Training and Seminars

Worldwide Travel Training FY 2003

Our People Make the Difference!

We've got the knowledge, the expertise, and the most updated information to put you in control of all your travel needs.

You could say that we're the experts in the field of Government travel. We've been providing travel training to the Federal community for over 20 years. In partnership with the GSA's Office of Government-wide Policy, we have instant access to rapidly changing regulations.

Some of the most recent changes include:

- The new electronic voucher,
- The automation of a paperless society for government travelers,
- Prompt payment of vouchers within 30 days,

... and much more!

GSA Travel Training Branch – The Easy Way to be Kept Up-to-Date

Constantly changing travel regulations and new technology can be really confusing. Keeping up with all the changes is virtually impossible. That's where GSA's Travel Training Branch comes in.

Our 2002 catalog offers a wide range of courses throughout the calendar year in locations around the country. We'll conduct on-site training and customize courses. Our classes fill up rapidly, so enroll early to ensure your place.

How to Register for Travel Training

Once you've found the course, date, and location of your choice, registration is easy. Simply complete your agency training form and submit it by one of the following methods:

Fax

Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form) to (202) 619-8914.

Mail

Mail the completed agency training form to:
Registrar
GSA Travel Training Branch
490 L'Enfant Plaza, SW, Suite 8214
Washington, DC 20407

Three Ways to Pay

- By Training Form or Purchase Order
- By Government purchase card
- By Check payable to GSA/FSS – Travel Training Branch

To find out more about our on-site training course, please contact Travel Training Branch at (202) 619-8907, e-mail us at **travel.training@gsa.gov**, or visit our website at **fss.gsa.gov/training/transtrav**.

Special Needs

Employees with special needs who are nominated for training, please call Betho Vogelsinger at (202) 619-8907, or email: **travel.training@gsa.gov** to discuss special arrangements.

Group Specials and Custom Courses

Let the GSA Mid-Atlantic Region come to you. We will hold any class listed in this catalog for a group formed by you at the site of your choice. Students may come from your own organization, or you may join 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 special needs.

To discuss "Group Specials" and customized courses, rates, and services, please call Nancy Murphy at (202) 619-8907, or e-mail: Nancy.Murphy@gsa.gov.

Imprest Fund Cashiers

Course Number 1715

This course teaches the responsibilities of Imprest Fund Cashiers. Students learn how to use transmittals and prepare accountability reconciliation forms (including Standard Forms 1128 and 1164) for agency finance offices and to process travel receipt documentation forms for collection. The course also explains the Department of Treasury's regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Intended for: Imprest fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

Prerequisites: None **Cost: $690** **Length:** 2 Days

2002 Course Schedule:

Location	Session #	Date
See upcoming issues for dates and locations.		

Relocation Allowances: Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR) Vol. 2

Course Number 1745

This course explains in "plain language" allowances provided to eligible civilian employees making a permanent change of duty station:

- Travel authorizations, advances and vouchers
- Service agreements
- Househunting and enroute travel
- Temporary quarters
- Shipment of household goods/automobiles
- Property management
- Real estate expenses
- Miscellaneous expenses
- Last move home

Fast changing updates and streamlining of Federal travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

Prerequisites: None **Cost:** $900 **Length:** 3 Days

2002 Course Schedule:

Location	Course/ Session #	Date
Kansas City, MO	1745-14	Sept. 17-19
Pensacola, FL	1745-14	Sept. 17-19
Washington, DC	1745-35	Sept. 10-12

Temporary Duty Travel Federal Regulation (RFTR)

Course Number 1760

This course teaches students in "plain language" to understand temporary duty travel allowances and responsibilities concerning:

- Travel authorizations
- Contract city-pair fares
- Travel Management System (TMS)
- Travel charge card
- Rental cars
- Per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of Federal travel allowances make annual or even twice-yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

Prerequisites: None. **Cost:** $713 **Length:** 2-1/2 days

2002 Course Schedule:

Location	Course/ Session #	Date
Phoenix, AZ	1760-14	Sept. 10-12
Washington, DC	1760-33	Sept. 17-19

Approving Official Responsibilities

Course Number 1761

The Joint Financial Management Improvement Program (JFMIP) Travel Reinvention Task Force recommended that agencies shift responsibility for travel voucher review from the voucher examiner to the travel authorizing/approving official or his/her designee.

Voucher examiners historically have been responsible for ensuring that vouchers are properly prepared according to pertinent regulations and agency procedures before being certified for payment. Such individuals should be closer to the employee in both proximity and in knowledge of the employee's need to perform official travel, and therefore better able to determine if the claimed expenses are reasonable and were necessary.

Course content includes:

- Travel authorizations
- Prompt payment of vouchers
- Contract City Pair Fares
- Agency responsibility
- Types of expenses covered by per-diem
- Travel of 24 hours or less
- Cancelled TDY
- Deviations for personal travel
- Requirements for voucher submission
- Actual expense
- Miscellaneous expenses
- Use of POVs
- Transportation allowable
- Receipt requirements

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (202) 619-8907 or e-mail: **travel.training@gsa.gov.**

Relocation Income Tax Allowances

Course Number 1750

Updated to the new "plain language" format, this course looks at the treatment of reimbursed moving expenses by Federal tax regulations. Students learn to distinguish between Federal tax regulations and the FTR in reaching correct decisions concerning the Relocation Income Tax (RIT) Allowances and its impact on personnel assigned to new duty stations.

Frequent changes in tax laws and regulations make annual training advisable for those who must know how to identify and calculate allowable moving expenses and taxable income. Instructional methods include lectures and discussions. Students should bring hand calculators to class.

Intended for: Travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Prerequisites:
Relocation Allowances: 1745

Cost: $811

Length: 2 Days

Location	Course/ Session #	Date
Washington, DC	1750-06	Sept 9-10

Conference Planning

Course Number 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per-diem and pay for light refreshments. Discuss where to hold meetings and conferences nationwide, obtain proposals, estimating budget costs, what's included in room rate, using approved hotel accommodations, agency requirements for conferences, and the best times to hold conferences.

Intended for: Meeting planners and other personnel involved in meetings and conferences.

Prerequisites: None

Cost: $420

Length: 3 Hours

Location	Course/ Session #	Date
Washington, DC	1780-05	Sept. 18

Temporary Duty Travel: Joint Federal Travel Regulations (JFTR) — Vol. 1: Uniformed Services

Course Number 1765

This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniformed members for Department of Defense. Topics covered are:

- Travel authorizations
- Contract Travel Office (CTO)
- Travel charge card program
- Rental cars
- Per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel allowances make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing, supervising, and policy officials.

Prerequisites: None **Cost:** $713 **Length:** 2-1/2 Days

Location	Course/ Session #	Date
Washington, DC	1765-10	Sept 16-18

Temporary Duty Travel: Department of Defense Joint Travel Regulations (JTR) — Vol. 2

Course Number 1770

This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations - Vol. 2 for civilian employees with the Department of Defense. Topics covered are:

- Travel authorizations
- Contract airfares
- Contract Travel Office (CTO)
- Travel charge card program
- Rental cars
- per-diem allowances
- Supervisory oversight of travel authorizations/vouchers
- Fire safe accommodations
- Prompt payment of vouchers within 30 days

Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

Intended for: Travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

Prerequisites: None **Cost:** $713 **Length:** 2-1/2 Days

Location	Course/ Session #	Date
See upcoming issues for dates and locations.		

Shipping Household Goods

Course Number 1755

This course examines regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and work with loss and damage claims.

Students also learn to select a carrier, book the shipment, and issue the Government Bill of Lading (GBL). Other areas of study include counseling employees on their entitlements, moving industry practices, and shipment handling; determining the market or replacement value of household goods; assisting employees in preparing damage/loss claims; and analyzing a carrier claim settlement.

Intended for: Administrative and supply officers, transportation officers, and GBL issuing officers.

Prerequisites: None

Cost: $768

Length: 2-1/2 Days

Location	Course/ Session #	Date
Washington, DC	1755-06	Sept. 9-11

Travel Manager for Windows

Course Number 1769

This course teaches students to use computer software to automatically calculate travel costs and allowances and produce a correct agency travel form. Software includes the following:

- Contract airfares worldwide
- Per-diem rates worldwide
- Rental cars
- Fire safe hotels
- Maps of locations
- Tax-exempt forms for certain cities
- Accounting classification
- Object class codes
- Mileage rates
- Federal Travel Regulation on line

Students learn how the system applies correct travel regulations and per-diem rates according to Federal Travel Regulation.

Intended for travel managers and staff persons who process travel documents, budget officials, and travelers.

This course is offered as an on-site special only. For more information, please call the Travel Training Branch at (202) 619-8907, or e-mail us at: **travel.training@gsa.gov**

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