



## ***eTravel on the Move***

An update on eTravel; Simplifying end-to-end travel for the federal employee. Additional information on the eTravel initiative can be found at: <http://egov.gsa.gov>.  
Click on eTravel

*World-Class Travel  
Management for Civilian  
Government Agencies*

### **Highlights March, 2004**

#### **eTravel News**

- **Announcing eTravel Vendor Demonstrations at GSA, March 30 - April 1**

The eTravel Vendors, CW Government Travel, EDS and Northrop Grumman Mission Systems, will be conducting live demonstrations of their eTS solutions March 30 - April 1. Mark your calendars accordingly, CW will be demonstrating March 30, NGMS March 31 and EDS April 1. All demonstrations will be conducted in the GSA auditorium, 18<sup>th</sup> and F Street, NW and are from 9 AM - 3 PM. Seating is limited so each agency should send those travel managers directly involved in selecting an eTS vendor. If your agency requires a larger demonstration - 5 or more people - the eTS vendors can arrange that directly with your agency. Vendor contact info can be found on the eTravel web site @ <http://egov.gsa.gov>.

To register provide your name, title, agency, phone number and email to [etravel@gsa.gov](mailto:etravel@gsa.gov). Do not forget to specify the date you want to attend.

- **Migration Plans - Agencies target GREEN by March 31st**

Agencies are nearing the March 31, 2004 deadline, which the FTR states as the required date to have eTS migration plans submitted. To date, 18 BRM agencies have submitted their plans. For an agency to achieve a green rating from OMB they must submit an eTravel migration plan by March 31.

Arnie Linares, eTS Migration Manager for DoT, refers to DoT's migration plan as a "road map" to implementing eTravel. "It clearly identifies the value eTS will bring to our agency while giving us direction for the funding and staffing needed to implement eTS."

The eTravel Customer Service team can help your agency meet this milestone. They are currently working with agencies to outline their eTS Economic Analysis / ROI and sharing the eTS pricing model, ordering guidelines and vendor capabilities to facilitate developing migration plans and placing eTS task orders.

**Waiver Clarification:** To date, no agency has submitted a waiver. At the Society of Government Travel Professionals Conference February 10<sup>th</sup>, 2004 Mr. Tim Burke stated that there would be an eTravel waiver template developed. In February a template was under discussion but GSA Office of Governmentwide Policy Travel officials have instead developed

guidelines an agency can use in developing a business case evaluating their current travel management process and the cost saving eTS will provide. For more information contact your CSR or Umeki Gray Thorne, eTS Travel Policy coordinator.

- **eTravel Functional Testing Remains On Track**

Independent Verification and Validation testing, Initial Operational Capability testing and Security Accreditation continue on schedule for a Spring 2004 deployment of eTS. xx Live eTS transactions have been processed in the last two months at the Department of Transportation FAA testing facility in Oklahoma City, OK. A collaborative team of Government travel experts has thoroughly tested all three eTravel Services eliminating the resources and expense an agency would incur to conduct their own testing.

- **2004 National Travel Forum, June 28-July1, Dallas, Texas**

Plan to attend The National Travel Forum (NTF) 2004, *Traveling on the Frontier of Change*. June 28 - July 1, 2004, Dallas, Texas. You can register now at [www.nationaltravelforum.org](http://www.nationaltravelforum.org).

NTF 2004 is the largest federal community travel event of the year with 36 educational workshop opportunities, dynamic general sessions, and face-to-face exhibit time with travel-related vendors in the "Great Frontier Exhibit Hall." Event participants will learn up-to-date travel changes in federal travel while interacting with policy-makers from federal agencies involved with the regulations, operation, maintenance and scheduling of official travel. Industry experts will also be present to discuss the latest changes and advances in the world of travel.

Some of the most popular NTF 2004 workshops and exhibits are those focusing on eTravel -- the government-wide, web-based service that will introduce the federal government to world-class travel management practices. Come learn why -- *eTravel puts federal travelers first!*

[Back to Top](#)