

# Worldwide Travel and Transportation Training

FY 2010

## 2010 COURSE SERIES CATALOG



## **GSA PROFESSIONAL DEVELOPMENT AND TRAINING SECTION: YOUR SMART AND EASY SOLUTION TO GET UP TO SPEED AND STAY CURRENT IN THE GOVERNMENT TRAVEL ARENA!**

We at the GSA Professional Development and Training Section have been providing travel training course offerings to the federal government community for more than 28 years, and now look forward to sharing with you our extensive wealth of data via several interesting and comprehensive courses.

By participating in the FY 2010 Worldwide Travel and Transportation Training program, you get to tap into leading expertise and reap the benefits of learning first hand the most updated travel information. We look forward to also sharing with you the newest technologies and latest news on ever changing travel regulations. You'll definitely gain advanced industry knowledge through guided instruction filled with in-depth details, putting you in control of all your travel needs to assure ongoing success with your government travel.

All of our courses are developed with your needs in mind. They are presented in a fashion that ensures you gain a thorough understanding of all of the basics and receive information on new developments that are critical to your travel program success. And because we are a partner with GSA's Office of Governmentwide Policy, we can promise that you will be informed with up to the minute status on rapidly changing regulations, the new facts on emerging issues, and so much more. Examples of the type of travel changes we address with you include:

- The advent of the electronic voucher;
- Convenient electronic systems for use by government travelers;
- Payment of vouchers within 30 days;
- And more!

Take some time to review this 2010 catalog and you'll discover that we offer a vast array of topics presented via various courses throughout the year, in locations all across the U.S. You'll also see that we even offer on-site training and customized courses, assuring that all of your questions are answered and every one of your needs are addressed when and where you want. You should also know that our courses are Continuing Learning Points (CLP) and/or Continuing Education Unit (CEU) certified.

Please note that our classes do fill up rapidly, so be sure you register early by fax, mail or email to ensure your place in the classes of your choice!

### **Registration Information:**

Please visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). Under "How to Register" you can find and print a blank copy of the registration form.

### **Fill out the registration form and send it to us at the GSA Professional Development and Training Section via:**

**Fax** – Simply register by faxing a fully completed registration form to us at (703) 605-2188.

**Or Mail** Send a fully completed registration form to us at:  
Attn: Registrar  
GSA, Professional Development and Training Section  
2200 Crystal Drive, Suite 300  
Arlington, VA 22202

**Or Email** Send a fully completed registration form to us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

For a complete course listing, please visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). For any additional questions, contact us at (703) 605-0555, or send an email to [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

### **GSA Professional Development and Training Section**

**Cancellation Policy:** We must receive your written cancellation more than two weeks in advance, in order to issue a full refund on your tuition payment. You should send any cancellation notices via fax to (703) 605-2188 or via an email to [traveltraining@gsa.gov](mailto:traveltraining@gsa.gov). If for any reason you need to cancel less than 10 business days out, you will be charged a cancellation fee determined by the course cost, which are as follows: course costing over \$900, a fee of \$475 will be assessed; course costing over \$800, a fee of \$425 will be assessed; course costing over \$600, a fee of \$300 will be assessed; course costing over \$500, a fee of \$275 will be assessed; and course costing over \$300, a fee of \$160 will be assessed.

Substitutions are permitted. The agency must contact the office with the substitution's name in order to receive the course credit and training certificate.

**For your convenience, we accept Visa, MasterCard, American Express and the government issued Purchase Credit Card. You may also pay via a U.S. Treasury check (payable to the GSA Professional Development and Training Section). Contractors may pay via company check or Money Order, payable to the GSA Professional Development and Training Section. Sorry, we cannot accept personal checks.**

Agencies who are required to use their internal training form (SF 182), in lieu of the registration form, must contact us at (703) 605-0555 for additional requirements.

*The GSA Professional Development and Training Section reserves the right to cancel any session that has insufficient enrollment. We advise that you do not make a non-refundable airline reservation unless you have received a course confirmation letter.*

### **NEW! COMING SOON!!!**

You'll also want to be on the look out for expanded and new course offerings that will be coming online in Fiscal Year 2010, providing you greater convenience and more flexibility! You'll have the added choice to simply and easily take classes online, at the comfort of your own desk! Visit our Web site [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining) often for updates and availability of our online courses in 2010 / 2011.



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## LECTURE COURSES

# Travel Basics

### Course Number: 1700

This is a "must take" course if you are new to travel or need a quick refresher on the basic application of travel regulations, programs and procedures.

All travelers should take this course to **"know before they go"** in order to ease the stress of official travel and avoid costly mistakes. The course "Travel Guide" serves as the course text book, as well as a handy travel reference guide!

Students will learn how to:

- Plan a Complete Itinerary
- Select Appropriate Vendors
- Finalize Arrangements
- Complete Travel Documents

Intended for: Newly-hired government employees, interns, infrequent travelers, and authorizing/supervising/policy officials.

**Cost:** \$329

**Length:** Four hours

**Core Hours:** 8:00 a.m. – 12:00 p.m.



### Travel Basics 2010 Course (#1700) Schedule

Location	Course & Session #	Dates
Denver, CO	1700-01	April 12, 2010
Las Vegas, NV	1700-02	June 7, 2010
Washington, DC	1700-03	May 3, 2010
	1700-04	August 2, 2010



# Relocation Allowances: Federal Travel Regulation (FTR)

## Course Number: 1745

This course explains allowances provided to eligible civilian employees who are making a permanent change of duty station.

### Course Content:

- Travel Authorizations, Advances and Vouchers
- Service Agreements
- House Hunting and En Route Travel
- Temporary Quarters
- Shipment of Household Goods/Automobiles
- Property Management
- Real Estate Expenses
- Miscellaneous Expenses
- Last Move Home

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, infrequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$980

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Relocation Allowances: Federal Travel Regulation (FTR) 2010 Course (#1745) Schedule

Location	Course & Session #	Dates
<b>Denver, CO</b>	1745-01	April 27-29, 2010
	1745-02	June 22-24, 2010
<b>Las Vegas, NV</b>	1745-03	May 25-27, 2010
	1745-04	August 3-5, 2010
<b>San Diego, CA</b>	1745-05	March 16-18, 2010
	1745-06	July 6-8, 2010
<b>Seattle, WA</b>	1745-07	May 4-6, 2010
<b>Washington, DC</b>	1745-08	November 3-5, 2009
	1745-09	February 23-25, 2010
	1745-10	May 25-27, 2010
	1745-11	July 6-8, 2010
	1745-12	September 14-16, 2010

## LECTURE COURSES

# Temporary Duty Travel: Federal Travel Regulation (FTR)

### Course Number: 1760

This lecture course teaches students how to compute temporary duty travel allowances and responsibilities concerning:

- Travel Authorizations
- Allowable Transportation
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Actual Expense
- E-Gov Travel Service (ETS)
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$875

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Temporary Duty Travel: Federal Travel Regulation (FTR) 2010 Course (#1760) Schedule

Location	Course & Session #	Dates
<b>Denver, CO</b>	1760-01	March 9-10, 2010
	1760-02	July 6-7, 2010
<b>Las Vegas, NV</b>	1760-03	May 11-12, 2010
	1760-04	August 3-4, 2010
<b>San Diego, CA</b>	1760-05	April 27-28, 2010
	1760-06	August 24-25, 2010
<b>Seattle, WA</b>	1760-07	May 11-12, 2010
	1760-08	August 10-11, 2010
<b>Washington, DC</b>	1760-09	October 27-28, 2009
	1760-10	January 12-13, 2010
	1760-11	March 30-31, 2010
	1760-12	May 25-26, 2010
	1760-13	July 20-21, 2010
	1760-14	September 7-8, 2010

For greater convenience and easy accessibility for you, the **Temporary Duty Travel – Federal Travel Regulation (FTR) course is offered online (Course 3000)**. For more details on registration, cost and payment information, please contact the GSA Professional Development and Training Section at (703) 605-0555 or visit our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining).

# Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)

**Course Number: 2060**

**Prerequisite: Students must have successfully completed Course 1760 Temporary Duty Travel: Federal Travel Regulation prior to enrolling in this course.**

This course provides in-depth discussion of the statutes pertaining to:

- 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

Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements and voucher submission.

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$620

**Length:** One day

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) 2010 Course (#2060) Schedule

Location	Course & Session #	Dates
<b>Denver, CO</b>	2060-01	March 11, 2010
	2060-02	July 8, 2010
<b>Las Vegas, NV</b>	2060-03	May 13, 2010
	2060-04	August 5, 2010
<b>San Diego, CA</b>	2060-05	April 29, 2010
	2060-06	August 26, 2010
<b>Seattle, WA</b>	2060-07	May 13, 2010
	2060-08	August 12, 2010
<b>Washington, DC</b>	2060-09	January 14, 2010
	2060-10	April 1, 2010
	2060-11	July 22, 2010
	2060-12	September 9, 2010

## LECTURE COURSES

# Relocation Income Tax Allowances (RITA)

**Course Number: 1750**

**Course Prerequisite:** Student must have completed Course 1745 Relocation Allowances: Federal Travel Regulation (FTR) prior to enrolling in this course.

This course looks at the treatment of reimbursed moving expenses by federal tax regulations. Students learn to distinguish between federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax Allowances (RITA) and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. **Students should bring hand calculators to class.**

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel authorizations and regulation/policy.

**Cost:** \$895

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Relocation Income Tax Allowances (RITA) 2010 Course (#1760) Schedule

Location	Course & Session #	Dates
San Diego, CA	1750-01	April 27-28, 2010
	1750-02	July 20-21, 2010
Las Vegas, NV	1750-03	June 1-2, 2010
	1750-04	August 10-11, 2010
Washington, DC	1750-05	March 30-31, 2010
	1750-06	June 29-30, 2010
	1750-07	August 3-4, 2010

# Shipping Household Goods and Transportation Management Services Solution (TMSS)

**Course Number: 1755**

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments and work with loss and damage claims.

Now included in Shipping Household Goods is information on Transportation Management Service Solution (TMSS), which is the first comprehensive online freight and household goods transportation management system designed exclusively for federal civilian agencies. Demonstration of this dynamic new system will enable GSA customers to effectively and efficiently manage the entire transportation process and execute the following tasks online:

- Rate and Route Shipments
- Book Shipments
- Generate Bills of Lading
- Track and Trace Shipment
- View Proof of Delivery
- Perform Repayment Audits
- Pay for Transportation Services
- Resolve Service and Billing Disputes
- File/Settle Loss and Damage Claims
- Generate Transportation Reports
- Perform Data Analysis
- Facilitate Post Payment Audits



Intended for: Administrative, supply and transportation officers.

**Cost:** \$895

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

## Shipping Household Goods and Transportation Management Services Solution (TMSS) 2010 Course (#1755) Schedule

Location	Course & Session #	Dates
<b>Denver, CO</b>	1755-01	April 6-7, 2010
<b>Las Vegas, NV</b>	1755-02	June 22-23, 2010
<b>Washington, DC</b>	1755-03	March 16-17, 2010
	1755-04	June 15-16, 2010

## LECTURE COURSES

# Conference Planning

**Course Number: 1780**

This course teaches students about the new travel regulations on conference planning, allowing agencies to increase per diem and paying for light refreshments. Discussion includes deciding where to hold meetings and conferences nationwide, obtaining proposals, estimating budget costs, using approved hotel accommodations, agency requirements for conferences, what's included in room rates, and the best times to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

**Cost:** \$550

**Length:** Six hours

**Core Hours:** 9:00 a.m. – 3:00 p.m.



## Conference Planning 2010 Course (#1780) Schedule

Location	Course & Session #	Dates
Denver, CO	1780-01	April 26, 2010
Las Vegas, NV	1780-02	June 7, 2010
Washington, DC	1780-03	April 26, 2010
	1780-04	July 19, 2010
	1780-05	September 13, 2010



## LECTURE COURSES ON-SITE SPECIAL

### Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

**Course Number: 1761**

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the General Services Administration's Federal Travel Regulation (FTR). Topics covered are:

- Travel Orders
- Allowable Transportation
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Meal Allowances
- E-Gov Travel Service (ETS)
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

**Length:** Four hours

This course is offered as an **on-site special only**. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555 or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2

### Course Number: 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations (JTR), Volume 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel Orders
- Contract Travel Office (CTO)
- Allowable Transportation
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Meal Allowances
- Actual Expense
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, support staff, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$875

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



### Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2010 Course (#1770) Schedule

Location	Course & Session #	Dates
Las Vegas, NV	1770-01	May 4-5, 2010
	1770-02	July 6-7, 2010
San Diego, CA	1770-03	April 27-28, 2010
	1770-04	August 3-4, 2010
Seattle, WA	1770-05	February 23-24, 2010
	1770-06	June 1-2, 2010
Washington, DC	1770-07	February 9-10, 2010
	1770-08	May 25-26, 2010
	1770-09	July 13-14, 2010
	1770-10	August 31-Sept. 1, 2010

# Advanced Temporary Duty Travel:

## Joint Travel Regulations (JTR), Volume 2

**Course Number: 2070**

**Prerequisite: Student must have successfully completed Course 1770 Temporary Duty Travel – Joint Travel Regulations, Volume 2 prior to enrolling in this course.**

This course provides in-depth discussion of the statutes pertaining to:

- Travel Orders
- Per Diem Allowances for Domestic and Foreign Travel
- Transportation Allowances
- Mandatory Use of the Contract Airline City Pair Fares
- Defense Travel System (DTS)
- Fly America Act
- Civilian Board of Contract Appeals Travel Cases

Additional topics include the mandatory use of the charge card, miscellaneous expenses, receipt requirements and voucher submission.

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$620

**Length:** One day

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2010 Course (#2070) Schedule

Location	Course & Session #	Dates
<b>Las Vegas, NV</b>	2070-01	May 6, 2010
	2070-02	July 8, 2010
<b>San Diego, CA</b>	2070-03	April 29, 2010
	2070-04	August 5, 2010
<b>Seattle, WA</b>	2070-05	February 25, 2010
	2070-06	June 3, 2010
<b>Washington, DC</b>	2070-07	February 11, 2010
	2070-08	May 27, 2010
	2070-09	July 15, 2010
	2070-10	September 2, 2010

## Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services)

### Course Number: 1765

This course teaches students to understand temporary duty travel allowances and responsibilities in accordance with the Joint Federal Travel Regulations (JFTR) Vol. 1, for those who are uniform members for Department of Defense. Topics covered are:

- Travel Orders
- Contract Travel Office (CTO)
- Allowable Transportation
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Meal Allowances
- Actual Expense
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expense
- Submission of Vouchers

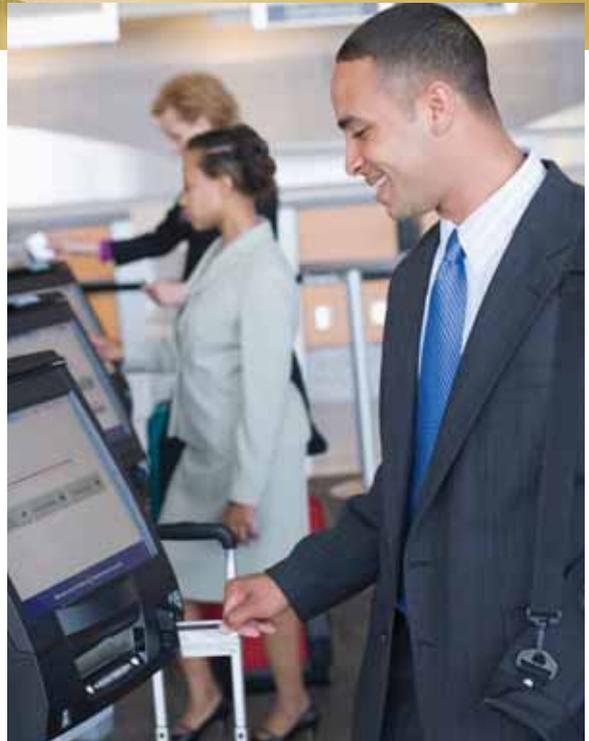
Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, support staff, and affected authorizing/supervising/policy officials.

**Cost:** \$875

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



### Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services) 2010 Course (#1765) Schedule

Location	Course & Session #	Dates
San Diego, CA	1765-01	April 27-28, 2010
Las Vegas, NV	1765-02	July 27-28, 2010
Seattle, WA	1765-03	June 29-30 2010
Washington, DC	1765-04	May 18-19, 2010
	1765-05	August 3-4, 2010

# Relocation Allowances: Joint Travel Regulation (JTR), Volume 2

## Course Number: 1775

This course explains allowances provided to eligible civilian employees who are making a permanent change of duty station.

### Course Content:

- Travel Orders, Advances and Vouchers
- Service Agreements
- House hunting and En Route Travel
- Temporary Quarters
- Shipment of Household Goods/Automobiles
- Property Management
- Real Estate Expenses
- Miscellaneous Expenses
- Last Move Home

Fast changing updates and streamlining of federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

**Cost:** \$980

**Length:** Three Days

**Core Hours:** 8:30 a.m. – 3:30 p.m.



## Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 2010 Course (#1775) Schedule

Location	Course & Session #	Dates
<b>Las Vegas, NV</b>	1775-01	May 18-20, 2010
	1775-02	August 24-26, 2010
<b>San Diego, CA</b>	1775-03	April 27-29, 2010
	1775-04	July 13-15, 2010
<b>Washington, DC</b>	1775-05	February 23-25, 2010
	1775-06	May 11-13, 2010
	1775-07	September 14-16, 2010

## Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2

**Course Number: 1771**

The travel authorizing/approving official or his/her designee (e.g., supervisor of the traveler) must review and sign travel claims to confirm the authorized travel. The reviewing official must have full knowledge of the employee's activities. He/she must ensure: the claim is properly prepared in accordance with the pertinent regulations and agency procedures; a copy of authorization for travel is provided; the types of expenses claimed are authorized and allowable expenses; the amounts claimed are accurate; and the required receipts, statements, and justifications are attached with the voucher.

Course Content:

- Travel Orders
- Transportation Allowances
- Contract City Pair Fares
- Premium Class Travel



- Per Diem Allowances
- Contract Travel Office (CTO)
- Actual Expense
- Miscellaneous Expenses
- Receipt Requirements
- Submission of Vouchers
- Approving Officials' Responsibilities

**Length:** Four hours

This course is offered as an **on-site special only**. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



# “NEW” ON-SITE SPECIAL

## Advanced Travel Basics

**Course Number: 1705**

**Prerequisite: Student must have successfully completed Course 1700 Travel Basics**

Course Overview:

This course consists of the basic rules, regulations, policies, and procedures for the approval, authorization, entitlement, arrangement, performance, and vouchering of official travel provided in the Travel Basics course, as well as a more in-depth review of necessary travel actions, requirements and procedures required before, during, and after official travel is completed. The following synopsis of the course is not all inclusive.

Subjects:

- Employee Responsibilities
- Allowable Travel Expenses
- Travel Authorization
- Methods Authorized for Payment of Travel and Transportation Expenses
- Travel Arrangements
- Modes of Transportation Overview
- Common Carrier Air
- Common Carrier Train
- Government-Owned Vehicles
- Privately-Owned Vehicles
- Per Diem Allowance
- Method of Reimbursement
- Travel 12 Hours or Less
- Lodging Reservations (including use of FedRooms®)
- Long Term Lodging
- Lodging Taxes

- Actual Expense
- Conference Lodging Allowance
- Submitting a Travel Claim

The Advanced Travel Basics course includes an explanation of the steps and processes that travelers and authorizing/approving officials must take before, during and after a trip.

Including:

- Purpose of Trip
- Authorization
- Cost Estimate
- Advances – including use of government charge card and indirect routes
- Arrangements – (Contract City Pairs, FedRooms®, FEMA Requirements, Defense Travel Management Office (DTMO) Car Rental Program, Smart Card – Individually Billed and Centrally Billed accounts)
- Official Business + Personal Travel (rules – requirements)
- Cost Comparison – Use of Privately-Owned Vehicle (POV) When Authorized Common Carrier
- Domestic and International Travel Requirements (approval, passports, visas, etc.)
- Documentation
- Receipts
- Voucher submission
- E-Gov Travel Service (ETS) overview

Intended for: New hires, interns, first time supervisors, new approving officials, new travel prepares or voucher examiners

**Length:** Four hours

## “NEW” ON-SITE SPECIAL

# Temporary Duty Travel: Federal Aviation Administration Travel Policy (FAA TP)

### Course Number: 1730

This course teaches students how to understand and compute temporary duty travel allowances and responsibilities in accordance with the Federal Aviation Administration Travel Policy (FAA TP). Topics covered are:

- Travel Orders
- Allowable Transportation
- Fly America Act
- Contracted City Pair Fares
- Per Diem Allowances
- Meal Allowances
- Actual Expenses
- Receipt Requirements
- Miscellaneous Expenses

Intended for FAA personnel only: FAA travel specialists, support staff, frequent travelers, authorizing/supervising/policy officials, new hires and interns.

**Length:** Two days

This course is offered as an on-site special only. For more information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email us at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## GROUP SPECIALS AND CUSTOM COURSES

Take advantage of all the specialized training available to you from the GSA Professional Development and Training Section. In addition to attending our scheduled courses detailed inside, you also have the option of arranging to have us hold any class listed in this catalog for your group — at the site of your choice! Students may come from your own organization, or you may consolidate with other federal, state, or local government agencies to fill a class. We'll also customize any course for your organization or develop a new course to meet your special needs.

To discuss “Group Specials” and customized courses, special services and rates, please call the GSA Professional Development and Training Section at (703) 605-0555, or email [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



## HOW TO REGISTER

Fill out a completed registration form (available on our Web site at [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining)) and send via:

**Fax – (703) 605-2188**

**Email – [travel.training@gsa.gov](mailto:travel.training@gsa.gov)**

**Mail –**

**Attn: Registrar**

**GSA, Professional Development and Training Section**

**2200 Crystal Drive, Suite 300**

**Arlington, VA 22202**

For a complete course listing, please visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining). For any additional questions, contact us at (703) 605-0555, or send an email to [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

### **Special Needs**

Employees with special needs, who are attending training, please call the GSA Professional Development and Training Section at (703) 605-0555, or email [travel.training@gsa.gov](mailto:travel.training@gsa.gov) to discuss special arrangements.

### **Adverse Weather and Government Closure**

The GSA Professional Development and Training Section reserves the right to cancel any training session that may be affected by adverse weather, federal emergency or government related closure. Training will be cancelled and rescheduled at a later date. GSA will not be responsible for any additional travel expenses incurred by the student or his/her agency due to adverse weather, federal emergency or government related closure.

### **Dress Code**

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