

ITS Program Advisory Committee

Travel Process Instructions Version 2.4

1. General

- a. This document provides instructions for making travel and lodging arrangements for the October 10 to 11, 2012 ITS Program Advisory Committee (ITS PAC) meeting at the University of Michigan North Campus Research Complex, and for preparing and submitting the post-meeting “Travel Expense Report”.
- b. ITS PAC official travel and lodging, and associated expense reimbursements are subject to the Federal Travel Regulation.
- c. These instructions and the associated “Travel Expense Report” are available online in the October 10 to 11, 2012 meeting section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>.
- d. As described in these instructions, please complete the following actions by the dates indicated:

Complete travel arrangements:	At your earliest convenience
Reserve guest room:	Not later than September 18, 2012
Submit “Travel Expense Report”:	Not later than October 25, 2012

2. Travel Arrangements

- a. ITS PAC members must make travel arrangements through SAIC SSC Travel Services. The cost of the travel will be billed to Citizant, Inc. pursuant to a contract with the U.S. Department of Transportation. If you desire to make alternative travel arrangements, you must receive approval from the ITS PAC Designated Federal Official, Stephen Glasscock. Please submit your request for exception, with justification, to him by email at stephen.glasscock@dot.gov, or by telephone at 202-366-9126. Desired alternative travel arrangements must use coach-class service; a U.S. flag carrier; and the most direct, uninterrupted route.
- b. At your earliest convenience, contact the SAIC SSC Travel Services’ agent, Christa Cook, by email at Christa.L.Cook@saic.com (preferred) or by telephone at 703-676-2744. Ms. Cook’s normal business hours are (EST):

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. (EST)) 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 Holiday Inn near the University of Michigan located at 3600 Plymouth Road, Ann Arbor, MI, 48105 (check-in time is 3:00 p.m., October 9; and check-out time is 11:00 a.m., October 11). The hotel website is: (<http://www.hiannarbor.com>). **Please reserve your guest room as soon as possible, but not later than September 18, 2012**, by calling telephone number (direct) 734-769-9800 or (toll-free) 800-465-4329. Ask for the ITS PAC rate. Reservations must be guaranteed by a major credit card. Reservations made after September 18 will be subject to available space and prevailing rates. Although you are encouraged to take advantage of the Government per diem rate accommodations at the Holiday Inn, you may use alternative lodging. If you do, please inform Mr. Glasscock, providing the name of the hotel and your arrival and departure dates. Lodging at an alternative location will be reimbursed at the Government per diem rate.
- b. You must pay for your own lodging expenses upon check-out from the hotel. Authorized 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” not later than October 25, 2012.**

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 October 10 to 11, 2012, 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 transit system 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.

d. Mileage for Privately-Owned Vehicle (POV):

You may use a POV only if doing so is more advantageous to the Government than using common carrier transportation. Enter POV mileage from your home to or from the airport/train station, less the distance of your daily commute. The total mileage and reimbursement will be calculated automatically in both the Mileage and the Expense Worksheets of the online “Travel Expense Report”. If you use the enclosed printed worksheets, please calculate the mileage reimbursement at \$0.555 per reimbursable 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 Ann Arbor for October 2012 is \$90.00. 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 Ann Arbor for October 2012 is \$56.00, except that on your first and last travel days, the M&IE rate is 75% of the maximum rate, or \$42.00. Any deductions that should be made

from the M&IE for Government-provided meals will be announced at or following the meeting.

h. Parking and Tolls:

Enter parking expenses and tolls associated with your ITS PAC-related travel in the appropriate date column.

i. Taxi/Public Transportation:

Enter taxi/public transportation expenses associated with your ITS PAC-related travel. You may use a rental vehicle only if doing so is more advantageous to the Government than using public transit.

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 (only lodging receipts, receipts for any authorized expense over \$75.00, and air/train fare receipts if you were authorized to purchase your own travel tickets are required) to:

703-263-9003, Attention: Citizant Accounting

m. Mail original Expense and Mileage Worksheets and required receipts to:

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

n. 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 2.4

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

Week From Date: October 10, 2012 Week To Date: October 13, 2012

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
	10/7/2012	10/8/2012	10/9/2012	10/10/2012	10/11/2012	10/12/2012	10/13/2011	
Expense Type								
Air or Train Fare								
Mileage								
Lodging								
Lodging Tax								
Meals & Incidental Expenses								
Parking and Tolls								
Taxi / Public Transportation								
Miscellaneous								
Total Expenses								

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 2.4**

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

Week From Date: October 7, 2012

Week To Date: October 13, 2012

Mileage Rate = \$0.555

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
10/7/2012						
10/8/2012						
10/9/2012						
10/10/2012						
10/11/2012						
10/12/2012						
10/13/2012						
					Total	