
Las Vegas, NV	02	August 23-24

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

Course Topics:

-Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Defense Transportation Regulation (DTR)
- Department of Defense Financial Management Regulation (DoDFMR)
- Joint Ethics Regulation (JER)

-Geographic Terminology

-Travel Authorization Requirements

- Effect of Travel Authorization
- Routing of Travel
- Scheduling of Travel
- Variations Authorized

-Travel Expenses of Employees with Disabilities

-Travel Allowances

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

-POV Transportation

-Rental Car Program

- Allowable Lodging Costs Subsistence

-Methods for Paying Subsistence Expenses

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes

SCHEDULED

INSTRUCTOR LED

Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Cost: $1,000

Length: Two days 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): Twelve

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Location	Session #	Date
Washington, D.C.	01	June 7-8

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to uniformed DoD employees.

Course Topics:

-Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- Defense Transportation Regulation (DTR)
- Department of Defense Financial Management Regulation (DoDFMR)
- Joint Ethics Regulation (JER)

-Geographic Terminology

-Travel Authorization Requirements

- Effect of Travel Authorization
- Routing of Travel
- Scheduling of Travel
- Variations Authorized

-Travel Expenses of Employees with Disabilities

-Travel Allowances

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

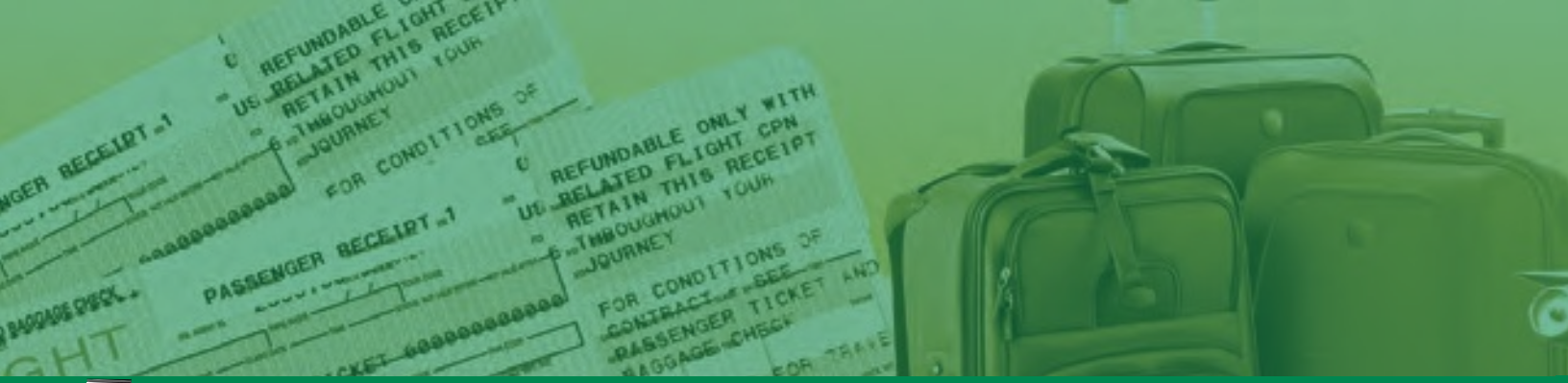
-POV Transportation

-Rental Car Program

- Allowable Lodging Costs Subsistence

-Methods for Paying Subsistence Expenses

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes



SCHEDULED

INSTRUCTOR LED

Advanced Temporary Duty Travel: Federal Travel Regulations (FTR)

Cost: $750

Length: One day 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): six

Location	Session #	Date
Washington, D.C.	01	January 28
	02	April 14
	03	August 11
	04	September 15
Las Vegas, NV	05	July 21

Recommended Course:

You must have completed the Temporary Duty Travel: Federal Travel Regulation (FTR) course or the online FTR In Depth course

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Travel Specialists
- Preparers and review
- Authorizing, supervising and policy officials

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

Course Topics:

- Travel Authorizations
- Per Diem Allowances for Domestic and Foreign Travel
- Long Term Temporary Duty (TDY Assignments)
- Transportation Allowances
- Mandatory Use of the Contract Airline City Pair Fares
- E-Gov Travel Service (ETS)
- Civilian Board of Contract Appeals Travel Cases
- Charge Card Specifics, Receipt Requirements, and Voucher Submissions

SCHEDULED

INSTRUCTOR LED

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Cost: $750

Length: One day 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): six

Recommended Course:

It is recommended that you complete the Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian course or the online FTR In Depth course.

Location	Session #	Date
Washington, D.C.	01	June 9

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers
- Occasional/Frequent Travelers

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

Course Topics:

-Paying for Travel Expenses

- Use of GSA SmartPay® Travel Charge Card
- Availability of Cash Travel Advances

-Arranging For Travel

- Use of CTO
- Use of DTS

-Claiming Reimbursement

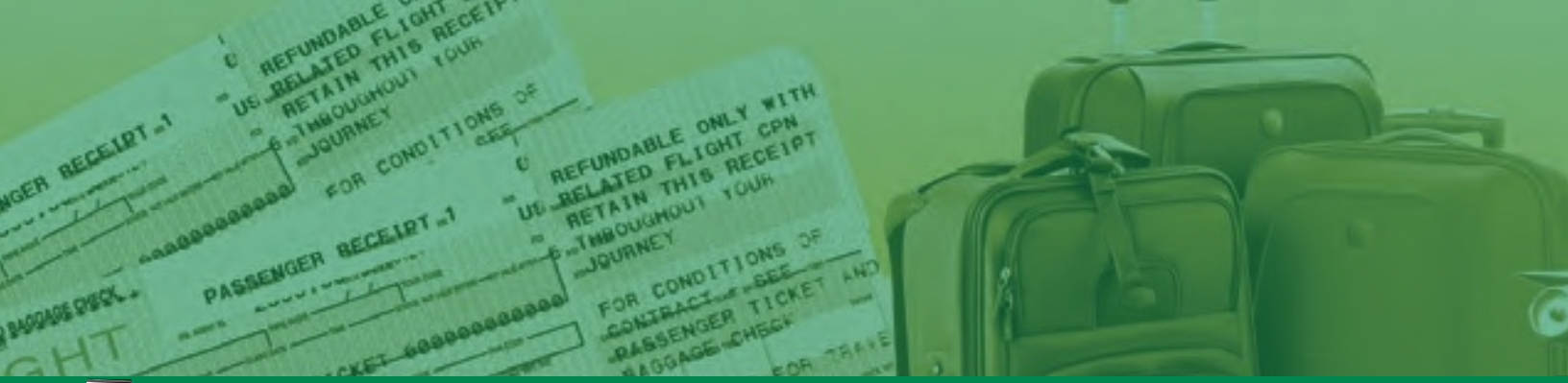
- Voucher Requirements
- Receipt Requirements

-Liability Issues

- Military Personnel and Civilian Employees
- Federal Tort Claims Act
- Federal Employees Compensation Act (FECA)

-Extended TDY Assignments

- Allowable Duration
- Authorization Requirements
- Income Tax Reimbursement Allowance (ITRA)



SCHEDULED

INSTRUCTOR LED

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian

Cost: $750

Length: One day 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): six

Recommended Course:

It is recommended that you complete the Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian course or the online FTR In Depth course.

Location	Session #	Date
Washington, D.C.	01	May 12
Las Vegas, NV	02	August 25

Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Preparers and reviewers
- Authorizing, supervising and policy officials
- Occasional/Frequent Travelers

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

Course Topics:

-Paying for Travel Expenses

- Use of GSA SmartPay® Travel Charge Card
- Availability of Cash Travel Advances

-Arranging For Travel

- Use of CTO
- Use of DTS

-Claiming Reimbursement

- Voucher Requirements
- Receipt Requirements

-Liability Issues

- Military Personnel and Civilian Employees
- Federal Tort Claims Act
- Federal Employees Compensation Act (FECA)

-Extended TDY Assignments

- Allowable Duration
- Authorization Requirements
- Income Tax Reimbursement Allowance (ITRA)

SCHEDULED

INSTRUCTOR LED

Relocation Allowances: Federal Travel Regulations (FTR)

Cost: $1,325

Length: Three day 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): eighteen

Intended Audience:

All civilian agency employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Location	Session #	Date
Washington, D.C.	01	April 19-21
Washington, D.C.	02	August 16-18

Course Objectives:

To provide a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of civilian agencies in the executive branch who relocate at government expense

Course Topics:

-Applicable Authorities

- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)
- Joint Travel Regulations (JTR), Civilian
- Office of Personnel

-Management Regulations

-Geographic Terminology

-Types of Relocations

- Transferees
- New Appointees
- Return Transportation
- SES Last Move Home
- Temporary Change of Station
- Government Employee's Training Act (GETA)
- Intergovernmental Personnel Act (IPA)

-Overseas Tour Renewal Travel

- Relocation Allowances
- En Route Travel
- House Hunting/Trip Travel

-Temporary Quarters Subsistence Expense Allowances

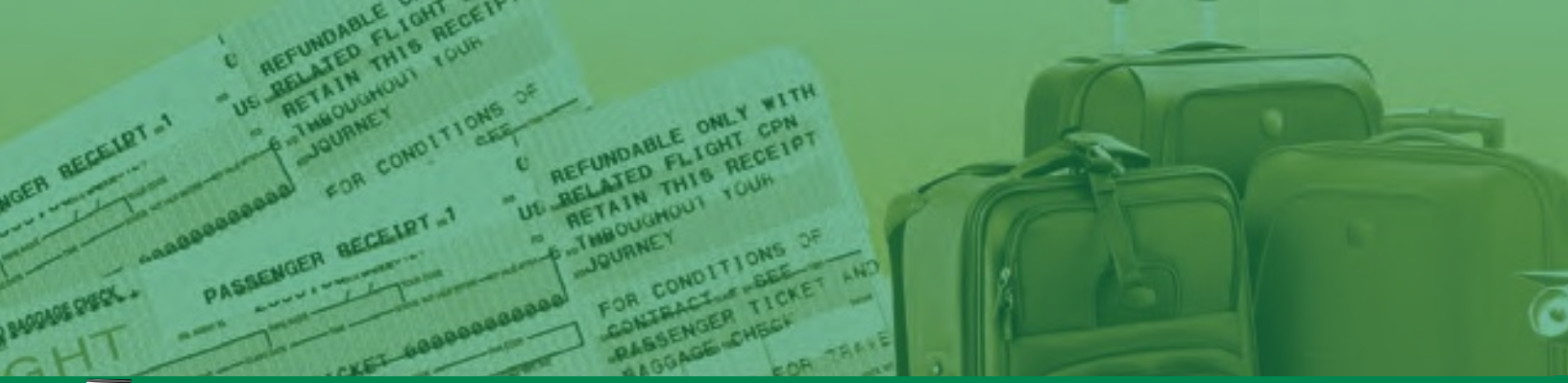
-Transportation and Temporary Storage of Household Goods

- Extended Storage of Household Goods
- Transportation of Privately Owned Vehicles
- Transportation of a Mobile Home
- Residence Transaction Expenses
- Relocation Services

-Home Sale Programs

-Property Management Services

- Home Marketing Incentive Payments



SCHEDULED

INSTRUCTOR LED

Relocation Allowances: Joint Travel Regulations (JTR)

Cost: $1,325

Length: Three day 8:30a.m.-3:30p.m.

Continuous Learning Points *(CLPs)*: eighteen

Intended Audience:

All civilian agency employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Location	Session #	Date
Washington, D.C.	01	February 16-18
Washington, D.C.	02	July 12-14

Course Objectives:

To provide a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of civilian agencies in the executive branch who relocate at government expense

Course Topics:

-Applicable Authorities

- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)
- Joint Travel Regulations (JTR), Civilian
- Office of Personnel

-Management Regulations

-Geographic Terminology

-Types of Relocations

- Transferees
- New Appointees
- Return Transportation
- SES Last Move Home
- Temporary Change of Station
- Government Employee's Training Act (GETA)
- Intergovernmental Personnel Act (IPA)

-Relocation Allowances

- En Route Travel
- House Hunting/Trip Travel
- Temporary Quarters Subsistence Expense Allowances
- Transportation and Temporary Storage of Household Goods
- Extended Storage of Household Goods
- Transportation of Privately Owned Vehicles
- Transportation of a Mobile Home
- Residence Transaction Expenses

-Relocation Services

- Home Sale Programs
- Property Management Services
- Home Marketing Incentive Payments
- Miscellaneous Expense Allowance (MEA)

SCHEDULED
INSTRUCTOR LED

Relocation Income Tax Allowances

Cost: $1,000

Length: Two days 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): Twelve

Intended Audience:

- Civilian travel specialists
- Support staff
- Authorizing, supervising, and policy officials
- Frequent travelers

Location	Session #	Date
Washington, D.C.	01	April 5-6
Washington, D.C.	02	August 30-31
Las Vegas, NV	03	September 20-12

Course Objectives:

To teach how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes FTR transportation, per diem, and miscellaneous travel expense allowances, and the mandatory use of GSA government wide travel programs.

Course Topics:

- Travel Authorizations
- Transportation Allowances
- Fly America Act
- Contract City Pair Fares Per Diem Allowances Actual Expenses
- E-Gov Travel Service (ETS)
- GSA SmartPay® Travel Charge Card
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses

INSTRUCTOR LED COURSES

Conference Planning

Cost: $675
Length: Four Hours
Continuous Learning Points *(CLPs)*: Four

Intended Audience:

- Meeting planners
- Conference planning personnel
- Budget officers
- Program support staff
- Contracting officers
- Legal staff (executive branch, including DoD)
- Office of the Inspector General support staff

Location	Session #	Date
Washington, D.C.	01	March 9
Washington, D.C.	02	September 21

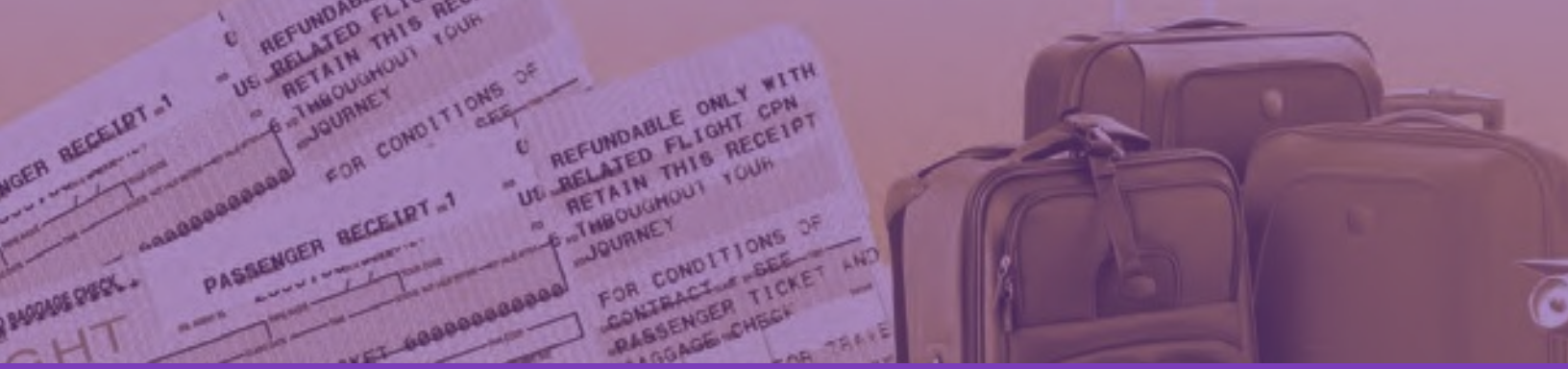
Course Objectives:

To teach students how to plan, select locations, coordinate, and conduct conferences in accordance with the Federal Travel Regulation (FTR) and executive directives.

Course Topics:

- Conference Entitlements
- Planning a Conference
- Estimating the Budget
- Selecting the Location
- Obtaining Proposals
- Selecting a Property
- Preparing an Agenda
- Making Arrangements

FedRooms is Your Hotel Program



CUSTOM COURSE TAUGHT ON LOCATION

About Custom Courses

The Travel Training Program can bring any of the instructor led courses (which start on page 8) to your location. This eliminates the travel costs for your staff and allows a large number to complete the training on-site when it is convenient for your organization.

The following custom courses (not scheduled during the year) are also available to be brought to your location. Contact travel.training@gsa.gov for a fixed price quotation to bring the training course directly to you.

On-site classes are scheduled at your location based on your availability.

CUSTOM COURSE
TAUGHT ON LOCATION

Federal Aviation Administration Travel Policy (FAATP)

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Two days 8:30a.m.-3:30p.m.

Continuous Learning Points (CLPs): Twelve

Intended Audience:

All Federal Aviation Administration (FAA) employees, including:

- Occasional and frequent travelers
- Budget officers
- Authorizing, supervising, and policy officials
- Preparers and reviewers

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to employees of the FAA.

Course Topics:

-Applicable Authorities

- Federal Aviation Administration Travel Policy (FAATP)
- Federal Travel Regulation (FTR)

-Geographic Terminology

-Travel Authorization Requirements

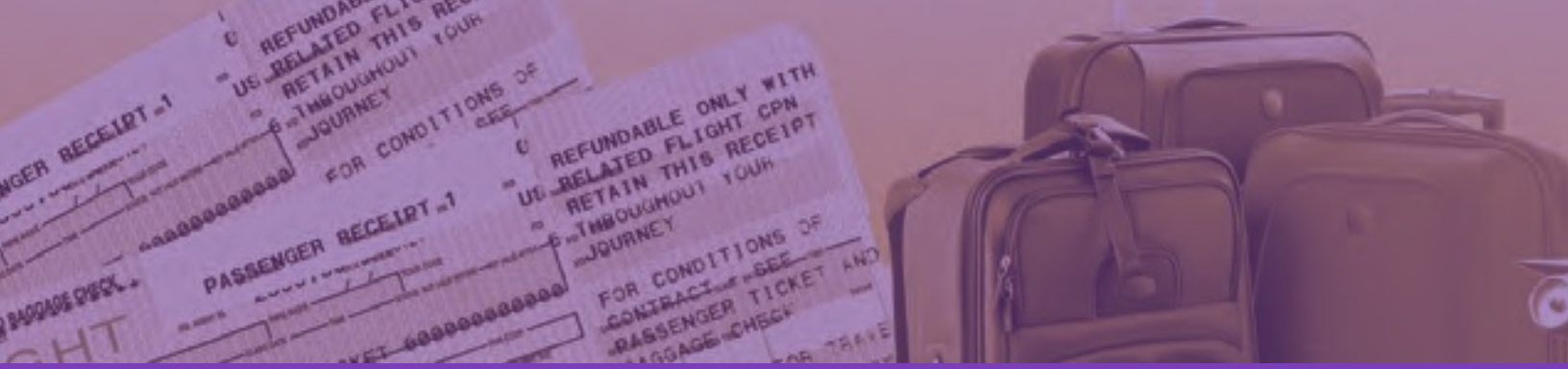
- Effect of Travel Authorization
- Routing of Travel

-Prudent Person Rule

-Cost Construct Travel

-Travel Allowances

- Transportation
  - Contract Air Program
  - Fly America Act
  - Use of Government Vehicles
  - POV Transportation
  - Rental Car Program
- Subsistence
  - Allowable Lodging Costs
  - Methods for Paying Subsistence Expense
  - Miscellaneous Expense Allowances Tips
  - Phone Calls Home
  - Laundry and Dry Cleaning
  - Lodging Taxes
- Travel Expenses of Employees with Disabilities



CUSTOM COURSE
TAUGHT ON LOCATION

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Four hours 8:30-12:30

Continuous Learning Points (CLPs): Four

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objectives:

Identify your responsibilities and requirements for issuing travel authorizations and approving travel claims for transportation, subsistence, and miscellaneous expense allowances in accordance with the FTR and other applicable regulations.

Course Topics:

- Transportation Allowances
- Contract City Pair Fares
- Premium Class Travel
- Per Diem Allowances
- Actual Expenses
- Miscellaneous Expenses
- Receipt Requirements
- Submission of Vouchers
- Approving Officials' Responsibilities

CUSTOM COURSE
TAUGHT ON LOCATION

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Civilian

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Four hours 8:30-12:30

Continuous Learning Points (CLPs): Four

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objectives:

To provide a brief summary of selected specific responsibilities placed on authorizing or approving officials who authorize or approve temporary duty travel by civilian employees of the Department of Defense (DoD).

Course Topics:

-Applicable Authorities

•Joint Travel Regulations (JTR), Civilian

•Defense Transportation Regulation (DTR)

• Department of Defense Financial Management Regulation (DoDFMR)

•Joint Ethics Regulation (JER)

-Geographic Terminology

-Travel Authorization Requirements

•Effect of Travel Authorization

•Routing of Travel

• Scheduling of Travel

•Variations Authorized

-Responsibilities of Accountable Officers

-Responsibilities of Authorizing Officials

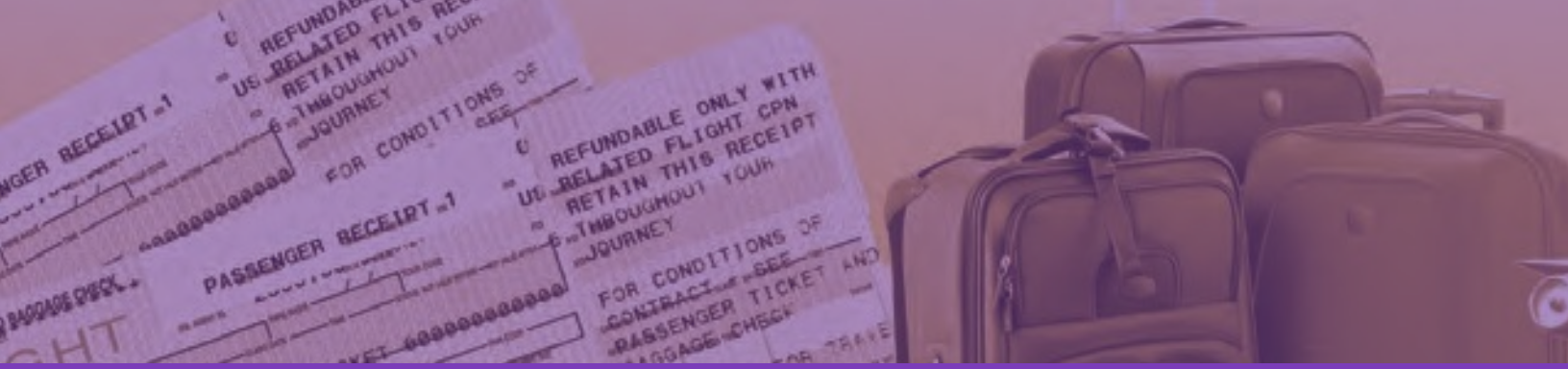
•Determining Necessity for Travel

•Determining Funds Availability

•Reviewing Trip Request

-Responsibilities of Approving Officials

- Reviewing Travel Vouchers



CUSTOM COURSE
TAUGHT ON LOCATION

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Uniformed

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Four hours 8:30-12:30

Continuous Learning Points (CLPs): Four

Intended Audience:

- New supervisors
- Authorizing and approving officials

Course Objectives:

To provide a brief summary of selected specific responsibilities placed on authorizing or approving officials who authorize or approve temporary duty travel by civilian employees of the Department of Defense (DoD).

Course Topics:

-Applicable Authorities

•Joint Travel Regulations (JTR), Civilian

•Defense Transportation Regulation (DTR)

• Department of Defense Financial Management Regulation (DoDFMR)

•Joint Ethics Regulation (JER)

-Geographic Terminology

-Travel Authorization Requirements

•Effect of Travel Authorization

•Routing of Travel

• Scheduling of Travel

•Variations Authorized

-Responsibilities of Accountable Officers

-Responsibilities of Authorizing Officials

•Determining Necessity for Travel

•Determining Funds Availability

•Reviewing Trip Request

-Responsibilities of Approving Officials

• Reviewing Travel Vouchers

CUSTOM COURSE
TAUGHT ON LOCATION

Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation and Defense Federal Acquisition Regulation Supplements

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Four hours 8:30-12:30

Continuous Learning Points (CLPs): Four

Intended Audience:

All Department of Defense (DoD) contractors and employees handling travel claims from DoD contractors

Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to DoD contractors.

Course Topics:

-Applicable Authorities

- Federal Acquisition Regulation (FAR)
- Defense Federal Acquisition Regulation Supplements (DFARS)
- Joint Travel Regulations (JTR), Civilian
- Federal Travel Regulation (FTR)
- Defense Transportation Regulation (DTR)

-General Requirements for Claiming Expenses

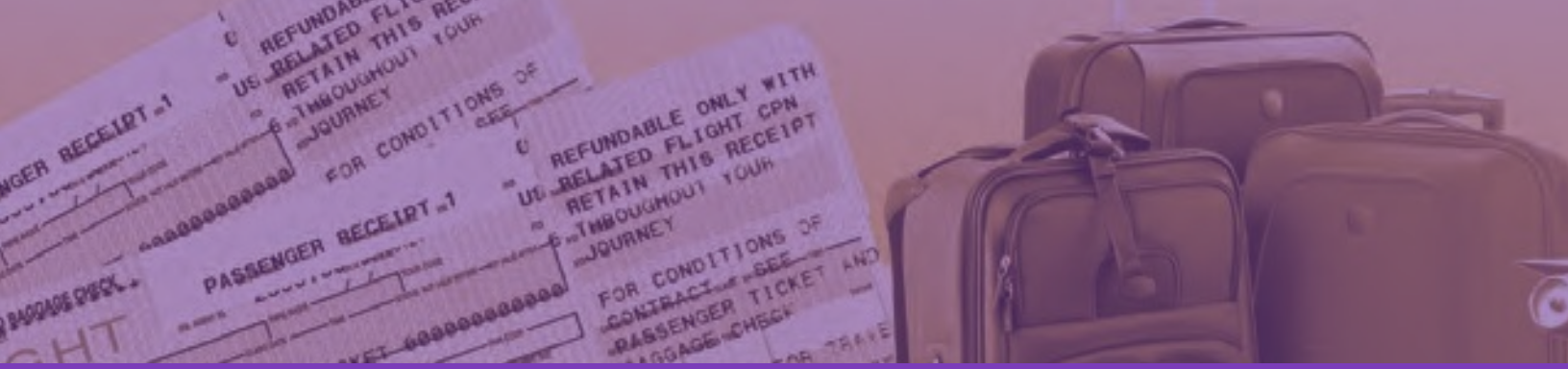
-Geographic Terminology

-Routing of Travel

-Scheduling of Travel

-Travel Allowances

- Transportation
  - Fly America Act
  - Use of Government Vehicles
  - POV Transportation Rental Car Program
- Subsistence
  - Allowable Lodging Costs
  - Methods for Paying Subsistence Expenses
- Miscellaneous Expense Allowances
  - Tips
  - Phone Calls Home
  - Laundry and Dry Cleaning
  - Lodging Taxes
- Travel Expenses of Employees with Disabilities



CUSTOM COURSE
TAUGHT ON LOCATION

Foreign Service Allowances and Travel for Foreign Service Personnel

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: 3 days 8:30 a.m.—3:30 p.m.

Continuous Learning Points (CLPs): Eighteen

Intended Audience:

- Foreign service personnel
- Budget officers
- Authorizing and approving officials
- Foreign service allowances approvers
- Civilian employees who approve foreign service allowances
- Preparers and reviewers of travel documents

Course Objectives:

To provide a broad overview of special allowances payable to foreign service personnel transferred and stationed overseas and special types of travel paid to service personnel stationed at foreign posts. This course does not address allowances related to the employee's pay while stationed overseas (e.g., cost of living adjustments or danger pay).

Course Topics:

-Applicable Authorities

- Foreign Affairs Manual (FAM)
- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulation (FTR)

-Relocation Allowances

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances
  - Foreign Transfer Allowance
  - Home Service Transfer Allowances

-Geographic Terminology

-Definition of Family

-Foreign Service Allowances

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

-Special Types of Travel

- Educational Travel
- Evacuation Travel
- Medical Travel
- Visitation Travel
  - Emergency Visitation Travel
  - Family Visitation Travel
  - Separate Maintenance Allowance Travel
  - Travel of Children of Separated Families
- Leave Travel
  - Home Leave Travel
  - Rest and Recuperation Travel

CUSTOM COURSE
TAUGHT ON LOCATION

Shipping Household Goods and Transportation Management Services Solutions

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: Two Days 8:30 a.m.—3:30 p.m.

Continuous Learning Points (CLPs): Twelve

Intended Audience:

Anyone who

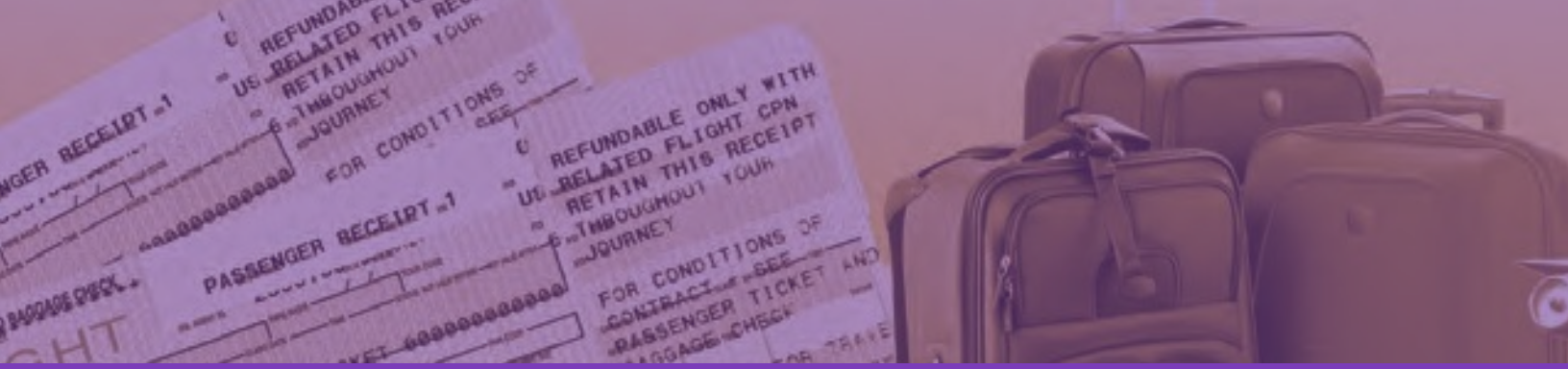
- Authorizes, Counsels or Books household good shipments
- Authorizing Administrative officers
- Transportation Officers

Course Objectives:

To heighten your awareness of the entitlements and responsibilities for shipping HHG and the available GSA programs and solutions to simplify your HHG shipment process; to provide hands on TMSS training to give attendees the tools necessary for efficiently managing the entire shipment process online.

Course Topics:

- FTR Authority and Regulations
- Carrier Evaluation and Selection
- Shipment Booking
- Employee Entitlements
- Transportation Audits
- GSA Program Solutions



CUSTOM COURSE TAUGHT ON LOCATION

Overseas Allowances and Travel for Civilian Department of Defense Employees:

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: 3 days 8:30 a.m.—3:30 p.m.

Continuous Learning Points (CLPs): Eighteen

Intended Audience:

All Department of Defense civilian employees including

- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Course Objectives:

To provide a broad overview of relocation allowances for overseas assignments, special allowances related to a civilian employee's overseas assignment, and special types of travel paid while a civilian employee is stationed at a foreign post of duty.

Course Topics:

-Applicable Authorities

- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulation (FTR)

-Relocation Allowances

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances
  - Foreign Transfer Allowance
  - Home Service Transfer Allowances

-Geographic Terminology

-Definition of Family

-Overseas Allowances

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

-Special Types of Travel

- Educational Travel
- Evacuation Travel
- Overseas Renewal Agreement Travel

CUSTOM COURSE
TAUGHT ON LOCATION

Overseas Allowances and Travel for Department of Defense Employees:

Cost: Contact travel.training@gsa.gov for a fixed price quotation

Length: 3 days 8:30 a.m.—3:30 p.m.

Continuous Learning Points (CLPs): Eighteen

Intended Audience:

All Department of Defense civilian employees including
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Course Objectives:

To provide a broad overview of relocation allowances for overseas assignments, special allowances related to a DoD civilian employee's overseas assignment, and special types of travel paid while a DoD civilian employee is stationed at a foreign post of duty. Note: This course does not address allowances related to employee pay while employee is stationed overseas (e.g., cost of living adjustments, danger pay).

Course Topics:

-Applicable Authorities

- Foreign Affairs Manual (FAM)
- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulation (FTR)
- Joint Travel Regulations (JTR), Civilian

-Relocation Allowances

- En Route Travel
- Temporary Quarters Subsistence
- Transportation of Personal Effects
- Storage of Personal Effects
- Transportation of a Privately Owned Vehicle
- Transfer Allowances
  - Foreign Transfer Allowance
  - Home Service Transfer Allowances

-Geographic Terminology

-Definition of Family

-Foreign Service Allowances

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

-Special Types of Travel

- Educational Travel
- Evacuation Travel
- Medical Travel
- Visitation Travel
  - Emergency Visitation Travel
  - Family Visitation Travel
  - Separate Maintenance Allowance Travel
  - Travel of Children of Separated Families
- Leave Travel
  - Home Leave Travel
  - Rest and Recuperation Travel