

Training and Seminars

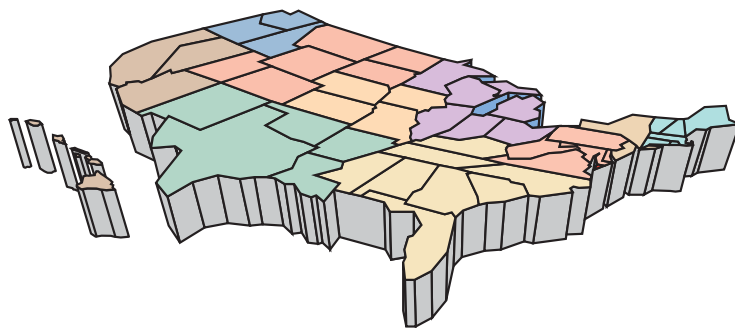


GSA TRAINING SEMINARS

Customer Service Directors in the following regions will conduct FSS Information Seminars for local customers. These seminars are offered to Federal Government employees and military personnel who are interested in learning about GSA's ordering mechanisms: *GSA Advantage!*™, Federal Supply Schedules, and our Customer Supply Centers. Additional topics covered could include Personal Property, Fleet Management, Travel and Transportation, Environmental Solutions, NIB/NISH/JWOD, and more! The following are tentative dates and locations. Exact dates and locations will be announced in regional mailings. Seminars are free, however, lodging and transportation, if required, are the responsibility of the attending agency.

The following color-coded map and corresponding color key provides you with GSA's regional customer territories and their Customer Services Directors.

It's easy to use! Just find your state on the map and use the color key to identify which region is responsible for that location. Then page through the following color coded listing to determine which customer service director can assist you with a FREE FSS Information Seminar in your area.



Color Key

- New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Northeast & Caribbean:** New Jersey, New York, Puerto Rico and Virgin Islands
- Mid-Atlantic:** Delaware, Maryland, Pennsylvania, Virginia, Washington, DC and West Virginia
- Southeast Sunbelt:** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
- Great Lakes:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin
- Heartland:** Iowa, Nebraska, Kansas and Missouri
- Greater Southwest:** Arkansas, Louisiana, New Mexico, Oklahoma and Texas
- Rocky Mountain:** Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming
- Pacific Rim:** California, Arizona, Nevada, Hawaii, and the Far East
- Northwest Arctic:** Washington, Oregon, Idaho and Alaska

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
New England				
USBC Rutland, VT	May 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Springfield, MA	May 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Burlington ANG, VT**	May 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Groton, CT	June 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
Bangor ANG, ME	June 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
New Haven, CT	July 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
VAMC&RO Togus, ME	July 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Newport, RI	August 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov
INS Burlington, VT	August 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
VAMC, Manchester, NH	September 2002	Pam Lapointe	(617) 565-7302	pam.lapointe@gsa.gov
Hartford, CT	September 2002	Bob Cobbett	(617) 565-7303	robert.cobbett@gsa.gov

**Vendor Exhibits

For seminar details and on-line registration, go to: <http://www.fss.gsa.gov/NewsEvents/>.

Would you like a special seminar for a group of 20 or more offering *GSA Advantage!*™ Training or on another specific subject at your location? Call Anne Khun at (617) 565-7300.

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northeast & Caribbean				
Albany, NY	June 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Buffalo, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Syracuse, NY	July 2002	Christine Keen	(212) 264-3592	christine.keen@gsa.gov
Northport, NY	October 2002	Debbie Paralemos	(212) 264-3592	debbie.paralemos@gsa.gov

For seminar details and on-line registration, go to: <http://www.fss.gsa.gov/NewsEvents/>.

Would you like a special seminar for a group of 20 or more offering GSA Advantage!™ training or on another specific subject at your location? Call Judy Poskanzer at (212) 264-0305.

Mid-Atlantic				
Norfolk, VA	May 1, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	May 2, 2002	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Martinsburg, WV	May 8, 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Fort Detrick, MD	May 14, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Fredericksburg, VA	May 15, 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Delmar, VA	May 29, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Gettysburg, PA	June 12, 2002	Gloria Sarno	(215) 656-3873	gloria.sarno@gsa.gov
Charleston, WV	June 18, 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Pittsburgh, PA	June 20, 2002	Judy McCoy	(412) 644-4854	judy.mccoy@gsa.gov
Washington, DC	June 26, 2002	Willie Mills	(703) 305-7339	willie.mills@gsa.gov
Washington, DC	July 2, 2002	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Springfield, VA	July 16, 2002	Janeice McNeill	(703) 308-8311	janeice.mcneill@gsa.gov
Patuxent River, MD	July 26, 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Baltimore, MD	August 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov
Chesapeake, VA	September 2002	John Engle	(757) 441-3115	john.engle@gsa.gov
Washington, DC	September 2002	Johnetta Edwards	(703) 305-6288	johnetta.edwards@gsa.gov
York, PA	September 2002	Sue Davaro	(215) 656-3912	sue.davaro@gsa.gov
Wilmington, DE	September 2002	Tonya Butler	(301) 713-9285	tonya.butler@gsa.gov

For seminar details and on-line registration, go to: <http://www.fss.gsa.gov/NewsEvents/>.

If you would like to schedule a seminar for a group of 20 or more at your location, please call (215) 656-3872.

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Southeast Sunbelt				
Charleston, SC	June 13	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Birmingham, AL	June 20	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Jacksonville, FL	June 27	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Raleigh, NC	July 11	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Atlanta, GA	July 18	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Macon/Warner Robins, GA	July 25	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Panama City, FL	August 8	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Miami, FL	August 22	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Memphis, TN	August 29	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Paducah, KY	September 12	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov
Orlando, FL	September 19	Adrian Finney	(404) 331-3026	adrianr.finney@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Great Lakes				
Rock Island, IL	June 12, 2002	FedFirst	(888) 333-3477	
Cleveland, OH	June 12, 2002	FedFirst	(888) 333-3477	
Cincinnati, OH	June 20, 2002	FedFirst	(888) 333-3477	
Ft. McCoy, WI	July 9, 2002	FedFirst	(888) 333-3477	
Crane, IN	July 17, 2002	FedFirst	(888) 333-3477	
Battle Creek, MI	July 25, 2002	FedFirst	(888) 333-3477	

Heartland				
Wichita, KS	May 16, 2002	Jean Herrick	(816) 823-1240	jean.herrick@gsa.gov

Greater Southwest				
Charlotte, NC	April 11, 2002	Adrian Finney	(404) 331-3060	adrianr.finney@gsa.gov

Pacific Rim				
Atsugi, Japan	May 21, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	June 11, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
San Francisco, CA	June 13, 2002	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Sasebo, Japan	June 14, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Guam/Saipan	June 2002	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Yokosuka, Japan	June 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Misawa, Japan	July 23, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Atsugi, Japan	August 13, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Oakland, CA	August 22, 2002	Mark Reiss	(415) 522-2799	mark.reiss@gsa.gov
Guam/Saipan	August 2002	Tony Nonan	DSN 438-4960	tony.nonan@gsa.gov
Misawa, Japan	September 5, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Iwakuni, Japan	September 10, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Sasebo, Japan	September 12, 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov
Yokosuka, Japan	September 2002	Ken Swensen	DSN 225-9252	ken.swensen@gsa.gov

For a free customized on-site seminar at your location, call (877) 836-4859 in Arizona, California and Nevada; (808) 541-1776 in Hawaii; DSN 225-9252 on Mainland Japan; DSN 634-3641 in Okinawa; DSN 784-6515 in Korea.

Rocky Mountain				
Peterson AFB, CO	May 7, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov
Ft. Carson, CO	June 19, 2002	Arleen Kinder	(719) 333-6390	arleen.kinder@gsa.gov

GSA TRAINING SEMINARS

<u>Location</u>	<u>Date</u>	<u>Contact</u>	<u>Phone</u>	<u>Email</u>
Northwest Arctic				
Anchorage, AK	May	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Medford, OR	May	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Pendleton, OR	June	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov
Okanogan, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Colville, WA	June	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Vancouver, WA	July 17-18	Lorraine Morrow	(253) 931-7101	lorraine.morrow@gsa.gov
Yakima, WA	July	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Spokane, WA	August	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Walla Walla, WA	September	Betty Mills	(253) 931-7917	betty.mills@gsa.gov
Bend, OR	September	Janet Hayden	(253) 931-7061	janet.hayden@gsa.gov

Would you like a seminar for a group of 20 or more on a specific subject at you location? Call Tara Hosmun at (253) 931-7119.





TRAVEL TRAINING BRANCH

Our People Make the Difference!

We've got the knowledge, the expertise, and the most up-to-date 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 GSA's Office of Governmentwide 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 really be confusing. And 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 even 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 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. Or e-mail us at travel.training@gsa.gov, or visit our website at fss.gsa.gov/training/transtrav.

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 (202) 619-8907, or e-mail: travel.training@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 how to process travel receipt documentation forms for collection. The course also explains the Department of Treasury regulations for Imprest Fund Cashiers. Instructional methods include lectures and discussions. Students should bring hand-held calculators to class.

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

Prerequisites: None

Cost: \$575

Length: 2 Days

2002 Course Schedule:

<u>Location</u>	<u>Session#</u>	<u>Date</u>
Washington, DC	1715-02	June 04-05
	1715-03	July 09-10

**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. Some of the subjects covered include:

- Travel authorizations, advances and vouchers
- Service agreements
- House hunting 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 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: \$750

Length: 3 Days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1745-03	May 14-16
	1745-04	July 23-25
Denver, CO	1745-06	June 18-20
	1745-08	July 30-Aug. 01
Forth Worth, TX	1745-10	May 14-16
	1745-14	Sept. 17-19
Kansas City, MO	1745-12	May 21-23
	1745-13	July 30-Aug. 01
Phoenix, AZ	1745-14	Sept. 17-19
	1745-17	July 16-18
San Francisco, CA	1745-22	May 07-09
	1745-23	Aug. 06-08
Seattle, WA	1745-25	May 21-23
	1745-26	July 09-11
Washington, DC	1745-31	May 21-23
	1745-32	June 11-13
	1745-33	July 16-18
	1745-34	Aug. 13-15
	1745-35	Sept. 10-12

TEMPORARY DUTY TRAVEL FEDERAL TRAVEL REGULATION (FTR) COURSE NUMBER: 1760

This course teaches students in “plain language” to understand temporary duty travel regulations 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 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: \$594

Length: 2-1/2 days

2002 Course Schedule:

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Albuquerque, NM	1760-02	May 21-23
Atlanta, GA	1760-04	May 07-09
	1760-05	June 25-26
	1760-06	July 09-11
Denver, Co	1760-09	July 23-25
Kansas City, MO	1760-11	July 09-10
Phoenix, AZ	1760-13	June 04-06
	1760-14	Sept. 10-12
Las Vegas, NV	1760-15	May 07-09
San Antonio, TX	1760-17	June 18-20
	1760-18	Aug. 27-29
San Francisco, CA	1760-20	July 16-18
	1760-21	Aug. 20-22
Seattle, Wa	1760-23	June 04-06
	1760-24	July 30-Aug. 01
Washington, DC	1760-29	May 07-09
	1760-30	June 18-19
	1760-31	July 23-25
	1760-32	Aug. 20-22
	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 be better able to determine if the claimed expenses are reasonable and necessary.

Course content:

- 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
- 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) Allowance 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-held 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: \$676

Length: 2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Phoenix, AZ	1750-02	July 23-24
Washington, DC	1750-04	May 14-15
	1750-05	June 25-26
	1750-06	Aug. 20-21

CONFERENCE PLANNING COURSE NUMBER: 1780

This course teaches students the new travel regulations on conference planning, allowing agencies to increase per diem rate 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, the best time to hold conferences.

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

Prerequisites: None

Cost: \$350

Length: 3 Hours

<u>Course/ Location</u>	<u>Session#</u>	<u>Date</u>
Washington, DC	1780-05	May 23
	1780-06	June 27
	1780-07	July 25
	1780-08	Aug. 29
	1780-09	Sept. 19



Department of Defense Courses

**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 the responsibilities of uniformed members of 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/policy officials.

Prerequisites: None

Cost: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Pensacola, FL	1765-03	July 09-11
San Diego, CA	1765-05	May 07-09
	1765-06	June 11-13
Washington, DC	1765-09	June 25-27
	1765-10	Aug. 13-15

**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: \$594

Length: 2-1/2 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Columbus, OH	1770-01	June 11-13
	1770-03	Aug. 06-08
Pensacola, FL	1770-04	May 14-16
	1770-06	July 16-18
San Diego, CA	1770-09	June 25-27
	1770-10	Aug. 13-15
Washington, DC	1770-14	May 07-09
	1770-15	June 18-20
	1770-16	July 30-Aug. 01
	1770-17	Sept. 10-12

Transportation: Seamless Delivery Courses

SHIPPING HOUSEHOLD GOODS COURSE NUMBER: 1755

This course examines the regulations on household goods and transportation. Students review entitlement and transportation regulations, practice preparing and making shipments, and discuss 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, examining 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: \$640

Length: 3 Days

<u>Location</u>	<u>Course/ Session#</u>	<u>Date</u>
Atlanta, GA	1755-02	June 04-06
Seattle, WA	1755-06	May 14-16
Washington, DC	1755-09	June 11-13
	1755-10	July 30-Aug. 01



Hands-On Computer Courses

TRAVEL MANAGER COURSE NUMBER: 1769

This course teaches students to use travel manager 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

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: travel.training@gsa.gov.



GSA SMARTPAY® OFFERS FREE ON-LINE TRAINING

Whether you hold a Government purchase card or a Government travel card, GSA offers you FREE on-line training for either program. Provided at no cost to your agency, each training course focuses on how to properly use the cards. Once you have reviewed the content portion, reinforce your knowledge by taking the quiz. Each training course, including the quiz, is designed to be completed in under 45-minutes. All that and it's FREE!

Want proof? If you take and pass the quiz at the end of the training, a certificate with your name is immediately generated. A printed copy of this certificate can be used as proof of completion for your own or your supervisor's records.

Just look at what each course has to offer!

GSA SMARTPAY® TRAVEL CARD TRAINING: CHARTING THE COURSE

Learning how to chart the Government travel charge card course has never been easier for travel cardholders! This informative training course provides general information on traveling for the Government and reviews how to use the Government travel charge card. Cardholders can use this course to strengthen their knowledge of the Federal Travel Regulations (FTR) and other Government travel charge card policies. The new on-line training course is available at fss.gsa.gov/gsa-smartpay/traveltraining.

For more information, please contact:

Lori Mae Tadalán
GSA, Services Acquisition Center
(703) 305-7493
(703) 305-6268 (fax)
lorimae.tadalan@gsa.gov



GSA SMARTPAY® PURCHASE CARD TRAINING: YOUR BLUEPRINT FOR SUCCESS

Learn how to responsibly use your Government purchase card through the "Blueprint for Success" training program. This training course is designed to provide GSA SmartPay® purchase cardholders with all the tools necessary to make official Government purchases. Besides being a great way to build your purchase card knowledge, the on-line training is absolutely FREE! Visit the purchase card training today at: fss.gsa.gov/gsa-smartpay/traveltraining

For more information, please contact:

Michelle Isimbabi
GSA, Services Acquisition Center
(703) 305-5969
(703) 305-6268 (fax)
michelle.isimbabi@gsa.gov



THE FOURTH ANNUAL GSA SMARTPAY® CONFERENCE: “DISCOVER THE POSSIBILITIES”

The GSA SmartPay® Contracting Office is pleased to announce the 4th Annual GSA SmartPay® Conference to be held in San Francisco, California.

The conference is designed for Agency/Organization Program Coordinators and Designated Billing Office Personnel for purchase, travel, and fleet business lines of the GSA SmartPay® charge card program. The training presented at the conference is not intended for cardholders.

When:

Begins:	9:00 a.m.	Tuesday, August 27, 2002
Ends:	5:00 p.m.	Thursday, August 29, 2002

Where:

The Hilton San Francisco
333 O'Farrell Street
San Francisco, CA 94102

Hotel reservations may be made with the Hilton San Francisco by calling 1-800-HILTONS or (415) 771-1400. In addition, the Renaissance Parc 55 Hotel will be used as an overflow site. Reservations may be made by calling (415) 392-8000. Be sure to mention the GSA SmartPay® Conference to obtain conference rates. The Government per diem rate of \$159.00 plus tax per night is available until the room blocks are filled, but no later than August 5, 2002.

“Discover the Possibilities” and learn about GSA SmartPay®'s contract offerings. All five master contractors will provide exciting new insights into program management, electronic access systems, reports, and value added features. Join the rush and discover the latest enhancements to electronic account maintenance, account set-up, billing and reporting.

For updates on conference events, on-line registration and additional hotel information, visit the GSA SmartPay® website at: <http://fss.gsa.gov/services/gsa-smartpay>.

For more information, please contact:

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