



eTravel Program Management Office



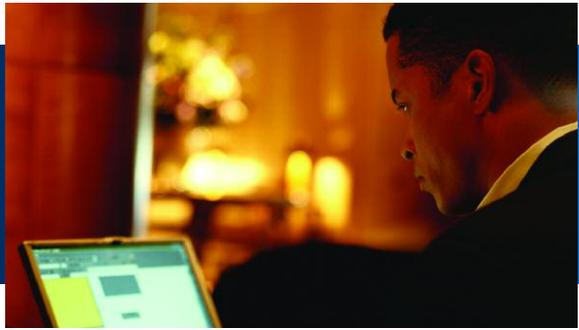
eTravel



Your Partner

Providing World-Class Government Travel

Here
for
You



eTravel, one of the E-Gov initiatives, was launched April 2002 with the goal of improving the federal government's travel process, reducing cost and improving employee productivity. The benefits of consolidated travel management were being enjoyed by corporate America but not by government travelers. Agency support and an aggressive schedule has made possible the world-class eTravel Service (eTS).

Traveler Centric

The eTravel Program team worked diligently with its customers, stakeholders, and partners to garner support for government-wide travel transformation. Representatives from more than 22 agencies worked with the eTravel team to develop collaborative solutions to meet common business needs. In November 2003, three competitively bid eTS contracts were awarded to:

- CW Government Travel Inc. (CWGT) of San Antonio, Texas;
- Electronic Data Systems Corp. (EDS) of Fairfax, Virginia; and
- Northrop Grumman Mission Systems (NGMS) of Fairfax, Virginia.

These vendors will provide Web-based travel management services for the federal government over the next 10 years.

Empowered by Policy

A January 2004 amendment to the Federal Travel Regulation requires all civilian agencies to begin implementing eTS by the end of 2004 and to complete deployment by September 30, 2006. The eTS contract accommodates current travel agencies and FedTrip™, the existing federal online booking service.

eTS Takes Off

By May 2004 all three eTS vendors had passed rigorous testing and successfully performed live transactions, achieving Full Operational Capability. So in just over 2 years eTravel has gone from a vision to being open for business. Agencies have begun placing eTS task orders so their travelers can experience the eTS difference.



eTS gives federal travelers the ability to manage their travel from end-to-end through a common, Web-based, government-wide service that integrates:

- **Travel Planning and Cost Estimating**—Self-service and assisted travel planning, reservation, and cost estimating capabilities are available. Government rates are provided for services such as airline flights, hotel rooms, and rental cars.
- **Travel Authorization**—The Federal Travel Authorization for temporary duty (TDY) travel includes detailed itinerary and costing information and calculates estimated authorized per diem in accordance with Federal Travel Regulation (FTR) 301-11.
- **Reservations**—The self-service and the assisted reservation booking capability creates reservations that comply with appropriate federal and agency travel policies.
- **Fulfillment Services**—Comprehensive reservation and fulfillment services, both online and agent-assisted, accommodate non-eTS travel management centers that are under direct contract to federal agencies.
- **Filing, Processing, and Approving Official Travel Claims**—eTS supports the creation and electronic routing of travel vouchers used to claim reimbursable expenses for official travel.
- **Travel Reimbursement Data**—Standard data output can be used to connect agency financial systems in order to reimburse travelers through direct payments to individually billed and centrally billed accounts.
- **Reporting, Data Exchange, and More**—Standard reports include those listed in the FTR Section 300-70 and Chapter 304. Additionally, eTS provides the capability for ad-hoc and stored queries for all travel data elements within the eTS.

Embraced by Value

eTravel is available anywhere you can access the internet. Home, office, airport, hotel... unlike in the past when all your travel planning and arranging had to be done at work, now it can be done when you choose to do it. Also, your authorizing official can approve from anywhere they can access the internet. Just think of the time saved in planning not to mention getting reimbursed. You do not have to wait days or weeks for your manager to return from a trip just to approve yours.



A Partnership That Saves

There are 93,000 civilian employees who travel for business every day. The government spends \$5 billion annually in airline expenses alone and an estimated \$100 million per year on the operations and maintenance of travel management services. The common eTravel Service will replace more than 250 travel-booking practices at various agencies cutting travel management costs by an estimated 50% over the next 10 years.

The shared solution of eTravel is cross-cutting and is consistent with the GSA mission of helping federal agencies. By partnering with agencies we are together transforming travel.

GSA looks forward to bringing each federal traveler world-class travel management. So get clicking!

Your Questions and Comments Are Always Welcome:

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