



**Privacy Impact Assessment
for the

Travel Manager System**

Date

January 4, 2005

Contact Point

System Owner: Danny Harris, OCFO

Author: Roger Goodson

Office of the Chief Financial Officer

U.S. Department of Education



1. What information will be collected for the system (Ex. Name, Social Security Number, annual income, etc)?

The Department of Education utilizes a commercial off-the-shelf web-based travel management system called Gelco Travel Manager. The Travel Manager software collects the traveler's name, address, & e-mail address.

2. Why is this information being collected?

This information is collected to complete official Government business on behalf of the individual submitting the information.

3. How will the information be used?

This information is collected to facilitate reimbursing individuals for completing official Government travel.

4. Will this information be shared with any other agency? If so, with which agency or agencies?

This information is shared with the U.S. Department of Treasury to facilitate payment to the individual's banking institution of choice.

5. Describe the notice or opportunities for consent that are provided to individuals about what information is collected and how that information is shared with others organizations. (e.g., posted Privacy Notice).

The following notice is provided to users regarding what information is collected and how that information is shared:

Use Conditional on Acceptance of Privacy Act Notice below:

Gelco Travel Manager software stores personal information subject to the Privacy Act of 1974 in electronic form. Access to personal information can be restricted through password protection see the documentation for information on setting up passwords.
Revised 2003

6. How will the information be secured?

The information is secured following the guidance of OMB Circular A-130, "Management of Federal Information Resources," Appendix III, "Security of Federal Automated Information Resources," and Public Law 100-235, "Computer Security Act of



1987.” The Travel Manager System is a component of the Education Central Automated Processing System (EDCAPS), which is a major application requiring a system security plan (system security plans are required by OMB Circular A-130 Appendix III and Public Law 100-235, “Computer Security Act of 1987.” The system security plan details the security requirements and describes the security controls that are in place to meet those requirements.

7. Is a system of records being created or updated with the collection of this information?

No. A System of Record Notice has been written previously for both EDCAPS (# 18-03-02) and the Travel Manager System (# 18-03-05).