



TRAINING AND SEMINARS



unlock your potential

keep up with fast changing policies

learn new technologies

GSA sponsored seminars and training classes can help you order with ease, navigate changing regulations, and master the latest technology.





How Do I

arrange for Employee Relocation?
dispose of Excess Property?
navigate GSA Advantage!® ?
learn about GSA Global Supply?
take advantage of Total Solutions?

Let GSA Be Your Guide!

These are just some of the questions covered in GSA's local informational seminars for Federal employees and military personnel. Topics address the wide range of products and services offered by GSA including supply programs, GSA's Personal Property, Fleet Management, and Travel and Transportation programs, as well as Environmental solutions, and NIB/NISH/JWOD.

Seminars are free, however, lodging and transportation, if required, are the attending agency's responsibility. For seminar details and online registration, go to our website at fss.gsa.gov/newsevents, or contact your local representative at the numbers listed on the right.

We'll Come To You!

GSA can customize training seminars to your needs at your location! Call your local group special point of contact listed on the right for more information.

New England

Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island, and
Vermont

Annie Khun
(617) 565-7300
annie.khun@gsa.gov

New England Group Specials:

Bob Cobbett
(617) 565-7303
robert.cobbett@gsa.gov

Northeast & Caribbean

New Jersey, New York, Puerto Rico, and
Virgin Islands

Christine Lincoln
(212) 264-3592
christine.lincoln@gsa.gov

Northeast & Caribbean Group Specials:

Judy Poskanzer
(212) 264-0305
judy.poskanzer@gsa.gov

Mid-Atlantic

Delaware, Maryland, Pennsylvania,
Virginia, Washington, DC, and West
Virginia

Angela Griffin
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angela.griffin@gsa.gov

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Southeast Sunbelt

Alabama, Florida, Georgia, Kentucky,
Mississippi, North Carolina, South
Carolina, and Tennessee

Adrian Wiley
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Greater Southeast Group Specials:

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Great Lakes

Illinois, Indiana, Michigan, Minnesota,
Ohio, and Wisconsin

Sara Johnson
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Heartland

Iowa, Nebraska, Kansas, and Missouri

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Greater Southwest

Arkansas, Louisiana, New Mexico,
Oklahoma, and Texas

Charles Little
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Greater Southeast Group Specials:

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Pacific Rim

California, Arizona, Nevada, Hawaii,
and the Far East

(877) 836-4859

Pacific Rim Group Specials:

Arizona, California and Nevada
(877) 836-4859
Hawaii
(808) 541-1776
Mainland Japan
DSN 225-9252
Okinawa
DSN 634-3641
Korea
DSN 784-6515

Rocky Mountain

Colorado, Montana, North Dakota,
South Dakota, Utah, and Wyoming

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Northwest Arctic

Washington, Oregon, Idaho, and Alaska

Lorraine Morrow
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Northwest Arctic Group Specials:

Tara Hosmun
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Alaska:

Linda Melton
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WORLDWIDE **Travel** TRAINING FY 2004

Our People Make the Difference! We've got the knowledge, the expertise, and the most up-dated information to put you in control of all your travel needs.

How to Register for Travel Training

You can easily register by fax or mail.

Fax: Fax a fully completed agency training form (DD-1556, SF-182 or equivalent agency training form, or our purchase credit card form) to (703) 605-4820.

Mail: Mail the completed agency training form to:
Registrar, GSA Travel Training Branch
1235 Jefferson Davis Hwy.
Crystal Gateway One, Ste. 509
Arlington, VA 22202

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 courses, please contact Travel Training Branch at (703) 605-5113, e-mail us at travel.training@gsa.gov, or visit our website at www.gsa.gov/travel/training.

Special Needs: Employees with special needs who are nominated for training, please call Jeanette Phillips at (703) 605-5113, 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 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 the Travel Training Branch at (703) 605-5113, or e-mail: travel.training@gsa.gov.

TRAINING AND SEMINARS

TRAVEL TRAINING COURSE DESCRIPTIONS

1715 — Imprest Fund Cashiers 2-Day Course - \$690.00

Using dynamic lectures and an interactive discussion format, the responsibilities of imprest fund cashiers and the Department of Treasury regulations that govern them are taught. Covers how to use transmittals and prepare accountability reconciliation forms for finance offices (including standard forms 1128 and 1164), and how to process travel receipt documentation forms for collection. Calculator required for class.

1745 — Relocation Allowances- Federal Travel and Joint Travel Regulations Vol. 2

3-Day Course - \$900.00

Class explains in plain language the allowances provided to eligible civilian employees making a permanent change of duty station. Topics include shipment of household goods, property management, real estate expenses, travel authorizations, advances and vouchers, temporary quarters, and more.

1761 — Approving Official Responsibilities On-Site Arrangements Only.

This course covers all aspects of travel regulations related to approving travel vouchers. Equips voucher examiners with the tools to review and ensure submitted vouchers are prepared according to pertinent regulations and

agency procedures. A host of topics are discussed including travel authorizations, contract city-pairs, prompt payment of vouchers, agency responsibility, acceptable per-diem expenses, deviations for personal travel, requirements for voucher submission, use of personal vehicles, and receipt requirements. For more information on scheduling a session, please contact GSA's Travel Training Branch at (703) 605-5113, or e-mail us at travel.training@gsa.gov.

1750 — Relocation Income Tax Allowances

2-Day Course - \$811.00

Using an interactive lecture and discussion format, this class examines Federal tax regulations related to reimbursed moving expenses. Attendees learn to distinguish between Federal Tax Regulations and the Federal Travel Regulation in making decisions concerning Relocation Income Tax (RIT) allowances and their impact on personnel assigned to new duty stations. Frequent changes in tax law and regulations make annual training advisable for those who are required to identify and calculate allowable moving expenses and taxable income. Calculator required for class.

1780 — Conference Planning 3-Hour Session - \$420.00

Discussion covers travel regulations related to all aspects of conference planning including where and when to hold meetings and conferences nationwide, obtaining proposals, estimating budget costs, hotel accommodations, and agency requirements.



**1755 — Shipping Household Goods
2-1/2-Day Course - \$768.00**

This comprehensive, hands-on course examines regulations on household goods and transportation. Attendees get practical experience in preparing and making shipments, and processing loss and damage claims. Carrier selection, booking shipments, and issuing the Government Bill of Lading (GBL) are also covered. Attendees gain practical knowledge that enables them to counsel employees on their entitlements, moving industry practices, and shipment handling. Market and replacement value of household goods, assisting employees in filing damage/loss claims, and analyzing carrier claim settlements are also covered.



**1769 — Travel Manager for Windows
On-Site Arrangements Only.**

Attendees participate in exercises that teach how to automatically calculate travel costs and allowances, and produce accurate agency travel forms through the use of computer software. Software package resources include worldwide contract airfares and per-diem rates, rental cars, fire safe hotels, maps of locations, tax exempt forms for specific locations, accounting classification, mileage rates, and much more. Attendees learn how the system applies correct travel regulations and per-diem rates according to Federal Travel Regulations. A must for travel managers and personnel responsible for processing travel documents. For information on how to schedule a session at your location, please contact the Travel Training Branch at (703) 605-5113, or e-mail us at travel.training@gsa.gov.

**TEMPORARY DUTY
TRAVEL REGULATIONS
COURSES**

Each course detailed below covers temporary duty travel allowances and responsibilities relating to a specific area of the Federal Community. Travel authorizations, contract airfares, travel management system (TMS), rental cars, per-diem, and prompt payment of travel vouchers are just some of the topics covered. Information specific to DoD activities is described below.

**1760 — Federal Travel Regulation
(FTR)**

2-1/2-Day Course - \$775.00

Covers all of the topics described above. General course designed for non-DoD employees.

**1765 — Joint Federal Travel
Regulations (JFTR) – Vol. 1
Uniformed Services**

2-1/2-Day Course - \$775.00

Details temporary duty travel allowances and responsibilities for uniformed members of the Department of Defense. Covers all topics described above as well as contract travel office (CTO), and other topics of specific concern to the Department of Defense.

**1770 — Department of Defense Joint
Travel Regulations (JTR) – Vol. 2
Civilian DoD Employees**

2-1/2-Day Course - \$775.00

Details temporary duty travel allowances and responsibilities for civilian employees of the Department of Defense. Covers all topics described above as well as contract travel office (CTO), and other topics of specific concern to the Department of Defense.

Please check our website for course schedules:

travel.training@gsa.gov