



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

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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

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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



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Training Opportunities

- National Business Travel Association (NBTA) 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
 - 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
 - Fax to (703) 605-2188



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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.”



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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 or cmls@gsa.gov
 - Reference Catalog Item No. 5-07-00437
- Contact the GSA Travel Training Section
 - (703) 605-0555
 - traveltraining@gsa.gov



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