

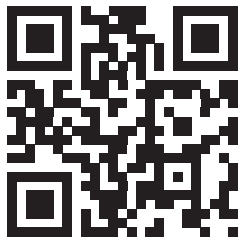


# Travel and Transportation 2013 Courses



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# GSA Professional Development and Training Section: Your Smart and Easy Solution for Staying Current in the Government-Travel Arena!

For more than 30 years, we at the GSA Professional Development and Training Section have been offering travel training courses to the federal community, and now we look forward to sharing with you our extensive wealth of data via several intriguing, comprehensive courses.

By participating in the FY 2013 Worldwide Travel and Transportation Training program, you'll tap into leading expertise and reap the benefits of learning first-hand the most updated travel information. We look forward to also sharing with you the newest technologies and latest news on ever-changing travel regulations. You'll gain advanced industry knowledge through guided instruction filled with in-depth details – putting you in control of all your travel needs to assure ongoing success with your government travel.

All of our courses are developed with your needs in mind. They are presented in a fashion to help you gain a thorough understanding of all the basics and receive information about new developments critical to your travel program's success. And, because we are partnered with GSA's Office of Governmentwide Policy, we can promise that you will be kept informed with up-to-the-minute status information on rapidly changing regulations, news about emerging issues, and much more. Examples of the types of travel changes we address with you include but are not limited to:

- The advent of the electronic voucher;
- Convenient electronic systems for use by government travelers; and
- Payment of vouchers within 30 days.

Take time to review this catalog, and you'll discover a vast array of topics presented via our various courses throughout the year, in locations across the United States. You'll also notice that we offer on-site training and customized courses to ensure all your questions are answered and all your needs addressed – when and where you want. Also, remember our courses are Continuing Learning Points (CLP) certified.

Please note that our classes do fill up rapidly, so be sure to register early – by fax or email – to ensure your place in the classes of your choice!

## Registration Information

To register, complete and send us the registration form, which is the final page of this publication. To locate the form on the Internet, visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining) and click on "How to Register."

Email your completed form to the GSA Professional Development and Training Section at [travel.training@gsa.gov](mailto:travel.training@gsa.gov). **Students must register a minimum of 30 calendar days before the scheduled start date of the course.**

Please visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining) for a complete course listing. If you have questions, contact us at **(703) 605-0555** or [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

For your convenience, we accept Visa®, MasterCard®, American Express® and the government-issued purchase credit card. You may also pay via a U.S. Treasury check (payable to "GSA Professional Development and Training Section"). Contractors may pay via company check or money order (payable to "GSA Professional Development and Training Section"). Sorry, we cannot accept personal checks.

Agencies required to use the Standard Form 182 must complete Block A, Agency Location Code or Section C #5, 8-digit Station Symbol. Please contact us at **(703) 605-0555** for additional requirements.

The GSA Professional Development and Training Section reserves the right to cancel any session that has insufficient enrollment. We advise you not to make a non-refundable airline reservation unless you have received a course confirmation letter.

## Cancellation and Substitution Policy

To issue you a full refund, we must receive your written cancellation 15 or more business days prior to the start date of the source session. To cancel, email a cancellation notice to [travel.training@gsa.gov](mailto:travel.training@gsa.gov). If, for any reason, you need to cancel fewer than 15 business days in advance, you will be charged a cancellation fee, to be determined by the relative course costs:

for a course costing more than \$1,000, a fee of \$500 will be assessed; for a course costing more than \$900, a fee of \$450 will be assessed; for a course costing more than \$700, a fee of \$350 will be assessed; for a course costing more than \$600, a fee of \$300 will be assessed; and for a course costing more than \$300, a fee of \$180 will be assessed. If a registered student fails to attend class the first day, he or she will be charged fees based on the cost of the class.

Substitute attendees are permitted. For a substitute to receive the course credit and training certificate, the agency must contact the office three days before class starts at [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

# COURSE SCHEDULE

If you are unable to attend courses in their designated cities, contact us about scheduling customized on-site training to meet your agency's needs. For more information about specialized training, see page 23.

Travel Training Courses	Page	2012				2013						
Travel Fundamentals	4					March 26	April 9		June 25		Aug. 13	Sept. 4
Temporary Duty Travel: Federal Travel Regulation (FTR)	5	Oct. 23–24		Jan. 8–9		March 19–20		May 7–8	June 18–19	July 9–10		Sept. 10–11
Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2	7		Dec. 4–5			March 5–6		May 14–15	June 4–5		Aug. 6–7	Sept. 10–11
Advanced Temporary Duty Travel: Federal Travel Regulation (FTR)	10	Oct. 25		Jan. 10		March 21		May 9	June 20	July 11	Aug. 1	Sept. 12
Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2	11		Dec. 6			March 7		May 16	June 6		Aug. 8	Sept. 12
Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1: Uniformed Services	12					March 12–13		May 7–8	June 11–12	July 9–10	Aug. 20–21	Sept. 17–18
Relocation Allowances: Federal Travel Regulation (FTR)	16			Jan. 15–17			April 23–25	May 21–23	June 25–27	July 23–25	Aug. 6–8	Sept. 17–19
Relocation Allowances: Joint Travel Regulations (JTR), Volume 2	17			Jan. 29–31			April 30–May 2		June 11–13	July 16–18	Aug. 27–29	Sept. 24–26
Relocation Income Tax (RIT) Allowances	20						April 16–17		June 18–19	July 30–31		Sept. 4–5
Conference Planning	22					March 27	April 10		June 26		Aug. 14	Sept. 5

Legend: Las Vegas, NV   San Diego, CA   Seattle, WA   Washington, D.C.



## COURSE SCHEDULE

These on-site training courses can be customized to ensure all your questions are answered and all your needs addressed – when and where you want. (On-site classes are scheduled based on availability.)

On-Site Travel Training Courses, 2012 – 2013	Page
Federal Travel Regulation (FTR): Volume 1 Online Course (Web-Based Only)	6
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### Coming Soon!

Be on the lookout for new course offerings available online in FY 2013! These courses are designed to provide you with greater convenience and more flexibility! You'll have the option to take classes online from the comfort of your desk! To get updates and learn the availability of our online courses for FY 2013, visit [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining).

# Travel Fundamentals

**Intended Audience:**

- Newly hired government employees or interns
- Infrequent travelers
- Authorizing, supervising and policy officials

**Course Objective:** Learn about the FTR, mandatory government travel programs, travel policies and entitlements in order to plan and perform your official temporary duty travel. Also learn the steps for effectively claiming travel expenses.

**Course Topics:**

- Travel Authorizations
- Transportation Allowances
- Per Diem Allowances
- Miscellaneous Expense Allowances
- City Pair Program
- FedRooms®
- DOD Rental Car Program
- GSA SmartPay® Travel Charge Card
- E-Gov Travel Service (ETS)
- Planning an Itinerary
- Making Travel Arrangements
- Paying for Expenses
  - Submitting a Travel Claim



**Cost:** \$750  
**Length:** One day  
**Core Hours:** 8:30 a.m. – 3:30 p.m.  
**Course Code:** TRV-FDM 101  
**CLPs:** Six

Location	Session	Date
Las Vegas, NV	01	April 9, 2013
	02	September 4, 2013
Washington, D.C.	03	March 26, 2013
	04	June 25, 2013
	05	August 13, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*



## TRAVEL OVERVIEW COURSES

# Temporary Duty Travel: Federal Travel Regulation (FTR)

### Intended Audience:

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

**Course Objective:** Learn how to interpret and apply the FTR when planning and arranging travel and while authorizing, approving or processing travel documents and claims. The emphasis of this class is on FTR transportation, per diem and miscellaneous travel expense allowances, and the mandatory use of GSA governmentwide travel programs.

### Course Topics:

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



**Cost:** \$1,000

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** TRV-FTR 102

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	July 30 – 31, 2013
Seattle, WA	02	June 18 – 19, 2013
	03	September 24 – 25, 2013
Washington, D.C.	04	October 23 – 24, 2012
	05	January 8 – 9, 2013
	06	March 19 – 20, 2013
	07	May 7 – 8, 2013
	08	July 9 – 10, 2013
	09	September 10 – 11, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*

# Federal Travel Regulation (FTR) Online Course (Web-Based Only)

This online course is a condensed version of the two-day course Temporary Duty Travel: Federal Travel Regulation (shown on page 5).

### Intended Audience:

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

**Course Objective:** This course teaches students how to compute temporary duty travel allowances and responsibilities concerning the topics listed below.

### Course Topics:

- Travel Authorizations
- Allowable Transportation
- Fly America Act
- Contract City Pair Fares
- Per Diem Allowances
- Actual Expense
- E-Gov Travel Service (ETS)
- Government Travel Charge Card
- Receipt Requirements
- Emergency Travel
- Conference Per Diem Allowance
- Miscellaneous Expenses
- Submission of Vouchers



**Cost:** \$280

**Length:** Five hours (approximately)

**Course Code:** TRV-FTR 102-Web

**CLPs:** Five

For more information, please contact the GSA Professional Development and Training Section at (703) 605-0555 or [travel.training@gsa.gov](mailto:travel.training@gsa.gov).





## TRAVEL OVERVIEW COURSES

# Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2



### Intended Audience:

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

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

**Course Objective:** This course provides a comprehensive discussion of travel and transportation allowances payable to civilian DOD employees.

### Course Topics:

- **Applicable Authorities**
  - Joint Travel Regulations (JTR), Volume 2
  - 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 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
- **Travel Expenses of Employees with Disabilities**

**Cost:** \$1,000

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** TRV-JTR 103

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	September 10 – 11, 2013
San Diego, CA	02	August 13 – 14, 2013
Seattle, WA	03	June 4 – 5, 2013
Washington, D.C.	04	December 4 – 5, 2012
	05	March 5 – 6, 2013
	06	May 14 – 15, 2013
	07	August 6 – 7, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*

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

### Intended Audience:

- New supervisors
- Authorizing and approving officials

**Course Objective:** 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 Expense**
- **Miscellaneous Expenses**
- **Receipt Requirements**
- **Submission of Vouchers**
- **Approving Officials' Responsibilities**
- **And more**



**Length:** Four hours

**Core Hours:** 8:30 a.m. – 12:30 p.m.

**Course Code:** TRV-APP104

**CLPs:** Four

*On-site classes scheduled based on your availability.*



## TRAVEL OVERVIEW COURSES

# Approving Officials' Responsibilities: Joint Travel Regulations (JTR), Volume 2

### Intended Audience:

- New supervisors
- Authorizing and approving officials

**Course Objective:** This course provides 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).

### Course Topics:

- **Applicable Authorities**
  - Joint Travel Regulations (JTR), Volume 2
  - 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



**Length:** Four hours  
**Core Hours:** 8:30 a.m. – 12:30 p.m.  
**Course Code:** TRV-APP105  
**CLPs:** Four

*On-site classes are scheduled based on your availability.*

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

**Prerequisite:** You must have completed the Temporary Duty Travel: Federal Travel Regulation (FTR) course (shown on page 5). Note: You can substitute on-the-job training for the prerequisite. For approval, please contact the program manager at (703) 605-0555.

**Intended Audience:**

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

**Course Objective:** To gain an understanding of: what you need to plan travel; preparing, reviewing or approving travel authorizations and vouchers; researching complex travel issues; making travel recommendations; and performing other duties relative to your agency's travel program and mission.

**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



**Cost:** \$750  
**Length:** One day  
**Core Hours:** 8:30 a.m. – 3:30 p.m.  
**Course Code:** ADV-FTR 201  
**CLPs:** Six

Location	Session	Date
Las Vegas, NV	01	August 1, 2013
	02	June 20, 2013
Seattle, WA	03	September 26, 2013
	04	October 25, 2012
Washington, D.C.	05	January 10, 2013
	06	March 21, 2013
	07	May 9, 2013
	08	July 11, 2013
	09	September 12, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*



## ADVANCED TRAVEL COURSES

# Advanced Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2

**Prerequisite:** You must have completed the Temporary Duty Travel: Joint Travel Regulations (JTR): Volume 2 course (shown on page 7). **Note:** You can substitute on-the-job training for the prerequisite. Please contact the Program Manager for approval at (703) 605-0555.

### Intended Audience:

- All Department of Defense (DOD) employees
- Occasional/Frequent Travelers
- Budget officers
- Authorizing, supervising and policy officials
- Preparers and reviewers

**Course Objective:** This course provides: an update on recent developments related to DOD travel policy and programs; clarification of topics discussed in the basic TDY course; and a discussion of policy issues not covered by the regular TDY course.

### Course Topics:

- **Paying for Travel Expenses**
  - Use of Government 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)



**Cost:** \$750

**Length:** One day

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** ADV-JTR 202

**CLPs:** Six

Location	Session	Date
Las Vegas, NV	01	September 12, 2013
San Diego, CA	02	August 15, 2013
Seattle, WA	03	June 6, 2013
Washington, D.C.	04	December 6, 2012
	05	March 7, 2013
	06	May 16, 2013
	07	August 8, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*

# Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1: Uniformed Services

**Intended Audience:**

- All uniformed service members (including but not limited to):
  - Budget officers
  - Authorizing, supervising and policy officials
  - Preparers and reviewers

**Course Objective:** This course provides a comprehensive discussion of travel and transportation allowances payable to uniformed members of all federal agencies, including commissioned officers in the U.S. Coast Guard, the National Oceanic and Atmospheric Agency (NOAA) and Public Health Service (PHS).

**Cost:** \$1,000

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** ADV-JFTR 203

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	July 9 – 10, 2013
Seattle, WA	02	May 7 – 8, 2013
	03	August 20 – 21, 2013
Washington, D.C.	04	March 12 – 13, 2013
	05	June 11 – 12, 2013
	06	September 17 – 18, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*

**Course Topics:**

- **Applicable Authorities**
  - Joint Federal Travel Regulations (JFTR), Volume 1
  - Defense Transportation Regulation (DTR)
  - Department of Defense Financial Management Regulation (DODFMR)
  - Joint Ethics Regulation (JER)
- **Scope of the Joint Federal Travel Regulations (JFTR), Volume 1**
  - Who is covered?
  - What is covered?
- **Travel Authorization Requirements**
  - Effect of Travel Authorization
  - Routing of Travel
  - Scheduling of Travel
  - Variations Authorized
    - Geographic Terminology
- **Travel Allowances**
  - Transportation
- **Contract Air Program**
- **Fly America Act**
- **Use of Government Vehicles**
- **POV Transportation**
- **Rental Car Program**
  - Subsistence
- **Allowable Lodging Costs**
- **Certificates of Non-Availability**
- **Methods for Paying Subsistence Expenses**
  - Miscellaneous Expense Allowances
- **Tips**
- **Phone Calls Home**
- **Laundry and Dry Cleaning**
- **Lodging Taxes**



## ADVANCED TRAVEL COURSES

# Federal Aviation Administration Travel Policy (FAATP)

### Intended Audience:

- All Federal Aviation Administration (FAA) employees, including:
  - Occasional and frequent travelers
  - Budget officers
  - Authorizing, supervising and policy officials
  - Preparers and reviewers

**Course Objective:** This course provides a comprehensive discussion of travel and transportation allowances payable to employees of the FAA.

### Course Topics:

- **Applicable Authorities**
  - Federal Aviation Administration Travel Policy (FAATP)
  - Federal Travel Regulation (FTR)
- **Geographic Terminology**
- **Travel Authorization Requirements**
  - Effect of Travel Authorization
  - Routing of Travel
- **Prudent Person Rule**
- **Cost Construct Travel**
- **Travel Allowances**
  - Transportation
    - Contract Air Program
    - Fly America
    - Use of Government Vehicles
    - POV Transportation
    - Rental Car Program
  - Subsistence
    - Allowable Lodging Costs
    - Methods for Paying Subsistence Expense
    - Miscellaneous Expense Allowances Tips
    - Phone Calls Home
    - Laundry and Dry Cleaning
    - Lodging Taxes
  - Travel Expenses of Employees with Disabilities



**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** ADV-FAA 204

**CLPs:** Nine

*On-site classes scheduled based on your availability.*

# Temporary Duty Travel for Defense Contractors: Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)

### Intended Audience:

- All Department of Defense (DOD) contractors and employees handling travel claims from DOD contractors.

**Course Objective:** This course provides a comprehensive discussion of travel and transportation allowances payable to DOD contractors.

### Course Topics:

- **Applicable Authorities**
  - Federal Acquisition Regulation (FAR)
  - Defense Federal Acquisition Regulation Supplements (DFARS)
  - Joint Travel Regulations (JTR), Volume 2
  - Federal Travel Regulation (FTR)
  - Defense Transportation Regulation (DTR)
- **General Requirements for Claiming Expenses**
- **Geographic Terminology**
- **Routing of Travel**
- **Scheduling of Travel**
- **Travel Allowances**
  - Transportation
    - Fly America Act
    - Use of Government Vehicles
    - POV Transportation
    - Rental Car Program
  - Subsistence
    - Allowable Lodging Costs
    - Methods for Paying Subsistence Expenses
  - Miscellaneous Expense Allowances
    - Tips
    - Phone Calls Home
    - Laundry and Dry Cleaning
    - Lodging Taxes
  - Travel Expenses of Employees with Disabilities

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** ADV-FAR 205

**CLPs:** Nine

*On-site classes scheduled based on your availability.*







## ADVANCED TRAVEL COURSES

# Foreign Service Allowances and Travel for Foreign Service Personnel: Foreign Affairs Manual (FAM) and Department of State Standardized Regulations (DSSR)

### Intended Audience:

- Foreign-service personnel transfers or stationed overseas
- Foreign-service allowances approvers:
  - Budget officers
  - Authorizing and approving official
  - Preparers and reviewers of travel documents
- Civilian employees who approve foreign-service allowances

This course does not address allowances related to the employee's pay while stationed overseas (e.g., cost-of-living adjustments or danger pay).

**Course Objective:** This course provides a broad overview of special allowances payable to foreign-service personnel transferred and stationed overseas and special types of travel paid to service personnel stationed at foreign posts.

### Course Topics:

- |   |   |   |  |
|---|---|---|--|
| <ul style="list-style-type: none"> <li>■ <b>Applicable Authorities</b> <ul style="list-style-type: none"> <li>• Foreign Affairs Manual (FAM)</li> <li>• Department of State Standardized Regulations (DSSR)</li> <li>• Federal Travel Regulation (FTR)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ <b>Relocation Allowances</b> <ul style="list-style-type: none"> <li>• En Route Travel</li> <li>• Temporary Quarters Subsistence</li> <li>• Transportation of Personal Effects</li> <li>• Storage of Personal Effects</li> <li>• Transportation of a Privately Owned Vehicle</li> <li>• Transfer Allowances               <ul style="list-style-type: none"> <li>– Foreign Transfer Allowances (FTA)</li> <li>– Home Service Transfer Allowance (HSTA)</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ <b>Geographic Terminology</b></li> <li>■ <b>Definition of Family</b></li> <li>■ <b>Foreign-Service Allowances</b> <ul style="list-style-type: none"> <li>• Separate Maintenance Allowances</li> <li>• Living Quarters Allowances</li> <li>• Post Allowances</li> <li>• Educational Allowances</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>■ <b>Special Type of Travel</b> <ul style="list-style-type: none"> <li>• Educational Travel</li> <li>• Evacuation Travel</li> <li>• Medical Travel</li> <li>• Visitation Travel               <ul style="list-style-type: none"> <li>– Emergency Visitation Travel</li> <li>– Family Visitation Travel</li> <li>– Separate Maintenance Allowance Travel</li> <li>– Travel of Children of Separated Families</li> </ul> </li> <li>• Leave Travel               <ul style="list-style-type: none"> <li>– Home Leave Travel</li> <li>– Rest and Recuperation (R&amp;R) Travel</li> </ul> </li> </ul> </li> </ul> |
|---|---|---|--|

**Length:** Three days  
**Core Hours:** 8:30 a.m. – 3:30 p.m.  
**Course Code:** ADV-FSA 206  
**CLPs:** Nine

*On-site classes scheduled based on your availability.*

## RELOCATION COURSES

# Relocation Allowances: Federal Travel Regulation (FTR)

### 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 (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

**Course Objective:** This course provides 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.

**Cost:** \$1,225

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-FTR 101

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	August 6 – 8, 2013
San Diego, CA	02	May 21 – 23, 2013
Seattle, WA	03	June 25 – 27, 2013
Washington, D.C.	04	January 15 – 17, 2013
	05	April 23 – 25, 2013
	06	July 23 – 25, 2013
	07	September 17 – 19, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*



### Course Topics:

- **Applicable Authorities**
  - Federal Travel Regulation (FTR)
  - Department of State Standardized Regulations (DSSR)
  - Joint Travel Regulations (JTR), Volume 2
  - 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



## RELOCATION COURSES

# Relocation Allowances: Joint Travel Regulations (JTR), Volume 2

### Intended Audience:

- All Department of Defense (DOD) employees involved in the relocation process including:
  - Human resources personnel
  - Budget officers
  - Authorizing and approving officials
  - Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

**Course Objective:** This course provides a comprehensive discussion of procedural requirements and relocation allowances payable to civilian employees of the DOD who relocate at government expense.

**Cost:** \$1,225

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-JTR 101

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	June 11 – 13, 2013
San Diego, CA	02	September 24 – 26, 2013
Seattle, WA	03	July 16 – 18, 2013
Washington, D.C.	04	January 29 – 31, 2013
	05	April 30 – May 2, 2013
	06	August 27 – 29, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*



### Course Topics:

- **Applicable Authorities**
  - Joint Travel Regulations (JTR), Volume 2
  - Federal Travel Regulation (FTR)
  - Department of State Standardized Regulations (DSSR)
  - 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)
  - Renewal Agreement 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
  - Miscellaneous Expense Allowance (MEA)

## RELOCATION COURSES

# Overseas Allowances and Travel for Civilian Employees: Federal Travel Regulation (FTR)

**Prerequisite:** There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Federal Travel Regulation (FTR) course (shown on page 16), so the attendee will find completion of that course prior to attending this course beneficial.

### Intended Audience:

- All Department of Defense civilian employees, including:
  - Budget officers
  - Authorizing and approving officials
  - Preparers and reviewers of travel documents

**Course Objective:** This course provides 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.

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-JTR 101

**CLPs:** Nine

*On-site classes scheduled based on your availability.*



### Course Topics:

- **Applicable Authorities**
  - Federal Travel Regulation (FTR)
  - Department of State Standardized Regulations (DSSR)
- **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 (FTA)
    - Home Service Transfer Allowances (HSTA)
- **Geographic Terminology**
- **Definition of Family**
- **Overseas Allowances**
  - Separate Maintenance Allowances
  - Living Quarters Allowances
  - Post Allowances
  - Educational Allowances
- **Special Type of Travel**
  - Educational Travel
  - Evacuation Travel
  - Overseas Renewal Agreement Travel



## RELOCATION COURSES

# Overseas Allowances and Travel for Department of Defense Employees: Joint Travel Regulations (JTR), Volume 2 and Department of State Standardized Regulations (DSSR)

**Prerequisite:** There is no prerequisite for this class. However, several topics covered in this class are discussed in more detail in the comprehensive Relocation Allowances: Joint Travel Regulations (JTR), Volume 2 course (shown on page 17), so the attendee will find completion of that course prior to attending this course beneficial.

### Intended Audience:

- All Department of Defense (DOD) civilian employees, including:
  - Budget officers
  - Authorizing and approving officials
  - Preparers and reviewers of travel documents

**Course Objective:** This course provides a broad overview of relocation allowances for overseas assignments, special allowances related to a DOD civilian employees' 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 stationed overseas (e.g., cost-of-living adjustments, danger pay).

**Length:** Three days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-JTR 201

**CLPs:** Nine

*On-site classes scheduled based on your availability.*

### Course Topics:

- **Applicable Authorities**
  - Joint Travel Regulations (JTR), Volume 2
  - Department of State Standardized Regulations (DSSR)
  - Foreign Affairs Manual (FAM)
  - 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 (FTA)
    - Home Service Transfer Allowance (HSTA)
- **Geographic Terminology**
- **Definition of Family**
- **Foreign Service Allowances**
  - Separate Maintenance Allowances
  - Living Quarters Allowances
  - Post Allowances
  - Educational Allowances
- **Special Type 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
    - Renewal Agreement (RAT) Travel
    - Funded Environmental and Morale Leave (FEML) Travel
    - Rest and Recuperation (R&R) Travel

# Relocation Income Tax (RIT) Allowances



**Prerequisite:** This course assumes the employee has a basic understanding of the rules governing relocations at government expense. It is strongly recommended that employees complete either Relocation Allowances: Federal Travel Regulation (FTR), shown on page 16, or Relocation Allowances: Joint Travel Regulations (JTR) Volume 2, shown on page 17, prior to attending this course.

**Intended Audience:**

- All employees of the executive branch (including the Department of Defense) involved in the relocation process, including:
  - Human resources personnel
  - Budget officers
  - Authorizing and approving officials
  - Preparers and reviewers of travel documents (e.g., PCS Orders, Service Agreements, and Travel Vouchers)

**Cost:** \$1,060

**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-TAX 202

**CLPs:** Nine

Location	Session	Date
Las Vegas, NV	01	July 30 – 31, 2013
Washington, D.C.	02	April 16 – 17, 2013
	03	June 18 – 19, 2013
	04	September 4 – 5, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*

**Course Objective:** This course provides 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 Guidance
- **Taxation of Relocation Allowances**
  - 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
- **Procedural Requirements for the RIT Allowances**

## RELOCATION COURSES

# Shipping Household Goods and Transportation Management Services Solutions (TMSS)

### Intended Audience:

- All household goods (HHG) shipment relocation employees, including:
  - Authorizing and booking officials
  - Administrative and transportation officers

**Course Objective:** This course is designed to heighten your awareness of the entitlements and responsibilities for shipping HHG and the available GSA programs and solutions to simplify your HHG shipment process. It also provides hands-on TMSS training to give you the tools necessary for efficiently managing the entire shipment process online.

### Course Topics:

- **FTR Authority and Regulations**
- **Carrier Evaluation and Selection**
- **Shipment Booking**
- **Employee Entitlements**
- **Transportation Audits**
- **GSA Program Solutions**



**Length:** Two days

**Core Hours:** 8:30 a.m. – 3:30 p.m.

**Course Code:** REL-SHP 203

**CLPs:** Nine

*On-site classes scheduled based on your availability.*

# Conference Planning

**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

**Course Objective:** Students will gain a firm understanding of how to plan, coordinate and execute conferences in accordance with the Federal Travel Regulation (FTR), Executive Directives, Government Accountability Office (GAO) and the Civilian Board of Contract Appeal (CBCA) decision.

**Course Topics:**

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



**Cost:** \$725  
**Length:** Six hours  
**Core Hours:** 9 a.m. – 3 p.m.  
**Course Code:** CON-PLN 101  
**CLPs:** Five

Location	Session	Date
Las Vegas, NV	01	April 10, 2013
	02	September 5, 2013
Washington, D.C.	03	March 27, 2013
	04	June 26, 2013
	05	August 14, 2013

*Students must register a minimum of 30 calendar days before the scheduled start date of the course.*





## SPECIALIZED TRAINING

# Group Specials and Custom Courses

Take advantage of all the specialized training available to you from the GSA Professional Development and Training Section. In addition to attending our scheduled courses detailed inside, you also have the option of arranging to have us hold any class listed in this catalog for your group – at the site of your choice! Students may come from your own organization, or you may consolidate with 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 unique needs.

To discuss group specials and customized courses, special services and rates, please contact the GSA Professional Development and Training Section at **(703) 605-0555** or [travel.training@gsa.gov](mailto:travel.training@gsa.gov).



### How to Schedule Specialized Training

To discuss group specials and customized courses, special services and rates, please contact the GSA Professional Development and Training Section at **(703) 605-0555** or [travel.training@gsa.gov](mailto:travel.training@gsa.gov).

### Special Needs

Attendees with special needs should contact the GSA Professional Development and Training Section at **(703) 605-0555** or [travel.training@gsa.gov](mailto:travel.training@gsa.gov) to discuss special arrangements.

### Adverse Weather and Government Closure

The GSA Professional Development and Training Section reserves the right to cancel any training session that may be affected by adverse weather, federal emergency or government-related closure. Training will be rescheduled at a later date. GSA will not be responsible for any additional travel expenses incurred by the student or his/her agency due to adverse weather, federal emergency or government-related closure. If the federal government issues a delayed opening schedule, classes will begin at their regularly scheduled times.

### Dress Code

When attending GSA Travel and Transportation Training, the dress code is business casual for both civilian and uniform attendees.

## FOR MORE INFORMATION

Travel Resources		
Topic	Website	Phone
GSA Federal Travel Regulation	<a href="http://www.gsa.gov/fttr">www.gsa.gov/fttr</a>	(202) 208-7642
GSA City Pairs	<a href="http://www.gsa.gov/citypairs">www.gsa.gov/citypairs</a>	(888) 472-5585
GSA Travel Training	<a href="http://www.gsa.gov/traveltraining">www.gsa.gov/traveltraining</a>	(703) 605-0555
GSA Travel Resources	<a href="http://www.gsa.gov/travel">www.gsa.gov/travel</a>	(888) 472-5585
GSA SmartPay®	<a href="http://smartpay.gsa.gov">smartpay.gsa.gov</a>	(703) 605-2808
FedRooms®	<a href="http://www.fedrooms.com">www.fedrooms.com</a>	(800) 226-1741
DTMO Car Rentals	<a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>	(888) 435-7146
DTMO Travel Policy	<a href="http://www.defensetravel.dod.mil">www.defensetravel.dod.mil</a>	(888) 435-7146
Civilian Board of Contract Appeals	<a href="http://www.cbca.gsa.gov">www.cbca.gsa.gov</a>	(202) 606-8800

Per Diem Rates	
Agency/Department	Website
GSA	<a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>
DOD	<a href="http://www.defensetravel.dod.mil/site/perdiemcalc.cfm">www.defensetravel.dod.mil/site/perdiemcalc.cfm</a>
State Department	<a href="http://aoprals.state.gov">aoprals.state.gov</a>



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# Travel Training Registration Form

GSA Federal Acquisition Service  
Professional Development and Training Section

**INSTRUCTIONS:** Complete this registration form and return via:

**E-Mail to:** [travel.training@gsa.gov](mailto:travel.training@gsa.gov)

**Mail or Fax to:**

Registrar  
General Services Administration  
Travel Training Branch  
2200 Crystal Drive, Suite 300  
Arlington, VA 22202  
Phone: (703) 605-0555  
Fax: (703) 605-2188

**Cancellation Policy for Classroom Courses:**

For Cancellations less than **15 Business Days**, a fee will be charged accordingly: courses costing over \$1,000, a fee of \$500 will be assessed; courses costing over \$900, a fee of \$450 will be assessed, a course costing over \$700, a fee of \$350 will be assessed; and courses costing over \$300, a fee of \$180 will be assessed.

The GSA Professional Development and Training Section reserves the right to cancel any session without sufficient enrollment. We strongly suggest that you do not make nonrefundable airline reservations without a course confirmation letter.

<b>THIS SECTION FOR OFFICE USE ONLY</b>
Date:
Authorization:
Reference:
TB#:
Made by:

**Cancellation Policy for Online Courses:**

There are no refunds once this registration form has been processed and payment received.

Visit us on the web at:

**<http://www.gsa.gov/traveltraining>**

Student's Name		Position Title and Grade Level	
Telephone Number		Fax Number	
E-Mail Address	<input type="checkbox"/> Check this box if you wish to receive GSA Travel Training Promotional Tools and Information.	Organization's Name/Address	
City	State	Zip Code	
Cardholder's Name		Credit Card Number	Expiration Date
Telephone Number		Fax Number	

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

<b>Description</b>				
Course/Session Code	Location*	Dates*	Price	Total Amount
* Not required for web-based online training			<b>TOTAL</b>	