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Title: II, Voucher and Invoice Payments Manual  
Chapter: 2, Travel and Transportation Payments, Section 1, Travel System (TRVL)  
Bulletin: TRVL 04-2, New Relocation Services Companies  
Date: June 3, 2004  
To: TRVL Users

The General Services Administration (GSA) has awarded contracts to Capital Relocation Services (JK Moving and Storage, Inc.) and SIRVA Relocation LLC to provide relocation services to federal employees. The Capital Relocation Services contract was effective October 24, 2003. The SIRVA Relocation LLC contract was effective April 30, 2004.

To accommodate this, code **J** will be used to identify Capital Relocation Services (JK Moving and Storage, Inc.) and code **S** will be used to identify SIRVA Relocation LLC. A complete list of codes for relocation services companies is shown below.

| Code | Company Name  |
|------|---|
| A    | Associates Relocation Management Co., Inc.                |
| E    | Homequity, Inc.   |
| P    | Prudential Relocation                                     |
| C    | Corporate Relocation Services                             |
| R    | RE/MAX Affiliates-Relocation Services                     |
| J    | Capital Relocation Services (JK Moving and Storage, Inc.) |
| S    | SIRVA Relocation LLC                                      |

The Travel System (TRVL) procedure, which is available online at the National Finance Center (NFC) Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC home page ([www.nfc.usda.gov](http://www.nfc.usda.gov)) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click List by Title/Chapter, or List by Acronym/Name then search for TRVL on the list provided.

Please refer questions about TRVL to Travel and Transportation Section personnel at **504-255-4878** or via email at [trvl@usda.gov](mailto:trvl@usda.gov). Refer questions about the distribution of this bulletin to the Customer Liaison and Training Branch at **504-426-5471** or via email at [nfc.pvct@usda.gov](mailto:nfc.pvct@usda.gov).

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