



U.S. General Services Administration

Federal Acquisition Service

GSA Travel Manager Tool Box: The Road to Effective Travel Policy and Program Management

**2010 National Travel Forum
Orlando, Florida
June 30, 2010**



Federal Acquisition Service

Agenda

- Professional Travel Management and GSA
 - **New!** Web resource
- GSA Travel Training
- GSA Travel Management Information Service
- GSA FedRooms®



U.S. General Services Administration

Federal Acquisition Service

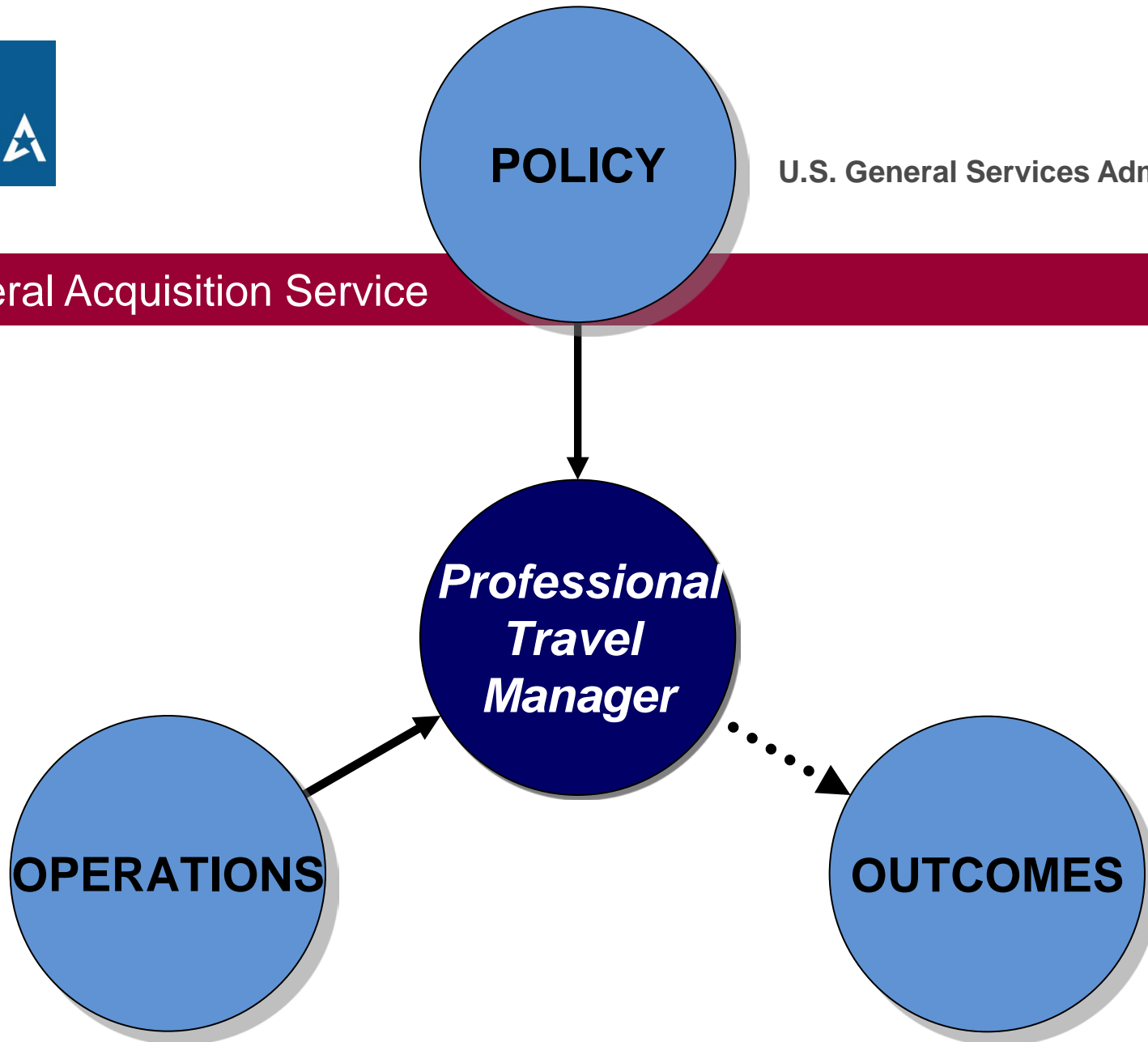
**Professional Travel
Management and
GSA**





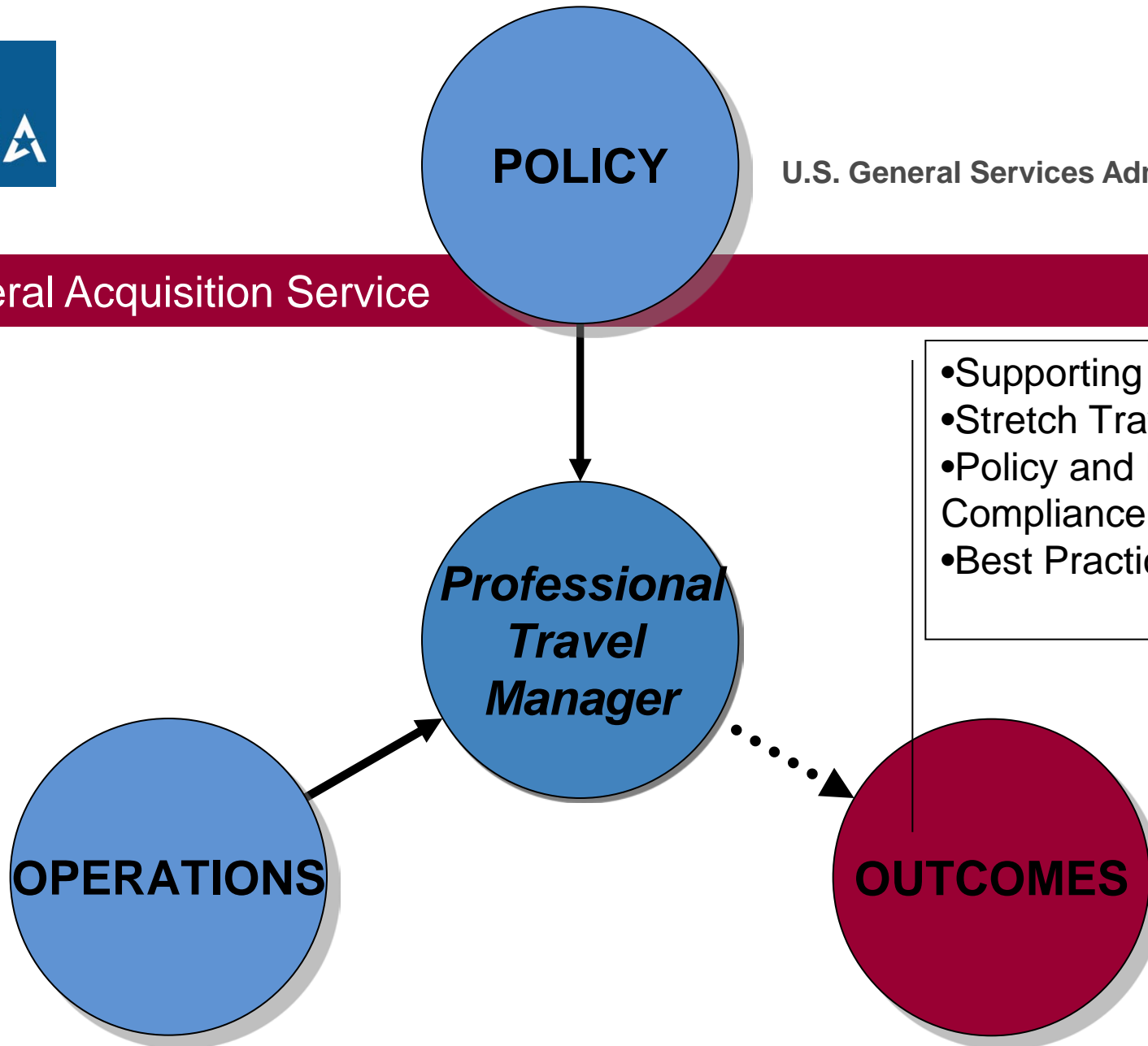
Who attended?

- The Road Ahead – Your Role as Government Travel Manager, Tuesday 2:00pm
- Karen VanBuskirk (703.605.2157)





Federal Acquisition Service





Major Roles and Responsibilities

- Performance Management: Budget and Performance Integration
- Travel Supplier Management (E-Gov Travel Service, FedRooms®, TMC, etc.)
- Promulgate FTR or applicable travel regulation
- Respond to OMB, GAO, GSA, Congress on matters related to travel
- Subject Matter Expert



GSA SUPPORT... you can count on

- Travel Manager Excellence Team
- Orientation workshop
- Travel Manager Tool Box – *under development*
- Networking opportunities
 - Travel manager listserv
 - Events
- Handbook for business travel buyers – *Business Travel News*



GSA SUPPORT... you can count on

- GSA Programs
 - Travel Management Information Service (MIS)
 - Travel Training
 - Travel Services Solutions
 - FedRooms® and lodging solutions
 - E-Gov Travel Services



WHAT GSA OFFERS

- [Buildings & Real Estate](#)
- [Products & Services](#)
- [Policy & Regulations](#)

DOING BUSINESS WITH GSA

- [Purchasing Programs](#)
- [Real Estate Services](#)

LEARN MORE

- [How We Help](#)
- [About GSA](#)
- [Newsroom](#)

[Home](#) > [How We Help](#) > [Areas of Interest](#) > [Travel Resources](#)

Travel Resources



Federal Travelers



- **Domestic Per Diem Rates** - GSA sets maximum daily reimbursement rates for lodging, meals, and incidental expenses
- **Lodging: FedRooms®** - Governmentwide managed hotel program offering rates at or below Per Diem
- **Airline City Pair Program** - Governmentwide discount airline program used for temporary duty travel
- **Travel Charge Card** - A convenient method for federal agencies and their employees to pay for official government travel and travel-related expenses
- **Travel Training** - GSA offers classes nationwide
- **E-Gov Travel Service** - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements

[More >>](#)

Travel Industry



- **FedRooms**
- **Conference Lodging Services**
- **Airline City Pair Program** - Governmentwide discount airline program used for temporary duty travel
- **E-Gov Travel Service** - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- **Travel Services Solutions** - A multiple-award schedule offering contract travel agency and consulting service

[More >>](#)

Travel Managers



- **FedRooms**
- **Conference Lodging Services**
- **Airline City Pair Program** - Governmentwide discount airline program used for temporary duty travel
- **E-Gov Travel Service** - Governmentwide, web-based service to manage travel planning, reservations, authorizations, and reimbursements
- **Travel Services Solutions** - A multiple-award schedule offering contract travel agency and consulting services
- **Management Information Services** - Governmentwide, web-based travel management information service
- **Travel Training and Certification** - Provide travelers and approving officials GSA training as well as certification by nationally recognized organizations
- **Federal Travel Regulation** - Implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense
- **Travel Manager Excellence Team** - Senior travel professionals implementing best travel management practices at their agencies

[More >>](#)

Policy for Government Travel



- **Federal Travel Regulation** - Implements statutory requirements and executive branch policies for travel by federal civilian employees and others authorized to travel at government expense



www.gsa.gov/travelmanagers

U.S. General Services Administration

WHAT GSA OFFERS

Buildings & Real Estate

Products & Services

Policy & Regulations

DOING BUSINESS WITH GSA

Purchasing Programs

Real Estate Services

LEARN MORE

How We Help

About GSA

Newsroom

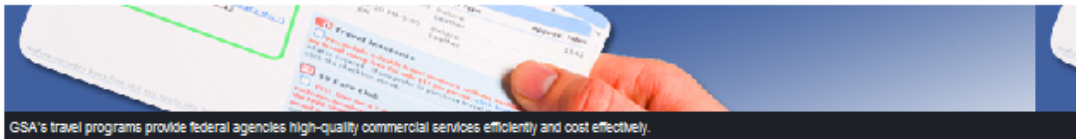
For Travel Managers

Home > Products & Services > Travel > For Travel Managers

For Travel Managers

Overview

- FedRooms
- Conference Lodging Services
- Airline City Pair Program
- E-Gov Travel Services (ETS)
- Travel Services Solutions
- Travel Charge Card
- Management Information Service (MIS)
- Travel Manager Excellence Team
- GSA Travel Training and Certification



Programs

- [Lodging: FedRooms®](#) - Provides FTR-compliant hotel rooms for government travelers while on official business
- [Conference Lodging Services](#) - Professionals who provide managers' conference services
- [Airline City Pair Program](#) - Travelers are required to use this managed airfare program
- [E-Gov Travel Services \(ETS\)](#) - Offers a one-stop, self-serve site for all travel needs
- [Travel Services Solutions \(TSS\)](#) - Streamline agencies' acquisition of travel services
- [Travel Charge Card](#) - Governmentwide federal charge card program

Manager Resources

- [Travel Management Information Services \(MIS\)](#) - Offers standard and custom reports on travel spending
- [Travel Manager Excellence Team](#) - A team of senior travel professionals who implement best travel management practices

Training

- [GSA Travel Training](#) - GSA offers classes nationwide
- [Certified Government Travel Executive Program](#) - This NBTA program helps government travel professionals build skills to manage multi-faceted travel programs
- [Wharton Global Leadership Professional Program](#) - The only master's level accredited course offered within the business travel industry

Associations

These professional groups can help travel managers with training and networking.

- [Society of Government Travel Professionals \(SGTP\)](#)
- [National Business Travel Association \(NBTA\)](#)
- [Association of Corporate Travel Executives \(ACTE\)](#)
- [Meeting Professionals International \(MPI\)](#)
- [Society of Government Meeting Professionals \(SGMP\)](#)

Contacts

Travel Programs

1-(888) 472-5585
 Fax: (703) 805-9934
TravelPrograms@gsa.gov
[Contact Details](#)

Resources

- [2010 National Travel Forum](#)
- Download the complete [Federal Travel Regulation](#)
- [Joint Federal Travel Regulations \(Uniformed Services\)](#)
- [Joint Travel Regulations \(DoD Civilian\)](#)
- [Foreign Affairs Manual](#)
- [Business Travel News](#)

Events

- [2010 National Travel Forum](#)
- [Travel Events](#)

The shortcut to this page is www.gsa.gov/travelmanagers.

Printer Friendly format

Last Reviewed 5/20/2010



U.S. General Services Administration

Federal Acquisition Service

GSA Travel Training





Program Goal

- Preferred government training resource and tool
- Improve knowledge on travel and transportation policies
 - GSA Federal Travel Regulation (FTR)
 - Department of Defense Joint Travel Regulations (JTR), Volume 2
 - Department of Defense Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Services)



Program Goal (Continued)

- Improve management of Travel and Transportation Programs
- Educate travelers, Approving Officials, Budget Officers, Voucher Examiners, Transportation Specialists and Government Contractors



Training Benefits

- Enhance understanding of travel and relocation entitlements
- Support Professional Travel Managers across the government community
- Support embedded FTR policy in the E-Gov Travel Services
- Enhance procurement of travel and transportation services



Types of Training

- Scheduled Classes – offered year round
 - Travel and relocation entitlements

- Tailored Training available worldwide
 - Agency specific
 - Training conducted at agency's location



2010 Training Locations

- 5 top training destinations
 - Denver, CO
 - Las Vegas, NV
 - San Diego, CA
 - Seattle, WA
 - Washington, DC

Available Courses

- GSA Travel and Relocation Entitlement Training
 - Temporary Duty Travel – Federal Travel Regulation (FTR)
 - Advanced Temporary Duty Travel – Federal Travel Regulation (FTR)
 - Approving Officials' Responsibilities – Federal Travel Regulation (Onsite)
 - Conference Planning



Available Courses (Continued)

- GSA Travel and Relocation Entitlement Training
 - Relocation Allowances: Federal Travel Regulation (FTR)
 - Relocation Income Tax Allowances (RITA)
 - Shipping Household Goods and Transportation Management Services Solution (TMSS)



Available Courses (Continued)

- GSA Travel and Relocation Entitlement Training
 - Travel Basic (**new**)
 - Advanced Travel Basic (**new, Onsite**)
 - FTR Web Base Training (**new**)
 - Federal Aviation Administration (FAA) Travel Policy (**new, Onsite**)

Available Courses (Continued)

- DoD Travel and Relocation Entitlement Training
 - Temporary Duty Travel: Joint Travel Regulations (JTR), Volume 2
 - Advanced Temporary Duty Travel Joint Travel Regulations (JTR), Volume 2
 - Temporary Duty Travel: Joint Federal Travel Regulations (JFTR), Volume 1 (Uniformed Service)



Available Courses (Continued)

- DoD Travel and Relocation Entitlement Training
 - Relocation Allowances: Joint Travel Regulations (JTR), Volume 2
 - Approving Officials' Responsibilities: JTR Volume 2 (Onsite)



Federal Acquisition Service

What's New in FY 2011

- Our customers spoke and we listened
 - Offer onsite courses as scheduled classes in 2011
- New scheduled courses:
 - Approving Officials' Responsibilities: Federal Travel Regulation
 - Approving Officials' Responsibilities Joint Travel Regulations (JTR), Volume 2
 - Advanced Travel Basics



New Onsite Course for FY 2011

- Temporary Duty Travel for Defense Contractors – Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplements (DFARS)



Payment

- Payment information required at the time of registration
 - Government issued Purchase Credit Card
 - Transactions are processed first day of class
 - Standard Form 182
 - Company check or U.S. Money Order
 - Payable to the GSA Travel Training Branch



Registration

- Complete a registration form
 - Form available online- www.gsa.gov/traveltraining
 - Email completed form to travel.training@gsa.gov
 - Fax to (703) 605-2188



U.S. General Services Administration

Federal Acquisition Service

Professional Development and Training

Betho Vogelsinger

(703) 605-9184

betho.vogelsinger@gsa.gov

Diane Hawkins

(703) 605-2897

diane.hawkins@gsa.gov

Travel Training

(703) 605-0555 Main line

(703) 605-2188 Fax


travel.training@gsa.gov

www.gsa.gov/traveltraining



U.S. General Services Administration

Federal Acquisition Service

A close-up, slightly blurred image of the American flag, showing the stars and stripes in shades of blue, white, and red.

**GSA Travel
Management
Information Services**



Who attended?

- GSA's Travel Management Information Service (MIS) supports GREEN, Tuesday 2 pm and Wednesday 9:45 am
- Lauren Allen
 - lauren.allen@gsa.gov
 - 703.605.2929

Federal Acquisition Service

Challenge Identified

- The federal government is the world's largest buyer of travel: \$17.4B spent in 2009; however
 - There was a lack of transparency and visibility on spend & utilization
 - Traveler compliance to the FTR was unknown
 - Ability to supply mandated First Class Travel, TRIP, and CO2 Emissions reports was limited or not available
 - Summary Data required for Strategic Sourcing was not available
 - Responding to FOIAs, congressional, or administrative data calls required extensive resources and time (and was still, often an estimate)



Suite of Government Wide Standard Reports and Interactive Dashboards

- Regulatory Reports
- Travel Spend Reports
- Programs Utilization Reports
- Group Travel Reports
- Data Source and Data Quality Reports
- Sourcing Reports



Drive outcomes for your agency with GSA Travel MIS

- Cost savings – via increased utilization of existing travel programs
- Improved agency policy formulation/oversight
- Improved ability to detect program slippage
- A means for cost containment
- Time and resource savings associated with more efficient fulfillment of FOIAs and data requests



U.S. General Services Administration

Federal Acquisition Service

GSA FedRooms®





Federal Acquisition Service

Who attended?

- GSA Lodging® Programs: Providing Quality and Service at Properties World-wide, Tuesday 2:00pm & Wednesday 2:00pm
- Rick Freda
 - 703.605.2172
 - rick.freda@gsa.gov

Federal Acquisition Service

How to Reserve a FedRooms® Hotel

- **ASK for the FedRooms® RATE!**
- **Book online**
 - ETS or DTS
 - www.fedrooms.com





U.S. General Services Administration

Federal Acquisition Service

<https://www.fedrooms.com/>



Federal Acquisition Service

Questions?

- GSA and Professional Travel Management
- Travel Training
- Travel MIS
- FedRooms®
- E-Gov Travel Services
- City Pair Program
- Travel Services Solutions