

Worldwide Travel and Transportation Training

2011 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 2011 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 2011 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) certified.

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

Registration Information:

Please visit our website at 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 Email – Send a fully completed registration form to us at travel.training@gsa.gov.

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

GSA Professional Development and Training Section

Cancellation Policy: We must receive your written cancellation more than 15 business days 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 travel.training@gsa.gov. If for any reason you need to cancel less than 15 business days out, you will be charged a cancellation fee determined by the course cost, which are as follows: course costing over \$1,000, a fee of \$500 will be assessed; course costing over \$900, a fee of \$450 will be assessed; course costing over \$700, a fee of \$350 will be assessed; course costing over \$600, a fee of \$300 will be assessed; and course costing over \$300, a fee of \$180 will be assessed. If a student fails to show up in class on the first day, you will be charged the same fees based on the cost of the class.

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 that are required to use their internal training form (SF-182) must complete Block A, Agency Location Code. Please 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 lookout for expanded and new course offerings that will be coming online in Fiscal Year 2012, 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 website www.gsa.gov/traveltraining often for updates and availability of our online courses in 2011 / 2012.

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Travel Basics

Course Number: 1700

Course Objective: You will learn about the FTR, travel policies, entitlements, and government travel programs you need to **“know before you go”** on official temporary duty travel assignments.

Course Description: This is a **“must take”** course if you are new to travel or need a quick refresher on the basic application of the Federal Travel Regulation (FTR), and mandatory use of government travel programs. 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!

Course Topics:

- Travel Authorizations
- Transportation Allowances
- Per Diem Allowances
- Miscellaneous Expense Allowances
- City Pair Program
- FedRooms
- DoD Rental Car Program
- Smart Pay Travel Charge Card
- E-Gov Travel Service (ETS)

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

Cost: \$390

Length: Four hours

Core Hours: 8:00 a.m. – Noon

CLP: Four



Travel Basics 2011 Course (#1700) Schedule

Location	Course & Session #	Dates
Denver, CO	1700-01	March 1, 2011
Las Vegas, NV	1700-02	July 11, 2011
Washington, D.C.	1700-03	January 10, 2011
	1700-04	May 3, 2011

Advanced Travel Basics

Course Number: 1705

Course Objective: To help you understand the entitlements, responsibilities and the steps you must take before, during and after official temporary duty travel assignments.

Course Description: Are you ready to travel? Learn the “steps you must take” before, during and after a trip. Knowing the rules and regulations is the first step to simplifying the travel process. However, you also need to know the steps you must take to effectively and efficiently plan, arrange, perform and claim your travel expenses. Take this course if you are new to travel or need a quick refresher on the use of the mandatory government travel programs, application of the Federal Travel Regulation (FTR), and the steps involved in completing official temporary duty travel.

Course Topics:

- Planning an Itinerary
- Making Travel Arrangements
- Paying for Expenses
- Submitting a Travel Claim

Prerequisites: Must have completed the GSA “Travel Basics”, Course Number 1700. (Note: on-the-job experience may be substituted for course 1700: please contact the Training Office at (703) 605-0555.)

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

Cost: \$380

Length: Four hours

Core Hours: 12:30 p.m. – 4:30 p.m.

CLP: Four



Advanced Travel Basics 2011 Course (#1705) Schedule

Location	Course & Session #	Dates
Denver, CO	1700-01	March 1, 2011
Las Vegas, NV	1700-02	July 11, 2011
Washington, D.C.	1700-03	January 10, 2011
	1700-04	May 2, 2011

Relocation Allowances: Federal Travel Regulation (FTR)

Course Number: 1745

Course Objective: This course provides 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 Description: This course covers the relevant authorities governing relocation allowances payable to federal employees, an explanation of relevant terminology, a discussion of the required documentation for relocating at government expense, the eight types of relocations, and the rules governing the relocation allowances.

Course Topics:

- **Applicable Authorities**
 - FTR
 - Department of State Standardized Regulations (DSSR)
 - Joint Travel Regulation (JTR), Volume 2
 - 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
 - Househunting Trip Travel
 - Temporary Quarters Subsistence Expense Allowances
 - Transportation and Temporary Storage of Household Goods
 - Extended Storage of Household Goods
 - Transportation of a 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)

Employees of the Department of Defense should take the course entitled Relocation Allowances: Joint Travel Regulations (JTR) Volume 2, Course Number 1775 instead of this course.

Intended Audience: This course is intended for all employees in civilian agencies of the Executive Branch involved in the relocation process, including human resources personnel, budget officers, authorizing and approving officials, and preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers).

Cost: \$1,180

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Relocation Allowances: Federal Travel Regulation (FTR) 2011 Course (#1745) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1745-01	April 26-28, 2011
	1745-02	August 30-September 1, 2011
Denver, CO	1745-03	March 29-31, 2011
	1745-04	June 7-9, 2011
Las Vegas, NV	1745-05	April 12-14, 2011
	1745-06	July 12-14, 2011
	1745-07	September 13-15, 2011
Seattle, WA	1745-08	December 14-16, 2010
	1745-09	June 28-30, 2011
Washington, D.C.	1745-10	November 16-18, 2010
	1745-11	January 11-13, 2011
	1745-12	March 22-24, 2011
	1745-13	May 3-5, 2011
	1745-14	July 26-28, 2011
	1745-15	September 20-22, 2011

Temporary Duty Travel: Federal Travel Regulation (FTR)

Course Number: 1760

Course Objective: To equip you with the knowledge and tools necessary to effectively apply the FTR and other travel related regulations, rules, policies, and procedures to official temporary duty travel. The knowledge and understanding you will gain during this class will be invaluable to you on a daily basis!

Course Description: Federal travel regulations are complex and ever changing. During this comprehensive two-day course you will learn how to interpret and apply the Federal Travel Regulation (FTR) when planning and arranging travel and while authorizing, approving or processing travel documents and claims. The emphasis of this class is on FTR transportation, per diem and miscellaneous travel expense allowances and the mandatory use of GSA governmentwide travel programs. We will read and discuss real world “case studies” and use travel examples and exercises to further enhance your understanding and application of the travel regulations.

Course Topics:

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

Employees of the Department of Defense should attend the course entitled Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2, Course Number 1770 instead of this course.

Employees of the Department of Defense processing uniformed service member travel should attend the Temporary Duty Travel:

Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services), Course 1765 instead of this course.

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

Cost: \$980

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

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 website at www.gsa.gov/traveltraining.

Temporary Duty Travel: Federal Travel Regulation (FTR) 2011 Course (#1760) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1760-01	November 16-17, 2010
	1760-02	August 9-10, 2011
Denver, CO	1760-03	April 5-6, 2011
	1760-04	July 12-13, 2011
Las Vegas, NV	1760-05	March 22-23, 2011
	1760-06	June 1-2, 2011
	1760-07	September 7-8, 2011
San Diego, CA	1760-08	February 1-2, 2011
	1760-09	June 28-29, 2011
Seattle, WA	1760-10	March 1-2, 2011
	1760-11	July 6-7, 2011
Washington, D.C.	1760-12	October 19-20, 2010
	1760-13	December 7-8, 2010
	1760-14	February 15-16, 2011
	1760-15	April 26-27, 2011
	1760-16	June 28-29, 2011
	1760-17	August 16-17, 2011

Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)

Course Number: 2060

Course Objective: To provide the knowledge and understanding you need to plan travel; prepare, review or approve travel authorizations and vouchers; research complex travel issues; make travel recommendations; or perform other duties relative to your agency's travel program and mission.

Course Description: During this participatory class you can share complex and unusual travel questions, concerns and experiences to gain the answers you need while contributing to the collective knowledge of your colleagues and the instructor. The class includes a synopsis of the basic FTR policies and entitlements and a comprehensive review of more complex topics, such as travel via an indirect route, mixed travel, cost comparisons, long-term temporary duty travel assignments and use of the mandatory GSA governmentwide travel programs. Travel examples, exercises, and Civilian Board of Contract Appeals (CBCA) decisions will be used to further enhance your understanding of how to apply the FTR to every day travel situations.

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

Employees of the Department of Defense should take the course entitled Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 Course Number 2070 instead of this course.

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

Prerequisites: Must have completed the GSA "Temporary Duty Travel: Federal Travel Regulation (FTR)", Course Number 1760. (Note: on-the-job experience may be substituted for course 2060; please contact the Training Office at (703) 605-0555.)

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

Cost: \$720

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Six

Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) 2011 Course (#2060) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	2060-01	November 18, 2010
	2060-02	August 11, 2011
Denver, CO	2060-03	April 7, 2011
	2060-04	July 14, 2011
Las Vegas, NV	2060-05	March 24, 2011
	2060-06	June 3, 2011
	2060-07	September 9, 2011
San Diego, CA	2060-08	December 16, 2010
	2070-09	February 3, 2011
Seattle, WA	2070-10	March 3, 2011
	2070-11	July 8, 2011
Washington, D.C.	2060-12	October 21, 2010
	2060-13	December 9, 2010
	2060-14	February 3, 2011
	2060-15	April 28, 2011
	2060-16	June 30, 2011
	2060-17	August 18, 2011

Relocation Income Tax Allowances (RITA)

Course Number: 1750

Course Objective: This course provides a comprehensive discussion of taxation of relocation allowances and the payment of the Relocation Income Tax (RIT) allowance.

Course Description: This course discusses the income and employment taxation of relocation allowances with a focus on agency responsibilities as they relate to the payment of relocation allowances. This course then addresses the policy and procedures governing the payment of the RIT allowance.

Course Topics:

- **Applicable Authorities**
 - Federal Travel Regulation (FTR)
 - Internal Revenue Code (I.R.C.)
 - Treasury Regulations
 - IRS Guidance
- **Taxation of Relocation Allowances**
 - Income Taxation vs. Employment Taxation
 - Withholding Responsibilities
 - Reporting Requirements
- **Payment of the RIT Allowance**
 - Year 1 vs. Year 2
 - Withholding Tax Allowance
 - RIT Allowance Year 2 Adjustment
 - Negative RIT Allowance Payments
- **Procedural Requirements for the RIT Allowance**

In addition, the procedures discussed in this class may be used to compute the Income Tax Reimbursement Allowance (ITRA) for extended temporary duty (TDY) travel as well as the RIT allowance, so this course may be beneficial to travel authorizing and approving officials, and employees processing TDY documents or performing extended TDY travel.

Prerequisites: This course assumes the employee has a basic understanding of the rules governing relocations at government expense. It is strongly recommended that employees complete either the course entitled Relocation Allowances: Federal Travel



Regulation (FTR) (Course Number 1745) or the course entitled Relocation Allowances: Joint Travel Regulations (JTR), Volume 2, Course Number 1775 prior to attending this course.

Intended Audience: This course is intended for all employees of the Executive Branch (including employees of the Department of Defense) involved in the relocation process, including human resources personnel, budget officers, authorizing and approving officials, and preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, Travel Vouchers).

Cost: \$1,020

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Relocation Income Tax Allowances (RITA) 2011 Course (#1750) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1750-01	April 5-6, 2011
Las Vegas, NV	1750-02	August 2-3, 2011
San Diego, CA	1750-03	May 3-4, 2011
Washington, D.C.	1750-04 1750-05	March 29-30, 2011 July 6-7, 2011

Shipping Household Goods and Transportation Management Services Solution (TMSS)

Course Number: 1755

Course Objective: Make you aware of the entitlements and responsibilities for shipping household goods, and available GSA programs and solutions to simplify your household goods (HHG) shipment process. Provide hands-on TMSS training to give you the tools necessary to efficiently manage the entire shipment process online.

Course Description: Shipping HHG in connection with an official change of station can be challenging. Information provided during this class will help you understand the Federal Travel Regulation (FTR) entitlements and your responsibilities for the shipment and storage of household goods. Not all situations involving the shipment of HHG can be anticipated, however, most of your questions and concerns will be answered in class. You will learn how to research Civilian Board of Contract Appeals (CBCA) decisions, relevant relocation regulations and available GSA programs to help you find the solutions you need and answers to your questions and concerns.

Course Topics:

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

Transportation Management Services Solution (TMSS):

The second day of this dynamic class will teach you how to use TMSS. TMSS provides access to GSA's Centralized Household Goods Traffic Management Program (CHAMP), offering more than 250 transportation service providers at an average savings



of 8.5% off commercial rates. TMSS hands-on training will teach you how to manage the entire HHG shipment process online.

Intended Audience: Anyone that authorizes, counsels, or books HHG shipments for relocating employees including authorizing, administrative, and transportation officers.

Cost: \$985

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Shipping Household Goods and Transportation Management Services Solution (TMSS)

2011 Course (#1755) Schedule

Location	Course & Session #	Dates
Denver, CO	1755-01	March 8-9, 2011
	1755-02	September 7-8, 2011
San Diego, CA	1755-03	April 19- 20, 2011
Washington, D.C.	1755-04	May 17-18, 2011
	1755-05	July 26-28, 2011

Conference Planning

Course Number: 1780

Course Objective: Students will gain a firm understanding of how to plan, coordinate and execute conferences in accordance with the FTR and other applicable government regulations.

Course Description: If you want to learn about the skills you need to succeed when planning a government conference, and/or the government travel policies and regulations you must follow, then this class is for you! The term "conference" includes meetings, workshops, retreats, symposiums, and events that involve travel by federal attendees. Topics discussed during this class include relevant Federal Travel Regulation (FTR) policies, rules and allowances, conference planning responsibilities, suggested conference planning guidance, GSA travel programs and much more.

Course Topics:

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

Intended Audience: Meeting planners and other personnel involved in arranging, authorizing, or approving conferences.

Cost: \$680

Length: Six hours

Core Hours: 9 a.m. – 3 p.m.

CLP: Five



Conference Planning 2011 Course (#1780) Schedule

Location	Course & Session #	Dates
Denver, CO	1780-01	March 10, 2011
	1780-02	August 23, 2011
Las Vegas, NV	1780-03	May 25, 2011
	1780-04	September 1, 2011
Washington, D.C.	1780-05	April 5, 2011
	1780-06	August 2, 2011

Approving Officials' Responsibilities: Federal Travel Regulation (FTR)

Course Number: 1761

Course Objective: Identify your responsibilities and requirements for issuing Travel Authorizations and approving travel claims for transportation, subsistence and miscellaneous expense allowances in accordance with the Federal Travel Regulation (FTR) and other applicable regulations.

Course Description: Are you aware of your responsibilities? Your role as an authorizing/approving official is unique and complex and you are responsible for the decisions you make. For instance, when you are approving a travel claim you must ensure that: the claim is properly prepared in accordance with the Federal Travel Regulation (FTR) and your agency procedures; a copy of the travel authorization is provided; expenses claimed are authorized and allowable; the amounts claimed are accurate; and the required receipts, statements and justifications are attached with the voucher. In this course, we will go through all the basics you need to ensure you understand temporary duty travel allowances — and your responsibilities!

Course Topics:

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

Employees the Department of Defense should attend the course entitled Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2 Course 1771.



Intended Audience: New supervisors, authorizing, or approving officials.

Cost: \$400

Length: Four hours

Core Hours: 8 a.m. – Noon

CLP: Four

Approving Officials' Responsibilities: Federal Travel Regulation (FTR) 2011 Course (#1761) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1761-01	January 19, 2011
Denver, CO	1761-02	April 13, 2011
Las Vegas, NV	1761-03	May 23, 2011
San Diego, CA	1761-04	February 8, 2011
Seattle, WA	1761-05	November 16, 2010
Washington, D.C.	1761-06	March 1, 2011
	1761-07	June 1, 2011
	1761-08	September 7, 2011

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

Course Number: 1770

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to civilian employees of the Department of Defense (DoD).

Course Description: This course covers the relevant authorities governing travel and transportation allowances payable to DoD civilian employees, an explanation of relevant terminology used throughout the applicable regulations, rules governing the authorization process and travel, and transportation allowances.

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Volume 2
 - 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 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 Expenses
 - Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
 - Travel Expenses of Employees with Disabilities

Employees of civilian agencies of the Executive Branch (i.e., agencies other than the DoD) should attend the course entitled Temporary Duty Travel: Federal Travel Regulation (FTR), Course Number 1760 instead of this course.

Employees of the DoD processing uniformed service member travel should attend course entitled Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services), Course Number 1765 instead of this course.

Intended Audience: This course is targeted to all employees performing TDY travel for DoD, and all employees involved in the DoD travel process, including budget officers, authorizing and approving officials and preparers and reviewers of travel documents.

Cost: \$980

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2011 Course (#1770) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1770-01	December 14-15, 2010
	1770-02	August 23-24, 2011
Denver, CO	1770-03	April 19-20, 2011
	1770-04	July 26-27, 2011
Las Vegas, NV	1770-05	March 15-16, 2011
	1770-06	June 7-8, 2011
	1770-07	September 20-21, 2011
San Diego, CA	1770-08	February 15-16, 2011
	1770-09	June 14-15, 2011
Seattle, WA	1770-10	March 15-16, 2011
	1770-11	July 19- 20, 2011
Washington, D.C.	1770-12	October 26-27, 2010
	1770-13	December 14-15, 2010
	1770-14	February 23-24, 2011
	1770-15	April 12-13, 2011
	1770-16	June 14-15, 2011
	1770-17	August 30-31, 2011

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

Course Number: 2070

Course Objective: This course provides an update on recent developments related to Department of Defense (DoD) travel policy and programs, clarification of topics discussed in the basic TDY course, and discussion of policy issues not covered by the regular TDY course.

Course Description: This course is divided into two parts. The first part provides a discussion of recent developments relating to travel and transportation allowances payable to civilian employees of the DoD. During the discussion of recent developments, the instructor will also address questions related to (and provide further clarification of) the material presented in the basic course. The second part of the course addresses new topics, including paying for travel expenses, arranging travel, claiming reimbursement, liability issues, and extended temporary duty assignments.

Course Topics:

- **Paying for Travel Expenses**
 - Use of Government 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 Claims Act
 - Federal Tort Claims Act
 - Federal Employees Compensation Act (FECA)
- **Extended TDY Assignments**
 - Allowable Duration
 - Authorization Requirements
 - Income Tax Reimbursement Allowance (ITRA)

Employees of civilian agencies of the Executive Branch (i.e., employees of agencies other than the DoD) should attend the course entitled Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) (Course Number 2060) instead of this course.

Prerequisites: This course requires a significant level of knowledge of travel allowances and builds on the concepts presented in the course entitled Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2, Course Number 1770. Therefore, attendees must have completed Course 1770 prior to attending this course. (Note: on-the-job experience may be substituted for course 2070; please contact the Training Office on (703) 605-0555.)

Intended Audience: This course is targeted to all employees performing TDY travel for the DoD and all DoD employees involved in the travel process, included preparers and reviewers of travel documents and authorizing and approving officials.

Cost: \$620

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Six

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2011 Course (#2070) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	2070-01	December 16, 2010
	2070-02	August 25, 2011
Denver, CO	2070-03	April 21, 2011
	2070-04	July 28, 2011
Las Vegas, NV	2070-05	March 17, 2011
	2070-06	June 9, 2011
	2070-07	September 22, 2011
San Diego, CA	2070-08	February 17, 2011
	2070-09	June 16, 2011
Seattle, WA	2070-10	March 17, 2011
	2070-11	July 21, 2011
Washington, D.C.	2070-12	October 28, 2010
	2070-13	December 16, 2010
	2070-14	February 25, 2011
	2070-15	April 14, 2011
	2070-16	June 16, 2011
	2070-17	September 1, 2011

Approving Officials' Responsibilities:

Joint Travel Regulations (JTR), Volume 2

Course Number: 1771

Course Objective: This course provides 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 Description: This course covers the responsibilities for authorizing and/or approving travel and transportation allowances payable to civilian employees of the DoD. This course fully discusses the responsibilities of accountable officers interspersed with an abbreviated discussion of selected travel and transportation allowances as necessary.

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulations (JTR), Volume 2
 - 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 Requests
- **Responsibilities of Approving Officials**
 - Reviewing Travel Vouchers

Due to the short duration of this course and the course objective, this course does not provide a detailed discussion of the rules governing temporary duty travel of DoD civilian employees at government expense. Students should attend the course entitled

Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2, Course Number 1770 if they desire a more comprehensive discussion.

Employees of civilian agencies of the Executive Branch (i.e., agencies other than the DoD) should attend the course entitled Approving Officials' Responsibilities: Federal Travel Regulation (FTR) Course 1761.

Intended Audience: This course is targeted to new supervisors, authorizing and approving officials.

Cost: \$400

Length: Four hours

Core Hours: 8 a.m. – Noon

CLP: Four

This course may be expanded for a longer period as an on-site special to provide more detailed presentation regarding travel and transportation allowances. For further information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email us at travel.training@gsa.gov.

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2 2011 Course (#1771) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1771-01	January 20, 2011
Denver, CO	1771-02	April 14, 2011
Las Vegas, NV	1771-03	May 24, 2011
San Diego, CA	1771-04	February 9, 2011
Seattle, WA	1771-05	November 17, 2010
Washington, D.C.	1771-06	March 2, 2011
	1771-07	June 2, 2011
	1771-08	September 8, 2011

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

Course Number: 1765

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to uniformed service members of all federal agencies, including commissioned officers in the United States Coast Guard, the National Oceanic and Atmospheric Agency (NOAA) and Public Health Service (PHS).

Course Description: This course covers the relevant authorities governing travel and transportation allowances payable to uniformed service members, an explanation of relevant terminology used throughout the applicable regulations, rules governing the authorization process and travel and transportation allowances.

Course Topics:

- **Applicable Authorities**
 - JFTR, Volume 1
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DoDFMR)
 - Joint Ethics Regulation (JER)
- **Scope of the JFTR, Volume 1**
 - Who is Covered
 - What is Covered
- **Geographic Terminology**
- **Travel Authorization Requirements**
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
- Variations Authorized
- **Travel Allowances**
 - Transportation
 - Contract Air Program
 - Fly America Act
 - Use of Government Vehicles
 - POV Transportation
 - Rental Car Program
 - Subsistence
 - Allowable Lodging Costs
 - Certificates of Non-Availability
 - Methods for Paying Subsistence Expenses
 - Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes



Employees of the Department of Defense processing civilian employee travel should attend, entitled Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2, Course Number 1770 instead of this course.

Intended Audience: This course is targeted to all uniformed service members and all employees involved in the uniformed service member's travel process, including budget officers, authorizing and approving officials, and preparers and reviewers of travel documents.

Cost: \$980

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

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

2011 Course (#1765) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1765-01	February 23-24, 2011
Las Vegas, NV	1765-02	May 17-18, 2011
San Diego, CA	1765-03	July 19-20, 2011
Seattle, WA	1765-04 1765-05	December 7-8, 2010 April 26-27, 2011
Washington, D.C.	1765-06 1765-07	March 8-9, 2011 June 21-22, 2011 September 13-14, 2011

Relocation Allowances: Joint Travel Regulations (JTR), Volume 2

Course Number: 1775

Course Objective: This course provides a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of the Department of Defense (DoD) who relocate at government expense.

Course Description: This course covers the relevant authorities governing relocation allowances payable to DoD civilian employees and provides an explanation of relevant terminology used throughout the applicable regulations and rules governing the authorization process and provides travel and transportation allowances..

Course Topics:

- **Applicable Authorities**
 - Joint Travel Regulation (JTR), Volume 2
 - Federal Travel Regulation
 - Department of State Standardized Regulations (DSSR)
 - 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)
 - Renewal Agreement Travel
- **Relocation Allowances**
 - En Route Travel
 - Househunting 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)

Employees of civilian agencies of the Executive Branch (i.e., agencies other than the DoD) should take the course entitled Relocation Allowances: Federal Travel Regulation (FTR), Course Number 1745 instead of this course.

Intended Audience: This course is intended for all DoD employees involved in the relocation process, including human resources personnel, budget officers, authorizing and approving officials, and preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, Travel Vouchers).

Cost: \$1,180

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 2011 Course (#1775) Schedule

Location	Course & Session #	Dates
Dallas/Ft. Worth, TX	1775-01	April 19-21, 2011
	1775-02	August 23-24, 2011
Denver, CO	1775-03	February 1-3, 2011
	1775-04	June 21-23, 2011
Las Vegas, NV	1775-05	May 10-12, 2011
	1775-06	August 2-4, 2011
Seattle, WA	1775-07	May 24-26, 2011
	1775-08	August 30-September 1, 2011
Washington, D.C.	1775-09	November 2-4, 2010
	1775-10	February 8-10, 2011
	1775-11	May 10-12, 2011
	1775-12	August 9-11, 2011

Temporary Duty Travel: Federal Aviation Administration Travel Policy (FAATP)

Course Number: 1730

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to employees of the Federal Aviation Administration (FAA).

Intended Audience: This course is targeted to all employees performing TDY travel for FAA and all employees involved in the FAA travel process, including budget officers, authorizing and approving officials, and preparers and reviewers of travel documents.

Course Description: This course covers the relevant authorities governing travel and transportation allowances payable to FAA employees, an explanation of relevant terminology, rules governing the authorization process and travel and transportation allowances.

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 Expenses
- Miscellaneous Expense Allowances
 - Tips
 - Phone Calls Home
 - Laundry and Dry Cleaning
 - Lodging Taxes
- Travel Expenses of Employees with Disabilities



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

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)

Course Number: 1780

Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to Department of Defense (DoD) contractors.

Course Description: This course covers the relevant authorities governing relocation allowances payable to DoD civilian employees and provides an explanation of relevant terminology used throughout the applicable regulations and rules governing the authorization process and travel and transportation allowances.

Course Topics:

- **Applicable Authorities**
 - Federal Acquisition Regulation (FAR)
 - Defense Federal Acquisition Regulation Supplements (DFARS)
 - Joint Travel Regulation (JTR), Volume 2
 - 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



This course is not structured for contractors with civilian agencies of the Executive Branch (i.e., agencies other than the DoD). Employees of civilian agencies and civilian agency contractors should contact the GSA Professional Development and Training Section at (703) 605-0555, or email us at travel.training@gsa.gov.

Intended Audience: This course is targeted to all DoD contractors and all employees involved in reviewing travel claims from DoD contractors.

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

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLP: Nine

Federal Travel Regulation (FTR) Online Course

Course Number 3000

Stay up-to-date on fast-changing travel regulations and allowances with a new online course available 24/7. This five-hour online seminar allows frequent travelers, specialists, and supervisors to learn at their own pace while mastering ever-changing regulations

Covering FTR sections 301 and 301-4, this 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

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

Cost: \$250

Length: Five hours (approximately)

CLP: Five

**The FTR online course is a condensed version of the two-day course, 1760 Temporary Duty Travel: Federal Travel Regulation.*

For more information, please call the GSA Professional Development and Training Section at (703) 605-0555, or email: travel.training@gsa.gov.



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HOW TO REGISTER

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

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Dress Code

When attending GSA Travel and Transportation Training, the dress code is business casual for both civilian and uniform attendees.



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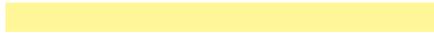
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