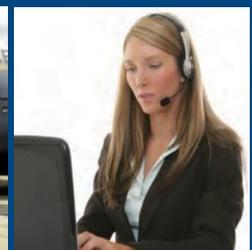




# Travel and Transportation

FY 2017 Courses



This Catalog, or any part thereof, may be reproduced or transmitted for the purpose of informing civilian and DoD employees of available travel training education opportunities. All courses are subject to availability.

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**[Click Here for the current Schedule](#)**

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<a href="#">Temporary Duty Travel: Federal Travel Regulation (FTR)</a>	8		Nov 15-16 DC		Jan 31– Feb 1 DC Room 1425	
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 Washington, DC

 Denver, CO

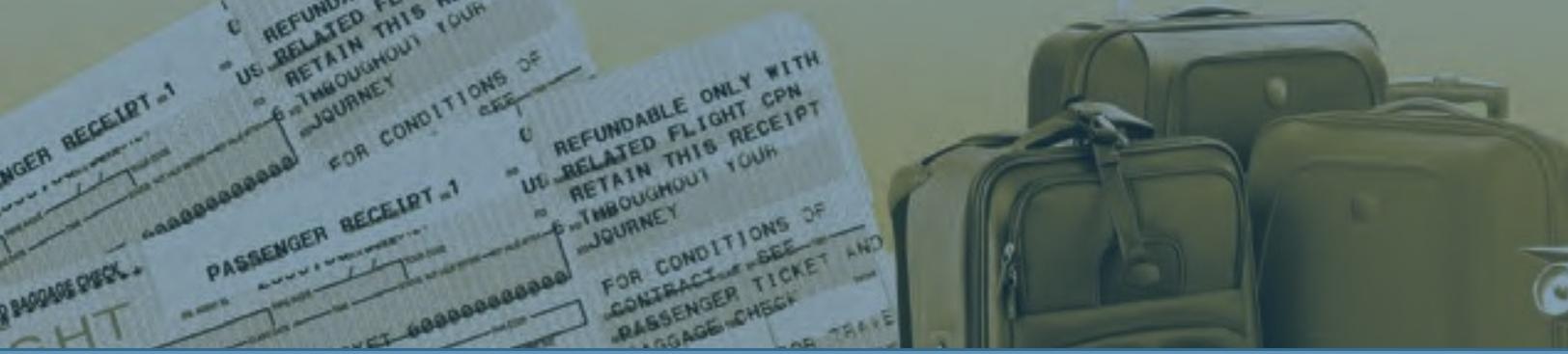
 Las Vegas, NV

	March	April	May	June	July	August	September
		Apr 11-12 DC Room 1425	May 23-24 Denver Room The Lodge Conf Room Floor 1 DFC-41		Jul 18-19 Las Vegas Conference Room 2-920 2nd Floor	Aug 8-9 DC Room 1153	Sep 12-13 DC Room 1153
			May 9-10 DC Room 1425			Aug 22-23 Las Vegas Conference Room 2-920	
				Jun 13-14 DC Room 1153			
		Apr 13 DC Room 1425	May 25 Denver Room The Lodge Conf Room Floor 1 DFC-41		Jul 20 Las Vegas Conference Room 2-920 2nd Floor	Aug 10 DC Room 1153	Sep 14 DC Room 1153
				Jun 15 DC Room 1153			
			May 11 DC Room 1153			Aug 24 Las Vegas Conference Room 20920 2nd Floor	
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		Apr 4-5 DC Room 1153		Jun 6-7 Las Vegas Conference Room 2-920 2nd Floor		Aug 29-30 DC Room 1153	
		April 6 (WebEx)					Sep 21 (WebEx)

 Washington, DC

 Denver, CO

 Las Vegas, NV



# ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

## Travel Basics

**Cost:** \$50

**Length:** Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

**Continuous Learning Points:** Three

### **Intended Audience:**

- Travelers
- Approvers
- Supervisors
- Travel arrangers

### **Course Objective:**

To teach travelers the appropriate steps to take for official business travel in order to be a prudent traveler and remain in compliance with Federal Travel Regulation (FTR). The course introduces each student to three different travel scenarios to teach the FTR travel entitlements and the government travel programs a traveler needs to know before going on an official duty travel assignment. The three scenarios are TDY round trips, traveling from Washington, D.C. to:

- Atlanta,
- San Francisco,
- Munich, Germany.

### **Expected Outcomes:**

- Understand and be able to provide the information required in the travel authorization process,
- Be able to travel in compliance with the FTR,
- Effectively use the government's travel programs, and
- Determine valid travel expenses that may be included on the voucher.



# ONLINE COURSES AVAILABLE 24-7 YEAR ROUND



## Attending a Conference

**Cost:** \$50

**Length:** Two hours minimum (time depends on individual student's pace); three hours for a thorough study of the course content.

**Continuous Learning Points:** Three

### **Intended Audience:**

- Travelers who plan to attend a conference
- Approvers
- Supervisors
- Travel arrangers

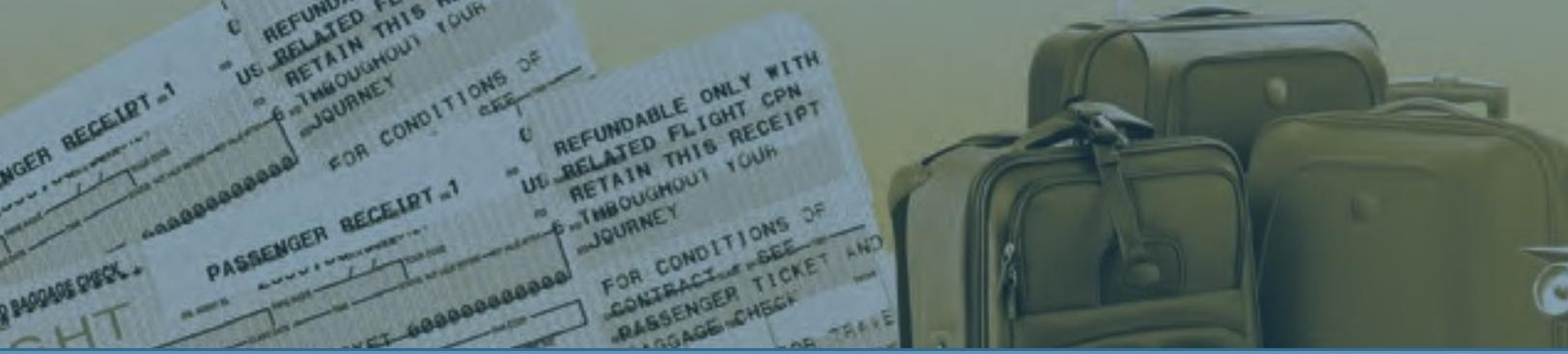
### **Course Objective:**

To educate students on aligning their respective agency's core mission with future conferences or meetings that require travel. This course teaches travelers the Federal Travel Regulation (FTR) policies most important to travelers attending or participating in conferences or workshops. The course introduces the student to ethics guidelines often experienced at conferences in regard to accepting merchandise from vendors.

### **Expected Outcomes:**

- Improve their understanding of what constitutes efficient spending when planning to attend a conference,
- Learn prudent decisions they should make when attending a conference,
- Gain a better understanding of the FTR,
- Understand the challenges identifying and using the proper trip purpose identifier in the ETS or, for DoD, DTS.
- Understand the existing government travel programs and how to effectively use them, and
- Heighten their understanding of what constitutes permissible meals and gifts.





## ONLINE COURSES AVAILABLE 24-7 YEAR ROUND

### Approving Officials' Responsibilities: Federal Travel Regulation

**Cost:** \$199

**Length:** Four hours minimum; five to eight hours for a thorough study of the course content.

**Continuous Learning Points (CLPs):** Three

#### **Intended Audience:**

- Approvers
- Supervisors
- Travel arrangers

#### **Course Objectives:**

To teach the responsibilities and requirements for approving travel authorization, travel claims for transportation, subsistence, and miscellaneous expense allowances in accordance with the FTR, and other applicable regulations.

#### **Expected Outcomes:**

- Understand Approving Officials' rights and responsibilities,
- Know how to properly authorize and approve travel,
- Improve their understanding of the FTR to ensure travelers comply with mandatory travel rules, regulations, and programs,
- Understand how to determine the most cost advantageous transportation mode for a trip, and
- Recognize unauthorized travel expenses and take appropriate action.



# ONLINE COURSES

## AVAILABLE 24-7 YEAR ROUND



### Federal Travel Regulation In Depth

**Cost:** \$199

**Length:** Four hours minimum; five to eight hours for a thorough study of the course content.

**Continuous Learning Points (CLPs):** Five

#### **Intended Audience:**

- Frequent travelers
- Supervisors
- Travel arrangers
- Travel managers and policy analysts

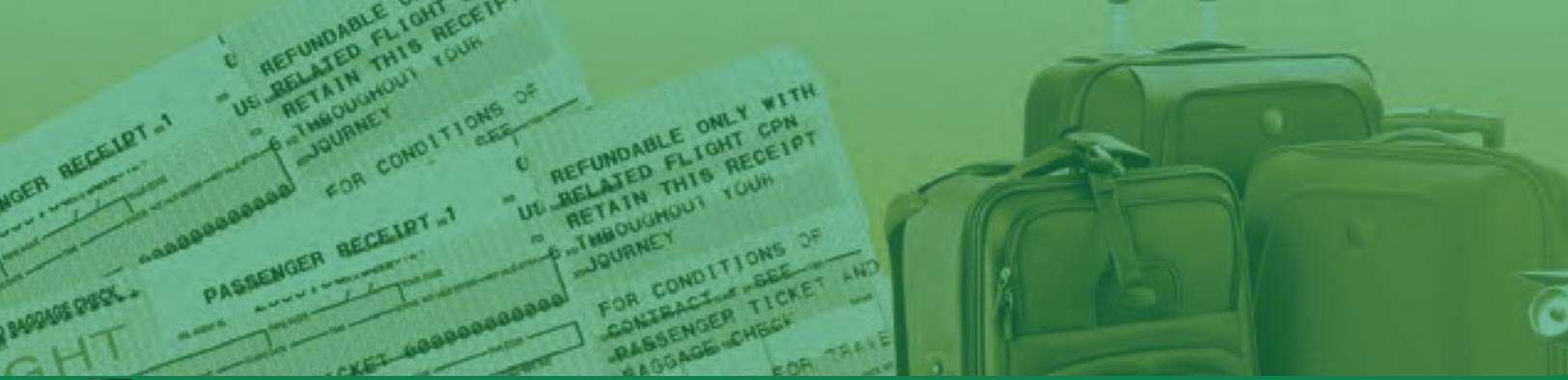
[Register  
Here!](#)

#### **Course Objectives:**

To educate students how to effectively and efficiently plan for trips, and make decisions during trips about expenses. Students will learn how to interpret and apply the Federal Travel Regulations when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes Federal Travel Regulations transportation, per diem, and miscellaneous travel expense allowances, and the mandatory use of GSA government wide travel programs.

#### **Expected Outcomes:**

- Achieve a greater understanding of the FTR and compliance with mandatory travel rules, regulations, and programs,
- Understand the FTR and how to properly authorize and approve travel,
- Learn how to determine the most cost advantageous transportation mode for a trip,
- Recognize unauthorized travel expenses,
- Understand that the FTR is a legislative rule that has the force and effect of law (as such, there is no authority for anyone to waive any provisions of the FTR), and
- Prove that they have command of the FTR by completing knowledge checks and quizzes during the course and passing a final exam.



## SCHEDULED INSTRUCTOR LED

### About Instructor Led Courses

GSA's Travel Training Program offers instructor led courses to provide federal employees with insight into the latest travel regulations and practices, including the most up to date travel and transportation information critical for meeting agency missions.

These courses are particularly beneficial for students who find the learning experience is most productive in the classroom environment led by a teacher who is available for questions and additional explanation about travel circumstances of particular interest to students.

Visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining) to register by course type.



# SCHEDULED INSTRUCTOR LED



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

**Cost:** \$1,000

**Length:** Two days 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** Twelve

### Intended Audience:

- Civilian travel specialists
- Support staff
- Authorizing, supervising, and policy officials
- Frequent travelers

### Course Objectives:

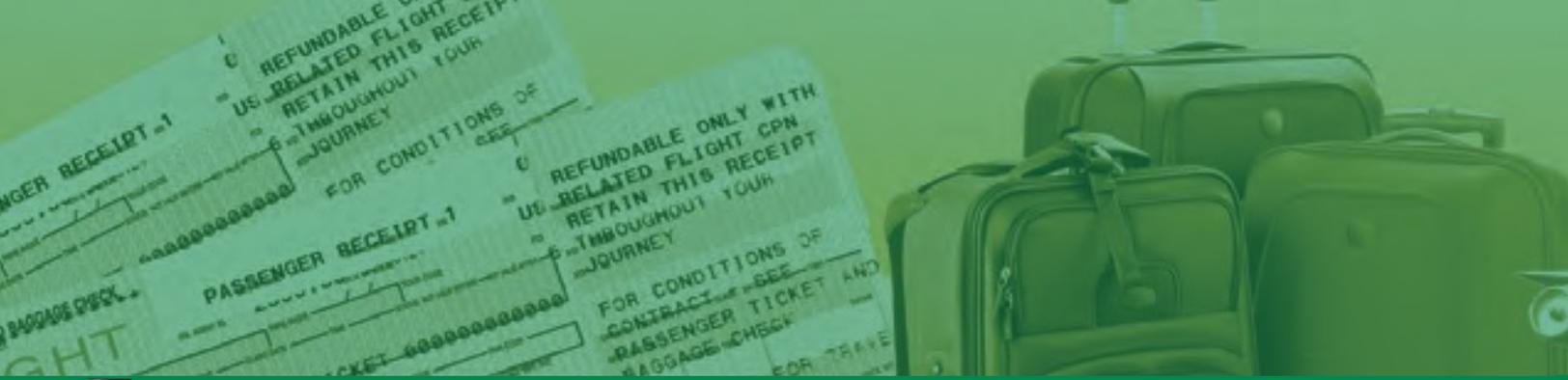
To teach how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving, or processing travel documents and claims. This class emphasizes FTR transportation, per diem, and miscellaneous travel expense allowances, and the mandatory use of GSA government wide travel programs.

### Course Topics:

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

[Register  
Here!](#)

Location	Session #	Date
Washington, D.C.	01	November 15-16
	02	Jan 31-Feb 1
	03	April 11-12
	04	August 8-9
	05	September 12-13
Las Vegas, NV	06	July 18-19
Denver, CO	07	May 23-24



# SCHEDULED INSTRUCTOR LED

## Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian



**Cost:** \$1,000

**Length:** Two days 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** Twelve

### Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Location	Session #	Date
Washington, D.C.	01	May 9-10
Las Vegas, NV	02	August 22-23

### Course Objectives:

#### Course Topics:

##### -Applicable Authorities

- Joint Travel Regulations (JTR), Civilian
- 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 Expenses of Employees with Disabilities

##### -Travel Allowances

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

##### -POV Transportation

##### -Rental Car Program

- Allowable Lodging Costs Subsistence

##### -Methods for Paying Subsistence Expenses

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes



# SCHEDULED INSTRUCTOR LED

## Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed



**Cost:** \$1,000

**Length:** Two days 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** Twelve

### **Intended Audience:**

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

Location	Session #	Date
Washington, D.C.	01	June 13-14

### **Course Objectives:**

### **Course Topics:**

#### **-Applicable Authorities**

- Joint Travel Regulations (JTR), Civilian
- 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 Expenses of Employees with Disabilities**

#### **-Travel Allowances**

- Transportation
- Contract Air Program
- Fly America Act
- Use of Government Vehicles

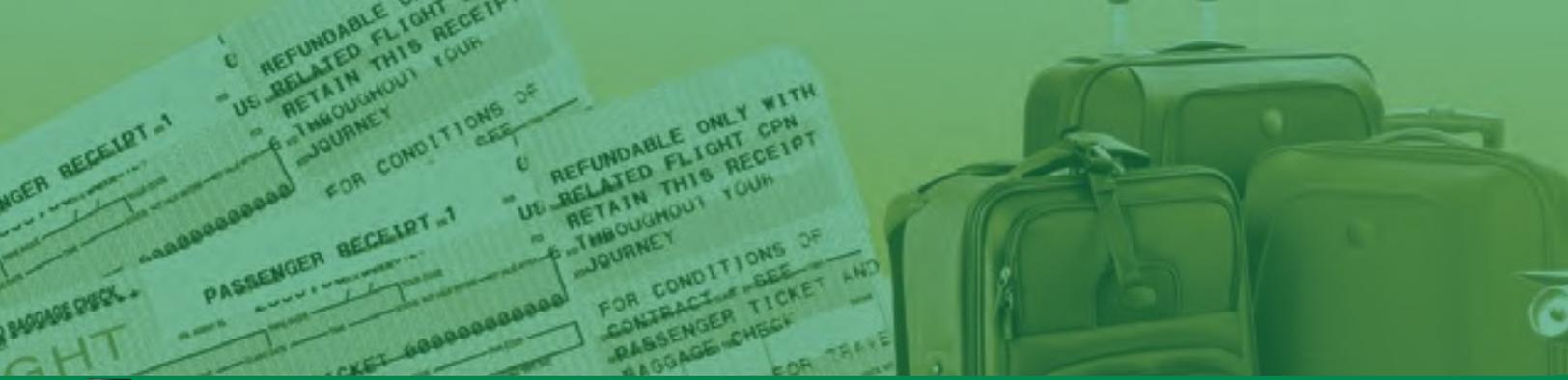
#### **-POV Transportation**

#### **-Rental Car Program**

- Allowable Lodging Costs Subsistence

#### **-Methods for Paying Subsistence Expenses**

- Miscellaneous Expense Allowances
- Tips
- Phone Calls Home
- Laundry and Dry Cleaning
- Lodging Taxes



## SCHEDULED INSTRUCTOR LED

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

[Register  
Here!](#)

**Cost:** \$750

**Length:** One day 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** six

### Recommended Course:

You must have completed the Temporary Duty Travel: Federal Travel Regulation (FTR) course or the online FTR In Depth course

### Intended Audience:

All civilian agency employees, including (but not limited to):

- Travel Specialists
- Preparers and review
- Authorizing, supervising and policy officials

Location	Session #	Date
<b>Washington, D.C.</b>	01	November 17
	02	February 2
	03	April 13
	04	August 10
	05	September 14
<b>Las Vegas, NV</b>	06	July 20
<b>Denver, CO</b>	07	May 25

### Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian agency employees.

### Course Topics:

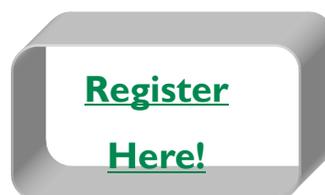
- Travel Authorizations
- Per Diem Allowances for Domestic and Foreign Travel
- Long Term Temporary Duty (TDY Assignments)
- Transportation Allowances
- Mandatory Use of the Contract Airline City Pair Fares
- E-Gov Travel Service (ETS)
- Civilian Board of Contract Appeals Travel Cases
- Charge Card Specifics, Receipt Requirements, and Voucher Submissions



# SCHEDULED INSTRUCTOR LED



## Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Uniformed



**Cost:** \$750

**Length:** One day 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** six

### Recommended Course:

It is recommended that you complete the Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian course or the online FTR In Depth course.

Location	Session #	Date
Washington, D.C.	01	June 15

### Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers
- Occasional/Frequent Travelers

### Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

### Course Topics:

#### -Paying for Travel Expenses

- Use of GSA SmartPay® Travel Charge Card
- Availability of Cash Travel Advances

#### -Arranging For Travel

- Use of CTO
- Use of DTS

#### -Claiming Reimbursement

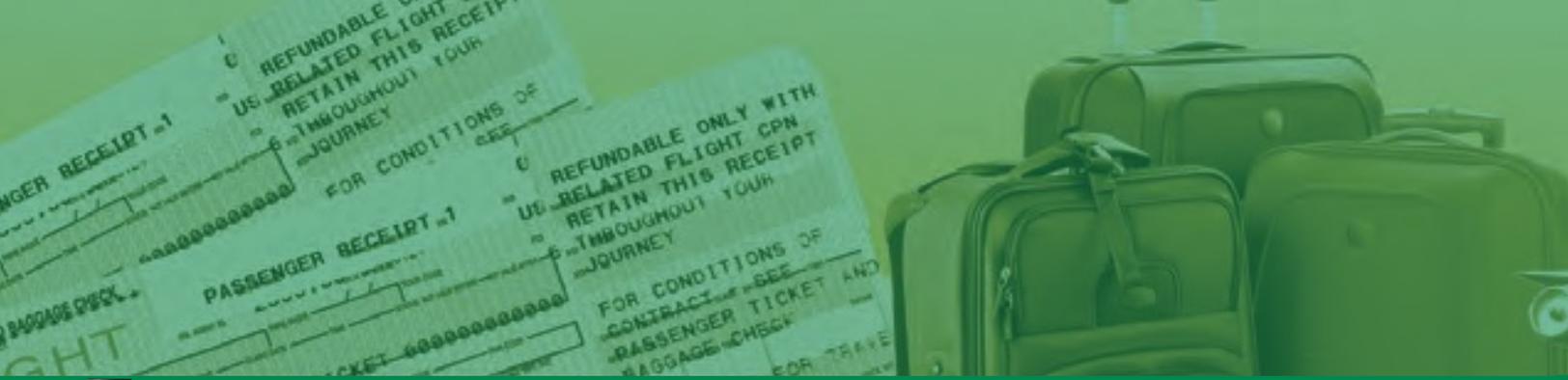
- Voucher Requirements
- Receipt Requirements

#### -Liability Issues

- Military Personnel and Civilian Employees
- Federal Tort Claims Act
- Federal Employees Compensation Act (FECA)

#### -Extended TDY Assignments

- Allowable Duration
- Authorization Requirements
- Income Tax Reimbursement Allowance (ITRA)



# SCHEDULED INSTRUCTOR LED

## Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian

**Cost:** \$750

**Length:** One day 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** six



### Recommended Course:

It is recommended that you complete the Temporary Duty Travel: Joint Travel Regulations (JTR), Civilian course or the online FTR In Depth course.

Location	Session #	Date
Washington, D.C.	01	May 11
Las Vegas, NV	02	August 24

### Intended Audience:

All Department of Defense (DoD) employees, including (but not limited to):

- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers
- Occasional/Frequent Travelers

### Course Objectives:

To provide a comprehensive discussion of travel and transportation allowances payable to civilian DoD employees.

### Course Topics:

#### -Paying for Travel Expenses

- Use of GSA SmartPay® Travel 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
- Federal Tort Claims Act
- Federal Employees Compensation Act (FECA)

#### -Extended TDY Assignments

- Allowable Duration
- Authorization Requirements
- Income Tax Reimbursement Allowance (ITRA)



# SCHEDULED INSTRUCTOR LED

## Relocation Allowances: Federal Travel Regulations

**Cost:** \$1,325

**Length:** Three day 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** eighteen



### Intended Audience:

All civilian agency employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Location	Session #	Date
Washington, D.C.	01	April 18-20
Washington, D.C.	02	August 15-17

### Course Objectives:

To provide 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 Topics:

#### -Applicable Authorities

- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)
- Joint Travel Regulations (JTR), Civilian
- 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
- House Hunting/Trip Travel

#### -Temporary Quarters Subsistence Expense Allowances

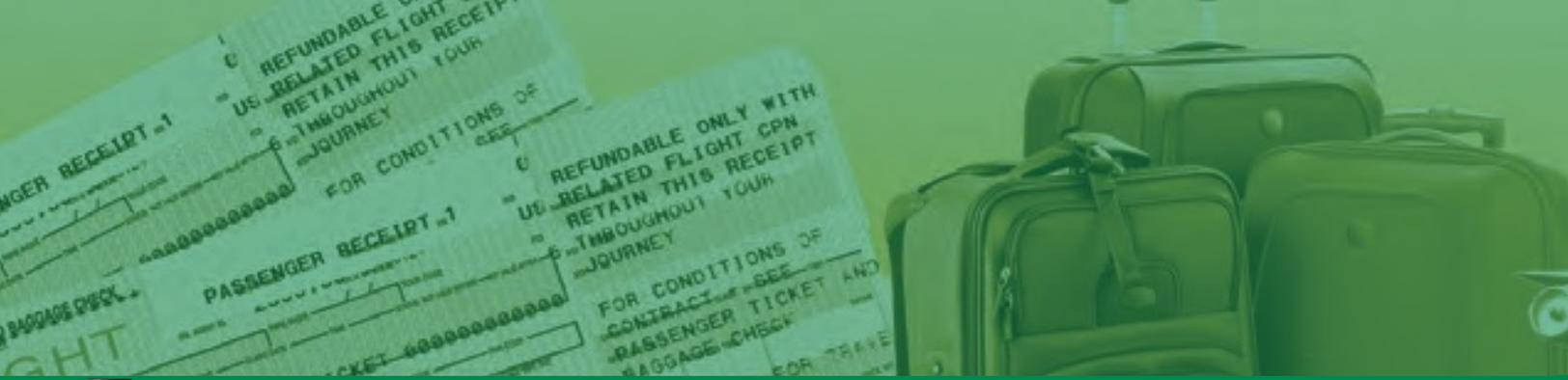
#### -Transportation and Temporary Storage of Household Goods

- 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



# SCHEDULED INSTRUCTOR LED

## Relocation Allowances: Joint Travel Regulations (JTR) Civilian

**Cost:** \$1,325

**Length:** Three day 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** eighteen



### Intended Audience:

All civilian agency employees involved in the relocation process including:

- Human resources personnel
- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

Location	Session #	Date
Washington, D.C.	01	March 14-16
	02	July 11-13
Las Vegas, NV	03	September 19-21

### Course Objectives:

To provide 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 Topics:

#### -Applicable Authorities

- Federal Travel Regulation (FTR)
- Department of State Standardized Regulations (DSSR)
- Joint Travel Regulations (JTR), Civilian
- 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)

#### -Relocation Allowances

- En Route Travel
- House Hunting/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)

# SCHEDULED INSTRUCTOR LED



## Relocation Income Tax Allowances

**Cost:** \$1,060

**Length:** Two days 8:30a.m.-3:30p.m.

**Continuous Learning Points (CLPs):** Twelve

[Register  
Here!](#)

### Intended Audience:

All employees of the executive branch (including the Department of Defense) involved in the relocation process, including:

- Human Resource Personnel
- Budget Officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents (e.g., PCS orders, service agreements, and travel vouchers)

Location	Session #	Date
Washington, D.C.	01	April 4-5
Washington, D.C.	02	August 29-30
Las Vegas, NV	03	June 6-7

### Course Objectives:

To provide a comprehensive discussion of taxation of relocation allowances and the payment of the RIT allowance.

### Course Topics:

#### -Applicable Authorities

- Federal Travel Regulation (FTR)
- Internal Revenue Code (IRC)
- Treasury Regulations
- IRS Guide

#### -Taxation of Relocations

- 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

#### -Year 1 vs. Year 2

#### Withholding Tax Allowance

#### RIT Allowance Year 2 Adjustment

#### Negative RIT Allowance Payments



# INSTRUCTOR LED COURSES

## Conference Planning

**Cost:** \$50

**Length:** Four Hours (12:30pm - 4:30pm EST)

**Continuous Learning Points (CLPs):** Four



### Intended Audience:

- Meeting planners
- Conference planning personnel
- Budget officers
- Program support staff
- Contracting officers
- Legal staff (executive branch, including DoD)
- Office of the Inspector General support staff

Location	Session #	Date
Webex Only	01	April 6
Webex Only	02	September 21

### Course Objectives:

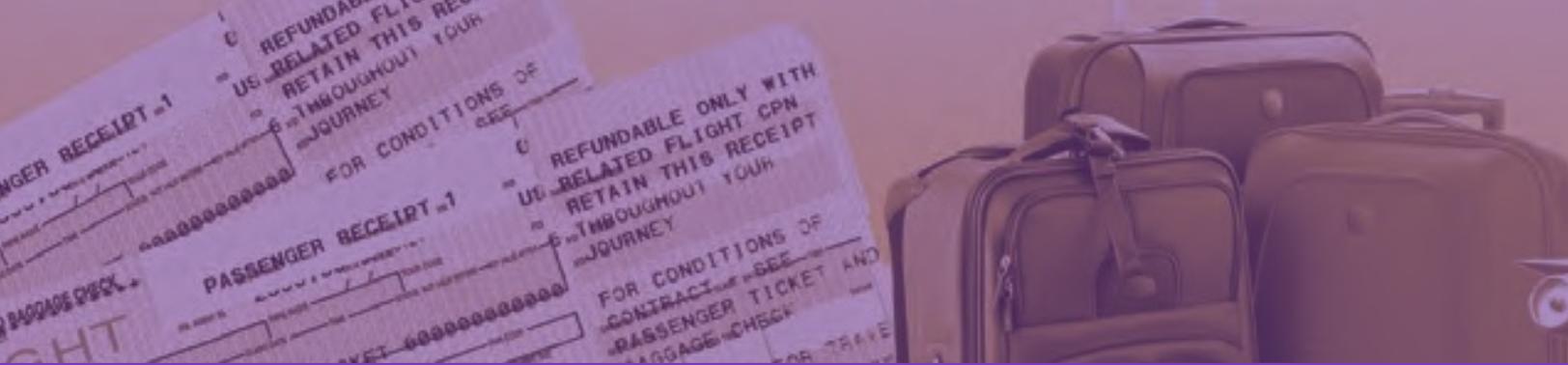
To teach students how to plan, select locations, coordinate, and conduct conferences in accordance with the Federal Travel Regulation (FTR) and executive directives.

### Course Topics:

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



## **FedRooms is Your Hotel Program**



## CUSTOM COURSE TAUGHT ON LOCATION

### About Custom Courses

The Travel Training Program can bring any of the instructor led courses (which start on page 8) to your location. This eliminates the travel costs for your staff and allows a large number to complete the training on-site when it is convenient for your organization.

The following custom courses (not scheduled during the year) are also available to be brought to your location. Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation to bring the training course directly to you.

On-site classes are scheduled at your location based on your availability.





## CUSTOM COURSE TAUGHT ON LOCATION



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

**Cost:** Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation

**Length:** Four hours 8:30-12:30

**Continuous Learning Points (CLPs):** Four

### **Intended Audience:**

- New supervisors
- Authorizing and approving officials

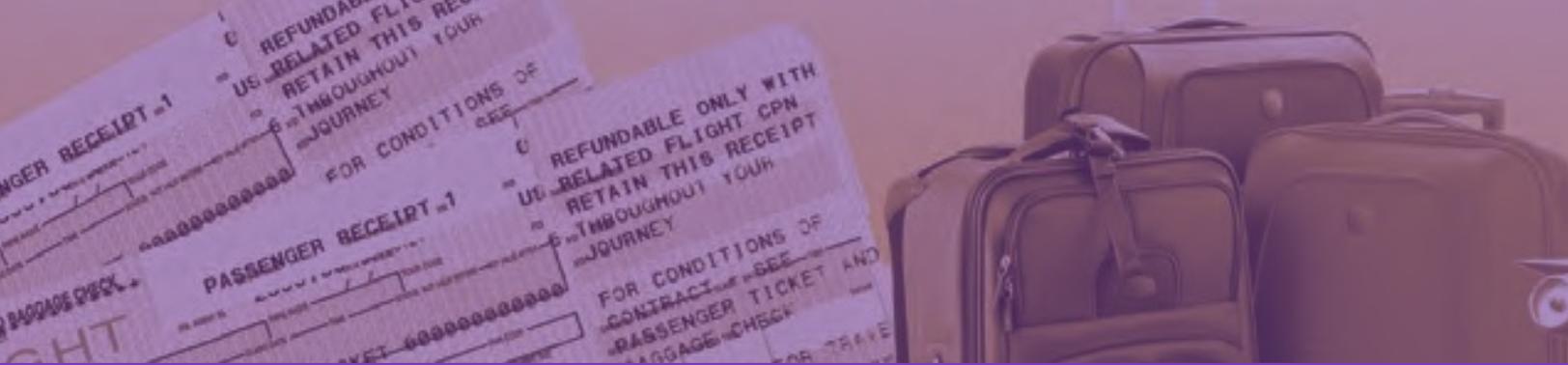
### **Course Objectives:**

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 Topics:**

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

**For More Information**  
[travel.training@gsa.gov](mailto:travel.training@gsa.gov)



# CUSTOM COURSE TAUGHT ON LOCATION

## Approving Officials’ Responsibilities: Joint Travel Regulations (JTR), Uniformed

For More Information  
[travel.training@gsa.gov](mailto:travel.training@gsa.gov)

**Cost:** Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation

**Length:** Four hours 8:30-12:30

**Continuous Learning Points (CLPs):** Four

### **Intended Audience:**

- New supervisors
- Authorizing and approving officials

### **Course Objectives:**

To provide 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 DoD.

### **Course Topics:**

#### **-Applicable Authorities**

- Joint Travel Regulations (JTR), Civilian
- 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 Request

#### **-Responsibilities of Approving Officials**

- Reviewing Travel Vouchers

# CUSTOM COURSE TAUGHT ON LOCATION



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

**Cost:** Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation

**Length:** Four hours 8:30-12:30

**Continuous Learning Points (CLPs):** Four

### **Intended Audience:**

- New supervisors
- Authorizing and approving officials

### **Course Objectives:**

To provide 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).

**For More Information**

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

### **Course Topics:**

#### **-Applicable Authorities**

- Joint Travel Regulations (JTR), Civilian
- 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

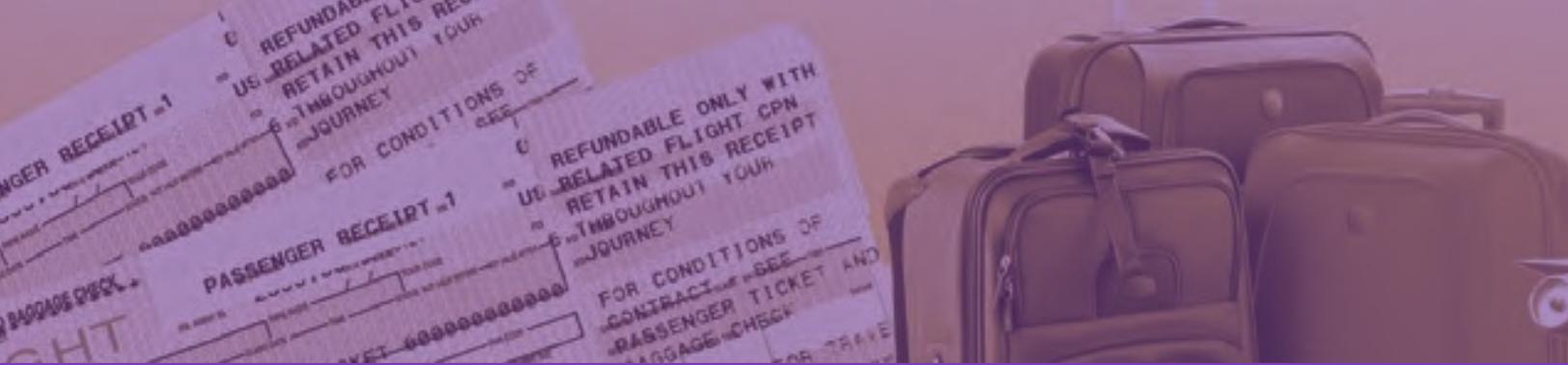
#### **-Responsibilities of Accountable Officers**

#### **-Responsibilities of Authorizing Officials**

- Determining Necessity for Travel
- Determining Funds Availability
- Reviewing Trip Request

#### **-Responsibilities of Approving Officials**

- Reviewing Travel Vouchers



# CUSTOM COURSE TAUGHT ON LOCATION

## Overseas Allowances and Travel for Civilian Department of Defense Employees:

**Cost:** Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation

**Length:** 3 days 8:30 a.m.—3:30 p.m.

**Continuous Learning Points (CLPs):** Eighteen

### **Intended Audience:**

All Department of Defense civilian employees including

- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

### **Course Objectives:**

To provide 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.

**For More Information**  
[travel.training@gsa.gov](mailto:travel.training@gsa.gov)

### **Course Topics:**

#### **-Applicable Authorities**

- 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
  - Home Service Transfer Allowances

#### **-Geographic Terminology**

#### **-Definition of Family**

#### **-Overseas Allowances**

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

#### **-Special Types of Travel**

- Educational Travel
- Evacuation Travel
- Overseas Renewal Agreement Travel

# CUSTOM COURSE TAUGHT ON LOCATION



## Overseas Allowances and Travel for Department of Defense Employees:

**Cost:** Contact [travel.training@gsa.gov](mailto:travel.training@gsa.gov) for a fixed price quotation

**Length:** 3 days 8:30 a.m.—3:30 p.m.

**Continuous Learning Points (CLPs):** Eighteen

### **Intended Audience:**

All Department of Defense, civilian employees including

- Budget officers
- Authorizing and approving officials
- Preparers and reviewers of travel documents

### **Course Objectives:**

To provide a broad overview of relocation allowances for overseas assignments, special allowances related to a DoD civilian employee's overseas assignment, and special types of travel paid while a DoD civilian employee is stationed at a foreign post of duty. Note: This course does not address allowances related to employee pay while employee is stationed overseas (e.g., cost of living adjustments, danger pay).

**For More Information**

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

### **Course Topics:**

#### **-Applicable Authorities**

- Foreign Affairs Manual (FAM)
- Department of State Standardized Regulations (DSSR)
- Federal Travel Regulation (FTR)
- Joint Travel Regulations (JTR), Civilian

#### **-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
  - Home Service Transfer Allowances

#### **-Geographic Terminology**

#### **-Definition of Family**

#### **-Foreign Service Allowances**

- Separate Maintenance Allowances
- Living Quarters Allowances
- Post Allowances
- Educational Allowances

#### **-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 Travel