This Catalog, or any part thereof, may be reproduced or transmitted for the purpose of informing civilian and DoD employees of available travel training education opportunities. All courses are subject to availability.
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**Instructor Led Courses (Scheduled)**

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**Washington, DC**

GSA Headquarters
1800 F Street, NW
Washington, DC 20405
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Las Vegas, NV

Alan Bible Federal
Bldg
600 Las Vegas Blvd, S
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.
Temporary Duty Travel: Federal Travel Regulation (FTR)

Cost: $1,200
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

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

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

**Cost:** $1,200  
**Length:** Two days 8:30 a.m.-3:30 p.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

**Course Objectives:**

**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

**Location | Session # | Date**
--- | --- | ---
Washington, D.C. | 01 | May 1-2
Las Vegas, NV | 02 | August 21-22

Register Here!
Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Cost: $1,200
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

Course Objectives:

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
Advanced Temporary Duty Travel: Federal Travel Regulations (FTR)

Cost: $900

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

Continuous Learning Points (CLPs): six

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 civilian agency employees, including (but not limited to):
- Travel Specialists
- Authorizing, supervising and policy officials
- Preparers and review

Course Objectives:
To provide a comprehensive discussion of travel and transportation allowances payable to civilian agency 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
Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed

Cost: $900

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.

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

Cost: $900
Length: One day 8:30 a.m.-3:30 p.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.

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)
Relocation Allowances: Federal Travel Regulations

Cost: $1,600
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

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

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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
Relocation
Allowances: Joint
Travel Regulations

Cost: $1,600
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

Course Objectives:

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

Postponed
SCHEDULED
INSTRUCTOR LED

Relocation Income Tax Allowances

Cost: $1,300
Length: Two days 8:30a.m.-3:30p.m.
Continuous Learning Points (CLPs): Twelve

Intended Audience:
All employees of the executive branch (including the Department of Defense) involved in the relocation process, including:

- Human Resource Personnel
- Budget Officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS orders, service agreements, and travel vouchers)

Course Objectives:

Course Topics:
- Applicable Authorities
  - Federal Travel Regulation (FTR)
  - Internal Revenue Code (IRC)
  - Treasury Regulations
  - IRS Guide
- Taxation of Relocations
  - Income Taxation vs. Employment Taxation
  - Withholding Responsibilities
  - Reporting Requirements
- Payment of the RIT Allowances
  - Year 1 vs. Year 2
  - Withholding Tax Allowance
  - RIT Allowance Year 2 Adjustment
  - Negative RIT Allowance Payments
- Year 1 vs. Year 2
  Withholding Tax Allowance
  RIT Allowance Year 2 Adjustment
  Negative RIT Allowance Payments

Location | Session # | Date
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Washington, D.C. | 01 | April 3-4
Washington, D.C. | 02 | August 28-29
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.
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

For More Information
travel.training@gsa.gov
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 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 Authorizing Officials
  - Determining Necessity for Travel
  - Determining Funds Availability
  - Reviewing Trip Request
- Responsibilities of Approving Officials
  - Reviewing Travel Vouchers
- Responsibilities of Accountable Officers

For More Information
travel.training@gsa.gov
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 Authorizing Officials
  - Determining Necessity for Travel
  - Determining Funds Availability
  - Reviewing Trip Request

- Responsibilities of Approving Officials
  - Reviewing Travel Vouchers

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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
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 elated 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

For More Information
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