



U.S. General Services Administration

# Federal Acquisition Service

Center for Travel Management  
Professional Development and Training Section

National Travel Form

June 4, 2008



## Today's Session – Desired Outcomes

- Learn about GSA's toolbox of training classes
- Discuss the value of having a Certified Travel Manager
- Identify how to arrange GSA training for your agency



## Background

- U.S. General Services Administration (GSA) Travel Training has been delivering professional development and training for over 25 years
  - Extensive knowledge
  - Comprehensive courses
  - Current and relevant
  - Accessible and flexible

## Federal Acquisition Service

## Goals

- Provide an in depth review of travel and relocation policy:
  - GSA Federal Travel Regulation (FTR)
  - Department of Defense (DOD) Joint Travel Regulations (JTR) Volume 2
- Develop expertise in travel and relocation policy
- Increase effectiveness of approving officials, budget officers, voucher examiners
- Increase traveler satisfaction



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# Benefits

- Enhance knowledge of:
  - Travel and relocation entitlements
  - Travel and transportation services
- Fundamental of effective management of E-Gov Travel Service:
  - Embedded policy compliance
- Make effective use of:
  - City Pair Program (air)
  - FedRooms (hotels)
  - Travel Management Centers (TMC)



## Outcome

- Improved utilization and understanding will increase:
  - Regulatory compliance
  - Productivity
  - Traveler satisfaction
  - Savings and cost containment



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# Current Offerings



## Types of Training

### ➤ Classroom Setting

- 8 training location to choose from:

Little Rock, AR

San Francisco, CA

Denver, CO

Washington, DC

Pensacola, FL

Las Vegas, NV

San Antonio, TX

Seattle, WA



## Types of Training (continued)

- Agency tailored
  - Incorporates agency specific policies
  - Conducted at agency's location
  - Available worldwide

## Federal Acquisition Service

## Lecture Courses

- Civilian Agency 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 Regulations (FTR)



## Lecture Courses (continued)

- Civilian Agency Travel and Relocation Entitlement Training
  - Relocation Allowances: FTR and JTR Volume 2
  - Relocation Income Tax Allowances (RITA)
  - Conference Planning



## Lecture Courses (continued)

- Department of Defense Travel and Relocation Entitlement Training
  - Temporary Duty Travel – Joint Travel Regulations (JTR) Volume 2
  - Relocation Allowances: FTR and JTR Volume 2
  - Approving Officials' Responsibilities – JTR Volume 2



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# New Offerings



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# New in Training

- New course offerings
  - Conference Planning – available FY 2008
  - Shipping Household Goods – available in 2009
  - DoD JFTR Vol 1 – available in 2009
  - Advance JFTR Vol 2 – available in 2009
  - Relocation Allowances: FTR – available in 2009
  - Relocation Allowances: JFTR Vol 2 – available in 2009
  - FTR Web based online training – available in 2009
- New course manuals
  - Currently under revision
  - Updated with new format



## Certified Travel Manager

- Value of having a Certified Travel Manager
  - Internal Controls
    - Data and information supports effective decision making
    - Better management of travel security
  - Compliance
    - Maximize savings through greater use of preferred suppliers
    - Reduced out-of-policy travel
  - Savings and Cost Constraints
    - Operational effectiveness, increase user satisfaction



## Federal Acquisition Service

# Training Opportunities

- National Business Travel Association (NBTA) [www.nbta.org](http://www.nbta.org)
  - Fundamentals online course
  - Certification Program (CCTE)
  - Certification Government Travel Executive (CGTE) – TBA at NTF- Classes late FY'08
- Society of Government Travel Professionals (SGTP) [www.sgtp.gov](http://www.sgtp.gov)
  - Entry Level online course
- Association of Corporate Travel Executives
  - Web cast, white papers, travel forums
- GSA Training
  - FTR, JFTR, Relocation, GSA Travel Programs



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### Outcome

- Knowledge of best travel management practices
- Better understanding of key business issues in the industry
- Enhanced policy and program compliance
- Best value of agency travel budget
- Become an agency expert and resource on best practices in travel management



## How to Register for Training

- Determine type of training and specific course that best suit your agency's needs
- Obtain training approval internally
- Complete and submit registration form
  - Download form from [www.gsa.gov/traveltraining](http://www.gsa.gov/traveltraining)
  - Fax to (703) 605-2188



## Federal Acquisition Service

# Success Stories

- We survey our Federal customers to gain valuable insight on how to improve our services, course structure, and training manuals

- Customer comments:

*“TDY-FTR course -- the best training and worthwhile attending.”*

*“I highly recommend the relocation entitlement class for newcomers.”*

*“Instructor are very knowledgeable on the FTR.”*

*“The Manual is easy to understand and a great reference guide.”*



## Federal Acquisition Service

# How to obtain the Training Catalog

- GSA Worldwide Travel Training 2009 Course Catalog
  - Tentative print release date September 1, 2009
- Available through the GSA Centralized Mailing List Service (CMLS)
  - (817) 334-5215
  - [www.gsa.gov/clms](http://www.gsa.gov/clms) or [cmls@gsa.gov](mailto:cmls@gsa.gov)
    - Reference Catalog Item No. 5-07-00437
- Contact the GSA Travel Training Section
  - (703) 605-0555
  - [traveltraining@gsa.gov](mailto:traveltraining@gsa.gov)



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# Professional Development and Travel Training Section

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