

## ITS Program Advisory Committee

### Travel Process Instructions Version 2.5

#### 1. General

- a. This document provides instructions for making travel and lodging arrangements for the March 27-28, 2013, ITS Program Advisory Committee (ITS PAC) meeting at the Courtyard Marriott Capitol Hill/Navy Yard Hotel, Washington, DC and for preparing and submitting the post-meeting Travel Expense Report.
- b. ITS PAC official travel, lodging, and associated expense reimbursements are subject to the Federal Travel Regulation (FTR).
- c. These instructions and the associated Travel Expense Report are available online in the March 27-28, 2013 meeting section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>.
- d. Please complete the following actions by the dates indicated:

Complete travel arrangements:	At your earliest convenience
Reserve guest room:	Not later than March 1, 2013
Submit Travel Expense Report:	Not later than April 11, 2013

#### 2. Travel Arrangements

- a. The designated ITS PAC meeting Travel Management Service is SAIC SSC Travel Services. ITS PAC members must use this service to arrange travel unless granted an exception by the ITS PAC Designated Federal Official, Stephen Glasscock. Submit your request for exception, with justification, to Mr. Glasscock by email at [stephen.glasscock@dot.gov](mailto:stephen.glasscock@dot.gov), or by telephone at 202-366-9126. Travel arrangements must include coach-class service; a U.S. flag carrier; and the most direct, uninterrupted route. You must request an exception also to use a privately owned vehicle (POV) or rental vehicle to travel to and from the meeting location, if doing so is more advantageous to the government than using common carrier transportation.
- b. Please make travel arrangements as soon as possible by contacting the SAIC SSC Travel Services agent, Christa Cook by email at [Christa.L.Cook@saic.com](mailto:Christa.L.Cook@saic.com) (preferred) or by telephone at 703-676-2744. Ms. Cook's normal business hours are (DST):

Mon	11:30 am – 8:00 pm
Tues	12:30 pm – 8:00 pm
Wed	11:00 am – 8:00 pm
Thurs	12:30 pm – 8:00 pm
Fri	10:30 am – 8:00 pm

For immediate assistance during other business hours (8:00 a.m. – 8:00 p.m.) or for after-hours assistance, call 703-676-8780. When contacting Ms. Cook, identify yourself as an ITS Program Advisory Committee member and be prepared to provide the following information:

- (1) Your name as it appears on identification documents (driver's license, passport, etc.).
- (2) Your birth date and gender.
- (3) The airports you will be using.
- (4) Your desired travel dates and times.
- (5) Any travel preferences or requirements (seat preference, frequent flyer number, etc.).
- (6) Your email address.
- (7) Your home and/or cell telephone number (although you may also provide your business number, your home and/or cell number is required in the event of an emergency or schedule change).

c. Ms. Cook will email you a draft itinerary for review and approval by return email or by telephone. Once she receives your approval, she will email you the final itinerary.

### 3. Lodging

a. A block of guest rooms at the Government per diem rate is on hold for the ITS PAC at the Courtyard Marriott Capitol Hill/Navy Yard Hotel located at 140 L Street, SE, Washington, DC 20003 (check-in time is 3:00 p.m., March 26; and check-out time is 12:00 p.m., March 28). Stays of more than two nights must be approved by Mr. Glasscock. Please submit your request for exception, with justification, to Mr. Glasscock as described in paragraph 2.a. above. **Please reserve your guest room as soon as possible, but not later than March 1, 2013**, by telephone at 866-329-0003 or by using the hotel's online group reservations system at the following link:

[Book KING at Courtyard Washington Capitol Hill/Navy Yard for 224.00 per night.](#)

If this link does not work for you, cut and paste the following URL into your web browser window:

[http://www.marriott.com/hotels/travel/wasny-courtyard-washington-capitol-hill-navy-yard/?toDate=3/28/13&groupCode=itsitsd&stop\\_mobi=yes&fromDate=3/26/13&app=resvlink](http://www.marriott.com/hotels/travel/wasny-courtyard-washington-capitol-hill-navy-yard/?toDate=3/28/13&groupCode=itsitsd&stop_mobi=yes&fromDate=3/26/13&app=resvlink)

At the webpage, click on the "FIND" button in the left pane to move to the "Select dates, rooms & rates" page. Select any desired room preferences (which are not guaranteed) and click on the "Continue" button to move to the "Guest Information" page, and complete your reservation. When calling, identify yourself as a member of the ITS Program Advisory Committee to obtain the government per diem rate. Reservations must be guaranteed by a major credit card. Reservations made after March 1 will be subject to available space and prevailing rates. Should you desire to stay at a different

hotel, please inform Mr. Glasscock the name of the hotel and your arrival and departure dates. Lodging will be reimbursed at the Government per diem rate.

- b. You must pay for your own lodging expenses upon check-out from the hotel. Your authorized lodging expenses will be reimbursed upon submission of the Travel Expense Report, as described in paragraph 4 below.

#### **4. Travel Expense Report Preparation and Submission**

- a. **Please prepare and submit your Travel Expense Report by April 11, 2013.**
- b. The Travel Expense Report consists of a Microsoft Excel workbook with two worksheets (a Travel Expense Worksheet and a Travel Mileage Worksheet), available online in the March 27-28, 2013 meeting section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>. If you are not able to access the online version of the report, you may use the enclosed printed copies of the worksheets.

- c. Airline, train, or other common carrier fare to meeting location:

If the SAIC Travel Services Group coordinated your travel, leave this row blank. If you were approved to make your own travel arrangements, enter the total cost of your ticket, not to exceed the “coach class” fare. If you received an exception to use a rental vehicle to travel to and from the meeting location, enter the cost of the rental. If you received an exception to use a POV to travel to and from the meeting location, see “4.d.” below.

- d. Mileage:

On the Travel Mileage Worksheet, enter POV mileage from your home to or from the airport/train station, less the distance of your daily commute. If you received an exception to use a POV in lieu of common carrier transportation to travel to and from the meeting location, enter the total POV mileage. In the online Travel Expense Report, the total mileage on the Travel Mileage Worksheet and the mileage reimbursement on the Travel Expense Worksheet will be calculated automatically. If you use the enclosed printed worksheets, calculate the mileage reimbursement at \$0.565 per mile.

- e. Lodging:

Enter the cost of the room per night, not to exceed the maximum allowable lodging per diem rate, excluding taxes. The maximum allowable lodging per diem rate for Washington, DC for March 2013 is \$224.00. Extra expenses (movies, snacks, etc.) will not be reimbursed.

- f. Lodging Tax:

Enter the lodging tax per night. Only the tax on the allowable per diem rate will be reimbursed.

g. Meals and Incidental Expenses (M&IE):

Enter M&IE per day (fees and tips to porters, baggage carriers, bellhops, and hotel maids; ITS PAC-related postage; etc.). The maximum allowable M&IE per diem rate for Washington, DC for March 2013 is \$71.00, except that on your first and last travel days, the M&IE rate is 75% of the maximum rate, or \$53.25. From the M&IE expenses for March 27 and 28, deduct \$18.00 each day for the government-provided lunches.

h. Parking and Tolls:

In the appropriate date column, enter parking expenses and tolls associated with your ITS PAC-related travel.

i. Taxi/Public Transportation:

Enter taxi/public transportation expenses associated with your ITS PAC-related travel.

j. Miscellaneous:

Enter the total of any ITS PAC-related expenses for office supplies, copying and faxing, courier, telephone calls, etc.

k. Below the expenses table, enter to whom the reimbursement check should be made payable and the address to which the check should be mailed.

l. Sign and date the Travel Expense Worksheet and fax it, the Travel Mileage Worksheet, and copies of receipts (receipts are required only for lodging, authorized expenses over \$75.00, and common carrier fares if you were authorized to purchase your own travel tickets) to:

703-263-9003, Attention: Citizant Accounting

Mail original Expense and Mileage Worksheets and required receipts to:

Citizant, Inc.  
5180 Parkstone Dr., Suite 100  
Attention: Accounting  
Chantilly, VA 20151

m. If you have questions concerning preparation of the Travel Expense Report, please call Carlos R. Vélez at 202-314-3821.

Enclosures

**Travel Expense Worksheet**  
**for**  
**ITS Program Advisory Committee**  
Version 2.5

Name (please type or print): \_\_\_\_\_  
Project Name: ITS Program Advisory Committee  
Citizant Project Number: 10072.001.8100  
Project Manager: Erik Wik  
Project Mgr Ph Num: 202-314-3829

From Date: March 26, 2013      To Date: March 28, 2013

**NOTE: Please also complete the Travel Mileage Worksheet. In the electronic version of this Travel Expense Worksheet, the "Mileage" expense below will be calculated automatically from entries on the Travel Mileage Worksheet.**

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
	3/24/2013	3/25/2013	3/26/2013	3/27/2013	3/28/2013	3/29/2013	3/30/2013	
<b>Expense Type</b>								
Air, Train or other Approved Fare								
Mileage								
Lodging								
Lodging Tax								
Meals & Incidental Expenses								
Parking and Tolls								
Taxi / Public Transportation								
Miscellaneous								
<b>Total Expenses</b>								

Make reimbursement check payable to (please type or print): \_\_\_\_\_

Mail reimbursement check to (please type or print): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign and date below.  
I certify that the expenses are correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fax this Travel Expense Worksheet, the Travel Mileage Worksheet, and copies of required receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

**Citizant**  
**5180 Parkstone Dr.**  
**Attention: Accounting**  
**Chantilly, VA 20151**

Approval (for Citizant use): \_\_\_\_\_ Date: \_\_\_\_\_

**Travel Mileage Worksheet  
for  
ITS Program Advisory Committee  
Version 2.5**

Name (please print): \_\_\_\_\_  
 Project Name: ITS Program Advisory Committee  
 Citizant Project Number: 10072.001.8100  
 Project Manager: Erik Wik  
 Project Mgr Ph Num: 202-314-3829

From Date: March 26, 2013

Week To Date: March 28, 2013

Mileage Rate = \$0.565

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
3/24/2013						
3/25/2013						
3/26/2013						
3/27/2013						
3/28/2013						
3/29/2013						
3/30/2013						
					Total	