

ITS Program Advisory Committee

Travel Process Instructions

Version 2.8

December 30, 2015

1. General

- a. This document provides instructions for travel and lodging arrangements for the February 4 to 5, 2015, ITS Program Advisory Committee (ITSPAC) meeting at the Crystal City Marriott hotel located at 1999 Jefferson Davis Highway, Arlington, VA 22202-3526; and for preparing and submitting the post-meeting Travel Expense Report.
- b. ITSPAC member travel directly related to committee business, including common carrier travel, lodging, and associated expense reimbursements are subject to the Federal Travel Regulation (FTR).
- c. These instructions and the associated Travel Expense Report will be available online in the February 4 – 5, 2015 meeting section of the ITSPAC 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 January 13, 2015
Submit Travel Expense Report:	Not later than February 19, 2015

2. Travel Arrangements

- a. The designated ITSPAC meeting Travel Management Service is SAIC SSC Travel Services. ITSPAC members must use this service to arrange travel unless granted an exception by the ITSPAC Designated Federal Official, Stephen Glasscock. Submit your request for exception, with justification, to Mr. Glasscock by email at 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. However, use of a rental vehicle from your residence to and from the departure airport, and from the arrival airport to and from the meeting site is authorized.
- b. Please make travel arrangements as soon as possible by contacting the SAIC SSC Travel Services agent at saictravel@tmtravel.com preferred) or by telephone at 919-782-7113. 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; and
 - (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. The travel agent will email you a draft itinerary for review and approval by return email or by telephone. Once the travel agent receives your approval, he/she will email you the final itinerary.

3. Lodging

- a. **Please reserve your guest room as soon as possible, but not later than January 13, 2015.** A block of guest rooms at \$189.00 per night is on hold for the ITSPAC at the Crystal City Marriott hotel. Reservations made after January 13 will be subject to available space and prevailing rates.
- b. Guest room reservations must be guaranteed by a major credit card. The guest room charge and associated taxes are reimbursable. You can make, modify, or cancel your room reservation online at the following link: [Book your group rate: ITS Program Advisory Committee \(Dept of Transportation\) Meeting >>](#). To reserve your guest room telephonically, call 1-800-228-9290 (toll free) and identify yourself as a participant in the ITS Program Advisory Committee meeting.
- c. Should you desire to stay at a hotel other than the Crystal City Marriott, please provide Mr. Glasscock the name of the hotel and your arrival and departure dates. The room charge will be reimbursed at not more than \$189.00 per night.
- d. Guest room check-in is Tuesday, February 3; and check-out is Thursday, February 5. Hotel stays of more than two nights must be approved by Mr. Glasscock. Please submit your request for exception to the two-night stay, with justification, to Mr. Glasscock as described in paragraph 2.a. above.
- e. Lodging expenses not directly related to ITSPAC business (movies, snacks, etc.) will not be reimbursed. 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 not later than February 19, 2015.**
- 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 February 4 – 5, 2015 meeting section of the ITSPAC 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 received approval 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 paragraph 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 \$0.575 per mile.

- e. Lodging:

Enter the cost of the room per night, not to exceed \$189.00, excluding taxes. Extra expenses (movies, snacks, etc.) will not be reimbursed.

- f. Lodging Tax:

Enter the lodging tax per night. Only the tax on the allowable 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; ITSPAC-related postage; etc.). You may claim the maximum allowable M&IE per diem rate for Arlington, VA for February 2015, which is \$71.00; except that on your first and

last travel days, the allowable M&IE rate is 75% of the maximum rate, or \$53.25.
Instructions on M&IE deductions for government-provided meals will be provided later.

h. Parking and Tolls:

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

i. Taxi/Public Transportation:

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

j. Miscellaneous:

Enter the total of any ITSPAC-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: Sue Ren

Mail the original Expense and Mileage Worksheets and required receipts to:

Citizant, Inc.
15000 Conference Center Dr., Suite 500
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 2.8

Name (please type or print): _____
Project Name: ITS Program Advisory Committee
Citizant Project Number: 10153.002
Project Manager: Carlos Velez
Project Mgr Ph Num: 202-314-3821

From Date: February 3, 2015 To Date: February 5, 2015

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
	2/1/2015	2/2/2015	2/3/2015	2/4/2015	2/5/2015	2/6/2015	2/7/2015	
Expense Type								
Air, Train or Other Common Carrier 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: Sue Ren. Mail originals to the address below. If you have any questions or need additional assistance, please call 202-314-3821.

Citizant
15000 Conference Center Dr., Suite 500
Attention: Accounting
Chantilly, VA 20151

Approval (for Citizant use): _____ Date: _____

**Travel Mileage Worksheet
for
ITS Program Advisory Committee
Version 2.8**

Name (please print): _____
 Project Name: ITS Program Advisory Committee
 Citizant Project Number: 10153.002
 Project Manager: Carlos Velez
 Project Mgr Ph Num: 202-314-3821

From Date: February 3, 2015

Week To Date: February 5, 2015

Mileage Rate = \$0.575

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
2/1/2015						
2/2/2015						
2/3/2015						
2/4/2015						
2/5/2015						
2/6/2015						
2/7/2015						
					Total	