



U.S. General Services Administration

Travel and Transportation 2012 Courses



GSA PROFESSIONAL DEVELOPMENT AND TRAINING SECTION: YOUR SMART AND EASY SOLUTION FOR GETTING UP TO SPEED AND STAYING 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 community for more than 30 years, and we now look forward to sharing with you our extensive wealth of data via several intriguing, comprehensive courses.

By participating in the FY 2012 Worldwide Travel and Transportation Training program, you'll 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 about new developments critical to your travel program's success. And because we are partnered with GSA's Office of Governmentwide Policy, we can promise that you will be kept informed with up-to-the-minute status on rapidly changing regulations, new facts on emerging issues, and much more. Examples of the type of travel changes we address with you include but are not limited to:

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

Take some time to review this 2012 catalog, and you'll discover we offer a vast array of topics presented via various courses throughout the year, in locations across the United States. You'll also notice that we offer on-site training and customized courses, assuring all your questions are answered and all your needs are addressed — when and where you want. Also, remember our courses are Continuing Learning Points (CLP) certified.

Please note that our classes do fill up rapidly, so be sure to register early — by fax or e-mail — 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 (located at the back of this publication) and send it to us at the GSA Professional Development and Training Section via:

Fax – Send register by faxing a fully completed registration form to us at (703) 605-2188, or

E-mail – Send a fully completed registration form to travel.training@gsa.gov.

For a complete course listing, please visit www.gsa.gov/traveltraining. If you have additional questions, contact us at (703) 605-0555 or 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 e-mail to travel.training@gsa.gov. If, for any reason, you need to cancel less than 15 business days before, you will be charged a cancellation fee determined by the relative course costs, which are as follows: for a course costing more than \$1,000, a fee of \$500 will be assessed; for a course costing more than \$900, a fee of \$450 will be assessed; for a course costing more than \$700, a fee of \$350 will be assessed; for a course costing more than \$600, a fee of \$300 will be assessed; and for a course costing more than \$300, a fee of \$180 will be assessed. If a student fails to show up in class on the first day, he or she will be charged 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 required to use their internal training form (SF-182) must complete Block A, Agency Location Code. Please contact us at (703) 605-0555 to learn additional requirements.

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

COMING SOON!

You'll also want to be on the lookout for expanded and new course offerings available online in fiscal year 2013; these offerings are designed to provide you with greater convenience and more flexibility! You'll have the option to simply take classes online, from the comfort of your own desk! Visit www.gsa.gov/traveltraining often for updates and availability of our online courses in 2012 and 2013.

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Travel Fundamentals

Course Number: 1700

Created by popular demand! Formerly the Travel Basic and Advanced Travel Basic courses, Travel Fundamentals combines two of our most popular basic courses into one comprehensive beginner's guide to federal travel entitlements. This course is a **must** 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's "Travel Guide" serves as the course text book, as well as a handy travel reference guide!

Course Objective: You will learn about the FTR, travel policies, entitlements, and government travel programs you need to know before you perform your official temporary duty travel. In addition, you will learn to understand the entitlements, the responsibilities, and the steps you must take during and after completing your travel.

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 for effectively and efficiently planning, arranging, performing and claiming 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:

- Travel Authorizations
- Transportation Allowances
- Per Diem Allowances
- Miscellaneous Expense Allowances
- City Pair Program
- FedRooms®
- DOD Rental Car Program
- GSA SmartPay Travel Charge Card
- E-Gov Travel Service (ETS)
- Planning an Itinerary
- Making Travel Arrangements
- Paying for Expenses
- Submitting a Travel Claim



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

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Six

Travel Fundamentals 2012 Course (#1700) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| Denver, CO | 1700-01 | March 5, 2012 |
| | 1700-02 | July 9, 2012 |
| Las Vegas, NV | 1700-03 | May 14, 2012 |
| | 1700-04 | September 10, 2012 |
| Washington, D.C. | 1700-05 | January 9, 2012 |
| | 1700-06 | April 16, 2012 |
| | 1700-07 | June 11, 2012 |
| | 1700-08 | August 27, 2012 |

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 the government's expense, the eight types of relocations, and the rules governing the relocation allowances.

Course Topics:

- Applicable Authorities
 - Federal Travel Regulation (FTR)
 - Department of State Standardized Regulations (DSSR)
 - Joint Travel Regulations (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 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 Course 1775, Relocation Allowances: Joint Travel Regulations (JTR), Volume 2, 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: \$1,225

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Relocation Allowances: Federal Travel Regulation (FTR) 2012 Course (#1745) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|-----------------------|
| Denver, CO | 1745-01 | March 27-29, 2012 |
| | 1745-02 | May 8-10, 2012 |
| Las Vegas, NV | 1745-03 | September 18-20, 2012 |
| San Diego, CA | 1745-04 | August 28-30, 2012 |
| Seattle, WA | 1745-05 | April 3-5, 2012 |
| | 1745-06 | July 24-26, 2012 |
| Washington, D.C. | 1745-07 | November 1-3, 2011 |
| | 1745-08 | March 6-8, 2012 |
| | 1745-09 | May 22-24, 2012 |
| | 1745-10 | July 17-19, 2012 |
| | 1745-11 | August 14-16, 2012 |

Temporary Duty Travel: Federal Travel Regulation (FTR)

Course Number: 1760

Course Objective: To equip you with the knowledge and tools necessary for effectively applying 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 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 discuss real-world “case studies” and use travel examples and exercises to 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 SmartPay® Travel Charge Card
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses

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

Employees of the Department of Defense should attend Course 1765, Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1, instead of this course.

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

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: 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 www.gsa.gov/traveltraining.

Temporary Duty Travel: Federal Travel Regulation (FTR) 2012 Course (#1760) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|------------------------|
| Denver, CO | 1760-01 | April 3-4, 2012 |
| | 1760-02 | July 10-11, 2012 |
| Las Vegas, NV | 1760-03 | August 21-22, 2012 |
| San Diego, CA | 1760-04 | July 31-August 1, 2012 |
| Seattle, WA | 1760-05 | April 24-25, 2012 |
| | 1760-06 | August 7-8, 2012 |
| Washington, D.C. | 1760-07 | October 25-26, 2011 |
| | 1760-08 | December 13-14, 2011 |
| | 1760-09 | February 14-15, 2012 |
| | 1760-10 | April 10-11, 2012 |
| | 1760-11 | June 12-13, 2012 |
| | 1760-12 | August 28-29, 2012 |

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 everyday 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

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

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

Prerequisites: You must have completed Course 1760, Temporary Duty Travel: Federal Travel Regulation (FTR). (Note: You can substitute on-the-job training for the prerequisite. Please contact the Program Manager for approval at [703] 605-0555.)

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

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Six

Advanced Temporary Duty Travel: Federal Travel Regulation (FTR) 2012 Course (#2060) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|-------------------|
| Denver, CO | 2060-01 | April 5, 2012 |
| | 2060-02 | July 12, 2012 |
| Las Vegas, NV | 2060-03 | August 23, 2012 |
| San Diego, CA | 2060-04 | August 2, 2012 |
| Seattle, WA | 2060-05 | April 26, 2012 |
| | 2060-06 | August 9, 2012 |
| Washington, D.C. | 2060-07 | October 27, 2011 |
| | 2060-08 | December 15, 2011 |
| | 2060-09 | February 16, 2012 |
| | 2060-10 | April 12, 2012 |
| | 2060-11 | June 14, 2012 |
| | 2060-12 | August 30, 2012 |

Relocation Income Tax (RIT) Allowances

Course Number: 1750

Course Objective: This course provides a comprehensive discussion of taxation of relocation allowances and the payment of the 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 Allowances.

Course Topics:

- Applicable Authorities
 - Federal Travel Regulation (FTR)
 - Internal Revenue Code (IRC)
 - Treasury Regulations
 - IRS Guidance
- Taxation of Relocation Allowances
 - 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
- Procedural Requirements for the RIT Allowances

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 Allowances, 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 Course 1745, Relocation Allowances: Federal Travel Regulation (FTR) or Course 1775, Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 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: \$1,060

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Relocation Income Tax Allowances (RITA) 2012 Course (#1750) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| San Diego, CA | 1750-01 | May 1-2, 2012 |
| Washington, D.C. | 1750-02 | April 17-18, 2012 |
| | 1750-03 | August 21-22, 2012 |

Shipping Household Goods and Transportation Management Services Solution (TMSS)

Course Number: 1755

Course Objective: This course is designed to heighten your awareness of the entitlements and responsibilities for shipping household goods (HHG) and the available GSA programs and solutions to simplify your HHG shipment process. It also provides hands-on TMSS training to give you the tools necessary for efficiently managing 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 HHG. 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.

You will learn how to use TMSS during the second day of this dynamic class. TMSS provides access to GSA's Centralized Household Goods Traffic Management Program (CHAMP) and offers more than 250 transportation service providers at an average savings of 14.88 percent off commercial rates. Hands-on TMSS training will teach you how to manage the entire HHG shipment process online.

Course Topics:

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



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

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Shipping Household Goods and Transportation Management Services Solution (TMSS)

2012 Course (#1755) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|-------------------|
| Washington, D.C. | 1755-01 | April 10-11, 2012 |
| | 1755-02 | August 7-8, 2012 |

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 Federal Travel Regulation (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, 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 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: \$725

Length: Six hours

Core Hours: 9 a.m. – 3 p.m.

CLPs: Five



Conference Planning 2012 Course (#1780) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| Denver, CO | 1780-01 | March 7, 2012 |
| Las Vegas, NV | 1780-02 | May 2, 2012 |
| | 1780-03 | August 8, 2012 |
| Washington, D.C. | 1780-04 | April 25, 2012 |
| | 1780-05 | July 18, 2012 |
| | 1780-06 | September 12, 2012 |

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 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 example, when you are approving a travel claim, you must ensure: the claim is properly prepared in accordance with the 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 cover 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 of the Department of Defense should attend Course 1771, Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2, instead of this course.



Intended Audience: This course is designed to benefit new supervisors and authorizing and approving officials.

Cost: \$440

Length: Four hours

Core Hours: 8 a.m. – Noon

CLPs: Four

Approving Officials' Responsibilities: Federal Travel Regulation (FTR) 2012 Course (#1761) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| Denver, CO | 1761-01 | March 6, 2012 |
| Las Vegas, NV | 1761-02 | May 22, 2012 |
| | 1761-03 | August 7, 2012 |
| Seattle, WA | 1761-04 | June 5, 2012 |
| Washington, D.C. | 1761-05 | February 7, 2012 |
| | 1761-06 | April 24, 2012 |
| | 1761-07 | July 17, 2012 |
| | 1761-08 | September 11, 2012 |

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 the civilian agencies of the executive branch (i.e., agencies other than the DOD) should attend Course 1760, Temporary Duty Travel: Federal Travel Regulation (FTR), instead of this course.

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

Intended Audience: This course is designed for 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: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2012 Course (#1770) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|------------------------|
| Denver, CO | 1770-01 | March 13-14, 2012 |
| | 1770-02 | June 19-20, 2012 |
| Honolulu, HI | 1770-03 | April 23-24, 2012 |
| San Diego, CA | 1770-04 | April 3-4, 2012 |
| | 1770-05 | June 5-6, 2012 |
| Seattle, WA | 1770-06 | April 17-18, 2012 |
| | 1770-07 | July 31-August 1, 2012 |
| Washington, D.C. | 1770-08 | November 15-16, 2011 |
| | 1770-09 | January 24-25, 2012 |
| | 1770-10 | March 27-28, 2012 |
| | 1770-11 | May 15-16, 2012 |
| | 1770-12 | July 10-11, 2012 |
| | 1770-13 | September 11-12, 2012 |

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 a discussion of policy issues not covered by the regular TDY course.

Course Description: This course is divided into two parts. The first portion 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 portion 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 the civilian agencies of the executive branch (i.e., employee of agencies other than the DOD) should attend Course 2060, Advanced Temporary Duty Travel: Federal Travel Regulation, instead of this course.

Prerequisites: This course requires a significant level of knowledge of travel allowances and builds on the concepts presented in Course 1770, Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2. Attendees must have completed Course 1770 prior to enrolling in Course 2070. (Note: You can substitute on-the-job training for the prerequisites. Please contact the program manager for approval at (703) 605-0555.)

Intended Audience: This course is designed for all employees performing TDY travel for the DOD and all DOD employees involved in the travel process, including preparers and reviewers of travel documents and authorizing and approving officials.

Cost: \$750

Length: One day

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Six

Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 2012 Course (#2070) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| Denver, CO | 2070-01 | March 15, 2012 |
| | 2070-02 | June 21, 2012 |
| Honolulu, HI | 2070-03 | April 25, 2012 |
| San Diego, CA | 2070-04 | April 5, 2012 |
| | 2070-05 | June 7, 2012 |
| Seattle, WA | 2070-06 | April 19, 2012 |
| | 2070-07 | August 2, 2012 |
| Washington, D.C. | 2070-08 | November 17, 2011 |
| | 2070-09 | January 26, 2012 |
| | 2070-10 | March 29, 2012 |
| | 2070-11 | May 17, 2012 |
| | 2070-12 | July 12, 2012 |
| | 2070-13 | September 13, 2012 |

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 Course 1770, Temporary Duty Travel: Joint Travel Regulations (JTR) Volume 2, 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 1761, Approving Officials' Responsibilities: Federal Travel Regulation (FTR).

Intended Audience: This course is specially engineered to benefit new supervisors and authorizing and approving officials.

Cost: \$440

Length: Four hours

Core Hours: 12:30 – 4:30 p.m.

CLPs: 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 e-mail us at travel.training@gsa.gov.

Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2 2012 Course (#1771) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|--------------------|
| Denver, CO | 1771-01 | March 6, 2012 |
| Las Vegas, NV | 1771-02 | May 22, 2012 |
| | 1771-03 | August 7, 2012 |
| Seattle, WA | 1771-04 | June 5, 2012 |
| Washington, D.C. | 1771-05 | February 7, 2012 |
| | 1771-06 | April 24, 2012 |
| | 1771-07 | July 17, 2012 |
| | 1771-08 | September 11, 2012 |

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

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 U.S. 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
 - Joint Federal Travel Regulations (JFTR), Volume 1
 - Defense Transportation Regulation (DTR)
 - Department of Defense Financial Management Regulation (DODFMR)
 - Joint Ethics Regulation (JER)
- Scope of the Joint Federal Travel Regulations (JFTR), Volume 1
 - Who is Covered
 - What is Covered
- Travel Authorization Requirements
 - Effect of Travel Authorization
 - Routing of Travel
 - Scheduling of Travel
 - Variations Authorized
- Geographic Terminology
- 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 Course 1770, Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2 instead of this course.

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

Cost: \$1,000

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Service Members) 2012 Course (#1765) Schedule

| Location | Course and Session # | Dates |
|-------------------------|----------------------|-----------------------|
| Honolulu, HI | 1765-01 | April 26-27, 2012 |
| San Diego, CA | 1765-02 | January 24-25, 2012 |
| | 1765-03 | April 17-18, 2012 |
| | 1765-04 | September 18-19, 2012 |
| Seattle, WA | 1765-05 | May 22-23, 2012 |
| | 1765-06 | August 21-22, 2012 |
| Washington, D.C. | 1765-07 | March 20-21, 2012 |
| | 1765-08 | June 19-20, 2012 |
| | 1765-09 | September 18-19, 2012 |

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 Regulations (JTR), Volume 2
 - Federal Travel Regulation (FTR)
 - 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 Course 1745, Relocation Allowances: Federal Travel Regulation (FTR) 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: \$1,225

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 2012 Course (#1775) Schedule

| Location | Course and Session # | Dates |
|------------------|----------------------|-------------------------------|
| Denver, CO | 1775-01 | March 13-15, 2012 |
| | 1775-02 | August 28-30, 2012 |
| Las Vegas, NV | 1775-03 | April 10-12, 2012 |
| San Diego, CA | 1775-04 | March 20-22, 2012 |
| | 1775-05 | May 8-10, 2012 |
| | 1775-06 | June 26-28, 2012 |
| Seattle, WA | 1775-07 | May 1-3, 2012 |
| | 1775-08 | September 18-20, 2012 |
| Washington, D.C. | 1775-09 | December 6-8, 2011 |
| | 1775-10 | February 28- March 1, 2012 |
| | 1775-11 | May 15-17, 2012 |
| | 1775-12 | July 24-26, 2012 |

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

Course Number: 1730

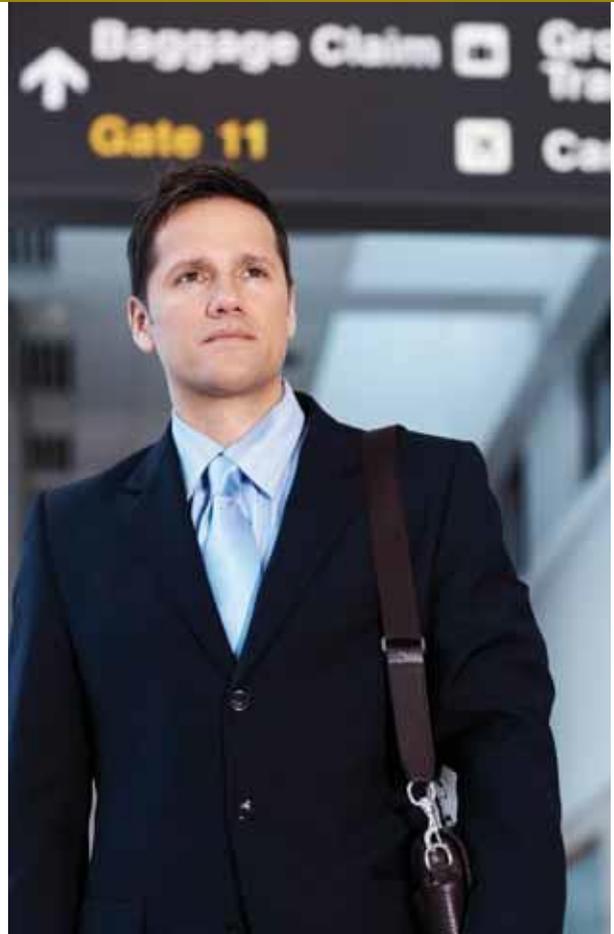
Course Objective: This course provides a comprehensive discussion of travel and transportation allowances payable to employees of the Federal Aviation Administration (FAA).

Intended Audience: This course is specially engineered to benefit 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 e-mail us at travel.training@gsa.gov.

Length: Two days
Core Hours: 8:30 a.m. – 3:30 p.m.
CLPs: Nine

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

Course Number: 1790

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 Regulations (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 travel.training@gsa.gov.

Intended Audience: This course is designed for 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 travel.training@gsa.gov.

Length: Two days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Foreign Service Allowances and Travel for Foreign Service Personnel:

Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR)

Course Number: 1791

Course Objective: This course provides a broad overview of special allowances payable to foreign-service personnel transferred and stationed overseas and special types of travel paid to foreign-service personnel stationed at foreign posts.

Intended Audience: This course is designed to benefit all foreign-service personnel transferring or stationed overseas, and individuals involved in authorization and payment of foreign-service allowances, including budget officers, authorizing and approving officials and preparers and reviewers of travel documents. This course will also prove beneficial to civilian employees of civilian agencies (i.e., agencies other than the DOD) that have statutory authority to provide foreign-service allowances and pay for special types of travel contained in the FAM to civilian employees. This course does not address allowances related to the employee's pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

Employees of civilian agencies of the executive branch (i.e., agencies other than the DOD) that do not have statutory authority to pay foreign-service allowances to civilian employees should attend Course 1791, Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR) instead of this course.

Foreign-service personnel transferring wholly within the United States should attend Course 1745, Relocation Allowances: Federal Travel Regulation (FTR) instead of this course.

Employees of the DOD should attend the Course 1792, Overseas Allowances and Travel for Department of Defense Employees: Joint Travel Regulations (JTR), Volume 2 and DSSR instead of this course.

Prerequisites: This course is structured to cover topics sufficiently for individuals with or without any previous experience with foreign-service allowances and travel. Therefore, there are no prerequisites for this class.

Course Description: This course covers the relevant authorities governing foreign-service allowances for members of the foreign service, an explanation of relevant terminology, rules governing the payment of foreign service

Course Topics:

- Applicable Authorities
 - Foreign Affairs Manual (FAM)
 - 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 (FTA)
 - Home Service Transfer Allowance (HSTA)
- Geographic Terminology
- Definition of Family
- Foreign-Service Allowances
 - Separate Maintenance Allowance
 - Living Quarters Allowance
 - Post Allowance
 - Educational Allowance
- 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 (R&R) Travel

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 e-mail us at travel.training@gsa.gov.

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Overseas Allowances and Travel for Civilian Employees:

Federal Travel Regulation (FTR) and Department of State Standardized Regulations (DSSR)

Course Number: 1792

Course Objective: This course provides 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.

Intended Audience: This course is designed to benefit all civilian employees of civilian agencies (i.e., agencies other than the Department of Defense (DOD) transferring or stationed overseas, individuals involved in authorization and payment of civilian employees' overseas allowances and travel, including budget officers, authorizing and approving officials and preparers and reviewers of travel documents. This course does not address allowances related to the employee's pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

Employees of the DOD should attend Course 1792, Overseas Allowances and Travel for Department for Defense Employees: Joint Travel Regulations (JTR), Volume 2 and Department of State Standardized Regulations (DSSR) instead of this course.

Civilian employees of agencies with the statutory authority to pay their civilian employee foreign-service allowances and foreign-service personnel transferring to, from or between foreign posts should attend Course 1790, Allowances and Travel For Foreign Service Personnel: Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR) instead of this course.

Prerequisites: This course is structured to cover topics sufficiently for individuals with or without any previous experience with overseas allowances and travel. Therefore, there are no prerequisites for this class. However, several topics

covered in this class are presented in more detail in the comprehensive relocation course titled "Relocation Allowances: Federal Travel Regulation (FTR)" (Course 1745), so the attendee will find it beneficial to complete that course prior to attending this course.

Course Description: This course covers the relevant authorities governing overseas allowances and travel of employees of civilian agencies (i.e., other than the DOD), an explanation of relevant terminology, rules governing the payment of overseas allowances and travel.

Course Topics:

- Applicable Authorities
 - Federal Travel Regulation (FTR)
 - Department of State Standardized Regulations (DSSR)
- 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 (FTA)
 - Home Service Transfer Allowance (HSTA)
- Geographic Terminology
- Definition of Family
- Overseas Allowances
 - Separate Maintenance Allowance
 - Living Quarters Allowance
 - Post Allowance
 - Educational Allowance
- Special Types of Travel
 - Educational Travel
 - Evacuation Travel
 - Overseas Renewal Agreement Travel

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 e-mail us at travel.training@gsa.gov.

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: Nine

Overseas Allowances and Travel for Department of Defense Employees:

Joint Travel Regulation (JTR), Volume 2 and Department of State Standardized Regulations (DSSR)

Course Number: 1793

Course Objective: This course provides a broad overview of relocation allowances for overseas assignments, special allowances related to a Department of Defense (DOD) civilian employees' overseas assignment, and special types of travel paid while a DOD civilian employee is stationed at a foreign post of duty.

Intended Audience: This course is designed to benefit all DOD civilian employees transferring or stationed overseas and individuals involved in authorization and payment of DOD civilian employees' overseas allowances, including budget officers, authorizing and approving officials and preparers and reviewers of travel documents. This course does not address allowances related to employee pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

Employees of civilian agencies of the executive branch (i.e., agencies other than the DOD) should attend Course 1791, Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR) and Department of State Standardized Regulation (DSSR) instead of this course.

Employees of the DOD transferring wholly within the United States should attend Course 1775, Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 instead of this course.

Prerequisites: This course is structured to cover topics sufficiently for individuals with or without any previous experience with overseas allowances and travel. Therefore, there are no prerequisites for this class. However, several topics covered in this class are discussed in more detail in the comprehensive relocation course entitled Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 (Course 1775), so the attendee will find completion of that course prior to attending this course beneficial.

Course Description: This course covers the relevant authorities governing overseas allowances and travel of DOD civilian employees, an explanation of relevant terminology, rules governing overseas allowances and travel.

Course Topics:

- Applicable Authorities
 - Joint Travel Regulations (JTR), Volume 2
 - Department of State Standardized Regulations (DSSR)
 - Foreign Affairs Manual (FAM)
 - 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 (FTA)
 - Home Service Transfer Allowance (HSTA)
- Geographic Terminology
- Definition of Family
- Foreign Service Allowances
 - Separate Maintenance Allowance
 - Living Quarters Allowance
 - Post Allowance
 - Educational Allowance
- 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
 - Renewal Agreement (RAT) Travel
 - FEML Travel
 - Rest and Recuperation (R&R) Travel

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 e-mail us at travel.training@gsa.gov.

Length: Three days

Core Hours: 8:30 a.m. – 3:30 p.m.

CLPs: 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: \$280

Length: Five hours (approximately)

CLPs: 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 e-mail 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 unique 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 e-mail travel.training@gsa.gov.



HOW TO REGISTER

Fill out a completed registration form (available on our website at www.gsa.gov/traveltraining) and send via:

Fax – (703) 605-2188

E-mail – travel.training@gsa.gov

For a complete course listing, please visit www.gsa.gov/traveltraining. If you have additional questions, contact us at (703) 605-0555 or 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 e-mail 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 postponed 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. If the federal government issues a delayed opening schedule, classes will begin at their regularly scheduled start times.

Dress Code

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

CATALOG RESOURCES

| TRAVEL | WEBSITE | PHONE NUMBER |
|------------------------------------|---|----------------|
| GSA Federal Travel Regulation | www.gsa.gov/fttr | (202) 501-4318 |
| GSA City Pairs | www.gsa.gov/citypairs | (888) 472-5585 |
| GSA Travel Training | www.gsa.gov/traveltraining | (703) 605-0555 |
| GSA Travel Programs | www.gsa.gov/travelprograms | (888) 472-5585 |
| GSA Smart Pay | www.gsa-smartpay.com | (703) 605-2808 |
| FedRooms | www.fedrooms.com | (800) 226-1741 |
| DTMO Car Rentals | https://www.defensetravel.dod.mil | (888) 435-7146 |
| DTMO Travel Policy | https://www.defensetravel.dod.mil | (888) 435-7146 |
| Civilian Board of Contract Appeals | http://www.cbca.gsa.gov/ | (202) 606-8800 |

| PER DIEM RATES | |
|---------------------------|--|
| GSA Per Diem | www.gsa.gov/perdiem |
| DOD Per Diem | www.defensetravel.dod.mil/perdiem |
| State Department Per Diem | http://aoprals.state.gov |





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Travel Training Branch
2200 Crystal Drive, Suite 300
Arlington, VA 22202
Phone: (703) 605-0555
Fax: (703) 605-2188

Cancellation Policy for Classroom Courses:

For cancellations less than 15 business days before the event, a fee will be charged accordingly: for a course costing more than 1,000, a fee of 500 will be assessed; for a course costing more than 900, a fee of 450 will be assessed; for a course costing more than 800, a fee of 400 will be assessed; and for a course costing more than 300, a fee of 180 will be assessed.

The GSA Professional Development and Training Section reserves the right to cancel any session lacking sufficient enrollment. We strongly suggest that you do not make nonrefundable airline reservations before receiving a course confirmation letter.

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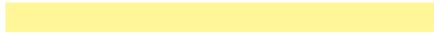
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| | | | | |
| * Not required for Web-based training | | | TOTAL | |

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